

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 In particular, when an instructional program is to be withdrawn, Eastern Idaho Technical college will make every reasonable effort to ensure that students who are currently enrolled and who are making normal progress toward completion of those requirements will have the opportunity to complete the program which is to be withdrawn.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

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*Photos by Robert Bodily and Dave Hannah*

*Costs associated with this publication are available from Eastern Idaho Technical College in accordance with Section 60-202 Idaho Code HB66: 3/02/1459/7000/10-700*

## **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 2002-2003

## FALL SEMESTER 2002

**July 8:** Fall semester open enrollment for non-matriculated students  
**August 1:** Fall semester registration fee deadline  
**August 7:** Fall semester orientation for new students  
**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 incompletes  
**October 25:** Last day to withdraw from classes without grade penalty  
**\*November 12:** Faculty Advising day  
**November 13:** Spring semester registration for students anticipating **graduation May 14**  
**November 14-15:** Spring semester registration for continuing students begins  
**November 15:** Deadline to apply for **2002 - 2003 graduation**  
**November 28-29:** Thanksgiving Vacation  
**November 30-31:** College Campus/Buildings Closed  
**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 5:** Christmas Vacation (students)  
**December 18:** Orientation for new students spring semester

## SPRING SEMESTER 2003

**January 2-3:** Faculty In-service Days  
**January 3:** Late Orientation for new students spring semester  
**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 incompletes 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  
**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 incompletes  
**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 2003-2004

## FALL SEMESTER 2003

**July 7:** Fall semester open enrollment for non-matriculated students  
**August 1:** Fall semester registration fee deadline  
**August 6:** Fall semester orientation for new students  
**August 14-15:** Faculty In-service Days  
**August 18-22:** Faculty preparation & advising  
**August 25:** Classes begin  
**August 29:** Last day to add class(es)  
**September 1:** Labor Day Holiday  
**October 10:** Mid-Semester/last day to make up incompletes  
**October 24:** Last day to withdraw from classes without grade penalty  
**\*November 11:** Faculty Advising day  
**November 12:** Spring semester registration for students anticipating **graduation May 7**  
**November 13-14:** Spring semester registration for continuing students begins  
**November 14:** Deadline to apply for **2003 - 2004 graduation**  
**November 24:** Spring semester registration for new matriculating students begins  
**November 27-28:** Thanksgiving Vacation  
**November 29-30:** College Campus/Building Closed  
**December 1:** Spring semester open registration for non-matriculating students begins  
**December 12:** Last day of instruction/ spring semester registration fee deadline  
**December 15-16:** Faculty grading & advising  
**December 12-January 9:** Christmas Vacation (students)  
**December 17:** Orientation for new students spring semester

## SPRING SEMESTER 2004

**January 7:** Late Orientation for new students spring semester  
**January 8-9:** Faculty In-service Days  
**January 12:** Classes begin  
**January 16:** Last day to add class(es)  
**January 19:** Martin Luther King Jr./Idaho Human Rights Day  
**February 16:** Presidents' Day Holiday  
**March 5:** Mid-Semester/last day to make up incompletes from fall semester  
**March 5:** Faculty In-service Day (no instruction)  
**March 19:** Last day to withdraw from classes without grade penalty  
**March 22-26:** Spring Break  
**\*April 13:** Faculty Advising day  
**April 14:** Summer registration for continuing students anticipating **graduation July 11**  
**April 15-16:** Summer term and fall semester registration begins for continuing students  
**April 26:** Summer term and fall semester registration - new matriculating students begins  
**April 30:** Summer term open registration for non-matriculating students begins  
**May 3:** Summer term registration fee deadline

**May 6:** Last day of instruction  
**May 7:** Commencement  
**May 10-11:** Faculty grading & advising  
**May 12:** Orientation for new summer term students

## SUMMER TERM 2003

**May 17:** Classes begin  
**May 21:** Last day to add class(es)  
**May 31:** Memorial Day Holiday  
**June 11:** Mid-term/last day to make up spring semester incompletes  
**June 25:** Last day to withdraw from classes without grade penalty  
**July 5:** Independence Day Holiday  
**July 8:** Last day of instruction  
**July 9:** Faculty grading day  
**July 30:** Fall 2004 semester registration fee deadline

***\*ABE COURSE AND EVENING COURSES MEET ALL OTHER INSTRUCTION IS SUSPENDED***

# 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 postsecondary 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/co-requisite requirements for your class(es). Non-degree seeking students are expected to adhere to EITC student policies, and should understand that credits earned during non-degree seeking enrollment will be evaluated for program applicability at the time of matriculation (enrollment). If you fail classes as a non-degree seeking student, this will impact your financial aid eligibility when you enroll as a degree-seeking student.

## Regular Admission

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

- High School diploma with a minimum 2.0 GPA.
- Placement examination/admission exam. Normally, the COMPASS will be required; however, other exams approved by the State Board of Vocational Education such as the ASSET or CPT may be substituted.
- Satisfactory completion of high school course work that includes at least the following:
  - **Mathematics: 4 credits** from challenging math sequences of increasing rigor selected from courses such as Algebra I, Geometry, Applied Math I and II, Algebra II, Trigonometry, Discrete Math, Statistics, and other higher level math courses. Two mathematics credits must be taken in the 11th or 12th grade. (After 1998, less rigorous math courses taken in grades 10-12, such as pre-algebra, review math, and remedial math, shall not be counted.) It is recommended that you complete three years (6 credits) of math.

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

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

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

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

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

- **(Exemptions to COMPASS testing:** Those applicants to EITC who already have earned at least a two year degree 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	>30		
MAT 100 Essentials of Algebra	>44 AND	15-25	
MAT 108 Intermediate Algebra		>26	
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 complete:

- High School diploma with a minimum 2.0 GPA, or
- General Educational Development (GED) certificate, and
- Placement examination. Normally, the COMPASS is required; however, other tests approved by the 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	\$ 68	\$136
2 credits	\$136	\$272
3 credits	\$204	\$408
4 credits	\$272	\$544
5 credits	\$340	\$680
6 credits	\$408	\$816
7 credits	\$476	\$952
8 credits	\$544	\$1088
9 credits	\$612	\$1224
10-18 credits	\$675	\$2474

*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
\$337.50	\$1237.50

*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
- \$35\*/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 coat fee

**Health Care Technology Courses:**

- \$20/year malpractice insurance
- Miscellaneous fee ranging from \$50 - \$100 in various courses

**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**

- Full-time
- ¾ time
- ½ time
- Less than ½ time

**CREDITS REQUIRED**

- 12 or more credits per semester; 6 or more credits per summer term
- 9-11 credits per semester; 4-5 credits per summer term
- 6 or more credits per semester; 3 credits per summer term
- 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 nonresidency 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 XXXX. 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 ENG 090, Basic Writing, are credit courses within the TTT program that are offered to students whose transcripts of prior education or placement tests indicate deficiencies in English, reading, or math.

### **Residence Requirements for Graduation**

Students seeking a Postsecondary Technical Certificate, Technical Certificate, Advanced Technical Certificate, or an Associate of Applied Science Degree must complete no fewer than 25 percent of the credit requirements in residence at 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 classroom and/or lab. If you receive a grade of IC you will have until mid-semester after the semester in which the incomplete was received to complete the work. Incompletes are issued on a contractual basis. An Incomplete Grade Contract will be completed by the instructor issuing the incomplete and discussed with you prior to the conclusion of a semester. The official copy of the contract must accompany the official grade report submitted to the 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:**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the registrar, dean of students or division manager a written request that identify the record (s) they wish to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the College in an administrative, supervisory, academic, or support staff position, (including law enforcement unit and health staff); A person or company with whom the College has contracted, (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest of the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

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

## **Directory Information**

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

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

**Official Withdrawal:** You are responsible for dropping or withdrawing from classes you are not attending nor intending to complete in the current registration period. You may drop classes through the first week of a semester or summer term. No entry is made on your transcript for classes dropped before the end of the first week of a semester or summer term. In order for you to officially withdraw from a class you must complete a drop card for each individual class or a withdrawal form if you are withdrawing from all classes. Drop cards and/or withdrawal forms must have the appropriate signatures and be submitted to the Student Services office prior to published deadlines. You may withdraw from classes after the first week and through the 10th week of the semester or summer term deadline published in the catalog and 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 mid-point date of any class that does not span a full semester will be the last day to withdraw without grade penalty.

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

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

### **Transfer Credit**

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

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

Students transferring from EITC to other post-secondary institutions must request that official transcripts be forwarded to the institution of choice. Receiving institutions have the prerogative to evaluate the applicability of credits for transfer. Within Idaho, Boise State University, Idaho State University, and Lewis-Clark 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 organizations. All fundraising activities are restricted to chartered and approved organizations. The governing body of the student organization and its faculty/staff advisor must approve fundraising activities; funds raised must be used for appropriate organization activities. It is recommended that organization officers, their advisors, and the dean of students meet twice annually to discuss fundraising efforts. EITC is licensed for student organizations to conduct raffles for fundraising activity. The dean of students has final authority regarding student raffles.

## Financial Aid

Financial assistance programs have been established to help pay for education and training after high school. Most programs are awarded on the basis of need. Applicants must be U.S. citizens or eligible non-citizens who show financial need. Financial need is the difference between your cost of education (fees, books and living expenses) and your ability to pay (savings, income, parental help, etc). Financial aid is awarded on a July 1 to June 30 school year. 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 XX 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:

<b>Semester Enrollment Status</b>	<b>Required Credit Hour Completion</b>
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

  

<b>Summer Term Enrollment Status</b>	<b>Required Credit Hour Completion</b>
Summer Full-time 6 or more	5 credit hours
Summer Three-quarter time 5 Credit hours	4 credit hours
Summer Half-time 3-4 credits	3 credit hours
Summer Less than half-time 1-2 Credits	1 credit hour

*Changing credit hours or requesting a change in an award after award has been made.*

**Request for adjustment** - It is the student responsibility to request an adjustment to the EITC Financial Aid Office if changes are made after award has been made. No adjustments can be made after first week of each semester.

## 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](http://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.

## Types of Appeals

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

**Maximum Credit Appeal** - to be used when a student reaches the maximum time frame allowed by Satisfactory Academic Progress of 96 credits for an associate program.

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

**Federal Pell Grants:** Federal Pell Grants provide direct grants from the government to the undergraduate student for educational expenses. If Congress appropriates sufficient money, grants range in size from \$400 to a maximum of \$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 XXX 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 Hjelm, Division Manager  
Howard Brown

Paul Schvaneveldt  
Ann Schwalboski

A substantial core of General Education instruction is regarded as an essential component of degree programs. Similarly, a core of related instruction is regarded as a necessary integral part of all applied 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 and helps them develop the material skills that will make them more effective learners. These classes in communication, computation, and human relations are the foundations of work students will be expected to know how to do and do well once a job has been obtained. While students 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

students a job, the skills learned in general education classes 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 often will enable them to move into more challenging and more responsible positions.

Programs of study for which 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, **Communication, Computation, and Human Relations**. Instruction in the related instructional areas may be 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.

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## 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

## 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

## HUMAN RELATIONS

*OCR 101	Occupational Relations	2
PHL 150	Applied Ethics	3
PSY 101	Introduction to Psychology	3
PSY 150	Human Life Span and Development	3
PSY 210	Stress Management	3
SOC 101	Introduction to Sociology	3
SOC 120	Developmental Patterns of the Family	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

BIO 227	Human Anatomy and Physiology I	4
BIO 228	Human Anatomy and Physiology II	4
CHE 111	General Chemistry I	4
CHE 112	General Chemistry II	4
CSS 101	College Survival Skills	1
ECO 201	Principles of Macroeconomics	3
ECO 202	Principles of Microeconomics	3
ENG 202	Technical Writing	3
HUM 110	History of Metals	3
MAT 201	Differential Calculus	2
MAT 202	Integral Calculus	2
MGT 217	Business Statistics	3
OCR 110	The Successful Job Search	1
PHY 111	General Physics I	4
PHY 112	General Physics II	4
POL 101	American Government	3
POL 299	Special Topics in Critical Issues	3
WKP 105	Workplace Spanish	3

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# Business, Office, and Technology

## Areas of Study

### Accounting Technologies

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

### Agribusiness Technologies

Farm Business Management Postsecondary Technical Certificate  
Landscape Management Technician - Associate of Applied Science Degree; Advanced Technical Certificate

### Business Technologies

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

### Computer Networking Technologies

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

### Electronic Service Technologies

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

### Legal Technologies

Paralegal - Associate of Applied Science Degree

### Office Technologies

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

### Faculty

Timothy Reese, Division Manager  
Doug Atwood  
Don Casper  
Carol Deane  
Christian Godfrey  
John S. "Jack" Hilby  
Carol Perry  
Ron Willford

Gina Armer  
Melody Brown  
Mel Coffin  
Scott Hays  
Shelley O'Bryant  
Ron Patterson  
Mel Stone

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

## Accounting Technologies

### Faculty

Scott Hays

### Length of Program

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

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

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

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

### Program Costs

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

## Accounting Paraprofessional

Associate of Applied Science Degree

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
MAT 110 Technical Mathematics OR	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 142 Business Spreadsheets	3
BOT 152 Leadership II	1
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
Electives	3

### Required General Education Courses

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

### Plus one of the following

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

### Plus one of the following

ENG 102 Critical Reading and Writing	3
ENG 202 Technical Writing	3
HUM 110 History of Metals	3
PHL 150 Applied Ethics	3
POL 101 American Government	3

### Electives

#### 3 Credits Required

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
MGT 206 Small Business Management	3
MGT 207 Financial Management	3
MKT 115 Applied Economics	3

MKT 117 Workshop Credit I	1
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
MAT 110 Technical Mathematics OR	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 090 Basic Writing	3
ENG 101 English Composition	3

### Enhancements

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

## Agribusiness Technologies

### Faculty

Ron Patterson

### Length of Program

Farm Business Management – Postsecondary Technical Certificate; three semesters  
Landscape Management Technician – Associate of Applied Science; 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 operation's 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 this program will be prepared for employment in nurseries, garden centers, landscape contractors, lawn service companies, interiorscapes, greenhouses, golf courses, parks, and horticulture supply companies. The Landscape Management Technician graduate will be able to render artistic and functional designs for landscapes, identify and net 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 estimating 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 and 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 72 credits

### Semester 1 Credits

HOR 102	Principles of Plant Science	3
HOR 115	Orientation to Horticulture	1
HOR 121	Woody Landscape Plants	3
HOR 124	Herbaceous Landscape Plants	3
HOR 130	Introduction to Landscape Design	3
	Required General Education Courses	3-4

### Semester 2

HOR 133	General Soils	3
HOR 134	General Soils Laboratory	1
HOR 218	Turfgrass Management	2
HOR 219	Tree and Shrub Care	2
HOR 220	Plant Propagation	3
HOR 234	Greenhouse Operations	3

### Summer Term

HOR 252	Landscape Construction	2
HOR 298	Supervised Work Experience	3

### Semester 3

HOR 212	Landscape Pest Control	3
HOR 229	Landscape Irrigation	2
HOR 230	Advanced Landscape Design	3
	Computer or General Education	6-10

### Semester 4

ACC 210	Accounting I	3
HOR 250	Equipment Maintenance and Operation	4
HOR 251	Estimating and Bidding	3
MKT 202	Entrepreneurship	3
	Computer or General Education	3

### Required Computer Course

CMP 101	Intermediate Computers	3
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### Required General Education Courses

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

### Plus one of the following

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

### Plus one of the following

ENG 102	Critical Reading and Writing	3
ENG 202	Technical Writing	3
HUM 110	History of Metals	3
MAT 143	College Algebra	3
PHL 150	Applied Ethics	3
POL 101	American Government	3

## Landscape Management Technician

Advanced Technical Certificate 62 credits

### Semester 1 Credits

HOR 102	Principles of Plant Science	3
HOR 115	Orientation to Horticulture	1
HOR 121	Woody Landscape Plants	3
HOR 124	Herbaceous Landscape Plants	3
HOR 130	Introduction to Landscape Design	3
MAT 110	Technical Mathematics OR	3
MKT 101	Business Mathematics	3

### Semester 2

HOR 133	General Soils	3
HOR 134	General Soils Laboratory	1
HOR 218	Turfgrass Management	2
HOR 219	Tree and Shrub Care	2
HOR 220	Plant Propagation	3
HOR 234	Greenhouse Operations	3

### Summer Term

HOR 252	Landscape Construction	2
HOR 298	Supervised Work Experience	3

### Semester 3

ENG 101	English Composition	3
HOR 212	Landscape Pest Control	3
HOR 229	Landscape Irrigation	2
HOR 230	Advanced Landscape Design	3



**Plus one of the following**

ENG 102	Critical Reading and Writing	3
ENG 202	Technical Writing	3
HUM 110	History of Metals	3
PHL 150	Applied Ethics	3
POL 101	American Government	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
MAT 110	Technical Mathematics	3
MKT 101	Business Mathematics	3
	General Education	6

**Semester 2**

ACC 211	Accounting I Computer Applications	2
ACC 220	Accounting II	3
BOT 142	Business Spreadsheets	3
BOT 143	Internet Concepts	2
BOT 152	Leadership II	1
ECO 201	Principles of Macroeconomics OR	3
ECO 202	Principles of Microeconomics	3
MAT 143	College Algebra	3

**Summer Term**

General Education	6
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**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 and Project Management Overview	3
MKT 222	Practicum IV	1

**Required General Education Courses**

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

**Business Technology**

Advanced Technical Certificate 54 credits

**Semester 1**

	Credits	
BOT 151	Leadership I	1
CMP 101	Intermediate Computers	3
MAT 110	Technical Mathematics OR	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
ECO 201	Principles of Macroeconomics OR	3
ECO 202	Principles of Microeconomics OR	3
MKT 115	Applied Economics	3
MKT 202	Entrepreneurship	3

**Summer Term**

ENG 090	Basic Writing OR	3
ENG 101	English Composition	3
	Electives	3

**Semester 3**

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

**Electives****9 Credits Required**

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

**Business Technology**

Technical Certificate 34 credits

**Semester 1**

	Credits	
BOT 151	Leadership I	1
CMP 101	Intermediate Computers	3
MAT 110	Technical Mathematics OR	3
MKT 101	Business Mathematics	3
MKT 103	Sales and Customer Service	3
MKT 112	Introduction to Marketing	3
OCR 101	Occupational Relations	2
	Electives	2

**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	3
ENG 101	English Composition	3
ECO 201	Principles of Macroeconomics OR	3
ECO 202	Principles of Microeconomics OR	3
MKT 115	Applied Economics	3

#### Elective

#### 2 Credits Required

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

#### Enhancement (none required)

OCR 110	The Successful Job Search	1
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## Computer Networking Technologies

#### Faculty

Doug Atwood  
Don Casper

Mel Stone

#### Length of Program

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

#### Industry Partners at EITC

EITC is a Novell Education Academic Partner (NEAP), a Microsoft Academy, 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 two specialized areas to pursue: Novell 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 two industry specializations, Novell 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) and Microsoft Certified Systems Engineer (MCSE). Students entering these Postsecondary Technical 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 and Microsoft exams are administered by EITC through VUE or by a Sylvan Prometric testing center. The certification tests average \$100 per test. Microsoft requires seven tests and Novell requires six.

#### 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 to take the very important and necessary industry certification tests.

#### Microsoft Computer Networking

Associate of Applied Science Degree 76-80 credits

#### Semester 1

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

#### Semester 2

CNT 108 Intro to TCP/IP Wide Area Networks	3
CNT 202 Advanced UNIX ANSI C	4
CNT 276 Cisco Router Setup and Operation (Cisco II)	4
ELC 203 Introduction to Computer Programming General Education	3-4

#### Summer Term

General Education	6-9
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#### Semester 3

CNT 261 Implementing Windows 2000 (MCSE 2152)	4
CNT 262 Implementing Windows 2000 Network Infrastructure (MCSE 2153)	4
CNT 263 Implement & Administer Windows 2000 Directory Services (MCSE 2154)	4
CNT 277 Cisco Network Segmentation and Protocol Encapsulation (Cisco III)	4

**Semester 4**

CNT 209	Supervised Work Experience	4
CNT 264	Designing a Windows 2000 Directory Services Infrastructure (MCSE 1561)	2
CNT 278	Cisco WAN Technologies (Cisco IV)	4
	Plus two CNT Electives	3-7
	General Education	0-6

**Plus two of the following CNT Electives**

CNT 255	Implementing & Supporting Microsoft Exchange Server	3
CNT 256	Administering Microsoft SQL Server (MCSE 832)	3
CNT 257	Secure Web Access Using Microsoft Proxy Services	2

**OR**

CNT 259	Implementing & Supporting Microsoft Internet Explorer	1
CNT 265	Designing Windows 2000 Network Services Infrastructure (MCSE 1562)	3
CNT 266	Designing a Secure Windows 2000 Network (MCSE 2150)	4
CNT 267	Designing a Windows 2000 Upgrade Strategy (MCSE 2010)	2

**Required General Education Courses**

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

**Plus one of the following**

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

**Plus one of the following**

ENG 102	Critical Reading and Writing	3
ENG 202	Technical Writing	3
HUM 110	History of Metals	3
PHL 150	Applied Ethics	3
POL 101	American Government	3

**Enhancement**

OCR 110	The Successful Job Search	1
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**Novell Computer Networking Technologies**

Associate of Applied Science Degree 76 credits

**Semester 1****Credits**

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

**Semester 2**

CNT 108	Intro to TCP/IP Wide Area Networks	3
CNT 202	Advanced UNIX ANSI C	4
CNT 276	Cisco Router Setup and Operation (Cisco II)	4
ELC 203	Introduction to Computer Programming	3
	General Education	3-4

**Summer Term**

	General Education Courses	6-9
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**Semester 3**

CNT 113	Novell Network System Admin	4
CNT 213	Novell Network Advanced System Administration	4
CNT 277	Cisco Network Segmentation and Protocol Encapsulation (Cisco III)	4
	General Education	3-6

**Semester 4**

CNT 111	Novell Network Design and Configuration	2
CNT 209	Supervised Work Experience	4
CNT 219	Novell Service and Support	4
CNT 227	Integrating Novell Networks with Microsoft Networks	3
CNT 278	Cisco WAN Technologies (Cisco IV)	4

**Required General Education Courses**

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

**Plus one of the following**

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

**Plus one of the following**

ENG 102	Critical Reading and Writing	3
ENG 202	Technical Writing	3
HUM 110	History of Metals	3
PHL 150	Applied Ethics	3
POL 101	American Government	3

**Enhancement**

OCR 110	The Successful Job Search	1
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**Cisco Certified Networking Associate Certification Track**

Postsecondary Technical Certificate 16 credits

**Semester 1****Credits**

CNT 275	Cisco Internetworking Technologies (Cisco I)	4
CNT 276	Cisco Router Setup and Operation (Cisco II)	4

**Semester 2**

CNT 277	Cisco Network Segmentation and Protocol Encapsulation (Cisco III)	4
CNT 278	Cisco WAN Technologies (Cisco IV)	4

**Microsoft Certified Systems Engineer (MCSE) Certification Track**

Postsecondary Technical Certificate 19 Credits

**Semester 1****Credits**

CNT 260	Windows 2000 Operating System Networking Essentials (MCSE 2151)	2
CNT 261	Implementing Windows 2000 (MCSE 2152)	4
CNT 262	Implementing Windows 2000 Network Infrastructure (MCSE 2153)	4
CNT 263	Implement & Administer Windows 2000 Directory Services (MCSE 2154)	4

## Semester 2

CNT 264	Designing a Windows 2000 Directory Services Infrastructure (MCSE 1561)	2
	General Education	6

### Plus two of the following:

CNT 255	Implementing & Supporting Microsoft Exchange Server	3
CNT 256	Administering Microsoft SQL Server (MCSE 832)	3
CNT 257	Secure Web Access Using Microsoft Proxy Server OR	2
CNT 259	Implementing & Supporting Microsoft Internet Explorer	1
CNT 265	Designing Windows 2000 Network Services Infrastructure (MCSE 1562)	3
CNT 266	Designing a Secure Windows 2000 Network (MCSE 2150)	4
CNT 267	Designing a Windows 2000 Upgrade Strategy (MCSE 2010)	2

## Certified Novell Engineer (CNE)

### Certification Track

Postsecondary Technical Certificate 20 Credits

#### Semester 1

		Credits
CNT 113	Novell Network System Admin	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	Integrating Novell Networks with Microsoft Networks	3
CNT 228	Novell Network Management	2
CNT 230	Novell Securing Intranets	2

## Electronic Service Technologies

### Faculty

Ron Willford John S. Hilby

### 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: four semesters

Technical Certificate: three semesters, one summer term

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

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

Students who successfully complete the first year of study will earn a Technical Certificate. Students may complete four semesters and earn an Advanced Technical Certificate. Entry into the second year of the program is dependent on the successful completion of the all first year classes required for a Technical Certificate OR approval of the second year program instructor. Students who successfully complete both years of study will earn an Associate of Applied Science Degree.

### Program Costs

In addition to the semester registration fees, an Electronic Service Technician student can expect to spend an approximate total of \$750 on books, tools, and supplies during the first year of the program and approximately \$1500 during the second year.

## Electronic Service Technician

Associate of Applied Science Degree 75-78 Credits  
w/Advanced Option

#### Semester 1

		Credits
CMP 101	Intermediate Computers	3
ELC 103	Direct and Alternating Current Lab OR	6
ELC 120	Direct Current (DC) Lab AND	3
ELC 135	Alternating Current (AC) Lab	3
ELC 109	Direct and Alternating Current Theory OR	4
ELC 110	Direct Current (DC) Theory AND	2
ELC 130	Alternating Current (AC) Theory	2
MAT 108	Intermediate Algebra OR	3
	COMPASS score >61	
	General Education Course	3

#### Semester 2

ELC 104	Discrete Device Theory OR	4
ELC 115	Diodes and Transistors Theory AND	2
ELC 116	Integrated Circuit Theory	2
ELC 108	Discrete Device Laboratory OR	6
ELC 117	Diodes and Transistors Laboratory AND	3
ELC 118	Integrated Circuits Laboratory	3
MAT 143	College Algebra AND	3
MAT 144	Trigonometry OR	2
MAT 147	Precalculus	5
	General Education	3

#### Summer Term

General Education 6-9

#### Semester 3

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

#### Semester 4

ELC 203	Introduction to Computer Programming	3
ELC 204	Supervised Work Experience	5
ELC 206	Microprocessors and Computer Systems Lab	4
ELC 209	Microprocessors and Computer Systems	4

### Required General Education Courses

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

### Plus one of the following

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

### Plus one of the following

ENG 102	Critical Reading and Writing	3
ENG 202	Technical Writing	3
HUM 110	History of Metals	3
PHL 150	Applied Ethics	3
POL 101	American Government	3

## Electronic Service Technician

Advanced Technical Certificate 63-67 credits

### Semester 1

	Credits	
CMP 101	Intermediate Computers	3
ELC 103	Direct and Alternating Current Lab OR	6
ELC 120	Direct Current (DC) Lab AND	3
ELC 135	Alternating Current (AC) Lab	3
ELC 109	Direct and Alternating Current Theory OR	4
ELC 110	Direct Current (DC) Theory AND	2
ELC 130	Alternating Current (AC) Theory	2
MAT 108	Intermediate Algebra OR	3
	COMPASS score >61	
	General Education Course	3

### Semester 2

ELC 104	Discrete Device Theory OR	4
ELC 115	Diodes and Transistors Theory AND	2
ELC 116	Integrated Circuit Theory	2
ELC 108	Discrete Device Laboratory OR	6
ELC 117	Diodes and Transistors Laboratory AND	3
ELC 118	Integrated Circuits Laboratory	3
MAT 143	College Algebra AND	3
MAT 144	Trigonometry OR	2
MAT 147	Precalculus	5

### Semester 3

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

### Semester 4

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

### Required General Education Courses

ENG 101	English Composition	3
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### Plus one of the following

OCR 101	Occupational Relations	2
PSY 101	Introduction to Psychology	3
SOC 101	Introduction to Sociology	3

## Electronic Service Technician

Technical Certificate 40-44 credits

### Semester 1

	Credits	
CMP 101	Intermediate Computers	3
ELC 103	Direct & Alternating Current Laboratory OR	6
ELC 120	Direct Current (DC) Lab AND	3
ELC 135	Alternating Current (AC) Lab	3
ELC 109	Direct and Alternating Current Theory OR	4
ELC 110	Direct Current (DC) Theory AND	2
ELC 130	Alternating Current (AC) Theory	2
MAT 108	Intermediate Algebra OR	3
	COMPASS score >61	

### Semester 2

ELC 104	Discrete Device Theory OR	4
ELC 115	Diodes and Transistors Theory AND	2
ELC 116	Integrated Circuit Theory	2
ELC 108	Discrete Device Laboratory OR	6
ELC 117	Diodes and Transistors Laboratory AND	3
ELC 118	Integrated Circuits Laboratory	3
MAT 143	College Algebra AND	3
MAT 144	Trigonometry OR	2
MAT 147	Precalculus	5

### Summer Term

ENG 101	English Composition	3
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### Plus one of the following

OCR 101	Occupational Relations	2
PSY 101	Introduction to Psychology	3
SOC 101	Introduction to Sociology	3

### Semester 3

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

## Legal Technologies

### Faculty

Carol Deane Melody Brown

### Length of Program

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

The Paralegal option provides education for students to enter the legal paraprofessional field. The term legal assistant is also commonly used. The option requires 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 and cover letters, and seek out interviews for placement in a 150-hour internship with a law office or legal unit in a related field.

The 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 57. Applicants must pass an admissions spelling test with a minimum score of 70% and demonstrate a typing speed of 35 wpm with a 95% 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**

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

**Semester 1**

	<b>Credits</b>
BOT 151 Leadership I	1
CMP 101 Intermediate Computers	3
PLG 101 Introduction to Paralegalism	3
PLG 102 Law Office Management	3
PLG 105 Legal Research and Writing I	3
PLG 106 Legal Terminology	3

**Semester 2**

BOT 152 Leadership II	1
PLG 103 Torts	3
PLG 111 Civil Litigation	3
PLG 113 Legal Research and Writing II	3
PLG 114 Law of Business Organizations	3
General Education	3

**Summer Term**

General Education	6-7
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**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
MAT 123 Real World Mathematics	4

**Plus one of the following**

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

**Plus two of the following**

ENG 102 Critical Reading and Writing	3
ENG 202 Technical Writing	3
HUM 110 History of Metals	3
PHL 150 Applied Ethics	3
POL 101 American Government	3

## Office Technologies

**Faculty**

Shelley O'Bryant	Christian Godfrey
Carol Perry	Mel Coffin

**Length of Program**

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

Advanced Technical Certificate: three semesters

Technical Certificate: two semesters, one summer term

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 capability and specifications, manage and execute projects, manipulate and manage information, improve employee performance, and enhance overall efficiency and effectiveness of the organization in line with business goals. The Office Professional student can choose from a Professional, Legal, or Medical specialty area in which to emphasize his or her degree.

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 writing, communications, and computer applications. While not required for the Technical Certificate, the Office Specialist student can choose an Office, Legal, or Medical emphasis to enhance his or her certificate.

The Web Development 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 for 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 71-73 credits

<b>Semester 1</b>		<b>Credits</b>
BOT 110	Keyboarding	3
BOT 123	Business Machines	1
BOT 151	Leadership I	1
CMP 101	Intermediate Computers	3
ENG 101	English Composition	3
MAT 110	Technical Mathematics OR	3
MKT 101	Business Mathematics	3
	Electives	3-4
<b>Semester 2</b>		
BOT 118	Word Processing	3
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
ENG 202	Technical Writing	3
<b>Summer Term</b>		
	General Education Courses	3-7
<b>Semester 3</b>		
BOT 204	Advanced Word Processing	2
BOT 227	Database Management	3
BOT 230	Desktop Publishing	4
BOT 251	Leadership III	1
MGT 216	Human Resource Management	3
	Electives	2-4
	General Education	3-6
<b>Semester 4</b>		
BOT 144	Speedbuilding	1
BOT 216	Supervised Work Experience	3
BOT 252	Leadership IV	1
OCR 110	The Successful Job Search	1
	Electives	3-6
	General Education	3-6

### Office Emphasis

#### 10 Credits Required

ACC 210	Accounting I AND	3
ACC 211	Accounting I Computer Applications	2
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

### Legal Emphasis

#### 9 Credits Required

PLG 102	Law Office Management	3
PLG 106	Legal Terminology	3
PLG 111	Civil Litigation	3

### Medical Emphasis

#### 8 Credits Required

HCT 101	Medical Terminology	2
HCT 113	Medical Coding	3
HCT 114	Medical Billing	3

### Required General Education Courses

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

### Plus one of the following

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

### Plus one of the following

ENG 102	Critical Reading and Writing	3
ENG 202	Technical Writing	3
HUM 110	History of Metals	3
PHL 150	Applied Ethics	3
POL 101	American Government	3

### Business & Computer Applications

#### Technician

Advanced Technical Certificate 53 credits

<b>Semester 1</b>		<b>Credits</b>
BOT 110	Keyboarding	3
BOT 123	Business Machines	1
BOT 151	Leadership I	1
CMP 101	Intermediate Computers	3
ENG 101	English Composition	3
MAT 110	Technical Mathematics OR	3
MKT 101	Business Mathematics	3
	Elective(s)	4
<b>Semester 2</b>		
BOT 118	Word Processing	3
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
ENG 202	Technical Writing	3
<b>Semester 3</b>		
BOT 204	Advanced Word Processing	2
BOT 216	Supervised Work Experience	3
BOT 227	Database Management	3
BOT 230	Desktop Publishing	4

BOT 251	Leadership III	1
MGT 216	Human Resource Management	3
	Elective(s)	2

### Electives

#### 6 Credits Required

ACC 210	Accounting I AND	3
ACC 211	Accounting I Computer Applications	2
BOT 231	Web Page Design	3
BOT 232	Computer Concepts	3
BOT 234	Computer Assisted Graphics	3
OCR 110	The Successful Job Search	1

### Office Specialist

Technical Certificate 36 credits

#### Semester 1

		Credits
BOT 110	Keyboarding	3
BOT 123	Business Machines	1
BOT 151	Leadership I	1
CMP 101	Intermediate Computers	3
ENG 101	English Composition	3
MAT 110	Technical Mathematics OR	3
MKT 101	Business Mathematics	3
OCR 101	Occupational Relations	2

#### Semester 2

BOT 118	Word Processing	3
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
ENG 202	Technical Writing	3

#### Summer Term

BOT 216	Supervised Work Experience	3
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#### Enhancements

##### Office Emphasis

ACC 210	Accounting I	3
ACC 211	Accounting I Computer Applications	2

##### Legal Emphasis

PLG 102	Law Office Management	3
PLG 106	Legal Terminology	3

##### Medical Emphasis

HCT 101	Medical Terminology	2
HCT 113	Medical Coding	3

### Web Development Specialist

Associate of Applied Science Degree 70 credits

#### Semester 1

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

#### Semester 2

BOT 143	Internet Concepts	2
BOT 152	Leadership II	1
BOT 235	Advanced Web Site Design	3

BOT 236	Web Development Tools	3
BOT 239	Advanced Data Management	3
ELC 203	Introduction to Computer Programming	3
	General Education	3

#### Semester 3

BOT 230	Desktop Publishing	4
BOT 237	Implementing Web Servers	3
BOT 238	Database Driven Websites	3
MAT 123	Real World Mathematics	4
MKT 120	Marketing on the Internet	3

#### Semester 4

BOT 216	Supervised Work Experience	3
BOT 234	Computer Assisted Graphics	3
BOT 240	Emerging Technologies of the Internet	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

#### Plus one of the following

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

#### Plus one of the following

ENG 102	Critical Reading and Writing	3
ENG 202	Technical Writing	3
HUM 110	History of Metals	3
PHL 150	Applied Ethics	3
POL 101	American Government	3

#### Enhancements

BOT 251	Leadership III	1
BOT 252	Leadership IV	1
CNT 257	Secure Web Access Using Microsoft Proxy Server	1
OCR 110	The Successful Job Search	1

# Health Care Technology

## Areas of Study

**Dental Assisting** - Technical Certificate

**Medical Assistant** - Associate of Applied Science Degree

Medical Office Specialist - Technical Certificate

Medical Transcriptionist - Postsecondary Technical Certificate

**Practical Nursing** - Advanced Technical Certificate

**Surgical Technology** - Associate of Applied Science Degree

## Faculty

Kathleen Nelson, Division Manager      Marlene Brinkerhoff

Downie Finley      Cindy Mills

Raeleen Roberts      Becky Chapman

Lisa Zajanc      Elaine Miller

## Length of Program

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 field. 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

Microbiology for Health Professions

Medical Terminology

Introduction to Anatomy and Physiology & Lab

Nutrition

Growth and Development

### Other Options are:

Phlebotomy

Medical Ethics

EKG/ECG

Students 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 an annual TB skin test
5. Documentation of malpractice insurance
6. Documentation of health insurance

## Dental Assisting

### Faculty

Raeleen Roberts

### Length of Program

Technical Certificate: two semesters, 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**

#### **Summer1**

		<b>Credits</b>
CMP 101	Intermediate Computers	3
ENG 101	English Composition	3
OCR 101	Occupational Relations	2

#### **Semester 1**

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

#### **Semester 2**

DTL 127	Dental Clinical	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**

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
HCT 104	Microbiology for Health Professions	3

#### **Semester 2**

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

#### **Summer Term**

DTL 132	Supervised Work Experience	6
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## **Medical Assistant**

### **Faculty**

Cindy Mills

### **Length of Program**

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

Technical Certificate: two semesters, one summer term

Postsecondary Technical Certificate: two semesters, one summer term

A Medical Assistant is an allied health professional dedicated to assisting physicians administratively and/or clinically in outpatient settings such as the physician's office, walk-in clinics, and hospitals. Medical Assistants perform a variety of health

care tasks, possessing basic skills in multiple areas of patient care. Administrative duties include scheduling and receiving patients, preparing and maintaining records, performing secretarial skills and medical transcription, handling telephone calls, and writing correspondence. Clinical duties include using sterile techniques and infection control, recording patient information and taking vital signs, preparing patients for procedures and assisting the physician with examinations and treatments, collecting and processing specimens, and assisting with patient care under a physician's supervision. There is an Associate of Applied Science degree option for Medical Assistants.

The 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 Degree program are eligible to sit for the AAMA Certification Examination, and, upon passing the examination, the individual earns the Certified Medical Assistant (CMA) credential.

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

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

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 utilized.

### **Entrance Requirements**

- Completion of COMPASS with a score at or above 70 in reading and writing skills and 57 or above in pre-algebra.
- Applicants must pass an admissions spelling test with a score at or above 75%.
- Demonstrate a keyboarding 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 \$1000 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 Assistant**

Associate of Applied Science Degree 63-65 Credits

<b>Semester 1</b>		<b>Credits</b>
CMP 101	Intermediate Computers	3
HCT 100	Introduction to Health Professions	2
HCT 101	Medical Terminology	2
HCT 103	Introduction to Anatomy and Physiology and Laboratory	4
SOC 101	Introduction to Sociology	3
<b>Semester 2</b>		
ENG 101	English Composition	3
HCT 104	Microbiology for Health Professions	3
HCT 104-L	Microbiology for Health Professions Laboratory	1
HCT 109	Medical Ethics	2
MAT 123	Real World Mathematics	4
PSY 101	Introduction to Psychology	3
<b>Semester 3</b>		
HCT 105	Phlebotomy	2
HCT 113	Medical Coding	3
MAS 101	Pharmacology for Health Professions	2
MAS 103	Clinical Skills for Medical Assistants I	3
MAS 111	Admin Skills for Medical Assistants I	3
MAS 205	Administration of Medications	2
<b>Semester 4</b>		
COM 101	Fundamentals of Human Communication	3
HCT 108	EKG/ECG	2
HCT 114	Medical Billing	3
MAS 112	Admin Skills for Medical Assistants II	3
MAS 203	Clinical Skills for Medical Assistants II	3
<b>Summer Term</b>		
MAS 207	Externship II A	4
MAS 210	Externship II B	6

### **Medical Office Specialist**

Technical Certificate 35 Credits

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

### **Semester 2**

HCT 114	Medical Billing	3
MAS 106	Externship I	3
MAS 112	Admin Skills for Medical Assistants II	3
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

#### **Semester 1 Credits**

CMP 113	Word Beginning	1
CMP 114	Word Intermediate	1
HCT 101	Medical Terminology	2

#### **Semester 2**

MAS 113	Introduction to Medical Transcription	2
MAS 114	General Medical Transcription	3
MAS 118	Telecommunications and Meditech	1

#### **Summer Term**

MAS 119	Practicum	1
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## **Practical Nursing**

### **Faculty**

Lisa Zajanc Downie Finley  
Elaine Miller

### **Length of Program**

Advanced Technical Certificate: Approximately three semesters, one summer term

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

The first semester classes may be taken full-time or part-time in the fall or spring. Applicants who complete all prerequisite courses with a C or better and have fulfilled all of the other entrance requirements are 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 nurses. Practical nurses assess clients for educational, physiological, psychosocial, comfort, and safety needs; assist in planning and coordinating care; and gather data. They provide basic bedside care, take vital signs, do dressings and treatments, insert catheters, collect samples from clients for testing, perform routine laboratory tests, administer prescribed medications, and

start intravenous fluids. Some experienced LPN's supervise nursing assistants and aides.

Practical nurses are employed in hospitals, long-term care facilities, behavioral health facilities, home health agencies, clinics, and physicians' offices. LPN's should have a caring empathetic nature. They should be emotionally stable because work with the sick and injured can be stressful. As a part of the health care team, they must be able to follow orders and work under close supervision. Depending on the area, intermittent periods of sitting, standing, walking, reaching and twisting, and occasional need for squatting, bending, 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 for Track 1 a 31 in Pre-Algebra or 57 in Pre-Algebra or a 37 in Algebra for Track 2.
- 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 care provider).
- An interview with the program coordinator/instructor may be required

### Program 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 58-62 Credits

### Track 1

*Prerequisites to be completed to entering the professional component of the program which starts with the Summer Term*

	Credits
ENG 101 English Composition	3
HCT 100 Introduction to Health Professions	2
HCT 101 Medical Terminology	2
HCT 103 Introduction to Anatomy and Physiology and Laboratory	4
MAT 110 Technical Mathematics	3

HCT 104 Microbiology for Health Professions	3
HCT 104-L Microbiology for Health Professions Laboratory	1
HCT 110 Nutrition	2
HCT 111 Growth and Development	2
HCT 118 Certificated Nursing Assistant Training or CNA Certification	4

### Summer Term

NRS 106 Nursing Skills I	4
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### Semester 1

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

### Semester 2

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

## Practical Nursing

Advanced Technical Certificate 64-68 Credits

### Track 2

*Prerequisites to be completed prior to entering the professional component of the program which starts with the Summer Term*

	Credits
BIO 227 Human Anatomy and Physiology I	4
ENG 101 English Composition	3
HCT 100 Introduction to Health Professions	2
HCT 101 Medical Terminology	2
MAT 123 Real World Mathematics	4
BIO 228 Human Anatomy and Physiology II	4
HCT 104 Microbiology for Health Professions	3
HCT 104-L Microbiology for Health Professions Laboratory	1
HCT 110 Nutrition	2
HCT 118 Certificated Nursing Assistant Training OR CNA Certification	4
PSY 150 Human Life Span and Development	3

### Summer Term

NRS 106 Nursing Skills I	4
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### Semester 1

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

### Semester 2

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

# Surgical Technology

## Faculty

Becky Chapman, C.S.T.

## Length of Program

Associate of Applied Science Degree: four semesters

Surgical technologists are integral members of the surgical team who work closely with surgeons, anesthesiologists, registered nurses, and other surgical personnel delivering patient care before, during, and after surgery. Scrub, circulating, and second assisting surgical technologists have primary responsibility for maintaining the sterile field 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, health professions, 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 ophthalmologists', physicians', and dentists' offices.

## 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.
- They must pass an admissions spelling test with a score of 75% or above.
- An interview with program director/faculty may be required.

## Program 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.

# Surgical Technology

Associate of Applied Science Degree

65 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 and Laboratory	4
HCT 104	Microbiology for Health Professions	3
HCT 104-L	Microbiology for Health Professions Laboratory	1
SOC 101	Introduction to Sociology	3

## Semester 3

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

## Semester 4

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

## Enhancements

OCR 110	The Successful Job Search	1
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# Trades and Industry Division

## Areas of Study

### Automotive Technology

- Automotive Automatic Transmission & Transaxle Specialist
- Automotive Brake Specialist
- Automotive Electronics Specialist
- Automotive Engine Performance Specialist
- Automotive Engine Repair Specialist
- Automotive Heating & Air Conditioning Specialist
- Automotive Power Trains, Suspension & Steering Specialist

### Diesel Technology

- Diesel Engine Specialist
- Diesel Fuel Injection Specialist
- Diesel Heavy Duty Brake Specialist
- Diesel Heavy Duty Drive Train Specialist
- Diesel Heavy Duty Electrical Systems

### 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, Advanced Technical Certificate, Technical Certificate

## Length of Program

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

Advanced Technical Certificate: four semesters

Technical Certificate: two semesters

Postsecondary Technical Certificate: varies

## Faculty

Val Chambers, Division Manager  
Frank Stanger  
Kyle Kofford

Dale McPherson  
Bill Swenson

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

The State of Idaho and Eastern Idaho Technical College have adopted the Automotive Service Excellence (ASE) task list as guidelines for our automotive programs. Our Automotive Technology program has met the criteria for certification in each of the eight areas of study listed by the National Automotive Technicians Education Foundation (NATEF). Our course numbering system has an ASE prefix, which designates our compliance with their regulations. Our students are trained

to meet ASE certification standards. Upon completion of our program and one year of successful employment in the automotive field, a student should be prepared to take and pass the ASE certification tests. EITC is the official ASE certification test facility for area 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 \$2000 on books and tools for the entire program and approximately \$55 per semester for coverall rental.

# Automotive Technology

## Faculty

Val Chambers  
Frank Stanger

Dale McPherson  
Bill Swenson

## Automotive Technology

Associate of Applied Science Degree 73 credits

### Semester 1 Credits

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

### Semester 2

ASE 111	Basic Power Plant Systems	2
ASE 112	Upper Power Plant Systems	2
ASE 113	Lower Power Plant Systems	2
ASE 121	Automatic Transmissions	3
ASE 131	Manual Drivetrain & Axles	2
ASE 151	Automotive Brake Systems	2
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	Antilock & Power Brake Systems	2
ASE 262	Automotive Electronics	2
ASE 264	Advanced Automotive Electronic Component Testing and Safety	3
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
OCR 101	Occupational Relations	2

### Summer Term

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

57 credits

### Semester 1 Credits

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

### Semester 2

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

### Semester 3

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

### Semester 4

ASE 184	Basic Computer Controlled Engines Systems	2
ASE 285	Gasoline Fuel Injection Systems	3
ASE 286	Computer Controlled Engines Systems	3
ASE 287	Emission Control Systems	3
ASE 288	On Board Diagnostics II	1
OCR 101	Occupational Relations	2

# Automotive Technology

Technical Certificate

31 Credits

### Semester 1 Credits

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

### Semester 2

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

## **Automotive Automatic Transmission & Transaxle Specialist**

Postsecondary Technical Certificate 18 Credits

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

## **Automotive Brake Specialist**

Postsecondary Technical Certificate 9 Credits

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

## **Automotive Electronics Specialist**

Postsecondary Technical Certificate 14 Credits

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

## **Automotive Engine Performance Specialist**

Postsecondary Technical Certificate 23 Credits

### **Semester 1**

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

## **Automotive Engine Repair Specialist**

Postsecondary Technical Certificate 8 Credits

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

## **Automotive Heating & Air Conditioning Specialist**

Postsecondary Technical Certificate 12 Credits

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

## **Automotive Power Trains, Suspension & Steering Specialist**

Postsecondary Technical Certificate 9 Credits

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

## **Diesel Technology**

### **Faculty**

Dale McPherson

## **Diesel Technology**

Associate of Applied Science Degree 73 credits

### **Semester 1**

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

### **Semester 2**

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

### **Semester 3**

ASE 243	Heavy-duty Suspension and Steering	2
ASE 252	Antilock & Power Brake Systems	2
ASE 253	Air Brake Systems	2
ASE 262	Automotive Electronics	2
ASE 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
OCR 101	Occupational Relations	2

**Summer Term**

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 57 credits

**Semester 1**

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

**Semester 2**

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

**Semester 3**

ASE 243	Heavy-duty Suspension and Steering	2
ASE 252	Antilock & Power Brake Systems	2
ASE 253	Air Brake Systems	2
ASE 262	Automotive Electronics	2
ASE 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
OCR 101	Occupational Relations	2

**Diesel Engine Specialist**

Postsecondary Technical Certificate 21 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 262	Automotive Electronics	2
ASE 263	Heavy Duty Electrical Systems	2
ASE 284	Automotive Diesel Fuel Injection Systems	2
ASE 289	Heavy Duty Diesel Fuel Injection Systems	2
ASE 290	Diesel Engine Computer Controls	1

**Diesel Fuel Injection Specialist**

Postsecondary Technical Certificate 12 credits

ASE 162	Introduction to Automotive Electronics	3
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**

Postsecondary Technical Certificate 11 credits

ASE 151	Automotive Brake Systems	2
ASE 162	Introduction to Automotive Electronics	3
ASE 184	Basic Computer Controlled Engines Systems	2
ASE 252	Antilock & Power Brake Systems	2
ASE 253	Air Brake Systems	2

**Diesel Heavy Duty Drive Train Specialist**

Postsecondary Technical Certificate 10 Credits

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

**Diesel Heavy Duty Electrical Systems**

Postsecondary Technical Certificate 10 Credits

ASE 162	Introduction to Automotive Electronics	3
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

# Welding Technology

## Faculty

Kyle Kofford

## Length of Program

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

Advanced Technical Certificate: four semesters

Technical Certificate: two semesters

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

The full-time welding program will provide proficiency training in shielded arc (stick welding), oxy-acetylene welding and burning, metal inert gas (MIG), 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 68 credits

### Semester 1

	Credits
MAT 123 Real World Mathematics	4
WLD 104 Oxy-Acetylene Cutting and Welding	2
WLD 115 Industrial Safety	1
WLD 117 Welding Theory and Metallurgy	4
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

### Semester 2

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

### 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
WLD 204 Testing and Qualifications	4
WLD 205 Applied Work Experience	4
OCR 101 Occupational Relations	2

### Summer Term

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

### Plus one 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

52 credits

### Semester 1

	Credits
WLD 104 Oxy-Acetylene Cutting and Welding	2
WLD 115 Industrial Safety	1
WLD 117 Welding Theory and Metallurgy	4
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

### Semester 2

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

### Semester 3

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

### Semester 4

ENG 101 English Composition	3
WLD 204 Testing and Qualifications	4
WLD 205 Applied Work Experience	4
OCR 101 Occupational Relations	2

**Enhancement**

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

**Welding Technology**

Technical Certificate 33 credits

**Semester 1 Credits**

ENG 101	English Composition	3
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**

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

# Environmental Safety and Health Division

## Areas of Study

Wildland Fire Management - Associate of Applied Science Degree

## Faculty

Dawn Woods  
Richard Winn  
Audrey Senelly, Coordinator Idaho Hazardous Materials Training Center  
Kimmy Holston - Assistant

## Length of 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.

## Wildland Fire Management

Associate of Applied Science Degree 62 credits

### Semester 1

	Credits
ENG 101 English Composition	3
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 Wildfire Power Saws (S-212)	2
WFM 106 Supervised Work Experience	6

### Semester 2

MAT 143 College Algebra	3
WFM 107 Basic Fire Ecology	3
WFM 108 Supervising Concepts and Technique (S-201)	1
WFM 109 Dozer Boss (S-232)	0.5
WFM 110 Interagency Incident Business Management (S-260)	1

WFM 111 Basic Air Operations (S-270)	1
WFM 112 Intermediate Wildland Fire Behavior (S-290)	2
WFM 113 Incident Commander Extended Attack/Intermediate Incident Command System (S-300,I-300)	3

### Semester 3

COM 101 Fundamentals of Human Communication	3
WFM 201 Crew Boss Single Resource	1
WFM 202 Ignitions Operations (S-234)	1
WFM 203 Intro to Wildland Fire Behavior Calculations (S-390)	2
WFM 204 EMS First Responder	2
WFM 205 Hazardous Materials Awareness and Operations	2
WFM 206 Initial Attack Incident Commander-Fire Operations/Urban Interface (S-200, S-205)	2
PSY 101 Introduction to Psychology	3
SOC 101 Introduction to Sociology	3

### Semester 4

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

## Additional Wildland Fire Management Courses:

WFM 125 Advanced Firefighting Training (S-131)	0.5
WFM 126 Interagency Helicopter Training Guide (S-217)	2
WFM 127 Wildfire Origin and Cause Determination (P-151)	2

## Entrance Requirements for Wildland Fire Management

Specific courses offered, dates and enrollment information is available from the Environmental Safety and Health Division Manager at 524-3000, ext. 3381.

## Idaho Hazardous Materials Training Center

Eastern Idaho Technical College owns and operates the Idaho Hazardous Materials Training Center (IHMTC), located at the Pocatello Airport. The IHMTC's specialty is training in a variety of environmental and fire fighting techniques for state and federal government agencies, private industry, and municipal fire departments. Courses offer hands-on experience and training scenarios, and are tailored to meet the specific needs of industry. All scenarios are based on actual emergency situations.

**To register for classes or request class overviews, call the IHMTC at (208) 236-6072.**

# Regional Adult Learning Center

## Faculty

Peggy Nelson, Division Manager	Pam Ingram
Marion Lansford	Kathy Judy
Irene Jones	Kathy Lancaster

## Staff

Wendy Dutenhoeffer	Margaret Collins
Julene Messick	Mary Kaufman
Nessie Zitlau	Laura Pierson
Mindi Reid	Vern Taylor
Danielle Collins	Joanne Bates

## 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 prevocational 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 regional ALC offers free instruction to prepare students to take the five GED exams. 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).

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).** 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.

**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)

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

### Even Start Programs:

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

### Equipping Families for the Future:

This project is funded through Health and Welfare. It is designed to provide educational workplace, and family skills to low-income parents of dependent children.

# Workforce Training/Community Education Division

## Staff

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, electricity and electronics, entrepreneur training, general trades, health care, life skills, and real estate. Classes generally range from four-to-144 hours in length; many are offered during daytime and evening hours.

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

## Outreach 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 Classes

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

## Idaho Workforce Development Training Fund

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

## Online Courses

Would you like to acquire valuable new skills from the comfort and convenience of your home or office? Learn how to navigate the Internet, create a Web page, or master the art of Web programming. A variety of online computer classes will help you unlock the powerful secrets behind all your favorite applications. Our personal enrichment courses will help you prepare for an upcoming test, eliminate debt, write a successful grant proposal, become a professional writer, or chart a new career path. 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 web browser
- 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  
GRE Preparation – Part 2  
The Craft of Magazine Writing  
Writerific!  
LSAT Preparation – Part 1  
LSAT Preparation – Part 2  
Personal Financial Planning  
A to Z Grant writing  
SAT/ACT Preparation - Part 1  
SAT/ACT Preparation – Part 2  
Debt Elimination Techniques That Work

**SMALL BUSINESS**

Business Communications Using E-mail  
Marketing for Small Business  
Practical Financial Management for Small Business  
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 Apprentice/Journeyman**

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

**Online Classes Refund Policy**

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

**Textbooks**

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

# 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 Career Search
- Self-Esteem - Self Confidence Class
- Communication skills
- Beginning Office & Computer Skills, Level 1
- Successful Life Strategies
- 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)  
Jean Ward, Counselor, (jward@eitc.edu)  
Ginger Reid, Counselor, (greid@eitc.edu)  
Cathy Rogers, Program Secretary (crogers@eitc.edu)  
Enid Yurman, Equity Project Coordinator (eyurman@eitc.edu)  
Darren Furman, Counselor (dfurman@eitc.edu)

## Special Events

- Job Options Conference
- Red Ribbon Week
- Guided study groups

## 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 IDEAS (Career Information System) is used. Support services/classes and referral to additional help both on and off campus are included. Regular appointments with a counselor to monitor student progress toward goals are scheduled as desired.

## Student Mentor Program

This program 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

## **ACCOUNTING**

### **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: ACC 210

### **ACC 214 Computerized Payroll**

*2 Credits*

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

### **ACC 220 Accounting II**

*3 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. Prerequisite or Corequisite: ACC 210.

### **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 Module 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 220.

### **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

## **AUTOMOTIVE**

### **ASE 100 Basic Mechanics**

*2 Credits*

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. Work order preparation and Industrial Report Writing covering the 3 C's of Warranty Report Writing, 'Complaint, Cause, Correction.'

### **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**

*3 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 station, 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. After completion, a student will be qualified as an entry-level tune-up technician.

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 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.

Prerequisite: ASE 214.

### **ASE 221 Computer Controlled Automatic Transmissions**

*3 Credits*

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

slipping, transmission lock-up, and shifting problems. Major diagnosis, repair, and overhaul of automatic transmissions are included in this course. Prerequisite: ASE 121.

### **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. 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 Antilock & Power Brake Systems**

*2 Credits*

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

### **ASE 253 Air Brake Systems**

*2 Credits*

This course covers theory, principles of operation, and related math of both light and heavy-duty trucks. Items covered will include 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, series-parallel and solenoid switches, and heavy-duty starters. Prerequisite: ASE 161 and ASE 262.

### **ASE 264 Advanced Automotive Electronic Component Testing and Safety**

*3 Credits*

This course covers a review of Ohm's Law and its application to the modern-day computer systems. There will be a review of alternators, starters, and introduction to heavy-duty starting systems, and an introduction to the automotive security systems used on today's automobiles. The main emphasis of this course will be theory, operation, and testing of the electronic components which support the automotive computer. A section of electronic safety while working with today's automotive computer is included. How to repair the sensitive components without serious damage to the component or the technician will be covered in this section. Prerequisites: ASE 161 and ASE 262

### **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, major carburetor overhaul, and rebuilding gasoline fuel injection systems, testing, overhauling and component replacement, exhaust system overhaul, and analysis of exhaust gases. Prerequisites: ASE 183, ASE 184, and ASE 161.

### **ASE 286 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 converters (both single and three-way), and computer controlled systems. Use of proper test equipment to meet Federal Clean Air Standards is also covered. Prerequisites: ASE 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 controls 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 detailed theory to provide the student with a better understanding of fuel injection systems for tune-up and troubleshooting capability. Pump operation with 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.

**HUMAN ANATOMY & PHYSIOLOGY****BIO 227 Human Anatomy and Physiology I**

4 Credits

This course is the first course of two-semester sequence in human anatomy and physiology. This course covers the structure and functions of integumentary, skeletal, muscular, and nervous systems.

**BIO 228 Human Anatomy and Physiology II**

4 Credits

This course is the second course of two-semester sequence in human and anatomy and physiology. This course covers the

structure and functions of circulatory, respiratory, urinary, digestive, endocrine, and reproductive systems.

Prerequisite BIO 227.

**BUSINESS****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 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 for 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 skill in keyboarding. Emphasizes speed and accuracy through improved techniques using timed writings. Taught on computers. An independent study course. Prerequisite: BOT 110.

**BOT 145 Internetworking Technologies**

*4 Credits*

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

**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 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 subforms; and creating an application system using the Switchboard Manager. This course instructs up to the expert level of MOUS 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. Prerequisite: BOT 143, 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 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 databases using both client-side and server-side scripts.

Prerequisites: BOT 239

### **BOT 239 Advanced Data Management**

*3 Credits*

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

Prerequisite: 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.

## **CHEMISTRY**

### **CHE 111 General Chemistry I**

*4 Credits*

This course is a study of the fundamental principles necessary to describe the interaction of atoms and molecules in the various phases of matter, including properties of matter, changes that it undergoes, and energy changes that accompany these processes. Lecture and laboratory topics include unit conversions, stoichiometry, chemical bonding and reactions, kinetic molecular theory, solution chemistry, and kinetics. Prerequisite: Successful completion of 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, and nuclear chemistry. Three hours of lecture and three hours of laboratory each week. Prerequisite: Successful completion of MAT 143 or 147 and CHE 111 and permission of instructor.

## **COMPUTERS**

### **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, spreadsheets, 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 CMP 111, CMP 112, CMP 113, and CMP 117 is the equivalent of CMP 101).

### **CMP 112 Microsoft Windows Beginning**

*1 Credit*

This course will present the basics for using the Microsoft Windows operating systems. Windows is the platform on which the majority of computer program operate. By learning how to work with the Windows Operating System, the student will be able to use the Program Manager function, understand the terms, icons, dialogue boxes, control panel, accessories, file manager, help and other vital and useful functions. (The combination of CMP 111, CMP 112, CMP 113 and CMP 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 CMP 111, CMP 112, CMP 113 and CMP 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 CMP 111, CMP 112, CMP 113 and CMP 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 Credit*

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 Credit*

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. Prerequisites: CMP 111, CMP 112, CMP 113. This course will be presented in two parts. Access Part 1 and Access Part 2. When the student enrolled in both classes has successfully completed these two parts, credit will be awarded for CMP 121 Access Beginning.

**CMP 122 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 analyses, and create charts to manage data. (CMP 117, 122, and 123 for one credit each are the equivalent of BOT 142 for 3 credits).

**COMPUTER NETWORKING****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 Intro to TCP/IP/Wide Area Networks***3 Credits*

This course covers the TCP/IP protocol suite and how it applies to wide area network topologies. Included are discussions of bridges, routers, and gateways as they relate to designing, installing, and maintaining wide area networks. The Internet is introduced, discussed, and explored including the building of home pages. Prerequisite: CNT 103.

**CNT 111 Novell Network Design and Configuration***2 Credits*

The student will learn how to design and create an IntranetWare implementation plan for a case study company. The skills learned in this class will enable the student to design an NDS 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 Administration, Advanced Administration, and Installation and Configuration Prerequisite: CNT 213 or equivalent.

**CNT 113 Novell Network System Administration***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 Desktop/Client Computer Operating Systems***4 Credits*

This course provides the skills and knowledge required to install, configure, support, and troubleshoot desktop/client computer operating systems. It includes descriptions of maintenance and troubleshooting tools, communications and networking tools, and hardware support. It also describes the use of setup scripts, user profiles, and system policies. Classroom practice and computer labs provide hands-on experience. The first half of the course focuses on support in a stand-alone environment, while the second half describes how to support these systems in a network environment.

**CNT 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**

*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 and Support**

*4 Credits*

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

**CNT 223 Novell GroupWise Administration**

*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 Integrating Novell Networks with Microsoft Networks**

*3 Credits*

This course is designed for IT professionals who administer

multi-vendor enterprise networks. It teaches how to integrate a Microsoft network environment with a Netware network environment. Students learn how to streamline the administration tasks of the mixed environment. They also get hands-on experience with administering the various clients, servers, and applications in the mixed environment.

**CNT 228 Novell Network Management**

*2 Credits*

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

**CNT 230 Novell Securing Intranets**

*2 Credits*

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

**CNT 250 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 network operating systems, network components, and network communications media as well as how to use them to connect servers and clients. The various networking standards, protocols, and access methods are covered including which is most appropriate for a given network.

**CNT 255 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 263.

**CNT 257 Secure Web Access Using Microsoft Proxy Server**

*2 Credits*

This course covers installing, configuring, and troubleshooting

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

**CNT 259 Implementing & Supporting Microsoft Internet Explorer**

*1 Credit*

This course provides students with a strong foundation in the architecture and key features on Microsoft Internet Explorer. Information provided in this course enables students to setup, configure, use, and deploy Internet Explorer in a network environment with particular emphasis on intranet use. Prerequisite: CNT 150 and 261.

**CNT 260 Windows 2000 Operating System Networking Essentials (MCSE 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 (MCSE 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 (MCSE 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 Implement & Administer Windows 2000 Directory Services (MCSE 2154)**

*4 Credits*

This course provides students with the knowledge and skills necessary to install, configure, and administer the Microsoft Windows 2000 Active Directory service. Primary focus is on implementing Group Policy and understanding the Group Policy tasks required for centrally managing users and computers. Prerequisite: CNT 262

**CNT 264 Designing a Windows 2000 Directory Services Infrastructure (MCSE 1561)**

*2 Credits*

This course provides students with the knowledge and skills necessary to design a Microsoft® Windows® 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 (MCSE 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 (MCSE 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® Windows® 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

Unit 4, Providing Secure Access to Partners

Prerequisite: CNT 263.

**CNT 267 Designing a Windows 2000 Upgrade Strategy (MCSE 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.

## **COMMUNICATIONS**

**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 (Transfer Students Only)**

*1 Credit*

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

**COM 201 Public Speaking**

*3 Credits*

This course provides 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. Recommended: Successful completion of ENG 101.

## **COLLEGE SURVIVAL SKILLS**

**CSS 101 College Survival Skills**

*1 Credit*

This course provides students with an opportunity to develop the skills, values, and attitudes necessary to become confident, capable students in a college atmosphere. Emphasis will be placed on study skills, life management, college survival skills, relationships, memory techniques, test-taking strategies, note taking, techniques for textbook reading, critical thinking, health issues, finances, and campus resources.

## **DENTAL**

**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. Class work also deals with preventive dentistry and patient care. The course provides the skills needed to handle any medical emergency in the dental office and provides a solid fundamental knowledge of HIV/AIDS as it pertains to patients, coworkers and employers. The student will be eligible to test for Red Cross certification in CPR, First Aid, and HIV/AIDS in the Workplace.

**DTL 125 Dental Operatory Procedures**

*4 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 extra oral radiographic production, processing, mounting, and evaluation. The student has the opportunity to become skilled in dental x-ray procedures with a heavy emphasis on safety.

**DTL 127 Dental Clinical**

*2 Credits*

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

### **DTL 134 Fundamentals of Dental Assisting**

*2 Credits*

Provides the beginning Dental Assistant with background and knowledge in the areas of dental terminology, charting, cavity classification, infection control, local anesthesia, oral surgery, and ethics and jurisprudence. Prerequisite: Employed as a Dental Assistant for 6 months.

### **DTL 135 Expanded Duties**

*3 Credits*

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

## ***ECONOMICS***

### **ECO 201 Principles of Macroeconomics**

*3 Credits*

This course includes organization and operation of the American economy, supply and demand analysis, money and banking, employment and aggregate output, public finance, and economic growth.

### **ECO 202 Principles of Microeconomics**

*3 Credits*

This course includes principles governing production, price relationships, and income distribution and their applications to selected problems.

## ***ELECTRONICS***

### **ELC 103 Direct and Alternating Current Laboratory**

*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 104. 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 Laboratory**

*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 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. ELC 110 for 2 credits and ELC 130 for 2 credits, are equivalent to ELC 109. Corequisite: ELC 103.

### **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. ELC 110 for 2 credits and ELC 130 for 2 credits, are equivalent to ELC 109.

### **ELC 115 Diodes and Transistors 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 Circuits 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 Diodes and Transistors 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 Circuits 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) Laboratory**

#### *3 Credits*

Students will conduct experiments in resistance, circuit behavior, applications of capacitors and inductors, and the characteristics and use of DC test equipment. ELC 120 for 3 credits and ELC 135 for 3 credits are equivalent to ELC103.

### **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) Laboratory**

#### *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. ELC 120 - 3 credits AND ELC 135 - 3 credits may be taken as an equivalent for ELC 103 - 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 Microprocessors and Computer Systems Lab**

#### *4 Credits*

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

### **ELC 207 Digital Electronics**

### *6 Credits*

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

### **ELC 208 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 Microprocessors and Computer Systems**

#### *4 Credits*

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

## ***ENGLISH***

### **ENG 045 Beginning to Write**

#### *0 Credit*

This course is for the beginning writer whose TABE scores indicate language proficiency below 5.0-grade level. Students will learn how to identify and write complete, well-punctuated sentences. Students will be introduced to pre-writing activities,

such as brainstorming and webbing. At the end of this course, students will be able to write a simple letter and a variety of well-organized, descriptive paragraphs.

### **ENG 050 Basic Grammar & Composition**

#### *0 Credit*

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 Credit*

Students will be taught the fundamentals of paragraph and essay development which include: generating ideas, awareness of

purpose and audience, organizational and stylistic methods, editing, and proofreading. Some computer instruction will be provided during labs. At the end of this course, students will be able to write an interesting and well-organized essay. Students who score under 47 on the writing portion of the COMPASS should be referred to the Adult Learning Center for placement.

### **ENG 085 English Grammar**

*3 Credits*

This class is a refresher course for those students who need to polish their basic grammar skills before taking college level writing courses. Emphasis on grammatical structures, punctuation, and sentence development. Prerequisite: A COMPASS score of 47 or higher in writing and 70 or higher in reading.

### **ENG 090 Basic Writing**

*3 Credits*

This course prepares students for English 101 by addressing fundamentals of essay writing. Focus is on the writing and editing processes with an emphasis on correctness, fluency, organization, and revision. 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 prose-writing challenges and will learn to apply a variety of writing skills to a variety of workplace and academic situations. In a minimum of 20 pages of revised writing, students will produce essays and reports that show unity and coherence, develop and support a central thesis, and demonstrate organization and unification. Keyboarding skills are strongly recommended. Prerequisite: A COMPASS score of 70 or better in Reading and Writing and/or successful completion of an entry essay exam written during the first class session. Students who do not pass the diagnostic exam may be admitted with the permission of the instructor and with the provision that they attend regular tutoring sessions in the Writing Center.

### **ENG 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 of mind central to academic inquiry and to exercise skills in reporting documented research. Prerequisite: Successful completion of ENG 101 with a grade of C or higher and/or a minimum COMPASS score of 95 in both Reading and Writing 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 with the provision that they attend regular tutoring sessions in the Writing Center.

### **ENG 202 Technical Writing**

*3 Credits*

This class is designed for those interested in practical applications of technical writing principles. It offers instruction in the writing skills applicable to business and industry and

includes the fundamentals of composing memos, letters, abstracts, and reports. It also emphasizes factual information in the form of writing instructions and describing mechanisms and processes. Prerequisite: Successful completion of ENG 101. Recommended: ENG 102.

## ***ENVIRONMENTAL SAFETY & HEALTH***

### **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.

## ***FARM BUSINESS MANAGEMENT***

### **FBM 175 Farm Business Records and 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 seminar modules 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, micro-economics, 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.

## **HEALTH CARE**

### **HCT 100 Introduction to Health Professions**

*2 Credits*

This course is designed for students entering vocational/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 Introduction to Anatomy and Physiology and Laboratory**

*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 a taxonomy, microbial growth and control, clinical disease pathogenesis, and universal precautions for handling human body fluids. Pre- or Co requisite: HCT 101 and HCT 104-L1

### **HCT 104-L Microbiology for Health Professions Laboratory**

*1 Credit*

Corequisite: HCT 104

### **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 107 Basic Life Support and Hazardous Materials Response**

*1 Credit*

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

### **HCT 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 cases.

### **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. Study will incorporate 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.

### **HCT 115 EMT Basic**

*6 Credits*

This course includes 120 hours of instruction and clinical time that meets State of Idaho and National Registry requirements for obtaining the EMT-B license. This training is required to work as an emergency medical services (EMS) provider in an ambulance or other emergency care settings. Pre-requisite:

Health Care provider CPR certification.

### **HCT 116 EMT 24-hour Refresher**

*1 Credit*

This 24-hour course meets state and national requirements for continuing education training for EMT's and First Responders. Basic skills in trauma and medical assessment will be reviewed. Prerequisite: EMT-Basic or Basic Life Support Certification.

### **HCT 117 Introduction to Medical Coding**

*1 Credit*

Learn the basics needed for medical coding. Coding is essential on every claim form for reimbursement and is vital to a medical practice.

### **HCT 118 Certificated Nursing Assistant Training**

*4 Credits*

Prerequisite: Must be at least 16 years old. This course is designed for persons needing nursing assistant training or for students preparing to enter the practical nursing program. Training is provided through lectures, practice sessions, and clinical experiences using the skills and knowledge of health care principles, policies, and procedures to give personal care to patients in a health care institution. Each student will have the opportunity to take the written test and skills test. Clinical hours may be different than classroom hours.

## **LANDSCAPE MANAGEMENT**

### **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 horticulture industry.

### **HOR 121 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 proactive in the identification of annual and perennial flowers. It will also explore the landscape value and special cultural requirements of annual and perennial flowers.

### **HOR 130 Introduction to Landscape Design**

*3 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, 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, cutting, 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 landform, space modulation, plant form, and presentations techniques.

### **HOR 234 Greenhouse Operations**

*3 Credits*

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

### **HOR 250 Equipment Maintenance and Operation**

*4 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 298 Supervised Work Experience**

*3 Credits*

A comprehensive experience under supervision of the employer and faculty specialist. A horticulture business is selected whose practices conform closely to the needs and training objectives of the student.

## ***HUMANITIES***

### **HUM 110 History of Metals**

*3 Credits*

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

## ***MEDICAL ASSISTANT***

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

### **MAS 114 General Medical Transcription**

*3 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 118 Telecommunications and Meditech**

*1 Credit*

Students will learn how to utilize the Internet, modems, and technology to perform medical transcription from different locations. Students will also learn how to use the Meditech patient care system utilized by health care facilities.

### **MAS 119 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 Administration of Medications**

*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 I**

*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.

**MAS 209 IV Therapy for the Certified Medical Assistant**  
*2 Credits*

Basic principals of starting and monitoring IV's in medical offices/clinics. Prerequisite: Must be Certified Medical Assistant or ready to sit for the certification exam. Must also have 6 months office experience or prior approval from instructor.

**MAS 210 Externship II**  
*6 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.

## **MATHEMATICS**

**MAT 050 Basic Math A/B**  
*0 Credit*

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 Credit*

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**  
*4 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 MAT 75 or equivalent knowledge as demonstrated by minimum COMPASS scores of 45 in Pre-Algebra or between 15 and 26 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. Prerequisite: A COMPASS Pre-Algebra score of 31 or higher.

**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 MAT 100 and/or a COMPASS Algebra score of 27 or higher.

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

**MAT 123 Real World Mathematics**  
*4 Credits*

This course is designed to provide the practical mathematical skills needed in a wide variety of trade and technical areas. Students will learn a mathematical concept and then apply it in various technical job situations. The course includes application of mathematics to solve real world problems. This course requires two hours of lab per week in addition to three hours of class/lecture. Prerequisite: Math 100 and/or a score of 57 in Pre-Algebra or a 37 or higher in Algebra and a 70 in Reading. Corequisite: MAT 123 -L1

**MAT 123-L1 Real World Mathematics Lab**  
*0 Credit*

Corequisite: MAT 123

**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 MAT 108 with a grade of C or higher and/or a COMPASS score of 52 or higher in College Algebra.

**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 MAT 108 and MAT 143 and a score of 52 or higher in College Algebra on the COMPASS exam.

**MAT 147 Precalculus***5 Credits*

A one-semester course equivalent to College Algebra (MAT 143) and Trigonometry (MAT 144). Credit cannot be granted in 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 an Algebra COMPASS score of 62 or higher, and 70 in Reading on the COMPASS exam.

**MAT 201 Differential Calculus***2 Credits*

Theory and applications of plane analytic geometry, trig identities, explicit and implicit derivatives, extremism, 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.

**MANAGEMENT****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 21st Century are facing major changes in the demands of their customers and, at the same time, the needs for their employees. This seminar is designed with state of the art ideas to meet those demands and go beyond. It will help each participant explore what they know, what they don't know, and what they need to know. The skills needed to become the "best leader" not just better are an integral part of these workshops.

**MGT 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 201 Special Topics I***1 Credit*

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

may receive a Certificate of Completion showing specific competencies and subject matter contained in the course.

**MGT 202 Special Topics II***1 Credit*

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

**MGT 203 Special Topics III***2 Credits*

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

**MGT 204 Special Topics IV***2 Credits*

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

**MGT 206 Small Business Management***3 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 of firm's financial resources and an introduction to investing are covered in this class, as well as the preparation of a financial plan for the start up of a new business operation. Prerequisite: MKT 101 or with 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 the 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

**MARKETING****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 Corequisite: BOT 143 and MKT 112, or 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 with 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 corequisite: MKT 217 or with permission of the instructor.

**MKT 217 Marketing Research**

3 Credits

This course is the next step in the marketing process. It takes an in-depth look at the various methods of conducting primary and

secondary market research, obtaining current market data, interpreting that data collected, and then using the information, in conjunction with the information received in advertising, in the preparation of an overall business plan which is required in the MKT 202 Entrepreneurship course. Prerequisite: MKT 105. Pre or Co requisite: MKT 214. Suggested MAT 123 or higher level mathematics course or with permission of the instructor.

### **MKT 221 Practicum III**

*1 Credit*

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

### **MKT 222 Practicum IV**

*1 Credit*

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

## **NURSING**

### **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, tracheotomy care, admission, transfer and discharge, gastroenteral intubations and feeding, 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 standing at EITC.

## ***OCCUPATIONAL RELATIONS***

### **OCR 101 Occupational Relations**

*2 Credits*

This course is designed to equip students with the personal and interpersonal skills needed to enter the job market and excel in a job. Students will explore motivation, leadership, problem solving, teamwork, adapting to change, conflict resolution and negotiation, diversity, and communication as they apply to successfully achieving personal goals in the workplace and will demonstrate competence in applying these skills. Students will practice interviewing techniques and resume writing.

### **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.

## ***PHILOSOPHY***

### **PHL 150 Applied Ethics**

*3 Credits*

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

## ***PHYSICS***

### **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: Successful completion of 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.

## ***PARALEGAL***

### **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 106 Legal Terminology**

*3 Credits*

Students will learn the definitions, synonyms, and pronunciation of legal terms and apply their usage in producing legal document, instruments, 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.

## ***POLITICAL SCIENCE***

### **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. Prerequisite: A COMPASS score of 70 or higher in Reading and Writing.

### **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 in issues concerning the world around them. Prerequisite: Permission of the instructor.

## ***PSYCHOLOGY***

### **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 COMPASS score of 70 or better in Reading.

### **PSY 150 Human Life Span and Development**

*3 Credits*

This course is designed to examine factors that enhance or inhibit the development of individuals from prenatal stages through death. The primary focus of the course is on factors affecting cognitive, physical, and social development across the life span. Prerequisite: Successful completion of ENG 101. Recommended PSY 101.

### **PSY 210 Stress Management**

*3 Credits*

This course is designed to understand the basic principles of holistic stress management through the presentation of the sources of stress, coping skills, the study of the mind-body relationship in stress management (psychophysiology of stress), cognitive reappraisal of daily life stressors, and techniques to deal with these stressors. These cognitive strategies and relaxation techniques are the cornerstones for optimal health and will help one, throughout life, to manage stressors in a healthful

and productive manner. Prerequisites: Successful completion of ENG 101 and PSY 101.

## **READING**

### **REA 040 Entry-level Reading**

*0 Credit*

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

### **REA 050 Beginning Reading**

*0 Credit*

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 Credit*

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.

## **SOCIOLOGY**

### **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 socialization process. Prerequisite: a COMPASS score of 70 or better in Reading.

### **SOC 120 Developmental Patterns of the Family**

*3 Credits*

This course is designed to examine the factors enhancing or inhibiting the development and maintenance of intimate relationships (both marital and familial) throughout the lifecycle. The focus of this course is on interpersonal dynamics and the influence these issues have on the development and maintenance of relationships. Recommended: Successful completion of SOC 101 and ENG 101.

## **SURGICAL TECHNOLOGY**

### **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 specialty.

### **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.

## **WILDLAND FIRE MANAGEMENT**

### **WFM 101 Basic Fire School (S-130, S-190, I-100, I-200)**

*2 Credits*

The purpose of this course is to train you 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 sites 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 student's 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 students for the pack test that is required for anyone working in wildland or prescribed fire positions. The pack test involves carrying a 45-pound pack a distance of three miles in 45 minutes.

**WFM 104 Portable Pumps & Water Use (S-211)**

*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 Wildfire Power Saws (S-212)**

*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 required 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 Supervising Concepts and Technique (S-201)**

*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 wild land fire incident. Students will learn the supervisor's responsibilities, ethics, and concepts such as workforce diversity, mutual respect, leadership, and team building.

**WFM 109 Dozer Boss (S-232)**

*0.5 Credit*

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

**WFM 110 Interagency Incident Business Management (S-260)**

*1 Credit*

Students will be trained in employee responsibilities and

conduct, recruitment, personnel time reporting, pay and commissary, correct recording procedures for traumatic injuries/occupational disease, procurement, equipment time recording, property documentation/management of property, cooperative agreements with other agencies, and claims/accident investigation.

**WFM 111 Basic Air Operations (S-270)**

*1 Credit*

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

**WFM 112 Intermediate Wildland Fire Behavior (S-290)**

*2 Credits*

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

**WFM 113 Incident Commander Extended Attack/Intermediate Incident Command System (S-300,I-300)**

*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 Commanders responsibilities for an extended attack organization, where the Incident Commander, become more of a manager than a doer.

**WFM 121 Incident Commander Extended Attach (S-300)**

*1 Credit*

This course is designed to prepare the incident commander to gather information, establish priorities, and coordinate resources at the incident scene.

**WFM 122 Intermediate Incident Command System (I-300)**

*2 Credits*

This course expands the Basic ICS course providing more description and detail of the organization and operation of the ICS, management of resources, duties of all positions including the Air Operations organization, and examples of how the essential principles are used in the incident and event planning.

**WFM 125 Advanced Firefighting Training (S-131)**

*0.5 Credit*

This interactive course was added to the wild fire suppression curriculum to provide additional instruction in tactics and safety for the Advanced Firefighter/Squad Boss.

**WFM 126 Interagency Helicopter Training Guide (S-217)**

*2 Credits*

This course provides basic knowledge and skills required by individuals who will be working with helicopters. The skills taught relate to fire and non-fire project assignments.

**WFM 127 Wildfire Origin and Cause Determination (P-151)**

*2 Credits*

This course provides training for potential wildfire investigators. It is designed to train the following personnel: first line managers who likely to supervise fire operations in the field; professionals in outside agencies who are likely to assist wildland firefighting forces in investigative work; or those who have performed Origin/Cause Determination who need a refresher.

**WFM 201 Crew Boss Single Resource (S-230)**

*1 Credit*

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

**WFM 202 Ignitions Operations (S-234)**

*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 wild fire suppression. Students will be able to describe the roll 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 fire devices, develop a firing plan and describe on-going and post-firing evaluation period.

**WFM 203 Intro to Wildland Fire Behavior Calculations (S-390)**

*2 Credits*

This is a skill course designed to instruct perspective 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 patients position of extent of injuries to access requirements for emergency mental care; administer appropriate medical care for life threatening injuries relative to air way, breathing and circulation; and, perform safely and effectively the expectations of the job descriptions.

**WFM 205 Hazardous Materials Awareness and Operations**

*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 understand of the potential outcomes when hazardous material are present; and the ability to recognize the presents of hazardous materials in an emergency. Successful completion of the course will enable students to objectively demonstrate competency and basic hazard and risk assessment techniques; select proper personal protective clothing equipment; understand basic hazardous material terms; and the knowledge to perform basic control operations within the capabilities of the resources available.

**WFM 206 Initial Attack Incident Commander-Fire Operations/Urban Interface (S-200, S-205)**

*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 suppression, mop up , communications, and administrative duties. This course is designed to meet the training needs for initial attack that incident commander 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 planned 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 if initial attack forces, wildfire growth predictions, prescribed fire planning, and training.

**WFM 208 Engine Boss (S-231)**

*0.5 Credit*

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 (RX-340)**

*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 (S-330)**

*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.

## **SPANISH**

### **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.

## **WELDING**

### **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 the making of blueprints, drawings with the basic lines views, sketching, notes, specs, and dimensions. It enables the student to build or fabricate projects from blueprints.

### **WLD 108 Low Hydrogen Welding**

*4 Credits*

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

### **WLD 109 Metallic Inert Gas Welding**

*4 Credits*

Instruction is given on the operation and application of the MIG, inner shield, and dual shield welding process. Instruction is given to weld two carbon steel plates forming a "T", lapp, corner and butt joints, and weld in four positions. Instruction is given in the MIG welding process in welding open "V" plates to ASME or AWS welding procedure in four positions. Instruction is also given in welding stainless steel and aluminum plates with the MIG welding process. WLD123 - 2 credits AND WLD124 - 2 credits may be taken as an equivalent for WLD109 - 4 credits.

### **WLD 112 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. Instruction is provided in CPR and First Aid.

### **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 ½ to 16 gauge sheet metal according to the AWS and ASME specifications. WLD120 -2 credits. WLD121 - 2 credits, AND WLD122 - 1 credit may be taken as an equivalent for WLD 116 - 5 credits.

### **WLD 117 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 ½ inch to 16 gauge sheet metal according to AWS and ASME specifications in a flat position. WLD 120 for 2 credits, WLD 121 for- 2 credits, and WLD 122 for 1 credit are the equivalent for WLD 116 for 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. WLD 120 for 2 credits, WLD 121 for- 2 credits, and WLD 122 for 1 credit are the equivalent for WLD 116 for 5 credits.

### **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. WLD 120 for 2 credits, WLD 121 for- 2 credits, and WLD 122 for 1 credit are the equivalent for WLD 116 for 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 Penetrate 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.

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# Administration and Board

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## EITC Administration

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**Steven K. Albiston, Ph.D.** ..... Dean of Students