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
Discover the secrets of powerful presentations!

Session 1: Presentation Principles
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
Hours: 1
Bldg/Rm: RFC 108N
Times: 6:00 - 7:00 pm (1 session)

Take the “No Bullet Point” Challenge!

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
Hours: 1
Bldg/Rm: RFC 108N
Times: 6:00 - 7:00 pm (1 session)

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
Hours: 1
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
Hours: 1
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

### Skills Classes:

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### Webinars

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.

### Special Training/Seminars—cont

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**ISU College of Technology Workforce Training**

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

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**Call 282-3372 for Class Information**
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)

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)

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.
Skills Courses

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)

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
Hours: 96  Fee: $480.00
Times: 6:30 – 9:30 pm (32 sessions)
Bldg/Rm: T&T 317

Register online at http://workforcetraining.isu.edu or call Workforce Training at 282-3372.
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.

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**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)

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**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**

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

- **PHONE:** 282-3372
- **MAIL:** Workforce Training
- **FAX:** 282-2162

College of Technology
921 S. 8th Ave., Stop 8380
Pocatello, ID 83209-8380
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.

**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.

**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.

**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.

**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.

**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.

Call today to discover how Workforce Training can positively impact your bottom line:

Jeff Hough  
Business Consultant  
208.251-1033/hougjeff@isu.edu

CALL 282-3372 FOR CLASS INFORMATION
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)

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)

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)

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: T
Hours: 4   Fee: $30.00
Bldg/Rm: Your Computer
Times: 10:00 – 11:00 am (4 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.

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

We look forward to “seeing” you there!
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)

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

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

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.

CALL 282-3372 FOR CLASS INFORMATION
Holding Difficult Conversations  #1311

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

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

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)

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.

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)

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 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 opposer(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 non-discrimination basis.

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

CALL 282-3372 FOR CLASS INFORMATION
Plan in Analog #1301
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
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)

Telling Your Story #1303
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)

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: 7:00 – 8:30 pm (2 sessions)

Social Networking for Business #1315
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)

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

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**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)

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**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:** 12
- **Fee:** $72.00
- **Bldg/Rm:** RFC 265
- **Times:** 6:30 - 9:30 pm (6 sessions)

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**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.

- **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)

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**Databases**

**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)

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**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:** T Th
  - **Hours:** 18
  - **Fee:** $114.00
  - **Bldg/Rm:** RFC 270
  - **Times:** 6:30 - 9:30 pm (6 sessions)

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**Internet**

**CALL 282-3372 FOR CLASS INFORMATION**

13
**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)

**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 - Advanced** #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.

- **Section 1**
  - **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)

**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)
Partnering to Offer over 400 Classes in the areas of
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- Fasteners Training
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*T* 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.

Visit our website or contact **Workforce Training** at 208-282-3372 for more information.
Fall Classes

Apprenticeship Programs

at ISU WORKFORCE TRAINING

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
Hours: 12
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)

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

Call WORKFORCE TRAINING for more information 208-282-3372

Apprenticeship Programs

Electrical

HVAC

Plumbing

Industrial Maintenance

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)
**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:** 3  
**Fee:** $189.00  
**Bldg/Rm:** RFC 131  
**Times:** 6:00 - 9:00 pm (10 sessions)

### Local Search Marketing for Business #197

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.

**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)

### Graphic Arts

**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 CSS 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 WEB SITE MARKETING
Web Savvy

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

Local Search Marketing

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
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)

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BERTRAND RUSSELL

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CALL 282-3372 FOR CLASS INFORMATION
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 include 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.
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
Bldg/Rm: LE 103
Times: 4:00 – 9:00 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)

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.

CALL 282-3372 FOR CLASS INFORMATION
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.

<table>
<thead>
<tr>
<th>Start Date: 8/31/10</th>
<th>Days Taught: T Th: 6–10 pm (24 sessions)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bldg/Rm: LE 104</td>
<td>Saturday: 8:30 am–5:00 pm (first Sat. 9/11)</td>
</tr>
<tr>
<td>Times: T Th: 6:00 – 10:00 pm</td>
<td></td>
</tr>
</tbody>
</table>

Fee: $290.00

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.

<table>
<thead>
<tr>
<th>Start Date: 8/31/10</th>
<th>Days Taught: T Th: 6–10 pm (24 sessions)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bldg/Rm: RFC 361</td>
<td>Saturday: 8:30 am–5 pm (6 sessions)</td>
</tr>
<tr>
<td>Times: 6:30 - 9:30 pm (21 Sessions)</td>
<td></td>
</tr>
</tbody>
</table>

Fee: $650.00

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.
**LPN Training**

**IV Therapy (for LPNs, CMA’s, and RN refresher) #1935**
Attention LPNs, MA’s and RNs! 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.

<table>
<thead>
<tr>
<th>Section</th>
<th>Start Date</th>
<th>Days Taught</th>
<th>Hours</th>
<th>Fee</th>
<th>Bldg/Rm</th>
<th>Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>9/7/10</td>
<td>T Th</td>
<td>8</td>
<td>$70.00</td>
<td>RFC 381</td>
<td>5:30 - 9:30 pm (2 sessions)</td>
</tr>
<tr>
<td>2</td>
<td>9/18/10</td>
<td>Saturday</td>
<td>8</td>
<td>$70.00</td>
<td>RFC 377</td>
<td>10:00 am – 7:00 pm (1 session)</td>
</tr>
<tr>
<td>3</td>
<td>10/5/10</td>
<td>T Th</td>
<td>8</td>
<td>$70.00</td>
<td>RFC 381</td>
<td>5:30 - 9:30 pm (2 sessions)</td>
</tr>
<tr>
<td>4</td>
<td>10/16/10</td>
<td>Saturday</td>
<td>8</td>
<td>$70.00</td>
<td>RFC 377</td>
<td>10:00 am – 7:00 pm (1 session)</td>
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<tr>
<td>5</td>
<td>11/9/10</td>
<td>T Th</td>
<td>8</td>
<td>$70.00</td>
<td>RFC 381</td>
<td>5:30 - 9:30 pm (2 sessions)</td>
</tr>
<tr>
<td>6</td>
<td>11/20/10</td>
<td>Saturday</td>
<td>8</td>
<td>$70.00</td>
<td>RFC 377</td>
<td>10:00 am – 7:00 pm (1 session)</td>
</tr>
<tr>
<td>7</td>
<td>12/7/10</td>
<td>T Th</td>
<td>8</td>
<td>$70.00</td>
<td>RFC 381</td>
<td>5:30 - 9:30 pm (2 sessions)</td>
</tr>
<tr>
<td>8</td>
<td>12/18/10</td>
<td>Saturday</td>
<td>8</td>
<td>$70.00</td>
<td>RFC 377</td>
<td>10:00 am – 7:00 pm (1 session)</td>
</tr>
</tbody>
</table>

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

**CALL 282-3372 FOR CLASS INFORMATION**
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

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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

CALL 282-3372 FOR CLASS INFORMATION
There is new updated material and the course is being revised this fall. We will offer it Spring 2011.

**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.

**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.

**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.

**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.
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.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Start Date</th>
<th>Days Taught</th>
<th>Hours</th>
<th>Fee</th>
<th>Building/Room</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overcoming Your Fears (#1310)</td>
<td>9/15/10</td>
<td>W</td>
<td>2</td>
<td>$20.0</td>
<td>Your Computer</td>
<td>10:00 - 11:00 am</td>
</tr>
<tr>
<td>Generation X &amp; Y (#1112)</td>
<td>9/21/10</td>
<td>T</td>
<td>2</td>
<td>$20.0</td>
<td>Your Computer</td>
<td>10:00 - 11:00 am</td>
</tr>
<tr>
<td>Servant Leadership (#1231)</td>
<td>9/29/10</td>
<td>W</td>
<td>4</td>
<td>$30.0</td>
<td>Your Computer</td>
<td>10:00 - 11:00 am</td>
</tr>
<tr>
<td>Essential Employee Skills (#1104)</td>
<td>10/4/10</td>
<td>M</td>
<td>2</td>
<td>$20.0</td>
<td>Your Computer</td>
<td>7:00 - 8:00 pm</td>
</tr>
<tr>
<td>Social Networking for Business (#1315)</td>
<td>10/5/10</td>
<td>T</td>
<td>2</td>
<td>$20.0</td>
<td>Your Computer</td>
<td>7:00 - 8:00 pm</td>
</tr>
<tr>
<td>Continuous Performance Feedback (#1105)</td>
<td>10/14/10</td>
<td>Th</td>
<td>2</td>
<td>$20.0</td>
<td>Your Computer</td>
<td>7:00 - 8:00 pm</td>
</tr>
<tr>
<td>Time Management (#1117)</td>
<td>10/20/10</td>
<td>W</td>
<td>2</td>
<td>$20.0</td>
<td>Your Computer</td>
<td>7:00 - 8:00 pm</td>
</tr>
<tr>
<td>Wellness, Balance, and Work (#1108)</td>
<td>10/21/10</td>
<td>Th</td>
<td>2</td>
<td>$20.0</td>
<td>Your Computer</td>
<td>10:00 - 11:00 am</td>
</tr>
<tr>
<td>Holding Difficult Conversations (#1311)</td>
<td>11/3/10</td>
<td>W</td>
<td>2</td>
<td>$20.0</td>
<td>Your Computer</td>
<td>10:00 - 11:00 am</td>
</tr>
<tr>
<td>Conducting Productive Meetings (#1102)</td>
<td>11/3/10</td>
<td>T</td>
<td>2</td>
<td>$20.0</td>
<td>Your Computer</td>
<td>7:00 - 8:00 pm</td>
</tr>
<tr>
<td>Good to Great (#1313)</td>
<td>11/16/10</td>
<td>T</td>
<td>2</td>
<td>$20.0</td>
<td>Your Computer</td>
<td>10:00 - 11:00 am</td>
</tr>
<tr>
<td>Reprogramming your Mind: Making the Leap (#1312)</td>
<td>12/1/10</td>
<td>W</td>
<td>2</td>
<td>$20.0</td>
<td>Your Computer</td>
<td>10:00 - 11:00 am</td>
</tr>
</tbody>
</table>

You must have a viable email address to attend these webinars.
See course descriptions in the Business Management section, pages 6-12.

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- Introduction to Microsoft Word
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MCSD.
.NET VB
.NET C# MCAD.NET VB Track
MCAD.NET C# Track
MCTS
SQL Server 2005
Windows Vista
Sharepoint 2007
.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 e Commerce Overview
Java Web Services Overview
Rational Application Developer Overview
J2EE commerce 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 CCDE
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 VSL.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
Upating 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

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The Shon Harris CISSP Series
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Certified Penetration Testing Specialist - CPTS
Disaster Recovery and Business Continuity Planning
Secure2 - Basic & Advanced Security

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PMP - Project Management Professional Certification
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Information Technology Service Management (ITSM)
Microsoft Project 2003
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/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 the ADA Resource Center, located in Graveley Hall, Room 123 or call 208-282-3599.
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

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**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.

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<th>Middle Int.</th>
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| DAY PHONE | | | |
| EVE. PHONE | | | |
| EMPLOYED BY | | | |
| OCCUPATION | | | |

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<th>CLASS ID#</th>
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**PAYMENT:**
- [ ] Check Payable to ISU
- [ ] VISA
- [ ] MasterCard

Name ______________________________
Expiration ____________
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