ACCREDITATION
The Northwest Association of Schools and of Colleges and Universities 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 cancel courses and terminating programs; change fee schedules; change the student calendar; change admissions and registration fee requirements; change the regulations and requirements governing instruction in, and graduation from, the institution and its various divisions; and change any other regulations affecting students. Changes shall go into force whenever the proper authorities so determine, and shall apply not only to prospective students, but also to those who are matriculated at the time in Eastern Idaho Technical College. When economic and other conditions permit, Eastern Idaho Technical College attempts to provide advance notice of such changes. In particular, when an instructional program is to be terminated, Eastern Idaho Technical College will make every reasonable effort to ensure that students who are currently enrolled and who are making normal progress toward completion of those requirements will have the opportunity to complete the program which is to be terminated.

AMERICANS WITH DISABILITIES
Eastern Idaho Technical College is committed to providing educational opportunities to all qualified individuals and, in doing so, complies with the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation act of 1973 which states that no qualified person shall, because of their disability, be denied access to, participation in, or the benefits of any program or activity operated by the College. Students having questions about accessibility or requesting reasonable accommodations, as indicated in the ADA or Section 504, should contact office of Disabled student Services, 524-3000 ext. 3376.

EQUAL OPPORTUNITY
It is the policy of Eastern Idaho Technical College to provide equal educational and employment opportunities, services, and benefits to students and employees without regard to race, color, national origin, handicap, age, creed, or gender, in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and Sections 799A and 845 of the Public Health Service Act. Eastern Idaho Technical College is an equal opportunity/Affirmative Action institution and is V.A. approved.

The information in this catalog is available in an alternate format upon request.
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
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 return, prep and advising
August 18-19: Faculty In-service Days
August 20: Fall semester late orientation for new students
August 28, 29, & 30: Faculty preparation and advising
August 25: Classes begin
August 29: Last day to add class(es)
September 1: Labor Day Holiday
October 17: Mid-Semester/fast day to make up incompletes
November 7: 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 27-30: Thanksgiving Vacation - College Campus/Buildings Closed
December 1: Spring semester open registration for non-matriculating students opens
December 12: Last day of instruction
December 12-January 9: Christmas Vacation (students)
December 15: Grades due by 5:00 pm
December 15-16: Faculty grading day/spring semester registration fee deadline
December 16: Spring semester registration fee deadline
December 17: Orientation for new students spring semester
December 25-26: Christmas Holiday - College Campus/Buildings Closed
January 1-2: New Year’s Holiday - College Campus/Buildings Closed

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/fast day to make up incompletes from fall semester
**March 12: Faculty In-service Day
March 22-26: Spring Break
April 2: Last day to withdraw from classes without grade penalty
*April 13: Faculty Advising day
April 14: Spring semester 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: Notification of any graduating students failing courses
May 3: Summer term open registration for non-matriculating students opens
May 3: Summer term registration fee deadline
May 6: Last day of instruction
May 7: Commencement
May 10: Grades are due by 5:00 pm
May 10-11: Faculty office days and advising
May 12: Orientation for new summer term students

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

FALL SEMESTER 2004
July 6: Fall semester open enrollment for non-matriculated students
August 2: Fall semester registration fee deadline
August 4: Fall semester orientation for new students
August 18: Fall semester late orientation for new students
August 12-13: Faculty In-service Days
August 16-20: Faculty preparation and advising
August 23: Classes begin
August 27: Last day to add class(es)
September 6: Labor Day Holiday
October 15: Mid-Semester/fast day to make up incompletes
November 5: Last day to withdraw from classes without grade penalty
*November 9: Faculty Advising day
November 10: Spring semester registration for students anticipating graduation May 7
November 11-12: Spring semester registration for continuing students opens
November 12: Deadline to apply for 2004-2005 graduation
November 15: Spring semester registration for new matriculating students opens
November 25-26: Thanksgiving Vacation - College Campus/Buildings Closed
December 6: Spring semester open registration for non-matriculating students opens
December 9: Last day of instruction
December 10 – January 7: Christmas Vacation
December 19: Grades due by 5:00 pm
December 10: Spring semester registration fee deadline
December 13-14: Faculty office days and advising
December 15: Orientation for new students spring semester
December 24-30: Christmas Holiday - College Campus/Buildings Closed
December 31: New Year’s Holiday - College Campus/Buildings Closed

SPRING SEMESTER 2005
January 5: Late Orientation for new students spring semester
January 6-7: Faculty In-service Days
January 10: Classes begin
January 14: Last day to add class(es)
January 17: Martin Luther King Jr./Idaho Human Rights Day
February 21: Presidents’ Day Holiday
**March 11: Faculty In-service Day
March 4: Mid-semester/fast day to make up incompletes from fall semester
March 21-25: Spring Break
April 1: Last day to withdraw from classes without grade penalty
*April 12: Faculty Advising Day
April 13: Summer term registration for continuing students anticipating graduation July 11
April 14-15: Summer term and fall semester registration for continuing students opens
April 18: Summer term and fall semester registration - new matriculating students opens
April 29: Notification of any graduating students failing courses
May 2: Summer term open registration for non-matriculating students opens
May 2: Summer term registration fee deadline
May 5: Last day of instruction
May 6: Grades are due by 5:00 pm
May 9-10: Faculty office days and advising
May 12: Commencement
May 18: Orientation for new summer term students

SUMMER TERM 2005
May 23: Classes begin
May 27: Last day to add class(es)
May 30: Memorial Day Holiday
June 17: Mid-term/fast day to make up spring semester incompletes
July 1: Last day to withdraw from classes without grade penalty
July 4: Independence Day Holiday (celebrated)
July 14: Last day of instruction
July 15: Faculty grading day (grades due by 5:00 pm)
August 1: Fall 2005 semester registration fee deadline
* Evening credit courses meet. ABE and non-credit courses meet day and evening. All other instruction suspended.
** All instruction suspended.
STANDARD ADMISSION REQUIREMENTS

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

Applicants for any program must:
- Submit completed application for admission.
- Pay $10 non-refundable application fee.
- Submit official transcript from last high school attended and transcripts from ALL postsecondary educational institutions. Official GED test scores required when applicable.
- Complete preliminary educational assessment. Achievement testing constitutes part of this assessment process.
- Schedule an appointment with an admissions counselor.

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

Additional pre-admission procedures and requirements exist for some programs; see program descriptions.

Students are accepted into programs and enrolled in courses on a first applied, first considered basis. Begin the admission process early to ensure a position in your desired program. 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.
- Admission requirements are met.
- Student receives a letter of acceptance from the college.
- The $50 non refundable deposit and/or first semester's fees are paid.

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.

RE-ADMISSION OF FORMER STUDENTS

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

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. 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 from a regionally accredited institution or those who have completed the required general education classes at a regionally accredited post-secondary institution with a grade of “C” or better.

**COMPASS PLACEMENT SCORES**

<table>
<thead>
<tr>
<th>EITC COURSES</th>
<th>Pre-Algebra</th>
<th>Algebra</th>
<th>College Algebra</th>
<th>Writing</th>
<th>Reading</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHE 111 General College Chemistry</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>&gt;69</td>
</tr>
<tr>
<td>(prerequisite: MAT 143)</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>COM 101 Fundamentals of Speech</td>
<td>&gt;69</td>
<td>&gt;69</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>ENG 50 Basic Grammar and Composition</td>
<td>&lt;47</td>
<td>&lt;70</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>ENG 75 Intermediate Grammar and Developmental Writing</td>
<td>&lt;47</td>
<td>&lt;70</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>ENG 90 Basic Writing</td>
<td>47-67</td>
<td>&lt;70</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>ENG 101 English Composition</td>
<td>&gt;67</td>
<td>&gt;69</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Waive ENG 101)</td>
<td>&gt;94</td>
<td>&gt;94</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>ENG 102 Critical Reading and Writing</td>
<td>ENG 101 or</td>
<td>ENG 101 or</td>
<td>&gt;94 or</td>
<td>&gt;94</td>
<td></td>
</tr>
<tr>
<td></td>
<td>&gt;94</td>
<td>&gt;94</td>
<td>15-39</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAT 50 Basic Math A/B</td>
<td>&lt;31</td>
<td></td>
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<tr>
<td>MAT 75 Introduction to Algebra</td>
<td>31-44</td>
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<tr>
<td>MAT 100 Introduction to Algebra</td>
<td>&gt;44 or</td>
<td>15-39</td>
<td></td>
<td></td>
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<tr>
<td>MAT 104 Welding Math</td>
<td>&gt;30</td>
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<tr>
<td>MAT 108 Intermediate Algebra</td>
<td>&gt;40</td>
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<tr>
<td>MAT 110 Technical Math</td>
<td>&gt;30</td>
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<tr>
<td>MAT 123 Mathematics in a Modern Society</td>
<td>&gt;45</td>
<td>&gt;69</td>
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<td></td>
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</tr>
<tr>
<td>MAT 143 College Algebra</td>
<td>&gt;61</td>
<td>&gt;69</td>
<td></td>
<td></td>
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<tr>
<td>MAT 144 Trigonometry</td>
<td>&gt;51</td>
<td>&gt;69</td>
<td></td>
<td></td>
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<tr>
<td>MAT 147 Precalculus</td>
<td>&gt;61</td>
<td>&gt;69</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>POL 101 Introduction to American Government</td>
<td>&gt;69</td>
<td>&gt;69</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>PSY 101 Introduction to Psychology</td>
<td>&gt;69</td>
<td>&gt;69</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SOC 101 Introduction to Sociology</td>
<td>&gt;69</td>
<td>&gt;69</td>
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<td></td>
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</tr>
</tbody>
</table>
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 HIGH SCHOOL GRADUATES PRIOR TO 1997 SEEKING REGULAR ADMISSION
• High School diploma with a minimum 2.0 GPA, or
• General Educational Development (GED) certificate, and
• Placement examination. Normally, the COMPASS is required; however, other tests approved by the Idaho 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
<table>
<thead>
<tr>
<th>TOTAL CREDITS</th>
<th>RESIDENT</th>
<th>NON-RESIDENT*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 credit</td>
<td>$70</td>
<td>$140</td>
</tr>
<tr>
<td>2 credits</td>
<td>$140</td>
<td>$280</td>
</tr>
<tr>
<td>3 credits</td>
<td>$210</td>
<td>$420</td>
</tr>
<tr>
<td>4 credits</td>
<td>$280</td>
<td>$560</td>
</tr>
<tr>
<td>5 credits</td>
<td>$350</td>
<td>$700</td>
</tr>
<tr>
<td>6 credits</td>
<td>$420</td>
<td>$840</td>
</tr>
<tr>
<td>7 credits</td>
<td>$490</td>
<td>$980</td>
</tr>
<tr>
<td>8 credits</td>
<td>$560</td>
<td>$1120</td>
</tr>
<tr>
<td>9 credits</td>
<td>$630</td>
<td>$1260</td>
</tr>
<tr>
<td>10-18 credits</td>
<td>$702</td>
<td>$2573</td>
</tr>
</tbody>
</table>

*As defined in subsequent section “Resident Status” page 7.
A student’s faculty advisor and the Registrar must approve a semester credit load above 18. A $15 surcharge will be assessed for each additional credit hour. Fees are subject to change without notice.

Summer Term Full-Time Registration Fee
<table>
<thead>
<tr>
<th>Resident</th>
<th>Non-Resident</th>
</tr>
</thead>
<tbody>
<tr>
<td>$351.00</td>
<td>$1286.50</td>
</tr>
</tbody>
</table>

Summer full time status: 5 – 9 credits
A student’s faculty advisor and the Registrar must approve a semester credit load above 9 credit hours. A $15 surcharge will be assessed for each additional credit hour. Fees are subject to change without notice.

MISCELLANEOUS FEES
All programs:
• $10 application fee
• $35*/semester mandatory insurance fee when registered for 10 credits and more,
* may change due to contract
• $15/semester computer usage fee for all registered students

Dental Assisting:
• $100/semester supply fee

Health Care Technology Courses:
• $20/year malpractice insurance
• Miscellaneous fee ranging from $35 - $100 in various courses

Practical Nursing Courses:
• $100/semester clinical supplies

Trades and Industry:
• $55/semester coverall fee

Chemistry:
• $10/semester lab fee

All fees are approved 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 STATUS
Enrollment verification to Veteran’s Administration, Pell Grant, federal and state grants, student loan agencies, insurance companies, and other funding sources and agencies outside EITC, the following schedule will be used:

<table>
<thead>
<tr>
<th>STATUS</th>
<th>CREDITS REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time</td>
<td>12 or more credits per semester; 6 or more credits per summer term</td>
</tr>
<tr>
<td>3/4 time</td>
<td>9-11 credits per semester; 4-5 credits per summer term</td>
</tr>
<tr>
<td>1/2 time</td>
<td>6 or more credits per semester; 3 credits per summer term</td>
</tr>
<tr>
<td>Less than 1/2 time</td>
<td>Fewer than 6 credits per semester; Fewer than 3 credits per summer term</td>
</tr>
</tbody>
</table>

FEE REFUNDS
If you wish to withdraw from a course during a semester you do so officially through both the Student Services Office and the Business Office. Refund of registration fees is computed from the official last day of attendance. Registration fee refunds will be made as follows:
Withdrawal prior to first course day - 100%
Withdrawal during first week of course - 75%
Withdrawal during the second week of course - 50%
Withdrawal during the third week of course - 25%
No refund after the third week of course

A $10 administrative fee will be deducted from all refunds except for cancelled courses. Miscellaneous fees are not refundable after the first week of the course. 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 file frozen after you have been properly notified. If you are indebted to the college (i.e. insufficient fund checks, library or parking fines, overcall 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


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

All requirements for a certificate or degree must be completed and official grades reported to the registrar before a certificate or degree is issued. A $10 graduation fee will be assessed for each certificate and/or degree received and must be paid before the certificate or degree is issued. A 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.

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 16. 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 English 90, 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. These credits do not satisfy graduation requirements.

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 (90 – 100).
- B: Above satisfactory achievement of the required objectives (80 – 89).
- C: Satisfactory achievement of the required performance Objectives (70 – 79).
- D: Unsatisfactory achievement of the performance objectives (60 – 69).
- F: Failure to meet the minimum performance standards. No credit is awarded.
- P: All work completed in a satisfactory manner. No credit awarded.
- 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 “CH” will be recorded on your transcript.
- IC: Incomplete. When the quality of your work is satisfactory but some essential requirement of the class has not been completed for reasons acceptable to the instructor, an Incomplete (IC) will be issued and additional time granted for completion. An incomplete is not a substitute for a failing grade and may be given only when course work can be completed without further attendance in the classroom and/or lab. If you receive a grade of IC you will have until mid-semester as per the Student Calendar 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.

Instructor-Initiated Withdrawal. Instructors may initiate a student withdrawal for excessive absenteeism.

Course Repetition: 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.

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

Auditing Courses: 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 = 1 points; I, W 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 within 150% of the credit hours required for program completion.

Each student’s progress is evaluated after each semester by the Registrar. Failure to progress toward program completion at a rate consistent with the standards of progress will result in academic probation.

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

Academic 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 obtained 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 or 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 Science degree, and wish to continue their education. It is recommended that interested students contact the college or university that they plan to attend well in advance of completing the AAS 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 course 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 held 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
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 ORGANIZATION FUNDRAISING POLICY
Student organization 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 (earnings, income, parental help, etc). Financial aid is awarded on a July 1 to June 30 school year. In order to guarantee the award money is here by the first day of class students must meet the First priority deadlines. To meet the priority deadlines students must have all required information needed to complete their award. Means all required documentation and corrections completed before deadline date. See EITC website for semester deadlines: www.eitc.edu/ss/apply.cfm. 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. To apply see our website at: www.eitc.edu/ss/apply.cfm.

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 10 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:

<table>
<thead>
<tr>
<th>Semester Enrollment Status</th>
<th>Required Credit Hour Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time = 12 (or more) credit hours</td>
<td>9 credit hours</td>
</tr>
<tr>
<td>Three-quarter time = 9-11 credit hours</td>
<td>6 credit hours</td>
</tr>
<tr>
<td>Half-time = 6-8 credit hours</td>
<td>6 credit hours</td>
</tr>
<tr>
<td>Less than half-time = 1-5 credit hour</td>
<td>1 credit hour</td>
</tr>
</tbody>
</table>

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

**Request for adjustment:** It is the student’s responsibility to request an adjustment to the EITC Financial Aid Office if changes are made after award has been made. No adjustment can be made to the award due to change in Enrollment status after first week of each semester. Adjustment forms can be printed from our website. [www.eitc.edu/ss/apply.cfm](http://www.eitc.edu/ss/apply.cfm)

**Financial Aid Application Procedure:** Follow the steps listed on “How to apply” on our website at [www.eitc.edu/ss/apply.cfm](http://www.eitc.edu/ss/apply.cfm). In order to begin the financial aid process each student is required to complete steps 1 and 2 which include: (1) completing the Free Application to Federal Student Aid (FAFSA) and (2) submit the EITC Financial Aid Application to the EITC Financial aid Office. After completing these steps the student must wait for FAFSA results to see if other documents are required. All required Forms can be printed from our website.

**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: Attending the following semester without the assistance of Financial Aid and successfully completing the amount of credits failed or up to 12 credits. The student must meet academic standards as well as financial aid standards. After meeting requirements students must submit a Financial Aid General Appeal to the Financial Aid Office explaining that they have completed requirements and would like to be reinstated for Financial Aid.

**Financial Aid Appeals Procedures:** Appeal in writing to the Financial Aid Committee and explain any mitigating circumstances that you feel caused the inability to meet minimum standards. An appeal form can be printed from our website. [www.eitc.edu/ss/apply.cfm](http://www.eitc.edu/ss/apply.cfm)

**General Appeal:** To be used in situations of medical hardship, death in the family, emergencies and other extreme circumstances that affect 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 and 48 credits for a one year program.

**Special Circumstance Appeal:** 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 $4,000 per year. To apply, see our website at [www.eitc.edu/ss/apply.cfm](http://www.eitc.edu/ss/apply.cfm).

**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 estimated family contribution (EFC) 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 $6.00 per hour to students who are under 30 credits (Freshman) and student having 30 or more credits (Sophomore) may receive $6.75 per hour. Normally you can earn $800 to $4,200 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. [www.eitc.edu/ss/apply.cfm](http://www.eitc.edu/ss/apply.cfm). See step #3.

Student loan borrowers will be expected to complete an exit counseling activity prior to graduation or withdrawal. Should a student choose to borrow a Federal Stafford Student Loan, they will be required to complete a promissory note. [www.eitc.edu/ss/apply.cfm](http://www.eitc.edu/ss/apply.cfm). See step #6.

Students who have not attended EITC and who have not yet had a student loan from our institution will be required to wait 30 days from the 1st day of class to receive their first loan disbursement.

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 80 for scholarship information and application form or visit our website. [www.eitc.edu/ss/scholarships.cfm](http://www.eitc.edu/ss/scholarships.cfm)

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.
The General Education Division provides courses to augment the technical skills students receive as part of their degree or certification. These courses provide instruction resulting in good written and oral communication skills, critical thinking skills necessary to be successful in any career, and the basic mathematical skills necessary for survival in this ever-changing world. Most importantly, General Education courses inspire students to become life-long learners and provide additional knowledge that is transferable to virtually any occupation, thus ensuring success in those occupations.

Students seeking an Associate of Applied Science (AAS) degree are required to complete a minimum of 16 credits of General Education courses in the areas of English/Communication, Mathematics/Computation, and Social Science/Human Relations. Similarly, students seeking Technical Certificates or Advanced Technical Certificates are required to take classes in related instruction and general education as indicated for each program area.

**ENGLISH/COMMUNICATION**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>COM 101</td>
<td>Fundamentals of Speech</td>
<td>3</td>
</tr>
<tr>
<td>COM 101T</td>
<td>Fundamentals of Speech (Transfer Students Only)</td>
<td>1</td>
</tr>
<tr>
<td>COM 201</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>*ENG 090</td>
<td>Basic Writing</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102</td>
<td>Critical Reading and Writing</td>
<td>3</td>
</tr>
<tr>
<td>ENG 202</td>
<td>Technical Communication</td>
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**MATHEMATICS/COMPUTATION**

<table>
<thead>
<tr>
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<th>Title</th>
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<tbody>
<tr>
<td>*MAT 100</td>
<td>Introduction to Algebra</td>
<td>4</td>
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<tr>
<td>*MAT 104</td>
<td>Welding Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>*MAT 108</td>
<td>Intermediate Algebra</td>
<td>3</td>
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<tr>
<td>*MAT 110</td>
<td>Technical Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>MAT 123</td>
<td>Mathematics in a Modern Society</td>
<td>4</td>
</tr>
<tr>
<td>MAT 143</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MAT 144</td>
<td>Trigonometry</td>
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**SOCIAL SCIENCES/HUMAN RELATIONS**

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tr>
<td>*OCR 101</td>
<td>Occupational Relations</td>
<td>2</td>
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<tr>
<td>PHL 150</td>
<td>Applied Ethics</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 150</td>
<td>Human Life Span and Development</td>
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<table>
<thead>
<tr>
<th>Course</th>
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<th>Credits</th>
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<tr>
<td>PSY 210</td>
<td>Stress Management</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 120</td>
<td>Developmental Patterns of the Family</td>
<td>3</td>
</tr>
</tbody>
</table>

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**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BIO 227</td>
<td>Human Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BIO 228</td>
<td>Human Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>BIO 250</td>
<td>General Microbiology</td>
<td>3</td>
</tr>
<tr>
<td>CHE 111</td>
<td>General College Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>CHE 112</td>
<td>General College Chemistry II</td>
<td>4</td>
</tr>
<tr>
<td>CSS 101</td>
<td>College Survival Skills</td>
<td>1</td>
</tr>
<tr>
<td>ECO 201</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECO 202</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>HUM 110</td>
<td>History of Metals</td>
<td>3</td>
</tr>
<tr>
<td>MAT 201</td>
<td>Differential Calculus</td>
<td>2</td>
</tr>
<tr>
<td>MAT 202</td>
<td>Integral Calculus</td>
<td>2</td>
</tr>
<tr>
<td>OCR 110</td>
<td>The Successful Job Search</td>
<td>1</td>
</tr>
<tr>
<td>PHY 111</td>
<td>General Physics I</td>
<td>4</td>
</tr>
<tr>
<td>PHY 112</td>
<td>General Physics II</td>
<td>4</td>
</tr>
<tr>
<td>POL 101</td>
<td>Introduction to American Government</td>
<td>3</td>
</tr>
<tr>
<td>WKP 105</td>
<td>Workplace Spanish</td>
<td>3</td>
</tr>
</tbody>
</table>
AREAS OF STUDY

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

Agribusiness Technologies
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 - 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
Legal Assistant - Associate of Applied Science Degree; Technical Certificate

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
Gina Armer
Doug Atwood
Don Casper
Mel Coffin
Carol Deane
John Galloway
Christian Godfrey
John S. "Jack" Hibi
Spence Miller
Shelley O'Bryant
Brenda Patten
Mel Stone
Ron Willford

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

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

Semester 1

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 210</td>
<td>Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>BOT 110</td>
<td>Keyboarding</td>
<td>3</td>
</tr>
<tr>
<td>BOT 123</td>
<td>Business Machines</td>
<td>1</td>
</tr>
<tr>
<td>BOT 151</td>
<td>Leadership I</td>
<td>1</td>
</tr>
<tr>
<td>CMP 101</td>
<td>Intermediate Computers</td>
<td>3</td>
</tr>
<tr>
<td>MAT 110</td>
<td>Technical Mathematics</td>
<td>3</td>
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</table>

General Education or Electives 3-4

Semester 2

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>ACC 214</td>
<td>Computerized Payroll</td>
<td>2</td>
</tr>
<tr>
<td>ACC 215</td>
<td>Accounting For Professionals</td>
<td>2</td>
</tr>
<tr>
<td>ACC 220</td>
<td>Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>BOT 118</td>
<td>Word Processing</td>
<td>3</td>
</tr>
<tr>
<td>BOT 142</td>
<td>Business Spreadsheets</td>
<td>3</td>
</tr>
<tr>
<td>BOT 152</td>
<td>Leadership II</td>
<td>1</td>
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</table>

General Education or Electives 3-4

Semester 3

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ACC 221</td>
<td>Accounting Computer Applications</td>
<td>2</td>
</tr>
<tr>
<td>ACC 226</td>
<td>Excel in Accounting</td>
<td>2</td>
</tr>
<tr>
<td>ACC 230</td>
<td>Managerial Cost Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BOT 204</td>
<td>Advanced Word Processing</td>
<td>2</td>
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General Education or Electives 6-9

Semester 4

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ACC 222</td>
<td>Personal Income Tax</td>
<td>3</td>
</tr>
<tr>
<td>ACC 227</td>
<td>Computer Business Accounting</td>
<td>2</td>
</tr>
<tr>
<td>BOT 216</td>
<td>Supervised Work Experience</td>
<td>3</td>
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<tr>
<td>MGT 215</td>
<td>Business Law</td>
<td>3</td>
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</table>

General Education or Electives 6-7

Required General Education Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 101</td>
<td>Fundamentals of Speech</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>MAT 123</td>
<td>Mathematics in a Modern Society</td>
<td>4</td>
</tr>
</tbody>
</table>

Electives

3 Credits Required

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOT 143</td>
<td>Internet Concepts</td>
<td>2</td>
</tr>
<tr>
<td>BOT 227</td>
<td>Database Management</td>
<td>3</td>
</tr>
<tr>
<td>BOT 230</td>
<td>Desktop Publishing</td>
<td>4</td>
</tr>
<tr>
<td>BOT 232</td>
<td>Computer Concepts</td>
<td>3</td>
</tr>
<tr>
<td>MAT 108</td>
<td>Intermediate Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MGT 206</td>
<td>Small Business Management</td>
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<tr>
<td>MGT 207</td>
<td>Financial Management</td>
<td>3</td>
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<tr>
<td>MKT 115</td>
<td>Applied Economics</td>
<td>3</td>
</tr>
<tr>
<td>MKT 117</td>
<td>Workshop Credit I</td>
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<tr>
<td>OCR 110</td>
<td>The Successful Job Search</td>
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<tr>
<td>WKP 105</td>
<td>Workplace Spanish</td>
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Enhancements

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<tbody>
<tr>
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<td>OCR 110</td>
<td>The Successful Job Search</td>
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Applied Accounting Clerk

Technical Certificate

32 credits

Semester 1

<table>
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<th>Course Code</th>
<th>Course Title</th>
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<td>ACC 210</td>
<td>Accounting I</td>
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<td>BOT 123</td>
<td>Business Machines</td>
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</tr>
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<td>BOT 151</td>
<td>Leadership I</td>
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<tr>
<td>CMP 101</td>
<td>Intermediate Computers</td>
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<td>MAT 110</td>
<td>Technical Mathematics</td>
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<td>OCR 101</td>
<td>Occupational Relations</td>
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Semester 2

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<tr>
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<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>ACC 214</td>
<td>Computerized Payroll</td>
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<td>ACC 223</td>
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<td>Word Processing</td>
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<td>Internet Concepts</td>
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<tr>
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<tr>
<td>OCR 110</td>
<td>The Successful Job Search</td>
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<tr>
<td>WKP 105</td>
<td>Workplace Spanish</td>
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AGRICULTURE TECHNOLOGIES

Length of Program
Associate of Applied Science: four semesters, two summer terms
Advanced Technical Certificate: four semesters, two summer terms.

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, interior spaces, 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 Landscape Management Technician student can expect to spend approximately $900 on books and supplies for the program.

Landscape Management Technician
Associate of Applied Science Degree 60 credits

Semester 1
HOR 102 Principles of Plant Science 3
HOR 121 Woody Landscape Plants 3
HOR 130 Introduction to Landscape Design 3

Semester 2
HOR 133 General Soils with lab 3
HOR 220 Plant Propagation 3
HOR 234 Greenhouse and Nursery Operation 3

Summer Term I
HOR 124 Herbaceous Landscape Plants 3
HOR 219 Tree and Shrub Care 2

Semester 3
HOR 212 Landscape Pest Control 3
HOR 218 Turfgrass Management 2

Semester 4
HOR 229 Landscape Irrigation 2
HOR 251 Estimating and Bidding 3

Summer Term II
HOR 230 Advanced Landscape Design 3
HOR 252 Landscape Construction 2

Required Course
HOR 298 Supervised Work Experience 3
(Must be completed during Semester 3, Semester 4 or Summer Term II)

Required General Education Courses
COM 101 Fundamentals of Speech 3
ENG 101 English Composition 3
MAT 123 Mathematics in a Modern Society 4

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

Plus one of the following
CMP 101 Intermediate Computers 3
ACC 210 Accounting I 3
MGT 206 Small Business Management 3

Plus one of the following
COM 201 Public Speaking 3
ENG 102 Critical Reading and Writing 3
ENG 202 Technical Communication 3
HUM 110 History of Metals 3
MAT 143 College Algebra 3
POL 101 Introduction to American Government 3

**Landscape Management Technician**

Advanced Technical Certificate 54 credits

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOR 102 Principles of Plant Science</td>
<td>3</td>
</tr>
<tr>
<td>HOR 121 Woody Landscape Plants</td>
<td>3</td>
</tr>
<tr>
<td>HOR 130 Introduction to Landscape Design</td>
<td>3</td>
</tr>
</tbody>
</table>

**Semester 2**

| HOR 133 General Soils with lab | 3 |
| HOR 220 Plant Propagation | 3 |
| HOR 234 Greenhouse and Nursery Operation | 3 |

**Summer Term I**

| HOR 124 Herbaceous Landscape Plants | 3 |
| HOR 219 Tree and Shrub Care | 2 |

**Semester 3**

| HOR 212 Landscape Pest Control | 3 |
| HOR 218 Turfgrass Management | 2 |

**Semester 4**

| HOR 229 Landscape Irrigation 2 | 3 |
| HOR 251 Estimating and Bidding | 3 |

**Summer Term II**

| HOR 230 Advanced Landscape Design | 3 |
| HOR 252 Landscape Construction | 2 |

**Required Course**

| HOR 298 Supervised Work Experience | 3 |

*(Must be completed during Semester 3, Semester 4 or Summer Term II)*

**Required General Education Courses**

| ENG 101 English Composition | 3 |

**Plus one of the following**

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

**Plus seven credits (7) of the following**

| ACC 210 Accounting I | 3 |
| CMP 101 Intermediate Computers | 3 |
| CMP 110 Basic Typing/Keyboarding | 2 |
| CMP 112 Microsoft Windows/Beginning | 1 |
| CMP 113 Word Beginning | 1 |
| CMP 114 Windows Intermediate | 1 |
| CMP 117 Excel Beginning | 1 |
| COM 201 Public Speaking | 1 |
| ENG 102 Critical Reading and Writing | 3 |
| HUM 110 History of Metals | 3 |
| MAT 143 College Algebra | 3 |
| MGT 206 Small Business Management | 3 |
| POL 101 Introduction to American Government | 3 |

**BUSINESS TECHNOLOGIES**

**Length of Program**

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

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

The Business Technology Technical Certificate option is appropriate for the student interested in obtaining entry-level skills in a minimum amount of time. Subject areas include sales and customer service, business mathematics, keyboarding, introduction to computers, accounting, and other vital entry-level courses. The student who completes this option will make a well-rounded employee in a variety of businesses.

Whichever option the business student may choose, this exciting career field requires strong personal motivation and dedication. When possible, most courses are offered on weekday mornings with the afternoons available for students to participate in the on-the-job sections of the program. The business student is encouraged to join the professional student organization, Delta Epsilon Chi (DEC) that has an active chapter on campus. The membership dues are $20 per year.

**Program Costs**

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

**Associate of Applied Science**

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BOT 151 Leadership I</td>
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</tr>
<tr>
<td>CMP 101 Intermediate Computers</td>
<td>3</td>
</tr>
<tr>
<td>MAT 110 Technical Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>MKT 112 Introduction to Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MGT 121 Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>General Education</td>
<td>3-4</td>
</tr>
</tbody>
</table>

**Semester 2**

| BOT 141 Business Presentations | 2 |
| BOT 142 Business Spreadsheets | 3 |
| BOT 152 Leadership II | 1 |
| MKT 103 Sales and Customer Service | 3 |
| MKT 120 Marketing on the Internet | 3 |
| General Education | 3-4 |

**Summer Term**

*General Education* | 3-7 |

**Semester 3**

| MGT 206 Small Business Management | 3 |
| MGT 216 Human Resource Management | 3 |
| MKT 214 Business Advertising | 3 |
| MKT 217 Basic Marketing Research | 3 |
| General Education | 3-7 |

**Semester 4**

| ECO 202 Principles of Microeconomics OR | 3 |
| ECO 203 Principles of Microeconomics OR | 3 |
| MKT 115 Applied Economics | 3 |
| MGT 207 Financial Management | 3 |
| MGT 215 Business Law | 3 |
| MKT 222 Practicum IV | 3 |
| General Education | 3-4 |

---

### 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**

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ACC 210 Accounting I</td>
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<td>BOT 151 Leadership I</td>
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</tr>
<tr>
<td>CMP 101 Intermediate Computers</td>
<td>3</td>
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<tr>
<td>MAT 110 Technical Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>MGT 121 Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>General Education</td>
<td>3</td>
</tr>
</tbody>
</table>

**Semester 2**

| BOT 142 Business Spreadsheets | 3 |
| BOT 152 Leadership II | 1 |
| ECO 201 Principles of Macroeconomics | 3 |
| MAT 143 College Algebra | 3 |
| General Education | 3 |

**Summer Term**

*General Education* | 6 |

**Semester 3**

| ACC 221 Accounting Computer Applications | 2 |
| ACC 226 Excel in Accounting | 2 |
| BOT 227 Database Management | 3 |
| MGT 216 Human Resource Management | 3 |
| MKT 217 Basic Marketing Research | 3 |

**Semester 4**

| ECO 202 Principles of Microeconomics | 3 |
| MGT 206 Small Business Management | 3 |
| MGT 207 Financial Management | 3 |
| MGT 215 Business Law | 3 |
| MKT 222 Practicum IV | 3 |
| General Education | 3 |

---

### Required General Education Courses

- COM 101 Fundamentals of Speech 3
- ENG 101 English Composition 3
- MAT 123 Mathematics in a Modern Society 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 Communication 3
- HUM 110 History of Metals 3
- PHL 150 Applied Ethics 3
- POL 101 Introduction to American Government 3

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### Required General Education Courses

- COM 101 Fundamentals of Speech 3
- ENG 101 English Composition 3
- ENG 102 Critical Reading and Writing 3
- PHL 150 Applied Ethics 3

**Plus one of the following**

- PSY 101 Introduction to Psychology 3
- SOC 101 Introduction to Sociology 3
Business Technology
Technical Certificate 36 credits

Semester 1
BOT 151 Leadership I 1
CMP 101 Intermediate Computers 3
ENG 101 English Composition 3
MAT 110 Technical Mathematics 3
MGT 121 Principles of Management 3
MKT 112 Introduction to Marketing 3
OCR 101 Occupational Relations 2

Semester 2
ACC 210 Accounting I 3
BOT 141 Business Presentations 2
BOT 142 Business Spreadsheets 3
BOT 152 Leadership II 1
COM 101 Fundamentals of Speech 3
MKT 103 Sales and Customer Service 3
MKT 120 Marketing on the Internet 3

COMPUTER NETWORKING TECHNOLOGIES
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 IT Academy, a Cisco Networking Academy Program Regional Academy (CNAP) and a member of the CompTIA Jobs+ program. These partnerships ensure that the instructors use industry-authorized curriculum and are qualified to teach various Computer Networking Technologies options. Students who successfully complete their program of study and pass the specific industry certification exams are prepared to enter one of the most dynamic and potentially lucrative job markets in today’s world economy.

Pathways to Computer Networking Employment
The students who enter this two-year Associate of Applied Science Degree program must have the skills equivalent to what is taught in the CMP 101 Intermediate Computer course. General education courses provide the opportunity for students to develop critical and creative thinking, computation, and communication skills. This degree prepares students for supervisory responsibilities as well as technical employment. Courses in the first and second semesters provide the foundation for the industry-specific courses offered in the third and fourth semesters. 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 strongly recommended that all general education courses be completed prior to entering the third semester.

Each of the two industry specializations, Novell and Microsoft, has a limit of 20 students in the third and fourth semesters. Entry into the third semester is dependent upon successful completion of all CNT courses in the first and second semester and requires instructor approval. In the event that more than 20 students qualify and elect to pursue one of the two specializations, admission into that specialization will be based upon the overall GPA earned in the first and second semesters.

The two-semester certificate options are designed for students who are involved in the IT industry, have prior computer and networking skills, and wish to prepare for the certification exams only: Certified Novell Engineer (CNE) or Microsoft Certified Systems Administrator (MCSA) 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 certification exams. 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. Certification exams are administered by EITC through VUE or by a Sylvan Prometric testing center. The certification exams average $125 per exam. The first and second semesters provide preparation for up to four introductory certification exams and the third and fourth semesters provide preparation for up to eight specialized certification exams. The minimum number of exams for CNE is six and for MCSE/MCSA is seven.

Program Costs
In addition to the semester registration fees, a Computer Networking Technologies student can expect to pay approximately $700 on books and supplies. In the first semester of the AAS program, students will be required to purchase the components for a computer, which they will assemble as part of their course work. The cost of these components is approximately $1,000. In addition, students should budget the money required for taking the very important and necessary industry certification exams described above.
**Microsoft Computer Networking**  
Associate of Applied Science Degree 76-80 credits

### Semester 1  
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNT 101</td>
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<td>CNT 102</td>
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<tr>
<td>CNT 103</td>
<td>3</td>
</tr>
<tr>
<td>CNT 150</td>
<td>4</td>
</tr>
<tr>
<td>CNT 275</td>
<td>4</td>
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</tbody>
</table>

**Cisco Internetworking Technologies (Cisco I)**

### Semester 2  
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNT 108</td>
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<tr>
<td>CNT 202</td>
<td>4</td>
</tr>
<tr>
<td>CNT 276</td>
<td>4</td>
</tr>
<tr>
<td>ELC 203</td>
<td>3</td>
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</tbody>
</table>

**Introduction to Computer Programming General Education**

### Summer Term  
**General Education**

### Semester 3  
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNT 261</td>
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<td>CNT 262</td>
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<tr>
<td>CNT 263</td>
<td>4</td>
</tr>
<tr>
<td>CNT 277</td>
<td>4</td>
</tr>
</tbody>
</table>

**Implementing Windows 2000 (MCSE 2152)**  
**Implementing Windows 2000 Network Infrastructure (MCSE 2153)**  
**Implement & Administer Windows 2000 Directory Services (MCSE 2154)**  
**Cisco Network Segmentation and Protocol Encapsulation (Cisco III)**

### Semester 4  
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNT 209</td>
<td>4</td>
</tr>
<tr>
<td>CNT 264</td>
<td>2</td>
</tr>
<tr>
<td>CNT 278</td>
<td>4</td>
</tr>
</tbody>
</table>

**Supervised Work Experience**  
**Designing a Windows 2000 Directory Services Infrastructure (MCSE 1561)**  
**Cisco WAN Technologies (Cisco IV)**  
**Plus two CNT Electives**

**General Education**

### Required General Education Courses  
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>COM 101</td>
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<tr>
<td>ENG 101</td>
<td>3</td>
</tr>
<tr>
<td>MAT 123</td>
<td>4</td>
</tr>
</tbody>
</table>

### Plus one of the following  
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 101</td>
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<tr>
<td>SOC 101</td>
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</table>

### Plus one of the following  
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG 102</td>
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<td>ENG 202</td>
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<tr>
<td>HUM 110</td>
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<td>PHL 150</td>
<td>3</td>
</tr>
<tr>
<td>POL 101</td>
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</table>

**Introduction to American Government**

### Enhancement  
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>OCR 110</td>
<td>1</td>
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</tbody>
</table>

**The Successful Job Search**

### Novell Computer Networking Technologies  
Associate of Applied Science Degree 76 credits

### Semester 1  
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CNT 101</td>
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<td>CNT 102</td>
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<td>CNT 103</td>
<td>3</td>
</tr>
<tr>
<td>CNT 150</td>
<td>4</td>
</tr>
<tr>
<td>CNT 275</td>
<td>4</td>
</tr>
</tbody>
</table>

**Microcomputer Concepts/Intro to Networking**  
**Introduction to UNIX**  
**Desktop/Client Computer Operating Systems**  
**Cisco Internetworking Technologies (Cisco I)**

### Semester 2  
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNT 108</td>
<td>3</td>
</tr>
<tr>
<td>CNT 202</td>
<td>4</td>
</tr>
<tr>
<td>CNT 276</td>
<td>4</td>
</tr>
<tr>
<td>ELC 203</td>
<td>3</td>
</tr>
</tbody>
</table>

**Advanced UNIX ANSI C**  
**Cisco Router Setup and Operation (Cisco II)**  
**Introduction to Computer Programming**

### Summer Term  
**General Education**

### Plus two of the following CNT Electives  
<table>
<thead>
<tr>
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<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CNT 255</td>
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<td>CNT 256</td>
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<td>CNT 257</td>
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<td>CNT 259</td>
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<tr>
<td>CNT 265</td>
<td>3</td>
</tr>
<tr>
<td>CNT 266</td>
<td>4</td>
</tr>
<tr>
<td>CNT 267</td>
<td>2</td>
</tr>
</tbody>
</table>

**Implementing & Supporting Microsoft Exchange Server**  
**Administrating Microsoft SQL Server (MCSE 832)**  
**Secure Web Access Using Microsoft Proxy Services OR**  
**Implementing & Supporting Microsoft Internet Explorer**  
**Designing Windows 2000 Network Services Infrastructure (MCSE 1562)**  
**Designing a Secure Windows 2000 Network (MCSE 2150)**  
**Designing a Windows 2000 Upgrade Strategy (MCSE 2010)**

### Semester 3  
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CNT 113</td>
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</tr>
<tr>
<td>CNT 213</td>
<td>4</td>
</tr>
<tr>
<td>CNT 277</td>
<td>4</td>
</tr>
</tbody>
</table>

**Novell Network System Admin**  
**Novell Network Advanced System Administration**  
**Cisco Network Segmentation and Protocol Encapsulation (Cisco III)**  
**General Education**

### Semester 4  
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CNT 209</td>
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<td>CNT 219</td>
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<tr>
<td>CNT 227</td>
<td>3</td>
</tr>
<tr>
<td>CNT 278</td>
<td>4</td>
</tr>
</tbody>
</table>

**Supervised Work Experience**  
**Novell Service and Support**  
**Integrating Novell Networks with Microsoft Networks**  
**Cisco WAN Technologies (Cisco IV)**
## Required General Education Courses
- COM 101 Fundamentals of Speech: 3 credits
- ENG 101 English Composition: 3 credits
- MAT 123 Mathematics in a Modern Society: 4 credits

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

**Plus one of the following**
- ENG 102 Critical Reading and Writing: 3 credits
- ENG 202 Technical Communication: 3 credits
- HUM 110 History of Metals: 3 credits
- PHL 150 Applied Ethics: 3 credits
- POL 101 Introduction to American Government: 3 credits

### Enhancement
- OCR 110 The Successful Job Search: 1 credit

## Cisco Certified Networking
### Associate Certification Track
Postsecondary Technical Certificate: 16 credits

**Semester 1**
- CNT 275 Cisco Internetworking Technologies (Cisco I): 4 credits
- CNT 276 Cisco Router Setup and Operation (Cisco II): 4 credits

**Semester 2**
- CNT 277 Cisco Network Segmentation and Protocol Encapsulation (Cisco III): 4 credits
- CNT 278 Cisco WAN Technologies (Cisco IV): 4 credits

## Microsoft Certified Systems Engineer (MCSE) Certification Track
Postsecondary Technical Certificate: 19 credits

**Semester 1**
- CNT 261 Implementing Windows 2000 (MCSE 2152): 4 credits
- CNT 262 Implementing Windows 2000 Network Infrastructure (MCSE 2153): 4 credits

**Semester 2**
- CNT 264 Designing a Windows 2000 Directory Services Infrastructure (MCSE 1561): 2 credits

### Plus two of the following:
- CNT 255 Implementing & Supporting Microsoft Exchange Server: 3 credits
- CNT 256 Administering Microsoft SQL Server (MCSE 832): 3 credits
- CNT 257 Secure Web Access Using Microsoft Proxy Server OR Microsoft Internet Explorer: 2 credits
- CNT 259 Implementing & Supporting Designing Windows 2000 Network Services Infrastructure (MCSE 1562): 3 credits
- CNT 265 Designing a Secure Windows 2000 Network (MCSE 2150): 4 credits
- CNT 266 Designing a Windows 2000 Upgrade Strategy (MCSE 2010): 2 credits

### Certified Novell Engineer (CNE) Certification Track
Postsecondary Technical Certificate: 20 credits

**Semester 1**
- CNT 113 Novell Network System Admin: 4 credits
- CNT 151 Network +: 4 credits
- CNT 213 Novell Network Advanced System Administration: 4 credits

**Semester 2**
- CNT 111 Novell Network Design and Configuration: 2 credits
- CNT 219 Novell Service and Support: 4 credits

### Plus one from the following:
- CNT 223 Novell GroupWise Administration: 3 credits
- CNT 227 Integrating Novell Networks with Microsoft Networks: 3 credits
- CNT 228 Novell Network Management: 2 credits
- CNT 230 Novell Securing Intranets: 2 credits
ELECTRONIC SERVICE TECHNOLOGIES

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

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>CMP 101 Intermediate Computers</td>
<td>3</td>
</tr>
<tr>
<td>ELC 103 Direct and Alternating Current Lab OR</td>
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<tr>
<td>ELC 120 Direct Current (DC) Lab AND</td>
<td>3</td>
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<tr>
<td>ELC 135 Alternating Current (AC) Lab</td>
<td>3</td>
</tr>
<tr>
<td>ELC 109 Direct and Alternating Current Theory OR</td>
<td>4</td>
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<tr>
<td>ELC 110 Direct Current (DC) Theory AND</td>
<td>2</td>
</tr>
<tr>
<td>ELC 130 Alternating Current (AC) Theory</td>
<td>2</td>
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<tr>
<td>MAT 108 Intermediate Algebra OR</td>
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<td>COMPASS Algebra score &gt;61 General Education</td>
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Semester 2

<table>
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<tr>
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<tr>
<td>ELC 104 Discrete Device Theory OR</td>
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<tr>
<td>ELC 115 Diodes and Transistors Theory AND</td>
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</tr>
<tr>
<td>ELC 116 Integrated Circuit Theory</td>
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</tr>
<tr>
<td>ELC 108 Discrete Device Laboratory OR</td>
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</tr>
<tr>
<td>ELC 117 Diodes and Transistors Laboratory AND</td>
<td>3</td>
</tr>
<tr>
<td>ELC 118 Integrated Circuits Laboratory</td>
<td>3</td>
</tr>
<tr>
<td>MAT 143 College Algebra</td>
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<td>MAT 144 Trigonometry</td>
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Summer Term
General Education 6-9

Semester 3

<table>
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</thead>
<tbody>
<tr>
<td>ELC 106 Video &amp; Communications Systems Theory</td>
<td>3</td>
</tr>
<tr>
<td>ELC 107 Video &amp; Communications Systems Lab</td>
<td>4</td>
</tr>
<tr>
<td>ELC 207 Digital Electronics</td>
<td>6</td>
</tr>
<tr>
<td>ELC 208 Digital Electronics Laboratory</td>
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Semester 4

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ELC 203 Introduction to Computer Programming</td>
<td>3</td>
</tr>
<tr>
<td>ELC 204 Supervised Work Experience</td>
<td>5</td>
</tr>
<tr>
<td>ELC 206 Microprocessors and Computer Systems Lab</td>
<td>4</td>
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<tr>
<td>ELC 209 Microprocessors and Computer Systems</td>
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</table>

Required General Education Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>COM 101 Fundamentals of Speech</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101 English Composition</td>
<td>3</td>
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Plus one of the following

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>PSY 101 Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101 Introduction to Sociology</td>
<td>3</td>
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</table>

Plus one of the following

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 102 Critical Reading and Writing</td>
<td>3</td>
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<tr>
<td>ENG 202 Technical Communication</td>
<td>3</td>
</tr>
<tr>
<td>HUM 110 History of Metals</td>
<td>3</td>
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<tr>
<td>PHL 150 Applied Ethics</td>
<td>3</td>
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<tr>
<td>POL 101 Introduction to American Government</td>
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</table>
## Electronic Service Technician

**Advanced Technical Certificate** 63-67 credits

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CMP 101 Intermediate Computers</td>
<td>3</td>
</tr>
<tr>
<td>ELC 103 Direct and Alternating Current Lab OR</td>
<td>6</td>
</tr>
<tr>
<td>ELC 120 Direct Current (DC) Lab AND</td>
<td>3</td>
</tr>
<tr>
<td>ELC 135 Alternating Current (AC) Lab</td>
<td>3</td>
</tr>
<tr>
<td>ELC 109 Direct and Alternating Current Theory OR</td>
<td>4</td>
</tr>
<tr>
<td>ELC 110 Direct Current (DC) Theory AND</td>
<td>2</td>
</tr>
<tr>
<td>ELC 130 Alternating Current (AC) Theory</td>
<td>2</td>
</tr>
<tr>
<td>MAT 108 Intermediate Algebra OR</td>
<td>3</td>
</tr>
<tr>
<td>General Education</td>
<td>3</td>
</tr>
<tr>
<td>COMPASS Algebra score &gt;61</td>
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</tbody>
</table>

**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 | 3 |
| MAT 144 Trigonometry | 2 |

**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 |

**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

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMP 101 Intermediate Computers</td>
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<td>ELC 103 Direct &amp; Alternating Current Laboratory OR</td>
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<tr>
<td>ELC 120 Direct Current (DC) Lab AND</td>
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</tr>
<tr>
<td>ELC 135 Alternating Current (AC) Lab</td>
<td>3</td>
</tr>
<tr>
<td>ELC 109 Direct and Alternating Current Theory OR</td>
<td>4</td>
</tr>
<tr>
<td>ELC 110 Direct Current (DC) Theory AND</td>
<td>2</td>
</tr>
<tr>
<td>ELC 130 Alternating Current (AC) Theory</td>
<td>2</td>
</tr>
<tr>
<td>MAT 108 Intermediate Algebra OR</td>
<td>3</td>
</tr>
<tr>
<td>COMPASS Algebra score &gt;61</td>
<td></td>
</tr>
</tbody>
</table>

**Summer Term**

| ENG 101 English Composition | 3 |

**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

Length of Program
Associate of Applied Science Degree: four semesters, one summer term
Technical Certificate: two semesters, one summer term

The Legal Assistant option provides education for students to enter the legal paraprofessional field. The option requires students to study the practical application of 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 Legal Assistant 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 as well as good office skills in operations and management.

Entrance Requirements:
COMPASS scores at or above 70 in reading and writing skills and pre-algebra score of 57 or above. Additionally, applicants must pass an admissions spelling test with a score at or above 75%. Applicants must demonstrate a typing speed of 35 wpm with 90% accuracy at entry level.

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

Program Costs
The Legal Assistant should expect to spend approximately $600 for books and supplies the first year and $600 the second year. Legal Technologies students are strongly encouraged to participate in their respective student associations; annual dues are $20.

Legal Assistant
Associate of Applied Science Degree 72 credits

Semester 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BOT 151 Leadership I</td>
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<td>CMP 101 Intermediate Computers</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101 English Composition</td>
<td>3</td>
</tr>
<tr>
<td>LGL 101 Introduction to Legal Assistant Studies</td>
<td>3</td>
</tr>
<tr>
<td>LGL 103 Legal Terminology</td>
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<tr>
<td>General Education</td>
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Semester 2

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>ACC 210 Accounting I</td>
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<tr>
<td>BOT 118 Word Processing</td>
<td>3</td>
</tr>
<tr>
<td>BOT 152 Leadership II</td>
<td>1</td>
</tr>
<tr>
<td>ENG 102 Critical Reading and Writing OR</td>
<td>3</td>
</tr>
<tr>
<td>ENG 202 Technical Communication</td>
<td>3</td>
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Summer Term

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>LGL 210 Internship</td>
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LGL 102 Law Office Procedure and Technology 3
LGL 108 Legal Document Drafting 2
LGL 109 Basic Legal Research 3

Summer Term
General Education 6-7

Semester 3

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>LGL 201 Legal Writing</td>
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<td>LGL 214 Estate Planning and Probate</td>
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<td>LGL 215 Real Estate Law</td>
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<tr>
<td>LGL 207 Procedures of Bankruptcy Law</td>
<td>3</td>
</tr>
<tr>
<td>LGL 211 Civil Litigation</td>
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<td>General Education</td>
<td>3-4</td>
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Semester 4

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<td>LGL 210 Internship</td>
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<tr>
<td>LGL 212 Criminal Law</td>
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<td>LGL 213 Torts</td>
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<td>MGT 215 Business Law</td>
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Required General Education Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>COM 101 Fundamentals of Speech</td>
<td>3</td>
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<tr>
<td>MAT 123 Mathematics in a Modern Society</td>
<td>4</td>
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</table>

Plus one of the following

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 101 Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101 Introduction to Sociology</td>
<td>3</td>
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Choose one from below

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>PHL 150 Applied Ethics</td>
<td>3</td>
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<tr>
<td>POL 101 Introduction to American Government</td>
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Legal Assistant
Technical Certificate 37 credits

Semester 1

<table>
<thead>
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<th>Course</th>
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<tbody>
<tr>
<td>BOT 151 Leadership</td>
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<tr>
<td>CMP 101 Intermediate Computers</td>
<td>3</td>
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<tr>
<td>ENG 101 English Composition</td>
<td>3</td>
</tr>
<tr>
<td>LGL 101 Introduction to Legal Assistant Studies</td>
<td>3</td>
</tr>
<tr>
<td>LGL 103 Legal Terminology</td>
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<tr>
<td>MAT 110 Technical Math</td>
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Semester 2

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ACC 210 Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>BOT 118 Word Processing</td>
<td>3</td>
</tr>
<tr>
<td>BOT 152 Leadership II</td>
<td>1</td>
</tr>
<tr>
<td>ENG 102 Critical Reading and Writing OR</td>
<td>3</td>
</tr>
<tr>
<td>ENG 202 Technical Communication</td>
<td>3</td>
</tr>
<tr>
<td>LGL 102 Law Office Procedure and Technology</td>
<td>3</td>
</tr>
<tr>
<td>LGL 108 Legal Document Drafting</td>
<td>2</td>
</tr>
<tr>
<td>LGL 109 Basic Legal Research</td>
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Summer Term

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LGL 210 Internship</td>
<td>3</td>
</tr>
</tbody>
</table>
OFFICE TECHNOLOGIES

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 $1200 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

Semester 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tr>
<td>BOT 110</td>
<td>Keyboarding</td>
<td>3</td>
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<tr>
<td>BOT 123</td>
<td>Business Machines</td>
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<tr>
<td>BOT 151</td>
<td>Leadership I</td>
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<tr>
<td>CMP 101</td>
<td>Intermediate Computers</td>
<td>3</td>
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<tr>
<td>ENG 101</td>
<td>English Composition</td>
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<tr>
<td>MAT 110</td>
<td>Technical Mathematics</td>
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<td></td>
<td>Electives</td>
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Semester 2

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<tbody>
<tr>
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<td>BOT 140</td>
<td>Electronic Office Concepts</td>
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<tr>
<td>BOT 141</td>
<td>Business Presentations</td>
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<td>BOT 142</td>
<td>Business Spreadsheets</td>
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</tr>
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<td>BOT 143</td>
<td>Internet Concepts</td>
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<tr>
<td>BOT 152</td>
<td>Leadership II</td>
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<tr>
<td>ENG 202</td>
<td>Technical Writing</td>
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Summer Term

<table>
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<tr>
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<tbody>
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Semester 3

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<tbody>
<tr>
<td>BOT 204</td>
<td>Advanced Word Processing</td>
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<td>BOT 227</td>
<td>Database Management</td>
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<td>BOT 230</td>
<td>Desktop Publishing</td>
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<td>MGT 216</td>
<td>Human Resource Management</td>
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<td>Electives</td>
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Semester 4

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<tr>
<td>BOT 144</td>
<td>Speedbuilding</td>
<td>1</td>
</tr>
<tr>
<td>BOT 216</td>
<td>Supervised Work Experience</td>
<td>3</td>
</tr>
<tr>
<td>OCR 110</td>
<td>The Successful Job Search</td>
<td>3-6</td>
</tr>
<tr>
<td></td>
<td>Electives</td>
<td>3-6</td>
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### Office Emphasis

10 Credits Required

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<tbody>
<tr>
<td>ACC 210</td>
<td>Accounting I</td>
<td>3</td>
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<tr>
<td>ACC 226</td>
<td>Excel in Accounting</td>
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<td>ACC 227</td>
<td>Computer Business Accounting</td>
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<td>BOT 231</td>
<td>Web Page Design</td>
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<td>BOT 232</td>
<td>Computer Concepts</td>
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<td>BOT 234</td>
<td>Computer Assisted Graphics</td>
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### Legal Emphasis

9 Credits Required

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<tr>
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<td>Law Office Procedure and Technology</td>
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<td>LGL 103</td>
<td>Legal Terminology</td>
<td>3</td>
</tr>
<tr>
<td>LGL 211</td>
<td>Civil Litigation</td>
<td>3</td>
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### Medical Emphasis

8 Credits Required

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<td>HCT 113</td>
<td>Medical Coding</td>
<td>3</td>
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<tr>
<td>HCT 114</td>
<td>Medical Billing</td>
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### Required General Education Courses

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<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>COM 101</td>
<td>Fundamentals of Speech</td>
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<tr>
<td>ENG 101</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>MAT 123</td>
<td>Mathematics in a Modern Society</td>
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### Plus one of the following

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>PSY 101</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Introduction to Sociology</td>
<td>3</td>
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### Plus one of the following

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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ENG 102</td>
<td>Critical Reading and Writing</td>
<td>3</td>
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<td>ENG 202</td>
<td>Technical Communication</td>
<td>3</td>
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<td>HUM 110</td>
<td>History of Metals</td>
<td>3</td>
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<tr>
<td>PHIL 150</td>
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<td>3</td>
</tr>
<tr>
<td>POL 101</td>
<td>Introduction to American Government</td>
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### Business & Computer Applications Technician

Advanced Technical Certificate: 52 credits

#### Semester 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOT 110</td>
<td>Keyboarding</td>
<td>3</td>
</tr>
<tr>
<td>BOT 123</td>
<td>Business Machines</td>
<td>1</td>
</tr>
<tr>
<td>BOT 151</td>
<td>Leadership I</td>
<td>1</td>
</tr>
<tr>
<td>CMP 101</td>
<td>Intermediate Computers</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>MAT 110</td>
<td>Technical Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
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</tbody>
</table>

#### Semester 2

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOT 118</td>
<td>Word Processing</td>
<td>3</td>
</tr>
<tr>
<td>BOT 140</td>
<td>Electronic Office Concepts</td>
<td>3</td>
</tr>
<tr>
<td>BOT 141</td>
<td>Business Presentations</td>
<td>2</td>
</tr>
<tr>
<td>BOT 142</td>
<td>Business Spreadsheets</td>
<td>3</td>
</tr>
<tr>
<td>BOT 143</td>
<td>Internet Concepts</td>
<td>2</td>
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<td>Electives</td>
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#### Summer Term

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BOT 216</td>
<td>Supervised Work Experience</td>
<td>3</td>
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</table>

### Enhancements

#### Office Emphasis

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ACC 210</td>
<td>Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ACC 221</td>
<td>Accounting Computer Applications</td>
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#### Legal Emphasis

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<thead>
<tr>
<th>Course</th>
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<th>Credits</th>
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<tbody>
<tr>
<td>LGL 102</td>
<td>Law Office Procedure and Technology</td>
<td>3</td>
</tr>
<tr>
<td>LGL 103</td>
<td>Legal Terminology</td>
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#### Medical Emphasis

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>HCT 101</td>
<td>Medical Terminology</td>
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<tr>
<td>HCT 113</td>
<td>Medical Coding</td>
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### Electives

6 Credits Required

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>ACC 210</td>
<td>Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>BOT 231</td>
<td>Web Page Design</td>
<td>3</td>
</tr>
<tr>
<td>BOT 232</td>
<td>Computer Concepts</td>
<td>3</td>
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<tr>
<td>BOT 234</td>
<td>Computer Assisted Graphics</td>
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<tr>
<td>OCR 110</td>
<td>The Successful Job Search</td>
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### Office Specialist

Technical Certificate: 36 credits

#### Semester 1

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<thead>
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<tbody>
<tr>
<td>BOT 110</td>
<td>Keyboarding</td>
<td>3</td>
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<td>BOT 123</td>
<td>Business Machines</td>
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<tr>
<td>BOT 151</td>
<td>Leadership I</td>
<td>1</td>
</tr>
<tr>
<td>CMP 101</td>
<td>Intermediate Computers</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition</td>
<td>3</td>
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<td>MAT 110</td>
<td>Technical Mathematics</td>
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<td>OCR 101</td>
<td>Vocational Relations</td>
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#### Semester 2

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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>BOT 118</td>
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<td>3</td>
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<td>BOT 140</td>
<td>Electronic Office Concepts</td>
<td>3</td>
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<tr>
<td>BOT 141</td>
<td>Business Presentations</td>
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<tr>
<td>BOT 142</td>
<td>Business Spreadsheets</td>
<td>3</td>
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<td>BOT 143</td>
<td>Internet Concepts</td>
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<tr>
<td>BOT 152</td>
<td>Leadership II</td>
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<tr>
<td>ENG 202</td>
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## Web Development Specialist
Associate of Applied Science Degree

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<tbody>
<tr>
<td>BOT 145</td>
<td>Internet Networking Technologies   4</td>
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<tr>
<td>BOT 151</td>
<td>Leadership I                      1</td>
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<tr>
<td>BOT 227</td>
<td>Database Management                3</td>
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<tr>
<td>BOT 231</td>
<td>Web Page Design                    3</td>
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<tr>
<td>MKT 112</td>
<td>Introduction to Marketing          3</td>
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<table>
<thead>
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<th>Credits</th>
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<tbody>
<tr>
<td>BOT 143</td>
<td>Internet Concepts                  2</td>
</tr>
<tr>
<td>BOT 152</td>
<td>Leadership II                      1</td>
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<tr>
<td>BOT 235</td>
<td>Advanced Web Site Design           3</td>
</tr>
<tr>
<td>BOT 236</td>
<td>Web Development Tools              3</td>
</tr>
<tr>
<td>BOT 239</td>
<td>Advanced Data Management           3</td>
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<tr>
<td>ELC 203</td>
<td>Introduction to Computer Programming 3</td>
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<thead>
<tr>
<th>Semester 3</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BOT 230</td>
<td>Desktop Publishing                  4</td>
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<tr>
<td>BOT 237</td>
<td>Implementing Web Servers            3</td>
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<tr>
<td>BOT 238</td>
<td>Database Driven Websites            3</td>
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<tr>
<td>MKT 120</td>
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<table>
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<tbody>
<tr>
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<td>Supervised Work Experience          3</td>
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<td>BOT 234</td>
<td>Computer Assisted Graphics          3</td>
</tr>
<tr>
<td>BOT 240</td>
<td>Emerging Technologies of the Internet 3</td>
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<td>CNT 256</td>
<td>Administering Microsoft SQL Server  3</td>
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### Required General Education Courses

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>COM 101</td>
<td>Fundamentals of Speech</td>
<td>3</td>
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<tr>
<td>ENG 101</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>MAT 123</td>
<td>Mathematics in a Modern Society</td>
<td>4</td>
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</table>

#### Plus one of the following

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>PSY 101</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Plus one of the following

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 102</td>
<td>Critical Reading and Writing</td>
<td>3</td>
</tr>
<tr>
<td>ENG 202</td>
<td>Technical Communication</td>
<td>3</td>
</tr>
<tr>
<td>HUM 110</td>
<td>History of Metals</td>
<td>3</td>
</tr>
<tr>
<td>PHL 150</td>
<td>Applied Ethics</td>
<td>3</td>
</tr>
<tr>
<td>POL 101</td>
<td>Introduction to American Government</td>
<td>3</td>
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</tbody>
</table>

### Enhancements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNT 257</td>
<td>Secure Web Access Using Microsoft Proxy Server</td>
<td>1</td>
</tr>
<tr>
<td>OCR 110</td>
<td>The Successful Job Search</td>
<td>1</td>
</tr>
</tbody>
</table>
HEALTH PROFESSIONS DIVISION

AREAS OF STUDY
Dental Assisting - Technical Certificate
Medical Assistant - Associate of Applied Science Degree
Medical Office Specialist - Technical Certificate
Practical Nursing - Advanced Technical Certificate
Surgical Technology - Associate of Applied Science Degree

Faculty
Marlene Brinkerhoff
Becky Chapman
Lorie Hoffman
Elaine Miller
Cindy Mills
Kathleen Nelson
Raeleen Roberts
Susan Sorensen

Workplace research shows that one of the most rapidly growing areas of employment is health care. EITC’s Health Professions Division is a combined group of programs consisting of Practical Nursing, Dental Assisting, Medical Assisting, and Surgical Technology. These programs provide students with the knowledge and skills that enable them to join other professionals in this expanding career field. Students may enter the Health Professions Division prior to declaring a major field of study. Core classes identified below, as well as other general education courses 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 Professions core classes:
Anatomy and Physiology (courses vary by program)
Certificated Nursing Assistant Training
EKG/ECG
General Microbiology
Growth and Development
Introduction to Health Professions
Medical Ethics
Medical Terminology
Nutrition
Phlebotomy

Students entering the Health Professions 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 finding employment in health care. It is recommended that prior to enrollment the applicant contact the appropriate state regulatory agency.

All Health Professions Division students, regardless of program, must provide the following information prior to starting the professional courses and/or clinical work.
1. Documentation of the following current immunizations is required: Diphtheria, Pertussis, Tetanus (DPT) * Mumps, Measles, and rubella (MMR) or two vaccinations or rubella and rubeola titers * Hepatitis B series must be initiated * Polio * History of chicken pox or varicella vaccination.
2. Proof of an annual TB skin test.
3. Documentation of health insurance.

DENTAL ASSISTING

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 supervised training to become a dental assistant. With this education and two years of clinical experience, graduates may sit for the Certified Dental Assistant exam. Dental Assisting is a profession requiring a person to be mature, conscientious and orderly. It requires emotional stability, manual dexterity, social adjustment, good grooming, patience, tolerance toward others and good interpersonal communication skills. At times Dental Assistants may be exposed to communicable diseases and unpleasant sights, odors, and materials.

Entrance Requirements
In addition to the above listed entrance requirements:
• COMPASS Test score of 70 or higher in reading and writing skills and 45 or higher in pre-algebra.
• Spelling test score of 75% or above.
• 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 $1,200 on books, uniforms, supplies, dues, liability insurance, CPR, and first aid for the entire program.
**Dental Assisting**

Technical Certificate  

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>BIO 250  General Microbiology</td>
<td>3</td>
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<tr>
<td>BIO 250-L General Microbiology Laboratory</td>
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<tr>
<td>DTL 121 Orientation to Dental Assisting/Office Management</td>
<td>2</td>
</tr>
<tr>
<td>DTL 124 Basic Dental Sciences &amp; Medical Situations</td>
<td>3</td>
</tr>
<tr>
<td>DTL 125 Dental Operatory Procedures</td>
<td>4</td>
</tr>
<tr>
<td>DTL 126 Dental Radiology</td>
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<table>
<thead>
<tr>
<th>Semester 2</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CMP 101 Intermediate Computers</td>
<td>3</td>
</tr>
<tr>
<td>DTL 127 Dental Clinical</td>
<td>2</td>
</tr>
<tr>
<td>DTL 128 Dental Specialties</td>
<td>4</td>
</tr>
<tr>
<td>DTL 131 Dental Lab Materials and Expanded Functions</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101 English Composition</td>
<td>3</td>
</tr>
<tr>
<td>OCR 101 Occupational Relations</td>
<td>2</td>
</tr>
</tbody>
</table>

**Summer Term**

| DTL 132 Supervised Work Experience | 6       |

**MEDICAL ASSISTANT/OFFICE SPECIALIST**

**Length of Program**

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

Technical Certificate: two semesters, one summer term

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

The Eastern Idaho Technical College’s Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), on recommendation of the Curriculum Review Board of the American Association of Medical Assistants’ Endowment (AAMAE). All graduating students of the Associate Degree Program are eligible to sit for the AAMA Certification Examination, and, upon passing the examination, the individual earns the Certified Medical Assistant (CMA) credential.

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 scheduling and reception, maintenance of medical records, insurance coding and billing, electronic claims processing. Additional education in medical and insurance terminology, insurance claims completion, procedural and diagnostic coding, anatomy and physiology, computer skills, and medical transcription will be included.

**Entrance Requirements**

- Spelling test score of 75% or above.
- Demonstrate a keyboarding speed of 35 wpm with 90% accuracy.
- Three letters of recommendation from an instructor, teacher, health care provider.
- An interview with program director/faculty is 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.

**Medical Assistant**

Associate of Applied Science Degree  

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMP 101 Intermediate Computers</td>
<td>3</td>
</tr>
<tr>
<td>HCT 100 Introduction to Health Professions</td>
<td>2</td>
</tr>
<tr>
<td>HCT 101 Medical Terminology</td>
<td>2</td>
</tr>
<tr>
<td>HCT 103 Introduction to Anatomy and Physiology and Laboratory</td>
<td>4</td>
</tr>
<tr>
<td>PSY 101 Introduction to Psychology</td>
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</tbody>
</table>
Semester 2
BIO 250 General Microbiology 3
BIO 250-L General Microbiology Laboratory 1
ENG 101 English Composition 3
MAT 123 Mathematics in a Modern Society 4
SOC 101 Introduction to Sociology 3

Semester 3
HCT 105 Phlebotomy 2
HCT 109 Medical Ethics 2
HCT 113 Medical Coding 3
MAS 103 Clinical Skills for Medical Assistants I 3
MAS 111 Admin Skills for Medical Assistants I 3
MAS 120 Diseases of the Human Body 2

Semester 4
COM 101 Fundamentals of Speech 3
HCT 114 Medical Billing 3
MAS 101 Pharmacology for Health Professions 2
MAS 112 Admin Skills for Medical Assistants II 3
MAS 203 Clinical Skills for Medical Assistants II 3
MAS 205 Administration of Medications 2

Summer Term
MAS 210 Externship II 6

Medical Office Specialist
Technical Certificate 35 Credits

Semester 2
ENG 101 English Composition 3
HCT 109 Medical Ethics 2
HCT 114 Medical Billing 3
MAS 112 Admin Skills for Medical Assistants II 3
MAT 123 Mathematics in a Modern Society 4

Summer Term
MAS 106 Externship I 3

Enhancements
HCT 105 Phlebotomy 2
MAS 101 Pharmacology for Health Professions 2
OCR 110 The Successful Job Search 1

PRACTICAL NURSING

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.
- Spelling test score of 75% or above.
- Current CPR & First Aid certifications.
- Three letters of recommendation: a professional (teacher or counselor) and/or an employer references.
- A panel interview with the program coordinator/instructor will be required.
- Admission packet submitted by spring deadline of March 15. Incomplete packets will not be considered for admission.

**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**
This track is a terminal program designed for students who do not wish to transfer to an RN program in the future.

Prerequisites must be done prior to entering the professional component of the program in the Summer Term.

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

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

**Practical Nursing**
Advanced Technical Certificate 64-68 Credits

**Track 2**
This track is designed for students who plan to transfer to an RN program.

Prerequisites must be completed prior to entering the professional component of the program in the Summer Term.

**Credits**
- BIO 227 Human Anatomy and Physiology I 4
- BIO 228 Human Anatomy and Physiology II 4
- BIO 250 General Microbiology 3
- BIO 250-L General Microbiology Laboratory 1
- ENG 101 English Composition 3
- HCT 100 Introduction to Health Professions 2
- HCT 101 Medical Terminology 2
- HCT 110 Nutrition 2
- HCT 118 Certificated Nursing Assistant Training 4
- OR CNA Certification
- MAT 123 Mathematics in a Modern Society 4
- PSY 150 Human Life Span and Development 3

**Summer Term**
- NRS 106 Nursing Skills I 4
### Summer Term

<table>
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<tbody>
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### Semester 3

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<td>NRS 109</td>
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<td>NRS 111</td>
<td>Medical/Surgical Nursing I</td>
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<td>NRS 135</td>
<td>Nursing Practicum I</td>
<td>3</td>
</tr>
<tr>
<td>NRS 142</td>
<td>Mental Health Nursing</td>
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### Semester 4

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<tr>
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<th>Course Title</th>
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<tbody>
<tr>
<td>NRS 201</td>
<td>Maternal/Child Nursing</td>
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<tr>
<td>NRS 202</td>
<td>Medical/Surgical Nursing II</td>
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<tr>
<td>NRS 203</td>
<td>Nursing Practicum II</td>
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<tr>
<td>NRS 205</td>
<td>IV Therapy Part II</td>
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<tr>
<td>NRS 206</td>
<td>LPN Management</td>
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</tbody>
</table>

## SURGICAL TECHNOLOGY

### 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 health care professionals 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. 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 also are employed in clinics and surgery centers and in ophthalmologists’, physicians’, and dentists’ offices.

### Accreditation

Accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), the Surgical Technology Program awards all graduating students an Associate of Applied Science Degree rendering them eligible to sit for the Association of Surgical Technologist National Certification Exam. Upon passing the examination, the individual earns the Certified Surgical Technologist (CST) credential.

### Potential Condition of Employment

Individuals who have been charged with and/or convicted of a felony may enter and complete the program. However, they may find it difficult to
secure employment in a health care profession thereafter. Such individuals are encouraged to self-disclose to the program director for additional information.

**Entrance Requirements**
In addition to the entrance requirements for all health care programs (see page 31) the student must have:
- Spelling test score of 75% or above.
- Interview with program director/faculty is required.
- Three letters of recommendation: Professional (teacher or health care provider).

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**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CMP 101</td>
<td>Intermediate Computers</td>
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<tr>
<td>ENG 101</td>
<td>English Composition</td>
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<tr>
<td>HCT 100</td>
<td>Introduction to Health Professions</td>
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<tr>
<td>MAT 123</td>
<td>Mathematics in a Modern Society</td>
<td>4</td>
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<td>PSY 101</td>
<td>Introduction to Psychology</td>
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**Semester 2**

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<td>BIO 250-L</td>
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<tr>
<td>COM 101</td>
<td>Fundamentals of Speech</td>
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</tr>
<tr>
<td>HCT 101</td>
<td>Medical Terminology</td>
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</tr>
<tr>
<td>HCT 103</td>
<td>Introduction to Anatomy and Physiology and Laboratory</td>
<td>4</td>
</tr>
<tr>
<td>SOC 101</td>
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**Semester 3**

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<tr>
<td>SRT 102</td>
<td>Surgical Procedures I</td>
<td>4</td>
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<tr>
<td>SRT 103</td>
<td>Preparation of the Surgical Patient</td>
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<td>SRT 104</td>
<td>Clinical Practicum</td>
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<td>SRT 105</td>
<td>Pharmacology for Surgical Technologists</td>
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**Semester 4**

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<tr>
<td>SRT 202</td>
<td>Surgical Procedures II</td>
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<td>SRT 204</td>
<td>Advanced Clinical Practicum</td>
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**Enhancements**

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<tr>
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<tr>
<td>OCR 110</td>
<td>The Successful Job Search</td>
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</table>
AREAS OF STUDY

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
Kyle Kofford
Dale McPherson
Frank Stanger
Bill Swenson

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

Program 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 overall rental.
# Automotive Technology

## Associate of Applied Science Degree

<table>
<thead>
<tr>
<th>Semester</th>
<th>Credits</th>
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<tbody>
<tr>
<td><strong>Semester 1</strong></td>
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</tr>
<tr>
<td>ASE 101</td>
<td>Basic Mechanics &amp; Industrial Report Writing</td>
</tr>
<tr>
<td>ASE 141</td>
<td>Automotive Suspension &amp; Steering Systems</td>
</tr>
<tr>
<td>ASE 162</td>
<td>Introduction to Automotive Electronics</td>
</tr>
<tr>
<td>ASE 171</td>
<td>Heating and Air Conditioning</td>
</tr>
<tr>
<td>ASE 181</td>
<td>Basic Ignition Systems and Tune-up</td>
</tr>
<tr>
<td>ASE 182</td>
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<tr>
<td>MAT 110</td>
<td>Technical Mathematics</td>
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<tr>
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<tbody>
<tr>
<td><strong>Semester 2</strong></td>
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<tr>
<td>ASE 111</td>
<td>Basic Power Plant Systems</td>
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<td>ASE 112</td>
<td>Upper Power Plant Systems</td>
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<td>ASE 113</td>
<td>Lower Power Plant Systems</td>
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<tr>
<td>ASE 121</td>
<td>Automatic Transmissions</td>
</tr>
<tr>
<td>ASE 131</td>
<td>Manual Drivetrain &amp; Axles</td>
</tr>
<tr>
<td>ASE 151</td>
<td>Automotive Brake Systems</td>
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<tr>
<td>ENG 101</td>
<td>English Composition</td>
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| Summer Term | |
| MAT 123 | Mathematics in a Modern Society | 4 |
| PSY 101 | Introduction to Psychology OR General Education | 3 |
| SOC 101 | Introduction to Sociology | 3 |

<table>
<thead>
<tr>
<th>Semester</th>
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<tbody>
<tr>
<td><strong>Semester 3</strong></td>
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<tr>
<td>ASE 183</td>
<td>Gasoline Fuel Systems</td>
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<td>ASE 221</td>
<td>Computer Controlled Automatic Transmissions</td>
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<tr>
<td>ASE 242</td>
<td>Computerized Suspension &amp; Steering Systems</td>
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<tr>
<td>ASE 252</td>
<td>Anti-lock &amp; Power Brake Systems</td>
</tr>
<tr>
<td>ASE 262</td>
<td>Automotive Electronics</td>
</tr>
<tr>
<td>ASE 264</td>
<td>Advanced Automotive Electronic Component Testing and Safety</td>
</tr>
<tr>
<td>COM 101</td>
<td>Fundamentals of Speech</td>
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<tbody>
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<tr>
<td>ASE 184</td>
<td>Basic Computer Controlled Engines Systems</td>
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<td>ASE 285</td>
<td>Gasoline Fuel Injection Systems</td>
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<td>Computer Controlled Engines Systems</td>
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<td>ASE 287</td>
<td>Emission Control Systems</td>
</tr>
<tr>
<td>ASE 288</td>
<td>On Board Diagnostics II</td>
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<tr>
<td>ASE 293</td>
<td>New Generation OBD III</td>
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<tr>
<td>OCR 101</td>
<td>Occupational Relations</td>
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## Enhancement

| CMP 101 | Intermediate Computers | 3 |

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### Automobile Technology

**Advanced Technical Certificate**

<table>
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<tbody>
<tr>
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<td>Automotive Suspension &amp; Steering Systems</td>
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<tr>
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<td>Introduction to Automotive Electronics</td>
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<td>ASE 171</td>
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<tbody>
<tr>
<td>ASE 111</td>
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<td>OCR 101</td>
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### Enhancement

| CMP 101 | Intermediate Computers | 3 |
## Automotive Technology

**Technical Certificate**

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### Semester 1

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### Semester 2

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## Automotive Engine Performance Specialist

**Postsecondary Technical Certificate**

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<th>Course Title</th>
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<td>Gasoline Fuel Systems</td>
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<td>ASE 184</td>
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<td>ASE 262</td>
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<td>ASE 285</td>
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<td>ASE 287</td>
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<td>ASE 293</td>
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## Automotive Engine Repair Specialist

**Postsecondary Technical Certificate**

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<td>ASE 113</td>
<td>Lower Power Plant Systems</td>
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<td>ASE 181</td>
<td>Basic Ignition Systems and Tune-up</td>
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## Automotive Automatic Transmission & Transaxle Specialist

**Postsecondary Technical Certificate**

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<tbody>
<tr>
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<td>Automatic Transmissions</td>
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</tr>
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<td>ASE 131</td>
<td>Manual Drivetrain &amp; Axles</td>
<td>2</td>
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<td>ASE 162</td>
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<td>ASE 262</td>
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<tr>
<td>ASE 286</td>
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## Automotive Brake Specialist

**Postsecondary Technical Certificate**

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<tbody>
<tr>
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<tr>
<td>ASE 162</td>
<td>Introduction to Automotive Electronics</td>
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<td>ASE 184</td>
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<td>ASE 252</td>
<td>Antilock &amp; Power Brake Systems</td>
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## Automotive Electronics Specialist

**Postsecondary Technical Certificate**

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<td>ASE 181</td>
<td>Basic Ignition Systems and Tune-up</td>
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<tr>
<td>ASE 184</td>
<td>Basic Computer Controlled Engines Systems</td>
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<tr>
<td>ASE 262</td>
<td>Automotive Electronics</td>
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<tr>
<td>ASE 242</td>
<td>Computerized Suspension &amp; Steering Systems</td>
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</table>
# DIESEL TECHNOLOGY

## Diesel Technology

**Associate of Applied Science Degree**

<table>
<thead>
<tr>
<th>Semester 1</th>
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<tbody>
<tr>
<td>ASE 101 Basic Mechanics &amp; Industrial Report Writing</td>
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<tr>
<td>ASE 141 Automotive Suspension &amp; Steering Systems</td>
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<tr>
<td>ASE 162 Introduction to Automotive Electronics</td>
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<tr>
<td>ASE 171 Heating and Air Conditioning</td>
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<td>ASE 181 Basic Ignition Systems and Tune-up</td>
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<td>ASE 182 Advanced Ignition Systems and Tune-up</td>
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<td>MAT 110 Technical Mathematics</td>
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<tr>
<td>ASE 111 Basic Power Plant Systems</td>
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<td>ASE 112 Upper Power Plant Systems</td>
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<td>ASE 113 Lower Power Plant Systems</td>
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<tr>
<td>ASE 121 Automatic Transmissions</td>
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<tr>
<td>ASE 131 Manual Drivetrain &amp; Axles</td>
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<td>ASE 151 Automotive Brake Systems</td>
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<tr>
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<td>SOC 101 Introduction to Sociology</td>
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<td>General Education</td>
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<tbody>
<tr>
<td>ASE 232 Heavy Duty Power Trains</td>
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<tr>
<td>ASE 243 Heavy Duty Suspension and Steering</td>
<td>2</td>
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<tr>
<td>ASE 252 Anti-lock &amp; Power Brake Systems</td>
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<tr>
<td>ASE 253 Air Brake Systems</td>
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<tr>
<td>ASE 262 Automotive Electronics</td>
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<tr>
<td>ASE 265 Heavy Duty Diesel Electrical Systems</td>
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<tr>
<td>ASE 291 Fluid Power Systems</td>
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<tr>
<td>COM 101 Fundamentals of Speech</td>
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<tr>
<td>ASE 216 Diesel Engine Service</td>
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<tr>
<td>ASE 284 Light Truck Diesel Fuel Systems</td>
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<tr>
<td>ASE 289 Heavy Duty Diesel Fuel Injection Systems</td>
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<tr>
<td>ASE 292 Computer Engine Controls for Diesel Engines</td>
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<tr>
<td>OCR 101 Occupational Relations</td>
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## Diesel Engine Specialist

**Postsecondary Technical Certificate**

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<tr>
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<tbody>
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<td>ASE 111 Basic Power Plant Systems</td>
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<td>ASE 112 Upper Power Plant Systems</td>
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<td>ASE 113 Lower Power Plant Systems</td>
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<tr>
<td>ASE 214 Diesel Engine Rebuilding</td>
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<tr>
<td>ASE 216 Diesel Engine Service</td>
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<tr>
<td>ASE 262 Automotive Electronics</td>
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<td>ASE 265 Heavy Duty Diesel Electrical Systems</td>
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<tr>
<td>ASE 284 Light Truck Diesel Fuel Injection Systems</td>
<td>2</td>
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<tr>
<td>ASE 289 Heavy Duty Diesel Fuel Injection Systems</td>
<td>2</td>
</tr>
<tr>
<td>ASE 292 Computer Engine Controls for Diesel Engines</td>
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</tbody>
</table>

## Enhancements

| CMP 101 Intermediate Computers | 3 |
**Diesel Fuel Injection Specialist**
Postsecondary Technical Certificate 17 credits

- ASE 162 Introduction to Automotive Electronics 3
- ASE 262 Automotive Electronics 2
- ASE 265 Heavy Duty Diesel Electrical Systems 3
- ASE 284 Light Truck Diesel Fuel Injection Systems 2
- ASE 289 Heavy Duty Diesel Fuel Injection Systems 2
- ASE 292 Computer Engine Controls for Diesel Engines 5

**Diesel Heavy Duty Drive Train Specialist**
Postsecondary Technical Certificate 16 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 Brake Specialist**
Postsecondary Technical Certificate 14 credits

- ASE 151 Automotive Brake Systems 2
- ASE 162 Introduction to Automotive Electronics 3
- ASE 252 Antilock & Power Brake Systems 2
- ASE 253 Air Brake Systems 2
- ASE 292 Computer Engine Controls for Diesel Engines 5

**Diesel Heavy Duty Electrical Systems**
Postsecondary Technical Certificate 13 Credits

- ASE 162 Introduction to Automotive Electronics 3
- ASE 262 Automotive Electronics 2
- ASE 265 Heavy Duty Diesel Electrical Systems 3
- ASE 292 Computer Engine Controls for Diesel Engines 5
WELDING TECHNOLOGY

Length of Program
Associate of Applied Science Degree: four semesters, one summer term
Advanced Technical Certificate: four semesters
Technical Certificate: two semesters

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

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

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

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

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

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

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>MAT 123</td>
<td>Mathematics in a Modern Society 4</td>
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<tr>
<td>WLD 104</td>
<td>Oxy-Acetylene Cutting and Welding 2</td>
</tr>
<tr>
<td>WLD 115</td>
<td>Industrial Safety 1</td>
</tr>
<tr>
<td>WLD 117</td>
<td>Welding Theory and Metallurgy 4</td>
</tr>
<tr>
<td>WLD 116</td>
<td>Basic Arc Welding OR 5</td>
</tr>
<tr>
<td>WLD 120</td>
<td>Basic Arc Welding I AND 2</td>
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<tr>
<td>WLD 121</td>
<td>Basic Arc Welding II AND 2</td>
</tr>
<tr>
<td>WLD 122</td>
<td>Basic Arc Welding III 1</td>
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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 |

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 |

Semester 3

| COM 101 | Fundamentals of Speech 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

<table>
<thead>
<tr>
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<tr>
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<td>Basic Computers</td>
<td>3</td>
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<tr>
<td>MGT 206</td>
<td>Small Business Management</td>
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<tr>
<td>WLD 204</td>
<td>Testing and Qualifications</td>
<td>4</td>
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<tr>
<td>WLD 205</td>
<td>Applied Work Experience</td>
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</tr>
<tr>
<td>OCR 101</td>
<td>Occupational Relations</td>
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### Enhancements

<table>
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<tr>
<th>Course</th>
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### Welding Technology

**Advanced Technical Certificate**

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<td>WLD 117</td>
<td>Welding Theory and Metallurgy</td>
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<td>WLD 116</td>
<td>Basic Arc Welding OR</td>
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<tr>
<td>WLD 120</td>
<td>Basic Arc Welding I AND</td>
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<td>WLD 122</td>
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**Semester 1**

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<td>WLD 112</td>
<td>Carbon Air and Plasma Arc Cutting</td>
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</tr>
<tr>
<td>WLD 109</td>
<td>Metallic Inert Gas Welding OR</td>
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</tr>
<tr>
<td>WLD 123</td>
<td>Metallic Inert Gas Welding I AND</td>
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<tr>
<td>WLD 124</td>
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**Semester 2**

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<td>WLD 202</td>
<td>Pipe Welding</td>
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<td>WLD 203</td>
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<tr>
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<tr>
<td>WLD 220</td>
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**Semester 3**

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### Enhancement

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### Welding Technology

**Technical Certificate**

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<td>WLD 116</td>
<td>Basic Arc Welding OR</td>
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ENVIROMENTAL SAFETY AND HEALTH DIVISION

AREAS OF STUDY
Wildland Fire Management - Associate of Applied Science Degree

Staff
Ken Erickson, Division Manager

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

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

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

Wildland Fire Management
Associate of Applied Science Degree  62 credits

Semester 1
ENG 101  English Composition  3
WFM 101  Basic Fire School (S-130,S-190-1-100)  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-281)  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 Speech  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-215) OR  2
WFM 212  Initial Attack Incident Commander Type 4 (S-200) AND  1
WFM 213  Fire Operations in the Urban Interface (S-215)  1

Semester 4
CHE 111  General College Chemistry I  4
WFM 207  RX Windows/BEHAVE  1
WFM 208  Engine Boss (S-231)  0.5
WFM 209  Introduction to Fire Effects (RX-310)  2
WFM 210  Task Force Strike Team Leader (S-330)  2
WFM 211  Supervised Work Experience  6

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

Additional Wildland Fire Management Courses:
WFM 123  Applied Interagency Incident Business Management (S-261)  1
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
WFM 131  Basic Incident Command System (I-200)  1

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.
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. Courses 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 Courses

The Workforce Training and Community Education Program offers short-term training classes throughout eastern Idaho. Classes are offered to residents living in Bonneville, Jefferson, Madison, Teton, Lemhi, Butte, Custer, Clark, and Fremont counties. Rural Community Education Centers located in 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 Courses

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

Workforce Training Courses

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 BNFL, 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. Courses 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:**

- Register and pay course fee at EITC and complete the online orientation.

**On the second Wednesday of the month:**

- Retrieve the lessons at your convenience (available Wednesdays and Fridays).
- 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 COURSE 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
Writing by Night
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
Start and Operate Your Own Home-based Business

NURSING
Alcoholism
Pre-existing Diabetes and Pregnancy
Antibiotic Resistant Infections

MANAGEMENT, LARGE BUSINESS & INDUSTRY
Como Manejar Proyectos y Dominar Cambio (in Spanish and English)
Production 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/Journeymen
This program is intended for trades and crafts personnel who are interested in completing the necessary course work to obtain an Associate of Applied Science Degree for Apprentices and Journeymen. Individuals enrolled in apprentice programs and journeymen may be eligible for this associate of applied science degree program by completing at least 16 general education credit hours on campus at EITC. For more information, please contact the Workforce Training & Registration for Apprenticeship, Community Education & Workforce Training. For course fees and registration information, contact the Workforce Training and Community Education Program at 1600 S. 25th East, (1600 N 25th W), Idaho Falls, ID 83404, or call 524-3000, Ext. 3581, 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 in 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. Length of Program: Flexible scheduling available.
Regional Adult Learning Center

Length of Program
Flexible scheduling available

Faculty
Bill Campbell, Division Manager
Pamela Ingram
Irene Jones
Kathleen Judy
Kathy Lancaster
Marion Lansford

Staff
Joanne Bates
Danielle Collins
Margaret Collins
Wendy Dutenhoefer
Mary Kaufman
Laura Pierson
Mindi Reid
Mary Jane Zimmerman
Nessie Zilau

The Adult Learning Center (ALC) and the Adult Basic Education (ABE) Division help students achieve their goals through basic skills instruction in English, mathematics, and reading; 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. Materials are available to purchase for completion of American Government requirements for the State of Idaho completion of a High School Equivalency Certificate (HSEC). We provide assistance in general skills that are needed for the college entrance exam. 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, 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 to identify their academic levels. The TABE assesses reading, language (English and writing), and math skills. Each student will pre-test at entrance and post-test after receiving educational instruction. The TABE shows results and areas of strengths and weaknesses and may also include a GED predictability score. The TABE Complete Battery takes approximately four hours. It 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 score. Post-testing after every 30 course hours will monitor student progress.

GED Testing
EITC’s Testing Center administers GED tests during the year at scheduled times. Students must first attend an orientation/registration session, and may then schedule an appointment for GED testing. 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 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)
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.

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.
Telephone: 208-524-3000 ext 3363
Telephone: 208-524-3000 ext. 3363

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

Services for Students

- Counseling: personal and group; assessment; support services; career plan; referral; positive placement; and crisis intervention
- Limited fee waivers and scholarships for those in financial need
- Test taking and stress management strategies
- Individualized Career Search
- Self-Esteem - Self Confidence Class
- Communication skills
- Beginning Office & Computer Skills, Level 1
- 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)
Terry Busch, Equity Project Coordinator (tbusch@eitc.edu)
Eric Langley, Counselor, (elangley@eitc.edu)
Ginger Reid, Counselor, (greid@eitc.edu)
Cathy Rogers, Program Secretary (crogers@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.
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 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 215  Accounting For Professionals
2 Credits
This course will analyze specific accounting software programs used in the professional workplace. Coursework may include medical billing, dental billing, and insurance reimbursement.
Prerequisite: 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 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 220.

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 220.

ACC 226  Excel in Accounting
2 Credits
This course allows students to explore a sophisticated software package that is being used in the Accounting Profession. Students will expand their knowledge of accounting concepts while learning a valuable software tool.
Prerequisite: ACC 220, BOT 142.

ACC 227  Computer Business Accounting
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, performance evaluation, and internal controls. Effective analysis of cost information will be emphasized.
Prerequisite: ACC 220.

AUTOMOTIVE

ASE 101  Basic Mechanics & Industrial Report Writing
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 also will be included. Red Cross First Aid and CPR is provided. Hazard communication, "right to know", CFR 19:10.1200 is covered. Work order preparation and Industrial Report Writing covers the 3 C's of Warranty Report Writing, 'Complaint, Cause, and 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. The 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 162  Introduction to Automotive Electronics
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 162.

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 and analyzing, testing, and diagnosing of ignition systems. This includes distributor overhaul, ignition coil operation, spark plugs, condensers, ignition wires, resistors, distributor caps and rotors, starter draw tests, compression testing, and use of the oscilloscope. Prerequisite: ASE 162.

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 162 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.
Prerequisite: ASE 131.

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, 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.
Prerequisite: ASE 141.

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

ASE 262  Automotive Electronics
2 Credits
This course covers theory, operation, and principles of automotive body electrical systems. Items covered are wiring diagrams and harnesses, windshield wipers, dash components, speed controls, power seats, power windows, horns, printed circuits, seat belt interlocks, fusible links, power door locks, external and internal lighting systems, and other components of the body electrical system. Testing, replacement, and repair of body electrical systems and wiring harnesses are included in this course.
Prerequisite: ASE 162.

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 162 and ASE 262.

ASE 265  Heavy Duty Diesel Electrical Systems
3 Credits
This course covers 12-volt heavy duty and 24-volt electrical systems. The students will have a working knowledge of the electrical system's components, such as generators, alternators, air-operated starters, heavy duty starters, and series-parallel and solenoid switches. The course will include an introduction to GPS systems and other components found on today's heavy duty trucks and equipment.
Prerequisites: ASE 161, ASE 262.

ASE 284  Light Truck 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 162.
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 162, 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 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 162, ASE 181, ASE 182, and ASE 183.

ASE 288  On Board Diagnostics II
1 Credit
On-Board Diagnostics II is a study of the new developments in the control and diagnostics of all the computerized engine components. This course is a study of the functions of the diagnostics self-test capabilities of the modern automobile. Students will receive both lecture and hands-on practical applications of the control built into today's automobiles.
Prerequisite: ASE 162, 181, 182, 183, 184, 262, 285, 286, 287.

ASE 289  Heavy Duty Diesel Fuel Injection Systems
2 Credits
More detailed training included is the fuel injection nozzles, including unit injectors. The study of Cummins, Detroit, and inline style injection pumps with more detailed theory to provide the student with a better understanding of fuel injection systems for tune-up and troubleshooting capability. Pump operation with more detailed theory including by cycle will assist the student to understand the system better for enhanced troubleshooting capability is included. Governors will be discussed and demonstrated. Final requirements for this course will be live work troubleshooting.
Prerequisite: ASE 284.

ASE 291  Fluid Power Systems
2 Credits
This unit of instruction covers in greater detail theory and application of fluid power systems. Component parts and theory relationship to circuitry, diagnosis, and testing will be studied. Troubleshooting and repair of live work projects will be utilized as available.

ASE 292  Computer Engine Controls for Diesel Engines
5 Credits
This course covers computer engine controls and a study of how and why computers have been introduced into the trucking industry.

Items covered will be the microcomputer, sensors, actuators, and wiring necessary for the proper function of the computers which are used to control modern diesel engines. Proper identification, location, function, and testing of these components will be stressed. The theory of operation and troubleshooting procedures for the diesel engine computer systems will be covered through a detailed study of diagnostic and engine management software provided by diesel engine manufacturers.
Prerequisites: ASE 162, ASE 181, ASE 182.

ASE 293  New Generation OBD III
3 Credits
New Generation OBD III is an advanced course continuing ASE 288 (On Board Diagnostics II), computerized engine controls and self testing ability of the modern automobile. Students will learn the computer PROM (Programmable Read Only Memory) flashing, which produces updates to current automobiles on the road today will be emphasized.
Prerequisite: ASE 288.

HUMAN ANATOMY & PHYSIOLOGY

BIO 227  Human Anatomy and Physiology I
4 Credits
This course is an introduction to the study of structure (Anatomy) and function (Physiology) of the human body. This is the first course of a two semester sequence which covers the structure and functions of integumentary, skeletal, muscular, and nervous systems. Unifying themes of homeostasis and whole-body functioning are incorporated.

BIO 228  Human Anatomy and Physiology II
4 Credits
This course is an introduction to the study of structure (Anatomy) and function (Physiology) of the human body. This is the second course of a two semester sequence which covers the structure and functions of circulatory, respiratory, urinary, digestive, endocrine, and reproductive systems. Unifying themes of homeostasis and whole-body functioning are incorporated.
Prerequisite: BIO 227.

MICROBIOLOGY

BIO 250  General Microbiology
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 BIO 250-L.

BIO 250-L General Microbiology Laboratory
1 Credit
Corequisite: BIO 250.
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.
Corequisite: 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 be encouraged to do so, but membership in those groups is not required in this course. Various sections will be offered each semester, with each section designated for a different specialty.

BOT 152  Leadership II
1 Credit
Spring course continuation of BOT 151.

BOT 204  Advanced Word Processing
2 Credits
This course instructs students in the advanced theories and technical applications of one of the most popular word processing software programs used currently by industry.
Prerequisite: BOT 118.

BOT 216  Supervised Work Experience
3 Credits
Supervised work experience will be conducted at an instructor-approved work site or on the campus of Eastern Idaho Technical College.

BOT 227  Database Management
3 Credits
This course examines the principles of database management. Topics include creating, querying, and maintaining a database; creating a data access page, reports, forms, combo boxes; using OLE fields, hyperlinks, and sub forms; and creating an application system using the Switchboard Manager. This course instructs up to the expert level of 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, disk management, hardware/software evaluation, troubleshooting, etc.
Prerequisite: CMP 101.

BOT 234  Computer Assisted Graphics
3 Credits
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 student 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 skills 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 scalable organization databases. Organizational information needs and limitations will be examined to plan and develop databases that can later be utilized in the creation of dynamic web sites. Industry standards in database software will be utilized throughout the course.
Prerequisite: 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 College 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 College 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 routine 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 Credits
This program is useful for making presentations. Topics covered include creating slide shows, graphics, and organization charts, working with text, clipart and color, and using slide masters and special effects.
Prerequisite: CMP 112.

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

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

CMP 122  Excel Intermediate
1 Credit
Students will gain experience in planning, creating, formatting, and editing spreadsheets. CMP 117, 122, and 123 for one credit each are the equivalent of BOT 142 for 3 credits.
CMP 123  Excel Advanced
1 Credit
Students will create and run macros, perform what-if 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 and Linux operating systems. Basic system commands, printing, file editing, shell scripts, and 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.

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 4 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
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 course 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, and troubleshoot the following components of BorderManager: 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互联网 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.

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, OSPA, 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 1)

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 threaded case studies that help the student apply the concepts that are learned.
Prerequisite: CNT 277.

COMMUNICATIONS

COM 101  Fundamentals of Speech

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 Speech (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 those 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 with a grade of C or higher. 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. This course is pass/fail.

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 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 DTL 134 (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.

**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*  
The 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*  
The 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 ELC 103.
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 ELC 110 - 2 credits AND ELC 130 - 2 credits may be taken as an equivalent for ELC 109 - 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. Examine 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
5 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 Credits
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. A current TABE score is required.

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

ENG 075 Intermediate Grammar & Developmental Writing
0 Credits
Students will be taught the fundamentals of paragraph and essay development which include: generating ideas, awareness of purpose and audience, organizational and stylistic methods, editing, and proofreading. 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 be introduced to critical reading and writing challenges including pre-writing strategies, invention, revision, and editing. In a minimum of 20 pages of revised writing, students will produce essays and reports that show unity and coherence, develop and support a central thesis, and demonstrate organization and unification. Keyboarding skills are strongly recommended.
Prerequisite: A COMPASS score of 70 or better in Reading and Writing and 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 critical reading and writing of expository and argumentative prose, including summaries, analysis, and research. Focus on critical reading; research methods; gathering, evaluating, analyzing, and synthesizing ideas and evidence; and documentation. The course is designed to help students understand and acquire the habits of mind central to academic inquiry and to exercise skills in reporting documented research.
Prerequisite: Successful completion of ENG 101 with a grade of C or higher or a minimum COMPASS score of 95 in both Reading and Writing with a satisfactory entry essay written during the first class session. Students who do not pass the entry essay diagnostic exam may be admitted with the permission of the instructor and with the provision that they attend regular tutoring sessions in the Writing Center.

ENG 202  Technical Communication
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, instructions, and reports with an emphasis on clarity, conciseness, and document design.
Prerequisite: Successful completion of ENG 101.
Recommended: ENG 102.

ENVIRONMENTAL SAFETY & HEALTH

ESH 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.

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 Co requisite: HCT 101.
HCT 105 Phlebotomy
2 Credits
This course provides the student with a working knowledge of specimen collection techniques and laboratory procedures routinely performed in health care facilities while observing all aseptic and safety precautions in accordance with health care standards.

HCT 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 toxico logical aspects associated with responding to hazardous materials incidents.
Prerequisite: Current EMT-Basic.

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 the ICD-9CM, CPT-4, and HCPCS coding systems 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, thirdparty 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 service (EMS) provider in an ambulance or other emergency care settings.
Prerequisite: 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 Certified Nursing Assistant Training
4 Credits
Prerequisite: Must be at least 16 years old, CPR card, and current Immunizations as per Health Care Division. This course is designed for persons needing nursing assistant training or for students preparing to enter the practical nursing program. Training is provided through lectures, practice sessions, and clinical experiences using the skills and knowledge of health care principles, policies, and procedures to give personal care to patients in a health care institution. Each student 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 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 practice in the identification of annual and perennial flowers. It will also explore the landscape value and special cultural requirements of annual and perennial flowers.

HOR 130 Introduction to Landscape Design
3 Credits
This is a general exposure course designed to enhance the student's understanding of the outdoor environment and how he/she can contribute to the quality of that environment through design and planning. It will also include a study of the history of landscape architecture and its effect on man.
HOR 133 General Soils with Lab
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 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 land form, space modulation, plant form, and presentations techniques.

HOR 234 Greenhouse and Nursery Operations
3 Credits
Students will explore greenhouse constructions, environmental control, and plant culture; including production of greenhouse floral crops.

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.

LEGAL

LGL 101 Introduction to Legal Assistant Studies
3 Credits
Instruction in this course presents an overview of the role of a legal assistant, ethics, regulation, professional trends and issues, legal analysis, and the legal system.

LGL 102 Law Office Procedure and Technology
3 Credits
This comprehensive simulation is comprised of various activities most often performed by the legal assistant, such as billing, ordering, appointment and court date scheduling, time keeping, document control, event tracking, and records management. The student will also be introduced to various legal-specific software, telecommunication, and office equipment generally found in a law office.
Prerequisite: CMP 101.

LGL 103 Legal Terminology
3 Credits
Students will learn the definitions, synonyms, and pronunciation of legal terms and apply their usage in producing legal documents, instruments, and correspondence.

LGL 108 Legal Document Drafting
2 Credits
This course provides the student with hands-on practice and knowledge required to produce various legal documents in conformity with the Idaho Rules of Civil Procedure, as well as accepted rules of grammar and appearance.

LGL 109 Basic Legal Research
3 Credits
Covers the basic tools of legal research, including Lexis and internet based research. Emphasis is placed on how to use reference tools fully, finding and updating law, correct citation format, and case briefs.
Prerequisite: LGL 101.
LGL 201 Legal Writing
3 Credits
Students will apply the tools and skills learned in Basic Legal Research to draft complex legal memoranda and court documents such as appellate briefs and summary judgment motions. Prerequisite: LGL 109.

LGL 207 Procedures of Bankruptcy Law
3 Credits
The main focus of this course is bankruptcy law and procedure. It covers commencement of a case, preparing of schedules, operating and liquidating procedures, adversary matters and litigation in bankruptcy court, debtors’ and creditors’ rights and obligations, technical terminology, and practical hints for legal assistants. Forms utilized in bankruptcy court will be stressed as well as proceedings under Chapter 7, Chapter 13, and to a lesser extent, Chapter 11 and 12. Additionally, the rights of creditors will be explored.

LGL 208 Family Law
3 Credits
The purpose of the family law course is to give legal assistants an understanding of domestic relations law and to show students how those laws governing family situations are applied. The content of the course covers such areas as formation of a marital relationship, dissolution of marriage, child custody and support, adoption, paternity, domestic violence and child neglect.

LGL 210 Internship
3 Credits
This course provides the student with an opportunity to gain practical work experience under the supervision of an attorney or experienced legal assistant in day-to-day, on-site office work. The student must prepare the necessary job search documents and conduct interviews to obtain a legal assistant internship position and complete 150 hours of work at the internship site, which may be a private or public law office, corporate or government legal department, or other appropriate law-related setting. In addition to on-site work, the student will prepare a daily journal of his/her activities and observations while on site, and a portfolio of four (4) legal documents prepared on the job site, with client’s names redacted, all of which will be reviewed and graded by the course instructor.

LGL 211 Civil Litigation
3 Credits
This course provides the learner with principles of civil litigation in federal and state courts. Causes of action, defenses, rules of procedure and discovery, and ethical responsibilities will be introduced. Pretrial practice, including discovery, pretrial motions, and trial preparations will be covered, together with the basics of a civil trial, post-trial motions, and appeals. The principles learned will be applied to practical exercises.

LGL 212 Criminal Law
3 Credits
This course is comprised of two sections: the substance of criminal law and the procedure of criminal law. Instruction will be provided on the history of criminal law, criminal responsibility, misdemeanors and felonies, and defenses. Students will be provided with hands-on practical assignments dealing with various legal assistant duties in criminal cases, from investigation to adjudication. A major focus of the class will be on Idaho criminal law and procedure.

LGL 213 Torts
3 Credits
This course provides an introduction to the broad area of civil wrongs and their appropriate remedies as well as tort law principles in the traditional areas of intentional torts, negligence, absolute liability, product liability, nuisance, and commonly employed defenses.

LGL 214 Estate Planning and Probate
2 Credits
This course provides an overview of the role of the legal assistant in the areas of estate planning and probate practice. Instruction is provided in preparing basic estate planning documents such as wills and trusts and the procedure of estate administration from application to order.

LGL 215 Real Estate Law
2 Credits
This course is an introduction to real estate law. Topics of study include property rights, principles of land ownership, sale, financing and conveyance, contracts, liens, mortgage financing, mortgages or deeds of trust, deeds, recording, settlement concepts, condominiums and cooperatives, leasing and other property concepts.

MEDICAL ASSISTANT

MAS 101 Pharmacology for Health Professions
2 Credits
This course introduces legislation relating to drugs, drug references, drug classification and actions. Various areas will be touched on, such as patient education, effects of specific drug actions on body systems, side effects, precautions to be used, contraindications, etc. Vitamin and mineral functions are covered as well as the subject of substance abuse. Time will be given to learn how to use a PDR as a reference for information.

MAS 103 Clinical Skills for Medical Assistants I
3 Credits
This course introduces students to the clinical aspect of working in a physician’s office, medical clinic, or other health care facility. Clinical procedures such as vital signs, assisting the physician with examination procedures, patient education, physical agents to promote tissue healing, introduction to radiology and diagnostic imaging, observation of aseptic techniques and safety precautions, and the documentation necessary with each will be included. Prerequisites: HCT 100, HCT 101, and HCT 103.

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 an administrative career in a physician's office, medical clinic, and other health care facilities. Group collaboration and the aspects of health care team, oral and written communication skills, and operational tasks such as scheduling patient appointments, managing patient records, and patient accounts will be included.

MAS 112  Admin Skills for Medical Assistants II
3 Credits
Using extensive computer applications, students will learn document composition, banking and bookkeeping skills, advanced medical office procedures, and transcription skills required for medical office management.
Prerequisite: MAS 111 or approval of course instructor.

MAS 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 120  Diseases of the Human Body
2 Credits
Introduction to diseases of the Human Body. Includes infectious and congenital diseases, neoplasm's, as well as diseases of each specific body system.

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: collection of laboratory specimens, performing a variety of lab tests, perform quality control and equipment maintenance, a working knowledge of skills and equipment needed to perform EKG's, preparation and setup for minor surgical procedures, and sterile techniques, CPR/First Aid will be
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 210  Externship II
6 Credits
Upon successful completion of the classroom and laboratory instruction required for an Associate of Applied Science Degree, each student will complete an externship that provides an opportunity in a medical facility to incorporate principles, activities, and skills previously learned while under the supervision of qualified personnel.

MATHEMATICS

MAT 050  Basic Math A/B
0 Credits
This class introduces students to forms of basic math starting with addition, subtraction, multiplication, and division of whole numbers, with an introduction to decimals. It also includes fractions, percents, and proportions of simple formulas. The class is competency-based and allows students to proceed at their own pace. Students with COMPASS scores under 30 in Pre-Algebra should be referred to this class. A current TABE score is required.

MAT 075  Elementary Algebra
0 Credits
This structured class introduces algebra to GED students and others who have no working knowledge of higher math. Additionally, Math 75 focuses on signed number operations, evaluation of algebraic expressions, exponents, simplifying expressions, equation solving, word problems, and basic geometry.
Prerequisite: Successful completion of MAT 50B and/or a COMPASS score in Pre-Algebra between 31 and 44. A current TABE score is required.

MAT 100  Introduction to Algebra
4 Credits
This course prepares students to enter technical programs at EITC or other postsecondary institutions. This course will focus on equations, signed numbers, quadratic equations, formulas, inequalities, graphs, and radicals.
Prerequisite: Successful completion of MAT 75 or equivalent knowledge as demonstrated by minimum COMPASS scores of 45 in Pre-Algebra or between 15 and 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. 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 a review of algebra with an emphasis on solving equations and inequalities, including nonlinear equations and systems. Additional topics covered include factoring, rational expressions, exponents, radical, and quadratic equations. Prerequisites: Successful completion of MAT 100 with a C grade or higher 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 is included in this course. Prerequisite: A COMPASS Pre-Algebra score of 31 or higher.

MAT 123  Mathematics in a Modern Society
4 Credits
This course is designed to provide the practical mathematical reasoning skills to solve real-world problems. Logic, number theory, probability, statistics, consumer mathematics, non-Euclidean geometry, and various other higher-level mathematical concepts will be covered. Also emphasized will be the historical, biographical and philosophical nature of mathematics. It is assumed that students entering the course have a working knowledge of algebra at an intermediate level. This course requires two hours of lab per week in addition to three hours of class/lecture. Prerequisites: Math 100 or a score of 46 or higher in Algebra and a 70 in Reading. Corequisite: MAT 123 -L1.

MAT 123-L1  Mathematics in a Modern Society Lab
0 Credits
Corequisite: MAT 123

MAT 143  College Algebra
3 Credits
This course introduces the concepts of and notations used for generalized mathematical functions. These include polynomial functions, radical functions, exponential functions, logarithmic functions and functions of complex numbers. Matrices, sequences, series, and the binomial theorem are covered as preparation for calculus courses. Prerequisites: Successful completion of MAT 108 with a grade of C or higher or a COMPASS Algebra score of 62 or higher.

MAT 144  Trigonometry
3 Credits
This course introduces the unit circle definitions for the six commonly used functions in trigonometry. Applications in the field of electronics are emphasized. The use of trigonometry in vector analysis and fundamental trig identities are covered. Prerequisites: Successful completion of MAT 108 and MAT 143 and an Algebra score of 52 or higher on the COMPASS.

MAT 201  Differential Calculus
2 Credits
Theory and applications of plane analytic geometry; trig identities, explicit and implicit derivatives, maxima and minima, related rates, and applications in kinematics are presented. 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 presented. 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 inbound 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 121 Principles of Management
3 Credits
This course provides an introductory framework for many of the courses taught in the Business Technology Program. Organized around the traditional management functions of planning, organizing, leading, and controlling, a managerial foundation is laid for later instruction in human resource management, small business management, financial management, and entrepreneurship. This course makes heavy use of skills-based exercises and case studies. Learners are presented a behavioral orientation to management where they are required to solve problems, make decisions, respond to situations, and work in groups—activities which simulate many of the day-to-day challenges and opportunities faced by real managers. Regular readings in business periodicals keep the subject firmly anchored in current, contemporary topics.

MGT 201 Special Topics I
1 Credit
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
This course covers all aspects of what it takes to turn dreams into reality -- the dream of owning and operating your own small business. These dreams can lead to new or better products and/or services, creating jobs, and result in a stronger community. Running a small business is difficult in today's rapidly evolving environment. The theme of this class revolves around creating and maintaining a sustainable competitive advantage. The final project requires students to develop a complete business plan -- including a product and services plan, a marketing plan, a management plan, an operating plan, and a financial plan - for a new business venture of their choice.
Prerequisite: MGT 121.

MGT 207 Financial Management
3 Credits
Finance is central to the successful operation of any business entity. More CEO’s have come up through the financial ranks than from any other discipline. The principles and practices of financial management apply to every business unit - from the largest multinational corporation to the very smallest proprietorship, even the family. Therefore, any educated business student must have a clear understanding of the basic tools of financial management -- concepts such as financial ratios, financial statement analysis, time value of money, net present value, risk and return, stocks and bonds, capital budgeting decision methods, and forecasting. Regular readings from current business literature help students see the subject's relevance to real-world issues and applications.
Prerequisite: MAT 110, MGT 121.
Recommended: 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.

MARKETING

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 capstone course in the Marketing and Management degree program makes use of a simulation software product called Foundation. This challenging simulation is based on a hypothetical electronic sensor manufacturing industry. Each student begins with a $40 million electronic sensor manufacturing company. The simulation is cross-functional and integrates all major elements of business decision making including the functional areas of Research & Development, Production, Finance, Human Resource Management, TQM, and Marketing. Each week, EITC students compete with other schools across the country using the same simulation software.  
Prerequisite: MKT 101, MKT 112, MKT 214, MKT 217, MGT 121 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  Basic 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 Eastern Idaho Technical College.

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 Eastern Idaho Technical College.

OCCUPATIONAL RELATIONS

OCR 101  Occupational Relations
2 Credits
This course is an introduction to the practice of using systematic knowledge from behavioral science to understand individual human behavior within organizations. Topics such as motivation, personal attitude, leadership, power, quality, problem solving, teamwork, and communication offer insight into the accomplishment of organizational and personal goals. The course will also focus on job seeking and keeping as time allows.

OCR 110  The Successful Job Search
1 Credit
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.

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 111 General Physics I
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 112 General Physics II
4 Credits
Second half of introductory physics course. Discusses properties of electricity, magnetism, light, and modern physics. Three lecture hours, one recitation, and two labs are required each week. Prerequisites: PHY 111 and MAT 143 or MAT 147.

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.

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

REA 050 Beginning Reading
0 Credits
This course is for those students who read below the fifth grade level or have extreme difficulties in comprehension and pronunciation. The focus is on phonics, vocabulary building, reading skills, and following directions, grammar, and life skills such as reading maps, charts, etc. Prerequisite: Reading 040 or recommendation/permission of instructor after assessment, and a current TABE score.

REA 075 GED Reading
0 Credits
This reading course is designed for adults who can already read printed material, but need help with comprehension and using content and prior knowledge and experiences. Students learn and practice strategies for developing critical reading and thinking skills. A current TABE score is required.

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, 
instrunents, 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, 
instrunments, 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)  
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 aide 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 students 
performance of the competencies learned in WFM 101.

WFM 103  Physical Education/Pack Test  
1 Credit  
Studies of wildland firefighting clearly show the link between fitness 
and work performance. The purpose of this course is to prepare 
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 eco systems 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-281)  
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 Credits  
This course is designed for personnel assigned to dozer operations and support crew. The student will learn the roll 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 air craft and fire suppression and provides the student on how to conduct themselves in and around air craft.

WFM 112  Intermediate Wildland Fire Behavior (S-290)  
2 Credits  
This is a skill course that is designed to instruct perspective fireline supervisors in wild land fire behavior or effective and safe fire management operations. Upon completion of this course students will be able to determine basic import data of terrain, fuels, and weather require for understanding wildland fire behavior for various times of the day and night. Students will be able to describe the causes of extreme fire behavior, assess fireline data, describe fire conditions, and environmental factors.

WFM 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 incident command 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 Attack (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 incident and event planning.

WFM 123  Applied Interagency Incident Business Management (S-261)  
1 Credit  
This course is targeted for entry-level logistics and finance/administration positions, helicopter managers, and single resources positions in the incident command system.

WFM 125  Advanced Firefighting Training (S-131)  
0.5 Credits  
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 131 Basic Incident Command System (I-200)  
1 Credit  
This course is designed to introduce students to the principles associated with the incident command system.

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-215)  
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 Credits  
Instructional topics cover tactical use and safety precautions required to establish an effective engine operation on the large incident.

WFM 209 Introduction to Fire Effects (RX-310)  
2 Credits  
This course is designed to train the student to recognize basic fire regimes; the effects of fir 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

WFM 212 Initial Attack Incident Commander Type 4 (S-209)  
1 Credit  
This course is designed to prepare the individual in charge of the initial attack of small, non-complex fires, the training needed for readiness and mobilization, size-up of the fire, and the administrative requirements that must be completed by the incident commander.

WFM 213 Fire Operations in the Urban Interface (S-215)  
1 Credit  
This course is designed to meet the training needs for initial attack incident commanders and company officers confronting wildland fire that threatens life, property, and improvements.
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 hook up 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 thicknesses from 1/2 inch to 16 gauge sheet metal according to the AWS and ASME specifications in all positions. WLD 120 - 2 credits, WLD 121 - 2 credits, AND WLD 122 - 1 credit may be taken as 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 thicknesses from 1/2 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 of 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", lapp, 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 of 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 of 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", lapp, 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, lapp, 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", lapp, 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", lapp, 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.
ALBISTON, Steve  
Dean of Students  
B.S., M.Ed., Ph.D., University of Idaho

ANDERSON, Odell  
Custodian

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

ATWOOD, Doug  
Computer Networking Technologies Instructor  
A.A.S., Eastern Idaho Technical College; Certified Novell Administrator; Certified Novell Engineer; Cisco Certified Network Associate; Cisco Certified Academy Instructor; CompTIA Network+ Certified Technician

BARTON, Janet  
Writing Center Assistant  
B.A., Brigham Young University

BATES, Joanne  
Haven Family Literacy Coordinator

BLACKBURN, Linda  
Financial Aid Assistant  
Office Specialist II

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

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

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

BRUNSON, Kimberli  
Office Specialist I

BRYANT, Bill  
Maintenance Craftsman  
Northwest Building Operators’ Association; Level II Johnson Controls; Certified Building Operator; Certified Metasys Facility Operator

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

BUSCH, Terry  
CND Equity Coordinator  
B.F.A., Idaho State University, 1989

CAMPBELL, Bill  
Adult Basic Education Division Manager  
B.A., San Diego State; M.A., Idaho State University

CARTER, Arcile  
Administrative Assistant  
Certificate, Ricks College

CASE, Tom  
Custodial Foreman

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

CHADWICK, Deb  
Network Administrator  
B.S., University of Wisconsin LaCrosse; Vocational diploma, Western Wisconsin Technical College

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

CHAPMAN, Becky  
Surgical Technology Instructor  
Certificate Boise State University Surgical Technologist (CST), Boise State University

COFFIN, Mel  
Office Technologies Instructor  
B.S., Brigham Young University

COLLINS, Margaret  
Adult Basic Education Outreach Coordinator  
B.S., Southhampton University; Business and Teaching Certificates, Exeter University

COLLINS, Danielle  
ABE Student Advisor

DANIELS, Jodi  
Custodian

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

DINGMAN, Sandi  
Purchasing Agent  
Certificate, Eastern Idaho Technical College

DRANSFIELD, Michele  
Workforce Training/Community Education  
Administrative Assistant

DUTENHOEFFER, Wendy  
Regional Adult Learning Center Coordinator

EDMONDS, Janalee  
Workforce Training/Community Education Administrative Assistant  
A.A.S., Eastern Idaho Technical College

ERICKSON, Ken  
Workforce Training/Community Education Manager  
B.A., University of Wisconsin; M.Ed., University of Idaho; (1977)

FALCONER, Cheryl  
Director of Recruitment and Career Placement  
B.S., University of Wyoming; M.Ed., Idaho State University

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

GALLOWAY, John  
Electronic Service Technologies Instructor

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

GODFREY, Christian  
Office Technologies Instructor  
B.S., Idaho State University; CompTIA Internet+ Certification; Certified Internet Webmaster (CIW)

GOHR, Dwight  
Maintenance Craftsman

HALLER, Robert  
Custodian

HILBY, Jack  
Electronic Service Technologies Instructor  
A.S., Yakima Valley Community College

HOFFMAN, Lorie  
Practical Nursing Instructor  
A.A.S., St. Mary's College  
B.S.N., Graceland College

HULSE, Marsha  
Financial Support Technician  
Certificate, Ricks College

INGRAM, Pamela  
Adult Learning Center Reading Instructor  
B.S., Louisiana Technical University; M.Ed., Idaho State University

JARDINE, Richard  
Vocational Counselor  
B.S., Brigham Young University; M.Ed., University of Maryland

JONES, Irene  
Greater Opportunities to Achieve Life Skills (GOALS) Instructor  
B.S., Old Dominion University; M.Ed., Idaho State University

JUDY, Kathleen  
Adult Basic Education Math Instructor  
A.S., Ricks College; B.S., Brigham Young University; M.A.T., University of Idaho

KARINEK, Jan  
Executive Director EITC Foundation  
B.S., Montana State University

KAUFMAN, Mary  
ENFF Coordinator  
B.S., Brigham Young University; M.S., University of Idaho
KEYES, Ernest  
Custodian

KOUFFORD, Kyle  
Welding Technologies Instructor  
B.A. Welding Engineering, Utah State University; American Welding Society; Certified Welding Inspector; Certified Welding Educator

LANCASTER, Kathy  
Adult Basic Education One-to-One Instructor  
B.S., University of Nevada, Las Vegas

LANGLEY, Eric E.  
Center for New Directions  
Trainer/Counselor  
BA - Physical Education, Fresno State; Masters of Counseling, Idaho State University

LANSFORD, Marion  
Adult Basic Education English Instructor  
B.A., Boise State University

LaROWE, Miles  
President  
B.S.; University of Denver; M.A.; University of Wyoming; B.L., University of Northern Colorado

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

LeVAN, Pam  
Administrative Assistant  
Certificate, Eastern Idaho Technical College

LOVELAND, Julia  
Student Services Secretary  
Associate of Applied Science (Elementary Education) Ricks College

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

McPHERSON, Dale  
Diesel Technologies Instructor  
A.A.S., Ricks College; ASE Certified Master Truck Technician; ASE Certified Master Auto Technician

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

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

NELSON, Peggi  
General Education Division  
Manager/English Instructor  
B.A., M.A., Central Washington University

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

O’BRYANT, Shelley  
Office Technologies Instructor  
Vocational certificate, University of Montana School of Technology

O’DELL, Chris  
Receptionist

PATTON, Brenda  
Horticulture Instructor  
A.A.S., Ricks College; B.S., Utah State University

PIERSON, Laura  
Tutor and Volunteer Coordinator  
B.A., Baylor University; M.A., Northern Arizona University

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

REID, Mindy  
Assessment Technician and Chief GED Examiner

REID, Ginger  
Retention Counselor  
B.S., Idaho State University; M.Ed., University of Idaho

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

ROBERTS, Raelene  
Dental Assisting Instructor  
Salt Lake City College of Medical & Dental Assitants

ROBERTS, Deanne  
Business, Office, & Technology Administrative Assistant

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

ROBINSON, Mary  
Student Services Assistant

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

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

SAYER, Kim  
Bookstore Clerk

SAYER, Vicky  
Business Office Financial Assistant  
Certificate, Eastern Idaho Technical College

SCHWALBOSKI, Ann  
General Education Instructor  
B.S., St. Cloud State University; M.A., Bowling Green University; M.Ed., Emerson College

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

SIEBERS, Tony  
Director of Financial Aid  
B.A., Brigham Young University

SITTRE, Althea  
Student Services Secretary

SLAGOWSKI, Val  
Distance Learning Technician  
C.A.S., Idaho State University; C.A.S., A.A.S., Eastern Idaho Technical College

SMART, Bob  
Controller  
B.B.A., Idaho State University

SOORENSEN, Susan  
Health Occupations Instructor  
Emergency Medical Technician EMT-A Instructor

STAFFEL, Connie  
Center for New Directions Coordinator  
B.S., Eastern Michigan University; M.Ed., University of Idaho

STANGER, Frank  
Auto Technologies Instructor  
A.A.S., Utah Technical College; ASE Certified Auto Technician

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

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

TRACY, Dan  
Maintenance Craftsman

TWIGGS, Eunice  
Tech Prep Administrative Assistant

WALTON, Mike  
Lead Custodian

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

WILKINS, Lisa  
Health Care Technology Secretary

WILLFORD, Ron  
Electronic Service Technologies Instructor  
A.A., Ricks College

ZAPADKA, Julia  
General Education Instructor  
B.A., Miami University, Oxford OH; M.A., Appalachian State University

ZIMMERMAN, Mary Jane  
WIA Rep

ZITLAU, Nessie  
Alternate GED Examiner
ADMINISTRATION AND BOARD

State Board of Education
Blake Hall .........................................................President
James C. Hammond ............................................Vice President
Roderic Lewis ....................................................Secretary
Dr. Marilyn Howard
Karen McGee
Laird Stone
Milford Telford
Paul C. Agidius

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

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Terry Butikofer–ECIPDA ........................................Vice-Chairman
Edith Stanger .......................................................Secretary
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Calvin Ozaki – Argonne National Laboratory
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Terri Taylor – Wells Fargo Bank

EITC Foundation
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Linda S. Martin – Stephen E. Martin Law Office ..........Vice-Chairman
Howard Eloe ..........................................................Secretary
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Bruce Rose – City of Ammon

Executive Director
Janice J. Karinen – Eastern Idaho Technical College

EITC Administration
Miles LaRowe, Ed.D. ..............................................President
William A. Robertson ........................................Dean of Administration
Mary Ann Carlson, Ed.D. ......................................Dean of Instruction
Steven K. Albiston, Ph.D. .....................................Dean of Students
Scholarship Application

Deadlines: March 1 (for fall semester) • November 1 (for spring semester)
For more financial aid information call: (208) 524-3000, ext. 3311 or 3374.
See us online at: www.eitc.edu

How to apply
Complete the Scholarship Application on the next two pages and return it to the Financial Aid Office at EITC, 1600 S. 25th E., Idaho Falls, Idaho 83404. New students must apply for admission to Eastern Idaho Technical College.
Scholarships are made available to EITC students and prospective students through local individuals, businesses, and the EITC Foundation.
Check with the financial aid office for scholarship offerings for each semester.

What you‘ll need:
☐ Fill out the application. Answer every question.
☐ Sign and date your application.
☐ Include your personal statement (see page 3).
☐ Two letters of recommendation (non-family), addressing strengths, academic achievement, leadership/character, mailed under separate cover to financial aid office.
☐ Include transcript(s), GED scores, or High School Equivalency scores.
☐ Check each scholarship criteria carefully. Include any other additional information requested. Make sure you complete all pages of the application.
☐ Check the box next to each scholarship applied for.
☐ If you are applying for any scholarship that is NEED BASED, you must file the Free Application for Federal Student Aid (FAFSA) and request that the Financial Aid Office receive the Institutional Student Information Record (ISIR). You may complete your FAFSA electronically. Go to www.eitc.edu / Financial Aid / How to apply. Complete steps 1 & 2. EITC school code is 011133.
Demographic data from your application for admission to EITC will also be used to help determine if you qualify for specific scholarships.

Return the application and other materials to:
Eastern Idaho Technical College
Financial Aid Office
1600 S. 25th E., Idaho Falls, ID 83404-5788

Student Information

Name: ________________________________
Last ____________________ First ________ MI ________ Maiden ________

Mailing Address:
Number and Street ______________________ Apt. No. ______________________
City __________________________ County ________ State ________ Zip Code ________

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

High School __________________ Year graduated ________ College ________ Grad Yes/No ________

Program in which you will enroll or are currently enrolled:

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

Name of high school __________________________ City and state ________

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

High school phone number ________
Rank in graduating class (if known) ________ No. of students in grad. class (if known) ________

Counselor (print) __________________________ (signature) ________ Date ________
Experience/Activities

*Please indicate the number of years in which you have been involved with community, high school or college activities.*

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

Personal statement

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

1. Please explain your educational goals and how a scholarship would help you attain your goals.
2. How do you see your education contributing to your career field and your community?
3. What facts, characteristics, and qualifications should the Scholarship Committee be aware of when considering your application for a scholarship at EITC?
4. Why did you choose Eastern Idaho Technical College?

Signature certification

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

---

Student signature: [Signature]
Date: [Date]

Scholarships Available

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

<table>
<thead>
<tr>
<th>APPLYING FOR</th>
<th>SPONSOR</th>
<th>ELIGIBILITY</th>
<th>ANNUAL AWARD</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSINESS OFFICE TECHNOLOGY</td>
<td>Business Office Technology, 3.0 GPA</td>
<td>$1,750</td>
<td></td>
</tr>
<tr>
<td>□ Atlas Mechanical-Mahoney / Park</td>
<td>Accounting, need-based, 3.0 GPA</td>
<td>$1,000</td>
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</tr>
<tr>
<td>□ Bank of Idaho</td>
<td>Business related field (1), merit, need-based</td>
<td>$2,000</td>
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<tr>
<td>□ First Security Foundation</td>
<td>Business Office Technology, preference to marketing, merit, need-based</td>
<td>$250-$400</td>
<td></td>
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<tr>
<td>□ Marketing</td>
<td>Single parent, minor children residing in home, 3.0 GPA, need-based</td>
<td>$1,000</td>
<td></td>
</tr>
<tr>
<td>□ Stephen &amp; Linda Martin</td>
<td>Good academic standing, need-based</td>
<td>$500</td>
<td></td>
</tr>
<tr>
<td>□ Betty Z. Haire</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Continued →
### Scholarships Available Continued

**Name:**

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

**APPLYING FOR** | **SPONSOR** | **ELIGIBILITY** | **ANNUAL AWARD**
--- | --- | --- | ---
HEALTH CARE TECHNOLOGY | Suzette Waid Boyle | Health Care Technology, 2.8 GPA, need-based | $500
| EIRMC Auxiliary | Health Care Technology, 3.0 GPA, resident of southeastern Idaho | $1,000
| Lee & Linda Gagner | Health Care Technology, Merit, need-based | $1,700
| The Girls & Tim | LPN student, preference to outreach program | $500
| Health Care Technology | Health Care Technology, 3.0 GPA, Merit, need-based | $500
| Idaho Falls Medical Alliance | Health Care Technology, graduate of Dist. #91, #93 | $500
| William & Shirley Maack | Surgical Technology, 3.0 GPA, Merit, need based | $750
| Medical & Professional Credit Union | Health Care Technology, 3.5 GPA, need-based | $1,000
| Portneuf Medical Center | Practical Nursing, 3.0 GPA, Merit, need based | $500
| Rocky Mountain Surgery Center | Surgical Technology, 3.0 GPA, Merit, need based | $500
| Elvin & Armella Setter | Health Care Technology, merit, dedication to health occupations, need-based | $500

MECHANICAL TRADES

| Atlas Mechanical | Mechanical Trades, need-based, good academic standing | $750
| Auto Mechanics | Sophomore Auto Mechanic, 3.5 GPA, need-based | $500
| Auto 3 | Auto Mechanic student, need-based | $500
| Robert L. Cook | Mechanical Trades, need-based | $500
| Mechanical Trades | 3.5 GPA, recommendation from Mechanical Trades instructor | $500
| Pioneer Equipment | Diesel student, Merit, need based | $500-$1000
| Welding | Sophomore welding student, 3.5 GPA, need-based | $250

ALL PROGRAMS

| Leland D. Beckman | Resident of southeastern Idaho, academic promise, need-based | $1350
| Leland D. Beckman Minority | Native American/Hispanic resident of southeastern Idaho, need-based | $1350
| Beta Sigma Phi | Returning Female, re-entering work force, ineligible for other funding sources, need-based | varies
| Grace & Brant Branthoover | Academic merit, need-based | $500
| J. E. Christofferson | Sophomore, 3.0 GPA, need-based | $500
| Coca Cola | Merit, 3.75 GPA to apply | $1,000
| Larry & Naola Cmikovich | 3.0 GPA, need-based | $1,000
| Laura Moore Cunningham Foundation | Merit, Financial Need, 3.0, preference to students not eligible for state & federal funding, excluding Pell grants and student loans | $2,000
| Kathleen Curry | CND Recommendation, single parent, displaced homemaker, need-based | $500
| Daugherty/ICF | Academics, 3.0 GPA, need-based, preference to Bonneville County | $700-$1,000
| EITC Foundation Merit Scholarship | Academics, 3.8 GPA to apply | $750
| Nolan Haddon Memorial | Sophomore, 3.0 GPA, merit, need-based | $500
| Idaho Falls Rotary | Freshman, Essay on community involvement (See Student Services for application) | $750
| Idaho Attorney General | Freshman, Essay on FFA or FHA or 4-H activities, merit, need-based | $750
| Intermountain Gas | Intermountain Gas service area, preference to Intermt. Gas dependents | $1,000
| Japanese American Citizen League | Sophomore, merit, need-based | $750
| Richard & Lila Jordan | Good academic standing, need-based | $500
| Bill & Shirley Maack | Merit, need-based | $500
| Doug Hammon Memorial | Documented disability through Disabled Student Services, 2.5 GPA | $500
| Minority and At Risk | Idaho Res., Idaho HS grad, need-based | $3,000 (approx)

**Must meet three of these five additional criteria:**

1. First generation college student
2. Minority
3. Migrant/seasonal farm worker or dependent thereof
4. Disabled (23 US Code Sec. 794) 
5. Substantial financial need (must complete FAFSA)

| Nichole Paige Drewes | Sophomore, ineligible for other funding | $400
| Rogers & Hazel Rose | Need-based, merit, Bonneville County residence preference | $500-$750
| John O. Sessions | Ineligible for other funding, good academic standing, need-based | $500
| St. Luke's Episcopal | Need-based, good academic standing | $1,294
| Steve Stephan | Child Care, cash award | $350
| Pacificorp Utah Power | Reside in Pacificorp Utah Power service area, 3.0 GPA, merit, need-based | $600
| Wagner Bio-Science | 3.0 GPA, Merit, need based, preference to bio science student | $1,000
| Westside/Eastside Rotary | Westview High School Graduate | $1,400
| Zions Bank | 3.2 GPA, community involvement, merit | $1,000
APPLICATION FOR UNDERGRADUATE ADMISSION to Idaho’s Public Colleges & Universities

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

Applying to:

- Boise State University  
  1910 University Dr.,  
  Boise, ID 83725-1320  
  Fee: $20 (50% beginning Fall 2002)  
  1-800-824-7017  
  www.boisestate.edu

- Lewis-Clark State College  
  500 8th Ave., Lewiston, ID 83501  
  Fee: $20  
  1-800-933-LCSC  
  www.lcsc.edu

- College of Southern Idaho  
  PO Box 1238,  
  Twin Falls, ID 83303  
  Fee: None  
  (208) 733-9554  
  www.csi.edu

- North Idaho College  
  1000 W. Garden Ave.,  
  Coeur d’Alene, ID 83814  
  Fee: $15  
  (208) 769-3311  
  www.nic.edu

- Eastern Idaho Technical College  
  1300 S. 25th E.,  
  Idaho Falls, ID 83404  
  Fee: $10  
  1-800-662-0261  
  www.eitc.edu

- University of Idaho  
  Admissions Office,  
  Moscow, ID 83844-3133  
  Fee: $30  
  1-888-884-3246  
  www.uidaho.edu

- Idaho State University  
  Office of Admissions,  
  Box 8270  
  Pocatello, ID 83209  
  Fee: $30  
  (208) 282-2475  
  www.isu.edu

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

### APPLICANT INFORMATION

<table>
<thead>
<tr>
<th>Name:</th>
<th>(as on Soc. Sec. Card)</th>
<th>Name You Prefer:</th>
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<table>
<thead>
<tr>
<th>Other Names Appearing on Records:</th>
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<table>
<thead>
<tr>
<th>U.S. Social Security Number:</th>
<th>Date of Birth (mo/day/year):</th>
</tr>
</thead>
</table>

### GENERAL INFORMATION

<table>
<thead>
<tr>
<th>Citizenship: USA</th>
<th>Other</th>
</tr>
</thead>
</table>

If citizenship is "other," answer the following questions: Country of citizenship:

Resident alien of U.S.:  
- Yes, Resident alien number: A-  
- No, Current visa type:

Gender: (optional)  
- Female  
- Male

Ethnicity: (optional)  
- African American/Black  
- Caucasian/White  
- Other:

<table>
<thead>
<tr>
<th>Are you a U.S. Veteran: Yes</th>
<th>No</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Dates of Service to</th>
</tr>
</thead>
</table>

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

Emergency Contact:  
- Name:  
- Relationship:  
- number & street/PO box  
- city  
- county  
- state  
- zip  
- area code  
- phone

### ENROLLMENT INFORMATION

<table>
<thead>
<tr>
<th>Intended Degree Type: Certificate</th>
<th>Associate</th>
<th>Bachelor</th>
<th>Second Bachelor</th>
<th>Not Seeking Degree or Certificate</th>
</tr>
</thead>
</table>

Program Type:  
- Academic Program  
- Professional Technical Program

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

<table>
<thead>
<tr>
<th>first</th>
<th>second (optional)</th>
</tr>
</thead>
</table>

Enrollment Status:  
- New  
- Transfer  
- Returning (readmission)  
- High School Student Seeking Dual Enrollment

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

Campus Location: If planning to take courses primarily at outreach locations, list these locations:  
- Complete Reverse Side -
NAME: ____________________________

ACADEMIC INFORMATION

Have you taken the:

- ACT: Date ____________________________
- ASSET: Date ____________________________
- Compass: Date ____________________________
- SAT: Date ____________________________
- CPE: Date ____________________________

List the last high school you attended and any schools since, including colleges, trade schools, correspondence, etc. Do not omit any schools. Attach a separate sheet if more space is needed. Failure to list all schools attended, or submission of inaccurate information, is considered fraud and is cause for refusal of admission or dismissal from the institution. Students seeking certificates or degrees must have official transcripts submitted from each school listed. To be considered official, transcripts must be mailed in a sealed envelope directly from the school to the institution's admissions office.

High School ____________________________ City ____________________________ State ____________________________

DID/WILL YOU GRADUATE FROM HIGH SCHOOL? ☐ YES (MONTH/YEAR___/___) ☐ NO

If not a high school graduate, do you have a GED or High School Equivalency Diploma? ☐ Yes (month/year ___/___) ☐ No

If yes, degree-seeking applicants are required to submit official GED test scores.

Are you a Tech Prep Student? ☐ Yes ☐ No If yes, in which program area did you enroll? ____________________________

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

RESIDENCY

Idaho residency status may be determined by one or more of the following. Please check all boxes that are applicable if claiming Idaho residency for tuition purposes. Residency for community colleges is determined by county of residence.

State of Residence: ____________________________ From ___/___/___ to ___/___/___ If less than 12 months, previous state: ____________________________

County of Residence: ____________________________ From ___/___/___ to ___/___/___ If less than 12 months, previous county: ____________________________

☐ A. *One or more of my parents/legal guardians or spouse's parents is a resident of the State of Idaho and has maintained a bona fide domicile in Idaho for at least one year prior to the opening day of the school term during which I plan to enroll. What is the address: ____________________________ From ___/___/___ to ___/___/___

☐ B. I receive less than fifty percent of my support from parents or legal guardians who are not residents of the State for voting purposes. I have continuously resided in the State of Idaho for at least twelve (12) months before the opening day of the school term at this institution.

☐ I have purchased a house or other residence which is my permanent domicile.

☐ I have been employed full time in Idaho for the past 12 months.

☐ C. *I am a member of the Armed Forces stationed in the State of Idaho on military orders. I am stationed in________________________________ County.

☐ D. I am married to an Idaho resident. My spouse is a resident of________________________________ County.

☐ E. I am a member of the Armed Forces stationed in the State of Idaho on military orders. I am stationed in________________________________ County.

☐ F. One or more of my parents or legal guardians, from whom I receive fifty percent or more of my support, is a member of the Armed Forces stationed in the State of Idaho. They are stationed in________________________________ County.

☐ G. I have been separated under honorable conditions from the Armed Forces after at least two years of service. At the time of separation, I designated the State of Idaho as my intended domicile or indicated Idaho as my home of record, and I am entering this institution within one year of the date of separation.

☐ H. I have been away from the State of Idaho for a period of less than one calendar year. I have not established legal residence elsewhere. I was a resident of the State of Idaho for a continuous twelve month period immediately prior to departure.

☐ I. *I am a member of one of the following Idaho American Indian tribes: Coeur d'Alene tribe; Shoshone-Paiute tribe; Nez Perce tribe; Shoshone-Bannock tribe; Kootenai tribe.

*These items may not be applicable to determine residency for community colleges.

SIGNATURE

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

Signature of Applicant: ____________________________ Date: ____________________________

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

Name __________________________________________________________ SSN# ____________

Last First MI

Address while in school __________________________________________ Phone# ( ) ___-______

Street City State Zip

Permanent Address ____________________________________________ Phone# ( ) ___-______

Street City State Zip

Applicant’s parents or guardians (required for reference) ________________________________

Address ____________________________________________________ Phone# ( ) ___-______

Street City State Zip

Section B

Have you completed your entrance requirements and received an acceptance letter? Yes ☐ No ☐

Have you completed the Free Application For Federal Student Aid (FAFSA)? Yes ☐ No ☐

Will you be living with your parents while you are attending college? Yes ☐ No ☐

Are you a resident of Idaho? Yes ☐ No ☐

Do you have a high school diploma or GED? Yes ☐ No ☐

What educational program are you enrolled/enrolling in? _________________________________

When did/will you begin your program? _______________________________________________

What is your anticipated graduation date? _____________________________________________

Have you attended any other institution within the last year? Yes ☐ No ☐ Where? ____________

Have you received a Bachelor’s Degree or equivalent? Yes ☐ No ☐ Where? ____________

Section C

During the 2003-2004 award year (August 2003 through July 2004):

Are you interested in Federal Work-Study (part-time, on-campus employment)? Yes ☐ No ☐

Are you interested in a Federal Subsidized Student Loan? Yes ☐ No ☐

Are you interested in a Federal Unsubsidized Student Loan? Yes ☐ No ☐

Are you interested in a Federal Plus loan (dependent students only)? Yes ☐ No ☐

Do you receive, will you receive, have you received, have you applied for, do you intend to apply for, or are you eligible to receive any of the following benefits or awards?

1. State Vocational Rehabilitation Yes ☐ No ☐

2. Workforce Investment Act (WIA) Yes ☐ No ☐

3. Educational Employee (includes spouse waiver) fee waiver Yes ☐ No ☐

4. G.I. Bill, Chapter ________ Yes ☐ No ☐, total per month $__________

5. VEA, Chapter ________

6. Nat’l Guard, Reserve Benefits, Chapter 1606 Yes ☐ No ☐, total per month $__________

6. Other Veteran’s Benefits, Chapter ________ No Yes, total per month $__________

7. Grants & Scholarships Yes ☐ No ☐, total per month $__________

(Other than what you are applying for with this form)

***Do not leave any items blank***
FOR INSTRUCTIONS ON HOW TO APPLY FOR FINANCIAL AID THROUGH EASTERN IDAHO TECHNICAL COLLEGE GO TO OUR WEBSITE AND FOLLOW THE SIX STEPS TO ENSURE THAT YOU DO ALL THAT IS REQUIRED TO RECEIVE YOUR AID AS QUICKLY AND ACCURATELY AS POSSIBLE.

Go to: www.eitc.edu
Select ‘Student Services’
Select ‘Financial Aid’
Select ‘How to Apply’

APPLICATION DEADLINES

<table>
<thead>
<tr>
<th>1st PRIORITY</th>
<th>LAST PRIORITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aid available by 1st day of school</td>
<td>Aid available by end of semester</td>
</tr>
<tr>
<td>Fall</td>
<td>June 1st</td>
</tr>
<tr>
<td>Spring</td>
<td>October 1st</td>
</tr>
<tr>
<td>Summer</td>
<td>February 1st</td>
</tr>
<tr>
<td>Fall</td>
<td>September 1st</td>
</tr>
<tr>
<td>Spring</td>
<td>January 1st</td>
</tr>
<tr>
<td>Summer</td>
<td>June 15th</td>
</tr>
</tbody>
</table>

In order to meet the 1st priority deadlines all information must be turned in, correct, complete, and ready to award by the 1st priority date of the semester you wish to be awarded.

Types of Aid

Grants:
- Federal Pell Grant, $400 to $4000 an academic year.
- Federal Educational Supplemental Education Grant (FSEOG), $500 an academic year.
- Leverage Educational Assistance Partnership (LEAP), $500 an academic year.
- Supplemental Leverage Educational Assistance Partnership (SLEAP), $500 an academic year.

Work Study:
- Federal Work Study. $6 an hour for freshman, $6.75 an hour for Sophomores. Max 20 per week.
- State Work Study. Same as Federal.

Loans*:
- Federal Subsidized Student Loan. $2625 for freshman per academic year.
  $3500 for Sophomores per academic year.
- Federal Unsubsidized Student Loan. $4000 per academic year. Independent students only.

PLUS Dependent students only.

*In order to receive governmental student loans students must complete the Entrance Loan Counseling and the Promissory Note. Instructions for this process can be found on the EITC web site. Also, the Exit Loan Counseling is required upon completion or termination of program enrollment at EITC.

Eligibility of awards are based on Federal and State rules and guidelines.

1. Students who withdraw from one or more classes within the first week of school must notify the Financial Aid Office and return over awarded funds at the time of the withdrawal. No adjustments to financial aid will be made after the 1st week of each semester.

2. Students who totally withdraw from their classes after the first week of each semester are subject to the return policy of the federal government and may be required to return a portion of their awards.

3. Students who receive Financial awards disbursements and do not attend classes are not eligible for funds and must return any and all award monies immediately to the institution.
Transcript Request Form

HIGH SCHOOL TRANSCRIPT REQUEST
Submit to High School Records Office

TO: High School__________________________ Date: ________________

FROM:

Last name__ First name__ Middle name__ Previous name__

Address

Last date of attendance ____________ Tech Prep Student

Please send an official transcript to:
Office of the Registrar and Admissions
Eastern Idaho Technical College
1600 South 25th E.
Idaho Falls, Idaho 83404

Signature________________________ Date____________________

COLLEGE TRANSCRIPT REQUEST
Submit to College Registrar’s Office

TO: Registrar__________________________ Date: ________________

FROM:

Last name__ First name__ Middle name__ Previous name__

Address

Last date of attendance ____________ Social Security Number ____________________________

Please send an official transcript to:
Office of the Registrar and Admissions
Eastern Idaho Technical College
1600 South 25th E.
Idaho Falls, Idaho 83404

Signature________________________ Date____________________