Accreditation
Eastern Idaho Technical College is accredited by the Northwest Association of Schools and Colleges.

Access for Physically Disabled
All Eastern Idaho Technical College facilities are designed to accommodate easy access for the disabled. Reserved parking for handicapped is also available.

Special Notice
Catalogs, bulletins, 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 withdraw or cancel classes, courses, and 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 In particular, when an instructional program is to be withdrawn, Eastern Idaho Technical College will make every reasonable effort to ensure that students who are currently enrolled and who are making normal progress toward completion of those requirements will have the opportunity to complete the program which is to be withdrawn.

Americans with Disabilities
Eastern Idaho Technical College is committed to providing educational opportunities to all qualified individuals and, in doing so, complies with the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973 which states that no qualified person shall, because of their disability, be denied access to, participation in, or the benefits of any program or activity operated by the College. Students having questions about accessibility or requesting reasonable accommodations, as indicated in the ADA or Section 504, should contact Disabled Student Services, ext. 3376.

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/Affimative Action institution and is V.A. approved.

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

Contents

Photos by Robert Bodily, EITC

Vision

Our vision is to be a superior quality 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 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 high-quality educational programs that meet the diverse needs of the citizens of its nine county service area and the State of Idaho. We offer an excellent learning environment and deliver a variety of learning opportunities to our students. The College serves by being a minimal cost, open-door institution that advocates for the needs of the individual. The College champions technical programs, customized industry training and retraining, developmental and basic skills instruction, workforce and community education, economic development, distance education, and student services.

To fulfill our mission, the College strives to achieve the following goals:

n Provide postsecondary vocational-technical education for students who plan to enter full-time employment after completing a one- or two-year curriculum;

n Offer customized training programs in current and emerging technologies;

n Provide continuing education via credit and non-credit courses and seminars;

n Participate in the economic development of the service area through collaborative planning, training, and education;

n Offer developmental programs in adult literacy, General Educational Development, Adult Basic Education, and English as a Second Language;

n Extend technical education to students currently enrolled in area secondary schools;

n Provide support services that enhance the educational experience of students, including advising, counseling, career planning, placement, and other activities;

n Maintain and enhance partnerships with regional high schools, colleges, universities, businesses, industry, government, and health care institutions;

n Prepare students for the 21st Century by providing state-of-the-art equipment, materials, facilities, and services;

n Provide alternative instructional delivery systems for those students who do not attend classes on campus;

n Recruit, hire, retain, and develop high-quality, dynamic college personnel;

n Provide and continually plan for a quality campus environment that encourages student growth, fosters respect for people, advocates positive human interaction, and serves the diverse student and community populations within the dimensions of college resources.
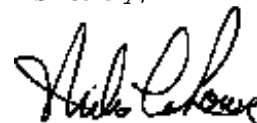
President s Welcome

Welcome to Eastern Idaho Technical College. We encourage your careful review of this catalog for detailed information about our progressive college. We invite you to visit the campus and see an institution dedicated to preparing people for the Twenty-First Century. Eastern Idaho Technical College offers modern, quality technical programs taught by a faculty pledged to student success. Our College programs and services are committed to being the best. We hope that you will choose to attend.

The EITC staff strives to meeting the needs of the student and the workforce of our service area. We have accepted the challenge of personal and professional involvement in the school, adherence to quality and ethical standards, and creativity to ensure that our College fulfills every aspect of its mission.

EITC takes great pride in its open door philosophy, accepting students wherever they may be in their educational and social development. Our students come to us from all walks of life and represent all ages and educational backgrounds. Through small classes and attention to the individual needs of our students, Eastern Idaho Technical College is very successful in bringing students with a wide variety of backgrounds to a point where they may enter into successful careers in industry, transfer to four-year colleges, and achieve personal goals. At the same time, this College gives appropriate attention to student development through a variety of services and activities.

Please choose to begin your education for life and employment at Eastern Idaho Technical College. We give you education for the real world.

Sincerely,

Miles LaRowe, Ed.D., President

2000-2001 Calendar

Fall Semester 2000

July 10: Fall semester open enrollment for non-matriculated (non-degree seeking) students

August 7: Fall semester orientation for new students

August 9: Fall semester registration fee deadline

August 21: Classes begin

September 1: Last day to add class(es)

September 4: Labor Day

October 13: Mid-semester/Last day to make up incompletes.

October 27: Last day to withdraw from class(es) without grade penalty.

November 14: Faculty advising day

November 15-17: Spring semester registration for continuing students/deadline to file 1999-2000 application for graduation

November 23-24: Thanksgiving vacation

November 27: Spring semester registration for new matriculated (degree-seeking) students begins

December 4: Spring semester open enrollment for non-matriculated (non-degree seeking) students begins

December 14: Last day of instruction

December 15: Faculty grading day/spring semester registration fee deadline

December 17-January 7: Christmas vacation (students)

December 18: Orientation for new students

Spring Semester 2001

January 4-5: Faculty in-service days

January 8: Classes begin

January 15: Martin Luther King Jr./Idaho Human Rights Day

January 19: Last day to add class(es)

February 16: Faculty in-service day

February 19: Presidents Day

March 2: Mid-semester/Last day to make up incompletes.

March 16: Last day to make up incompletes. Last day to withdraw from classes without grade penalty

March 19-23: Spring Break

April 17: Faculty advising day

April 18-20: Summer term and fall semester registration begins for continuing students

April 23: Summer term and fall semester registration for new matriculated (degree-seeking) students begins

April 30: Summer term open enrollment for non-matriculated (non-degree seeking) students begins

May 7: Orientation for new summer term students

May 10: Last day of instruction

May 11: Faculty grading day/summer term registration fee deadline

May 16: Commencement

Summer Term 2001

May 21: Classes begin

May 25: Last day to add class(es)

May 28: Memorial Day

June 15: Mid-term/Last day to make up spring semester incompletes. Last day to withdraw from classes without grade penalty

July 4: Independence Day

July 6: Last day to make up spring semester incompletes

July 12: Last day of instruction

July 13: Faculty grading day

2001-2002 Calendar

Fall Semester 2001

July 9: Fall semester open enrollment for non-matriculated (non-degree seeking) students

August 8: Fall semester orientation for new students

August 10: Fall semester registration fee deadline

August 16-17: Faculty in-service days

August 20: Classes begin

August 24: Last day to add class(es)

September 3: Labor Day

October 12: Mid-semester/ Last day to make up incompletes

October 27: Last day to withdraw from classes without grade penalty

November 13: Faculty advising day

November 14-16: Spring semester registration for continuing students begins

November 16: Deadline to apply for 2001-2002 graduation

November 22-23: Thanksgiving vacation

November 26: Spring semester registration for new matriculated (degree-seeking) students begins

December 3: Spring semester open enrollment for non-matriculated (non-degree seeking) students begins

December 13: Last day of instruction

December 14: Faculty grading day/spring semester registration fee deadline

December 14-January 4: Christmas vacation (students)

December 19: Orientation for new students spring semester

Spring Semester 2002

January 3-4: Faculty in-service days

January 7: Classes begin

January 11: Last day to add class(es)

January 14: Martin Luther King Jr./Idaho Human Rights Day

February 15: Faculty in-service

February 18: Presidents Day holiday

March 1: Mid-semester/Last day to make up incompletes

March 15: Last day to withdraw from classes without grade penalty

March 18-22: Spring Break

April 16: Faculty advising day

April 17-19: Summer term and fall semester registration begins for continuing students

April 22: Summer term and fall semester registration for new matriculated (degree-seeking) students begins

April 29: Summer term open enrollment for non-matriculated (non-degree seeking) students begins

May 6: Orientation for new summer term students

May 9: Last day of instruction

May 10: Faculty grading day/summer term registration fee deadline

May 14: Commencement

Summer Term 2002

May 20: Classes begin

May 24: Last day to add class(es)

May 27: Memorial Day holiday

June 14: Mid-term/Last day to make up spring semester incompletes

June 21: Last day to withdraw from classes without grade penalty

July 4: Independence Day

July 11: Last day of instruction

July 12: Faculty grading day

General Regulations

Standard Admission Requirements

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

Applicants for any program must:

- Submit completed application for admission.
- Submit $10 non-refundable application fee.
- Submit official transcript from last high school attended and transcripts from all post-secondary education. Official GED test scores required when applicable.
- Complete preliminary educational assessment. Achievement testing constitutes part of this assessment process. (appointment required)
- Schedule an appointment with an admissions counselor. (appointment required)

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

Additional pre-admission procedures exist for some programs (see program descriptions).

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

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

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

Each class has a specific starting date. Please refer to the individual program description for additional information. Contact the Student Services Office regarding available openings.

Enrollment Prior to High School Graduation

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

Dual Enrollment: High school students 16 or older may enroll in up to two courses per semester at EITC as non-matriculated (non-degree seeking) students. You must pay the $10 application fee, take the COMPASS test, and submit a letter from your high school counselor authorizing participation. Students are required to pay full fees for

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

Readmission of Former Students

If you are absent from the College for two consecutive semesters, excluding the summer term, you will be required to meet graduation requirements shown in the catalog in effect at the time of your return to EITC not your original catalog. If you return to the College after an absence of two full years, you must apply for readmission, pay the $10 application fee, and take the admission assessment unless your scores are already on file. If you applied for admission within the past year, but did not attend, simply call the admissions office to update your application.

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. No transcripts or testing are required. 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 summer term. High school students may register on a part-time basis with letters of consent from the high school principal, parent(s) or legal guardian(s), and permission from an EITC counselor. Acceptance into this non-degree seeking category does not constitute acceptance into a certificate/degree program. You will not be eligible to receive federal or state financial aid and must meet any prerequisite/corequisite 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 (enrollment). If you fail classes as a non-degree seeking student, this will impact your financial aid eligibility when you enroll as a degree-seeking student.

Regular Admission
To apply for regular admission to EITC, you must meet the following requirements:

High School diploma with a minimum 2.0 GPA.

Placement examination/admission exam. Normally, the COMPASS will be required; however, other exams approved by the State Board of Vocational Education such as the 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 three 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), 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   Vocational-technical courses, including Tech Prep sequences and organized work-based learning experiences connected to the school-based curriculum, are strongly recommended. High school work release time not connected to the school-based curriculum will not be considered.

Compass Placement Test: COMPASS is an untimed assessment test used for course advising and for determining your achievement level in the areas of math, reading and English composition. 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. The test is given throughout the year by appointment only. To schedule an appointment, call Student Services at 524-3000 or 1-800-662-0261. There is a $10 fee to take the COMPASS; the fee is waived if the $10 application fee has already been submitted.

Special Arrangements for Students with Disabilities: If you have a disability or temporary disabling condition that will prevent you from taking the tests under standard conditions, inform the test administrator that you need special arrangements. No additional charge will be made for this accommodation.

Standards for Others Seeking Regular Admission: Individuals who graduated from high school prior to 1997 and who are applying for regular admission to EITC must complete:

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 State Board of Vocational Education, such as the ASSET or CPT, may be substituted.

Provisional Admission
If you do not meet the requirements for regular admission

you may be admitted to EITC on provisional status (provisional admission will not be granted to foreign students). You will be required to successfully complete appropriate remedial, general and/or technical education course work related to the vocational-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 (COMPASS or ASSET).

Procedures for Placement into Specific Vocational-Technical Programs

Vocational-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. Therefore, before you can enroll in a specific program, the following placement requirements must be satisfied:

Specific program requirements (including placement exam results) must be met before you can enroll in a program of study. If you do not meet the established requirements of the program of choice, you will have the opportunity to participate in basic academic development to improve skills.

You must provide evidence of a career plan. (It is best if this plan is developed throughout high school before seeking admission.)

You must be competent in basic computer skills (before seeking admission, if possible).

Per Semester Fee Schedule

TOTAL CREDITS	RESIDENT	NON-RESIDENT
1 credit	$ 62	$ 124
2 credits	$124	$ 248
3 credits	$186	$ 372
4 credits	$248	$ 496
5 credits	$310	$ 620
6 credits	$372	$ 744
7 credits	$434	$ 868
8 credits	$496	$ 992
9 credits	$558	$1,166
10-18 credits	$624	$2,285

Credit load above 18 must be approved by a student s faculty advisor and the registrar. A $15 surcharge will be assessed for each additional credit.

Summer Term Full-Time Registration Fee

RESIDENT	NON-RESIDENT
$312	$1,142.50

Credit load above 9 must be approved by a student s faculty advisor and the registrar. A $15 surcharge will be assessed for each additional credit.

The EITC Bookstore carries a full line of textbooks, supplies, and EITC clothing items.

Miscellaneous Fees

All programs:

$10 application fee

$32/semester mandatory insurance fee

$15/semester computer lab fee for all registered students

Some BOT/MKT classes: $20 organization fee per year

Dental Assisting: $200/year lab fee ($100 per semester)

Health Care Technology Courses: $20/year malpractice insurance

Mechanical Trades: $55/semester coverall fee

All fees are established by the Idaho State Board of Education and are subject to change without notice.

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 college 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 Verification

If you are enrolled for 10 credits or more you are required to pay full fees but are not considered a full-time student. To verify student enrollment to Veteran s Administration, Pell Grant, federal and state grants, student loan agencies, insurance companies, and other funding sources and agencies outside EITC, the following schedule will be used:

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

Fee Refunds

If you wish to withdraw from class during a semester you do so officially through both the student services office and the business office. Refund of registration fees is computed from the official last day of attendance. Registration fee refunds will be made as follows:

Withdrawal prior to first class day 100%
Withdrawal during first week of class 75%
Withdrawal during the second week of class 50%
Withdrawal during the third week of class 25%
No refund after the third week of class

A $10 administrative fee will be deducted from all refunds except for cancelled courses. Miscellaneous fees are not refundable after the first week of class. Financial aid recipients may be required to repay some or all financial aid upon withdrawal, depending on the type of aid received, the documented last day of attendance, and applicable rules and regulations governing financial aid.

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

Delinquent Accounts

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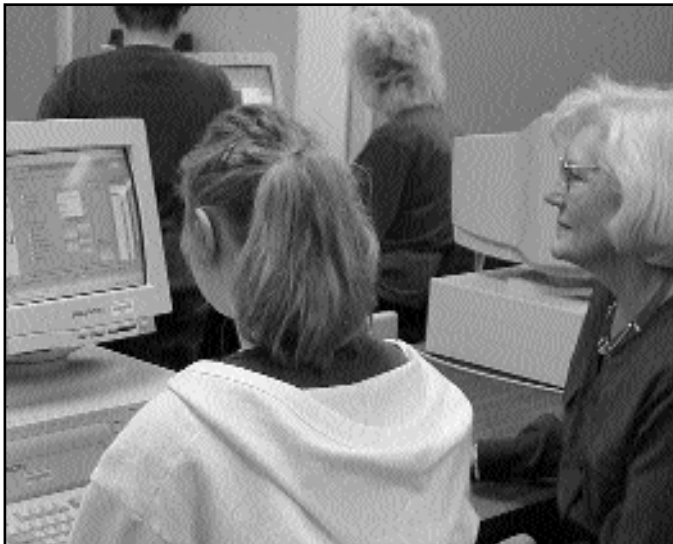
Resident Status

The definition of a resident student is as follows:

Any student who has one parent or court-appointed guardian currently domiciled in Idaho. Domicile, in the case of a parent or guardian, means the individual's true, fixed, and permanent home and place of habitation. It is the place where that individual intends to remain, and to which that individual expects to return when that individual leaves without intending to establish a new domicile elsewhere. To qualify under this section, the parent or guardian must have maintained a bona fide domicile in the state of Idaho for at least one year prior to the opening day of the semester/term for which the student enrolls.

Any student who receives less than fifty percent (50%) of his/her financial support from parents or legal guardians and has continuously resided in Idaho at least twelve months prior to the opening day of the semester/term for which the student enrolls and has established a bona fide domicile in Idaho for purposes primarily other than educational.

Any student who is a graduate of an accredited Idaho high school and who enrolls at an Idaho college or university during the semester immediately following such graduation regardless of the residency of the student s parents or guardians.

Any student whose spouse is classified, or is eligible for classification, as a resident of the state of Idaho for the purposes of attending a college or university.

Any student who is a member of the armed forces of the United States, stationed within the state of Idaho on military orders, or whose parent or guardian is a member of the armed forces and stationed in the state of Idaho on military orders and receives 50 percent or more of his/her financial support from parents or legal guardians. The student, while in continuous attendance, shall not lose that residence when the student s parent or guardian is transferred on military orders.

A person separated, honorably discharged from the United States military after at least two years of service, and at the time of separation designates the state of Idaho as his/her intended domicile or who has Idaho as the home of record in service and enters a college or university in the state of Idaho within one year of the date of separation.

Any individual who has been domiciled in the state of Idaho, has qualified and would otherwise be qualified under the provisions of this statute, and who is away from the state for a period of less than one calendar year and has not established legal residence elsewhere, provided a 12 month period of continuous residence has been established prior to departure.

Any student who is a member of the following Idaho American Indian tribes: Coeur d Alene, Shoshone-Paiute, Nez Perce, Shoshone-Bannock, or Kootenai Tribe.

A nonresident student shall be:

Any student attending an institution in the state of Idaho with the aid of financial assistance provided by another state or governmental unit or agency thereof, such non-residency continuing for one year after the completion of the semester for which such assistance is last provided.

A person who is not a citizen of the United States of America, who does not have permanent or temporary resident status or does not hold refugee-parolee or conditional entrant status with the United States Immigration and Naturalization Service or is not other-wise permanently residing in the United States under color of the law and who does not also meet and com-ply with all applicable requirements for establishing res-idency as covered under this section.

The establishment of a new domicile in Idaho by a person formerly domiciled in another state has occurred if such person is physically pre-sent in Idaho primarily for purposes other than educational and can show satisfactory proof that such person is without a present intention to return to such other state or to acquire a domicile at some other place out-side Idaho. Institutions determining whether a student is domiciled in the state of Idaho primarily for purposes other than educa-tional shall consider, but shall not be limit-ed to, the following factors:

Registration and payment of Idaho taxes or fees on a motor vehicle, mobile home, travel trailer, or other item of personal property for which state reg-istration and the payment of a state tax or fees is required.

Filing of Idaho state income tax returns.

Permanent full-time employment or the hourly equiva-lent thereof in the state of Idaho.

Registration to vote for state-elected officials in Idaho at a general election.

An Affidavit for Resident Status may be obtained from the Registrar. Residency decisions for registration purposes are made by the Registrar. Students may appeal the deci-sion through the Dean of Students.

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

Graduation Requirements
To determine graduation eligibility, the registrar follows the requirements defined in a single edition of EITC s catalog. Students may select any edition of the catalog, provided the catalog is published and in force while they are enrolled at EITC. The College reserves the right to make course substitutions for discontinued classes. If you do not main-tain continuous enrollment, you will lose the right to use the original catalog requirements and must use the catalog in force at the time of re-enrollment. When students change their program of study they are then required to graduate under the catalog in effect when they first select their new program of study.

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

Apply for graduation by filing an Application for Graduation with the regis-trar. Forms are available either from the student s faculty advisor or the student services office. Student records are checked carefully for successful comple-tion 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 require-ments have been met.

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

Students enrolled in two-year programs normally must sat-isfactorily complete all first-year requirements prior to sec-ond-year enrollment.

Associate of Applied Science Degree
The AAS degree requires a minimum of 16 hours of general education credits. Most programs require students to take 12-13 credit hours from among the following classes:

Course		Credits
ENG101	English Composition	3
COM101	Fund. Of Human Communications	3
MAT123	Real World Mathematics OR	4
MAT143	College Algebra	3
PSY101	Introduction to Psychology OR	3
SOC101	Introduction to Sociology	3

And 3-4 additional credits from the following:

ENG102	Critical Reading and Writing	3
COM201	Public Speaking	3
POLS101	American Government	3
MAT144	Trigonometry	2
HUM110	The History of Metals	3
OCR101	Occupational Relations	2

The general education requirements for some of the programs may be met by completing other approved courses. Check with division managers for specific information on the differences between AAS degree program requirements and the requirements for certificate programs.

Transition to Technology
Transition to Technology (TTT) is a grant-funded program designed to help transition students into the rigors of a technical certificate, advanced technical certificate, or an associate of applied science degree program. MAT 100, Essentials of Algebra, and REI 100, Applied Technical Communication, are credit classes within the TTT program that are offered to students whose transcripts of prior education or placement tests indicate deficiencies in English, reading, or math.

A maximum of six credits of TTT courses may be applied toward graduation. In general, these credits are in addition to the minimum required credits for each program and do not replace other required credits except where indicated in certain certificate programs.

Residence Requirements for Graduation
Students seeking a Postsecondary Technical Certificate, Technical Certificate, Advanced Technical Certificate, or an Associate of Applied Science Degree must complete no fewer than 50 percent of the credit requirements in residence at the Eastern Idaho Technical College.

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

A	Excellence in the performance of required objectives.
B	Above satisfactory achievement of the required objectives.
C	Satisfactory achievement of the required performance objectives.
D	Unsatisfactory completion of the performance objectives. No credit is awarded.
F	Failure to meet the minimum performance standards. No credit is awarded.
P	All work completed in a satisfactory manner.
W	Withdraw. Withdrew from school prior to mid-semester deadline. No credit awarded.
WAV	Waived. Exempt from course because of demonstrated prior college level learning. Petition for waiver may be obtained at the registrars office. No grade will be awarded for waived classes.
CH	Challenge. Through a petition you may be granted an opportunity to challenge a course by passing a comprehensive test(s) with a grade of C or better. Credit received for the course will apply toward graduation. A P will be recorded on your transcript.
IC	Incomplete. When the quality of your work is satisfactory but some essential requirement of the class has not been completed for reasons acceptable to the instructor, an Incomplete (IC) will be issued and additional time granted for completion. An Incomplete is not a substitute for a failing grade and may be given only when course work can be completed without further attendance in the classroom and/or lab. If you receive a grade of IC you will have until mid-semester after the semester in which the incomplete was received to complete the work. Incompletes are issued on a contractual basis. An Incomplete Grade Contract will be completed by the instructor issuing the Incomplete and discussed with you prior to the conclusion of a semester. The official copy of the contract must accompany the official grade report submitted to the registrars office.
IW	Instructor-Initiated Withdrawal. This will be issued if you fail to officially drop a class prior to mid-semester and will be calculated as a failing grade in your GPA.

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

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

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

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

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

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

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

Standards of Progress: Full-time students must register for a minimum of 12 credits per semester. For a student to be considered in good standing and making satisfactory progress, the student must comply with the following:

Full- and part-time students who maintain a cumulative grade point average (GPA) of 2.0 or higher will be considered in good standing.

Students must progress through a training program at a rate that will allow completion within the maximum time frame guidelines. The maximum allowable time frame for programs is:
- Full-time: Number of credits required to graduate divided by 12, then multiplied by 1.5. (Example: Practical Nursing requires 53 credits (53 12) x (1.5) = 6.63. Therefore, the student must complete the program within 7 semesters.)
- Half-time: Number of credits required to graduate divided by 6 then multiplied by 1.5. Using the same example, a half-time student must complete the program within 14 semesters.

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

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

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

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

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

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

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

Student Records: In keeping with compliance requirements of the Family Education Rights and Privacy Act, Eastern Idaho Technical College has enacted the following statements concerning student records. Admission documents, general correspondence, grades, transcripts, and agency information are kept in a cumulative file in the student services office. Only students officially enrolled or who have been officially enrolled at EITC have access to the information in their files. To review your cumulative folder, make a written request to the registrar.

Transcripts on file from other institutions were obtained for Eastern Idaho Technical College s use and will not be released to you or other institutions.

Your name, address, telephone number, program, dates of attendance, certificate or degree awarded (if any) are considered directory information and are treated as public information unless you request their omission in writing. Release of student records and information (other than directory information) can only be accomplished when a written release is submitted by the student or as required by the Family Education Rights and Privacy Act.

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

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

You may withdraw from classes after the second week and through the mid-semester or summer term deadline published in the catalog and student calendar. The following exception will apply: the mid-point date of any class that does not span a full semester will be the last day to withdraw without grade penalty. If you withdraw on or before the mid-semester deadline, a (W) will be recorded on your transcript. After the mid-semester deadline, a withdrawal W will only be authorized in cases of documented circumstances of hardship, medical, or training-related employment.

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

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

Transfer Credit: Transfer credit will not be evaluated until you have applied for admission and furnished student services with official transcripts. The registrar and appropriate faculty will review courses successfully completed prior to enrollment at EITC to determine transfer credits. Transfer credit will not be granted for any course in which a student received less than a C.

College Level Examination Program (CLEP): EITC will accept a limited number of applicable CLEP exams. Additional information is available in the student services office.

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

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

The registrar s office supplies transcripts of academic records to students who have no outstanding obligations to the College. Request a transcript in writing at least 24 hours before you need it; one copy of the transcript is free, and additional copies are $2.

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

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

Dishonored/Demand Payment Policy
A charge of $15 will be assessed, and you will be notified, in the event that 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 vocational choices, financial aid, veterans benefits, admissions procedures, and other matters pertaining to educational programs.

Drug/Alcohol Awareness Support Group

This group meets weekly on campus to provide support to students who want to lessen the harmful effects of substance abuse in their lives. These harmful experiences can happen as a result of personal use or as a result of another s use. The group experience allows a student to share his or her 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 you access to an account on a network server, a personal directory on the network server with an assigned volume limit, a mail account, and access to a laser printer. Open lab times will be posted.

Acceptable Use of Computing Resources: Use of EITC computer equipment is specific to approved curricula, syllabi, and\or coursework assigned by instructor. Legitimate use of a computer network does not extend to whatever you are capable of doing with it. Although some rules are built into the system itself, these restrictions cannot limit completely what you can do and see. You are responsible for your actions whether or not rules are built in and whether or not you can circumvent them.

Printing: Printing multiple copies is not permitted from the network; make copies at a copy center. Examples of unauthorized printing include personal letters/signs/advertisements; documents related to one s own business; and personal legal documents.

Misuse of Software: Legal use of software is limited to software that is licensed and owned by EITC. The College reserves the right to administer and maintain software and equipment, which may include scans of student information. Examples of unauthorized use of software include duplicating or using the computer software in any manner not in accordance with the particular license agreement involved; loading any software; using an account belonging to another account user; sharing your personal account with other individuals; attempting to circumvent established procedures; breaching computer security; or sending, receiving, printing, disseminating, or displaying offensive electronic information or other correspondence that creates an intimidating, hostile, or offensive learning environment.

Misuse of Hardware: Examples of unauthorized use of hardware include intentional damage to hardware and installed software or removing or disconnecting equipment.

Disciplinary Action: Violation of any parts of the computer usage policy will result in disciplinary action in accordance with the EITC Student Handbook and/or applicable state/federal policies or laws.

Testing

The student services office has various tests that will help identify your specific interests, aptitudes and abilities. The results will be used by you and your counselor. It is strongly recommended that you have a consultation with a counselor to review the results and work toward setting your vocational goals.

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 office to take advantage of placement services.

Student Right-to-Know

In compliance with the Student Right-to-Know and Campus Security Act, as amended, EITC collects specified information on campus criminal statistics, campus security policies, and institutional program completion or graduation rates. EITC will report crimes considered to be a threat to students and employees. Every August, EITC will publish and distribute an annual report of campus security policies and crime statistics to all current students and employees, provide copies of the report to applicants for enrollment or employment upon request, and submit a copy of the report to the Secretary of Education upon request.

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

Student Housing

Campus housing is not available. However, the financial aid office keeps a file on low-income housing. A single student attending a one year program will spend approximately $8,000 for room, board, and personal expenses.

Student Health Care

EITC does not provide on-campus health care services. Students requiring medical attention must seek assistance from private health care providers in the community. Students enrolled for 10 or more credits are assessed a mandatory insurance fee each semester. Payment of the fee provides the student with an accident and sickness insurance plan. Family coverage is available for an additional fee.

Student Leadership

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

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

Student Fundraising Policy

Student fundraising is an accepted activity of student organizations. All fundraising activities are restricted to chartered and approved organizations. Fundraising activities must be approved by the governing body of the student organization and its faculty/staff advisor, with funds raised to be used for appropriate organization activities. It is recommended that organization officers, their advisors, and the dean of students meet twice annually to discuss fundraising efforts. EITC is licensed for student organizations to conduct raffles for fundraising activity. The dean of students has final authority regarding student raffles.

Financial Aid

Financial assistance programs have been established to help pay for education and training after high school. Most programs are awarded on the basis of need. Applicants must be U.S. citizens or eligible non-citizens who show financial need. Financial need is the difference between your cost of education (fees, books and living expenses) and your ability to pay (savings, income, parental help, etc.). Financial aid is awarded on a July 1 to June 30 school year. Applications submitted to EITC by June 1 will receive priority consideration for campus-based aid awarded for the upcoming school year. Students in programs overlapping two school years must apply both years to receive aid for their full training period.

Financial Aid Admission and Enrollment

You may receive a disbursement of financial aid only if you are enrolled and in good standing. Applications for financial assistance will not be considered until you have applied for admission to the college.

Financial Aid Eligibility

Academic: You must maintain the academic standards of the institution as listed on page 76 to receive student financial aid.

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

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 hour	1 credit hour

Financial Aid Application Procedure

Complete the Free Application for Federal Student Aid (FAFSA) for consideration of federal and campus-based aid. Mail the application directly to the address listed on the application, or submit the application directly to the EITC financial aid office to be submitted electronically to the US Department of Education.

Financial Assistance Programs

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

Financial Aid Disqualification

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

Reinstatement

Students disqualified from financial aid eligibility may regain eligibility by:

I. Continuing their enrollment without financial aid, meeting the institutional academic standards, and the financial aid progress standards. After meeting the above requirements, financial aid eligibility will be reinstated the following enrollment period.

II. Completing a successful appeal to the Financial Aid Appeals Committee if exceptional circumstances lead to the lack of satisfactory completion of academic progress standards.

Financial Aid Appeals Procedures

A student who has been determined to be ineligible for financial aid due to unsatisfactory progress may appeal the decision within five working days from the time of the action. Appeal in writing to the financial aid committee and explain any mitigating circumstances that you feel caused the inability to meet minimum standards. The committee will review and respond to the appeal within five working days of the receipt of the appeal. An appeal form is available in the financial aid office.

Federal Pell Grants: Federal Pell Grants provide direct grants from the government to the undergraduate student for educational expenses. If sufficient money is appropriated by Congress, grants range in size from $400 to a maximum of $3,300 per year. To apply, you and your parents and/or spouse must complete the FAFSA form. You will then receive a Student Aid Report which shows your eligibility status.

Federal Supplemental Educational Opportunity Grant: The Federal Supplemental Educational Opportunity Grant (FSEOG) is a program designed to assist students who have exceptionally high financial need. These awards range in size from $200 to $1,000. Seventy-five percent of FSEOG money comes from the federal government with the remaining 25 percent coming from institutional funds. The college determines who is eligible and how much each grant will be. Students with Pell Grant eligibility and low expected family contribution calculations will be given priority. The FAFSA is used to determine eligibility. Application deadline is June 1.

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

Work-Study: This is a part-time job, through which a portion of educational expenses may be earned, which pays $5.15 per hour (minimum wage laws apply to work-study jobs). Normally you can earn $800 to $3,000 during a nine-month academic year by working 10 to 20 hours per week.

Federal Stafford Student Loan Program (SSL formerly GSL): The Stafford Student Loan Program (SSL) provides students with long-term, low-interest loans for postsecondary education expenses. Loan funds are provided by participating private lending institutions such as banks, credit unions, savings and loan associations, and some other private organizations. Stafford Student Loans currently bear a variable interest rate of not more than 8.25 percent annually on the unpaid balance. Repayment, at a minimum of $50 per month, begins six months after you leave school. Depending upon the total amount borrowed, repayment may be extended over a ten-year period. You may borrow up to $2,625 per year for first year students. Second year students may borrow up to $3,500 for the school year. Applicants for the SSL must first apply for a Federal Pell Grant using the FAFSA. All Stafford Student Loan applicants are required to attend a student loan entrance counseling session prior to having their loan applications certified by the college. An exit counseling session is required prior to graduation or withdrawal. Students submit the completed SSL application to the college for certification. The application is then sent to the bank, credit union, or savings and loan association of the student s choice.

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

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

Scholarship Application and Information
See page 74 for scholarship information and application form.

EITC Foundation
      Our purpose is to insure that the desire for
      education is met through adequate funding for scholar-
      ships and facilities.

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

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

General Education

FACULTY

Mary L. Hjelm, Ph.D., manager   Howard Brown
Rhonda Steele   Paul Schvaneveldt

A substantial core of General Education instruction is regarded as an essential component of all academic or transfer associate degree programs. Similarly, a core of related instruction is regarded as a necessary integral part of all applied or specialized associate degree programs and of all certificate programs of an academic year or more in length.

General Education courses introduce students to the content and methodology of the major areas of knowledge   the humanities, the fine arts, the natural sciences, and the social sciences   and helps them develop the mental skills that will make them more effective learners. These classes in communication, computation and occupational relations are the foundations of work you will be expected to know how to do and do well once a job has been obtained. While you may be required by changing times and situations to be retrained for the job market   either back in college or on the job   the skills learned in General Education classrooms will move from job to job, career to career, and relationship to relationship. While the technical skills learned to obtain a job in the first place will get you a job, the skills learned in general education classes often will enable you to move into more challenging and more responsible positions.

Programs of study for which applied or specialized associate degrees are granted, or programs of an academic year or more in length for which certificates are granted, must contain a recognizable body of instruction in program-related areas of:

1. Communication
2. Computation
3. Human Relations

Instruction in the related instructional areas may be either embedded within the program curriculum or taught in blocks of specialized instruction.

Check with the division manager or with student services for information on transferring general education courses.

Courses offered		Credits
CHE 111	General Chemistry and Lab	4
C H E 112	General Chemistry with Organic Lab	4
C O M 101	Fundamentals of Human Communication	3
C O M 101T	Fundamentals of Human Communication/Transfer Students Only	1
C O M 201	Public Speaking	3
C S S 101	College Survival Skills	1
E N G 101	English Composition	3
E N G 102	Critical Reading and Writing	3
HUM 110	The History of Metals	3
M AT 104	W elding Mathematics	3
M AT 107	Intermediate Algebra	3
M AT 110	Technical Mathematics	3
M AT 123	Real World Mathematics	4
M AT 143	College Algebra	3
M AT 144	Trigonometry	2
M AT 147	Precalculus	5
M AT 201	Differential Calculus	2
M AT 202	Integral Calculus	2
OCR 101	Occupational Relations	2
O C R 110	The Successful Job Search	1
POL 101	American Government	3
POL 299	Special Topics	3
P S Y 101	Introduction to Psychology	3
REI 105	W orkplace Communication	3
S O C 101	Introduction to Sociology	3
W K P 105	W orkplace Spanish	3

Business, Office and Technology

AREAS OF STUDY

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

Agribusiness Technologies
  Farm Business Management   Postsecondary Technical
    Certificate
  Landscape Management Technician   Associate of
    Applied Science Degree

Business Technologies
  Business Administration   Associate of Applied Science
    Degree   joint program with ISU
  Marketing and Management   Associate of Applied
    Science Degree
  Business Technology   Technical Certificate; Advanced
    Technical Certificate

Computer Networking Technologies
  Cisco Networking Technologies   Associate of Applied
    Science Degree; Postsecondary Technical Certificate
  Microsoft Computer Networking Technologies
    Associate of Applied Science Degree
  Novell Computer Networking Technologies   Associate of
    Applied Science Degree
  Microsoft Certified Systems Engineer Certification Track
    Postsecondary Technical Certificate
  Certified Novell Engineer (CNE) Certification Track
    Postsecondary Technical Certificate

Electronic Service Technologies
  Electronic Service Technician   Associate of Applied
    Science Degree; Advanced Technical Certificate;
    Technical Certificate

Legal Technologies
  Paralegal   Associate of Applied Science Degree
  Legal Secretary   Technical Certificate

Office Technologies
  Administrative Specialist   Associate of Applied
    Science Degree
  Business & Computer Applications Specialist
    Associate of Applied Science Degree
  Web Site Development & Maintenance Specialist
    Associate of Applied Science Degree
  Office Specialist   Technical Certificate; Advanced
    Technical Certificate
  Business & Computer Applications Technician
    Advanced Technical Certificate

FACULTY

Timothy Reese, manager	Doug Atwood
Melody Brown	Don Casper
Mel Coffin	Carol Deane
Christian Godfrey	Scott Hays
Beth Hendricks	John S. Jack Hilby
Sean Levesque	Shelley O'Bryant
Ron Patterson	Carol Perry
Mel Stone	Ron Willford

The Business, Office, and Technology Division is a combination of all business, secretarial, accounting, computer, legal, agribusiness, and electronics programs. The division offers certificate and degree training 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

FACULTY
Scott Hays

Length of Program
Associate of Applied Science: Four semesters
Technical Certificate: Two semesters

The Accounting Technologies program is designed to meet the needs of students as they prepare to enter the business world. Students may enter the program in August or January. In addition to standard College requirements, applied accounting and bookkeeping applicants must possess keyboarding and basic math skills upon entry.

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

The Accounting Paraprofessional program 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 applications in real-world business settings, as well as the impact of emerging technologies on the accounting field.

The Applied Accounting Clerk course 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.

Accounting Paraprofessional

Associate of Applied Science Degree		67 credits

Semester 1		Credits
ACC 210	Accounting I	3
BOT 110	Keyboarding	3
BOT 123	Business Machines	1
BOT 135	Professional Organizations I	1
CMP 101	Intermediate Computers	3
MKT 101	Business Mathematics	3
	General Education	3-4

Semester 2		
ACC 211	Accounting I Computer Applications	2
ACC 214	Computerized Payroll	2
ACC 220	Accounting II	3
BOT 118	Word Processing	3
BOT 139	Professional Organizations II	1
BOT 142	Business Spreadsheets	3
	General Education	3-4

Semester 3		
ACC 221	Accounting II Computer Applications	2
ACC 226	Computerized Business Accounting Mod I	2
ACC 230	Managerial Cost Accounting	3
BOT 204	Advanced Word Processing	2
	General Education	6-9

Semester 4		
ACC 222	Personal Income Tax	3
ACC 227	Computerized Business Accounting Mod II	2
BOT 216	Supervised Work Experience	3
MKT 215	Business Law	3
	General Education	3-4
	Elective	3

General education courses		
COM 101	Fundamentals of Human Communication	3
ENG 101	English Composition	3
MAT 123	Real World Mathematics	4

Choose 2 from below		
ENG 102	Critical Reading and Writing	3
PSY 101	Introduction to Psychology	3
SOC 101	Introduction to Sociology	3

Elective		
BOT 143	Internet Concepts	2
BOT 227	Database Management	2
BOT 230	Desktop Publishing	4
BOT 232	Computer Concepts	3
MAT 107	Intermediate Algebra	3
MKT 115	Applied Economics	3
MKT 117	Workshop Credit I	1
MKT 203	Small Business Management	3
MKT 206	Financial Management	3
WKP 105	Workplace Spanish	3

Enhancement		
BOT 228	Professional Organizations III	1
BOT 229	Professional Organizations IV	1
MKT 118	Workshop Credit II	1
OCR 110	The Successful Job Search	1

Applied Accounting Clerk

Technical Certificate		32 credits

Semester 1		Credits
ACC 210	Accounting I	3
BOT 110	Keyboarding	3
BOT 123	Business Machines	1
BOT 135	Professional Organizations I	1
CMP 101	Intermediate Computers	3
MKT 101	Business Mathematics	3
OCR 101	Occupational Relations	2

Semester 2		
ACC 211	Accounting I Computer Applications	2
ACC 214	Computerized Payroll	2
BOT 118	Word Processing	3
BOT 142	Business Spreadsheets	3
BOT 216	Supervised Work Experience	3
ENG 101	English Composition or	3
REI 100	Applied Technical Communication	3

Enhancement		
BOT 139	Professional Organizations II	1
BOT 143	Internet Concepts	2
BOT 227	Database Management	2
BOT 230	Desktop Publishing	4
BOT 232	Computer Concepts	3
MAT 107	Intermediate Algebra	3
MKT 115	Applied Economics	3
MKT 117	Workshop Credit I	1
MKT 215	Business Law	3
OCR 110	The Successful Job Search	1
WKP 105	Workplace Spanish	3

Agribusiness Technologies

FACULTY
Ron Patterson

Length of Program
Postsecondary Technical Certificate: Six semesters

The Farm Business Management Program is designed to assist farm families in achieving their farm business and family goals through improved management, organization, and efficiency of farming operations. Emphasis during the first year is on setting up the farming operations record system. This program is not a production agricultural program. It emphasizes the marketing and management abilities needed to operate a successful farming operation during a widely fluctuating economic cycle. Use of the computer aids the farm manager in evaluating and making sound management decisions. Special fees apply to this program.

Farm Business Management

Postsecondary Technical Certificate		15 credits

Semester 1		Credits
FBM 175	Farm Business Records & Accounts I	2
Semester 2		
FBM 176	Farm Business Records & Accounts II	3
Semester 3		
FBM 177	Farm Business Analysis and Evaluation I	2
Semester 4		
FBM 178	Farm Business Analysis and Evaluation II	3
Semester 5		
FBM 281	Farm Business Organization I	2
Semester 6		
FBM 282	Farm Business Organization II	3

Landscape Management Technician
Associate of Applied Science Degree

This option is being developed and will tentatively begin in fall, 2000. Contact the Agribusiness Technologies instructor at (208) 524-3000, ext. 3384, for more information.

Business Technologies

FACULTY
Mel Coffin   Beth Hendricks
Timothy Reese

Length of Program
Associate of Applied Science Degree: Four semesters, one summer term
Advanced Technical Certificate: Three to four semesters
Technical Certificate: Two semesters

The Associate of Applied Science Degree options have two areas of concentration. The first is the AAS Degree in Marketing and Management, which encompasses all the technical skills contained in the Advanced Technical Certificate option combined with the academic foundations of general education courses in such areas as English, communication, human relations, and advanced mathematics, with emphasis on E-commerce and doing business on the internet. The student who completes this option will have a well-rounded educational experience and have a variety of occupational areas and advancement opportunities.

The Marketing and Management Business Administration AAS Degree is a unique option that allows the business student to combine the technical and general education skills of the technical program with the academic foundation courses needed to continue on to the Bachelor of Business Administration (BBA) level. Students who enroll in this option will be required to enroll and be admitted to Idaho State University. Many of the courses offered in this option are offered by ISU at the Idaho Falls Center for Higher Education and are articulated by EITC as requirement for this degree. The AAS student in this option will be a full-time student of EITC, will pay EITC fees, but will be allowed to attend those courses at the ISU Center for Higher Education, for which he/she is admitted as part of this degree program.

The Business Technology Advanced Technical Certificate option is available for the student who is interested in obtaining the maximum technical skills available but is not interested in obtaining his or her AAS Degree. In addition to those subjects covered in the Business Technology Certificate option, the Advanced Technical Certificate student will receive in-depth instruction in Advertising, Marketing Research, Financial Management, Human Resource Management, Business Law, Small Business Management, and Entrepreneurship with emphasis on

E commerce and doing business on the internet. The student who completes this option will have a wide variety of occupational areas in which he/she could be employed. In addition, the student will have a solid basis on which to open, operate, or manage his or her own business.

The Business Technology Certificate option is for the student interested in obtaining entry-level skills in a minimum amount of time. Subject areas include Sales and Customer Service, Business Mathematics, Keyboarding, Introduction to Computers, Principles of Accounting, and other vital entry-level courses. The student who completes this option will make a well-rounded employee in a variety of businesses.

Whatever 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 business students to participate in the practicum (on-the-job) sections of the program. The business student is also required to join the professional student organization, Delta Epsilon Chi, which has an active chapter on campus. The dues for membership are $20 per year.

Program Costs
In addition to the semester registration fees and the DEC membership fees, a business technologies student can expect to spend an approximate total of $400 on books and supplies for the certificate program and $900 for degree programs. The DEC Membership of $20 will be added to the registration fee for membership in Delta Epsilon Chi, the collegiate marketing organization.
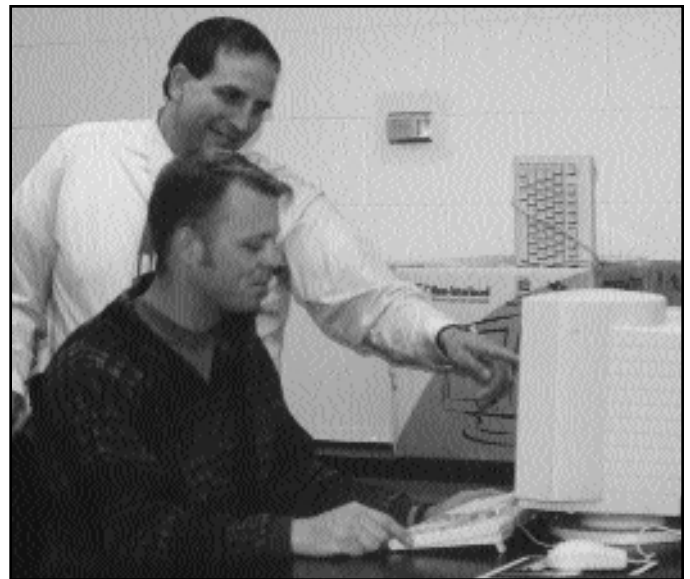
Marketing and Management
Associate of Applied Science Degree — 73 credits

Semester 1		Credits
CMP 101	Intermediate Computers	3
MKT 101	Business Mathematics	3
MKT 103	Sales and Customer Service	3
MKT 112	Introduction to Marketing	3
MKT 121	Leadership/Marketing Activities I	1
	General Education	0–3

Semester 2		
ACC 210	Accounting I	3
BOT 141	Business Presentations	2
BOT 142	Business Spreadsheets	3
BOT 143	Internet Concepts	2
MKT 115	Applied Economics	3
MKT 122	Leadership/Marketing Activities II	1
	General Education	3–7

Summer		
BOT 231	Web Page Design	3

Semester 3		
MKT 120	Marketing on the Internet	3
MKT 214	Business Advertising	3
MKT 216	Human Resource Management	3
MKT 217	Marketing Research	3
MKT 219	Leadership/Marketing Activities III	1
	General Education	3–7

Semester 4		
MKT 202	Entrepreneurship	3
MKT 203	Small Business Management	3
MKT 206	Financial Management	3
MKT 215	Business Law	3
MKT 220	Leadership/Marketing Activities IV	1
MKT 222	Practicum IV	1
	General Education	3

General education		
COM 101	Fundamentals of Human Communication	3
ENG 101	English Composition	3
MAT 123	Real World Mathematics	4

plus 1 from below		
PSY 101	Introduction to Psychology or	3
SOC 101	Introduction to Sociology	3

plus 1 from below		
ENG 102	Critical Reading and Writing or	3
POL 101	American Government	3

Enhancement		
MKT 123	Practicum I	1
MKT 124	Practicum II	1
MKT 221	Practicum III	1
OCR 110	The Successful Job Search	1

Business Technology
Advanced Technical Certificate — 54 credits

Semester 1		Credits
CMP 101	Intermediate Computers	3
MKT 101	Business Mathematics	3
MKT 103	Sales and Customer Service	3
MKT 112	Introduction to Marketing	3
MKT 121	Leadership/Marketing Activities I	1
MKT 217	Marketing Research	3

Semester 2		
MKT 115	Applied Economics	3
MKT 122	Leadership/Marketing Activities II	1
MKT 202	Entrepreneurship	3
MKT 203	Small Business Management	3
MKT 206	Financial Management	3
MKT 215	Business Law	3

Summer		
ENG 101	English Composition or	3
REI 100	Applied Technical Communication	3
	Electives	3

Semester 3		
ACC 210	Accounting I	3
MKT 214	Business Advertising	3
MKT 216	Human Resource Management	3
MKT 221	Practicum III	1
	Electives	6

Electives choose 9		
BOT 118	Word Processing	3
BOT 141	Business Presentations	2
BOT 142	Business Spreadsheets	3
BOT 143	Internet Concepts	2
BOT 231	Web Page Design	3
MKT 117	Workshop Credit I	1
MKT 123	Practicum I	1
MKT 124	Practicum II	1
MKT 219	Leadership/Marketing Activities III	1
OCR 110	The Successful Job Search	1

Business Technology
Technical Certificate — 33 credits

Semester 1		Credits
CMP 101	Intermediate Computers	3
MKT 101	Business Mathematics	3
MKT 103	Sales and Customer Service	3
MKT 112	Introduction to Marketing	3
MKT 121	Leadership/Marketing Activities I	1
	Electives	3

Semester 2		
ACC 210	Accounting I	3
BOT 141	Business Presentations	2
BOT 142	Business Spreadsheets	3
BOT 143	Internet Concepts	2
MKT 115	Applied Economics	3
MKT 122	Leadership/Marketing Activities II	1
ENG 101	English Composition or	3
REI 100	Applied Technical Communication	3

Elective		
BOT 118	Word Processing	3
BOT 231	Web Page Design	3
MKT 117	Workshop Credit I	1
MKT 123	Practicum I	1
MKT 124	Practicum II	1

Enhancement		
OCR 110	The Successful Job Search	1

Computer Networking Technologies

FACULTY

Doug Atwood   Don Casper

Sean Levesque   Mel Stone

Length of Program

Cisco Computer Networking Technologies, Associate of Applied Science Degree: Four semesters

Microsoft Computer Networking Technologies, Associate of Applied Science Degree: Four semesters

Novell Computer Networking Technologies, Associate of Applied Science Degree: Four semesters

Certified Novell Engineer Certification Track, Postsecondary Technical Certificate: Two semesters

Cisco Certified Network Associate Certification Track, Postsecondary Technical Certificate: Two semesters

Microsoft Certified Systems Engineer Certification Track, Postsecondary Technical Certificate: Two semesters

The Computer Networking Technologies Program offers six options for the student interested in a career in computer networking. EITC has become a Novell Education Academic Partner (NEAP), a Microsoft Authorized Academic Training Program (AATP), and a CISCO Regional Academy. The NEAP program enables participating post-secondary schools to offer Novell-authorized classes, providing students an opportunity to prepare for Novell s globally-recognized technical certification, the Certified Novell Engineer. The NEAP program helps schools provide students with highly marketable, real-world experience, and training in current industry job skills that are in demand. Upon earning certification, students are prepared to compete in today s job market and gain access to high-paying information technology (IT) careers in networking.

The AATP accreditation by Microsoft authorizes EITC to deliver Microsoft curriculum that prepares students for the industry-recognized Microsoft Certification. Because EITC is an AATP Center, the College can deliver technical training on Microsoft technology that meets the employment demands of the business community throughout the state, the region, and the nation.

EITC has formed a partnership with the CISCO Networking Academy Program to become a CISCO Regional Academy. This partnership assures students will receive the best possible education in networking. Cisco provides up-to-date training for instructors to teach the curriculum on-line and provides the regional academy with current equipment and software. In addition, EITC is an official VUE Testing Center. Students who complete the program coursework and pay the appropriate test fee may take the Novell, Microsoft, and CompTIA certification exams at EITC.
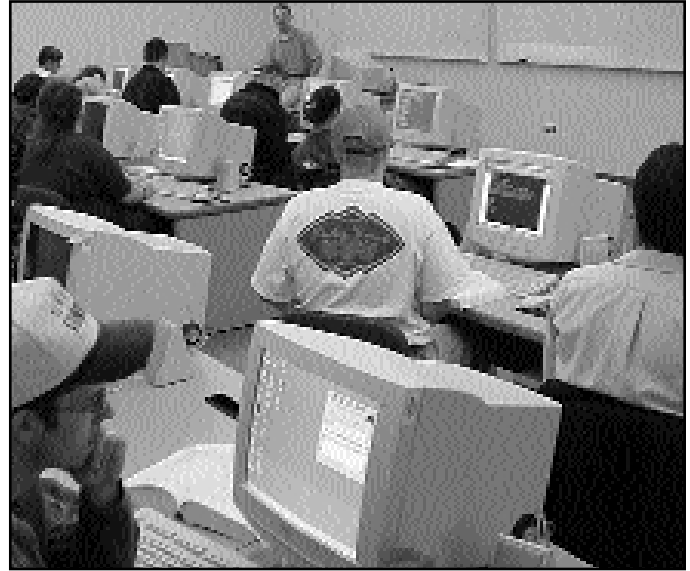
The two-year program leading to the Associate of Applied Science Degree is designed for students who have minimal experience and knowledge of PC computer technology. The general education requirements are designed to encourage students to develop critical and creative thinking, computation, and communication skills. The area of emphasis for Computer Networking Technologies Program courses included in the first year (semesters 1 and 2) builds the foundation for the Novell certification courses, the Microsoft certification courses, and the CISCO certification courses that follow in the second year (semesters 3 and 4).

The program provides the flexibility for the student to specialize or major in Novell Computer Networking Technologies, Microsoft Computer Networking Technologies, or Cisco Computer Networking Technologies. Prior to the completion of the second semester of studies in Computer Networking Technologies, the student must declare which one of the three areas of specialization the student wishes to pursue. The second year (semesters 3 and 4) will consist of any general education classes that have not been completed and classes specific to the area of specialization. It is recommended that all general education requirements be completed prior to the beginning of semester 3.

Classes in the second year (semesters 3 and 4), the time in which a student specializes in Novell, Microsoft or Cisco, are limited to 20 students. Entry into the second year is dependent upon successful completion of all first year classes and instructor approval. Should more than 20 students who qualify to enter the second year desire a specific specialization area such as Novell, admittance into that area of specialization will be based upon their first year GPA.

Upon successful completion of all first year classes and all second year classes in their chosen area of specialization, the student will be awarded an AAS degree. In addition, the student may be issued a Novell certification, a Microsoft certification, or a Cisco certification, as well as a CompTIA certification by passing the required Novell, Microsoft, or Cisco and CompTIA exams administered by EITC through VUE Prometric testing centers.

The Postsecondary Technical Certificate program is a two-semester program designed for the student who desires the Certified Novell Engineer (CNE), the Microsoft Certified Systems Engineer (MCSE), or the Cisco Certified Network Engineer (CCNA) certification and has prior computer and networking skills. Students entering this program must declare an area of specialization at the time of entry and will take only those courses necessary to obtain the knowledge and skills required to acquire the industry certification related to their chosen area of specialization. Entry into this two-semester certification program requires instructor approval.

Upon successful completion of the two semesters of classes in their chosen area of specialization, the student will be awarded a Postsecondary Technical Certificate. In addition, the student may be issued a Novell certification, a Microsoft certification, or a Cisco certification by passing the required Novell, Microsoft, or Cisco exams administered by EITC through VUE or by a Sylvan Prometric testing center. At present, Cisco exams are administered only by Sylvan Prometric testing centers.

Degrees/Certificates
Associate of Applied Science Degree in Novell Computer Networking Technologies: This two-year degree is available to students interested in acquiring the skills and knowledge necessary for being certified as a Novell Certified Engineer (CNE) as well as being prepared for success in a supervisory capacity in the area of information technology within business or industry.

Associate of Applied Science Degree in Microsoft Computer Networking Technologies: This two-year degree is available to students interested in acquiring the skills and knowledge necessary for being certified as a Microsoft Certified Systems Engineer (MCSE) as well as being prepared for success in a supervisory capacity in the area of information technology within business or industry.

Associate of Applied Science Degree in Cisco Networking Technologies: This two-year degree is available to students interested in acquiring the skills and knowledge necessary for being certified as a Cisco Certified Network Associate (CCNA) as well as being prepared for success in a supervisory capacity in the area of information technology within business or industry.

Postsecondary Certificate in Certified Novell Engineer (CNE): This two-semester certificate is available to students interested in acquiring the skills and knowledge necessary for being certified as a Certified Novell Engineer (CNE).

Postsecondary Certificate in Microsoft Certified Systems Engineer (MCSE): This two-semester certificate is available to students interested in acquiring the skills and knowledge necessary for being certified as a Microsoft Certified Systems Engineer (MCSE).

Postsecondary Certificate in Cisco Certified Network Associate (CCNA): This two-semester certificate is available to students interested in acquiring the skills and knowledge necessary for being certified as a Cisco Certified Network Associate (CCNA).

Program Costs
In addition to the semester registration fees, a Computer Networking Technologies student can expect to spend approximately $600 on books and supplies. In the first semester of the AAS program, students will be required to purchase the parts for a computer at the cost of approximately $1,000.

CISCO Networking Technologies
Associate of Applied Science Degree   68 credits

Semester 1		Credits
CNT 101	Microcomputer Concepts/Intro to Networking	4
CNT 102	Peer to Peer Networking	2
CNT 103	Introduction to UNIX	3
CNT 151	Network +	4
	General Education	3-4

Semester 2		
CNT 108	Intro to TCP/IP Wide Area Networks	3
CNT 150	Windows 95/98-MCSE 798/955	4
CNT 205	Remote Computing	2
ELC 203	Introduction to Computer Programming	2
	General Education	3-7

Semester 3		
CNT 113	Novell Network System Admin (Course 520) or	4
CNT 261	Implementing Windows 2000	4
CNT 202	Advanced UNIX/ANSI C	4
CNT 275	Cisco Internetworking Technologies	4
CNT 276	Cisco Router Setup and Operation	4
	General Education	3

Semester 4		
CNT 209	Supervised Work Experience	4
CNT 277	Cisco Network Segmentation and Protocol Encapsulation	4
CNT 278	Cisco WAN Technologies	4
	General Education	3

General education		
COM 101	Fundamentals of Human Communication	3
ENG 101	English Composition	3
MAT 123	Real World Mathematics	4

choose 2 from below		
ENG 102	Critical Reading and Writing	3
PSY 101	Introduction to Psychology	3
SOC 101	Introduction to Sociology	3

Enhancement		
OCR 110	The Successful Job Search	1

Microsoft Computer Networking Technologies
Associate of Applied Science Degree   67 credits

Semester 1		Credits
CNT 101	Microcomputer Concepts/Intro to Networking	4
CNT 102	Peer to Peer Networking	2
CNT 103	Introduction to UNIX	3
CNT 151	Network +	4
	General Education	3-4

Semester 2		
CNT 108	Intro to TCP/IP Wide Area Networks	3
CNT 150	Windows 95/98	4
CNT 205	Remote Computing	2
ELC 203	Introduction to Computer Programming	2
	General Education	6-7

Semester 3		
CNT 202	Advanced UNIX/ANSI C	4
CNT 260	Windows 2000 Operating System Network Essentials	2
CNT 261	Implementing Windows 2000	4
CNT 262	Implementing Windows 2000 Network Infrastructure	4
CNT 263	Implement & Administer Windows 2000 Directory Services	4

Semester 4		
CNT 209	Supervised Work Experience	4
CNT 264	Designing Windows 2000 Directory Services Infastructure	2
	General Education	6

Choose 2 from below		
CNT 255	Implementing & Supporting Microsoft Exchange Server	3
CNT 256	Administering Microsoft SQL Server	3
CNT 257	Secure Web Access Using Microsoft Proxy Server or	1
CNT 259	Implementing & Supporting Microsoft Internet Explorer	1
CNT 265	Designing Windows 2000 Network Services Infastructure	3
CNT 266	Designing a Secure Windows 2000 Network	4
CNT 267	Designing a Windows 2000 Upgrade Strategy	2

General Education		
COM 101	Fundamentals of Human Communication	3
ENG 101	English Composition	3
MAT 123	Real World Mathematics	4

General Education Choose 2		
ENG 102	Critical Reading and Writing	3
PSY 101	Introduction to Psychology	3
SOC 101	Introduction to Sociology	3

Enhancement		
OCR 110	The Successful Job Search	1

Novell Computer Networking Technologies
Associate of Applied Science Degree   65 credits

Semester 1		Credits
CNT 101	Microcomputer Concepts/Intro to Networking	4
CNT 102	Peer to Peer Networking	2
CNT 103	Introduction to UNIX	3
CNT 151	Network +	4
	General Education	3-4

Semester 2		
CNT 108	Intro to TCP/IP Wide Area Networks	3
CNT 150	Windows 95/98	4
CNT 205	Remote Computing	2
ELC 203	Introduction to Computer Programming	2
	General Education	3-7

Semester 3		
CNT 113	Novell Network System Admin	4
CNT 202	Advanced UNIX/ANSI C	4
CNT 213	Novell Network Advanced System Administration	4
	General Education	3-4

Semester 4		
CNT 111	Novell Network Design and Configuration	2
CNT 209	Supervised Work Experience	4
CNT 219	Novell Service & Support	4
CNT 227	Novell Integrating Windows NT	3
	General Education	3-4

General Education Courses		
COM 101	Fundamentals of Human Communication	3
ENG 101	English Composition	3
MAT 123	Real World Mathematics	4

Choose 2 from below		
ENG 102	Critical Reading and Writing	3
PSY 101	Introduction to Psychology	3
SOC 101	Introduction to Sociology	3

Enhancement		
OCR 110	The Successful Job Search	1

CISCO Networking Technologies
Postsecondary Technical Certificate   16 credits

Semester 1		
CNT 275	Cisco Internetworking Technologies	4
CNT 276	Cisco Router Setup and Operation	4

Semester 2		
CNT 277	Cisco Network Segmentation and Protocol Encapsulation	4
CNT 278	Cisco WAN Technologies	4

Microsoft Certified Systems Engineer Certification Track
Postsecondary Technical Certificate   19 credits

Semester 1		Credits
CNT 260	Windows 2000 Operating System Network Essentials	2
CNT 261	Implementing Windows 2000	4
CNT 262	Implementing Windows 2000 Network Infrastructure	4
CNT 263	Implement & Administer Windows 2000 Directory Services	4

Semester 2		
CNT 264	Designing Windows 2000 Directory Services Infastructure	2

Choose 2		
CNT 255	Implementing & Supporting Microsoft Exchange Server	3
CNT 256	Administering Microsoft SQL Server	3
CNT 257	Secure Web Access Using Microsoft Proxy Server or	1
CNT 259	Implementing & Supporting Microsoft Internet Explorer	1
CNT 265	Designing Windows 2000 Network	

	Services Infastructure	3
CNT 266	Designing a Secure Windows 2000 Network	4
CNT 267	Designing a Windows 2000 Upgrade Strategy	2

Novell Engineer Certification Track
Postsecondary Technical Certificate   24 credits

Semester 1		Credits
CNT 113	Novell Network System Admin	4
CNT 151	Network +	4
CNT 202	Advanced UNIX/ANSI C	4
CNT 213	Novell Network Advanced System Administration	4

Semester 2		
CNT 111	Novell Network Design and Configuration	2
CNT 219	Novell Service & Support	4

Plus 1 from below		
CNT 223	Novell Groupwise Administration	3
CNT 227	Novell Integrating Windows NT	3
CNT 228	Novell Network Management	2
CNT 230	Novell Securing Intranets	2

Electronic Service Technologies

FACULTY

John S. Hilby   Ron Willford

Length of Program

Associate of Applied Science Degree: Four semesters, one summer term; 6 hours/day. Hours may increase during supervised work experience.

Advanced Technical Certificate: Three semesters, one summer term

Technical Certificate: Two semesters, one summer term

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

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

Students who successfully complete the first year of study will earn a Technical Certificate. Students may complete three semesters and a summer term and earn an Advanced Technical Certificate. Students who successfully complete both years of study will earn an Associate of Applied Science Degree.

Program Costs and Requirements

In addition to the semester registration fees, an Electronic Service Technician student can expect to spend an approximate total of $750 on books, tools, and supplies during the first year of the program and approximately $1,550 during the second year.

Electronic Service Technician
Associate of Applied Science Degree   74 credits

Semester 1			Credits
ELC 103	Direct and Alternating Current Lab	or	6
ELC 120	Direct Current (DC) Lab	and	3
ELC 135	Alternating Current (AC) Lab		3
ELC 109	Direct and Alternating Current Theory		4
ELC 110	Direct Current (DC) Theory		2
ELC 130	Alternating Current (AC) Theory		2
	General Education		3-6

Semester 2			
ELC 104	Discrete Device Theory		3
ELC 108	Discrete Device Laboratory		7
M AT 143	College Algebra	and	3
M AT 144	Trigonometry	or	2
M AT 147	Precalculus		5
	General Education		3

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

Semester 3		
CMP 101	Intermediate Computers	3
ELC 207	Digital Electronics	6
ELC 208	Digital Electronics Laboratory	6
	General Education	3

Semester 4		
ELC 203	Introduction to Computer Programming	2
ELC 204	Supervised Work Experience	5
ELC 206	Microprocessors and Computer Systems Lab	4
ELC 209	Microprocessors and Computer Systems	4
	General Education	0-3

General education		
COM 101	Fundamentals of Human Communication	3
ENG 101	English Composition	3
PSY 101	Introduction to Psychology	3
SOC 101	Introduction to Sociology	3

Electronic Service Technician
Advanced Technical Certificate   62 credits

Semester 1		Credits
CMP 101	Intermediate Computers	3
ELC 103	Direct and Alternating Current Lab or	6
ELC 120	Direct Current (DC) Lab and	3
ELC 135	Alternating Current (AC) Lab	3
ELC 109	Direct and Alternating Current Theory or	4
ELC 110	Direct Current (DC) Theory and	2
ELC 130	Alternating Current (AC) Theory	2
ENG 101	English Composition or	3
REI 100	Applied Technical Communication	3
OCR 101	Occupational Relations or	2
SOC 101	Introduction to Sociology	3
PSY 101	Introduction to Psychology	3

Semester 2		
ELC 104	Discrete Device Theory	3
ELC 108	Discrete Device Laboratory	7
MAT 143	College Algebra and	3
MAT 144	Trigonometry or	2
MAT 147	Precalculus	5

Summer		
ELC 106	Video & Communications Systems Theory	3
ELC 107	Video & Communications Systems Lab	4
ELC 203	Introduction to Computer Programming	2

Semester 3		
ELC 206	Microprocessors and Computer Systems Lab	4
ELC 207	Digital Electronics	6
ELC 208	Digital Electronics Laboratory	6
ELC 209	Microprocessors and Computer Systems	4

Electronic Service Technician
Technical Certificate   37 credits

Semester 1		Credits
ELC 103	Direct and Alternating Current Lab or	6
ELC 120	Direct Current (DC) Lab and	3
ELC 135	Alternating Current (AC) Lab	3
ELC 109	Direct and Alternating Current Theory or	4
ELC 110	Direct Current (DC) Theory and	2
ELC 130	Alternating Current (AC) Theory	2
ENG 101	English Composition or	3
REI 100	Applied Technical Communication	3
OCR 101	Occupational Relations or	2
PSY 101	Introduction to Psychology or	3
SOC 101	Introduction to Sociology	3

Semester 2		
ELC 104	Discrete Device Theory	3
ELC 108	Discrete Device Laboratory	7
MAT 143	College Algebra and	3
MAT 144	Trigonometry or	2
MAT 147	Precalculus	5

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

Legal Technologies

FACULTY

Melody Brown   Carol Deane

Length of Program

Paralegal, Associate of Applied Science Degree: Four semesters, two summer terms

Legal Secretary, Technical Certificate: Two semesters, one summer term

Selective Admission Process: Applicants to the Paralegal program must meet the following requirements:

1. Cumulative GPA of 2.00 or higher in the Legal Secretary program;

2. One year of legal office experience or completion of a legal office internship, practicum, or field experience. Students currently enrolled in the Legal Secretarial/ Office Technology Specialist program may apply when they have met the program requirements and are enrolled in BOT 216, Supervised Work Experience. Previous legal office experience, internship, practicum, or field experience must have occurred within the past five years; or

3. A Bachelor s degree in relevant field and written faculty approval.

The Legal Secretary option provides intensive study in legal terminology, legal transcription, document preparation, ethics, and general law office procedures and responsibilities. At the end of the Legal Secretary program, students are required to prepare resumes and cover letters and seek out interviews for placement in a 150-hour internship with a law office or in a law-related field. Computer education is also a major part of this program and includes coursework in operating systems, word processing, and a wide variety of available electives.

The Legal Secretary option provides entry-level training for a variety of legal career tracks and is a prelude to those students desiring to pursue a Paralegal Associate s Degree. Students wishing to pursue the Associate s Degree in Paralegal Studies must complete the program or meet other admissions criteria stated in the Paralegal section.

This program provides both theory and practical application in Real Estate Law, Criminal Law, Torts, Administrative Law, Family Law, Bankruptcy, and Corporate Law, as well as Wills, Trusts & Estates, and a year of Legal Research, and Writing. The 150-hour internship will take place following the last semester of study.

The paralegal option has been developed to incorporate core competencies established by the American Association of Paralegal Educators. In addition, the Paralegal Option contains 18 general education credits. General education courses include English composition,

Critical Reading and Writing, Real World Mathematics, Fundamentals of Human Communication, and Introduction to Psychology or Introduction to Sociology.

The paralegal student can expect to spend an approximate total of $450 on books and supplies for the first year and $325 for the second year.

Paralegal
Associate of Applied Science Degree   65 credits

Semester 1		Credits
PLG 101	Introduction to Paralegalism	3
PLG 102	Law Office Management	3
PLG 103	Torts	3
PLG 104	Paralegal Student Association I	1
PLG 105	Legal Research and Writing I	3
	General Education	3–4

Semester 2		
PLG 111	Civil Litigation	3
PLG 112	Paralegal Student Association II	1
PLG 113	Legal Research and Writing II	3
PLG 114	Law of Business Organizations	3
	General Education	6–7

Semester 3		
PLG 201	Real Estate Law	3
PLG 202	Wills, Trusts, and Estates	3
PLG 203	Procedures of Bankruptcy Law	3
PLG 204	Paralegal Student Association III	1
	General Education	6–7

Semester 4		
PLG 211	Criminal Law for Paralegals	3
PLG 212	Administrative Law	3
PLG 213	Family Law	3
PLG 214	Internship	3
PLG 215	Paralegal Student Association IV	1
	General Education	3–4

General Education Courses		
COM 101	Fundamentals of Human Communication	3
ENG 101	English Composition	3
ENG 102	Critical Reading and Writing	3
MAT 123	Real World Mathematics	4

Choose 2 from below		
POL 101	American Government	3
PSY 101	Introduction to Psychology	3
SOC 101	Introduction to Sociology	3

Enhancement		
OCR 110	The Successful Job Search	1

Legal Secretary
Technical Certificate   37 credits

Semester 1		Credits
BOT 118	Word Processing	3
CMP 101	Intermediate Computers	3
ENG 101	English Composition	3
LGL 103	Legal Terminology and Transcription	3
LGL 106	Legal Technology I	5
LGL 107	Legal Student Association I	1

Semester 2		
COM 101	Fundamentals of Human Communication	3
LGL 111	Legal Technology II	5
LGL 112	Legal Student Association II	1

MKT 101	Business Mathematics			3
OCR 101	Occupational Relations	or		2
PSY 101	Introduction to Psychology		or	3
SOC 101	Introduction to Sociology			3
	Electives			2–3

Summer		
LGL 210	Internship	3

Electives choose 2		
BOT 140	Electronic Office Concepts	3
BOT 141	Business Presentations	2
BOT 142	Business Spreadsheets	3
BOT 143	Internet Concepts	2
BOT 144	Speedbuilding	1
BOT 204	Advanced Word Processing	2
BOT 227	Database Management	2
BOT 231	Web Page Design	3
BOT 232	Computer Concepts	3

Enhancement		
OCR 110	The Successful Job Search	1

Office Technologies

FACULTY

Christian Godfrey   Shelley O Bryant

Length of Program

Associate of Applied Science Degree: Four semesters

Advanced Technical Certificate: Three semesters

Technical Certificate: Two semesters

Postsecondary Technical Certificate: Two semesters

The Office Technologies program offers six options for the student interested in a career in office support and information technologies.

All students entering the Office Technologies program will complete a two-semester core curriculum that includes a membership in Business Professionals of America. Students interested in obtaining entry-level skills in a minimum amount of time can obtain the Office Specialist Certificate at completion of the first year, or they can elect to continue and become an Administrative Specialist or Business and Computer Applications Specialist.

The Office Specialist Advanced Technical Certificate and the Administrative Specialist Associate of Applied Science Degree are available for the student who is interested in providing administrative support to a business. Students will be prepared to provide administrative support by applying information and computer technologies to work processes, manage and execute projects, manipulate and manage information, improve employee performance, and enhance overall efficiency and effectiveness of the organization in line with business goals.

The Advanced Technical Certificate and the Associate of Applied Science Degree in Business and Computer

Applications are available for the student who is interested in providing advanced technical computer support to a business. These programs prepare students to perform word processing, spreadsheets, database, web design, graphics, and communications applications. Additionally, they use software to solve business problems and make business decisions, maintain hardware and peripherals, maintain networks, troubleshoot, and tailor existing software. They also provide input regarding hardware and software capability and specifications, and they serve as a trainer and user liaison. In addition to the core classes offered in the Office Specialist Technical Certificate, the Advanced Technical Certificate and the AAS-bound student takes courses in web page design, advanced document processing, desktop publishing, database management, computer assisted graphics, and complex computer management.

The Web Site Development and Maintenance Specialist is a new option in the current Office Technologies program. This option will add two new classes to current course offerings: BOT 145, Networking Concepts, and BOT 235, Web Site Design, Construction, and Maintenance. Both of these new courses are available on the web through EITC s online course offerings. We will utilize the web-based instruction, which students will pay for as additional costs in lieu of textbooks, and students will develop in-house projects and testing to verify their comprehension and retention of material obtained in this manner.

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

Program Costs
In addition to the semester registration fees, an Office Technologies student can expect to spend an approximate total of $400 on books and supplies for the certificate program, $750 for the technical certificates, and $900 for the degree programs.

Administrative Specialist
Associate of Applied Science Degree   66 credits

Semester 1		Credits
BOT 110	Keyboarding	3
BOT 135	Professional Organizations I	1
BOT 138	Business English	3
BOT 140	Electronic Office Concepts	3
CMP 101	Intermediate Computers	3
MKT 101	Business Mathematics	3
OCR 101	Occupational Relations	2

Semester 2		
BOT 118	Word Processing	3
BOT 124	Business Letter Writing	3
BOT 139	Professional Organizations II	1
BOT 142	Business Spreadsheets	3
BOT 143	Internet Concepts	2
	General Education	6

Semester 3		
ACC 210	Accounting I	3
BOT 204	Advanced Word Processing	2
BOT 227	Database Management	2
BOT 228	Professional Organizations III	1
MAT 123	Real World Mathematics	4
	General Education	3

Semester 4		
ACC 211	Accounting I Computer Applications	2
BOT 141	Business Presentations	2
BOT 144	Speedbuilding	1
BOT 216	Supervised Work Experience	3
BOT 229	Professional Organizations IV	1
BOT 233	Office Supervision and Administration	3
	General Education	3

General education		
COM 101	Fundamentals of Human Communication	3
ENG 101	English Composition	3

Choose 2 from below		
ENG 102	Critical Reading and Writing	3
PSY 101	Introduction to Psychology	3
SOC 101	Introduction to Sociology	3

Enhancement		
MKT 117	Workshop Credit I	1
MKT 119	Special Events Planning	2
OCR 110	The Successful Job Search	1

Business & Computer Applications Specialist
Associate of Applied Science Degree   69 credits

Semester 1		Credits
BOT 110	Keyboarding	3
BOT 135	Professional Organizations I	1
BOT 138	Business English	3
BOT 140	Electronic Office Concepts	3
CMP 101	Intermediate Computers	3
MKT 101	Business Mathematics	3
OCR 101	Occupational Relations	2

Semester 2		
BOT 118	Word Processing	3
BOT 124	Business Letter Writing	3
BOT 139	Professional Organizations II	1
BOT 142	Business Spreadsheets	3
BOT 143	Internet Concepts	2
	General Education	3-6

Summer		
	General Education	0-7

Semester 3
BOT 204	Advanced Word Processing	2
BOT 227	Database Management	2
BOT 230	Desktop Publishing	4
BOT 231	Web Page Design	3
	General Education	3-7

Semester 4
BOT 141	Business Presentations	2
BOT 144	Speedbuilding	1
BOT 216	Supervised Work Experience	3
BOT 232	Computer Concepts	3
BOT 234	Computer Assisted Graphics	3
	General Education	0-3

General education
COM 101	Fundamentals of Human Communication	3
ENG 101	English Composition	3
MAT 123	Real World Mathematics	4

Choose 2 from below
ENG 102	Critical Reading and Writing	3
PSY 101	Introduction to Psychology	3
SOC 101	Introduction to Sociology	3

Enhancements
ACC 210	Accounting I	3
BOT 228	Professional Organizations III	1
BOT 229	Professional Organizations IV	1
BOT 233	Office Supervision and Administration	3
MKT 117	Workshop Credit I	1
MKT 118	Workshop Credit II	1

Web Site Development & Maintenance Specialist

Associate of Applied Science Degree   69 credits

Semester 1		Credits
BOT 110	Keyboarding	3
BOT 135	Professional Organizations I	1
BOT 138	Business English	3
BOT 140	Electronic Office Concepts	3
BOT 145	Networking Concepts	3
CMP 101	Intermediate Computers	3

Semester 2
BOT 118	Word Processing	3
BOT 139	Professional Organizations II	1
BOT 142	Business Spreadsheets	3
BOT 143	Internet Concepts	2
MKT 101	Business Mathematics	3
MKT 120	Marketing on the Internet	3
	General Education	3

Semester 3
BOT 227	Database Management	2
BOT 228	Professional Organizations III	1
BOT 230	Desktop Publishing	4
BOT 231	Web Page Design	3
MAT 123	Real World Mathematics	4
	General Education	3

Semester 4
BOT 216	Supervised Work Experience	3
BOT 229	Professional Organizations IV	1
BOT 234	Computer Assisted Graphics	3
BOT 235	Web Site Design, Construction, & Maintenance	3
ELC 203	Introduction to Computer Programming	2
	General Education	6

General education
COM 101	Fundamentals of Human Communication	3
ENG 101	English Composition	3

Choose 2 from below
ENG 102	Critical Reading and Writing	3
PSY 101	Introduction to Psychology	3
SOC 101	Introduction to Sociology	3

Enhancement
MKT 117	Workshop Credit I	1
MKT 119	Special Events Planning	2
OCR 110	The Successful Job Search	1

Business & Computer Applications Technician

Advanced Technical Certificate   52 credits

Semester 1		Credits
BOT 110	Keyboarding	3
BOT 135	Professional Organizations I	1
BOT 138	Business English	3
BOT 140	Electronic Office Concepts	3
CMP 101	Intermediate Computers	3
MKT 101	Business Mathematics	3
OCR 101	Occupational Relations	2

Semester 2
BOT 118	Word Processing	3
BOT 124	Business Letter Writing	3
BOT 139	Professional Organizations II	1
BOT 141	Business Presentations	2
BOT 142	Business Spreadsheets	3
BOT 143	Internet Concepts	2
COM 101	Fundamentals of Human Communication	3

Semester 3
BOT 144	Speedbuilding	1
BOT 204	Advanced Word Processing	2
BOT 216	Supervised Work Experience	3
BOT 227	Database Management	2
BOT 230	Desktop Publishing	4
BOT 231	Web Page Design	3

Choose 2 from below
ACC 210	Accounting I	3
BOT 228	Professional Organizations III	1
BOT 229	Professional Organizations IV	1
BOT 234	Computer Assisted Graphics	3
MKT 117	Workshop Credit I	1
MKT 118	Workshop Credit II	1
MKT 119	Special Events Planning	2

Elective
WKP 105	Workplace Spanish	3

Office Specialist
Advanced Technical Certificate   53 credits

Semester 1		Credits
ACC 210	Accounting I	3
BOT 110	Keyboarding	3
BOT 135	Professional Organizations I	1
BOT 138	Business English	3
BOT 140	Electronic Office Concepts	3
CMP 101	Intermediate Computers	3
OCR 101	Occupational Relations	2

Semester 2		
BOT 118	Word Processing	3
BOT 124	Business Letter Writing	3
BOT 139	Professional Organizations II	1
BOT 141	Business Presentations	2
BOT 142	Business Spreadsheets	3
BOT 143	Internet Concepts	2
BOT 233	Office Supervision and Administration	3

Semester 3		
ACC 211	Accounting I Computer Applications	2
BOT 144	Speedbuilding	1
BOT 216	Supervised Work Experience	3
BOT 227	Database Management	2
BOT 228	Professional Organizations III	1
COM 101	Fundamentals of Human Communication	3
MKT 101	Business Mathematics	3
MKT 216	Human Resource Management	3

Enhancements		
BOT 204	Advanced Word Processing	2
MKT 117	Workshop Credit I	1
MKT 119	Special Events Planning	2

Office Specialist
Technical Certificate   36 credits

Semester 1		Credits
BOT 110	Keyboarding	3
BOT 135	Professional Organizations I	1
BOT 138	Business English	3
BOT 140	Electronic Office Concepts	3
CMP 101	Intermediate Computers	3
MKT 101	Business Mathematics	3
OCR 101	Occupational Relations	2

Semester 2		
BOT 118	Word Processing	3
BOT 124	Business Letter Writing	3
BOT 139	Professional Organizations II	1
BOT 142	Business Spreadsheets	3
BOT 143	Internet Concepts	2
BOT 216	Supervised Work Experience	3
COM 101	Fundamentals of Human Communication	3

Enhancements		
BOT 141	Business Presentations	2
BOT 144	Speedbuilding	1
MKT 117	Workshop Credit I	1
MKT 119	Special Events Planning	2
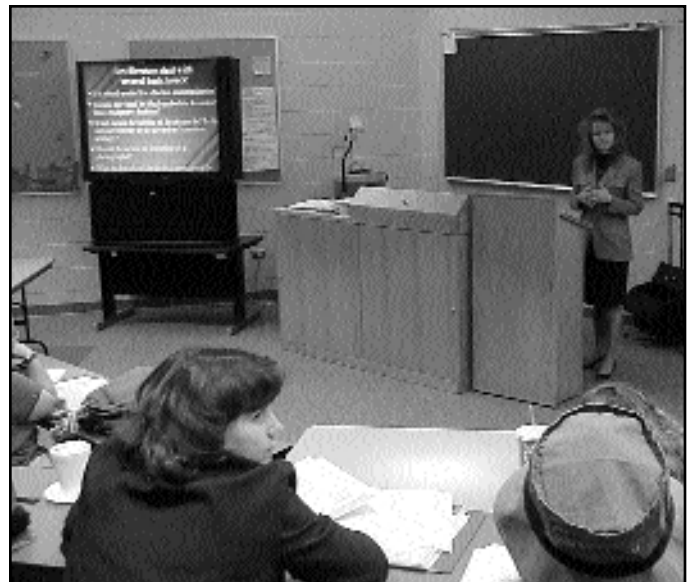
Health Care Technology

AREAS OF STUDY
Dental Assisting   Technical Certificate
Medical Assistant   Associate of Applied Science Degree
   Central Sterile Technician   Technical Certificate
   Medical Office Specialist   Technical Certificate
   Multiskilled Health Assistant   Technical Certificate
   Medical Transcriptionist   Postsecondary Technical
      Certificate
Practical Nursing   Advanced Technical Certificate
Surgical Technology   Associate of Applied Science
      Degree

FACULTY
Kathleen Nelson, RN, BSN, division manager
Marlene Brinkerhoff, BS
RaeLa Byrd, CDA
Becky Chapman, CST
Peggy Forsgren, RN, BSN
Cindy Mills, CMA
Fay Moore, RN, BSN
Cheryl Tomberlin, RN, BSN

W orkplace research shows that one of the most rapidly-
growing areas of employment for the future is health care.
EITC s Health Care Technology is a combined grouping of
the Practical Nursing, Dental Assisting, Medical Assistant,
and Surgical Technology programs. These programs pro-
vide students the opportunity to learn skills that enable
them to join other professionals in this expanding career
area.

Students may enter the Health Care Technology Division
prior to declaring a major field of study. Core courses iden-
tified below, as well as computers, English composition,
and occupational relations are available to part-time or
non-degree-seeking students to assist them in choosing
the program that matches their skills and interests.

The student entering the Health Care Technology Division
will have a faculty advisor assigned to him/her throughout
training at EITC. The faculty advisor and the student are
responsible for outlining the appropriate classes needed for
the student.

Students are subject to the policies of the program they
select. They will be given a policies and procedures manu-
al at the beginning of the program and will be required to
sign a document of understanding. Individuals who have
been charged and/or convicted of a felony will experience
difficulty becoming licensed, certified, or registered and/or
finding employment in health care. It is recommended that

prior to enrollment the applicant contact the appropriate
state regulatory agency.

All Health Care Technology Division students, regardless of
program, must provide the following information prior to
course and/or clinical work.

1. A documented physical examination by a physician,
   nurse practitioner, or physician s assistant of applicant s
   choice.
2. A documented examination by a dentist of the appli-
   cant s choice.
3. Documentation of the following current immunizations is
   required:

      diphtheria, pertussis, tetanus (DPT)
      mumps, measles, and rubella (MMR) or two vaccina-
      tions or rubella and rubeola titers
      hepatitis B series must be initiated
      polio
      history of chicken pox or varicella vaccination.
4. Proof of annual TB skin test.
5. Documentation of malpractice insurance.

Dental Assisting

FACULTY
RaeLa Byrd, CDA

Length of Program
Technical Certificate: Two semesters and one summer term

The Dental Assisting Program at Eastern Idaho Technical
College consists of classroom training and clinical experi-
ence in area dental offices. The program s curriculum fol-
lows Idaho State Board of Dentistry guidelines.

Entrance Requirements
      Completion of COMPASS Test with a score at or
above 70% in reading and comprehension, sentence skills,
and 45 in arithmetic. Additionally, applicants must pass an
admissions spelling test with a score at or above 75%.
Applicant must demonstrate a typing speed of 35 wpm with
90% accuracy at entry level.
      An interview with program director/instructor.

The curriculum provides the training necessary to become
an integral part of the dental profession. The program
offers the student both supervised training as a dental
assistant and the educational requirements for certification.

Dental assisting is a profession requiring emotional stability, manual dexterity, social adjustment, good grooming, and good interpersonal communication skills.

Program Costs
In addition to the semester registration fees, a Dental Assisting student can expect to spend an approximate total of $1,000 on books, uniforms, supplies, dues, liability insurance, CPR, and first aid for the entire program.

Dental Assisting
Technical Certificate		39 credits

Semester 1		Credits
DTL 121	Orientation to Dental Assisting/Office Management	2
DTL 122	Medical Situations AND	1
DTL 123	Basic Dental Sciences OR	2
DTL 124	Basic Dental Sciences & Medical Situations	3
DTL 125	Dental Operatory Procedures	4
DTL 126	Dental Radiology	4
HCT 104	Microbiology for Health Professions	3

Semester 2		
CMP 101	Intermediate Computers	3
DTL 127	Dental Clinical	2
DTL 128	Dental Specialties	4
DTL 129	Dental Laboratory Materials AND	2
DTL 130	Idaho Dental Assisting Expanded Functions OR	1
DTL 131	Dental Lab Materials and Expanded Functions	3
ENG 101	English Composition	3
OCR 101	Occupational Relations	2

Summer		
DTL 132	Supervised Work Experience	6

Medical Assistant

FACULTY
Cindy Mills, CMA

Length of Program
Associate of Applied Science Degree: Four semesters
Technical Certificate: Two semesters, one summer term
Postsecondary Technical Certificate: Two semesters, one summer term

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

The Medical Assistant Associate of Applied Science Degree is a program accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) through the American Association of Medical Assistants (AAMA). All graduating students of the Associate Degree program are eligible to sit for the AAMA Certification Examination and, upon passing the examination, the individual earns the Certified Medical Assistant (CMA) credential.

Beginning with the administration of the January 2001 Certification Examination, individuals who have been charged and/or convicted of a felony will not be eligible to sit for the examination unless the Certifying Board of the AAMA grants a waiver based on one or more of the mitigating circumstances listed in Disciplinary Standards as published in the Professional Medical Assistant journal.

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

Multiskilled Health Assistants are persons who are trained to provide more than one function, often in more than one discipline. These combined functions can be found in a broad spectrum of health-related jobs. Multiskilled Health Assistants have worked in many different settings: inpatient care, ambulatory care, and home health care. Individuals certified as nursing assistants can easily expand their skills in a variety of areas.

Graduates of the Central Sterile Technician option are qualified to work in any health care facility. Job requirements include preparing and sterilizing reusable supplies and equipment, and distributing all supplies and equipment needed for patient care. There is a major emphasis on care and preparation of surgical instruments. The clinical portion of this option is spent working in area health care facilities.

Individuals who complete the Medical Transcriptionist option are qualified to work in a health care facility or from a home-based business. Medical Transcriptionists work independently to produce a transcribed medical document. Medical transcription contains dictated letters, consultations, patient history and physical report, memoranda, office chart notes, surgical reports, hospital discharge summaries, and autopsy reports from variety of medical specialties. Emphasis will be placed on a combination of skills including spelling, proofreading, knowledge of medical terminology, and typing. A firm background in English grammar, structure, and style is necessary. Students will gain a broad knowledge of anatomy and a thorough knowledge of medical, surgical, drug, and laboratory terms. Standard medical and nonmedical reference material will be used.

Entrance Requirements
Completion of COMPASS with a score at or above 70 in reading and writing skills and arithmetic at 45 or above. Additionally, applicants must pass an admissions spelling test with a score at or above 75%. Applicants must demonstrate a typing speed of 35 wpm with 90% accuracy at entry level.

Two letters of recommendation: one personal (friend or relative), one professional (teacher, health care provider). An interview with program director/instructor.

Costs and Requirements
In addition to the registration fees, students can expect to spend approximately $900 on books, supplies and miscellaneous fees while completing the Medical Office Specialist certificate option. Students can expect to spend approximately $700 on books, supplies, and miscellaneous fees while completing the Multiskilled Health Assistant, Central Sterile Technician certificate, or Medical Transcription certificate options. Students participating in the Medical Assistant Associate of Applied Science degree program can expect to pay approximately $900 for the first year and $1000 for the second year in books, supplies, and miscellaneous fees.

Medical Assistant
Associate of Applied Science Degree   60 credits

Semester 1		Credits
CMP 101	Intermediate Computers	3
HCT 100	Introduction to Health Professions	2
HCT 101	Medical Terminology	2
HCT 103	Intro to Anatomy and Physiology and Lab	4
HCT 104	Microbiology for Health Professions	3

Semester 2		
ENG 101	English Composition	3
MAS 101	Pharmacology for Health Professions	2
MAS 111	Admin Skills for Medical Assistants I	3
M AT 123	Real World Mathematics	4
SOC 101	Introduction to Sociology	3

Semester 3		
HCT 105	Phlebotomy OR	2
HCT 108	EKG/ECG	2
HCT 109	Medical Ethics	2
HCT 113	Medical Coding	3
MAS 103	Clinical Skills for Medical Assistants I	3
MAS 112	Admin Skills for Medical Assistants II	3
PSY 101	Introduction to Psychology	3

Semester 4		
COM 101	Fundamentals of Human Communication	3
HCT 105	Phlebotomy OR	2
HCT 108	EKG/ECG	2
HCT 114	Medical Billing	3
MAS 203	Clinical Skills for Medical Assistants II	3
MAS 207	Externship II	4

Enhancement		
OCR 110	The Successful Job Search	1

Central Sterile Technician
Technical Certificate   34 credits

Semester 1		Credits
CMP 101	Intermediate Computers	3
HCT 100	Introduction to Health Professions	2
HCT 101	Medical Terminology	2
HCT 103	Intro to Anatomy and Physiology and Lab	4
HCT 104	Microbiology for Health Professions	3
M AT 123	Real World Mathematics	4

Semester 2		
COM 101	Fundamentals of Human Communication	3
CST 101	Principles and Methods of Sterilization	3
CST 102	Instrument Identification	3
CST 106	Externship	5
OCR 101	Occupational Relations	2

Medical Office Specialist

Technical Certificate		35 credits

Semester 1		Credits
CMP 101	Intermediate Computers	3
HCT 100	Introduction to Health Professions	2
HCT 101	Medical Terminology	2
HCT 103	Intro to Anatomy and Physiology and Lab	4
HCT 113	Medical Coding	3
MAS 111	Admin Skills for Medical Assistants I	3

Semester 2		
HCT 114	Medical Billing	3
MAS 106	Externship I	3
MAS 112	Admin Skills for Medical Assistants II	3
M AT 123	Real World Mathematics	4

Summer 2		
ENG 101	English Composition	3
OCR 101	Occupational Relations	2

Enhancements		
HCT 105	Phlebotomy	2
HCT 108	EKG/ECG	2
HCT 109	Medical Ethics	2
MAS 101	Pharmacology for Health Professions	2
O C R 110	The Successful Job Search	1

Multiskilled Health Assistant

Technical Certificate		36 credits

Semester 1		Credits
CMP 101	Intermediate Computers	3
HCT 100	Introduction to Health Professions	2
HCT 101	Medical Terminology	2
HCT 103	Intro to Anatomy and Physiology and Lab	4
HCT 104	Microbiology for Health Professions	3
HCT 113	Medical Coding	3

Semester 2		
ENG 101	English Composition	3
HCT 105	Phlebotomy	2
HCT 108	EKG/ECG	2
HCT 114	Medical Billing	3
MAS 106	Externship I	3
M AT 123	Real World Mathematics	4
OCR 101	Occupational Relations	2

Enhancement		
OCR 110	The Successful Job Search	1

Medical Transcriptionist

Postsecondary Technical Certificate		9 credits

CMP 113	W ord 97 Beginning	1
CMP 114	W ord 97 Intermediate	1
MAS 113	Introduction to Medical Transcription	2
MAS 114	General Medical Transcription	2
MAS 115	Radiology Transcription OR	1
MAS 116	Cardiology Transcription OR	1
MAS 117	Surgery Transcription	1
MAS 118	Telecommunications and Meditech	1
MAS 119	Practicum	1

Practical Nursing

FACULTY

Peggy Forsgren, RN, BSN   Fay Moore, RN, BSN
Cheryl Tomberlin, RN, BSN

Length of Program
Advanced Technical Certificate: Approximately three semesters, one summer; 7 to 8 hours/day

The Practical Nursing program is operated with the approval of the State Board of Nursing. The course of study is designed to provide the necessary knowledge and skills to prepare the graduate to function as a practical nurse. Classes consist of both theory and supervised clinical experience. The supervised clinical experience is conducted at major health care facilities in Idaho Falls as well as with preceptors at many other health care agencies within the area. Classes may include day, evening, night, and weekend scheduling to ensure adequate clinical opportunities.

Progression in the nursing program is contingent on successful completion of all previous courses required. Successful completion of the program leads to an Advanced Technical Certificate. Since Idaho has mandatory licensure laws for nurses, each graduate is required to become licensed. A license is obtained by receiving a passing score on the state licensure examination approved by the State Board of Nursing. Graduates can expect to obtain employment within a wide variety of health care facilities, physicians offices, and home health care agencies.

Costs
In addition to the registration fees, a Practical Nursing student can expect to spend an approximate total of $3500 on books, uniforms, supplies and testing for the entire program.

Practical Nursing

Advanced Technical Certificate   53 credits

Semester 1		Credits
HCT 100	Introduction to Health Professions	2
HCT 101	Medical Terminology	2
HCT 103	Intro to Anatomy and Physiology and Lab	4
HCT 104	Microbiology for Health Professions	3
HCT 110	Nutrition	1
HCT 111	Growth and Development	2

Semester 2		
ENG 101	English Composition	3
NRS 106	Nursing Skills I	4

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

Semester 4		
NRS 201	Maternal/Child Nursing	2
NRS 202	Medical/Surgical Nursing II	2
NRS 203	Nursing Practicum II	8
NRS 205	IV Therapy Part II	2
NRS 206	LPN Management	2

Surgical Technology

FACULTY
Becky Chapman, C.S.T.

Length of Program

Associate of Applied Science Degree: Four semesters

Surgical technologists are integral members of the surgical team who work closely with surgeons, anesthesiologists, registered nurses, and other surgical personnel, delivering patient care before, during, and after surgery. Scrub, circulating, and second assisting surgical technologists have primary responsibility for maintaining the sterile field, handling surgical instruments and supplies, and being constantly vigilant that all members of the team adhere to aseptic technique.

Surgical Technologists are employed in hospital operating rooms, delivery rooms, emergency departments, ambulatory care areas, and central supply departments. They are also employed in clinics and surgery centers, and in ophthalmologist s, physician s, and dentist s offices.

Surgical Technologists must be able to perform under pressure in stressful and emergency situations. They must be keenly sensitive to the needs of the patient and to the needs of other members of the surgical team.

Costs and Requirements for Surgical Technology Program

In addition to the registration fees, students can expect to spend approximately $1200 on books, supplies, and miscellaneous fees while completing the Surgical Technology Program technical certificate.

Entrance Requirements

Completion of COMPASS Test with a score at or above 70% in reading and comprehension, sentence skills, and 45 in arithmetic. Additionally, applicants must pass an admissions spelling test with a score at or above 75%.

An interview with program director/instructor.

Surgical Technology

Associate of Applied Science Degree   64 credits

Semester 1		Credits
CMP 101	Intermediate Computers	3
ENG 101	English Composition	3
HCT 100	Introduction to Health Professions	2
M AT 123	Real World Mathematics	4
PSY 101	Introduction to Psychology	3

Semester 2		
COM 101	Fundamentals of Human Communication	3
HCT 101	Medical Terminology	2
HCT 103	Intro to Anatomy and Physiology and Lab	4
HCT 104	Microbiology for Health Professions	3
SOC 101	Introduction to Sociology	3

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

Semester 4		
S RT 201	Operating Room Techniques II	4
S RT 202	Surgical Procedures II	4
S RT 204	Advanced Clinical Practicum	8

Enhancement		
OCR 110	The Successful Job Search	1

Trades and Industry

AREAS OF STUDY
Automotive Technology
  Automotive Engine Repair Specialist
  Automotive Brake Specialist
  Automotive Power Trains, Suspension & Steering
  Automotive Electronics Specialist
  Automotive Automatic Transmissions & Transaxles
  Automotive Engine Performance Specialist
Computer-Integrated Manufacturing
Diesel Technology
  Diesel Heavy Duty Drive Train Specialist
  Diesel Heavy Duty Brake Specialist
  Diesel Fuel Injection Specialist
  Diesel Heavy Duty Electrical Systems
  Diesel Engine Specialist
Welding Technology

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

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

Welding Technology   Associate of Applied Science
Degree, Technical Certificate

Length of Program
Associate of Applied Science Degree: Four semesters
Advanced Technical Certificate: Four semesters
Technical Certificate: Two semesters
Postsecondary Technical Certificates: varies

FACULTY
Val Chambers, division manager   Kyle Kofford
Dale McPherson   Frank Stanger
Bill Swenson

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

The State of Idaho and Eastern Idaho Technical College
have adopted the Automotive Service Excellence (ASE)
task list as guidelines for our automotive programs. Our
Automotive Technology program has met the criteria for
certification in each of the eight areas of study listed by the
National Automotive Technicians Education Foundation

(NATEF). Our course numbering system has an ASE pre-
fix, which designates our compliance with their regulations.
Our students are trained to meet ASE certification stan-
dards. Upon completion of our program and one year of
successful employment in the automotive field, a student
should be prepared to take and pass the ASE certification
tests.

Applicants must possess a valid driver s license at the time
of application and must maintain one throughout the pro-
gram. Applicants must have proven mechanical aptitude,
good health and vision, as well as a strong desire to work
in a mechanical trades area. By demonstrating their ability
to perform at minimum industry standards, students who
have had previous mechanical training may be enrolled in
an advanced program structured to build upon their exist-
ing skills.

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

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

Program Costs

In addition to the semester registration fees, a Mechanical Trades student can expect to spend an approximate total of $1050 on books and tools for the entire program and approximately $55 per semester for coverall rental.

Automotive Technology
Associate of Applied Science Degree   69 credits

Semester 1		Credits
ASE 001	Basic Mechanics	1
ASE 141	Basic Suspension & Steering Systems	2
ASE 161	Basic Electrical Systems	2
ASE 171	Heating and Air Conditioning	2
ASE 181	Basic Ignition Systems and Tune-up	2
ASE 182	Advanced Ignition Systems and Tune-up	2
M AT 110	Technical Mathematics	3

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

semester 3		
ASE 183	Gasoline Fuel Systems	2
ASE 221	Automatic Transmissions	3
ASE 242	Advanced Suspension & Steering Systems	2
ASE 252	Advanced Brake Systems	2
ASE 262	Automotive Electronics	2
COM 101	Fundamentals of Human Communication	3

Semester 4		
ASE 184	Basic Computer Controlled Engines Systems	2
ASE 285	Gasoline Fuel Injection Systems	3
ASE 286	Computer Controlled Engines Systems	3
ASE 287	Emission Control Systems	3
ASE 288	On Board Diagnostics II	1
REI 105	W orkplace Communication	3

Summer		
HUM 110	History of Metals	3
M AT 123	Real World Mathematics	4
PSY 101	Introduction to Psychology OR	3
SOC 101	Introduction to Sociology	3

Enhancement		
CMP 101	Intermediate Computers	3
CMP 201	Advanced Computers	3
CMP 202	Emerging Computer Technologies	3

Automotive Technology
Advanced Technical Certificate   56 credits

Semester 1		Credits
ASE 001	Basic Mechanics	1
ASE 141	Basic Suspension & Steering Systems	2
ASE 161	Basic Electrical Systems	2
ASE 171	Heating and Air Conditioning	2
ASE 181	Basic Ignition Systems and Tune-up	2
ASE 182	Advanced Ignition Systems and Tune-up	2
M AT 110	Technical Mathematics	3

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

Semester 3		
ASE 183	Gasoline Fuel Systems	2
ASE 221	Automatic Transmissions	3
ASE 242	Advanced Suspension & Steering Systems	2
ASE 252	Advanced Brake Systems	2
ASE 262	Automotive Electronics	2
CMP 100	Basic Computers	3

Semester 4		
ASE 184	Basic Computer Controlled Engines Systems	2
ASE 285	Gasoline Fuel Injection Systems	3
ASE 286	Computer Controlled Engines Systems	3
ASE 287	Emission Control Systems	3
ASE 288	On Board Diagnostics II	1
REI 105	W orkplace Communication	3

Automotive Technology
Technical Certificate   30 credits

Semester 1		Credits
ASE 001	Basic Mechanics	1
ASE 141	Basic Suspension & Steering Systems	2
ASE 161	Basic Electrical Systems	2
ASE 171	Heating and Air Conditioning	2
ASE 181	Basic Ignition Systems and Tune-up	2
ASE 182	Advanced Ignition Systems and Tune-up	2
M AT 110	Technical Mathematics	3

Semester 2		
ASE 111	Basic Power Plant Systems	2
ASE 112	Upper Power Plant Systems	2
ASE 113	Lower Power Plant Systems	2
ASE 121	Basic Automatic Transmissions	3
ASE 131	Manual Drivetrain & Axles	2
ASE 151	Automotive Brake Systems	2
REI 105	W orkplace Communication	3

Postsecondary Technical Certificates

Automotive Engine Performance
Specialist   22 credits

ASE 161	Basic Electrical Systems	2
ASE 181	Basic Ignition Systems and Tune-up	2
ASE 182	Advanced Ignition Systems and Tune-up	2
ASE 183	Gasoline Fuel Systems	2
ASE 184	Basic Computer Controlled Engines Systems	2
ASE 262	Automotive Electronics	2
ASE 285	Gasoline Fuel Injection Systems	3
ASE 286	Computer Controlled Engines Systems	3
ASE 287	Emission Control Systems	3
ASE 288	On Board Diagnostics II	1

Automotive Automatic Transmission and Transaxle
Specialist   17 credits

ASE 121	Basic Automatic Transmissions	3
ASE 131	Manual Drivetrain & Axles	2
ASE 161	Basic Electrical Systems	2
ASE 184	Basic Computer Controlled Engines Systems	2
ASE 221	Automatic Transmissions	3
ASE 262	Automotive Electronics	2
ASE 286	Computer Controlled Engines Systems	3

Automotive Heating and
Air Conditioning Specialist   11 credits

ASE 161	Basic Electrical Systems	2
ASE 171	Heating and Air Conditioning	2
ASE 184	Basic Computer Controlled Engines Systems	2
ASE 262	Automotive Electronics	2
ASE 286	Computer Controlled Engines Systems	3

Automotive Electronics Specialist   10 credits

ASE 161	Basic Electrical Systems	2
ASE 181	Basic Ignition Systems and Tune-up	2
ASE 182	Advanced Ignition Systems and Tune-up	2
ASE 184	Basic Computer Controlled Engines Systems	2
ASE 262	Automotive Electronics	2

Automotive Power Trains,
Suspension and Steering Specialist   8 credits

ASE 131	Manual Drivetrain & Axles	2
ASE 141	Basic Suspension & Steering Systems	2
ASE 161	Basic Electrical Systems	2
ASE 242	Advanced Suspension & Steering Systems	2

Automotive Brake Specialist   8 credits

ASE 151	Automotive Brake Systems	2
ASE 161	Basic Electrical Systems	2
ASE 184	Basic Computer Controlled Engines Systems	2
ASE 252	Advanced Brake Systems	2

Automotive Engine Repair Specialist   8 credits

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

Diesel Technology
Associate of Applied Science Degree   72 credits

Semester 1		Credits
ASE 001	Basic Mechanics	1
ASE 141	Basic Suspension & Steering Systems	2
ASE 161	Basic Electrical Systems	2
ASE 171	Heating and Air Conditioning	2
ASE 181	Basic Ignition Systems and Tune-up	2
ASE 182	Advanced Ignition Systems and Tune-up	2
M AT 110	Technical Mathematics	3

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

Semester 3		
ASE 183	Gasoline Fuel Systems	2
ASE 252	Advanced Brake Systems	2
ASE 253	Air Brake Systems	2
ASE 262	Automotive Electronics	2
ASE 263	Heavy Duty Electrical Systems	2
ASE 284	Automotive Diesel Fuel Injection Systems	2
ASE 291	Fluid Power Systems	2
COM 101	Fundamentals of Human Communication	3

Semester 4		
ASE 184	Basic Computer Controlled Engines Systems	2
ASE 214	Diesel Engine Rebuilding	2
ASE 216	Diesel Engine Service	2
ASE 232	Heavy Duty Power Trains	3
ASE 289	Heavy Duty Diesel Fuel Injection Systems	2
ASE 290	Diesel Engine Computer Controls	1
REI 105	Workplace Communication	3

Summer		
ENG 102	Critical Reading and Writing	3
HUM 110	History of Metals	3
M AT 123	Real World Mathematics	4

Plus 1 from below		
PSY 101	Introduction to Psychology OR	3
SOC 101	Introduction to Sociology	3

Enhancements		
CMP 101	Intermediate Computers	3
CMP 201	Advanced Computers	3
CMP 202	Emerging Computer Technologies	3

Diesel Technology
Advanced Technical Certificate   56 credits

Semester 1		Credits
ASE 001	Basic Mechanics	1
ASE 141	Basic Suspension & Steering Systems	2
ASE 161	Basic Electrical Systems	2
ASE 171	Heating and Air Conditioning	2
ASE 181	Basic Ignition Systems and Tune-up	2
ASE 182	Advanced Ignition Systems and Tune-up	2
M AT 110	Technical Mathematics	3

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

Semester 3		
ASE 183	Gasoline Fuel Systems	2
ASE 252	Advanced Brake Systems	2
ASE 253	Air Brake Systems	2
ASE 262	Automotive Electronics	2
ASE 263	Heavy Duty Electrical Systems	2
ASE 284	Automotive Diesel Fuel Injection Systems	2
ASE 291	Fluid Power Systems	2

Semester 4
ASE 184	Basic Computer Controlled Engines Systems	2
ASE 214	Diesel Engine Rebuilding	2
ASE 216	Diesel Engine Service	2
ASE 232	Heavy Duty Power Trains	3
ASE 289	Heavy Duty Diesel Fuel Injection Systems	2
ASE 290	Diesel Engine Computer Controls	1
REI 105	Workplace Communication	3

Postsecondary Technical Certificates

Diesel Engine Specialist   17 credits

ASE 111	Basic Power Plant Systems	2
ASE 112	Upper Power Plant Systems	2
ASE 113	Lower Power Plant Systems	2
ASE 184	Basic Computer Controlled Engines Systems	2
ASE 214	Diesel Engine Rebuilding	2
ASE 252	Advanced Brake Systems	2
ASE 284	Automotive Diesel Fuel Injection Systems	2
ASE 289	Heavy Duty Diesel Fuel Injection Systems	2
ASE 290	Diesel Engine Computer Controls	1

Diesel Heavy Duty Electrical
Systems Specialist   11 credits

ASE 161	Basic Electrical Systems	2
ASE 184	Basic Computer Controlled Engines Systems	2
ASE 262	Automotive Electronics	2
ASE 263	Heavy Duty Electrical Systems	2
ASE 284	Automotive Diesel Fuel Injection Systems	2
ASE 290	Diesel Engine Computer Controls	1

Diesel Fuel Injection Specialist   11 credits

ASE 161	Basic Electrical Systems	2
ASE 184	Basic Computer Controlled Engines Systems	2
ASE 262	Automotive Electronics	2
ASE 284	Automotive Diesel Fuel Injection Systems	2
ASE 289	Heavy Duty Diesel Fuel Injection Systems	2
ASE 290	Diesel Engine Computer Controls	1

Diesel Heavy Duty Brake Specialist   10 credits

ASE 151	Automotive Brake Systems	2
ASE 161	Basic Electrical Systems	2
ASE 184	Basic Computer Controlled Engines Systems	2
ASE 252	Advanced Brake Systems	2
ASE 253	Air Brake Systems	2

Diesel Heavy Duty Drive Train Specialist   9 credits

ASE 131	Manual Drivetrain & Axles	2
ASE 161	Basic Electrical Systems	2
ASE 232	Heavy Duty Power Trains	3
ASE 291	Fluid Power Systems	2

Computer-Integrated Manufacturing Technician
Technical Certificate   34 credits

Semester 1		Credits
CIM 101	Machining Techniques OR	3
CIM 110	Machining Techniques I AND	1
CIM 111	Machining Techniques II AND	1
CIM 112	Machining Techniques III	1
CIM 102	Basic CNC Programming & Operations	3
CIM 103	Technical Graphics	3
CIM 104	Tooling & Fixturing	3
MAT 110	Technical Mathematics	3
REI 105	Workplace Communication	3

Semester 2
CIM 105	Programming/Operation of CNC Milling Machines	3
CIM 106	Programming/Operation of CNC Lathes	3
CIM 107	Computer-Integrated Manufacturing (CIM)	3
CIM 108	Process Planning	3
CIM 109	CAD/CAM Applications	4

Welding Technology

FACULTY
Kyle Kofford

Length of Program
Associate of Applied Science Degree: Four semesters, one summer term; 6.5 hours/day, 32.5 hours/week

Advanced Technical Certificate: Four semesters

Technical Certificate: Two semesters

Fixed entry, open exit

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

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

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

Program Costs
In addition to the semester registration fees, a welding student can expect to spend an approximate total of $350 on books, tools, and equipment for the certificate option and $550 for the AAS option.

Options

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

Welding Technology
Associate of Applied Science Degree   69 credits

Semester 1		Credits
M AT 123	Real World Mathematics	4
WLD 104	Oxy-Acetylene Cutting and Welding	2
WLD 115	Industrial Safety	1
WLD 116	Basic Arc Welding OR	5
WLD 120	Basic Arc Welding I AND	2
WLD 121	Basic Arc Welding II AND	2
WLD 122	Basic Arc Welding III	1
WLD 117	Welding Theory and Metallurgy	4

Semester 2		
ENG 101	English Composition	3
WLD 107	Blueprint Reading, Layout, and Field Drawing	4
WLD 108	Low Hydrogen Welding	4
WLD 109	Metallic Inert Gas Welding OR	4
WLD 123	Metallic Inert Gas Welding I AND	2
WLD 124	Metallic Inert Gas Welding II	2
WLD 112	Carbon Air and Plasma Arc Cutting	1

Semester 3		
COM 101	Fundamentals of Human Communication	3
WLD 201	Tungsten Inert Gas Welding OR	4
WLD 220	Tungsten Inert Gas Welding I AND	2
WLD 221	Tungsten Inert Gas Welding II	2
WLD 202	Pipe Welding	4
WLD 203	Quality Control and NDT	3

Semester 4		
CMP 100	Basic Computers	3
MKT 203	Small Business Management	3
REI 105	Workplace Communication	3
WLD 204	Testing and Qualifications	4
WLD 205	Applied Work Experience	4

Summer term

Plus 1 from below
PSY 101	Introduction to Psychology	3
SOC 101	Introduction to Sociology	3

Plus 1 from below
ENG 102	Critical Reading and Writing	3
HUM 110	History of Metals	3
M AT 143	College Algebra	3

Enhancements
CMP 101	Intermediate Computers	3
CMP 201	Advanced Computers	3
CMP 202	Emerging Computer Technologies	3

Welding Technology
Advanced Technical Certificate   53 credits

Semester 1		Credits
WLD 104	Oxy-Acetylene Cutting and Welding	2
WLD 115	Industrial Safety	1
WLD 116	Basic Arc Welding OR	5
WLD 120	Basic Arc Welding I AND	2
WLD 121	Basic Arc Welding II AND	2
WLD 122	Basic Arc Welding III	1
WLD 117	Welding Theory and Metallurgy	4

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

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

Semester 4		
CMP 100	Basic Computers	3
REI 105	Workplace Communication	3
WLD 204	Testing and Qualifications	4
WLD 205	Applied Work Experience	4

Enhancement
CMP 101	Intermediate Computers	3
CMP 201	Advanced Computers	3
CMP 202	Emerging Computer Technologies	3

Welding Technology
Technical Certificate   31 credits

Semester 1		Credits
M AT 104	Welding Mathematics	3
WLD 104	Oxy-Acetylene Cutting and Welding	2
WLD 115	Industrial Safety	1
WLD 116	Basic Arc Welding OR	5
WLD 120	Basic Arc Welding I AND	2
WLD 121	Basic Arc Welding II AND	2
WLD 122	Basic Arc Welding III	1
WLD 117	Welding Theory and Metallurgy	4

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

Environmental Safety and Health

Fire Service Certification Program & Wildland Fire
Management

FACULTY
Tom Clawson, manager
Dawn Woods
Richard Wirn
Wendy Schmier, Coordinator Idaho Hazardous Materials
Training Center

Fire Service Certification Program is designed to be an
outreach program. It is offered through the technical col-
leges at the following institutions:
   Boise State University
   College of Southern Idaho
   Eastern Idaho Technical College
   Idaho State University
   Lewis Clark State College
   North Idaho College

This program is intended for paid or volunteer fire fighters
and will lead to four levels of certification and an Associate
of Applied Science degree.

Entrance Requirements
Each participant must enroll at the respective vocational
college serving his/her local area. Additional enrollment
information as required by the area colleges may be
obtained by contacting the Office of Idaho Emergency
Services Training, State Division of Professional Technical
Education, 650 West State Street Room 324, PO Box
83720, Boise, ID 83720-0095. Phone: (208) 334-3216.

Wildland Fire Management
This program is intended for paid or volunteer fire fighters
and will lead to an Associate of Applied Science degree.
Specific courses offered, dates, and enrollment information
may be obtained by contacting the Environmental Safety
and Health Division Manager at 524-3000, ext. 3319.

The Environmental Safety and Health division also offers industry
upgrade and OSHA compliance training. For more information, call the
division manager at (208) 524-3000, ext. 3319.

Workforce Training/Community Education

Ken Erickson, manager
Jerry Schneider, coordinator
Brenda Nordstrom, secretary
Suzy Falkingham, assistant

The Workforce Training and Community Education pro-
gram offers specially designed short-term training courses
to adults interested in upgrading their work skills or explor-
ing new areas of employment. More than 100 short-term
vocational-technical classes are available to adult students
in the areas of agriculture, apprenticeship, automotive/
mechanical, business/office, college prep, computers, den-
tal assisting, electricity/electronics, entrepreneur training
workshops, general trades, health care, life skills, and real
estate. Classes generally range from 15 to 120 hours long;
many are offered during both daytime and evening hours.

Workforce Training and Community Education instructors
meet the stringent teaching requirements outlined by the
Idaho State Board of Education. All instructors must pos-
sess a Baccalaureate Degree and three years of experi-
ence or eight years of successful work experience. The
well-trained teaching specialists provide students with both
hands-on practical experience and classroom theory.

Outreach Classes

The Community Education program offers classes that bene-
fit adults throughout eastern Idaho. Many classes are offered
to residents living in Bonneville, Jefferson, Madison, Teton,
Lemhi, Butte, Custer, Clark, and Fremont counties. Rural
Community Education Centers in Arco, St. Anthony, Challis,
Rexburg, Driggs, and Salmon offer comprehensive
Community Education services during the winter months.
Area residents and employers are encouraged to contact the
Community Education coordinator with new class ideas.

Community Education Classes

A wide variety of courses are offered in photography, for-
eign languages, specialty cooking, and art. The performing
and visual arts courses are often taught by well-known
local artists and musicians.

Workforce Training

The Workforce Training program provides customized train-
ing for area businesses and industries. In this era of rapid
growth in high technology and constantly-changing job
classifications, business and industry are continually faced
with the need for employee upgrade and retraining. The
EITC Workforce Training program is an excellent resource
available to help business and industry develop employee

training and retraining activities. In the past several years,
EITC has assisted such companies as Lockheed Martin
Idaho, Inc., Bonneville County sheriffs department, Idaho
Falls police and fire departments, and many others.

The EITC Workforce Training program s philosophy is to
provide high quality, convenient training for a purpose.
EITC personnel will assist in all aspects of establishing a
customized training program for a specific business.
Assistance provided by EITC includes curriculum develop-
ment, locating laboratory equipment and facilities, and stu-
dent tracking. All training will be evaluated on an ongoing
basis and upon completion of training activities. The goals
of the Workforce Training program are to:
    Be business and industry directed
    Provide flexible and convenient instruction
    Increase productivity as a result of training
    Provide training that shows immediate short-term
    results.

EITC will also assist business and industry in locating fund-
ing to offset the costs of employee training projects.
Special training funds are available through such sources
as the Consortium of Area Vocational Schools (CAVES),
and the Division of Professional-Technical Education.

Apprenticeship/Journeyman Exam

Community Education offers non-credit plumbing and elec-
trical apprenticeships. Students may be eligible to attend
related instruction if they are working at the trade under the
constant supervision of a journeyman and for a contractor.
The apprenticeship student can also work toward the
Associate of Applied Science Degree.

Associate Of Applied Science Degree
For Apprentices and Journeymen

The following guidelines have been established by the
State Board of Education for the Associate of Applied
Science Degree for Apprentices:

Technical Education Requirements: 52 credit hours (or
equivalent clock hours)
    A. *Technical education requirements to 40 credit hours
on-the-job work experience at 2,000 work hours = 9 credits
per year:

1yr.	2 yr.	3 yr.	4 yr.
9	18	27	36

    B. *Technical support coursework to 16 credit hours (or
equivalent clock hours)

At least 144 hours per year of documented classroom and/or correspondence instruction in courses which support and relate to the apprenticeship training. Content provides the basic tasks needed for the individual to function at an acceptable level within the field:

1 yr.	2 yr.	3 yr.	4 yr.
4	8	12	16

General Education Requirements: at least 16 credit hours (or equivalent clock hours)

*At least 6 credits in the area of communication skills. The remaining 10 credits must include mathematics and occupational and/or human relations. Actual credits needed and courses to be completed will be determined by advisory committee from the trade involved and the area vocational-technical college granting the degree.

Fee Structure

Non-Traditional Off-Campus Credit

Registration .... $12.50 per semester
Cost Per Credit .... $ 5.00 per credit

On-Campus Credit

Portfolio $50.00
Cost Per Credit .... $62.00 per credit

Portfolio
The portfolio committee will consist of personnel employed in the particular trade or craft and EITC personnel such as the registrar, and the Workforce Training/Community Education coordinator. The committee will review documentation provided by apprentices or journeymen who wish to receive credit for work experience and related instruction.

Standard Admission Requirements
EITC normally accepts applicants who are high school graduates or the equivalent. Other applicants may be accepted based on a review and evaluation of their education, interests, aptitudes, and experiences.

Applicants for this program must comply with the following:

n Submit completed Application for Admission.
n Submit completed Applicant Health History Form.
n Submit official transcript from last high school attended and transcripts from all post-secondary education. Official GED test scores required where applicable.
n Take the COMPASS Placement Test to assess mathematical and English skills prior to enrolling (appointment required; call (208) 524-3000, or toll free 1 (800) 662-0261).

Transcripts and applications must be submitted to the student services office before enrollment.

Apprenticeships are available in the following areas:

Plumbing	Carpenter
Electrical	Machinist
Welder	Maintenance Mechanic
Painter	Pipefitter
Locksmith & Safe Repairman	Instrument Mechanic
Sheetmetal Mechanic	Lineman

Workforce Training courses in Geographic Information Systems (GIS) are also available. Call (208) 524-3000, ext. 3381 for details

Registration for Apprenticeship, Community Education & Workforce Training
For course fees and registration information, contact the Community Education program at 1600 S. 25th East, (1600 Hitt Road), Idaho Falls, ID 83404, or call 524-3000, or toll free 1-800-662-0261.

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

Refund Schedule:

Prior to class	100%
First week of class	75%
Second week of class	50%
Third week of class	25%
Later	none

Textbooks
Textbooks required for some Community Education classes will be available on the first night of class. Textbooks may be purchased in advance Monday through Friday, 9 a.m. to 5 p.m., at the EITC bookstore.

Online Courses

Before the second Monday of the month:
1. Sign up and pay course fee at EITC
2. Complete the online orientation

After the second Wednesday of the month:
1. Retrieve the lessons at your convenience (available Wednesdays and Fridays)
2. Complete the assignment and homework on the website within six weeks.
3. Take an additional two weeks to complete the final exam.
4. Receive a certificate of completion.

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

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

Classes are offered monthly throughout the year beginning on the second Wednesday of each month.

REGISTRATION AND ORIENTATION MUST BE COMPLETED BY THE SECOND MONDAY OF THE MONTH YOUR CLASS STARTS.

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

COMPUTER
Photoshop Basics
WordPerfect
Window File and Disk Management
Quattro Pro
Introduction to PC Troubleshooting
Keyboarding
Introduction to QuickBooks
Basic A+ Certification (starts Oct 1999)
Quicken for Windows
Intermediate A+ Certification (starts Nov 1999)
Introduction to Microsoft Word
Advanced A+ Certification (starts Feb 2000)
Intermediate Microsoft Word
Introduction to Microsoft Access
Intermediate Microsoft Access
Microsoft Powerpoint

PERSONAL ENRICHMENT & DEVELOPMENT
Introduction to the Fire Service
GRE Preparation   Part 1
The Craft of Magazine Writing
GRE Preparation   Part 2
Writerific!
LSAT Preparation   Part 1
Personal Financial Planning
LSAT Preparation   Part 2
A to Z Grantwriting
SAT/ACT Preparation   Part 1
Debt Elimination Techniques That Work
SAT/ACT Preparation   Part 2

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

NURSING
Alcoholism
Pre-existing Diabetes and Pregnancy
Antibiotic Resistant Infections

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

Regional Adult Learning Center

ABE/ALC Manager .... Peggy Nelson
Regional Adult Learning Center Coordinator .. Wendy Dutenhoeffer
Reading Instructor .... Pam Ingram
English Instructor .... Marion Lansford
Math Instructor .... Kathy Judy
One-to-One Computer Instructor .... Kathy Lancaster
Night GED/Basic Skills Instructors .... John Berg and John Poole
ESL Instructor/Trainer .... Danielle Collins
Tutor/Literacy Coordinator .... Jeanne Okeson
Outreach Coordinator .... Margaret Collins
Assessment Technician/Alt. GED Examiner .... Martha Browning
Chief GED Examiner .... Nessie Zitlau
Alternate GED Examiner .... Michelle Poehler
GED Instructor at the Haven .... Joanne Bates
Greater Opportunities to Achieve Life Skills (GOALS) . Irene Jones

Length of Program:
Open-entry, open-exit; flexible scheduling available

The regional Adult Learning Center (ALC) and the Adult
Basic Education (ABE) Division are designed to help stu-
dents in vocational and pre-vocational tutoring; basic skills
improvement in English, mathematics, and reading; English
as a Second Language (ESL); General Educational
Development (GED)/High School Equivalency Certificate
(HSEC) preparation and testing; and computer literacy.
Services are free to adults over the age of 16 whose basic
skills fall below the 12th grade level.

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

GED Preparation and General Skills Brush-up. The region-
al ALC offers free instruction to prepare students to take
the GED exams. Instructional
areas include reading, math, lan-
guage skills, consumer education,
and preparation in science and
social studies as well as reading
speed and comprehension
improvement. Classes and materi-
als are also provided for comple-
tion of American Government
requirements for the State of
Idaho for completion of a High
School Equivalency Certificate
(HSEC). The center is open to
adults Monday through Friday,
8:00 a.m. to 5:00 p.m. (summer
hours 7:30 a.m. to 4:00 p.m.); and

EITC s state-of-the-art testing center is located in the
Christofferson Building.

Monday through Wednesday evenings, 6:30 p.m. to 9:00
p.m.

Upon request, similar instruction in basic skills and GED
preparation is offered at the Haven, a local homeless shel-
ter, and in outreach centers in Bonneville, Butte, Clark,
Custer, Fremont, Jefferson, Lemhi, Madison, and Teton
counties. ABE also provides GED/basic skills upgrade to
residents of the Bonneville County Jail, Clark County Jail,
Jefferson County Jail, Madison County Jail, and Idaho
Falls Community Work Center.

One-to-One Project. This project serves each student indi-
vidually in academic areas. The One-to-One Project pre-
pares students to enter EITC professional-technical pro-
grams, receive their GED/HSEC; or improve their basic
math, reading, English, and computer skills.

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

Tests of Adult Basic Education (TABE). All new students
entering the regional ALC as well as the outreach centers
will take the TABE or another assessment instrument to
identify their academic levels. The TABE assessment tests
reading, language (English and writing), and math skills.
Each student will pre-test at entrance and post-test after
receiving educational instruction before leaving the ALC.
The TABE shows results and areas of strengths and weak-
nesses and may also include a GED predictability score.
The TABE Complete Battery takes approximately four
hours. The TABE is given on Monday and Tuesday morn-
ings from 9:00 a.m. to 1:00 p.m. and on Monday, Tuesday,
and Wednesday evenings from
6:30 to 9:00 p.m. The Woodcock-
Johnson oral reading test and
other career awareness and
assessment tests are available
upon request.

California Adult Student
Assessment System (CASAS).
Each ESL student will be pre-test-
ed and placed into the correct
class or level according to the
CASAS test. Student progress will
be monitored by post-testing after
every 30 contact hours.

GED HSEC Testing. The regional ALC administers GED/HSEC tests during the year at scheduled times. Students must schedule an appointment to GED test. Schedules are available upon request. The complete GED consists of five sub-tests. Each test costs $10, totaling $50 for the complete GED battery. There is also a $10 testing fee for the American Government challenge test. An American Government study guide is available in the regional ALC for $5, and classes in American Government are taught on a regular basis.
Note: A new GED test will be implemented nationwide in fall, 2001.

An individual can earn a HSEC from the State of Idaho Department of Education when an applicant attains a minimum score of 40 on each GED test and an average score of not less than 45 on all five tests, plus American Government. Successful completion of a course in American Government must be achieved in one of the following ways:

a. In high school in the 11th or 12th grade.

b. Pass the challenge test which is available at the regional ALC. There is a $10 fee for this test.

c. Have an American Government credit from a university or college.

For minors to receive instruction, all 16- and 17-year-old students must: 1) schedule an interview with an ABE staff or faculty representative to be attended with their parent or guardian, 2) have a signed release form from their last-attended high school, and 3) take the TABE test. Students under 18 must meet one of the following criteria to qualify for GED/HSEC instruction and testing:

a. Be one year or more behind in credits earned.

b. Be expelled from school.

c. Be pregnant.

d. Be a parent.

e. Be entering college, entering the military, entering an employment training program such as the JTPA or other state or federally-approved program, or enrolled in an Adult Basic Education Program.

f. Be enrolled in the JOB Corps.

g. Be incarcerated.

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

Transition to Technology
Semester 1

M AT 100	Essentials of Algebra	3
REI 100	Applied Technical Communication	3

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 will include, but not be limited to, peer counseling, social interaction, pre-vocational skills, vocational training, and independent living skills.

Even Start Program: In conjunction with the Madison County School District, ABE instructors provide basic skills, GED, and ESL instruction to participants of the Even Start Family Literacy Program.

Center for New Directions

Connie Staffel, coordinator
Isela Gutierrez, secretary

Skills for Work and Educational Success
The Center for New Directions serves under-prepared adults, single parents and displaced homemakers.

The Center for New Directions, a function of Student Services, empowers individuals to make effective positive life changes by providing programs and services that are based on human respect and the belief that every person can find success.

Services Provided
Career counseling - offered to assist individuals in finding a career that best fits their talents and abilities.

Interest tests - offered to help clients begin to explore careers.

Support groups - various topics and a great place to get support on a variety of issues.

Life skills classes - classes address many topics such as skills to find jobs, study skills, parenting skills, stress management and many more.

Fee waivers - available for a class/skill that will result in better employment or lead to further education.

Nontraditional Mentor Program
This mentor program serves individuals who begin programs in occupations that are typically performed by the opposite gender. This program offers nontraditional occupation students scholarships, which are granted as funds are available, and a support group that meets weekly to discuss anything from school progress to finding a job.

For more information on any of these services or programs call: 1-208-524-3000 ext. 3363 or 1-800-662-0261

Course Descriptions

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

ACC 211 n ACCOUNTING I COMPUTER APPLICATIONS
2 credits
Computer work reinforces Accounting I dealing with general ledger, accounts receivable, accounts payable, depreciation, and payroll. Includes simulated business set(s). Prerequisite: ACC 210

ACC 214 n COMPUTERIZED PAYROLL
2 credits
This course consists of entering company payroll files on to the computer using a popular payroll program, maintaining employee earnings records, and printing payroll reports and W-2 s. Prerequisite or Corequisite: ACC 210.

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

ACC 221 n ACCOUNTING II COMPUTER APPLICATIONS
2 credits
Computer work reinforces Accounting II dealing with financial analysis, inventory, depreciation, bad debts, corporations, and cost accounting. A simulated business set is included. Prerequisite: ACC 211.

ACC 222 n PERSONAL INCOME TAX
3 credits
This course covers various principles of taxation influencing record keeping for individuals and small businesses and deals with changes in tax laws. Prerequisite or Corequisite: ACC 210.

ACC 223 n ACCOUNTING FOR MANAGERS
3 credits
This course is intended for managers and other decision makers who have a Profit/Loss responsibility OR who have had prior P/L experience. The course will expose students to the interpretation of financial statements from the standpoint of management. Computer spreadsheet programs will be used extensively in this course, which will enable the student to become a better decision maker using financial data.

ACC 226 n COMPUTERIZED BUSINESS ACCOUNTING MODULE I
2 credits
This course explores a popular computer accounting program. Simulated businesses are used to set up company books, carry out daily activities, and produce reports and statements. Prerequisite: ACC 210.

ACC 227 n COMPUTERIZED BUSINESS ACCOUNTING MODULE I
2 credits
This course explores a popular computer accounting program. Simulated businesses are used to set up company books, carry out daily activities, and produce reports and statements. Prerequisite: ACC 220.

ACC 230 n MANAGERIAL COST ACCOUNTING
3 credits
This course presents accounting concepts used to generate and evaluate relevant cost information important for managerial decisions. The concepts will include accounting for product costing, process costing, budgeting, control and performance evaluation, and internal controls. Effective analysis of cost information will be emphasized. Prerequisite: ACC 210

ASE 001 n BASIC MECHANICS
1 credit
Basic Mechanics is a course offered as an introduction to the mechanical program. All new students are required to take this one week course prior to entering any of the mechanical programs. Included in the course are: hand and power tools, 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 will also be included

ASE 111 n BASIC POWER PLANT SYSTEMS
2 credits
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. Engine will run upon completion.

ASE 112 n UPPER POWER PLANT SYSTEMS
2 credits
Items to be covered include valve covers, gaskets, timing, cover and seals, intake manifolds, cylinder heads, head surfaces, camshafts, valve guides, valve springs and retainers, timing chains and gears, rocker arms, pushrods, valves, and cam bearings. Areas of study include description, identification, failure analysis, disassembly, preparation for assembly, and assembly.

ASE 113 n LOWER POWER PLANT SYSTEMS
2 credits
Items to be covered include oil pan, motor mounts, oil and filter changing, detection of oil leaks, engine removal and replacement, disassembly and assembly procedures, parts cleaning, cylinders, main bearings and alignment, cam bearings, block surface, crankshaft, connecting rods and bearings, pistons, piston pins, oil pumps and soft plugs. Study will include description, identification, failure analysis, disassembly, inspection, measurements, preparation for assembly, and assembly.

ASE 121 n BASIC AUTOMATIC TRANSMISSIONS
3 credits
This course covers theory, operation, and principles of automatic transmissions. Items covered are fluid couplings, torque converters, planetary gear systems, hydraulic and electrical control systems, and transmission lubricating and cooling systems. Minor adjustments, transmission tune-up service, replacement, repairs, and diagnosis are included in this course.

ASE 131 n MANUAL DRIVETRAIN & AXLES
2 credits
The theory and principle of clutches, manual transmissions, drive lines (including U-joints), differential assemblies, and transaxles as used on cars and light trucks, both domestic and foreign will be covered. Also included will be 4 x 4 transfer cases, both single and double reduction units.

ASE 141 n BASIC SUSPENSION & STEERING SYSTEMS
2 credits
Covered in this course are theory, adjustment, and repair of manual steering systems, front and rear suspension systems, wheel alignment, wheel balance both statically and dynamically, tires, bearings, and use of wheel aligning and tire service equipment.

ASE 151 n AUTOMOTIVE BRAKE SYSTEMS
2 credits
This course covers the theory, principles, and operation of brake systems. Items covered are hydraulics as applied to brakes, brake fluid types and characteristics, master and wheel cylinder operation, disc brake caliper operation, brake system valving, operation of drum brakes, operation of disc brakes, operation of parking brakes, and operation of vacuum and hydraulic brake boosters. Inspection of brake components, adjustments, service, and minor repairs of brake systems are included in this course.

ASE 161 n BASIC ELECTRICAL SYSTEMS
2 credits
This course covers theory, principles, and operation of automotive electrical systems. Items covered are electrical terms, electrical current flow, magnetism, electrical current sources, conductors, insulators, circuit test instruments, circuit protection, switches, relays, solenoids, diodes, transistors, gauges, simple motors, induction coils, resistors, and capacitors. Testing of batteries, as well as testing, rebuilding, and repair of generating systems and starting systems are included in this course.

ASE 171 n HEATING AND AIR CONDITIONING
2 credits
This course covers theory, operation, maintenance, and repair of water pumps, thermostats, coolant, radiators, hoses and clamps, drive belts, radiator caps, recovery systems, fans, drive clutches, coolant distribution and flow in the engine, heater cores and controls; air conditioning components such as compressors, evaporators, condensers, receivers, dryers, expansion valves, and various

other control systems. Use of charging station, leak detectors, and other tests and special tools is included. Prerequisite: ASE 161.

ASE 181 n BASIC IGNITION SYSTEMS AND TUNE-UP
2 credits
Covered in this course are theory and fundamentals of standard ignition systems, tune-up procedures, analyzing, testing, and diagnosing of ignition systems. This includes distributor overhaul, ignition coil operation, spark plugs, condensers, ignition wires, resistors, distributor caps and rotors, starter draw tests, compression testing, and use of the oscilloscope. It is recommended that ASE 161 (Basic Electrical Systems) be completed before entering this course.

ASE 182 n ADVANCED IGNITION SYSTEMS AND TUNE-UP
2 credits
This course is a comprehensive study of various types of electronic ignition systems, tune-up procedures, and repair of modern computer controlled ignition and emission equipped autos. General Motors high energy ignition, computer command control, and electronic spark timing; Chrysler s lean burn system, electronic spark control and electronic ignition; and Ford Motor s solid state and duraspark ignition and electronic spark control are covered in depth. The use of test equipment, proper repair procedures, troubleshooting, and adjustments to meet federal and manufacturer specifications are covered along with other types of electronic systems. After completion, a student will be qualified as an entry-level tune-up technician. Prerequisites: ASE 161 and ASE 181.

ASE 183 n GASOLINE FUEL SYSTEMS
2 credits
This course covers theories, principles, and operation of gasoline fuel systems. Items covered are carburetors, fuel tank and filtering systems, intake manifolds, exhaust systems, air cleaners, fuel filters, fuel delivery systems, heat riser systems, gasoline fuel injection systems, and fuel lines. Minor repairs, adjustments, diagnosis, and replacement of gasoline fuel systems are included in this course.

ASE 184 n BASIC COMPUTER CONTROLLED ENGINES SYSTEMS
2 credits
This course is an introduction to computer engine controls and a study of how and why computers have been introduced into the automotive industry. Items covered will be the microcomputer, sensors, actuators, and wiring which are necessary for the proper function of the computer. Proper identification, location, function, and testing of these components will be stressed.

ASE 214 n DIESEL ENGINE REBUILDING
2 credits
A complete engine rebuild will be performed including removal and replacement of the engine. Complete disassembly, measurement, preparation for assembly, and assembly will be covered. Prerequisites: ASE 111, ASE 112 and ASE 113.

ASE 216 n DIESEL ENGINE SERVICE
2 credits
This course is a complete study of the diesel engine, covering Cummins, Detroit, and other diesel engines. Diesel theory, troubleshooting, maintenance, and tune-up will be covered. Prerequisite: ASE 214.

ASE 221 n AUTOMATIC TRANSMISSIONS

3 credits

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. Upon completion of ASE 121 and ASE 221, students will be qualified as entry-level Automatic Transmission Specialists. Prerequisite: ASE 121.

ASE 232 n HEAVY DUTY POWER TRAINS
3 credits

Included in this course of study will be heavy duty clutches, torque converters, manual transmissions, drive lines, differential and final drive assemblies as used in agriculture, industrial, and light construction tractors. Troubleshooting and repairs will be performed on mock-up and live work projects as they are available.

ASE 242 n ADVANCED SUSPENSION & STEERING SYSTEMS
2 credits

Major repair of power steering components, pumps, gears, cylinders, individual and integral units, rack and pinion steering (both standard and power), complete suspension overhaul, four-wheel alignment, and balance is emphasized. Prerequisite: ASE 141.

ASE 252 n ADVANCED BRAKE SYSTEMS
2 credits

This course covers diagnosis and repair of major problems in brake systems. Items included are brake system leaks, fluid contamination and major repair of drum and disc brake systems. Diagnosis, repair, replacement, overhaul, resurfacing of brake drums, disc rotors, and skid control systems are covered. All components of the brake system are included in this course. Prerequisite: ASE 151.

ASE 253 n AIR BRAKE SYSTEMS
2 credits

This course covers theory, principles of operation, and related math of both light and heavy-duty trucks. This course also covers air brakes used on trucks and equipment. This course will cover cam, wedge, power-assist brakes (hydrovac), and air brakes (air compressors, treadle valves, brake chambers, and components related to air brakes). Also an introduction to engine brakes is included. Troubleshooting and repairs will be performed on mock-up units and live work projects as they are available. Prerequisite: ASE 151.

ASE 262 n AUTOMOTIVE ELECTRONICS
2 credits

This course covers theory, operation, and principles of automotive body electrical systems. Items covered are wiring diagrams and harnesses, windshield wipers, dash components, speed controls, power seats, power windows, horns, printed circuits, seat belt interlocks, fusible links, power door locks, external and internal lighting systems, and other components of the body electrical system. Testing, replacement, and repair of body electrical systems and wiring harnesses are included in this course. Prerequisite: ASE 161.

ASE 263 n HEAVY DUTY ELECTRICAL SYSTEMS
2 credits

This course covers 12-volt heavy duty and 24-volt electrical systems. The student will have a working knowledge of the electrical system's components such as generators, alternators, air operated starters, series-parallel and solenoid switches, and heavy-duty

starters. Prerequisite: ASE 161.

ASE 284 n AUTOMOTIVE DIESEL FUEL INJECTION SYSTEMS
2 credits

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

ASE 285 n GASOLINE FUEL INJECTION SYSTEMS
3 credits

This course covers diagnosis, replacement, repair, and overhaul of major problems in the gasoline fuel system. Items covered are fuel pump pressure, flow and vacuum test, major carburetor overhaul, and rebuilding gasoline fuel injection systems, testing, overhauling and component replacement, exhaust system overhaul, and analysis of exhaust gases. Prerequisites: ASE 183, ASE 184, and ASE 161.

ASE 286 n COMPUTER CONTROLLED ENGINES SYSTEMS
3 credits

This course covers the basic operation of a microcomputer, how binary numbers are used in the computer, the function of a microprocessor or how a microcomputer is programmed to control ignition timing, fuel air ratio, and exhaust emissions. Theory of operation, troubleshooting, tune-up procedures, diagnosis and repair of General Motor s Computer Command Control (CCC), Chrysler s Lean Burn Electronic Spark Control (ESP), and Ford Motor s Electronic Engine Control (EEC) will be covered. A thorough knowledge of electrical components and theory, electronic ignition systems, fuel systems, emission controls, and test equipment is essential to comprehend computer controls. Prerequisites: ASE 161, ASE 181, ASE 182, ASE 183 and ASE 184.

ASE 287 n EMISSION CONTROL SYSTEMS
3 credits

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 convertors (both single and three-way), and computer controlled systems. Use of proper test equipment to meet Federal Clean Air Standards is also covered. Prerequisites: ASE 161, ASE 181, ASE 182, and ASE 183.

ASE 288 n ON BOARD DIAGNOSTICS II
1 credit

On-Board Diagnostics II is a study of the new developments in the control and diagnostics of all the computerized engine components. This course is a study of the functions of the diagnostics self-test capabilities of the modern automobile. Students will receive both lecture and hands-on practical applications of the control built into today s automobiles. Prerequisite: ASE 161, 181, 182, 183, 184, 262, 285, 286, 287.

ASE 289 n HEAVY DUTY DIESEL FUEL INJECTION SYSTEMS
2 credits
More detailed training is offered in fuel injection nozzles including
unit injectors. Study of Cummins, Detroit, and inline style injection
pumps with more detailed theory to provide the student with a bet-
ter understanding of fuel injection systems for tune-up and trou-
bleshooting capability. Pump operation with more detailed theory
including bury cycle will assist the student to understand the sys-
tem better for enhanced troubleshooting capability. Governors will
be discussed and demonstrated. Final requirements for this
course will be live work troubleshooting. Prerequisite: ASE 284.

ASE 290 n DIESEL ENGINE COMPUTER CONTROLS
1 credit
This course covers advanced applications of the computer, sen-
sors and actuators used to control modern diesel engines. Theory
of operation and troubleshooting procedures for the diesel engine
computer systems will be covered. Prerequisites: ASE 161 and
ASE 184

ASE 291 n FLUID POWER SYSTEMS
2 credits
This unit of instruction covers in greater detail theory and applica-
tion of fluid power systems. Component parts and theory relation-
ship to circuitry, diagnosis, and testing will be studied.
Troubleshooting and repair of live work projects will be utilized as
available.

BOT 110 n KEYBOARDING
3 credits
This course consists of keyboarding introduction, building skill,
and producing business documents. Students will learn the key-
board by touch, in addition to basic formatting of business docu-
ments. Emphasis is placed on both speed and accuracy.

BOT 118 n WORD PROCESSING
3 credits
This course provides students with the opportunity to learn word
processing for employment purposes or home use and to utilize a
microcomputer as a word processor. This course instructs stu-
dents in the theories and practical applications of one of the most
popular word processing software programs used currently by
industry. The course is designed to teach beginning and interme-
diate word processing. Corequisite: CMP 101.

BOT 123 n BUSINESS MACHINES
1 credit
This course provides instruction on electronic calculators for entry-
level competency using the touch method to develop ten-key cal-
culating ability. Minimal instruction is included for hand-held calcu-
lators.

BOT 124 n BUSINESS LETTER WRITING
3 credits
This course is designed for those students who are enrolled in a
business curriculum. It is a study of business correspondence with
emphasis on the content, style, and form of business letters. This
course provides an introduction to the general principles of effec-
tive communications as well as instruction in the techniques perti-
nent to specific types of business correspondence. Practice will
consist of composing various types of business communications
and producing them in mailable form on a computer. Prerequisite:
BOT 110, BOT 138, and CMP 101.

BOT 135 n PROFESSIONAL ORGANIZATIONS I

1 credit
Students are encouraged to belong to professional organizations.
Credit is offered to further encourage students to become mem-
bers of organizations such as Business Professionals of America
(BPA). In order to receive credit, the student must attend sched-
uled meetings and be an active member in the organization.

BOT 138 n BUSINESS ENGLISH
3 credits
This course is designed as a grammar and writing skills review
that emphasizes business communication. Students learn and
practice correct grammar usage.

BOT 139 n PROFESSIONAL ORGANIZATIONS II
1 credit
This course is a one-semester continuation of BOT 135, which
encourages students to belong to professional organizations.

BOT 140 n ELECTRONIC OFFICE CONCEPTS
3 credits
For students anticipating employment at any level of a business
organization. Emphasizes concepts and terminology necessary to
function effectively in the electronic office. Introduces office
automation as it relates to the electronic scheduling of appoint-
ments and tasks. Presents the creation and management of notes
and telephone messages, and the effective and ethical utilization
of electronic distribution of mail and files. Includes theory, instruc-
tion, demonstration, and hands-on experience.

BOT 141 n BUSINESS PRESENTATIONS
2 credits
Uses a presentations software package to create business charts
and graphs, text charts, computer slide presentations, and other
business-oriented graphically represented data. Teaches the use
of drawing and editing tools, formatting data charts and graphs,
creations of personalized templates, and use of sound, clip art,
and presentation templates to create a slide show. Includes theo-
ry, instruction, demonstration, and hands-on experience.
Prerequisite: CMP 101 or demonstrate proficiency to the instruc-
tor.

BOT 142 n BUSINESS SPREADSHEETS
3 credits
Uses a spreadsheet software package to produce and utilize
spreadsheets. Completers should be able to apply software appli-
cations to real-life situations. Includes theory, instruction, demon-
stration, and hands-on experience. Prerequisite: CMP 101. (CMP
117, 122, and 123 for one credit each are the equivalent of BOT
142 for 3 credits).

BOT 143 n INTERNET CONCEPTS
2 credits
Presents the use of the Internet. Includes the use of browsers to
locate information for professional use and shows how these tech-
nologies may be applied to business to improve efficiency.
Introduces E-mail, etiquette, FTP, Chat, plug-ins and more.
Prerequisite CMP 101 or demonstrated proficiency.

BOT 144 n SPEEDBUILDING
1 credit
For students wanting to improve skill in keyboarding. Emphasizes
speed and accuracy through improved techniques using timed
writings. Taught on computers. An independent study course.
Prerequisite: BOT 110.
BOT 145 n NETWORKING CONCEPTS

3 credits
This course provides an overview of basic networking concepts, including industry language, data communications protocols, overview of microcomputers, and Network user basics.

BOT 203 n ADVANCED KEYBOARDING
3 credits
This course stresses the importance of productive typing output. It includes letters, tables, business forms, original compositions, and proofreading. Prerequisite: BOT 110

BOT 204 n ADVANCED WORD PROCESSING
2 credits
This course instructs students in the advanced theories and technical applications of one of the most popular word processing software programs used currently by industry. Prerequisite: BOT 118.

BOT 216 n SUPERVISED WORK EXPERIENCE
3 credits
Supervised work experience will be conducted at an instructor-approved work site or on the campus of Eastern Idaho Technical College.

BOT 227 n DATABASE MANAGEMENT
2 credits
This is a comprehensive course that covers creating, maintaining, and summarizing an information database. This course instructs to the advanced levels of a database management application. Prerequisite: CMP 101.

BOT 228 n PROFESSIONAL ORGANIZATIONS III
1 credit
This course is a one-semester continuation of the Professional Organization courses which encourage students to belong to the professional organizations for their field or career. Students in this section will be expected to participate in the organization in a leadership role.

BOT 229 n PROFESSIONAL ORGANIZATIONS IV
1 credit
This course is a one-semester continuation of the Professional Organization courses which encourage students to belong to the professional organizations for their field or career. Students in this section will be expected to participate in the organization in a leadership role.

BOT 230 n DESKTOP PUBLISHING
4 credits
Introduces Desktop Publishing. Emphasizes electronic typesetting, design, and paste-up on a personal computer workstation. Utilizes specialized word processing software on computers for the design of brochures, newsletters, flyers, packaging, etc. Students produce their own portfolio of work accomplished. Includes theory, instruction, demonstration, and hands-on experience. Prerequisite: BOT 118.

BOT 231 n WEB PAGE DESIGN
3 credits
Focuses on the design and construction of WWW Home pages. Covers planning, design concepts, Internet graphics, Internet multimedia, page layout, maintenance, legal issues, and commercial use of the WWW. Students learn the current HTML standards and are exposed to latest enhancements. Prerequisite: BOT 143.

BOT 232 n COMPUTER CONCEPTS

3 credits
This course is designed to provide students with experience in handling microcomputer hardware and software. Includes equipment hookup, installation of software and computer hardware components. Provides experience dealing with peripherals, disks management, hardware/software evaluation, troubleshooting, etc. Prerequisite: CMP 101.

BOT 233 n OFFICE SUPERVISION AND ADMINISTRATION
3 credits
Introduces supervisory and management principles and techniques. Focuses on the development of communication, leadership, problem solving, and decision-making skills for effective management of a modern electronic office. Emphasizes organization and prioritization of tasks. Requires the completion of advanced document production in an automated environment with little or no supervision. Covers a variety of office activities including machine transcription, minutes of meetings, and electronic mail. Stresses self-motivation, acceptance of responsibility, and effective decision making. Prerequisite: BOT 140.

BOT 234 n COMPUTER ASSISTED GRAPHICS
3 credits
Uses draw and paint software for the design of graphics for use in business publications and the World Wide Web. Presents scanning, preparing files for output, theories of color, and digital photography. Includes theory, instruction, demonstration, and hands-on experience. Prerequisite: CMP 101.

BOT 235 n WEB SITE DESIGN, CONSTRUCTION, & MAINTENANCE
3 credits
This course will provide advanced web programming skills including java programming for web site applets, CGI and Perl programming to work with cookies, forms, and database searches.

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

CHE 112 n GENERAL CHEMISTRY/ORGANIC CHEMISTRY LAB
4 credits
This course is an introduction to equilibrium, acid-base chemistry, thermochemistry, electrochemistry, and organic chemistry including nomenclature, structure studies, functional group classification, and reactions. Laboratory experimentation concerning solubility principles, interactions of acids and bases, strong and weak electrolytes, and oxidizing and reducing agents will be performed. Techniques relating to organic substances such as recrystallization, extraction, distillation, and simple syntheses will also be performed. Prerequisite: MAT 143 or 147, successful completion of CHE 111 with a grade C or better, and permission of instructor.

CIM 101 n MACHINING TECHNIQUES
3 credits
The student will demonstrate a comprehension of manufacturing
processes. Students will learn to evaluate and conceive the theo-
retical and practical techniques that are involved in machining;
operate an engine lathe and a milling machine; and synthesize
and analyze a sequence of operations. (CIM 110, 111, and 112 for
1 credit each are the equivalent of CIM 101 for 3 credits).

CIM 102 n BASIC CNC PROGRAMMING & OPERATIONS
3 credits
This course introduces the concepts and operation of numerically
controlled machine tools, and includes the history, advantages,
and justification of numerical control. Time is spent on program-
ming and the operation of milling and lathe machine tools. Also
discussed are drafting techniques and tooling designed in relation
to numerically controlled machine tools. Editing and storing pro-
grams on a personal computer are also included.

CIM 103 n TECHNICAL GRAPHICS
3 credits
This course will introduce the fundamentals of both computer
graphics and blueprint reading. It will cover elementary concepts
regarding the use of a computer graphics hardware and software
system.

CIM 104 n TOOLING & FIXTURING
3 credits
Students will identify the various types of jigs and fixtures and
their function as related to numerically controlled machines,
explain and identify clamping and workholding principles, and use
common jig fixture hardware.

CIM 105 n PROGRAMMING/OPERATION OF CNC MILLING
MACHINES
3 credits
Instruction is given in the setup and operation of a three-axis CNC
milling machine. Contouring, pocketing, profiling, drilling, tapping,
boring, and reaming of complex parts will be performed by the
student.

CIM 106 n PROGRAMMING/OPERATION OF CNC LATHES
3 credits
This course will introduce the student to the concepts and opera-
tions of CNC lathes. The course includes manual programming as
well as conversational control programming. Programs created in
the class will be proved out on the turning centers.

CIM 107 n COMPUTER-INTEGRATED MANUFACTURING (CIM)
3 credits
The student will learn how to output a CNC program using a com-
puter to assist in formulating the machine cutting movements. This
system will be integrated with milling machine and lathe. This
course will train the student to interface and integrate computers
and machine tools.

CIM 108 n PROCESS PLANNING
3 credits
The student learns how to develop a production plan (often called
a routing) from basic pre-production information in the product
drawing, expected volume, available equipment, etc. This pro-
duces a routing which explains what to do, the sequence, and
what is used to accomplish the job.

CIM 109 n CAD/CAM APPLICATIONS
4 credits

Instruction is given in the basic concepts of part construction, tool
path creation, and postprocessing. A tool library is created, and
drilling, pocket, and profiling routines are developed using the
computer-aided manufacturing software. NC data is then down-
loaded directly to a machine tool control for final proveout and
operation.

CIM 110 n MACHINING TECHNIQUES I
1 credit
This course will introduce the student to general shop safety,
machine shop mathematics, precision measuring, basic drafting ,
and blueprint reading. (CIM 110, 111, and 112 for 1 credit each
are the equivalent of CIM 101 for 3 credits).

CIM 111 n MACHINING TECHNIQUES II
1 credit
Students will learn the related tools, skills, and processes that are
required to perform machining operations. This will include cutting
processes, tools, bench grinders, sharpening drill bits, drilling
operations, taps, selecting tap drills, and cutting threads using a
tap and die. Students will also learn the basic operation of the
engine lathe. (CIM 110, 111, and 112 for 1 credit each are the
equivalent of CIM 101 for 3 credits).

CIM 112 n MACHINING TECHNIQUES III
1 credit
This course will introduce the student to the vertical milling
machine. Students will learn basic set-up, operation and tooling
for one of the most versatile machining tools found in the metal-
working industry. (CIM 110, 111, and 112 for 1 credit each are the
equivalent of CIM 101 for 3 credits).

CMP 100 n BASIC COMPUTERS
3 credits
This course is designed for the student who has little or no experi-
ence with computers. It will include keyboarding tutorial, introduc-
tion to operating systems, word processing, spreadsheet and
database applications, introduction to the Internet and search
functions, and e-mail.

CMP 101 n INTERMEDIATE COMPUTERS
3 credits
This intermediate computer course will cover applications, includ-
ing operating systems, word processing, spreadsheets, database,
and presentation packages. In addition, students will use the
Internet for research. Prerequisite: CMP 100 or equivalent experi-
ence. (The combination of a total of 3 credits from CMP 111,
112,113,115, and 117, is the equivalent of CMP 101).

CMP 110 n BASIC TYPING/KEYBOARDING
2 credits
This course is an introduction of basic typing principles. It is
designed for students with no previous typewriter or computer
keyboarding experience. Emphasis is on typing techniques and
keyboard control.

CMP 111 n ELEMENTARY COMPUTERS
1 credit
This course is designed for the beginner with very little or no computer experience. This course covers the fundamentals of personal computers including basic computer technology, an overview of word processing using WordPerfect 7.0 and Microsoft Word, an overview of electronic spreadsheets using Excel, an overview of operating systems using Windows 95 and DOS, an overview of databases using Access, and an overview of graphics using Freelance. (The combination of a total of 3 credits from CMP 111, 112,113,115, and 117, is the equivalent of CMP 101).

CMP 112 n WINDOWS 95/98 BEGINNING
0 credits
This course will present the basics for using Windows 95 including Program Manager,Terms, Icons, Dialogue Boxes, Control Panel, Accessories, File Manager, PC Paint, and Help. (The combination of a total of 3 credits from CMP 111, 112,113,115, and 117, is the equivalent of CMP 101).

CMP 113 n WORD 97 BEGINNING
1 credit
This word processing program automates routing tasks and simplifies the complex ones. The customizable toolbar puts tables, bullets, charts, columns, and drawings just a mere click away. Students can print, create envelopes, adjust margins, format, add drop caps, and insert tables with a point and click. Prerequisite: CMP 111 or equivalent experience. (The combination of a total of 3 credits from CMP 111, 112,113,115, and 117, is the equivalent of CMP 101).

CMP 114 n WORD 97 INTERMEDIATE
1 credit
Students will continue to learn more enhanced word processing skills, such as deleting headers and footers and more complex columns and tables. The student will learn how to use the sort features and line draw to prepare forms and charts. Other topics that will be covered are text and graphic boxes, creating equations and using special characters, additional file merging skills, and creating basic macros. Prerequisite: CMP 113 or equivalent experience.

CMP 115 n COREL WORDPERFECT 7.0 BEGINNING
1 credit
Students learn basic document enhancement techniques. Word Processing skills will be covered such as editing, printing, creating, saving, deleting, and retrieving. Document formatting will be discussed including setting margins and tabs and working with columns and tables. The WordPerfect spellchecker and thesaurus will be introduced. Form letters and merging form letters with address lists. Prerequisite: CMP 111 or equivalent experience. (The combination of a total of 3 credits from CMP 111, 112,113,115, and 117, is the equivalent of CMP 101).

CMP 116 n COREL WORDPERFECT 7.0 INTERMEDIATE
1 credit
Students will continue to learn more enhanced word processing skills such as deleting headers and footers and more complex columns and tables. The student will learn how to use the sort features and line draw to prepare forms and charts. Other topics that will be covered are text and graphic boxes, creating equations and using special characters, additional file merging skills, and creating basic macros. Prerequisite: CMP 115 or equivalent experience.

CMP 117 n EXCEL BEGINNING
1 credit
This spreadsheet program has powerful cell editing- type directly in any cell using multiple formats. You can keep all your favorite tools in one box and access them quickly with tab dialogs. Students will learn to move between multiple spreadsheets easily with workbooks tabs. Prerequisite: CMP 111 or equivalent experience. (The combination of a total of 3 credits from CMP 111, 112,113,115, and 117, is the equivalent of CMP 101). (CMP 117, 122, and 123 for one credit each are the equivalent of BOT 142 for 3 credits).

CMP 118 n QUICKBOOKS
1 credit
Quickbooks is a home or small business based money management program that is useful for balancing checkbooks and keeping business records.

CMP 119 n POWERPOINT
55
This program is useful for making presentations. Topics covered include creating slide shows, graphics, and organization charts, working with text, clipart and color, and using slide masters and special effects. Prerequisite: CMP 112.

CMP 120 n PRESENTATIONS
55
This program is useful for making presentations. Topics covered include creating slide shows, graphics, and organization charts, working with text, clipart and color, and using slide masters and special effects. Prerequisite: CMP 112.

CMP 121 n ACCESS BEGINNING
1 credit
Database creating and management are the focus of this course. Prerequisites: CMP 111, CMP 112, CMP 113. This course will be presented in two parts. Access Part 1 and Access Part 2. When the student enrolled in both classes has successfully completed these two parts, credit will be awarded for CMP 121 Access Beginning.

CMP 122 n EXCEL INTERMEDIATE
1 credit
Students will gain experience in planning, creating, formatting, and editing spreadsheets. (CMP 117, 122, and 123 for one credit each are the equivalent of BOT 142 for 3 credits).

CMP 123 n EXCEL ADVANCED
1 credit
Students will create and run macros, perform what-if analyses, and create charts to manage data. (CMP 117, 122, and 123 for one credit each are the equivalent of BOT 142 for 3 credits).

CMP 201 n ADVANCED COMPUTERS
3 credits
Students will gain in-depth experience in computer functions and applications as determined by their program advisor.

CMP 202 n EMERGING COMPUTER TECHNOLOGIES
3 credits
Students will explore emerging computer technologies. Permission of program advisor is required.

CNT 101 n MICROCOMPUTER CONCEPTS/INTRO TO
NETWORKING
4 credits
This course provides an overview of basic networking concepts,
including industry language, data communications protocols,
overview of microcomputers, and Network User Basics.

CNT 102 n PEER TO PEER NETWORKING
2 credits
This course is implemented as a guided lab. The student will per-
form hands-on graded labs relating to competencies taught in
CNT 101 and CNT 151.

CNT 103 n INTRODUCTION TO UNIX
3 credits
This course provides basic training in the UNIX, AIX, and Ultrix
operating systems. Basic system commands, printing, file editing,
shell scripts, and UNIX Mail will be explored.

CNT 108 n INTRO TO TCP/IP WIDE AREA NETWORKS
3 credits
This course covers the TCP/IP protocol suite and how it applies to
wide area network topologies. Included are discussions of bridges,
routers, and gateways as they relate to designing, installing, and
maintaining wide area networks. The Internet is introduced, dis-
cussed, and explored including the building of home pages.
Prerequisite: CNT 103.

CNT 111 n NOVELL NETWORK DESIGN AND CONFIGURATION
2 credits
The student will learn how to design and create an IntranetWare
implementation plan for a case study company. The skills learned
in this class will enable the student to design an NDS implementa-
tion, design directory tree structure and object placement, form
partition boundaries, plan replica placement, create a time syn-
chronization strategy, develop a migration strategy, and create an
implementation schedule. This class is designed for CNE candi-
dates with an equivalent knowledge of the NetWare 4
Administration, Advanced Administration, and Installation and
Configuration Prerequisite: CNT 213 or equivalent.

CNT 113 n NOVELL NETWORK SYSTEM ADMINISTRATION
4 credits
This course provides an introduction to NetWare and NDS, includ-
ing the knowledge and skills necessary to perform NetWare net-
working administration and management tasks. Students complet-
ing this course will be able to successfully perform basic NetWare
management tasks relating to setting up and managing the
NetWare networking environment. Prerequisite: CNT 151.

CNT 150 n WINDOWS 95/98
4 credits
This course provides the skills and knowledge required to install,
configure, support, and troubleshooting the Microsoft Windows 95
and the Microsoft Windows 98 operating system in both stand-
alone and network environments. The course includes descrip-
tions of maintenance and troubleshooting tools, communications
and networking protocols, and hardware support. The course also
describes the use of setup scripts, user profiles, and system poli-
cies. Classroom practice and computer labs provide hands-on
experience. The first half of the course focuses on support in a
stand-alone environment. The second half of the course describes
how to support Windows 98 in a network environment.

CNT 151 n NETWORK +
4 credits

This course covers the basic concepts of data communication and
networking and provides the information necessary to pass the
Network+ certification exam. Areas to be covered include Network
physical and logical topologies, low-layer communications proto-
cols, the OSI protocol model, Remote Access connections meth-
ods, TCP/IP fundamentals and utilities, network hardware compo-
nents, network administration concepts, and common network
installation and troubleshooting practices. Also included in this
course is an introduction to major Network Operating Systems
such as Novell Netware and Microsoft Windows NT.

CNT 202 n ADVANCED UNIX/ANSI C
4 credits
This course covers UNIX command line utilities, awk, sed, grep,
and UNIX system Administration. The second half of the class is
used to teach the fundamentals of ANSI C programming.
Prerequisite: CNT 103.

CNT 205 n REMOTE COMPUTING
2 credits
This class covers the installation and use of modems to access
BBS s, remote Log in s to NetWare servers, access to On-Line
BBS services, attachment to remote UNIX hosts, V Standards,
U U C P, and PCAnywhere like applications.

CNT 209 n SUPERVISED WORK EXPERIENCE
4 credits
Supervised work experience will be conducted at an instructor-
approved work site or on the campus of Eastern Idaho Technical
College.

CNT 213 n NOVELL NETWORK ADVANCED SYSTEM
ADMINISTRATION
4 credits
This class teaches how to monitor and maintain a NetWare net-
work. It includes advanced printing, remote monitoring and man-
agement, preventive maintenance, and the NetWare naming ser-
vices. Prerequisite: CNT 113.

CNT 219 n NOVELL SERVICE & SUPPORT
4 credits
This course focuses on installing, maintaining and troubleshooting
NetWare networks. Emphasis is placed on understanding and
resolving hardware issues related to memory address and other
resource conflicts. Also covered are storage devices, printing
devices and servers, and diagnostic utilities. The course covers
installing network hardware and software. Prerequisite: CNT 213.

CNT 223 n NOVELL GROUPWISE ADMINISTRATION
3 credits
This course is designed to teach students the fundamentals of
administering a GroupWise system. It includes system architec-
ture, installation and configuration, messaging within the system,
managing documents and client features. Prerequisite: CNT 113.

CNT 227 n NOVELL INTEGRATING WINDOWS NT
3 credits
This course is designed for IS professionals who administer multi-vendor enterprise networks. It teaches how to integrate a W indows NT environment with an intraNetWare environment. Students learn how to streamline NT administration by using Novell Directory Services for NT and the NetWare Administrator. They also get hands-on experience with administering and managing NT workstations, NT servers, and network-based applications in a mixed intraNetWare and Windows NT. Prerequisite: CNT 151, CNT 213.

CNT 228 n NOVELL NETWORK MANAGEMENT
2 credits
This course teaches the students how to use ManageWise, Novell s network management software, for effective server management. How to solve network problems using various integrated ManageWise components, including: NetWare Management System (NMS), NetWare Management Agent (NMA), NetWare LANalyzer Agent, LANdesk and virus protect software. Prerequisite: CNT 113.

CNT 230 n NOVELL SECURING INTRANETS
2 credits
In this course students learn to implement BorderManager as part of an intranet security solution. They install, configure, administer, maintain, and troubleshoot the following components of BorderManger: packet filtering firewall and screening router, network address translation (NAT), Virtual Private Networks (VPNs), remote access, proxy cache server, and IP gateways. They also learn how to take advantage of the power of NDS to easily implement access control at the intranet-to internet border. Prerequisite: prior or concurrent enrollment in CNT 213.

CNT 250 n MICROSOFT NETWORKING ESSENTIALS
3 credits
This course covers the fundamentals of state-of-the-art technology as related to Microsoft products. Included are discussions of network operating systems, network components, and network communications media as well as how to use them to connect servers and clients. The various networking standards, protocols, and access methods are covered including which is most appropriate for a given network.

CNT 255 n IMPLEMENTING & SUPPORTING MICROSOFT EXCHANGE SERVER
3 credits
This course provides an introduction to the core technologies of Microsoft Exchange Server. It prepares students to implement and administer Microsoft Exchange in a single-site or multiple- site environment. Additionally, students will install and configure the Microsoft Outlook desktop information manager client, be given an introduction to the connectors and protocols in Microsoft Exchange and install Internet Mail Service, Microsoft Mail connector, and Lotus cc: Mail connector. Prerequisite: CNT 263.

CNT 256 n ADMINISTERING MICROSOFT SQL SERVER
3 credits
This course provides students with the knowledge and skills required for configuring, administering, and troubleshooting Microsoft SQL Server client/server database management system. Prerequisite: CNT 263.

CNT 257 n SECURE WEB ACCESS USING MICROSOFT PROXY SERVER
1 credit
This course covers installing, configuring, and troubleshooting Microsoft Proxy Server. In addition, this course will cover the basic architecture of the server, different methods of controlling access to the Internet, using Internet Service Manager to administer Proxy Server, configuring the cache, interoperability with other networks, enhancements to Performance Monitor, methods of improving performance, and other features of Proxy Server.

CNT 259 n IMPLEMENTING & SUPPORTING MICROSOFT INTERNET EXPLORER
1 credit
This course provides students with a strong foundation in the architecture and key features on Microsoft Internet Explorer. Information provided in this course enables students to setup, configure, use, and deploy Internet Explorer in a network environment with particular emphasis on intranet use. Prerequisite: CNT 150 and 261.

CNT 260 n WINDOWS 2000 OPERATING SYSTEM NETWORK ESSENTIALS
2 credits
This course introduces students to Microsoft Windows 2000 and the networking technologies it supports. Topics included are: Introduction to Windows 2000, Administration of a Windows 2000 Network, Security in a Windows 2000 Network, Examining the network, and Examining TCP/IP.

CNT 261 n IMPLEMENTING WINDOWS 2000
4 credits
This course provides students with the knowledge and skills necessary to install and configure Microsoft Windows 2000 Professional on stand-alone computers and on client computers that are part of a workgroup or a domain. It also provides the knowledge and skills necessary to install and configure Windows 2000 Server to create file, print, and web servers. Prerequisite: CNT 260.

CNT 262 n IMPLEMENTING WINDOWS 2000 NETWORK INFRASTRUCTURE
4 credits
This course provides students with the knowledge and skills necessary for installing, configuring, managing, and supporting a network infrastructure that uses the Microsoft Windows 2000 server family of products. Prerequisite: CNT 261

CNT 263 n IMPLEMENTING & ADMINISTERING WINDOWS 2000 DIRECTO RY SERVICES
4 credits
This course provides students with the knowledge and skills necessary to install, configure, and administer the Microsoft Windows 2000 Active Directory service. Primary focus is on implementing Group Policy and understanding the Group Policy tasks required for centrally managing users and computers. Prerequisite: CNT 262

CNT 264 n DESIGNING WINDOWS 2000 DIRECTORY SERVICES
INFASTRUCTURE
2 credits
This course provides students with the knowledge and skills nec-
essary to design a Microsoftfi Windowsfi 2000 directory services
infrastructure in an enterprise network. Strategies are presented to
assist the student in identifying the information technology needs
of the organization and designing the Active Directory structure
that meets those needs. Prerequisite: CNT 263.

CNT 265 n DESIGNING WINDOWS 2000 NETWORK SERVICES
INFASTRUCTURE
3 credits
This course provides students with the knowledge and skills nec-
essary to create a networking services infrastructure design that
supports the required network applications. Solutions are based
on the needs of the organization and may require a single tech-
nology such as DHCP, DNS, OSPF, RIP, and IGMP or combina-
tions thereof. Prerequisite: CNT 263.

CNT 266 n DESIGNING A SECURE WINDOWS 2000 NETWORK
4 credits
This course provides students with the knowledge and skills nec-
essary to design a security framework for small, medium, and
enterprise networks using Microsoftfi Windowsfi 2000 technolo-
gies. It contains four units that describe security in specific areas
of the network: Unit 1, Providing Secure Access to Local Network
Users; Unit 2, Providing Secure Access to Remote Users and
Remote Offices; Unit 3, Providing Secure Access Between Private
and Public Networks; Unit 4, Providing Secure Access to
Partners.
Prerequisite: CNT 263.

CNT 267 n DESIGNING A WINDOWS 2000 UPGRADE
STRATEGY
2 credits
This course provides students with the knowledge and skills nec-
essary to select and design a strategy to migrate from Microsoft
W indows NT 4.0 directory services infrastructure to a Microsoft
W indows 2000 Active Directory by describing the planning
processes and implications involved.
Prerequisite: CNT 264.

CNT 275 n CISCO INTERNETWORKING TECHNOLOGIES
4 credits
This course is for students having basic computer skills and some
familiarity with networking. It provides instruction in network stan-
dards, network terminology and protocols, networking, IP address-
ing, LANS, WANS, cabling tools, and cabling. Particular emphasis
is given to the use of decision-making and problem-solving tech-
niques in applying science, mathematics, communication, and
team building concepts to solving networking problems.

CNT 276 n CISCO ROUTER SETUP AND OPERATION
4 credits
This course is for students having completed the previous course-
work or having work experience in networking. This course covers
routing protocols and routing, elements of routers, the router oper-
ating system, the utilities used to configure the router, and router
configuration tasks. Prerequisite CNT 275 or equivalent work
experience.

CNT 277 n CISCO NETWORK SEGMENTATION AND PROTOCOL
ENCAPSULATION
4 credits
This course covers LAN segmentation using routers, advanced
router configurations, LAN switching theory, virtual LANs,
advanced LAN design, and Novell IPX wide area network theory,
design, and technologies. Included are threaded case studies that
help students apply the concepts that are learned. Prerequisite
CNT 276.

CNT 278 n CISCO WAN TECHNOLOGIES
4 credits
This course covers such topics as WAN theory and design, WA N
technology, PPP, Frame Relay, ISDN and network troubleshoot-
ing. Included are treaded case studies that help the student apply
the concepts that are learned. Prerequisite CNT 277.

COM 101 n FUNDAMENTALS OF HUMAN COMMUNICATION
3 credits
This is a course in oral communication that emphasizes the theory
and practice of informative group speaking, logical argumentation,
persuasion, negotiation, small group discussion, listening and
interpersonal communication with an emphasis on applications in
the workplace.

COM 101T n FUNDAMENTALS OF HUMAN COMMUNICATION
1 credit
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. In consultation with the instructor of the course, students
will determine which one of the three traditional areas covered in
COM 101 (interpersonal communications, communications in
groups, or public speaking) they wish to focus on for a six-weeks,
and deliver at least one speech. Prerequisite: Two hours of intro-
ductory Speech Communications transfer credit.

COM 201 n PUBLIC SPEAKING
3 credits
The aim of the course is to provide opportunities for students to
practice and improve their competency in speaking through a vari-
ety of "one-to-many" speaking situations. Emphasis will be placed
on the principles of effective rhetorical argument and speech
preparation through research, organization, development, and
practice. Prerequisite: Successful completion of COM 101 with a
grade of C or higher. Successful completion of ENG 101 is strong-
ly recommended

CSS 101 n COLLEGE SURVIVAL SKILLS
1 credit
The purpose of this course is to provide students with an opportu-
nity to develop the skills, values, and attitudes necessary to
become confident, capable students in a college atmosphere.
Emphasis will be placed on study skills, life management, college
survival skills, relationships, memory techniques, test-taking
strategies, note taking, techniques for textbook reading, critical
thinking, career awareness, health issues, finances, and campus
resources.

CST 101 n PRINCIPLES AND METHODS OF STERILIZATION
3 credits
This course is designed to provide the student with classroom and
laboratory experience in the fundamentals of cleaning and steriliz-
ing. Topics include principles of cleaning and disinfection, chemi-
cal cleaning agents, steam and dry heat, sterilization, and aera-
tion. Monitoring the sterilization process, mathematics, and simple
chemistry as it relates to the Central Service Department is also
discussed.

CST 102 n INSTRUMENT IDENTIFICATION
3 credits
This course is an introduction to the type and variety of instru-
ments used in health care facilities. Major topics include process-
ing and caring for instruments, general principles for preparation
of procedure trays and common items, and maintenance of equip-
ment. Other topics include preparing irrigation solutions, packag-
ing materials, and standards for sterile storage.

CST 106 n EXTERNSHIP
5 credits
Upon successful completion of the classroom and laboratory
instruction required for a Technical Certification, 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.

DTL 121 n ORIENTATION TO DENTAL ASSISTING/OFFICE
MANAGEMENT
2 credits
This course is designed to provide the student with a solid founda-
tion 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 man-
agement. An introduction to basic office procedures used on a
daily basis is included.

DTL 122 n MEDICAL SITUATIONS
1 credit
This course is designed to provide the student with the skills
needed to handle any medical emergency in the dental office. The
course includes 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. Full-time Dental Assisting students
should take DTL 124. DTL122 - 1 credit AND DTL123 - 2 credits
may be taken as an equivalent for DTL124 - 3 credits.

DTL 123 n BASIC DENTAL SCIENCES
2 credits
This course is designed to provide students with a basic under-
standing of the various sciences used in the dental health field.
Classwork also deals with preventive dentistry and patient care.
Full-time Dental Assisting students should take DTL 124. DTL122
- 1 credit AND DTL123 - 2 credits may be taken as an equivalent
for DTL124 - 3 credits.

DTL 124 n BASIC DENTAL SCIENCES & MEDICAL SITUATIONS
3 credits
This course is designed to provide students with a basic under-
standing of the various sciences used in the dental health field.
Classwork 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 certi-
fication in CPR, First Aid, and HIV/AIDS in the Workplace.
DTL122 - 1 credit AND DTL123 - 2 credits may be taken as an
equivalent for DTL124 - 3 credits.

DTL 125 n DENTAL OPERATO RY PROCEDURES
4 credits
This course is designed to provide the skills needed in the mainte-
nance 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 chairside procedures.
The course covers the physical and chemical interactions, manip-
ulations, application and storage of various restorative materials.

DTL 126 n DENTAL RADIOLOGY
4 credits
This course is designed to provide history, principles, and biologi-
cal effects on the human body. Included also are the exposing,
processing, and mounting of radiographs using proper safety tech-
niques. The course provides supervised theory and lab techniques
covering intra and extraoral radiographic production, processing,
mounting, and evaluation. The student has the opportunity to
become skilled in dental x-ray procedures with a heavy emphasis
on safety.

DTL 127 n DENTAL CLINICAL
2 credits
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 chairside and laboratory skills in the dental
environment and to work with dentists in a structured environ-
ment.

DTL 128 n DENTAL SPECIALTIES
4 credits
This course is designed to provide the student with a basic knowl-
edge, including indications and contraindications, of the use of
dental specialties. Varied skills dealing with each specialty will be
introduced.

DTL 129 n DENTAL LABORATO RY MATERIALS
2 credits
The student will learn to identify properties, uses, and manipula-
tions of various dental laboratory materials. A hands-on use of
selected laboratory materials is used in the fabrication of numer-
ous dental products. Also learned are selected laboratory proce-
dures including the proper use, maintenance, and safety of labo-
ratory equipment. Much of this course is hands-on lab work. Full-
time dental students should take DTL 131. DTL129 - 2 credits
AND DTL130 - 1 credit may be taken as an equivalent for DTL131
- 3 credits.

DTL 130 n IDAHO DENTAL ASSISTING EXPANDED FUNCTIONS
1 credit
The student will have the knowledge and opportunity to become skilled in the clinical aspects of the Idaho Expanded Functions for Dental Assistants. The students will have the opportunity to test for the Idaho Expanded Functions certificate. Full-time dental students should take DTL 131. DTL129 - 2 credits AND DTL130 - 1 credit may be taken as an equivalent for DTL131 - 3 credits.

DTL 131 n DENTAL LAB MATERIALS AND EXPANDED FUNCTIONS
3 credits
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. DTL129 - 2 credits AND DTL130 - 1 credit may be taken as an equivalent for DTL131- 3 credits.

DTL 132 n SUPERVISED WORK EXPERIENCE
6 credits
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, i.e. orthodontics or oral surgery.

ELC 103 n DIRECT AND ALTERNATING CURRENT LAB
6 credits
The lab experience is designed to provide the student with hands-on training to support theory of A.C. and D.C. Safe use of tools and equipment as well as hazard recognition and risk minimization is included. Corequisite: ELC 109. ELC 120 for 3 credits AND ELC 135 for 3 credits may be taken as equivalent for ELC 103.

ELC 104 n DISCRETE DEVICE THEORY
3 credits
This course presents basic electronic theory utilizing diodes, transistors, integrated circuits, and other special purpose devices. It incorporates these devices into power supplies, amplifiers, and other special purpose circuits. Prerequisites: ELC 109 and ELC 103. Corequisite: ELC 108.

ELC 106 n VIDEO & COMMUNICATIONS SYSTEMS THEORY
3 credits
This includes the study of basic audio and video devices commonly used in media, business, and industry; specifically, theory and application of audio and video equipment. Prerequisites: ELC 104, ELC 108, ELC 130 and ELC 135. Corequisite: ELC 107.

ELC 107 n VIDEO & COMMUNICATIONS SYSTEMS LAB
4 credits
The laboratory experience is designed to provide the students with hands-on training to support theory taught in Video and Communications Systems Theory. Safety is part of the daily lab operation. Prerequisite: ELC 130 and 135. Corequisite: ELC 106.

ELC 108 n DISCRETE DEVICE LABORATORY
7 credits
The lab experience is designed to provide hands-on experience to support the theory taught in Discrete Device Theory. Safe use of equipment and facilities shall be taught and used as the students work in lab surroundings. Corequisite: ELC 104.

ELC 109 n DIRECT AND ALTERNATING CURRENT THEORY
4 credits
This course provides for analyzing electronic devices using Ohm s Law, Kirchoffs Laws, and Thevenin s and Norton s Theorems as they apply to series and parallel circuits. Corequisite: ELC 103. ELC110 - 2 credits AND ELC130 - 2 credits may be taken as an equivalent for ELC109 - 4 credits.

ELC 110 n DIRECT CURRENT (DC) THEORY
2 credits
This course will provide students with the theory of direct current electricity and its behavior in circuits, resistance, power and energy, voltage and current laws, circuit analysis, and circuit calculations and interpretations.
ELC110 - 2 credits AND ELC130 - 2 credits may be taken as an equivalent for ELC109 - 4 credits.

ELC 120 n DIRECT CURRENT (DC) LAB
3 credits
Students will conduct experiments in resistance, circuit behavior, applications of capacitors and inductors, and the characteristics and use of DS test equipment.
ELC120 - 3 credits AND ELC 135 - 3 credits may be take as an equivalent for ELC103 - 6 credits.

ELC 130 n ALTERNATING CURRENT (AC) THEORY
2 credits
This course will provide students with the theory of alternating current electricity and its behavior in circuits, reactance, impedance, circuit analysis, resonance, tuned circuits, calculations, capacitance, and transformers. Prerequisite: ELC 110 and ELC 120.
ELC110 - 2 credits AND ELC130 - 2 credits may be taken as an equivalent for ELC109 - 4 credits.

ELC 135 n ALTERNATING CURRENT (AC) LAB
3 credits
Students will conduct experiments in reactance, impedance, transformer devices, circuit behavior, and the characteristics and use of AC test equipment. Prerequisite: ELC 110 and ELC 120. ELC120 - 3 credits AND ELC135 - 3 credits may be taken as an equivalent for ELC103 - 6 credits.

ELC 203 n INTRODUCTION TO COMPUTER PROGRAMMING
2 credits
This course introduces the learner to standard flow charting techniques used for developing a computer program. Basic programming techniques and terminology are presented using a higher level programming language such as Visual Basic. The learner will apply the information presented by flow charting and writing simple programs.

ELC 204 n SUPERVISED WORK EXPERIENCE
5 credits
This course provides the learner with the opportunity to apply the skills acquired in a controlled working environment. Students will find employment for Supervised Work Experience at an instructor-approved work site, with assistance from the instructor as necessary. Prerequisites: Completion of first year, CMP 101, ELC 207, and ELC 208. Corequisites: ELC 203, ELC 206, and ELC 209.

ELC 206 n MICROPROCESSORS AND COMPUTER SYSTEMS LAB
4 credits
This course provides the learner with hands-on applications for the information presented in ELC 209. Includes assembly of a personal computer from components provided by the student as well as installation, maintenance, and repair of personal computers (PC s) and other microprocessor based equipment. Examines stand alone operating systems, network operating systems (NOS), and network topologies. Provides an overview of microcomputers, basic networking concepts including industry language and data communications protocols. Prerequisite: CMP 101 or equivalent experience. Corequisite: ELC 209.

ELC 207 n DIGITAL ELECTRONICS
6 credits
This course is a review of transistor and analog theory. Theory of saturated transistor switching, binary numbers, logic gates, logic families, sequential logic, combinational logic, flop-flops encoders/decoders, multiplexers/demultiplexers, adders, code converters, and comparators, counters, shift registers, memories, logic family interfacing, A/D and D/A converters, fundamentals of microprocessors (including machine language programming) are taught with an emphasis on circuit function and troubleshooting. This course introduces the use of binary, octal, decimal, and hexadecimal numbering systems; number base conversions; use of common binary codes as applied to computers; Boolean laws and theorems to analyze and reduce logic circuits and Boolean equations; truth tables to express the logic function of digital circuits and Karnaugh maps for digital circuit design and Boolean expression simplifications. Corequisite: ELC 208.

ELC 208 n DIGITAL ELECTRONICS LABORATO RY
6 credits
The laboratory experience is designed to provide the student with hands-on training to support the theory and function of digital devices taught in Digital Electronics. This course includes instruction in the proper use of test equipment designed specifically for troubleshooting digital circuits. Corequisite: ELC 207.

ELC 209 n MICROPROCESSORS AND COMPUTER SYSTEMS
4 credits
This course closely examines personal computer (PC) hardware and other microprocessor based equipment. Attention is given to the design, building, upgrade, and repair of the personal computer, with a strong emphasis on troubleshooting. Additionally, computer networking essentials and PC Service Technician material will be covered. Prerequisite: CMP 101 or equivalent experience. Corequisite: ELC 206.

ENG 050 n BASIC GRAMMAR & COMPOSITION
0 credits
This course is a prerequisite to English 75, Intermediate Grammar and Developmental Writing. English 50 is designed for students who have little prior knowledge of grammar and the fundamentals of composition. Students who score under 47 on the writing portion of the COMPASS should be referred to Adult Learning Center for placement.

ENG 075 n INTERMEDIATE GRAMMAR & DEVELOPMENTAL WRITING
0 credits
Students will be taught the fundamentals of paragraph and essay development which include: generating ideas, awareness of purpose and audience, organizational and stylistic methods, editing, and proofreading. Some computer instruction will be provided during labs. At the end of this course, students will be able to write an interesting and well organized essay. Students who score under 47 on the writing portion of the COMPASS should be referred to the Adult Learning Center for placement.

ENG 090 n BASIC WRITING
3 credits
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. This course is required if a diagnostic writing sample demonstrates need or if COMPASS scores in reading and writing fall between 47 and 69. Prerequisite: Keyboarding skills are strongly recommended.

ENG 101 n ENGLISH COMPOSITION
3 credits
This first year composition course provides students with the opportunity to develop their abilities to understand and write paragraphs and essays in standard edited English. Using the essay as a model for organization, students will experience prose-writing challenges and will learn to apply a variety of writing skills to a variety of workplace and academic situations. In a minimum of 20 pages of revised writing, students will produce essays and reports that show unity and coherence, develop and support a central thesis, and demonstrate organization and unification. Keyboarding skills are strongly recommended. Prerequisite: A COMPASS score of 70 or better in reading and writing and/or successful completion of an entry essay exam written during the first class session. Students who do not pass the entry essay diagnostic exam maybe admitted with the permission of the instructor, with the provision that they attend tutoring sessions.

ENG 102 n CRITICAL READING AND WRITING
3 credits
Provides instruction in the research process that includes gathering information, critical evaluation, and presentation of evidence. Focus on critical reading; research methods; gathering, evaluating, analyzing, and synthesizing ideas and evidence; and documentation. The course is designed to help students understand and acquire the habits of mind central to academic inquiry and to exercise skills in reporting documented research. Prerequisite: Completion of English 101 with a grade of C or higher and/or a minimum score of 95 on the COMPASS (or 25 on the ACT) and 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, with the provision that they attend tutoring sessions.

ESH 101 n RADIATION WORKER/RESPIRATOR TRAINING
1 credit
Radiation Worker/Respirator Training is required for the worker
whose job assignment requires entry into high and very high radi-
ation areas, contamination and high contamination areas, soil con-
tamination areas, and airborne radioactivity areas (which also
requires respiratory protection qualification).

The Radiation Worker/Respirator Training course at EITC is a 24-
hour course (three days) that includes all of the DOE core training
material supplemented with site specific material from the various
INEEL contractors. Radiation Worker/Respirator Training must be
completed every two years. In the alternate year when retraining
is not performed, refresher training must be completed.

Respiratory Protection Training is also required for the worker
whose job assignment requires entry into airborne radioactivity
areas or other areas where respiratory protection is required.

The Respiratory Protection training offered at EITC is a six- to
eight-hour course (depending on the number of participants
enrolled). The course includes training in the proper use, selec-
tion, and care of respirators, as outlined in ANSI Z88.2 and OSHA
1910.134. Each participant will have a medical assessment prior
to being fit-tested. The medical assessment will determine if the
participant s medical condition precludes the use of respirators.
The medical assessment follows the guidance of ANSI Z88.6 on
frequency and content of the examination. The ability of an
employee to accommodate the additional stress placed on the
body when working in a respirator is part of this assessment.
Retraining and qualification are required on a yearly basis.

ESH 102 n 40-HOUR OSHA HAZWOPER TRAINING
1 credit
This course includes training pertaining to and which will satisfy
the regulatory requirements of the OSHA Standard 29 CFR
1910.120, Hazardous Waste Operations and Emergency
Response requirements.

FBM 175 n FARM BUSINESS RECORDS & ACCOUNTS I
2 credits
This course covers a systematic approach to keeping accurate
farm records by enterprise on the farm. This course offers the
opportunity to place these records on a microcomputer for general
use. It includes seminar modules of farm accounting procedures,
account structure, enterprise accounting, audit trails, etc.; balance
sheet and income statement; tax records; and crop records.

FBM 176 n FARM BUSINESS RECORDS & ACCOUNTS II
3 credits
This course continues work begun in FBM 175. New seminar
modules include livestock records, written communications, word
processing, and decision making. Prerequisite: FBM 175

FBM 177 n FARM BUSINESS ANALYSIS AND EVALUATION I
2 credits
This course covers a study of records kept by enterprise in the
preceding and current year. The course analyzes student s
finances and evaluates current management strengths and weak-
nesses and develops alternatives to current agricultural practices
if the need arises. Seminar modules include business law, elec-
tronic spreadsheets, micro-economics, and macro-economics.
Prerequisites: FBM 175 and 176.

FBM 178 n FARM BUSINESS ANALYSIS AND EVALUATION II
3 credits

This course continues work begun in FBM 177. New seminar
modules introduced are financial ratio analysis, strategic planning
and goal setting, cash flow budgeting, and depreciation.
Prerequisite: FBM 177.

FBM 281 n FARM BUSINESS ORGANIZATION I
2 credits
This course covers an analysis and evaluation of the previous two
year s records and the current year s records. Students work with
partial budgets, risk-taking opportunities, and preparation of vari-
ous financial statements. Seminar modules include time value of
money, insurance, forecasting procedures, and lease or buy deci-
sions. Prerequisite: FBM 178.

FBM 282 n FARM BUSINESS ORGANIZATION II
3 credits
This course continues work begun in FBM 281. New seminar
modules include supervision and motivation, futures, hedging, and
options; using credit; and machinery and equipment management.
Prerequisite: FBM 281.

HCT 100 n INTRODUCTION TO HEALTH PROFESSIONS
2 credits
This course is designed for students entering vocational/technical
programs for training in a health care profession. Information pro-
vided in this course will give students a basic knowledge regard-
ing the preparation necessary for a large number of health care
careers.

HCT 101 n MEDICAL TERMINOLOGY
2 credits
Using computer assisted instruction, this course provides a body
system by body system approach to spelling, pronouncing, and
using terminology that is unique to the medical environment.

HCT 103 n INTRODUCTION TO ANATOMY AND PHYSIOLOGY
AND LAB
4 credits
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. Pre-
or Corequisite: HCT 101.

HCT 104 n MICROBIOLOGY FOR HEALTH PROFESSIONS
3 credits
This course is an introduction to the essential principles of micro-
biology and medically significant microorganisms. The course
includes a taxonomy, microbial growth and control, clinical disease
pathogenesis, and universal precautions for handling human body
fluids.

HCT 105 n PHLEBOTOMY
2 credits
This course provides the student with a working knowledge of
specimen collection techniques and laboratory procedures routine-
ly performed in health care facilities while observing all aseptic
and safety precautions in accordance with health care standards.

HCT 108 n EKG/ECG
2 credits
This course provides the student with a working knowledge of the skills and equipment necessary for performing electrocardiograms (EKG). The student also learns to monitor the appropriate equipment.

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

HCT 110 n NUTRITION
1 credit
The purpose of this class is to acquaint the student with major nutrients and their food sources, as well as basic food groups and the foods contained in each. The student will also learn about nutrition throughout the life cycle.

HCT 111 n GROWTH AND DEVELOPMENT
2 credits
This course focuses on a study of the life cycle from birth to old age. We will study theories of growth and development and will incorporate an emphasis on health promotion.

HCT 113 n MEDICAL CODING
3 credits
This course teaches a coding system used to convert widely accepted uniform descriptions of medical, surgical, and diagnostic services rendered by health care providers into numeric codes for reimbursement for services rendered. Prerequisites: HCT 101, HCT 103, or approval of course instructor.

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

HUM 110 n HISTO RY OF METALS
3 credits
This course traces the story of civilization through the exploration of metals, minerals, and energy resources. Seven one-hour programs filmed in more than 50 different parts of the world will be shown [Out of the Fiery Furnace]. This very unusual program combines the disciplines of history, science, archaeology, and economics in order to explore the relationship between technology and society. Recommended: Successful completion of ENG 101.

LGL 103 n LEGAL TERMINOLOGY AND TRANSCRIPTION
3 credits
This is an independent study course designed to familiarize the learner with legal terminology used in a variety of legal specialties while transcribing dictated material. Pre- or Corequisites: BOT 118 and CMP 101 .

LGL 106 n LEGAL TECHNOLOGY I
5 credits
Students will learn basic legal office procedures most often performed by the legal secretary, including telephone and mail procedures, file management, billing procedures, correspondence, legal document preparation, notary duties, proofreading, and calendaring. Additional instruction will be provided on the basic law office structure, federal and state legal systems, and the unique ethical considerations and responsibilities of law office personnel. Students will begin a notebook portfolio to use in job interviews and as an on-the-job reference.

LGL 107 n LEGAL STUDENT ASSOCIATION I
1 credit
Credit is offered to encourage students to become members of the EITC Legal Student Association. In order to receive credit, the student must attend scheduled meetings and be an active member of the organization. This class is offered in Fall semester.

LGL 111 n LEGAL TECHNOLOGY II
1 credit
Students will learn advanced legal office procedures required in litigation, legal and general research, bankruptcy, real property, business organizations, criminal law, and wills and estates. The student notebook portfolio will be expanded to include documents and projects specific to these areas of law, as well as job interview materials.

LGL 112 n LEGAL STUDENT ASSOCIATION II
1 credit
This course is the Spring semester continuation of Legal Student Association I, which encourages students to become members of EITC Legal Student Association. Students in this section are expected to participate in the organization in a leadership role.

LGL 210 n INTERNSHIP
3 credits
Upon successful completion of classroom instruction, each student will prepare the necessary job search documents and conduct interviews to obtain an internship position with a law firm, government office, administrative agency, other law-related office. Such internship will provide the student with a legal environment in which to incorporate principles, activities, skills, and attitudes previously learned while under supervision of qualified personnel.

MAS 101 n PHARMACOLOGY FOR HEALTH PROFESSIONS
2 credits
Upon completion of this course, the student will have the current information to perform mathematical calculations and other skills required in the safe preparation and administration of medication. Safe use of equipment and facilities, drug sources, classifications, actions, and legislation regarding management and documentation will be included in this course.

MAS 103 n CLINICAL SKILLS FOR MEDICAL ASSISTANTS I
3 credits
Upon completion of this course, the student will have explored the components of a versatile career choice in a physician s office, medical clinic, or other health care facility. Communication skills, diagnostic equipment and clinical procedures common to the health care environment, observation of aseptic techniques and safety precautions, and the documentation necessary with each will be included.

MAS 106 n EXTERNSHIP I
3 credits

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

MAS 111 n ADMINISTRATIVE SKILLS FOR MEDICAL ASSISTANTS I
3 credits
This course includes the components of a career in a physician s office, medical clinic, and other health care facilities. Group collaboration and the aspects of health care team; communications skills, both oral and written; operational tasks such as scheduling patient appointments, managing patient records and patient accounts; as well as speed writing techniques for the medical profession will be included.

MAS 112 n ADMINISTRATIVE SKILLS FOR MEDICAL ASSISTANTS I
3 credits
Using extensive computer applications, students will learn document composition, advanced medical office procedures, and transcription skills required for office management. Also, students will use the Internet for communication, development and accessing electronic records, for exchange of information, and for medical research. Prerequisite: MAS 111 or approval of course instructor.

MAS 113 n INTRODUCTION TO MEDICAL TRANSCRIPTION
2 credits
Students will learn to transcribe physician-dictated reports organized by body systems. Emphasis will be placed on the development of medical knowledge for transcription of letters, chart notes, history and physical examination reports, consultations, emergency room reports, and discharge summaries. Students will review editing, proofreading, grammar and punctuation, with focus on speed and accuracy, and learn to use reference materials and other resources.

MAS 114 n GENERAL MEDICAL TRANSCRIPTION
2 credits
Students will learn to transcribe authentic physician-dictated reports by medical specialty. Continued emphasis will be placed on the development of medical knowledge for transcription of history and physical examination reports, consultations, emergency room reports, and discharge summaries. Operative reports, diagnostic-studies, radiology and pathology reports, and autopsy and death summaries will be included.

MAS 115 n RADIOLOGY TRANSCRIPTION
1 credit
Students will learn to transcribe authentic physician-dictated reports specifically related to radiology. Upon completion of this class, students will be able to transcribe dictation regarding routine x-rays, fluoroscopic procedures, mammography, and diagnostic and imaging procedures.

MAS 116 n CARDIOLOGY TRANSCRIPTION
1 credit
Students will learn to transcribe authentic physician-dictated reports specifically related to cardiology. Upon completion of this class, students will be able to transcribe dictation regarding cardiovascular procedures to include EKG/ECG, echocardiograms, angiography, and Cath Lab.

MAS 117 n SURGERY TRANSCRIPTION
1 credit
Students will learn to transcribe authentic physician-dictated reports specifically related to surgical procedures. Upon completion of this class, students will be able to transcribe dictation regarding surgical techniques to include anesthesia, wound closure, surgical instruments, and a variety of operative procedures.

MAS 118 n TELECOMMUNICATIONS AND MEDITECH
1 credit
Students will learn how to utilize the Internet, modems, and technology to perform medical transcription from different locations. Students will also learn how to use the Meditech patient care system utilized by health care facilities.

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

MAS 203 n CLINICAL SKILLS FOR MEDICAL ASSISTANTS II
3 credits
Upon completion of this course, the student will have demonstrated the ability to perform numerous clinical skills necessary and common in a variety of health care environments. Physician examination procedures, patient education, collection of specimens, preparation for minor surgical procedures, and medication administration will be included. Prerequisite: MAS 103 or permission of instructor.

MAS 207 n EXTERNSHIP II
4 credits
Upon successful completion of the classroom and laboratory instruction required for an associate 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.

M AT 050 n BASIC MATH A/B
0 credits
This class introduces students to forms of basic math starting with addition, subtraction, multiplication, and division of whole numbers, with an introduction to decimals. It also includes fractions, percents, and proportions of simple formulas. The class is competency-based and allows students to proceed at their own pace. A passing grade of 90% is required on each to advance to next level. Students with COMPASS scores under 30 in Pre-Algebra should be referred to this class.

M AT 075 n INTRODUCTION TO ALGEBRA
This structured class introduces algebra to GED students and others who have no working knowledge of higher math. Additionally, Math 75 focuses on signed number operations, evaluation of algebraic expressions, exponents, simplifying expressions, equation solving, word problems, and basic geometry. Prerequisite: Successful completion of MAT 50B and/or a COMPASS score in Pre-Algebra between 31 and 44.

MAT 100 n ESSENTIALS OF ALGEBRA
3 credits
This course prepares students to enter technical programs at
EITC or other postsecondary institutions. This course will focus on
equations, sign numbers, quadratic equations, formulas, inequali-
ties, graphs, and radicals. Prerequisite: Successful completion of
Math 75 or equivalent knowledge as demonstrated by minimum
COMPASS scores of 45 in Pre-Algebra or 20 to 50 in Algebra.

MAT 104 n WELDING MATHEMATICS
3 credits
Instruction is given in basic mathematics, whole numbers, frac-
tions, decimals, and measuring devices. The student will be able
to identify blueprints and shop drawings.

MAT 107 n INTERMEDIATE ALGEBRA
3 credits
This intermediate course is review of algebra with an emphasis on
solving equations and inequalities, including nonlinear equations
and systems. Additional topics covered include factoring, rational
expressions, exponents, radical, and quadratic equations.
Prerequisites: Successful completion of Math 100 with a C grade
or higher and/or a score of at least 45 in Pre-Algebra and a 51 in
Algebra on the COMPASS exam.

MAT 110 n TECHNICAL MATHEMATICS
3 credits
This course is designed as a basic mathematics course for stu-
dents in technical programs. Each section of the course will be
specific to one technical program, and appropriate applications for
that program will be stressed throughout the course. All sections
will review fractions, decimals, percentages, ratios and propor-
tions, statistics, calculator usage, formula evaluation, and the met-
ric system. A unit on personal finance will also be included in this
course.

MAT 123 n REAL WORLD MATHEMATICS
4 credits
This course is designed to provide the practical mathematical
skills needed in a wide variety of trade and technical areas.
Students will learn a mathematical concept and then apply it in
various technical job situations. The course includes application of
mathematics to solve real world problems. This applied approach
increases students level of understanding and decreases mathe-
matics anxiety. This course s four credit hour total includes two
hours of lab per week in addition to three hours of class/lecture
time. Prerequisite: Math 75 and/or a score of at least a 45 in Pre-
Algebra and a 70 in Reading on COMPASS test or equivalent test.

MAT 123 -L1 n REAL WORLD MATHEMATICS LAB

MAT 143 n COLLEGE ALGEBRA
3 credits
This course emphasizes the concepts of functions as mathemati-
cal entities, including domain, range, algebraic operations, invers-
es, and graphing. Polynomial functions, division of polynomials,
roots, complex numbers, fundamental theorem of algebra are also
included as are rational functions and asymptotes, logarithmic and
exponential functions, and multi-level algebra manipulation of
functional expressions. Conic sections and other topics from ana-
lytic geometry will be explored as time permits. Prerequisite:
Successful completion of Math 107 with a grade of C or higher
and/or a score of at least a 45 in Mathematics and a 76 in Algebra
on the COMPASS exam.

MAT 144 n TRIGONOMETRY
2 credits
The course focuses on the right-triangle and circular function
approaches to trigonometry. It includes an emphasis on graphs of
trigonometric functions, amplitude, frequency, phase shift, trigono-
metric identities, inverse trigonometric functions, polar coordi-
nates, complex numbers, and polar representation of complex
numbers. Prerequisite: Successful completion of Math 107 with a
C grade or higher and permission of the instructor or the success-
ful completion of Math 143 with a C grade or higher.

MAT 147 n PRECALCULUS
5 credits
A single one-semester course equivalent to College Algebra (MAT
143) and Trigonometry (MAT 144). Credit cannot be given in both
MAT 143 and MAT147 or in both MAT 144 and MAT 147.
Prerequisite: Successful completion of MAT 107 with a grade of
"C" or higher and/or a score of at least a 45 on Pre-Algebra and a
76 on Algebra on COMPASS exam.

MAT 201 n DIFFERENTIAL CALCULUS
2 credits
Theory and applications of plane analytic geometry, trig identities,
explicit and implicit derivatives, extremums, related rates, and
kinematics are taught. Prerequisites: MAT 143 or MAT 147 and
permission of instructor.

MAT 202 n INTEGRAL CALCULUS
2 credits
Theory and applications of definite and indefinite integrals, areas
and volumes of revolution, center of gravity, moment of inertia,
and first order linear differential equations are learned.
Prerequisites: MAT 143, or MAT 147and MAT 201, and permis-
sion of instructor.

MGT 101 n DEVELOPING PERFORMANCE EXCELLENCE
(WORKSHOP)
1 credit
Great coaches help their people exceed themselves. Utilizing
coaching skills in the management process focuses on a proven
coaching model consisting of six classic steps.

MGT 102 n HIRING THE RIGHT PERSON (WORKSHOP)
.25 credit
Employees are among a company s most valuable assets. This
workshop focuses on the hiring process from advertising a posi-
tion, conducting an interview, and what to look for when the
resume can t tell you. Where to find the right person for a job and
the legal pitfalls to avoid along with special requirements of the
employer are included.

MGT 103 n MANAGING CONFLICT (WORKSHOP)
.55 credit
This seminar is designed to give participants immediately usable
skills in managing the energy of individuals and the creativity
inherent in conflict resolution. We cannot control whether we have
conflict in our lives, but we can manage it so that it does not man-
age us.

MGT 104 n DEVELOPING HIGH PERFORMANCE TEAM
(WORKSHOP)
1 credit
This workshop is for individuals in a supervisory capacity. It will
provide techniques and steps necessary to develop teams in the
workplace. For teams already in place, this workshop will provide
simple ways to improve team effectiveness

MGT 115 n LEADERSHIP WORKSHOPS
1 credit
Participants will learn to view management and leadership as two different but essential skill sets for the efficient, effective executive. Organizations in the 90 s are facing major changes in the demands of their customers and, at the same time, the needs for their employees. This seminar is designed with state of the art ideas to meet those demands and go beyond. It will help each participant explore what they know, what they don t know, and what they need to know. The skills needed to become the "best leader" not just better are an integral part of these workshops.

MGT 116 n CALL CENTER TECHNICAL TRAINING
1 credit
This workshop is designed to enable participants to learn the skills and abilities necessary to handle in-bound questions and orders for products, services, and programs. Participants will develop confidence, improve quality of work, and increase productivity.

MGT 117 n ADVANCED MANAGEMENT WORKSHOP
1 credit
Time Management, Goal Setting, Team Development, and Meeting Management. Managing people requires constant education, learning, and review. As responsibilities and roles change, today s managers must be prepared to evolve themselves to remain effective. This seminar will remind participants of the theories of management, update them on new and improved techniques, and provide them with information for reducing stress and burnout.

MGT 118 n EFFECTIVE COMMUNICATION SKILLS
2 credits
This course will emphasize the importance of good oral communication skills in the workplace. We are judged by the words we use. This course will be presented in class and on the job in workshop format and will emphasize effective oral communication skills required in today s work environment.

MGT 119 n PRESENTATION AND PUBLIC SPEAKING SKILLS
.55 credit
More and more people need to make oral presentations to small and large groups. The thought of public speaking causes many individuals a great deal of anxiety and stress. This workshop will give participants the skills and knowledge necessary to increase presentation effectiveness and confidence.

MGT 201 n SPECIAL TOPICS I
1 credit
This class will address special topics in employability skills applicable to workforce training. Students will be awarded a Certificate of Completion with specific competencies recognizable by employers as skill enhancements.

MGT 202 n SPECIAL TOPICS II
1 credit
This class will address special topics in employability skills applicable to workforce training. Students will be awarded a Certificate of Completion with specific competencies recognizable by employers as skill enhancements.

MGT 203 n SPECIAL TOPICS III
2 credits
This class will address special topics in employability skills applicable to workforce training. Students will be required to complete a program-specific project suitable for inclusion in a portfolio. Students will be awarded a Certificate of Completion with specific competencies recognizable by employers as skill enhancements.

MGT 204 n SPECIAL TOPICS IV
2 credits
This class will address special topics in employability skills applicable to workforce training. Students will be required to complete a program-specific project suitable for inclusion in a portfolio. Students will be awarded a Certificate of Completion with specific competencies recognizable by employers as skill enhancements.

MKT 101 n BUSINESS MATHEMATICS
3 credits
This is a comprehensive marketing mathematics course with an emphasis on math used in business applications. A general review of basic mathematical concepts is followed by an in-depth review of basic mathematical functions. Mark up, mark down, financial statements, and business margins and ratios complete the course.

MKT 103 n SALES AND CUSTOMER SERVICE
3 credits
The psychology of selling, why customers buy, and what induces the buying motive as well as the art of successful selling are covered. Closing and after-the-sale service round out this course.

MKT 112 n INTRODUCTION TO MARKETING
3 credits
This course is designed to present an overview of the concepts of marketing principles and practices used in business. Models, concepts, and techniques that are effective in the design and implementation of a marketing application are discussed.

MKT 115 n APPLIED ECONOMICS
3 credits
This course presents an introduction to economics using the applied approach. Various system, theories, and methods will be used to acquaint the student in such areas as supply and demand, inflation, unemployment, GNP, and other key economic issues.

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

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

MKT 119 n SPECIAL EVENTS PLANNING
2 credits
A significant number of individuals in the marketing and manage-
ment field are involved in many aspects of planning, coordinating,
and operating special events for their companies and/or organiza-
tions. This unique course provides the student with the skills,
tools, and understanding of what it takes to plan a special event,
to coordinate all the various activities involved with such events,
and how to schedule and operate them. Students will receive
hands-on training by actually planning, coordinating, and operat-
ing special events, both for the college, its programs, and for vari-
ous community organizations.

MKT 120 n MARKETING ON THE INTERNET
3 credits
As technology changes, so does the way business does business.
W ith the rapid acceptance of the World Wide Web as a tool of
business, this course aims to teach the right and wrong way to
approach marketing on the Internet. Web page design and
deployment as well as direct solicitation over the web will be used
extensively in this course. Prerequisite: CMP 101 or demonstrated
knowledge of computer operations. Pre or Co-requisite: BOT 143
and MKT 112, or with permission of the instructor.

MKT 121 n LEADERSHIP/MARKETING ACTIVITIES I
1 credit
This course is a one semester hands-on approach to the various
activities involved in marketing and business. Many activities of
the business student will be used and presented.

MKT 122 n LEADERSHIP/MARKETING ACTIVITIES II
1 credit
This course is a one-semester continuation of MKT 121 which will
allow the business student to apply additional hands-on approach-
es to various business situations. The student will also become
involved with the student organization Delta Epsilon Chi and have
the opportunity to participate in state-wide competitive events for
business students. The student will also become involved with
community-wide events.

MKT 123 n PRACTICUM I
1 credit
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 stu-
dent, instructor, and employer work together in furthering the edu-
cational processes.

MKT 124 n PRACTICUM II
1 credit
This course is a one-semester continuation of MKT 123, Practicum I.

MKT 202 n ENTREPRENEURSHIP
3 credits
This course covers all aspects of what it takes for a person to
start a business, from the initial what if to the actual financial and
marketing plans which are vital to any business. The student will
use information which he/she has prepared in the Introduction to
Marketing, Financial Planning, Advertising, Marketing Research,
and the Small Business Management courses in the preparation
of a complete business plan, which will be the final project for the
Marketing and Management student. Prerequisite: MKT 101, 112,
214, 217 or with permission of the instructor. Pre or co-requisite:
MKT 203, 206 or with permission of the instructor

MKT 203 n SMALL BUSINESS MANAGEMENT
3 credits
An in-depth course in what it takes to manage a small business
from all aspects of personnel to customer service.

MKT 206 n FINANCIAL MANAGEMENT
3 credits
Management of an organization of firm s financial resources and
an introduction to investing are covered in this class, as well as
the preparation of a financial plan for the start up of a new busi-
ness operation. Prerequisite: MAT 105 or with permission of the
instructor. Suggested MAT 123.

MKT 214 n BUSINESS ADVERTISING
3 credits
The fundamentals of business advertising and promotions along
with a hands-on approach are the emphasis of this course. All
media and speciality advertising formats are covered. The student
will work with a business that he/she has identified and will pre-
pare an advertising plan in coordination with information received
in the MKT 217 Marketing Research class which will be vital to the
student s completion of his or her business plan required in the
MKT 202 Entrepreneurship class. Prerequisite: MKT 112, Pre or
Co-requisite: MKT 217 or with permission of the instructor.

MKT 215 n BUSINESS LAW
3 credits
This is an introductory course in business law which includes the
foundations of law, the types of law, the court systems, and the
basis of law. Contracts, the Law of Sales, commercial paper,
agency and other important aspects of law relating to business
are covered in this course.

MKT 216 n HUMAN RESOURCE MANAGEMENT
3 credits
This is an intensive course in the management of people, a busi-
ness most valuable resource. Management styles and theories
along with various management processes are an important part
of this course. The various laws regarding labor, hiring, and termi-
nation of employees is included. Prerequisite: PSY 101, or 103, or
PSY 103, or SOC 101 or with permission of the instructor.

MKT 217 n MARKETING RESEARCH
3 credits
This course is the next step in the marketing process. It takes an
in-depth look at the various methods of conducting primary and
secondary market research, obtaining current market data, inter-
preting the data collected, and then using the information, in con-
junction with the information received in advertising, in the prepa-
ration of an overall business plan which is required in the MKT
202 Entrepreneurship course. Prerequisite: MKT 105. Pre or Co-
requisite: MKT 214. Suggested MAT 123 or higher level mathe-
matics course or with permission of the instructor.

MKT 218 n MARKETING AND FUND RAISING FOR NONPROFIT
ORGANIZATIONS
3 credits
The Marketing and Management program covers the marketing,
sales, and promotional activities for businesses and other com-
mercial organizations. However, nonprofit organizations have
many of the same needs, but the manner in which the activities
are conducted can be considerably different. This course explores
the manner in which a nonprofit firm will market itself to the com-
munity and how it can effectively raise money without competing
with the for-profit organizations. Students will actually become

involved in marketing and fund raising for the college and various community nonprofit organizations.

MKT 219 n LEADERSHIP/MARKETING ACTIVITIES III
1 credit
This course presents an opportunity for business students to participate in actual leadership activities and business meetings. Attendance at Chamber of Commerce, Better Business Bureau, and other business related functions will be included. A membership fee in Delta Epsilon Chi Student Organization will be added to a student s registration fees.

MKT 220 n LEADERSHIP/MARKETING ACTIVITIES IV
1 credit
This course is a continuation of MKT 219, Leadership Marketing III activities.

MKT 221 n PRACTICUM III
1 credit
This course is a one-semester component which allows the student to apply hands-on techniques to material presented in the classroom/lab. This component will be either through an approved work station or approved real-life experience.

MKT 222 n PRACTICUM IV
1 credit
This course is a one-semester continuation of MKT 221, Practicum III.

NRS 106 n NURSING SKILLS I
4 credits
This course provides didactic and laboratory practice of basic nursing concepts and skills, including but not limited to: the nursing process: admission, transfer, and discharge; reporting, recording and care planning; medical and surgical asepsis; care of patient with communicable disease; vital signs; physical assessment; laboratory and diagnostic tests; and perioperative nursing.

NRS 107 n INTRODUCTION TO PHARMACOLOGY
3 credits
This course presents basic information related to drug administration, sources, actions, therapeutic effect, side effects, and contraindications for all routes of medication administration. It also presents dosage calculation mathematics, intravenous solution calculation mathematics, and considerations in accurate dosages, measurements, and appropriate conversion techniques. Opportunities for practice are provided in the laboratory situation with required skills return demonstration.

NRS 109 n NURSING SKILLS II
4 credits
This course provides didactic and laboratory practice of nursing skills, including but not limited to: oxygen therapy, respiratory support measures, tracheostomy care, therapeutic immobility; gastroenteral intubation and feeding; post mortem care; assisting with diagnostic procedures; ostomy management; and wound management.

NRS 111 n MEDICAL/SURGICAL NURSING I
4 credits
Medical and/or surgical conditions, and the related nursing care are presented in the following areas: respiratory system, cardiovascular system, neurological system, and endocrine system.

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

NRS 142 n MENTAL HEALTH NURSING
2 credits
This course will stress basic psychiatric diagnoses, history of mental health, coping mechanisms, treatment modalities, defense mechanisms, and psychiatric medications and their side effects.

NRS 201 n MATERNAL/CHILD NURSING
2 credits
This course considers the special needs and nursing care of the maternity patient, fetus, and the newborn. Medical and /or surgical conditions of the pediatric patient and the accompanying family dynamics are also presented with emphasis on preventive medicine.

NRS 202 n MEDICAL/SURGICAL NURSING II
2 credits
Medical and/or surgical conditions, and the related nursing care are presented in the following areas: digestive system, genitourinary system, reproductive system, integumentary system, oncology, immunology and AIDS.

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

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

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

OCR 101 n OCCUPATIONAL RELATIONS
2 credits
This course is an introduction to the practice of using systematic knowledge from behavioral science to understand individual human behavior within organizations. Topics such as motivation, personal attitude, leadership, power, quality, problem solving, teamwork, and communication offer insight into the accomplishment of organizational and personal goals. The course will also focus on job seeking and keeping skills.

OCR 110 n THE SUCCESSFUL JOB SEARCH
1 credit
This course is an introduction to the fundamental techniques necessary for finding a job. Focus is on the portable skill set necessary for conducting one s own job search by practicing skills in resume writing, interviewing, and successful job search strategies. This course may be required for completion of a degree or certificate but does not count toward General Education credit. It is recommended that certificate-seeking students take this course in their final semester and degree-seeking students take it in their final year.

PHY 101 n GENERAL PHYSICS
3 credits
The US Customary and SI measurement systems are introduced for the representation of scalar and vector physical quantities. Conditions required for static and dynamic equilibrium are studied. The principles of work, energy, power, and momentum are used to study simple machines, elasticity, mechanics of materials, and the properties of fluids. Prerequisite: MAT 143.

PHY 102 n GENERAL PHYSICS LAB
1 credit
Physics experiments in Newtonian Mechanics. Corequisite: PHY 101.

PHY 201 n INTRODUCTION TO MODERN PHYSICS
3 credits
The principles of special relativity are presented with examples relating to atomic theory, cosmology, and the interrelation of electric and magnetic forces. Specific topics covered are binding energy, radioactive decay, and the x-ray tube. Quantum theory and the photoelectric effect are studied.

PHY 202 n INTRODUCTION TO MODERN PHYSICS LAB
1 credit
Physics experiments in Modern Physics. Corequisite: PHY 201.

PLG 101 n INTRODUCTION TO PARALEGALISM
3 credits
This course is designed to provide the learner with an overview of the paralegal field and also contains extensive instruction on ethical rules and concerns of the legal profession.

PLG 102 n LAW OFFICE MANAGEMENT
3 credits
This comprehensive simulation is comprised of various activities most often performed by the legal support staff, specifically a paralegal, such as billing, ordering, appointment and court date scheduling, time keeping, document control, event tracking, telephone answering and records management. The student will also be introduced to various software, telecommunication, and office equipment generally found in a law office.

PLG 103 n TORTS
3 credits
The principles of the law of torts, including consideration of concepts of liability based upon fault and no-fault, including Workers Compensation; emphasis on negligence and compensation for industrial injuries, defenses and damages. Focus on role of paralegal in tort law.

PLG 104 n PARALEGAL STUDENT ASSOCIATION I
1 credit
Students are encouraged to belong to professional organizations. Credit is offered to further encourage students to become members of professional organizations. In order to receive credit, the student must attend scheduled meetings and be an active member in the organization.

PLG 105 n LEGAL RESEARCH AND WRITING I
3 credits
Introduces students to legal research tools, including computerized legal research and methods. Emphasis on how to use the reference tools fully, finding and updating law, and correct citation form. Writing assignments involve simple drafting and correspondence.

PLG 111 n CIVIL LITIGATION
3 credits
This course provides the student with hands-on training and knowledge of the duties performed by legal support staff prior to, during, and after trial, and the legal theory of torts and civil litigation in general.

PLG 112 n PARALEGAL STUDENT ASSOCIATION II
1 credit
This course is a continuation of PLG 104 which encourages students to belong to professional organizations.

PLG 113 n LEGAL RESEARCH AND WRITING II
3 credits
Emphasizes methods of legal research, assignments will require use of multiple reference tools including computerized legal research tools. Instructs the student in IRAC method of legal analysis and developing research strategies. Students will be assigned a variety of legal documents from memoranda to briefs.

PLG 114 n LAW OF BUSINESS ORGANIZATIONS
3 credits
This course provides the learner with the fundamentals of the law of agency and contracts, formations of business organizations such as corporations, partnerships, sole proprietorships, joint ventures, limited liability corporate structures, including specific forms, agreements and documents, and governmental regulation involving business.

PLG 201 n REAL ESTATE LAW
3 credits
This course introduces the learner to basic real estate law, including document preparation, legal descriptions, and landlord/tenant laws.

PLG 202 n WILLS, TRUSTS, AND ESTATES
3 credits
This course provides an overview of the role of the paralegal in the areas of estate planning and probate practice. Instruction is provided to the learner in preparing basic estate planning documents and the procedures of estate administration.

PLG 203 n PROCEDURES OF BANKRUPTCY LAW
3 credits
This course provides the learner with a comprehensive under-
standing of bankruptcy petitions and schedules, with a primary
emphasis on bankruptcy rules and procedure. Students will have
hands-on experience preparing all documents necessary for filing
a bankruptcy case in the Federal District of Idaho.

PLG 204 n PARALEGAL STUDENT ASSOCIATION III
1 credit
This course is a continuation of the Student Legal Association
courses which encourage students to belong to the professional
organizations for their field. Students in this section will be expect-
ed to participate in the organization in a leadership role.

PLG 211 n CRIMINAL LAW FOR PARALEGALS
3 credits
This course is comprised of two sections: the substance of crimi-
nal law and procedure of criminal law. Instruction will be provided
on the history of criminal law, criminal responsibility, and also
address the major felonies. Students will be provided with hands-
on practical assignments dealing with various paralegal duties in
criminal cases, from investigation to adjudication. A major focus in
the class will be on Idaho criminal law and procedure.

PLG 212 n ADMINISTRATIVE LAW
3 credits
This course provides an overview of administrative agencies
which exist on the federal, state, and local levels. It will also famil-
iarize the learner with the unique policies and procedures of
administrative agencies.

PLG 213 n FAMILY LAW
3 credits
This course is designed to introduce the learner to the theory and
application of family law, including adoption, termination of
parental rights, divorce, annulment, child custody and support,
and family law torts.

PLG 214 n INTERNSHIP
3 credits
Upon successful completion of classroom instruction, each stu-
dent will prepare the necessary job search documents and con-
duct interviews to obtain a paralegal internship position with a law
firm, government office, administrative agency, or other law-relat-
ed office. Such internship will provide the student with a legal
environment in which to incorporate principles, activities, skills,
and attitudes previously learned while under the supervision of
qualified personnel.

PLG 215 n PARALEGAL STUDENT ASSOCIATION IV
1 credit
This course is a continuation of the Student Legal Association
courses which encourage students to belong to the professional
organizations for their field. Students in this section will be expect-
ed to participate in the organization in a leadership role.

POL 101 n AMERICAN GOVERNMENT
3 credits
This introductory course provides a study of the foundation of the
United States Government and the evolution of constitutional prin-
ciples. Special attention is given to the three branches of national
government, powers and the limits of national government, state s
rights and local control, public ethics, political parties, voters, pres-
sure groups, civil liberties and civil rights, and public opinion.

POL 299 n SPECIAL TOPICS IN CRITICAL ISSUES
3 credits
The topic for this course varies from year to year. Students work
in teams with instructors and various local and long distance
experts to answer the following questions about the semester s
critical issues topic: What is the nature of the problem? Where is
the problem most prevalent? What is being done about the prob-
lem? Role-playing, discussion, guided research, and visits from
and interviews with experts in the field will be used to add per-
spective and depth to students final solutions. Over the course of
the semester, students get a well-rounded view of the topic, learn-
ing that there are political and economic issues at the international
level. In this way students are engaged, not only in the process of
learning, but in issues concerning the world around them.

PSY 101 n INTRODUCTION TO PSYCHOLOGY
3 credits
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 psy-
chology including perception, thinking, learning, motivation, per-
sonality, human development, and fundamental principles of
abnormal and social psychology. Prerequisite: a score of 70 or
better in Reading on the COMPASS exam.

REA 40 n ENTRY-LEVEL READING
This entry level reading course is designed for non-reading stu-
dents. The focus is on phonics, the alphabet, letter recognition,
spelling, core vocabulary, and life skills.

REA 50 n BEGINNING READING
This class is for those students who read below the 5th grade
level or have extreme difficulties in comprehension and pronun-
ciation. The class focuses on phonics, vocabulary building, read-
ing skills, and following directions, grammar, and life skills such as
reading maps, charts, etc. Prerequisite: Reading 40 or recommen-
dation/permission of the instructor after assessment.

REA 75 n GED READING
This reading class is designed for adults who can already read
printed material, but need help with comprehension and using
content and prior knowledge and experiences. Students learn and
practice strategies for developing critical reading and thinking
skills.

REI 100 n APPLIED TECHNICAL COMMUNICATION
3 credits
This course covers oral and written communication, critical think-
ing, questioning skills, and problem solving with an emphasis on
workplace reading and writing and group interaction. Students will
learn to interpret and summarize information; organize and syn-
thesize information; write effective summaries, instructions, and
procedures using a word-processor; and read and comprehend a
variety of technical and non-technical literature. Pre-requisites: A
minimum score of 47 on the COMPASS exam or successful com-
pletion of English 75 with a TABE score of 10.5.

REI 105 n WORKPLACE COMMUNICATION
3 credits
(For Certificate-seeking students in Mechanical Trades, Welding,
and CIM) This course includes principles and applications of writ-
ten, oral, and non-verbal workplace communications. Topics to
include: telephone etiquette, interpersonal language skills, motiva-
tion, personal attitude, leadership, teamwork, problem solving,
negotiation, customer service and dealing with difficult people and
situations. Written skills to include: resume writing, cover letters,

follow-up letters, invoices, authorizations, estimates, and incident reports. Job seeking and job keeping skills to include interview techniques, appearance and hygiene, personal attitude, and work ethics.

SLS 101 n CUSTOMER SERVICE SKILLS
1 credit
The development of customer service and satisfaction are critical to the continued growth of a business and the retention of the existing customer base. As the company continues to grow, there is an increased need for professional customer service to meet the expanding needs of the customer. To facilitate continual growth and improve customer retention, seamless customer service will become a reality.

SOC 101 n INTRODUCTION TO SOCIOLOGY
3 credits
This introductory course presents the fundamental principles affecting human social systems. Emphasis is placed on the cultural and social forces governing groups and the conditions that transform social life, such as family, social change, social inequality, deviance, population, religion, culture, and the socialization process. Prerequisite: a score of 70 or better in Reading on COMPASS exam.

SRT 101 n OPERATING ROOM TECHNIQUES I
4 credits
This course includes the study of safety and economy in the operating room; duties of the scrub and circulating technician; surgical asepsis, gown and glove procedures, draping techniques; sutures and needles; sponges, dressings, drains, care of specimens; and instruments and special equipment.

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

SRT 103 n PREPARATION OF THE SURGICAL PATIENT
3 credits
This course is designed to enable the student to become skilled in assisting with the preparation, transportation, positioning, and anesthesia of the surgical patient.

SRT 104 n CLINICAL PRACTICUM
5 credits
Upon completion of the program requirements, the student will participate in a clinical practicum as an integral part of the course. Clinical experience in surgery, scrubbing, and orientation to circulating is included.

SRT 105 n PHARMACOLOGY FOR SURGICAL TECHNOLOGISTS
2 credits
This course is designed to provide skills and information about how drugs are measured, what kinds of drugs there are, what laws pertain to them, and how they re administered. Surgical pharmacology and anesthesia are stressed with emphasis on side effects and drug reactions as well as emergency measures used to counteract these reactions.

SRT 201 n OPERATING ROOM TECHNIQUES II
4 credits
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 speciality.

SRT 202 n SURGICAL PROCEDURES II
4 credits
This course is a continuation of SRT 102 Surgical Procedures I. Included in this course is information for more advanced operative procedures such as neurosurgery, microsurgery procedures, cardiovascular and thoracic surgeries.

SRT 204 n ADVANCED CLINICAL PRACTICUM
8 credits
This course is a cooperative education work experience in a clinical health facility under direct supervision of facility personnel. Students complete specific and predetermined learning objectives and surgical procedures.

WILDLAND FIRE MANAGEMENT
For information and course descriptions, call the division manager at (208) 524-3000, ext. 3319.

WFM 101 n BASIC FIRE SCHOOL
(S-130,S-190,I-100,I-200)
2 credits

WFM 102 n BASIC FIRE SCHOOL TASK BOOK
1 credit

WFM 103 n PHYSICAL EDUCATION/PACK TEST
1 credit

WFM 104 n PORTABLE PUMP & WATER USE (S-211)
1 credit

WFM 105 n POWER SAWS (S-212)
2 credits

WFM 106 n SUPERVISED WORK EXPERIENCE
6 credits

WFM 107 n BASIC FIRE ECOLOGY
3 credits

WFM 108 n FIRE SUPERVISION (S-201)
1 credit

WFM 109 n DOZER BOSS (S-232)
.55 credits

WFM 110 n FIRE BUSINESS MANAGEMENT PRINCIPLES (S260)
1 credit

WFM 111 n BASIC AIR OPERATIONS (S270)
1 credit

WFM 112 n INTERMEDIATE FIRE BEHAVIOR
2 credits

WFM 113 n EXTENDED ATTACK IC (S-300,I-300)

3 credits

WFM 201 n CREW BOSS (S-230)
1 credit

WFM 202 n FIRING METHODS AND PROCEDURES (S-234)
1 credit

WFM 203 n FIRE BEHAVIOR CALCULATIONS (S-390)
2 credits

WFM 204 n EMS FIRST RESPONDER
2 credits

WFM 205 n HAZARDOUS MATERIALS AWARENESS
and Operations
2 credits

WFM 206 n INITIAL ATTACK/FIRE OPERATIONS/URBAN
INTERFACE
2 credits

WFM 207 n RX WINDOWS/BEHAVE
1 credit

WFM 208 n ENGINE BOSS (S-231)
.55 credits

WFM 209 n INTRODUCTION TO FIRE EFFECTS (S-
340)
2 credits

WFM 210 n TASK FORCE STRIKE TEAM LEADER (S-330)
2 credits

WFM 211 n SUPERVISED WORK EXPERIENCE
6 credits

WKP 105 n WORKPLACE SPANISH
3 credits
This course is a basic conversational Spanish and Hispanic cul-
ture and customs course with emphasis on communication in the
workplace. This course exposes students to Hispanic customs
and cultural differences that may cause communication misunder-
standings with native speakers. One-to-one practice with native
Spanish speakers will be provided. Spanish as spoken in Mexico
will be emphasized although Spanish spoken in other parts of the
world will be reviewed.

WLD 104 n OXY-ACETYLENE CUTTING AND WELDING
2 credits
Identification and use of all parts of oxy-acetylene equipment will
be covered. Instruction is given on welding ferrous and non-fer-
rous metals and the proper techniques in cutting metals.

WLD 107 n BLUEPRINT READING, LAYOUT, AND FIELD
DRAWING
4 credits
Basic fundamentals of drawings in the welding trade are covered.
This course includes the making of blueprints, drawings with the
basic lines views, sketchings, notes, specs, and dimensions. It
enables the student to build or fabricate projects from blueprints.

WLD 108 n LOW HYDROGEN WELDING
4 credits

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

WLD 109 n METALLIC INERT GAS WELDING
4 credits
Instruction is given on the operation and application of the MIG,
inner shield, and dual shield welding process. Instruction is given
to weld two carbon steel plates forming a "T", lapp, corner and
butt joints, and weld in four positions. Instruction is given in the
MIG welding process in welding open "V" plates to ASME or AWS
welding procedure in four positions. Instruction is also given in
welding stainless steel and aluminum plates with the MIG welding
process. WLD123 - 2 credits AND WLD124 - 2 credits may be
taken as an equivalent for WLD109 - 4 credits.

WLD 112 n CARBON AIR AND PLASMA ARC CUTTING
1 credit
Instruction is given on hookup and setup air pressure on cutting
out fillet welds on carbon steel plates and cutting stainless, alu-
minum, and cast iron. Instruction is given on setting up the plas-
ma arc cutting machine and gas pressures, cutting stainless steel
plates, pipe, and aluminum plates.

WLD 115 n INDUSTRIAL SAFETY
1 credit
Safety is practiced daily in the welding lab to familiarize the weld-
ing student with the safe use of all welding equipment and power
operated tools used in the shop. Instruction is provided in CPR
and First Aid.

WLD 116 n BASIC ARC WELDING
5 credits
The student will be able to identify types of welding machines,
properties, and electrodes. This course enables the student to
weld thickness from 1/2 to 16 gauge sheet metal according to the
AWS and ASME specifications. WLD120 -2 credits. WLD121 - 2
credits, AND WLD122 - 1 credit may be taken as an equivalent for
WLD 116 - 5 credits.

WLD 117 n WELDING THEORY AND METALLURGY
4 credits
This course introduces the student to the changes in welding
technology and a basic overview of current welding processes.
Students will learn about ferrous and nonferrous metals and their
use in modern fabrication processes.

WLD 120 n BASIC ARC WELDING I
2 credits
The student will be able to identify types of welding machines,
properties, and electrodes. This course enables a student to weld
thickness from 1/2 inch to 16 gauge sheet metal according to
AWS and ASME specifications in a flat position. WLD120 - 2 cred-
its, WLD121 - 2 credits, AND WLD123 - 1 credit may be taken as
an equivalent for WLD 116 - 5 credits.

WLD 121 n BASIC ARC WELDING II
2 credits
This course is a continuation of WLD 120. Instruction is given on
the use of 60 series electrodes and their advantages. Students
will join two plates forming a "T", lap, and corner and butt joints
welding in a flat and vertical position according to AWS and
ASME specifications for these positions. WLD120 – 2 credits,
WLD121 – 2 credits, AND WLD123 – 1 credit may be taken

WLD 122 n BASIC ARC WELDING III
1 credit
This course is a continuation of WLD120 and 121. Students will
continue welding in flat and vertical welding and finish by accom-
plishing overhead welds with 60 series electrodes according to
AWS and ASME specifications.
WLD120 – 2 credits, WLD121 – 2 credits, AND WLD123 – 1 credit
may be taken as an equivalent for WLD116 – 5 credits.

WLD 123 n METALLIC INERT GAS WELDING I
2 credits
Instruction is given on the operation of the MIG, Innershield, and
Dual Shield Welding Process in theory. Instruction is given in the
hands on application in forming "T", lap, butt, and corner welds in
the flat position, according to AWS and ASME standards.
WLD123 – 2 credits AND WLD124 – 2 credits may be taken as an
equivalent for WLD109 – 4 credits.

WLD 124 n METALLIC INERT GAS WELDING II
2 credits
This course is a continuation of WLD 123 with instruction given on
T, lap, corner, and butt welds in flat, vertical, and overhead posi-
tions according to AWS and ASME standards. WLD123 – 2 credits
AND WLD124 – 2 credits may be taken as an equivalent for
WLD109 – 4 credits.

WLD 201 n TUNGSTEN INERT GAS WELDING
4 credits
The student will be enabled to properly adjust the TIG welds for
welding carbon, stainless and aluminum plates, to fabricate T,
lapp, butt, and corner joints, in all four positions. WLD220 – 2
credits AND WLD221 – 2 credits may be taken as an equivalent
for WLD201 – 4 credits.

WLD 202 n PIPE WELDING
4 credits
The student practices on carbon and stainless steel pipe with the
MIG and TIG welding process in 2G, 5G and 6G positions. The
student will practice the AWS welding test in the 3 positions.

WLD 203 n QUALITY CONTROL AND
NON-DESTRUCTIVE TESTING
3 credits
This course will focus on nondestructive and destructive tech-
niques for assessing different welds. Methods covered include
Dye Penetrant Testing, Magnetic Particle Testing, Ultrasonic
Testing, and an introduction to Radiography.

WLD 204 n TESTING AND QUALIFICATIONS
4 credits
Course will emphasize ASME and AWS welding test procedures
on SMAW, GMAW, and GTAW. Testing will be done in all four
positions and will include reading blueprints, welding symbols,
and shop math.

WLD 205 n APPLIED WORK EXPERIENCE
4 credits
This course provides students the opportunity to put into practice,
in real life situations, skills that have been learned in the class-
room and laboratory. Ideally, the applied work experience will be
conducted in cooperation with a local employer; however,
arrangements for an on campus experience can be made pending
instructor approval.

WLD 220 n TUNGSTEN INERT GAS WELDING I
2 credits
Students will be given instruction on proper uses and adjustments
of TIG machines. Students will be given instruction on theory and
hands-on procedures for welding aluminum, stainless steel, and
carbon steel in flat position using T, lap, butt, and corner joints
according to AWS and ASME standards. WLD220   2 credits
AND WLD221   2 credits may be taken as an equivalent for
WLD201   4 credits.

WLD 221 n TUNGSTEN INERT GAS WELDING II
2 credits
This is a continuation of WLD 220. Students get instruction in alu-
minum, stainless steel, and carbon steel in flat, vertical, and over-
head positions using T, lap, butt, and corner joints according to
AWS and ASME standards. WLD220   2 credits AND WLD221
2 credits may be taken as an equivalent for WLD201   4 credits.

EITC Faculty and Staff

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

ATWOOD, Doug   Computer Networking Technologies Instructor, A.A.S., Eastern Idaho Technical College

BLACKBURN, Linda   Financial Aid Secretary

BODILY, Robert   Media Services Coordinator. A.S., Ricks College

BRINKERHOFF, Marlene   Health Occupations Instructor, B.S., Idaho State University

BROWN, Howard   General Education, Math and Physics Instructor. B.S.E.E., University of California Berkeley

BROWN, Lonnie   Mechanical Trades Assistant. ASE Certified Master Engine Machinist: Gasoline Engines, Diesel Engines, Drive Trains, Engine Repair, Manual Drive Train and Axles

BROWN, Melody   Paralegal Instructor. B.A. University of Montana; J.D. University of Montana School of Law

BRYANT, Bill   Maintenance Craftsman

BUNNELL, Steve   Building Facility Foreman. Northwest Building Operators Association, Level II Certified Building Operator

BYRD, RaeLa   Dental Assisting Instructor. Certified Dental Assistant, Expanded Functions Assistant

CARTER, Arcilee   Administrative Assistant. Certificate, Ricks College

CASE, Tom   Custodial Foreman

CASPER, Don   Computer Networking Technologies Instructor. A.A.S., Eastern Idaho Technical College

CHADWICK, Deb   IT Information Systems Technician, Senior. B.S. University of Wisconsin LaCrosse; Vocational Diploma, Western Wisconsin Technical College

CHAMBERS, Val   Mechanical Trades Division Manager; Mechanical Trades Instructor. A.A.S., Ricks College; Certified Hazardous Waste Management; National Institute of Automotive Service Excellence, Certified Master Automotive Technician

CHAPMAN, Becky   Surgical Technology Instructor, Certified Surgical Technologist, Boise State University

CLAWSON, Tom   Environmental Safety and Health Division Manager. A.A.S., Eastern Idaho Technical College; Certified Respiratory Protection Instructor

COFFIN, Mel   Office Technologies Instructor, B.S., Brigham Young University

COLLINS, Margaret   Adult Basic Education Outreach Coordinator. B.Se., Southampton University; Business and Teaching Certificates, Exeter University

COMBS, Wilma   Mechanical Trades Account Specialist. A.A.S., Eastern Idaho Technical College

DEANE, Carol   Legal Instructor. B.A., Idaho State University

DINGMAN, Sandi   Purchasing Agent. Certificate, Eastern Idaho Technical College

DUTENHOEFFER, Wendy   Regional Adult Learning Center Coordinator.

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

FALKINGHAM, Suzy   Workforce Training/Community Education Assistant.

FORSGREN, Peggy   Nursing Instructor. B.S.N., Regents College

FOSTER, Karen   IT Information Systems Technician. A.A.S., Eastern Idaho Technical College

GLOVER, Devon   Bookstore Operator. B.A., Idaho State University

GODFREY, Christian   Office Technologies Instructor. B.S., Idaho State University

GOHR, Dwight   Custodian

GUTIERREZ, Isela   Center for New Directions Secretary

HAYS, M. Scott   Accounting Instructor. B.S., California State University Chico; MBA, California State University Bakersfield; C.P.A.

HENDRICKS, Beth   Business Technologies Instructor. A.S., Ricks College; B.S., Brigham Young University; M.B.A., Idaho State University

HILBY, John (Jack)   Electronics Instructor. A.A.S., Yakima Valley Community College

HJELM, Mary   General Education Division Manager, English Instructor. B.A., Brigham Young University; M.A., Northern Arizona University; Ph.D., Washington State University

HULSE, Marsha   Financial Support Technician. Certificate, Ricks College

HUNTER, Jennifer   Registrar's Assistant. A.A.S., LDS Business College

INGRAM, Pamela   Adult Learning Center Reading Instructor. B.A., Louisiana Technical University

JARDINE, Richard   Vocational Counselor. B.S., Brigham Young University; M.Ed., University of Maryland

JONES, Irene   Greater Opportunities to Achieve Life Skills (G.O.A.L.S.) Instructor and Disabled Student Service Officer. B.S., Old Dominion University; M.Ed., Idaho State University

JUDY, Kathleen   Adult Basic Education Math Instructor. A.S., Ricks College; B.S., Brigham Young University

KARINEN, Jan   EITC Foundation Executive Director. B.S., Montana State University

KINDRED, Layne   Custodian.

KOFFORD, Kyle   Welding Instructor. B.A., Utah State University; American Welding Society, Certified Welding Inspector and Certified Welding Educator

LANSFORD, Marion   Adult Learning Center English Instructor. B.A., Boise State University

LaROWE, Miles President. B.S., University of Denver; M.A., University of Wyoming; Ed.D., University of Northern Colorado

LANCASTER, Kathy B.S., University of Nevada Las Vegas

LARSEN, Darren Financial Aid Officer. B.S., Brigham Young University

LARSEN, Jacque Administrative Assistant. Certified Professional Secretary (C.P.S.)

LEE, Laurie Vocational Rehabilitation Counselor. B.S., Utah State University; M.S., Utah State University

LEVESQUE, Sean Computer Networking Technologies Instructor.

LOVELAND, Julia Student Services Secretary

LOWE, Carol Grants Manager/Curriculum Specialist. B.A., University of Central Florida; M.Ed., Idaho State University

LYNES, Karleen Instructional Technologist

McPHERSON, Dale Mechanical Trades Instructor. A.A., Ricks College; Certified Master Truck Technician, NASE.

MILLS, Cindy CMA, Medical Assistant Instructor

MOORE, Fay Practical Nursing Instructor. B.S.N., University of Saskatchewan

MOORE, Tim Groundskeeper

NELSON, Kathleen Health Care Technology Division Manager. A.D.N., Ricks College; B.S.N., Idaho State University

NELSON, Peggy Adult Basic Education Division Manager. B.A., M.A., Central Washington University

NORDSTROM, Brenda Workforce Training/Community Education Secretary

O'BRYANT, Shelley Office Technologies Instructor. Vocational Certificate, Missoula Vocational-Technical Center

O DELL, Chris Receptionist

OKESON, Jeanne Coordinator of Volunteers. B.Ed., University of Hawaii

PATTERSON, Ron Farm Business Management Instructor. A.A., A.A.S. Ricks College; B.S., M.S. University of Idaho

PERRY, Carol Office Technologies Instructor

POEHLER, Michelle Adult Basic Education Assessment Technician. B.S., Utah State University

REESE, Timothy Business, Office, and Technology Division Manager. Certificate, Idaho State University; Certificate, UCLA; Certificate, Eastern Idaho Technical College

RICKS, Suzy Librarian. B.A. Idaho State University; M.L.I.F., Brigham Young University

RIVAS, Jorge Custodian

ROBERTSON, William Dean of Administration. B.A., M.Ed., Idaho State University

ROBISON, Suzanne P. Registrar. B.S., M.Ed., Idaho State University

ROWE, Gary Maintenance Craftsman. Northwest Building Operators Association Level I Certification

SAYER, Vicky Financial Assistant

SCHMIER, Wendy Idaho Hazardous Materials Training Center Coordinator. B.A., M.S., Idaho State University

SCHNEIDER, Jerry Workforce Training/Community Education Coordinator. B.S., M.A., Brigham Young University

SCHVANEVELDT, Paul General Education, Psychology, Sociology and Occupational Relations Instructor. B.A., M.S., Utah State University; Ph.D., University of North Carolina Greensboro

SLAGOWSKI, Val Distance Learning Technician. C.A.S., Idaho State University; C.A.S., A.A.S., Eastern Idaho Technical College

SMART, Robert Controller. B.B.A., Idaho State University

SMITH, Ardis Bookstore Clerk

SMITH, Cheryl Recruitment and Career Placement Director, B.S., University of Wyoming; M.Ed., Idaho State University

STAFFEL, Connie Center for New Directions Coordinator. B.S., Eastern Michigan University; M. Ed., University of Idaho

STANGER, Frank Mechanical Trades Instructor. A.S., Utah Technical College

STEELE, Rhonda General Education Instructor (English, Speech, Occupational Relations). B.A., University of Virginia; M.A., New Mexico State University

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

STONE, Renee Vocational Rehabilitation Secretary

SWENSON, Bill Professional-Technical High School Automotive Instructor. A.A.S., Eastern Idaho Technical College

TOMBERLIN, Cheryl Nursing Instructor. B.S.N., University of Wyoming

TRACY, Dan Maintenance

TWIGGS, Eunice Student Services Secretary

WALTON, Mike Lead Custodian

WILKINS, Lisa Environmental Safety and Health Secretary

WILLFORD, Ronald Electronic Service Technician Instructor. A.A., Ricks College

WILSON, Becky Administrative Assistant

WINN, Richard Environmental Safety and Health Instructor. Radiological and Respiratory Certification

WOODS, Dawn Environmental Safety and Health Instructor. A.A., Ricks College

ZIMMERMAN, Mary Jane Adult Learning Center JTPA 8% Coordinator

ZITLAU, Nessie GED Examiner

Administration and Board

State Board of Education

Tom Boyd ....President
Karen McGee ....Vice President
James C. Hammond ....Secretary
Dr. Thomas Dillon
Curtis H. Eaton
Severina Sam Haws
Dr. Marilyn Howard

State Division of Professional Technical Education

Dr. Michael Rush ....State Administrator

EITC Executive Advisory Council

Alex Creek ....Chairman
Terry Butikofer
Michael Clark
John Hansen
Reed Hansen
Frank Just
Dr. Miles LaRowe
Dr. Michael Rush
Fred Sica
Edith Stanger
Ralph Steele
Terri Taylor

EITC Foundation

Jim Okeson ....Chairman
Stephen Ellis ....Vice-Chairman
Jack Caldwell ....Secretary
JoAnn Woolstenhulme ....Treasurer
Lane Allgood
Larry Ashment
Nila Briggs
Karen Cornwell
Larry Crnkovich
Howard Eloe
Audrey Fletcher
Joseph H. Groberg
Jan Karinen
Dr. Miles LaRowe
Bill Maeck
Linda Martin
Donna Oe
Roger Plothow
Dixie Richardson
David Shipman
Ralph Steele

EITC Administration

Miles LaRowe, Ed.D. ....President
W illiam A. Robertson ....Dean of Administration
Steven K. Albiston, Ph.D. ....Dean of Students

Scholarship Application

Deadlines: March 15 (for fall semester) November 1 (for spring semester)

For more financial aid information call: (208) 524-3000, ext. 3311 or 3374.

How to apply

Complete the Scholarship Application on the next two pages and return it to the Financial Aid Office at EITC, 1600 S. 25th E., Idaho Falls, Idaho 83404. New students must apply for admission to Eastern Idaho Technical College.

Scholarships are made available to EITC students and prospective students through local individuals, businesses, and the EITC Foundation.

Check with the financial aid office for scholarship offerings for each semester.

What you'll need:

n   Fill out the application. Answer every question.

n   Sign and date your application.

n   Include your personal statement (see back page).

n   Two letters of recommendation (non-family), addressing strengths, academic achievement, leadership/character, mailed under separate cover to financial aid office.

n   Include transcript(s), GED scores, or High School Equivalency scores.

n   Check each scholarship criteria carefully. Include any other additional information requested. Make sure you complete all three pages of the application (pages 74-76).

n   Check the box next to each scholarship you're applying.

n   If you are applying for any scholarship that is N E E D BASED, you must file the Free Application for Federal Student Aid (FAFSA) and request that the Financial Aid Office receive the Institutional Student Information Record (ISIR).

Demographic data from your application for admission to EITC will also be used to help determine if you qualify for specific scholarships.

Return the application and other materials to:

Eastern Idaho Technical College, Financial Aid Office, 1600 S. 25th E., Idaho Falls, ID 83404-5788

Student Information

Name:	Last	First	MI	Maiden

Mailing Address:	Number and Street		Apt. No.

	City	State	Zip Code

	High School	Year graduated	College	Grad Yes/No

Phone:	Area Code	Number	Social Security Number	Student ID No. (if known)

Indicate the program in which you will enroll or are currently enrolled:

Current High School Seniors:

If currently in school, you must have your high school counselor complete the following to verify your scholastic information. Without the proper signature, you will not be considered for a scholarship.

Name of high school	City and state

Graduate date (mo./yr)	Cumulative high school GPA

( ) High school phone number	Rank in graduating class (if known)	No. of students in grad. class (if known)

Counselor (print)	(signature)	Date

Experience/Activities

Please indicate the number of years in which you have been involved with any of the community or high school activities listed below.

Activity	Name/type of work	No. of Years
WORK EXPERIENCE:	_____	_____
	_____	_____
	_____	_____
Professional affiliations	_____	_____
COMMUNITY/VOLUNTEER ACTIVITIES:	_____	_____
	_____	_____
Awards received	_____	_____
HS/COLLEGE CLUBS & ORGANIZATIONS:		
Honor Society	_____	_____
Student government	_____	_____
Clubs (BPA, DECA, VICA)	_____	_____
Athletics	_____	_____
Extracurricular activity	_____	_____
Awards received	_____	_____
HS Band/Orchestra/Music/Drama/Debate	_____	_____
Local/Regional/state organization (FFA, FHA, 4-H)	_____	_____
Other	_____	_____
	_____	_____

Personal statement

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

1. Please explain your educational goals and how a scholarship would help you attain your goals.

2. How do you see your education contributing to your career field and your community?

3. What facts, characteristics, and qualifications should the Scholarship Committee be aware of when considering your application for a scholarship at EITC?

4. Why did you choose Eastern Idaho Technical College?

Signature certification

I certify that the information provided on this application is true and correct to the best of my knowledge. I give my consent to forward information regarding my academic records to the Eastern Idaho Technical College Scholarship and Financial Aid Committee or to appropriate individuals for the purpose of scholarship consideration/selection. I understand that if I receive a scholarship I must be accepted in a program as a certificate or degree-seeking student and carry a minimum of 12 credits. I must maintain satisfactory academic progress as defined by the scholarship awarded.

_____

Student signature   Date

Scholarships Available

Name: _____

Please check the box indicating which scholarship(s) you are applying for:

APPLYING FOR	SPONSOR	ELIGIBIILITY	ANNUAL AWARD
BUSINESS OFFICE TECHNOLOGY			
n	Atlas Mechanics–Mahoney-Park	Business Office Technology, 3.0 GPA	$1,500
n	Bank of Idaho	Accounting, need-based, 3.0 GPA	$1,000
n	First Security Bank	Computer Technology, (1) Business related field, (1) merit, need-based	$1,000
n	Marketing	Business Office Technology, preference to marketing, merit, need-based	$250-$400
n	Growers Market of Idaho Falls/Mkt. Mgmt.	Business Office, Technology, 3.0 GPA (internship)	$1,000
n	Growers Market of Idaho Falls/Special Events	Business Office Technology, 3.0 GPA (internship)	$500
HEALTH CARE TECHNOLOGY			
n	Idaho Falls Medical Alliance	Health Care Technology, graduate of Dist. #91, #93,	$500
n	Elvin & Armella Setter	Health Occupations, merit, dedication to health occupations, need-based	$500
n	Suzette Waid Boyle	Health Care Technology, need-based, 2.8 GPA	$500
n	EIRMC Auxiliary	Health Care Technology, 3.0 GPA, resident of Bonneville, Jefferson, Madison, Fremont, Teton, Butte, Clark, Custer, or Lemhi counties	$1,000
n	Medical & Professional Credit Union	Sophomore, 3.5 GPA, need-based, Health Care Technology	$1,000
MECHANICAL TRADES			
n	Robert L. Cook	Mechanical Trades, need-based	$500
n	Case Pioneer Equipment	Diesel Mechanic Student 3.0 GPA	$1,000
n	Atlas Mechanical	Mechanical Trades, need-based, good academic standing	$650
n	Auto Mechanics	Sophomore Auto Mechanic, 3.5 GPA, need-based	$250
n	Mechanical Trades	3.5 GPA, recommendation from Mechanical Trades instructor	$500
n	Welding	Sophomore welding student, 3.5 GPA, need-based	$250
ALL PROGRAMS			
n	Leland Beckman	Reside in Fremont, Madison, Teton, Bonneville, Jefferson, Bingham, Bannock, Clark, Butte, Franklin, Bear Lake, or Caribou counties, academic promise, need-based	$750
n	Beta Sigma Phi	Female, re-entering work force, ineligible for other funding sources, first semester completed, need-based	varies
n	Grace & Brant Branthoover	Academic merit, need-based	$500
n	J. E. Christofferson	Sophomore, 3.0 GPA, need-based	$500
n	Larry & Naola Crnkovich	3.0 GPA, need-based	$1,000
n	Daugherty/ICF	Academics, need-based, 3.0 GPA, Bonneville County	$700-$1,000
n	EITCF Merit	Academics (3.75 GPA)	$750
n	Lee & Linda Gagner	Program varies, academics, need-based	$1,700
n	Nolan Haddon Memorial	Sophomore, 3.0 GPA, merit, need-based	$500
n	Idaho Falls Rotary	Freshman, Essay on community involvement	$750
n	Idaho Attorney General	Freshman, FFA, FHA, 4-H activities, merit, need-based, essay on 4-H, FFA involvement	$750
n	Intermountain Gas	Reside in Intermountain Gas service area	$1,000
n	Japanese American Citizen League	Sophomore, merit, need-based	$750
n	Richard & Lila Jordan	Merit, need-based	$500
n	Bill & Shirley Maeck	Merit, need-based	$500
n	Stephen & Linda Martin	Single parent, minor children residing in home. 3.0 GPA, need-based	$1,000
n	Minority and At Risk	Idaho Res., Idaho HS grad, need-based	$2,800 (approx)
		Must meet three of these five additional criteria:	
		n first generation college student	
		n minority	
		n migrant/seasonal farm worker or dependent thereof	
		n handicapped (29US Code Sec. 794)	
		n Substantial financial need (must complete FAFSA)	
n	Nichole Paige Drewes	Sophomore, ineligible for other funding	$300
n	Rogers & Hazel Rose/ICF	Need-based, merit, Bonneville County residence preference	$500-$750
n	John O. Sessions	Ineligible for other funding, good academic standing, need-based	$500
n	St. John's Episcopal	Need-based, good academic standing	$1,294
n	Utah Power	Reside in Utah Power service area, 3.0 GPA, merit, need-based	$650
n	Washington Mutual	Need-based, merit	$500

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

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

Applying to:

❑ **Boise State University**
1910 University Dr MS 1320, Boise, ID 83725
Fee: $20   Phone: 1-800-824-7017

❑ **College of Southern Idaho**
PO Box 1238, Twin Falls, ID 83303
Fee: None   Phone: (208) 733-9554

❑ **Eastern Idaho Technical College**
Student Services, 1600 S 25th E, Idaho Falls, ID 83404
Fee: $10   Phone: 1-800-662-0261

❑ **Idaho State University**
Campus Box 8054, Pocatello, ID 83209
Phone: (208) 236-2475
Fee: $20 ($30 beg. Fall 2000)

❑ **Lewis-Clark State College**
500 8th Ave, Lewiston, ID 83501
Fee: $20   Phone: 1-800-933-LCSC

❑ **North Idaho College**
1000 W Garden Ave, Coeur d'Alene, ID 83814
Fee: $10   Phone: (208) 769-3311

❑ **University of Idaho**
Admissions Office, Moscow, ID 83844-3133
Fee: $30   Phone: 1-888-884-3246

Start Date: ❑ Fall   ❑ Spring   ❑ Summer   ❑ Summer/Fall (beginning summer & continuing into fall)
Year_____   Year_____   Year_____   Year_____

APPLICANT INFORMATION

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

Other Names Appearing on Records: _____   E-mail Address: _____

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

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

Current Mailing Address: _____
(Valid until the following
date: ____/____/____)   number & street/PO box   city   county   state   zip   area code   phone

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: _____) ❑ No (current visa type: _____)

Gender: (optional) ❑ Female   ❑ Male

Race/Ethnicity: (optional) ❑ African American/Black   ❑ American Indian/Native American/Alaska Native   ❑ Asian American
❑ Caucasian/White   ❑ Hispanic/Latino/Latina   ❑ Native Hawaiian or Other Pacific Islander
❑ Other _____

Are you a U.S. veteran? ❑ Yes ❑ No   If yes, military branch: _____   Dates of service ____/____/____ to ____/____/____

Highest level of education attained by either parent: ❑ Some High School   ❑ High School Diploma/GED   ❑ Some College
❑ Associate's Degree   ❑ Bachelor's Degree   ❑ Other Degree: _____

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

number & street/PO box   city   county   state   zip   area code   phone

ENROLLMENT INFORMATION

Intended Degree Type: ❑ Certificate   ❑ Associate   ❑ Bachelor   ❑ Second Bachelor   ❑ Not Seeking Degree or Certificate
Intended Program: ❑ Academic Program   ❑ Applied Technical Program

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

_____   _____   ❑ Undecided
first   second (optional)

Enrollment Status: ❑ New   ❑ Transfer   ❑ Returning (readmission)   ❑ High School Student Seeking Dual Enrollment

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

Campus Location: If planning to take courses primarily at outreach locations, list these locations: _____

Complete Reverse Side

NAME: _____

ACADEMIC INFORMATION

Have you taken the: ☐ ACT: Date _____ ☐ ASSET: Date _____ ☐ Compass: Date _____

☐ SAT: Date _____ ☐ CPT: 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.*

High School _____ **City** _____ **State** _____

DID/WILL YOU GRADUATE FROM HIGH SCHOOL? ☐ YES (MONTH/YEAR ____ / ____)   ☐ NO

If not a high school graduate, do you have a GED or High School Equivalency Diploma? ☐ Yes (month/year ____ / ____)   ☐ No
If yes, degree seeking applicants are required to submit official GED test scores.

Are/were you a Tech Prep Student? ☐ Yes   ☐ No   If yes, in which program area did you enroll? _____

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

RESIDENCY

Idaho residency status MAY be determined by one or more of the following. *Please check all boxes that are applicable if claiming Idaho residency for tuition purposes.* **Residency for community colleges is determined by county of residence.**

State of Residence: _____ From ____/____/____ to ____/____/____ If less than 12 months, previous state: _____

County of Residence: _____ From ____/____/____ to ____/____/____ If less than 12 months, previous county: _____

☐ A. *One or more of my parents/legal guardians or spouse's parents is a resident of the State of Idaho and has maintained a bona fide domicile in Idaho for at least one year prior to the opening day of the school term during which I plan to enroll.
What is the address: _____ From ____/____/____ to ____/____/____

☐ B. I receive less than fifty percent of my support from parents or legal guardians who are not residents of the State for voting purposes. I have continuously resided in the State of Idaho for at least twelve (12) months before the opening day of the school term at this institution.
☐ I have purchased a house or other residence which is my permanent domicile.
☐ I have been employed full time in Idaho for the past 12 months.

☐ C. *I am a graduate of an accredited high school in the State of Idaho and I will attend this institution during the term immediately following graduation.

☐ D. I am married to an Idaho resident. My spouse is a resident of _____ County.

☐ E. I am a member of the Armed Forces stationed in the State of Idaho on military orders. I am stationed in _____ County.

☐ F. One or more of my parents or legal guardians, from whom I receive fifty percent or more of my support, is a member of the Armed Forces stationed in the State of Idaho. They are stationed in _____ County.

☐ G. I have been separated under honorable conditions from the Armed Forces after at least two years of service. At the time of separation, I designated the State of Idaho as my intended domicile or indicated Idaho as my home of record, and I am entering this institution within one year of the date of separation.

☐ H. I have been away from the State of Idaho for a period of less than one calendar year. I have not established legal residence elsewhere. I was a resident of the State of Idaho for a continuous twelve month period immediately prior to departure.

☐ I. *I am a member of one of the following Idaho American Indian tribes: Coeur d'Alene tribe; Shoshone-Paiute tribe; Nez Perce tribe; Shoshone-Bannock tribe; Kootenai tribe.

These items may not be applicable to determine residency for community colleges.

SIGNATURE

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

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.

6/99

Transcript Request Form

HIGH SCHOOL TRANSCRIPT REQUEST
Submit to High School Records Office

TO: High School_____ Date: _____

FROM:

_____
Last name   First name   Middle name   Previous name

_____
Address

Last date of attendance _____   ___ Tech Prep Student

Please send an official transcript to:
Office of the Registrar and Admissions
Eastern Idaho Technical College
1600 South 25th E.
Idaho Falls, Idaho 83404

Signature_____Date_____

COLLEGE TRANSCRIPT REQUEST
Submit to College Registrar s Office

TO: Registrar _____ Date: _____

FROM:

_____
Last name   First name   Middle name   Previous name

_____
Address

Last date of attendance _____Social Security Number _____

Please send an official transcript to:
Office of the Registrar and Admissions
Eastern Idaho Technical College
1600 South 25th E.
Idaho Falls, Idaho 83404

Signature_____Date_____