

College of Technology



WORKFORCE TRAINING

Fall 2010



Non-Credit
Courses
and
Evening
Classes



Businesses and
individuals . . .

We'll take you where you need to go.

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

Move

People



Discover the secrets of powerful presentations!

Session 1: Presentation Principles

Leave the series with a complete presentation.

Learn Key Principles that turn ordinary presentations into unforgettable experiences. Fundamentals such as audience needs, presentation design, and information display lay the groundwork for the following sessions.

Course: # 1300
Start Date: 9/16/2010 **Days Taught: Th**
Hours: 1 **Fee: \$20.00**
Bldg/Rm: RFC 108N
Times: 6:00 - 7:00 pm (1 session)

Take the "No Bullet Point" Challenge!



Session 3: Digital Design

Design digitally for maximum impact. Understand how color, text, imagery, proximity and whitespace impact your message. Find out how the 3-second rule applies to presentations.

Course: # 1302
Start Date: 9/30/2010 **Days Taught: Th**
Hours: 1 **Fee: \$20.00**
Bldg/Rm: RFC 108N
Times: 6:00 - 7:00 pm (1 session)



Session 2: Plan In Analog

Storyboard for success. Identify key components of structure and understand how to incorporate them to help the audience see the big picture.

Course: # 1301
Start Date: 9/23/2010 **Days Taught: Th**
Hours: 1 **Fee: \$20.00**
Bldg/Rm: RFC 108N
Times: 6:00 - 7:00 pm (1 session)

Session 4: Telling Your Story

Transform information into a visually engaging story. Mold information by illustrating statistics, highlighting text and the use of images. Learn the 7 questions to ask to engage your audiences.

Course: # 1303
Start Date: 10/7/2010 **Days Taught: Th**
Hours: 1 **Fee: \$20.00**
Bldg/Rm: RFC 108N
Times: 6:00 - 7:00 pm (1 session)

Series Cost: \$60.00 (or \$20/class)
Class Dates: Sept. 16, 23, 30, Oct. 7


Fall Classes

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Step into the 21st Century

Webinars are an easy, hassle-free way to attend class. No need to come on campus, you can attend these classes at home on your own computer. Save yourself time and gas while you learn.

Look for the Webinar logo on classes throughout the catalog.

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WORKFORCE TRAINING

RFC Building, Room 101
Pocatello, ID 83209-8380
Phone: 208-282-3372

Fall Classes

agriculture

Horsemanship

Horsemanship Instruction I #1052

This class will teach 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, to better understand horses enabling 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 when owning 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 let them know if you need a horse (limited availability).

Start Date: 9/2/10 **Days Taught:** Th
Hours: 12 **Fee:** \$85.00
Bldg/Rm: Bannock County Arena
Times: 5:00 - 8:00 pm (4 sessions)

Proper Packing and Outfitting Techniques #1056

This workshop will teach you the basics of horse packing. Topics include packing equipment, rigging and knots, camping with stock, Leave-No-Trace ethics, and backcountry cooking. This is a hands-on class that gives you the opportunity to practice what you learn.

Start Date: 9/11/10 **Days Taught:** Saturday
Hours: 4 **Fee:** \$35.00
Bldg/Rm: Bannock County Arena
Times: 12:00 noon - 4:00 pm (1 session)

NOTE:

All classes are held in Pocatello unless otherwise stated.

Horsemanship Instruction II #1053

This class is oriented for the intermediate rider or those having completed the Horsemanship Instruction I class. This class is perfect for those interested in learning many aspects of horsemanship enabling 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 let them know if you need a horse (limited availability).

Start Date: 10/7/10 **Days Taught:** Th
Hours: 12 **Fee:** \$85.00
Bldg/Rm: Bannock County Arena
Times: 5:00 - 8:00 pm (4 sessions)

Horsemanship Instruction III #1054

This class is a follow up to the Horsemanship Instruction I & II or for confident riders. This class is perfect for those interested in learning many aspects of western horsemanship enabling you to become a better rider. 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 let them know if you need a horse (limited availability).

Start Date: 11/9/10 **Days Taught:** T
Hours: 12 **Fee:** \$85.00
Bldg/Rm: Bannock County Arena
Times: 5:00 - 8:00 pm (4 sessions)



Give the **gift** of education this year!

You may purchase gift certificates for any of the classes offered in this catalog.

Simply call WORKFORCE TRAINING at 208-282-3372. Your credit card will be charged for the class you desire to give, and a gift certificate will be sent to the recipient.

building construction

ICC Certified Building Inspector Preparation #1093 (see ad on p. 5)

As the economy recovers in Idaho, the demand for Construction and Building Inspectors will rise. Topics covered include: proper tools and materials, product inspection, problem identification, and decision-making. This program prepares you to take the ICC exam for the purpose of obtaining an ICC Building Inspector I Certificate.

Start Date: 9/7/10 **Days Taught:** T Th
Hours: 96 (87 hrs held in classroom setting)
Bldg/Rm: T&T 317 **Fee:** \$480.00
Times: 6:30 - 9:30 pm (32 sessions)

Cabinet and Furniture Technology #1090

Fine furniture and cabinet construction require many skills. Work with crafts people and upgrade your skills or learn new ones. Instruction will be provided in shop safety, design and planning, materials and supplies, hand and power tool operation, joinery, and finishing.

Start Date: 9/18/10 **Days Taught:** Saturday
Hours: 30 **Fee:** \$132.00
Bldg/Rm: Dowling Bldg. Lab
Times: 10:00 am - 1:00 pm (10 sessions)

"The secret to happiness is to make others believe they are the cause of it."

AL BATT



ICC CERTIFIED Building Inspector PREPARATION

With the economy beginning to pick up, now is a perfect time to learn a new, marketable skill.

BUILDING INSPECTORS examine the construction or repair of buildings, highways and streets, sewer and waste water systems, dams, bridges, and other structures, and can specialize in one or more fields.

This program prepares you to take the ICC exam for the purpose of obtaining an ICC Building Inspector I Certificate

COURSE: # 1093 **Start Date:** 9/7/2010 **Days Taught:** T Th
Hours: 96 **Fee:** \$480.00 **Bldg/Rm:** T&T 317
Times: 6:30 - 9:30 pm (32 sessions)

Register online at <http://workforectraining.isu.edu> or call **WORKFORCE TRAINING** at 282-3372.

Fall Classes

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.

Customer Relations

Dealing with Difficult People #1103

Whether it is a co-worker, a boss, an employee, or a customer, we have all encountered people who seem to cause problems wherever they are. Learning to recognize these people and how to respond appropriately can increase your productivity and decrease your blood pressure.

Start Date: 11/2/10 **Days Taught:** T
Hours: 2 **Fee:** \$20.00
Bldg/Rm: RFC 381
Times: 6:30 - 8:30 pm (1 session)

Outstanding Customer Service #1112

Examine your attitude about customer service and how to boost your customer service performance. Learn how to profile an individual's customer service strengths and weaknesses, recognize opportunities to improve customer service, identify an action plan to enhance attitude, evaluate customer feedback, improve response time and develop a positive relationship with customers.

Start Date: 11/4/10 **Days Taught:** Th
Hours: 2 **Fee:** \$20.00
Bldg/Rm: RFC 149
Times: 6:30 - 8:30 pm (1 session)

Online learning anytime, anywhere...

just a click away!



www.ed2go.com/isuwft

COLLEGE OF TECHNOLOGY | OFFICE OF WORKFORCE TRAINING



Erosion & Sediment CONTROL

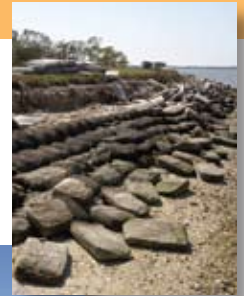


Contractor Certification Program

Course #1190

Topics covered in this class are:

- Federal Erosion & Sediment Control Requirements
- Local Erosion & Sediment Control Requirements
- Responsible Person Requirements
- Local Training & Certification
- Best Management Practices
- Erosion Control
- Sediment Control
- Top 10 Compliance Problems



CLASS SCHEDULE

Date	Time	Location	Cost
Thurs., Sept. 30	5-9 PM	ISU Continuing Ed. Bldg. Rm #203	\$45
Thurs., Oct. 28	5-9 PM	ISU Continuing Ed. Bldg. Rm #203	\$45
Thurs., Nov. 11	5-9 PM	ISU Continuing Ed. Bldg. Rm #203	\$45

To register, contact ISU **WORKFORCE TRAINING** at least 2 days prior to class date using one of the following methods:

PHONE: 282-3372 or **MAIL: WORKFORCE TRAINING** or **FAX: 282-2162**
 College of Technology
 921 S. 8th Ave., Stop 8380
 Pocatello, ID 83209-8380

skills courses

Human Resource Training



Generation X & Y #1123

Today's workforce is comprised of individuals from a wide variety of age groups. Complicating the equation in trying to meld multiple generations into a cohesive workforce are the issues surrounding the differing motivation factors between Generations X and Y, their view on work environment, and how they see themselves in the organization. Learn how to identify the characteristics of the generations; their values, work ethics, communication styles, and motivators. Recognize workplace issues and develop strategies for merging the generations effectively.

Start Date: 9/21/10 **Days Taught:** T
Hours: 2 **Fee:** \$20.00
Bldg/Rm: Your Computer
Times: 10:00 - 11:00 am (2 sessions)

Continuous Performance Feedback #1105



If there is one area that gives both managers and employees difficulty, it is the need to give and accept effective feedback. And yet, constant, consistent evaluation is one of the most crucial elements in maintaining or improving performance. Continuous feedback also means that formal evaluations are easier to compile and less threatening, with no surprises for employers or employees.

Start Date: 10/14/10 **Days Taught:** Th
Hours: 2 **Fee:** \$20.00
Bldg/Rm: Your Computer
Times: 7:00 - 8:00 pm (2 sessions)

Mediating Disputes in Any Setting #1106

Conflict is common, but being able to mediate conflict is not. Based on principles used in court mediation programs, you can learn the essentials of effective and ethical conflict mediation from a Certified Professional

Mediator. Principles such as neutrality, confidentiality, practicality, and support will be highlighted.

Start Date: 10/6/10 **Days Taught:** W
Hours: 12 **Fee:** \$72.00
Bldg/Rm: RFC 149
Times: 6:30 - 9:30 pm (4 sessions)

Leadership Training

Motivate, Vitalize, Energize #1114

Have you noticed coworkers, employees, or even yourself becoming disinterested and lethargic at work? Maybe it is time to reevaluate your motivational techniques. Learn what really motivates people and how to use these principles to build enthusiasm and excitement at work.

Start Date: 9/27/10 **Days Taught:** M
Hours: 2 **Fee:** \$20.00
Bldg/Rm: RFC 263
Times: 6:30 - 8:30 pm (1 session)

Custom Corporate Training

ISU's office of WORKFORCE TRAINING, the State's premier provider of corporate training, offers fully customized corporate employee training and development programs and services that deliver positive cost-benefits to your organization.



Call today to discover how WORKFORCE TRAINING can positively impact your bottom line:

Jeff Hough

Business Consultant

208.251-1033/hougjeff@isu.edu

Benefits of using WORKFORCE TRAINING:

Economy of Scale: Lower costs per attendee, plus travel savings.

Tailored Content: Customize the content to address the skill gaps of your employees.

High Quality Instruction and Course Materials: Learn from the most experienced practitioners in the industry.

Breadth and Depth: WORKFORCE TRAINING has a complete selection of business and technology topics to meet any organization's training needs.

We'll take you where you need to go.

Fall Classes

Problem Solving & Decision Making #1113

Learn standard management approaches to decision making and novel strategies to help alleviate the anxiety experienced when making key decisions. The information you learn can be applied to family situations, business, and various other contexts.

Start Date: 9/21/10 **Days Taught:** T
Hours: 6 **Fee:** \$36.00
Bldg/Rm: RFC 149
Times: 6:30 - 9:30 pm (2 sessions)

Servant Leadership #1230



Discover how servant-based leadership has evolved to ensure organizational success. Servant-based leadership involves a shift from authoritative/ dictatorial leadership to leaders focused on supporting their

workforce and helping employees succeed while attaining their business' mission.

Start Date: 9/29/10 **Days Taught:** W
Hours: 4 **Fee:** \$30.00
Bldg/Rm: Your Computer
Times: 10:00 - 11:00 am (4 sessions)

The Art of Conflict Resolution #1110

Confusion, misinformation, or different perceptions often lead to conflict, but conflict need not be synonymous with combat. In this class we will discuss ways to avoid or minimize conflict in business/life, how to communicate better, and what to do if things get out of hand. Resolving conflict successfully can make your relationships stronger.

Start Date: 11/10/10 **Days Taught:** W
Hours: 6 **Fee:** \$36.00
Bldg/Rm: RFC 149
Times: 6:30 - 9:30 pm (2 sessions)

Get Results! #1126

Optimize employee performance with these concrete strategies to improve organizational efficiency. Tools will be provided to enhance your effectiveness in the workplace and to promote accountability within your team.

Start Date: 12/2/10 **Days Taught:** Th
Hours: 6 **Fee:** #36.00
Bldg/Rm: RFC 379
Times: 6:30 - 9:30 pm (2 sessions)



Digital Classroom

Learn Without the Classroom Walls!!



Starting Fall of 2010 **WORKFORCE TRAINING** is offering non-credit distance learning classes. Distance learning classes allow students more access to programming with greater convenience.

Classes will be offered in two formats:

IEN - These classes are offered in the evening and are accessible through local school districts' IEN classrooms.

Webinars - These evening classes can be accessed on any computer with an Internet connection.



IDAHO EDUCATION NETWORK

Log onto workforcetraining.isu.edu/distance for a full schedule of available classes, formats and times.

We look forward to “seeing” you there!

SEE ALSO: WFT CLASSES on WEB DESIGN STRATEGIES and WEBSITE MARKETING

Local Search Marketing

Conservative estimates put some 40 percent of all search engine queries being made with local intent. If those potential customers can't find you online, they'll do business and get the information they seek elsewhere. It's a big deal, and the rocketing growth of searches done from mobile smart phones is increasing exponentially the importance of the local search marketing. This class covers the step by step process for grabbing a slot in the local search results delivered by Google, Yahoo, and MSN's Bing as well as other key business directories...even if you don't have a website.

3 COURSE DATES OFFERED:

SESSION 1 • Wednesday, **Sept 8**; 6 to 9 pm | **SESSION 2** • Saturday, **Sept 11**; 9 am to noon |

SESSION 3 • Saturday, **Nov 6**; 9 am to noon

Course# 1197; Room: LE 203; Cost: \$34

Personal / Professional Development

Military Fitness #1130

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

Start Date: 8/25/10 **Days Taught:** M W F
Hours: 48 **Fee:** \$15.00
Bldg/Rm: Reed Gym
Times: 6:00 - 7:00 am (48 sessions)

Overcoming Your Fears #1310

Too many of us let fear rule our lives. "What if I ruin everything? What if I fail? What if people hate me for this?" The best way to succeed in business and in life is to conquer your fears and learn to think differently. This fascinating webinar gives you the tools needed to overcome what has been holding you back.

Start Date: 9/15/10 **Days Taught:** W
Hours: 2 **Fee:** \$20.00
Bldg/Rm: Your Computer
Times: 10:00 - 11:00 am (2 sessions)



Putting Your Personality to Work #1107

Employees and employers often discuss how to deal with difficult people, but what if your personality is contributing to the problem? Analyze your work personality and find ways to use your strengths to do your best on the job.

Start Date: 10/21/10 **Days Taught:** Th
Hours: 2 **Fee:** \$20.00
Bldg/Rm: RFC 381
Times: 6:30 - 8:30 pm (1 session)

Wellness, Balance, and Work #1108

All of us constantly juggle multiple roles, interests, and relationships in life. Learn how wellness dimensions such as occupational, financial, emotional, and social health interact with each other, and the constantly shifting nature of life balance.

Start Date: 10/21/10 **Days Taught:** Th
Hours: 2 **Fee:** \$20.00
Bldg/Rm: Your Computer
Times: 10:00 - 11:00 am (2 sessions)



ARMY ROTC



Start moving Up Start Moving Ahead Start Strong

There's strong. Then there's *Army Strong*. If you want to be a leader in life, joining Army ROTC at Idaho State University is the strongest way to start. It provides hands-on leadership development. Plus you can earn a full-tuition, merit-based scholarship up to \$50,000. After graduation, you'll begin your career as an Officer. With a start like that, there's no limit to what you can achieve.

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

ADD A FEW HOURS OF STRENGTH TO YOUR FALL CLASS SCHEDULE!
Enroll in a Military Science Class! Learn more about Leadership, Officership and Scholarships!
Call 282-3061 for more ISU Army ROTC info.

business management

Fall Classes

Holding Difficult Conversations #1311



NEW!

If you manage people or care about your friends at work, chances are that one day you will need to hold a difficult conversation. This course walks you through the steps to clarify and express the problem(s), gives suggestions for having a calm and productive conversation, and shows ways to work through the problem(s) to reach a mutually satisfactory conclusion.

Start Date: 11/3/10 **Days Taught:** W
Hours: 2 **Fee:** \$20.00
Bldg/Rm: Your Computer
Times: 10:00 - 11:00 am (2 sessions)

Reprogramming your Mind: Making the Leap #1312



NEW!

Brain plasticity is a term which is used to refer to the brain's unique ability to constantly change, grow, and remap itself over the course of a lifetime. Without plasticity, the brain would remain static, frozen at a particular point in time. New research shows ways to modify your thinking patterns and open a new world of possibilities.

Start Date: 12/1/10 **Days Taught:** W
Hours: 2 **Fee:** \$20.00
Bldg/Rm: Your Computer
Times: 10:00 - 11:00 am (2 sessions)

Success Skills

Good to Great #1313



NEW!

Today's workforce responds to leadership that follows a coaching or mentoring model; gone is yesterday's top-down managerial hierarchy. Today's successful leaders work with their teams to provide vision and to set goals, as well as to encourage involvement and accountability. Learn to understand the role of tomorrow's leaders; how to effectively lead your team; how to create a vision for your organization; how to motivate and inspire your employees; and, how to get results.

Start Date: 11/16/10 **Days Taught:** T
Hours: 2 **Fee:** \$20.00
Bldg/Rm: Your Computer
Times: 10:00 - 11:00 am (2 sessions)

Idaho Small Business Development Center



NxLevel for Entrepreneurs is designed for business owners, managers and professionals who want to expand an existing business and need the skills to make it grow. It's been proven that the entrepreneur who plans is the entrepreneur who succeeds.

For this reason, participants attending the ten week course and completing homework assignments, will produce a comprehensive business plan to serve as a road map for future growth.

NxLevel courses are offered throughout Idaho during the Fall and Spring. Registration is limited and on a first-come basis. Classes are purposely kept small to facilitate networking and learning.

**Classes begin Tues., Sept. 7, 2010.
 Please call (208) 232-4921
 for further details.**

NxLevel for Entrepreneurs

- Session 1: Overview and Entrepreneurship
- Session 2: Business Planning & Research
- Session 3: Management and Legal Structure
- Session 4: Market Analysis
- Session 5: Market Strategies & Implementation
- Session 6: Using Your Financial Statements
- Session 7: Keeping Better Books and Records
- Session 8: Financial Planning, Budgets and Assumptions
- Session 9: Developing and Using Cash Flow Projections
- Session 10: Financing Your Business

The Idaho Small Business Development Center (ISBDC) is partially funded by the U.S. Small Business Administration. It operates in a partnership program with the U.S. Small Business Administration, Idaho State University, and other funding sources. The support given by the U.S. Small Business Administration through such funding does not constitute an express or implied endorsement of the cosponsor(s) or participants' opinions, products or services. Please call one week in advance if you have handicap access needs that require special attention. All programs are offered on a nondiscrimination basis.



skills courses

Essential Employee Skills #1104



Whether you're looking for a new job or just want to perform better in your current job, there are some employee skills that are vital to success. This class is a primer of business communication, ethics on the job, and customer service — all essential components of a valuable employee.

Start Date: 10/4/10 **Days Taught:** M
Hours: 2 **Fee:** \$20.00
Bldg/Rm: Your Computer
Times: 7:00 – 8:00 pm (2 sessions)

Change Management #1118

During these difficult times everything is changing. Learn how to recognize change in all its forms and discover new ways to make it work for you. The skills taught are equally applicable at work or at home.

Start Date: 10/5/10 **Days Taught:** T
Hours: 2 **Fee:** \$20.00
Bldg/Rm: RFC 263
Times: 6:30 – 8:30 pm (1 session)

Basic Planning Skills #1101

A good plan is much 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: 10/6/10 **Days Taught:** W
Hours: 2 **Fee:** \$20.00
Bldg/Rm: RFC 263
Times: 6:30 – 8:30 pm (1 session)

Stress Management #1109

Becoming personally effective in anything you do consists of leading a balanced lifestyle that includes meeting the challenge of stressful situations. This class introduces participants to the basics of stress management and how stress affects productivity and energy level. Activities in identifying individual stress factors, the effects of stress, and methods to keep your stress level manageable are included.

Start Date: 10/26/10 **Days Taught:** T
Hours: 2 **Fee:** \$20.00
Bldg/Rm: RFC 263
Times: 6:30 – 8:30 pm (1 session)

Time Management #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: 10/20/10 **Days Taught:** W
Hours: 2 **Fee:** \$20.00
Bldg/Rm: Your Computer
Times: 7:00 – 8:00 pm (2 sessions)

Conducting Productive Meetings #1102



For many of us, meetings are a necessary evil. If you would like to get out of the time wasting, boring meeting mode; this class can give you some great insights. You will learn to determine if a meeting is necessary, how to schedule and structure meetings, create an effective agenda, lead brainstorming and discussions, chair a meeting, and ensure that decisions and follow-up results.

Start Date: 11/3/10 **Days Taught:** W
Hours: 2 **Fee:** \$20.00
Bldg/Rm: Your Computer
Times: 7:00 – 8:00 pm (2 sessions)

Presentation Skills

Purchase all four classes in this series and discount the price to \$60.

Presentation Principles (#1300)



Learn key principles that turn ordinary presentations into unforgettable experiences. Fundamentals such as audience needs, presentation design, and information display lay the groundwork for the following sessions.

Start Date: 9/16/10 **Days Taught:** Th
Hours: 1 **Fee:** \$20.00
Bldg/Rm: RFC 149
Times: 6:00 – 7:00 pm (1 session)

TAKE A CLASS!
It's easy. It's fun.
It's enriching.

Small Business Start-Up Seminars

ISBDC Conference Room
1651 Alvin Ricken Dr.

Second Thursday of
Every Month
Beginning **Sept. 9, 2010,**
1-4 p.m.

Get started with this informative workshop. You will learn about types of formation, feasibility, taxes, liabilities, licenses, funding, how banks look at loan applications, and the business plan.

Registration is **FREE** but preregistration is required.

Call **232-4921** to reserve your seat.



The Idaho Small Business Development Center (ISBDC) is partially funded by the U.S. Small Business Administration. It operates in a partnership program with the U.S. Small Business Administration, Idaho State University, and other funding sources. The support given by the U.S. Small Business Administration through such funding does not constitute an express or implied endorsement of the cosponsor(s)' or participants' opinions, products or services. Please call one week in advance if you have handicap access needs that require special attention. All programs are offered on a nondiscrimination basis.

Fall Classes

Plan in Analog (#1301)

NEW!

Storyboard for success. Identify key components of structure and understand how to incorporate them to help the audience see the big picture.

Start Date: 9/23/10 **Days Taught:** Th
Hours: 1 **Fee:** \$20.00
Bldg/Rm: RFC 149
Times: 6:00 - 7:00 pm (1 session)

Digital Design #1302

NEW!

Design digitally for maximum impact. Understand how color, text, imagery, proximity and whitespace impact your message. Find out how the 3 second rule applies to presentations.

Start Date: 9/30/10 **Days Taught:** Th
Hours: 1 **Fee:** \$20.00
Bldg/Rm: RFC 149
Times: 6:00 - 7:00 pm (1 session)

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

Telling Your Story #1303

NEW!

Transform information into a visually engaging story. Mold information by illustrating statistics, highlighting text and the use of images. Learn answers to 7 questions which engage your audience.

Start Date: 10/7/10 **Days Taught:** Th
Hours: 1 **Fee:** \$20.00
Bldg/Rm: RFC 149
Times: 6:00 - 7:00 pm (1 session)

Workplace Communications

Social Networking for Business #1315



NEW!

We've all heard about the new social media: email, blogging, facebook, twitter, linkedIn, etc. But do you know that it can be an inexpensive, dramatic marketing tool? Learn which types of media your target market uses the most, and how to use that media to build relationships with your customers.

Start Date: 10/5/10 **Days Taught:** T
Hours: 2 **Fee:** \$20.00
Bldg/Rm: Your Computer
Times: 7:00 - 8:00 pm (2 sessions)

Communication Skills #1122

Whether you have the "gift of gab" or not, you will want to polish your communication skills. This class will help you recognize different communication styles people use, discover your style, and determine how to enhance your interactions with others.

Start Date: 10/11/10 **Days Taught:** M
Hours: 2 **Fee:** \$20.00
Bldg/Rm: RFC 381
Times: 6:30 - 8:30 pm



5TH ANNUAL
Working Women's BUSINESS SYMPOSIUM
 Thursday, September 30, 2010
 8:30 a.m. to 4:00 p.m.
 Red Lion Hotel - 1555 Pocatello Creek Road - Pocatello, Idaho

Spend a fun, informative day with other professional women who are business owners, managers, and employees.

Registration is just \$25 in advance and includes all sessions, business expo, lunch, and breaks.

Call (208) 232-4921 to register

skills courses

computer classes

PowerPoint #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: 10/28/10 **Days Taught:** Th
Hours: 6 **Fee:** \$47.00
Bldg/Rm: RFC 270
Times: 6:30 - 9:30 pm (2 sessions)

Basic Computer Skills

Basic Computer Skills #1166

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: 9/28/10 **Days Taught:** T Th
Hours: 12 **Fee:** \$72.00
Bldg/Rm: LE 203
Times: 6:30 - 9:30 pm (4 sessions)

Section 2

Start Date: 11/8/10 **Days Taught:** M W
Hours: 12 **Fee:** \$72.00
Bldg/Rm: LE 203
Times: 6:30 - 9:30 pm (4 sessions)

Bookkeeping

QuickBooks Pro 2007 - Comprehensive #1151

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

Start Date: 9/20/10 **Days Taught:** M
Hours: 18 **Fee:** \$114.00
Bldg/Rm: RFC 265
Times: 6:30 - 9:30 pm (6 sessions)



Databases

Microsoft Access for Windows - Comprehensive #1152

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

Start Date: 10/12/10 **Days Taught:** T
Hours: 18 **Fee:** \$114.00
Bldg/Rm: RFC 270
Times: 6:30 - 9:30 pm (6 sessions)

Internet

Intro to the Internet #1157

Learn the ins and outs of the Internet in this informative course. Use the Internet to access and browse through Web sites, move from one Website to another or move easily within a Website. Learn to download files from the Web, communicate with the global community, send, receive, and print

e-mail messages. You will learn to save or forward messages to someone else, throw away messages, and participate in newsgroups.

Section 1

Start Date: 9/29/10 **Days Taught:** W
Hours: 3 **Fee:** \$35.00
Bldg/Rm: RFC 270
Times: 6:00 - 10:00 pm (1 session)

Section 2

Start Date: 11/22/10 **Days Taught:** M
Hours: 3 **Fee:** \$35.00
Bldg/Rm: LE 203
Times: 6:00 - 10:00 pm (1 session)

Spreadsheets

Microsoft Excel 2007- Beginning #1162

There is a new look for the 2007 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. Use absolute references. Create charts and change page set up. But you will be doing that in the new environment of Microsoft's 2007.

Section 1

Start Date: 9/7/10 **Days Taught:** T Th
Hours: 12 **Fee:** \$72.00
Bldg/Rm: RFC 264
Times: 6:30 - 9:30 pm (4 sessions)

Section 2

Start Date: 10/5/10 **Days Taught:** T Th
Hours: 12 **Fee:** \$72.00
Bldg/Rm: RFC 264
Times: 6:30 - 9:30 pm (4 sessions)

Fall Classes

Microsoft Excel 2007 - Intermediate #1163

After taking the Beginning Excel 2007, 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 new software will enhance your ability to create templates, add graphics, and charts for presentations.

Start Date: 10/26/10 Days Taught: T Th
Hours: 12 Fee: \$72.00
 Bldg/Rm: RFC 264
 Times: 9:00 am - 1:00 pm (3 sessions)

Microsoft Excel 2007 - Advanced #1164

This class will reflect all of the things you would learn using the 2003 software but in the more dynamic environment of Microsoft Excel 2007. You'll definitely

want to finish the series to utilize all of the capabilities that the new software can deliver.

Start Date: 11/9/10 Days Taught: T Th
Hours: 12 Fee: \$72.00
 Bldg/Rm: RFC 264
 Times: 6:30-9:30 pm (4 sessions)

Word Processing

Microsoft Word 2007 - Beginning #1167

With the new look and function of Word 2007 you will go beyond Word 2003. Learn to create and save documents, insert and delete text, move, copy, and replace text. You will learn all of the topics in Word 2003 but in the Microsoft Word 2007 environment.

Section 1
Start Date: 9/13/10 Days Taught: M W
Hours: 12 Fee: \$72.00
 Bldg/Rm: RFC 270
 Times: 6:30 - 9:30 pm (4 sessions)

Section 2

Start Date: 10/4/10 Days Taught: M W
Hours: 12 Fee: \$72.00
 Bldg/Rm: RFC 270
 Times: 6:30 - 9:30 pm (4 sessions)

Microsoft Word 2007 - Intermediate #1168

After taking Word 2007, you will want to continue with the series to learn to create individual form letters using merged data, prepare standard mailing labels, create, modify and format worksheets in tables, and sort data formats alphabetically or numerically.

Start Date: 10/18/10 Days Taught: M W
Hours: 12 Fee: \$72.00
 Bldg/Rm: RFC 270
 Times: 6:30 - 9:30 pm (4 sessions)

Microsoft Word 2007 - Advanced #1169

Finishing the series of Word 2007 - Advanced, you will continue in the new environment to learn to customize menus and toolbars, build customized templates, and edit text. You will learn to save files in HTML format to publish documents on the Internet and manage multiple document revisions. Learn the new aspects of the software to empower yourself to do more.

Section 1
Start Date: 11/8/10 Days Taught: M W
Hours: 12 Fee: \$72.00
 Bldg/Rm: RFC 265
 Times: 6:30 - 9:30 pm (4 sessions)

drafting

AutoCAD - Version 2008 #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: 9/7/10 Days Taught: T
Hours: 30 Fee: \$189.00
 Bldg/Rm: VA 202
 Times: 6:30 - 9:30 pm (10 sessions)





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drafting / elect. / general trades

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Toolingu.com is the leading provider of online training for today's manufacturers. We've developed a range of products and services to simplify your training initiative and help you achieve your goals.

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.

Tie learning to hands-on tasks.

Our competency models provide industry-specific training packages that mirror common industry jobs and tie online learning to hands-on tasks and responsibilities

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computer classes

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Fall Classes

Apprenticeship Programs



at ISU WORKFORCE TRAINING

Electrical

HVAC

Plumbing

Industrial Maintenance

Call
WORKFORCE TRAINING
for
more information
208-282-3372

Apprentices should be registered with the Division of Building Safety prior to going to work in the trade. They are required to re-register prior to each July 1, furnishing proof of the required instruction and work experience performed during the previous year with notarized letters from each employer and a certificate of achievement from the vocational institution attended. 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 electrical work only under the constant on-the-job supervision of a journeyman electrician.

- Classes begin in September
- Registration for school begins in July
- Payment of fees reserves your spot in the class
- Apprentice's hours will not be counted until fees are completely paid
- 162 hours available in classroom experience per year
- 156 hours in class are required to receive certificate of completion
- The Apprentice is responsible to be in class each night
- A grade of 70% and 156 hours attendance per year are needed to successfully complete the class

electricity/ electronics

Basic Household Wiring #1124

Wouldn't you like to be able to troubleshoot and repair most electrical problems, and do light remodeling in your home? This class provides a fundamental working knowledge of electricity and how to use it safely. This primarily "hands-on" class will teach fundamental wiring practices such as how to wire a receptacle, switch, light fixture, and a hard-wired appliance (furnace, water heater, etc.).

Start Date: 9/28/10 **Days Taught:** T
Hours: 12 **Fee:** \$78.00
Bldg/Rm: RFC 377
Times: 6:30 - 9:30 pm (4 sessions)

Reading Electrical Blueprints #1306



Would having an understanding of electrical drawings and blueprints make your work easier? In this class we will examine power drawings, lighting drawings, risers, panel schedules, fixture schedules, fault calculations, and fundamentals of estimating. The class is intended for electricians, electrical contractors, and maintenance electricians – or anyone else that wants to understand an electrical drawing.

Start Date: 10/26/10 **Days Taught:** T
Hours: 12 **Fee:** \$78.00
Bldg/Rm: RFC 377
Times: 6:30 - 9:30 pm (4 sessions)

general trades

Flagging

Flagging #1195

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

Section 1
Start Date: 8/21/10 **Days Taught:** Saturday
Hours: 6 **Fee:** \$49.00
Bldg/Rm: RFC 149
Times: 9:00 am - 4:00 pm (1 session)

skills courses

Section 2
Start Date: 9/18/10 **Days Taught:** Saturday
Hours: 6 **Fee:** \$49.00
Bldg/Rm: RFC 149
Times: 9:00 am - 4:00 pm (1 session)

Machining

Machine Shop Lathe Theory #1200

This course will provide you with hands-on training and classroom instruction, primarily on vertical milling machines. You will learn to set up the machine, square a part, locate positions for drilling or other operations, mill, bore, etc. You can choose to do either personal projects or you can build a small pin vise. **TOOLS SUGGESTED:** 10" Adjustable Wrench, Allen Wrench Set to 5/16, **SAFETY GLASSES REQUIRED, SAFETY SHOES RECOMMENDED, CLOTHING SHOULD NOT BE LOOSE.**

Start Date: 9/8/10 **Days Taught:** W
Hours: 30 **Fee:** \$189.00
Bldg/Rm: RFC 131
Times: 6:00 - 9:00 pm (10 sessions)

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

graphic arts

Local Search Marketing for Business #1197



Conservative estimates put 40 percent of all search engine queries being made with local intent. Can you afford to continue missing out on those potential customers? If they can't find you online, they'll get the information they seek and do business elsewhere. It's a big deal, and the rocketing growth of searches done from mobile smart phones is exponentially increasing the importance of the local search marketing. This class covers the step by step process for grabbing your place in the local search results delivered by Google, Yahoo, and MSN's Bing as well as other key business directories...even if you don't yet have a website.

Section 1
Start Date: 9/8/10 **Days Taught:** W
Hours: 3 **Fee:** \$34.00
Bldg/Rm: LE 203
Times: 6:00 - 9:00 pm (1 session)

Section 2
Start Date: 9/11/10 **Days Taught:** Saturday
Hours: 3 **Fee:** \$34.00
Bldg/Rm: LE 203
Times: 9:00 am - 12:00 noon (1 session)

Section 3
Start Date: 11/6/10 **Days Taught:** Saturday
Hours: 3 **Fee:** \$34.00
Bldg/Rm: LE 203
Times: 9:00 am - 12:00 noon (1 session)

Fundamental Website Development Strategies #1213

Class focuses on the critical base strategies necessary for planning and assembling the content for a successful, results-producing website. This course focuses on the fundamentals of developing serious business websites and teaching high-performance web content strategies centered on critical factors like relevance, engagement, conversion, and search engine optimization. Graphics and site navigation best practices will also be discussed. Participants will develop a workable site plan from which to build a business-amping website.

Start Date: 9/20/10 **Days Taught:** M W
Hours: 18 **Fee:** \$114.00
Bldg/Rm: LE 203
Times: 6:00 - 9:00 pm (3 sessions)

BEGINNING & ADVANCED CLASSES

Dreamweaver AND CSS

Adobe's Dreamweaver is the web development community's software tool of choice. It's powerfully equipped to not only make the coding process less tedious and tenuous, but to manage and troubleshoot functioning sites as well. Do you want to own skills in website construction on the best website building tool out there? See you in class.

THE COURSE MENU:

CORE CODE: CSS + XHTML
WEBSITE FILE STRUCTURE
MARKING UP IN XHTML
DOIN' IT WITH STYLES
CSS SELECTORS
WEB GRAPHICS 101
A TRUCKLOAD MORE

COURSES OFFERED:

BUILDING MODERN WEBSITES with DREAMWEAVER and CSS I

Mondays and Wednesdays: 6:00 to 9:00; **November 8, 10, 15, 17, 22, 29, December 1** (7 sessions / 3.5 weeks / 21 hours) **REQUIRED:** Dreamweaver CS4 or CS5 software, and David McFarland's *Dreamweaver CS5: The Missing Manual* • Course #119601; Room: RFC 270; \$125

DREAMWEAVER and CSS II (Advanced) Mondays and Wednesdays: 6:00 to 9:00; **December 6, 8, 13, 15** (4 sessions / 2 weeks / 12 hours) **REQUIRED:** Completion of Dreamweaver and CSS I course) • Course #130101; Room: RFC 270; \$78

SEE ALSO: WFT CLASSES on WEB DESIGN STRATEGIES and WEBSITE MARKETING

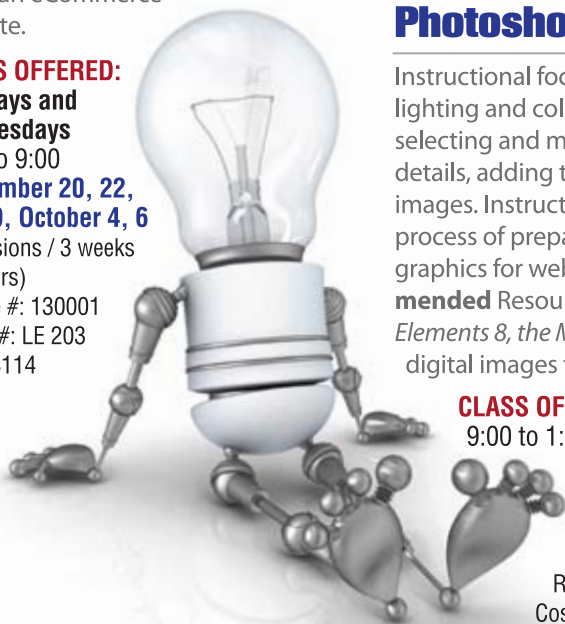
Web Savvy

Local Search Marketing

Fundamental Web Site Development Strategies

Class focuses on the critical base strategies necessary for planning and assembling the content for a successful, results-producing website. The first of the Web Savvy Series, this course presents the fundamentals of developing serious business websites, teaching high-performance web content strategies centered on critical factors like relevance, engagement, conversion, and search engine optimization. Graphics and site navigation best practices will also be discussed. Participants will develop a workable site plan from which to build an eCommerce website.

CLASS OFFERED: Mondays and Wednesdays 6:00 to 9:00
September 20, 22, 27, 29, October 4, 6
 (6 sessions / 3 weeks / 18 hours)
 Course #: 130001
 Room #: LE 203
 Cost: \$114



Website Marketing

A well-crafted website is never closed, never tired, and accessible planet-wide 24/7, but it doesn't market itself. This course teaches you strategies and tactics for marketing a website both offline and online—including email marketing, information marketing (blogging, articles), social network marketing and search engine marketing (organic listings, pay-per-click advertising, link building).

CLASS OFFERED: Mondays and Wednesdays 6:00 to 9:00 p.m.
October 18, 20, 25, 27 (4 sessions / 2 weeks / 12 hours)
 Course #: 112901
 Room #: LE 203; Cost: \$72

Photoshop Elements

Instructional focus is on improving lighting and color in digital photos, selecting and manipulating image details, adding type, combining images. Instruction also covers the process of preparing images and graphics for web sites. **Recommended** Resource Book: *Photoshop Elements 8, the Missing Manual*. Bring digital images to work on in class.

CLASS OFFERED: Saturdays 9:00 to 1:00
November 20, December 4
 (2 sessions / 2 weeks / 8 hours)
 Course #: 121601
 Room #: LE 203
 Cost: \$54

Estimates put 40 percent of all search engine queries being made with local intent. And the rocketing growth of searches done from mobile devices is increasing exponentially the importance of the local search marketing. Class covers the process for seizing a slot in the local search results delivered by Google, Yahoo, and MSN's Bing as well as other key business directories... *even if you don't have a website.*

CLASSES OFFERED: Wednesday Sept 8 from 6:00 to 9:00; on Saturday Sept 11; and on Saturday Nov 6 from 9:00 to Noon (1 session / 3 hrs) #119702; LE 203; \$34

Building Modern Websites with Dreamweaver and CSS I

Beginning with critical instruction in the web-standard foundation of CSS and XHTML, you will learn to use Adobe's Dreamweaver software to build and maintain CSS-based websites. **Required:** *Dreamweaver CSS: The Missing Manual & DW CS4 or 5*

CLASS OFFERED: Mondays and Wednesdays 6:00 to 9:00
November 8, 10, 15, 17, 22, 29, December 1
 (7 sessions / 3.5 weeks / 21 hours)
 Course #: 119601; Room #: RFC 270; \$125

Dreamweaver and CSS II

Advanced website construction and enhanced site functionality using Dreamweaver to build and maintain CSS-based websites. **Required:** Completion of DW/CSS class I (above).

CLASS OFFERED: Mondays and Wednesdays 6:00 to 9:00
December 6, 8, 13, 15 (4 sessions / 2 weeks / 12 hours)
 Course #: 130101; Room #: RFC 270; \$78

skills courses

Graphic Design Basics #1213

Good page layout savvy is critical to printed pieces and web pages that look professional and inspire confidence. This course teaches three critical elements of powerful page layout and effective design — creative thinking, strategic direction, and design and layout basics. We will also discuss resources and the software tools used by graphic designers. Not a software class, but rather a course to teach the thinking and tactics necessary to design powerful communication pieces.

Start Date: 10/2/10 **Days Taught:** Saturday
Hours: 12 **Fee:** \$78.00
Bldg/Rm: LE 203
Times: 9:00 am – 1:00 pm (3 sessions)

Website Marketing #1129

A well-crafted website is never closed, never tired, and accessible planet-wide 24/7, but it doesn't market itself. This course will teach you strategies and tactics for marketing a website both offline and online—including email marketing, information marketing (blogging, articles), social network marketing (twitter, facebook), and search engine marketing (organic listings, pay-per-click advertising, and link building).

Start Date: 10/18/10 **Days Taught:** M W
Hours: 12 **Fee:** \$72.00
Bldg/Rm: LE 203
Times: 6:00 – 9:00 pm (4 sessions)

PowerPoint #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: 10/28/10 **Days Taught:** Th
Hours: 6 **Fee:** \$47.00
Bldg/Rm: RFC 270
Times: 6:30 – 9:30 pm (2 sessions)

Building Modern Websites with Dreamweaver #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 CSS-based websites. Required: Dreamweaver CS4 software, a USB jumpdrive, and David McFarland's

Dreamweaver CS4: The Missing Manual.

Start Date: 11/8/10 **Days Taught:** M W
Hours: 21 **Fee:** \$125.00
Bldg/Rm: RFC RFC 270
Times: 6:00 – 9:00 pm (6 sessions)

Photoshop Elements Basics #1216

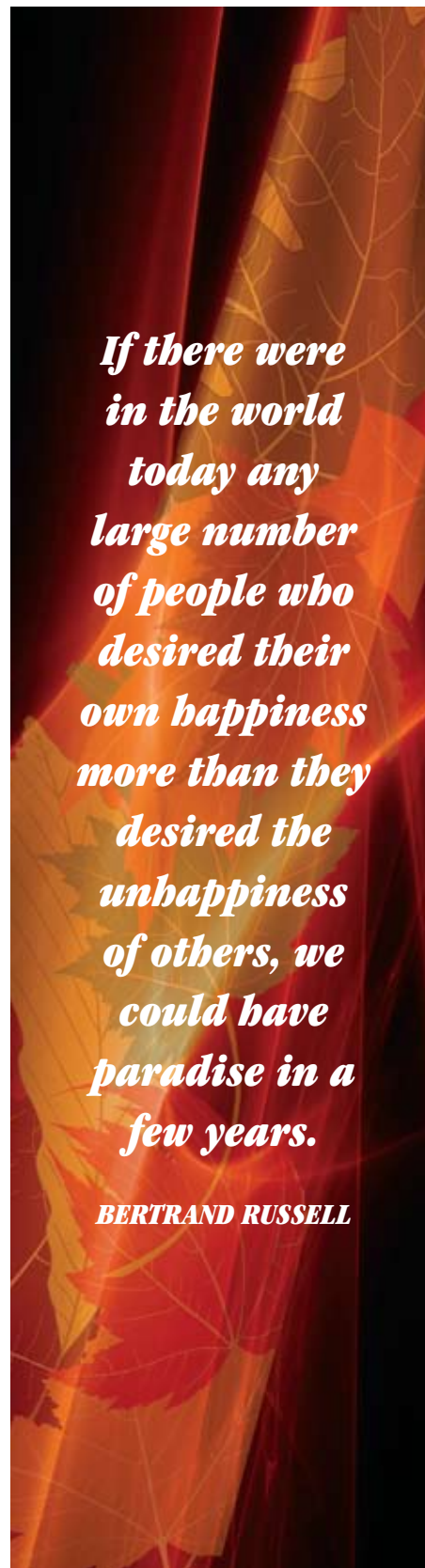
Adobe's Photoshop Elements is an inexpensive yet powerful consumer-grade digital image editor. Focus is on improving lighting and color in digital photos, selecting and manipulating image details, adding type, combining images. Instruction will also cover the process of preparing images and graphics for web sites. Recommended resource book: Photoshop Elements 8, the Missing Manual. Bring digital images to work on in class (on USB jumpdrive).

Start Date: 11/20/10 **Days Taught:** Saturday
Hours: 6 **Fee:** \$54.00
Bldg/Rm: LE 203
Times: 9:00 am – 1:00 pm (2 sessions)

Dreamweaver and CSS II #1305

Advanced website construction and enhanced site functionality using Adobe's Dreamweaver software. Required: Completion of beginning Dreamweaver class.

Start Date: 12/6/10 **Days Taught:** M W
Hours: 12 **Fee:** \$78.00
Bldg/Rm: RFC 270
Times: 6:00 – 9:00 pm (4 sessions)



graphic arts

Fall Classes

health

CPR / 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: 10/19/10 **Days Taught:** T
Hours: 4 **Fee:** \$30.00
Bldg/Rm: LE 103
Times: 6:00 - 10:00 pm (1 session)

Section 2

Start Date: 12/7/10 **Days Taught:** T
Hours: 4 **Fee:** \$30.00
Bldg/Rm: LE 103
Times: 6:00 - 10:00 pm (1 session)

Childcare Provider CPR & First Aid #1916

Learn how to manage illness and injuries in a child in the first few minutes until professional help arrives. Topics include first aid basics, medical emergencies, injury emergencies, environmental emergencies, signs of child abuse, and CPR and AED. This course meets American Heart Association and Idaho Child Care Program (ICCP) requirements for those involved in child care who have a duty to respond to a first aid emergency because of job responsibilities or regulatory requirements, such as child care workers, teachers, foster care workers, camp counselors, youth organizations, and coaches for children's sports organizations. All parents would benefit from this course. Course textbook and certification card included in course fee.

Section 1

Start Date: 9/21/10 **Days Taught:** T
Hours: 7 **Fee:** \$59.00
Bldg/Rm: LE 103
Times: 6:00 - 9:30 pm (2 sessions)

Section 2

Start Date: 11/9/10 **Days Taught:** T
Hours: 7 **Fee:** \$59.00
Bldg/Rm: LE 103
Times: 6:00 - 9:30 pm (2 sessions)

Training for the Care of Developmentally Disabled

Become more effective in assisting the developmentally disabled by acquiring knowledge and skills in working with the patient. Topics included are the ethical treatment of persons with disabilities, overview of developmental disabilities and family needs, positive programming for the entire person, strategies for increasing positive behaviors and developing action plans. This course is required by Medicaid for PCS providers. **Cost: \$100 and six (6) months to complete.** This is a **Self-Study Course**, study materials and assignments are included in the cost of the class.

**Offered through ISU
WORKFORCE TRAINING.**

**Call
282-3372.**



The student has six (6) months to complete the course. If the student needs to cancel, a full refund minus \$15.00 will be given if cancellation is within the first 10 days following registration. The curriculum must be returned within that time frame to be eligible for a refund. No refunds will be issued after the 10-day limit.

skills courses

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: 9/13/10 **Days Taught:** M
Hours: 5 **Fee:** \$54.00
Bldg/Rm: LE 103
Times: 4:30 – 9:30 pm (1 session)

Section 2

Start Date: 9/18/10 **Days Taught:** Saturday
Hours: 5 **Fee:** \$54.00
Bldg/Rm: LE 103
Times: 8:30 am – 1:30 pm (1 session)

Section 3

Start Date: 9/25/10 **Days Taught:** Saturday
Hours: 5 **Fee:** \$54.00
Bldg/Rm: LE 103
Times: 8:30 am – 1:30 pm (1 session)

Section 4

Start Date: 10/11/10 **Days Taught:** M
Hours: 5 **Fee:** \$54.00
Bldg/Rm: LE 103
Times: 4:30 – 9:30 pm (1 session)

Section 5

Start Date: 10/16/10 **Days Taught:** Saturday
Hours: 5 **Fee:** \$54.00
Bldg/Rm: LE 103
Times: 8:30 am – 1:30 pm (1 session)

Section 6

Start Date: 10/23/10 **Days Taught:** Saturday
Hours: 5 **Fee:** \$54.00
Bldg/Rm: LE 103
Times: 8:30 am – 1:30 pm (1 session)

Section 7

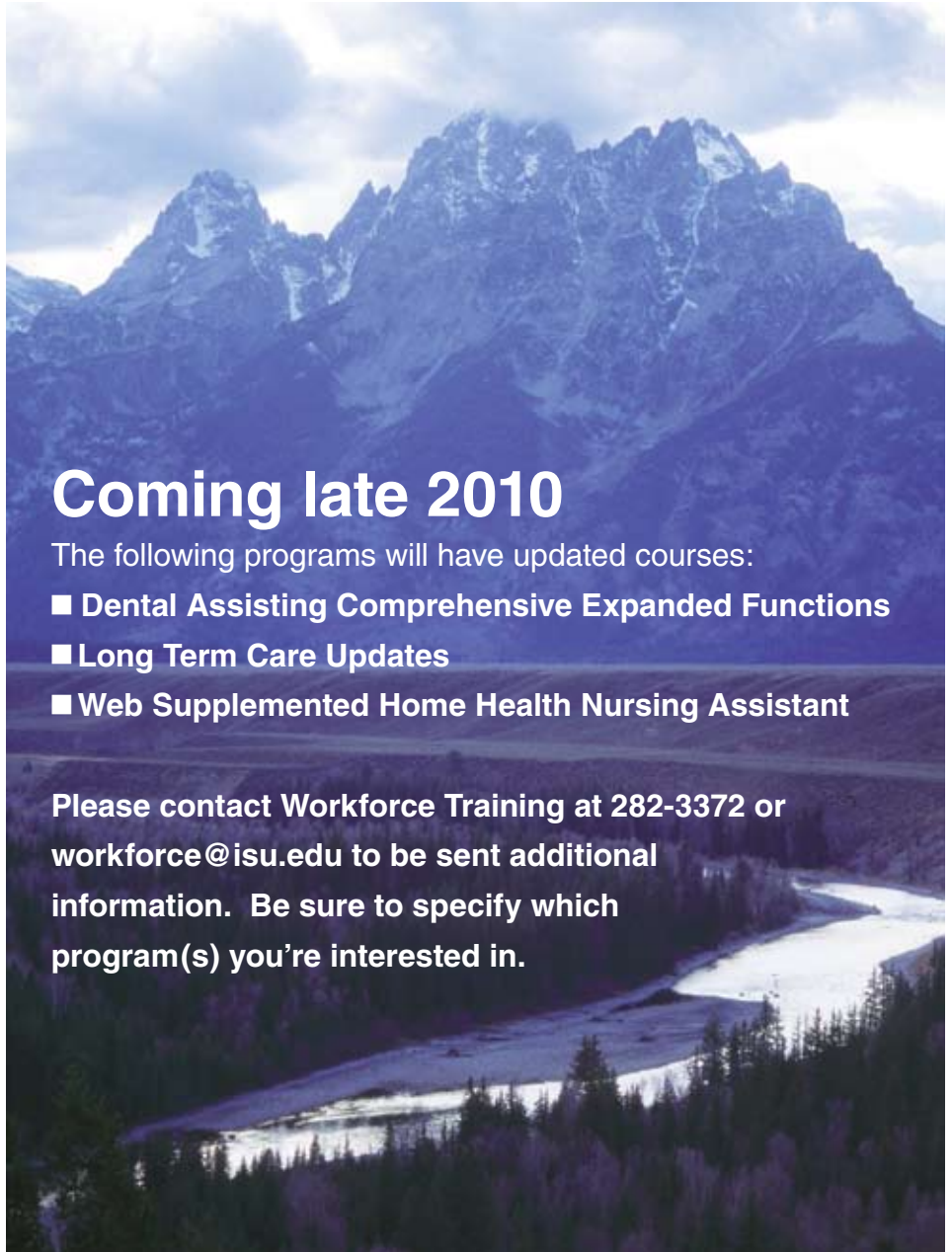
Start Date: 10/25/10 **Days Taught:** M
Hours: 5 **Fee:** \$54.00
Bldg/Rm: LE 103
Times: 4:00 – 9:00 pm (1 session)

Section 8

Start Date: 11/6/10 **Days Taught:** Saturday
Hours: 5 **Fee:** \$54.00
Bldg/Rm: LE 103
Times: 8:30 am – 1:30 pm (1 session)

Section 9

Start Date: 11/13/10 **Days Taught:** Saturday
Hours: 5 **Fee:** \$54.00



Coming late 2010

The following programs will have updated courses:

- Dental Assisting Comprehensive Expanded Functions
- Long Term Care Updates
- Web Supplemented Home Health Nursing Assistant

Please contact Workforce Training at 282-3372 or workforce@isu.edu to be sent additional information. Be sure to specify which program(s) you're interested in.

Bldg/Rm: LE 103
Times: 8:30 am – 1:30 pm (1 session)

Section 10

Start Date: 11/22/10 **Days Taught:** M
Hours: 5 **Fee:** \$54.00
Bldg/Rm: LE 103
Times: 4:30 – 9:30 pm (1 session)

Section 11

Start Date: 12/4/10 **Days Taught:** Saturday
Hours: 5 **Fee:** \$54.00
Bldg/Rm: LE 103
Times: 8:30 am – 1:30 pm (1 session)

Section 12

Start Date: 12/6/10 **Days Taught:** M
Hours: 5 **Fee:** \$54.00

Bldg/Rm: LE 103
Times: 4:30 – 9:30 pm (1 session)

Section 13

Start Date: 12/11/10 **Days Taught:** Saturday
Hours: 5 **Fee:** \$54.00
Bldg/Rm: LE 103
Times: 8:30 am – 1:30 pm (1 session)

SIGN UP NOW!
Learning is fun.

Fall Classes

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 course 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, 4-handed dentistry, and suctioning. It is a prerequisite to the "Expanded Functions for Dental Assistants" courses.

Students will meet for only five Thursday sessions. The remainder of class will occur on Tuesdays. 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.

Start Date: 8/31/10 **Days Taught:** T
Hours: 60 **Fee:** \$290.00
Bldg/Rm: RFC 361
Times: 6:30 - 9:30 pm (21 Sessions)

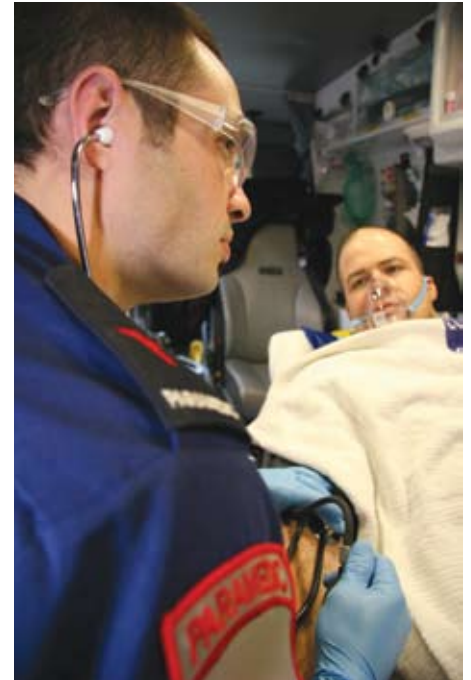
Emergency Medical Technician Training

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 a basic EMT. 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: 8/31/10
Days Taught: T Th: 6-10 pm (24 sessions)
 Saturday: 8:30 am-5 pm (6 sessions)
Hours: 141 **Fee:** \$650.00
Bldg/Rm: LE 104
Times: T Th: 6:00 - 10:00 pm
 Saturday: 8:30 am - 5:00 pm (first Sat. 9/11)



BUSINESS COMMUNITY TRAINING VIA THE WEB

Webinars

WORKFORCE TRAINING offers FREE webinars the second Tuesday of each month from 10-11 am. Provide your email address to WORKFORCE TRAINING to receive the monthly invitations. Contact WORKFORCE TRAINING at: workforce@isu.edu or 208-282-3372.



skills courses

LPN Training

IV Therapy (for LPNs, CMAs, and RN refresher) #1935

Attention LPN's, MA's and RN's! In this course you will study the principles and practice of intravenous therapy. Subjects include fluid and electrolyte balance, parenteral solutions, infection control relating to IV therapy, central venous access, intravenous nutritional support, and clinical skills relating to intravenous therapy. Students need to bring copy of current Idaho Nursing License or Certificate of MA Program completion the first night of class. Students will be required to seek a licensed mentor and clinical experience after course completion.

Start Date: 10/9/10 **Days Taught:** Saturday
Hours: 40 **Fee:** \$305.00
Bldg/Rm: LE 201 **Times:** 9:00 - 11:00 am
(3 Sessions in Classroom - orientation and 2 full days to be determined at orientation and 22 hours of self-study)

Nursing Assistant

Assistance with Medications #1940

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

Section 1
Start Date: 9/7/10 **Days Taught:** T Th
Hours: 8 **Fee:** \$70.00
Bldg/Rm: RFC 381
Times: 5:30 - 9:30 pm (2 sessions)

Section 2
Start Date: 9/18/10 **Days Taught:** Saturday
Hours: 8 **Fee:** \$70.00
Bldg/Rm: RFC 377
Times: 10:00 am - 7:00 pm (1 session)



Section 3
Start Date: 10/5/10 **Days Taught:** T Th
Hours: 8 **Fee:** \$70.00
Bldg/Rm: RFC 381
Times: 5:30 - 9:30 pm (2 sessions)

Section 4
Start Date: 10/16/10 **Days Taught:** Saturday
Hours: 8 **Fee:** \$70.00
Bldg/Rm: RFC 377
Times: 10:00 am - 7:00 pm (1 session)

Section 5
Start Date: 11/9/10 **Days Taught:** T Th
Hours: 8 **Fee:** \$70.00
Bldg/Rm: RFC 381
Times: 5:30 - 9:30 pm (2 sessions)

Section 6
Start Date: 11/20/10 **Days Taught:** Saturday
Hours: 8 **Fee:** \$70.00
Bldg/Rm: RFC 377
Times: 10:00 am - 7:00 pm (1 session)

Section 7
Start Date: 12/7/10 **Days Taught:** T Th
Hours: 8 **Fee:** \$70.00
Bldg/Rm: RFC 381
Times: 5:30 - 9:30 pm (2 sessions)

Section 8
Start Date: 12/18/10 **Days Taught:** Saturday
Hours: 8 **Fee:** \$70.00
Bldg/Rm: RFC 377
Times: 10:00 am - 7:00 pm (1 session)

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



COASTAL
TRAINING TECHNOLOGIES CORP.

Safety & Environmental Training



- Behavioral Based Safety Training
- Bloodborne Pathogens and First Aid Training
- Chemical/Hazard Communications Training
- Confined Spaces Ropes Rescue Training
- Construction Safety Training
- Driver Training
- Electrical Safety Training
- Environmental Training
- Ergonomics Training
- Fall Protection Training
- Fire Safety/ Emergency Training
- Forklift/Crane Safety Training
- General Compliance Training
- General Workplace Health and Safety Training
- Hazardous Material Training
- HAZWOPER Training
- Homeland Security Training
- Lockout-Tagout Safety Training
- Machine Power and Hand Tool Safety Training
- Maritime Safety Training
- People-Based Safety Training
- Pro-Active Safety Attitudes Training
- Process Safety Management Training
- Respiratory Protection Training
- Safety Meeting Training
- Substance Abuse Training
- Supervisor Training

These online OSHA trainings are available for the unbelievable price of \$15 each.

Look for the link to register online at workforcetraining.isu.edu

skills courses

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& Nurses • Hotels & Hospitality • Landscapers •
Law Enforcement • Manufacturing • Pharmacists
• Real Estate • Restaurants & Food Service
• Teachers & School Administrators

Call us to set up Customized Training for your business, 208-282-3372

Certificated Nurse Assistant #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 health care facilities, (3) manual skills testing and written exam as required by the State of Idaho for placement on the state registry. In alignment with state requirements, students are required to attend 90% of course in order to successfully complete the program. The student will need to plan the following additional costs: 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: 8/16/10 **Days Taught:** M W
Hours: 120 **Fee:** \$425.00
Bldg/Rm: LE 201
Times: 4:00 pm - 9:00 pm (20 sessions)

Section 2

Start Date: 9/7/10 **Days Taught:** T Th
Hours: 120 **Fee:** \$425.00
Bldg/Rm: LE 201
Times: 8:30 am - 3:30 pm (20 sessions)

Section 3

Start Date: 10/21/10 **Days Taught:** M W
Hours: 120 **Fee:** \$425.00
Bldg/Rm: LE 201
Times: 4:00 pm - 9:00 pm (20 sessions)

Section 4

Start Date: 11/30/10 **Days Taught:** T Th
Hours: 120 **Fee:** \$425.00
Bldg/Rm: LE 201
Times: 8:30 am - 3:30 pm (20 sessions)

*Visit our
WORKFORCE TRAINING
website*

www.workforcetraining.isu.edu



Fall Classes

Web Supplemented

Web Based Certificated Nursing Assistant (CNA) #1956

There is new updated material and the course is being revised this fall. We will offer it Spring 2011.

safety/security

Gun Safety and Shooting Skills Improvement #1225

Learn basic gun handling techniques, unloading and storage. This class will help shooters develop basic shooting skills and tactics. Students will need to provide their own weapons and 50 rounds of ammunition. The class will also cover state and federal gun laws and provide students with the information needed to obtain an Idaho concealed weapons permit.

Start Date: 9/25/10 **Days Taught:** Saturday
Hours: 4 **Fee:** \$48.00
Bldg/Rm: LE 103
Times: 10:00 am - 3:00 pm (1 Session)

Advanced Gun Skills and Tactics for Self-Protection #1226



You may have a gun in your nightstand or even a concealed weapons permit, but do you have strategies to use in a life threatening situation? This class will help shooters develop marksmanship and tactics during a crisis situation. The class will include 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: 10/9/10 **Days Taught:** Saturday
Hours: 6 **Fee:** \$68.00
Bldg/Rm: LE 104
Times: 9:00 am-4:00 pm (1 session)

welding

Beginning/Intermed./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 will be covered: Machine settings, preparation of materials, safety, and welding in all positions.

Section 1
Start Date: 8/26/10 **Days Taught:** Th

Hours: 30 **Fee:** \$272.00
Bldg/Rm: T & T Weld
Times: 6:00 - 10:00 pm (8 sessions)

Section 2
Start Date: 8/31/10 **Days Taught:** T
Hours: 30 **Fee:** \$272.00
Bldg/Rm: T & T Weld
Times: 6:00 - 10:00 pm (8 sessions)

Section 3
Start Date: 10/21/10 **Days Taught:** Th
Hours: 30 **Fee:** \$272.00
Bldg/Rm: T & T Weld
Times: 6:00 - 10:00 pm (8 sessions)

Section 4
Start Date: 10/26/10 **Days Taught:** T
Hours: 30 **Fee:** \$272.00
Bldg/Rm: T & T Weld
Times: 6:00 - 10:00 pm (8 sessions)



GREAT NEW CLASSES VIA THE WEB

Webinars



WORKFORCE TRAINING has developed a new line of Webinar Training to save you time, hassle, and money.

No need to go out in the cold, you can access the webinars from any high-speed internet connection. Since these are live broadcasts, you will be able to type in questions for the presenter to answer immediately.

Overcoming Your Fears (#1310)

Start Date: 9/15/10 Days Taught: W
Hours: 2 Fee: \$20.00
Bldg/Rm: Your Computer
Times: 10:00 - 11:00 am (2 sessions)

Generation X & Y (#1112)

Start Date: 9/21/10 Days Taught: T
Hours: 2 Fee: \$20.00
Bldg/Rm: Your Computer
Times: 10:00 - 11:00 am (2 sessions)

Servant Leadership (#1231)

Start Date: 9/29/10 Days Taught: W
Hours: 4 Fee: \$30.00
Bldg/Rm: Your Computer
Times: 10:00 - 11:00 am (4 sessions)

Essential Employee Skills (#1104)

Start Date: 10/4/10 Days Taught: M
Hours: 2 Fee: \$20.00
Bldg/Rm: Your Computer
Times: 7:00 - 8:00 pm (2 sessions)

Social Networking for Business (#1315)

Start Date: 10/5/10 Days Taught: T
Hours: 2 Fee: \$20.00
Bldg/Rm: Your Computer
Times: 7:00 - 8:00 pm (2 sessions)

Continuous Performance Feedback (#1105)

Start Date: 10/14/10 Days Taught: Th
Hours: 2 Fee: \$20.00
Bldg/Rm: Your Computer
Times: 7:00 - 8:00 pm (2 sessions)

Time Management (#1117)

Start Date: 10/20/10 Days Taught: W
Hours: 2 Fee: \$20.00
Bldg/Rm: Your Computer
Times: 7:00 - 8:00 pm (2 sessions)

Wellness, Balance, and Work (#1108)

Start Date: 10/21/10 Days Taught: Th
Hours: 2 Fee: \$20.00
Bldg/Rm: Your Computer
Times: 10:00 - 11:00 am (2 sessions)

Holding Difficult Conversations (#1311)

Start Date: 11/3/10 Days Taught: W
Hours: 2 Fee: \$20.00
Bldg/Rm: Your Computer
Times: 10:00 - 11:00 am (2 sessions)

Conducting Productive Meetings (#1102)

Start Date: 11/3/10 Days Taught: W
Hours: 2 Fee: \$20.00
Bldg/Rm: Your Computer
Times: 7:00 - 8:00 pm (2 sessions)

Good to Great (#1313)

Start Date: 11/16/10 Days Taught: T
Hours: 2 Fee: \$20.00
Bldg/Rm: Your Computer
Times: 10:00 - 11:00 am (2 sessions)

Reprogramming your Mind: Making the Leap (#1312)

Start Date: 12/1/10 Days Taught: W
Hours: 2 Fee: \$20.00
Bldg/Rm: Your Computer
Times: 10:00 - 11:00 am (2 sessions)

You must have a viable email address to attend these webinars.

See course descriptions in the Business Management section, pages 6-12.

Email: workforce@isu.edu or Phone: 208-282-3372

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www.ed2go.com/isuwft
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3. When your course starts, return to our Online Instruction Center and click the **Classroom** link. To begin your studies, simply log in with your e-mail and the password you selected during enrollment.

ISU Workforce Training We'll take you where you need to go.

Introduction to Microsoft Excel

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

Creating Web Pages

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

Accounting Fundamentals

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

Speed Spanish

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

A to Z Grantwriting

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.

Grammar Refresher

Gain confidence in your ability to produce clean, grammatically correct documents and speeches.

Microsoft Excel

Work faster and more productively with Excel's most powerful tools.

Real Estate Investing

Build and protect your wealth by investing in real estate.

Introduction to Microsoft Access

Store, locate, print, and automate access to all types of information.

Introduction to Microsoft Word

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

Computer Skills for the Workplace

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

Introduction to PC Troubleshooting

Learn to decipher and solve almost any problem with your PC.

Introduction to PowerPoint

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

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All courses require Internet access, e-mail, and the Microsoft Internet Explorer or Mozilla Firefox Web browser. Some courses may have additional requirements. Please visit our Online Instruction Center for more information.

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 - .NET Framework 2.0
 - MCITP
 - Database Administrator
 - Database Development
 - MCPD
 - Windows Developer Upgrade
 - Web Developer Upgrade / MCPD -
 - Windows Developer
 - Web Developer
- Desktop Applications**
- Microsoft Office 2007
 - Microsoft Office Access
 - Microsoft Office Word 2007:
 - Microsoft Office Outlook 2007:
 - Microsoft Office Excel 2007:
 - Microsoft Office Outlook 2007:
 - Microsoft Office PowerPoint 2007:
 - ColdFusion MX 7 Introduction
 - DreamWeaver 8 Introduction



- Adobe PhotoShop CS2 Introduction & Web Production
- Adobe Illustrator CS2 Introduction
- Macromedia Flash 8 Intro
- Intro to Windows Vista
- JAVA**
- JAVA J2EE 2005
- Intro to Java
- WebSphere eCommerce Overview
- Java Web Services Overview
- Rational Application Developer Overview
- J2EE eCommerce Overview
- Understanding and Implementing Web Service Architecture

CompTIA

- Network+
- Server+
- Linux+
- Security+
- A+ Certification Complete Series
- CompTIA A+
 - Essentials
 - IT Technician
 - Remote Support
 - Depot Technician

Cisco

- Cisco CCNA
- Cisco CCNP
- Cisco CCNP
- BSCI 642-901
- BCMSN 642-812
- ISCW 642-825
- ONT 642-845

Oracle

- Oracle 10g PL/SQL

Business Objects

- Crystal Reports 11



Microsoft Official Curriculums

- Designing a Microsoft Exchange / Server 2003 Organization
- Administering a Microsoft SQL
- Supporting Users Running the Windows XP Operating System
- Implementing and Supporting Windows XP Professional
- Managing and Maintaining a Windows Server
- Planning and Maintaining a Windows Server Network Infrastructure
- Developing Microsoft ASP.NET Web Apps Using VS.NET
- What's New in Visual Studio for existing VS.NET Developers
- Programming with Microsoft Visual Basic .NET
- Programming with Microsoft ADO.NET
- Designing, Deploying, and Managing a Network Solution for a Small and Medium-Sized Business
- Implementing and Managing Exchange Server 2003
- Developing XML Web Services Using Microsoft ASP.NET
- Core & Advanced Data Access Development with Visual Studio
- Core & Advanced Web Application Development with Visual Studio
- Core Windows Forms Technologies with Microsoft Visual Studio 2005
- Advanced Windows Forms Technologies with Visual Studio
- Core & Advanced Distributed Applications Development with Visual Studio
- Developing Microsoft .NET Applications for Windows (Visual C# .NET)
- Building COM+ Applications Using .NET Enterprise Services
- Developing Microsoft.NET Apps for Windows (VB.NET)
- Planning and Deploying Systems Management Server
- Programming with XML in the Microsoft .NET Framework
- Analyzing Requirements and Defining .NET Solution Architectures
- Updating Your Database Administration Skills to SQL

Microsoft Official Curriculums - continued

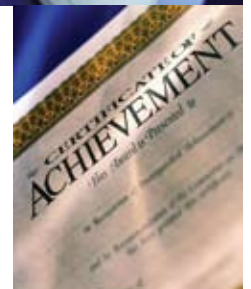
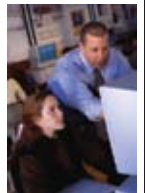
- Implementing a Microsoft SQL Server Database
- Maintaining a Microsoft SQL Server Database
- Designing a Microsoft SQL Server Infrastructure
- Designing Security for Microsoft SQL Server
- Designing High Availability Database Solutions Using SQL
- Administering & Automating MS SQL Server Databases & Servers
- Troubleshooting and Optimizing Database Servers Using MS SQL Server
- Implementing and Administering Security in a Windows Network
- Designing Security for Microsoft SQL Servers & Networks
- Developing Microsoft ASP.NET 2.0 Web Applications
- Getting Started with Microsoft Exchange Server
- Implementing Microsoft Office SharePoint Server
- Installing & Configuring the Windows Vista Operating System
- Configuring Windows Vista Mobile Computing and Applications
- Designing Microsoft SQL Server Side Solutions & Databases

Security

- Certified Ethical Hacker
- The Shon Harris CISSP Series
 - Certified Wireless Network Associate
- Computer Forensics and Electronic Discovery
- Certified Penetration Testing Specialist - CPTS
- Disaster Recovery and Business Continuity Planning
- Secure2 - Basic & Advanced Security

Project Management

- PMP - Project Management Professional Certification
- Information Technology Infrastructure Library (ITIL)
- Information Technology Service Management (ITSM)
- Microsoft Project 2003



**REGISTRATION INFORMATION
POLICY & PROCEDURES**

Six Easy Ways to Sign Up for Classes



By Website: Register online at workforcetraining.isu.edu and fill out the online registration form.

By Phone: 282-3372 Phone-in registration will be accepted using VISA, MasterCard, or a Purchase Order number. Call 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: Bring the completed registration form along with a check, cash, Purchase Order number, or your VISA or MasterCard to WORKFORCE TRAINING located in the Roy F. Christensen (RFC) Building #48 (Room 101) on the ISU Campus..

By Mail: Mail your completed registration form along with full payment by check, Purchase Order number, VISA, MasterCard to: ISU WORKFORCE TRAINING, 921 S 8th Ave, Stop 8380, Pocatello, ID 83209-8380

By Fax: Copy and FAX the registration form to (208) 282-2162. FAXED registrations will be accepted only when accompanied with VISA or MasterCard information and your signature.

By E-mail: E-mail the enrollment to workforce@isu.edu. Please include all information. E-mail registration will be accepted either with an accompanied VISA, MasterCard, or purchase order information, or you will be mailed an invoice and your registration is complete upon receipt of payment.

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 before each class starts. 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/EOC

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 the ADA Resource Center, located in Graveley Hall, Room 123 or call 208-282-3599.

**WORKFORCE TRAINING**

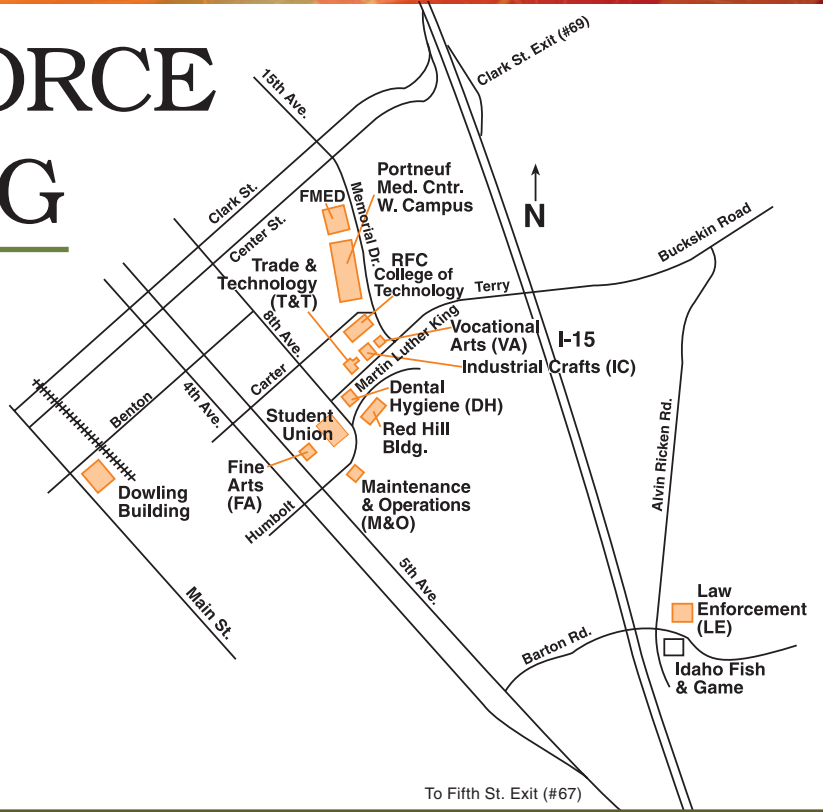
RFC Building, Room 101
Pocatello, ID
83209-8380
Phone: 208-282-3372

How to Find Us



WORKFORCE TRAINING

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



registration / map / form

REGISTRATION FORM

Registration is NOT complete until fees are paid. Unless otherwise noted, registration is open until each class is filled or until two (2) days before each class starts. Complete registrations are accepted on a first-come, first-served basis. Please print clearly. (Unreadable registration forms cannot be processed.) Duplicate form as necessary.

NAME _____ I certify that I am at least 16 years of age.
First Middle Int. Last

SOCIAL SECURITY NUMBER (last 4 digits only) _____ E-MAIL ADDRESS _____

MAILING ADDRESS _____

CITY _____ STATE _____ ZIP _____

DAY PHONE _____ EVE. PHONE _____ CELL PHONE _____

EMPLOYED BY _____ OCCUPATION _____

CLASS ID#	COURSE TITLE	FEE
TOTAL		

PAYMENT: Check Payable to ISU Name _____ Purchase Order
 Number _____ Expires _____ Signature _____

BILLING INFORMATION (If different from above)

BILL TO: _____
 CONTACT: _____
 ADDRESS: _____

 CITY/STATE/ZIP: _____
 P.O. # _____

MAIL TO: WORKFORCE TRAINING
 ISU College of Technology
 Stop 8380
 Pocatello, Idaho 83209-8380

PHONE: 208-282-3372
FAX: 208-282-2162

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WORKFORCE TRAINING

2010 FALL COURSES / EVENING CLASSES