

Idaho State
UNIVERSITY

College of Technology



**CONTINUING
EDUCATION
WORKFORCE
TRAINING**

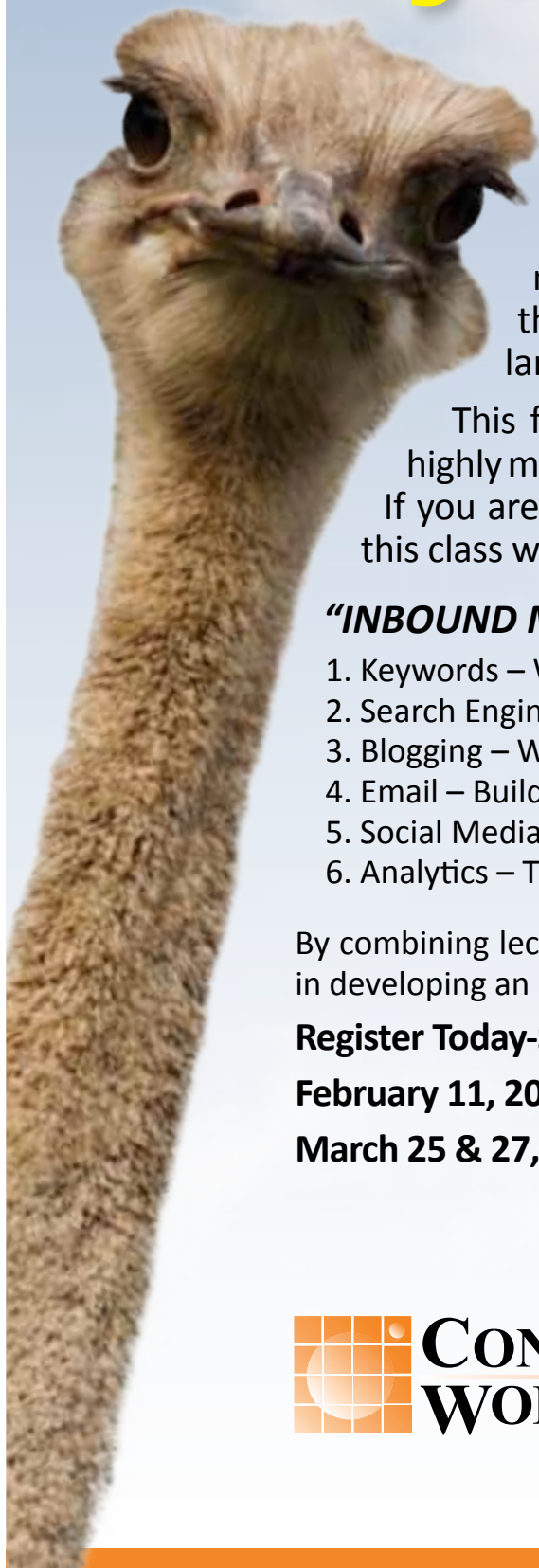
**Spring
2014**

Imagine what's possible.

Non-Credit Courses • Web-Based Courses • Evening Courses

To enroll, visit our website at cetrain.isu.edu or call (208) 282-3372

Tired of wondering if your Marketing is Working?



Technology has changed the face of marketing forever, rendering many traditional marketing methods ineffective. Inbound Marketing is the internet's answer to marketing's changing landscape.

This form of marketing is like a magnet that attracts highly motivated and qualified customers to your business. If you aren't satisfied with your current marketing results, this class will be a breath of fresh air.

"INBOUND MARKETING" teaches the following principles:

1. Keywords – Why they matter and how to find them.
2. Search Engine Optimization – Make your website search friendly.
3. Blogging – Why it matters and what you should blog about.
4. Email – Build your list and interact with your subscribers.
5. Social Media – The most responsive marketing channel.
6. Analytics – Track everything.

By combining lecture with real-world exercises, this class will assist you in developing an internet marketing strategy designed for your business.

Register Today-Seating is Limited

February 11, 2014, from 10 am to 3 pm (lunch included) cost \$80

March 25 & 27, 2014 from 6-8 pm cost \$75



**CONTINUING EDUCATION
WORKFORCE TRAINING**

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\$5

COUPON

Register for any course listed in our Spring 2014 catalog by January 21, 2014 and receive a five dollar discount. Use code WFT0114 at checkout.

no cash value
coupon expires 01/20/2014
not good with any other offer

NOTE: All classes are held in Pocatello unless otherwise stated.



*Training You Need
When You Need It
Where You Need It*

Increase Your Company's Potential!

The best way to work smarter is to have a highly-trained workforce. ISU Continuing Education/Workforce Training, and our training partners, offer responsive, innovative solutions that meet your specific training needs.

Some of Our Clients:

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American Falls Hospital District
Idaho Department of Labor
Shoshone Bannock Tribes
Prime Time Auctions
Fort Hall Casino
VTCU

Idaho Department of Education
Denny's Wrecker Service
Westmark Credit Union
Farm Bureau Insurance
Pioneer Travel Council
Premier Technologies
Monsanto

Every customized training project begins with a representative from your organization and a CE/WT facilitator meeting to determine your exact needs.

For more information, call 282-3372

Customized Training Programs for Business, Industry, and Government



Agriculture

Horsemanship

Riding Instruction I #1052

This class teaches basic horsemanship skills. Each session begins with an informative equine-related lecture and continues with horse handling skills, riding techniques and instruction. This class is perfect for those interested in learning different aspects of horsemanship. A better understanding of horses enables you to become a better rider. It is perfect if you are a new horse owner, thinking of getting a horse, or even for a horse owner who realizes there is always something more to be learned about horses. Some of the topics include horse behavior and psychology, equipment types and fit, and horse health and first aid. Lessons will be western. Bring your own horse or use a program horse for an additional \$10 per class session. Call Workforce Training to make arrangements for a horse (limited availability).

Start Date: 4/3/14 **Days:** TH
Hours: 12 **Fee:** \$85
Bldg/Rm: Sweet Talk Ranch Arena
7727 W. Katsilometes Rd.,
Pocatello
Times: 5 – 8 pm (4 sessions)

Riding Instruction II #1053

This class is for the intermediate rider or those having completed the Horsemanship Instruction I class. You can learn many aspects of horsemanship which enable you to become a better rider. Continue to build your confidence on horses as you progress as a rider and learn safe horseback riding techniques. Instruction includes lateral control of the horse, transitions, balanced stops, roll-backs, pivots, and leads. Lessons will be western. Bring your own horse or use a program horse for an additional \$10 per class session. Call Workforce Training to make arrangements for a horse (limited availability).

NOTE: All classes are held in Pocatello unless otherwise stated.

Start Date: 5/1/14 **Days:** TH
Hours: 12 **Fee:** \$85
Bldg/Rm: Sweet Talk Ranch Arena
7727 W. Katsilometes Rd.,
Pocatello
Times: 5 – 8 pm (4 sessions)

Riding Instruction III #1054

This class is a follow-up to the Horsemanship Instruction I and II classes, or for confident riders. You will learn advanced western riding techniques that can take you and your horse in any direction. Improve your horse's body control, stops, pivots, and leads; and learn several roll maneuvers. Bring your own horse or use a program horse for an additional \$10 per class session. Call Workforce Training to make arrangements for a horse (limited availability).

Start Date: 6/5/14 **Days:** TH
Hours: 12 **Fee:** \$85
Bldg/Rm: Sweet Talk Ranch Arena
7727 W. Katsilometes Rd.,
Pocatello
Times: 5 – 8 pm (4 sessions)

Horticulture

Home Landscape Care Basics #1214

This day-long workshop will help your landscape look like the cover a magazine! Learn the basics of lawn care including: fertilization, watering, mowing, weed and pest control; tree and shrub selection, planting and maintenance; annual and perennial flowering plant selection and the care necessary to keep them looking great all season; as well as growing tomatoes, peppers and other veggies for that BLT and fresh salsa.

Start Date: 2/8/14 **Days:** S
Hours: 8 **Fee:** \$72
Bldg/Rm: RFC 108A
Times: 8:30 am – 5 pm (1 session)

NEW! Starting Your Own Garden Transplants #1295

Starting your own transplants is one of the best ways to grow exactly what you want in your flower and vegetable gardens. This three-hour workshop provides instruction in starting your own plants, and tips for keeping them healthy until you can safely transplant them outdoors. Participants will learn

proper timing for starting transplants indoors, soil-less planting mixes, lighting, watering and fertilization.

Start Date: 2/19/14 **Days:** W
Hours: 3 **Fee:** \$36
Bldg/Rm: RFC 108A
Times: 6:30 – 9:30 pm (1 session)

Small Space Gardening #1215

Gardening can be enjoyed by everyone, even those with limited space availability. This three-hour workshop will provide hints and tips and varietal recommendations for enjoying vegetables, fruits, and flowers in limited spaces. Participants will learn about container, raised bed, square foot and vertical gardening. The added benefit is most of these methods are easier on the gardener and result in cleaner plants and produce!

Start Date: 3/5/14 **Days:** W
Hours: 3 **Fee:** \$36
Bldg/Rm: RFC 108A
Times: 6:30 – 9:30 pm (1 session)

Business Management

If you have specific situations or problems you would like addressed in these classes, please email us at workforce@isu.edu at least one week prior to the start of class.

Developing Procedures for Small Businesses and Non-Profits #1278

Does your business or non-profit have a handbook or policy manual? Most don't—especially at first. Developing procedures and policies is not difficult and will save countless hours and confusion in the future. The instructor will guide you through cash handling, payroll, personnel policies, processes, and help you develop a useable handbook—all with the aid of your computer.

Start Date: 3/4/14 **Days:** T
Hours: 6 **Fee:** \$80
Bldg/Rm: CONED 238
Times: 9 am – 11 am (3 sessions)

Marketing and Management

NEW! Inbound Marketing #1138

Technology has changed the face of marketing forever, rendering many traditional marketing methods ineffective. Inbound Marketing is the internet's answer to the changing marketing landscape. This form of marketing is like a magnet that attracts highly motivated and qualified customers to your business. By combining lecture with real-world exercises, this class assists you to develop an internet marketing strategy designed for your business.

Section 1
Start Date: 2/11/14 **Days:** T
Hours: 4 **Fee:** \$80
Bldg/Rm: CONED 203
Times: 10 am – 3 pm (1 session)

Section 2
Start Date: 3/11/14 **Days:** T TH
Hours: 4 **Fee:** \$80
Bldg/Rm: RFC 377
Times: 7 – 9pm (2 sessions)

Leadership Development #1224

Being a leader has always been an important part of any successful business, team or organization. Learn the tools and strategies of a great leader. Learn how to motivate, mentor and inspire your staff to achieve new heights. You'll learn how to develop and achieve your vision of success in business and in life.

Start Date: 4/3/14 **Days:** TH
Hours: 6 **Fee:** \$54
Bldg/Rm: RFC 149
Times: 7 – 9 pm (3 sessions)

NEW! Business Marketing Workshop #1289

Rethink and re-energize your concept of who your customers are, how to reach them, and how to meet their expectations. Understand how to improve the content and function of your website and use it as a foundation upon which to build your marketing efforts. Class discussions on strategies and tactics will be drawn from participant businesses.

Start Date: 4/23/14 **Days:** W TH
Hours: 14 **Fee:** \$98
Bldg/Rm: CONED 125
Times: 6 – 9:30 pm (4 sessions)

Personal Effectiveness #1223

Take control of your day! You can learn effective skills to manage your time, stress, organize every aspect of your life, and make those difficult decisions. Cultivate the life



The advertisement features a large green Apple logo on the left. To its right, the word "iPad" is written in a large, stylized font with a gradient from black to white. Below this, the text "and iPhone" is written in a smaller, bold font. In the bottom left corner, there is an image of an iPad and an iPhone. The background is a light green with a subtle pattern of small white circles.

and iPhone

Get all of the information that should have been in the box, but wasn't. Unleash the power of your iPad/iPhone and simplify your life. Discover how to optimize your settings, extend your battery life and many other important functions. Get the latest Apple news, see the latest must-have apps and explore the innovative iCloud features.

cetrain.isu.edu/ipad

you've always wanted by taking control of your day and finally getting to the things you love.

Start Date: 1/23/14 **Days:** TH
Hours: 6 **Fee:** \$54
Bldg/Rm: RFC 149
Times: 7 – 9 pm (3 sessions)

Personal / Professional Development #1245

Achieve your dreams! Write a novel, travel to Europe, finally lose that extra weight, and get that promotion. Whatever your dream is, you can achieve it. Learn how to find that missing motivation, set achievable goals, and achieve your dreams!

Start Date: 2/27/14 **Days:** TH
Hours: 6 **Fee:** \$54
Bldg/Rm: RFC 149
Times: 7 – 9 pm (3 sessions)

Relieve Stress and Anxiety through Time Management #1209

You know the feeling, rushing from task to task with your stomach tied in knots, knowing you can never get it all done. Learn to manage your time to boost your productivity and confidence, reduce anxiety/stress, and reclaim your personal life.

Start Date: 4/2/14 **Days:** W
Hours: 4 **Fee:** \$38
Bldg/Rm: CONED 203
Times: 6:30 – 8:30 pm (2 sessions)

Computer Classes

Each student will receive a jump-drive for homework assignments and to bring to class. Students will receive only one jump-drive, please be sure to bring it to every class session.

Computer Basics Basic Computer Skills #1161

This class will help you learn the changes from previous versions to the latest more secure Windows environment. Learn to use My Computer and Windows for file management. Also, learn terminology; techniques to create, open, and save documents; thumb drives and editing processes.

Section 1
Start Date: 1/14/14 **Days:** T
Hours: 12 **Fee:** \$80
Bldg/Rm: RFC 264
Times: 6:30 – 9:30 pm (4 sessions)

Section 2
Start Date: 4/1/14 **Days:** T
Hours: 12 **Fee:** \$80
Bldg/Rm: RFC 264
Times: 6:30 – 9:30 pm (4 sessions)

Bookkeeping

QuickBooks Pro 2007 – Comprehensive #1151

Save your small business time and money by automating your bookkeeping. Learn to computerize your business' finances, financial statements, checks, budgets, invoices, purchase orders, accounts receivable/payable, collections, aging, payroll, and inventories. Good computer skills are required.

Section 1
Start Date: 1/27/14 **Days:** M
Hours: 18 **Fee:** \$119
Bldg/Rm: RFC 264
Times: 6 – 9 pm (6 sessions)

Section 2
Start Date: 4/7/14 **Days:** M
Hours: 18 **Fee:** \$119
Bldg/Rm: RFC 264
Times: 6 – 9 pm (6 sessions)

Databases

Microsoft Access for Windows – Comprehensive #1152

Learn to identify basic database concepts, including database modeling, data flow and terminology. Learn to search for records as well as edit, add and delete records in a table. Work more efficiently with data using datasheet views and basic forms. Replace, sort, and filter records in a datasheet. Create / Select queries using single and multiple tables. Use advanced criteria such as comparison operators and unknown information in a query. Create complex Select queries using multiple criteria and create a calculated query. Finally, learn how to create and customize basic reports.

NOTE: All classes are held in Pocatello unless otherwise stated.

Students who take this class must have a good working knowledge of Microsoft Office Suites.

Start Date: 2/18/14 **Days:** T
Hours: 18 **Fee:** \$119
Bldg/Rm: CONED 238
Times: 6 – 9 pm (6 sessions)

Merging Microsoft Access and Excel #1317

Learn how to incorporate Microsoft Excel into Microsoft Access to make your database more powerful. This class helps you see how, by using the two software units, ease and functionality will increase your productivity. Students who take this class need a good working knowledge of both Access and Excel.

Start Date: 4/8/14 **Days:** T
Hours: 6 **Fee:** \$60
Bldg/Rm: CE 238
Times: 6 – 9 pm (2 sessions)

Graphics and Layout Microsoft Publisher #1325

Learn Microsoft's comprehensive, yet easy-to-use, desktop publishing package. It can help you create and publish a wide variety of stunning documents. This hands-on, project-oriented course will give you valuable experience in designing, developing, and publishing newsletters, websites, and brochures. And if you're new to graphic design, you'll receive plenty of expert guidance in selecting and using images, colors, and layouts.

Start Date: 2/18/14 **Days:** T
Hours: 12 **Fee:** \$80
Bldg/Rm: RFC 264
Times: 6:30 – 9:30 pm (4 sessions)

PowerPoint

Many people find making a professional presentation a daunting task. These two classes solve that problem.

PowerPoint Nuts and Bolts #1150

PowerPoint Nuts and Bolts and PowerPoint, the Next Level are designed for the person who makes presentations and wants to be a dynamic part of those presentations. Students will create documents and learn keystrokes and commands unique to the PowerPoint

PowerPoint cont'd

component of Microsoft. Create stand-alone presentations for training purposes using graphics, animation, sound and text/data from related modules in Microsoft Office.

Start Date: 2/19/14 **Days:** W
Hours: 6 **Fee:** \$54
Bldg/Rm: RFC 265
Times: 6 – 9 pm (2 sessions)

PowerPoint, the Next Level #1219

Now that you know the basics of PowerPoint, learn some of the higher-level functions and transform your ideas into dynamic visual presentations.

Start Date: 3/5/14 **Days:** W
Hours: 6 **Fee:** \$54
Bldg/Rm: RFC 265
Times: 6 – 9 pm (2 sessions)

Spreadsheets

Microsoft Excel 2010 - Beginning #1162

Learn the basics of spreadsheets, how to identify basic spreadsheet/workbook terms, use Help for quick

reference to features and commands, and create and copy formulas. You will also learn how to use absolute references, create charts and change page set up. This class has been lengthened to help you fully grasp the concepts necessary to advance to the intermediate and advanced levels.

Section 1
Start Date: 1/21/14 **Days:** T Th
Hours: 15 **Fee:** \$98
Bldg/Rm: RFC 265
Times: 6:30 – 9:30 pm (5 sessions)

Section 2
Start Date: 2/18/14 **Days:** T TH
Hours: 15 **Fee:** \$98
Bldg/Rm: RFC 265
Times: 6:30 – 9:30 pm (5 sessions)

Microsoft Excel 2010 - Intermediate #1163

After taking Beginning Excel 2010, you will want to continue to learn the new updates with this Intermediate class. Learn to create range names to simplify writing formulas, work with functions to build complex formulas, and annotate and format worksheets to ensure consistency. The

software will enhance your ability to create templates, add graphics, and charts for presentations.

Start Date: 4/3/14 **Days:** T TH
Hours: 12 **Fee:** \$80
Bldg/Rm: RFC 265
Times: 6:30 – 9:30 pm (4 sessions)

Microsoft Excel 2010 - Advanced #1164

This class examines the powerful software functions available in the dynamic environment of Microsoft Excel 2010. You'll definitely want to finish the series to utilize all of the capabilities that the software can deliver.

Start Date: 5/1/14 **Days:** T TH
Hours: 12 **Fee:** \$80
Bldg/Rm: RFC 265
Times: 6:30 – 9:30 pm (4 sessions)

Word Processing

Microsoft Word 2010 - Comprehensive #1173

This comprehensive course will help you become a Word expert. You'll start with the basics — document creation and formatting,

BEGINNING
Fashion
Design

Whether you want to be a fashion designer or just want to design your own wardrobe, this class is a great place to start. You will learn fashion basics and what it takes to design a collection.

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UAS UNMANNED AIRCRAFT SYSTEMS

The UAS industry is rapidly expanding and expected to be one of the largest growth industries within the next decade. This three-part seminar covers the history of the UAS, how it works and real world applications. Each three-hour session is taught by a former military-trained UAS pilot.

Introduction to Unmanned Aircraft Systems:

Discover the historical lineage, technological advancements, operations, current issues and future applications of UAS.

Command, Control & Communication Links:

Explore the technology behind the command, control and communications of unmanned aircraft systems. This course looks at system architecture that supports unmanned aircraft capability. From satellites to computer processors, examine the vital systems behind the scenes to build a knowledge base of current capabilities and challenges of the industry.

Sensor & Payloads Applications:

A UAS without a real world application is nothing more than a remote control airplane. This course examines how sensors and payloads on UAS are used today and perhaps more importantly how they can be used commercially in the future. With capabilities to enhance precision agriculture, wildlife management and countless other commercial applications, the UAS industry is growing every day.



Go to cetrain.isu.edu/uas to learn more about this exciting opportunity.

using spell check, bullets and numbering, and merging data. From there, you'll sharpen your skills and learn to create tables, alphabetize data, work with multiple columns, insert graphics, and organize complex documents with headers, footers and footnotes.

Section 1

Start Date: 4/1/14

Days: TWTh

Hours: 18

Fee: \$119

Bldg/Rm: CONED 238

Times: 9 am - noon (6 sessions)

Section 2

Start Date: 5/5/14

Days: M W

Hours: 18

Fee: \$119

Bldg/Rm: CONED 238

Times: 6:30 - 9:30 pm (6 sessions)

Digital Arts/Web/Drafting

Beginning AutoCAD for Windows - #1170

As competition increases, companies must ramp up productivity in design and manufacturing technologies. AutoCAD professionals will get the job done in space planning,

design or drafting in the engineering, architecture and construction fields. Re-tool your skills to take advantage of in-demand, high-paying jobs in manufacturing. If you're an individual who likes building things, working with your mind and hands or simply enjoys seeing the results of your efforts, then we have just what you're looking for. Learn to create computer graphics to industry standards, prepare drawings and store and retrieve them, and how to use the plotter. You will receive instruction in AutoCAD, draw, and edit commands.

Start Date: 1/15/14

Days: W

Hours: 30

Fee: \$198

Bldg/Rm: VA 202

Times: 6:30 - 9:30 pm (10 sessions)

Photo Editing

Photoshop Elements: Imaging Editing Basics #1316

Adobe's Photoshop Elements is an inexpensive yet powerful consumer-grade digital image editor. Course

focus is on improving lighting and color in digital photos, selecting and manipulating image details, adding type, combining images. Instruction will also cover the process of preparing images and graphics for web sites. Recommended resource book: Photoshop Elements, the Missing Manual.

Start Date: 2/5/14

Days: W

Hours: 12

Fee: \$84

Bldg/Rm: CONED 238

Times: 6:00 - 9:00 pm (4 sessions)

PowerPoint

PowerPoint Nuts and Bolts #1150

PowerPoint Nuts and Bolts and PowerPoint, the Next Level are designed for the person who makes presentations and wants to be a dynamic part of those presentations. Students will create documents and learn keystrokes and commands unique to the PowerPoint component

[Power Point cont'd on pg. 11](#)

CONFERENCE

When it comes to hosting an event, your focus should be on what counts – the content.

We will take care of all the devilish details. Our services include:

- Developing, producing and distributing brochures and advertising
- Reserving facilities (including hotels)
- Setting up a conference web page
- Providing online registration and payment
- Ordering meals and refreshments, procuring caterers
- Approving CEU's

When it's time to plan your next event:

- **Make one call.**
- **Sign one contract.**
- **Have one very successful event.**

For more information about Conference Services, call

208-282-3155

or visit

cetrain.isu.edu/conference

SERVICES



Power Point cont'd

of Microsoft. Create stand-alone presentations for training purposes using graphics, animation, sound and text/data from related modules in Microsoft Office.

Start Date: 2/19/14 **Days:** W
Hours: 6 **Fee:** \$54
Bldg/Rm: RFC 265
Times: 6 – 9 pm (2 sessions)

PowerPoint, the Next Level #1219

Now that you know the basics of PowerPoint, learn some of the higher-level functions and transform your ideas into dynamic visual presentations.

Start Date: 3/5/14 **Days:** W
Hours: 6 **Fee:** \$54
Bldg/Rm: RFC 265
Times: 6 – 9 pm (2 sessions)

Website Design

Editing and Updating Websites #1228

Learn how to make basic text edits and photo updates to existing (static) website pages using a simple code editor. The course provides

students with a basic understanding of webpage code to recognize what and where to edit (content) and what to leave alone (code). It includes instruction on how to use a simple code editor (to make edits), file transfer protocol software (move files to and from the web), and preparing photos and images for the web with Photoshop Elements (consumer-level image editing software).

Start Date: 3/12/14 **Days:** W
Hours: 6 **Fee:** \$58
Bldg/Rm: CONED 238
Times: 6:00 – 9:00 pm (4 sessions)

Electricity / Electronics

Reliability Workshops

Reliability engineering is primarily used to measure, analyze and improve reliability. These Reliability Workshops provide an understanding of those basic concepts and how to use them in your career or daily life.

NEW! Root Cause Analysis #1375

Do you know what the real cause of the problem is? Learn analysis techniques to dig into the root cause, or causes, of a problem or issue. Root cause analysis (RCA) provides the methodology to evaluate and correct production, maintenance or even personal problems. The problem could be a major catastrophe that requires a full team investigation, or something as simple as how to make sure you don't run over the garbage can again.

Start Date: 3/31/14 **Days:** M
Hours: 9 **Fee:** \$275
Bldg/Rm: ESTEC TBA
Times: 6:30– 9:30 pm (3 sessions)

NEW! Equipment Reliability #1376

This short course provides an understanding of different technologies and methodologies to optimize your equipment costs. Maintenance optimization, whether it is for your own car, a multimillion dollar production facility, or a

cont'd on pg. 12

ARMY ROTC



Bengal Battalion



ADD A FEW HOURS OF STRENGTH TO YOUR SCHEDULE

Enroll in a Military Science Class! Learn more about Leadership, Officership and Scholarships! Call 282-3061 for more ISU Army ROTC information.



A World of Opportunity to START STRONG

WORKFORCE TRAINING is cooperating with the ISU ROTC to offer Military Fitness. You can develop the physical fitness requirements of an officer in the Army. There will be emphasis on developing one's own fitness through challenging, competitive and progressive training sessions. See complete class information on [page 20](#).

To get started, register at cetrain.isu.edu/fit or call (208) 282-3372

Equipment Reliability cont'd

garage of farm equipment, has direct cost savings. Understand what technologies are available in today's reliability-maintenance world. Use proven techniques to decide if there is good incentive to use proactive maintenance costs on a machine or if it should be run to breakdown.

Start Date: 4/16/14 **Days:** W
Hours: 9 **Fee:** \$275
Bldg/Rm: ESTEC TBA
Times: 6:30– 9:30 pm (3 sessions)

Programmable Logic Controllers

Type in PLC at Monster.com and over a thousand jobs pop up. These classes are an opportunity for you to gain new skills or upgrade your present employment. Each course is stand-alone, but students should have taken Basic PLC Course 1 or 2, or have basic PLC programming experience, before taking Basic PLC Course 3: Human Machine Interface.

Basic PLC Course 1: RS Logix 500 and the Allen Bradley Micrologix Controller #1202

Introduction to Programmable Logic Controllers, using the Allen Bradley Micrologix family of controllers. Learn ladder logic format, I-O instructions, external devices, operating cycle, relays, timers, counters, sequencers, shift registers, analog applications, math blocks, and troubleshooting

Start Date: 1/27/14 **Days:** M
Hours: 42 **Fee:** \$465
Bldg/Rm: ESTEC 202
Times: 6:30– 9:30 pm
(14 sessions)

Basic PLC Course 2: RS Logix 5000/Allen Bradley ControlLogix/CompactLogix Controllers #1203

Introduction to Programmable Logic Controllers (PLC) using the Allen Bradley ControlLogix\CompactLogix family of controllers. Students learn ladder logic format, I-O instructions, external devices, operating cycle, relays, timers, counters, sequencers, shift registers, analog applications, math blocks,

use of trending and data logging tools, as well as troubleshooting tools and techniques.

Start Date: 1/21/14 **Days:** T
Hours: 45 **Fee:** \$465
Bldg/Rm: ESTEC 202
Times: 6:30– 9:30 pm
(15 sessions)

Basic PLC Course 3: Basic Human Machine Interface #1204

This course addresses the interface of PLC to remote operator interface screens, the communication and data management tools and the development of graphic control interfaces between PLC and Human Machine Interface panels that allow process operators to use PLC's in factory settings. Learn to develop graphics and create workable touch screen controls.

Prerequisites: Basic PLC Course 1 or 2, or have basic PLC programming experience.

Start Date: 1/22/14 **Days:** W
Hours: 42 **Fee:** \$465
Bldg/Rm: ESTEC 202
Times: 6:30– 9:30 pm
(14 sessions)

Motor Controls Course 1: Fundamentals of 3 Phase Motor Controls #1205

Motors are the heart of most industrial systems. Not only are they responsible for regulating the speed, direction, starting and stopping of electrically operated machinery, but they also sense overload conditions and stop machinery if dangerous conditions develop. Optimum motor management affects plant production, energy savings, and motor replacement costs. This course covers: Types of control systems, magnetic relays, schematic symbols, solid state relays, motor protection and motor efficiency.

Start Date: 1/23/14 **Days:** TH
Hours: 42 **Fee:** \$465
Bldg/Rm: ESTEC 202
Times: 6:30– 9:30 pm
(14 sessions)

Instrumentation and Calibration Course 1: Introduction to Instrument Calibration #1206

Properly calibrated instruments are critical to the safe and efficient operation of modern industrial facilities. This course introduces basic concepts of instrument calibration. The course explains the characteristics of proper instrument performance as well as how to identify common instrument errors. The steps in a typical calibration procedure will be demonstrated by instructors and performed by students. The course covers: Calibration standards, recognizing proper calibration by examining instrument input and output, proper use of calibration tools, basic functionality of major instruments types and proper documentation of industrial instrument calibration.

Start Date: 1/21/14 **Days:** T
Hours: 45 **Fee:** \$465
Bldg/Rm: ESTEC TBA
Times: 6:30– 9:30 pm
(15 sessions)

Renewable Energy Classes

Are you interested in becoming more self-sufficient? These classes give basic instruction on types of renewable energy and how to use them – including installing your own solar water heater.

These classes are fully online, registered participants will receive 30 days to watch, review, and complete.

These workforce solutions were funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This solution is copyrighted by the institution that created it. Internal use by an organization and/or personal use by an individual for non-commercial purposes is permissible. All other uses require the prior authorization of the copyright owner.

NEW! Introduction to Renewable Energy #1420

This course introduces the different types of renewable energy: solar, wind, hydro, geothermal and bio-energy. Solar energy includes photovoltaic panels for generating electricity, and solar thermal for producing hot water and home heating/cooling. Wind energy is used for producing electricity. Geothermal energy uses the energy of the Earth to generate electricity for home heating and cooling; and bio-energy creates fuel from organic materials.

Start Date: any time
Bldg/Room: Online
Hours: 1
Ends: 30 days after registration
Fee: \$30

NEW! Solar Site Assessment #1421

This course serves as the starting point for anyone considering the installation of a solar energy project. Learn the steps to determine the efficiency of your photovoltaic panels or solar thermal collector

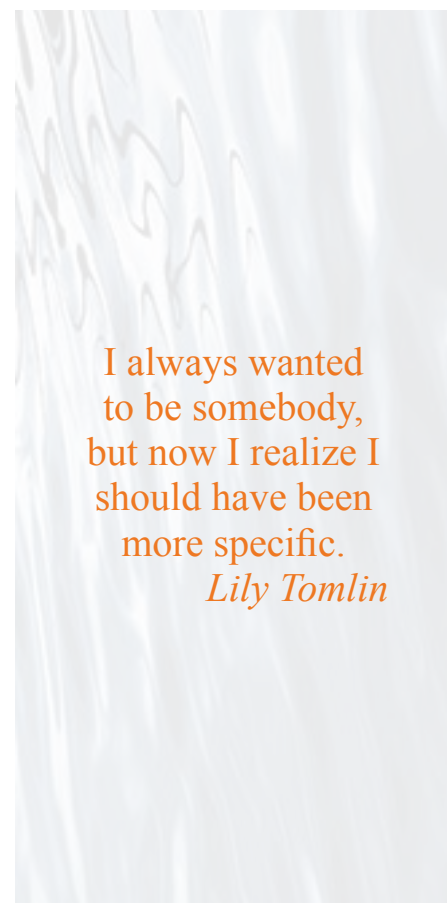
at specific locations. A discussion of the characteristics of the solar resource (irradiance, insulation, etc.) is included, as well as three examples of site assessments. These will reinforce your ability to analyze your specific project location.

Start Date: any time
Bldg/Room: Online
Hours: 1
Ends: 30 days after registration
Fee: \$30

NEW! Introduction to Solar Thermal Hot Water Heating #1422

Learn how the power of the sun can be used to heat water. The different types and configurations of solar collectors are discussed, as well as the steps for sizing your system appropriately to meet your hot water needs.

Start Date: any time
Bldg/Room: Online
Hours: 1
Ends: 30 days after registration
Fee: \$30



I always wanted to be somebody, but now I realize I should have been more specific.

Lily Tomlin

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Health

Basic EKG Interpretation #1901

This is a great course for those taking a health program of study or wishing to advance in their current employment role. EMTs, paramedics, RNs, LPNs, MAs, monitor techs, or those taking an ACLS course would all benefit. Concepts include basic heart anatomy/physiology, cardiac conduction, rhythm interpretation, distinguishing EKG from cardiac monitoring, lead placement and practice interpreting rhythm strips! Students will complete twelve hours of online training. Once they feel they have achieved competency, they arrange a closed-book, in-class exam with the course instructor and must demonstrate 80% competency to pass.

Start Date: Online – anytime
Fee: \$40

Medication Math – Revised #1902

Recently revised! Do you struggle with math, but need to understand it to prescribe or administer medication safely? This course is for you! Concepts include conversion between systems of measurement, dimensional analysis, working with decimals and percentages, and practice taking the math to real-world scenarios. Great course for students entering nursing, medical assistant, or physician assistant programs!

**This online course is self-paced. After successful registration, the student will have 14 days to access and review the course.*

A certificate will be mailed upon completion and successful submission of course work.

Start Date: Online – anytime
Fee: \$25

OSHA Bloodborne Pathogens #1146

Employers! Are you tired of employee resistance to the usual, boring, inconvenient OSHA Bloodborne Pathogen presentations? Then this course is for you and your employees! The user-friendly,

online format allows students to complete the course at their own convenience. The OSHA bloodborne Pathogen standard is the focus, but the presenter also includes up-to-the-minute information on the three most devastating and common bloodborne pathogens: The hepatitis-B virus, hepatitis C virus and human immunodeficiency virus. The topic is presented through four sections: 1) Microbes and the chain of infection, 2) statistics and pathophysiology, 3) prevention and 4) the OSHA Standard itself. Online handouts and competency quizzes assure students are held to minimum competency.

Start Date: Online – anytime
Fee: FREE

CPR and First Aid

Basic First Aid #1915

You will learn how to reduce pain and injury by learning and practicing basic first-aid. One day you might save a life by using this information. This class meets OSHA and DOT guidelines for emergency care.

Section 1

Start Date: 3/13/14 **Days:** TH
Hours: 4 **Fee:** \$35
Bldg/Rm: LAW 103
Times: 5 – 9 pm (1 session)

Section 2

Start Date: 5/15/14 **Days:** TH
Hours: 4 **Fee:** \$35
Bldg/Rm: LAW 103
Times: 5 – 9 pm (1 session)

Pediatric CPR / First Aid #1916

Learn how to manage illness and injuries in a child in the first few minutes until professional help arrives. Topics include first aid basics, medical emergencies, injury emergencies, environmental emergencies, signs of child abuse, and CPR and AED. This course meets American Heart Association and Idaho Child Care Program (ICCP) requirements for those involved in child care who have a duty to respond to a first aid emergency because of job responsibilities or regulatory requirements, such as child care workers, teachers, foster care workers, camp counselors, youth

organizations, and coaches for children's sports organizations. Course textbook and certification card included in course fee.

Section 1

Start Date: 2/8/14 **Days:** S
Hours: 7 **Fee:** \$59
Bldg/Rm: LAW 103
Times: 8:30 am – 4:30 pm
(1 session)

Section 2

Start Date: 4/12/14 **Days:** S
Hours: 7 **Fee:** \$59
Bldg/Rm: LAW 103
Times: 8:30 am – 4:30 pm
(1 session)



April 22-24, 2014

Free Safety, OSHA, MSHA & other related safety courses for the construction, general and transportation industries; contractors and construction personnel; any business requiring safety training, as well as anyone who desires to improve the safety performance of their business.

Dates and location of Safety Fest are tentative, please refer to the website below after January 1, 2014 for final information on dates and location.

<http://safetyfest-easternidaho.org/>



Healthcare Provider CPR #1930

Approved by the American Heart Association and taught by AHA certified instructors, this course is required for ISU CNA, Dental Assisting, Phlebotomy, and EMT students. You will learn everything needed to administer CPR in healthcare settings: assessment of breathing and cardiac emergencies in adults, infants, and children with one and two rescuer CPR, adult and pediatric obstructed airway management (Heimlich maneuver), AED and mouth-to-mask ventilation. Cost includes course textbook and disposable mouthpiece.

All CPR classes:

Contact Hours – 5 Fee – \$54

Bldg/Rm – LAW 103

Refresher Healthcare Provider CPR

We have Healthcare Provider CPR refresher options! If you have certified in an AHA Healthcare Provider CPR course in the past and can provide a copy of your expiring certification card (30 day grace period), you can be added to the initial Healthcare Provider CPR course at the reduced cost of \$42. Please check the Healthcare Provider CPR courses schedule listed at right.

Dental

Fundamentals of Dental Assisting #1920

Enhance your career as a dental assistant. This course provides you with basic background and knowledge of dental assisting. Topics include terminology, ethics and jurisprudence, dental charting and cavity classification, rubber dams, 4 handed dentistry and suctioning. It is a pre-requisite to the Dental Assisting Expanded functions courses. Accreditation: Idaho Board of Dentistry, Idaho Division of Professional Technical Education.

Prerequisites: Students must take a Healthcare Provider CPR course as a co-requisite, prior to program completion.

Start Date: 1/21/14 Days: T TH

(1 Saturday – TBA)

Hours: 60

Fee: \$350

Bldg/Rm: RFC 379

Times: 6 – 9 pm (20 sessions)

Healthcare Provider CPR #1930

Section #	Start Date	Day Taught	Time
1	1/7/14	T	5 – 10 pm
2	1/8/14	W	5 – 10 pm
3	1/14/14	T	5 – 10 pm
4	1/21/14	T	5 – 10 pm
5	1/29/14	W	5 – 10 pm
6	2/5/14	W	5 – 10 pm
7	2/12/14	W	5 – 10 pm
8	2/19/14	W	5 – 10 pm
9	2/22/14	S	8:30 am – 1:30 pm
10	3/1/14	S	8:30 am – 1:30 pm
11	3/6/14	TH	5 – 10 pm
12	3/12/14	W	5 – 10 pm
13	3/19/14	W	5 – 10 pm
14	4/3/14	TH	5 – 10 pm
15	4/8/14	T	5 – 10 pm
16	4/16/14	W	5 – 10 pm
17	4/23/14	W	5 – 10 pm
18	5/7/14	W	5 – 10 pm
19	5/14/14	W	5 – 10 pm
20	5/20/14	T	5 – 10 pm
21	5/22/14	TH	5 – 10 pm
22	6/5/14	TH	5 – 10 pm
23	6/10/14	T	5 – 10 pm
24	6/21/14	S	8:30 am – 1:30 pm
25	6/26/14	TH	5 – 10 pm
26	7/10/14	TH	5 – 10 pm
27	7/16/14	W	5 – 10 pm
28	7/22/14	T	5 – 10 pm
29	8/5/14	T	5 – 10 pm
30	8/12/14	T	5 – 10 pm
31	8/14/14	TH	5 – 10 pm

NOTE: All classes are held in Pocatello unless otherwise stated.

Expanded Functions – Dental Assisting #1921

PERSONALIZED TO YOUR NEEDS! We recognize that Dental Assistants employed at different offices require training in different expanded functions. Students can register for their choice of Dental Assisting Expanded Functions courses based on individual need. Then, to assure the course meets the employing dentist's needs, the instructor will go to the students employing dental office to complete evaluations, with a dentist from that office evaluating the clinical final. Dental office final exam time is in addition to in-class time. Finishing and Polishing Amalgam Restorations and Use of High Speed Handpiece to Remove Orthodontic Adhesives are courses with varying popularity, so will only be offered upon request.

Prerequisites: Students must have taken a DA Fundamentals Course and have worked full time in a dental office for six months to be eligible for expanded functions courses. In addition, students must be currently employed in a dental office as cost of the course is offset by students bringing supplies from their own dental office.

Final exam of each section is NOT during class time and will be offered at a different date and time.

Section 1 – Temporary Crown Restoration

Start Date: 4/1/14 **Days:** T TH
Hours: 9 **Fee:** \$300
Bldg/Rm: RFC 379
Times: 6 – 9 pm (3 Sessions)

Section 2 – Coronal Polish & Pit and Fissure Sealants

Start Date: 4/10/14 **Days:** T TH
Hours: 9 **Fee:** \$300
Bldg/Rm: RFC 379
Times: 6 – 9 pm (3 Sessions)

Section 3 – Aiding in the Administration of Nitrous Oxide

Start Date: 4/22/14 **Days:** T TH
Hours: 5 **Fee:** \$120
Bldg/Rm: RFC 379
Times: 6 – 9 pm (2 Sessions)

Section 4 – Use of a High Speed Handpiece to Remove Orthodontic Cement or Resin

Start Date: 4/29/14 **Days:** T
Hours: 3 **Fee:** \$100
Bldg/Rm: RFC 379
Times: 6 – 9 pm (1 Session)

Emergency Medical Technician Training

EMT – Basic - #1925

Enhance your career opportunities in emergency medical care or augment training in nursing and allied health care. This course meets the Idaho and national requirements for certification as an EMT. The curriculum is designed to familiarize you with basic emergency medical equipment and treating the sick and injured. Upon course completion, students must pass both a state skills exam and a national written exam for certification. Each class is limited to 24 seats. Additional costs include: Testing fees, immunizations, and Healthcare Provider CPR training.

NOTE: Healthcare Provider CPR certification is required within the first two weeks of class and is NOT included in the EMT course costs. Accreditation: Idaho Emergency Medical Services Bureau, Idaho Division of Professional Technical Education. Due to the EMT role, caring for humans, and lack of direct supervision, agencies require both EMT's and EMT students to pass a background check. The cost of a background check is included in the course fees. Passing or failing the background check is dependent on type of crime and/or when it occurred – information of this nature is included on the Idaho Criminal History Unit website at <https://www.chu.dhw.idaho.gov/>
**For the first day of class, participants will need to bring one form of government issued photo I.D.

Start Date: 1/14/14 **Days:** T TH
Hours: 157 **Fee:** \$700
Bldg/Rm: LAW 104
Times: 6 – 10 pm (24 sessions)
Sat: 8:00 am – 5 pm (6 sessions)

NEW for rural fire departments!

ISU is meeting the needs of the rural fire. We are busy creating the didactic portion of the course and plan to have it available later in 2014. The course will allow rural EMT course coordinators to use web technology to deliver the classroom portion of the course, then conduct their own lab and clinical locally. Presenters will be ISU EMT instructors, who meet all IEMS qualifications to be EMT instructors. This course is only available to fire departments outside a 50 mile radius of ISU.

I dream of a better tomorrow, where chickens can cross the road and not be questioned about their motives.
anonymous

Nursing Assistant

Assistance with Medications - #1940

Qualify yourself to assist with medications in assisted living, group home and certified family home settings. Upon completion of the course, you will know the legal requirements for assistance with medications, be able to identify safety factors involved, and know your responsibilities and restrictions when assisting with medications. Closed-book certification exam and skills exam are conducted at the end of class. Students should obtain and begin studying the course manual at least one week prior to the class. **All classes are \$70 and 8 hours. *Required manual is available at the ISU Bookstore.**

Section #	Start Date	Day Taught	Time	Bldg/Rm
1	1/11/14	S	9 am – 6 pm	RFC 108A
2	1/13/14	M W	5:30 – 9:30 pm	RFC 108A
3	2/8/14	S	9 am – 6 pm	RFC 108B
4	2/24/14	M W	5:30 – 9:30 pm	RFC 108A
5	3/8/14	S	9 am – 6 pm	RFC 108A
6	3/17/14	M W	5:30 – 9:30 pm	RFC 108A
7	4/12/14	S	9 am – 6 pm	RFC 108A
8	4/15/14	T TH	5:30 – 9:30 pm	RFC 381
9	5/10/14	S	9 am – 6 pm	RFC 108A
10	5/20/14	T TH	5:30 – 9:30 pm	RFC 108A
11	6/14/14	S	9 am – 6 pm	RFC 108A
12	6/16/14	M W	5:30 – 9:30 pm	RFC 108A
13	7/12/14	S	9 am – 6 pm	RFC 108A
14	7/21/14	M W	5:30 – 9:30 pm	RFC 108A
15	8/9/14	S	9 am – 6 pm	RFC 108B
16	8/18/14	M W	5:30 – 9:30 pm	RFC 108A

Certificated Nurse Assistant (CNA) #1955

Prepare yourself for employment opportunities as a nursing assistant in extended care facilities, hospitals, home-care and hospice situations. This course meets the following requirements for Idaho registration of nursing assistants: (1) 88 hours of classroom instruction (including discussion, videos, hands-on lab experiences), (2) 32 hours of actual clinical experience in community health care facilities, (3) manual skills testing and written exam as required by the State of Idaho for placement on the state registry. Additional costs include: Textbooks, Healthcare Provider CPR training, certification testing fees, clinical attire, clinical tools and immunizations. Clinical hours may be outside normal class hours, but student will be provided clinical dates at least one month in advance. Each class is limited to 20 seats. In alignment with state requirements, students are required to attend 90% of the course in order to successfully complete the program. Accreditation: Idaho Department of Health and Welfare, Idaho Board of Nursing, Idaho Division of Professional Technical Education.

All classes: Contact Hours – 120 & Fee – \$500

Section #	Start Date	Day Taught	Time	Bldg/Rm
1	1/7/14	T TH	4 – 9 pm	LAW 201
2	2/4/14	T TH	8:30 am – 3:30 pm	LAW 201
3	2/7/14	F	8 am – 4:30 pm	Bear Lake Memorial Annex
4	3/10/14	M W	8:30 am – 3:30 pm	LAW 201
5	4/14/14	M W	4 – 9 pm	LAW 201
6	4/22/14	T TH	8:30 am – 3:30 pm	LAW 201
7	5/28/14	M W	8:30 am – 3:30 pm	LAW 201
8	6/24/14	T TH	8:30 am – 3:30 pm	LAW 201
9	7/28/14	M W	8:30 am – 3:30 pm	LAW 201



Horticulture

Home Landscape Care Basics

This day-long workshop will help you create a landscape worthy of a magazine cover!

Starting Your Own Garden Transplants

Starting your own transplants is one of the best ways to grow exactly what you want in your flower and vegetable gardens.

Small Space Gardening

Gardening can be enjoyed by everyone, even those with limited space availability.

see page 5

Web Supplemented CNA #1956

This course delivers the didactic component via the Internet, reducing face-to-face meeting time by almost half. Students should have moderate to advanced computer skills and possess some ability to self-direct. See face-to-face CNA course description for additional requirements.

Computer requirements: A computer and hard drive with adequate memory, high-speed Internet access, Adobe Flash Player, basic Microsoft package (Word), Adobe Acrobat Reader. DVD player also required

Face to face dates will be distributed first day of class.
(Lab times: 9 am – 3 pm
Clinical times: 7 am – 4 pm)

Section 1

Start Date: 2/28/14 **Days:** F
Hours: 120 **Fee:** \$500
Bldg/Rm: LAW 201
Times: 9 am – 3 pm

Section 2

Start Date: 6/6/14 **Days:** F
Hours: 120 **Fee:** \$500
Bldg/Rm: LAW 201
Times: 9 am – 3 pm

NEW! CNA Manual Skills Prep #1953

For the first time, ISU is offering a course which covers only the manual skills portion of the nursing assistant's role. The course includes web videos of each testable skill, a copy of all documents needed to prepare for the CNA manual skills exam, resources for non-testable skills and four hours of face-to-face training with an Idaho-approved nursing assistant instructor. Intended audience: Previously certified nursing assistants who allowed their CNA to lapse and need to retest, people working in settings that don't require certification, but who perform the work of a nursing assistant, family caring for ill or disabled loved ones and CNAs wishing to learn the new CNA scope of practice or wanting a review after being away from the field for a time. Please

contact the health program manager if these dates don't work for you!

Section 1

Start Date: 1/17/14 **Days:** F
Hours: 4 **Fee:** \$125
Bldg/Rm: LAW 203
Times: 9 – 11 am (2 sessions)

Section 2

Start Date: 2/7/14 **Days:** F
Hours: 4 **Fee:** \$125
Bldg/Rm: LAW 201
Times: 9 – 11 am (2 sessions)

Section 3

Start Date: 3/14/14 **Days:** F
Hours: 4 **Fee:** \$125
Bldg/Rm: LAW 201
Times: 9 – 11 am (2 sessions)

Section 4

Start Date: 4/11/14 **Days:** F
Hours: 4 **Fee:** \$125
Bldg/Rm: LAW 201
Times: 9 – 11 am (2 sessions)

NOTE: All classes are held in Pocatello unless otherwise stated.

Section 5

Start Date: 5/16/14

Days: F

Hours: 4

Fee: \$125

Bldg/Rm: LAW 201

Times: 9 – 11 am (2 sessions)

Phlebotomy Technician

Phlebotomy Technician

#1905

Do you want to work in an emergency department, clinic, laboratory or any number of settings hiring phlebotomists or phlebotomy technicians or, perhaps add to a previous certification? The ISU Workforce Training Phlebotomy program prepares you for these roles and allows an opportunity to take a national certification exam upon course completion. Topics range from blood draws and laboratory procedures to employability skills and safety. Each student is scheduled for 40 hours to draw blood in a real clinical agency. **UNIQUE COURSE REQUIREMENTS:** There is a background check that may prevent clinical rotations necessary to pass the course. There are added costs such as uniform, immunizations and a Healthcare Provider CPR certification (CPR is available through Workforce Training or area hospitals). Clinical hours are likely to break out of normal course hours due to agency operating hours. Total clinical hours dependent on students completing at least 100 blood draws – fewer will require additional clinical time.

Start Date: 2/11/14

Days: T TH

Hours: 160

Fee: \$850

Bldg/Rm: RFC 380

Times: 5 – 10 pm (32 sessions)

Personal / Professional Development

Crafts and Sewing

Fine Jewelry Making

Making jewelry at home has become very popular and feasible in recent years. This series of classes covers tips, tricks, and traditional jewelry making techniques, including understanding metals, gems, and tools of the trade. All materials and

some of the basic hand tools required to complete each of the projects are included in the cost of these intriguing classes. Best of all, each finished project is yours to keep!

NEW! Jewelry and Gemology Basics #1309

Learn basic concepts of jewelry fabrication from a technical standpoint; holding and using pliers, tweezers, and using the jeweler's loupe. Class fee includes tweezers, jeweler's loupe, and a sample gemstone for practice.

Start Date: 2/10/14

Days: M

Hours: 3

Fee: \$58

Bldg/Rm: CONED 162

Times: 6 – 9 pm (1 session)

NEW! Creating a Swirl Pearl Pendant #1319

Simple can be complex. Take several simple pieces of metal, pearls and a bit of twisting to create a tasteful contemporary pearl pendant. Class fee includes chain, pearls, metal supplies and pliers.

Start Date: 2/24/14

Days: M

Hours: 3

Fee: \$58

Bldg/Rm: CONED 203

Times: 6 – 9 pm (1 session)

NEW! Bezel Setting a Cabochon Ring #1320

Bezel setting gems is a time tested tradition for holding stones in place. Take a colored gemstone and learn how to fit it properly while smoothing the bezel to a mirror finish. Class fee includes adjustable ring blank, cabochon stone, bezel tool and finishing supplies.

Start Date: 3/17/14

Days: M

Hours: 3

Fee: \$58

Bldg/Rm: CONED 203

Times: 6 – 9 pm (1 session)

NEW! Charm Bracelet #1321

With some beads and a unique approach to creating charms; you will make a versatile charm bracelet with swappable charms. Class fee includes charm supplies, bracelet blank.

Start Date: 3/31/14

Days: M

Hours: 3

Fee: \$58

Bldg/Rm: CONED 203

Times: 6 – 9 pm (1 session)

NEW! Textured Dome Pendant #1322

Learn about working with metals as you create a large pendant from scratch. Class fee includes metal sheet, finishing supplies and cord necklace.

Start Date: 4/14/14

Days: M

Hours: 3

Fee: \$58

Bldg/Rm: CONED 162

Times: 6 – 9 pm (1 session)

NEW! Hammered Earrings #1323

Get out some aggression as you texturize metal before cutting it out to form classy hammered earrings. Class fee includes metal sheet and ear wires.

Start Date: 4/28/14

Days: M

Hours: 3

Fee: \$58

Bldg/Rm: CONED 162

Times: 6 – 9 pm (1 session)

Introduction to Fibers and Fabrics #1284

This is a 2-hour lecture/demonstration with PowerPoint presentation. Slides will include magnified photos of the fibers and fabrics. There will also be samples of the major types of fabrics to be passed around for students to feel. History, important characteristics, and uses of the fibers and fabrics will be explained, as well as care hints. This class has a 3 student minimum.

Start Date: 1/15/14

Days: W

Hours: 2

Fee: \$16

Bldg/Rm: CONED 162

Times: 6 – 8 pm (1 session)

Introduction to Machine Sewing #1286

This class is for the non-sewer and the person who may have learned the fundamentals many years ago, but has not sewn since. Students can bring their own sewing machines in good running order or can arrange before the first night to use a machine provided by the teacher. Introduction to Fibers is a prerequisite and this class is limited to 6 students. Materials will be provided.

Start Date: 1/22/14

Days: W

Hours: 8

Fee: \$65

Bldg/Rm: CONED 162

Times: 6 – 8 pm (4 sessions)

NEW! Beginning Fashion Design #1342

Whether you want to be a fashion designer or just want to design your own wardrobe, this class is a great place to start. You will learn fashion basics and what it takes to design a collection. Sewing experience is not required, but it helps to know basic sewing construction.

Start Date: 2/4/14 **Days:** T
Hours: 10 **Fee:** \$64
Bldg/Rm: CONED 125
Times: 6 – 8 pm (5 sessions)

Beginning Garment Sewing #1285

This class is for the students who have a little experience sewing but will not consider themselves competent.

This class is limited to 6 students.

Start Date: 2/19/14 **Days:** W
Hours: 12 **Fee:** \$75
Bldg/Rm: CONED 162
Times: 6 – 8 pm (6 sessions)

NEW! Garment Techniques #1299

This class covers zippers and collars. Students can bring their own machines in good working order or, by prior arrangement, use the teacher's machines. Class fee includes materials.

Zippers: students will learn three different methods of inserting zippers and will practice them. (Lapped zipper, centered zipper, placket (fly) zipper)

Collars: students will learn to sew three different kinds of collars and will practice them. (Simple one-piece (plus facing) collar, collar with collar band, shirt collar with lapel)

Start Date: 4/2/14 **Days:** W
Hours: 12 **Fee:** \$78
Bldg/Rm: CONED 162
Times: 6 – 8 pm (6 sessions)

Culinary Arts**NEW! Cake Decorating #1324**

Have you ever wished you could make a cake like the ones you see in the bakery shop or magazines? This class is an opportunity to do just that! From cake-baking

through leveling, frosting and decorating, you will learn make a beautifully decorated cake.

Start Date: 4/1/14 **Days:** T W
Hours: 16 **Fee:** \$72
Bldg/Rm: RFC Culinary Arts Area
Times: 7 – 9 pm (8 sessions)

Thai Cooking #1283

Learn by hands-on experience to make authentic Thai dishes which are healthy and delicious. The instructor grew up cooking traditional Thai food at her mother's side in Bangkok. You'll get to eat what you make and take home leftovers as well as recipes.

Section 1**NEW! Chicken or Pork Satay**

Popular satay on a stick with cucumber sauce and a spicy peanut sauce.

Start Date: 2/28/14 **Days:** F
Hours: 2 **Fee:** \$38
Bldg/Rm: RFC Culinary Arts Area
Times: 6 – 8 pm (1 session)

Section 2**NEW! Chicken with Garlic Rice**

A delicious dish served with ginger soy sauce and a side of Chicken Vegetable Soup.

Start Date: 3/7/14 **Days:** F
Hours: 2 **Fee:** \$38
Bldg/Rm: RFC Culinary Arts Area
Times: 6 – 8 pm (1 session)

Section 3**NEW! Lard Na**

Stir fry noodles served with a gravy sauce, collard greens, baby corn, mushrooms and pork or shrimp.

Start Date: 3/14/14 **Days:** F
Hours: 2 **Fee:** \$38
Bldg/Rm: RFC Culinary Arts Area
Times: 6 – 8 pm (1 session)

Section 4**NEW! Tom Kha Gai or Goong and Paneang Curry**

Tom Kha is a soup made with a sour coconut milk base and chicken or shrimp. Paneang Curry is a rich spicy red curry stir fry with beef. Both are served with Jasmine Rice.

Start Date: 4/4/14 **Days:** F
Hours: 2 **Fee:** \$38
Bldg/Rm: RFC Culinary Arts Area
Times: 6 – 8 pm (1 session)

Section 5**NEW! Thai Summer Meal**

Sticky Rice; Beef Salad (Nam Tok) – grilled beef tossed with a lime-chili/toasted rice dressing; Noodle Salad (Yum Woon Sen) – ground chicken/pork/turkey or shrimp with vermicelli and lime-chili dressing; and Papaya Salad (Som Tum) – crushed green papaya strips (green apple will be substituted for green papaya) with tomatoes, carrots, garlic and lime-chili dressing.

Start Date: 4/18/14 **Days:** F
Hours: 2 **Fee:** \$38
Bldg/Rm: RFC Culinary Arts Area
Times: 6 – 8 pm (1 session)

Fitness**Military Fitness #1140**

Workforce Training is cooperating with the ISU ROTC to offer their Military Fitness Class. You can develop the physical fitness requirements of an officer in the Army. There will be an emphasis on developing one's own fitness through challenging, competitive and progressive training sessions.

Start Date: 1/15/14 **Days:** M W F
Hours: 45 **Fee:** \$15
Bldg/Rm: Reed Gymn
Times: 6 – 7 am (45 sessions)

Ballroom Dancing #1280

Get in touch with your inner rhythms as you get an introduction to Ballroom Dancing. You'll be able to dance to any song after being exposed these dance steps. No experience necessary. All you need is to be ready to take two-steps to fun.

Section 1**Foxtrot & Swing**

Start Date: 1/21/14 **Days:** T
Hours: 8 **Fee:** \$30
Bldg/Rm: CONED 162
Times: 7 – 9 pm (4 sessions)

Section 2**Waltz & Cha Cha**

Start Date: 2/18/14 **Days:** T
Hours: 8 **Fee:** \$30
Bldg/Rm: CONED 162
Times: 7 – 9 pm (4 sessions)

Section 3**Tango & Rumba / Mambo**

Start Date: 3/18/14 **Days:** T
Hours: 8 **Fee:** \$30
Bldg/Rm: CONED 162
Times: 7 – 9 pm (4 sessions)

WANT A JOB THAT'S IN DEMAND?

Continuing Education/Workforce Training and **Career Step** have partnered to offer online training for in-demand careers. Tens of thousands of new jobs are expected in these career fields. Come learn more about these career opportunities and the online training programs at an informational Open House.

JOIN US!

THURSDAY, FEBRUARY 6, from 5-7 pm
ISU Continuing Education Building
1007 N 7th Avenue, Suite 202, Pocatello

SAVE YOUR SEAT OR LEARN MORE TODAY!

(208) 282-3372
workforce@isu.edu
www.athometraining.com/isu



Career Step is an online school offering career-focused education designed to help students quickly enter the workforce. The school is committed to providing the best education with interactive learning tools; one-on-one instructor support by phone, email, and chat; and comprehensive graduate resources to help students transition from education to employment.



TO MAKE YOUR
EDUCATION MORE
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**PAYMENT
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ARE
AVAILABLE!

 **CONTINUING EDUCATION**
WORKFORCE TRAINING



IA Renewal

1 Day only/Limited to 150 seats

Friday, February 28, 2014

Call 208-282-3372 or online at cetrain.isu.edu/ia/

Clarion Inn • 1399 Pocatello Bench Road, Pocatello



NEW! W.I.N.ter Extravaganza #1296

The goal of this program is to provide year-round outdoor activities for women 18 years of age and older. The activities are non-competitive learning opportunities and are open to varying fitness abilities.

The W.I.N.ter Extravaganza highlights enjoyment of outdoor activities, snow shoeing, Nordic skiing, Nordic walking, sleeping overnight at a Yurt, and enjoying a hot spring. Please dress warm and bring or rent your own equipment. If you do not want to sleep in the Yurt, please make reservations at the Almo Inn.

Start Date: 2/7/14 **Days: F S**
Hours: 18 **Fee: \$70**
Bldg/Rm: City of Rocks Visitor Center, Almo, Idaho
Times: 5 pm

Country Two-Step #1347

This class is for couples who want to review the basics, and then move on to intermediate level of two-step dance, however if you don't have

a partner, singles are welcome. We will also introduce a new intermediate round dance routine. Round dances are partner dances also, so single students will need to partner up for training. This will be an upbeat and fun filled class.

Start Date: 2/13/14 **Days: TH**
Hours: 8 **Fee: \$35**
Bldg/Rm: CONED 162
Times: 7 – 9 pm (4 sessions)

Basic Beginning Yoga #1288

Workforce Training is cooperating with the ISU ROTC to offer their Military Fitness Class. You can develop the physical fitness requirements of an officer in the Army. There will be an emphasis on developing one's own fitness through challenging, competitive and progressive training sessions.

Start Date: 2/24/14 **Days: M**
Hours: 6 **Fee: \$45**
Bldg/Rm: CONED 162
Times: 6 – 7 pm (6 sessions)

NOTE: All classes are held in Pocatello unless otherwise stated.

NEW! X Our Size #1351

X-OurSize is a retro revolution in health. It is a return to healthy thinking, active living, and intuitive eating. It is a rejection of unhealthy dieting, detrimental exercise regimens, and negative thought patterns concerning body image and self-worth. The philosophy behind the program is that no one should be kept from enjoying an active, happy life. Based on the book, "Intuitive Eating," this course teaches life-altering concepts and activities. Wear loose-fitting, comfortable clothes suitable for gentle exercise and walking.

Start Date: 1/24/14 **Days: F S**
Hours: 7 **Fee: \$50**
Bldg/Rm: CONED 162
Times: 7 – 9 pm, Friday
9 am – 2 pm, Saturday
(2 sessions)

Home Improvement

DIY Interior Updates #1240

Want a change in your home without spending a lot of money? Learn some simple tricks you can

do yourself to update your home's interior on a budget. We will discuss ways to replace or reuse what you already have, as well as ideas for repurposing thrifted items.

Start Date: 1/21/14 **Days:** T TH
Hours: 5 **Fee:** \$42
Bldg/Rm: CONED 203
Times: 6:30 – 9 pm (2 sessions)

Personalized Color for Your Space #1242

Color affects mood, emotion, and behavior. This class helps you understand basic color theory, discover your personal color favorites, and learn how and where to apply color for the impact you desire. Learn to make the color decisions that suit you and your lifestyle best.

Start Date: 2/4/14 **Days:** T TH
Hours: 5 **Fee:** \$42
Bldg/Rm: CONED 203
Times: 6:30 – 9 pm (2 sessions)

De-clutter and Streamline Your Space #1243

Are you feeling cramped, crowded or disorganized? Learn how to

make the most of the space you have. We discuss de-cluttering, downsizing and organizing to free your rooms from unwanted and unnecessary items. Then learn to choose and arrange furniture and accessories to create a functional, aesthetically pleasing space.

Start Date: 2/25/14 **Days:** T TH
Hours: 5 **Fee:** \$42
Bldg/Rm: CONED 203
Times: 6:30 – 9 pm (2 sessions)

One Pillow, Three Ways #1276

Take a basic throw pillow and embellish it with addition of stencils, fabric paint, or fabric markers and ribbon. Bring your own neutral-colored, un-patterned throw pillow or pillow cover to class for a creative makeover. Other materials will be provided.

Start Date: 3/11/14 **Days:** T
Hours: 2 **Fee:** \$28
Bldg/Rm: CONED 203
Times: 6:30 – 8:30 pm (1 session)

Personal Financial Planning

Getting (and Staying!) Out of Debt #1139

In the United States, the average family has a net worth of about \$85,000 (not including the home). For most people, their net worth is decreasing and their debt is escalating. Approximately 1.6 million bankruptcies are filed each year and debt and spending problems are found to be a factor in 81% of all marriages in this country.

This class will provide skills necessary to evaluate your current situation, how to implement strategies to lower personal debt on homes, consumer debt, and credit cards. Finally, strategies will be presented on how to avoid future debt and how to establish a personal retirement plan.

Start Date: 4/16/14 **Days:** W
Hours: 4 **Fee:** \$38
Bldg/Rm: CONED 203
Times: 6:30 – 8:30 pm (2 sessions)

Digital ARTS

Beginning AutoCAD for Windows

As competition increases, companies must ramp up productivity in design and manufacturing technologies.

Developing and Coding Websites

Learn the foundational concepts for site development strategies like relevance, engagement, conversion and search engine optimization.

Photoshop Elements: Imaging Editing Basics

Adobe's Photoshop Elements is an inexpensive yet powerful consumer-grade digital image editor.

Minimalist Approach to Photographic Lighting

See the world as your studio! In photography, the quality of light is everything. When it is good, the photograph is successful.



page 9 and 29

NEW! Investments #1236

Remember, no one cares more about your investments than you do! The first step to successful investing is to know what's available and how to apply it to your investment plan. In this course you will learn about basic investment vehicles, gain an understanding of qualified plans, and be learn where to search for and evaluate mutual funds and exchange traded funds. This class is a broad overview of investment vehicles and is not a particular course on trading strategy or portfolio management.

Register and pay for this class alone (\$40) or combine it with Retirement Planning and Life Insurance & Annuity Basics and pay only \$100 for all three classes.

Section 1

Start Date: 1/14/14 **Day:** T
Hours: 2 **Fee:** \$40
Bldg/Rm: RFC 263
Times: 7 – 9 pm (1 session)

Section 2

Start Date: 2/6/14 **Day:** TH
Hours: 2 **Fee:** \$40
Bldg/Rm: RFC 263
Times: 7 – 9 pm (1 session)

Section 3

Start Date: 3/4/14 **Day:** T
Hours: 2 **Fee:** \$40
Bldg/Rm: RFC 263
Times: 7 – 9 pm (1 session)

Section 4

Start Date: 4/3/14 **Day:** TH
Hours: 2 **Fee:** \$40
Bldg/Rm: RFC 263
Times: 7 – 9 pm (1 session)

Section 5

Start Date: 5/6/14 **Day:** T
Hours: 2 **Fee:** \$40
Bldg/Rm: RFC 263
Times: 7 – 9 pm (1 session)

Section 6

Start Date: 6/5/14 **Day:** TH
Hours: 2 **Fee:** \$40
Bldg/Rm: RFC 263
Times: 7 – 9 pm (1 session)

Section 7

Start Date: 7/8/14 **Day:** T
Hours: 2 **Fee:** \$40
Bldg/Rm: RFC 263
Times: 7 – 9 pm (1 session)

NEW! Retirement Planning #1237

Even if you're already retired, this class helps you understand your retirement savings and how long it will last. For students who aren't retired, learn how much will be needed at retirement and how much to save on a monthly or annual basis until retirement to reach that goal. The course takes you through a four step process, i.e., creating a budget and estimating how much will be needed annually in retirement, adjusting that amount for inflation, calculating the dollar amount needed at retirement to reach their adjusted living expenses estimate, and how to calculate the monthly dollar amount that needs to be invested until retirement.

Register and pay for this class alone (\$40) or combine it with Investments and Life Insurance & Annuity Basics and pay only \$100 for all three classes.

Online Healthcare Worker Training Library



Online Healthcare Worker Training Library featuring short term, low-cost workshops for healthcare professionals and para-professionals - both generic and field-specific courses are available. Check the Website regularly for additions.

cetrain.isu.edu/health



Do you have a topic or skill you're passionate about? Would you like to share it with others?



What's Your Passion?

CONTINUING EDUCATION/WORKFORCE TRAINING continually looks for new courses and teachers. Contact us for more information on becoming an instructor.

email: hayekath@isu.edu
OR
Call 208-282-3372

Section 1
Start Date: 1/21/14 Day: T
Hours: 2 Fee: \$40
Bldg/Rm: RFC 263
Times: 7 – 9 pm (1 session)

Section 2
Start Date: 2/13/14 Day: TH
Hours: 2 Fee: \$40
Bldg/Rm: RFC 263
Times: 7 – 9 pm (1 session)

Section 3
Start Date: 3/11/14 Day: T
Hours: 2 Fee: \$40
Bldg/Rm: RFC 263
Times: 7 – 9 pm (1 session)

Section 4
Start Date: 4/10/14 Day: TH
Hours: 2 Fee: \$40
Bldg/Rm: RFC 263
Times: 7 – 9 pm (1 session)

Section 5
Start Date: 5/13/14 Day: T
Hours: 2 Fee: \$40
Bldg/Rm: RFC 263
Times: 7 – 9 pm (1 session)

Section 6
Start Date: 6/12/14 Day: TH
Hours: 2 Fee: \$40
Bldg/Rm: RFC 263
Times: 7 – 9 pm (1 session)

Section 7
Start Date: 7/15/14 Day: T
Hours: 2 Fee: \$40
Bldg/Rm: RFC 263
Times: 7 – 9 pm (1 session)

NEW! Life Insurance & Annuity Basics #1238
There are so many insurance agents trying to sell you a product it's hard to know how to make the right choice. If you're mystified about how these insurance products work and whether or not they can benefit you, this is a class you won't want to miss. An understanding of life insurance and annuities will be provided including: term life, whole life, universal life, variable universal life, fixed annuities, variable annuities, and indexed annuities; you will also learn about the basic costs and underlying investments of these products, and their usefulness.

Register and pay for this class alone(\$40) or combine it with Investments and Retirement Planning and pay only \$100 for all three classes.

Section 1
Start Date: 1/28/14 Days: T
Hours: 2 Fee: \$40
Bldg/Rm: RFC 263
Times: 7 – 9 pm (1 session)

Section 2
Start Date: 2/20/14 Day: TH
Hours: 2 Fee: \$40
Bldg/Rm: RFC 263
Times: 7 – 9 pm (1 session)

Section 3
Start Date: 3/18/14 Day: T
Hours: 2 Fee: \$40
Bldg/Rm: RFC 263
Times: 7 – 9 pm (1 session)

Section 4
Start Date: 4/17/14 Day: TH
Hours: 2 Fee: \$40
Bldg/Rm: RFC 263
Times: 7 – 9 pm (1 session)

Section 5
Start Date: 5/20/14 Day: T
Hours: 2 Fee: \$40
Bldg/Rm: RFC 263
Times: 7 – 9 pm (1 session)

cont'ed on page 26

WIN WOMEN IN NATURE



WIN provides year-round outdoor activities for women 18 and older. The activities are non-competitive learning opportunities and are open to varying fitness abilities.



see page 22

[Life Insurance cont'd](#)

Section 6

Start Date: 6/19/14 **Day:** TH
Hours: 2 **Fee:** \$40
Bldg/Rm: RFC 263
Times: 7 – 9 pm (1 session)

Section 7

Start Date: 7/22/14 **Day:** T
Hours: 2 **Fee:** \$40
Bldg/Rm: RFC 263
Times: 7 – 9 pm (1 session)

Personal Interest

iPads and iPhones: All of the Information that Should Have Been in the Box, but Wasn't #1365

The iPad and iPhone give individuals and businesses the productivity they need. They entertain you when your work is done. Features like FaceTime, Airplay and iCloud are changing the way people work, learn and play. Unleash the power of your iPad and iPhone and simplify your life. Discover how to optimize your settings, extend your battery life and

many other important functions. Get the latest Apple news, see the latest must-have apps and explore the innovative iCloud features. (Bring your iPad or iPhone with you.)

Start Date: 1/27/14 **Days:** M
Hours: 1 **Fee:** \$18
Bldg/Rm: CONED 203
Times: 7 – 8 pm (1 session)

NEW! Mastering Public Presentations #1308

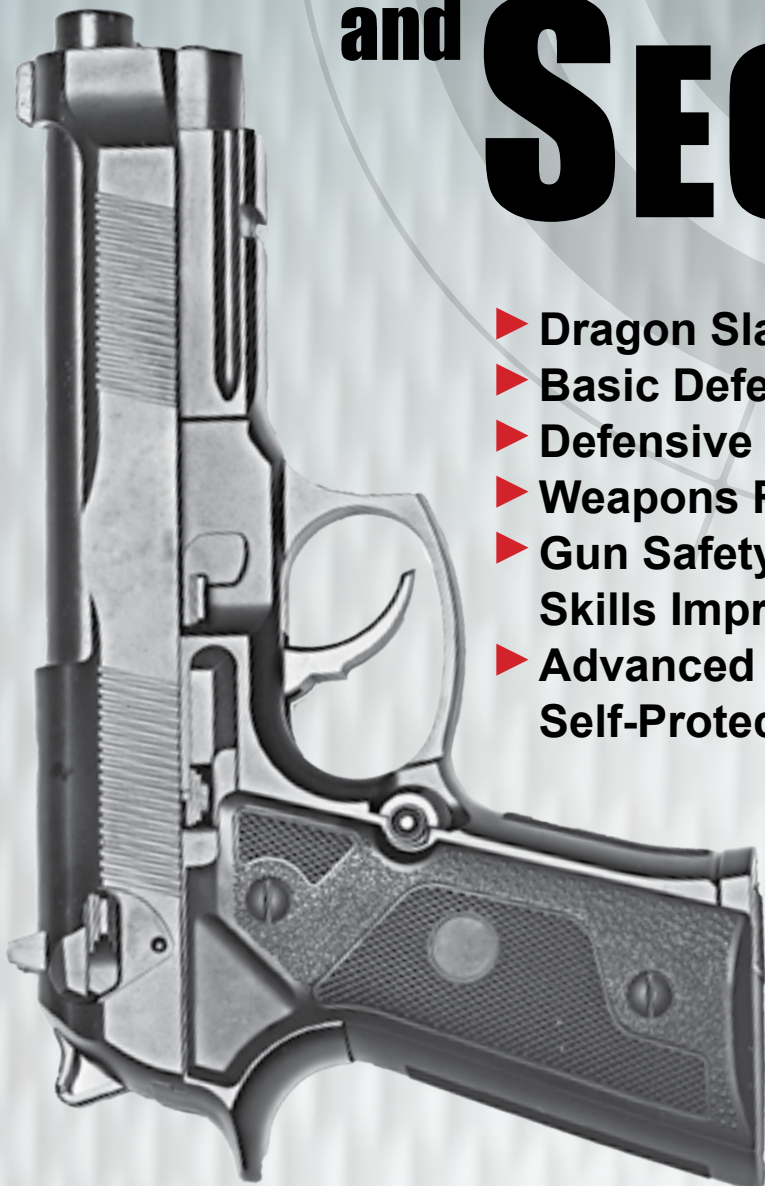
In many situations, we are called upon to address our business associates, fellow citizens, friends, colleagues or even strangers in a public setting. This may be in seminars or workshops, business or civic affairs, public or private events where the goal is to inform, to educate, and occasionally to persuade. While this is often a crucial personal or professional opportunity, it is usually an intimidating and sometimes terrifying undertaking.

In this course you will learn from an internationally-recognized public speaker how to overcome this

common challenge. The goal of this course is to help you to feel more comfortable with your audience, deliver your message with more confidence, and strengthen your own sense of effectiveness and self-assurance in the public arena. This skill carries through the workplace, community and family. The first half of the class (2/12) will teach how to prepare a presentation for a specific audience. During the next 2 weeks the instructor will be available to advise and help each student prepare a brief presentation. The second meeting of the group (2/26) will include brief presentations and techniques to improve them.

Dates: Feb. 12 & 26 **Days:** W
Hours: 4 **Fee:** \$48
Bldg/Rm: RFC 149
Times: 6:30 – 8:30 pm (2 sessions)

SAFETY and **SECURITY** TRAINING



see page 29

- ▶ **Dragon Slayer: Women's Self-Defense**
- ▶ **Basic Defensive Pistol**
- ▶ **Defensive Law**
- ▶ **Weapons Retention**
- ▶ **Gun Safety and Shooting Skills Improvement**
- ▶ **Advanced Gun Skills and Tactics for Self-Protection**

**Being prepared is
better than not.**

cetrain.isu.edu/security



P.L.C.

Programmable Logic Controller Training

Basic PLC Course 1: RS Logix 500 and the Allen Bradley Micrologix Controller

Basic PLC Course 2: RS Logix 5000 / Allen Bradley ControlLogix / CompactLogix Controllers

Basic PLC Course 3: Basic Human Machine Interface

(Prerequisites: Basic PLC Course 1 or 2, or have basic PLC programming experience).

Motor Controls Course 1: Fundamentals of 3 Phase Motor Controls #1205

Instrumentation and Calibration Course 1: Introduction to Instrument Calibration #1206

- Excellent training; learn to troubleshoot and install PLCs.
- Plenty of hands-on work.
- Each person will work with an actual PLC.

see class listings
and details on
page 12
and register at:
cetrain.isu.edu/plc

Photography

Photoshop Elements: Imaging Editing Basics #1316

Adobe's Photoshop Elements is an inexpensive, yet powerful, consumer-grade digital image editor. Course focus is on improving lighting and color in digital photos, selecting and manipulating image details, adding type and combining images. Instruction also covers the process of preparing images and graphics for web sites. Recommended resource book: Photoshop Elements, the Missing Manual.

Start Date: 2/5/14 **Days:** W
Hours: 12 **Fee:** \$84
Bldg/Rm: CONED 238
Times: 6:00 – 9:00 pm (4 sessions)

NEW! Minimalist Approach to Photographic Lighting #1133

See the world as your studio! In photography, the quality of light is everything. When it is good, the photograph is successful. When it is poor, so is the photograph. Learn to create professional lighting effects with simple, detachable flashes and objects that are available in every home. The class shows how flashes and a houseplant can turn any wall into a multi-color backdrop, and how to balance subject lighting with ambient light. Discover the basics of using your camera, your flash and your mind as an artist.

Section 1
Start Date: 2/22/14 **Days:** S
Hours: 4 **Fee:** \$150
Bldg/Rm: CONED 203
Times: 10 am – 2:30 pm
(1 session)

Section 2
Start Date: 4/19/14 **Days:** S
Hours: 4 **Fee:** \$150
Bldg/Rm: CONED 203
Times: 10 am – 2:30 pm
(1 session)

Section 3
Start Date: 6/21/14 **Days:** S
Hours: 4 **Fee:** \$150
Bldg/Rm: CONED 203
Times: 10 am – 2:30 pm
(1 session)

Section 4
Start Date: 8/23/14 **Days:** S
Hours: 4 **Fee:** \$150
Bldg/Rm: CONED 203
Times: 10 am – 2:30 pm
(1 session)

Real Estate Rental Property Management #1208

Proven methods of managing properties will be presented and discussed, showing a 'systems approach' to managing multiple properties with little stress and minimizing the age-old complaints of tenant management and performance.

Start Date: 2/6/14 **Days:** TH
Hours: 8 **Fee:** \$72
Bldg/Rm: RFC 285
Times: 7 – 9 pm (4 sessions)

Safety / Security Gun Safety and Shooting Skills Improvement #1225

Learn basic gun handling techniques, unloading and storage. This class helps shooters develop basic shooting skills and tactics. Students will need to provide their own firearm (unloaded), 50 rounds of ammunition, a billed hat, eye protection and hearing protection. This class also covers state and federal gun laws and provides students with the information needed to obtain an Idaho concealed weapons permit. Applications for the concealed weapons permits will be available at the end of class upon request.

Start Date: 4/24/14 **Days:** TH F
Hours: 6 **Fee:** \$72
Bldg/Rm: CONED 203 – Thursday,
5:30 – 8:30 pm
Oregon Trail Gun Club, Friday,
5:30 – 8:30 pm (2 sessions)

Advanced Gun Skills and Tactics for Self-Protection #1226

You may have a gun in your nightstand or even a concealed weapons permit, but do you have strategies to use in a life threatening situation? This class will help shooters develop marksmanship and tactics during a crisis situation. Each student must have at least intermediate shooting skills and must bring their own weapon (unloaded), 100-150 rounds

of ammunition, a billed hat, eye protection and hearing protection. Graduates of the Gun Safety and Shooting Skills Improvement course are encouraged to attend.

Start Date: 5/8/14 **Days:** TH F
Hours: 6 **Fee:** \$72
Bldg/Rm: CONED 203 – Thursday,
5:30 – 8:30 pm
Oregon Trail Gun Club – Friday,
5:30 – 8:30 pm (2 sessions)

NEW! Weapon Retention Class #1279

If you carry a firearm, it's important to learn the simple concepts that help you keep your gun in your holster – rather than lose it to an aggressor. We will discuss: Constant awareness of your surroundings, deflecting techniques, safe body positioning skills, and securing your weapon with hand techniques. The class includes lecture, demonstration and some hands-on training. Students should have an appropriate holster that locks the gun in or has some retention on the firearm that will be used in the class. It can also be carried on-person using a belt or paddle inside the waistband.

Instructors recommend taking the Basic and Advanced Gun Skills classes or having a Concealed Weapons Permit before taking this class.

Start Date: 5/15/14 **Days:** TH
Hours: 4 **Fee:** \$54
Bldg/Rm: CONED 203
Times: 5:30 – 9:30 pm
(1 session)

NEW! Defensive Law #1132

What will you do if you are a victim of a home invasion, burglary, rape, battery, or assault? Will you take action that you believe to be legal, right and appropriate? Good people are often on trial or incarcerated because they took action that was legal and seemed appropriate. This can happen for a number of surprising reasons.

This course explores Thumbs-Up/Thumbs-Down elements that are combined to define innocence or guilt in a defensive situation. These include use of force, the 911 system, the victim's level of aggression,

[cont'ed on page 30](#)

Defensive Law cont'd

and the actual threat faced. Learn about defensive law, how law is commonly interpreted and how that understanding can protect you from criminals and from the legal system.

Section 1

Start Date: 1/17/14 **Days:** F
Hours: 3 **Fee:** \$50
Bldg/Rm: CONED 203
Times: 6 – 9 pm (1 session)

Section 2

Start Date: 3/21/14 **Days:** F
Hours: 3 **Fee:** \$50
Bldg/Rm: CONED 203
Times: 6 – 9 pm (1 session)

Section 3

Start Date: 5/23/14 **Days:** F
Hours: 3 **Fee:** \$50
Bldg/Rm: CONED 203
Times: 6 – 9 pm (1 session)

Section 4

Start Date: 7/18/14 **Days:** F
Hours: 3 **Fee:** \$50
Bldg/Rm: CONED 203
Times: 6 – 9 pm (1 session)

NEW! Basic Defensive Pistol #1265

Discover the solid foundation of skills necessary to safely and confidently deploy a handgun. Appropriate for all shooters, regardless of ability, this class contains three hours of classroom instruction and live fire training. Topics include: Non-violent conflict resolution, firearms safety, use of force and the law, case studies, safe gun handling, selecting a handgun, presentation from the holster. Advanced reality-based firearms training including shooting fundamentals, stance, grip, trigger control, and performance under stress.

Section 1

Start Date: 1/24/14 **Days:** F S
Hours: 6 **Fee:** \$100
Bldg/Rm: CONED 203 – Friday,
6 – 9 pm
Dally Post Ranch, Saturday,
9 am – Noon
2530 Big Canyon Road, Rockland
Idaho
(2 sessions)

Section 2

Start Date: 3/28/14 **Days:** F S
Hours: 6 **Fee:** \$100
Bldg/Rm: CONED 203 – Friday,
6 – 9 pm
Dally Post Ranch, Saturday,
9 am – Noon
2530 Big Canyon Road, Rockland
Idaho
(2 sessions)

Section 3

Start Date: 5/30/14 **Days:** F S
Hours: 6 **Fee:** \$100
Bldg/Rm: CONED 203 – Friday,
6 – 9 pm
Dally Post Ranch, Saturday,
9 am – Noon
2530 Big Canyon Road, Rockland
Idaho
(2 sessions)

Section 4

Start Date: 7/25/14 **Days:** F S
Hours: 6 **Fee:** \$100
Bldg/Rm: CONED 203 – Friday,
6 – 9 pm
Dally Post Ranch, Saturday,
9 am – Noon
2530 Big Canyon Road, Rockland
Idaho
(2 sessions)

Learn how to lower your power bills today!

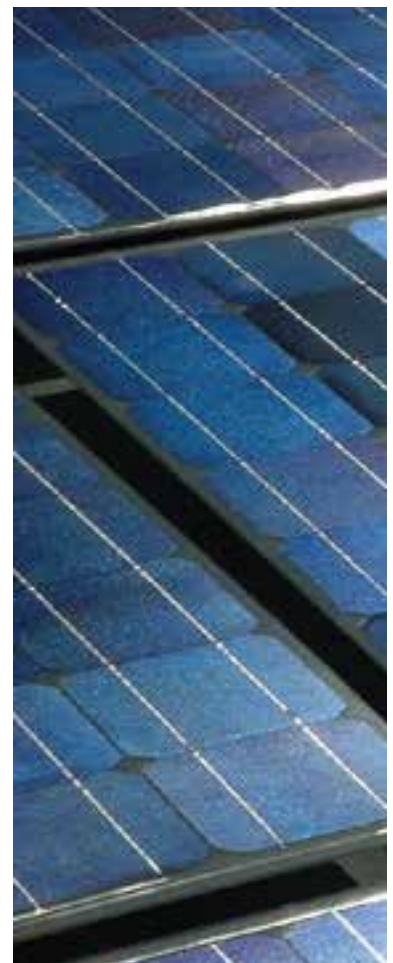
Interested in renewable energy? Utilizing renewable energy sources in your home is easier and more cost effective than you think.

This three part video series gives you the information you need to save money on your monthly energy bills. In this video series you will learn:

- The basics of renewable energy.
- How to perform a Solar Site Assessment.
- Solar Thermal hot water heating.
- How to install your own solar water heater.

RENEWABLE ENERGY

see page 13



You Have to

START

to Finish



cetrain.isu.edu/start

Successful Transitions and Retention Track (START) provides social and academic support to help ISU students overcome barriers while they pursue a sustainable career and life goals.

See spring courses on this page and page 32. For information about summer courses, please call Amy Christensen at 282-4359 or email chriamy@isu.edu for times and availability.

NEW! Dragon Slayer #1111

Dragon [drag-uhn] noun. A fierce, violent person, generally a male. A coward who readily flees from individuals of equal size and strength and prefers to prey on smaller, weaker, and defenseless individuals.

This class is for ladies only and is appropriate for all ability levels of shooters. It provides a solid foundation of defensive skills and teaches easy to use techniques that reduce your vulnerability and the chances of a dragon attack. You will develop gun handling skills necessary to deploy a handgun safely and confidently. The course includes three hours of classroom time plus live fire training.

Section 1

Start Date: 2/28/14 **Days:** F S
Hours: 6 **Fee:** \$100
Bldg/Rm: CONED 203 – Friday, 6 – 9 pm
Dally Post Ranch, Saturday, 9 am – Noon
2530 Big Canyon Road, Rockland Idaho
(2 sessions)

Section 2

Start Date: 4/25/14 **Days:** F S
Hours: 6 **Fee:** \$100
Bldg/Rm: CONED 203 – Friday, 6 – 9 pm
Dally Post Ranch, Saturday, 9 am – Noon
2530 Big Canyon Road, Rockland Idaho
(2 sessions)

Section 3

Start Date: 6/27/14 **Days:** F S
Hours: 6 **Fee:** \$100
Bldg/Rm: CONED 203 – Friday, 6 – 9 pm
Dally Post Ranch, Saturday, 9 am – Noon
2530 Big Canyon Road, Rockland Idaho
(2 sessions)

Section 4

Start Date: 8/29/14 **Days:** F S
Hours: 6 **Fee:** \$100
Bldg/Rm: CONED 203 – Friday, 6 – 9 pm
Dally Post Ranch, Saturday, 9 am – Noon
2530 Big Canyon Road, Rockland Idaho
(2 sessions)

START Classes for Spring 2014

START – Writing for College Effectiveness #1294

The START writing course is designed to help students understand the general guidelines for college writing and reading at the entry level. Students will understand the basic fundamentals of written English, as well as better understand the expectations of a college writing course.

Section 1

Start Date: 1/14/14 **Day:** T
Hours: 16 **Fee:** \$90
Bldg / Rm: RFC B1-63
Time: 12:30–1:30 pm (16 sessions)

Section 2

Start Date: 1/14/14 **Day:** T
Hours: 16 **Fee:** \$90
Bldg / Rm: RFC B1-63
Time: 1:30 – 2:30 pm (16 sessions)

[More START classes on page 32](#)

START – Personal and Professional Effectiveness #1291

This course is designed to give students an understanding of the skills, attitudes, and behaviors necessary for success in college and continued success throughout their careers. Topics include planning, managing, learning, thinking, studying, communicating, and writing. The emphasis of the course is on self-awareness, as is necessary for self-improvement. This course is normally limited to students who have been accepted into the Successful Transitions and Retention Track (START) Program. Other students may be accepted with instructor approval, depending on space availability. Students will develop positive attitudes and acquire effective and efficient work habits and management skills—becoming personally and professionally effective. (The course is held from 12:30-2 pm, with a break, and continues from 3:30-5 pm.)

Start Date: 1/15/14 Day: W
Hours: 33 Fee: \$90
Bldg / Rm: RFC B1- 63
Time: 12:30-2 & 3:30-5 pm
(10 sessions)

START – Mathematical Reasoning #1292

This class aids the student in attaining competencies in two of the General Education abilities:
1) Mathematical, scientific and symbolic reasoning and
2) Critical, creative thinking and problem solving.

Start Date: 3/11/14 Days: T TH
Hours: 16 Time: Fee: \$90
Bldg / Rm: RFC B1- 63
Time: 3 – 4 pm (16 sessions)

*These courses require pre-approval from the **START** Coordinator. For information and the access code to complete registration, contact Amy Christensen at (208) 282-4359 or email chriamy@isu.edu to set up an appointment.

My therapist told me the way to achieve true inner peace is to finish what I start. So far I've finished two bags of M&Ms and a chocolate cake. I feel better already.
Dave Barry

NOTE: All classes are held in Pocatello unless otherwise stated.

Cooking

Authentic Thai Food
This instructor grew up cooking traditional Thai food at her mother's side in Bangkok. Now is your chance to learn to make healthy, delicious Thai dishes.

Cake Decorating
Have you ever wished you could make a cake like the ones you see in the bakery shop or magazines? This class is an opportunity to do just that!

see page 20



EDUCATION TECHNOLOGY *integration*

Fourth Annual CE/WT Tech Conference

Join us at for a career-changing experience. Explore the edge of Ed Tech Innovation. Gain valuable techniques, skills and information to use in lessons right away.

January 16 & 17, 2014

Red Lion Hotel, 1555 Pocatello Creek Rd., Pocatello, ID

(Phone: 208-233-2200 (Government room rates available))

Registration is \$80—Includes lunch both days.

Topics will include:

- integrating lap-tops, tablets, and mobile devices
- internet research based on the “common core”
- technology for collaboration, problem solving
- methods of developing digital citizenship
- “flipped classroom” methods

One professional development credit
is available from ISU.

Register at: cetrain.isu.edu/educators/techconf/

See our library of convenient “just-in-time” technology integration courses for teachers at:
cetrain.isu.edu/enrollment/archived-course

Trades

Erosion Control / Storm Water #1190

Contractors, learn the new guidelines! Topics covered are federal and local erosion and sediment control requirements; responsible person requirements; local training and certification; best management practices; erosion control; sediment control; the top 10 compliance problems. After passing this class, you apply for ESC certification from the City of Pocatello. Additional fees apply.

Section 1

Start Date: 3/6/14 **Days:** TH
Hours: 4 **Fee:** \$45
Bldg/Rm: CONED 203
Times: 5 – 9 pm (1 session)

Section 2

Start Date: 4/3/14 **Days:** TH
Hours: 4 **Fee:** \$45
Bldg/Rm: CONED 203
Times: 5 – 9 pm (1 session)

Section 3

Start Date: 4/24/14 **Days:** TH
Hours: 4 **Fee:** \$45
Bldg/Rm: CONED 162
Times: 5 – 9 pm (1 session)

Building Construction

Cabinet and Furniture Technology #1090

Fine furniture and cabinet construction requires many skills. Work with crafts people and upgrade your skills or learn new ones. Instruction will be provided in shop safety, design and planning, materials and supplies, hand and power tool operation, joinery, and finishing. Students will be working on their own projects, guided by the instructor. Students bring their own hand tools, project materials and plans.

Start Date: 1/15/14 **Days:** W
Hours: 30 **Fee:** \$150
Bldg/Rm: M&O (bldg. #22)
Carpentry Shop
Times: 5:30 – 8:30 pm
(10 sessions)

Flagging

Flagging #1195

In this class you will learn such topics as responsibilities of the flagger, basic signals, flagging systems, signing, channeling devices and traffic control practice. This class meets requirements for training programs recognized by the Idaho Transportation Department.

Section 1

Start Date: 3/15/14 **Days:** S
Hours: 6 **Fee:** \$54
Bldg/Rm: RFC 108A
Times: 9 am – 4 pm (1 session)

Section 2

Start Date: 4/19/14 **Days:** S
Hours: 6 **Fee:** \$54
Bldg/Rm: RFC 108A
Times: 9 am – 4 pm (1 session)

Section 3

Start Date: 5/17/14 **Days:** S
Hours: 6 **Fee:** \$54
Bldg/Rm: RFC 108A
Times: 9 am – 4 pm (1 session)

Section 4

Start Date: 6/7/14 **Days:** S
Hours: 6 **Fee:** \$54
Bldg/Rm: RFC 108A
Times: 9 am – 4 pm (1 session)

Section 5

Start Date: 8/9/14 **Days:** S
Hours: 6 **Fee:** \$54
Bldg/Rm: RFC 108A
Times: 9 am – 4 pm (1 session)

Machining

Machine Shop Mill Theory #1201

This course provides hands-on training and classroom instruction, primarily on vertical milling machines. You will learn to set up the machine, square a part, locate positions for drilling or other operations, mill, bore, etc. You should complete the Machine Shop Lathe Theory course prior to entering this one. You can choose to do either personal projects or you can build a small pin vise. Materials needed: Suggested Tools: 10" Adjustable Wrench, Allen Wrench Set to 5/16, Safety Glasses are required, Safety Shoes are recommended, and clothing should not be too loose.

Start Date: 1/15/14 **Days:** W
Hours: 30 **Fee:** \$189
Bldg/Rm: RFC 131
Times: 6 – 9 pm (10 sessions)

Welding

Welding Facts

Experts predict a large shortage of capable manufacturing workers in the next few years almost everywhere, and many companies now report difficulty finding welders. The Bureau of Labor Statistics projects that the growth in this sector will be 15% over the next decade.

Beginning/Inter./Adv. Welding #1230

Re-tool your skills to take advantage of in-demand, high paying jobs in the manufacturing sectors. If you're an individual who likes building things, working with your mind and hands or simply enjoys seeing the results of your efforts, then we have just what you're looking for.

These self-paced courses are designed for the beginner, intermediate, or experienced welder. SMAW, GMAW, and GTAW are at all levels. The following topics will be covered: Machine Settings, Preparation of Materials, Safety and Welding in all positions. No welding equipment is required for the first night of class. First night is two hours only. There are three types of welding offered. Arc and Mig have similar equipment. However, they are taught separately. Each section is thirty hours. In this course, there is no hobby welding or project building. Students MUST attend the first night of class if they want to continue on the following nights.

Section 1

Start Date: 1/16/14 **Days:** TH
Hours: 30 **Fee:** \$272
Bldg/Rm: T&T Weld Shop
Times: 6 – 10 pm (8 sessions)

Section 2

Start Date: 3/13/14 **Days:** TH
Hours: 30 **Fee:** \$272
Bldg/Rm: T&T Weld Shop
Times: 6 – 10 pm (8 sessions)

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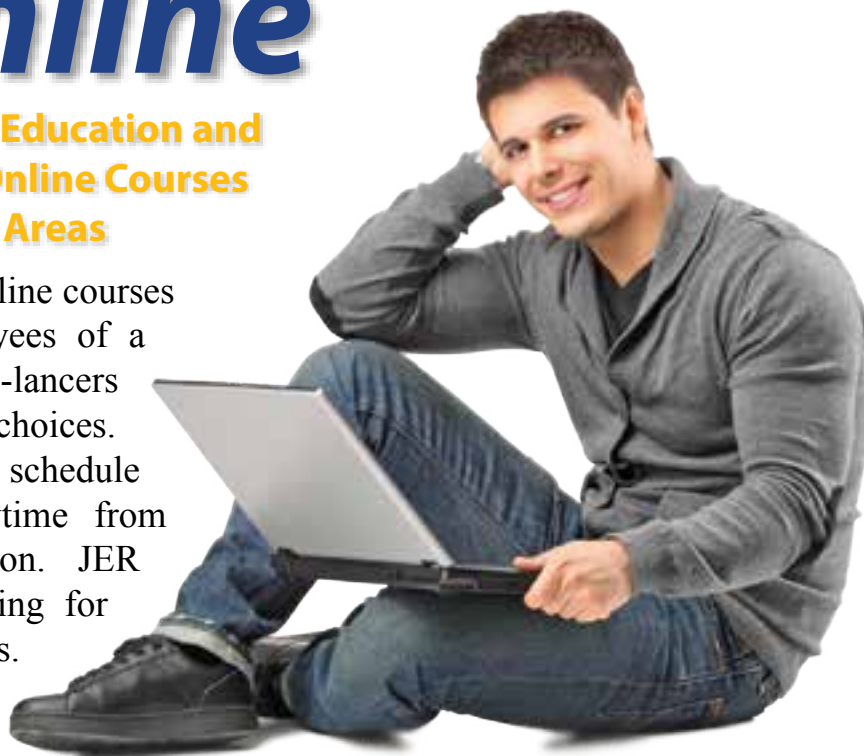


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3. When your course starts, return to our Online Instruction Center and click the **Classroom** link. To begin your studies, simply log in with your e-mail and the password you selected during enrollment.

ISU CE / WT

Introduction to Microsoft Excel

Discover the secrets to setting up fully formatted worksheets quickly and efficiently.

Introduction to Microsoft Access

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Introduction to Microsoft Word

Learn how to create and modify documents with the world's most popular word processor.

Introduction to PowerPoint

Build impressive slide presentations filled with text, images, video, audio, charts, and more.

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Learn the basics of HTML so you can design, create, and post your very own site on the Web.

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Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

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Learn six easy recipes to glue Spanish words together into sentences, and you'll be speaking Spanish in no time.

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Build and protect your wealth by investing in real estate.

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Gain a working knowledge of the computer skills you'll need to succeed in today's job market.

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C# Introduction	PHP Web Programming
C++ Advanced	SQL Programming
C++ Introduction	VBA Programming
Flash ActionScript	XML Introduction
HTML/XHTML Introduction	Programming Introduction
Java Advanced	SharePoint for Users
Java Introduction	SharePoint Designer
JavaScript Introduction	Silverlight Introduction

Computers- Web and Graphic Design

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Adobe Fireworks	Designing Web Sites with CSS
Flash Introduction	Cool Web Pages with CSS and Layers
Photoshop Intermediate	Dreamweaver Advanced

Personal and Small Business Courses

How to Start an Internet Business
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 Telecommuting: Working from Home
 Buying a Business: The Inside Track
 Mom + Entrepreneur = Mompreneur
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 Business Writing for Busy Professionals: Part 2
 Fundamentals of Instructional Design
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 Online Research Using Search Engines and Directories
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 Laws of Attraction
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 Finding Balance in Today's Chaotic World
 Learn How to Communicate Effectively
 Take Charge of Your Money and Win
 Free College Credits By Showing What You Know: How It is Done
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In Person

Come to the WORKFORCE TRAINING Office located in the Continuing Education Building, 1001 N 7th Avenue (Room 202), in Pocatello and have one of our customer service associates help you with the process. Payment can be made with cash, check, credit card (Visa or MasterCard), or a signed Purchase Order.

Policies/Procedures

Enrollment Deadlines:

Registration is not complete until fees are paid. Unless otherwise noted, registration is open until each class is filled or until two (2) days prior to the class start date. Complete registrations are accepted on a first-come, first-served basis.

Course Fee:

Registration is complete upon receipt of fee payment. Make check payable to ISU.

Class Cancellations/Refunds:

If a class is cancelled by ISU, a full refund will be issued. If a class is dropped by a student, it must be done two days prior to the class start date in order to receive a full refund less a \$15 processing fee. If a two-day notice is not given, no refund will be issued.

Snow Policies and School Closures:

If the university is closed during the day because of bad weather or some other emergency, our night classes are also cancelled. We will make every attempt to reschedule classes for students. In the event that classes are not cancelled and the weather is inclement, we urge you to use your best judgement in deciding whether or not to attend. If in doubt, call (208) 282-3372.

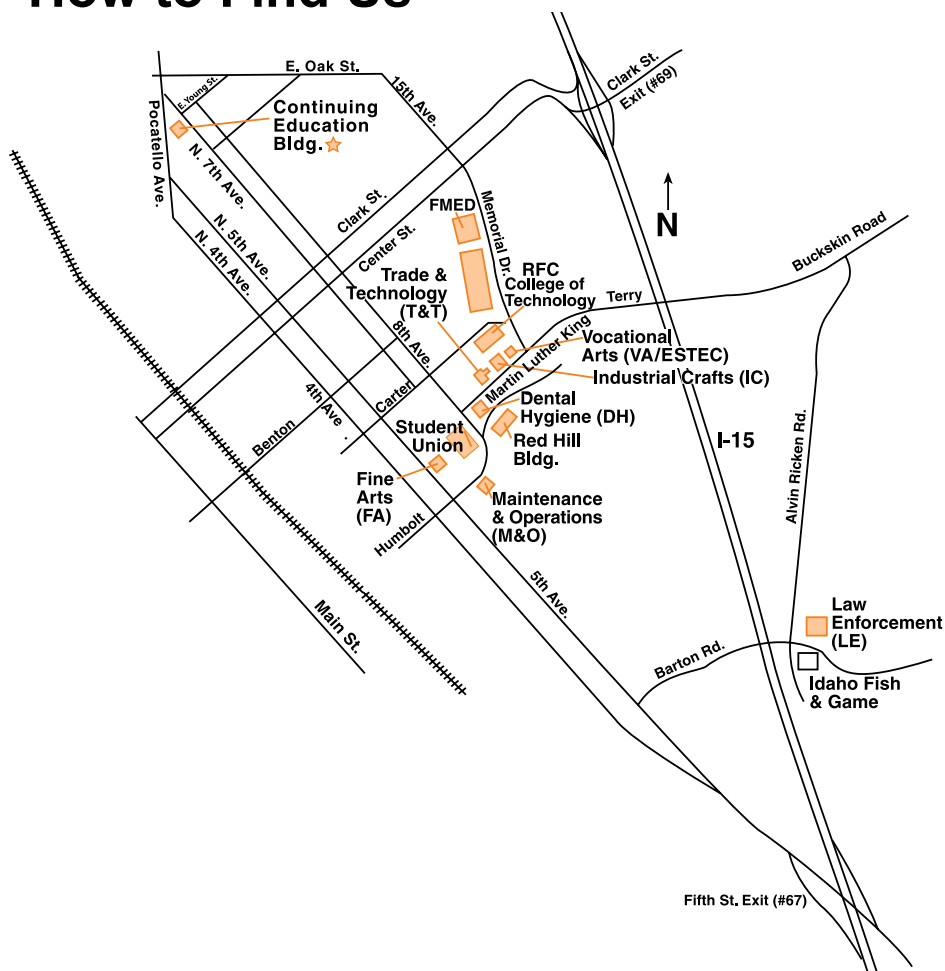
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ADA

Students having questions about accessibility or requesting reasonable accommodations as indicated in the Americans with Disabilities Act (ADA) or Section 504, should contact the Director of Disability Services, located in Rendezvous Bldg., Room 125 or call (208) 282-3599.

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