Eastern Idaho Technical College

2001-2002 Catalog

EITC
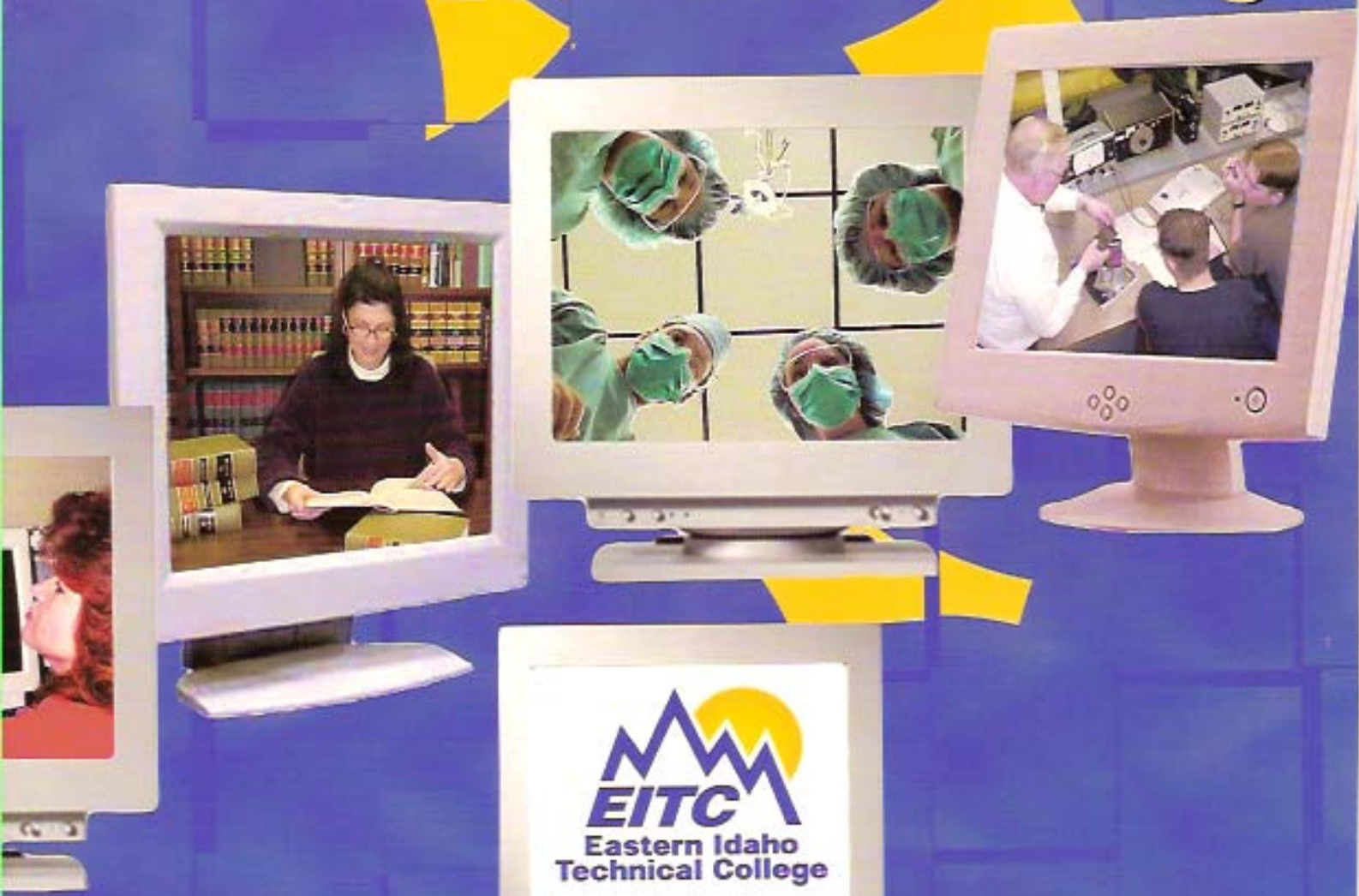Eastern Idaho
Technical College

Education for the real world

Accreditation

The Northwest Association of Schools and Colleges accredits Eastern Idaho Technical College.

Access for Physically Disabled

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

Special Notice

Catalogs, bulletins, 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 In particular, when an instructional program is to be withdrawn, Eastern Idaho Technical college will make every reasonable effort to ensure that students who are currently enrolled and who are making normal progress toward completion of those requirements will have the opportunity to complete the program which is to be withdrawn.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/Affirmative 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 & Dave Hannah

EITC
Eastern Idaho
Technical College

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:

- Provide postsecondary vocational-technical education for students who plan to enter full-time employment after completing a one- or two-year curriculum;
- Offer customized training programs in current and emerging technologies;
- Provide continuing education via credit and non-credit courses and seminars;
- Participate in the economic development of the service area through collaborative planning, training, and education;
- Offer developmental programs in adult literacy, General Educational Development, Adult Basic Education, and English as a Second Language;
- Extend technical education to students currently enrolled in area secondary schools;
- Provide support services that enhance the educational experience of students, including advising, counseling, career planning, placement, and other activities;
- Maintain and enhance partnerships with regional high schools, colleges, universities, businesses, industry, government, and health care institutions;
- Prepare students for the 21st century by providing state-of-the-art equipment, materials, facilities, and services;
- Provide alternative instructional delivery systems for those students who do not attend classes on campus;
- Recruit, hire, retain, and develop high-quality, dynamic college personnel; and
- 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 meet 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

Student Calendar 2001-2002

Fall Semester 2001-2002

July 9: Fall semester open enrollment for non-matriculated 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 Holiday

October 12: Mid-Semester /last day to make up incomplete

October 26: Last day to withdraw from classes without grade penalty

November 13: Faculty Advising Day (no instruction)

May 14 November 14: Spring semester registration for students anticipating graduation

November 15: 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 students begins

December 3: Spring semester open enrollment for non-matriculated 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

December 24-25: EITC Closed

December 31, January 1: EITC Closed

January 2: Late 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 21: Martin Luther King Jr./Idaho Human Rights Day

February 18: Presidents' Day Holiday

March 1: Mid-Semester/last day to make up incomplete

March 8: Faculty In-service Day (no instruction)

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

March 18 - 22: Spring Break

April 16: Faculty Advising Day (no instruction)

April 17: Summer registration for continuing students anticipating graduation **July 11**

April 18 - 19: Summer term and fall semester registration begins for continuing students

April 22: Summer term and fall semester registration - new matriculated students begins

April 29: Summer term open enrollment - non-matriculated students begins

May 8: 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 incomplete

June 28: Last day to withdraw from classes without grade penalty

July 4: Independence Day Holiday

July 11: Last day of instruction

July 12: Faculty grading day

Fall Semester 2002-2003

July 8: Fall semester open enrollment for non-matriculated students

August 7: Fall semester orientation for new students

August 9: Fall semester registration fee deadline

August 15 - 16: Faculty In-service Days

August 19: Classes begin

August 23: Last day to add class(es)

September 2: Labor Day Holiday

October 11: Mid-Semester/last day to make up incomplete

October 25: Last day to withdraw from classes without grade penalty

November 12: Faculty Advising day (no instruction)

May 14 November 13: Spring semester registration for students anticipating graduation

November 14: Spring semester registration for continuing students begins

November 15: Deadline to apply for 2002 - 2003 graduation

November 21-22: Thanksgiving Vacation

November 25: Spring semester registration for new matriculating students begins

December 2: Spring semester open registration for non-matriculating students begins

December 12: Last day of instruction

December 13: Faculty grading day/spring semester registration fee deadline

December 13 - January 3: Christmas Vacation (students)

December 18: Orientation for new students spring semester

January 3: Late Orientation for new students spring semester

Spring Semester 2003

January 2-3: Faculty In-service Days

January 6: Classes begin

January 10: Last day to add class(es)

January 20: Martin Luther King Jr./Idaho Human Rights Day

February 17: Presidents' Day Holiday

February 28: Mid-Semester/last day to make up incomplete from fall semester

March 7: Faculty In-service Day (no instruction)

March 14: Last day to withdraw from classes without grade penalty

March 17 - 21: Spring Break

April 15: Faculty Advising day (no instruction)

April 16: Summer registration for continuing students anticipating graduation **July 11**

April 17-18: Summer term and fall semester registration begins for continuing students

April 21: Summer term and fall semester registration - new matriculating students begins

April 28: Summer term open registration for non-matriculating students begins

May 7: Orientation for new summer term students

May 8: Last day of instruction

May 9: Faculty grading day/summer term registration fee deadline

May 14: Commencement

Summer Term 2003

May 19: Classes begin

May 23: Last day to add class(es)

May 26: Memorial Day Holiday

June 13: Mid-term/last day to make up spring semester incomplete

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

July 4: Independence Day Holiday

July 10: Last day of instruction

July 11: Faculty grading day

Student Calendar 2002-2003

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. No federal financial assistance will be available. When the EITC course is completed, grade reports will be sent to the high school. Contact your counselor to receive high school credit for the college courses.

Readmission of Former Students

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

past year, but did not attend, simply call the admissions office to update your application.
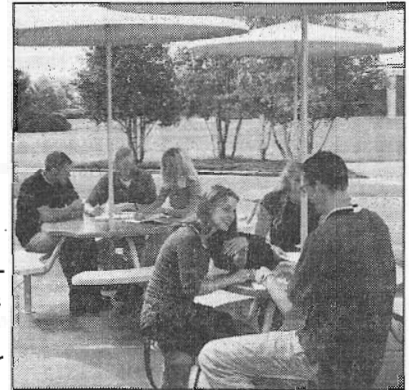
Non-Matriculated (Non-Degree Seeking) Students

If you are not interested in pursuing an Associate of Applied Science degree, an Advanced Technical Certificate, Technical Certificate or a Postsecondary Technical Certificate, you may be admitted as a non-matriculated (non-degree seeking) student. Students attending under this classification are not required to submit an application or official transcripts from previous education. A non-matriculated student may complete a maximum of 12 credits; however, upon completion of 12 credits, you must complete regular admission procedures at EITC or sign a non-certificate/degree waiver to re-enroll. Non-degree seeking students may register for 9 credits per semester or 3 credits summer term. High school students may register on a part-time basis with letters of consent from the high school principal, parent(s) or legal guardian(s), and permission from an EITC counselor. Acceptance into this non-degree seeking category does not constitute acceptance

into a certificate/degree program. You will not be eligible to receive federal or state financial aid and must meet any pre-requisite/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 rec-ommended. 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 determin-ing your achievement level in the areas of math, reading and writing. It is not a pass/fail test. COMPASS is a computer adaptive test and will move through the various levels of question difficulty, seeking your highest achievement level. While COMPASS is given on a computer, no computer skills are required. Complete instructions are provided on the com-puter screen.

All applicants to EITC who intend to pursue a Certificate or Associate of Applied Science degree are required to take the COMPASS (please see note below for exemptions). The test is given throughout the year by appointment only. To schedule an appointment, call Student Services at 524-3000 ext 3371 or 1-800-662-0261 ext 3371. There is a $10 fee to take the COMPASS; the fee is waived if the $10 application fee has already been submitted.
- **(Exemptions to COMPASS testing:** Those applicants to EITC who already have earned at least a two year degree or those who have completed the required general education classes at a regionally accredited post-secondary institution with a grade of "C" or better.)

EITC MATH COURSE	Pre-Algebra	Algebra	College Algebra
MAT 50 Basic Math A/B	0-30		
MAT 75 Introduction to Algebra	31-44		
MKT 101 Business Math	>30		
MAT 104 Welding Math	>30		
MAT 110 Technical Math (Mechanics)	>30		
MAT 100 Essentials of Algebra	>44 AND	15-25	
MAT 108 Intermediate Algebra		>40	
MAT 123 Real World Math (also need a Reading score >69)	>56 OR	>36	
MAT 143 College Algebra		>61	
MAT 144 Trigonometry			>51
MAT 147 Precalculus		>61	
Dental Assisting and Practical Nursing - no math course required	>44		

EITC ENGLISH COURSE	Writing	Reading
Referred To Adult Basic Education for TABE Testing and Placement into ENG 50 Basic Grammar & Composition and/or ENG 75 Intermediate Grammar & Developmental Writing	<47	<70
ENG 90 Basic Writing	47-69	>69
ENG 101 English Composition	>69	>69
Waive ENG 101 English Composition	>94	>94

COMPASS PLACEMENT SCORES

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

Standards for Others Seeking Regular Admission:

Individuals who graduated from high school prior to 1997 and who are applying for regular admission to EITC must com-plete:
- High School diploma with a minimum 2.0 GPA, or

- General Educational Development (GED) certificate, and
- Placement examination. Normally, the COMPASS is required; however, other tests approved by the Idaho State Board of 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	$ 65	$ 130
2 credits	$130	$ 260
3 credits	$195	$ 390
4 credits	$260	$ 520
5 credits	$325	$ 650
6 credits	$390	$ 780
7 credits	$455	$ 910
8 credits	$520	$1,040
9 credits	$585	$1,170
10-18 credits	$649	$2,379

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

Summer Term Full-Time Registration Fee

RESIDENT	NON-RESIDENT
$324.50	$1,189.50

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

Miscellaneous Fees

All programs:
- $10 application fee
- $32*/semester mandatory insurance fee (10 credits and more) *may change due to contract
- $15/semester computer lab fee for all registered students

Dental Assisting:
- $100/semester lab fee

Health Care Technology Courses:
- $20/year malpractice insurance

Practical Nursing Courses:
- $100/semester clinical supplies

Mechanical Trades:
- $55/semester coverall fee

Chemistry:
- $10/semester lab 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:
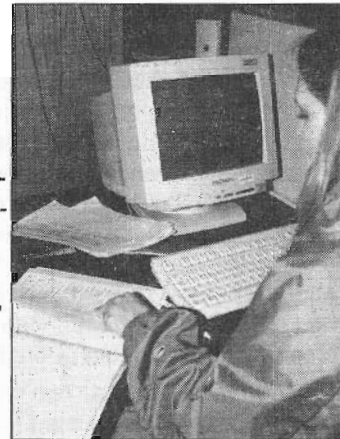
STATUS	CREDITS REQUIRED
Full-time	12 or more credits per semester; 6 or more credits per summer term
3/4 time	9-11 credits per semester; 4-5 credits per summer term
1/2 time	6 or more credits per semester; 3 credits per summer term
Less than 1/2 time	Fewer than 6 credits per semester; Fewer than 3 credits per summer term

Fee Refunds

If you wish to withdraw from a 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 (i.e. Insufficient fund checks, library or parking fines, coverall fees, etc), you will not be eligible to receive an official transcript, certificate or degree. You will not be allowed to register for classes until indebtedness is cleared or arrangements have been made with the business office.

Resident Status

The definition of a "resident student" is as follows:

- Any student who has one parent or court-appointed guardian currently domiciled in Idaho. Domicile, in the case of a parent or guardian, means the individual's true, fixed, and permanent home and place of habitation. It is the place where that individual intends to remain, and to which that individual expects to return when that individual leaves without intending to establish a new domicile elsewhere. To qualify under this section, the parent or guardian must have maintained a bona fide domicile in the state of Idaho for at least one year prior to the opening day of the semester/term for which the student enrolls.
- Any student who receives less than fifty percent (50%) of

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

- Any student who is a graduate of an accredited Idaho high school and who enrolls at an Idaho college or university during the semester immediately following such graduation regardless of the residency of the student's parents or guardians.
- Any student whose spouse is classified, or is eligible for classification, as a resident of the state of Idaho for the purposes of attending a college or university.
- Any student who is a member of the armed forces of the United States, stationed within the state of Idaho on military orders, or whose parent or guardian is a member of the armed forces and stationed in the state of Idaho on military orders and receives 50 percent or more of his/her financial support from parents or legal guardians. The student, while in continuous attendance, shall not lose that residence when the student's parent or guardian is transferred on military orders.
- A person separated, honorably discharged from the United States military after at least two years of service, and at the time of separation designates the state of Idaho as his/her intended domicile or who has Idaho as the home of record in service and enters a college or university in the state of Idaho within one year of the date of separation.
- Any individual who has been domiciled in the state of Idaho, has qualified and would otherwise be qualified under the provisions of this statute, and who is away from the state for a period of less than one calendar year and has not established legal residence elsewhere, provided a 12 month period of continuous residence has been established prior to departure.
- Any student who is a member of the following Idaho American Indian tribes: Coeur d'Alene, Shoshone-Paiute, Nez Perce, Shoshone-Bannock, or Kootenai Tribe.

A "nonresident student" shall be:

- Any student attending an institution in the state of Idaho with the aid of financial assistance provided by another state or governmental unit or agency thereof, such non-residence continuing for one year after the completion of the semester for which such assistance is last provided.
- A person who is not a citizen of the United States of America, who does not have permanent or temporary resident status or does not hold "refugee-parolee" or "conditional entrant" status with the United States Immigration and Naturalization Service or is not otherwise permanently residing in the United States under color of the law and who does not also meet and comply with all applicable requirements for establishing residency as covered under this section.

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

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

- Filing of Idaho state income tax returns.

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

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

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

Registration
Students will be notified of registration and orientation dates. Students are expected to register according to the registration days listed in the 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 processing fee.)

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

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

degree to program graduates.

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

All requirements for a certificate or degree must be completed and official grades reported to the registrar before a certificate or degree is issued. A $10 graduation fee will be assessed for each certificate and/or degree received and must be paid before the certificate or degree is issued. A degree or certificate, which is awarded in error, or upon fraudulent claims, will be withdrawn immediately and the student record corrected. The College reserves the right to revoke a previously granted 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 discovered 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 satisfactorily complete all first-year requirements prior to second-year enrollment.

Associate of Applied Science Degree
The AAS degree requires a minimum of 16 hours of general education credits. Please reference the General Education Division on page 15. 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 courses within the TTT program that are offered to students whose transcripts of prior education or placement tests indicate deficiencies in English, reading, or math.

Residence Requirements for Graduation
Students seeking a Postsecondary Technical Certificate, Technical Certificate, Advanced Technical Certificate, or an Associate of Applied Science Degree must complete no fewer than 25 percent of the credit requirements in residence at 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 achievement 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 registrar's office. No grade will be awarded for waived classes.
CH   Challenge. Through petition you may be granted an opportunity to challenge a course by passing a comprehensive test(s) with a grade of "C" or better. Credit received for the course will apply toward graduation. A "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 class room 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. Incomplete are issued on a contractual basis. An Incomplete Grade Contract will be completed by the instructor issuing the incomplete and discussed with you prior to the conclusion of a semester. The official copy of the contract must accompany the official grade report submitted to the registrar's office.
IW   Instructor-Initiated Withdrawal. 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 an "I" on a student's 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 recorded on the College transcript as "AU" and "0" credit.

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

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

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

Standards of Progress: To maintain good academic standing, you are expected to make continued progress toward the completion of your selected program of study. Satisfactory Academic Progress is evaluated using two measurements.

1. You are expected to maintain a cumulative grade point average (GPA) of 2.0 or higher.
2. You are expected to complete your selected program of study before attempting 150% of the credit hours required for program completion.

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 progress will result in academic probation.

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

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

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

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

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

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

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 the student submits a written release 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 a semester, classes may be added by completing an official Schedule Change Drop/Add card with an instructor's signature. No classes may be added after the first week of the semester or the first week of the summer term. The same process is to be followed for dropping a class. The Schedule Change Drop/Add cards are available in the registrar's office. No entry is made on your record for classes dropped before the end of the first week of a semester or summer term.

Official Withdrawal: You are responsible for dropping or withdrawing from classes you are not attending nor intending to complete in the current registration period. You may drop classes through the first week of a semester or summer term. No entry is made on your transcript for classes dropped before the end of the first week of a semester or summer term. In order for you to officially withdraw from a class you must complete a drop card for each individual class or a withdrawal form if you are withdrawing from all classes. Drop cards and/or withdrawal forms must have the appropriate signatures and be submitted to the Student Services office prior to published deadlines.

You may withdraw from classes after the first week and through the 10th week of the semester or summer term deadline published in the catalog and student calendar. If you withdraw on or before the published deadline, a "W" will be recorded on your transcript. After the published deadline, a withdrawal "W" will only be authorized in cases of documented circumstances of hardship, medical, or training-related employment. The following exception will apply: The midpoint date of any class that does not span a full semester will be the last day to withdraw without grade penalty.

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

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

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

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

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

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

The registrar's office supplies transcripts of academic records to students who have no outstanding obligations to the College. Request a transcript in writing at least 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, veteran's 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. The group experience allows students to share their thoughts and feelings as well as to learn more effective solutions to life's challenges. Student Services also provides crisis intervention and referrals to community resources for students in need of additional assistance.

Computer Usage Policy
Computer Usage Fee: The computer usage fee allows the student access to an account on the campus network server, a personal directory on the network server with an assigned volume limit, a mail account, and access to a laser printer. Each student enrolled in credit classes is assessed the $15 computer usage fee.

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 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 and abilities. Students are encouraged to meet with a counselor to discuss the results of assessments.

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

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

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

Student Housing
Campus housing is not available. However, the financial aid office keeps a file on low-income housing. A single student attending a one-year program will spend approximately $7,430 for room, board, transportation 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 organi-

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

Financial Aid

Financial assistance programs have been established to help pay for education and training after high school. Most programs are awarded on the basis of need. Applicants must be U.S. citizens or eligible non-citizens who show financial need. Financial need is the difference between your cost of education (fees, books and living expenses) and your ability to pay (savings, income, parental help, etc). Financial aid is awarded on a July 1 to June 30 school year. 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 as a degree/certificate seeking student and in good standing. Applications for financial assistance will not be considered until you are accepted for admission to the college.

Financial Aid Eligibility

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

Progress Eligibility: In addition to maintaining academic standards, all students receiving federal financial aid will be required to satisfactorily complete (receive grades other than W, IC, IW, CH, 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:

Semester Enrollment Status	Required Credit Hour Completion
Full-time = 12 (or more) credit hours	9 credit hours
Three-quarter time = 9-11 credit hours	6 credit hours
Half-time = 6-8 credit hours	6 credit hours
Less than half-time = 1-5 credit hour	1 credit hour

Summer Term Enrollment Status	Required Credit Hour Completion
Summer Full-time = 6 (or more)	5 credit hours
Summer Three-quarter time = 5 credit hours	4 credit hours
Summer Half-time = 3-4 credit hours	3 credit hours
Summer Less than half-time = 1-2 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. Enter your application online at www.fafsa.ed.gov to be processed or submit the completed application to the Financial Aid Office to be submitted electronically.

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:
1. 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.
2. 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 Congress appropriates sufficient money, grants range in size from $400 to a maximum of $3,750 per year. To apply, you and your parents and/or spouse must complete the FAFSA form. You will then receive a Student Aid Report that 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 twenty-five percent coming from institutional funds. The college

determines who is eligible and how much each grant will be. Students with Pell Grant eligibility and low expected family contribution 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 $3,400 during a nine-month academic year by working 10 to 20 hours per week.

Federal Stafford Student Loan Program (SSL formerly

GSL): The Federal Stafford Student Loan Program provides students with long-term, low-interest loans for postsecondary educational expenses. Participating private lending institutions provide loan funds. The Federal Stafford Student Loan currently bears variable interest rate not to exceed 8.25 percent annually on the unpaid balance. Repayment, at a minimum of $50.00 per month per loan, begins six months after you leave school or drop to a less-than-half-time status. Depending on the total amount borrowed, repayment may extend over a 10-year period. Maximum eligibility on the loan is $2,625 per year for first year students. Maximum eligibility for second year students is $3,500 per year. All applicants for the Federal Stafford Student Loan must complete the Free Application for Federal Student Aid for eligibility to be determined. In addition, Federal Stafford Student Loan applicants must participate in a loan counseling activity called entrance counseling. This loan counseling activity is provided on the internet so that you may be able to complete the activity at a time convenient to you. Student loan borrowers will also be expected to complete an additional loan counseling activity prior to graduation or withdrawal called exit counseling. Again, this activity is provided on the internet. Should you choose to borrow a Federal Stafford Student Loan, you will be required to complete your application and promissory note by accessing an additional web site. Please contact the Financial Aid Office to receive instructions on accessing the loan counseling and promissory note web addresses.

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.

The Disabled Student Services Office

Eastern Idaho Technical College is committed to providing educational opportunities to all qualified individuals and, in doing so, complies with the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973. The Disabled Student Services Office is available to assist any student who has a documented disability and believes they may benefit from reasonable accommodations. Students are required to self-identify and must provide written documentation of their disability. Reasonable accommodations are provided on a case-by-case basis. It is requested students meet with the Disabled Student Services Officer as early as possible in order that accommodations may be provided in a timely manner.

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

EITC Foundation

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

The Eastern Idaho Technical College Foundation was founded in 1992. Business and community leaders joined together to help meet the expanding needs of the EITC campus in Idaho Falls. The Foundation, through the generous giving of the 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 Division

Faculty

Mary L. Hjelm, Division Manager   Howard Brown
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 material 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 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.

The following courses fulfill General Education requirements in communication, computation, and human relations for the Associate of Applied Science Degree. Those courses marked with an asterisk fulfill requirements for some certificate programs only. Students should consult program instructors for advice about program requirements. Consult with the division manager or Student Services for information about the transferability of General Education courses.

Communication

COM 101	Fundamentals of Human Communication	3
COM 101T	Fundamentals of Human Communication (Transfer Students Only)	1
COM 201	Public Speaking	3
*ENG 090	Basic Writing	3
ENG 101	English Composition	3
ENG 102	Critical Reading and Writing	3
*REI 105	Workplace Communication	3

COMPUTATION

*MAT 104	Welding Mathematics	3
*MAT 110	Technical Mathematics	3
MAT 123	Real World Mathematics	4
MAT 143	College Algebra	3
MAT 144	Trigonometry	2
MAT 147	Precalculus	5
MAT 201	Differential Calculus	2
MAT 202	Integral Calculus	2

HUMAN RELATIONS

*OCR 101	Occupational Relations	2
PSY 101	Introduction to Psychology	3
*REI 105	Workplace Communication	3
SOC 101	Introduction to Sociology	3

The following courses are taught in the General Education Division but may not count toward degrees or certificates, except as electives or enhancements. Students should consult program instructors for advice about program requirements.

Courses Offered		Credits
CHE 111	General Chemistry and Lab	4
CHE 112	General Chemistry with Organic Lab	4
CSS 101	College Survival Skills	1
HUM 110	The History of Metals	3
MAT 201	Differential Calculus	2
MAT 202	Integral Calculus	2
PHY 101	General Physics	3
PHY 102	General Physics Lab	1
PHY 201	Introduction to Modern Physics	3
PHY 202	Introduction to Modern Physics Lab	1
POL 101	American Government	3
POL 299	Special Topics	3
OCR 110	The Successful Job Search	1
WKP 105	Workplace Spanish	3

Business, Office and Technology Division

Areas of Study

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

Agribusiness Technologies
Farm Business Management – Postsecondary Technical Certificate
Landscape Management – Associate of Applied Science Degree; Advanced Technical Certificate

Business Technologies
Business Administration – Associate of Applied Science Degree
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 (CCNA)
Microsoft Computer Networking Technologies – Associate of Applied Science Degree; Postsecondary Technical Certificate (MCSE)
Novell Computer Networking Technologies – Associate of Applied Science Degree; Postsecondary Technical Certificate (CNE)

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
Office Professional – Associate of Applied Science Degree
Web Site Development & Maintenance Specialist Associate of Applied Science Degree
Office Specialist – Technical Certificate
Business & Computer Applications Technician – Advanced Technical Certificate

Faculty

Timothy Reese, Division 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 programs and coordinates many part-time, short-term and 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, accounting technologies applicants must possess keyboarding and basic math skills upon entry.

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 application 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.

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

Accounting Paraprofessional
Associate of Applied Science Degree **67 credits**

Semester 1		Credits
ACC 210	Accounting I	3
BOT 110	Keyboarding	3
BOT 123	Business Machines	1
BOT 151	Leadership 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 152	Leadership 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 Module 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 Module II	2
BOT 216	Supervised Work Experience	3
MGT 215	Business Law	3
	General Education	3-4
	Approved Elective	3

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

Plus one course from:		
PSY 101	Introduction to Psychology	3
SOC 101	Introduction to Sociology	3

Approved Electives		
BOT 143	Internet Concepts	2
BOT 227	Database Management	3
BOT 230	Desktop Publishing	4
BOT 232	Computer Concepts	3
MAT 108	Intermediate Algebra	3
MKT 115	Applied Economics	3
MKT 117	Workshop Credit I	1
MGT 206	Small Business Management	3
MGT 207	Financial Management	3
WKP 105	Workplace Spanish	3

Enhancements		
BOT 251	Leadership III	1
BOT 252	Leadership 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 151	Leadership 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

Enhancements		
BOT 152	Leadership II	1
BOT 143	Internet Concepts	2
BOT 227	Database Management	3
BOT 230	Desktop Publishing	4
BOT 232	Computer Concepts	3
MAT 108	Intermediate Algebra	3
MKT 115	Applied Economics	3
MKT 117	Workshop Credit I	1
MGT 215	Business Law	3
OCR 110	The Successful Job Search	1
WKP 105	Workplace Spanish	3

Agribusiness Technologies

Faculty
Ron Patterson
Staff

Length of Program
Farm Business Management: Postsecondary Technical Certificate: Three semesters
Landscape Management Technician: Associate of Applied Science Degree: Four semesters, one summer term
Advanced Technical Certificate: Four semesters, one summer term

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. This program is not an agricultural production program; it emphasizes the record-keeping, 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 setting up the farming operations record system to aid the manager in evaluating and making sound management decisions.

The Landscape Management Technician Program will provide the student with the knowledge and skills necessary for success in a career in landscape management and/or horticulture. It is also designed to prepare the student for management in this exciting field. Graduates of the
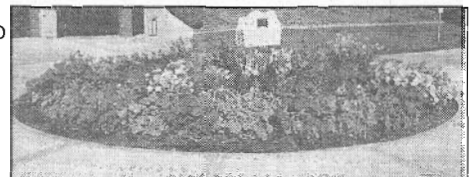
program will be prepared for employment in nurseries, garden centers, landscape contractors, lawn service companies, interiorscapes, greenhouse, golf courses, parks, and horticulture supply companies. The landscape Management Technician graduate will be able to render artistic and function designs for landscapes, identify and note landscape value and cultural requirements of plants for the area, apply an understanding of soil characteristics, and demonstrate safe, proper operation and maintenance of appropriate equipment used in the industry. In addition, the graduate will have a working knowledge of accepted plant propagation, irrigation systems, landscape pests and diseases, and understand the bidding and estimation practices in addition to business management skills.

Program Costs

In addition to the semester registration fees, the Farm Business Management student can expect to spend approximately $300 on books and supplies for the three semester courses. If students intend to implement the program on their personal home computers, there may be additional costs for software. In addition to the semester registration fees, the Landscape Management Technician student can expect to spend approximately $900 on books and supplies for the program.

Farm Business Management
Postsecondary Technical Certificate   **15 credits**

Semester 1		*(First Year)*
FBM 175	Farm Business Records & Accounts	5
Semester 2		*(Second Year)*
FBM 177	Farm Business Analysis and Evaluation	5
Semester 3		*(Third Year)*
FBM 281	Farm Business Organization	5

Landscape Management Technician
Associate of Applied Science Degree   **67 credits**

Semester 1		*Credits*
HOR 102	Principles of Plant Science	3
HOR 115	Orientation to Horticulture	1
HOR 124	Herbaceous Landscape Plants	3
HOR 130	Introduction to Landscape Design	3
MAT 123	Real World Math	4
CMP 101	Intermediate Computers	3
Semester 2		*Credits*
HOR 121	Woody Landscape Plants	3
HOR 133	General Soils	3
HOR 134	General Soils Laboratory	1
CHE 111	General Chemistry	4
	General Education	3
Summer Term		*Credits*
HOR 252	Landscape Construction	2
HOR 298	Supervised Work Experience	3
Semester 3		*Credits*
HOR 212	Landscaped Pest Control	3
HOR 220	Plant Propagation	3
HOR 229	Landscape Irrigation	2

HOR 230	Advanced Landscape Design	3
	General Education	3
	Elective	2-3
Semester 4		*Credits*
ACC 210	Accounting I	3
HOR 251	Estimating/Bidding	3
HOR 250	Equipment Maintenance and Operation	4
MKT 202	Entrepreneurship OR	3
MGT 203	Small Business Management	3
	General Education	3
Required General Education Courses		*Credits*
CHE 111	General Chemistry	3
COM 101	Fundamentals of Human Communication	3
ENG 101	English Composition	3
MAT 123	Real World Math	4
PSY 101	Introduction to Psychology OR	3
SOC 101	Introduction to Sociology	3
Electives Minimum 2 Required		*Credits*
HOR 218	Turfgrass Management	2
HOR 219	Tree and Shrub Care	2
HOR 234	Greenhouse Operations	3
HOR 253	Small Engines	2
Enhancements None Required		*Credits*
ACC 220	Accounting II	2
MKT 103	Sales and Customer Service	3
MKT 112	Introduction to Marketing	3
OCR 110	The Successful Job Search	1

Landscape Management Technician
Advanced Technical Certificate   **58 credits**

Semester 1		*Credits*
HOR 102	Principles of Plant Science	3
HOR 115	Orientation to Horticulture	1
HOR 124	Herbaceous Landscape Plants	3
HOR 130	Introduction to Landscape Design	3
MAT 123	Real World Math OR	4
CMP 101	Intermediate Computers	3
Semester 2		*Credits*
HOR 121	Woody Landscape Plants	3
HOR 133	General Soils	3
HOR 134	General Soils Laboratory	1
ENG 090	Basic Writing OR	3
ENG 101	English Composition	3
Summer Term		*Credits*
HOR 252	Landscape Construction	2
HOR 298	Supervised Work Experience	3
Semester 3		*Credits*
HOR 212	Landscape Pest Control	3
HOR 220	Plant Propagation	3
HOR 229	Landscape Irrigation	2
HOR 230	Advanced Landscape Design	3
OCR 101	Occupational Relations OR	2
PSY 101	Introduction to Psychology OR	3
SOC 101	Introduction to Sociology	3
	Elective	2-3
Semester 4		*Credits*
ACC 210	Accounting I	3
HOR 251	Estimating/Bidding	3
HOR 250	Equipment Maintenance and Operation	4
MKT 202	Entrepreneurship OR	3
MGT 203	Small Business Management	3

Electives Minimum 2 required		Credits
HOR 218	Turfgrass Management	2
HOR 219	Tree and Shrub Care	2
HOR 234	Greenhouse Operations	3
HOR 253	Small Engines	2

Enhancements None Required		Credits
ACC 220	Accounting II	3
MKT 103	Sales and Customer Service	3
MKT 112	Introduction to Marketing	3
OCR 110	The Successful Job Search	1

Business Technologies

FACULTY

Mel Coffin   Beth Hendricks

Timothy Reese

Length of Program

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

Advance Technical Certificate: Three to four semesters

Technical Certificate: Two semesters

The Business Technologies program has two Associate of Applied Science Degree options: Marketing and Management, and Business Administration. The AAS Degree in Marketing and Management encompasses all the technical skills contained in the Advanced Technical Certificate plus the academic foundations of general education courses in English communications, human relations, and mathematics with an emphasis on doing business on the internet (E-commerce). The student who completes this option will have a well-rounded educational experience and a variety of occupational and advancement opportunities. The AAS Degree in Business Administration allows the business student to combine the technical skills and general education of the technical program foundation to continue to a baccalaureate program.

The Business Technology Advanced Technical Certificate option is available for the student who is interested in obtaining the maximum technical skills available without the AAS Degree. In addition to those subjects covered in the Technical 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 doing business on the internet (E-commerce). The student who completes this option will have a wide variety of occupational areas in which to be employed. In addition, the students will have a solid basis on which to open, operate, or manage their own business.

The Business Technology Technical Certificate option is appropriate for the student interested in obtaining entry-level skill in a minimum amount of time. Subject areas include sales and customer service, business mathematics, keyboarding, introduction to computers, 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 students to participate in the practicum, on-the-job, sections of the program. The business student is encouraged to join the professional student organization, Delta Epsilon Chi (DEC) that has an active chapter on campus. The membership dues are $20 per year.

Program Costs

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

Marketing and Management

Associate of Applied Science Degree   **73 credits**

Semester 1		Credits
BOT 151	Leadership I	1
CMP 101	Intermediate Computers	3
MKT 101	Business Mathematics	3
MKT 103	Sales and Customer Service	3
MKT 112	Introduction to Marketing	3
	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
BOT 152	Leadership II	1
MKT 115	Applied Economics	3
	General Education	3-7

Summer Term		
BOT 231	Web Page Design	3
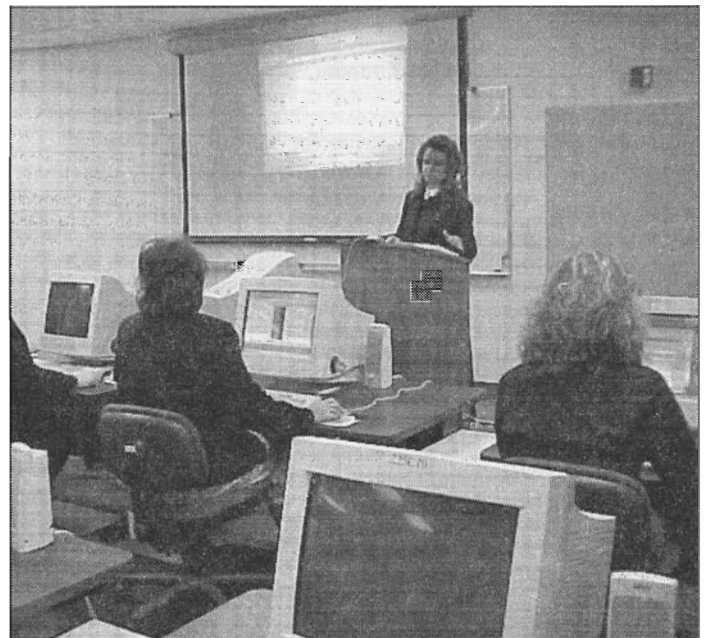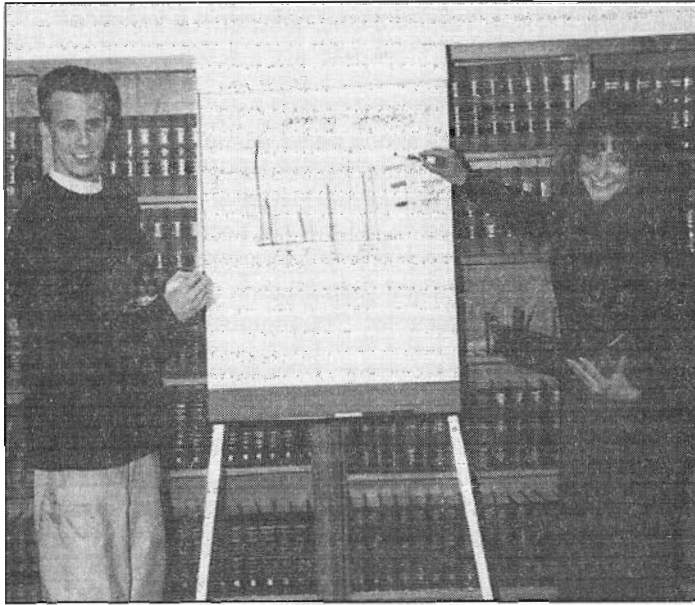
Semester 3

BOT 251	Leadership III	1
MGT 216	Human Resource Management	3
MKT 120	Marketing on the Internet	3
MKT 214	Business Advertising	3
MKT 217	Marketing Research	3
	General Education	3-7

Semester 4

BOT 252	Leadership IV	1
MGT 206	Small Business Management	3
MGT 207	Financial Management	3
MGT 215	Business Law	3
MKT 202	Entrepreneurship	3
MKT 222	Practicum IV	1
	General Education	0-3

Required General Education Courses

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

PLUS

ENG 102	Critical Reading and Writing OR	3
POL 101	American Government	3

PLUS

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

Enhancements

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

Business Administration
Associate of Applied Science Degree — 72 credits

Semester 1 — *Credits*

ACC 210	Accounting I	3
BOT 151	Leadership I	1
CMP 101	Intermediate Computers	3
MKT 101	Business Mathematics	3
	General Education	6

Semester 2

ACC 211	Accounting I Computer Applications	2
ACC 220	Accounting II	3
BOT 143	Internet Concepts	2
BOT 152	Leadership II	1
MAT 143	College Algebra	3
MKT 115	Applied Economics	3
	General Education	3

Summer Term

BOT 142	Business Spreadsheets	3
	General Education	3

Semester 3

ACC 230	Managerial Cost Accounting	3
BOT 227	Database Management	3
BOT 251	Leadership III	1
MGT 216	Human Resource Management	3
MGT 217	Business Statistics	3
MKT 217	Marketing Research	3

Semester 4

BOT 252	Leadership IV	1
MGT 206	Small Business Management	3
MGT 207	Financial Management	3
MGT 215	Business Law	3
MGT 218	Production & Project Management Overview	3
MKT 222	Practicum IV	1
	General Education	3

Required General Education Courses

COM 101	Fundamentals of Human Communication	3
ENG 101	English Composition	3
ENG 102	Critical Reading and Writing	3
POL 101	American Government	3
PSY 101	Introduction to Psychology OR	3
SOC 101	Introduction to Sociology	

Business Technology
Advanced Technical Certificate — 54 credits

Semester 1 — *Credits*

BOT 151	Leadership I	1
CMP 101	Intermediate Computers	3
MKT 101	Business Mathematics	3
MKT 103	Sales and Customer Service	3
MKT 112	Introduction to Marketing	3
MKT 217	Marketing Research	3

Semester 2

BOT 152	Leadership II	1
MGT 206	Small Business Management	3
MGT 207	Financial Management	3
MGT 215	Business Law	3
MKT 115	Applied Economics	3
MKT 202	Entrepreneurship	3

Summer Term

ENG 090	Basic Writing OR	3
ENG 101	English Composition	3
	Approved Elective	3

Semester 3

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

Approved Electives

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
BOT 251	Leadership III	1
MKT 123	Practicum I	1
MKT 124	Practicum II	1
MKT 117	Workshop Credit I	1
OCR 110	The Successful Job Search	1

Business Technology
Technical Certificate   **33 credits**

Semester 1		Credits
BOT 151	Leadership I	1
CMP 101	Intermediate Computers	3
MKT 101	Business Mathematics	3
MKT 103	Sales and Customer Service	3
MKT 112	Introduction to Marketing	3
	Approved Elective	3

Semester 2		
ACC 210	Accounting I	3
BOT 141	Business Presentations	2
BOT 142	Business Spreadsheets	3
BOT 143	Internet Concepts	2
BOT 152	Leadership II	1
ENG 090	Basic Writing OR	3
ENG 101	English Composition	3
MKT 115	Applied Economics	3

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

Industry Partners at EITC
EITC is a Novell Education Academic Partner (NEAP), a Microsoft Authorized Academic Training Program (AATP), and a Cisco Networking Academy Program Regional Academy (CNAP). These partnerships ensure that the various Computer Networking Technologies options are taught by qualified instructors who use industry authorized curriculum to prepare students for the industry standards and certification exams. Students who successfully complete their program of study and pass the specific industry certification exams are prepared to enter one of the most dynamic and potentially lucrative job markets in today's economy.

Pathways to Computer Networking Employment
The two-year Associate of Applied Science Degree program is designed for students who have minimal experience and knowledge of personal computer technology. It includes both specialized technology courses and general education courses. The general education courses allow students to develop critical and creative thinking, computation, and communication skills. This degree also prepares students for supervisory responsibilities as well as technical employment. The general education and area of emphasis courses in the first year provide the foundation for the industry specific courses offered in the second year. Prior to the completion of the second semester in Computer Networking Technologies, each student must declare which one of the three specialized areas to pursue: Novell Computer Networking Technologies, Cisco Computer Networking Technologies, or Microsoft Computer Networking Technologies. It is recommended that all general education courses be completed before entering the second year.

Each of the three industry specialization, Novell, Cisco, and Microsoft, has a limit of 20 students in the second year. Entry into the second year is dependent upon successful completion of all first year classes and instructor approval. In the event that more than 20 students qualify for one specialization, admission into that specialization will be based on their first year GPA.

The two-semester certificate options are designed for students who have prior computer and networking skills and wish to prepare for the certification exams only: Certified Novell Engineer (CNE), Microsoft Certified Systems Engineer (MCSE), or Cisco Certified Network Associate (CCNA). Students entering these Postsecondary Certificate Programs must declare their area of specialization at the time of entry and will take only those courses necessary to obtain the knowledge and skills that prepare them for the industry certification exam. Entry into these two-semester programs requires instructor approval.
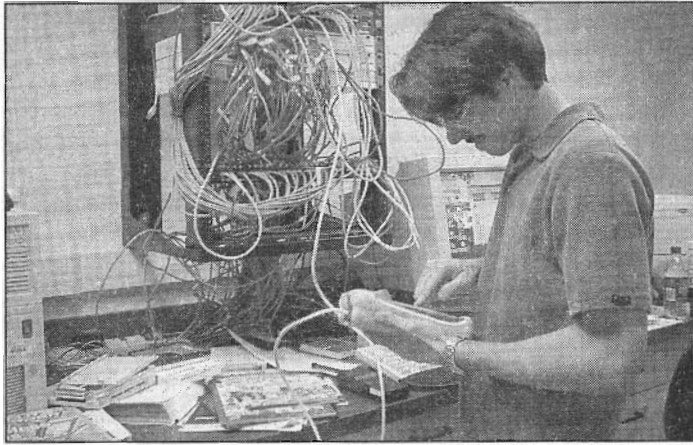
Industry Testing for Certification

Upon completion of the appropriate industry specific courses or program, students may proceed to the industry exam process. The required Novell, Cisco, and Microsoft exams are administered by EITC through VUE or by a Sylvan Pyrometric testing center. The certification tests average $100 per test. Microsoft requires seven tests, Novell requires six and Cisco requires one.

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. In addition, the student may wish to budget for the very important and necessary industry certification tests. The average cost per test is around $100.

Cisco Networking Technologies
Associate of Applied Science Degree   **69 credits**

Semester 1		Credits
CNT 101	Microcomputer Concepts/Introduction 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	Introduction to TCP/IP/Wide Area Networks	3
CNT 150	Windows 95/98/ME	4
CNT 205	Remote Computing	2
ELC 203	Introduction to Computer Programming	3
	General Education	3-7

Semester 3		
CNT 202	Advanced UNIX/ANSI C	4
CNT 113	Novell Networking System Administration OR	4
CNT 261	Implementing Windows 2000	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

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

Plus one of the following		
PSY 101	Introduction to Psychology	3
SOC 101	Introduction to Sociology	3

Enhancement		
OCR 110	The Successful Job Search	1

Microsoft Computer Networking
Associate of Applied Science Degree   **68 credits**

Semester 1		Credits
CNT 101	Microcomputer Concepts/Introduction 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	Introduction to TCP/IP/Wide Area Networks	3
CNT 150	Windows 95/98/ME	4
CNT 205	Remote Computing	2
ELC 203	Introduction to Computer Programming	3
	General Education	3-7

Semester 3		
CNT 202	Advanced UNIX/ANSI C	4
CNT 260	Windows 2000 Operating System Networking Essentials	2
CNT 261	Implementing Windows 2000	4
CNT 262	Implementing a Windows 2000 Network Infrastructure	4
CNT 263	Implementing and Administering Windows 2000 Directory Services	4

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

Plus two of the following:		
CNT 255	Implementing and 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 and Supporting Microsoft Internet Explorer	1
CNT 265	Designing a Windows 2000 Network Services Infrastructure	3
CNT 266	Designing a Secure Windows 2000 Network	4
CNT 267	Designing a Windows 2000 Upgrade Strategy	2

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

Plus one of the following:		
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   66 credits

Semester 1		*Credits*
CNT 101	Microcomputer Concepts/Introduction 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	Introduction to TCP/IP/Wide Area Networks	3
CNT 150	Windows 95/98/ME	4
CNT 205	Remote Computing	2
ELC 203	Introduction to Computer Programming	3
	General Education	3-7

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

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

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

Plus one of the following:		
PSY 101	Introduction to Psychology	3
SOC 101	Introduction to Sociology	3

Enhancement		
OCR 110	The Successful Job Search	1

Cisco Certified Networking Associate Certification Track
Postsecondary Certificate   16 credits

Semester 1		*Credits*
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   25 credits

Semester 1		*Credits*
CNT 260	Windows 2000 Operating System Networking Essentials	2
CNT 261	Implementing Windows 2000	4
CNT 262	Implementing a Windows 2000 Network Infrastructure	4
CNT 263	Implementing and Administering Windows 2000 Directory Services	4

Semester 2		
CNT 264	Designing a Windows 2000 Directory Services Infrastructure	2
	General Education	6

Plus two of the following:		
CNT 255	Implementing and 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 and Supporting Microsoft Internet Explorer	1
CNT 265	Designing a Windows 2000 Network Services Infrastructure	3
CNT 266	Designing a Secure Windows 2000 Network	4
CNT 267	Designing a Windows 2000 Upgrade Strategy	2

Certified Novell Engineer Certification Track
Postsecondary Certificate   20 credits

Semester 1		*Credits*
CNT 113	Novell Network System Administration	4
CNT 151	Network +	4
CNT 213	Novell Network Advanced System Administration	4

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

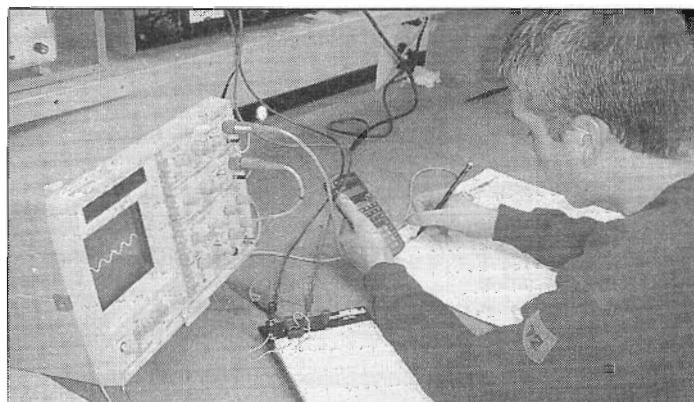| *Plus one from the following:*		
CNT 223	Novell Groupwise Administration	3
CNT 227	Novell Integrating Windows NT	3
CNT 228	Novell Network Management	2
CNT 230	Novell Securing Intranets	2

Electronic Service Technologies

Faculty
John S. "Jack" Hilby   Ron Willford

Length of Program
Associate of Applied Science Degree: Four semesters, one summer term; six hours per 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 Services Technologies Program find excellent opportunities available to them in a wide range of electronic career-related fields. During the first year, students learn to use basic building blocks for analog electronics to troubleshoot and repair various elec-

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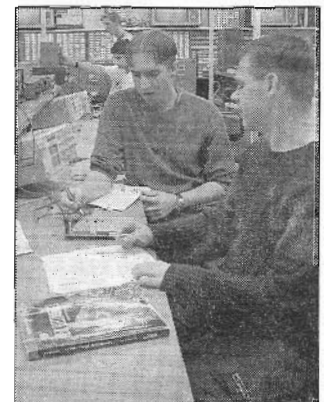
Second-year students use knowledge gained during the first year of study along with concepts fundamental to digital electronics to diagnose, repair, and interface digital equipment, personal computers, and local and wide area networks. During the two years of study, strong emphasis is placed on actual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

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

Electronic Service Technician
Associate of Applied Science W/ Advanced Option   75 credits

		Credits
Semester 1		
ELC 103	Direct and Alternating Current Lab OR	6
ELC 120	Direct Current Lab AND	3
ELC 135	Alternating Current Lab	3
ELC 109	Direct and Alternating Current Theory OR	4
ELC 110	Direct Current Theory AND	2
ELC 130	Alternating Current Theory	2
	General Education	3-6
Semester 2		
ELC 104	Discrete Device Theory OR	4
ELC 115	Diode and Transistor Theory AND	2
ELC 116	Integrated Circuit Theory	2
ELC 108	Discrete Device Laboratory OR	6
ELC 117	Diode and Transistor Laboratory AND	3
ELC 118	Integrated Circuit Laboratory	3
MAT 143	College Algebra AND	3
MAT 144	Trigonometry OR	2
MAT 147	Precalculus	5
	General Education	3

		Credits
Summer Term		
ELC 106	Video and Communications Systems Theory	3
ELC 107	Video and Communications Systems Laboratory	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	3
ELC 204	Supervised Work Experience	5
ELC 206	Microprocessor and Computer Systems Laboratory	4
ELC 209	Microprocessor and Computer Systems	4
	General Education	0-3

Required General Education Courses

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   63 credits

		Credits
Semester 1		
ELC 103	Direct and Alternating Current Lab OR	6
ELC 120	Direct Current Lab AND	3
ELC 135	Alternating Current Lab	3
ELC 109	Direct and Alternating Current Theory OR	4
ELC 110	Direct Current Theory AND	2
ELC 130	Alternating Current Theory	2
CMP 101	Intermediate Computers	3
REI 100	Applied Technical Communication OR	3
ENG 101	English Composition	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 OR	4
ELC 115	Diode and Transistor Theory AND	2
ELC 116	Integrated Circuit Theory	2
ELC 108	Discrete Device Laboratory OR	6
ELC 117	Diode and Transistor Laboratory AND	3
ELC 118	Integrated Circuit Laboratory	3
MAT 143	College Algebra AND	3
MAT 144	Trigonometry OR	2
MAT 147	Precalculus	5
Summer Term		
ELC 106	Video and Communications Systems Theory	3
ELC 107	Video and Communications Systems Laboratory	4
ELC 203	Introduction to Computer Programming	3
Semester 3		
ELC 206	Microprocessor and Computer Systems Laboratory	4
ELC 207	Digital Electronics	6
ELC 208	Digital Electronics Laboratory	6
ELC 209	Microprocessor and Computer Systems	4

Electronic Service Technician
Technical Certificate   37 credits

		Credits
Semester 1		
ELC 103	Direct and Alternating Current Lab OR	6
ELC 120	Direct Current Lab AND	3
ELC 135	Alternating Current Lab	3

ELC 109	Direct and Alternating Current Theory OR	4
ELC 110	Direct Current Theory AND	2
ELC 130	Alternating Current Theory	2
REI 100	Applied Technical Communication OR	3
ENG 101	English Composition	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 OR	4
ELC 115	Diode and Transistor Theory AND	2
ELC 116	Integrated Circuit Theory	2
ELC 108	Discrete Device Laboratory OR	6
ELC 117	Diode and Transistor Laboratory AND	3
ELC 118	Integrated Circuit Laboratory	3
MAT 143	College Algebra AND	3
MAT 144	Trigonometry OR	2
MAT 147	Precalculus	5

Summer Term

| ELC 106 | Video and Communication Systems Theory | 3 |
| ELC 107 | Video and Communication Systems Laboratory | 4 |

Legal Technologies

FACULTY

Melody Brown   Carol Deane

Length of the Program

Paralegal, Associate of Applied Science Degree: Four semesters, one summer term
Legal Secretary, Technical Certificate: Two semesters, one summer term

The Legal Secretary option provides entry-level training for a variety of legal career tracks. The option requires intensive study in legal terminology, transcription, and document preparation; civil litigation; court filing procedures; confidentiality; legal ethics; and general law office procedures and responsibilities. As a part of the option, students are required to prepare resumes, cover letters, and seek out interviews for placement in a 150-hour internship with a law office or legal unit in a related field. Computer education is also a major part of this option, and the program therefore includes course work in operating systems, word processing, spreadsheet and database applications, internet applications, and e-mail.

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

The Paralegal option curriculum has been developed to incorporate core competencies established by the American Association of Paralegal Educators. This includes nineteen credit hours in general education. Those courses are English Composition, Critical Reading and Writing, Real World Mathematics, Fundamentals of Human Communication, American Government, and Introduction to Psychology or Introduction to Sociology.
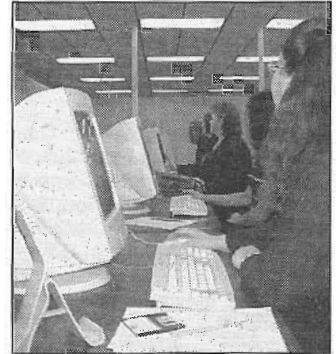
Entrance to the Paralegal option requires:
COMPASS scores at or above 70 in reading and writing skills as well as a pre-algebra score of at least 45. Applicants must pass an admissions spelling test with a minimum score of 75% and demonstrate a typing speed of 35 wpm with a 90% accuracy rate.

Students must provide two letters of recommendation, one from a personal friend or relative and a second from a teacher or business associate.

The program director or instructor will interview each applicant.

Program Costs

A Legal Secretary student can expect to spend approximately $450 on books and supplies. The Paralegal student should expect to spend approximately $450 for books and supplies the first year and $325 the second year. Legal Technologies students are strongly encouraged to participate in their respective student associations; annual dues are $20.

Paralegal
Associate of Applied Science Degree   71 credits

		Credits
Semester 1		
BOT 151	Leadership I	1
CMP 101	Intermediate Computers	3
PLG 101	Introduction to Paralegalism	3
PLG 102	Law Office Management	3
PLG 103	Torts	3
PLG 105	Legal Research and Writing I	3
Semester 2		
BOT 118	Word Processing	3
BOT 152	Leadership II	1
PLG 111	Civil Litigation	3
PLG 113	Legal Research and Writing II	3
PLG 114	Law of Business Organizations	3
	General Education	3-4
Summer Term		
	General Education	6-7
Semester 3		
BOT 251	Leadership III	1
PLG 201	Real Estate Law	3
PLG 202	Wills, Trusts, and Estates	3
PLG 203	Procedures of Bankruptcy Law	3
	General Education	6-7
Semester 4		
BOT 252	Leadership IV	1
PLG 211	Criminal Law for Paralegals	3

PLG 212	Administrative Law	3
PLG 213	Family Law	3
PLG 214	Internship	3
	General Education	3-4

Required 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
POL 101	American Government	3

Plus one of the following

| 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	Work Processing	3
BOT 151	Leadership I	1
CMP 101	Intermediate Computers	3
ENG 101	English Composition	3
LGL 103	Legal Terminology and Transcription	3
LGL 106	Legal Technology I	5

Semester 2		
BOT 152	Leadership II	1
COM 101	Fundamentals of Human Communication	3
LGL 111	Legal Technology II	5
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 Term* | | |
| LGL 210 | Internship | 3 |

Approved Electives 3		
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 232	Computer Concepts	3

| *Enhancement* | | |
| OCR 110 | The Successful Job Search | 1 |

Office Technologies

FACULTY

Christian Godfrey   Shelley O'Bryant
Carol Perry

Length of Program

Associate of Applied Science Degree: Four Semesters
Advanced Technical Certificate: Three Semesters
Technical Certificate: Two Semesters

The Office Technologies Program offers four options for the student interested in a career in office support or information technologies. Graduates of the Office Technologies program

find excellent opportunities available to them in a wide range of career-related fields.

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

The Business and Computer Applications 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 Certificate option, the Advanced Technical Certificate student will receive in-depth instruction in desktop publishing, database management, troubleshooting techniques, and graphics.

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

The Web Site Development & Maintenance Specialist program is an Associate of Applied Science Degree. The 2-year program assumes an intermediate level of computer knowledge at the beginning of the program. Students may attain this level of knowledge in computer technology by completing CMP 101 with a grade of B or better or equivalent training and expertise. The program is designed for individuals who would like to work as an independent contractor providing web development services or work for an organization that can benefit from Internet solutions. The program uses the latest web technologies and methods to produce Internet based solutions to organizations. An emphasis is placed on marketing and information availability for end users. Potential jobs
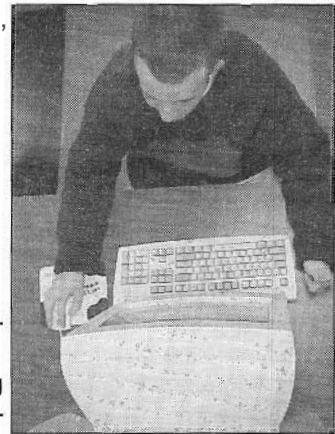
may include: Webmaster, Web developer, Internet/Intranet Application Developer, Web Administrator, Web Editor, and Intranet Database Administrator.

Program Costs

In addition to the semester registration fees, an Office Technology student can expect to spend approximately $450 on books and supplies for the certificate programs and $900 for the degree programs. Students may also incur additional costs in updating/purchasing software and taking industry certification exams.

Office Professional
Associate of Applied Science Degree **71 credits**

Semester 1		Credits
BOT 110	Keyboarding	3
BOT 138	Business English	3
CMP 101	Intermediate Computers	3
MKT 101	Business Mathematics	3
BOT 123	Business Machines	1
	General Education	3
Semester 2		
BOT 118	Word Processing	3
BOT 124	Business Letter Writing	2
BOT 140	Electronic Office Concepts	3
BOT 141	Business Presentations	2
BOT 142	Business Spreadsheets	3
BOT 143	Internet Concepts	2
	General Education OR	3
	Elective	3
Summer Term		
	General Education Courses	6-7
Semester 3		
BOT 204	Advanced Word Processing	2
BOT 230	Desktop Publishing	4
BOT 227	Database Management	3
MGT 216	Human Resource Management	3
	Electives	3-6
	General Education Courses	3-7
Semester 4		
BOT 144	Speedbuilding	1
BOT 216	Supervised Work Experience	3
OCR 110	The Successful Job Search	1
	Electives	4-7
	General Education Courses	3-4

Approved Electives		Ten Credits Required
ACC 210	Accounting I	3
ACC 226	Computerized Business Accounting Module I	2
ACC 227	Computerized Business Accounting Module II	2
BOT 151	Leadership I	1
BOT 152	Leadership II	1
BOT 231	Web Page Design	3
BOT 232	Computer Concepts	3
BOT 234	Computer Assisted Graphics	3
BOT 251	Leadership III	1
BOT 252	Leadership IV	1

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

Plus choose one of the following:

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

Office Specialist
Technical Certificate **33 credits**

Semester 1		Credits
BOT 110	Keyboarding	3
BOT 138	Business English	3
CMP 101	Intermediate Computers	3
MKT 101	Business Mathematics	3
BOT 123	Business Machines	1
OCR 101	Occupational Relations	2
Semester 2		
BOT 118	Word Processing	3
BOT 124	Business Letter Writing	2
BOT 140	Electronic Office Concepts	3
BOT 141	Business Presentations	2
BOT 142	Business Spreadsheets	3
BOT 143	Internet Concepts	2
BOT 216	Supervised Work Experience	3
Enhancements		
ACC 210	Accounting I	3
BOT 151	Leadership I	1
BOT 152	Leadership II	1
BOT 144	Speedbuilding	1

Business and Computer Applications Technician
Advanced Technical Certificate **53 credits**

Semester 1		
BOT 110	Keyboarding	3
BOT 123	Business Machines	1
BOT 138	Business English	3
CMP 101	Intermediate Computers	3
BOT 151	Leadership I	1
MKT 101	Business Mathematics	3
	Electives	3
Semester 2		
BOT 118	Word Processing	3
BOT 124	Business Letter Writing	2
BOT 140	Electronic Office Concepts	3
BOT 141	Business Presentations	2
BOT 142	Business Spreadsheets	3
BOT 143	Internet Concepts	2
BOT 152	Leadership II	1
OCR 101	Occupational Relations	2
Semester 3		
BOT 204	Advanced Word Processing	2
BOT 216	Supervised Work Experience	3
BOT 230	Desktop Publishing	4
BOT 227	Database Management	3
BOT 151	Leadership I	1
MGT 216	Human Resource Management	3
	Electives	2

Approved Electives		
ACC 210	Accounting I	3
ACC 226	Computerized Business Accounting Module I	2
ACC 227	Computerized Business Accounting Module II	2
BOT 231	Web Page Design	3
BOT 232	Computer Concepts	3
BOT 234	Computer Assisted Graphics	3
BOT 251	Leadership III	1
BOT 252	Leadership IV	1
COM 101	Fundamentals of Human Communication	3
OCR 110	The Successful Job Search	1

BUSSINESS, OFFICE & TECHNOLOGY DIVISION

Web Site Development and Maintenance Specialist

Associate of Applied Science Degree　　　**70 credits**

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

Semester 2
BOT 235	Advanced Web Site Design	3
BOT 152	Leadership II	1
BOT 143	Internet Concepts	2
BOT 239	Advanced Data Management	3
ELC 203	Introduction to Computer Programming	3
BOT 236	Web Development Tools	3
	General Education	3

Semester 3
BOT 230	Desktop Publishing	4
BOT 237	Implementing Web Servers	3
MKT 120	Marketing on the Internet	3
BOT 238	Database Driven Websites	3
	General Education	4

Semester 4
|		
BOT 216	Supervised Work Experience	3
BOT 240	Emerging Technologies of the Internet	3
BOT 234	Computer Assisted Graphics	3
CNT 256	Administering Microsoft SQL Server	3
	General Education	6

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

Plus one of the following:
PSY 101	Introduction to Psychology	3
SOC 101	Introduction to Sociology	3

Enhancements
OCR 110	The Successful Job Search	1
BOT 251	Leadership III	1
BOT 252	Leadership IV	1
CNT 256	Secure Web Access Using Microsoft Proxy Server	1
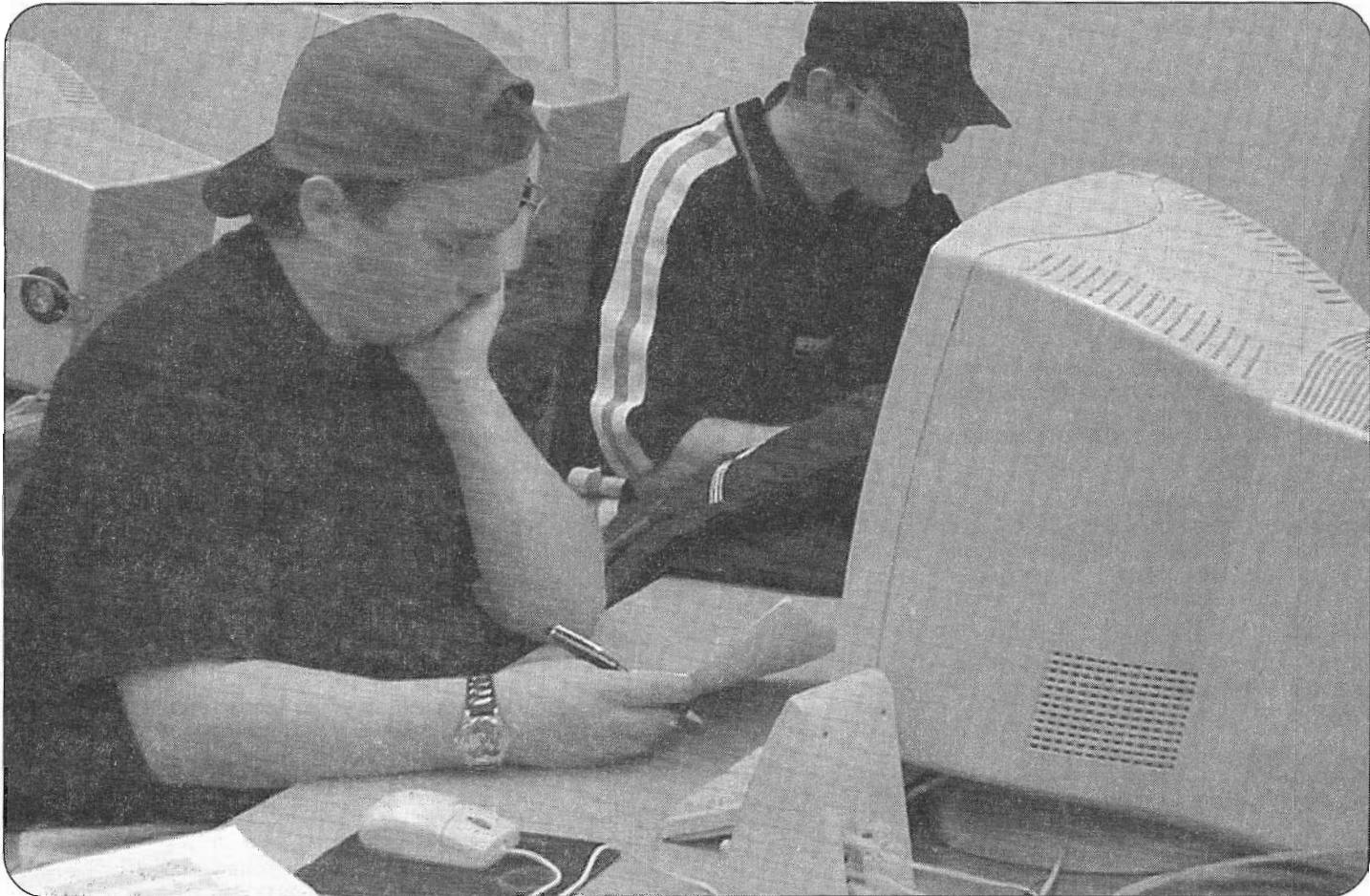
Health Care Technology Division

AREAS OF STUDY

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

FACULTY

Kathleen Nelson, Division Manager	Cindy Mills
Marlene Brinkerhoff	Becky Chapman
Peggy Forsgren	Cheryl Tomberlin

Workplace research shows that one of the most rapidly growing areas of employment is health care. EITC's Health Care Technology Division is a combined group of programs consisting of Practical Nursing, Dental Assisting, Medical Assisting, and Surgical Technology. These programs provide 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 classes identified 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 following is a list of Health Care Core classes:
Introduction to Health Professions
Medical Terminology
Introduction to Anatomy and Physiology & lab
Microbiology for Health Professions
Phlebotomy
EKG/ECG
Medical Ethics
Nutrition
Growth and Development

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

Students are subject to the policies of the program they select. They will be given a policies and procedures manual at the beginning of the professional portion of the program and will be required to sign a document of understanding. Individuals who have been charged and/or convicted of a felony may experience difficulty becoming licensed, certified, or registered and/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 starting the professional courses 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 applicant's choice.
3. Documentation of the following current immunizations is required:
   Diphtheria, Pertussis, Tetanus (DPT) • Mumps, Measles, and Rubella (MMR) or two vaccinations or rubella and rubeola titers • Hepatitis B series must be initiated • Polio • History of chicken pox or varicella vaccination
4. Proof of annual TB skin test
5. Documentation of malpractice insurance
6. Documentation of health insurance

Dental Assisting

FACULTY
STAFF

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

The Dental Assisting Program at EITC consists of classroom training and clinical experience in area dental offices. The program's curriculum follows Idaho State Board of Dentistry guidelines. The curriculum provides the training necessary to become an integral part of the dental profession and offers the student both supervised training to become a dental assistant and the educational requirements to prepare for the Certified Dental Assistant exam. Dental assisting is a profession requiring emotional stability, manual dexterity, social adjustment, good grooming, and good interpersonal communication skills.

Entrance Requirements
• In addition to the above listed entrance requirements:
COMPASS Test score at or above 70 in reading and writing and 45 or above in pre-algebra. 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.
• An interview with program director/faculty may be required

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**

OPTION 1

Summer Term		Credits
CMP 101	Intermediate Computers	3
ENG 101	English Composition	3
OCR 101	Occupational Relations	2

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

Semester 2		
DTL 127	Dental Clinic	2
DTL 128	Dental Specialties	4
DTL 131	Dental Lab Materials and Expanded Functions	3
DTL 132	Supervised Work Experience	6

OPTION 2

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

Semester 2		
CMP 101	Intermediate Computers	3
ENG 101	English Composition	3
OCR 101	Occupational Relations	2
DTL 127	Dental Clinical	2
DTL 128	Dental Specialties	4
DTL 131	Dental Lab Materials and Expanded Functions	3

Summer term		
DTL 132	Supervised Work Experience	6

Medical Assisting

FACULTY
Cindy Mills

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 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 Commission on Accreditation of Allied Health Education Programs (CAAHEP), through the American Association of Medical Assistants (AAMA), accredits the Medical Assistant Associate of Applied Science Degree. All graduating students of the Associate of Applied Science 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 able 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 medical legal knowledge is necessary.

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 a variety of medical specialties. Emphasis will be placed on a combination of skills including spelling, proofreading,
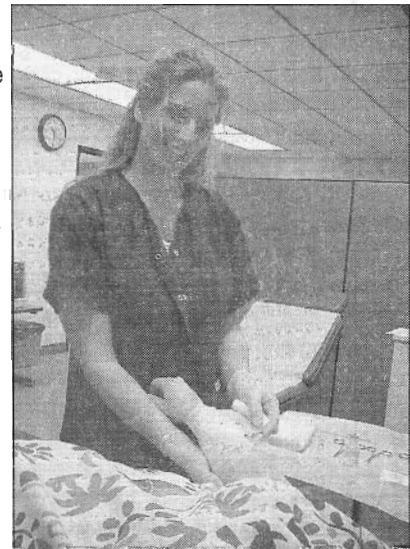
knowledge of medical terminology, and typing. A firm background in English grammar, structure, and style is necessary. Students will gain a broad knowledge of anatomy and a thorough knowledge of medical, surgical, drug, and laboratory terms. Standard medical and nonmedical reference material will be used.

Entrance Requirements

In addition to the above listed requirements
- COMPASS test score at or above 70 in reading and writing skills and 57 or above in pre-algebra. Passing an admissions spelling test with a score at or above 75%.
- 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/faculty may be required.

Program Costs

In addition to the registration fees, students can expect to spend approximately $1,000 on books, supplies and miscellaneous fees per year in the Medical Office Specialist and Medical Assistant options. Students in the Medical Transcription Program should expect to spend approximately $500 on books, supplies, and miscellaneous fees.

Medical Assisting
Associate of Applied Science Degree   66 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
SOC 101	Introduction to Sociology	3

Semester 2		
ENG 101	English Composition	3
HCT 104	Microbiology for Health Professions	3
PSY 101	Introduction to Psychology	3
MAT 123	Real World Mathematics	4
HCT 109	Medical Ethics	2

Semester 3		
HCT 113	Medical Coding	3
HCT 105	Phlebotomy	2
MAS 103	Clinical Skills for Medical Assistants I	3
MAS 111	Administrative Skills for Medical Assistants I	3
MAS 101	Pharmacology for Health Professions	2
MAS 205	Administration of Medications	2

Semester 4		
COM 101	Fundamentals of Human Communication	3
HCT 114	Medical Billing	3
MAS 203	Clinical Skills for Medical Assistants II	3
MAS 112	Administrative Skills for Medical Assistants II	3
HCT 108	EKG/ECG	2

Summer Term		
MAS 207	Externship	8

Medical Office Specialist
Technical Certificate   35 credits

Semester 1		Credits
CMP101	Intermediate Computers	3
HCT 100	Introduction to Health Professions	2
HCT 101	Medical Terminology	2
HCT 103	Introduction to Anatomy and Physiology and Lab	4
HCT 113	Medical Coding	3
MAS 111	Administrative Skills for Medical Assistants I	3

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

Summer Term		
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
OCR 110	The Successful Job Search	1

Medical Transcriptionist
Postsecondary Technical Certificate   11 credits

HCT 101	Medical Terminology	2
CMP 113	Word Beginning	1
CMP 114	Word Intermediate	1
MAS 113	Introduction to Medical Transcription	2
MAS 114	General Medical Transcription	3
MAS 118	Telecommunications and Meditech	1
MAS 119	Practicum	1

Practical Nursing

FACULTY
Peggy Forsgren   Cheryl Tomberlin

Length of Program
Advanced Technical Certificate: Approximately three semesters, one summer term

The Practical Nursing Program is operated with the approval of the State Board of Nursing. The student graduates with an Advanced Technical Certificate and is required to pass a state licensure examination to become a licensed practical nurse.
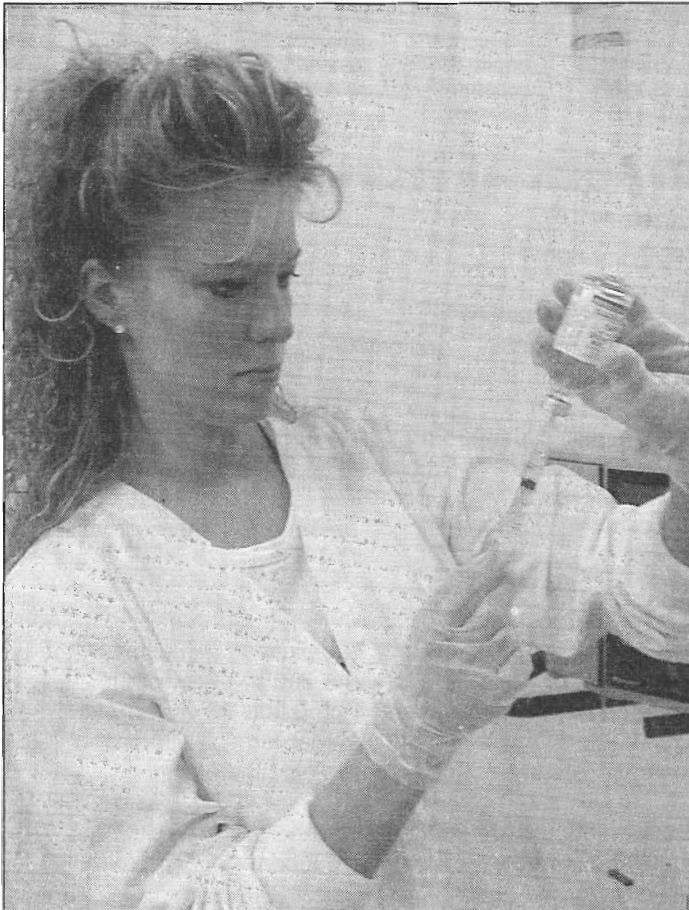
The first semester may be taken full-time or part-time in the fall or spring. Applicants who complete all semester 1 courses with a C or better and have fulfilled all of the other entrance requirements are accepted into the nursing program each summer and complete summer term, fall semester, and spring semester on a consecutive full-time basis.

Practical nurses are integral members of the health care team who care for the sick, injured, convalescent, and disabled under the direction of physicians and registered nurs-

HEALTH CARE TECHNOLOGY

es. Practical nurses assess clients for educational, physiological, psychosocial, comfort, and safety needs, assist in planning and coordinating care, and gathering data. They provide basic bedside care, take vital signs, do dressings and treatments, insert catheters, collect samples from clients for testing, and perform routine laboratory tests, administer prescribed medications, and start intravenous fluids. Some experienced LPN's supervise nursing assistants and aides.

Practical nurses are employed in hospitals, long-term care facilities, behavioral health facilities, home health agencies, clinics, and physicians' offices. LPNs should have a caring empathetic nature. They should be emotionally stable because work with the sick and injured can be stressful. As a part of the health care team, they must be able to follow orders and work under close supervision. Depending on the area, intermittent periods of sitting, standing, walking, reaching and twisting, and occasional need for squatting, bending, and kneeling, lifting, and carrying may be required. They require full range of body motion, manual and finger dexterity, and eye-hand coordination. Mental requirements include assessing and planning, calculating, analyzing, sorting, comparing, listening, decision-making, and reading comprehension.

Individuals who have been charged and/or convicted of a felony may not be able to sit for the licensure exam unless the Board of Nursing grants a waiver. Such individuals are encouraged to self-disclose to the program coordinator and contact the Board of Nursing before proceeding with the practical nursing program.

Entrance Requirements

In addition to the requirements for all health care programs the applicant must have:
- Basic computer skills
- Documentation of CNA certification
- COMPASS Test score of 70 or above in reading and writing skills, and 45 or above in pre-algebra. Pass a spelling test with a score of 75% or above.
- Current CPR & First Aid certifications
- Two letters of recommendation: one personal (friend or relative), and one professional (teacher, health careprovider).
- An interview with the program coordinator/instructor may be required

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 54 Credits

Semester 1		Credits
HCT 100	Introduction to Health Professions	2
HCT 101	Medical Terminology	2
HCT 103	Introduction to Anatomy and Physiology with Lab	4
HCT 104	Microbiology for Health Professions	3
HCT 110	Nutrition	2
HCT 111	Growth and Development	2
ENG 101	English Composition	3
Summer Term		
NRS 106	Nursing Skills I	4
Fall Semester		
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
Spring Semester		
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

Length of Program
Associate of Applied Science Degree: Four Semesters

Surgical technologists are integral members of the surgical team who work closely with surgeons, anesthesiologist, 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 and handling surgical instruments and supplies.

Surgical technologists work in clean, well-lighted, cool environments. They must stand for long periods and remain alert during operations. At times they may be exposed to communicable diseases and unpleasant sights, odors, and materials. Intermittent periods of standing, sitting, walking, reaching, twisting, squatting, bending, kneeling, lifting and carrying may be required. They require full range of body motion, manual and finger dexterity, and eye-hand coordination. Mental requirements include assessing and planning, calculating, analyzing, sorting, comparing, listening, and decision-making. Surgical technologists need manual dexterity to handle instruments quickly. They also must be conscientious, orderly, and emotionally stable to handle the demands of the operating room environment. Technologists must respond quickly and know procedures well to have instruments ready for surgeons without having to be told. They are expected to keep abreast of new developments in the field. Recommended high school courses include health, biology, chemistry, and mathematics. Surgical Technologists are employed in hospital operating rooms, delivery rooms, emergency departments, ambulatory care areas, and central supply departments. They are also employed in clinics and surgery centers, and in ophthalmologist', physicians', and dentists' offices.

Costs

In addition to the registration fees, students can expect to spend approximately $2000 on books, supplies, and miscellaneous fees while completing the Surgical Technology Program Associate of Applied Science Degree.

Entrance Requirements

In addition to the entrance requirements for all health care programs the student must have:
COMPASS test score at or above 70 in reading and writing and a score of 57 or above in pre-algebra. Pass an admissions spelling test with a score of 75% or above.
An interview with program director/faculty may be required.

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
MAT 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	Introduction to Anatomy and Physiology with Lab	4
HCT 104	Microbiology for Health Professions	3
SOC 101	Introduction to Sociology	3

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

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

Enhancement		
OCR 110	The Successful Job Search	1

HEALTH CARE TECHNOLOGY
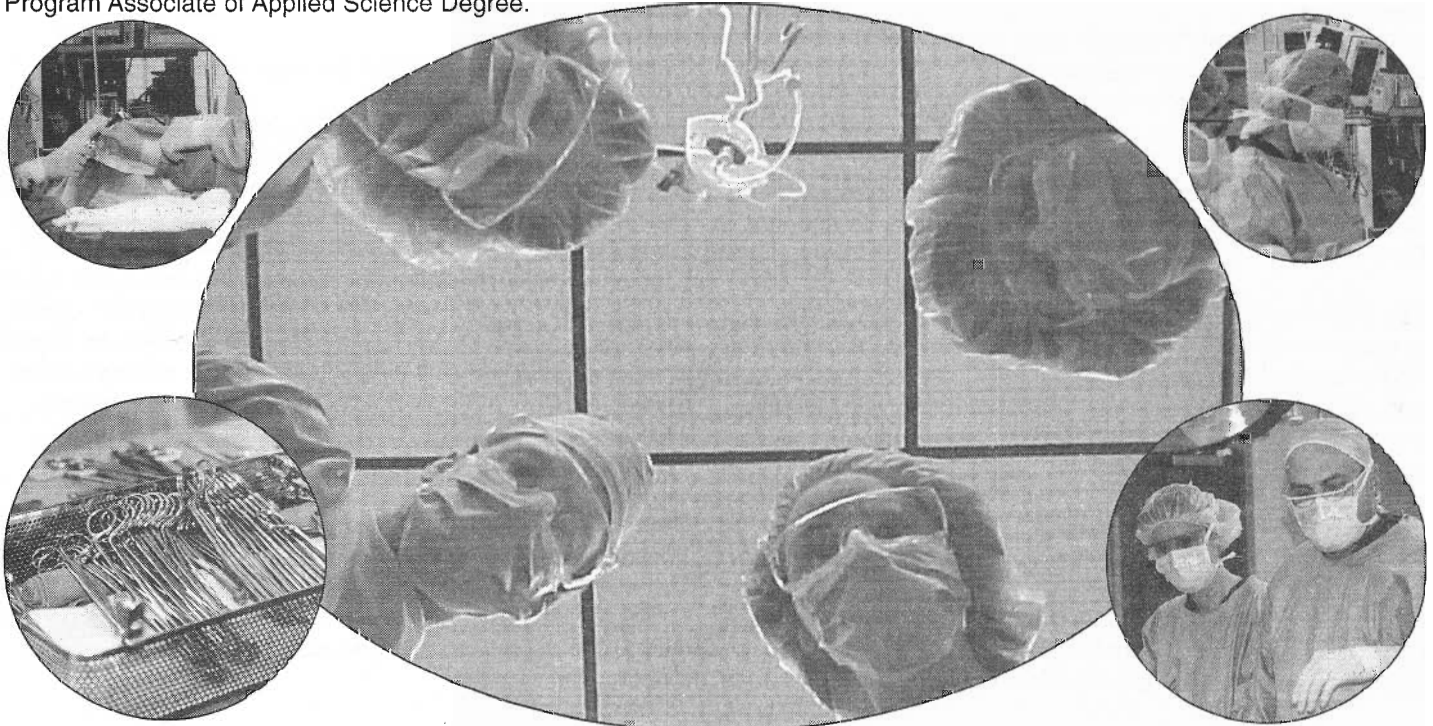
Trades and Industry Division

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
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 and one summer
Advanced Technical Certificate: Four semesters
Technical Certificate: Two semesters
Postsecondary Technical Certificate: varies

FACULTY

Val Chambers, Division Manager
Dale McPherson
Bill Swenson
Kyle Kofford
Frank Stanger
Lonnie Brown

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

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

(NATEF). Our course numbering system has an ASE prefix, which designates our compliance with their regulations. Our students are trained to meet ASE certification standards. Upon completion of our program and one year of successful employment in the automotive field, a student should be prepared to take and pass the ASE certification tests. EITC is the official ASE certification test facility for area industry.

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

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

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

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

Program Costs

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

Automotive Technology

FACULTY

Val Chambers   Bill Swenson
Frank Stanger

Automotive Technology
Associate of Applied Science Degree   69 credits

Semester 1		Credits
ASE 100	Basic Mechanics	1
ASE141	Automotive 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
MAT 110	Technical Mathematics	3

Semester 2		
ASE 111	Basic Power Plant Systems	2
ASE 112	Upper Power Plant Systems	2
ASE 113	Lower Power Plant Systems	2
ASE 121	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	Computer Controlled Automatic Transmissions	3
ASE 242	Computerized Suspension & Steering Systems	2
ASE 252	Anti-lock and Power 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	Workplace Communication	3

Summer		
HUM 110	History of Metals	3
MAT 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 100	Basic Mechanics	1
ASE 141	Automotive 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
MAT 110	Technical Mathematics	3

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

Semester 3		
ASE 183	Gasoline Fuel Systems	2
ASE 221	Computer Controlled Automatic Transmissions	3
ASE 242	Computerized Suspension & Steering Systems	2
ASE 252	Anti-lock and Power 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	Workplace Communication	3

Automotive Technology
Technical Certificate   30 credits

Semester 1		Credits
ASE 100	Basic Mechanics	1
ASE 141	Automotive 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
MAT 110	Technical Mathematics	3

TRADES AND INDUSTRY DIVISION

Semester 2

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

Postsecondary Technical Certificates

These certificates are designed for technicians currently working and who are upgrading their skills. Students do not have to take the COMPASS placement test for the 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	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	Computer Controlled 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	Automotive Suspension & Steering Systems	2
ASE 161	Basic Electrical Systems	2
ASE 242	Computerized 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

FACULTY
Dale McPherson

Diesel Technology
Associate of Applied Science Degree   72 credits

Semester 1

		Credits
ASE00 1	Basic Mechanics	1
ASE 141	Automotive 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
MAT 110	Technical Mathematics	3

Semester 2

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

Semester 3

ASE 243	Heavy Duty Suspension and Steering	2
ASE 252	Anti-lock and Power 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

HUM 110	History of Metals	3
MAT 123	Real World Mathematics	4
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 100	Basic Mechanics	1
ASE 141	Automotive 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
MAT 110	Technical Mathematics	3

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

Semester 3
ASE 243	Heavy Duty Suspension and Steering	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

Diesel Engine Specialist
Postsecondary Technical Certificate   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 216	Diesel Engine Service	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   9 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 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	Anti-lock and Power 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

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 and one summer term
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.

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

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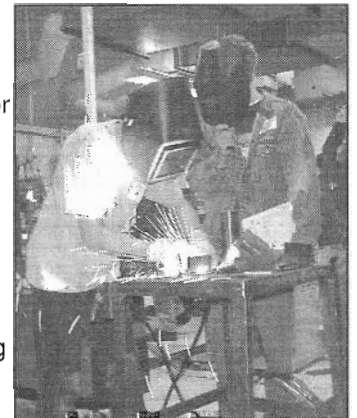
Options

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

Welding Technology

Associate of Applied Science Degree   69 credits

Semester 1		Credits
MAT 123	Real 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		
PSY 101	Introduction to Psychology OR	3
SOC 101	Introduction to Sociology	3

Plus 1 from below		
ENG 102	Critical Reading and Writing	3
HUM 110	History of Metals	3
MAT 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		
MAT 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
MAT 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 Division

AREAS OF STUDY
Fire Service Certification Program
Wildland Fire Management

FACULTY
Tom Clawson, Division Manager
Dawn Woods
Richard Winn
Audrey Senelly, Coordinator Idaho Hazardous Materials
Training Center

Fire Service Certification Program
The Fire Service Certification Program is designed to be an outreach program. It is offered through the technical colleges 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 for Fire Service Certification Program
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.

Environmental Safety and Health/Wildland Fire Management
Associate of Applied Science Degree   63 credits

Semester 1		Credits
WFM 101	Basic Fire School S-130, S-190, I-100, I-200	2
WFM 102	Basic Fire School Task Book	1
WFM 103	Physical Education/Pack Test	1
WFM 104	Portable Pumps & Water Use S-211	1
WFM 105	Power Saws S-212	2
WFM 106	Supervised Work Experience	6
ENG 101	English Composition	3

Semester 2		
WFM 107	Basic Fire Ecology	3
WFM 108	Fire Supervision S-201	1
WFM 109	Dozer Boss S-232	0.5
WFM 110	Fire Business Management S-260	1
WFM 111	Basic Air Operations S-270	1
WFM 112	Intermediate Fire Behavior S-290	2
WFM 113	Extended Attack IC S-300 & I-300	3
MAT 123	Real World Mathematics	4

Semester 3		
WFM 201	Crew Boss S-230	1
WFM 202	Firing Methods and Procedures S-234	1
WFM 203	Fire Behavior Calculations S-390	2
WFM 204	EMS First Responder	2
WFM 205	Hazardous Materials Awareness & Operations	2
WFM 206	Initial Attack/Fire Operations/Urban Interface S-200 S-205	2
COM 101	Fundamentals of Human Communication	3
PSY 101	Introduction to Psychology OR	3
SOC 101	Introduction to Sociology	3

Semester 4		
WFM 207	RX Windows/Behave	1
WFM 208	Engine Boss S-231	0.5
WFM 209	Introduction to Fire Effects S-340	2
WFM 210	Task Force Strike Team Leader S-330	2
WFM 211	Supervised Work Experience	6
CHE 111	General Chemistry I	4

Entrance Requirements for Environmental Safety and Health/Wildland Fire Management

Specific courses offered, dates and enrollment information is available from the Environmental Safety and Health Division Manager at 524-3000, ext. 3319.

Regional Adult Learning Center

FACULTY
Peggy Nelson, Division Manager

Pam Ingram	Marion Lansford
Kathy Judy	Irene Jones
Kathy Lancaster	John Berg
John Poole	Joanne Bates

STAFF

Wendy Dutenhoeffer	Margaret Collins
Martha Browning	Mary Kaufman
Mary Jane Zimmerman	Nessie Zitlau
Laura Pierson	Michelle Poelher

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

The Adult Learning Center (ALC) and the Adult Basic Education (ABE) Division help students achieve their goals through vocational and pre-vocational tutoring; basic skills instruction in English, mathematics, and reading; English as a Second Language (ESL) classes; 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 ALC offers free instruction to prepare students to take the five GED exams. Instructional areas include reading, math, language skills, consumer education, and preparation in science and social studies as well as reading speed and comprehension improvement. Classes and materials are also provided for completion of American Government requirements for the State of Idaho 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 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 shelter, 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 individually in academic areas. The One-to-One Project prepares students to enter EITC professional-technical programs, 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 assesses 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 weaknesses and may also include a GED predictability score. The TABE Complete Battery takes approximately four hours. The TABE is given on Monday and Tuesday mornings from 9:00 a.m. to 1:00 p.m. and on Monday and Tuesday evenings from 6:30 p.m. 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-tested and placed into the correct class or level according to the CASAS test. Post-testing after every 30 contact hours will monitor student progress.

GED/HSEC Testing. EITC's Testing Center 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 ALC for $5, and classes in American Government are taught on a regular basis.
Note: New GED tests will be implemented nationwide in January 2002.

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. Credit for American Government can be achieved in one of the following ways:
    a. High school credit courses 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. 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 WIA 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 ENG 90, Basic Writing (3 credits) and MAT 100, Essentials of Algebra (3 credits).

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 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.
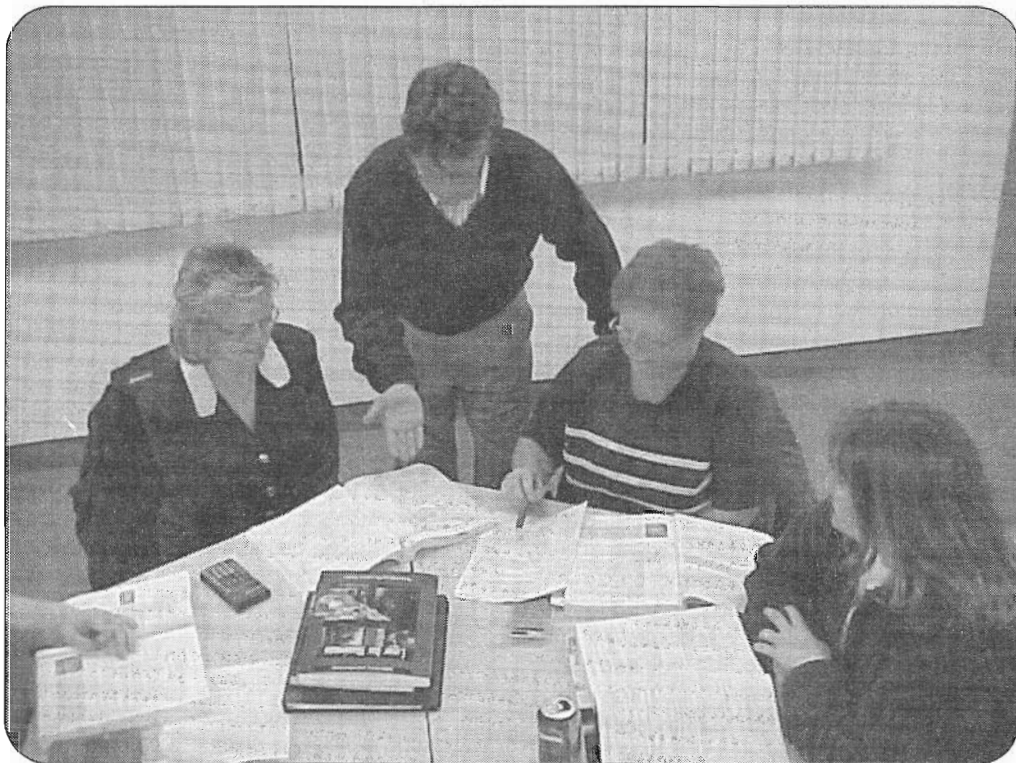
Workforce Training/
Community Education Division

Ken Erickson, Division Manager   Jerry Schneider, Coordinator
Brenda Nordstrom, Assistant   Michele Dransfield, Assistant

The Workforce Training and Community Education Program offers specially designed short-term courses to adults interested in upgrading their work skills or exploring new areas of employment. More than 100 short-term vocational-technical classes are available to adult students in the areas of agriculture, apprenticeship, automotive/mechanical, business and office, college preparation, computers, dental assisting, electricity and electronics, entrepreneur training, general trades, health care, life skills, and real estate. Classes generally range from 15-to-144 hours in length; many are offered during both daytime and evening hours.

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

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

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

Workforce Training
The Workforce Training Program provides customized training for area business and industry. In this era of rapid growth in high technology and constantly changing job classifications, business and industry are continually faced with the need for employee upgrade and retraining. The EITC Workforce Training Program is an excellent resource available to help business and industry develop employee training and retraining activities. In the past several years, EITC has assisted companies such as Bechtel BWXT Idaho, Center Partners, the Idaho Division of Environmental Quality, and many others.

The EITC Workforce Training and Community Education Program philosophy is to provide high quality, convenient training for a purpose. EITC personnel will assist employers in developing all aspects of a customized training program for a specific business. Assistance provided by EITC includes curriculum development, locating laboratory equipment and facilities, and student testing. All training is evaluated on an ongoing basis and upon completion of training activities. The goals of the Workforce Training program are to:

- Be business and industry directed
- Provide flexible and convenient instruction
- Increase productivity as a result of training
- Provide training that shows immediate short-term results

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

Online Courses

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

Classes are offered monthly throughout the year beginning on the second Wednesday of each month. To enroll in an online course, please review the following instructions:

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

On 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

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 webbrowser
- If specified, program software.

REGISTRATION AND ORIENTATION MUST BE COMPLETED BY THE SECOND MONDAY OF THE MONTH BEFORE 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
Quicken For Windows
Intermediate A+ Certification
Introduction to Microsoft Word
Advanced A+ Certification
Intermediate Microsoft Word
Introduction to Microsoft Access
Intermediate Microsoft Access
Microsoft PowerPoint

PERSONAL ENRICHMENT & DEVELOPMENT
Introduction to the Fire Service
GRE Preparation - Part 1
The Craft of Magazine Writing
GRE Preparation - Part 2
Writerific!
LSAT Preparation - Part 1
Personal Financial Planning
LSAT Preparation - Part 2
A to Z Grant writing
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
Star and Operate Your Own Home-based Business

NURSING
Alcoholism
Pre-existing Diabetes and Pregnancy
Antibiotic Resistant Infections

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

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

Associate of Applied Science Degree for Apprentices/Journeymen
This program is intended for trades and crafts personnel who are interested in completing the necessary course work to obtain an Associate of Applied Science Degree for Apprentices and Journeymen. Individuals enrolled in apprentice programs and journeymen may be eligible for this associate of applied science degree program by completing at least 16 general education credit hours on campus at EITC. For program fees and registration information, contact the Workforce Training and Community Education Program at 1600 S. 25th East, (1600 Hitt Road), Idaho Falls, ID 83404, or call 524-3000, Ext. 3345, or toll free 1-800-662-0261.

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

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

Textbooks
Textbooks required for some Workforce Training & 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.

WORKFORCE TRAINING/COMMUNITY EDUCATION DIVISION

Center for New Directions

Telephone: 208-524-3000 ext.3363

Skills for Work and Educational Success
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. The Center provides a variety of career development services to assist EITC students to succeed in their technical program and to secure optimum employment.

Services for Students
• Counseling: Personal and Group; Assessment; Support Services; Career Plan; Referral; Positive Placement; and Crisis Intervention
• Fee Waivers and Scholarships for those in Financial Need
• Test Taking and Stress Management Strategies
• Individualized Scholarship and Career Search
• Self-Esteem - Self Confidence Class
• Communication Skills
• Beginning Office & Computer Skills, Level 1
• College Survival Skills: Learning Style, Reading, Note Taking, Test Taking, and Memory Skills
• Dependable Strengths: Career & Self Exploration
• Work Your Image: Skills for Projecting a Positive Image
• Walk-In Counseling Available or By Appointment

STAFF
Connie Staffel, Coordinator, (cstaffel@eitc.edu)
Bobette Page, (bpage@eitc.edu)
Jean Ward, Counselor, (jward@eitc.edu)
Ginger Reid, Counselor, (greid@eitc.edu)
Cathy Rogers, Program Secretary (crogers@eitc.edu)

Special Events
• Job Options Conference & Career Fair
• Red Ribbon Week
• Weekly Success Speaker Series

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

Student Mentor Program
This program to provides support and information to students in vocational-technical programs. Students are matched with someone employed in their field of study or a second year student. Special activities include job search workshops, support groups, and speakers.

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

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

Call for information on current classes/workshops

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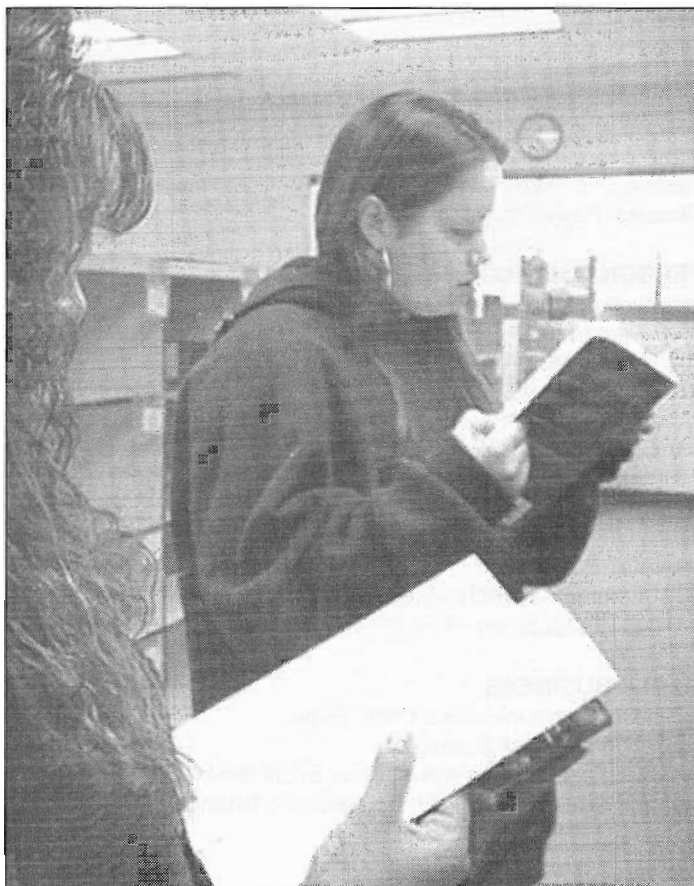
Course Descriptions

ACC 210 • 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 • 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 or Corequisite: ACC 210.

ACC 214 • 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 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 • 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 • 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.

ACC 223 • 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 • 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 • COMPUTERIZED BUSINESS ACCOUNTING MOD II
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 230 • 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 100 • 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. Red Cross First Aid and CPR is provided. Hazard communication, "right to know", CFR19: 10.1200 is covered.

ASE 111 • 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 • 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 • 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 • 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 • 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 • AUTOMOTIVE 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 • 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 • 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 • 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 stations, leak detectors, and other tests and special tools is included.
Prerequisite: ASE 161.

ASE 181 • 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.
Prerequisite: ASE 161.

ASE 182 • 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 Motor's high energy ignition, computer command control, and electronic spark timing; Chrysler's lean burn system, electronic spark control and electronic ignition; and Ford Motor's solid state and duraspark ignition and electronic spark control are covered in depth. The use of test equipment, proper repair procedures, troubleshooting, and adjustments to meet federal and manufacturer specifications are covered along with other types of electronic systems.
Prerequisites: ASE 161 and ASE 181.

ASE 183 • 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 components are included in this course.

ASE 184 • 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 • 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 • 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.

ASE 221 • COMPUTER CONTROLLED AUTOMATIC TRANSMISSIONS
3 Credits

This course covers diagnosis and correction of major problems in computer controlled automatic transmissions such as fluid leaks, transmission slipping, transmission lock-up, and shifting problems. Major diagnosis, repair, and overhaul of computer controlled automatic transmissions are included in this course.

ASE 232 • 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 and trucks. Troubleshooting and repairs will be performed on mock-up and live work projects, as they are available.

ASE 242 • COMPUTERIZED 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, computerized four-wheel alignment, and balance is emphasized.
Prerequisite: ASE 141.

ASE 243 • HEAVY-DUTY SUSPENSION AND STEERING

2 Credits

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

ASE 252 • ANTI-LOCK AND POWER BRAKE SYSTEMS

2 Credits

This course covers diagnosis and repair of major problems in brake systems. Areas covered are theory and diagnosis procedures for anti-lock brake systems, brake system leaks, fluid contamination and major repair of drum and disc brake systems. Diagnosis, repair, replacement, overhaul, resurfacing of brake drums, disc rotors, and skid control systems are covered. All components of the brake system are included in this course.

ASE 253 • AIR BRAKE SYSTEMS

2 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 • 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 • 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, solenoid switches, and heavy-duty starters. Introduction to GPS systems and other components found on today's heavy duty trucks and equipment.
Prerequisite: ASE 161.

ASE 284 • 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 • 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, 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 • 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 • 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 • 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 • 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 better understanding of fuel injection systems for tune-up and troubleshooting capability. Pump operation with more detailed theory including burn cycle will assist the student to understand the system 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 • DIESEL ENGINE COMPUTER CONTROLS

1 Credit

This course covers advanced applications of the computer, sensors 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 • FLUID POWER SYSTEMS

2 Credits

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

BOT 110 • KEYBOARDING

3 Credits

This course consists of keyboarding introduction, building skill, and producing business documents. Students will learn the keyboard by touch, in addition to basic formatting of business documents. Emphasis is placed on both speed and accuracy.

BOT 118 • 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 students 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 intermediate word processing.
Corequisite: CMP 101.

BOT 123 • BUSINESS MACHINES

1 Credit

This course provides instruction on electronic calculators for entry-level competency using the touch method to develop ten-key calculating ability. Minimal instruction is included for hand-held calculators.

BOT 124 • BUSINESS LETTER WRITING

2 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 effective communications as well as instruction in the techniques pertinent to specific types of business correspondence. Practice will consist of composing various types of business communications and producing them in mailable for on a computer.
Prerequisite: BOT 110, BOT 138, and CMP 101.

BOT 138 • 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 140 • 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 appointments 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, instruction, demonstration, and hands-on experience.

BOT 141 • 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 theory, instruction, demonstration, and hands-on experience.
Prerequisite: CMP 101 or demonstrate proficiency to the instructor.

BOT 142 • BUSINESS SPREADSHEETS

3 Credits

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

BOT 143 • 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 technologies 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 • SPEEDBUILDING

1 Credit

For students wanting to improve keyboarding skill. Emphasizes speed and accuracy through improved techniques using timed writings. Taught on computers. An independent study course.
Prerequisite: BOT 110.

BOT 145 • INTERNETWORKING CONCEPTS
4 Credits
This course is for students having basic computer skills and some familiarity with networking. It provides instruction in network standards, network terminology and network protocols, networking, IP addressing, LANS< WANS, cabling and cabling tools. Particular emphasis is given to the use of decision-making and problem-solving techniques in applying science, mathematics, communication, and team building concepts to solve networking problems.
Prerequisites: CMP 101 or equivalent.

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

BOT 152 • LEADERSHIP II
1 Credit
Spring course continuation of BOT 151.

BOT 203 • 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 • 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 • 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 • DATABASE MANAGEMENT
3 Credits
This course examines the principles of database management. Topics include creating, querying, and maintaining a database; creating a data access page, reports, forms, combo boxes; using OLE fields, hyperlinks, and sub forms; and creating an application system using the Switchboard Manager. This course instructs up to the expert level of MOUAS Certification in database management.
Prerequisite: CMP 101.

BOT 230 • 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 • WEB PAGE DESIGN
3 Credits
This course introduces the student to design and construction of Internet Web sites. Covers planning, design concepts, Internet graphics, Internet multimedia, page layout, maintenance, legal issues, and commercial use of the Internet. Students learn the current W3C standards and are exposed to the latest enhancements.
Prerequisites: CMP 101 or equivalent.

BOT 232 • 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 • 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 • 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 • ADVANCED WEB SITE DESIGN
3 Credits
The student will work with organizations to develop and publish web sites using a variety of advanced coding methods. This course will build on the W3C standards introduced in BOT 231 and provide advanced web programming skills in HTML/XML, JavaScript, VBScripts and CGI programming to work with cookies, forms, input validation, database connectivity and searches.
Prerequisite: BOT 231.

BOT 236 • WEB DEVELOPMENT TOOLS

3 Credits

This course provides the students with the skills necessary to utilize the latest industry standards in graphical applications for web development. A number of applications will be examined and used in the course to provide rapid web development skills to the student.

BOT 237 • IMPLEMENTING WEB SERVERS

3 Credits

Using industry standards in web server software, this course provides the student with the knowledge and skill necessary for installing, configuring, managing and supporting an Internet web server. The course will also examine the costs and benefits of organizational web servers and their maintenance as well as other web service alternatives.

Prerequisite: BOT 145.

BOT 238 • DATABASE DRIVEN WEBSITES

3 Credits

This course will examine the different approaches for creating dynamic web pages that interact with a database. Learning how web servers interact with database server and browsers to create dynamic web pages. The students will use relational database concepts to create queries using SQL. The course will interact with database4s using both client-side and server-side scripts.

Prerequisite: BOT 239.

BOT 239 • ADVANCED DATA MANAGEMENT

3 Credits

This course provides the advanced skills necessary to develop scalable organization databases. Organizational information needs and limitations will be examined to plan and develop databases that can layer be utilized in the creation of dynamic web sites. Industry standards in database software will be utilized throughout the course.

Prerequisite: BOT 227.

BOT 240 • EMERGING TECHNOLOGIES OF THE INTERNET

3 Credits

This course will examine the latest Internet plug-ins and the development tools required to utilize these emerging technologies. Strategies and deployment issues regarding new technologies will also be examined from both the organizational as well as the end user perspective.

Prerequisite: BOT 239.

BOT 251 • LEADERSHIP III

1 Credit

Fall course continuation of BOT 152.

Prerequisites: BOT 151, BOT 152.

BOT 252 • LEADERSHIP IV

1 Credit

Spring continuation of BOT 251.

Prerequisites: BOT 151, BOT 152.

CHE 111 • GENERAL CHEMISTRY I

4 Credits

The first semester of a one-year course. A thorough study of the fundamentals of chemistry, including the structure and reactivity of elements and compounds, stioichometry, states of matter, solutions, and chemical periodicity. Three hours of lecture and three hours of laboratory each week.

Prerequisite: MAT 143.

CHE 112 • GENERAL CHEMISTRY II

4 Credits

A continuation of CHE 111 to include an introduction to kinetics, acids, bases, gas, and solutions equilibrium, electrochemistry, organic and nuclear chemistry. Three hours of lecture and three hours of laboratory each week.

Prerequisite: MAT 143 or 147, successful completion of CHE 111 with a grade C or better, and permission of instructor.

CMP 100 • BASIC COMPUTERS

3 Credits

This course is designed for the student who has little or no experience with computers. It will include keyboarding tutorial, introduction to operating systems, word processing, spreadsheet and database applications, introduction to the Internet and search functions, and e-mail.

CMP 101 • INTERMEDIATE COMPUTERS

3 Credits

This intermediate computer course will cover applications, including operating systems, word processing, preadsheets, database, and presentation packages. In addition, students will use the Internet for research.

Prerequisite: CMP 100 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 110 • 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 • 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 • WINDOWS BEGINNING

0.5 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 • WORD 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 • WORD 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 117 • 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 • 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 • POWERPOINT
0.5 Credits

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 • PRESENTATIONS
0.5 Credits

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 • ACCESS BEGINNING
1 Credit

Database creating and management are the focus of this course. 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.
Prerequisites: CMP 111, CMP 112, CMP 113.

CMP 122 • 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 • EXCEL ADVANCED
1 Credit

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

CNT 101 • 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 • PEER TO PEER NETWORKING
2 Credits

This course is implemented as a guided lab. The student will perform hands-on graded labs relating to competencies taught in CNT 101 and CNT 151.

CNT 103 • 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 • INTRODUCTION 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, discussed, and explored including the building of home pages.
Prerequisite: CNT 103.

CNT 111 • NOVELL NETWORK DESIGN AND CONFIGURATION (NOVELL 575)
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 implementation, design directory tree structure and object placement, form partition boundaries, plan replica placement, create a time synchronization strategy, develop a migration strategy, and create an implementation schedule. This class is designed for CNE candidates with an equivalent knowledge of the NetWare 4 Administration, Advanced Administration, and Installation and Configuration.
Prerequisite: CNT 213 or equivalent.

CNT 113 • NOVELL NETWORK SYSTEM ADMINISTRATION (NOVELL 520)
4 Credits

This course provides an introduction to NetWare and NDS, including the knowledge and skills necessary to perform NetWare networking administration and management tasks. Students completing 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 • WINDOWS 95/98/ME (MCSE 798/955)
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 descriptions of maintenance and troubleshooting tools, communications and net-working 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 • 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 protocols, the OSI protocol model, Remote Access connections methods, TCP/IP fundamentals and utilities, network hardware components, 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 • 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 • 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, UUCP, and PCAnywhere-like applications.

CNT 209 • 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 • NOVELL NETWORK ADVANCED SYSTEM ADMINISTRATION (NOVELL 570)
4 Credits

This class teaches how to monitor and maintain a NetWare network. It includes advanced printing, remote monitoring and management, preventive maintenance, and the NetWare naming services.
Prerequisite: CNT 113.

CNT 219 • NOVELL SERVICE & SUPPORT (NOVELL 580)
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 • NOVELL GROUPWISE ADMINISTRATION (NOVELL 350)
3 Credits

This course is designed to teach students the fundamentals of administering a GroupWise system. It includes system architecture, installation and configuration, messaging within the system, managing documents and client features.
Prerequisite: CNT 113.

CNT 227 • NOVELL INTEGRATING WINDOWS NT (NOVELL 555)
3 Credits

This course is designed for IS professionals who administer multi-vendor enterprise networks. It teaches how to integrate a Windows 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 worksta-tions, NT servers, and network-based applications in a mixed intraNetWare and Windows NT.
Prerequisite: CNT 151, CNT 213.

CNT 228 • NOVELL NETWORK MANAGEMENT (NOVELL 730)
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 • NOVELL SECURING INTRANETS (NOVELL 770)
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 • MICROSOFT NETWORKING ESSENTIALS-MCSE 578
3 Credits

This course covers the fundamentals of state-of-the-art technology as related to Microsoft products. Included are discussions of net-work operating systems, network components, and network commu-nications 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 • 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 • ADMINISTERING MICROSOFT SQL SERVER-MCSE 832

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 239.

CNT 257 •·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 • IMPLEMENTING & SUPPORTING MICROSOFT INTERNET EXPLORER

1 Credis

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 • WINDOWS 2000 OPERATING SYSTEM NETWORK ESSENTIALS (MICROSOFT 2151)

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 • IMPLEMENTING WINDOWS 2000 (MICROSOFT 2152)

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 • IMPLEMENTING WINDOWS 2000 NETWORK INFRASTRUCTURE (MICROSOFT 2153)

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 • IMPLEMENTING & ADMINISTERING WINDOWS 2000 DIRECTORY SERVICES (MICROSOFT 2154)

4 Credit

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 • DESIGNING WINDOWS 2000 DIRECTORY SERVICES INFRASTRUCTURE (MICROSOFT 1561)

2 Credits

This course provides students with the knowledge and skills necessary to design a Microsoft(r) Windows(r) 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 • DESIGNING WINDOWS 2000 NETWORK SERVICES INFRASTRUCTURE (MICROSOFT 1562)

3 Credits

This course provides students with the knowledge and skills necessary 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 technology such as DHCP, DNS, OSPF, RIP, and IGMP or combinations thereof.
Prerequisite: CNT 263.

CNT 266 • DESIGNING A SECURE WINDOWS 2000 NETWORK (MICROSOFT 2150)

4 Credits

This course provides students with the knowledge and skills necessary to design a security framework for small, medium, and enterprise networks using Microsoft(r) Windows(r) 2000 technologies. 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 and Unit 4, Providing Secure Access to Partners.
Prerequisite: CNT 263.

CNT 267 • DESIGNING A WINDOWS 2000 UPGRADE STRATEGY (MICROSOFT 2010)

2 Credits

This course provides students with the knowledge and skills necessary to select and design a strategy to migrate from Microsoft Windows NT 4.0 directory services infrastructure to a Microsoft Windows 2000 Active Directory by describing the planning processes and implications involved.
Prerequisite: CNT 264.

CNT 275 • CISCO INTERNETWORKING TECHNOLOGIES (CISCO I)
4 Credits

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

CNT 276 • CISCO ROUTER SETUP AND OPERATION (CISCO II)
4 Credits

This course is for students having completed the previous coursework or having work experience in networking. This course covers routing protocols and routing, elements of routers, the router operating system, the utilities used to configure the router, and router configuration tasks.
Prerequisite: CNT 275 or equivalent work experience.

CNT 277 • CISCO NETWORK SEGMENTATION AND PROTOCOL ENCAPSULATION (CISCO III)
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 • CISCO WAN TECHNOLOGIES (CISCO IV)
4 Credits

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

COM 101 • 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 • 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 Communications class at either Idaho State University or the University of Idaho. In consultation with the instructor of the course, students will determine which one of the traditional areas covered in COM 101 (intrapersonal, interpersonal, group communication, or public speaking) they wish to focus on for the first seven weeks of the semester. They must deliver at least one speech.
Prerequisite: Two hours of introductory Speech Communications transfer credit.

COM 201 • 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 variety 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 strongly recommended.

CSS 101 • COLLEGE SURVIVAL SKILLS
1 Credit

The purpose of this course is to provide students with an opportunity to develop the skills, values, and attitudes necessary to become confident and capable 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.

DTL 121 • ORIENTATION TO DENTAL ASSISTING/OFFICE MANAGEMENT
2 Credits

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

DTL 124 • BASIC DENTAL SCIENCES & MEDICAL SITUATIONS
3 Credits

This course is designed to provide students with a basic understanding 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 certification in CPR, First Aid, and HIV/AIDS in the Workplace.

DTL 125 • DENTAL OPERATORY PROCEDURES
4 Credits

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

DTL 126 • DENTAL RADIOLOGY
4 Credits

This course is designed to provide history, principles, and biological effects on the human body. Included also are the exposing, processing, and mounting of radiographs using proper safety techniques. The course provides supervised theory and lab techniques covering intra and 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 • DENTAL CLINICAL
2 Credits

Theories and skills learned in the classroom are applied to actual clinical situations through low-income clinic work on campus. Local dentists who volunteer their time and services make the experience possible. This course provides the student with the opportunity to enhance chair-side and laboratory skills in the dental environment, and work with dentists in a structured environment.

DTL 128 • DENTAL SPECIALTIES
4 Credits

This course is designed to provide the student with a basic knowledge, including indications and contraindications, of the use of dental specialties. Varied skills dealing with each specialty will be introduced.

DTL 131 • DENTAL LAB MATERIALS AND EXPANDED FUNCTIONS
3 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.

DTL 132 • 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 (e.g., orthodontics or oral surgery).

ELC 103 • 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 • DISCRETE DEVICE THEORY
4 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. ELC 115 for 2 credits and ELC 116 for 2 credits, are equivalent to ELC 108.
Prerequisites: ELC 109 and ELC 103.
Corequisite: ELC 108.

ELC 106 • 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 • 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 • DISCRETE DEVICE LABORATORY
6 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. ELC 117 for 3 credits and ELC 118 for 3 credits, are the equivalent of ELC 108.
Corequisite: ELC 104.

ELC 109 • DIRECT AND ALTERNATING CURRENT THEORY
4 Credits

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

ELC 110 • 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 115 • DIODE AND TRANSISTOR THEORY
2 Credits

This course presents basic electronic theory utilizing diodes and transistors. It incorporates these devices into power supplies, amplifiers and other special purpose circuits.
Prerequisites: ELC 110 and ELC 120 or ELC 109 and ELC 103.
Corequisite: ELC 117.

ELC 116 • INTEGRATED CIRCUIT THEORY

2 Credits

This course presents basic electronic theory utilizing integrated circuits and other special purpose devices. It incorporates these devices into power supplies, amplifiers, and other special purpose circuits in order to gain an excellent understanding of their function as an integral part of an operating circuit.
Prerequisites: ELC 110, ELC 120, ELC 115, and ELC 117.
Corequisite: ELC 118.

ELC 117 • DIODE AND TRANSISTOR LABORATORY

3 Credits

This lab experience is designed to provide hands-on experience to support the theory taught in ELC 115. Safe use of equipment and facilities shall be taught and used as students work in the lab surroundings.
Corequisite: ELC 115.

ELC 118 • INTEGRATED CIRCUIT LABORATORY

3 Credits

This lab experience is designed to provide a hands-on experience to support the theory taught in ELC 116. Safe use of equipment and facilities shall be taught and used as the students work in lab surroundings.
Corequisite: ELC 116.

ELC 120 • 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 DC test equipment. ELC120 - 3 credits AND ELC 135 - 3 credits may be take as an equivalent for ELC103 - 6 credits.

ELC 130 • 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 • 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 • INTRODUCTION TO COMPUTER PROGRAMMING

3 Credits

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

ELC 204 • 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 • MICROPROCESSOR 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 • 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 microprocessor (including machine language programming) are taught with an emphasis on circuit function and troubleshooting. This course introduces the use of binary, octal, decimal, and hexadecimal numbering systems; number base conversions; use of common binary codes as applied to computers; Boolean laws and theorems to analyze and reduce logic circuits and Boolean equations; truth tables to express the logic function of digital circuits and Karnaugh maps for digital circuit design and Boolean expression simplifications.
Corequisite: ELC 208.

ELC 208 • DIGITAL ELECTRONICS LABORATORY

6 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 • MICROPROCESSOR 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 • 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 • INTERMEDIATE GRAMMAR & DEVELOPMENTAL WRITING
0 Credits

Students will be taught the fundamentals of paragraph and essay development that 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 • BASIC WRITING
3 Credits

This course prepares students for success in English 101 by addressing the fundamentals of essay writing. Focus is on the writing and editing processes with an emphasis on correctness, fluency, organization, and revision. A passing score on the mandatory exit exam is required for successful transition to English 101.
Prerequisite: A COMPASS score between 47 and 69 in both Reading and Writing.

ENG 101 • ENGLISH COMPOSITION
3 Credits

Using the essay as a model for organization, students will experience 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 writings, 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 higher in Reading and Writing and/or successful completion of a diagnostic essay written during the first class session. Students who do not pass the diagnostic exam may be admitted with the permission of the instructor and the provision that they attend regular tutoring sessions in the Writing Center.

ENG 102 • 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 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 COMPASS score of 95 in both Reading and Writing (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 and the provision that they attend regular tutoring sessions in the Writing Center.

ESH 101 • 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 radiation areas, contamination and high contamination areas, soil contamination 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, selection, 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 • 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 • FARM BUSINESS RECORDS & ACCOUNTS
5 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 seminarmodules of farm accounting procedures, account structure, enterprise accounting, audit trails, etc.; balance sheet and income statement; tax records; and crop records.

FBM 177 • FARM BUSINESS ANALYSIS AND EVALUATION
5 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 weaknesses and develops alternatives to current agricultural practices if the need arises. Seminar modules include business law, electronic spreadsheets, microeconomics, and macro-economics.
Prerequisites: FBM 175.

FBM 281 • FARM BUSINESS ORGANIZATION
5 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 various financial statements. Seminar modules include time value of money, insurance, forecasting procedures, and lease or buy decisions.
Prerequisite: FBM 177.

HCT 100 • INTRODUCTION TO HEALTH PROFESSIONS
2 Credits

This course is designed for students entering technical programs for training in a health care profession. Information provided in this course will give students a basic knowledge regarding the preparation necessary for a large number of health care careers.

HCT 101 • 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 • INTRO 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 • MICROBIOLOGY FOR HEALTH PROFESSIONS
3 Credits

This course is an introduction to the essential principles of microbiology and medically significant microorganisms. The course includes taxonomy, microbial growth and control, clinical disease pathogenesis, and universal precautions for handling human body fluids.
Pre or Corequisite: HCT 101

HCT 105 • PHLEBOTOMY
2 Credits

This course provides the student with a working knowledge of specimen collection techniques and laboratory procedures routinely performed in health care facilities while observing all aseptic and safety precautions in accordance with health care standards.

HCT 108 • 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 • 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

HCT 110 • NUTRITION
2 Credits

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

HCT 111 • GROWTH AND DEVELOPMENT
2 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 • 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 • 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.

HOR 102 • PRINCIPLES OF PLANT SCIENCE
3 Credits

This course will provide students with an introduction to cell structure, plant anatomy and physiology, reproduction, heredity, evolution and ecology.

HOR 115 • ORIENTATION TO HORTICULTURE
1 Credit

This course will provide students with an overview of career opportunities and skills needed in the horticulture industry.

HOR 112 • WOODY LANDSCAPE PLANTS
3 Credits

This course will provide students with practice in the identification of deciduous and evergreen trees, shrubs, and ground covers. It will also explore the landscape value and special cultural requirements of woody landscape plants.

HOR 124 • HERBACEOUS LANDSCAPE PLANTS
3 Credits

This course will provide students with practice in the identification of annual and perennial flowers. It will also explore the landscape value and special cultural requirements of annual and perennial flowers.

HOR 130 • INTRODUCTION TO LANDSCAPE DESIGN
3 Credits

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

HOR 133 • GENERAL SOILS
3 Credits

This is a basic course dealing with the formation and physical, chemical, and biological properties of soils. It will include practical studies in diagnosing and correcting plant nutrient deficiencies for various horticultural applications.

HOR 134 • GENERAL SOILS LABORATORY
1 Credit

This is the companion laboratory course for HOR 133.

HOR 212 • LANDSCAPE PEST CONTROL
3 Credits

This course will include identification and control of insects, weeds, and diseases of ornamental plants. It will also include the uses, limitations, and methods of applying pesticides, including laws concerning their use.

HOR 218 • TURFGRASS MANAGEMENT
2 Credits

This course will cover the identification, planting, establishment, and care of lawns.

HOR 219 • TREE AND SHRUB CARE
2 Credits

This course will cover the planting, establishment, and care of trees and shrubs.

HOR 220 • PLANT PROPAGATION
3 Credits

Students will explore the principles and practices used in commercial propagation of plants, with emphasis on landscape nursery stock. Practices will include tissue culture, seed germination, grafting, layering, budding, cuttings, and other specialized techniques.

HOR 229 • LANDSCAPE IRRIGATION
2 Credits

This course will explore irrigation of turf and landscape plants. It will include the design of irrigation systems and selection of components.

HOR 230 • ADVANCED LANDSCAPE DESIGN
3 Credits

Students will explore the artistic and functional design of landscapes. Emphasis will be placed on land form, space modulation, plant form, and presentations techniques.

HOR 234 • GREENHOUSE OPERATIONS
3 Credits

Students will explore greenhouse construction, environmental control, and plant culture; including production of greenhouse floral crops.

HOR 250 • EQUIPMENT MAINTENANCE AND OPERATION
3 Credits

Students will study the operation, selection, adjustment, and care of tractors, mowers, backhoes, trenchers, and other equipment used in landscape construction and maintenance.

HOR 251 • ESTIMATING AND BIDDING
3 Credits

This course will focus on estimating, bidding, and contracting procedures for landscape construction and maintenance projects.

HOR 252 • LANDSCAPE CONSTRUCTION
2 Credits

This is a project-based course of layout and construction techniques for landscape projects. Considered are masonry, wood structures, irrigation installations, and plant installations.

HOR 253 • SMALL ENGINES
2 Credits

Students will practice the selection, adjustment, and care of small engines. Students will learn small engine theory and practice procedures for complete small engine overhaul.

HOR 298 • SUPERVISED WORK EXPERIENCE
3 Credits

This will be a comprehensive experience developed under the supervision of the employer and faculty specialist. A horticulture business is selected whose practices conform closely to the needs oand traning objectives of the student.

HUM 110 • HISTORY OF METALS
3 Credits

This course traces the story of civilization through the exploration and employment 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.
Recommendation: Successful completion of ENG 101.

LGL 103 • 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 • 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 111 • LEGAL TECHNOLOGY II
5 Credits

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 210 • 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 • 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 • 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 • 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 • 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 • ADMIN SKILLS FOR MEDICAL ASSISTANTS II
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 • 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 • GENERAL MEDICAL TRANSCRIPTION
3 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 119 • 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 • 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 205 • COURSE DESCRIPTION
2 Credits

This course covers the routes of administration and the proper method of delivery of medications by those routes. Various types of medication are discussed as well as the absolute rules concerning medication administration, including dosage calculations.

MAS 207 • 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.

MAT 050 • 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.

MAT 075 • INTRODUCTION TO ALGEBRA
0 Credits

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 • 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, inequalities, 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 • WELDING MATHEMATICS
3 Credits

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

MAT 108 • 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 27 in Algebra on the COMPASS exam.

MAT 110 • TECHNICAL MATHEMATICS
3 Credits

This course is designed as a basic mathematics course for students in some technical certificate programs. Appropriate applications for the appropriate program will be stressed throughout the course. All sections will review fractions, decimals, percentages, ratios and proportions, statistics, calculator usage, formula evaluation, and the metric system. A unit on personal finance will also be included in this course.

MAT 123 • REAL WORLD MATHEMATICS
4 Credits

This course provides the practical mathematical skills needed for transfer as well as for 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 course requires two hours of laboratory per week in addition to three hours of class/lecture.
Prerequisite: Math 75 and/or a minimum COMPASS score of 57 in Pre-Algebra or 37 in Algebra and a 70 in Reading or the equivalent score on an equivalent test.
Corequisite: MAT 123-L1.

MAT 123-L1 • REAL WORLD MATHEMATICS LAB
0 Credits
Corequisite: MAT 123 L1

MAT 143 • COLLEGE ALGEBRA
3 Credits

This course emphasizes the concepts of functions as mathematical entities, including domain, range, algebraic operations, inverses, 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 analytic geometry will be explored as time permits.
Prerequisite: Successful completion of Math 108 with a grade of C or higher and/or a score of at least a 62 in Algebra and 70 or higher in Reading on the COMPASS exam.

MAT 144 • 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, trigonometric identities, inverse trigonometric functions, polar coordinates, complex numbers, and polar representation of complex numbers.
Prerequisite: Successful completion of Math 108 with a C grade or higher a score of 52 or higher in College Algebra on the COMPASS exam, and permission of the instructor or the successful completion of Math 143 with a C grade or higher.

MAT 147 • PRECALCULUS
5 Credits

A one-semester course that is equivalent to College Algebra (MAT 143) and Trigonometry (MAT 144). Credit cannot be given for both MAT 143 and MAT147 or for both MAT 144 and MAT 147.
Prerequisite: Successful completion of MAT 108 with a grade of "C" or higher and/or a score of at least a 6 on the Algebra and a 70 in Reading on COMPASS exam and permission of the instructor.

MAT 201 • 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 • 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 147 and MAT 201, and permission of instructor.

MGT 101 • 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 • HIRING THE RIGHT PERSON (WORKSHOP)
0.25 Credits
Employees are among a company's most valuable assets. This workshop focuses on the hiring process from advertising a position, 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 • MANAGING CONFLICT (WORKSHOP)
0.5 Credits
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 manage us.

MGT 104 • DEVELOPING HIGH PERFORMANCE TEAMS (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 • 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 • 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 • 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 • 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 • PRESENTATION AND PUBLIC SPEAKING SKILLS
0.5 Credits
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 • 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 • 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 • 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 • 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.

MGT 206 • 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.

MGT 207 • FINANCIAL MANAGEMENT
3 Credits
Management of an organization or 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 business operation.
Prerequisite: MKT 101 or permission of the instructor. Suggested MAT 123 or MAT 143.

MGT 215 • 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.

MGT 216 • HUMAN RESOURCE MANAGEMENT
3 Credits

This is an intensive course in the management of people, a business' 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 termination of employees are included.
Prerequisite: PSY 101, SOC 101 or permission of the instructor.

MGT 217 • BUSINESS STATISTICS
3 Credits

This course is designed to introduce the business student to the concepts in statistics and their many applications. The course is geared to the needs of the non-mathematician. The course will emphasize how companies use statistical analysis to provide information for decision-making. The topics that will be covered include probability, sampling and sampling distribution, hypothesis testing, and regression analysis.
Prerequisite: MAT 147.

MGT 218 • PRODUCTION AND PROJECT MANAGEMENT OVERVIEW
3 Credits

These online, in depth overview courses will introduce the business student to the processes and purposes of production management including forecasting master production scheduling, and operations planning. In addition, the student will learn about project phases and steps, the human element in project management, the concept of deliverables to stakeholders.
Prerequisites: BOT 227 and MGT 217.

MKT 101 • 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 • 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 • 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 • 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 • 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 • 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 120 • MARKETING ON THE INTERNET
3 Credits

As technology changes, so does the way business does business. With the rapid acceptance of the World Wide Web as a tool of business, this course aims to teach the right and wrong way to approach marketing on the Internet. Web page design and deployment as well as direct solicitation over the web will be used extensively in this course.
Prerequisite: CMP 101 or demonstrated knowledge of computer operations.
Pre or Co-requisite: BOT 143 and MKT 112, or with permission of the instructor.

MKT 123 • 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 student, instructor, and employer work together in furthering the educational processes.

MKT 124 • PRACTICUM II
1 Credit

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

MKT 202 • 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 permission of the instructor.
Co-requisite: MKT 203, 206 or permission of the instructor.

MKT 214 • 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 specialty advertising formats are covered. The student will work with a business that he/she has identified and will prepare 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 permission of the instructor.

MKT 221 • PRACTICUM III
1 Credit
This course is a one-semester component that allows the student to apply hands-on techniques to material presented in the classroom/lab. This component will be either through an approved workstation or approved real-life experience.

MKT 222 • PRACTICUM IV
1 Credit
This course is a one-semester continuation of MKT 221, Practicum III.

NRS 106 • 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, reporting, recording and care planning, advanced vital signs, physical assessment, medical and surgical asepsis/basic sterile technique, care of the patient with communicable disease, communication skills, laboratory and diagnostic tests, and perioperative nursing.

NRS 107 • INTRODUCTION TO PHARMACOLOGY
3 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 • 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, admission, transfer and discharge, gastroenteral intubation and feeding, wound management, ostomy management, catheterization, cardiac monitoring and EKG interpretation, and phlebotomy. Opportunities for practice are provided in the laboratory situation with required skills return demonstration.

NRS 111 • 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 • 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 • 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 • 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 • 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 • 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 • 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 • 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

OCR 101 • 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. If time permits, the course will also focus on job seeking and keeping.

OCR 110 • 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 • 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.
Corequisite: PHY 102.

PHY 102 • GENERAL PHYSICS LAB
1 Credit

Physics experiments in Newtonian Mechanics.
Corequisite: PHY 101.

PHY 201 • 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.
Corequisite: PHY 202.

PHY 202 • INTRODUCTION TO MODERN PHYSICS LAB
1 Credit

Physics experiments in Modern Physics.
Corequisite: PHY 201.

PLG 101 • 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 • 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 • 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 105 • 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 • 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 113 • 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 • 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 • 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 • 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 • PROCEDURES OF BANKRUPTCY LAW
3 Credits

This course provides the learner with a comprehensive understanding 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 211 • CRIMINAL LAW FOR PARALEGALS
3 Credits

This course is comprised of two sections: the substance of criminal 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 • ADMINISTRATIVE LAW
3 Credits

This course provides an overview of administrative agencies which exist on the federal, state, and local levels. It will also familiarize the learner with the unique policies and procedures of administrative agencies.

PLG 213 • 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 • INTERNSHIP
3 Credits

Upon successful completion of classroom instruction, each student will prepare the necessary job search documents and conduct interviews to obtain a paralegal internship position with a law firm, government office, administrative agency, or 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 the supervision of qualified personnel.

POL 101 • AMERICAN GOVERNMENT
3 Credits

This introductory course provides a study of the foundation of the United States Government and the evolution of constitutional principles. Special attention is given to the three branches of national government, powers and the limits of national government, state's rights and local control, public ethics, political parties, voters, pressure groups, civil liberties and civil rights, and public opinion.

POL 299 • 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 problem? Role-playing, discussion, guided research, and visits from and interviews with experts in the field will be used to add perspective and depth to students' final solutions. Over the course of the semester, students get a well-rounded view of the topic, learning 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 also in issues concerning the world around them.

PSY 101 • 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 psychology including perception, thinking, learning, motivation, personality, human development, and fundamental principles of abnormal and social psychology.
Prerequisite: a score of 70 or better in Reading on the COMPASS exam.

REA 040 • ENTRY-LEVEL READING
0 Credits

This entry-level reading course is designed for non-reading students. The focus is on phonics, the alphabet, letter recognition, spelling, core vocabulary, and life skills.

REA 050 • BEGINNING READING
0 Credits

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

REA 075 • GED READING
0 Credits

This reading course 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 • APPLIED TECHNICAL COMMUNICATION
3 Credits

This course covers oral and written communication, critical thinking, 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 synthesize information; write effective summaries, instructions, and procedures using a word-processor; and read and comprehend a variety of technical and non-technical literature.
Prerequisites: A minimum score of 47 in Reading and Writing on the COMPASS exam or successful completion of English 75 with a TABE score of 10.5.

REI 105 • WORKPLACE COMMUNICATION
3 Credits

This course includes principles and applications of written, oral, and non-verbal workplace communications. Topics to include: telephone etiquette, interpersonal language skills, motivation, 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 ethic are covered.

SLS 101 • 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 be come a reality.

SOC 101 • 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 socializationprocess. Prerequisite: a score of 70 or better in Reading on COMPASS exam.

SRT 101 • 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 • 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 • 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 • 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 • 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 • 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 • 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 • 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.

WFM 101 • BASIC FIRE SCHOOL
2 Credits
The purpose of this course is to train new firefighters in basic firefighting skills. Students will learn the basic fire behavior factors that will aid them in the safe and effective control of wildland fires. The student will learn to identify and discuss the three sides of the fire triangle, environmental factors of wildland fire behavior that affect the start and spread of wildland fire, and to recognize the situations that indicate problem or extreme wildland fire behavior. Students will also learn the basics of the Incident Command structure.

WFM 102 • BASIC FIRE SCHOOL TASK BOOK
1 Credit
The purpose of the task book is to document the students' performance of the competencies learned in WFM 101.

WFM 103 • PHYSICAL EDUCATION/PACK TEST
1 Credit
Studies of wildland firefighting clearly show the link between fitness and work performance. The purpose of this course is to prepare student for the pack test that is required for anyone working in wildland or prescribed fire positions. The pack test involves carrying a 45 lb. Pack a distance of 3 miles in 45 minutes.

WFM 104 • PORTABLE PUMPS & WATER USE
1 Credit
Students will learn how to select pump equipment, install pumps, hose lays and holding tanks, and perform required field maintenance on a portable pump.

WFM 105 • POWER SAWS
2 Credits
This course has been designed to train students in the use of power saws and techniques in order to ultimately prepare them to meet their functional role as a power saw operator on an incident. Students will learn the operation of power saws including appropriate accessories, tool repair, troubleshooting, necessary maintenance, and routine repair.

WFM 106 • SUPERVISED WORK EXPERIENCE
6 Credits

This course provides the student with the opportunity to apply the skills acquired in a controlled working environment. Supervised work experience will be conducted at an instructor-approved work site.

WFM 107 • BASIC FIRE ECOLOGY
3 Credits

This course is designed to introduce the basic principles of fire ecology. The student will learn about the role of fire in the evolution of various ecosystems including fire effects, and fire history. Federal and state fire management policies will be discussed as they relate to wildland fire. Representative case studies demonstrating these principles will be studied.

WFM 108 • FIRE SUPERVISION
1 Credit

Through classroom instruction, exercises, and discussion, the student will apply the principles of communication and supervision required of a single resource boss to perform on a wildland fire incident. Students will learn the supervisor's responsibilities, ethics, and concepts such as workforce diversity, mutual respect, leadership, and team building.

WFM 109 • DOZER BOSS
0.5 Credits

This course is designed for personnel assigned to dozer operations and support crew. The student will learn the role of dozers in suppression and support operations.

WFM 110 • FIRE BUSINESS MANAGEMENT PRINCIPLES
1 Credit

Students will be trained in employee responsibilities and conduct, recruitment, personnel time recording, pay and commissary, correct reporting procedures for traumatic injuries/occupational diseases, procurement, equipment time recording, property documentation/management of property, cooperative agreements with other agencies, and claims/accident investigation.

WFM 111 • BASIC AIR OPERATIONS
1 Credit

This course affords the trainee a survey of uses of aircraft in fire suppression and provides the student instruction on how to conduct themselves in and around aircraft.

WFM 112 • INTERMEDIATE FIRE BEHAVIOR
2 Credits

This is a skill course that is designed to instruct prospective fireline supervisors in wildland fire behavior for effective and safe fire management operations. Upon completion of this course, students will be able to determine basic input data of terrain, fuels, and weather required for understanding wildland fire behavior for various times of the day and night. Students will be able to describe the causes of extreme fire behavior, assess fireline data, describe fire conditions, and environmental factors.

WFM 113 • EXTENDED ATTACK IC
3 Credits

This course provides more description and detail of the organization and operation of the Incident Command System. It describes the duties of all positions and provides examples of how the essential principles are used in incident and event planning. The course will take the individual from the initial attack incident command to a larger, more complex initial attack suppression organization. The course deals with the Incident Commander's responsibilities for an extended attack organization, where the Incident Commander becomes more of a manager than a doer.

WFM 201 • CREW BOSS
1 Credit

This course will familiarize the student with crew boss responsibilities such as establishing mutual cooperation within the group, communication, and respect.

WFM 202 • FIRING METHODS & PROCEDURES
1 Credit

This course is designed to train qualified squad bosses who will have a definite need to know about firing techniques and the related firing devices used in wildfire suppression. Students will be able to describe the role and responsibility of the firing boss for planning, execution, safety, training, and coordination of a burning operation on an incident. Students will learn commonly used firing devices, develop a firing plan, and describe on-going and post-firing evaluation.

WFM 203 • FIRE BEHAVIOR CALCULATIONS
2 Credits

This is a skill course designed to instruct prospective fireline supervisors in wildland fire behavior for effective and safe fire management operations.

WFM 204 • EMS FIRST RESPONDER
2 Credits

This course is designed to instruct the student to the level of First Responder, who serves as a vital link in the chain of the health care team. Curriculum includes skills necessary for the individual to provide emergency medical care with a limited amount of equipment. Specifically, after successful completion of the program, the student will be capable of performing the following functions at the entry level: recognize the seriousness of the patient's condition or extent of injuries to assess requirements for emergency medical care; administer appropriate emergency medical care for life threatening injuries relative to airway, breathing and circulation; and, perform safely and effectively the expectations of the job description.

WFM 205 • HAZARDOUS MATERIALS AWARENESS & OPS
2 Credits

This course will prepare the student for an understanding of what hazardous materials are and the risks associated with them in an incident; an understanding of the potential outcomes when hazardous materials are present; and the ability to recognize the presence of hazardous materials in an emergency. Successful completion of the course will enable students to objectively demonstrate competency in basic hazard and risk assessment techniques; select proper personal protective clothing and equipment; understand basic hazardous materials terms; and the knowledge to perform basic control operations within the capabilities of the resources available.

WFM 206 • INITIAL ATTACK/FIRE OPERATIONS/URBAN INTERFACE
2 Credits

This course is a combination of self-study, classroom, and field time designed to provide the individual in charge of the initial attack of small, non-complex fires, the training needed for size-up, deployment of forces, suppression, mop up, communications, and administrative duties. This course is designed to meet the training needs for initial attack that incident commanders and company officers confronting wildland fires that threatens life, property, and improvements. Units include size-up, initial strategy and action plans, structure triage, tactics, action plan assessment, public relations and follow-up, and safety.

WFM 207 • RX WINDOWS/BEHAVE
1 Credit

This course covers the operations of the BEHAVE computer program. The BEHAVE fire behavior prediction and fuel modeling system is a set of interactive computer programs. Potential applications of BEHAVE are dispatch of initial attack forces, wildfire growth predictions, prescribed fire planning, and training.

WFM 208 • ENGINE BOSS
0.5 Credits

Instructional topics cover tactical use and safety precautions required to establish an effective engine operation on the large incident.

WFM 209 • INTRODUCTION TO FIRE EFFECTS
2 Credits

This course is designed to train the student to recognize basic fire regimes; the effects of fire treatments on first order fire effects; and to manipulate fire treatments to achieve desired first order fire effects.

WFM 210 • TASK FORCE STRIKE TEAM LEADER
2 Credits

This course is designed to prepare single resources bosses and initial attack incident commanders to perform in the role of Task Force Leader or any Strike Team Leader. The course will identify a Strike Team; explain pre-incident responsibilities; describe the Strike Team assembly, and the incident arrival and check-in procedures. It will identify responsibilities while in assigned, available, and out of service status; and describe the demobilization process.

WFM 211 • SUPERVISED WORK EXPERIENCE
6 Credits

This course provides the learner with the opportunity to apply the skills acquired in a controlled working environment. Supervised work experience will be conducted at an instructor-approved work site.

WKP 105 • WORKPLACE SPANISH
3 Credits

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

WLD 104 • 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-ferrous metals and the proper techniques in cutting metals.

WLD 107 • BLUEPRINT READING, LAYOUT, AND FIELD DRAWING
4 Credits

Basic fundamentals of drawings in the welding trade are covered. This course includes reading blueprints, and drawings with the basic lines views, sketching, notes, specifications, and dimensions, which gives the students an understanding of weld symbols and their uses. It enables the student to build or fabricate projects from blueprints.

WLD 108 • 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-groove" welds with 7018 electrodes to ASME or AWS welding procedures in four positions.

WLD 109 • 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-groove" 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 • 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, aluminum, and cast iron. Instruction is given on setting up the plasma arc cutting machine and gas pressures, cutting stainless steel plates, pipe, and aluminum plates.

WLD 115 • INDUSTRIAL SAFETY
1 Credit

Safety is practiced daily in the welding lab to familiarize the welding student with the safe use of all welding equipment and power operated tools used in the shop.

WLD 116 • 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

WLD 117 • 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 • 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 credits, WLD121 - 2 credits, AND WLD123 - 1 credit may be taken as an equivalent for WLD 116 - 5 credits.

WLD 121 • 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 • 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 accomplishing 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 • 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 • 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 positions 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 • 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 • 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 • QUALITY CONTROL AND NDT
3 Credits

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

WLD 204 • 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 • 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 classroom and laboratory. Ideally, the applied work experience will be conducted in cooperation with a local employer; however, arrangements for an on campus experience can be made pending instructor approval.

WLD 220 • TUNGSTEN INERT GAS WELDING I
2 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 • TUNGSTEN INERT GAS WELDING II
2 Credits

This is a continuation of WLD 220. Students get instruction in aluminum, stainless steel, and carbon steel in flat, vertical, and overhead positions using "T", 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.
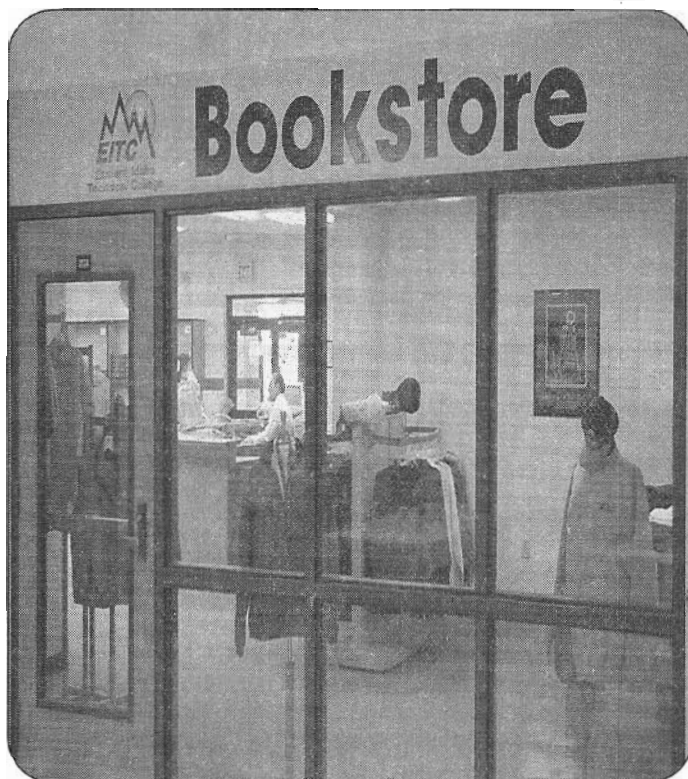
EITC Faculty and Staff

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, Certified Novell Administrator, Certified Novell Engineer, Cisco Certified Network Associate, Cisco Certified Academic Instructor

BLACKBURN, Linda – Financial Aid Assistant, Office Specialist II

BODILY, Robert – Media Services Manager. A.S., Ricks College

BRINKERHOFF, Marlene – Health Occupations Instructor. A.D.N., Ricks College; B.S.N., Idaho State University

BROWN, Howard – General Education, Math and Physics Instructor. B.S.E.E., University of California Berkeley

BROWN, Melody – Paralegal Instructor. B.A., University of Montana; J.D. University of Montana School of Law

BRYANT, Bill – Maintenance Craftsman. Northwest Building Operators' Association, Level 2 Certified Building Operator, Johnson Controls, Certified Metasys Facility Operator

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

CARLSON, Mary Ann – Dean of Instruction. B.S., Colorado State University; M.P.C.D., University of Colorado; Ed.D. University of Texas

CARTER, Arcilee – Administrative Assistant. Certificate, Ricks College

CASE, Tom – Custodial Foreman

CASPER, Don – Computer Networking Technologies Instructor. A.A.S., Eastern Idaho Technical College; Microsoft Certified, Professional Microsoft Certified Professional + Internet, Microsoft Certified Systems Engineer, Microsoft Certified Trainer, Certified Novell Administrator, Certified Novell Engineer, Master Certified Novell Engineer, Certified Novell Instructor, Master Certified Novell Instructor, CompTIA Hardware/Software Certification, CompTIA Networking Certification

CHADWICK, Deb – Network Administrator. 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; ASE Certified Master Automotive Technician, ASE Certified Heavy Truck Technician

CHAPMAN, Becky – Surgical Technology Instructor. Certified Surgical Technologist (CST); 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

DEANE, Carol – Legal Instructor. B.A., Idaho State University

DINGMAN, Sandi – Purchasing Agent. Certificate, Eastern Idaho Technical College

DRANSFIELD, Michele Workforce Training/Community Education Secretary

DUTENHOEFFER, Wendy – Regional Adult Learning Center Coordinator

EDMONDS, Janalee – Office Specialist. A.A.S., Eastern Idaho Technical College

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

FORSGREN, Peggy – Practical Nursing Instructor. B.S.N., Regents College of New York

FOSTER, Karen – Network Technician. A.A.S., Eastern Idaho Technical College; Certified Novell Administrator

GLOVER, Devon – Bookstore Manager. B.A., Idaho State University

GODFREY, Christian – Office Technologies Instructor. B.S., Idaho State University

GOHR, Dwight – Maintenance Craftsman

HALLER, Robert – Custodian

HAYS, Scott – B.S., California State University, Chico; M.B.A., California State University, Bakersfield

HENDRICKS, Beth – Business Technologies Instructor. A.S., Ricks College; B.S., Brigham Young University; M.B.A., Idaho State University

HILBY, John S. "Jack" – Electronics Instructor. 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

INGRAM, Pamela – Adult Learning Center Reading Instructor. B.S., Louisiana Tech University; M.Ed., Idaho State 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. Disabled Student Services 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 – Executive Director EITC Foundation. B.S., Montana State University

KAUFMAN, Mary – ENFF Coordinator. B.S., Brigham Young University; M.S., University of Idaho

KIESZ, Kelly – Information Technologies Division Manager. A.A.S., B.S., Weber State University

KINDRED, Layne – Custodian.

KOFFORD, Kyle – Welding Instructor. B.A., Utah State University; American Welding Society, Certified Welding Inspector, 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 – Adult Basic Education Instructor. B.S., University of Nevada Las Vegas

LARSEN, Darren – Director of Financial Aid. B.S., Brigham Young University

LARSEN, Jacque – Administrative Assistant Certified Professional Secretary (C.P.S.)

LARSEN, Jody – Custodian

LEVESQUE, Sean – Computer Networking Technologies Instructor. Microsoft Certified, Professional CompTIA A+ Certification, CompTIA Network + Certification, Cisco Certified Networking Associate, Cisco Certified Academic Instructor

LOWE, Carol – Tech Prep Coordinator. B.A., University of Central Florida; M.Ed., Idaho State University

LYNES, Karleen – Instructional Technologist

McPHERSON, Dale – Mechanical Trades Instructor. A.A., Ricks College; ASE Certified Master Truck Technician, ASE Certified Master Auto Technician

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

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 Assistant

O'BRYANT, Shelley – Office Technologies Instructor. Vocational Certificate, Missoula Vocational-Technical Center

O'DELL, Chris – Receptionist

PATTERSON, Ron – Farm Business Management Instructor. A.A., A.A.S., Ricks College; B.S., M.S., University of Idaho

REESE, Timothy – Business, Office, and Technology Division Manager. Certificates, Idaho State University; UCLA; Eastern Idaho Technical College

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

ROBERTSON, William – Dean of Administration B.A., M.Ed., Idaho State University

ROBISON, Suzanne P. – Registrar. B.S., M.Ed., Idaho State University

ROGERS, Cathy – Center for New Directions Secretary. Business Certificate, Indiana State University

SAYER, Vicky – Financial Assistant

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

SENELLY, Audrey – Idaho Hazardous Materials Training Center Coordinator. B.S., California Polytechnic State University

SITTRE, Althea – Student Services Secretary

SLAGOWSKI, Val – Distance Learning Center 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, Cheryl – Director of Recruitment and Career Placement. 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.A.S., Utah Technical College; ASE Master Auto Technician

STONE, Melvin – Computer Networking Technologies Instructor. B.S., Brigham Young University

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

TOMBERLIN, Cheryl – Practical Nursing Instructor. B.S.N., University of Wyoming; M.Ed., Idaho State University

TRACY, Dan – Maintenance Craftsman

TWIGGS, Eunice – Registrar's Assistant. Office Specialist II

WALTON, Mike – Lead Custodian

WIGHTMAN, Todd – Director of College Relations. A.A.S., Ricks College; B.A., Utah State University; M.I.M., Thunderbird, American Graduate School of International Management

WILKINS, Lisa – Environmental Safety and Health Assistant

WILLFORD, Ronald – Electronic Service Technician Instructor. A.A., Ricks College

WINN, Richard – Construction Safety, Radiological and Respiratory Instructor

WOODS, Dawn – Environmental Safety and Health Instructor. A.A.S., Ricks College; A.A.S., Easter Idaho Technical College

Administration and Board

State Board of Education
Karen McGee ....President
James C. Hammond ....Secretary
Curtis H. Eaton
Blake Hall
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Darrel Manning

State Division of Professional Technical Education
Dr. Michael Rush ....State Administrator

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Alex Creek
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Dr. Michael Rush
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Stephen T. Ellis ....Vice-Chairman
David Shipman.............................Secretary
Audrey Fletcher ....Treasurer

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Dixie Richardson
JoAnn Woolstenhulme

Executive Director
Jan Karinen

EITC Administration
Miles LaRowe, Ed.D. ....President
William A. Robertson ....Dean of Administration
Mary Ann Carlson, Ed.D. ....Dean of Instruction
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:

☐ Fill out the application. Answer every question.

☐ Sign and date your application.

☐ Include your personal statement (see back page).

☐ Two letters of recommendation (non-family), addressing strengths, academic achievement, leadership/character, mailed under separate cover to financial aid office.

☐ Include transcript(s), GED scores, or High School Equivalency scores.

☐ Check each scholarship criteria carefully. Include any other additional information requested. Make sure you complete all pages of the application.

☐ Check the box next to each scholarship applied for.

☐ If you are applying for any scholarship that is **NEED BASED, you must file the Free Application for Federal Student Aid (FAFSA)** and request that the Financial Aid Office receive the Institutional Student Information Record (ISIR). FAFSA forms are available at Student Services.

Demographic data from your application for admission to EITC will also be used to help determine if you qualify for specific scholarships.

Return the application and other materials to:

Eastern Idaho Technical College, Financial Aid Office, 1600 S. 25th E., Idaho Falls, ID 83404-5788

Student Information

Name: _____
  Last   First   MI   Maiden

Mailing Address: _____
  Number and Street   Apt. No.

  City   County   State   Zip Code

Phone: (_____) _____
  Area Code   Number   Social Security Number   Student ID No. (if known)

  High School   Year graduated   College   Grad Yes/No

Program in which you will enroll or are currently enrolled: _____

Current High School Seniors:

If currently in school, you must have your high school counselor complete the following to verify your scholastic information. Without the proper signature, you will not be considered for a scholarship.

Name of high school _____   City and state _____

Graduate date (mo./yr.) _____   Cumulative high school GPA _____

(_____) _____
High school phone number   Rank in graduating class (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 community, high school or college activities.

Activity	Name/type of work	No. of Years
WORK EXPERIENCE:		
Professional affiliations		
COMMUNITY/VOLUNTEER ACTIVITIES:		
Awards received		
HS/COLLEGE CLUBS & ORGANIZATIONS:		
Honor Society		
Student government		
Clubs (BPA, DECA, VICA)		
Athletics		
Extracurricular activity		
Awards received		
HS Band/Orchestra/Music/Drama/Debate		
Local/Regional/state organization (FFA, FHA, 4-H)		
Other		

Personal statement

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

1. Please explain your educational goals and how a scholarship would help you attain your goals.

2. How do you see your education contributing to your career field and your community?

3. What facts, characteristics, and qualifications should the Scholarship Committee be aware of when considering your application for a scholarship at EITC?

4. Why did you choose Eastern Idaho Technical College?

Signature certification

I certify that the information provided on this application is true and correct to the best of my knowledge. I give my consent to forward information regarding my academic records to the Eastern Idaho Technical College Scholarship and Financial Aid Committee or to appropriate individuals for the purpose of scholarship consideration/selection. I understand that if I receive a scholarship I must be accepted in a program as a certificate or degree-seeking student and carry a minimum of 12 credits. I must maintain satisfactory academic progress as defined by the scholarship awarded. Scholarships may affect outside funding agency disbursments.

Student signature   Date

Scholarships Available

Name: _____   **Program:** _____

Please check the box indicating which scholarship(s) you are applying for:

APPLYING FOR	SPONSOR	ELIGIBIILITY	ANNUAL AWARD
BUSINESS OFFICE TECHNOLOGY			
☐	Atlas Mechanical-Mahoney-Park	Business Office Technology, 3.0 GPA	$1,500
☐	Bank of Idaho	Accounting, need-based, 3.0 GPA	$1,000
☐	First Security Bank	Computer Technology (1), Business related field (1), merit, need-based	$1,000
☐	Marketing	Business Office Technology, preference to marketing, merit, need-based	$250-$400
☐	Stephen & Linda Martin	Single parent, minor children residing in home, 3.0 GPA, need-based	$1,000
☐	Betty Z. Haire	Good academic standing, need-based	$500
☐	IAAP(Int'l. Assoc. of Admin. Professionals)	Preference to Office Technology, academics, need-based	$500
HEALTH CARE TECHNOLOGY			
☐	Idaho Falls Medical Alliance	Health Care Technology, graduate of Dist. #91, #93	$500
☐	Elvin & Armella Setter	Health Occupations, merit, dedication to health occupations, need-based	$500
☐	Suzette Waid Boyle	Health Care Technology, 2.8 GPA, need-based	$500
☐	EIRMC Auxiliary	Health Care Technology, 3.0 GPA, resident of southeastern Idaho	$1,000
☐	Medical & Professional Credit Union	Health Care Technology, 3.5 GPA, need-based	$1,000
☐	Lee & Linda Gagner	Merit, need-based	$1,700
MECHANICAL TRADES			
☐	Robert L. Cook	Mechanical Trades, need-based	$500
☐	Case Pioneer Equipment	Diesel Mechanic Student 3.0 GPA	$1,000
☐	Atlas Mechanical	Mechanical Trades, need-based, good academic standing	$650
☐	Auto Mechanics	Sophomore Auto Mechanic, 3.5 GPA, need-based	$500
☐	Auto 3	Auto Mechanic student, need-based	$500
☐	Mechanical Trades	3.5 GPA, recommendation from Mechanical Trades instructor	$500
☐	Welding	Sophomore welding student, 3.5 GPA, need-based	$250
ALL PROGRAMS			
☐	Leland D. Beckman	Resident of southeastern Idaho, academic promise, need-based	$1350
☐	Leland D. Beckman Minority	Native American/Hispanic resident of southeastern Idaho, need-based	$1350
☐	Beta Sigma Phi	Returning Female, re-entering work force, ineligible for other funding sources, need-based	varies
☐	Grace & Brant Branthoover	Academic merit, need-based	$500
☐	J. E. Christofferson	Sophomore, 3.0 GPA, need-based	$500
☐	Larry & Naola Crnkovich	3.0 GPA, need-based	$1,000
☐	Daugherty/ICF	Academics, 3.0 GPA, need-based, Bonneville County	$700-$1,000
☐	EITC Foundation Merit Scholarship	Academics, 3.75 GPA	$750
☐	Nolan Haddon Memorial	Sophomore, 3.0 GPA, merit, need-based	$500
☐	Idaho Falls Rotary	Freshman, Essay on community involvement	$750
☐	Idaho Attorney General	Freshman, FFA, FHA, 4-H activities, essay on FFA, merit, need-based	$750
☐	Intermountain Gas	Intermountain Gas service area, preference to Int. Gas dependents	$1,000
☐	Japanese American Citizen League	Sophomore, merit, need-based	$750
☐	Richard & Lila Jordan	Good academic standing, need-based	$500
☐	Bill & Shirley Maeck	Merit, need-based	$500
☐	Doug Hammon Memorial	Documented disability through Disabled Student Services, 2.5 GPA	$500
☐	Minority and At Risk	Idaho Res., Idaho HS grad, need-based	$2,800 (approx)
		Must meet three of these five additional criteria:	
		☐ first generation college student	
		☐ minority	
		☐ migrant/seasonal farm worker or dependent thereof	
		☐ disabled (29 US Code Sec. 794)	
		☐ substantial financial need (must complete FAFSA)	
☐	Nichole Paige Drewes	Sophomore, ineligible for other funding	$400
☐	Rogers & Hazel Rose/ICF	Need-based, merit, Bonneville County residence preference	$500-$750
☐	John O. Sessions	Ineligible for other funding, good academic standing, need-based	$500
☐	St. John's Episcopal	Need-based, good academic standing	$1,294
☐	PacifiCorp Utah Power	Reside in PacifiCorp Utah Power service area, 3.0 GPA, merit, need-based	$600

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

For office use only	

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

Applying to:

❏ **Boise State University**
1910 University Dr 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 : _____   Name You Prefer: _____
(as on Soc. Sec. Card)   last   first   middle

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   number & street/PO box   city   county   state   zip   area code   phone
date: ____/____/____)

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.

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_____

NOTES