



Idaho State  
UNIVERSITY

College of Technology

# WORKFORCE TRAINING

Spring  
2013

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

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**Register for any course listed in our spring 2013 catalog before January 21, 2013 and receive a five dollar discount. Use code Spring13 at checkout.**

no cash value  
coupon expires 01/21/2013  
not good with any other offer



# EDUCATION TECHNOLOGY *integration*

## Spring Symposium

### Third Annual WFT Tech Symposium

Gain valuable techniques, skills, tips, and information to use in lessons right away.  
Discover and decide which new technologies work best for your classroom.

#### Where:

Clarion Inn  
(Special Conf. Lodging Rate \$70)  
1399 Pocatello Bench Road,  
Pocatello, ID, 83201  
(208) 237-1400  
Fax: (208) 238-0225

#### When

Jan. 17-18, 2013

#### Time:

Thursday, 8:00 a.m. - 4:00 p.m.  
Friday, 8:00 a.m. - 4:00 p.m.

#### Cost:

\$60/person  
(includes lunch both days)

#### Credit available

for an additional fee.  
call Arlen Walker @ (208) 282-3372  
for details

#### Sessions include\*:

**Document Cameras** - use and best practices for the classroom.

**Google Apps for Educators** - The power of Google Apps to increase collaboration.

**Google Earth** - applications for any curriculum.

**Basic Photoshop** - enhance, improve, adjust images for presentations.

**Cell Phones** - use as student response systems.

**Tablet/iPads in the Classroom** - Tips and techniques to increase student involvement and teacher productivity.

**Technology, Web 2.0 & Presentations** - putting it all together.

**Beyond PowerPoint** - Create media rich presentations.

**Internet Research** - Go beyond basic searches to find what you're looking for.

**BYOD** - "bring your own device" for technology integration and lesson enhancement.

*\*Sessions are subject to change without notice.*



## Agriculture

### Horsemanship

#### Horsemanship 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:** 4/4/13    **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:** 5/2/13    **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 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:** 5/30/13    **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)

“By trying we can easily  
endure adversity. Another  
man's, I mean.”

– Mark Twain



# Horticulture classes

**Home Landscape Care Basics**  
This day long workshop will help you create a landscape worthy of a magazine cover!

**Space Saving Gardening**  
Everyone can enjoy gardening, even with limited space. This three-hour workshop provides hints and tips for square foot, container and vertical gardening.

# Interior Design

## Choosing Colors That Are Right for Your Rooms

Color affects mood, emotion, and possibly even behavior. While your home or office should represent you and the way you live, sometimes the colors in them don't "feel right."

## Environmentally Friendlier Products for Building or Remodeling

Environmentally responsible products can save you money, and are available for your home or building needs.



## Tips for Arranging Your Space

Are you feeling cramped, crowded or disorganized? Learn how to make the most of the space you have.

## DIY Interior Updates

Want a change in your home, but don't have a lot of money to spend? Learn simple tricks you can do yourself to update your home's interior on a budget.

See pages 21 & 23 for complete class details.

## 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:** 2/9/13 **Days Taught:** S  
**Hours:** 8 **Fee:** \$56  
**Bldg/Rm:** RFC 108A  
**Times:** 8:30 am – 5:30 pm (1 session)

### Space Saving 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:** 2/20/13 **Days Taught:** W  
**Hours:** 3 **Fee:** \$28  
**Bldg/Rm:** RFC 263  
**Times:** 6:30 – 9:30 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 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:** 1/16/13 **Days Taught:** W  
**Hours:** 30 **Fee:** \$150  
**Bldg/Rm:** M & O Carpentry Shop  
**Times:** 5:30 – 8:30 pm (10 sessions)

## Business Management

These classes are a brief overview of the specified topic. We also provide in-depth courses, customized to your business and workers. If you are interested in customized training or need a course you don't see listed, please let us know.

### Ownership, Engagement and Accountability Solutions! #1176

Ownership drives engagement; engagement drives accountability. Learn to motivate employees to take ownership and be accountable for their own productivity.

**Start Date:** 1/17/13 **Days Taught:** Th  
**Hours:** 2 **Fee:** \$36  
**Bldg/Rm:** RFC 263  
**Times:** 6 – 8 p.m. (1 session)

### Developing Emotional Intelligence #1177

We know what IQ is but few understand the power of EQ! Develop emotional intelligence for individual and organizational well-being, minimize controversy, align efforts, solve problems and succeed.

**Start Date:** 2/21/13 **Days Taught:** Th  
**Hours:** 2 **Fee:** \$36  
**Bldg/Rm:** RFC 263  
**Times:** 6 – 8 p.m. (1 session)



## Strategic Planning and Project Management #1178

Get SMART and Go SWOT with essential project management and strategic planning fundamentals. Align efforts for maximum productivity and profitability.

**Start Date:** 3/21/13 **Days Taught:** Th  
**Hours:** 2 **Fee:** \$36  
**Bldg/Rm:** RFC 263  
**Times:** 6 – 8 p.m. (1 session)

## Developing Professional Presence #1179

Professionalism is perception. Learn what it means to be a professional and how to prepare others to act professionally with essential organizational values defined for maximum performance and perception.

**Start Date:** 4/18/13 **Days Taught:** Th  
**Hours:** 2 **Fee:** \$36  
**Bldg/Rm:** RFC 263  
**Times:** 6 – 8 p.m. (1 session)

## Business Books

Increase your personal and professional effectiveness through the instructor-lead review of business literature. Come prepared by reading the corresponding chapters before class and maximize learning with the group. Join us for one empowering class (\$40) or, better yet, register and pay now for all three (\$96) for life success at home and at work. New and used books can be found through Amazon or check your local library. Use Coupon Code **CRUCIAL** when registering for all three classes.

## Crucial Conversations: Tools for Talking When Stakes Are High #1181

At some point in life you will be involved in a conversation when tensions are high and the right thing needs to be said. One wrong slip of the tongue and an already bad situation can be made worse. *Crucial Conversations: Tools For Talking When Stakes Are High* teaches how to be assertive but not abrasive, keep the conversation focused and moving forward, how to remain calm and listening when the other party isn't and how to feel safe in the conversation. This book is an essential tool for communication in both personal and professional relationships. (ISBN-10: 0071771328 / ISBN-13: 978-0071771320)

**Start Date:** 2/4/13 **Days Taught:** M  
**Hours:** 4  
**Fee:** \$40 individually or  
\$96 for all three in this series  
**Bldg/Rm:** RFC 263  
**Times:** 6 – 8 p.m. (2 sessions)  
**Discussion:** **Week 1:** chapters 1-6,  
**Week 2:** chapters 7-11

## Crucial Confrontations #1182

*Crucial Confrontations* addresses issues of broken promises, violated expectations and negative behavior. This book teaches how to resolve difficult dynamic situations at work and at home by learning how to keep promises, strengthen relationships and influence positive behavior. All relationships, whether business or personal, have hidden potential. *Crucial Confrontations* teaches how to find that potential and launch it to the next level. (ISBN-10: 0071446524 / ISBN-13: 978-0071446525)

**Start Date:** 3/4/13 **Days Taught:** M  
**Hours:** 4  
**Fee:** \$40 individually or  
\$96 for all three in this series  
**Bldg/Rm:** RFC 263  
**Times:** 6 – 8 p.m. (2 sessions)  
**Discussion:** **Week 1:** chapters 1-5,  
**Week 2:** chapters 6-9

## Influencer: The Power to Change Anything #1183

Can the influence of one person make a positive difference? The answer to that is YES! *Influencer* shows how ordinary people made a significant positive change for good in their "world" when others thought it was impossible. This book takes a radically different approach to make change possible in your personal and professional world. You will be able to influence others to live better, feel happier and work smarter. (ISBN-10: 007148499X / ISBN-13: 978-0071484992)

**Start Date:** 4/1/13 **Days Taught:** M  
**Hours:** 4  
**Fee:** \$40 individually or  
\$96 for all three in this series  
**Bldg/Rm:** RFC 263  
**Times:** 6 – 8 p.m. (2 sessions)  
**Discussion:** **Week 1:** chapters 1-5,  
**Week 2:** chapters 6-10

All classes are held in Pocatello unless otherwise stated.

## 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:** 1/16/13 **Days Taught:** W  
**Hours:** 12 **Fee:** \$77  
**Bldg/Rm:** RFC 265  
**Times:** 6:30 - 9:30 p.m. (4 sessions)

#### Section 2

**Start Date:** 4/16/13 **Days Taught:** T Th  
**Hours:** 12 **Fee:** \$77  
**Bldg/Rm:** RFC 264  
**Times:** 6:30 - 9:30 p.m. (4 sessions)

## Introduction to Google SketchUp #1244

Learn to use Google's free software, SketchUp. This gold-rated program can be used to create basic 3D models of simple furniture and a sample room floor plan.

**Start Date:** 4/16/13 **Days Taught:** T Th  
**Hours:** 12 **Fee:** \$68  
**Bldg/Rm:** RFC 265  
**Times:** 6:30 - 8:30 p.m. (6 sessions)

## PowerPoint Nuts and Bolts #1150

Create documents and learn keystrokes and commands unique to the PowerPoint 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:** 2/27/13 **Days Taught:** W  
**Hours:** 6 **Fee:** \$52  
**Bldg/Rm:** RFC 270  
**Times:** 6:30 - 9:30 p.m. (2 sessions)



## PowerPoint, the Next Level #1219



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

**Start Date: 3/27/13 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, 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: 2/27/13 Days Taught: W**  
**Hours: 12 Fee: \$77**  
**Bldg/Rm: RFC 265**  
**Times: 6:30 – 9:30 p.m. (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.

**Start Date: 1/14/13 Days Taught: M**  
**Hours: 18 Fee: \$119**  
**Bldg/Rm: RFC 264**  
**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. Students who take this class must have a good working knowledge of Microsoft Office Suites.

**Start Date: 3/18/13 Days Taught: M**  
**Hours: 18 Fee: \$119**  
**Bldg/Rm: RFC 264**  
**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. Students who take this class need a good working knowledge of both Access and Excel.

**Start Date: 5/6/13 Days Taught: M**  
**Hours: 6 Fee: \$60**  
**Bldg/Rm: RFC 264**  
**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: 1/15/13 Days Taught: T Th**  
**Hours: 12 Fee: \$77**  
**Bldg/Rm: RFC 270**  
**Times: 6:30 – 9:30 p.m. (4 sessions)**

**Section 2**  
**Start Date: 1/26/13 Days Taught: S**  
**Hours: 12 Fee: \$77**  
**Bldg/Rm: RFC 270**  
**Times: 8:30 – 11:30 a.m. (4 sessions)**

**Section 3**  
**Start Date: 2/5/13 Days Taught: T Th**  
**Hours: 12 Fee: \$77**  
**Bldg/Rm: RFC 264**  
**Times: 6:30 – 9:30 p.m. (4 sessions)**

**Section 4**  
**Start Date: 4/9/13 Days Taught: T Th**  
**Hours: 12 Fee: \$77**  
**Bldg/Rm: RFC 270**  
**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.

**Section 1**  
**Start Date: 2/23/13 Days Taught: S**  
**Hours: 12 Fee: \$77**  
**Bldg/Rm: RFC 270**  
**Times: 8:30 – 11:30 a.m. (4 sessions)**

**Section 2**  
**Start Date: 3/5/13 Days Taught: T Th**  
**Hours: 12 Fee: \$77**  
**Bldg/Rm: RFC 264**  
**Times: 6:30 – 9:30 p.m. (4 sessions)**

**Section 3**  
**Start Date: 4/30/13 Days Taught: T Th**  
**Hours: 12 Fee: \$77**  
**Bldg/Rm: RFC 270**  
**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.

**Section 1**  
**Start Date: 3/30/13 Days Taught: S**  
**Hours: 12 Fee: \$77**  
**Bldg/Rm: RFC 270**  
**Times: 8:30 – 11:30 a.m. (4 sessions)**

**Section 2**  
**Start Date: 4/2/13 Days Taught: T Th**  
**Hours: 12 Fee: \$77**  
**Bldg/Rm: RFC 264**  
**Times: 6:30 – 9:30 p.m. (4 sessions)**

**Section 3**  
**Start Date: 5/14/13 Days Taught: T Th**  
**Hours: 12 Fee: \$77**  
**Bldg/Rm: RFC 270**  
**Times: 6:30 – 9:30 p.m. (4 sessions)**

“Happiness is having a large, loving, caring, close-knit family — in another city.”

– George Burns





# Graphic Arts

## Develop and Build Websites with Dreamweaver and CSS

Beginning with foundational instruction (critical!) in the web-standard foundation of CSS and HTML languages, you will then learn to use Adobe's Dreamweaver software to build and maintain CSS-based websites. You will also learn the fundamentals of planning and developing websites, including web content strategies centered on critical factors like relevance, engagement, conversion, and search engine optimization. Serious students will complete class with a solid foundational skill set and knowledge of website development best practices.

Required: Dreamweaver CS6 software and *Dreamweaver CS6: The Missing Manual*  
See course dates and fees on page 13.

## 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. Instruction will also cover 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 14.

## Introduction to Google SketchUp

Learn to use Google's free software, SketchUp. This Gold-rated program can be used to create basic 3D models of simple furniture and a sample room floor plan.  
See course dates and fees on page 13.

## Quick and Easy Business Websites

Using WordPress, learn to build a quick and easy website that is great looking, easy to update, use, and secure. You'll also learn the secrets of how to change the look and feel of your website. Participants must be able to quickly navigate the internet.  
See course dates and fees on page 14.

web-supplemented

# CNA



# + EMT

**Do you want to care for people in hospitals, long-term care centers, group homes or home health settings?**

Perhaps you want to learn how to care for a loved one at home or try out health care to see if you like it. No matter your motivation, CNA is one of the most rewarding and diverse careers out there. It is a pre-requisite or add-on to many college programs, such as LPN, RN, or Physical Therapy Assistant. It can also be merged with another field to give you an advantage over others when applying for your dream job as an EMT, phlebotomist, unit secretary, restorative care aide, medical assistant, surgical technician or psychiatric technician.

**Do you want to be a member of one of the most heroic careers possible?**

Emergency Medical Technicians (EMTs) care for sick or injured patients in emergency situations. You can have a stand-alone career where you work full time on an ambulance and respond to emergency calls, perform medical services in the field and transport patients to medical facilities. Or perhaps you want to apply for a job that requires this as a pre-requisite, such as fireman, emergency room technician or member of a ski patrol. This popular program is ideal for those who thrive on adrenaline and seek new and exciting opportunities each day.

## **Classes fill up fast so register early!**

[workforcetraining.isu.edu/health](http://workforcetraining.isu.edu/health)

For complete description and class dates, check the course listing on pages 17 & 21.



## 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.

#### Section 1

**Start Date:** 1/16/13 **Days Taught:** W  
**Hours:** 18 **Fee:** \$119  
**Bldg/Rm:** RFC 270  
**Times:** 6:30 – 9:30 p.m. (6 sessions)

#### Section 2

**Start Date:** 4/22/13 **Days Taught:** M W  
**Hours:** 18 **Fee:** \$119  
**Bldg/Rm:** RFC 265  
**Times:** 6:30 – 9:30 p.m. (6 sessions)

## Culinary Arts

### Soups and Stews #1251

Warm your insides with a variety of delicious soups and stews just right for cold winter nights!

**Start Date:** 1/9/13 **Days Taught:** W  
**Hours:** 6 **Fee:** \$68  
**Bldg/Rm:** RFC Culinary Arts Area  
**Times:** 6 – 8 p.m. (3 sessions)

### Mardi Gras! #1252

Get ready to celebrate Mardi Gras with these traditional Louisiana dishes: Jambalaya, Dirty Rice and King Cake.

**Start Date:** 2/6/13 **Days Taught:** W  
**Hours:** 2 **Fee:** \$32  
**Bldg/Rm:** RFC Culinary Arts Area  
**Times:** 6 – 8 p.m. (1 session)

### Valentine's Day #1254

Spend an evening creating some special dishes for your special Valentine!

**Start Date:** 2/13/13 **Days Taught:** W  
**Hours:** 2 **Fee:** \$32  
**Bldg/Rm:** RFC Culinary Arts Area  
**Times:** 6 – 8 p.m. (1 session)

### Asian Cuisine #1255

Enjoy an evening of wonderful Asian cuisine with Udon Noodle Soup with Shrimp and Bok Choy, Cucumber Salad and Mirin-Teriyaki Grilled Steak.

**Start Date:** 2/20/13 **Days Taught:** W  
**Hours:** 2 **Fee:** \$32  
**Bldg/Rm:** RFC Culinary Arts Area  
**Times:** 6 – 8 p.m. (1 session)

### French Cuisine #1247

Learn the basics of French cuisine – the basic terms & techniques, including sauces and dishes such as Endive Salad with Pears & Gorgonzola, Peas Braised with Pearl Onions, French Onion Soup, Chicken Marengo, Chocolate Mousse and much more!

**Start Date:** 3/6/13 **Days Taught:** W  
**Hours:** 6 **Fee:** \$68  
**Bldg/Rm:** RFC Culinary Arts Area  
**Times:** 6 – 8 p.m. (3 sessions)

### Mexican Series I #1257

Get ready for a great Cinco de Mayo celebration with these amazing Mexican recipes: Mexican Shrimp Cocktail, Mexican Gazpacho, Chile Verde, Carne Asada, Green Corn Tamales, Flan, Bananas Flambe Mexican Style and more!

**Start Date:** 4/3/13 **Days Taught:** W  
**Hours:** 6 **Fee:** \$68  
**Bldg/Rm:** RFC Culinary Arts Area  
**Times:** 6 – 8 p.m. (3 sessions)

### Summer Cooking #1141

Warm weather is just around the corner (hopefully!), so dust off the BBQ and get ready with some great new summer cooking recipes.

**Start Date:** 5/1/13 **Days Taught:** W  
**Hours:** 4 **Fee:** \$52  
**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, store and retrieve drawings, and how to use the plotter. You will receive instruction in AutoCAD, draw, and edit commands.

**Start Date:** 1/17/13 **Days Taught:** Th  
**Hours:** 30 **Fee:** \$189  
**Bldg/Rm:** VA 201  
**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:** 2/5/13 **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 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 (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:** 1/28/13 **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:** 1/22/13 **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.

### 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:** 1/23/13 **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:** 1/24/13 **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 instrument-sensors, indicators, transmitters, computing relays, electro-optics, electronic controllers, ratio control, cascade control, recorders, analytical equipment, troubleshooting.

**Start Date:** 1/22/13 **Days Taught:** T  
**Hours:** 45 **Fee:** \$465  
**Bldg/Rm:** ESTEC 202  
**Times:** 6:30 – 9:30 p.m. (15 sessions)

“It’s not enough that we do  
our best; sometimes we have  
to do what’s required.”  
– Sir Winston Churchill

## 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:** 3/7/13 **Days Taught:** Th  
**Hours:** 4 **Fee:** \$45  
**Bldg/Rm:** RFC 108A  
**Times:** 5 - 9 p.m. (1 session)

#### Section 2

**Start Date:** 4/4/13 **Days Taught:** Th  
**Hours:** 4 **Fee:** \$45  
**Bldg/Rm:** RFC 108A  
**Times:** 5 - 9 p.m. (1 session)

#### Section 3

**Start Date:** 4/11/13 **Days Taught:** Th  
**Hours:** 4 **Fee:** \$45  
**Bldg/Rm:** RFC 108A  
**Times:** 5 - 9 p.m. (1 session)

The iPad and iPhone give individuals and businesses the productivity they need. They also 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/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.

and iPhone  
Get all of the information that should have been in the box but wasn't.  
see course description page 23

® iPad and iPhone are registered trademarks of the Apple Inc.



## 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:** 3/2/13    **Days Taught:** S  
**Hours:** 6    **Fee:** \$49  
**Bldg/Rm:** RFC 108A  
**Times:** 9 a.m. – 4 p.m. (1 session)

#### Section 2

**Start Date:** 4/6/13    **Days Taught:** S  
**Hours:** 6    **Fee:** \$49  
**Bldg/Rm:** RFC 108A  
**Times:** 9 a.m. – 4 p.m. (1 session)

#### Section 3

**Start Date:** 5/4/13    **Days Taught:** S  
**Hours:** 6    **Fee:** \$49  
**Bldg/Rm:** RFC 108A  
**Times:** 9 a.m. – 4 p.m. (1 session)

#### Section 4

**Start Date:** 6/29/13    **Days Taught:** S  
**Hours:** 6    **Fee:** \$49  
**Bldg/Rm:** RFC 108A  
**Times:** 9 a.m. – 4 p.m. (1 session)

#### Section 1 Summer

**Start Date:** 8/10/13    **Days Taught:** S  
**Hours:** 6    **Fee:** \$49  
**Bldg/Rm:** RFC 108A  
**Times:** 9 a.m. – 4 p.m. (1 session)

## Industrial Maintenance

These courses 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:** 2/5/13    **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:** 2/28/13    **Days Taught:** Th  
**Hours:** 12    **Fee:** \$170  
**Bldg/Rm:** ISU Diesel Shop,  
1235 South Second Ave.  
**Times:** 6:30 – 9:30 p.m. (4 sessions)

## Machining

### Introduction to CNC Mill Operations #1222

Learn how to set up and operate CNC mills to cut pre-programmed parts. Training will include installing and setting tools, locating work-holding devices, loading programs, graphing tool paths and actual machine operation. This course is for people knowledgeable in manual machining operations who want to upgrade their skills to include operation of CNC machines. Instructor permission to take the class is required. Safety glasses required.

**Start Date:** 1/16/13    **Days Taught:** W  
**Hours:** 30    **Fee:** \$189  
**Bldg/Rm:** RFC 131  
**Times:** 6 – 9 p.m. (10 sessions)

### Machine Shop Mill Theory #1201

This course provides 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:** 1/16/13    **Days Taught:** W  
**Hours:** 30    **Fee:** \$189  
**Bldg/Rm:** RFC 131  
**Times:** 6 – 9 p.m. (10 sessions)

## Graphic Arts

### Before Quick and Easy Business Websites #1184

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:** 2/28/13    **Days Taught:** Th  
**Hours:** 3    **Fee:** \$55  
**Bldg/Rm:** RFC 265  
**Times:** 6:30 – 9:30 p.m. (1 session)

### Develop and Build Websites with Dreamweaver and CSS #1196

Beginning with foundational instruction (critical) in the web-standard foundation of CSS and XHTML, you will then learn to use Adobe's Dreamweaver software to build and maintain basic CSS-based websites.

**Start Date:** 2/7/13    **Days Taught:** Th  
**Hours:** 30    **Fee:** \$190  
**Bldg/Rm:** RFC 270  
**Times:** 6 – 9 p.m. (10 session)

### Introduction to Google SketchUp #1244

Learn to use Google's free software, SketchUp. This gold-rated program can be used to create basic 3D models of simple furniture and a sample room floor plan.

**Start Date:** 4/16/13    **Days Taught:** T Th  
**Hours:** 12    **Fee:** \$68  
**Bldg/Rm:** RFC 265  
**Times:** 6:30 – 8:30 p.m. (6 sessions)

### PowerPoint Nuts and Bolts #1150

Create documents and learn keystrokes and commands unique to the PowerPoint 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:** 2/27/13    **Days Taught:** W  
**Hours:** 6    **Fee:** \$52  
**Bldg/Rm:** RFC 270  
**Times:** 6:30 – 9:30 p.m. (2 sessions)





## April 23-25, 2013

**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.

**Idaho National Guard  
Armory**

**10714 Fairgrounds  
Road, Pocatello, ID**

**Dates and location of  
Safety Fest are tentative,  
please refer to the website  
below for up-to-date  
information.**

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



### PowerPoint, the Next Level #1219



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

**Start Date: 3/27/13 Days Taught: W**  
**Hours: 6 Fee: \$52**

**Bldg/Rm: RFC 270**  
**Times: 6:30 – 9:30 p.m. (2 sessions)**

### 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: 3/9/13 Days Taught: F S**  
**Hours: 11 Fee: \$77**

**Bldg/Rm: RFC 264**  
**Times: F: 6 – 9 p.m. (1 session)**  
**S: 9 a.m. – 1 p.m. (2 sessions)**

### 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 over-priced software, coding or technical skills to build a website. You'll discover how to build a great looking website that is easy to update, use, and secure. You will also learn the secrets of how to change the look and feel of your website. Prerequisites: Ability to navigate the internet quickly. Comfortable with technology.

**Start Date: 3/7/13 Days Taught: Th**  
**Hours: 3 Fee: \$55**

**Bldg/Rm: RFC 265**  
**Times: : 6:30 – 9:30 p.m. (1 session)**

“Conscience is a mother-in-law whose visit never ends.”

– H.L. Mencken

## 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: \$80**

### 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? 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. 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: 2/5/13**    **Days Taught: T**  
**Hours: 4**                    **Fee: \$35**  
**Bldg/Rm: LAW 103**  
**Times: 5 – 9 p.m. (1 session)**

#### Section 2

**Start Date: 4/16/13**    **Days Taught: T**  
**Hours: 4**                    **Fee: \$35**  
**Bldg/Rm: LAW 103**  
**Times: 5 – 9 p.m. (1 session)**

### Pediatric CPR / First Aid #1916

Learn how to manage illness and injuries of children 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, protective barrier and certification card included in course fee.

#### Section 1

**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)**

#### Section 2

**Start Date: 3/16/13**    **Days Taught: S**  
**Hours: 7**                    **Fee: \$59**  
**Bldg/Rm: LAW 103**  
**Times: 8:30 a.m. – 4 p.m. (1 session)**

### Section 3

**Start Date: 5/11/13**    **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

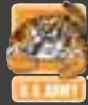
This course prepares you to administer CPR in healthcare settings and is the course required for ISU CNA, Phlebotomy, and EMT students. Approved by the American Heart Association, it covers all the things you need — assessment of breathing and cardiac emergencies in adults, infants, and children with 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: 1/8/13**    **Days Taught: T**  
**Hours: 5**                    **Fee: \$54**  
**Bldg/Rm: LAW 103**  
**Times: 5 – 10 p.m. (1 session)**

...continued on p. 16

# 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 23.

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

# IA Renewal

## 1 Day only/Limited to 150 seats

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

Call 208-282-3372 or online @ [workforcetraining.isu.edu/ia/](http://workforcetraining.isu.edu/ia/)  
after November 26, 2012

### Healthcare Provider CPR #1930...continued from p. 15

#### Section 2

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

#### Section 3

Start Date: 1/17/13 Days Taught: Th  
Hours: 5 Fee: \$54  
Bldg/Rm: LAW 103  
Times: 5 – 10 p.m. (1 session)

#### Section 4

Start Date: 1/22/13 Days Taught: T  
Hours: 5 Fee: \$54  
Bldg/Rm: LAW 103  
Times: 5 – 10 p.m. (1 session)

#### Section 5

Start Date: 1/26/13 Days Taught: S  
Hours: 5 Fee: \$54  
Bldg/Rm: LAW 103  
Times: 8:30 a.m. – 1:30 p.m.  
(1 session)

#### Section 6

Start Date: 2/6/13 Days Taught: W  
Hours: 5 Fee: \$54  
Bldg/Rm: LAW 103  
Times: 5 – 10 p.m. (1 session)

#### Section 7

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

#### Section 8

Start Date: 2/20/13 Days Taught: W  
Hours: 5 Fee: \$54  
Bldg/Rm: LAW 103  
Times: 5 – 10 p.m. (1 session)

#### Section 9

Start Date: 2/23/13 Days Taught: S  
Hours: 5 Fee: \$54  
Bldg/Rm: LAW 103  
Times: 8:30 a.m. – 1:30 p.m.  
(1 session)

#### Section 10

Start Date: 3/6/13 Days Taught: W  
Hours: 5 Fee: \$54  
Bldg/Rm: LAW 103  
Times: 5 – 10 p.m. (1 session)

#### Section 11

Start Date: 3/9/13 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: 3/13/13 Days Taught: W  
Hours: 5 Fee: \$54  
Bldg/Rm: LAW 103  
Times: 5 – 10 p.m. (1 session)

#### Section 13

Start Date: 3/21/13 Days Taught: Th  
Hours: 5 Fee: \$54  
Bldg/Rm: LAW 103  
Times: 5 – 10 p.m. (1 session)

#### Section 14

Start Date: 4/3/13 Days Taught: W  
Hours: 5 Fee: \$54  
Bldg/Rm: LAW 103  
Times: 5 – 10 p.m. (1 session)

#### Section 15

Start Date: 4/4/13 Days Taught: Th  
Hours: 5 Fee: \$54  
Bldg/Rm: LAW 103  
Times: 5 – 10 p.m. (1 session)

#### Section 16

Start Date: 4/13/13 Days Taught: S  
Hours: 5 Fee: \$54  
Bldg/Rm: LAW 103  
Times: 8:30 a.m. – 1:30 p.m.  
(1 session)

#### Section 17

Start Date: 4/24/13 Days Taught: W  
Hours: 5 Fee: \$54  
Bldg/Rm: LAW 103  
Times: 5 – 10 p.m. (1 session)

#### Section 18

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

#### Section 19

Start Date: 5/14/13 Days Taught: T  
Hours: 5 Fee: \$54  
Bldg/Rm: LAW 103  
Times: 5 – 10 p.m. (1 session)

#### Section 20

Start Date: 5/22/13 Days Taught: W  
Hours: 5 Fee: \$54  
Bldg/Rm: LAW 103  
Times: 5 – 10 p.m. (1 session)

#### Section 21

Start Date: 5/30/13 Days Taught: Th  
Hours: 5 Fee: \$54  
Bldg/Rm: LAW 103  
Times: 5 – 10 p.m. (1 session)

#### Section 22

Start Date: 6/4/13 Days Taught: T  
Hours: 5 Fee: \$54  
Bldg/Rm: LAW 103  
Times: 5 – 10 p.m. (1 session)



**Section 23**  
**Start Date:** 6/13/13 **Days Taught:** Th  
**Hours:** 5 **Fee:** \$54  
**Bldg/Rm:** LAW 103  
**Times:** 5 – 10 p.m. (1 session)

**Section 24**  
**Start Date:** 6/19/13 **Days Taught:** W  
**Hours:** 5 **Fee:** \$54  
**Bldg/Rm:** LAW 103  
**Times:** 5 – 10 p.m. (1 session)

**Section 1 Summer**  
**Start Date:** 7/9/13 **Days Taught:** T  
**Hours:** 5 **Fee:** \$54  
**Bldg/Rm:** LAW 103  
**Times:** 5 – 10 p.m. (1 session)

**Section 2 Summer**  
**Start Date:** 7/11/13 **Days Taught:** Th  
**Hours:** 5 **Fee:** \$54  
**Bldg/Rm:** LAW 103  
**Times:** 5 – 10 p.m. (1 session)

**Section 3 Summer**  
**Start Date:** 7/22/13 **Days Taught:** M  
**Hours:** 5 **Fee:** \$54  
**Bldg/Rm:** LAW 103  
**Times:** 5 – 10 p.m. (1 session)

**Section 4 Summer**  
**Start Date:** 8/6/13 **Days Taught:** T  
**Hours:** 5 **Fee:** \$54  
**Bldg/Rm:** LAW 103  
**Times:** 5 – 10 p.m. (1 session)

**Section 5 Summer**  
**Start Date:** 8/17/13 **Days Taught:** S  
**Hours:** 5 **Fee:** \$54  
**Bldg/Rm:** LAW 103  
**Times:** 8:30 a.m. – 1:30 p.m.  
(1 session)

**Section 6 Summer**  
**Start Date:** 8/22/13 **Days Taught:** Th  
**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.*

All classes are held in Pocatello unless otherwise stated.

## **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, 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:** 1/22/13 **Days Taught:** T Th  
(1 Saturday-TBA)  
**Hours:** 60 **Fee:** \$325  
**Bldg/Rm:** RFC 379  
**Times:** 6 – 9 p.m. (20 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 students' 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:** 4/9/13 **Days Taught:** T Th  
**Hours:** 9 **Fee:** \$200  
**Bldg/Rm:** RFC 379  
**Times:** 6 – 9 p.m. (3 sessions)

**Section 2 – Coronal Polish & Pit and Fissure Sealants**  
**Start Date:** 4/18/13 **Days Taught:** T Th  
**Hours:** 9 **Fee:** \$200  
**Bldg/Rm:** RFC 379  
**Times:** 6 – 9 p.m. (3 sessions)

**Section 3 – Aiding in the Administration of Nitrous Oxide**  
**Start Date:** 4/30/13 **Days Taught:** T Th  
**Hours:** 5 **Fee:** \$75  
**Bldg/Rm:** RFC 379  
**Times:** 6 – 9 p.m. (2 sessions)

## **Emergency Medical Technician Training**

### **EMT – Basic #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:** 1/15/13 **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)

## **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.

...continued on p. 19

# 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 pages  
11 & 12



**Assistance w/ Medications  
#1940...continued from p. 17**

**Section 1**

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

**Section 2**

**Start Date:** 1/14/13 **Days Taught:** M W  
**Hours:** 8 **Fee:** \$70  
**Bldg/Rm:** RFC 263  
**Times:** 5:30 – 9:30 p.m. (2 sessions)

**Section 3**

**Start Date:** 2/9/13 **Days Taught:** S  
**Hours:** 8 **Fee:** \$70  
**Bldg/Rm:** RFC 108A  
**Times:** 10 a.m. – 7 p.m. (1 session)

**Section 4**

**Start Date:** 2/11/13 **Days Taught:** M W  
**Hours:** 8 **Fee:** \$70  
**Bldg/Rm:** RFC 263  
**Times:** 5:30 – 9:30 p.m. (2 sessions)

**Section 5**

**Start Date:** 3/9/13 **Days Taught:** S  
**Hours:** 8 **Fee:** \$70  
**Bldg/Rm:** RFC 108A  
**Times:** 10 a.m. – 7 p.m. (1 session)

**Section 6**

**Start Date:** 4/13/13 **Days Taught:** S  
**Hours:** 8 **Fee:** \$70  
**Bldg/Rm:** RFC 108A  
**Times:** 10 a.m. – 7 p.m. (1 session)

**Section 7**

**Start Date:** 5/11/13 **Days Taught:** S  
**Hours:** 8 **Fee:** \$70  
**Bldg/Rm:** RFC 108A  
**Times:** 10 a.m. – 7 p.m. (1 session)

**Section 8**

**Start Date:** 5/20/13 **Days Taught:** M W  
**Hours:** 8 **Fee:** \$70  
**Bldg/Rm:** RFC 108B  
**Times:** 5:30 – 9:30 p.m. (2 sessions)

**Section 9**

**Start Date:** 6/8/13 **Days Taught:** S  
**Hours:** 8 **Fee:** \$70  
**Bldg/Rm:** RFC 108A  
**Times:** 10 a.m. – 7 p.m. (1 session)

**Section 10**

**Start Date:** 6/17/13 **Days Taught:** M W  
**Hours:** 8 **Fee:** \$70  
**Bldg/Rm:** RFC 108B  
**Times:** 5:30 – 9:30 p.m. (2 sessions)

**Section 1 Summer**

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

**Section 2 Summer**

**Start Date:** 7/15/13 **Days Taught:** M W  
**Hours:** 8 **Fee:** \$70  
**Bldg/Rm:** RFC 108B  
**Times:** 5:30 – 9:30 p.m. (2 sessions)

**Section 3 Summer**

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

**Section 4 Summer**

**Start Date:** 8/19/13 **Days Taught:** M W  
**Hours:** 8 **Fee:** \$70  
**Bldg/Rm:** RFC 108B  
**Times:** 5:30 – 9:30 p.m. (2 sessions)

“My friends are my estate.”  
– Emily Dickinson

# webinars

The second Tuesday of each month from 10-11 a.m. WORKFORCE TRAINING offers **FREE** webinars covering topics for personal growth and of interest to businesses. These webinars provide valuable insight and ideas to use immediately in the work environment.

## 2013 Topics\*

(10-11 a.m.)

- Jan. 8 Health & Wellness
- Feb. 12 Time Management
- Mar. 12 Leadership
- Apr. 9 Controlling Stress
- May 14 Successful Negotiations
- June 11 Difficult Conversations
- July 9 Small Business Marketing

\*subject to change without notice

[workforcetraining.isu.edu/enrollment/webinars](http://workforcetraining.isu.edu/enrollment/webinars)

Did we mention they are **Free**

# 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.

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

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.



Workforce Training is pleased to announce a new partnership with Champions at Work, to serve your customized training needs better.

[workforcetraining.isu.edu/customized-training/](http://workforcetraining.isu.edu/customized-training/)

## 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:** 1/8/13 **Days Taught:** T Th  
**Hours:** 120 **Fee:** \$425  
**Bldg/Rm:** LAW 201  
**Times:** 4 – 9 p.m. (24 sessions)

### Section 2

**Start Date:** 2/5/13 **Days Taught:** T Th  
**Hours:** 120 **Fee:** \$425  
**Bldg/Rm:** LAW 201  
**Times:** 8:30 a.m. – 3:30 p.m.  
(15 sessions)

### Section 3

**Start Date:** 3/11/13 **Days Taught:** M W  
**Hours:** 120 **Fee:** \$425  
**Bldg/Rm:** LAW 201  
**Times:** 8:30 a.m. – 3:30 p.m.  
(20 sessions)

### Section 4

**Start Date:** 4/16/13 **Days Taught:** T Th  
**Hours:** 120 **Fee:** \$425  
**Bldg/Rm:** LAW 201  
**Times:** 4 – 9 p.m. (20 sessions)

### Section 5

**Start Date:** 4/23/13 **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:** 5/29/13 **Days Taught:** M W  
**Hours:** 120 **Fee:** \$425  
**Bldg/Rm:** LAW 201  
**Times:** 8:30 a.m. – 3:30 p.m.  
(20 sessions)

### Section 1 Summer

**Start Date:** 7/24/13 **Days Taught:** M W  
**Hours:** 120 **Fee:** \$425  
**Bldg/Rm:** LAW 201  
**Times:** 8:30 a.m. – 3:30 p.m.  
(20 sessions)

All classes are held in Pocatello unless otherwise stated.



## 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 (Malad)**  
**Start Date:** 2/8/13 **Days Taught:** F  
**Hours:** 120 **Fee:** \$425  
**Bldg/Rm:** Oneida County Hospital  
**Times:** 9 – 11 a.m.

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 (Montpelier)**  
**Start Date:** 2/8/13 **Days Taught:** F  
**Hours:** 120 **Fee:** \$425  
**Bldg/Rm:** Bear Lake Memorial Learning Lab  
**Times:** 8:00 a.m. – 4:30 p.m.  
(24 sessions)

**Section 3**  
**Start Date:** 3/1/13 **Days Taught:** F  
**Hours:** 120 **Fee:** \$425  
**Bldg/Rm:** LAW 201  
**Times:** 9 a.m. – 3 p.m.  
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 4**  
**Start Date:** 6/7/13 **Days Taught:** F  
**Hours:** 120 **Fee:** \$425  
**Bldg/Rm:** LAW 201  
**Times:** 9 a.m. – 3 p.m.  
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.)

## 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:** 2/5/13 **Days Taught:** T Th  
**Hours:** 160 **Fee:** \$850  
**Bldg/Rm:** RFC B1-63  
**Times:** 5 – 10 p.m. (32 Sessions)

## 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:** 4/23/13 **Days Taught:** T  
**Hours:** 2 **Fee:** \$20  
**Bldg/Rm:** RFC 379  
**Times:** 6:30 – 8:30 p.m. (1 session)

### Choosing Colors That are Right for Your Rooms #1242

Color affects mood, emotion, and possibly even behavior. While your home or office should represent you and the way you live, sometimes the colors in them don't feel right. Discover simple ways to use color to make your spaces restful retreats or energizing environments.

**Start Date:** 4/2/13 **Days Taught:** T Th  
**Hours:** 4 **Fee:** \$36  
**Bldg/Rm:** RFC 263  
**Times:** 6:30 – 8:30 p.m. (2 session)

### DIY Interior Updates #1240

Want a change in your home, but don't have a lot of money to spend? Learn 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:** 2/19/13 **Days Taught:** T  
**Hours:** 5 **Fee:** \$48  
**Bldg/Rm:** RFC 263  
**Times:** 6:30 – 9 p.m. (2 sessions)

## Environmentally Friendlier Products for Building or Remodeling #1241

Environmentally responsible products can save you money, and are available for your home or building needs. We will review a wide range of products, from lighting and countertops to paint and flooring, helping you find the perfect fit for your situation.

**Start Date:** 3/5/13 **Days Taught:** T Th  
**Hours:** 10 **Fee:** \$50  
**Bldg/Rm:** RFC 263  
**Times:** 6:30 – 9 p.m. (4 sessions)

## Get More Customers with Reputation Marketing #1234

This is a must-have course. Reputation marketing is the most important marketing you can do. Nielsen.com states, 70% of consumers somewhat or completely trust online consumer opinions / reviews, and Myles Anderson, CEO of BrightLocal.com stated, "Approximately 72% of consumers surveyed said that they trust online reviews as much as personal recommendations..." Discover what people are saying about your business, how reputation marketing can help you get more clients, how building your reputation the wrong way could harm your business, why reputation is more important than SEO, PPC, Social Media, and much more.

**Start Date:** 3/14/13 **Days Taught:** Th  
**Hours:** 2 **Fee:** \$30  
**Bldg/Rm:** RFC 380  
**Times:** 6:30 – 8:30 p.m. (1 session)

## 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, and 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:** 4/2/13 **Days Taught:** T  
**Hours:** 4 **Fee:** \$36  
**Bldg/Rm:** RFC 381  
**Times:** 6:30 – 8:30 p.m. (2 sessions)

# 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 8076  
 Pocatello, ID 83209  
[hayekath@isu.edu](mailto:hayekath@isu.edu)





## iPads and iPhones: All of the Information that Should Have Been in the Box, but Wasn't #1356

The iPad and iPhone give individuals and businesses the productivity they need. They also 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.

### Section 1

**Start Date:** 1/9/13 **Days Taught:** W  
**Hours:** 1 **Fee:** \$15  
**Bldg/Rm:** RFC 263  
**Times:** 7 – 8 p.m. (1 session)

### Section 2

**Start Date:** 1/24/13 **Days Taught:** Th  
**Hours:** 1 **Fee:** \$15  
**Bldg/Rm:** RFC 263  
**Times:** 7 – 8 p.m. (1 session)

## 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:** 1/16/13 **Days Taught:** M W F  
**Hours:** 48 **Fee:** \$15  
**Bldg/Rm:** Reed Gym  
**Times:** 6 – 7 a.m. (48 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:** 4/16/13 **Days Taught:** T  
**Hours:** 2 **Fee:** \$20  
**Bldg/Rm:** RFC 263  
**Times:** 6:30 – 8:30 p.m. (1 sessions)

## Tips for Arranging Your Space #1243

Are you feeling cramped, crowded or disorganized? Learn how to make the most of the space you have. We will review

ways to choose and arrange furniture and accessories to create a functional and aesthetically pleasing space.

**Start Date:** 4/9/13 **Days Taught:** T Th  
**Hours:** 4 **Fee:** \$36  
**Bldg/Rm:** RFC 263  
**Times:** 6:30 – 8:30 p.m. (6 sessions)

## 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 — if you want 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:** 3/27/13 **Days Taught:** W  
**Hours:** 4 **Fee:** \$42  
**Bldg/Rm:** RFC 149  
**Times:** 6:30 – 8:30 p.m. (2 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:** 2/21/13 **Days Taught:** T Th  
**Hours:** 8 **Fee:** \$65  
**Bldg/Rm:** RFC 263  
**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:** 4/27/13 **Days Taught:** S  
**Hours:** 4 **Fee:** \$48  
**Bldg/Rm:** CE 203  
**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:** 5/4/13 **Days Taught:** S  
**Hours:** 5 **Fee:** \$68  
**Bldg/Rm:** CE 203  
**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:** 1/10/13 **Days Taught:** Th  
**Hours:** 30 **Fee:** \$272  
**Bldg/Rm:** T&T Weld Shop  
**Times:** 6 – 10 p.m. (8 sessions)

#### Section 2

**Start Date:** 3/7/13 **Days Taught:** Th  
**Hours:** 30 **Fee:** \$272  
**Bldg/Rm:** T&T Weld Shop  
**Times:** 6 – 10 p.m. (8 sessions)

### Welding for the Hobbyist / Artist #1263

This class is geared to first time wire-feed welders. It is a perfect introduction for the individual wanting to build a trailer or other project, as well as metal art, in their shop or garage. (The first and last class will last from 8 am - 12 pm)

**Start Date:** 2/2/12 **Days Taught:** S  
**Hours:** 32 **Fee:** \$205  
**Bldg / Rm:** T&T Weld Shop  
**Times:** 8 a.m. - 5 p.m. (5 sessions)





# Our Online Partners

WORKFORCE TRAINING's online partners provide valuable additions to our offerings. Their wide variety of course categories allows us to enhance your opportunities for personal and professional growth.



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

- OSHA Safety
- Technology Integration
- Farm Business Management
- K-12 Educator
- Healthcare
- Business Management
- Professional & Personal Development

**[workforcetraining.isu.edu](http://workforcetraining.isu.edu)**

The  
**ALEXANDRIA**  
Library



# Career Step®



## Quality Online Education

### Is Career Step the Direction for Me?

Career Step, a leading online education company, has been offering quality vocational training for nearly 20 years. Over 70,000 students have trained through Career Step's online programs, which are designed to quickly prepare students for rewarding careers. Career Step students enjoy :

**Short training periods** – Be career ready in as little as 4 months!

**Convenient online training** – Enjoy 24/7 access to all program materials and study at your own pace.

**Expert-created, real-world curriculum** – Study materials developed by industry experts and designed to prepare you for the workplace.

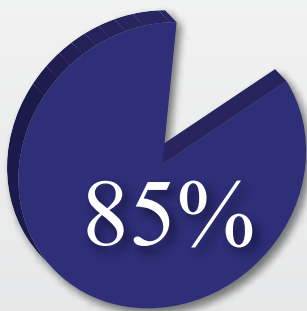
**Job search assistance** – Career Step offers guidance on career opportunities after graduation.

### Choose Career Step for Quality Training!

All of Career Step's online programs allow you to train at home and be career-ready in just a few months.

Career Step's expanded course offerings include:

- **Medical Transcription and Editing**
- **Medical Coding and Billing**
- **Pharmacy Technician**
- **Computer Technician**
- **Medical Administrative Assistant**
- **Medical Billing**
- **Administrative Assistant**



of Career Step Grads are employed within their field of study



- 11% growth in medical transcription jobs by 2018
- Medical transcription among the fastest growing fields

[workforcetraining.isu.edu/online](http://workforcetraining.isu.edu/online)



## Personal and Small Business Courses

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How to Start an Internet Business  
 How to Start a Home Based Business  
 Knowledge is Power: Women & Finance  
 Telecommuting: Working from Home  
 Buying a Business: The Inside Track  
 Mom + Entrepreneur = Mompreneur  
 Business Writing for Busy Professionals: Part 1  
 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

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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

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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

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ASP.NET using C#	MySQL Introduction
C# Advanced	PHP Advanced
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 Illustrator	Building Interactive Web Sites with CSS, DHTML and Ajax
Adobe Fireworks	Designing Web Sites with CSS
Flash Introduction	Cool Web Pages with CSS and Layers
Photoshop Intermediate	Dreamweaver Advanced



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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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Learn how to research and develop relationships with potential funding sources, organize grantwriting campaigns, and prepare proposals.

### Introduction to QuickBooks

Learn how to quickly and efficiently gain control over the financial aspects of your business.

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### Microsoft Excel

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Build and protect your wealth by investing in real estate.

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

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# JER Online

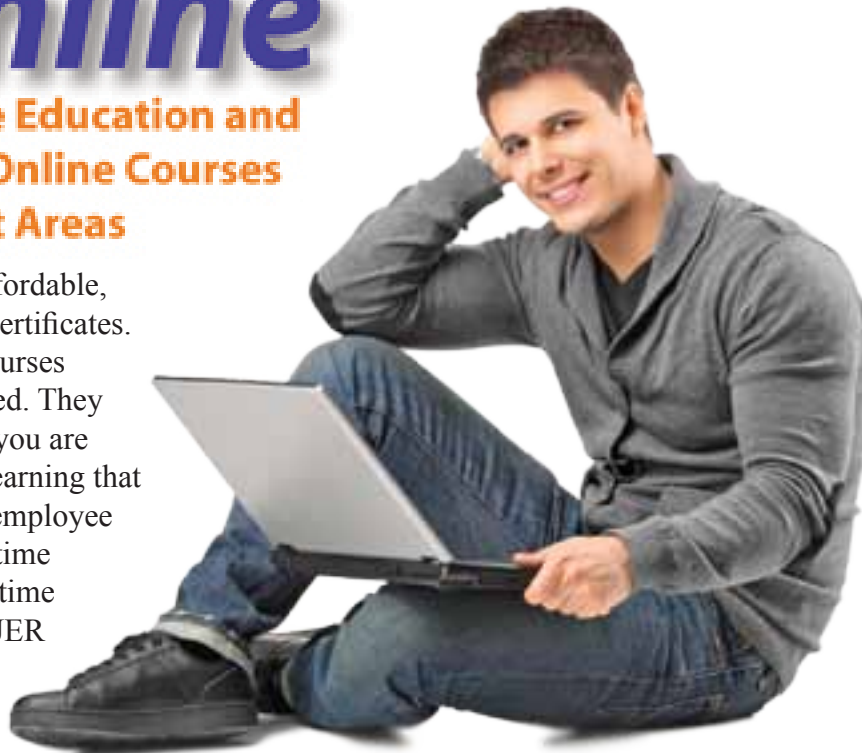
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- Medical
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Certified eMarketing Associate (CeMA)  
Mastery Cert. in Web Content Creation

Pharmacy Tech. National Cert. Exam Prep.  
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# Language Authority

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- |                         |                     |
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- |             |                  |
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| Banking     | Customer Service |
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Our interactive, audio-visual language courses are brought to you by the exclusive “Lengua Link System”. The courses are conducted completely online and are customized to teach phrases and vocabulary.

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# Continuing Education & Conference Services

## Conference Services

Conference Services provides professional coordination support to assist on campus as well as off-campus individuals and groups in the development, promotion and delivery of quality conferences, seminars and events.

For more information visit:  
[www.isu.edu/conference](http://www.isu.edu/conference)  
 or call (208) 282-3155

## New Knowledge Adventures

New Knowledge Adventures (NKA) at ISU is a member-directed organization for adults of retirement age to expand knowledge and explore new ideas in an informal, non-competitive environment. Members pay a small membership fee and may then take as many classes as they wish. NKA courses and activities include academic, technical, professional, and social activities, as well as travel, recreational, arts, self-improvement, and outdoor activities.

For information, please contact  
 Shirley at (208) 282-3155  
 or visit [www.isu.edu/dce/nka/](http://www.isu.edu/dce/nka/)



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*-Mortimer J. Adler*

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To speak with a program coordinator; or  
 enroll by phone, call (800) 470-3728.

Hours: 7 a.m. - 8 p.m. Mon. - Thurs.;  
 7 a.m. - 7 p.m. Fri.; and 8 a.m. - 2 p.m. Sat

# Idaho State UNIVERSITY

# Registration Information / Policies/Procedures



## Easy Ways to Sign Up for Classes

**By Website:** Go online to [workforcetraining.isu.edu](http://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 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.

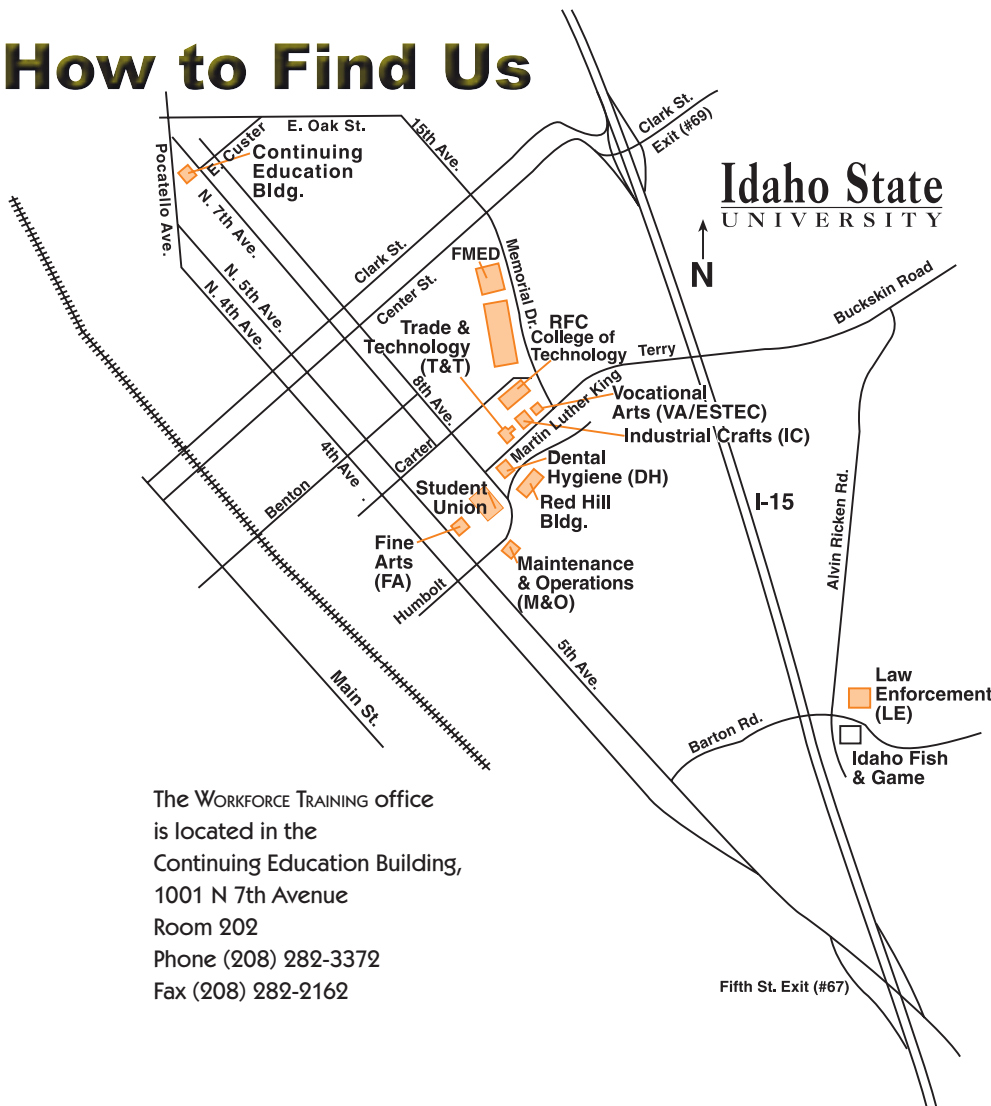
#### AA/EEOC

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.

## How to Find Us



The WORKFORCE TRAINING office is located in the Continuing Education Building, 1001 N 7th Avenue Room 202  
Phone (208) 282-3372  
Fax (208) 282-2162



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