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

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

For our online safety courses, visit us at: workforcetraining.isu.edu
ISU College of Technology Workforce Training

Spring Classes

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

Idaho National Guard
Armory
10714 Fairgrounds Road, Pocatello, ID

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

workforcetraining.isu.edu/safetyfest/

Spring Classes Index

CALL (208) 282-3372 FOR CLASS INFORMATION
Spring Classes

Horsemanship

**Horsemanship Instruction I #1052**

This class teaches basic horsemanship skills. Each session begins with an informative equine-related lecture and continues with horse handling skills, riding techniques and instruction. This class is perfect for those interested in learning different aspects of horsemanship. A better understanding of horses enables you to become a better rider. It is perfect if you are a new horse owner, thinking of getting a horse, or even for a horse owner who realizes there is always something more to be learned 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:** 4/5/12  
**Times:** 6:00 – 9:00 p.m. (10 sessions)  
**Bldg/Rm:** Dowling Lab  
**Fee:** $85

**Horsemanship Instruction II #1053**

This class is for the intermediate rider or those having completed the Horsemanship Instruction I class. This class is perfect for learning many aspects of horsemanship enabling you to become better riders. 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:** 5/3/12  
**Times:** 5 – 8 p.m. (4 sessions)  
**Bldg/Rm:** Sweet Talk Ranch Arena  
**Fee:** $85

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business management

**Get Results! #1126**

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

**Start Date:** 2/9/12  
**Times:** 6:30 – 8:30 p.m. (1 session)  
**Bldg/Rm:** Your Computer  
**Fee:** $20

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building construction

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

**Section 1**

**Start Date:** 3/19/12  
**Hours:** 6:00 – 9:00 p.m. (10 sessions)

**Start Date:** 1/31/12  
**Hours:** 6:30 – 8:30 p.m. (1 session)

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

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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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Embracing Change #1118

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

**Start Date:** 4/9/12  
**Hours:** 2  
**Bldg/Rm:** RFC 379  
**Fee:** $20

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Optimizing Your Time #1117

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

**Start Date:** 3/19/12  
**Hours:** 2  
**Bldg/Rm:** RFC 263  
**Fee:** $20

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All classes are held in Pocatello unless otherwise stated.
Webinars
For the Business Community

The second Tuesday of each month from 10-11 a.m. Workforce Training offers FREE webinars covering topics of current interest to businesses. These webinars provide valuable insight and ideas to use immediately in the work environment.

All of the webinars are recorded. The link will be sent to all registrants within three business days of the live session, so if you can’t make the live session, you can still benefit from the information.

To register, go to workforcetraining.isu.edu and select individual webinars or the entire series.

2012 Topics

Chamber of Commerce Free Webinars
(10-11 a.m.)

Jan. 10  Making Change Stick
Feb. 14  3 Keys to Using Social Media for Business
Mar. 6  Google Analytics: Know Your Web Traffic
Apr. 10  Positive Assertiveness
May 8  Food for Fitness
June 12  Better Business Writing
July 10  Face Your Fears
New Classes in this Catalog!

Look for the NEW! star throughout the catalog. Find the latest classes to help you achieve the success you deserve.

- Introduction to Autodesk Architectural Revit 2012
- Microsoft Publisher
- iPads and iPhones: All the Information that Should Have Been in the Box, But Wasn’t
- Google Analytics (Business Webinar)
- Making Change Stick (Business Webinar)
- Positive Assertiveness at Work (Business Webinar)
- Getting (and Staying!) Out of Debt
- Semi-autonomous Living Environments (How to Live Self-Reliably)
- Embracing Change
- Growth Education Online Classes
- Rental Property Management
- Energy Conservation (How to Live ‘Green’ and Love It)
- 3 Keys to Using Social Media for Business (Business Webinar)
- Driving Traffic to Your Website
- Better Business Writing (Business Webinar)
- Optimizing Your Time
- Food for Fitness (Business Webinar)
- My Spanish Teacher Online Classes
- Basic PLC Course 1: RS Logix 500 and the Allen Bradley Micrologix Controller
- Basic PLC Course 2: RS Logix 5000/Allen Bradley ControlLogix/CompactLogix Controllers
- Basic PLC Course 3: Basic Human Machining Interface
- Motor Controls Course 1: Fundamentals of 3 Phases Motor Controls
- Instrumentation and Calibration Course 1: Introduction to Instrument Calibration
- Medication Math Web Course
- Email Marketing
- EMT Transition Course

Have an idea for a new class? We’d love to hear from you. Please email your ideas to us at: workforce@isu.edu.
Training as Unique as Your Business

Your business and employees are different from any other. Why should you settle for cookie-cutter training? We can customize training to work for your business. We have experts in every field who will tailor training to your needs.

What makes you different can make you great.
Let us customize a training program for you.

Thriving in Any Economy  #1174
In spite of the downward trend in our economy, some businesses continue to thrive. If you would like yours to be one of them, investigate five specific areas that determine growth, and learn how to make small, measurable, incremental improvements in each area. These universal principles will help you even after the economy rebounds.

Section 1
Start Date: 2/1/12  Days Taught: W
Hours: 2  Fee: $20
Bldg/Rm: RFC 263
Times: 7 – 9 p.m. (1 session)

Section 2
Start Date: 3/7/12  Days Taught: W
Hours: 2  Fee: $20
Bldg/Rm: RFC 263
Times: 7 – 9 p.m. (1 session)

Customer Relations
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, to identify an action plan to enhance attitude, to evaluate customer feedback, to improve response time, and develop a positive relationship with customers.

Start Date: 3/13/12  Days Taught: T
Hours: 2  Fee: $20
Bldg/Rm: Your Computer
Times: 10 – 11 a.m. (2 sessions)

Human Resource Training
Continuous Performance Evaluations  #1105
If there is one area that gives both managers and employees difficulty, it is the need to give and accept effective feedback. 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: 1/24/12  Days Taught: T
Hours: 2  Fee: $20
Bldg/Rm: Your Computer
Times: 7 – 8 p.m. (2 sessions)

Avoiding Burnout  #1136
In this day and age with the pressures of a global economy, the lingering stagnant economy, and job exportation, job burnout becomes more pronounced. This class defines job burnout, the symptoms, occupations commonly inherent, how to overcome it, and situations supervisors need to avoid.

Start Date: 4/2/12  Days Taught: M
Hours: 2  Fee: $20
Bldg/Rm: RFC 263
Times: 6:30 – 8:30 p.m. (1 session)

CALL (208) 282-3372 FOR CLASS INFORMATION
“Technology Integration that Works”

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

Where:
Ramada Inn
(Special Conf. Room Rate $55)
133 W. Burnside Ave.
Pocatello, ID 83202
(208) 237-0020
Fax: (208) 237-3216

When
Feb. 16-17, 2012

Time:
Thursday, 8:00 a.m. - 4:00 p.m.
Friday, 8:00 a.m. - 12:00 p.m.

Sessions include:

Document Cameras - Which one is best for my teaching style?
Google Earth - applications for any curriculum
Basic Photoshop - enhance, improve, adjust images for presentations
Cell Phones - use as student response systems
Response Systems - Am I teaching my students?
Interactive Short-Throw projectors - Any surface is an interactive board.
Integration of Media into Social Studies and other Curricula
Beyond PowerPoint - Powerful Presentations
Internet Research - Go beyond basic searches to find what you're looking for.

sponsored by WORKFORCE TRAINING and:

http://workforcetraining.isu.edu/educators/techconf/
Email Marketing #1349
Email marketing is essential in today's digital world. This course provides the information to establish an effective email strategy using the right tools. Learn how to build your email database, create custom messages and measure the response to your campaigns.

Start Date: 2/7/12  Days Taught: T  Hours: 2  Fee: $20  Bldg/Rm: RFC 264  Times: 7 – 9 p.m. (1 session)

Energy Conservation (How to Live 'Green' and Love It) #1217
Energy conservation presented and explored in ways to eliminate the stigma of always having to 'do without' while reducing our personal energy footprint. We will explore the facets of our home designs, insulation systems and methods, solar energy implementations, retrofitting energy efficient building systems and devices, 'passive' and 'active' systems definition and considerations, and many more options and applications.

Start Date: 1/24/12  Days Taught: T  Hours: 8  Fee: $65  Bldg/Rm: RFC 379  Times: 7 – 9 p.m. (4 sessions)

Getting (and Staying!) Out of Debt #1139
In the United States, the average family has a net worth of approximately $85,000 (not including their home). For most people, net worth is decreasing and debt is escalating. Approximately 1.6 million bankruptcies are filed each year and debt and spending problems are found to be a factor in 81% of all marriages in this country. This class provides skills necessary to evaluate your current situation, how to implement strategies to lower personal debt on homes, consumer debt, and credit cards. Finally, strategies will be presented on how to avoid future debt and how to establish a personal retirement plan.

Start Date: 4/16/12  Days Taught: M  Hours: 4  Fee: $36  Bldg/Rm: RFC 263  Times: 6:30 – 8:30 p.m. (2 sessions)

iPads and iPhones: All of the Information that Should Have Been in the Box, but Wasn’t #1356
The iPad and iPhone give individuals and businesses the productivity they need. They also entertain you when the work is done. Features like FaceTime, Airplay and iCloud are changing the way people work, learn and play. Unleash the power of your iPad and iPhone and simplify your life. Discover how to optimize your settings, extend your battery life and many other important functions. Get the latest Apple news, see the latest must-have apps and explore the innovative iCloud features. Bring your iPad or iPhone with you.

Section 1
Start Date: 1/17/12  Days Taught: T  Hours: 1  Fee: $15  Bldg/Rm: RFC 263  Times: 7 – 8 p.m. (1 session)

Section 2
Start Date: 2/21/12  Days Taught: T  Hours: 1  Fee: $15  Bldg/Rm: RFC 263  Times: 7 – 8 p.m. (1 session)

Section 3
Start Date: 3/20/12  Days Taught: T  Hours: 1  Fee: $15  Bldg/Rm: RFC 263  Times: 7 – 8 p.m. (1 session)

Section 4
Start Date: 4/17/12  Days Taught: T  Hours: 1  Fee: $15  Bldg/Rm: RFC 263  Times: 7 – 8 p.m. (1 session)

Military Fitness #1140
Workforce Training is cooperating with the ISU ROTC to offer their Military Fitness Class. You can develop the physical fitness requirements of an officer in the Army. There will be an emphasis on developing one's own fitness through challenging, competitive and progressive training sessions.

Start Date: 1/11/12  Days Taught: M W F  Hours: 48  Fee: $15  Bldg/Rm: Reed Gym  Times: 6 – 7 a.m. (48 sessions)

Powerful Presentations #1350
There is a reason the phrase, “Death by PowerPoint,” was coined. Many people know how to use electronic media, but do not know how to give an effective, memorable presentation. This class will

continued on p. 10

CALL (208) 282-3372 FOR CLASS INFORMATION
Powerful Presentations
...continued from p. 9
show you what to focus on and what to cut, how to make charts / graphs more dynamic, and how to present information that resonates with your audience.

Start Date: 3/1/12
Days Taught: Th
Hours: 2
Fee: $20
Bldg/Rm: RFC 263
Times: 7 – 9 p.m. (1 session)

Dynamic Public Speaking #1186
Many of us fear death less than we fear speaking in public. Remove that fear by applying some time-tested principles. The ideas of ethos (ethics), pathos (emotion), and logos (logic) were established by Aristotle as the founding principles of persuasion. A thorough understanding of these principles is essential for powerful public speaking. This knowledge helps you raise your presentation level by understanding the why’s of speaking behavior, rather than just the what’s. Learn how to incorporate these principles not only into your next speaking engagement, but also into every aspect of your life.

Start Date: 4/24/12
Days Taught: T
Hours: 2
Fee: $20
Bldg/Rm: RFC 263
Times: 6:30 – 8:30 p.m. (1 session)

Proofreading #1192
Have you ever placed an ad or sent an important letter, only to realize later that there were blatant, embarrassing errors? Most of us could benefit from this basic class which covers common errors that require human judgment. Learn quick and easy tips to recognize and fix a variety of standard errors that hamper effective communication.

Start Date: 2/2/12
Days Taught: Th
Hours: 2
Fee: $20
Bldg/Rm: RFC 265
Times: 6:30 – 8:30 p.m. (1 session)

12th Annual WOMEN AND WORK CONFERENCE
The Center for New Directions presents the 12th Annual Women and Work Conference, Expanding your Horizons. This conference is designed to introduce and interest women in STEM (Science, Technology, Engineering and Mathematics) careers and in nontraditional occupations for their gender. The conference includes a keynote speaker, a wide variety of workshops, a career exploration component, and the ever–popular nontraditional women’s fashion show.

March 7, 2012, 8 a.m. – 2 p.m. • Pond Student Union, 1025 South 8th Ave.
(208) 282-2454 • $20 general public, $10 students (lunch provided)
The Art of Resolving Conflict #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 and 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: 3/28/12  Days Taught: W
Hours: 6  Fee: $36
Bldg/Rm: RFC 149
Times: 6:30 – 9:30 p.m. (2 sessions)

Semi-autonomous Living Environments (How to Live Self-Reliantly) #1218
How does one make the home into a more ‘friendly’ environment that consumes less energy and produces more comfort in our lives? We will address this question weekly and explore alternative considerations to conventional construction types and systems that have made us so reliant on systems outside of our individual control and management. This course will delve into building and comfort systems, greenhouse technology and application, onsite food production and preservation, passive and active systems for energy management and control, solar application to existing structures, etc. This course is a must for those who want to beat the energy goblins which devour our paychecks and comfort alternatives.
Start Date: 2/22/12  Days Taught: W
Hours: 8  Fee: $65
Bldg/Rm: RFC 108N
Times: 7 – 9 p.m. (4 sessions)

Success Skills

Basic Planning Skills #1101
A good plan is more than a daily ‘to do’ list. It takes conscious focus, thought, and effort. Review techniques for brainstorming, formulating, analyzing, and implementing your ideas. Whatever your goals are at work or at home, your results will be better if you have a plan.
Start Date: 2/21/12  Days Taught: T
Hours: 2  Fee: $20
Bldg/Rm: Your Computer
Times: 7 – 8 p.m. (2 sessions)

Microsoft Publisher #1325
Learn how Microsoft’s comprehensive, yet easy-to-use, desktop publishing package can help you create and publish a wide variety of stunning documents. This hands on, project oriented course will give you valuable experience in designing, developing, and publishing newsletters, Websites, and brochures. And if you’re new to graphic design, you’ll receive plenty of expert guidance in selecting and using images, colors, and layouts.
Start Date: 2/28/12  Days Taught: T
Hours: 12  Fee: $77
Bldg/Rm: RFC 270
Times: 6:30 – 9:30 p.m. (4 sessions)

PowerPoint Nuts and Bolts #1150
Create documents and learn keystrokes and commands unique to the PowerPoint component of Microsoft. Create stand-alone presentations for training purposes using graphics, animation, sound and text/data from related modules in Microsoft Office.
Start Date: 3/1/12  Days Taught: Th
Hours: 6  Fee: $52
Bldg/Rm: RFC 270
Times: 6:30 – 9:30 p.m. (2 sessions)

All classes are held in Pocatello unless otherwise stated.

CALL (208) 282-3372 FOR CLASS INFORMATION
## Bookkeeping

### QuickBooks Pro 2007 - Comprehensive #1151

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

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### 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.

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## Spreadsheets

### Microsoft Excel 2010 - Beginning #1162

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

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### Microsoft Excel 2010 - Intermediate #1163

After taking the Beginning Excel 2010, you will want to continue to learn the new updates with this Intermediate class. Learn to create range names to simplify writing formulas, work with functions to build complex formulas, and annotate and format worksheets to ensure consistency. The software will enhance your ability to create templates, add graphics, and charts for presentations.

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### Microsoft Excel 2010 - Advanced #1164

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

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## Word Processing

### Microsoft Word 2010 - Comprehensive #1173

This comprehensive course will help you become a Word expert. You'll start with the basics—document creation and formatting, using spell check, bullets and numbering, and merging data. From there, you'll sharpen your skills and learn to create tables, alphabetize data, work with multiple columns, insert graphics, and organize complex documents with headers, footers and footnotes.

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All classes are held in Pocatello unless otherwise stated.
Our new digital Alexandria Library provides convenient, high quality online instruction in the areas of

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

workforcetraining.isu.edu
Spring Classes

**Homemade Soups #1130**
Nothing is as comforting on a winter day as fresh, homemade soup. This class focuses on the production of broth and cream soups. Learn to use seasonings and herbs to transform a simple broth base into something wonderful. You get to eat what you make!

- **Start Date:** 2/2/12
- **Days Taught:** Th
- **Hours:** 6
- **Fee:** $58
- **Bldg/Rm:** RFC Culinary Arts Area
- **Times:** 6 – 8 p.m. (3 sessions)

**Summer Cooking #1141**
Get a jump on outdoor cooking with our great summer cooking class. Discover rubs, marinades, barbeque sauces and fun new ideas for grilling meats and veggies. Remember, cold weather can’t last forever.

- **Section 1**
  - **Start Date:** 4/4/12
  - **Days Taught:** W
  - **Hours:** 6
  - **Fee:** $58
  - **Bldg/Rm:** RFC Culinary Arts Area
  - **Times:** 6 – 8 p.m. (3 sessions)

- **Section 2**
  - **Start Date:** 5/2/12
  - **Days Taught:** W
  - **Hours:** 6
  - **Fee:** $58
  - **Bldg/Rm:** RFC Culinary Arts Area
  - **Times:** 6 – 8 p.m. (3 sessions)

**Introduction to Autodesk Architectural Revit 2012 #1207**
This course covers the basic principles of Autodesk Architectural Revit, a building-information modeling (BIM) program. Participants learn the software by working on projects and creating high-quality floor plans, elevations, 3D perspectives and renderings for client presentations using some of the new features included with the latest version of Autodesk Revit Architecture software. Fluency in Autodesk AutoCAD strongly recommended.

- **Start Date:** 1/24/12
- **Days Taught:** T
- **Hours:** 12
- **Fee:** $140
- **Bldg/Rm:** VA 202
- **Times:** 6:00 – 9:00 p.m. (4 sessions)

**Electricity/Electronics**

**Housewiring for Homeowners #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:** 2/28/12
- **Days Taught:** T
- **Hours:** 12
- **Fee:** $78
- **Bldg/Rm:** RF 379
- **Times:** 6:30 – 9:30 p.m. (4 sessions)

**Basic PLC Course 1: RS Logix 500 and the Allen Bradley Micrologix Controller #1202**
Introduction to Programmable Logic Controllers (PLC) using the Allen Bradley Micrologix family of controllers. Students will learn ladder logic format, I-O instructions, external devices, operating cycle, relays, timers, counters, sequencers, shift registers, analog applications, math blocks, and troubleshooting.

- **Start Date:** 1/23/12
- **Days Taught:** M
- **Hours:** 42
- **Fee:** $465
- **Bldg/Rm:** ESTEC 202
- **Times:** 6:30 – 9:30 p.m. (14 sessions)

**Basic PLC Course 2: RS Logix 5000/Allen Bradley Micrologix Controller #1203**
Introduction to Programmable Logic Controllers (PLC) using the Allen Bradley ControlLogix/CompactLogix family of controllers. Students learn ladder logic format, I-O instructions, external devices, operating cycle, relays, timers, counters, sequencers, shift registers, analog applications, math blocks, use of trending and data logging tools as well as troubleshooting tools and techniques.

- **Start Date:** 1/17/12
- **Days Taught:** T
- **Hours:** 45
- **Fee:** $465
- **Bldg/Rm:** ESTEC 202
- **Times:** 6:30 – 9:30 p.m. (15 sessions)

**Basic PLC Course 3: Basic Human Machine Interface #1204**
This course addresses the interface of PLC to remote operator interface screens, the communication and data management tools and the development of graphic control interfaces between PLC and Human Machine Interface panels that allow process operators to use PLC’s in factory settings. Students will learn to develop graphics and create workable touch screen controls.

- **Start Date:** 1/18/12
- **Days Taught:** W
- **Hours:** 42
- **Fee:** $465
- **Bldg/Rm:** ESTEC 202
- **Times:** 6:30 – 9:30 p.m. (14 sessions)

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

- **Start Date:** 1/19/12
- **Days Taught:** Th
- **Hours:** 30
- **Fee:** $189
- **Bldg/Rm:** VA 201
- **Times:** 6:30 – 9:30 p.m. (10 sessions)

**All classes are held in Pocatello unless otherwise stated.**
Introducton to Autodesk
Architectural Revit 2012
a four–week workshop

Tuesdays, 6-9 p.m.
Starting January 24
12-hour course
Fee: $140 per person

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

Motor Controls
Course 1: Fundamentals of 3 Phase Motor Controls #1205
Introduction to electrical system distribution and basic motor control including two- and three-wire control using a variety of devices and motor magnetic controllers. Control relays, time relays, solenoid valves, latching relays, and motor control centers.

Start Date: 1/19/12 Days Taught: Th
Hours: 42 Fee: $465
Bldg/Rm: ESTEC 202
Times: 6:30 – 9:30 p.m. (14 sessions)

Instrumentation and Calibration Course 1: Introduction to Instrument Calibration #1206
Basic concepts of process control devices, calibration and test equipment, diagrams and symbols. Electronic instruments-sensors, indicators, transmitters, computing relays, electro-optics, electronic controllers, ratio control, cascade control, recorders, analytical equipment, troubleshooting.

Start Date: 1/20/12 Days Taught: F
Hours: 45 Fee: $465
Bldg/Rm: ESTEC 202
Times: 6:30 – 9:30 p.m. (15 sessions)

Flagging #1195
In this class you will learn the responsibilities of the flagger, basic signals, flagging systems, signing, channeling devices and traffic control practice. This class meets requirements for training programs recognized by the Idaho Transportation Department.

Section 1
Start Date: 3/3/12 Days Taught: S
Hours: 6 Fee: $49
Bldg/Rm: RFC 149
Times: 9 a.m. – 4 p.m. (1 session)

Section 2
Start Date: 4/14/12 Days Taught: S
Hours: 6 Fee: $49
Bldg/Rm: RFC 149
Times: 9 a.m. – 4 p.m. (1 session)

Section 3
Start Date: 5/5/12 Days Taught: S
Hours: 6 Fee: $49
Bldg/Rm: RFC 149
Times: 9 a.m. – 4 p.m. (1 session)

Section 4
Start Date: 6/2/12 Days Taught: S
Hours: 6 Fee: $49
Bldg/Rm: RFC 149
Times: 9 a.m. – 4 p.m. (1 session)

Section 5
Start Date: 6/30/12 Days Taught: S
Hours: 6 Fee: $49
Bldg/Rm: RFC 149
Times: 9 a.m. – 4 p.m. (1 session)

Section 6
Start Date: 7/5/12 Days Taught: S
Hours: 6 Fee: $49
Bldg/Rm: RFC 149
Times: 9 a.m. – 4 p.m. (1 session)

Section 7
Start Date: 8/1/12 Days Taught: S
Hours: 6 Fee: $49
Bldg/Rm: RFC 149
Times: 9 a.m. – 4 p.m. (1 session)

Erosion Control / Storm Water #1190
Learn the new guidelines! Now is the time for contractors to discover what needs to be done to certify. Topics covered are federal erosion and sediment control requirements; local erosion and sediment controls requirements; responsible person requirements; local training and certification; best management practices; erosion control; sediment control; the top 10 compliance problems.

Section 1
Start Date: 3/1/12 Days Taught: Th
Hours: 4 Fee: $45
Bldg/Rm: CONED 203
Times: 9 a.m. – 4 p.m. (1 session)

Industrial Maintenance
The following course has been developed to train Industrial Maintenance Technicians in maintaining, repairing and troubleshooting industrial systems and components. If you are interested in the Industrial Maintenance courses call our office at (208) 282-3372.

Hydraulic Technician #1143
This 12-hour course covers basic hydraulic principles, hydraulic terminology, reading schematics, and lab assignments to demonstrate technician’s ability to perform basic hydraulic repair and troubleshooting competencies. A certificate of competency will be given for each course module upon satisfactory completion of required competencies.

Start Date: 2/1/12 Days Taught: W
Hours: 12 Fee: $170
Bldg/Rm: ISU Diesel Shop, 1235 S. 2nd Ave.
Times: 6:30 – 9:30 p.m. (4 sessions)

Machine Shop Mill Theory #1201
This course provides 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: 1/18/12 Days Taught: W
Hours: 30 Fee: $169
Bldg/Rm: RFC 131
Times: 6 - 9 p.m. (10 sessions)

All classes are held in Pocatello unless otherwise stated.
K-12 Educators Education Courses
Enhancing Education Through Technology (EETT)

Learn to use the technology that connects students in the information age and enhances student performance in the classroom. WORKFORCE TRAINING’s stimulating technology integration courses give you the tools to energize your curricula and engage your students by reaching all types of learners. Online courses cover a broad range—from personal productivity, through student involvement and curriculum enhancement, to current educational trends. Don’t be limited by place or time—participate live or from the archive when learning fits your schedule. Professional development credit is available.

Create more effective lessons and move your classroom into the 21st Century.

To learn more, log on to our website, workforcetraining.isu.edu/educators for a complete list of courses, descriptions, and registration information.
Partnering to Offer over 400 Classes in the Areas of

- Abrasives Training
- Adhesives Training
- CNC Training *
- EDM Training
- Electrical Systems Training
- Fasteners Training
- Hydraulics and Pneumatics Training

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.

Visit our website or contact Workforce Training at (208) 282-3372 for more information.
**Building Modern Websites with Dreamweaver and CSS #1196**

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

- **Start Date:** 2/6/12
- **Days Taught:** M W
- **Hours:** 21
- **Fee:** $130
- **Bldg/Rm:** RFC 270
- **Times:** 6:30 – 9:30 p.m. (7 sessions)

**Dreamweaver and CSS II #1305**

Continues instruction using Adobe's Dreamweaver. Learn enhanced site functionality using Dreamweaver's built-in JavaScript behaviors, forms and form validation, cool rollover effects, and Dreamweaver's powerful templates options. REQUIRED: Completion of Building Modern Websites with Dreamweaver and CSS.

- **Start Date:** 3/12/12
- **Days Taught:** M W
- **Hours:** 12
- **Fee:** $83
- **Bldg/Rm:** RFC 270
- **Times:** 6:30 – 9:30 p.m. (4 sessions)

**Driving Traffic to your Website #1357**

A well-crafted website is never closed, never tired, and accessible planet-wide 24/7, but it doesn’t market itself. The 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).

- **Start Date:** 4/9/12
- **Days Taught:** M W
- **Hours:** 8
- **Fee:** $83
- **Bldg/Rm:** RFC 263
- **Times:** 6 – 9 p.m. (2 sessions)

**Fundamental Website Development Strategies #1358**

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.

- **Start Date:** 1/9/12
- **Days Taught:** M W
- **Hours:** 18
- **Fee:** $121
- **Bldg/Rm:** RFC 263
- **Times:** 6 – 9 p.m. (6 sessions)

**Photoshop Elements: Image Editing Basics #1216**

Adobe's Photoshop Elements is an inexpensive yet powerful consumer-grade digital image editor. Course focus is on improving lighting and color in digital photos, selecting and manipulating image details, adding type, combining images. Instruction will also cover the process of preparing images and graphics for websites. RECOMMENDED RESOURCE BOOK: Photoshop Elements 9, the Missing Manual.

- **Start Date:** 1/28/12
- **Days Taught:** M W
- **Hours:** 8
- **Fee:** $52
- **Bldg/Rm:** RFC 270
- **Times:** 5 – 8 p.m. (2 sessions)

**PowerPoint Nuts and Bolts #1150**

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

- **Start Date:** 3/1/12
- **Days Taught:** Th
- **Hours:** 6
- **Fee:** $52
- **Bldg/Rm:** RFC 270
- **Times:** 6:30 – 9:30 p.m. (2 sessions)

**Basic EKG Interpretation #1901**

This is a great course for those taking a health program or wishing to advance in their current employment role. EMTs, paramedics, RNs, LPNs, MAs, monitor technicians, or those taking an ACLS course would all benefit. Concepts include basic heart anatomy and physiology, cardiac conduction, rhythm interpretation, distinguishing EKG from cardiac monitoring, lead placement and practice interpreting rhythm strips. Students will be required to achieve 80% competency on closed book, in class exam to pass the course.

- **Start Date:** 4/9/12
- **Days Taught:** M
- **Hours:** 15
- **Fee:** $50
- **Bldg/Rm:** RFC 379
- **Times:** 5 – 8 p.m. (5 sessions)

**Medication Math #1902**

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

- **Start Date:** Online – anytime
- **Fee:** $35

**OSHA Bloodborne Pathogens #6100**

Employers! Are you tired of employee resistance to the usual, boring, inconvenient OSHA Bloodborne Pathogens presentation? Then this course is for you and your employees! The user-friendly, online format allows students to complete the course at their own convenience. The OSHA bloodborne pathogens standard is the focus, but the presenter also includes

**continued on p. 20**

**CALL (208) 282-3372 FOR CLASS INFORMATION**
OSHA Bloodborne Pathogens
...continued from p. 19
up-to-the-minute information on the three most devastating and common bloodborne pathogens: The hepatitis B virus, hepatitis C virus and human immunodeficiency virus. The topic is presented through four sections: 1) Microbes and the chain of infection, 2) statistics and pathophysiology, 3) prevention and 4) the OSHA Standard itself. Online handouts and competency quizzes assure the student is supported, yet held to minimum competency.

Start Date: Available Online
Fee: FREE

CPR and First Aid

Basic First Aid #1915
You will learn how to reduce pain and injury by learning and practicing basic first-aid. One day you might save a life by using this information. This class meets OSHA and DOT guidelines for emergency care.

Section 1
Start Date: 3/13/12
Days Taught: T
Hours: 4
Fee: $30
Bldg/Rm: LAW 103
Times: 5 – 9 p.m. (1 session)

Section 2
Start Date: 5/10/12
Days Taught: T
Hours: 4
Fee: $30
Bldg/Rm: LAW 103
Times: 5 – 9 p.m. (1 session)

Pediatric CPR / First Aid #1916
Learn how to manage illness and injuries in a child in the first few minutes until professional help arrives. Topics include first aids 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: 2/25/12
Days Taught: S
Hours: 7
Bldg/Rm: LAW 103
Times: 8:30 a.m. – 4 p.m. (1 session)

Healthcare Provider CPR #1930
This course prepares you to administer CPR in healthcare settings and is the course required for ISU CNA, Phlebotomy, and EMT students. Approved by the American Heart Association, it covers all the things you need — assessment of breathing and cardiac emergencies in adults, infants, and children with one and two-rescuer CPR, adult and pediatric obstructed airway management (Heimlich Maneuver), and mouth-to-mask ventilation. Cost includes course textbook and mask valve. Taught by American Heart Association certified instructors.

Section 1
Start Date: 1/7/12
Days Taught: S
Hours: 5
Bldg/Rm: LAW 103
Times: 8:30 a.m. – 1:30 p.m. (1 session)

Section 2
Start Date: 1/10/12
Days Taught: T
Hours: 5
Bldg/Rm: LAW 103
Times: 5 – 10 p.m. (1 session)

Section 3
Start Date: 1/26/12
Days Taught: Th
Hours: 5
Bldg/Rm: LAW 103
Times: 5 – 10 p.m. (1 session)

Section 4
Start Date: 2/4/12
Days Taught: S
Hours: 5
Bldg/Rm: LAW 103
Times: 8:30 a.m. – 1:30 p.m. (1 session)

Section 5
Start Date: 2/16/12
Days Taught: Th
Hours: 5
Bldg/Rm: LAW 103
Times: 5 – 10 p.m. (1 session)

Section 6
Start Date: 2/28/12
Days Taught: T
Hours: 5
Bldg/Rm: LAW 103
Times: 5 – 10 p.m. (1 session)

continued on p. 22
Programmable Logic Controller Training

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

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

**Basic PLC Course 3:**
Human Machine Interface

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

**Instrumentation and Calibration Course 1:**
Introduction to Instrument Calibration

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

see class listings and details on page 14

CALL (208) 282-3372 FOR CLASS INFORMATION
### Healthcare Provider CPR

...continued from p. 20

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### Refresher Healthcare Provider CPR

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

### Dental Assisting

Enhance your career as a dental assistant. This course provides you with basic background and knowledge of dental assisting. Topics include terminology, ethics and jurisprudence, recording dental charting, and cavity classification, rubber dams, four-handed dentistry, and suctioning. It is a prerequisite to the “Expanded Functions for Dental Assistants” courses. Students will need to plan the following additional costs: textbook, Healthcare Provider CPR certification, and lab jacket. Supply costs are included in the course fee. Students meet for two Saturday sessions (8:30 a.m. – 5:30 p.m.) only. Dates will be announced the first day of class. The remainder of class will occur only on Tuesdays. (Travel will be necessary to meet Saturday lab requirement and may be necessary to meet dental office observation requirement.)

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### Expanded Functions – Dental Assisting #1921

Personalized to your needs. We recognize that Dental Assistants employed at different offices require training in different expanded functions. Students can register for their choice of Dental Assisting Expanded Functions courses based on individual need. Then, to assure the course meets the employing dentist’s needs, the instructor will go to the students’ employing dental office to complete evaluations, with a dentist from that office evaluating the clinical final. Prerequisite: Fundamentals of Dental Assisting and proof of being employed full-time for at least 6 months in a dental office. Final exam of each section is NOT during class time and will be offered at a different date and time.

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### EMT Transition Course

All Basic EMTs will be required to make the transition to the new EMT scope-of-practice upon the date of their certification renewal. ISU Workforce Training is developing the necessary transition course and plans to begin offering the course in early Spring 2012. Check our website or call Workforce Training in late January for more information.

### Emergency Medical Technician Training

In January 2012, ISU is required to offer an expanded EMT scope-of-practice as mandated by Idaho Emergency Medical Services. The ISU EMT Course will restart in late January or early February with instructors fully prepared to teach the new scope-of-practice. Since ISU instructors were attending transition courses while the catalog was being created, we could not include course dates, costs or other specifics in the catalog. We ask that you check our website or contact Workforce Training in mid-December for course information.

### Long-term Care Updates

The Workforce Training Health Manager will visit area long-term care agencies to seek staff input on training necessary to minimize problems in the workplace. Please check our website or contact the Workforce Training office in March to see these new, dynamic, low-cost long-term care workshops!
**Assistance with Medications #1940**

Qualify to assist with medications in assisted living, group home and certified family home settings. Upon completion of the course, you will know the legal requirements for assistance with medications, be able to identify safety factors involved, and know your responsibilities and restrictions when assisting with medications.

A closed-book certification exam and skills exam conducted at the end of class. Students should obtain and begin studying the course manual at least one week prior to class. Manuals are available at ISU Bookstore.

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<td>$70</td>
<td>RFC 263</td>
<td>5:30 – 9:30 p.m. (2 sessions)</td>
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continued on p. 25
If you have good computer skills, the ability to self-motivate and self-direct, this Web Supplemented CNA class may work for you. CNA training in Idaho must deliver 88 hours of classroom and learning laboratory training and 32 hours of clinical training. This course delivers much of the classroom component via the Internet, reducing face-to-face meeting time by almost half.

For a complete description and class dates, check the course on page 25.
## Assistance with Medcations

...continued from p. 23

### Section 10
Start Date: 6/16/12  Days Taught: S
Hours: 8  Fee: $70
Bldg/Rm: RFC 377
Times: 10 a.m. – 7 p.m. (1 session)

### Section 11
Start Date: 7/10/12  Days Taught: T Th
Hours: 8  Fee: $70
Bldg/Rm: RFC 263
Times: 5:30 – 9:30 p.m. (2 sessions)

### Section 12
Start Date: 7/28/12  Days Taught: S
Hours: 8  Fee: $70
Bldg/Rm: RFC 377
Times: 10 a.m. – 7 p.m. (1 session)

### Section 13
Start Date: 8/7/12  Days Taught: T Th
Hours: 8  Fee: $70
Bldg/Rm: RFC 263
Times: 5:30 – 9:30 p.m. (2 sessions)

### Section 14
Start Date: 8/18/12  Days Taught: S
Hours: 8  Fee: $70
Bldg/Rm: RFC 377
Times: 10 a.m. – 7 p.m. (1 session)

---

### Certified Nurse Assistant (CNA) #1955

Prepare yourself for employment opportunities in extended care facilities, hospitals, home-care and hospice situations as a nursing assistant. This course meets the following requirements for Idaho registration of nursing assistants: (1) 88 hours of classroom instruction (including discussion, videos, hands-on lab experiences), (2) 32 hours of actual clinical experience in community 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 complete the program successfully. 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: 1/20/12  Days Taught: F
Hours: 120  Fee: $425
Bldg/Rm: Bear Lake Memorial Learning Lab Montpelier, ID

### Section 2
Start Date: 1/24/12  Days Taught: T Th
Hours: 120  Fee: $425
Bldg/Rm: LAW 201
Times: 4:30 – 9:30 p.m. (24 sessions)

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

### Section 4
Start Date: 2/27/12  Days Taught: M W
Hours: 120  Fee: $425
Bldg/Rm: LAW 201
Times: 4 – 9 p.m. (24 sessions)

### Section 5
Start Date: 2/28/12  Days Taught: T Th
Hours: 120  Fee: $425
Bldg/Rm: LAW 201
Times: 8:30 a.m. – 3:30 p.m. (20 sessions)

### Section 6
Start Date: 4/16/12  Days Taught: M W
Hours: 120  Fee: $425
Bldg/Rm: LAW 201
Times: 8:30 a.m. – 3:30 p.m. (20 sessions)

### Section 7
Start Date: 4/24/12  Days Taught: T Th
Hours: 120  Fee: $425
Bldg/Rm: LAW 201
Times: 4:30 – 9:30 p.m. (24 sessions)

### Section 8
Start Date: 5/15/12  Days Taught: T Th
Hours: 120  Fee: $425
Bldg/Rm: LAW 201
Times: 8:30 a.m. – 3:30 p.m. (20 sessions)

### Section 9
Start Date: 7/2/12  Days Taught: M W
Hours: 120  Fee: $425
Bldg/Rm: LAW 201
Times: 8:30 a.m. – 3:30 p.m. (20 sessions)

### Web-Supplemented CNA #1956

CNA training in Idaho must deliver 88 hours of classroom and learning laboratory training and 32 hours of clinical training. This course delivers the didactic component via the Internet, reducing face-to-face meeting time by almost half. Face-to-face time requirements: Two hour orientation session, six-hour learning lab sessions, one two-hour final exam and 32 hours of clinical at a clinical agency. Students should have moderate to advanced computer skills and possess some ability to self-direct.

See face-to-face CNA course description for additional requirements.

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

### Section 1
Start Date: 2/3/12  Days Taught: F
Hours: 120  Fee: $425
Bldg/Rm: Oneida County Hospital Learning Lab Malad, ID
Times: 9 – 11 a.m. (2/3/12)

### Section 2
Start Date: 2/3/12  Days Taught: F
Hours: 120  Fee: $425
Bldg/Rm: LAW 201
Times: 9 – 11 a.m. (2/3/12)

### Section 3
Start Date: 3/30/12  Days Taught: F
Hours: 120  Fee: $425
Bldg/Rm: LAW 201
Times: 9 – 11 a.m. (3/30/12)

### Section 4
Start Date: 6/15/12  Days Taught: F
Hours: 120  Fee: $425
Bldg/Rm: LAW 201
Times: 9 – 11 a.m. (6/15/12)

---

All classes are held in Pocatello unless otherwise stated.
### ISU College of Technology Workforce Training

#### Spring Classes

**Phlebotomy Technician**

**Phlebotomy Technician #1905**  
Do you want to work in an emergency department, clinic, laboratory or any number of settings hiring phlebotomists or phlebotomy technicians or, perhaps add to a previous certification? The ISU Workforce Training Phlebotomy program prepares you for these roles and allows an opportunity to take a national certification exam upon course completion. Topics range from blood draws and laboratory procedures to employability skills and safety. Each student is scheduled for 40 hours to draw blood in a real clinical agency. UNIQUE COURSE REQUIREMENTS: There is a background check that may prevent clinical rotations necessary to pass the course. There are added costs such as uniform, immunizations and a Healthcare Provider CPR certification (CPR is available through Workforce Training or area hospitals). Clinical hours are likely to break out of normal course hours due to agency operating hours. Total clinical hours dependent on students completing at least 100 blood draws – fewer will require additional clinical time.

<table>
<thead>
<tr>
<th>Start Date: 2/7/12</th>
<th>Days Taught: T Th</th>
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<tbody>
<tr>
<td>Bldg/Rm: RFC B1-66</td>
<td>Times: 5:30 – 10 p.m. (TBD Sessions)</td>
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**safety/security**

**Gun Safety and Shooting Skills Improvement #1225**  
Learn basic gun handling techniques, unloading and storage. This class helps shooters develop basic shooting skills and tactics. Students will need to provide their own weapon and 50 rounds of ammunition. The class also covers state and federal gun laws and provides students with the information needed to obtain an Idaho concealed weapons permit.

<table>
<thead>
<tr>
<th>Start Date: 4/28/12</th>
<th>Days Taught: S</th>
<th>Hours: 4</th>
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<tr>
<td>Bldg/Rm: LAW 104</td>
<td>Times: 10 a.m. – Noon</td>
<td>Oregon Trail Gun Club 1 - 3 p.m. (1 Session)</td>
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**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 helps shooters develop marksmanship and tactics during a crisis situation. The class includes live action scenarios using 'simmunition' (advanced paint balls) as well as shooting on a range. Students must have at least intermediate shooting skills and must bring their own weapons and 100- 150 rounds of ammunition. Graduates of the Gun Safety and Shooting Skills Improvement course are encouraged to attend.

<table>
<thead>
<tr>
<th>Start Date: 5/12/12</th>
<th>Days Taught: S</th>
<th>Hours: 6</th>
<th>Fee: $68</th>
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<tbody>
<tr>
<td>Bldg/Rm: LAW 104</td>
<td>Times: 9 a.m. – Noon</td>
<td>Oregon Trail Gun Club 1 - 3 p.m. (1 Session)</td>
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**real estate**

**Rental Property Management #1208**  
Proven methods of managing properties are presented and discussed, showing a 'systems approach' to managing multiple properties with little stress and minimizing the age-old complaints of tenant management and performance.

<table>
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<tr>
<th>Start Date: 1/26/12</th>
<th>Days Taught: Th</th>
<th>Hours: 8</th>
<th>Fee: $65</th>
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<tr>
<td>Bldg/Rm: RFC 108S</td>
<td>Times: 7 – 9 p.m. (4 sessions)</td>
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**welding**

**Beginning/Intermediate/Advanced Welding #1230**  
This self-paced course is for the beginner, intermediate, or experienced welder. SMAW, GMAW, and GTAW are taught at all levels. The following topics will be covered: Machine settings, preparation of materials, safety, and welding in all positions. Students MUST attend the first night of class if they want to continue.

<table>
<thead>
<tr>
<th>Start Date: 1/12/12</th>
<th>Days Taught: T Th</th>
<th>Hours: 30</th>
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<tbody>
<tr>
<td>Bldg/Rm: T&amp;T Weld Shop</td>
<td>Times: 6 - 10 p.m. (8 sessions)</td>
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<th>Start Date: 3/1/12</th>
<th>Days Taught: T Th</th>
<th>Hours: 30</th>
<th>Fee: $272</th>
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<td>Bldg/Rm: T&amp;T Weld Shop</td>
<td>Times: 6 - 10 p.m. (8 sessions)</td>
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**72-Hour Emergency Kits #1166**  
Take a different approach to the idea of 72-hour kits. This class goes beyond the traditional food/water/backpack to a more complete and effectively designed system to be used in a variety of situations. The first class session is a discussion of the adaptable principles which give you the freedom to design a kit that is uniquely yours. The second class session is hands-on, allowing you to bring in what you already have and work on developing your own best kit.

**Section 1**  
Start Date: 4/25/12  
Days Taught: W  
Hours: 3  
Fee: $27  
Bldg/Rm: RFC 263  
Times: 6:30 – 8 p.m. (2 sessions)
Call (208) 282-3372 for Class Information

**Web Savvy**

**Fundamental Website 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 – 9:00 p.m.
January 9, 11, 18, 23, 25, 30
(6 sessions / 3 weeks / 18 hours)
Course #: 1358
Room #: RFC 263
Cost: $121

**Driving Traffic to your Website**

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 – 9:00 p.m.
April 9, 11, 16, 18 (4 sessions / 2 weeks / 12 hours)
Room #: RFC 263; Cost: $83

**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 websites. Recommended Resource Book: Photoshop Elements, the Missing Manual. Bring digital images to work on in class.

**CLASS OFFERED:** Saturdays 2:00 – 6:00 p.m. January 28, February 4
(2 sessions / 2 weeks / 8 hours)
Course #: 1357
Room #: RFC 263
Cost: $83

**Graphic Design Basics**

Your outfit needs a flier, a brochure, maybe an ad. So...can you do it? You know the more skill-arrows you have in the quiver, the more value you have in the workforce. Or maybe you’re a small-business owner, fighting for your share. Invest in fundamental graphic design and creative thinking skills and make your business communications more powerful and effective. You’re going to need it.

**CLASSES OFFERED:** Saturdays from 9:00 a.m. – 1:00 p.m.
January 21, 28, February 4 (3 sessions / 3 weeks / 12 hours)
Course #: 1213; Room #: RFC 263; Cost: $83

**Building Modern Websites with Dreamweaver and CSS • I**

Beginning with critical instruction in the web-standard foundation of CSS and HTML, 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 6:30 – 9:30 p.m.
February 6, 8, 13, 15, 22, 27, 29, March 5
(7 sessions / 3.5 weeks / 21 hours)
Course #: 1196; Room #: RFC 270; Cost: $130

**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 6:30 – 9:30 p.m.
March 12, 14, 19, 21 (4 sessions / 2 weeks / 12 hours)
Course #: 1305; Room #: RFC 270; Cost: $83
Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners.

All courses run for six weeks (with a 10-day grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any course entirely from your home or office. Any time of the day or night.

**ISU WORKFORCE TRAINING**

- **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.

- **Discover Digital Photography**
  An informative introduction to the fascinating world of digital photography equipment.

**Learn More...**

- **Expert Instructor**
- **24-Hour Access**
- **Online Discussion Areas**
- **6 Weeks of Instruction**

**New course sessions begin monthly. Please visit our Online Instruction Center to see exact start dates for the courses that interest you.**

**Enroll Now!**

Visit our Online Instruction Center today!

**www.ed2go.com/isuwft**

**or call:**

**(208) 282-3372**

**Courses Start as Low as:**

$79

**Requirements:**

- 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.
**Easy Ways to Sign Up for Classes**

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

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

In Person: Come to the WORKFORCE TRAINING Office located in the Roy F. Christensen (RFC) Building #48 (Room 101) on the ISU Campus in Pocatello and have one of our customer service associates help you with the process. Payment can be made with cash, check credit card (Visa or MasterCard), or a signed Purchase Order.

**Policies/Procedures**

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

**Course Fee:**
Registration is complete upon receipt of fee payment. Make check payable to ISU.

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

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

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

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

Occupational Spanish
• Spanish for teachers
• Spanish for healthcare
• Spanish for banking
• Spanish for customer service
• Spanish for real estate

Public Safety Spanish
• Spanish for law enforcement
• Spanish for corrections
• Spanish for 9-1-1 dispatch
• Spanish for EMS and fire
• Spanish for park rangers

workforcetraining.isu.edu/online
Personal and Small Business Courses

- How to Start an Internet Business
- How to Start a Home Based Business
- Knowledge is Power: Women & Finance
- Telecommuting: Working from Home
- Buying a Business: The Inside Track
- Mom + Entrepreneur = Mompreneur
- Business Writing for Busy Professionals: Part 1
- Business Writing for Busy Professionals: Part 2
- Fundamentals of Instructional Design
- Basic Management Skills
- Online Research Using Search Engines and Directories
- QuickBooks for Small Business Owners
- Quickbooks Pro

Life Enrichment Courses

- Knowing When to Step In: Caring for Aging Loved Ones
- Letting Go of Detrimental Thinking
- Making Meaning of Your Life
- Laws of Attraction
- Finding the Right Hairstyles for You!
- Finding Balance in Today's Chaotic World
- Learn How to Communicate Effectively
- Take Charge of Your Money and Win
- Free College Credits By Showing What You Know: How It is Done
- Tracing your Civil War Ancestors
- Positive Parenting
- Organize or Agonize

Freelancing and Writing Courses

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

Computers- Programming and Web Development

- ASP.NET using C#
- C# Advanced
- C# Introduction
- C++ Advanced
- C++ Introduction
- Flash ActionScript
- HTML/XHTML Introduction
- Java Advanced
- Java Introduction
- JavaScript Introduction
- Photoshop Intermediate

- MySQL Introduction
- PHP Advanced
- PHP Web Programming
- SQL Programming
- VBA Programming
- XML Introduction
- Programming Introduction
- SharePoint for Users
- SharePoint Designer
- Silverlight Introduction

Computers- Web and Graphic Design

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

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