NOTICE OF NONDISCRIMINATION

Uintah Basin Technical College (UBTech) does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, genetic information, veteran status, gender identity or expression, or sexual orientation in its education programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and College policies. College programs and activities include but are not limited to admissions, financial aid, and employment. UBTech will not tolerate any form of harassment including sexual violence and sexual harassment.

If a person believes that a violation has occurred, please report it to the appropriate UBTech Compliance Officer listed below. UBTech will not tolerate any form of retaliation towards a person reporting a violation.

Reports or inquiries of policy violations involving students should be directed to the Vice President of Student Service, 1100 East Lagoon Street, Roosevelt, Utah 84066, 435-725-7100, dean@ubtech.edu

Reports or inquiries of incidents faculty, staff, or are related to campus employment, should be directed to the Associate Vice President of Human Resources, 1100 East Lagoon Street, Roosevelt, Utah 84066, 435-722-6900, Shawn@ubtech.edu.

All statements herein are believed to be true and correct at the time of publication. Uintah Basin Technical College reserves the right to make necessary changes, deletions, or revisions at any time.
Revised 6/1/2020
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Twelve community leaders constitute the UBTech Board of Directors, including three local school board members elected by the Boards of Education for the Duchesne, Uintah, and Daggett School Districts. One member is appointed by the Utah State University Board of Trustees. Eight additional members represent business and industry within the region.

Board of Directors
Welcome to the Uintah Basin Technical College, the first technical college in the State of Utah. UBTech is a nationally recognized technical education leader and looks forward to preparing you for success in the career path of your dreams. Thousands of today’s business owners, managers, and employees have educational roots and branches at UBTech.

UBTech faculty, staff, and administrators are committed to the success of every student, and stand ready to serve and assist you in your individual educational pursuits. UBTech graduates are employment-ready and recognized financially for the skills they obtain through our nationally accredited certificate programs.

We ask all walks of life to experience a hands-on approach to the world through the eyes of technical education. Our College has a 50-year legacy of student success. Your choice to enroll at UBTech is a wise investment in your future. I invite you to experience the earning power of a technical education.

Great opportunities await you at UBTech!

Aaron K. Weight
College President/CEO
2020-2021 College Calendar

July 1, 2020 . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . New Fiscal Year Begins
July 3, 2020 . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . School Holiday *
August 17, 2020 . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Staff Training*
August 18, 2020 - August 24, 2020 . . . . . . . . . . . . . . . . . . . . . . . . . Employee Professional Development**
August 25, 2020 . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . First day of class High School - Vernal
August 25, 2020 . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Professional Development - Roosevelt**
August 26, 2020 . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . First day of class High School - Roosevelt
September 7, 2020 . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . School Holiday*
September 28, 2020 . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Professional Development - Vernal**
October 14, 2020 . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Professional Development - Vernal**
October 15-16, 2020 . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . School Holiday*
October 19, 2020 . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Professional Development - Roosevelt**
November 20, 2020 . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Professional Development - Vernal**
November 25-27, 2020 . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . School Holiday*
December 23, 2020 - January 1, 2021 . . . . . . . . . . . . . . . . . . . . . . . . . School Holiday*
January 18, 2021 . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . School Holiday*
January 19, 2021 . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Professional Development - Roosevelt**
February 15, 2021 . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . School Holiday*
February 16, 2021 . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Professional Development - Roosevelt**
March 1, 2021 . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Professional Development - Vernal**
March 29-31, 2021 . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Professional Development - Roosevelt**
April 1-2, 2021 . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . School Holiday - Roosevelt*
April 5-7, 2021 . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Professional Development - Vernal**
April 8-9, 2021 . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . School Holiday - Vernal*
May 5, 2021 . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . UBTech Graduation
May 28, 2021 . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Last day of High School
May 31, 2021 . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . School Holiday*
June 30, 2021 . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Fiscal Year ends

*School closed
**School open but no classes
General Information

CAMPUSES

Main Campus
1100 E. Lagoon Street
Roosevelt, Utah 84066
435-722-6900

The main campus opened for students in 1977. It is a 92,000 square foot brick structure consisting of classroom, lab and shop space that houses 25 post-secondary programs and 1 secondary program:

Post-secondary programs: Administrative Assistant, Auto Technology, Automation Technician, Automotive Maintenance & Light Repair, Basic Correction Officer, Business Manager, CDL, Cabinetry (Secondary Only), Construction Technology, Culinary Arts, IT Support Technician, Law Enforcement Officer, Line Cook, Medical Assistant, Medication Aide Certified, Network Technician, Nursing Assistant, Office Technician, Pharmacy Technician, Practical Nursing, Security Technician, Special Function Officer, Tire and Lube Technician, Welding Basic Technician, Welding Intermediate Technician, and Welding Advanced Technician.

Extension Campus
450 North 2000 West
Vernal, Utah 84078
435-725-7100

The extension campus in Vernal opened for students in 2009. It is a 105,570 square foot brick, stone, and metal structure consisting of classrooms, lab and shop space that houses 15 post-secondary programs:

A BRIEF HISTORY OF UBTECH

The Uintah Basin Area Vocational Center opened its doors to students on September 1, 1968. The center was funded, in part, by a $100,000 Federal Vocational Grant through the efforts of Utah Representative Dan Dennis. The Duchesne County School District matched the grant dollar for dollar, and a center for adult and high school vocational and technical education was established.

George Thatcher was the first director of the center, as well as the part-time electronics instructor. The school districts operated the center during these early years. The opening of UBAVC was timely, as the Central Utah Project was just getting started and the Bluebell oil field was coming into production.

In 1972, the state legislature put all three existing area vocational centers (Sevier, Uintah Basin, and Bridgerland) directly under the Utah State Board for Vocational Education. A local governing board was appointed, consisting of members from Duchesne, Uintah, and Daggett County school boards.

During that same year, planning began for a new, larger building and campus so that the center could accommodate both adult and high school students. Property was donated jointly by Uintah and Duchesne school districts for a facility that would serve multi-district needs, and ground was broken at the present Roosevelt site on November 7, 1975.

Effective July 1, 1990, the Utah State Legislature changed the name of the center to Uintah Basin Applied Technology Center to more accurately reflect the purpose and philosophy of the school as a technical training facility for the region.

In June of 2001, Governor Michael Leavitt called a special legislative session that resulted in the approval of HB 1003, which created the Utah College of Applied Technology (UCAT). On September 1, 2001, the governance of UCAT and its eight regional campuses, including UBATC, changed from the Utah State Board of Education to the Utah State Board of Regents. HB 1003 also allowed the UCAT campuses to offer a limited number of Associate of Applied Technology degrees.

In 2009, a legislative taskforce re-examined the proper role and mission of the state’s applied technology colleges. The taskforce decided that UCAT schools should concentrate their mission focus on issuing certificates and let the community colleges have the responsibility for providing associate degree programs. This new legislation also established the UCAT Board of Trustees, which became the new governing body with oversight for all UCAT schools.

Funding for a new building in Vernal was approved in February, 2007, backed by strong support from the local community and state legislators. The ground breaking was held April 12, 2007 and the building was completed July 1, 2009. The ribbon cutting ceremony to officially open the new facility was held August 7, 2009.

Effective July 1, 2017, Senate Bill 238 changed the name of the college to Uintah Basin Technical College. The legislation also changed the name of the Utah College of Applied Technology (UCAT) to the Utah System of Technical Colleges (UTech).

UBTech has served the Uintah Basin region for over 50 years. Many changes have taken place in the governance of the institution; however, the primary mission of providing quality technical education to the citizens of the Uintah Basin has not changed. The college is committed to this mission and excited about what lies in the future for the institution, students, and the community and businesses they serve.

MISSION STATEMENT

The mission of Uintah Basin Technical College (UBTech) is to provide technical education and training for secondary and adult students, to fulfill labor market needs, and promote the economic development of the Uintah Basin.

UBTECH CORE VALUES

- Community Connectivity
- Employable Students
- Service Mindset
General Information

ACCREDITATION

Uintah Basin Technical College is accredited by the Commission of the Council on Occupational Education.

Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
Telephone: (770) 396-3898 FAX: (770) 396-3790
www.council.org

BUILDING MAINTENANCE AND OPERATIONS PLAN

Uintah Basin Technical College has a building maintenance and operations plan which addresses the cleaning, maintenance, and replacement of facilities and equipment in campus buildings and grounds.


CUSTOM FIT TRAINING

The Custom Fit program provides unlimited training opportunities for employers throughout the Uintah Basin. This program is designed to allow companies the ability to customize a training plan that will best meet their specific company and employee training needs. Funding is made available through the Utah Legislature as an investment in Utah’s economy. A more highly-skilled workforce brings greater economic success to Utah businesses.

1. How to Participate in the Custom Fit Program: Employers meet with a Custom Fit representative to develop their unique training plan and to sign a Custom Fit Training Agreement. Training is then coordinated through a partnership with the company and the Custom Fit office.

2. Instruction & Training Sites: The employer has the flexibility to choose the training and the training provider. Training can take place at an UBTech campus, at the company site, or other training locations as needed.

3. Training Costs: Funding is available to help pay up to 40% of qualified training costs. Costs may include instructor fees, tuition, training materials, and other direct training costs as approved.

4. For More Information: To learn more about how the Custom Fit training program can help your business excel and profit, contact one of our Custom Fit Specialists:

   Lezlee Whiting
   Office: 725-7109
   E-mail: lezlee@ubtech.edu

   Heather Lowry
   Office: 725-7127
   E-mail: hlowry@ubtech.edu
ADMISSION POLICIES

The College operates under an open door policy and serves all individuals on an equal opportunity basis. All persons who can benefit from technical education and have completed 8th grade or higher have an opportunity to enroll in courses—but not necessarily all programs. Students should contact the Student Services Department to determine enrollment requirements for the program they are interested in. Due to federal requirements, the College is unable to accept international students at this time.

Secondary Students

Secondary students will be admitted upon the recommendation of their secondary counselor. It is the responsibility of the secondary counselor to ascertain the maturity level and academic readiness of the student prior to placement in UBTech courses. The minimum demonstrated academic standard for UBTech courses is 8th grade: math, reading, and language. Secondary students found to be deficient in maturity or academic readiness may be transferred back to their home high school.

With the exception of workbooks, consumable materials, and program testing fees, high school age students may attend tuition-free as long as they are considered eligible based on the standards established by the Utah State Board of Education and the tuition policy approved by the Utah System of Technical Colleges Board of Trustees.

Inmates

Inmates desiring to enter the Residential Construction, Advanced Residential Construction, or Residential Cabinetry programs available at correctional facilities must obtain a recommendation from the correctional staff of the facility at which they are housed. It is the responsibility of the correctional staff to determine the academic readiness of these inmates prior to placement.

Post-Secondary Students

Post-Secondary students are required to verify their academic readiness prior to enrolling in training programs. They must meet with a Student Success Officer and complete the entrance testing requirements for the specific program, provide ACT scores that meet the program entrance standards, or provide an associate or bachelor degree. Some programs require a high school diploma or GED. Individuals applying for admission into these programs will be required to provide the institution with a copy of their high school diploma or GED.

Students applying for admission to Nursing and Health Professions programs may be required to complete an additional application process. See individual programs for specific information.

Admission Steps

UBTech has an open-entry/open-exit structure for most programs. The College is open year round, Monday through Friday (closed on most state and federal holidays).

To be admitted to one of the full-time programs at UBTech, a student must:

1. Obtain a placement recommendation from a: secondary counselor, corrections official, or UBTech Student Success Officer.
2. Complete the New Student Orientation
3. Complete a registration form
4. Pay tuition and fees

CAREER COUNSELING & TESTING

UBTech’s Student Success Centers in Roosevelt and Vernal offer career counseling to anyone considering classes at UBTech to help them enter the workforce, upgrade current job skills, or change careers. The Student Success Center offers a variety of tests to determine abilities, aptitudes, interests, and personality traits. Tests include Strong Campbell Interest and Myers Briggs Personality tests.
Up-to-date labor market information is available at http://jobs.utah.gov to assist students with their job-seeking efforts.

TRANSFER POLICY
Transfer From Another School to UBTech:
It is the policy of the College to grant credit for competencies required to obtain a Certificate as long as the student presents official credentials/transcripts from other institutions which verify competencies completed or receive a waiver of competency by successfully passing specified competency exams. Technical competencies must be successfully passed with the program instructor for competency credit to be granted.

Transfer Between Programs at UBTech:
Students desiring to transfer from one program to another within the school must complete the following steps:

1. Meet with the program advisor in the current program and fill out a Program Change Request Form. (Advisor signature required.)

2. Meet with the Student Success Office to check that the student meets the entrance requirements for the new program. (Student Services Office signature required.)

3. Meet with the sponsoring agency and/or the Financial Aid Office if the student is receiving financial assistance. (Sponsor and/or Financial Aid Office signature required or marked N/A if un-sponsored.)

4. Competencies that are the same will be transferred between programs.

TUITION POLICY
UBTech strives to make education affordable by keeping tuition costs as low as possible. Tuition is based on the number of hours a student is enrolled.

Due to state licensure requirements and other higher than normal cost factors, some programs have programmatic fees in addition to tuition. Other charges may be assessed according to the UBTech Fee Schedule. Check with Student Services for more details. Tuition is not assessed for non-school days. Tuition does not cover the cost of books and supplies.

- Secondary students are exempt from paying tuition; however, certain student consumables such as workbooks, materials for student projects, and program testing fees may apply.
- Senior Citizens (62 or older) will receive an 80% discount for individual classes. Enrollment will be allowed on a space-available basis. Community education and other self-funding classes are exempt from the senior discount.

Program Students: Tuition & Fees are due prior to enrollment. Students will not be allowed to register without payment arrangements: Cash, Sponsor Voucher, Scholarships, PELL etc. Delinquent tuition could jeopardize continued enrollment. Students must satisfy any unpaid balance from a prior enrollment before registering.

Single Classes (Day and Evening Classes): Tuition is due for the entire class at time of enrollment. Payment or sponsorship voucher for tuition must be received in advance. If competencies are not completed in the approved hours, students will need to pay for an additional class block in order to continue. Students must satisfy any unpaid balance from a prior enrollment before registering.

STUDENT FEES
- Program Enrollment Fee: $60
- Program Re-enrollment Fee: $20 (Applies if a student withdraws but returns within 12 months.)
- Program Fees: Some programs have additional fees. Contact the Student Services office for specific details.
- Transcript: No Charge
- Students may pay for tuition, books, fees, and supplies with cash, check, MasterCard or Visa.
REFUND POLICY

The refund policy of the institution is based on the approved policy of the Uintah Basin Technical College Board of Directors. It is consistent with the refund policies required by the Council on Occupational Education.

Refunds for Classes Canceled by the Institution:
When a class is canceled, the student will receive a full refund of tuition and fees.

Refunds for students who withdraw from an open-entry, open-exit class or program:
Students completing or exiting in the middle of the payment period will be refunded any unused tuition.

Refunds for defined-entry, defined-exit classes:
Students who do not commence class or officially withdraw from class within 5 business days will receive a full refund of tuition and fees.

No refund after 5 days.

Refunds for defined-entry, defined-exit programs:
Refunds of tuition and fees will be prorated up to the point that 33% of instruction has occurred;

No refund thereafter.

Refunds will be issued within 45 days of the withdrawal date. In the case of a canceled class, refunds will be issued within 45 days of the scheduled start date of the class.

Any tuition refund that is subject to federal PELL repayments will be given only after the federal liability has been satisfied.

Refunds, when due, will be issued without student request.

Exceptions to the refund policy may be granted on a case-by-case basis by college officials.

Refunds for students who withdraw on or before the first day of class:
If tuition and fees are collected in advance of the start day of classes and the student does not begin classes or withdraws on the first day of classes, no more than $100 of the tuition and fees will be retained by the institution. Refunds for a student who does not begin classes shall be made within 30 days of the class start date.

FINANCIAL AID

All students who qualify for financial aid of any kind must have their lawful citizenship or immigration status verified through a Status Verification System before the benefit can be disbursed.

Title IV Financial Aid is available for students who can demonstrate financial need. Financial aid is meant to assist students to successfully complete eligible training programs. Therefore, it is the policy of the College to award financial aid only to students who maintain satisfactory attendance and progress. (Assistance includes PELL grants and state grants.) Financial Aid brochures are available in the brochure racks. More information is available online at https://studentaid.gov/h/apply-for-aid/fafsa.

Typical Eligibility Requirements:
- Be a U.S. Citizen or eligible non-citizen (as defined by federal regulations).
- Be academically qualified for study at the post-secondary level by having a high school diploma, or General Education Development (GED).
- Be enrolled in an eligible program.
- Maintain satisfactory progress and attendance in the program of study according to the standards of the institution.
- Not be in default on any Title IV loan or owe reimbursement on any grant at any school previously attended.

Estimate of Student Expenses: The following represent the estimated minimum expenses for a student living off campus attending full-time (6 hours per day) for 7 months (900 hours).

<table>
<thead>
<tr>
<th>SINGLE WITHOUT DEPENDENTS LIVING WITH PARENTS</th>
<th>ALL OTHERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$1800</td>
</tr>
<tr>
<td>Books &amp; Supplies</td>
<td>$1038</td>
</tr>
<tr>
<td>Program Fee</td>
<td>$60</td>
</tr>
<tr>
<td>Room and Board</td>
<td>$2940</td>
</tr>
<tr>
<td>Personal Expenses</td>
<td>$1743</td>
</tr>
<tr>
<td>Transportation</td>
<td>$1127</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$8,688</strong></td>
</tr>
</tbody>
</table>

www.ubtech.edu 13
WARNING: It is the student’s responsibility to make certain that they understand the regulations and policies that govern their financial aid and that they must reapply for financial aid each year.

VA EDUCATIONAL BENEFITS
Many of the training programs offered by UBTech are approved for VA Educational Benefits. The School Certifying Official (SCO) can assist in answering questions about programs and offerings.

TO APPLY FOR VA EDUCATIONAL BENEFITS, STUDENTS MUST COMPLETE THE FOLLOWING STEPS:
1. Submit a Certificate of Eligibility to the SCO.
2. Apply online at www.benefits.va.gov
3. Meet with the SCO to review, sign, and date a Utah State Approving Agency Addendum.
4. The SCO will submit and certify VA Educational benefits on VAONCE.

SCHOLARSHIPS
The College believes that education and training should be accessible to all individuals regardless of economic status. Various scholarships are available to assist students.

SPONSORING AGENCIES
Financial assistance may also be arranged for qualified individuals through the following agencies (contact them directly):
- Division of Workforce Services
- Utah Department of Rehabilitation Services
- Bureau of Indians Affairs (BIA)

DISABILITY SERVICES
The Rehabilitation Act of 1973 and The Americans with Disabilities Act (ADA) provides comprehensive civil rights and protections for persons with disabilities.

“No otherwise qualified person with a disability in the United States . . . shall, solely on the basis of disability, be denied access to, or the benefits of, or be subjected to discrimination under any program or activity provided by any institution receiving federal financial assistance.”

A “qualified student” is defined as a student . . . “who meets the academic and technical standards required for admission or participation in the education program or activity.” (Source: Rehabilitation Act of 1973—Section 504)

Uintah Basin Technical College does not discriminate in the recruitment, admission, educational process or treatment of students with disabilities. The student must voluntarily disclose that they have a disability (self-identify), request accommodation and provide documentation of their disability. For further information contact the ADA Coordinator.

ATTENDANCE
As a student at UBTech, you are expected to maintain a high level of attendance in all classes and laboratories. It is your responsibility to be in attendance and to notify your instructors in advance when you will be absent. Ten consecutive days of unexcused absences results in automatic termination and you could be assessed a re-enrollment fee. Regular attendance in your class is as important as showing up for work every day. UBTech expects the same performance of you as your employer will.

ENROLLMENT
UBTech is a post-secondary institution with a dual mission to serve both secondary and post-secondary students. Students should expect that secondary and post-secondary students may be enrolled in the same courses and programs and utilize the same classrooms, labs, and equipment during the instructional day.

GRADING PROCEDURES
As an institution, UBTech is a competency-based system. Students are measured on their attainment of competencies. An ‘M’ grade indicates the student has mastered all of the competencies in a given course.
No grade is given if mastery is not achieved.

Instructors, in consultation with their Industry Advisory Committee, determine competencies required to successfully complete course work and the levels of mastery required.

Some programs may award letter grades because of transfer agreements with other higher education institutions or state certification or licensure requirements. In this case both a Mastery grade and a letter grade will be listed on a student transcript.

Listed below is the grading scale for these programs:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>94-100%</td>
</tr>
<tr>
<td>A-</td>
<td>90-93%</td>
</tr>
<tr>
<td>B+</td>
<td>87-89%</td>
</tr>
<tr>
<td>B</td>
<td>83-86%</td>
</tr>
<tr>
<td>B-</td>
<td>80-82%</td>
</tr>
<tr>
<td>F</td>
<td>Below-80%</td>
</tr>
</tbody>
</table>

For secondary students: UBTech recommends letter grades using the following chart at the request of the school districts. Secondary grades do not reflect programmatic progress. Competencies achieved by secondary students are recorded with UBTech on the same basis as post-secondary students.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100%</td>
</tr>
<tr>
<td>B</td>
<td>80-89%</td>
</tr>
<tr>
<td>C</td>
<td>70-79%</td>
</tr>
<tr>
<td>D</td>
<td>60-69%</td>
</tr>
<tr>
<td>F</td>
<td>&lt;60%</td>
</tr>
</tbody>
</table>

**SATISFACTORY PROGRESS**

Students are required to maintain satisfactory progress as they develop employment skills. UBTech measures three main components of progress – enrollment, rate work is completed and attendance. It is measured by use of a monthly progress factor, which is determined by dividing the hours of competencies completed and hours of attendance by the hours enrolled. One should try for a progress factor of 100%. An above average student should be able to achieve a progress factor even higher than that. Maintaining good attendance is the leading factor of successful program completion. Every effort should be made to attend 100% of your enrolled time.

**WITHDRAWAL POLICY**

The nature of our “open-entry/open-exit” enrollment system requires students to officially withdraw. Students desiring to exit from any program should officially withdraw through the Student Services office. Students who do not officially withdraw from a course will continue to be responsible for any tuition that accrues, up to 10 consecutive absences, even if they are no longer attending the course. Sponsored students wishing to withdraw should coordinate their withdrawal with their sponsoring agency.

**LEAVE OF ABSENCE**

Students may apply for a leave of absence if they are going to be absent from school for more than 10 consecutive days. The leave of absence stops the accrual of tuition on the day the leave of absence is granted. A leave of absence will not be granted for a period longer than 60 calendar days and is limited to a maximum of three leave requests in a single academic year. Leave of absence requests must be submitted in writing on the leave of absence form. Leave of absence forms are available at the Front Office. Leave of absence requests must be requested in advance. Exceptions may be granted if unusual circumstances occur. The request must include the reason for the requested leave, student signature, and date. Leave of absences will only be granted if the reason for the leave is appropriate, and there is a reasonable expectation that the student intends to return to school after the leave. All financial obligations to the College must be met before a leave of absence request will be considered. A student on a leave of absence
who does not return at the end of the approved period will be considered withdrawn from school and will be required to pay the re-enrollment fee upon return. PELL students who do not return may be liable for repayment of their PELL award if attendance and progress requirements have not been met.

TRANSCRIPTS
Permanent student records are retained on the Main Campus in Roosevelt. Student transcripts are available from the Registrar by written request only. Transcript request forms are available in the Student Services Office and on the web in the Student Records section at www.ubtech.edu. Students may print unofficial transcripts from the Student portal on the website.

BOOKSTORE
UBTech's Bookstore carries all of the books needed to fulfill course requirements. The bookstore maintains current textbooks required by instructors.

BOOK RETURNS
Books purchased for your current course that have not been written in or damaged can be returned with accompanying receipts. Books can be returned through the second week of the class. All books must be in perfect condition.

LEARNING RESOURCES
Because of the specific nature of most programs at our College, departments have elected to maintain most program media resource material within each program. Individual instructors are responsible for these materials.

Although UBTech does not have a centralized lending library, it provides learning resources such as reference books, periodicals and manuals specific to technical specialty areas and audio-visual equipment at the program and department levels. In addition, the Utah System of Technical Colleges is a full participant in the Utah Academic Library Consortium (UALC) and the Pioneer Library, which allows UBTech students to access all library resources at member college and university libraries. Information regarding the UALC can be found online at http://www.ualc.net or http://pioneer.uen.org.

Pioneer is Utah’s online library of electronic resources. It provides statewide access to newspaper articles, magazines, professional journals, encyclopedias, video, photographs, maps, charts, and graphics. You can access Pioneer from any UBTech computer by logging onto http://pioneer.uen.org. Some Pioneer resources are also available at home through the Internet.

CERTIFICATES
Students attend UBTech for different reasons, some desire to obtain a Certificate; others need short-term training to upgrade skills for their current jobs. In recognition of these various goals, UBTech awards two types of certificates.

UBTech Certificates:

1. Certificate of Completion: A certificate that is awarded when all of the requirements of an approved program have been met.

2. Certificate of Skill Competence: A certificate that may be awarded for completion of a single class if all competencies have been demonstrated.

CONFIDENTIALITY OF RECORDS
UBTech complies with the provisions of the Family Educational Rights and Privacy Act (FERPA). This act protects the privacy of educational records, establishes the rights of students to inspect and review their own educational records, and provides guidelines for the correction of inaccurate or misleading data. Copies of the FERPA guidelines are available from the Registrar at the Roosevelt Campus.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT
UBTech's policy regarding the confidentiality of student records is in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA).
It is institutional policy to maintain as confidential all personally identifiable information in education records except those considered to be “directory information.” Directory information is defined as that information which would not generally be considered harmful or an invasion of privacy. Designated directory information at UBTech includes: student name, program of study, dates of attendance, certificates, degrees and awards received, enrollment status, and photographs for school use only.

Students have the right to request that directory information not be disclosed to third parties and may do so by submitting their request in writing to the Office of the Registrar. Directory information will be withheld indefinitely until the request to withhold disclosure is revoked in writing and submitted to the Office of the Registrar. The non-disclosure of directory information will call for UBTech not to release any directory information; thus, any future requests for such information from non-institutional persons or organizations will be refused. The institution will honor your request to withhold directory information but cannot assume responsibility to contact you for subsequent permission to release this information. Regardless of the effect upon you, UBTech assumes no liability as a result of honoring your instructions that such information be withheld.

Upon request, the College also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. FERPA also affords students certain rights with respect to their education records. These rights are:

(1) The right to inspect and review the student’s education records within 45 days of the day UBTech receives a request for access. Students should submit to the registrar, written requests that identify the record(s) they wish to inspect. The form to request access to inspect and review academic records can be obtained from the Office of the Registrar. Following receipt of the written request, the Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights. Students may ask UBTech to amend a record that they believe is inaccurate or misleading. They should write to the UBTech official responsible for the record, clearly identifying the part of the record they want changed and specifying why it is inaccurate or misleading. If UBTech decides not to amend the record as requested by the student, UBTech will notify the student of the decision and advise the student of the right to a hearing regarding the request for amendment.

(3) The right to consent to disclosure of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

FERPA permits disclosure without consent to school officials with legitimate educational interests. A school official is defined as a person employed by UBTech in an administrative, supervisory, academic, or support staff position, a person or company with whom the institution has contracted for a service or operations function (such as an attorney, auditor, or collection agent); a person serving on the Board of Directors; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

UBTech may also disclose personally identifiable information from a student’s education records without the student’s consent if the disclosure is to parents of “dependent” children as defined by the Internal Revenue Code, Section 152; or to officials of another school in which a student seeks or intends to enroll.

Furthermore, UBTech is required by law (the Solomon Amendment) to provide the name and address of
Student Handbook

all students to any legitimate military recruiter who makes such a request in writing to the Office of the Registrar. This applies even if a student has submitted a request to withhold directory information.

FERPA regulations detail other exceptions that allow disclosure without a student’s consent. A full copy of UBTech’s FERPA guidelines is available at: www.ubtech.edu

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by UBTech to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

PUBLICATIONS POLICY
Photographs may be taken of persons in public areas such as classrooms, offices, or on school grounds. These photographs may be used for public relations and college publications without the expressed consent of the individuals in the photographs.

CRIME STATISTICS REPORT

CAMPUS SECURITY
The Roosevelt Campus and the Vernal Campus of the Uintah Basin Technical College maintains a strong relationship with the Roosevelt City Police Department and the Uintah County Sheriff’s Office to provide a safe and secure environment for students and to provide police presence on campus to support and assist students, faculty, and staff.

PHONE CALLS/EMERGENCY CALLS
For emergencies, call 911 or Roosevelt City Police Dispatch at (435)722-4558 or Uintah County at (435)789-4222.

Only in cases of emergency will a student be contacted in class. Please inform potential callers to inform us that it is an emergency, so you can be contacted in class.

UTAH SAFETY LAW
In 1965, the Utah State Legislature passed a law requiring every student, teacher, and visitor in any public or private school to wear industrial quality eye protection devices while participating in or observing the following: Industrial educational activities involving hot or molten metals; operation of machinery or equipment that may throw particles of foreign matter into the eyes; heating, treating, tempering or high firing of industrial materials; and chemistry projects, when using caustic, explosive or hot chemicals, liquids, or solids.

This policy is in accordance with the RIGHT TO KNOW and CAMPUS SECURITY ACT of 1990. (Title II of Public Law 101-542)

INCIDENT REPORTING
Any student involved in an incident or accident on campus must complete an Incident Report form. These forms are used for College records and in the event of an insurance claim being filed by any party involved in an incident. Contact VP of Student Services.

SCHOOL ACCIDENT REIMBURSEMENT
Students are strongly encouraged to obtain and maintain adequate health insurance coverage. The College has an accident reimbursement policy for limited reimbursement of medical expense due to training-related accidents occurring on College property or at College sponsored events. This reimbursement is designed only to supplement the student’s own medical insurance coverage.
PARKING ON CAMPUS
There are student parking lots provided for both campuses. Parking zones for individuals with a disability are provided and enforced at UBTech. Unauthorized parking in designated disabled parking stalls may result in vehicles being towed and impounded at the owner’s expense.

CHILDREN
Children are not allowed in the labs and classrooms, because they may be distracting to the instructors or fellow classmates, or damage may occur to the lab equipment. Children in other parts of the building must be under the supervision of an adult at all times.

DRUG & ALCOHOL-FREE ENVIRONMENT
The College is committed to providing a safe and productive work and educational environment that is free from the effects of possession, use, or distribution of illicit drugs or alcohol. Employees, students, and visitors are prohibited from possession, use or distribution of any illicit drug or alcohol on college premises or at any college activity. The policy is strictly enforced. Violators will be subject to college disciplinary sanctions, criminal prosecution, fine, and imprisonment.

Substance abuse education materials are available for students on the Student Portal.


STUDENT CODE OF CONDUCT
Students attending UB Tech are expected to conduct themselves in a manner consistent with customary standards of employment. Faculty and staff of UB Tech are committed to providing all students a positive learning environment where employment skills can be learned in a safe atmosphere. Consistent with this philosophy, is the general expectation that fellow students, faculty, and staff are to be treated in a polite, respectful manner.

The following are considered unacceptable and are not permitted for any students attending UB Tech, while on College owned or controlled property, while on externship assignment, or while representing the College in the community:

Alcohol and Controlled Substances: Use of alcohol and drugs not prescribed to the holder. Use of, possession of, or trafficking of controlled substances or drug-related paraphernalia (illegal drugs) in class or on the premises.

Animals: Animals are not allowed in college facilities unless they are service animals.

Assault: Knowingly or recklessly causing or attempting to cause serious physical harm to another. This includes any threat or act of violence intended to harass, frighten, cause harm, or emotional duress.

Cheating: Cheating is a serious offense and will be punished by penalties that are deemed appropriate. Repeat offenses are punishable by penalties including expulsion from the College. Plagiarism is considered a form of cheating.

Copyright: Violating copyright laws, illegal photocopies, downloading, peer to peer file sharing of copyrighted materials. Copyright violations may subject violators to civil and criminal liabilities. Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than $750 and not more than $30,000 per work infringed. For “willful”
infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ’s at www.copyright.gov/help/faq.

Destruction of Property: Intentionally or recklessly damaging, destroying, defacing or tampering with the property of the UBTech or the property of another person or entity.

Dishonesty and Misrepresentation: Knowingly or recklessly furnishing false information to College officials, faculty, and/or staff. This includes forgery or alteration of College documents, records, or identification. This also includes presenting others work as one's own.

Disturbing the Peace: Knowingly or recklessly disturbing the peace of the College including, but not limited to, disorderly conduct, failure to comply with an order to disperse, fighting, quarreling, and/or being intoxicated.

Dress Code: Students should dress appropriately for the occupational environment for which they are training and to start acquiring wardrobes suitable for employment. Clothing should be appropriate for safety and effective performance of tasks in the area of training in which they are enrolled. Dress code may vary between training programs. Clothing must be clean and shall not be immodest, obscene, or create a hostile training or work environment for other individuals or themselves.

While it is not our intention to tell students how to dress, there are a few guidelines that we expect UBTech students to follow:

• Shirts and shoes are to be worn at all times.
• Clothing should not be revealing or offensive as to cause disruption of normal college and classroom activities.
• Both the individual and his/her clothes should be clean so as not to offend others.

Free Expression on Campus

General Rights of Free Expression on Campus

(1) The college upholds and promotes free expression on campus. Except as limited by regulations consistent with the law and this rule, (a) all faculty, students, and staff have the right to express views and ideas, and are free to criticize, contest, and condemn views expressed on campus and (b) neither the faculty, staff, nor students may obstruct, disrupt, suppress or otherwise interfere with the freedom of others to express views on the basis that they find those ideas hateful, immoral, or misguided.

(2) The college’s outdoor areas are a traditional public forum.

(3) The college may not prohibit:

(a) a member of the college’s community or the public from spontaneously and contemporaneously assembling in an outdoor area of the college’s campus; or

(b) a person from freely engaging in noncommercial expressive activity in an outdoor area of the college’s campus if the person’s conduct is lawful.

R961-2-5. Time, Place and Manner Restrictions

(1) The college may reasonably regulate the time, place, and manner of free expression to ensure that it does not disrupt the ordinary activities of the college. This includes established procedures for engaging in organized speech activities, such as protest marches or invited speakers.

(2) These exceptions to the principle of freedom of expression must be viewpoint neutral, generally content neutral, narrowly tailored, and leave ample opportunity for alternative means for expression, in
order to protect the college’s interests. It is vitally important that the college will not use these exceptions in a manner that is inconsistent with the college’s commitment to free and open discussion of ideas.

Harassment: UBTech is committed to providing students an environment that is free of harassment and discrimination. In compliance with all federal, state, and local laws the College prohibits all forms of harassment, discrimination, and related inappropriate conduct on campus, at College operated facilities or programs, or College related activities by any student, college employee, or third party member. Harassment or discrimination in any form shall be grounds for immediate and appropriate disciplinary action. This policy explains proper procedures for investigation and identifies sanctions for violations.

1. Harassment: Conduct that has the purpose or foreseeable effect of unreasonably interfering with an individual’s educational performance or wellbeing. Harassment may include but not be limited to:
   a) verbal or physical conduct that denigrates or shows hostility towards an individual because of that individual’s race, color, religion, gender, national origin, age, or disability or the race, color, religion, gender, national origin, age, or disability of his/her friends, relatives, or associates when it has the purpose or effect of:
      i) Creating an intimidating, hostile or offensive environment; or
      ii) Unreasonably interfering with a student’s academic performance or wellbeing; or
      iii) Otherwise adversely affecting a student’s academic opportunities.

2. Consent - Per 10 U.S. Code § 920 - Art 120,
   a) “Consent” means freely given agreement to the conduct at issue by a competent person. An expression of lack of consent through words or conduct means there is no consent. Lack of verbal or physical resistance or submission resulting from the use of force, threat of force, or placing another person in fear does not constitute consent. A current or previous dating or social or sexual relationship by itself or the manner of dress of the person involved with the accused in the conduct at issue shall not constitute consent.
   b) A sleeping, unconscious, or incompetent person cannot consent. A person cannot consent to force causing or likely to cause death or grievous bodily harm or to being rendered unconscious. A person cannot consent while under threat or in fear.
   c) Lack of consent may be inferred based on the circumstances of the offense. All the surrounding circumstances are to be considered in determining whether a person gave consent, or whether a person did not resist or ceased to resist only because of another person's actions.”

3. Sexual Harassment: Any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, if it creates an intimidating, hostile or offensive environment or interferes with student educational or work performance or wellbeing. Sexual harassment can be verbal, nonverbal, physical, or written.
   a) Sexual harassment can include unwelcome sexual remarks or compliments, sexual jokes, sexual innuendos or propositions, sexually-suggestive facial expressions, kissing, touching, and sexual contact.

4. Sexual Violence: A severe form of sexual harassment and refers to physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent, including, but not limited to rape, sexual assault, sexual battery, sexual coercion, or similar acts.

5. Relationship/Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. Relationship violence can exist without the presence of physical abuse.

6. Domestic Violence: Crimes of violence
committed against a victim by a current or former spouse or intimate partner.

7. Retaliation: Any adverse action taken by a member of the College faculty, staff, or student body against any individual on the basis of a Good Faith Report made by such individual or on the basis of such individual’s participation in an investigation by the College or law enforcement.

8. Stalking: Is a course of conduct directed at a specific person that would cause a reasonable person to fear for his/her safety or the safety of others, or to suffer emotional distress. Stalking may include repeatedly following, harassing, threatening, or intimidating another.

9. Other unlawful harassment is verbal or physical conduct that denigrates or shows hostility toward an individual because of that individual’s race, color, religion, gender, national origin, age, or disability or the race, color, religion, gender, national origin, age, or disability of his/her friends, relatives or associates when it has the purpose or effect of:

   a) Creating an intimidating, hostile or offensive environment; or
   b) Unreasonably interfering with a student’s academic performance; or
   c) Otherwise adversely affecting a student’s academic opportunities.

10. Anyone who believes she or he has been the subject of harassment should feel free to object to the behavior and should immediately report the incident to an appropriate official. Appropriate officials are:

   a) A Department Head, Vice President, Chief of Staff or the College President.

11. In matters of non-academic conduct that may result in either expulsion or a minimum 10-day suspension, the College will provide students the following minimum due process:

   a) Notice: Prior to being interviewed about allegations of misconduct, the College shall provide students with notice of the allegations against them and of their right to have an advisor throughout the process who may, but need not be, an attorney

      i) During an inquiry, investigation, or other informal process, an advisor may only advise the student and may not actively participate in the investigation or informal process.

      b) Explanation of the evidence: Prior to a formal hearing, unless prohibited by reasonable circumstances, each party shall provide to the hearing committee chair (or hearing officer) copies of the documents they intend to submit as evidence and a list of witnesses they intend to call during the formal hearing. This information will be shared with both parties. In all circumstances, including informal processes, the College will provide students an explanation of the evidence against them.

      c) Opportunity to respond: The College will provide students an opportunity for a full hearing at which they can respond to the allegations and evidence against them. With the agreement of all parties, the College may also provide an informal hearing or opportunity to respond or an agreed upon informal resolution.

At formal adjudicatory hearings, students may have an advisor advocate for them. The student’s advisor may be an attorney. The student’s advisor may actively participate in the hearing in accordance with the College’s policies regarding active participation. R961-1-4. Standard of Proof: Students are presumed not to have engaged in a Code of Conduct violation until the college has established a violation by a preponderance of the evidence.

12. When the appropriate College official has
determined an offense has occurred, action shall be taken as follows:

a) When the offender is a student, the discipline shall be commensurate with the offense. (See Sanctions for Misconduct)

b) Written notification of the judgement will be given to both the respondent and the complainant

c) If the offense is a violation of the law the matter will be referred to local Law Enforcement.

13. Any conduct which could reasonably be perceived as retaliatory, such as accosting, calling, or writing to the complainant or encouraging third parties to harass the complainant because of her/his complaint is prohibited and shall be considered an independent violation of this policy.

14. Victims have the right to request changes to their academic situation, such as change of program or campus if the program is available on another campus or to request a leave of absence.

Information Technology: Misuse of, theft, unauthorized access, or abuse of the UBTech information technology including the violation of College internet access policies.

Insubordination: Failure to comply with reasonable requests from persons in authority.

Parking: Parking on UBTech grounds is a privilege. Students must comply with all parking and driving regulations on campus. Failure to comply may result in loss of parking privileges, towing, or parking fines.

Safety Equipment: Misuse of: Unauthorized use or alteration of fire fighting equipment, safety devices, alarms, fire extinguishers, or other emergency device.

Sexual Misconduct: Engaging in sexual activities on school premises or during school activities, on or off the college campus.

Theft: Theft of the property or services of the College or any person or entity.

Tobacco Use: In keeping with UBTech’s intent to provide a safe and healthful environment, tobacco is prohibited on school property. This policy applies equally to all employees, students, and visitors.

Trespass or Forcible Entry: Trespass or forcible entry into any College building, structure, or facility or onto College property.

Truancy: Secondary students who are found loitering during class hours anywhere on UBTech property, including classrooms or labs where they are not officially enrolled, will be considered truant and will be subject to disciplinary sanctions and will be referred to law enforcement.

Unauthorized Visitors: The presence in classrooms, labs, or assessment areas, of visitors, including children, without proper authorization. Children must be attended at all times.

Unsafe Practices: Physical harm to others or self, threat of physical harm to others or self, and dangerous or abusive usage of tools and materials. This also includes unsafe operation of private vehicles on school property and any other unsafe practice.

Weapons on Campus: The college complies with and enforces the state laws referenced in Title 76, Chapter 10, Part 500 Uniform Law (Right to bear arms in Utah).

SANCTIONS FOR MISCONDUCT

The following sanctions may be imposed upon any student found to have violated the Student Code of Conduct. The level of sanction imposed upon the student will be commensurate with the severity of the violation.

A student’s record of conduct may be considered when determining the appropriate sanction to be imposed. Minor infractions occurring within programs will normally be handled by the program instructor or department head. The Vice President of Student
Services or his/her designee is in charge of applying college wide sanctions for student misconduct. More than one sanction may be imposed from the list for any single violation.

Infractions that violate state or federal laws will be referred to appropriate law enforcement authorities.

Warning: A warning is a verbal or written reprimand for violating a College regulation or policy. The warning advises a student that any further violations may result in more stringent disciplinary action.

Probation: Probation involves the imposition of specified restrictions which deprive the student of various privileges for a stated period of time. The extent of the restrictions and the length of the period of time are to be determined by the magnitude of the offense. Probation is considered a serious matter and further infractions of College rules and regulations subject a student to possible suspension or expulsion.

Suspension: A student who receives a suspension will be excluded from the College facilities and all College-related activities for a stated period of time. To be considered for readmission, the student must present an application for readmission to the Vice President of Student Services and may be required to meet additional criteria for continued enrollment.

Expulsion: Any student who receives expulsion will be permanently excluded from UBTech. Once a student has been expelled, he or she is not eligible for readmission.

APPEAL OF SANCTIONS
Students have the right to appeal sanctions imposed by UBTech. Appeals should be directed in writing to the office of the College President. The College President will designate an appropriate person to serve as the Appeals Officer. The student shall have five College days from receiving the initial sanction to request an appeal. The decision of the Appeals Officer will be final.

An appeal shall be limited to a review of the records of the initial hearing, supporting documents from which the decision was made, and any additional new evidence. The appeals officer shall consider:

a. Whether the original hearing was conducted fairly in light of charges and evidence presented, and in conformity with prescribed procedures.

b. Whether the decision reached was based on substantiated evidence to establish that a violation occurred.

c. Whether the sanctions imposed were appropriate for the violation the student committed.

*In order to consider new evidence, the evidence must be sufficient to alter a decision.

STUDENT GRIEVANCE PROCEDURE
Uintah Basin Technical College strives to maintain a positive and professional learning environment for its students. This standard for excellence is monitored on an ongoing basis through feedback from students. Open communication is essential in resolving issues of contention. Students are therefore strongly encouraged to discuss and to work out any difficulty or misunderstanding with the particular instructor or staff member with whom that situation exists.

Should you have cause for concern in this area, you are encouraged to follow the procedure listed below in a timely manner:

1. An attempt should be made to resolve the disagreement at an informal level among the parties involved.

2. If you cannot resolve the issue at an informal level, you have the right to submit a grievance to the Vice President of Instruction for binding resolution. Formal grievances must be submitted in writing by the student to the Vice President of Instruction within ten days of the incident. The complaint, including a list of witnesses with first hand knowledge and/or understanding of the issues involved, must be signed, dated, and submitted at this time. Other parties to the grievance may also submit a statement responding to the grievance with witnesses listed.
3. The Vice President of Instruction or his/her designee will meet with the parties involved to resolve the issue. The Vice President of Instruction or his/her designee will provide a written statement of resolution to the parties involved within ten days of the meeting.

4. If this decision is disputed by either party, they may appeal the decision in writing to the Vice President of Student Services within ten days stating their reasons for the appeal. All relevant information will then be forwarded within one working day to the Vice President of Student Services.

5. An appeal shall be limited to a review of the records of the initial hearing, supporting documents from which the decision was made, and any additional new evidence. The Vice President of Student Services or his/her designee will review:
   a. Whether the original hearing was conducted fairly in light of charges and evidence presented, and in conformity with prescribed grievance procedures.
   b. Whether the decision reached was based on substantiated evidence.
   c. Whether any sanction imposed was appropriate.

   *New evidence must be sufficient to alter a decision, or it will not be considered during the appeal.

6. The Vice President of Student Services or his/her designee will review the complaint and render a final decision within ten days of hearing the complaint. The student will receive a written response. The decision of the Vice President of Student Services or his/her designee is final. In the case of a sexual harassment or sexual violence complaint, notification of the outcome will be provided to both the respondent and the complainant.

A copy of all written grievances will be placed in the College's student grievance file.

After you have exhausted all grievance procedures at UBTech and you believe the resolution of the problem has a material defect, you may file a complaint certification with the Council on Occupational Education. Contact the Chief of Staff to obtain a Complaint Certification form. The form, and all supporting documentation, must be submitted to the Council on Occupational Education within 14 days of the notification date for the decision from the Vice President of Student Services or his/her designee.

Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
Telephone:(770) 396-3898 FAX: (770) 396-3790
www.council.org

STUDENT CONSUMER COMPLAINTS

Students who have complaints against the College relating to fraud, false advertising, or other deceptive practices can file a complaint with the Utah Division of Consumer Protection, 160 East 300 South, 2nd Floor, Salt Lake City, UT 84111, Telephone No. 801-530-6601, Toll Free in Utah at 1-800-721-SAFE or online at www.dcp.utah.gov/complaints/index.html. In addition, students involved with distance and correspondence education can file a complaint with their state's enforcement authority and are covered by the student code of conduct should follow the College's process for filing a complaint. The student code of conduct is found at http://www.ubtech.edu/current-students/student-services/student-code-of-conduct/

Students who have complaints relating to the College's quality of education or other issues appropriate for its accrediting body to consider can file a complaint with the Council on Occupational Education at:

Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
Telephone:(770) 396-3898 FAX: (770) 396-3790
www.council.org

Copies of documents describing the college's accreditation and state approval are available for review upon request.
FACULTY AND STAFF

ADMINISTRATION

Aaron Weight ..................College President .......................................................... MS Western Governor’s University
Tammy Wilkerson .............VP of Instruction .......................................................... MS HRM Utah State University
Keith Sprouse ..................VP of Finance .............................................................. BS Utah State University
Mark Dockins .................VP of Economic Development .................................... EdD University of Wyoming
Dean Wilson ...................VP of Student Services ................................................ EdD University of Wyoming
Charmian Siddoway ......Chief of Staff ............................................................... High School Diploma
Shawn Metcalf ................AVP of Human Resources ......................................... MS MPA Brigham Young University
Stephanie Carter .............Director of Marketing .................................................. BS Utah State University
Gary Duncan ..................Director of Energy Services ......................................... High School Diploma
Lindsey Ellingford ..........Director of Nursing ....................................................... MSN Grand Canyon University
Diane Macdonald ...........Director of Curriculum and Instructional Quality .... BS Utah State University
Tim Miller .....................Director of Roosevelt Business and Trades ............... MS Utah State University
Cody Peterson ................Facilities Manager ......................................................... High School Diploma
Wes Porter .......................Director of Vernal Business and Trades ................ MPA Southern Utah University
Lynn Walker ....................IT Manager ................................................................. AAS Utah Technical College

FULL-TIME FACULTY

Eros Roy Arocho ..........Energy Services Instructor .............................................. IADC
Sam Baker .....................Civil Drafting Technician Instructor ............................... AS Utah Valley University
Andrelee Birchell ..........PN Instructor ............................................................... BSN Weber State University
Bailee Bird ...............Surgical Technologist Instructor ...................................... AS Snow College
Ray Broadaway ..........CDL Instructor ............................................................... CDL State of Utah
Lyndsay Brown ............Business Instructor ...................................................... PhD English University of Florida
Eric Christensen ..........Carpentry Instructor .................................................... General Contractor License State of Utah
Faculty

Eric C Christensen ........ Pharmacy Technology Coordinator ........................................ AS Utah State University
Braden “Bo” Dalton .......... CDL Instructor ................................................................. CDL State of Utah
Jaime Lynn Dean .......... Health Professions Instructor ........................................ RN Utah State University
Al Elison ......................... CDL Instructor ................................................................. CDL State of Idaho
Alec Foster ................. Culinary Arts Instructor .................................................... Culinary Arts Certificate UBTech
Dave Gillman ................. Farm Agriculture Instructor ........................................... BS Utah State University
Angela Hanberg ................. Business Instructor .................................................. Business Owner
Terri Horrocks ............ Nursing Assistant Instructor ........................................ RN Weber State University
Kolton Hunter ................. Carpentry Instructor ................................................... BS Utah State University
Mike Hurley ................... CDL Instructor ............................................................... CDL State of Utah
Justin Jorgensen .......... Heavy Duty Diesel Instructor ....................................... AS Colorado Aero Tech
Gregory Keel .................. Auto Technology Instructor ........................................ ASE Master Technician
Leigh Lloyd .................. Medical Assistant Instructor ....................................... Medical Assistant Certificate UBATC
Jeanie Luck .................. Practical Nursing Instructor ........................................ BSN Western Governor’s University
Brant McKeachnie .......... Auto Technology Instructor ........................................ AS Utah State University
Tyler McKee ................... Auto Technology Instructor ....................................... MBA Western Governor’s University
Kevin Mitchell ................. Welding Technician Instructor ..................................... AWF Certified Welder
Rick Prather ................. Welding Technician Instructor .................. Welding Advanced Technician Certificate UBATC
Kayti Priebe .................. Practical Nursing Instructor ........................................ BSN Weber State University
Ken Pugh ...................... Residential Construction Instructor ............................. General Contractor License
Aaron Reary ................. Cabinetry Instructor ....................................................... General Contractor License
Adam Rockwood .......... Simulation Coordinator ...................................................... BS University of Utah
Chris Taggart ................. Culinary Arts Instructor .............................................. BS New England Culinary Institute
Jeff Taniguchi .......... Welding Technician Instructor ........................................ BS Utah State University
Faculty

Ryan Taylor .....................Welding Technician Instructor ........ Welding Advanced Technician Certificate UBATC
Jeremy Sells .....................IT Support, Network, Security Instructor .......................................... CompTIA Security+
Seth Taylor ................................................................. CDL Instructor .......................................................... CDL State of Utah
Luke Thoennes .....................IT Support, Network, Security Instructor .................. BS University of New Mexico
Tim Trujillo .....................CDL Instructor .......................................................................................... CDL State of Utah
Alicia Webster .................Nursing Assistant Instructor ..................................................... RN Weber State University

PART-TIME FACULTY

Tauna Allen .....................Health Occupations Instructor ..................................................... BS Metrostate University
Mindee Baum .................Surgical Technologist Instructor ................................................  AS Dixie State University
Joshua Bird ......................POST Instructor ............................................................... POST Certified Instructor
Kelly Bird .....................Welding Instructor ........................................................... Auto Technology Certificate UBATC
Keith Campbell .....................POST Instructor ............................................................ POST Certified Instructor
Randy Caron .....................Electrical Apprenticeship Instructor ............................................. Master Electrician
Jeffery Chugg .....................POST Instructor ............................................................... BA Utah State University
Bryant Cook ......................POST Instructor ............................................................... POST Certified Instructor
Andrew Cox .....................POST Instructor ............................................................... POST Certified Instructor
Jason Curry .....................POST Instructor ............................................................... POST Certified Instructor
Jeremy Curry .....................POST Instructor ............................................................... POST Certified Instructor
Laconna Davis .....................POST Instructor ............................................................... POST Certified Instructor
Kim Fletcher .....................Health Occupations Instructor ..................................................... AS BYU Idaho
Travis Givens .....................POST Instructor ............................................................... POST Certified Instructor
Alicia Harrison ...............Practical Nursing Instructor ..................................................... BSN Western Governor’s University
Jared Harrison  .....................POST Instructor ............................................................... POST Certified Instructor
Becky Hermann ...............Health Professions Instructor ..................................................... BS BYU
Taryn Howcroft .....................Pharmacy Technician Instructor ........................................... Pharmacy Technician Certificate UBATC
Tina Hunter .....................Nursing Assistant Instructor ..................................................... BS Idaho State University
Part-Time Faculty

Leonard Isaacson .......... POST Instructor ................................................................. POST Certified Instructor
Kimberly Kay .............. POST Instructor ................................................................. BS Utah State University
Keith Kron .................. CDL Instructor ................................................................. CDL State of Utah
David Lacy .................. POST Instructor ................................................................. POST Certified Instructor
Kasaundra Leishman .... Clinical Instructor .......................................................... BSN Weber State University
Denver Long ............... CDL Instructor ................................................................. AS College of Eastern Utah
Ammon Manning .......... POST Instructor ................................................................. BS Utah State University
Troy Marx ................... POST Instructor ................................................................. AS Utah State University
Tera Kay Massey ......... Clinical Instructor .......................................................... BS Western Governor University
Clayton Mathews ....... POST Instructor ................................................................. POST Certified Instructor
Lacie Maylett ............. Clinical Instructor ............................................................. LPN UB Tech
Brandon Meadows ....... POST Instructor ................................................................. POST Certified Instructor
Craig Mitchell ............ Welding Instructor ............................................................. BS Utah State University
Mitch Montgomery ....... Electrical Apprenticeship Instructor ......................... Journeyman Electrician UBATC
Heather Morrison ....... Clinical Instructor ............................................................ LPN LaFayette College
June Navanick ............ Clinical Instructor ............................................................. LPN UBATC
Dela Rowley .............. POST Instructor ................................................................. POST Certified Instructor
Terry Stringham ........ Energy Services Instructor ................................................. High School Diploma
Kim Thacker .............. CDL Instructor ................................................................. CDL State of Utah
Angala Thompson ...... Clinical Instructor ............................................................ BS University of Utah
Travis Tucker ............. POST Director ................................................................. POST Certified Instructor
Mark Watkins ............. POST Instructor ................................................................. BA University of Phoenix
Chad Watt ................. POST Instructor ................................................................. Weber State University
Anthony Wilcox .......... POST Instructor ................................................................. JD Phoenix School of Law
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brandon Aycock</td>
<td>Canvas Consultant</td>
<td>BS Utah State University</td>
</tr>
<tr>
<td>Sasha Bolt</td>
<td>Registrar</td>
<td>Business Technology Certificate UBATC</td>
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<tr>
<td>Enrique Borboa</td>
<td>IT Specialist</td>
<td>High School Diploma</td>
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<tr>
<td>Erin Brotherson</td>
<td>Accounting Specialist</td>
<td>AS Utah State University</td>
</tr>
<tr>
<td>Camille Carner</td>
<td>Financial Aid and Data Specialist</td>
<td>Office Professional Certificate UBTech</td>
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<tr>
<td>McKenzie Christensen</td>
<td>College Recruiter</td>
<td>High School Diploma</td>
</tr>
<tr>
<td>Shea Cook</td>
<td>Bookstore Specialist</td>
<td>GED</td>
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<tr>
<td>Patrick Ditty</td>
<td>Facilities Specialist</td>
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<td>Chelsey Gillespie</td>
<td>Controller</td>
<td>BS Utah State University</td>
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<tr>
<td>Charles Harrison</td>
<td>Facilities Specialist</td>
<td>High School Diploma</td>
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<tr>
<td>Austin Hunter</td>
<td>Facilities Specialist</td>
<td>AS Utah State University</td>
</tr>
<tr>
<td>January Jackson</td>
<td>Bookstore Specialist</td>
<td>High School Diploma</td>
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<tr>
<td>Travis Keyser</td>
<td>Facilities Specialist</td>
<td>AS Utah Valley University</td>
</tr>
<tr>
<td>Jim LaMuth</td>
<td>Student Success Officer</td>
<td>BS Michigan Technology University</td>
</tr>
<tr>
<td>Trinity Long</td>
<td>Associate Registrar</td>
<td>High School Diploma</td>
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<tr>
<td>Heather Lowry</td>
<td>Custom Fit Officer</td>
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<tr>
<td>Deniele Malnar</td>
<td>Student Services Data Specialist</td>
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<td>Jarom McKee</td>
<td>Maintenance Specialist</td>
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</tr>
<tr>
<td>Holly Mickelson</td>
<td>Student Success Officer</td>
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</tr>
<tr>
<td>Jenalee Moynier</td>
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<td>AA University of Eastern Utah</td>
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<tr>
<td>Rachael Payne</td>
<td>Bookstore Specialist</td>
<td>Phlebotomy Technician Mountainland Technical College</td>
</tr>
<tr>
<td>John Perez</td>
<td>Facilities Specialist</td>
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</tr>
<tr>
<td>Tonya Peterson</td>
<td>Marketing Specialist. Photography Certificate</td>
<td>Rocky Mountain School of Photography</td>
</tr>
<tr>
<td>Jason Rasmussen</td>
<td>IT Specialist</td>
<td>BA Utah Valley University</td>
</tr>
</tbody>
</table>
Karen Secrest ..................Financial Aid Officer ..............................................Office Professional Certificate UBTech
Kirby Shearwood.............Administrative Assistant Health Professions ..............................................CNA UBATC
Cherilyn Souders...........Lead Bookstore Specialist ......................................................BS Southern Utah University
David Taylor....................Facilities Specialist .................................................................PhD Utah State University
Kassie Timothy ..........Marketing Designer .................................................................AS Utah State University
Eric Underwood ..........Construction Maintenance Specialist ...............................................High School Diploma
Kimberli Wadsworth ....Administrative Assistant Energy Services .........................................High School Diploma
Lezlee Whiting ..........Custom Fit Specialist ........................................................................BA Colorado State University
Gwen Williams ..........Facilities Assistant Specialist ...............................................................High School Diploma
Diane Wolfinjer ........Accounts Payable Specialist ...............................................................High School Diploma

**INSTRUCTIONAL ASSISTANTS**

Jacob Barfuss..................Automotive Assistant ................................................ Welding Advanced Technician Certificate UBTech
Kathy Hill .......................Vernal Computer Lab .................................................................Office Professional Certificate UBTech
Bridgett McBride ...........Nursing Assistant ........................................................................CNA UBATC
Janice Migliori ........ .....Culinary Arts .............................................................Culinary Arts Certificate UBTech
Preston Sleight ............Cabinetry .............................................................................Cabinetry Certificate UBTech
Amy Snow ........ Roosevelt Computer Lab .................................................................BA Brigham Young University
James Warr ..................Automotive Assistant .................................................................Auto Technology Certificate UBTech
Business and industry is a wide field that incorporates many types of career opportunities. From major corporations to independent businesses, every operation needs skilled workers in order to succeed.

**OFFICE TECHNICIAN**

The Office Technician program is designed to train students in basic office skills to work in an entry level office setting. Students review English and math skills that are desirable in business. Students build keyboarding and 10-key skills, draft professional emails using appropriate formatting, and gain confidence in their phone skills including answering the phone, taking messages, and leaving appropriate voicemail messages. Students receive basic computer training using industry standard software. Students develop professional habits by attending various monthly meetings, presenting a professional demeanor, creating resumes for different jobs, and preparing and attending monthly job interviews.

**ADMINISTRATIVE ASSISTANT**

The Administrative Assistant program is designed to take students to a more advanced office environment career. While continuing to attend meetings, students will increase their knowledge of office software and data organization. Students will add accounting skills for both a service and merchandise business and learn the power of QuickBooks accounting software.

**BUSINESS MANAGER**

The Business Manager program is designed help students reach management potential in the office. Students will become responsible for setting up and running the meetings. Students will build stronger communication skills for networking and effectively resolving customer concerns. Time management, scheduling, budgeting, and itineraries are all included in refining organizational skills. Students will begin to hone their leadership skills. The elective allows students the opportunity to various experiences with either work-based learnings, specialized training, or competing on a real world scale.
CIVIL DRAFTING TECHNICIAN

The Civil Drafting Technician program gives students hands-on experience in the software used by civil engineers and land surveyors in an office setting. Students will receive special training in architecture, mechanical drafting, AutoCAD, and Civil 3D while learning how these programs are used in civil design, surveying, road design, and utility design. This program teaches students how to manage drafting projects and record daily logs. Graduates will gain an understanding of civil design principles, including the way data is collected by land surveyors and converted to workable drawings.

CULINARY ARTS

The Culinary Arts program gives students real-life experience working in the food service industry in a functioning restaurant environment. Students learn a variety of skills, including preparation of soups, sauces, and stocks; meat fabrication; vegetable preparation; proper cooking methods; and the basics of baking. Additionally, students will learn to develop their management skills and become familiar with inventory controls, food costing, proper receiving techniques, and the flow of food and sanitation. Instructors will also teach different types of table service and catering event setup pertaining to the front of house.

LINE COOK

The Line Cook certificate establishes effective skills training to organize, prepare, and present hot and cold foods. Line Cook students will gain knowledge to ensure the foods served are always of the highest caliber—creating an unforgettable dining experience that guests are eager to repeat. The Line Cook certificate targets the workforce gap for entry level culinary positions and provides the skills needed to succeed and excel in the culinary field.
FARM & RANCH BUSINESS MANAGEMENT
CONTINUING EDUCATION

The Farm/Ranch Business Management program offers individualized continuing education for farmers and ranchers. These courses aim to teach the business management skills needed to analyze information from farm records and make applications to the individual operation.

IT SUPPORT TECHNICIAN

Students in the IT Support Technician program will receive training in both technical and soft skills necessary to succeed as an IT support technician. Instruction will focus on basic information technology support including troubleshooting hardware and software issues as well as basic networking and security. Students will also be taught appropriate customer service skills related to the IT industry. This program was designed with support from local industry leaders and is perfect for students who want to develop skills to be more competitive in the local job market.

NETWORK TECHNICIAN

The Network Technician program builds on the IT Support Technician program with an additional 200 hours of specialized instruction. Students will learn the skills necessary to secure a network by developing network access and maintaining documentation while providing reference and support. Students can increase their employment opportunities after graduation by learning this specialized skillset.


SECURITY TECHNICIAN

The Security Technician program builds on the skills learned in the IT Support Technician and Network Technician programs with an additional 200 hours of specialized training. Security Technicians provide support services to business industries with security needs. The program prepares students to install and integrate security systems. Students will learn to plan network installations, order and mount appropriate equipment, and understand industry standards and documentation. The Security Technician program is a great fit for students seeking a specialized career in the broader IT industry.

AUTOMATION TECHNICIAN

The Automation Technician program delivers a fundamental understanding of electricity and automation procedures and practices. Students will learn electrical theory and applications, programming, and communication and networking relative to automation controls used in the automation industry.

“Great things in business are never done by one person. They’re done by a team of people.”

- Steve Jobs
The Office Technician program provides skills necessary to work in an entry level office environment.

**REQUIREMENTS**

A basic assessment of language, math, keyboarding, and computer literacy is required prior to enrollment.

**PROGRAM**

The Office Technician program is designed to train students in basic office skills to work in an entry level office setting. Students review English and math skills that are desirable in business. Students build keyboarding and 10-key skills, draft professional emails using appropriate formatting, and gain confidence in their phone skills including answering the phone, taking messages, and leaving appropriate voicemail messages. Students receive basic computer training using industry standard software. Students develop professional habits by attending various monthly meetings, presenting a professional demeanor, creating resumes for different jobs, and preparing and attending monthly job interviews.

**CAREER POSSIBILITIES**

Employment opportunities include data entry specialists, customer service representatives, general office clerks, information clerks, receptionists, tellers, dispatchers.
### Office Technician

#### Core Courses (240 Hours Required)

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<th>Course Code</th>
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<td>BTEC 1045</td>
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<td>BTEC 1530</td>
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<th>Core Courses</th>
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**Administrative Assistant**

**Administrative Assistant At a Glance**

- Program Length: 600 Hrs
- Open Entry/Open Exit
- Average Completion Time: 25 weeks

**Program Cost Estimate**

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</tbody>
</table>

*Tuition and fees are based on program completion in the hours specified for the program length. *Program costs are subject to change.

Federal Financial Aid: NO

VA Qualified: YES

**Student Entrance Requirements**

- Math 8.0 Grade Level
- Language 8.0 Grade Level
- Keyboarding 30 WPM
- Pass the Computer Literacy Test
- Available to secondary and post-secondary students

**Hours Available**

- Roosevelt
  - Monday - Friday
  - 9:00 a.m. - 4:00 p.m.

- Vernal
  - Monday - Friday
  - 7:30 a.m. - 2:30 p.m.

**Requirements**

A basic assessment of language, math, keyboarding, and computer literacy is required prior to enrollment.

**Program**

The Administrative Assistant program is designed to take students to a more advanced office environment career. While continuing to attend meetings, students will increase their knowledge of office software and data organization. Students will add accounting skills for both a service and merchandise business and learn the power of QuickBooks accounting software.

**Career Possibilities**

Graduates of the program will be prepared to seek employment as administrative assistants, bookkeepers, customer service representatives, general office clerks, information clerks, material recording clerks, receptionists, secretaries, tellers, bill and account collectors, bookkeepers, accounting clerks, auditing clerks, and dispatchers.
## Administrative Assistant

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BTEC 1510</td>
<td>Business English</td>
<td>60</td>
</tr>
<tr>
<td>BTEC 1020</td>
<td>Math Essentials</td>
<td>60</td>
</tr>
<tr>
<td>BTEC 1045</td>
<td>Basic Office Skills</td>
<td>60</td>
</tr>
<tr>
<td>BTEC 1530</td>
<td>Professionalism</td>
<td>60</td>
</tr>
<tr>
<td>BTEC 1130</td>
<td>Word Processing</td>
<td>60</td>
</tr>
<tr>
<td>BTEC 1151</td>
<td>Data Processing</td>
<td>60</td>
</tr>
<tr>
<td>BTEC 1520</td>
<td>Office Communication</td>
<td>60</td>
</tr>
<tr>
<td>ACCT 1330</td>
<td>Accounting I</td>
<td>60</td>
</tr>
<tr>
<td>ACCT 1340</td>
<td>Accounting II</td>
<td>60</td>
</tr>
<tr>
<td>ACCT 2311</td>
<td>QuickBooks</td>
<td>60</td>
</tr>
</tbody>
</table>

|                | Core Courses                     | 600   |
|                | **TOTAL**                        | **600** |
Business Manager

BUSINESS MANAGER AT A GLANCE

Program Length: 900 Hrs
Open Entry/Open Exit
Average Completion Time 33 weeks

Program Cost Estimate*
Tuition: $1,800
Fees: $960
Books & Supplies: $408
Tuition and fees are based on program completion in the hours specified for the program length.

Federal Financial Aid: NO
VA Qualified: YES

Student Entrance Requirements
Math 8.0 Grade Level
Language 8.0 Grade Level
Keyboarding 30 WPM
Pass the Computer Literacy Test
Available to secondary and post-secondary students

Hours Available
Roosevelt
Monday - Friday
9:00 a.m. - 4:00 p.m.

Vernal
Monday - Friday
7:30 a.m. - 2:30 p.m.

Business Managers provide leadership and organization to various businesses and industries. They possess the time management and decision making skills necessary to lead in a fast-paced environment.

REQUIREMENTS
A basic assessment of reading, math, keyboarding, and computer literacy is required prior to enrollment.

PROGRAM
The Business Manager program is designed help students reach management potential in the office. Students will become responsible for setting up and running the meetings. Students will build stronger communication skills for networking and effectively resolving customer concerns. Time management, scheduling, budgeting, and itineraries are all included in refining organizational skills. Students will begin to hone their leadership skills. The elective allows students the opportunity to various experiences with either work-based learnings, specialized training, or competing on a real world scale.

CAREER POSSIBILITIES
Graduates of the program will be prepared to seek employment as office managers in a variety of settings.
## Business Manager

**Core Courses (840 Hours Required)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BTEC 1510</td>
<td>Business English</td>
<td>60</td>
</tr>
<tr>
<td>BTEC 1020</td>
<td>Math Essentials</td>
<td>60</td>
</tr>
<tr>
<td>BTEC 1045</td>
<td>Basic Office Skills</td>
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<tr>
<td>BTEC 1530</td>
<td>Professionalism</td>
<td>60</td>
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<tr>
<td>BTEC 1130</td>
<td>Word Processing</td>
<td>60</td>
</tr>
<tr>
<td>BTEC 1151</td>
<td>Data Processing</td>
<td>60</td>
</tr>
<tr>
<td>BTEC 1520</td>
<td>Office Communication</td>
<td>60</td>
</tr>
<tr>
<td>ACCT 1330</td>
<td>Accounting I</td>
<td>60</td>
</tr>
<tr>
<td>ACCT 1340</td>
<td>Accounting II</td>
<td>60</td>
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<tr>
<td>ACCT 2311</td>
<td>QuickBooks</td>
<td>60</td>
</tr>
<tr>
<td>BTEC 2040</td>
<td>Office Management</td>
<td>60</td>
</tr>
<tr>
<td>BTEC 1522</td>
<td>Digital Communication</td>
<td>60</td>
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<tr>
<td>BTEC 1532</td>
<td>Marketing Communication</td>
<td>60</td>
</tr>
<tr>
<td>BTEC 2080</td>
<td>Collaboration</td>
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</table>

**Elective Courses (60 Hours Required)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BTEC 2922</td>
<td>Competition/Organization</td>
<td>60</td>
</tr>
<tr>
<td>BTEC 2923</td>
<td>Work Based Learning</td>
<td>60</td>
</tr>
<tr>
<td>BTEC 2924</td>
<td>Specialized Training</td>
<td>60</td>
</tr>
</tbody>
</table>

Total: 900 Hours

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<table>
<thead>
<tr>
<th></th>
<th>Core Courses</th>
<th>Electives</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>840</td>
<td>60</td>
<td>900</td>
</tr>
</tbody>
</table>
Civil Drafting Technician

Civil Drafting Technicians provide support to civil engineers and land surveyors. They work in an office environment, with some occupational field experiences, depending on job requirements.

REQUIREMENTS
A basic assessment of reading, math, keyboarding, and computer literacy is required prior to enrollment.

PROGRAM
The Civil Drafting Technician program gives students hands-on experience in the software used by civil engineers and land surveyors in an office setting. Students will receive special training in architecture, mechanical drafting, AutoCAD, and Civil 3D while learning how these programs are used in civil design, surveying, road design, and utility design. This program teaches students how to manage drafting projects and record daily logs. Graduates will gain an understanding of civil design principles, including the way data is collected by land surveyors and converted to workable drawings.

CAREER POSSIBILITIES
Graduates of the program will be prepared to seek employment as civil technicians and civil drafters, or in any other entry-level drafting position that requires knowledge of AutoCAD. With some experience, graduates will be qualified for work as civil designers, road designers, and oilfield well site designers.
# Civil Drafting Technician

## CIVIL DRAFTING TECHNICIAN

**CORE COURSES (360 HOURS REQUIRED)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRFT 1005</td>
<td>CAD Architecture Design I</td>
<td>60</td>
</tr>
<tr>
<td>DRFT 2005</td>
<td>CAD Architecture Design II</td>
<td>60</td>
</tr>
<tr>
<td>DRFT 1011</td>
<td>CAD Mechanical Design I</td>
<td>60</td>
</tr>
<tr>
<td>DRFT 2011</td>
<td>CAD Mechanical Design II</td>
<td>60</td>
</tr>
<tr>
<td>DRFT 2720</td>
<td>Civil 3D I</td>
<td>60</td>
</tr>
<tr>
<td>DRFT 2725</td>
<td>Civil 3D II</td>
<td>60</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th></th>
<th>Total Hours</th>
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</thead>
<tbody>
<tr>
<td>Core Courses</td>
<td>360</td>
</tr>
<tr>
<td>Electives</td>
<td>0</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>360</strong></td>
</tr>
</tbody>
</table>
Line Cook

LINE COOK
AT A GLANCE
Program Length: 240 Hrs
Open-Entry, Open-Exit
Average Completion Time 12 weeks

Program Cost Estimate*
  Tuition: $480
  Fees: $300
  Books & Supplies: $300
Tuition and fees are based on program completion in the hours specified for the program length.
*Program costs are subject to change.

Federal Financial Aid: NO
VA Qualified: NO

Student Entrance Requirements
Math 8.0 Grade Level
Reading 8.0 Grade Level
Pass the Computer Literacy Test
Available to secondary and post-secondary students

Hours Available
Monday – Friday
7:00 a.m. to 2:00 p.m.
Roosevelt Only

Line Cook is for those who are interested in entry-level culinary positions.

REQUIREMENTS

A basic assessment of reading, math and computer literacy is required prior to enrollment.

PROGRAM

The Line Cook certificate establishes effective skills training to organize, prepare, and present hot and cold foods. Line Cook students will gain knowledge to ensure the foods served are always of the highest caliber- creating an unforgettable dining experience that guests are eager to repeat. The Line Cook certificate targets the workforce gap for entry level culinary positions and provides the skills needed to succeed and excel in the culinary field.

CAREER POSSIBILITIES

Graduates of the Line Cook program are prepared to seek employment as hospitality professionals in charge of prepping food and plating dishes according to specifications. All graduates may be qualified for positions as line cooks or prep cooks in restaurants, hotels, and cafeterias.
### Core Courses (240 Hours Required)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CULA 1011</td>
<td>Culinary Arts I</td>
<td>90</td>
</tr>
<tr>
<td>CULA 1101</td>
<td>Garde Manger I</td>
<td>90</td>
</tr>
<tr>
<td>CULA 1031</td>
<td>Line Cooking</td>
<td>60</td>
</tr>
</tbody>
</table>

- **Core Courses**: 240
- **Electives**: 0
- **TOTAL**: 240
Culinary Arts is for those who are interested in cooking, food preparation, and management.

**REQUIREMENTS**

A basic assessment of reading, math and computer literacy is required prior to enrollment.

**PROGRAM**

The Culinary Arts program gives students real-life experience working in the food service industry in a functioning restaurant environment. Students learn a variety of skills, including preparation of soups, sauces, and stocks; meat fabrication; vegetable preparation; proper cooking methods; and the basics of baking. Additionally, students will learn to develop their management skills and become familiar with inventory controls, food costing, proper receiving techniques, and the flow of food and sanitation. Instructors will also teach different types of table service and catering event setup pertaining to the front of house.

**CAREER POSSIBILITIES**

Graduates of the Culinary Arts program are prepared to seek employment as hospitality professionals with strong emphasis on back of house operations, as well as the ability to manage front of house needs. All graduates will hold certification in sanitation from the National Restaurant Association and may be qualified for positions as chefs, sous chefs, chef de cuisine, kitchen managers, restaurant managers, and chef de partie.
### Culinary Arts

#### Core Courses (840 Hours Required)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CULA 1011</td>
<td>Culinary Arts I</td>
<td>90</td>
</tr>
<tr>
<td>CULA 1016</td>
<td>Serv Safe Sanitation</td>
<td>30</td>
</tr>
<tr>
<td>CULA 1021</td>
<td>Culinary Arts Math</td>
<td>30</td>
</tr>
<tr>
<td>CULA 1101</td>
<td>Garde Manger I</td>
<td>90</td>
</tr>
<tr>
<td>CULA 1031</td>
<td>Line Cooking</td>
<td>60</td>
</tr>
<tr>
<td>CULA 1041</td>
<td>Soups, Stocks, and Sauces</td>
<td>90</td>
</tr>
<tr>
<td>CULA 1051</td>
<td>Culinary Arts II</td>
<td>90</td>
</tr>
<tr>
<td>CULA 1201</td>
<td>Baking I</td>
<td>120</td>
</tr>
<tr>
<td>CULA 1061</td>
<td>Culinary Arts III</td>
<td>60</td>
</tr>
<tr>
<td>CULA 1071</td>
<td>Vegetables Grains &amp; Starches</td>
<td>60</td>
</tr>
<tr>
<td>CULA 1081</td>
<td>Table Service</td>
<td>60</td>
</tr>
<tr>
<td>BTEC 1000</td>
<td>Career Fundamentals</td>
<td>60</td>
</tr>
</tbody>
</table>

#### Elective Courses (60 Hours Required)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CULA 1121</td>
<td>Garde Manger II &amp; Hors d’oeuvres</td>
<td>30</td>
</tr>
<tr>
<td>CULA 1221</td>
<td>Baking II - Pastry</td>
<td>30</td>
</tr>
<tr>
<td>CULA 1231</td>
<td>Baking II - Cakes</td>
<td>30</td>
</tr>
<tr>
<td>CULA 1501</td>
<td>Competition</td>
<td>30</td>
</tr>
<tr>
<td>CULA 1086</td>
<td>Catering</td>
<td>30</td>
</tr>
<tr>
<td>CULA 1091</td>
<td>Exploratory Culinary</td>
<td>30</td>
</tr>
<tr>
<td>CULA 1901</td>
<td>Culinary Externship</td>
<td>30</td>
</tr>
</tbody>
</table>

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Courses</td>
<td></td>
<td>840</td>
</tr>
<tr>
<td>Electives</td>
<td></td>
<td>60</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>900</strong></td>
</tr>
</tbody>
</table>
The Farm/Ranch Business Management program offers individualized continuing education for farmers and ranchers. These courses aim to teach the business management skills needed to analyze information from farm records and make applications to the individual operation.

**REQUIREMENTS**
Participants must be involved in a farming operation to qualify for services. Contact the instructor for specific information.

**FINANCIAL ASSISTANCE**
Some farmers may qualify for Scholarships.

**TRAINING**
Farmers and ranchers who participate in this program are assisted in keeping a complete set of financial records using computer software, including Microsoft Excel, Quicken, and Quickbooks. Year-end information is used to analyze the financial position of the farm business. This program meets the requirements for Farm Service Agency borrower training. Temporary use of a portable computer is available if necessary.
Farm/Ranch Business Management

Farmers and Ranchers—Take control of your operation with the skills you acquire through this program designed just for you. We even bring the program right to your doorstep!

<table>
<thead>
<tr>
<th>FARM AND RANCH MANAGEMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>COURSES</td>
</tr>
<tr>
<td>HRS</td>
</tr>
<tr>
<td>FARM 1003</td>
</tr>
<tr>
<td>Farm and Ranch Business Management</td>
</tr>
<tr>
<td>FARM 1013</td>
</tr>
<tr>
<td>Advanced Farm and Ranch Business Management</td>
</tr>
</tbody>
</table>

“A mind without instruction can no more bear fruit than can a field, however fertile, without cultivation.”

–Cicero
IT Support Technician

IT SUPPORT TECHNICIAN AT A GLANCE

Program Length: 500 Hrs
Open-Entry, Open-Exit
Average Completion Time 23 weeks

Program Cost Estimate*
Tuition: $1000
Fees: $560
Books & Supplies: $181
Tuition and fees are based on program completion in the hours specified for the program length.
*Program costs are subject to change.

Federal Financial Aid: NO
VA Qualified: YES

Student Entrance Requirements
Math 8.0 Grade Level
Reading 8.0 Grade Level
Pass the Computer Literacy Test
Keyboarding 30WPM
Available to secondary and post-secondary students

Hours Available
Monday - Thursday
11:30 a.m. to 7:00 p.m.
Friday
10:30 a.m. to 1:30 p.m.
Roosevelt Only

The IT Support Technician program gives students the skills needed to work in computer and digital information-related industries.

REQUIREMENTS

A basic assessment of reading, math, and computer literacy is required prior to enrollment.

PROGRAM

Students in the IT Support Technician program will receive training in both technical skills and the necessary soft skills to succeed as an IT support technician. Instruction will focus on basic information technology support including troubleshooting hardware and software issues as well as basic networking and security. Students will also be taught appropriate customer service skills related to the IT industry. This program was designed with support from local industry leaders and is perfect for students who want to develop skills to make them competitive in the local job market.

CAREER POSSIBILITIES

Graduates will be prepared to seek employment in IT support, help desk positions, and call centers.
## IT Support Technician

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITEC 1010</td>
<td>IT Introduction</td>
<td>80</td>
</tr>
<tr>
<td>ITEC 1310</td>
<td>A+ Course/Practicum</td>
<td>200</td>
</tr>
<tr>
<td>ITEC 1515</td>
<td>Networking Fundamentals</td>
<td>80</td>
</tr>
<tr>
<td>ITEC 1615</td>
<td>Security Fundamentals</td>
<td>80</td>
</tr>
<tr>
<td>ITEC 1000</td>
<td>Career Fundamentals for IT</td>
<td>60</td>
</tr>
</tbody>
</table>

**Core Courses (600 Hours Required)**

- Core Courses: 500
- Electives: 0
- Total: 500
The Network Technician program provides students with specialized training in network security and maintenance.

REQUIREMENTS
A basic assessment of reading, math, and computer literacy is required prior to enrollment.

PROGRAM
The Network Technician program builds on the IT Support Technician program with an additional 200 hours of specialized instruction. Students will learn the skills necessary to secure a network by developing network access and maintaining documentation while providing reference and support. Students can increase their employment opportunities after graduation by learning this specialized skillset.

CAREER POSSIBILITIES
Graduates will be prepared to seek employment in an IT position as network managers or administrators.
## Network Technician

### Core Courses (800 Hours Required)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITEC 1010</td>
<td>IT Introduction</td>
<td>80</td>
</tr>
<tr>
<td>ITEC 1310</td>
<td>A+ Course/Practicum</td>
<td>200</td>
</tr>
<tr>
<td>ITEC 1515</td>
<td>Networking Fundamentals</td>
<td>80</td>
</tr>
<tr>
<td>ITEC 1615</td>
<td>Security Fundamentals</td>
<td>80</td>
</tr>
<tr>
<td>ITEC 1000</td>
<td>Career Fundamentals for IT</td>
<td>60</td>
</tr>
<tr>
<td>ITEC 2510</td>
<td>Networking</td>
<td>250</td>
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<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>Core Courses</td>
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<td>750</td>
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<tr>
<td>Electives</td>
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<td>0</td>
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<tr>
<td>TOTAL</td>
<td></td>
<td>750</td>
</tr>
</tbody>
</table>
The Security Technician program trains students to provide IT support services to businesses with security needs.

**REQUIREMENTS**

A basic assessment of reading, math, and computer literacy is required prior to enrollment.

**PROGRAM**

The Security Technician program builds on the skills learned in the IT Support Technician and Network Technician programs with an additional 200 hours of specialized training. Security Technicians provide support services to business industries with security needs. The program prepares students to install and integrate security systems. Students will learn to plan network installations, order and mount appropriate equipment, and understand industry standards and documentation. The Security Technician program is a great fit for students seeking a specialized career in the broader IT industry.

**CAREER POSSIBILITIES**

Graduates will be prepared with the necessary skills for employment as a security specialist.
Security Technician

SECURITY TECHNICIAN

<table>
<thead>
<tr>
<th>COURSE CODE</th>
<th>COURSE NAME</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITEC 1010</td>
<td>IT Introduction</td>
<td>80</td>
</tr>
<tr>
<td>ITEC 1310</td>
<td>A+ Course/Practicum</td>
<td>200</td>
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<tr>
<td>ITEC 1515</td>
<td>Networking Fundamentals</td>
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<td>ITEC 1615</td>
<td>Security Fundamentals</td>
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<tr>
<td>ITEC 1000</td>
<td>Career Fundamentals for IT</td>
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</tr>
<tr>
<td>ITEC 2510</td>
<td>Networking</td>
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<tr>
<td>ITEC 2610</td>
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<table>
<thead>
<tr>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>Core Courses</td>
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<td>Electives</td>
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</tr>
<tr>
<td>TOTAL</td>
<td>1000</td>
</tr>
</tbody>
</table>
The Automation Technician program provides students with education in the field of industrial automation.

**REQUIREMENTS**

A basic assessment of reading, math, and computer literacy is required prior to enrollment.

**PROGRAM**

The Automation Technician program delivers a fundamental understanding of electricity and automation procedures and practices. Students will learn electrical theory and applications, programming, and communication and networking relative to automation controls used in the automation industry.

**CAREER POSSIBILITIES**

Graduates will have the training and skills necessary to seek employment in automation across a wide range of manufacturing and service industries, including automotive, pharmaceutical, power distribution, food processing, mining and oilfield, and transportation.
## Automation Technician

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BTEC 1000</td>
<td>Career Fundamentals</td>
<td>60</td>
</tr>
<tr>
<td>IAMT 1005</td>
<td>Basic Electrical Theory and Application</td>
<td>30</td>
</tr>
<tr>
<td>IAMT 1205</td>
<td>Programming Fundamentals</td>
<td>60</td>
</tr>
<tr>
<td>IAMT 2061</td>
<td>Automation Communications</td>
<td>60</td>
</tr>
<tr>
<td>IAMT 1510</td>
<td>Networking/Security Basics</td>
<td>90</td>
</tr>
<tr>
<td>IAMT 2005</td>
<td>Inputs and Outputs, Measurement</td>
<td>50</td>
</tr>
<tr>
<td>IAMT 2111</td>
<td>Project Engineering</td>
<td>30</td>
</tr>
<tr>
<td>IAMT 2020</td>
<td>Automation Projects</td>
<td>150</td>
</tr>
<tr>
<td>IAMT 2131</td>
<td>Project Troubleshooting</td>
<td>70</td>
</tr>
</tbody>
</table>

|               | Core Courses                              | 600   |
|               | Electives                                 | 0     |
|               | **TOTAL**                                 | **600** |

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![Automation Technician Course Chart](chart.png)
The Health Professions programs at UBTech offer career training in the Nursing Assistant, Medical Assistant, Pharmacy Technician, Practical Nursing, and Surgical Technologist programs. Each program prepares the successful student for job placement in their chosen field, with the opportunity for career progression through additional preparation.

**MEDICAL ASSISTANT**
A medical assistant is a multi-skilled health professional specifically educated to work in ambulatory care settings and perform administrative office tasks in addition to clinical duties. The Medical Assistant program prepares students with a variety of knowledge related to health sciences, communication, and specialized skills related to assisting physicians and other healthcare professionals in a patient care setting. These skills are obtained through formal study, practical experience, and hands-on training.

**MEDICATION AIDE-CERTIFIED**
The Medication Aide-Certified program is available to current certified nursing assistants who have worked at least 2,000 hours in the past 24 months in a long-term care facility. Under the direction of a registered nurse, students will learn to safely administer routine medications to residents in a long-term care facility followed by careful monitoring and precise documentation. Students in this program are introduced to and will understand basic pharmacology. Expand your CNA career and/or take the next step towards a nursing career.

**NURSING ASSISTANT**
The Nursing Assistant program prepares graduates to assist Registered Nurses (RN) and Licensed Practical Nurses (LPN) in giving total bedside care to the sick and elderly in long-term care facilities. Students will learn patient care and procedures, medical law and ethics, patient/staff/environmental safety, infection control, CPR, anatomy and physiology, common medical disorders, and appropriate interventions. Graduates will be prepared to take the state CNA test to become a Certified Nursing Assistant.
PHARMACY TECHNICIAN
The Pharmacy Technician program prepares students to work directly under the supervision of a licensed pharmacist to perform various duties. Graduates of the program are prepared to take the National Pharmacy Technician Certification Exam and obtain a Pharmacy Technician License in the State of Utah. Licensed Pharmacy Technicians are in high demand and can work in a variety of settings.

PRACTICAL NURSING
The Practical Nursing program combines basic skills with scientific principles and nursing theory. Students practice both the theory and application of principles learned, first in a simulated lab situation and then in care facilities under the supervision of faculty members. Graduates are prepared to function in a structured healthcare environment under the direction of a registered nurse, physician, or other primary healthcare provider as a Licensed Practical Nurse (LPN).

SURGICAL TECHNOLOGIST
Surgical Technologists are members of an operating room team, which includes the surgeon(s), anesthesia provider, and circulating nurse. Students in the Surgical Technologist program will learn the skills necessary to be a valued member of the health team of professionals who work in the surgical suite delivering direct patient care.

“...bid our souls be still, And on the foolish fretting of our care Lay thy soft touch of healing unaware!
–Julia Caroline Dorr
A medical assistant is a multi-skilled health professional specifically educated to work in ambulatory care settings and perform administrative office tasks in addition to clinical duties. As an integral part of the healthcare team, the medical assistant has a direct influence on the public’s health and well-being. As such, the Medical Assistant Program prepares students with a variety of knowledge related to health sciences, communication, and specialized skills related to assisting physicians and other healthcare professionals in a patient care setting. These skills are obtained through formal study, practical experience, and hands-on training.

**CAREER POSSIBILITIES**

Graduates of the Medical Assistant program will be prepared to enter a fast-growing profession that is versatile and schedule-friendly. Medical assistants have diversified skills that allow them to work in a variety of medical office settings, such as family practice, pediatric practice, urgent care, and some surgical outpatient clinics.

**PROGRAM OBJECTIVES**

Students will be prepared to perform entry-level skills including:

- Understand the law and ethics of health care professions and what a scope of practice is
- Perform basic skills related to patient reception, appointment scheduling, and correspondence
- Perform basic skills related to management and documentation of health care records, understand what meaningful use is, and comply with all HIPAA regulations
- Perform basic skills related to office management and finances
- Maintain the asepsis of patient exam rooms, treatment rooms, and sterilize medical instruments
- Assist the physician with obtaining accurate medical histories, performing patient exams, and treatments
- Perform phlebotomy, collect specimens, and perform CLIA waved tests for biological specimens such as blood, urine, and other body tissues
- Administer medication and injections, perform diagnostic testing, and obtain physiologic measurements such as vital signs, height, weight, and circumference as directed by the physician.
- Perform electrocardiograms, remove sutures, and change dressings as directed by the physician.
It takes a special person to provide quality health care in a caring way. You will make a difference in the lives of people. The care provided is art: the art of caring.

### MEDICAL ASSISTANT CORE COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEDA 1105</td>
<td>Medical Terminology</td>
<td>60</td>
</tr>
<tr>
<td>MEDA 1401</td>
<td>Medical Anatomy &amp; Physiology</td>
<td>120</td>
</tr>
<tr>
<td>MEDA 2112</td>
<td>Medical Office Management</td>
<td>360</td>
</tr>
<tr>
<td>MEDA 2123</td>
<td>Clinical and Laboratory Procedures</td>
<td>240</td>
</tr>
<tr>
<td>MEDA 2301</td>
<td>Medical Assistant Externship</td>
<td>160</td>
</tr>
</tbody>
</table>

**Core Courses**: 940

**Electives**: 0

**TOTAL**: 940

### EXTERNSHIP

Upon completion of the core courses, the student must complete a 160-hour externship in a medical facility. Tuition must be paid before the externship start date. Students may be required to complete an interview with medical facility staff before an externship will be granted. The externship provides the student with on-the-job training critical to the completion of the program and is a great opportunity for each student to demonstrate skills and learn new skills.

### CERTIFICATION

Students will have the option to take the NHA Clinical Medical Assistant and the Certified Phlebotomy Technician exams. Certification increases employment opportunities. The NHA Certification exams are offered at UBTech in the Career Center.
The Medication Aide Certified program is available to current certified nursing assistants who have worked at least 2,000 hours in the past 24 months in a long-term care facility. Under the direction of a registered nurse, students will learn to safely administer routine medications to residents in a long-term care facility followed by careful monitoring and precise documentation. Students in this program are introduced to and will understand basic pharmacology. Expand your CNA career and/or take the next step towards a nursing career.

**CAREER POSSIBILITIES**

Graduates of the Medication Aide Certified program will be prepared to work as a medication aide or expand their career into nursing.

**PROGRAM OBJECTIVES**

Students will gain knowledge of the following:

- Describe the seven rights of medication administration and their application to safe medication administration
- Administer medications accurately, safely and document appropriately
- Demonstrate basic knowledge of purpose, actions and side effects of medications
- Demonstrate basic understanding of therapeutic communication

---

**MEDICATION AIDE CERTIFIED AT A GLANCE**

**Program Length:** 100 Hrs
**Average Open Entry/Open Exit**

**Program Cost Estimate**

* Tuition: $200
* Fees: $160
* Books & Supplies: $146.25

Tuition and fees are based on program completion in the hours specified for the program length. 
*Program costs are subject to change.

- Federal Financial Aid: NO
- VA Qualified: NO

**Student Entrance Requirements**

- High School Diploma or GED
- Math 11.0 grade level
- Reading 11.0 grade level
- 2,000 Hours as Certified Nursing Assistant
- Available to Adults and High School Students (ages 17 to start program; 18 at time of externship)
- with High School Counselor recommendation

Upon completion of the program students must pass the NMA Exam to certify as a Medication Aide.

**Hours Available**

- Mon-Fri
  11:48 a.m to 2:45 p.m.
  Roosevelt Campus

- Mon-Fri
  7:40 a.m to 10:04 a.m.
  Vernal Campus

Externship hours and locations vary
### Medication Aide Certified

#### MEDICATION AIDE CERTIFIED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAHA 2006 Medication Aide Certified Classroom</td>
<td>60</td>
</tr>
<tr>
<td>NAHA 2010 Medication Aide Certified Clinical/Skills Demonstration</td>
<td>40</td>
</tr>
<tr>
<td><strong>Core Courses</strong></td>
<td><strong>100</strong></td>
</tr>
<tr>
<td><strong>Electives</strong></td>
<td><strong>0</strong></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

#### EXTERNSHIP

Upon completion of the core courses, the student must complete a 40-hour externship in a medical facility. Tuition must be paid before the externship start date. Students may be required to complete an interview with medical facility staff before an externship will be granted. The externship provides the student with on-the-job training critical to the completion of the program and is a great opportunity for each student to demonstrate skills and learn new skills.

#### CERTIFICATION

Students will have the option to take the National Medication Aide Certification.
The Nursing Assistant program prepares graduates to assist Registered Nurses (RN) and Licensed Practical Nurses (LPN) in giving total bedside care to the sick and elderly in long-term care facilities. Students will learn patient care and procedures, medical law and ethics, patient/staff/environmental safety, infection control, CPR, anatomy and physiology, common medical disorders, and appropriate interventions. Students will also learn to take and record vital signs such as temperature, pulse, respiration, and blood pressure. Graduates will be prepared to take the state CNA test to become a Certified Nursing Assistant. The Nursing Assistant program prepares students for an entry-level healthcare position that is in high demand nationwide.

REQUIREMENTS

Navy blue scrubs are required for work at the clinical sites. Students may choose, but are not required, to purchase a blood pressure cuff and stethoscope. Prior to employment, students must be able to pass a criminal background check.

CLINICALS

As part of the nursing assistant program, students will participate in clinicals. These clinicals will provide the hands-on training that is needed to succeed in the workforce. The following information applies:

- You must complete a minimum of 48 hours of “hands-on” in the care centers under the supervision of a clinical instructor.
- To present yourself as a professional during clinicals, the student is required to wear scrubs, white shoes, and a watch with a second hand. No jewelry will be permitted otherwise.
- Long nails, excessive make-up and/or perfume are not permitted.

CAREER POSSIBILITIES

Graduates of the Nursing Assistant program will be prepared for employment in many health aide areas, including hospitals, private homes, long-term care facilities, and home health organizations.
It takes a special person to provide quality health care in a caring way. You will make a difference in the lives of people. The care provided is art: the art of caring...

“Skills gained during my time here at UBTech have been helpful in my personal life and will now lead to a rewarding career.”

–Melanie Perkins
The Pharmacy Technician program prepares students to work directly under the supervision of a licensed pharmacist to perform various duties. Students will learn to receive prescriptions and obtain necessary information, process prescriptions using patient profiles found on a computer database, select and package correct medication from inventory, prepare intravenous medications using sterile techniques, and maintain professional work ethics. These skills are obtained through a combination of classroom learning and hands-on training in a pharmacy setting. Graduates of the program are prepared to take the National Pharmacy Technician Certification Exam and obtain a Pharmacy Technician License in the State of Utah. Licensed Pharmacy Technicians are in high demand and can work in a variety of settings.

**CAREER POSSIBILITIES**
Certified Pharmacy Technicians may gain employment in a variety of settings, including hospital pharmacies, community pharmacies, drug wholesalers, and insurance companies.

**EXTERNSHIP**
An externship of 200 hours is required as part of the Pharmacy Technician program. This training opportunity will give the student on-the-job experience which will be valuable in gaining employment.

**SKILLS & DUTIES**
- Interpret medication orders and prescriptions
- Perform mathematical calculations
- Fill prescription orders
- Identify drugs by brand and generic names
- Understand therapeutic classifications
- Order and stock medications
- Maintain drug inventory

**LICENSURE REQUIREMENTS**
- 18 Years of Age or Older
- High School Diploma or GED
- Pass a Background Check
- Complete a State Approved Pharmacy Tech Training Program
- Pass a State Approved National Exam
- Pay Licensure Fees
## PHARMACY TECHNICIAN

### PHARMACY TECHNICIAN CORE COURSES (600 HOURS REQUIRED)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHMT 1010</td>
<td>Pharmacy Practice</td>
<td>50</td>
</tr>
<tr>
<td>PHMT 1020</td>
<td>Pharmacy Calculations</td>
<td>36</td>
</tr>
<tr>
<td>PHMT 1030</td>
<td>Pharmacology I</td>
<td>54</td>
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<tr>
<td>PHMT 1040</td>
<td>Pharmacy Simulation I</td>
<td>50</td>
</tr>
<tr>
<td>PHMT 1050</td>
<td>Pharmacology II</td>
<td>80</td>
</tr>
<tr>
<td>PHMT 1060</td>
<td>Compounding</td>
<td>40</td>
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<tr>
<td>PHMT 1070</td>
<td>National Certification Prep</td>
<td>20</td>
</tr>
<tr>
<td>PHMT 1080</td>
<td>Pharmacy Simulation II</td>
<td>70</td>
</tr>
<tr>
<td>PHMT 1090</td>
<td>Pharmacy Externship</td>
<td>200</td>
</tr>
</tbody>
</table>

|             | Core Courses | 600 |
|             | Electives    | 0   |
|             | TOTAL        | 600 |

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ASHP, American Society of Health-Systems Pharmacists  
4500 East-West Highway, Suite 900  
Bethesda, MD, 20814  
(866) 279-0681  
https://www.ashp.org/

ACPE – Accreditation Council for Pharmacy Education  
190 S. LaSalle Street, Suite 2850  
Chicago, Illinois 60603-3410  
Phone: (312) 664-3575  
Fax: (866) 228-2631  
https://www.acpe-accredit.org/
The Practical Nursing Program combines basic skills with scientific principles and nursing theory. Learning is organized according to body systems ranging from simple to complex, with each concept building upon another. Students practice both the theory and application of principles learned, first in a simulated lab situation and then in care facilities under the supervision of faculty members. Students of Practical Nursing learn to recognize their strengths and abilities while remaining within the scope of their practice. Graduates are prepared to function in a structured healthcare environment under the direction of a registered nurse, physician, or other primary healthcare provider as a Licensed Practical Nurse (LPN). More than 90 percent of graduates in recent years have found steady employment in the nursing field.

CAREER POSSIBILITIES
Licensed Practical Nurses are prepared to work under the supervision of a Registered Nurse or physician in hospitals, doctor’s offices, care centers, home health care settings, and rehabilitation facilities.

APPLICATION PROCESS
Practical Nursing applications are available at the UBTech campus or may be mailed to the applicant. Applications may be completed and submitted to the UBTech Practical Nursing Department after March 1 and prior to May 30.

Prior to submitting the application, applicants must complete the pre-requisites, meet with a Student Success counselor and successfully complete the entrance exam.

Proof of completion by official transcript sent from the issuing school must be submitted with the application. Course descriptions must be included with transcripts for courses taken at schools other than USU.

SELECTION PROCESS
A point system is used to facilitate candidate selection. Points are awarded based on the criteria listed in the PN Application.
Practical Nursing

Nursing is an exceptionally rewarding career. This program enables students to quickly enter the workforce as skilled and competent nurses.

<table>
<thead>
<tr>
<th>PRACTICAL NURSING</th>
<th>PREREQUISITES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisite course grades must be 'B- grade or higher'</td>
<td></td>
</tr>
<tr>
<td>BIOL 2320</td>
<td>Human Anatomy with Lab - 4 credits</td>
</tr>
<tr>
<td>BIOL 2420</td>
<td>Human Physiology with Lab - 4 credits</td>
</tr>
<tr>
<td>FCHD 1500</td>
<td>Human Development Across the Lifespan - 3 credits</td>
</tr>
<tr>
<td>Current CNA, MA, or EMT</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CORE COURSES (900) HOURS REQUIRED</th>
<th>HRS</th>
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</thead>
<tbody>
<tr>
<td>NRSG 1005</td>
<td>Foundations of Nursing Practice</td>
</tr>
<tr>
<td>NRSG 1105</td>
<td>Nursing Care of Clients with Mental/Behavioral Disorders</td>
</tr>
<tr>
<td>NRSG 1205</td>
<td>Pharmacology I</td>
</tr>
<tr>
<td>NRSG 2005</td>
<td>Medical Surgical Nursing Care of Adults</td>
</tr>
<tr>
<td>NRSG 2105</td>
<td>Nursing Care of Women and Children</td>
</tr>
<tr>
<td>NRSG 2205</td>
<td>Pharmacology II</td>
</tr>
<tr>
<td>NRSG 2305</td>
<td>Leadership Concepts for the LPN</td>
</tr>
</tbody>
</table>

| CORE COURSES TOTAL | 900 |

LICENSURE REQUIREMENTS

- Pay Licensure Fees
- Complete a Practical Nursing Training Program that is accredited by an agency that is recognized by the State of Utah
- 18 Years of Age or Older
- High School Diploma or GED
- Pass NCLEX-PN Exam
- Background Check

ACCREDITATION

The College’s Practical Nursing program is accredited by the Accrediting Commission on Education in Nursing (ACEN).
3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326
(404) 975-5000 • Fax: (404) 975-5020
www.acenursing.org
Surgical Technologist are members of an operating room team, which includes the surgeon(s), anesthesia provider, and circulating nurse.

**PROGRAM**

The primary function of a Surgical Technologist is to fulfill the first scrub role and to help with the preparation of the operation room by setting up sterile surgical equipment, checking equipment for proper functionality, and assisting the surgeon with instruments and supplies while maintaining the sterile field. Students in the Surgical Technology Program will learn the skills necessary to be a valued member of the Allied Health team of professionals who work in the surgical suite delivering direct patient care. Careers in surgical technology are fast-paced and interesting, and students will be qualified to seek employment in this high-demand industry.

**CAREER POSSIBILITIES**

Surgical Technologists are prepared to seek employment in a surgical suite delivering direct patient care. They can work in hospitals and specialized surgical clinics.
# Surgical Technologist

## Surgical Technologist Core Courses (1265 Hours Required)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>STEC 1010</td>
<td>Anatomy and Physiology for Surgical Technologists</td>
<td>120</td>
</tr>
<tr>
<td>STEC 1021</td>
<td>Introduction to Microbiology for Surgical Technologists</td>
<td>30</td>
</tr>
<tr>
<td>STEC 1031</td>
<td>Introduction to Surgical Technology</td>
<td>75</td>
</tr>
<tr>
<td>STEC 1040</td>
<td>Principles of Surgical Technology</td>
<td>60</td>
</tr>
<tr>
<td>STEC 1051</td>
<td>Surgical Pharmacology</td>
<td>50</td>
</tr>
<tr>
<td>STEC 1060</td>
<td>Surgical Patient Care</td>
<td>30</td>
</tr>
<tr>
<td>STEC 1055</td>
<td>Surgical Technology Lab I</td>
<td>80</td>
</tr>
<tr>
<td>STEC 1070</td>
<td>Surgical Procedures I</td>
<td>60</td>
</tr>
<tr>
<td>STEC 1075</td>
<td>Surgical Technology Lab II</td>
<td>60</td>
</tr>
<tr>
<td>STEC 1080</td>
<td>Surgical Procedures II</td>
<td>60</td>
</tr>
<tr>
<td>STEC 2015</td>
<td>Introductory Surgical Practicum</td>
<td>260</td>
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<tr>
<td>STEC 2020</td>
<td>Advanced Surgical Practicum</td>
<td>300</td>
</tr>
<tr>
<td>STEC 1085</td>
<td>Surgical Technology Lab III</td>
<td>60</td>
</tr>
<tr>
<td>STEC 2026</td>
<td>Seminar in Surgical Technology</td>
<td>20</td>
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</table>

<table>
<thead>
<tr>
<th></th>
<th>Core Courses</th>
<th>1265</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Electives</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td>1265</td>
</tr>
</tbody>
</table>

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www.ubtech.edu
The courses in Energy Services provide training that prepares individuals to go to work in petroleum, mining, and truck driving. The training ranges from “new hire” training through industry specific certification and licensing. The Uintah Basin Technical College offers a wide variety of programs to serve the needs of the Uintah Basin. Our comprehensive courses are designed to prepare students to enter the workforce immediately after completion.

CDL
Almost everything we use is moved across the country by truck. The CDL program prepares students with the skills they need to join the professional truck driving industry. Students will learn how to drive single, double, and triple trailers or tanks, including standards for transporting hazardous materials. There is currently a shortage in licensed professional truck drivers, and graduates will be prepared to gain employment in this high-demand profession.

HEAVY DUTY DIESEL
Diesel service technicians and mechanics, including bus and truck mechanics and diesel engine specialists, repair and maintain the diesel engines that power transportation equipment. All courses in the program are taught to NATEF standards so that graduates will be prepared to pass the ASE industry standards test.
SAFETY TRAINING CONTINUING EDUCATION
UBTech provides specialized safety training courses. All safety courses taught at UBTech are closely linked to the needs of local industry including industrial safety training for construction and manufacturing and energy services safety for the petroleum and mining industries.

WELL CONTROL SUPERVISOR
The Well Control Supervisor program prepares students with in-depth knowledge of well control and blowback control to safely supervise a drilling crew and ensure safety of the employees on site as well as the drilling equipment. The Well Control Certificate is IADC Accredited.

WELL CONTROL WORKOVER OPERATOR
This course curriculum is designed for service company equipment operators who are primarily responsible for workover operation processes of well control. This curriculum identifies a body of knowledge and a set of job skills that can be used to provide well control training for workover operations personnel. The Well Control Workover Operator Certificate is IADC Accredited.

“If the power to do hard work is not a skill, it’s the best possible substitute for it.”

- James A. Garfield
Almost everything we use is moved across the country by truck. The CDL Program prepares students with the skills they need to join the professional truck driving industry.

**PROGRAM**

Students will learn how to drive single, double, and triple trailers or tanks, including standards for transporting hazardous materials. They will be trained in log book and map reading, accident procedures, backing, cargo documentation, control systems, coupling and uncoupling, space management, shifting, vehicle inspection, vehicle systems, hours of service, recognizing and reporting malfunctions, and visual search. The course also includes a DOT physical exam and drug screening. After receiving a Learners Permit, students are eligible to participate in “over-the-road” training to earn their license. There is currently a shortage in licensed professional truck drivers, and graduates will be prepared to gain employment in this high-demand profession.

**CAREER POSSIBILITIES**

Graduates are prepared with the skills and licensure to enter the high-demand field of professional truck driving. Job placement is available locally as well as nationwide.

**Licensure Requirements**

- 18 years of age or older
- Valid drivers license with minimum of one year driving experience
- DOT Physical Exam
- Pre Employment Drug Screening
- Pass State CDL Written Exam
- Pass State CDL Driving Exam

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**CDL AT A GLANCE**

- **Program Length**: 210 Hrs
- **Program Cost Estimate** *
  - Tuition: $420
  - Fees: $2580
  - Books & Supplies: $45

  Tuition and fees are based on program completion in the hours specified for the program length. 
  *Program costs are subject to change.

  Federal Financial Aid: NO
  VA Qualified: NO

**Student Entrance Requirements**

Minimum of one year driving experience
Available to Adults
18 years or older

**Hours Available**

Monday - Friday
8 a.m. - 4 p.m.
Roosevelt & Vernal
Hitch a ride on a great career! Professional truck drivers get paid to see the country, and there are many positions available with local and national companies.

<table>
<thead>
<tr>
<th>CORE COURSES (210 HOURS REQUIRED)</th>
</tr>
</thead>
<tbody>
<tr>
<td>TDRV 1002 Introduction to Truck Driving</td>
</tr>
<tr>
<td>TDRV 1020 Defensive Driving for the Prof. Truck Driver</td>
</tr>
<tr>
<td>TDRV 1040 Truck Driver Practicum</td>
</tr>
<tr>
<td>TOTAL</td>
</tr>
</tbody>
</table>
The Heavy Duty Diesel program prepares students for work as diesel engine specialists.

**PROGRAM**

Diesel service technicians and mechanics, including bus and truck mechanics and diesel engine specialists, repair and maintain the diesel engines that power transportation equipment. All courses in the program are taught to NATEF standards so that graduates will be prepared to pass the ASE industry standards test. Students will gain experience in maintaining a set of diesel trucks that are used in the CDL Training Program at UBTech, as well as other compressors and diesel-powered equipment.

Nothing is more important to a mechanic than their hand tools. Typically workers have their own tools, and the more experienced workers have spent thousands of dollars on them. Students will be encouraged to purchase their own tools as part of the training program, thus improving their employability after completion of the program.

**REQUIREMENTS**

A basic assessment of reading and math is required prior to enrollment.

**CAREER POSSIBILITIES**

Employment in the diesel service and repair industry is projected to grow on pace with the average for all occupations through the year 2020. Graduates will be prepared to seek employment as diesel mechanics or technicians across a variety of fields.
HEAVY DUTY DIESEL

<table>
<thead>
<tr>
<th>CORE COURSES (1050 HOURS REQUIRED)</th>
<th>HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>HVDD 1002 Introduction to Heavy Duty Commercial Vehicles</td>
<td>60</td>
</tr>
<tr>
<td>HVDD 1033 Electrical Systems</td>
<td>120</td>
</tr>
<tr>
<td>HVDD 1016 Suspension and Steering</td>
<td>105</td>
</tr>
<tr>
<td>HVDD 1006 Heavy Duty Breaks</td>
<td>105</td>
</tr>
<tr>
<td>HVDD 1011 Drive Train</td>
<td>105</td>
</tr>
<tr>
<td>HVDD 1022 Heavy Duty HVAC</td>
<td>60</td>
</tr>
<tr>
<td>HVDD 1003 Preventative Maintenance and Inspection</td>
<td>75</td>
</tr>
<tr>
<td>HVDD 1042 Hydraulics</td>
<td>60</td>
</tr>
<tr>
<td>HVDD 1034 Electronic Systems</td>
<td>105</td>
</tr>
<tr>
<td>HVDD 1028 Diesel Engines 1</td>
<td>120</td>
</tr>
<tr>
<td>HVDD 1029 Diesel Engines 2</td>
<td>135</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>1050</strong></td>
</tr>
</tbody>
</table>
Safety Training

Accident Investigation: Accident investigation procedures and analysis techniques.

Aerial Lift Operator Certification (Boom lift or Scissor lift): 3 yr Certification, includes theory and practical training per OSHA requirements.

Compliance Program Building: Designed to help identify and build the programs needed to stay compliant with OSHA and other regulatory agencies. This course focuses on management, leadership and employee involvement, worksite analysis and hazard prevention and control, and safety and health training and education.

Confined Space Entry: Provides training on identification of permit-required confined spaces, the hazards associated with them and implementing of confined space programs.

Contractor Continuing ED 6 hours (or 3 hours): General overview on code updates w/ emphasis on local non-compliance issues designed to provide the continuing education required for contractors.

Defensive driving passenger car: This course offers practical strategies to reduce collision-related injuries, fatalities and cost by reinforcing good driving skills, putting defensive driving in a personal context and showing students the consequences of the choices they make behind the wheel.

Emergency/Fire & Evacuation Planning: Provides training on determining if a workplace requires an emergency action plan. Development of and implementation of emergency action and fire protection plans.

Fall Protection: Fall protection programs. Fall protection methods, including components of and limitations of fall protection systems.

Incipient Fire Training (Fire Extinguisher): Includes theory, types of fires/fuel sources, and practical training.

Forklift Operator Certification (Counterbalanced or Rough Terrain): 3 yr Certification, includes theory and practical training per OSHA requirements.

H2S Hydrogen Sulfide Compliance: 2 hr training on the dangers of H2S and the precautions and controls necessary to work in an H2S environment.

Hazcom GHS: Training on SDS sheets and Chemical Labeling mandates.

HAZWOPER 8, 24 or 40 hr: Training on the knowledge and skills necessary to ensure the safety of response personnel when taking action to contain and control releases of hazardous materials or respond to disaster events that have impacted the workplace and/or community.

Hearing Protection: Training on recognizing noise hazards, noise exposure control and selection and use of hearing protection.

Heat/Cold and Biological Hazards: Training on heat & cold emergencies and biological hazards in the workplace.

HM126 Hazardous Materials: Teaches the signage and handling/transporting of hazardous materials. 49 CFR 172.704
Lockout/Tagout Control of Hazardous Energy: Covers the types and detection of hazardous energy, control measures, and developing and implementing energy control programs.

Medic First Aid/CPR with AED: A combined adult first aid, AED, and CPR certification course designed for the occupational first aid provider. Child/infant endorsement available.

Child/Infant First Aid/CPR Endorsement to Medic First Aid: Designed to give students the knowledge and skills necessary to manage a cardiac arrest emergency for children and infants. This is a supplemental program that can be taught with the adult Medic First Aid/CPR with AED course.

MSHA 8 or 24 hr: 8 hr Annual Refresher or 24 hr New Miner Surface/Underground, Metal/Non-metal

Navigating and Reading OSHA Standards: This course utilizes the most used standards in teaching how to navigate and read standards. It shows how to identify standards that apply to companies/employees and what the requirements are that go along with them.

OSHA 10 hr General Industry: Taught per OSHA requirements. Utilized by many industries for employee training in and out of the oil and gas industry.

PEC Core Compliance: A standardized program covering the health, safety and environmental training most requested by oilfield operators and host employers. Instructor-led training that is Safeland accredited and provides training beyond the awareness level for over 30 topics.

PEC Safeland: Designed specifically for the US onshore E & P Industry. Consistent EH & S orientation which is industry recognized and widely accepted.

PEC H2S Clear: This course prepares workers by providing crucial knowledge of the dangers of H2S and the precautions, tools and controls necessary when working in H2S environments. Covers the current classroom requirements of ANSI Z390.1

PPE/Ergonomics/Hand & Back Safety: Teaches personal protective equipment, ergonomics and hand & back safety requirements.

Respiratory Protection: Training on Respiratory Protection programs, use of respirators, medical evaluation, fit testing and respirator selection.

Respiratory Protection Package: Includes the medical evaluation for wearing a respirator, the annually required theory training, and fit testing.

Rigging/Signalperson: Common rigging utilized in lifts and the theory & practical training for the signalperson.

Silica Hazards: This course provides information and training on OSHA’s silica standards, hazards, risks and exposure control measures.

Trenching & Shoring: Provides training on various soil types, soil mechanics, shoring and the use of protective systems.

Winter Driving: Provides information and training for driving in adverse weather and how to prepare your vehicle for driving in winter conditions.

“People have vast potential. [They] can do extraordinary things if they have the confidence or take the risks.”

—Philip Adams
The Well Control Supervisor program uses state-of-the-art simulation to prepare students with skills to safely supervise a drilling crew.

**PROGRAM**

The Well Control Supervisor Program prepares students with in-depth knowledge of well control and blowback control to safely supervise a drilling crew and ensure safety of the employees on site as well as the drilling equipment. UBTech is proud to offer three state-of-the-art well control simulators. These simulators comply with IADC and IWCF standards to meet certification requirements. The simulators have top-of-the-line computer software and hardware, and a main display producing 3-D graphics needed to facilitate a realistic training environment. The Well Control Certificate is IADC Accredited.

**AVAILABLE COURSES**

Drilling: Four-day supervisory level course. Vernal campus, 8:00 a.m.–5:00 p.m. Pre-registration is required.

Workover/Completion: Service company equipment operator workover well control: Five-day course. Vernal campus, 8:00 a.m.–5:00 p.m. Pre-registration is required.

Drilling & Workover/Completion: Five-day supervisory-level course. Vernal campus, 8:00 a.m.–5:00 p.m. Pre-registration is required.

---

**WELL CONTROL SUPERVISOR AT A GLANCE**

Program Length: 30 Hrs

Program Cost Estimate*

- Tuition: $60
- Fees: $752
- Books & Supplies: TBA

*Program costs are subject to change.

Federal Financial Aid: NO

VA Qualified: NO

**Student Entrance Requirements**

- Math 8.0 Grade Level
- Reading 8.0 Grade Level

Available to adults 18 years old or older

**Hours Available**

- Vernal only
- Days and times vary

---

**WELL CONTROL SUPERVISOR**

<table>
<thead>
<tr>
<th>CORE COURSES (30 HRS)</th>
<th>HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>PETT 1200-21 Well Control Supervisor</td>
<td>30</td>
</tr>
</tbody>
</table>

**TOTAL** 30
Well Control Workover Operator

The Well Control Workover Operator program uses state-of-the-art simulation to prepare students with skills to safely operate workover processes of well control.

PROGRAM
This course curriculum is designed for service company equipment operators who are primarily responsible for workover operation processes of well control. This curriculum identifies a body of knowledge and a set of job skills that can be used to provide well control training for workover operations personnel. The Well Control Workover Operator Certificate is IADC Accredited

AVAILABLE COURSES
Workover/Completion: Service company equipment operator workover well control: Five-day course. Vernal campus, 8:00 a.m.–5:00 p.m. Pre-registration is required.

<table>
<thead>
<tr>
<th>WELL CONTROL WORKOVER OPERATOR</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CORE COURSES (35 HRS)</strong></td>
<td>HRS</td>
</tr>
<tr>
<td>PETT 2220 Well Control Workover Operator</td>
<td>35</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>35</td>
</tr>
</tbody>
</table>
The programs in our Trades Department prepare students to meet the technology needs facing Utah's construction and service industries.

**TIRE AND LUBE TECHNICIAN**

The Tire and Lube program is an entry level program designed for automotive-minded students, enabling them to learn the skills essential to enter the field of automotive preventative services. Lube Technicians have entry-level skills in a variety of service areas. Graduates will be employable in a variety of entry-level positions. Courses in this program are carefully articulated with the Automotive Maintenance & Light Repair and Auto Technology programs, allowing students to move on without repeating course work.

**AUTOMOTIVE MAINTENANCE & LIGHT REPAIR**

The Automotive Maintenance & Light Repair program is an entry-level program designed for beginning students who want to work in an auto shop. This program prepares the student for a position to be employed as a mechanic’s helper or at a higher level depending on individual skills.

**AUTO TECHNOLOGY**

The Auto Technology program teaches students these skills through lab and classroom courses. The program teaches students high levels of technical understanding, current developments in the field such as electronic control systems and environmental issues, diagnostic capabilities, and proficiency with recommended service procedures. Students in this program will be actively engaged in hands-on learning and prepared for a career in the automotive industry.

**CABINETRY & RESIDENTIAL CABINETRY**

The Cabinetry program is designed for those who like working with wood. This is the beginning of developing the safety, skills and confidence needed to be successful on the job. While in this course a student will learn transferable, effective work skills that will be of value in most occupations as well as in the cabinetry industry.
CONSTRUCTION TECHNOLOGY, RESIDENTIAL CONSTRUCTION, & ADVANCED RESIDENTIAL CONSTRUCTION

The Construction Technology program gives students hands-on experience in the construction of a home. Students are involved in all phases of the project, from planning to drafting to foundation, framing, and finishing work. Instructors experienced in general contracting and teaching conduct all classroom and building experiences. Certain processes found in commercial construction are also covered. Students can expect to learn basic math skills, proper use of hand and power tools, blueprint reading, and basic wall layouts. They will also demonstrate concrete, framing, roofing, siding, and drywall skills.

ELECTRICAL APPRENTICESHIP CLASSROOM TRAINING

The Electrical Apprentice classroom training is designed to provide the necessary classroom concepts and theory required to become a state licensed Journeyman Electrician. This classroom work supplements required work experience. Two courses per year are offered over a four-year period.

PEACE OFFICER STANDARDS & TRAINING

The POST Satellite Academy provides training in three areas: Special Function Officer, Basic Corrections Officer, and Law Enforcement Officer. Cadets can enroll in a single training program or take all three programs. A certificate of completion will be awarded for each program.

WELDING

The Welding Program allows students to enter welding classes at their level of expertise and learn the skills necessary to obtain one of two possible certifications. All courses are taught using American Welding Society (AWS) standards and procedures.

“People have vast potential. [They] can do extraordinary things if they have the confidence or take the risks.”

–Philip Adams
Tire and Lube Technician

TIRE AND LUBE TECHNICIAN
AT A GLANCE

Program Length: 180 Hrs
Average Completion Time 33 weeks

Program Cost Estimate*
  Tuition: $360
  Fees: $210
  Books & Supplies: $329
  Recommended Tools: $4500

Tuition and fees are based on program completion in the hours specified for the program length.
*Program costs are subject to change.

Federal Financial Aid: NO
VA Qualified: YES

Student Entrance Requirements
Math 8.0 Grade Level
Reading 8.0 Grade Level
Available to adults and high school students.

Hours Available
Monday - Friday
8 a.m. to 3 p.m.
Roosevelt Only

Tire and Lube Technicians have entry level skills in a variety of service areas. They are employable in a variety of entry level positions.

PROGRAM

The Tire and Lube program is an entry level program designed for automotive-minded students, enabling them to learn the skills essential to enter the field of automotive preventative services. Lube Technicians have entry-level skills in a variety of service areas. Graduates will be employable in a variety of entry-level positions. Courses in this program are carefully articulated with the Automotive Maintenance & Light Repair and Auto Technology programs, allowing students to move on without repeating course work.

<table>
<thead>
<tr>
<th>TIRE AND LUBE TECHNICIAN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Courses (180 HOURS REQUIRED)</td>
</tr>
<tr>
<td>AUTO 1001 Introduction to Automotive</td>
</tr>
<tr>
<td>AUTO 1040 Brakes 1</td>
</tr>
<tr>
<td>AUTO 1030 Steering and Suspension 1</td>
</tr>
<tr>
<td>Core Courses</td>
</tr>
<tr>
<td>Electives</td>
</tr>
<tr>
<td>TOTAL</td>
</tr>
</tbody>
</table>
Automotive Maintenance & Light Repair

Automotive Maintenance & Light Repair Technicians have entry level skills in a variety of service areas. They are employable in a variety of entry level positions.

PROGRAM

The Automotive Maintenance and Light Repair Program is an entry-level program designed for secondary students, enabling them to learn the skills essential to enter the field of automotive service. Automotive Maintenance and Light Repair Technicians have entry-level skills in a variety of service areas. Graduates will be employable in a variety of entry-level positions. Courses in this program are carefully articulated with the Automotive Technology program, allowing high school students to move on without repeating course work.

AUTOMOTIVE MAINTENANCE & LIGHT REPAIR AT A GLANCE

Program Length: 300 Hrs
Average Completion Time 10 weeks

Program Cost Estimate*
Tuition: $600
Fees: $360
Books & Supplies: $329
Recommended Tools: $4500

Tuition and fees are based on program completion in the hours specified for the program length.
*Program costs are subject to change.

Federal Financial Aid: NO
VA Qualified: YES

Student Entrance Requirements

Math 8.0 Grade Level
Reading 8.0 Grade Level
Available to adults and high school students.

Hours Available
Monday - Friday
8 a.m. to 3 p.m.
Roosevelt Only

“Try not to become a man of success but a man of value.”
— Albert Einstein
Auto Technology

Auto Technology At A Glance

Program Length: 990 Hrs
Average Completion Time 33 weeks

Program Cost Estimate*
Tuition: $1980
Fees: $728
Books & Supplies: $329
Recommended Tools: $4500

Tuition and fees are based on program completion in the hours specified for the program length.
*Program costs are subject to change.

Federal Financial Aid: YES
VA Qualified: YES

Student Entrance Requirements
Math 8.0 Grade Level
Reading 8.0 Grade Level
Available to adults and high school students.

Hours Available
Monday - Friday
8 a.m. to 3 p.m.
Roosevelt Only

Automotive Technicians inspect, maintain, and repair mechanical, electrical, and hydraulic parts of automobiles, trucks, industrial equipment, and other fuel-powered vehicles.

Program

The Auto Technology program teaches students these skills through lab and classroom courses. The program teaches students high levels of technical understanding, current developments in the field such as electronic control systems and environmental issues, diagnostic capabilities, and proficiency with recommended service procedures. Students in this program will be actively engaged in hands-on learning and prepared for a career in the automotive industry.

Nothing is more important to a mechanic than their hand tools. Typically workers have their own tools, and the more experienced workers have spent thousands of dollars on them. Students will be encouraged to purchase their own tools as part of the training program, thus improving their employability after completion of the program.

Career Possibilities

Graduates will be prepared to seek employment in a variety of automotive positions, including alignment specialist, rebuild/overhaul specialist, automotive technician apprentice, driveability technician, front-end technician, maintenance technician, and transmission technician.

*ASE requires two years full-time, hands-on working experience prior to receiving certification. Credit may be given for up to one year of the two-year work experience for relevant formal training.
# Auto Technology

## Core Courses (990 Hours Required)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 1001</td>
<td>Introduction to Automotive</td>
<td>60</td>
</tr>
<tr>
<td>AUTO 1040</td>
<td>Brakes 1</td>
<td>60</td>
</tr>
<tr>
<td>AUTO 1030</td>
<td>Steering and Suspension 1</td>
<td>60</td>
</tr>
<tr>
<td>AUTO 1610</td>
<td>Engine Performance 1</td>
<td>60</td>
</tr>
<tr>
<td>AUTO 1510</td>
<td>Electrical/Electronic Systems 1</td>
<td>60</td>
</tr>
<tr>
<td>AUTO 2030</td>
<td>Steering and Suspension 2</td>
<td>60</td>
</tr>
<tr>
<td>AUTO 2040</td>
<td>Brakes 2</td>
<td>30</td>
</tr>
<tr>
<td>AUTO 1203</td>
<td>Manual Drive Train &amp; Axles</td>
<td>60</td>
</tr>
<tr>
<td>AUTO 1410</td>
<td>Engine Repair</td>
<td>90</td>
</tr>
<tr>
<td>AUTO 1413</td>
<td>Automatic Transmissions</td>
<td>90</td>
</tr>
<tr>
<td>AUTO 2510</td>
<td>Electrical/Electronic Systems 2</td>
<td>120</td>
</tr>
<tr>
<td>AUTO 1616</td>
<td>Engine Performance 2</td>
<td>120</td>
</tr>
<tr>
<td>AUTO 1701</td>
<td>Heating, Ventilation, &amp; Air Conditioning</td>
<td>60</td>
</tr>
<tr>
<td>AUTO 1791</td>
<td>Internship</td>
<td>60</td>
</tr>
</tbody>
</table>

**Total**: 990
The Cabinetry program is designed for those who like working with wood. This is the beginning of developing the safety, skills, and confidence needed to be successful on the job. While in this course, a student will learn transferable, affective work skills that will be of value in most occupations as well as in the cabinetry industry.

**PROGRAM**

The Cabinetry program is designed to teach the fundamentals of cabinet construction. While in this course, students will learn transferable, effective work skills that will be of value in most occupations, as well as in the cabinetry industry. Students will build a cabinet of their choice and will be instructed in the process to complete the project. They will also be instructed in the safe use of power machines. Instruction will be one-on-one with students. Students have the responsibility to pay for their own projects.

<table>
<thead>
<tr>
<th>CABINETRY AT A GLANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Length: 360 Hrs</td>
</tr>
<tr>
<td>Secondary Only Roosevelt</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CABINETRY CORE COURSES (360 HOURS REQUIRED)</th>
<th>HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CABM 1005 Woodworking</td>
<td>60</td>
</tr>
<tr>
<td>CABM 1015 Furniture Design 1</td>
<td>60</td>
</tr>
<tr>
<td>CABM 1025 Furniture Design 2</td>
<td>60</td>
</tr>
<tr>
<td>CABM 1035 Furniture Design 3</td>
<td>60</td>
</tr>
<tr>
<td>CABM 1045 Furniture Design 4</td>
<td>60</td>
</tr>
<tr>
<td>CABM 1055 Furniture Design 5</td>
<td>60</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>360</strong></td>
</tr>
</tbody>
</table>
The Residential Cabinetry program is designed for those who like working with wood. This is the beginning of developing the safety, skills, and confidence needed to be successful on the job. While in this course, a student will learn transferable, affective work skills that will be of value in most occupations as well as in the cabinetry industry.

**PROGRAM**

The Residential Cabinetry program is designed to teach the fundamentals of cabinet construction. While in this course, students will learn transferable, effective work skills that will be of value in most occupations, as well as in the cabinetry industry. Students will build a cabinet of their choice and will be instructed in the process to complete the project. They will also be instructed in the safe use of power machines. Instruction will be one-on-one with students. Students have the responsibility to pay for their own projects.

<table>
<thead>
<tr>
<th>RESIDENTIAL CABINETRY</th>
<th>HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CABM 2005 Advanced Woodworking</td>
<td>60</td>
</tr>
<tr>
<td>CABM 2015 Cabinetry Design 1</td>
<td>60</td>
</tr>
<tr>
<td>CABM 2025 Cabinetry Design 2</td>
<td>60</td>
</tr>
<tr>
<td>CABM 2035 Cabinetry Design 3</td>
<td>60</td>
</tr>
<tr>
<td>CABM 2055 Special Project</td>
<td>120</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>360</strong></td>
</tr>
</tbody>
</table>
The construction programs at UBTech give students hands-on experience in construction and carpentry work. While the primary emphasis is residential construction, certain processes found in commercial building are also covered.

**PROGRAM**

The Construction Technology program gives students hands-on experience in the construction of a home. Students are involved in all phases of the project, from planning to drafting to foundation, framing, and finishing work. Instructors experienced in general contracting and teaching conduct all classroom and building experiences. Certain processes found in commercial construction are also covered. Students can expect to learn basic math skills, proper use of hand and power tools, blueprint reading, and basic wall layouts. They will also demonstrate concrete, framing, roofing, siding, and drywall skills.

**REQUIREMENTS**

A basic assessment of reading and math is required prior to enrollment.

**CAREER POSSIBILITIES**

Graduates will be prepared to seek employment with building contractors, construction material suppliers, and architectural or civil engineering firms. Possible positions include carpenter, carpenter’s helper, subcontractor, project foreman, and estimator, among others.

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**CONSTRUCTION TECHNOLOGY AT A GLANCE**

Program Length: 180 hrs
Open-entry, open-exit

**Program Cost Estimate***

<table>
<thead>
<tr>
<th>Carpentry</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition: $360</td>
<td></td>
</tr>
<tr>
<td>Fees: $240</td>
<td></td>
</tr>
<tr>
<td>Books &amp; Supplies: $108</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Residential Construction</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition: $536.25</td>
<td></td>
</tr>
<tr>
<td>Fees: $40</td>
<td></td>
</tr>
</tbody>
</table>

Tuition and fees are based on program completion in the hours specified for the program length.

*Program costs are subject to change.

Federal Financial Aid: NO
VA Qualified: NO

**Student Entrance Requirements**

Math 8.0 Grade Level
Reading 8.0 Grade Level
Available to adults and high school students

**Hours Available**

- Monday - Friday
  8 a.m. - 3 p.m.
  Roosevelt

- Monday - Friday
  7:30 a.m. - 2:30 p.m.
  Vernal

**CONSTRUCTION TECHNOLOGY**

<table>
<thead>
<tr>
<th>CORE COURSES (180 HOURS REQUIRED)</th>
<th>HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONS 2010 Construction Trades Foundation</td>
<td>60</td>
</tr>
<tr>
<td>CONS 2020 Carpentry</td>
<td>60</td>
</tr>
<tr>
<td>CONS 2030 Building Trades</td>
<td>60</td>
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</table>

* These competencies must be demonstrated on a USTC Campus

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>180</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electives</td>
<td>0</td>
</tr>
<tr>
<td>TOTAL</td>
<td>180</td>
</tr>
</tbody>
</table>
The Residential Construction programs are only offered at the Duchesne County Jail Instructional Service Center and are not open to the public.

### RESIDENTIAL CONSTRUCTION

**CORE COURSES (590 HOURS REQUIRED) HRS**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONS 1001</td>
<td>Industry Introduction, Safety and Hand and Power Tool Use</td>
<td>64</td>
</tr>
<tr>
<td>CONS 1011</td>
<td>Construction Materials, Equipment and Job Site Safety</td>
<td>64</td>
</tr>
<tr>
<td>CONS 1021</td>
<td>Estimating Materials, Costs and Codes</td>
<td>64</td>
</tr>
<tr>
<td>CONS 1031</td>
<td>Design, Blueprint Reading, Site Layout and Surveying</td>
<td>64</td>
</tr>
<tr>
<td>CONS 1041</td>
<td>Framing, Stairway Construction and Concrete</td>
<td>142</td>
</tr>
<tr>
<td>CONS 1051</td>
<td>Roof Framing and Construction</td>
<td>64</td>
</tr>
<tr>
<td>CONS 1061</td>
<td>Exterior Finishing</td>
<td>64</td>
</tr>
<tr>
<td>CONS 1071</td>
<td>Interior Finishing</td>
<td>64</td>
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</table>

**Core Courses 590**

<table>
<thead>
<tr>
<th>Electives</th>
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</thead>
</table>

**TOTAL 590**

### ADVANCED RESIDENTIAL CONSTRUCTION

**CORE COURSES (310 HOURS REQUIRED) HRS**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONS 1081</td>
<td>Post and Beam Construction</td>
<td>36</td>
</tr>
<tr>
<td>CONS 1091</td>
<td>Heavy Concrete Construction</td>
<td>64</td>
</tr>
<tr>
<td>CONS 1101</td>
<td>Residential Electrical</td>
<td>76</td>
</tr>
<tr>
<td>CONS 1111</td>
<td>Residential Plumbing</td>
<td>76</td>
</tr>
<tr>
<td>CONS 1121</td>
<td>Advanced Finishing</td>
<td>58</td>
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</table>

**Core Courses 310**

<table>
<thead>
<tr>
<th>Electives</th>
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</tr>
</thead>
</table>

**TOTAL 310**

**RESIDENTIAL CONSTRUCTION AT A GLANCE**

Program Length: 590 hrs  
Open-entry, open-exit

**Program Cost Estimate***

- Tuition: $1180
- Fees: $60
- Books & Supplies: $108

**ADVANCED RESIDENTIAL CONSTRUCTION AT A GLANCE**

Program Length: 310 hrs  
Open-entry, open-exit

**Program Cost Estimate***

- Tuition: $620
- Fees: $60
- Books & Supplies: $108

Tuition and fees are based on program completion in the hours specified for the program length.

*Program costs are subject to change.

Federal Financial Aid: NO  
VA Qualified: NO

**Student Entrance Requirements**

- Math 8.0 Grade Level
- Reading 8.0 Grade Level
UBTech's Electrical Apprenticeship training provides a pathway for students to become licensed Journeyman Electricians.

**TRAINING**
The Electrical Apprentice classroom training is designed to provide the necessary classroom concepts and theory required to become a state licensed Journeyman Electrician. This classroom work supplements required work experience. Two courses per year are offered over a four-year period. Once a student starts the program, an apprentice license must be obtained through the Utah Division of Occupational and Professional Licensing (dopl.utah.gov). Once obtained, the student can continue attending courses, work the required hours, and complete the state examination.

**REQUIREMENTS**
A basic assessment of reading and math is required prior to enrollment.

**TRAINING PARTNERSHIP**
Electrical apprenticeship training is a partnership between local employers and UBTech. The employer provides the on-the-job training experience and UBTech provides the classroom instruction. Some topics covered included Ohms Law, resistors, circuits, wire tables and conductor sizes, math for electricians, AC & DC theory, etc. The National Electrical Code (NEC) is used extensively.

**CAREER POSSIBILITIES**
Upon passing the state exams, the graduate becomes a Journeyman Electrician.
Electrical Apprenticeship Classroom Training

<table>
<thead>
<tr>
<th>COURSES (4 YEARS)</th>
<th>HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELAP 1003 Electrical Apprentice 1-A (Fall - year 1)</td>
<td>80</td>
</tr>
<tr>
<td>ELAP 1013 Electrical Apprentice 1-B (Spring - year 1)</td>
<td>80</td>
</tr>
<tr>
<td>ELAP 1023 Electrical Apprentice 2-A (Fall - year 2)</td>
<td>80</td>
</tr>
<tr>
<td>ELAP 1033 Electrical Apprentice 2-B (Spring - year 2)</td>
<td>80</td>
</tr>
<tr>
<td>ELAP 2003 Electrical Apprentice 3-A (Fall - year 3)</td>
<td>80</td>
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<tr>
<td>ELAP 2013 Electrical Apprentice 3-B (Spring - year 3)</td>
<td>80</td>
</tr>
<tr>
<td>ELAP 2023 Electrical Apprentice 4-A (Fall - year 4)</td>
<td>80</td>
</tr>
<tr>
<td>ELAP 2033 Electrical Apprentice 4-B (Spring - year 4)</td>
<td>80</td>
</tr>
</tbody>
</table>

“Everyone has the obligation to ponder well his own specific traits of character. The more definitely his own a man’s character is, the better it fits him.”

–Cicero
Peace Officers Standards & Training Satellite Academy

POST AT A GLANCE

Program Lengths:
- SFO: 238 Hrs
- BCO: 152 Hrs
- LEO: 304 Hrs

Program Cost Estimate*

<table>
<thead>
<tr>
<th></th>
<th>SFO</th>
<th>BCO</th>
<th>LEO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$476</td>
<td>$304</td>
<td>$608</td>
</tr>
<tr>
<td>Fees</td>
<td>$476</td>
<td>$304</td>
<td>$1,473</td>
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<tr>
<td>Books &amp; Supplies</td>
<td>$200</td>
<td>$200</td>
<td>$884</td>
</tr>
</tbody>
</table>

Tuition and fees are based on program completion in the hours specified for the program length. *Program costs are subject to change.

Federal Financial Aid: NO
VA Qualified: YES

Student Entrance Requirements
- Pass Physical Training Standards
- Pass Background Check
- Must be 21 years of age

Hours Available
- SFO and BCO: Roosevelt Only, Monday – Thursday, 8 a.m. to 5:30 p.m.
- LEO: Monday – Friday, 8 a.m. to 5:30 p.m.

Peace officers are a valuable part of any community. The POST satellite academy provides training in three areas: Special Function Officer (SFO), Basic Correction Officer (BCO), and Law Enforcement Officer (LEO). Each certificate provides the cadet with the training for a specific peace officer function.

PROGRAMS

SPECIAL FUNCTION OFFICER (SFO):
The SFO certification qualifies an individual to work in a limited number of special function positions such as constables, auxiliary officers, bailiffs, reserve officers, and others as approved by the department. The SFO program consists of hours made up primarily of criminal code, physical fitness, and arrest control, among others. The SFO program must be completed prior to BCO or LEO training. Students must be 21-years-old or older before taking the SFO State Certification Examination.

BASIC CORRECTION OFFICER (BCO):
The BCO program prepares students to enter the fastest-growing field in law enforcement. The primary duty of a correction officer is to guard and supervise prisoners confined to penal institutions. The role does not change from facility to facility, but specific duties may vary depending upon the size and type of institution. Corrections officers may work in small county or municipal jails where they have a general range of duties, or in a large state or federal prison with more specialized duties. Cadets interested in the BCO program must provide a copy of their SFO certification and must pass the BCO entrance exam.

LAW ENFORCEMENT OFFICER (LEO):
In addition to enforcing laws, police officers are primarily responsible for protecting lives and property. Upon successful completion of the LEO program, graduates will be prepared to respond to calls, conduct traffic stops, issue citations, arrest suspects, investigate domestic issues, write detailed reports, patrol, give first aid to accident victims, and more. Highly qualified instructors provide professional experiences that take students from the traditional classroom to provide real-world, hands-on training. Most major law enforcement agencies require completion of the LEO course before consideration for employment. Cadets interested in the LEO program must provide a copy of their SFO certification.
Peace Officers Standards & Training Satellite Academy

**SPECIAL FUNCTION OFFICER**

<table>
<thead>
<tr>
<th>CORE COURSES (238 HOURS REQUIRED)</th>
<th>HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>POST 1004 SFO Ethics and Relations</td>
<td>17</td>
</tr>
<tr>
<td>POST 1014 SFO Introduction to the Law</td>
<td>14</td>
</tr>
<tr>
<td>POST 1024 SFO Communications and Lifestyle</td>
<td>23</td>
</tr>
<tr>
<td>POST 1034 SFO Crimes and Laws</td>
<td>44</td>
</tr>
<tr>
<td>POST 1044 SFO Behavioral Management</td>
<td>16</td>
</tr>
<tr>
<td>POST 1054 SFO Defensive Tactics</td>
<td>45</td>
</tr>
<tr>
<td>POST 1064 SFO Patrol Standards</td>
<td>26</td>
</tr>
<tr>
<td>POST 1074 SFO Interviews, Interrogations and Investigations</td>
<td>20</td>
</tr>
<tr>
<td>POST 1084 SFO Drug Recognition and Familiarization</td>
<td>2</td>
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<tr>
<td>POST 1094 SFO Physical Training</td>
<td>20</td>
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<tr>
<td>POST 1099 SFO Certification Testing</td>
<td>11</td>
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<tr>
<td><strong>TOTAL 238</strong></td>
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</table>

**BASIC CORRECTION OFFICER**

<table>
<thead>
<tr>
<th>CORE COURSES (152 HOURS REQUIRED)</th>
<th>HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>POST 1104 BCO Laws and Enforcement</td>
<td>26</td>
</tr>
<tr>
<td>POST 1114 BCO Communication</td>
<td>25</td>
</tr>
<tr>
<td>POST 1124 BCO Offender Management</td>
<td>44</td>
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<tr>
<td>POST 1134 BCO Correctional Defensive Tactics</td>
<td>6</td>
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<tr>
<td>POST 1144 BCO Practical Standards</td>
<td>24</td>
</tr>
<tr>
<td>POST 1194 BCO Physical Training</td>
<td>16</td>
</tr>
<tr>
<td>POST 1199 BCO Certification Testing</td>
<td>11</td>
</tr>
<tr>
<td><strong>TOTAL 152</strong></td>
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</tr>
</tbody>
</table>

**LAW ENFORCEMENT OFFICER**

<table>
<thead>
<tr>
<th>CORE COURSES (304 HOURS REQUIRED)</th>
<th>HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>POST 1204 LEO Introduction to Law Enforcement</td>
<td>11</td>
</tr>
<tr>
<td>POST 1214 LEO Communication</td>
<td>10</td>
</tr>
<tr>
<td>POST 1224 LEO Law and Enforcement</td>
<td>11</td>
</tr>
<tr>
<td>POST 1234 LEO Defensive Tactics</td>
<td>10</td>
</tr>
<tr>
<td>POST 1244 LEO Patrol Standards</td>
<td>98</td>
</tr>
<tr>
<td>POST 1254 LEO Interviews, Interrogations, and Investigations</td>
<td>41</td>
</tr>
<tr>
<td>POST 1264 LEO Drug Recognition and Familiarization</td>
<td>28</td>
</tr>
<tr>
<td>POST 1274 LEO Firearm Safety and Training</td>
<td>52</td>
</tr>
<tr>
<td>POST 1294 LEO Physical Training</td>
<td>28</td>
</tr>
<tr>
<td>POST 1299 LEO Certification Testing</td>
<td>15</td>
</tr>
<tr>
<td><strong>TOTAL 304</strong></td>
<td></td>
</tr>
</tbody>
</table>

**PHYSICAL FITNESS ENTRANCE STANDARDS:**

**SFO**
- Vertical Jump - 14.5”
- Sit-Ups - 23 Reps-One Minute
- Push-Ups - 14 Reps-Maximum repetitions with no time constraint and no rest during phase of test
- 1.5 Mile Run - 16:11

**BCO**
- Vertical Jump - 15”
- Sit-Ups - 25 Reps-One Minute
- Push-Ups - 16 Reps-Maximum repetitions with no time constraint and no rest during phase of test
- 1.5 Mile Run - 15:37

**LEO**
- Vertical Jump - 15”
- Sit-Ups - 25 Reps-One Minute
- Push-Ups - 16 Reps-Maximum repetitions with no time constraint and no rest during phase of test
- 1.5 Mile Run - 15:37
Welding Basic Technician

WELDING AT A GLANCE

Welding Basic Technician
300 Hrs
Tuition: $600
Fees: $60 (one-time fee) + $100/month
Books & Supplies: $200
Open-entry/Open-exit

Tuition and fees are based on program completion in the hours specified for the program length. Federal Financial Aid: NO
VA Qualified: NO

**Student Entrance Requirements**
Math 8.0 Grade Level
Reading 8.0 Grade Level
Available to Adults and High School Students

**Hours Available**
Roosevelt
Monday - Friday
8 a.m. - 3 p.m.
Tuesday, Thursday
5 p.m. - 9 p.m.

Vernal
Monday - Friday
7:30 a.m. - 2:30 p.m.
Monday, Wednesday
5 p.m. - 9 p.m.

**WELDING BASIC TECHNICIAN**

<table>
<thead>
<tr>
<th>CORE COURSES (300 HOURS REQUIRED)</th>
<th>HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>WELD 1010 Intro to Welding</td>
<td>60</td>
</tr>
<tr>
<td>WELD 1405 Beginning GMAW</td>
<td>60</td>
</tr>
<tr>
<td>WELD 1415 Advanced GMAW</td>
<td>60</td>
</tr>
<tr>
<td>WELD 1305 Beginning SMAW</td>
<td>60</td>
</tr>
<tr>
<td>WELD 1315 Advanced SMAW</td>
<td>60</td>
</tr>
<tr>
<td><strong>Core Courses</strong></td>
<td><strong>300</strong></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>300</strong></td>
</tr>
</tbody>
</table>

**PROGRAM**

The Welding Basic Technician Program gives students a good basis for an entry-level position in a high-demand occupation. The program provides entry-level skills for becoming a welder’s helper or beginning welder. Students will learn basic skills in welding equipment operation, safety instruction, welding processes, and fabrication. The skills taught at this level give each student the ability to continue in an advanced program, ensuring the skills needed to employment.

**CAREER POSSIBILITIES**
welder/fitter, combination welder, pipe and pressure vessel welder, welding inspections, sales, engineering, product research and development.
Welding Intermediate Technician

PROGRAM
This program is designed to give students an overview of the welding industry, including familiarization with welding machines and processes. Skills taught include basic welding, oxy-fuel cutting, and beginning welding skills. Safety as related to the welding industry is particularly stressed. Graduates of this course will be prepared to seek entry-level employment in welding.

CAREER POSSIBILITIES
welder/fitter, combination welder, pipe and pressure vessel welder, welding inspections, sales, engineering, product research and development.

### WELDING AT A GLANCE

**Welding Intermediate Technician**
- 600 Hrs
- Tuition: $1200
- Fees: $60 (one-time fee) + $100/month
- Books & Supplies: $200
- Open-entry/Open-exit

Tuition and fees are based on program completion in the hours specified for the program length.

*Program costs subject to change

Federal Financial Aid: NO
VA Qualified: YES

### Student Entrance Requirements
Math 8.0 Grade Level
Reading 8.0 Grade Level
Available to Adults and High School Students

### Hours Available
Roosevelt
Monday - Friday
8 a.m. - 3 p.m.
Tuesday, Thursday
5 p.m. - 9 p.m.

Vernal
Monday - Friday
7:30 a.m. - 2:30 p.m.
Monday, Wednesday
5 p.m. - 9 p.m.

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<table>
<thead>
<tr>
<th>WELDING INTERMEDIATE TECHNICIAN</th>
<th>HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CORE COURSES (540 HOURS REQUIRED)</strong></td>
<td></td>
</tr>
<tr>
<td>WELD 1010 Intro to Welding</td>
<td>60</td>
</tr>
<tr>
<td>WELD 1405 Beginning GMAW</td>
<td>60</td>
</tr>
<tr>
<td>WELD 1415 Advanced GMAW</td>
<td>60</td>
</tr>
<tr>
<td>WELD 1305 Beginning SMAW</td>
<td>60</td>
</tr>
<tr>
<td>WELD 1315 Advanced SMAW</td>
<td>60</td>
</tr>
<tr>
<td>WELD 2205 Basic Fabrication</td>
<td>60</td>
</tr>
<tr>
<td>WELD 2215 Intermediate Fabrication</td>
<td>60</td>
</tr>
<tr>
<td>WELD 2221 Advanced Fabrication</td>
<td>60</td>
</tr>
<tr>
<td>WELD 1255 Arc Cutting &amp; Gouging - Weld Inspection</td>
<td>60</td>
</tr>
<tr>
<td><strong>ELECTIVES (60 HOURS MINIMUM REQUIRED)</strong></td>
<td></td>
</tr>
<tr>
<td>WELD 1060 Basic SolidWorks</td>
<td>60</td>
</tr>
<tr>
<td>WELD 1070 Advanced Solidworks</td>
<td>60</td>
</tr>
<tr>
<td>WELD 2801 Basic Welded Sculpture</td>
<td>60</td>
</tr>
<tr>
<td>WELD 2802 Advanced Welded Sculpture</td>
<td>60</td>
</tr>
<tr>
<td>WELD 2335 Pipe Layout</td>
<td>60</td>
</tr>
<tr>
<td>WELD 2100 Blacksmithing</td>
<td>60</td>
</tr>
</tbody>
</table>

Core Courses 540
Electives 60
TOTAL 600
Welding Advanced Technician

WELDING AT A GLANCE
Welding Advanced Technician
900 Hrs
Tuition: $1800
Fees: $60(one-time fee)
+ $100/month
Books & Supplies: $200
Open-entry/Open-exit

Tuition and fees are based on program completion in the hours specified for the program length.

Program costs subject to change

Federal Financial Aid: NO
VA Qualified: YES

Student Entrance Requirements
Math 8.0 Grade Level
Reading 8.0 Grade Level
Available to Adults and High School Students

Hours Available
Roosevelt
Monday - Friday
8 a.m. - 3 p.m.
Tuesday, Thursday
5 p.m. - 9 p.m.

Vernal
Monday - Friday
7:30 a.m. - 2:30 p.m.
Monday, Wednesday
5 p.m. - 9 p.m.

PROGRAM
This specialized program is designed to prepare students for many AWS certifications, and will allow graduates to seek high-paying jobs in the welding industry. Students learn technical information and skills training in welding all positions on plate and pipe material. Graduates will develop skills in industrial welding, oxy-fuel cutting, shielded metal arc welding, gas metal arc welding, plasma cutting, gas tungsten arc welding, and pipe welding. They will also choose to specialize in one of these areas.

CAREER POSSIBILITIES
welder/fitter, combination welder, pipe and pressure vessel welder, welding inspections, sales, engineering, product research and development.
## Welding Advanced Technician

### WELDING ADVANCED TECHNICIAN

<table>
<thead>
<tr>
<th>Core Courses (780 Hours Required)</th>
<th>Hrs</th>
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</thead>
<tbody>
<tr>
<td>WELD 1010 Intro to Welding</td>
<td>60</td>
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<tr>
<td>WELD 1405 Beginning GMAW</td>
<td>60</td>
</tr>
<tr>
<td>WELD 1415 Advanced GMAW</td>
<td>60</td>
</tr>
<tr>
<td>WELD 1305 Beginning SMAW</td>
<td>60</td>
</tr>
<tr>
<td>WELD 1315 Advanced SMAW</td>
<td>60</td>
</tr>
<tr>
<td>WELD 2205 Basic Fabrication</td>
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</tr>
<tr>
<td>WELD 2215 Intermediate Fabrication</td>
<td>60</td>
</tr>
<tr>
<td>WELD 2221 Advanced Fabrication</td>
<td>60</td>
</tr>
<tr>
<td>WELD 1255 Arc Cutting &amp; Gouging - Weld Inspection</td>
<td>60</td>
</tr>
<tr>
<td>WELD 1605 Beginning GTAW</td>
<td>60</td>
</tr>
<tr>
<td>WELD 1615 Intermediate GTAW</td>
<td>60</td>
</tr>
<tr>
<td>WELD 1625 Advanced GTAW</td>
<td>60</td>
</tr>
<tr>
<td>WELD 2305 Pipe Welding</td>
<td>60</td>
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</tbody>
</table>

### Electives (120 Hours Minimum Required)

<table>
<thead>
<tr>
<th>Electives</th>
<th>Hrs</th>
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<tbody>
<tr>
<td>WELD 1060 Basic SolidWorks</td>
<td>60</td>
</tr>
<tr>
<td>WELD 1070 Advanced Solidworks</td>
<td>60</td>
</tr>
<tr>
<td>WELD 2801 Basic Welded Sculpture</td>
<td>60</td>
</tr>
<tr>
<td>WELD 2802 Advanced Welded Sculpture</td>
<td>60</td>
</tr>
<tr>
<td>WELD 2335 Pipe Layout</td>
<td>60</td>
</tr>
<tr>
<td>WELD 2303 Advanced Pipe</td>
<td>60</td>
</tr>
<tr>
<td>WELD 2100 Blacksmithing</td>
<td>60</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>780</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electives</td>
<td>120</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>900</td>
</tr>
</tbody>
</table>
ACCT 1330 ACCOUNTING I 60 HOURS
Learn the fundamentals of a double-entry accounting system through hands-on experience working through the accounting cycle of a service business from source documents to financial statements.

ACCT 1340 ACCOUNTING II 60 HOURS
Build upon the foundations of Accounting I. Gain hands-on experience working through the accounting cycle of a merchandising business including properly preparing and maintaining payroll records.

ACCT 2311 QUICKBOOKS 60 HOURS
Obtain the necessary skills for industry utilized accounting software. Perform accounting functions including setting up a company, accounting for daily transactions, managing inventory, processing payroll, working with bank accounts, and preparing financial statements.

AUTO 1001 INTRODUCTION TO AUTOMOTIVE 60 HOURS
Learn the introduction and basic uses of our automotive shops. Train in shop safety and hazardous materials handling and disposal.

AUTO 1030 SUSPENSION AND STEERING 1 60 HOURS
Receive overview of diagnosis and repair of automotive suspension and steering systems. Train in basic diagnosing and replacing of suspension components.

AUTO 1040 BRAKES 1 60 HOURS
Overview the general inspection and diagnosis of automotive brake systems.

AUTO 1203 MANUAL DRIVE TRAIN & AXLES 60 HOURS
Learn all aspects of diagnosis and repair of manual drive trains and axles. Train in general diagnosis for manual transmissions and transaxles, clutches, drive shafts, u-joints, cv joints, drive axles, and four-wheel drive and all-wheel drive components. Focus on diagnosis and repair of drive trains, drive shafts, and clutches.

AUTO 1410 ENGINE REPAIR 90 HOURS
Learn all aspects of diagnosis, repair, and replacement of automotive engines, cylinder heads and valve trains, blocks, and lubrication and cooling system repair. Focus on diagnosis and repair of lubrication and cooling systems.

AUTO 1413 AUTOMATIC TRANSMISSIONS 90 HOURS
Learn all aspects of diagnosis, repair, and replacement of automotive engines, cylinder heads and valve trains, blocks, and lubrication and cooling system repair. Focus on general engine diagnosis and all aspects of engine repair. Train in engine repair of cylinder heads, valve trains, and engine block assemblies. Practice safe and proper techniques for removal and re-installation of engines.

AUTO 1510 ELECTRICAL/ELECTRONIC SYSTEMS 1 60 HOURS
Train in all aspects of automotive electricity and electronics. Learn electrical theory, Ohms law, troubleshooting and electronics, and basic functions of all automotive electrical/electronic systems and circuits.

AUTO 1610 ENGINE PERFORMANCE 1 60 HOURS
Overview all aspects of diagnosis and repair of automotive engine performance systems. Discover aspects of engine performance including but not limited to fuel injection systems, carburetor systems, ignition systems, computer controls, emissions systems, and exhaust systems. Focus on diagnosing engine conditions and the operation and repair of ignition systems. Learn oscilloscope operation and wave form analysis.

AUTO 1701 HEATING, VENTILATION & AIR CONDITIONING 60 HOURS
Learn all aspects of diagnosis and repair of heating and air conditioning systems. Train in repair and diagnosis of A/C systems, heating/ventilation, with the legal ways to recover, recycle, and handle refrigerants. Focus on operation diagnosis and repair of heating, ventilation and engine cooling systems.

AUTO 1791 INTERNSHIP 60 HOURS
Experience live work in the automotive industry.

AUTO 2030 SUSPENSION AND STEERING 2 60 HOURS
Receive detailed training in aspects of diagnosis and repair of automotive suspension and steering systems. Train in diagnosing and replacing of suspension components.

AUTO 2040 BRAKES 2 30 HOURS
Learn advanced aspects of general inspection and diagnosis of automotive brake systems with emphasis in function, diagnosis, and repair of various brake systems.

AUTO 2510 ELECTRICAL/ELECTRONIC SYSTEMS 2 120 HOURS
Train in advanced aspects of automotive electricity and electronics. Apply electrical theory, Ohms law, troubleshooting, diagnosis, and functions of all automotive electrical/electronic systems and circuits.

AUTO 2610 ENGINE PERFORMANCE 2 120 HOURS
Train in advanced aspects of diagnosis and repair of automotive engine performance systems. Learn all aspects of engine performance including but not limited to fuel injection systems, carburetor systems, ignition systems, computer controls, emissions systems, and exhaust systems. Focus on diagnosing engine conditions and the operation and repair of ignition systems. Perform oscilloscope operation and wave form analysis.

BTEC 1000 CAREER FUNDAMENTALS 60 HOURS
Combine customer service skills with the necessary computer and communication skills to develop effectiveness and efficiency in the workplace. Focus on building professionalism and job seeking skills in order to get and keep the job.
Course Descriptions

BTEC 1020 MATH ESSENTIALS 60 HOURS
Review an introduction to basic mathematics, including operations with whole numbers, fractions, and decimals, as well as averages and percentages. Apply the skills necessary to calculate various work related tasks.

BTEC 1045 BASIC OFFICE SKILLS 60 HOURS
Build keyboarding and 10-key skills. Learn basic computer skills, basic word processing, and basic spreadsheet skills using MS Office and Google applications. Practice standard office communication skills such as email and phone etiquette. Attend the required New Hires Skills workshop.

BTEC 1130 WORD PROCESSING 60 HOURS
Learn word processing skills using Microsoft Word and Google Docs to efficiently and effectively create, edit, format, enhance, customize, and share various documents.

BTEC 1151 DATA PROCESSING 60 HOURS
Learn spreadsheet skills using MS Excel and Google Sheets. Apply these powerful and versatile business tools to efficiently and effectively manage data using functions, formulas, and charts. Organize data with records management and MS Access.

BTEC 1510 BUSINESS ENGLISH 60 HOURS
Business English provides a short, yet intensive, presentation of basic English rules used in business. Coursework is designed to include sentence structure, grammar, punctuation, parts of speech, proofreading, editing, letter formatting, and other business writing aspects. Specific learning objectives are listed at the beginning of each unit. The student is provided with numerous opportunities to review and practice writing skills in short, meaningful ways.

BTEC 1520 OFFICE COMMUNICATION 60 HOURS
Effectively plan, organize, and draft business messages dependent on audience and message. Prepare an informal proposal and deliver a business presentation.

BTEC 1522 DIGITAL COMMUNICATION 60 HOURS
Target basic professional communication skills. Learn hard skills such as grammar, spelling, word choice, proofreading, editing, and document formatting as well as more subjective aspects of composing documents given different circumstances, target audiences, and modes of communication. Train for challenges of the digital workplace—emails, texts, IMs, podcasts, webcasts, wikis, blogs, and dealing with social media.

BTEC 1530 PROFESSIONALISM 60 HOURS
Build essential professional business characteristics. Attend required monthly program and advisory meetings while creating agendas and minutes. Draft resumes and attend mock interviews on a monthly basis to build confidence. Learn the importance of presentation in your dress and actions. Deliver a personal presentation.

BTEC 1532 MARKETING COMMUNICATION 60 HOURS
Develop research and visual design skills. Utilize Photoshop. Create and edit video/audio content with personal devices for upload to social media. Write a press release and record a radio ad. Create a professional website with a resume. Deliver a professional presentation.

BTEC 2080 COLLABORATION 60 HOURS
Work within a team structure. As part of a team, prepare a team report, deliver a team presentation, and evaluate team progress. Enhance your conflict resolution skills. Set up and lead meetings. Write a group contract and give a group product pitch. Evaluate group progress and design a manual and implement user testing.

BTEC 2040 OFFICE MANAGEMENT 60 HOURS
Resolve customer concerns, learn networking, budgeting, scheduling, and time management skills. Create trip itineraries. Build leadership skills.

BTEC 2922 COMPETITION 60 HOURS
Compete in an instructor-approved competition that showcases professionalism and/or business competency. Required to document time, build a portfolio, and complete all competition requirements.

BTEC 2923 WORKBASED LEARNING 60 HOURS
Experience the opportunity to apply acquired skills in a work environment. Apply decision-making, critical-thinking, and problem-solving skills in completing jobs and tasks assigned by a local employer. Required to submit time and keep a portfolio.

BTEC 2924 SPECIALIZED TRAINING 60 HOURS
Specialize in a certain area not covered in the Business Manager program courses such as Medical Terminology for those wanting to work in a medical office. Must be a UB Tech course and have instructor approval prior to enrollment.

CABM 1005 WOODWORKING 60 HOURS
Learn basic math measuring concepts. Discover basic concepts in design, joinery, finishes, hardware, and complete cabinet construction. Safety will be stressed with every concept.

CABM 1015 FURNITURE DESIGN 1 60 HOURS
Safely design, plan, and estimate a complete cabinet project of choice. Study and work through the process of completing that project using the processes of joinery, abrasives and finishes, hardware installation, cabinet construction, and mouldings and millwork.

CABM 1025 FURNITURE DESIGN 2 60 HOURS
Safely design, plan, and estimate a complete cabinet project of choice. Continue to hone skills in cabinet making through continued use of the processes joinery, abrasives and finishes, hardware installation, cabinet construction, and mouldings and millwork.
Course Descriptions

CABM 1035 FURNITURE DESIGN 3 60 HOURS
Safely design, plan, and estimate a complete cabinet project of choice. Continue to hone skills in cabinet making through continued use of the processes joinery, abrasives and finishes, hardware installation, cabinet construction, and mouldings and millwork.

CABM 1045 FURNITURE DESIGN 4 60 HOURS
Safely design, plan, and estimate a complete cabinet project of choice. Continue to hone skills in cabinet making through continued use of the processes joinery, abrasives and finishes, hardware installation, cabinet construction, and mouldings and millwork.

CABM 1055 FURNITURE DESIGN 5 60 HOURS
Safely design, plan, and estimate a complete cabinet project of choice. Continue to hone skills in cabinet making through continued use of the processes joinery, abrasives and finishes, hardware installation, cabinet construction, and mouldings and millwork.

CABM 2005 ADVANCED WOODWORKING 60 HOURS
Learn basic math measuring concepts. Discover basic concepts in design, joinery, finishes, hardware, and complete cabinet construction. Safety will be stressed with every concept.

CABM 2015 CABINETRY DESIGN 1 60 HOURS
Safely design, plan, and estimate a complete cabinet project of choice. Study and work through the process of completing that project using the processes of joinery, abrasives and finishes, hardware installation, cabinet construction, and mouldings and millwork.

CABM 2025 CABINETRY DESIGN 2 60 HOURS
Safely design, plan, and estimate a complete cabinet project of choice. Continue to hone skills in cabinet making through continued use of the processes joinery, abrasives and finishes, hardware installation, cabinet construction, and mouldings and millwork.

CABM 2035 CABINETRY DESIGN 3 60 HOURS
Safely design, plan, and estimate a complete cabinet project of choice. Continue to hone skills in cabinet making through continued use of the processes joinery, abrasives and finishes, hardware installation, cabinet construction, and mouldings and millwork.

CABM 2055 SPECIAL PROJECT 120 HOURS
Submit a project plan, develop a schedule, and demonstrate safety. Present a completed project.

CONS 1011 CONSTRUCTION MATERIALS, EQUIPMENT AND JOB SITE SAFETY 64 HOURS
Learn common wood and metal materials used in residential construction. Practice construction equipment and job site safety.

CONS 1021 ESTIMATING MATERIALS, COSTS AND CODES 64 HOURS
Calculate material quantities and compute material, labor, and other costs related to residential construction.

CONS 1031 DESIGN, BLUEPRINT READING, SITE LAYOUT AND SURVEYING 64 HOURS
Study the principles of design and familiarization of symbols, specifications, measurements and codes. Learn the relationship of plot, foundation, floor, elevation, and section plans.

CONS 1041 FRAMING, STAIRWAY CONSTRUCTION AND CONCRETE 142 HOURS
Hands-on instruction in layout and erection of floors, walls, stairs, and roofs.

CONS 1051 ROOF FRAMING & CONSTRUCTION 64 HOURS
Learn about materials and methods used in residential roof construction.

CONS 1061 EXTERIOR FINISHING 64 HOURS
Discover the application of siding, stucco, brick, rock, and other typical exterior wall finishing materials. Properly install exterior doors, windows and cornice finish.

CONS 1071 INTERIOR FINISHING 64 HOURS
Discover materials and methods of interior wall, floor, and ceiling finish. Focus on effect, purpose, and codes regarding trim.

CONS 1081 POST AND BEAM CONSTRUCTION 36 HOURS
Learn about building with natural and man-made posts and beams. Create buildings with open space and rustic beauty.

CONS 1091 HEAVY CONCRETE CONSTRUCTION 64 HOURS
Learn about industrial concrete building construction including the forming methods and concrete placement. Discover how concrete can be precast to building specifications.

CONS 1101 RESIDENTIAL ELECTRICAL 76 HOURS
Discover the production and distribution of electricity. Learn the stages of residential electrical from rough to finish.

CONS 1111 RESIDENTIAL PLUMBING 76 HOURS
Learn about sewer and water systems to provide us with great indoor comfort.

CONS 1121 ADVANCED FINISHING 58 HOURS
Learn about the different flooring options and best practices including landscape designs. Learn about and complete a construction punch list.
CONS 2010 CONSTRUCTION TRADES FOUNDATION 60 HOURS
Learn basic safety, begin building power and hand tool skills, and become familiar with blueprint reading. Build construction math skills and acquire an overview of the industry including what to expect on the job and specific career opportunities. Designed to allow for replica house building on a ¼”=1’ scale.

CONS 2020 CARPENTRY 60 HOURS
Layout, fabricate, erect, install, and repair wooden structures and fixtures using hand and power tools. Build skills in common systems of framing, construction materials, blueprint reading, concrete placing, and mechanical systems.

CONS 2030 BUILDING TRADES 60 HOURS
Apply technical knowledge and skill to lay out, assemble, install, and maintain piping, fixtures, and piping systems for stream, hot and cold water, and draining. Build skills in material selection and tool use to cut, bend, join, and weld pipes.

CULA 1011 CULINARY ARTS I 90 HOURS
Discover the history of the restaurant industry. Spend time exploring the French and other countries’ contributions to the culinary world as we know it today.

CULA 1016 SERV SAFE SANITATION 30 HOURS
Learn the basic principles of sanitation and safety in order to maintain a safe and healthy environment for the consumer in the food service industry. Study the laws and regulations related to safety, sanitation, and fire and adhere to them in the food service operation.

CULA 1021 CULINARY ARTS MATH 30 HOURS
Learn basic measurements and conversions of recipes and how to compute market value and actual cost of food products.

CULA 1031 LINE COOKING 60 HOURS
Experience the opportunity to work on a short-order line and a restaurant style hot line in preparation for real life restaurant applications. Study in depth the food danger zone and focus on heating, cooling, and proper holding without damaging the actual food product.

CULA 1041 SOUPS, STOCKS, AND SAUCES 90 HOURS
Study in depth classic stocks, leading sauces, traditional, and international soups.

CULA 1051 CULINARY ARTS 2 90 HOURS
Discover the fundamentals of basic cooking methods, techniques, and food production. Study the primal cuts of meat and meat fabrication of chicken, veal, and lamb. Practice cooking techniques using dry heat cooking methods as well as the use of herbs, spices, and wines in the culinary arts.

CULA 1061 CULINARY ARTS 3 60 HOURS
Study of basic cooking methods, techniques, and food production. Learn the primal and sub-primal cuts of beef, pork, and game as well as seafood including round fish, flat fish, and shell fish. Practice cleaning, trimming, and cutting various meat cuts and practice cooking techniques for tender and less tender cuts.

CULA 1071 VEGETABLES, GRAINS, AND STARCHES 60 HOURS
Learn about types of vegetables, grains, and starches – how to prepare them and pair with other food items.

CULA 1081 TABLE SERVICE 60 HOURS
Learn the importance of table service and experience the opportunity to serve real customers in a small version of a restaurant. Learn the job qualifications of a server, different types of service, properly set tables, and techniques for serving different types of food and beverage. Practice how to approach guests, take and place orders, and take reservations.

CULA 1086 CATERING 30 HOURS
Spend time outside of class preparing and serving the food at catering events. Gain experience setting up, cooking, serving, and cleaning up large events.

CULA 1091 EXPLORATORY CULINARY 30 HOURS
Explore different aspects of Culinary Arts. Guide yourself through a self-study on the topic of your choosing. With approval and guidance from the instructor, research the topic, report on findings, and prepare items from chosen topic.

CULA 1101 GARDE MANGER I 90 HOURS
Discover the basic art and craft of cold kitchen, nutritional value, and importance of salads to a menu. Be introduced to the wide variety of salads and garnishments that can be used.

CULA 1111 GARDE MANGER 2 - CHARCUTERIE 30 HOURS
Discover the art and craft of cold kitchen as pertaining to smoked and cured meat, poultry, and fish. Receive instruction in forcemeats and the making of soft cheeses.

CULA 1121 GARDE MANGER 2 - HORS D’ŒUVRES 30 HOURS
Discover the art and craft of cold kitchen as pertaining to smoked and cured meat, poultry, and fish. Receive instruction in forcemeats and the making of soft cheeses.

CULA 1201 BAKING I 120 HOURS
Learn the basics of quick breads, pies, cakes, cookies, and yeast breads. Study the various methods and leavening agents, how to adjust formulas using baker’s percentage, and the difference between volume and weight measurements.
Course Descriptions

CULA 1221 BAKING 2 – PASTRY 30 HOURS
Learn the difference between and uses for flaky and mealy pie and pastry dough. Prepare different pie fillings, meringues, and pate a choux. Work with puff pastry and phyllo doughs.

CULA 1231 BAKING 2 – CAKES 30 HOURS
Learn the process of baking, mixing, flavoring, and decorating cakes. Practice different mixing methods and different techniques for making various icings. Build a simple wedding cake.

CULA 1501 COMPETITION 30 HOURS
Compete in a valid culinary competition. The competition must be approved by the Chef. Must complete a minimum 20 hours of research, study, and practice for the competition and complete all competition requirements.

CULA 1901 CULINARY EXTERNSHIP 30 HOURS
On-the-job training and learning at an approved food service establishment. Record your experiences in a weekly report with several demos of learned methods and recipes.

DRFT 1005 CAD ARCHITECTURE DESIGN I 60 HOURS
Briefly review the history of architecture and common architecture styles. Learn to use the Revit software to create house plans, elevation views, and renderings. In addition, learn drafting practices, blueprint reading, plotting, and dimensioning. Build scaled models. Demonstrate and practice soft skills throughout the course.

DRFT 1011 CAD MECHANICAL DESIGN I 60 HOURS
Learn to use the AutoCAD software to become a drafter in the civil engineering & surveying industry. Create several projects in AutoCAD and learn to use the software effectively and accurately. Study the AutoCAD commands, layer management, model space/paper space, and plotting. Printout 3D projects using 3D modeling within AutoCAD. Practice level loops with the introduction to land surveying.

DRFT 2005 CAD ARCHITECTURE DESIGN 2 60 HOURS
Build upon the CAD Architecture I course. Continue to develop skills using the Revit software. Learn to draft and create construction documents for a two-story home. Review building codes, site plan layout, and construction documents. Demonstrate and practice soft skills throughout the course.

DRFT 2011 CAD MECHANICAL DESIGN II 60 HOURS
Build upon the CAD Mechanical I course. Continue using the AutoCAD software to create more complex drawings and team projects. Practice advanced AutoCAD commands and learn basic land surveying skills. Begin learning how the Civil 3D software works. Start to implement office skills throughout the course.

DRFT 2720 CIVIL 3D I 60 HOURS
Civil 3D software is an extended use of the AutoCAD software. Begin discovering how to work with topo surfaces, contours, surveying points, grading, alignments, and profiles. Learn land surveying and industry math. Continue practice in office skills. CAD Mechanical Design I & CAD Mechanical Design II are prerequisites for this course.

DRFT 2725 CIVIL 3D II 60 HOURS
Continue utilizing the Civil 3D software in a drafting environment. Work together to create a team project. Practice plan and profile sheets. Explore roadway and utility designs. Create advanced profiles with utilities. Focus on land surveying. Discover plats, boundaries, and section breakdowns. Continue practice in office skills.

ELAP 1003 ELECTRICAL APPRENTICE 1A 80 HOURS
Evening class for electrical apprentices for instruction on electrical theory and code.

ELAP 1013 ELECTRICAL APPRENTICE 1B 80 HOURS
Evening class for electrical apprentices for instruction on electrical theory and code.

ELAP 1023 ELECTRICAL APPRENTICE 2A 80 HOURS
Evening class for electrical apprentices for instruction on electrical theory and code.

ELAP 1033 ELECTRICAL APPRENTICE 2B 80 HOURS
Evening class for electrical apprentices for instruction on electrical theory and code.

ELAP 2003 ELECTRICAL APPRENTICE 3A 80 HOURS
Evening class for electrical apprentices for instruction on electrical theory and code.

ELAP 2013 ELECTRICAL APPRENTICE 3B 80 HOURS
Evening class for electrical apprentices for instruction on electrical theory and code.

ELAP 2023 ELECTRICAL APPRENTICE 4A 80 HOURS
Evening class for electrical apprentices for instruction on electrical theory and code.

ELAP 2033 ELECTRICAL APPRENTICE 4B 80 HOURS
Evening class for electrical apprentices for instruction on electrical theory and code.

FARM 1003 FARM & RANCH BUS MNG 480 HOURS
Receive individualized instruction and consultation in farm and ranch business management for individuals who own and operate, or who are employed in management positions on a farm or ranch. Designed to help managers establish and maintain a complete set of financial records.
Course Descriptions

FARM 1013 ADV FARM & RANCH BUS MNG 690 HOURS
Continuing instruction and consultation in farm and ranch business management. Emphasis is placed on using financial records to assist in enterprise decision-making.

HVDD 1002 INTRODUCTION TO HEAVY DUTY COMMERCIAL VEHICLES 60 HOURS
Be introduced to heavy-duty commercial vehicles and relevant careers. Practice employability skills and safety including personal protective equipment and first aid. Learn about tools, lubricants, fasteners, locking devices, and lifting equipment used in industry. Demonstrate use of hand tools, power tools, and shop equipment.

HVDD 1003 PREVENTATIVE MAIN INSPECTION 75 HOURS
Practice very critical preventive maintenance in the industry. Prepare for complete inspection of the vehicle to ensure a safe operation. Required to perform inspections and repairs on items such as wheel bearings, engine inspections, checking fluid levels, changing oil, tire inspections and inspections on the frame and chassis.

HVDD 1006 HEAVY DUTY BRAKES 105 HOURS
Study theory with hands-on experience on maintenance and repair of air, ABS, hydraulic brakes and wheel bearing systems. Required to check for leaking air valves on the air brake system and make repair when necessary. Detect codes and what the codes indicate on the ABS brake system and make repair when necessary on the different components. Inspect and repair hydraulic components.

HVDD 1011 DRIVE TRAIN 105 HOURS
Study theory with hands-on experience on maintenance and repair of the heavy duty drive train system. Instruction and repair will cover clutches, transmissions, drive lines and differentials. Required to do clutch adjustments and replacement, pull transmissions, pull and repair drive lines, u-joints, and differentials.

HVDD 1016 SUSPENSION AND STEERING 105 HOURS
Study theory with hands-on experience on maintenance and repair of the heavy duty steering and suspension. Instruction covers shocks, kingpins, drag links, tie rods, steering gear box, straight axles, wheels, tires and frame service.

HVDD 1022 HEAVY DUTY HVAC 60 HOURS
Study theory with hands-on experience on troubleshooting and repair of heavy duty truck air conditioning systems. Instruction covers condensers, check valves, driers, compressors, evaporators, controls and recovering, handling and installing different types of refrigerants.

HVDD 1028 DIESEL ENGINES 1 120 HOURS
Study theory with hands-on training in diagnostics and measuring performance of diesel engines using the scan tools.

HVDD 1029 DIESEL ENGINES 2 135 HOURS
Study theory with hands-on training on basic operation, parts and overhaul procedures of a diesel engine. Receive detailed instruction on engine lubricants, air, cooling and exhaust systems.

HVDD 1033 ELECTRICAL SYSTEMS 120 HOURS
Study theory with hands-on experience with basic electrical components and systems. Receive detailed training on alternators, lights, wiring schematics, symbols, and circuits.

HVDD 1034 ELECTRONIC SYSTEMS 105 HOURS
Study theory with hands-on experience with basic electronic components and systems. Required to wire various circuits and use electrical test equipment to troubleshoot components and systems.

HVDD 1042 HYDRAULICS 60 HOURS
Study theory with hands-on training with fluid power (hydraulics) as used in modern mobile equipment. Instruction includes training related to the operation and repair of hydraulic/pneumatic components and systems. Focus on testing, troubleshooting, design and use of hydraulic schematics, and electronics over hydraulic systems.

IAMT 1005 BASIC ELECTRICAL THEORY AND APPLICATIONS 30 HOURS
Learn basic electrical theory and safe working practices to include Ohm’s Law, grounding, wire sizing, current, voltage, and amperage measurement.

IAMT 1205 PROGRAMMING FUNDAMENTALS 60 HOURS
Learn basic programming languages for input and output interfaces, controls, variable, arrays, conditional logic and loops. Be introduced to PLC and RTU programming in the industrial setting.

IAMT 1510 NETWORKING/SECURITY BASICS 90 HOURS
Build basic networking skills include installing, maintaining, troubleshooting and supporting of a network and its various technologies including TCP/IP and OSI models. Study important foundational principles for securing a network, managing risk, and accessing control.

IAMT 2005 INPUTS AND OUTPUTS, MEASUREMENTS 50 HOURS
Discover input devices, output devices and operator interface. Train in a wide variety of sensors, switches, and other input devices that are available to detect movement, light, temperature, and pressure variables. Become familiar with contactors, motor starters, valves and other output devices that affect automation equipment and information.
Course Descriptions

IAMT 2061 AUTOMATION COMMUNICATIONS 60 HOURS
Explore the fundamental uses, issues, and limitations of communication and networking in automation. Students explore communication in automated systems that utilize sensor information in feedback loops, process information, and send it as control commands to outputs.

IAMT 2111 PROJECT ENGINEERING 30 HOURS
Design and engineer the automation projects that will be completed in IAMT 2020 using the principles and procedures taught in the program and in accordance with accepted automation standards.

IAMT 2020 AUTOMATION PROJECTS 150 HOURS
Experience an opportunity to apply the skills developed throughout the program. Build projects that allow you to utilize the various controllers, sensors, switches, valves, and network systems based on applications for the oil and gas industry or other approved industrial automation applications.

IAMT 2131 PROJECT TROUBLESHOOTING 70 HOURS
Troubleshoot automation projects. Determine any flaws in the design or application of systems created. Learn to make the necessary modifications to make the systems work effectively.

ITEC 1000 CAREER FUNDAMENTALS FOR IT 60 HOURS
Prepare for employment by creating resumes, performing interviews, and building the confidence to perform skills when put to the test.

ITEC 1010 IT INTRODUCTION 80 HOURS
Journey into the world of information technology. Learn today’s technologies and devices, programs and apps, security, hardware, storage, and communication.

ITEC 1310 A+ COURSE/PRACTICUM 200 HOURS
Delve into the building block of supporting and troubleshooting computer hardware and software. Learn to build, configure, repair, and maintain both the hardware and software of PC computers including the basics of networking and security technology. Digital lab exercises include installing and upgrading components, troubleshooting hardware and software problems, and basic networking.

ITEC 1515 NETWORKING FUNDAMENTALS 80 HOURS
Train in basic design, topology, implementation, cabling, connecting network components, signal transmission, and network adapter cards.

ITEC 1615 SECURITY FUNDAMENTALS 80 HOURS
Train in the basics of securing networks from various threats as well as creating a security policy. Learn authentication procedures, encryption standards and implementations, ports and protocols, and how to engage in proactive detection and response/reporting methods.

ITEC 2510 NETWORKING 250 HOURS
Learn to secure networks by developing network access. Monitor, control, and evaluate networks. Maintain documentation, provide reference and support. Develop skills to upgrade networks by developing, testing, and installing enhancements.

ITEC 2610 SECURITY 250 HOURS
Learn the installation of integrated security systems. Determine cabling and equipment requirements. Plan network installations as well as order and mount appropriate equipment. Study industry standards, how to document networks, prepare estimates, and interpret construction plans.

MEDA 1105 MEDICAL TERMINOLOGY 60 HOURS
Gain skills necessary to interpret and understand medical terminology in order to be successful in the pursuit of health profession careers. Accomplish this by utilizing a method of study that not only instructs building medical terms but also gives the student immediate application in utilizing the medical term. Learn to easily remember, pronounce, and accurately spell; prefixes, root words, and suffixes that combine to form medical terms. Thoroughly cover medical abbreviations.

MEDA 1401 MEDICAL ANATOMY & PHYSIOLOGY 120 HOURS
Study the structure and function of the human body. Review all organ systems including disease processes and diagnostic treatment modalities.

MEDA 2112 MEDICAL OFFICE MANAGEMENT 360 HOURS
Learn the fundamentals of operating and managing the medical office including billing, coding, and managing electronic medical records.

MEDA 2123 CLINICAL LABORATORY PROCEDURES 240 HOURS
Practice the skills necessary to perform diagnostic testing, minor surgery procedures, laboratory safety procedures, and the collection and testing of laboratory specimens.

MEDA 2301 MA EXTERNSHIP 160 HOURS
Experience an opportunity to demonstrate administrative and clinical skills in the health care setting. This non-paid externship takes place in a working medical office or clinic under the supervision of a licensed physician.

NAHA 1016 NURSING ASSISTANT CLASSROOM 90 HOURS
Training includes patient assessment, supervised skilled patient care, and how to effectively assist LPNs and RNs in pre-op, post-op, and geriatric care. Prepare for employment in hospitals, nursing homes, and home health agencies.

NAHA 1020 NURSING ASSISTANT CLINICAL 48 HOURS
Clinical experience for nursing assistant students.
Course Descriptions

NAHA 2006 MEDICATION AIDE-CERTIFIED CLASSROOM 60 HOURS
Available to students after 2 years or 2,000 hours of experience. Under direction of a nurse, learn to safely administer routine medications to residents in a long-term care facility followed by careful monitoring and precise documentation. This is a great program to understand basic pharmacology, expand your CNA career, or move toward a nursing career.

NAHA 2010 MEDICATION AIDE CERTIFIED CLINICAL/ SKILLS DEMONSTRATION 40 HOURS
Clinical experience for Medication Aide Certified students.

NRSG 1005 FOUNDATIONS OF NURSING PRACTICE 330 HOURS
This didactic and clinical course provides an introduction to nursing and roles of the nurse, as well as profession related and patient care concepts. Emphasis is placed on the knowledge and skills needed to provide safe, quality care. Foundational concepts addressed in this course are patient-centered care, teamwork and collaboration, evidence-based practice, safety, patient education, professionalism, communication, and leadership. The theoretical foundation for basic assessment and nursing skills is presented, and the student is given an opportunity to demonstrate these skills in a laboratory, simulation, and clinical setting. An introduction to the nursing process provides the student with a beginning framework for decision making.

NRSG 1105 NURSING CARE OF CLIENTS WITH MENTAL/ BEHAVIORAL DISORDERS 60 HOURS
This didactic course focuses on the care of patients across the lifespan facing psychological and emotional stressors. Emphasis is placed on common mental health disorders as well as promoting and maintaining the mental health of individuals and families. Foundational concepts addressed in this course are patient-centered care, teamwork and collaboration, evidence-based practice, safety, patient education, professionalism, communication, and leadership. Students achieve mental health first aid certification to prepare them to care for clients having mental health crises in any setting.

NRSG 1205 PHARMACOLOGY I 60 HOURS
This didactic, lab, and clinical course provides an introduction to the principles of pharmacology including: pharmacokinetics, pharmacodynamics, common adverse/side effects, and contraindications. Emphasis is placed on drug classifications and nursing care related to the safe administration of medications to patients across the life span. Foundational concepts addressed in this course are patient-centered care, teamwork and collaboration, evidence-based practice, safety, patient education, professionalism, and communication. Students learn principles of safe medication administration in the lab and clinical setting.

NRSG 2005 MEDICAL SURGICAL NURSING CARE OF THE ADULTS 210 HOURS
This didactic and clinical course focuses on the care of adult and older adult patients with common medical/surgical health problems. Emphasis is placed on the nursing care of physiological disorders in select healthcare settings. Foundational concepts addressed in this course are patient-centered care, teamwork and collaboration, evidence-based practice, safety, patient education, professionalism, communication, and leadership. Clinical and simulation experiences provide the student an opportunity to apply theoretical concepts and implement safe patient care.

NRSG 2105 NURSING CARE OF WOMEN AND CHILDREN 150 HOURS
This didactic and clinical course provides an integrative, family-centered approach to the care of childbearing women, newborns, and children. Emphasis is placed on normal and high-risk pregnancies, normal growth and development, and common pediatric disorders. Foundational concepts addressed in this course are patient-centered care, teamwork and collaboration, evidence-based practice, safety, patient education, professionalism, communication, and leadership. Clinical and simulation experiences provide the student an opportunity to apply theoretical concepts and implement safe patient care to childbearing women, newborns, and children in select settings.

NRSG 2205 PHARMACOLOGY II 60 HOURS
This didactic course provides a continuing discussion about the principles of pharmacology including: pharmacokinetics, pharmacodynamics, common adverse/side effects, and contraindications. Emphasis is placed on drug classifications and nursing care related to the safe administration of medications to patients across the life span. Foundational concepts addressed in this course are patient-centered care, teamwork and collaboration, evidence-based practice, safety, patient education, professionalism, and communication.

NRSG 2305 LEADERSHIP CONCEPTS FOR THE LPN 30 HOURS
This didactic course facilitates the transition of the student to the role of an LPN. Emphasis is placed on issues related to nursing and health care as well as skills necessary to provide care to multiple patients and assign tasks to other LPNs and unlicensed personnel. Foundational concepts addressed in this course are patient-centered care, teamwork and collaboration, safety, professionalism, communication, and leadership. Concepts related to leadership and management are presented as well as career development options that enhance career mobility.
OSHA 10 GI GENERAL INDUSTRY 10 HOURS
Designed for entry level workers. Promotes workplace safety and health and makes workers more knowledgeable about workplace hazards and their rights. (OSHA 10 CI available for construction workers)

PETT 1220 PRESSURE CONCEPTS & CALCULATIONS 4 HOURS
Learn well head pressures and how to calculate mud weight etc. to control pressure.

PETT 1222 GAS CHARACTERISTICS & BEHAVIOR 2 HOURS
Learn the characteristics and behaviors of gas that is present at the well head during the drilling process.

PETT 1224 TYPES OF FLUIDS 2 HOURS
Learn the types of fluids that can be used to control pressure.

PETT 1226 PROCEDURES 3 HOURS
Learn well control procedures.

PETT 1228 DRILLING EQUIPMENT 4 HOURS
Learn the different types of drilling equipment.

PETT 1230 CONSTANT BOTTOMHOLE PRESSURE WELL CONTROL METHODS 4 HOURS
Learn how to maintain a constant bottomhole pressure.

PETT 1232 BOP ACCUMULATOR 1 HOUR
Develop an awareness of hydrogen sulfide.

PETT 1234 CAUSES OF KICKS 2 HOURS
Learn the main causes for kicks during the drilling process.

PETT 1236 KICK DETECTION 4 HOURS
Learn techniques to use to detect kicks.

PETT 1238 ORGANIZING A WELL CONTROL OPERATION 4 HOURS
Learn how to organize a well control operation as a drilling supervisor.

PETT 1303 HAZWOPER 40 HOURS
Provides the different levels of training necessary to ensure the safety of response personnel when taking action to contain and control releases of hazardous material or respond to disaster events that have impacted the workplace and/or community.

PETT 1306 HAZWOPER 24 HOURS
Provides the different levels of training necessary to ensure the safety of response personnel when taking action to contain and control releases of hazardous material or respond to disaster events that have impacted the workplace and/or community.

PETT 1309 HAZWOPER 8 HOURS
Annual refresher course for the HAZWOPER 40 and 24 hour courses.

PETT 2220 WELL CONTROL WORKOVER OPERATOR 35 HOURS
Learn to mitigate and manage risks as well as principles and calculations to maintain adequate pressure. Understand the philosophy and operations of barrier systems. Train on the possible causes of detection of influxes. Learn the Boyle's Law concept. Identify the types and functions of fluids. Learn equipment utilized in the wellbore above and below ground and procedures used during well entry, workover operations, and shut-in. Cover the objectives and techniques of well kill including bullheading, lube and bleed, forward and reverse circulation, and pump startup and shutdown. Discuss uncommon situations. Learn operations in organizing a well control operation. Learn drill intervals, gas detection, fluid-gas separators, and the wellhead control panel.

PHMT 1010 INTRODUCTION OF PHARMACY 50 HOURS
Learn the principles of pharmacy practice with an introduction to pharmacy skills. Develop an understanding of community and institutional pharmacy practice while building professionalism in the pharmacy field.

PHMT 1020 PHARMACY CALCULATIONS 36 HOURS
Develop the math skills needed to perform duties in a pharmacy.

PHMT 1030 PHARMACOLOGY I 54 HOURS
Gain an overview of pharmacology and the major classes of pharmaceutical products.

PHMT 1040 PHARMACY SIMULATION 50 HOURS
Learn and practice essential pharmacy skills for both a community and institutional pharmacy practice.

PHMT 1050 PHARMACOLOGY II 80 HOURS
Learn major classes of pharmaceutical products as well as chemotherapy and other miscellaneous pharmaceutical products.

PHMT 1060 COMPOUNDING 40 HOURS
Learn extemporaneous, non-sterile compounding, infection control, aseptic technique, and clean room facilities. Develop an understanding of sterile and hazardous compounding while using special calculation in compounding. Calculate injectable medications and parenteral solutions.
Course Descriptions

PHMT 1070 NATIONAL CERTIFICATION PREP 20 HOURS
Review drugs and drug therapies, pharmacy duties and regulations, and dispensing processes.

PHMT 1080 PHARMACY SIMULATION II 70 HOURS
Demonstrate non-sterile, extemporaneous compounding skills, aseptic technique skills, and sterile and hazardous compounding.

PHMT 1090 PHARMACY EXTERNSHIP 200 HOURS
Rotate between various pharmacies to become proficient in pharmacy practice.

POST 1004 SFO ETHICS AND RELATIONS 13 HOURS
Develop a working knowledge of the concept of ethics and leadership as it relates to the law enforcement profession. Realize how vital leadership, ethics, and professionalism are in a peace officer’s life both on and off duty.

POST 1014 SFO INTRODUCTION TO THE LAW 14 HOURS
Understand and have a working knowledge of Homeland Security and law enforcement’s role in assisting with the protection of our homeland.

POST 1024 SFO COMMUNICATIONS AND LIFESTYLE 23 HOURS
Gain a working knowledge of the different ways to communicate both verbally and written, understand the different communication tools and how to appropriately use them, and understand the role of media in law enforcement activities and the officer’s responsibility in effectively dealing with the media. Identify possible risk factors of hazardous material and emergency responses and learn first aid and CPR.

POST 1034 SFO CRIMES AND LAWS 44 HOURS
Gain competency with the Laws of Arrest, Search and Seizure, Evidence and Reasonable Force as defined in the Utah Code of Criminal Procedure. Understand and have a working knowledge of the Utah Criminal Code including an understanding of the general provisions, governing offenses, and the elements of various crimes against people and property.

POST 1044 SFO BEHAVIORAL MANAGEMENT 16 HOURS
Learn the basic principles related to the study of human behavior. Designed to give the cadet a foundation of knowledge and skills to assist in responding to individuals who may be suffering from mental illness or are in an emotional or behavioral crisis.

POST 1054 SFO DEFENSIVE TACTICS 45 HOURS
Learn the basic concepts of defensive tactics and the basic knowledge needed to enable them to exercise good judgment and competency in a use-of-force encounter. The cadet will develop an understanding of hazards, errors, and the proper techniques involved when approaching, interviewing, and safely restraining an individual.

POST 1064 SFO PATROL STANDARDS 26 HOURS
Practice patrol tactics. Develop an understanding of gangs and the ability to recognize, control, and intervene in gang activity. Learn conflict resolution and techniques to reduce the use of force, the interaction between law enforcement and other emergency response units, and effective tools to use when interacting with the community.

POST 1074 SFO INTERVIEWS, INTERROGATIONS AND INVESTIGATIONS 20 HOURS
Learn proper tactics and procedures for conducting basic investigative interviews and/or interrogations.

POST 1084 SFO DRUG RECOGNITION AND FAMILIARIZATION 2 HOURS
Discover different drugs encountered and how to recognize their effects on the human body.

POST 1094 SFO PHYSICAL TRAINING 20 HOURS
Work toward a healthy lifestyle and meet physical training standards.

POST 1099 SFO CERTIFICATION TESTING 15 HOURS
Required to pass the intermediate testing and review and the Special Function Officer certification test.

POST 1104 BCO LAWS AND ENFORCEMENT 26 HOURS
Study the concept of reasonable force, as well as the psychological and physiological effects, and the liability associated with the use of force, including deadly force. Learn when and to what extent force can be used on an inmate in a correctional environment, reporting use of force incidents, and case law surrounding the use of force.

POST 1114 BCO COMMUNICATION 25 HOURS
Learn communication skills, appropriate conversation techniques with leadership, and correctional ethics and professionalism. Gain an understanding of correctional officer discretionary authority, constraints, consequences, and the process of making decisions.

POST 1124 BCO OFFENDER MANAGEMENT 44 HOURS
Learn effective offender management tools, strategies, and techniques needed to manage a safe environment for both inmates and the staff. Develop an understanding of the inmate disciplinary process and gain an understanding of a survival mindset for dealing with dangerous confrontations. Know and understand the policy and procedure governing hostage taking situations, riots and disturbances, and the grievance process.

POST 1134 BCO CORRECTIONAL DEFENSIVE TACTICS 6 HOURS
Demonstrate and articulate the proper use of correctional defensive tactics and techniques.
POST 1144 BCO PRACTICAL STANDARDS 24 HOURS
Receive hands on techniques to search, enter a cell, and respond to a crisis.

POST 1194 BCO PHYSICAL TRAINING 16 HOURS
Work toward a healthy lifestyle and meet physical training standards.

POST 1199 BCO CERTIFICATION TESTING 11 HOURS
Required to pass the intermediate testing and review and the Basic Corrections Officer certification test.

POST 1204 LEO INTRODUCTION TO LAW ENFORCEMENT 11 HOURS
Learn the basic concepts of emergency vehicle operations, firearms handlings, and scenario training.

POST 1214 LEO COMMUNICATION 10 HOURS
Learn report writing, court demeanor and testifying, and strategies for developing and progressing in a law enforcement career.

POST 1224 LEO LAW AND ENFORCEMENT 11 HOURS
Demonstrate knowledge for provisions of Utah Traffic Law. Designed to help understand the law enforcement role in civil disputes and to introduce the different types of civil process including driver license law and hearings.

POST 1234 LEO DEFENSIVE TACTICS 10 HOURS
Learn effective ways of defending from and taking control of a person. Gain a working knowledge of the tactics and procedures for safely and effectively preventing an individual from taking possession of your weapon.

POST 1244 LEO PATROL STANDARDS 98 HOURS
Become familiar with the types and methods of patrol operations. Gain elementary knowledge of the law enforcement role in crime prevention as it pertains to patrol duties.

POST 1254 LEO INTERVIEWS, INTERROGATIONS, AND INVESTIGATIONS 41 HOURS
Learn proper tactics and procedures for conducting in-depth investigative interviews and/or interrogations.

POST 1264 LEO DRUG RECOGNITION AND FAMILIARIZATION 28 HOURS
Discover different drugs encountered and how to recognize their effects on the human body, the paraphernalia commonly found, and the processes of sobriety testing.

POST 1274 LEO FIREARM SAFETY AND TRAINING 52 HOURS
Demonstrate proficiency in proper handgun use, marksmanship, and safety through practice and qualifications on the firearms range.

POST 1294 LEO PHYSICAL TRAINING 28 HOURS
Work toward a healthy lifestyle and meet physical training standards.

POST 1299 LEO CERTIFICATION TESTING 15 HOURS
Required to pass the intermediate testing and review and the Law Enforcement Officer certification test.

SAFT 1013 RESPIRATORY PROTECTION PACKAGE 4 HOURS
Includes the medical evaluation for wearing a respirator, the theory training and fit testing.

SAFT 1021 H2S COMPLIANCE 2 HOURS
Awareness level training including the properties of, detection and management of H2S gases, meets OSHA requirements.

SAFT 1023 MEDIC FIRST AID/CPR WITH AED 5 HOURS
Meet OSHA and other federal and state regulatory requirements for training employees on how to respond to and care for medical emergencies at work. Child/infant endorsement and basic refresher courses available.

SAFT 1024 CHILD/INFANT ENDORSEMENT TO MEDIC FIRST AID 1.5HRS
Supplemental training to the Medic First Aid course. Intended to facilitate certification in Child/Infant CPR and AED.

SAFT 1028 DEFENSIVE DRIVING PASSENGER CAR 4 HOURS
This course offers practical strategies to reduce collision-related injuries, fatalities and cost by reinforcing good driving skills, putting defensive driving in a personal context and showing students the consequences of the choices they make behind the wheel.

SAFT 1103 MSHA NEW MINER 24 HOURS
Covers MSHA regulations including hazard awareness, HAZCOM, safety, MSDS, first aid/CPR, electrical safety, explosive safety, fire extinguisher, and rescue plans.

SAFT 1113 MSHA REFRESHER 8 HOURS
For employers/contractors who work on mine and/or tar sands and gravel sites.

SAFT 1202 PEC H2S CLEAR 4 HOURS
A more in-depth H2S training for workers who may come in contact with hydrogen sulfide during their regular day-to-day job duties.

SAFT 1203 PEC SAFELAND USA 8 HOURS
Designed specifically for the US onshore E & P industry. Consistent EH&S orientation which is industry recognized and widely accepted.
Course Descriptions

SAFT 1306 CONTRACTOR CONTINUING ED 3 HOURS
General overview on code updates w/emphasis on local non-compliance issues and construction focus four training designed to provide the continuing education required for contractors and plumbers.

SAFT 1307 CONTRACTOR CONTINUING ED 6 HOURS
General overview on code updates w/emphasis on local non-compliance issues and construction focus four training designed to provide the continuing education required for contractors and plumbers.

SAFT 1702 INCIPIENT FIRE TRAINING 1 HOUR
Learn incipient fire training.

STEC 1010 ANATOMY AND PHYSIOLOGY FOR SURGICAL TECHNOLOGISTS 120 HOURS
Discover the basic structure and function of the human body. Develop a basic understanding of organs and organ systems and be introduced to the pathophysiological changes that can disrupt normal homeostasis. These concepts are crucial to the understanding of the necessity and processes of medical and surgical intervention and the effect this intervention has on the body. Understand the anatomy and physiology of all body systems, identify common pathology/diseases, and learn diagnostic/treatment modalities.

STEC 1021 INTRODUCTION TO MICROBIOLOGY FOR SURGICAL TECHNOLOGISTS 30 HOURS
Learn the fundamentals of microbiology and the effect microorganisms have on everyday life, health, and the care of patients in the healthcare setting. Understanding microorganisms, their requirements for growth, potential for causing disease, and methods used to control infection is essential knowledge necessary to help contain the spread of infectious agents in the healthcare field.

STEC 1031 INTRODUCTION TO SURGICAL TECHNOLOGY 75 HOURS
Discover the surgical technology profession and develop the fundamental concepts and principles necessary to successfully participate on a surgical team. Focus on the team approach to surgical patient care. Information presented in this course includes an introduction to the surgical environment, potential hazards that can be dangerous to both the surgical technologist and the patient, and the methods utilized to prevent the spread of infection. Experience 16 hours of on-site participation in a central processing department to apply concepts related to sterilization, instrument identification, and processing.

STEC 1040 PRINCIPLES OF SURGICAL TECHNOLOGY 60 HOURS
Continue to apply previously learned concepts of aseptic technique into the areas of creating and maintaining sterile fields. The introduction of suturing materials and the concepts of wound management, including dressings and drains, continue the student's journey into the collection of accessory equipment and supplies used during surgery. An exploration of the basic principles of surgical intervention and introduction to the ever-changing area of minimally invasive and ambulatory surgery, together with documented hours of observation in an operating room, will complete this course.

STEC 1051 SURGICAL PHARMACOLOGY 50 HOURS
Discover the surgical technologist's role in the administration of medications and solutions to the surgical patient. Utilize a basic understanding of mathematics to accurately measure and convert medication dosages and learn general terminology associated with pharmacology. Focus on the surgical technologist's legal and ethical responsibilities associated with these skills.

STEC 1055 SURGICAL TECHNOLOGY LAB I 80 HOURS
Learn basic "hands-on" skills that will be performed during the clinical/externship portion of this program. Practice each skill set until safe, comfortable, and competent. Skill set will be signed off by the lab instructor.

STEC 1060 SURGICAL PATIENT CARE 30 HOURS
Learn concepts relevant to caring for patients having surgery. Discussion of patient response to illness and the prospect of undergoing surgical intervention as well as information for specific population groups will assist the surgical technologist in anticipating special needs and equipment that may be necessary during the surgical procedure. Acquire knowledge and skills utilized both for patient preparation for surgery and care during the procedure.

STEC 1070 SURGICAL PROCEDURES I 60 HOURS
Explore various surgical specialties including general surgery, gastrointestinal surgery, obstetric and gynecological surgery, genitourinary surgery, ophthalmic surgery, oral and maxillofacial surgery, and ENT surgery. Review the anatomy and physiology of the body systems involved and learn the pathophysiological processes that require surgical intervention. Learn the steps of the surgical procedures, patient preparation, and instrumentation specific to that particular surgery.
Course Descriptions

STEC 1075 SURGICAL TECHNOLOGY LAB II 60 HOURS
Continues to build upon the basic skills learned in the first lab component. Practice each skill set until safe, comfortable, and competent. Skill set will be signed off by the lab instructor.

STEC 1080 SURGICAL PROCEDURES II 60 HOURS
Advanced exploration of various surgical specialties including plastic and reconstructive surgery, orthopedic surgery, neurosurgery, cardiothoracic surgery, and peripheral vascular surgery. Learn anatomy and physiology for the related body systems and pathophysiological processes that indicate the need for surgical intervention. Focus on the steps of the patient preparation, surgical procedures, and applicable instrumentation specific to particular surgeries.

STEC 1085 SURGICAL TECHNOLOGY LAB III 60 HOURS
Continues to build upon the skills learned in the second lab component. Practice each skill set until safe, comfortable, and competent. Skill set will be signed off by the lab instructor.

STEC 2015 INTRODUCTORY SURGICAL PRACTICUM 260 HOURS
Discover the clinical environment and experience the basic skills required for the profession. Focus on demonstrating increasing knowledge and participation on routine procedures for general and specialty surgical procedures. This course may be a co-requisite with Surgical Procedures II and requires, at minimum, a 4 days a week (8 hour days) clinical externship.

STEC 2020 ADVANCED SURGICAL PRACTICUM 300 HOURS
Experience the opportunity to complete all required Surgical Technology procedures through active participation as a part of the surgical team. This course requires, at minimum, a 4 days a week (8 hour days) clinical externship.

STEC 2026 SEMINAR IN SURGICAL TECHNOLOGY 20 HOURS
The student has, at this point, acquired the knowledge and skills necessary to become employed as an entry-level Surgical Technologist. However, there is much more to a professional career than just “getting the job.” Professionalism implies that a worker demonstrates characteristics that will enable them to continue to progress and change with the career. This course discusses factors associated with making career decisions that can enhance a surgical technologist’s professional growth and success.

TDRV 1002 INTRODUCTION TO TRUCK DRIVING 70 HOURS
Discover basic truck driving, including all of the basics needed to prepare to pass federal and state requirements to obtain a Learners Permit.

TDRV 1020 DEFENSIVE DRIVING FOR PROFESSIONAL TRUCK DRIVER 4 HOURS
Learn a comprehensive state truck driving course for the commercial truck driver.

TDRV 1040 TRUCK DRIVER PRACTICUM 136 HOURS
Practice driving under the direction of a qualified instructor in a variety of driving environments.

WELD 1010 INTRO TO WELDING 60 HOURS
Learn basic skills and knowledge necessary to be successful throughout the welding program. This includes basic tool identification, shop terminology, measurement techniques and a brief introduction to cutting and welding processes.

WELD 1060 BASIC SOLIDWORKS 60 HOURS
Learn to sketch and create basic solid models using extrusion, sweeping, and lofting as well as basic assembly modeling.

WELD 1070 ADVANCED SOLIDWORKS 60 HOURS
Learn 3D sketching, threads, configurations and global variable.

WELD 1255 ARC CUTTING AND GOUGING-WELD INSPECTION 60 HOURS
Properly set up and operate a plasma cutting/gouging machine, air carbon arc, and perform accurate weld inspection.

WELD 1305 BEGINNING SMAW 60 HOURS
Learn machine anatomy and setup, rod identification and application and basic SMAW safety.

WELD 1315 ADVANCED SMAW 60 HOURS
Learn how to prep plates for and perform groove welds and learn how to prep coupons for and weld pipe.

WELD 1405 BEGINNING GMAW 60 HOURS
Learn how to set up a GMAW welding machine and select proper wire and shielding gas. Weld coupons to practice and demonstrate proficiency in GMAW welding.

WELD 1415 ADVANCED GMAW 60 HOURS
Learn how to set up and operate a GMAW machine for axial spray transfer, sold wire groove welds and FCAW.

WELD 1605 BEGINNING GTAW (MILD STEEL) 60 HOURS
Learn machine anatomy and setup and how to run fillet welds.

WELD 1615 INTERMEDIATE GTAW 60 HOURS
Train using the gas tungsten arc process welding on aluminum and stainless steel.
WELD 1625 ADVANCED GTAW 60 HOURS
Demonstrate mastery by passing groove weld tests on mild steel, stainless steel and aluminum.

WELD 2100 BLACKSMITHING 60 HOURS
Learn the basics of traditional blacksmithing such as tending the forge, forge welding, tool making, punching, heat treating, etc.

WELD 2205 BASIC FABRICATION 60 HOURS
Learn how to read blueprints, layout parts, and do basic welding math. Learn basic job skills such as writing a resume and how to do a job interview.

WELD 2215 INTERMEDIATE FABRICATION 60 HOURS
Develop a final project using a variety of welding techniques. The process will include advances print reading skill, technical fabrication, and layout skills in a work environment. Focus on team work skills.

WELD 2221 ADVANCED FABRICATION 60 HOURS
Build upon previous welding concepts. Learn basic fixture and jig design and basic CNC operation and programming.

WELD 2305 PIPE WELDING 60 HOURS
Learn pipe welding techniques related to pipelines, petroleum related facilities, and waterworks on carbon steel pipe.

WELD 2303 ADVANCED PIPE WELDING 60 HOURS
Continuation of the training received in Pipe Welding (WELD 2305) with additional training in different types of certification used in local industry, as well as some GTAW as it relates to pipe including pipe layout and fit-up.

WELD 2335 PIPE LAYOUT 60 HOURS
Measure, layout pipe projects, and read math that applies to pipe specifics

WELD 2801 BASIC WELDED SCULPTURE 60 HOURS
Plan a sculpture through research, sketching, and material selection.

WELD 2802 ADVANCED WELDED SCULPTURE 60 HOURS
Construct sculpture, write an artist's statement, and build a portfolio.