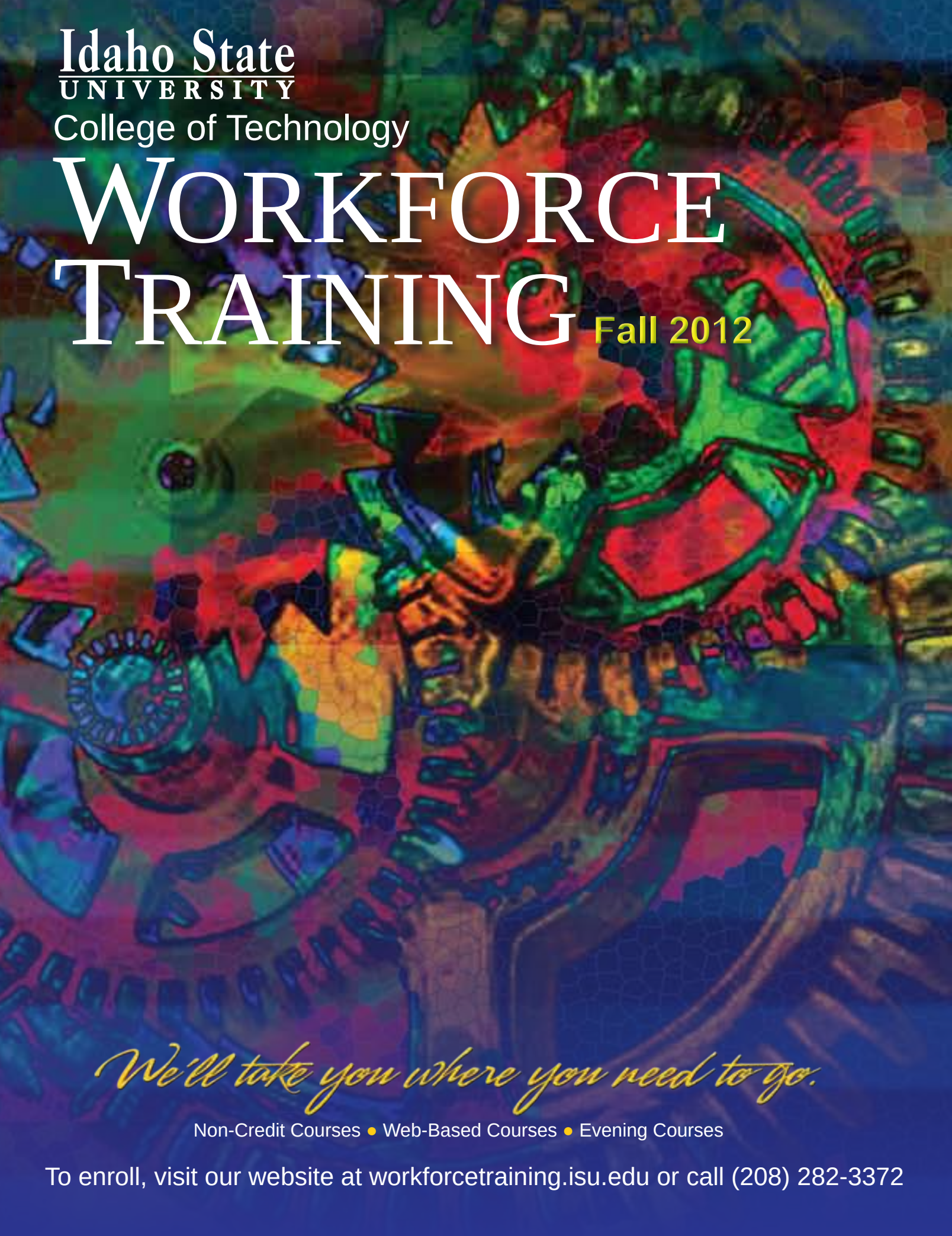


Idaho State University
College of Technology

Workforce Training

Fall 2012

We'll take you where you need to go.

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

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

The
ALEXANDRIA
Library

Our new digital Alexandria Library provides convenient, high quality online instruction in the areas of

- OSHA Safety
- Technology Integration
- Farm Management
- ROTC
- K-12 Educator
- Healthcare
- Business Management
- Prof. & Personal Development

workforcetraining.isu.edu

The Alexandria Library - Knowledge at the Speed of Byte

Fall Classes

Agriculture

Horsemanship 7

Building Construction

Apprenticeship Programs 14
Cabinet and Furniture Technology 7

Business Management

Change Management 7
Embracing Change 7
Optimizing Your Time 7
Communications 7
When Communication Matters Most 7
Customized Training 5
Leadership 8, 9
21st Century Marketing 9
Business Financials 9
Creating an Organizational Culture 9
Fostering Entrepreneurial Values 9
Leadership Essentials 9
Learn to Innovate 9
Mastering Strategic Planning 9
Team Building 9
Vision Forge Leadership Development 8, 9
Personal / Professional Development 11
Avoiding Burnout 11
Energy Conservation 11
Getting (and Staying!) Out of Debt 11
Military Fitness 11, 17
Powerful Presentations 11
Saving $$ with Solar 11
Presentations Enhanced by Technology 10

Computer Classes

Computer Basics 13
Basic Computer Skills 13
Microsoft Publisher 13
PowerPoint Nuts and Bolts 13
Bookkeeping 13
QuickBooks Pro 2007 Comprehensive 13
Databases 13
Merging Microsoft Access and Excel 13
Microsoft Access for Windows 13
Spreadsheets 13
Microsoft Excel – Beginning, Int., Adv. 13
Word Processing 13
Microsoft Word 2010 Comprehensive 13

Culinary Arts

Holiday Entertaining 15
Italian Series 15
One Dish Meals 15
Thanksgiving Dishes 15

Drafting

Beginning AutoCAD for Windows 15
Autodesk Architectural Revit 2012 14, 15

Electricity/Electronics

Programmable Logic Controllers 12, 15
Basic PLC Courses – 1, 2 and 3 15
Instrumentation & Calibration Course 1 15
Motor Controls Course 1 15

General Trades

Erosion Control / Storm Water 17
Flagging 17
Industrial Maintenance 17
Hydraulic Technician 17, 24
Preventative Maint/Troubleshooting 17, 24
Machining 19
Machine Shop Lathe Theory 19
Mastercam 19

Graphic Arts

Making Google Places Work 16, 19
Photoshop Elements: Image Editing 16, 19
PowerPoint Nuts and Bolts 19
Quick and Easy Business Websites 16, 19

Health

Basic EKG Interpretation 21
Medication Math 21
OSHA Bloodborne Pathogens 21
CPR / First Aid 21-22
Basic First Aid 21
Healthcare Provider CPR 21-22
Healthcare Provider CPR Refresher 22
Pediatric CPR/First Aid 21
Dental Assisting 22
Expanded Functions - Dental Assisting 22
Fundamentals of Dental Assisting 22
Emergency Medical Technician Training 22-23
Advanced EMT 23
EMT 22
Nursing Assistant 23
Assistance with Medications 23
Certificated Nurse Assistant (CNA) 23
Web-Supplemented CNA 23
Phlebotomy Technician 25

Real Estate

Rental Property Management 25

Safety/Security

Advanced Gun Skills and Tactics 25
Gun Safety and Shooting Skills 25

Welding

Beginning/Intermed./Advanced Welding 25

Web Courses and Webinars

Alexandria Library 2
Basic EKG Interpretation 21
Bloodborne Pathogens 21
Medication Math 21
Virtual Safety Training 4
Web Supplemented CNA 23
Webinars for the Business Community 18

Online Partners

Ed2go 27
Growth Education 29
JER Online 28
Language Authority 30
ToolingU 26

Special Training/ Seminars/Ads

Apprenticeship Programs 14
Aviation – IA Renewal 19
Customized Training 5
Education Technology Conference 11
Teaching Enhanced by Technology 10
Webinars for the Business Community 18

Registration Information

How to Find Us 31
Registration Information/Policy & Procedures 31

$5

COUPON

Register for any course listed in our Fall 2012 catalog before October 5, 2012 and receive a five dollar discount. Use code WFT1012 at checkout.

no cash value
coupon expires 10/05/2012
not good with any other offer

Easy Ways to Register / Location Map - Pg 31 • See Course Listings - Pg 3

Virtual Safety Training Center

Workplace injuries hurt all over—you, your family, your employer, your pocketbook. Workforce Training's Virtual Safety Training Center ensures access to quality safety training at any hour of the day, providing the latest in OSHA training requirements. All available to you at NO COST. How's that for painless?

For online safety courses, visit us at:
workforcetraining.isu.edu/safety

Customized Training

Is it time to try a different approach?

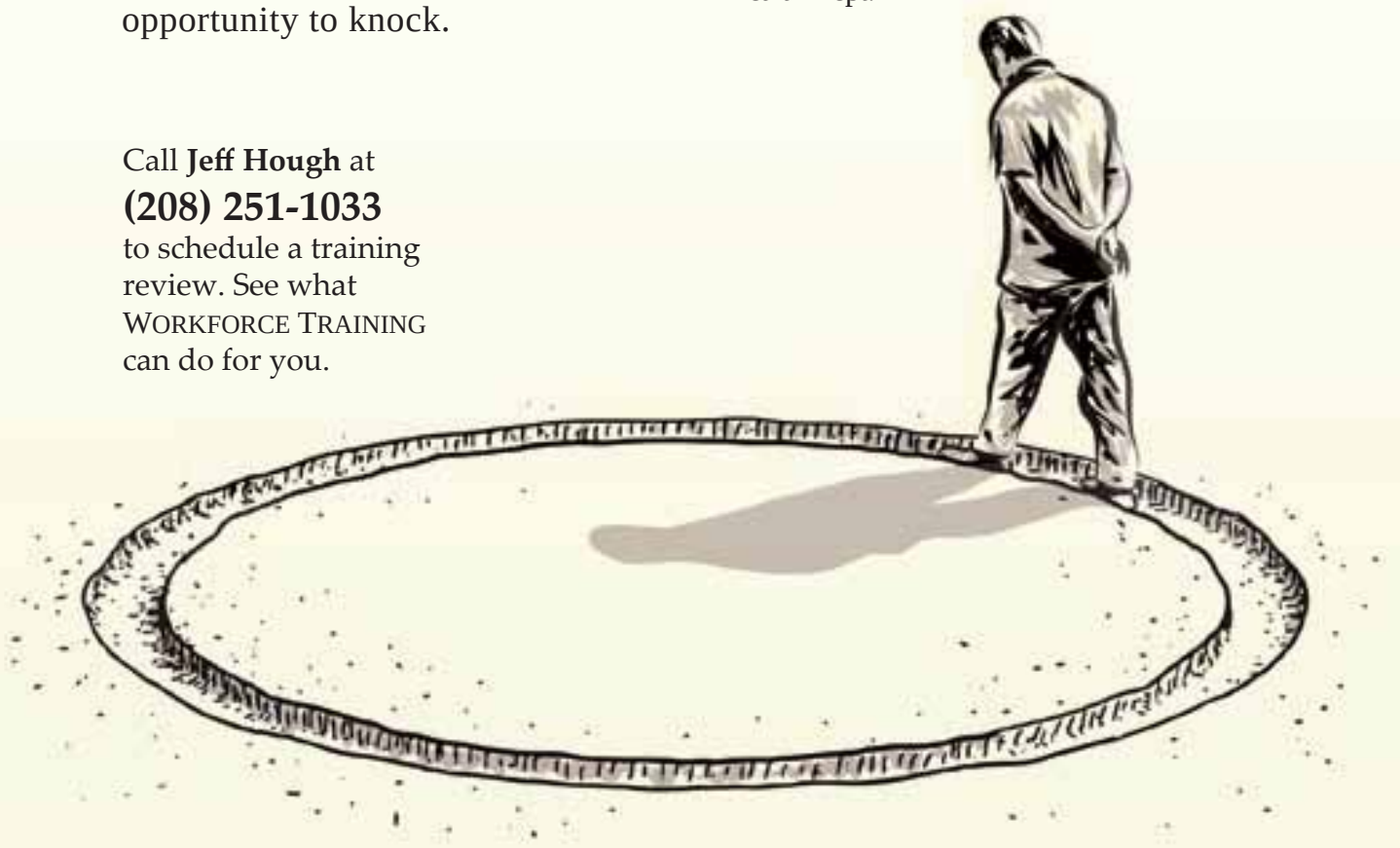
In the past, signs on dirt roads urged travelers to "choose your ruts wisely, because you will be in them for a long time." Too often, businesses, like old–time travelers, are also in deep ruts which prevent timely responses.

If your business isn't responding quickly enough, use WORKFORCE TRAINING to get out of the old rut and prepare your team for opportunity to knock.

We customize training to the needs and dynamics of your industry. Our instructors design and deliver innovative training in ways that engage and excite participants.

"ISU WORKFORCE TRAINING *is a great community asset! They helped us re-tool our mission, develop strategic plans, and assisted with our on-going Leadership Training!"*– Tyler Butler – Southeastern Idaho Public Health Dept.

Call **Jeff Hough** at
(208) 251-1033
to schedule a training review. See what WORKFORCE TRAINING can do for you.



workforcetraining.isu.edu/customized-training/

Easy Ways to Register / Location Map - Pg 31 • See Course Listings - Pg 3

Are you an EXPERT?

Many of our trainers are industry experts who share their knowledge in the classroom. If you have an idea for a class or workshop, please consider completing a course proposal form and applying to become a Workforce Training instructor. Ideas include topics listed below, any of the classes in the catalog, or new courses.

- Apprenticeships Programs
- Business Management and Planning
- Computers and Information Technology
- Culinary Arts
- Educator (K-12) Technology Training
- Financial Management
- General Trades
- Graphic Arts
- Healthcare Training
- Personal and Professional Development
- Personnel and Human Resources
- Safety/Security

Please contact Kathy Hayes via mail or email for a Course Proposal Form and instructor application.

Kathy Hayes
ISU Workforce Training
Stop 8380
Pocatello, ID 83209
hayekath@isu.edu

Agriculture

Horsemanship

Horsemanship Instruction I #1052

This class teaches you 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: 9/6/12 Days Taught: Th
Hours: 12 Fee: $85
Bldg/Rm: Sweet Talk Ranch Arena
7727 W. Katsilometes Rd., Pocatello
Times: 5 – 8 p.m. (4 sessions)

Horsemanship 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).

Start Date: 10/4/12 Days Taught: Th
Hours: 12 Fee: $85
Bldg/Rm: Sweet Talk Ranch Arena
7727 W. Katsilometes Rd., Pocatello
Times: 5 – 8 p.m. (4 sessions)

Horsemanship Instruction III #1054

This class is a follow-up to the Horsemanship Instruction I and II class, 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: 11/1/12 Days Taught: Th
Hours: 12 Fee: $85
Bldg/Rm: Sweet Talk Ranch Arena
7727 W. Katsilometes Rd., Pocatello
Times: 5 – 8 p.m. (4 sessions)

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 provided is in shop safety, design and planning, materials and supplies, hand and power tool operation, joinery, and finishing.

You will be working on your own project, guided by the instructor. Bring your own hand tools, project materials and plans.

Start Date: 9/11/12 Days Taught: T Th
Hours: 30 Fee: $132
Bldg/Rm: Dowling Lab
Times: 6:30 – 8:30 p.m. (15 sessions)

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 in advance of the class start.

Basic Planning Skills #1101

A good plan is more than a daily 'to do' list. It takes conscious focus, thought, and effort. Review techniques for brainstorming, formulating, analyzing, and implementing your ideas. Whatever your goals are at work or at home, your results will be better if you have a plan.

Start Date: 10/18/12 Days Taught: Th
Hours: 2 Fee: $20
Bldg/Rm: RFC 263
Times: 6:30 – 8:30 p.m. (1 session)

Change Management

Embracing Change #1118

Become a motivating influence during changes at work. As a manager, understand the process of change and how to support your people through it. Rise to the challenge of mergers, takeovers, and downsizing to build a motivated workforce in any situation.

Start Date: 9/11/12 Days Taught: T
Hours: 2 Fee: $20
Bldg/Rm: RFC 263
Times: 6:30 – 8:30 p.m. (1 session)

Optimizing Your Time #1117

There are only 24 hours in a day — no less, no more. This class is packed with helpful tips that can help you gain control of your time and even leave a little just for you. Topics include identifying procrastination modes and techniques which may impact your productivity at work. You will have an opportunity to select strategies that fit you and develop an action plan for improving time usage.

Start Date: 11/8/12 Days Taught: Th
Hours: 2 Fee: $20
Bldg/Rm: RFC 263
Times: 6:30 – 8:30 p.m. (1 session)

Communications

When Communication Matters Most #1258

Sometimes getting your point across is pretty difficult. It's even harder when differences of opinion and strong emotions are involved! Yet, those are the times when it's most important to have clear communication on both sides. Learn some tips from a professional mediator who deals with conflict every day. Learn what you should do — as well as what you shouldn't do — to resolve the situation. Find out why "Silence is Golden;" discover how to trust your instincts in everyday communication and how to "listen between the lines" when things get tough.

Start Date: 11/14/12 Days Taught: W
Hours: 4 Fee: $42
Bldg/Rm: RFC 149
Times: 6:30 – 8:30 p.m. (2 sessions)

All classes are held in Pocatello unless otherwise stated.

Easy Ways to Register / Location Map - Pg 31 • See Course Listings - Pg 3

VISION FORGE

Inspiring Leadership

- Fostering Entrepreneurial Values
- Creating an Organizational Culture
- Team Building
- Leadership Essentials
- Mastering Strategic Planning
- Business Financials
- Learning to Innovate
- 21st Century Marketing

LEADERSHIP DEVELOPMENT PROGRAM

A series of real–world, application–based workshops which provide participants with the skills and knowledge to lead an organization effectively. In today's competitive global business environment it's more important than ever to have leadership with conviction and vision: Vision Forge, the "How to" guide for tomorrow's leaders.

Courses begin Wednesday, September 5 from 4 to 5 p.m.

See catalog page 9 for detailed class descriptions or call

WORKFORCE TRAINING

at 282-3372.

Leadership

The Vision Forge Leadership Development Program is a series of real-world, application-based workshops which provides participants with the skills and knowledge necessary to lead an organization effectively. In today's competitive global business environment, it is more important than ever to help lead organizations with conviction and vision. Vision Forge is the "how to" guide for tomorrow's leaders.

This course provides participants with an understanding of management issues, which prepare them to assume leadership roles within their organizations.

Fostering Entrepreneurial Values #1267

The first step in owning your own business or growing an existing one, is to learn how to think like an entrepreneur. But what does that mean, and how do you do it? This course provides the following skills:

- Focus on the traits and values employed by entrepreneurs.
- Determine and understand why you do what you do.
- Leave your comfort zone and be receptive to change.

Start Date: 9/5/12 Days Taught: W
Hours: 1 Fee: $65
Bldg/Rm: RFC 149
Times: 5 – 6 p.m. (1 session)

Creating an Organizational Culture #1268

It's not that most organizations don't already have an organizational culture, it's that most organizations have the wrong culture. This workshop reviews the critical components necessary to create a culture of "shipping." If you are unfamiliar with a shipping culture, this workshop is definitely for you!

Start Date: 9/12/12 Days Taught: W
Hours: 1 Fee: $65
Bldg/Rm: RFC 149
Times: 5 – 6 p.m. (1 session)

Team Building #1269

Nothing brings a team together faster than the prospect of dying. Explore the dynamics of building strong teams using the Harvard University Everest Simulation experience. No matter how good you think your team may be today, the Everest Experience ***will*** make it better.

Start Date: 9/19/12 Days Taught: W
Hours: 2 Fee: $130
Bldg/Rm: RFC 149
Times: 5 – 7 p.m. (2 sessions)

Leadership Essentials #1270

What's the difference between being a leader and being a manager? What is the most effective employee motivation strategy? How can you get people to listen to you? How can you help people take ownership for their actions? Why is the new generation entering the workforce so different from current workers, and why won't they listen?

These are the questions plaguing many managers today—the answers are in this workshop.

Start Date: 9/26/12 Days Taught: W
Hours: 1 Fee: $65
Bldg/Rm: RFC 149
Times: 5:00 – 6:00 p.m. (1 session)

Mastering Strategic Planning #1271

This course helps you learn how to plan more effectively and to implement those plans with precision. Many of us have been part of a strategic planning process, but few have ever been involved in an implementation initiative. This workshop is provides you with the skills to plan more effectively and execute those plans professionally.

Start Date: 10/2/12 Days Taught: T
Hours: 1 Fee: $65
Bldg/Rm: RFC 149
Times: 5 – 6 p.m. (1 session)

Business Financials #1272

Business finance does not have to be confusing. This workshop is designed to take the confusion and anxiety out of business accounting by providing the skills to:

- Understand and calculate ROI (Return on Investment),
- Read and understand Income Statements & Balance Sheets,
- Create Basic Marketing Plans (planning, budgeting, channels), and
- Take control of your financials.

Start Date: 10/10/12 Days Taught: W
Hours: 1 Fee: $65
Bldg/Rm: RFC 149
Times: 5 – 6 p.m. (1 session)

Learn to Innovate #1273

Many of us are familiar with the saying, "think outside the box," but what does that really mean and how do you do it? For that matter, why should you? In today's economy the only thing we know for sure is that change will happen whether we want it to or not. You can either plan for change or allow yourself to be run over by it — the choice is yours. This workshop will provide the skills necessary to lead change effectively.

Start Date: 10/17/12 Days Taught: W
Hours: 1 Fee: $65
Bldg/Rm: RFC 149
Times: 5 – 6 p.m. (1 session)

21st Century Marketing #1274

The game of marketing has changed. Business can no longer rely on traditional marketing methods to get the message to target audiences. A well-rounded marketing strategy, incorporating digital media, print media and guerilla marketing tactics, is essential to spreading the word effectively. This section covers the merging of traditional marketing plans with the new world of online marketing to ensure you create a consistent message and brand while maximizing your reach.

Start Date: 10/24/12 Days Taught: W
Hours: 1 Fee: $65
Bldg/Rm: RFC 149
Times: 5 – 6 p.m. (1 session)

Easy Ways to Register / Location Map - Pg 31 • See Course Listings - Pg 3

Teaching, Presenting, Learning Enhanced by Technology

Whether in the classroom or the boardroom, engage all learners and learning styles in today's digital world.

Gain the skills that increase retention and performance regardless of the target audience. Follow our education link to discover just-in-time training which enhances the teaching/learning experience with a variety of technology inclusion techniques.

We have a broad spectrum of one-hour courses covering everything from basic skills, through internet research to integrating social media and learning. We add several new choices each month and can create custom courses on request.

To learn more, log on to our website, workforcetraining.isu.edu/educators for a complete list of courses, descriptions, and registration information.

Personal / Professional Development

Avoiding Burnout #1136

In this day and age with the pressures of a global economy, the lingering stagnant economy, and job exportation, job burnout becomes more pronounced. This class defines job burnout, the symptoms, occupations commonly inherent, how to overcome it, and situations supervisors need to avoid.

Start Date: 10/9/12 Days Taught: T
Hours: 2 Fee: $20
Bldg/Rm: RFC 263
Times: 6:30 – 8:30 p.m. (1 session)

Powerful Presentations #1350

There is a reason the phrase, "Death by PowerPoint," was coined. Many people know how to use electronic media, but do not know how to give an effective, memorable presentation. This class will show you what to focus on and what to cut, how to make charts / graphs more dynamic, and how to present information that resonates with your audience.

Start Date: 9/26/12 Days Taught: W
Hours: 2 Fee: $20
Bldg/Rm: RFC 263
Times: 6 – 8 p.m. (1 session)

Energy Conservation #1217

Energy conservation is presented and explored in ways to eliminate the stigma of always having to 'do without' while reducing your personal energy footprint. We will explore the facets of our home designs, insulation systems and methods, solar energy implementation, retrofitting energy efficient building systems and devices, 'passive' and 'active' systems definition and considerations, and many more options and applications.

Start Date: 9/18/12 Days Taught: T
Hours: 8 Fee: $65
Bldg/Rm: RFC 379
Times: 7 – 9 p.m. (4 sessions)

Getting (and Staying!) Out of Debt #1139

In the United States, the average family has a net worth of approximately $85,000 (not including their home). For most people, net worth is decreasing and 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 provides 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: 9/25/12 Days Taught: T
Hours: 4 Fee: $36
Bldg/Rm: RFC 263
Times: 6:30 – 8:30 p.m. (2 sessions)

Military Fitness #1140

Workforce Training is cooperating with the ISU ROTC to offer the Military Fitness Class. You can develop the physical fitness required 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: 8/29/12 Days Taught: M W F
Hours: 48 Fee: $15
Bldg/Rm: Reed Gym
Times: 6 – 7 a.m. (48 sessions)

Saving $$ with Solar #1218

This course delves into building and comfort systems, greenhouse technology and application, passive and active systems for energy management and control, solar application to existing structures, etc. Analysis of existing construction as may be implemented into your current home will be analyzed and evaluated for solar application and implementation for energy savings.

Start Date: 10/25/12 Days Taught: Th
Hours: 8 Fee: $65
Bldg/Rm: RFC 379
Times: : 7 – 9 p.m. (4 sessions)

Easy Ways to Register / Location Map - Pg 31 • See Course Listings - Pg 3

P.L.C.

Programmable Logic Controller Training

Basic PLC Course 1:
RS Logix 500 / Allen Bradley MicroLogix Controller

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

Basic PLC Course 3:
Human Machine Interface

Motor Controls Course 1:
Fundamentals of 3-Phase Motor Controls

Instrumentation and Calibration Course 1:
Introduction to Instrument Calibration

Each course is stand alone, but a student should take one of the PLC courses or have basic PLC programming experience before taking Basic PLC Course 3: Human Machine Interface.

see class listings and details on page 15

Computer Classes

Each student will receive a jump-drive for homework assignments and to bring to class. A student will receive only one jump-drive, please be mindful in bringing 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; disk handling, and the editing process.

Section 1
Start Date: 9/6/12 Days Taught: Th
Hours: 12 Fee: $77
Bldg/Rm: RFC 265
Times: 6:30 - 9:30 p.m. (4 sessions)

Section 2
Start Date: 11/8/12 Days Taught: Th
Hours: 12 Fee: $77
Bldg/Rm: RFC 265
Times: 6:30 - 9:30 p.m. (4 sessions)

PowerPoint Nuts and Bolts #1150

Create documents and learn keystrokes and commands unique to the PowerPoint component of Microsoft. Create standalone presentations for training purposes using graphics, animation, sound and text/data from related modules in Microsoft Office.

Start Date: 10/10/12 Days Taught: W
Hours: 6 Fee: $52
Bldg/Rm: RFC 270
Times: 6:30 – 9:30 p.m. (2 sessions)

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, Web sites, 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: 10/11/12 Days Taught: Th
Hours: 12 Fee: $77
Bldg/Rm: RFC 270
Times: 6:30 – 9:30 p.m. (2 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.

Start Date: 11/26/12 Days Taught: M W
Hours: 18 Fee: $119
Bldg/Rm: RFC 270
Times: 6 – 9 p.m. (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. Create a calculated query. Finally, learn how to create and customize basic reports.

Start Date: 9/17/12 Days Taught: M W
Hours: 18 Fee: $119
Bldg/Rm: RFC 270
Times: 6 – 9 p.m. (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, the ease and functionality will increase your productivity.

Start Date: 10/22/12 Days Taught: M W
Hours: 6 Fee: $60
Bldg/Rm: RFC 270
Times: 6 – 9 p.m. (2 sessions)

Spreadsheets

Microsoft Excel 2010- Beginning #1162

There is a new look for the 2010 Excel software. You will still learn the basics of spreadsheets, identify basic spreadsheet/workbook terms, use Help for quick reference to features and commands, and create and copy formulas. You will also learn to use absolute references, create charts and change page set up.

Section 1
Start Date: 9/25/12 Days Taught: T Th
Hours: 12 Fee: $77
Bldg/Rm: RFC 264
Times: 6:30 – 9:30 p.m. (4 sessions)

Section 2
Start Date: 10/16/12 Days Taught: T Th
Hours: 12 Fee: $77
Bldg/Rm: RFC 264
Times: 6:30 – 9:30 p.m. (4 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: 10/30/12 Days Taught: T Th
Hours: 12 Fee: $77
Bldg/Rm: RFC 264
Times: 6:30 – 9:30 p.m. (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: 11/27/12 Days Taught: T Th
Hours: 12 Fee: $77
Bldg/Rm: RFC 264
Times: 6:30 – 9:30 p.m. (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, 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.

Start Date: 9/24/12 Days Taught: M
Hours: 18 Fee: $119
Bldg/Rm: RFC 264
Times: 6:30 – 9:30 p.m. (6 sessions)

Easy Ways to Register / Location Map - Pg 31 • See Course Listings - Pg 3

Introduction to Autodesk

Architectural Revit 2012

a four–week workshop

This four–week workshop covers the basic principles of Autodesk Architectural Revit, a building-information modeling (BIM) program. Participants learn the software by working on projects and creating high-quality floor plans, elevations, 3D perspectives and renderings for client presentations. Also, they will use some of the new features included with the latest version of Autodesk Revit Architecture software. Fluency in Autodesk AutoCAD is strongly recommended.

Tuesdays, 6-9 p.m.
Starting September 11
12-hour course
Fee: $140 per person

Apprenticeship Programs at ISU

Apprentices are required to be registered with the Idaho Division of Building Safety (DBS) prior to going to work in their trade, and to fulfill all requirements of Idaho DBS. Time will not be credited for work performed while the apprentice is inactive or not registered. It is the responsibility of the employer to ensure that the apprentice performs work under the constant on-the-job supervision of a journeyman.

- Classes begin in September
- Registration for school begins in July
- Enrollment will be examined August 20th, if low or no enrollment on that date, class will be cancelled. PLEASE register early
- Payment of fees reserves your spot in class
- Apprentice's hours will not be counted until fees are completely paid
- 162 hours available to attend 156 hours required attendance
- The apprentice is responsible for his attendance in class
- A grade of 70% and 156 hours attendance per year are needed to complete the class successfully

Culinary Arts

One Dish Meals #1246

Make life easy with these one dish meals including homemade Chicken Pot Pie, Italian Bake, and a variety of crock pot recipes.

Start Date: 9/5/12 Days Taught: W
Hours: 6 Fee: $64
Bldg/Rm: RFC Culinary Arts Area
Times: 6 – 8 p.m. (3 sessions)

Italian Series #1248

Explore Italy through traditional dishes like Bruschetta, Insalata Caprese, Mushroom Risotto, Meat Sauce with Pasta, Tiramisu . . .

Start Date: 10/3/12 Days Taught: W
Hours: 6 Fee: $64
Bldg/Rm: RFC Culinary Arts Area
Times: 6 – 8 p.m. (3 sessions)

Thanksgiving Dishes #1249

Give your Thanksgiving dinner a new look with these wonderful side dishes and desserts: Wasabi Mashed Sweet Potatoes, Corn Soufflé, Cranberry-Raspberry Relish, and Praline Pumpkin Pie.

Start Date: 11/7/12 Days Taught: W
Hours: 4 Fee: $46
Bldg/Rm: RFC Culinary Arts Area
Times: 6 – 8 p.m. (2 sessions)

Holiday Entertaining #1250

Spruce up your holiday table with these new ideas: Mushroom Croustades, Roquefort Mousse, Eggnog Crème Bruleè, and the ultimate Gingerbread House!

Start Date: 12/5/12 Days Taught: W
Hours: 4 Fee: $46
Bldg/Rm: RFC Culinary Arts Area
Times: 6 – 8 p.m. (2 sessions)

Drafting

Beginning AutoCAD for Windows #1170

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: 9/13/12 Days Taught: Th
Hours: 30 Fee: $189
Bldg/Rm: VA 202
Times: 6:30 – 9:30 p.m. (10 sessions)

Introduction to Autodesk Architectural Revit 2012 #1207

This course covers the basic principles of Autodesk Architectural Revit, a building-information modeling (BIM) program. Participants learn the software by working on projects and creating high-quality floor plans, elevations, 3D perspectives and renderings for client presentations. Also learn to use some of the new features included with the latest version of Autodesk Revit Architecture software. Fluency in Autodesk AutoCAD strongly recommended.

Start Date: 9/11/12 Days Taught: T
Hours: 12 Fee: $140
Bldg/Rm: VA 202
Times: 6:00 – 9:00 p.m. (4 sessions)

Electricity/Electronics

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 in your present employment. Each course is standalone, 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 (PLC) 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: 9/10/12 Days Taught: M
Hours: 42 Fee: $465
Bldg/Rm: ESTEC 202
Times: 6:30 – 9:30 p.m. (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: 9/4/12 Days Taught: T
Hours: 45 Fee: $465
Bldg/Rm: ESTEC 202
Times: 6:30 – 9:30 p.m. (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.

Start Date: 9/5/12 Days Taught: W
Hours: 42 Fee: $465
Bldg/Rm: ESTEC 202
Times: 6:30 – 9:30 p.m. (14 sessions)

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

Introduction to electrical system distribution and basic motor control including two- and three-wire control using a variety of devices and motor magnetic controllers. Control relays, time relays, solenoid valves, latching relays, and motor control centers.

Start Date: 9/6/12 Days Taught: Th
Hours: 42 Fee: $465
Bldg/Rm: ESTEC 202
Times: 6:30 – 9:30 p.m. (14 sessions)

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

Basic concepts of process control devices, calibration and test equipment, diagrams and symbols. Electronic instruments-sensors, indicators, transmitters, computing relays, electro-optics, electronic controllers, ratio control, cascade control, recorders, analytical equipment, troubleshooting.

Start Date: 9/4/12 Days Taught: T
Hours: 45 Fee: $465
Bldg/Rm: ESTEC 202
Times: 6:30 – 9:30 p.m. (15 sessions)

All classes are held in Pocatello unless otherwise stated.

Easy Ways to Register / Location Map - Pg 31 • See Course Listings - Pg 3

Photoshop Web Design

Photoshop Elements: Image Editing Basics

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, using layers for combining images. Instructor covers the process of preparing images and graphics for web sites. Recommended resource book: Photoshop Elements 10, the Missing Manual. (11 hours)

See course dates and fees on page 19.

Quick and Easy Business Websites

If you're not online, you're losing business. Your competitors are taking your customers because they are doing something you're not; correctly building a website that attracts buyers.

In this short course, you'll learn how to build a quick and easy website using Word Press. You won't need any special software, coding or technical skills to build a great-looking site that is easy to update, use, and secure. You'll also learn the secrets of how to change the look and feel of your website and how to develop your site concept and structure to optimize search engine inclusion and drive traffic to your site. (3 hours)

See course dates and fees on page 19.

Making Google Places Work for Your Business

Google Places is a great marketing tool for your business. While building your own Google Places page, you'll learn what Google Places is and how it can help bring customers to your business, 7 things you should not do on your Places page, why you must claim your Places page NOW, and what information you need to get started. This two–hour course teachs you the basics to getting your Google Place page set up so customers can find your business. Plus, you'll learn special tactics for optimizing your page to get above your competition. (2 hours)

See course dates and fees on page 19.

General Trades

Erosion Control / Storm Water #1190

Contractors, learn the new guidelines! Topics covered are federal and local erosion and sediment controls 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: 9/13/12 Days Taught: Th
Hours: 4 Fee: $45
Bldg/Rm: RFC 108S
Times: 5 - 9 p.m. (1 session)

Section 2
Start Date: 9/20/12 Days Taught: Th
Hours: 4 Fee: $45
Bldg/Rm: RFC 108S
Times: 5 - 9 p.m. (1 session)

Section 3
Start Date: 10/18/12 Days Taught: Th
Hours: 4 Fee: $45
Bldg/Rm: RFC 108S
Times: 5 - 9 p.m. (1 session)

Flagging

Flagging #1195

Learn the 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: 9/8/12 Days Taught: S
Hours: 6 Fee: $49
Bldg/Rm: RFC 149
Times: 9 a.m. – 4 p.m. (1 session)

Section 2
Start Date: 10/6/12 Days Taught: S
Hours: 6 Fee: $49
Bldg/Rm: RFC 108S
Times: 9 a.m. – 4 p.m. (1 session)

Industrial Maintenance

These courses will train Industrial Maintenance Technicians to maintain, repair and troubleshoot industrial systems and components. If you need other Industrial Maintenance courses, please call our office at (208) 282-3372.

Hydraulic Technician #1143

This 12-hour course covers basic hydraulic principles, hydraulic terminology, reading schematics, and lab assignments to demonstrate technician's ability to perform basic hydraulic repair and troubleshooting competencies. A certificate of competency will be given for each course module upon satisfactory completion of required competencies.

Start Date: 9/18/12 Days Taught: T
Hours: 12 Fee: $170
Bldg/Rm: ISU Diesel Shop,
1235 South Second Ave.
Times: 6:30 – 9:30 p.m. (4 sessions)

Preventative Maintenance & Basic Troubleshooting #1145

This 12-hour course will cover preventative maintenance and troubleshooting theory, principles of operational and maintenance standards, and lab assignments to evaluate technician's competencies in performing required maintenance and troubleshooting procedures.

Start Date: 10/24/12 Days Taught: W
Hours: 12 Fee: $170
Bldg/Rm: ISU Diesel Shop,
1235 South Second Ave.
Times: 6:30 – 9:30 p.m. (4 sessions)

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 11.

To get started contact ISU ROTC at (208) 282-3061 or visit http://military.isu.edu

Easy Ways to Register / Location Map - Pg 31 • See Course Listings - Pg 3

Webinars

For the Business Community

Consumers' appetites can change quickly and businesses need well-trained employees who can respond quickly. Many employers, especially small businesses, don't have access to timely, relevent,quality training. WORKFORCE TRAINING'S free monthly webinars solve that dilemma. Webinars provide you and your employees the "just-in-time" training you need to stay current.

> *I really enjoy the* WORKFORCE TRAINING *monthly webinars. I have shared many of the valuable ideas with my employees which has made us a better organization.*
>
> *C. Bybee*

Each month we review our needs assessment survey to determine the topic of greatest interest to our participants. That means our webinars contain timely and relevant content specifically selected by and designed for you—our customers. The webinars are engaging, interactive and most of all informative. Each webinar is recorded for reviewing the information later or sharing with your employees in training.

Join us each month for an hour and leave with something that you can use right away.

When: 2nd Tuesday of each month
Time: 10:00-11:00 a.m. (MDT)
Cost: Free
ROI: 100%

To view a current list of topics, please visit our website at:

workforcetraining.isu.edu/enrollment/webinars

IA Renewal

1 Day only/Limited to 150 seats

Clarion Inn
1399 Pocatello Bench Road, Pocatello
Friday, March 1st, 2013

Call 208-282-3372 or online @ **workforcetraining.isu.edu/ia/**
after November 1st 2012

Machining

Mastercam #1670

Learn to use this computer graphics program to write programs for CNC machines. This course is for machinists, fabricators, and/or drafters. The class is individual project-oriented and teaches basic to advanced levels.

Start Date: 9/12/12 Days Taught: W
Hours: 30 Fee: $189
Bldg/Rm: RFC 131
Times: 6 - 9 p.m. (10 sessions)

Machine Shop Lathe Theory #1200

This course provides you with hands-on training and classroom instruction, primarily on engine lathes and their uses, including threading, knurling, and cutting tapers, balls, and grooves. You will practice measuring techniques using both calipers and micrometers. You can complete the machinists hammer, a project which covers the full range of lathe capabilities, in the 30 hour course or you can choose to do other projects. Suggested Tools: 10" Adjustable Wrench, Allen Wrench Set to 5/16, Safety Glasses - Required, Safety Shoes Recommended, Clothing Should Not be Too Loose.

Start Date: 9/12/12 Days Taught: W
Hours: 30 Fee: $189
Bldg/Rm: RFC 131
Times: 6 – 9 p.m. (10 sessions)

Graphic Arts

Quick and Easy Business Websites #1264

If you're not online, you're losing business. Your competitors are taking your customers because they are doing something you're not; correctly building a website that attracts buyers.

In this short course, you'll learn how to build a quick and easy website using WordPress. You won't need any special software, coding or technical skills to build a great-looking site that is easy to update, use, and secure. You'll also learn the secrets of how to change the look and feel of your website and how to develop your site concept and structure to optimize search engine inclusion and drive traffic to your site.

Start Date: 9/13/12 Days Taught: Th
Hours: 3 Fee: $55
Bldg/Rm: RFC 264
Times: : 6:30 – 9:30 p.m. (1 session)

PowerPoint Nuts and Bolts #1150

Create documents and learn keystrokes and commands unique to the PowerPoint component of Microsoft. Create standalone presentations for training purposes using graphics, animation, sound and text/data from related modules in Microsoft Office.

Start Date: 10/10/12 Days Taught: W
Hours: 6 Fee: $52
Bldg/Rm: RFC 270
Times: 6:30 – 9:30 p.m. (2 sessions)

Making Google Places Work for Your Business #1266

Google Places is a great marketing tool for your business. While building your own Google Places page, you'll learn what Google Places is and how it can help bring customers to your business, 7 things you should not do on your Places page, why you must claim your Places page NOW, and what information you need to get started. This two-hour course teaches you the basics to get your Google Place page set up so customers can find your business. Plus, you'll learn special tactics for optimizing your page to get above your competition.

Start Date: 10/11/12 Days Taught: Th
Hours: 2 Fee: $30
Bldg/Rm: RFC 264
Times: 6:30 – 8:30 p.m. (1 session)

Photoshop Elements: Image Editing Basics #1316

Adobe's Photoshop Elements is an inexpensive, powerful consumer-grade digital image editor. Course focuses on improving lighting and color, selecting and manipulating image details, adding type, combining images. Covers the process of preparing images/ graphics for websites. Recommended resource book: *Photoshop Elements 9, the Missing Manual.*

Start Date: 10/27/12 Days Taught: SFS
Hours: 11 Fee: $77
Bldg/Rm: RFC 270
Times: 9 a.m. – 1 p.m. (2 sessions)
6 – 9 p.m. (1 session)

Easy Ways to Register / Location Map - Pg 31 • See Course Listings - Pg 3

Web-Supplemented CNA

If you have good computer skills, the ability to self-motivate and self-direct, this Web Supplemented CNA class may work for you.

CNA training in Idaho must deliver 88 hours of classroom and learning laboratory training and 32 hours of clinical training. This course delivers much of the classroom component via the Internet, reducing face-to-face meeting time by almost half.

For a complete description and class dates, see page 23.

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. EMTs, paramedics, RNs, LPNs, MAs, monitor technicians, or those taking an ACLS course would all benefit. Concepts include basic heart anatomy and physiology, cardiac conduction, rhythm interpretation, distinguishing EKG from cardiac monitoring, lead placement and hundreds of chances to interpret rhythm strips! Students will complete twelve hours of online training. Course must be finished within 30 days of start. Students will be instructed to arrange a closed-book, in-class exam with the course instructor and must demonstrate 80% competency to pass.

Start Date: Online – anytime
Fee: $50

Medication Math #1902

NOW A WEB COURSE! Do you struggle with math, but need to understand it to prescribe or administer medications safely? This course is for you! Concepts include conversion between systems of measurement, dimensional analysis, working with decimals and percents, and practice taking the math to real-world scenarios. Students are given two weeks to complete the course and are required to achieve minimum competency of 80%, by quiz, to pass course. Great course for students entering nursing, medical assistant, or physician's assistant programs!

Start Date: Online – anytime
Fee: $35

OSHA Bloodborne Pathogens #1146

Employers! Are you tired of employee resistance to the usual, boring, inconvenient OSHA Bloodborne Pathogens presentation? 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 pathogens 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 in 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 the student is supported, yet 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: 8/8/12 Days Taught: W
Hours: 4 Fee: $30
Bldg/Rm: LAW 103
Times: 5 – 9 p.m. (1 session)

Section 2
Start Date: 11/28/12 Days Taught: W
Hours: 4 Fee: $30
Bldg/Rm: LAW 103
Times: 5 – 9 p.m. (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. It is for child care workers, teachers, foster care workers, camp counselors, youth organizations, and coaches for children's sports organizations. All parents would benefit from this course. Course textbook and certification card included in course fee.

Section 1
Start Date: 10/20/12 Days Taught: S
Hours: 7 Fee: $59
Bldg/Rm: LAW 103
Times: 8:30 a.m. – 4 p.m. (1 session)

Section 2
Start Date: 1/5/13 Days Taught: S
Hours: 7 Fee: $59
Bldg/Rm: LAW 103
Times: 8:30 a.m. – 4 p.m. (1 session)

Healthcare Provider CPR #1930

This course prepares you to administer CPR in healthcare settings and is the course required for ISU CNA, Phlebotomy, and EMT students. Approved by the American Heart Association, it covers all the things you need — 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), and mouth-to-mask ventilation. Cost includes course textbook and mask valve. Taught by American Heart Association certified instructors.

Section 1
Start Date: 8/23/12 Days Taught: Th
Hours: 5 Fee: $54
Bldg/Rm: LAW 103
Times: 5 – 10 p.m. (1 session)

Section 2
Start Date: 8/29/12 Days Taught: W
Hours: 5 Fee: $54
Bldg/Rm: LAW 103
Times: 5 – 10 p.m. (1 session)

Section 3
Start Date: 9/5/12 Days Taught: W
Hours: 5 Fee: $54
Bldg/Rm: LAW 103
Times: 5 – 10 p.m. (1 session)

Section 4
Start Date: 9/12/12 Days Taught: W
Hours: 5 Fee: $54
Bldg/Rm: LAW 103
Times: 5 – 10 p.m. (1 session)

Section 5
Start Date: 9/13/12 Days Taught: Th
Hours: 5 Fee: $54
Bldg/Rm: LAW 103
Times: 5 – 10 p.m. (1 session)

Section 6
Start Date: 9/22/12 Days Taught: S
Hours: 5 Fee: $54
Bldg/Rm: LAW 103
Times: 8:30 a.m. – 1:30 p.m. (1 session)

Section 7
Start Date: 9/26/12 Days Taught: W
Hours: 5 Fee: $54
Bldg/Rm: LAW 103
Times: 5 – 10 p.m. (1 session)

Section 8
Start Date: 10/3/12 Days Taught: W
Hours: 5 Fee: $54
Bldg/Rm: LAW 103
Times: 5 – 10 p.m. (1 session)

Section 9
Start Date: 10/9/12 Days Taught: T
Hours: 5 Fee: $54
Bldg/Rm: LAW 103
Times: 5 – 10 p.m. (1 session)

...continued on p. 22

Healthcare Provider CPR #1930...*continued from p. 21*

Section 10
Start Date: 10/18/12 Days Taught: Th
Hours: 5 Fee: $54
Bldg/Rm: LAW 103
Times: 5 – 10 p.m. (1 session)

Section 11
Start Date: 10/27/12 Days Taught: S
Hours: 5 Fee: $54
Bldg/Rm: LAW 103
Times: 8:30 a.m. – 1:30 p.m. (1 session)

Section 12
Start Date: 11/1/12 Days Taught: Th
Hours: 5 Fee: $54
Bldg/Rm: LAW 103
Times: 5 – 10 p.m. (1 session)

Section 13
Start Date: 11/7/12 Days Taught: W
Hours: 5 Fee: $54
Bldg/Rm: LAW 103
Times: 5 – 10 p.m. (1 session)

Section 14
Start Date: 11/8/12 Days Taught: Th
Hours: 5 Fee: $54
Bldg/Rm: LAW 103
Times: 5 – 10 p.m. (1 session)

Section 15
Start Date: 11/13/12 Days Taught: T
Hours: 5 Fee: $54
Bldg/Rm: LAW 103
Times: 5 – 10 p.m. (1 session)

Section 16
Start Date: 12/4/12 Days Taught: T
Hours: 5 Fee: $54
Bldg/Rm: LAW 103
Times: 5 – 10 p.m. (1 session)

Section 17
Start Date: 12/8/12 Days Taught: S
Hours: 5 Fee: $54
Bldg/Rm: LAW 103
Times: 5 – 10 p.m. (1 session)

Section 18
Start Date: 12/11/12 Days Taught: T
Hours: 5 Fee: $54
Bldg/Rm: LAW 103
Times: 5 – 10 p.m. (1 session)

Section 19
Start Date: 12/12/12 Days Taught: W
Hours: 5 Fee: $54
Bldg/Rm: LAW 103
Times: 5 – 10 p.m. (1 session)

Section 1S
Start Date: 1/8/13 Days Taught: T
Hours: 5 Fee: $54
Bldg/Rm: LAW 103
Times: 5 – 10 p.m. (1 session)

Section 2S
Start Date: 1/9/13 Days Taught: W
Hours: 5 Fee: $54
Bldg/Rm: LAW 103
Times: 5 – 10 p.m. (1 session)

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 previously.

Dental Assisting

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, recording dental charting, and cavity classification, rubber dams, four-handed dentistry, and suctioning. It is a prerequisite to the "Expanded Functions for Dental Assistants" courses. Students will need to plan the following additional costs: textbook, Healthcare Provider CPR certification, and lab jacket. Supply costs are included in the course fee. Students meet for one Saturday session (8:30 a.m. – 5:30 p.m.) only. The date will be announced the first day of class. The remainder of classes will occur on Tuesdays and Thursdays. (Travel will be necessary to meet Saturday lab requirement and may be necessary to meet dental office observation requirement.)

Start Date: 9/4/12 Days Taught: T Th (1 Saturday–TBA)
Hours: 60 Fee: $325
Bldg/Rm: T&T 318
Times: 7 – 10 p.m. (19 sessions)

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 student's employing dental office to complete evaluations, with a dentist from that office evaluating the clinical final. Prerequisite: Fundamental of Dental Assisting and proof of being employed full-time for at least 6 months in a 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: 11/6/12 Days Taught: T Th
Hours: 9 Fee: $200
Bldg/Rm: T&T 318
Times: 7 – 10 p.m. (3 sessions)

Section 2 – Coronal Polish & Pit and Fissure Sealants
Start Date: 11/15/12 Days Taught: T Th
Hours: 9 Fee: $200
Bldg/Rm: T&T 318
Times: 7 – 10 p.m. (3 sessions)

Section 3 – Aiding in the Administration of Nitrous Oxide
Start Date: 11/29/12 Days Taught: T Th
Hours: 5 Fee: $75
Bldg/Rm: T&T 318
Times: 7 – 10 p.m. (2 sessions)

Emergency Medical Technician Training

EMT #1925

Enhance your career opportunities in emergency medical care or augment training in nursing and allied healthcare. This course meets the Idaho and National requirements for certification as an EMT, and has been updated to meet the new EMT scope of practice. The curriculum is designed to familiarize you with basic emergency medical equipment and treatment of the sick and injured patient. State or national written and practical testing is required for certification.

All students must pass a background check prior to clinical. Clinical agencies use results to determine access to their facility. Denied access will prevent a student from successful course completion. *Students will need to plan the following additional costs: Testing fees, immunizations, and CPR certification. NOTE: Healthcare Provider CPR certification is required within the first two weeks of class and is NOT included in EMT course costs. If you are not already certified in Healthcare Provider CPR, you may schedule a course through the Workforce Training office.*

Start Date: 8/28/12 Days Taught: T Th Saturday
Hours: 157 Fee: $700
Bldg/Rm: Law 104
Times: T Th: 6 – 10 p.m. (24 sessions)
Saturday: 8 a.m. – 5 p.m. (6 sessions)

Advanced EMT

ISU is excited to offer our first ever Advanced EMT course. We are in the process of hiring the instructor and setting up logistics for the course. Please refer to the online catalog in early September if you are interested in registering for the class. ***Please note that this is an add-on certification; it will only be offered to currently certified EMTs.***

Nursing Assistant

Assistance with Medications #1940

Qualify 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. A 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 class. Manuals are available at ISU Bookstore.

Section 1
Start Date: 9/8/12 Days Taught: S
Hours: 8 Fee: $70
Bldg/Rm: RFC 108S
Times: 10 a.m. – 7 p.m. (1 session)

Section 2
Start Date: 9/17/12 Days Taught: M W
Hours: 8 Fee: $70
Bldg/Rm: RFC 108S
Times: 5:30 – 9:30 p.m. (2 sessions)

Section 3
Start Date: 10/13/12 Days Taught: S
Hours: 8 Fee: $70
Bldg/Rm: RFC 108S
Times: 10 a.m. – 7 p.m. (1 session)

Section 4
Start Date: 10/15/12 Days Taught: M W
Hours: 8 Fee: $70
Bldg/Rm: RFC 108S
Times: 5:30 – 9:30 p.m. (2 sessions)

Section 5
Start Date: 11/10/12 Days Taught: S
Hours: 8 Fee: $70
Bldg/Rm: RFC 108S
Times: 10 a.m. – 7 p.m. (1 session)

Section 6
Start Date: 11/12/12 Days Taught: M W
Hours: 8 Fee: $70
Bldg/Rm: RFC 108S
Times: 5:30 – 9:30 p.m. (2 sessions)

Section 7
Start Date: 12/8/12 Days Taught: S
Hours: 8 Fee: $70
Bldg/Rm: RFC 108S
Times: 10 a.m. – 7 p.m. (1 session)

Section 8
Start Date: 12/17/12 Days Taught: M W
Hours: 8 Fee: $70
Bldg/Rm: RFC 108S
Times: 5:30 – 9:30 p.m. (2 sessions)

Certificated Nurse Assistant (CNA) #1955

Prepare yourself for employment opportunities in extended care facilities, hospitals, home-care and hospice situations as a nursing assistant. 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 healthcare facilities, (3) manual skills testing and written exam as required by the State of Idaho for placement on the state registry. To complete the program successfully, students are required to attend 90% of course, and pass course and final exam with 80% competency. 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.

Section 1
Start Date: 9/4/12 Days Taught: T Th
Hours: 120 Fee: $425
Bldg/Rm: LAW 201
Times: 8:30 a.m. – 3:30 p.m.
(20 sessions)

Section 2 (Montpelier)
Start Date: 9/7/12 Days Taught: F
Hours: 120 Fee: $425
Bldg/Rm: Bear Lake Memorial Learning Lab
Times: 8:00 a.m. – 4:30 p.m.
(15 sessions)

Section 3
Start Date: 9/18/12 Days Taught: T Th
Hours: 120 Fee: $425
Bldg/Rm: LAW 201
Times: 4 – 9 p.m. (24 sessions)

Section 4
Start Date: 9/24/12 Days Taught: M W
Hours: 120 Fee: $425
Bldg/Rm: LAW 201
Times: 8:30 a.m. – 3:30 p.m.
(20 sessions)

Section 5
Start Date: 11/6/12 Days Taught: T Th
Hours: 120 Fee: $425
Bldg/Rm: LAW 201
Times: 8:30 a.m. – 3:30 p.m.
(20 sessions)

Section 6
Start Date: 12/10/12 Days Taught: M W
Hours: 120 Fee: $425
Bldg/Rm: LAW 201
Times: 8:30 a.m. – 3:30 p.m.
(20 sessions)

Section 1S
Start Date: 1/8/13 Days Taught: T Th
Hours: 120 Fee: $425
Bldg/Rm: LAW 201
Times: 4 – 9 p.m. (20 sessions)

Web-Supplemented CNA #1956

CNA training in Idaho must deliver 88 hours of classroom and learning laboratory training and 32 hours of clinical training. 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.

Section 1
Start Date: 9/7/12 Days Taught: F
Hours: 120 Fee: $425
Bldg/Rm: LAW 201
Times: 9 a.m. – 3 p.m. (9/7/12)
Face to face dates will be **distributed first day of class.**
(Lab times: 9 a.m. – 3 p.m.
Clinical times: 7 a.m. – 4 p.m.)

Section 2 (Malad)
Start Date: 9/7/12 Days Taught: F
Hours: 120 Fee: $425
Bldg/Rm: Oneida County Hospital Learning Lab, Malad, ID
Times: 9 – 11 a.m. (9/7/12)
Face to face dates will be **distributed first day of class.**
(Lab times: 9 a.m. – 2 p.m.
Clinical times: 7 a.m. – 4 p.m.)

Section 3
Start Date: 12/14/12 Days Taught: F
Hours: 120 Fee: $425
Bldg/Rm: LAW 201
Times: 9 a.m. – 3 p.m. (12/14/12)
Face to face dates will be **distributed first day of class.**
(Lab times: 9 a.m. – 3 p.m.
Clinical times: 7 a.m. – 4 p.m.)

Easy Ways to Register / Location Map - Pg 31 • See Course Listings - Pg 3

Hey, Troubleshooter!

CHECK OUT THESE INSTRUCTION MODULES FOR

Industrial Maintenance Technicians

Hydraulics

Students will review basic hydraulic principles, hydraulic terminology, reading schematics, and participate in lab assignments to demonstrate ability to perform basic hydraulic repair and troubleshooting competencies.

START DATE: 9/18/12 **Days Taught: T**
Hours: 12 **Fee: $160**
Bldg/Rm: ISU Diesel Shop, 1235 South Second Ave.
Times: 6:30 – 9:30 p.m. (4 sessions)

Preventative Maintenance and Basic Troubleshooting

This module includes the theories of preventative maintenance and troubleshooting, the principles of operational and maintenance standards, and lab assignments to evaluate competencies in performing required maintenance and troubleshooting procedures.

START DATE: 10/24/11 **Days Taught: W**
Hours: 12 **Fee: $160**
Bldg/Rm: ISU Diesel Shop, 1235 South Second Ave.
Times: 6:30 – 9:30 p.m. (4 sessions)

A Certificate of Competency will be given for each course module upon satisfactory demonstration of required competencies.

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: 9/4/12 Days Taught: T Th
Hours: 160 Fee: $850
Bldg/Rm: RFC B1-63
Times: 5 – 10 p.m. (32 Sessions)

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: 9/20/12 Days Taught: T
Hours: 8 Fee: $65
Bldg/Rm: RFC 380
Times: 7 – 9 p.m. (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 weapons and 50 rounds of ammunition. The class also covers state and federal gun laws and provides students with the information needed to obtain an Idaho concealed weapons permit.

Start Date: 9/8/12 Days Taught: S
Hours: 4 Fee: $48
Bldg/Rm: LAW 103
Times: 10 a.m. – Noon AND
1 – 3 p.m. (1 Session) at the
Oregon Trail Gun Club

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 it in a life threatening situation? This class helps shooters develop marksmanship and tactics during a crisis situation. The class includes live action scenarios using 'simmunition' (advanced paint balls) as well as shooting on a range. Students must have at least intermediate shooting skills and must bring their own weapons and 100–150 rounds of ammunition. Graduates of the Gun Safety and Shooting Skills Improvement course are encouraged to attend.

Start Date: 10/13/12 Days Taught: S
Hours: 5 Fee: $68
Bldg/Rm: LAW 103
Times: 9 a.m. – Noon AND
1 – 3 p.m. (1 Session) at the
Oregon Trail Gun Club

Welding

Beginning/Intermediate/ Advanced Welding #1230

This self-paced course is for the beginner, intermediate, or experienced welder. SMAW, GMAW, and GTAW are taught at all levels. The following topics are covered: Machine settings, preparation of materials, safety, and welding in all positions. **Students MUST attend the first night of class if they want to continue.**

Section 1
Start Date: 8/30/12 Days Taught: Th
Hours: 30 Fee: $272
Bldg/Rm: T&T Weld Shop
Times: 6 - 10 p.m. (8 sessions)

Section 2
Start Date: 10/18/12 Days Taught: Th
Hours: 30 Fee: $272
Bldg/Rm: T&T Weld Shop
Times: 6 – 10 p.m. (8 sessions)

Easy Ways to Register / Location Map - Pg 31 • See Course Listings - Pg 3

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With more than 400 unique titles, we offer a full range of content to train machine operators, welders, assemblers, inspectors, and maintenance professionals.

*CNC stands for computer numerical control. It is a versatile system that allows you to control the motion of tools and parts through computer programs that use numeric data. CNC can be used with nearly any traditional machine. The most common CNC machines found in the machine shop include machining centers (mills) and turning centers (lathes). These classes will explain operations performed with the help of CNC. The content is for individuals who need to understand what CNC is and how it works. Content covers the basic machines as well as programming for the more experienced user.

www.toolingu.com/isu

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Online Career Training Programs

ISU WORKFORCE TRAINING

Prepare for employment in some of today's hottest careers with a comprehensive, affordable, and self-paced online Career Training Program. You can begin these Programs at any time and learn at your own pace. Upon successful completion of all required coursework, you will receive a Certificate of Completion.

Programs are available in the following areas:

- Business and Professional
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- IT and Software Development
- Management and Corporate
- Media and Design
- Hospitality and Gaming
- Skilled Trades and Industrial

Features:

- Facilitators and mentors are available to answer questions and help you through your studies
- Career Counselors will help you prepare for the transition from the classroom to the workplace
- Courses are all open-enrollment and self paced
- No additional charges - all materials, workbooks, and software are included in the course fee
- Payment plans available

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Pharmacy Technician

This nationally recognized Pharmacy Technician online course and training program teaches the skills needed to gain employment as a Pharmacy Tech in either the hospital or retail setting.

Medical Coding and Billing

Upon successful completion of the Medical Billing and Coding course, students will be prepared for an entry-level position doing medical billing or coding in a medical office setting.

Administrative Medical Specialist with Medical Billing and Coding

Learn about medical office operations, with an emphasis on billing and coding, processing insurance forms, and using medical software. This program provides training on medical billing software as well as preparation for the Certified Coding Associate (CCA) national certification exam.

Medical Transcription

This nationally recognized medical transcription online course and training program prepares you to start a new career as a medical transcriptionist.

Six Sigma Black Belt

Course material provides an in-depth look at the Six Sigma Black Belt DMAIC problem-solving methodology, as well as deployment and project development approaches.

Project Management

This program will provide you with a solid introduction to the understanding of project management and help you comply with the minimum 35 hours of training as required by the Project Management Institute (PMI) before you take the Project Management Professional (PM) exam.

AutoCAD 2009

Learn the skills needed to create and edit simple drawings and gradually introduce more advanced AutoCAD skills.

Freight Broker/Agent Training

Learn the skills to be a successful Freight - Load Broker Agent. Tutorials and projects will teach the you the practical application of Freight Broker skills.

Veterinary Assistant

Prepare for an exciting new career as an administrative veterinary assistant. Students in the program learn about the care of animals as well as how to recognize signs of illness and disease. This online program also covers interpersonal communication, interaction with clients and their animals, as well as how to assist the veterinarian during examinations. And much more!

Paralegal

This program will prepare you to be successful in the fast growing paralegal career field. The paralegal training program includes free access to the official NALA Campus certification exam prep and Westlaw.

Enroll Today!

All materials are included in the program fees. Each course has an instructor assigned to answer student questions and solve student problems. To learn more, visit

www.ed2go.com/isuwft

You can also reach us by calling

(208) 282-3372

Easy Ways to Register / Location Map - Pg 31 • See Course Listings - Pg 3

JER Online

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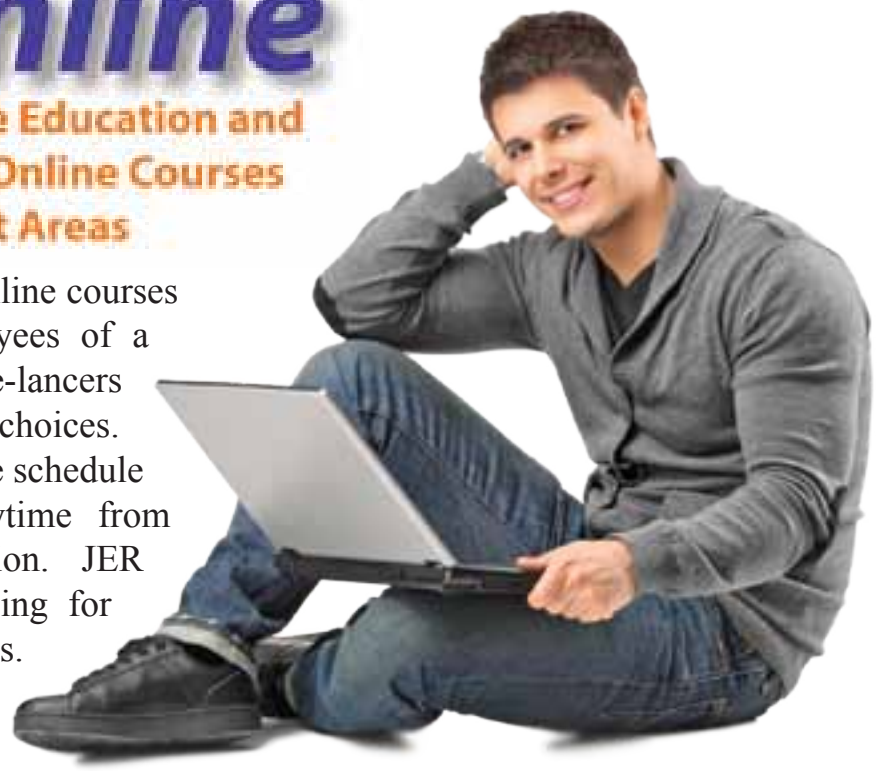

Students who enroll in JER Online courses are either individuals, employees of a company, consultants and free-lancers or those seeking new career choices. Start anytime or on a fixed time schedule and access your course anytime from anywhere for fast completion. JER Online offers discounted pricing for employee group enrollments. As an extra added value and bonus, students will have 1 year access to their online courses, post course completion (applies to self-directed corporate developed courses only). Enroll today at: www.coursecatalog.com/isu

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Cert. Compliance Inspector of Storm water
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Mastery Cert. in Web Content Creation
Pharmacy Tech. National Cert. Exam Prep.
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Business Writing for Busy Professionals: Part 2
Fundamentals of Instructional Design
Basic Management Skills
Online Research Using Search Engines and Directories
QuickBooks for Small Business Owners
Quickbooks Pro

Life Enrichment Courses

Knowing When to Step In: Caring for Aging Loved Ones
Letting Go of Detrimental Thinking
Making Meaning of Your Life
Laws of Attraction
Finding the Right Hairstyles for You!
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
Tracing your Civil War Ancestors
Positive Parenting
Organize or Agonize

Freelancing and Writing Courses

How to Earn a Living Freelancing
How to Freelance Writing Articles and Blogs
Microsoft Word: Desktop Publishing
Technical Writing Fundamentals
Blogging with WordPress

Computers- Programming and Web Development

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

Computers- Web and Graphic Design

Adobe Illustrator
Adobe Fireworks
Flash Introduction
Photoshop Intermediate
Building Interactive Web Sites with CSS, DHTML and Ajax
Designing Web Sites with CSS
Cool Web Pages with CSS and Layers
Dreamweaver Advanced

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Easy Ways to Register / Location Map - Pg 31 • See Course Listings - Pg 3

Language Authority

Conversational Language Courses

Dutch
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Mandarin Chinese
French
Italian
Portuguese (Brazil)
Spanish (Latin America)

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Registration Information / Policies/Procedures

Easy Ways to Sign Up for Classes

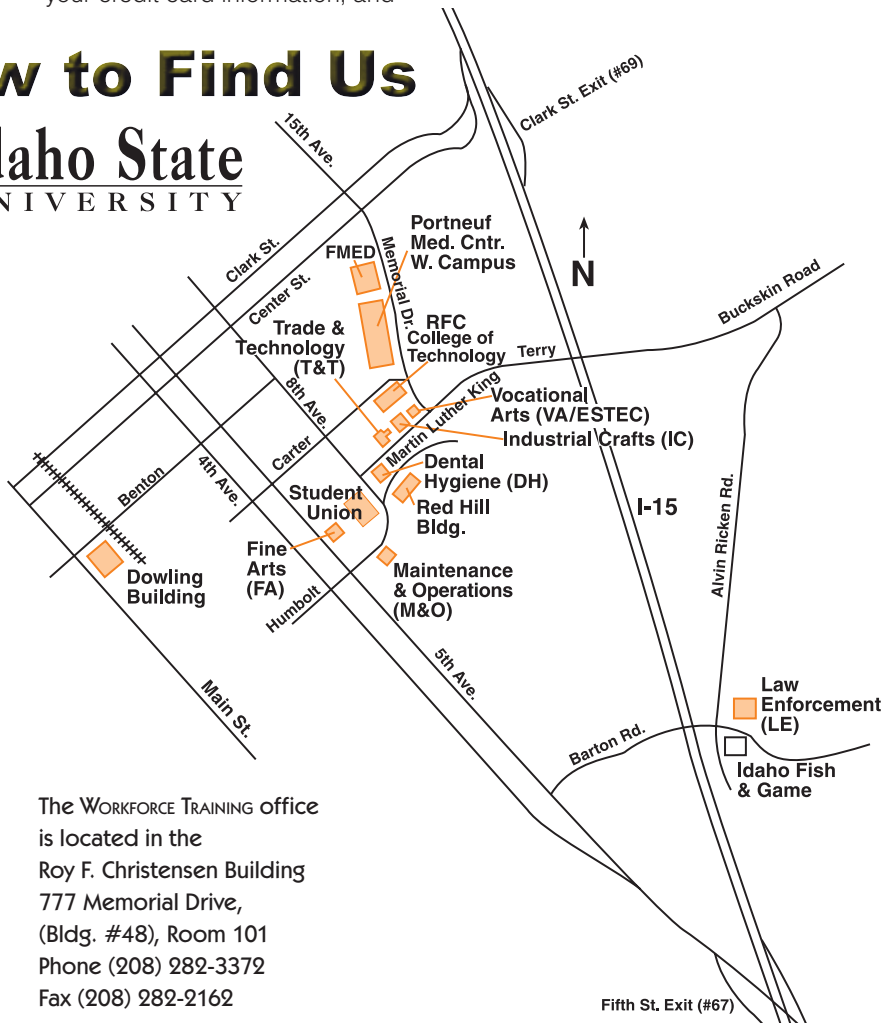
By Website: Go online to workforcetraining.isu.edu, create a profile, register and pay online with your Visa or MasterCard.

By Phone: (208) 282-3372 Phone-in registration will be accepted using Visa or MasterCard. Call (208) 282-3372 any weekday from 8 a.m. to 5 p.m. We will take your information over the phone, mail you an invoice or take your credit card information, and upon receipt of payment, you will be officially registered for class(es).

In Person: Come to the WORKFORCE TRAINING Office located in the Roy F. Christensen (RFC) Building #48 (Room 101) on the ISU Campus 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.

How to Find Us

Idaho State University



The WORKFORCE TRAINING office
is located in the
Roy F. Christensen Building
777 Memorial Drive,
(Bldg. #48), Room 101
Phone (208) 282-3372
Fax (208) 282-2162

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.

AA/EEOC

Idaho State University subscribes to the principles and laws of the State of Idaho and the federal government, including applicable executive orders pertaining to civil rights. All rights, privileges, and activities of the University are made available without regard to race, creed, color, sex, age, disability, national origin or veteran status. The University is an Equal Opportunity and Affirmative Action employer. Evidence of practices that are not consistent with such a policy should be reported to the Director of the Affirmative Action Office, located in the Museum Building, Room 422 or call (208) 282-3964.

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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