Uintah Basin Applied Technology College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Vice President of Student Services  •  1100 East Lagoon Street, Roosevelt, Utah 84066  •  (435) 722-6900
All statements herein are believed to be true and correct at the time of publication. Uintah Basin Applied Technology College reserves the right to make necessary changes, deletions, or revisions at any time. Revised 2/11/14
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Ten community leaders constitute the UBATC Board of Directors which include: three elected local school board members by the Board of Education for the Duchesne, Uintah, and Daggett School Districts. One member is appointed by the Utah State University Uintah Basin Branch Campus Board of Trustees. There are also six members representing business and industry within the region.

BOARD MEMBERS

Bill Ryan
Chairman

Marcia Barber

Randall Bennett

Mark Caldwell

Paul Hacking

Deena Mansfield

Raymond Murray

Mark Dennis
Vice Chair

Paul Nielson

Bruce Timothy
Welcome to the Uintah Basin Applied Technology College(UBATC). We are one of the eight colleges that comprise the Utah College of Applied Technology (UCAT). UBATC provides competency based, open-entry/ open-exit, technical skilled training to the secondary and adult populations of the Uintah Basin Education Region. The Uintah Basin Region includes Duchesne, Uintah, and Daggett Counties.

We offer training at no tuition for high school students and low tuition for adult students. The open-entry/open-exit, competency-based skills training provided through UBATC allows students to master required skills at their personal learning pace. UBATC offers certificates directly associated with expanding skill level or preparing individuals for entry-level employment in current and emerging occupations.

The mission of UBATC is to provide flexible technology education and skilled training in order to encourage individual and employer growth in partnership with the communities we serve. We are able to accomplish this by offering high quality instruction and working directly with industry to help meet their training needs.

I am excited about the educational opportunities we offer our students at UBATC. I hope that your experience at Uintah Basin Applied Technology College will be worthwhile and prepare you for new opportunities. I wish you the best in your training and look forward to serving you.

Best Wishes,

Dr. Dave Woolstenhulme

President, Uintah Basin Applied Technology College
2013-2014 College Calendar

July 1, 2013 .............................................. New Fiscal Year begins
July 4-5, 2013 .............................................. Independence Day School Holiday *
July 24, 2013 .............................................. Pioneer Day Holiday*
August 16,19, 2013 ......................... Faculty Curriculum Development - Roosevelt**
August 19, 20, 2013 ......................... Faculty Curriculum Development - Vernal**
August 21, 2013 ............................................. First day of class High School- Roosevelt
August 20, 2013 ............................................. First day of class High School - Vernal
September 2, 2013 ....................................... Labor Day Holiday*
October 17-18, 2013 ................................ Fall Break - School Holiday*
November 28–29, 2013 ......................... Thanksgiving Holiday*
December 24, 2013 - January 1, 2014 ................. Christmas Break*
January 20, 2014 ............................................. Martin Luther King Day*
February 17, 2014 ............................................. Presidents Day*
April 17-18, 2014 ................. Spring Break* (Roosevelt campus)
April 18-21, 2014 ................. Spring Break* (Vernal campus)
May 7, 2014 ............................................. UBATC Graduation
May 23, 2014 ......................................... Last day of Uintah High School
May 23, 2014 ......................................... Last day of Union High School
May 26, 2014 ............................................. Memorial Day Holiday*
June 30, 2014 ............................................. Fiscal Year ends

*School closed
**School open but no classes
A BRIEF HISTORY OF UBATC

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.

UBATC has served the Uintah Basin for over 40 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.

BUILDING MAINTENANCE AND OPERATIONS PLAN

Uintah Basin Applied Technology College has a building maintenance and operations plan which addresses the cleaning, maintenance, and replacement of facilities and equipment in campus buildings and grounds. The plan is available to the public at:


OPEN-ENTRY/OPEN-EXIT

Uintah Basin Applied Technology College programs generally feature an open-entry/open-exit, competency-based, individualized learning and teaching model. This model is a progressive educational tool unique to the Utah College of Applied Technology and its campuses.
General Information

MISSION STATEMENT
The mission of Uintah Basin Applied Technology College (UBATC) is to provide technical education and training for secondary and adult students to fulfill labor market needs and to promote the economic development of the Uintah Basin.

CORE VALUES
• All students can learn and are our main focus
• Current technology will be taught at our College
• Open-entry/open-exit, competency-based education is the best method of delivering our product to our students
• Training must be flexible to meet the needs of students and employers
• Learning is a lifelong process
• Every employee is critical to the success of the College
• By being a valuable partner to local companies, we can have a positive impact on economic growth within this region

Applied Technology Colleges are unique in job training by:
• Providing high quality, market-driven, short-term, intensive training
• Providing training in an open-entry/open-exit environment to allow flexibility for meeting student scheduling needs

We are constantly striving to improve and upgrade our programs and services to meet our student and employer needs, allowing us to prepare members of our community for gainful employment. We realize that we must strengthen our climate of flexibility and receptiveness to individual needs and remain open to positive change when necessary.

ACCREDITATION
Uintah Basin Applied Technology College is accredited by the Commission of the Council on Occupational Education.

TRANSFER POLICY

Transfer From Another School to UBATC
It is the policy of the College to certify competencies required to obtain a Certificate as long as the student presents official credentials/transcripts from other institutions which verify competencies completed or to receive a waiver of a competency by successfully passing specified challenge exams.

Transfer Between Programs at UBATC
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 a career counselor to check that the student meets the entrance requirements for the new program. (Counselor signature required.)
3. Meet with the sponsoring agency if the student is receiving financial assistance from a sponsor. (Sponsor signature required or marked N/A if un-sponsored.)
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 UBATC campus, at the company site, or other training locations as needed.

3. *Training Costs*: Funding is available to help pay up to 50% 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 Lezlee Whiting at 725-7109 or lezlee@ubatc.edu.
High School Students
High school students will be admitted upon the recommendation of his/her high school counselor. It is the responsibility of the high school counselor to ascertain the maturity level and academic readiness of high school students prior to placement in UBATC courses. The minimum demonstrated academic standard for a UBATC course is 8th grade: Math, Reading, and Language. High school 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 testing fees, high school age students may attend tuition free as long as they are considered an eligible high school student based on the standards established by the Utah State Office of Education and the tuition policy approved by the UCAT board of Trustees.

Inmates
Inmates desiring to enter the Residential Construction program 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.

Adult Students
Adult students are required to verify their academic readiness prior to enrolling in training programs. They must meet with a career counselor and complete the entrance testing requirements for the specific program or provide ACT scores that meet the program entrance standards. 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.

Practical Nursing Students
Students applying for admission to the Practical Nursing program must do the following:

1. Provide copy of high school diploma or GED.
2. Verify 12th grade Reading, Math, and English proficiency by either taking the TABE or ACT.
3. Complete the prerequisite courses listed below with a grade of B- or above.
   - PSY 1010 - Psychology (3)
   - FCHD 1500 - Human Dev. Across Lifesp. (3)
   - BIOL 2060 - Microbiology (3)
   - BIOL 2320 - Human Anatomy (4)
   - BIOL 2420 - Physiology (4)
   - MEDA 1105 Medical Terminology
4. Complete and submit Practical Nursing Application Form

Admission Steps
UBATC 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 UBATC, a student must:

1. Obtain a placement recommendation from: high school counselor, corrections official, or UBATC career counselor.
2. Complete the New Student Orientation
3. Complete a registration form.
4. Pay tuition and fees.
CAREER COUNSELING & TESTING
UBATC’s Career Centers in Roosevelt and Vernal offer career counseling to anyone considering classes at UBATC to help them enter the workforce, upgrade current job skills, or change careers.

The Career 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.

TUITION POLICY
UBATC 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, such as CDL, have programmatic fees in addition to tuition. Other charges may be assessed according to the UBATC 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.

• High School students are exempt from paying tuition, however, certain student consumedly such as workbooks, materials for student projects and 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.

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 addition class block in order to continue.

STUDENT FEES
• Program Enrollment Fee: $40
• Program Re-enrollment Fee: $20 (This 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 Applied Technology College Board of Directors. It is consistent with the refund policies required by the Council on Occupation Education.

Refunds for Classes Canceled by the Institution
a. When a class is cancelled 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
a. Students completing or exiting in the middle of the payment period will be refunded any unused tuition.

Refunds for defined-entry defined-exit classes
a. Students who officially withdraw from class within 5 business days will receive a full refund of tuition and fees.

b. No refund after 5 days

Refunds for defined-entry defined-exit programs
a. Refunds of tuition and fees will be prorated up to the point that 33% of instruction has occurred;
b. No refund thereafter.

Refunds will be issued within 45 days of the withdrawal date. In the case of a cancelled 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 campus officials.

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 from the Financial Aid office at (435) 722-6953.

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>
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<th>SINGLE WITHOUT DEPENDENTS LIVING WITH PARENTS</th>
<th>ALL OTHERS</th>
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<tbody>
<tr>
<td>Tuition</td>
<td>$1800</td>
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<tr>
<td>Books &amp; Supplies</td>
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<td>Program Fee</td>
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<td>Room and Board</td>
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<td>Personal Expenses</td>
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<tr>
<td>Transportation</td>
<td>$1092</td>
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<tr>
<td>TOTAL</td>
<td>$8,541</td>
<td>$11,285</td>
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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.

Many of the training programs offered by UBATC are approved for VA Educational Benefits. The Financial Aid officer can assist in answering questions about programs and offerings, and is the certifying official.

VA EDUCATIONAL BENEFITS

VA Application Process: To apply for VA Educational Benefits, students must complete the following steps:

1. Submit a completed Application for Education Benefits to the certifying official. Application forms are available in the office of Scholarships and Financial Aid.
2. Meet with the financial aid officer to review, sign, and date a UBATC catalog addendum.
3. The certifying official will submit VA forms to the VA regional processing office.

SCHOLARSHIPS

The College believes that education and training should be accessible to all individuals regardless of economic status. Various scholarships are available to qualified students. Students who have been awarded scholarships from any qualified institution or organization may use them at the Uintah Basin Applied Technology College.
with full enrollment and training privileges as set forth by the scholarship. Contact the Financial Aid Office at (435) 722-6953 for details.

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) provide 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 Applied Technology 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 Debbie Lamoreaux, ADA Coordinator, at (435) 725-7103.

ATTENDANCE
As a student at UBATC, 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. UBATC expects the same performance of you as your employer will.

GRADING PROCEDURES
As an institution, UBATC has a non-graded, 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. Some individual programs may award letter grades as directed by state certification requirements.

Each instructor will determine competencies required to successfully complete course work and the levels of mastery required.

For secondary students, UBATC supports the grading policy of the secondary school districts. Suggested letter grades are issued at the end of each term at the request of the school district. Competencies received by high school students are recorded with UBATC on the same basis as adult students.

SATISFACTORY PROGRESS
Students are required to maintain satisfactory progress as they develop employment skills. UBATC measures three main components of progress – enrollment, how fast 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 in the Student Services 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**

Student records are retained on the Roosevelt campus. 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 Services Section at www.ubatc.edu. Students may print unofficial transcripts from the Student portal on the website.

**BOOKSTORE**

UBATC’s Bookstore carries all of the books needed to fulfill course requirements. The bookstore maintains current textbooks required by instructors. A list of required course materials with ISBN Numbers and current pricing is available on the campus website at http://www.ubatc.edu/students/bookstore/bookstore.php.

**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 UBATC 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 College of Applied Technology is a full participant in the Utah Academic Library Consortium (UALC) and the Pioneer Library, which allows UCAT 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 UBATC computer by logging onto http://pioneer.uen.org. Some Pioneer resources are also available at home through the Internet.
CERTIFICATES

Students attend UBATC for many reasons, ranging from the desire to obtain a Certificate or to obtain short-term training to upgrade skills for their current jobs. In recognition of these various goals, UBATC awards a variety of certificates.

The majority of course work is offered in an open-entry/open-exit, competency-based environment, allowing students to enter on a flexible schedule and progress, within standards of satisfactory progress, at their own pace. A Certificate is awarded to a student who successfully completes a technical program.

UBATC 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

UBATC 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

Uintah Basin Applied Technology College’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 UBATC 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 UBATC 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, UBATC 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 UBATC 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 UBATC to amend a record that they believe is inaccurate or misleading. They should write to the UBATC official responsible for the record, clearly identifying the part of the record they want changed and specifying why it is inaccurate.
or misleading. If UBATC decides not to amend the record as requested by the student, UBATC will notify the student of the decision and advise the student of the right to a hearing regarding the request for amendment.

Uintah Basin Applied Technology College, 1100 East Lagoon Street, Roosevelt, Utah 84066
435-722-6900

Additional information about the hearing procedures will be provided to the student along with notification of the right to a hearing.

(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 UBATC 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.

UBATC 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, UBATC is required by law (the Solomon Amendment) to provide the name and address of 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 UBATC’S FERPA guidelines is available at:

www.ubatc.edu

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by UBATC 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 Applied Technology College maintain 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. The forms are available from the Administrative Assistant to the President.

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 disabled individuals are provided and enforced at UBATC. 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 disturbing 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 and employees in the career centers on each campus.

A listing of health risks and legal penalties associated with substance abuse is provided annually to students and employees and is available in the student services office.

STUDENT CODE OF CONDUCT
Students attending UBATC shall conduct themselves in a manner consistent with customary standards of employment. Faculty and staff of UBATC 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 expectations 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 UBATC, 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 UBATC 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 UBATC 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.

Harassment: (See listing at the end of this section.)

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

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

Parking: Parking on UBATC 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 UBATC’s intent to provide a safe and healthful work environment, smoking is prohibited throughout the workplace and on school property—except in designated areas. 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 UBATC 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: Unauthorized possession or use of a firearm, or explosive device of any description and/or anything used to threaten or harm including but not limited to firecrackers, compressed air-guns, pellet guns, BB guns, paint guns, water guns.

Harassment: Conduct that has the purpose or foreseeable effect of unreasonably interfering with an individual’s educational performance or of creating an intimidating, hostile or offensive work or learning environment for that individual. UBATC will abide by the following:

1. The College is committed to providing students an environment that is free of discrimination and harassment. In compliance with federal laws, this policy defines sexual harassment and discrimination, explains proper procedures for investigation, and identifies sanctions for violations.

2. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

a) Submission to such conduct is made either explicitly or implicitly a term or condition of the student’s academic performance; or

   i) Submission to or rejection of such conduct is used as the basis for academic decisions affecting the student; or

   ii) Such conduct has the purpose or effect of unreasonably interfering with a student’s academic performance or by creating an intimidating, hostile, or offensive learning or work environment.

3. 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. Other unlawful harassment is 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:

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.

5. 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, Executive Assistant to the President or the Campus President.

6. The College shall conduct a prompt and thorough investigation of the alleged incident. The alleged offender and the complainant shall have the right to have an advisor, lawyer, or witnesses at the interview.

The college official will:

a) Interview the complainant to establish the basic facts and identify witnesses and physical evidence, if any.
   i) A detailed written complaint must be obtained.

b) Interview the alleged offender, to allow the alleged offender an opportunity to admit, deny or explain each allegation in the complainant’s statement and identify witnesses or physical evidence, if any. The alleged offender will be instructed not to discuss the incident or the complaint with the complainant.

c) Interview any witnesses. Witnesses will be informed that any matters that are discussed will be handled as discretely as possible.

7. 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 commensurate with the offense and may range from a verbal warning to suspension or expulsion from College.

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

8. 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.

9. 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.

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 UBATC. 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 UBATC. Appeals should be directed in writing to the office of the Campus President. The Campus 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 Applied Technology 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 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.

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

After you have exhausted all grievance procedures at UBATC and you believe the resolution of the problem has a material defect, you may file a complaint certification with the Council on Occupation Education. Contact the Executive Assistant to the Campus President 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 East, 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.

Students who have complaints relating to issues that 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 www.ubatc.edu/students/code-conduct.php

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 http://www.council.org/

Copies of documents describing the college’s accreditation and state approval are available for review upon request.
# Administration & Full-Time Faculty

## Administration
- **Dave Woolstehulme** - *Campus President* - Ed.D Utah State University 2008
- **Bob Naylor** - *VP of Instruction* - M.Ed Utah State University 2003
- **Keith Sprouse** - *VP of Finance* - BS Utah State University 1985
- **Bob Peterson** - *VP of Student Services* - M.S. Utah State University
- **Jean Mold** - *VP Economic Development* - Accounting Certificate
- **Trenna Ballou** - *Assistant to the President* - AS LDS Business College 1973
- **Tammy Wilkerson** - *Controller/HR Director* - M.S. Utah State University

## Full-Time Faculty
- **Body Allred** - *Energy Services Safety Instructor* - MSHA Approved Instructor 2009
- **Andy Anderson** - *CDL Program Director* - CDL State of Utah 1991
- **Jared Anderson** - *Carpentry Instructor* - General Contractor
- **Helen Bemis** - *PN Instructor* - MSN University of Phoenix 2009
- **Ada Betts** - *Medical Instructor* - AAT Medical Assisting UBATC
- **Mike Ferriera** - *Energy Services Safety Instructor* - AS Delta College
- **Diane Franklin** - *Business Instructor* - BS Utah State University 1997
- **Dave Gillman** - *Farm Agriculture Instructor* - BS Utah State University 1986
- **Steve Gray** - *Heavy Equipment Instructor* - 37 Years HEO & CDL Experience
- **Amy Hunter** - *Allied Health Instructor* - RN Weber State Univ. 2002
- **Micheal Kettle** - *CDL Instructor* - CDL State of Utah 1968
- **Gary Lujan** - *CDL Instructor* - CDL State of Utah 1978
Full-Time Faculty

Malry McKeachnie........................................Diesel Instructor ............................................Certificate- Utah Technical College 1975

Tyler McKee..............................................Auto Instructor ................................................. BS Utah State University 2011

Bart Miller..............................................Automotive Instructor ........................................ BS Utah State University 1996

Tim Miller..............................................Media Design/Business Instructor ...................... MS Utah State University 1995

Kevin Mitchell .................................Welding Instructor ........................................ AWF Certified Welder, Structural & Pipe

Mike Mold..............................................Well Control Instructor .................................... IADC WellCAP Certified Instructor

...............................................................................Business Instructor .................................................................................................

Elaine Muir..............................................Business Instructor .............................................. BS Brigham Young University 1979

Aaron Murray..........................Duchesne JC Carpentry Instructor .................................. General Contractor

Mike Petersen..........................Cabinetry Instructor ................................................ BS Brigham Young University 1983

Anne Peterson..........................Allied Health Instructor ........................................ RN 1994, BS Utah State University 1988

Wes Porter..........................Petroleum Technology Program Director .................. MPA Southern Utah University 2010

Duane Powell..........................CDL Instructor .............................................. BS Utah State University 1997, CDL State of Utah 1999

Aaron Reary..........................Cabinetry Instructor ................................................ General Contractors License 1997

Bill Reese..........................Drafting Instructor ................................................ Extensive Industrial & Teaching Experience

Ron Ross..........................CDL Instructor ........................................................ CDL State of Utah 1971

...............................................................................Energy Services Safety Instructor ........................................................................

Alicia Tegan..........................PN Director/NA Coordinator ................................ MSN American Sentinel University 2011

Jeff Taniguchi..........................Welding Instructor .............................................. BS Utah State University 1981

Steve Winterton..........................Commercial Art/Drafting Instructor .................. MA Architecture University of Idaho 2004

PART-TIME FACULTY

Tauna Allen..........................Health Occupations Instructor ................................ BS Metrostate University 2001

Melinda Allen..........................Nursing Clinical Instructor ........................................ MSN University of Utah 2012
Part-Time Faculty

Judith Baquero .................................. Spanish Instructor/ESS Interpreter .................................................................
Mike Batty .................................. Electrical Apprenticeship Instructor ......................................................... Journeyman Electrician UBATC
Becky Birch .................................. Nursing Clinical Instructor ................................................................. MSN University of Utah 2012
Pete Butcher ............ Law Enforcement Instructor ......................................................... POST 2002, AAS Utah State Univ. 2003
Kendra Chidester ..................... Business Instructor ................................................................. BS Utah State University 1984
Gerald Cooper ..................... Blacksmithing Instructor ................................................................. Blacksmithing Training Snow College 2002
Lindsey Ellingsford ............ Nursing Instructor ................................................................. BSN Grand Canyon University
Karla Harrison ..................... CNA Clinical Instructor ................................................................. ADN Weber State 2006
Chelsea Hoopes .............. Nursing Clinical Instructor ................................................................. BSN Southern Utah University 2012
Liz Ivy .................................. Pharmacy Tech Instructor ................................................................. Pharmacy Technician
Craig Mitchell ..................... Adjunct Welding Instructor ................................................................. BS Utah State University 1970
Stephanie Merrill ............ Nursing Instructor ................................................................. BSN University of Phoenix 2008
Mitch Montgomery ............. Electrical Apprenticeship Instructor ......................................................... Journeyman Electrician UBATC 2006
Russell Mortensen ............ CDL Instructor ................................................................. CDL State of Utah 1988
June Navinick ................. CNA Clinical Instructor ................................................................. LPN Uintah Basin Applied Technology College 1995
Saelee Perez ................. CNA Clinical Instructor ................................................................. LPN Uintah Basin Applied Technology College 2010
Dana Springer ................. CNA Clinical Instructor ................................................................. LPN Uintah Basin Applied Technology College 1999
Frank Winn ..................... CDL Instructor ................................................................. CDL State of Utah 1955
Tracy Winterton ............. Nursing Instructor ................................................................. BSN Grand Canyon University 2012

STAFF

Mark Anderton ............ Financial Aid/Testing ................................................................. Certificate UBATC
Teisha Black ..................... Administrative Assistant .................................................................
Rebecca Bleazard ............. CNA Skills Examiner ................................................................. BSN Brigham Young University
Stephanie Carter ............. Promotions Specialist ................................................................. AS Utah State University 2009
Staff

Erin Brotherson .................... *Accounting Assistant*

Gerald Cooper .................... *Maintenance & Construction*

Lacy Grammer .................... *Economic Development Assistant*  BS Utah State University 2009

Nichola Johnson ................. *PET Program Assistant (Vernal)*

Debbie Lamoreaux ............... *Admissions Coordinator*  UBATC Certificate

Deniele Malnar .................... *Student Services Data Specialist*

Kenna Marx ......................... *Accounts Payable*

Julene Olsen ....................... *Registrar*

Jason Rasmussen .................. *IT Specialist*  BA Utah Valley University 2011

Diane Remington ................. *Nursing Secretary*

Krystle Ruppe ..................... *P.E.T. Program Assistant*

Lori Tiongson ..................... *Associate Registrar/Vernal*

Kimberly Wadsworth ............ *Economic Development Assistant*

Lynn Walker ....................... *Facilities Supervisor*  AAS Utah Technical College, 1987

Ralynn Warby ...................... *PET Program Assistant (Vernal)*

**INSTRUCTIONAL ASSISTANTS**

Terence Domgaard ................ *Welding Instructional Assistant (Roosevelt)*

Kim Fletcher ....................... *Allied Health Instructional Assistant (Vernal)*

Alex Jones ......................... *Building Trades Instructional Assistant, T&I (Roosevelt)*

Rick Northington ................. *Welding Instructional Assistant (Vernal)*

Linda Swearingen ............... *Nursing Assistant Instructional Assistant*
Instructional Assistants
The programs in the Business Department provide a wide variety of training you can ‘work’ with. Students prepare for positions in a business or office environment while learning fundamental office skills. Word processing, spreadsheet and database applications are taught, as well as business accounting techniques and customer service skills.

Basic computer skills can be the start of a great career in a rapidly changing field of Information Technology. A student can go on to have a career in many aspects of the computer world.

ACCOUNTING BASICS
This training prepares students with basic bookkeeping skills. The student will be prepared to do general accounting work—record, sort, and file accounting information.

BUSINESS BASICS
The Business Basics program helps students develop basic skills for various positions in an office.

ACCOUNTING TECHNICIAN
This training focuses on the skills needed for larger organizations. Students will learn to interpret and process financial data records and transactions and resolve technical problems independently. An accounting technician performs general accounting work—records, sorts, and files accounting information.

BUSINESS ADMINISTRATIVE SUPPORT
The Business Administrative Support program is built around a core curriculum. Students develop basic skills for various positions in an office. A student is able to choose from a variety of elective options that focus on accounting, administrative, or digital publishing.
The Accounting Technician program focuses on entry-level accounting jobs in the larger business market where jobs require more specialized accounting skills. This training focuses on the skill needed for this type of employment. Students will learn to interpret and process financial data records and transactions and resolve technical problems independently. An accounting technician performs general accounting work—records, sorts, and files accounting information.

REQUIREMENTS
Assessment testing is required prior to enrollment; assessment areas include keyboarding (30 wpm), math and language (8.0 grade level). Basic Skills classes are available for those students needing additional help with assessment areas prior to enrollment in this program. In order to enroll in the program, you must first contact the Career Center to schedule assessment testing.

INTERNSHIP
As part of the Accounting Technician program, students may choose to participate in an accounting internship. This will provide the hands-on training that is needed to succeed in the workforce.

CAREER POSSIBILITIES
Some businesses have large amounts of routine accounting tasks that are assigned to specialized accounting technicians. Opportunities in this area of employment include payroll clerk, accounts receivable clerk, accounts payable clerk, audit clerk, inventory clerk, general office clerk, and full-charge bookkeeper.
## Accounting Basics

### Core Courses (480 Hours Required)

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BTEC 1110</td>
<td>90</td>
</tr>
<tr>
<td>ACCT 1330</td>
<td>60</td>
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<tr>
<td>ACCT 1340</td>
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</tr>
<tr>
<td>BTEC 1140</td>
<td>60</td>
</tr>
<tr>
<td>ACCT 2310</td>
<td>60</td>
</tr>
<tr>
<td>BTEC 1020</td>
<td>60</td>
</tr>
<tr>
<td>BTEC 1521</td>
<td>90</td>
</tr>
</tbody>
</table>

### Electives

- Core Courses: 480
- Electives: 0
- **Total**: 480

---

*www.ubatc.edu*
The Business Administrative Support program provides an individual with the technical background needed to work in an office or business environment. Most of the training is computer based. This program is built around a core curriculum. These are basic skills which must be learned before advanced skills can be mastered. The core curriculum is based on the skills required for employment. A student going to school full-time can typically complete the certificate in 12-18 months.

REQUIREMENTS

Assessment testing is required prior to enrollment in full-time program; assessment areas include keyboarding (30 wpm), math and language, (8.0 grade level). Basic Skills classes are available for those students needing additional help with assessment areas prior to enrollment in this program. In order to enroll in the program, you must first contact the Career Center to schedule assessment testing.

INTERNSHIP

As part of the Business Administrative Support Certificate students will participate in a business internship. This will provide the hands-on training and the application of skills learned to succeed in future employment.

CAREER POSSIBILITIES

A wide variety of positions are available upon completion of this program, including office clerk, information processor, consumer credit representative, administrative assistant, office clerk, secretary, executive secretary, receptionist, word processing operator, payroll clerk, accounts receivable clerk, accounts payable clerk, audit clerk, inventory clerks general office clerk, and full-charge bookkeeper.
# Business Basics

## BUSINESS BASICS

<table>
<thead>
<tr>
<th>CORE COURSES (450 HOURS REQUIRED)</th>
<th>HRS</th>
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</thead>
<tbody>
<tr>
<td>BTEC 1110 Computer Literacy</td>
<td>90</td>
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<tr>
<td>BTEC 1521 Business Communications</td>
<td>90</td>
</tr>
<tr>
<td>BTEC 1130 Word Processing Applications I</td>
<td>90</td>
</tr>
<tr>
<td>BTEC 1020 Business Calculations</td>
<td>60</td>
</tr>
<tr>
<td>BTEC 1140 Spreadsheet Applications I</td>
<td>60</td>
</tr>
<tr>
<td>BTEC 1015 Keyboarding I (40 wpm)</td>
<td>30</td>
</tr>
<tr>
<td>BTEC 1040 Records Management</td>
<td>30</td>
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</table>

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
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<tr>
<td>Electives</td>
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<tr>
<td><strong>TOTAL</strong></td>
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</tbody>
</table>

---

**www.ubatc.edu**
Accounting Technician

The Accounting Technician program focuses on entry-level accounting jobs in the larger business market where jobs require more specialized accounting skills. This training focuses on the skill needed for this type of employment. Students will learn to interpret and process financial data records and transactions and resolve technical problems independently. An accounting technician performs general accounting work—records, sorts, and files accounting information.

REQUIREMENTS
Assessment testing is required prior to enrollment; assessment areas include keyboarding (30 wpm), math and language (8.0 grade level). Basic Skills classes are available for those students needing additional help with assessment areas prior to enrollment in this program. In order to enroll in the program, you must first contact the Career Center to schedule assessment testing.

INTERNSHIP
As part of the Accounting Technician program, students may choose to participate in an accounting internship. This will provide the hands-on training that is needed to succeed in the workforce.

CAREER POSSIBILITIES
Some businesses have large amounts of routine accounting tasks that are assigned to specialized accounting technicians. Opportunities in this area of employment include payroll clerk, accounts receivable clerk, accounts payable clerk, audit clerk, inventory clerk, general office clerk, and full-charge bookkeeper.

ACCOUNTING TECHNICIAN AT A GLANCE
Program Length 720 Hrs

Program Cost Estimate
Tuition: $1440*
Fees: $40
Books & Supplies: $1194.50

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

Open-entry/Open-exit
Federal Financial Aid YES
VA Qualified YES

Wage Summary
Average Mid-Range Wage
$10.00 - $18.00/hr

Student Entrance Requirements
Math 8.0 Grade Level
Language 8.0 Grade Level
Keyboarding (30 wpm)
Available to Adults and High School Students

Hours Available
Mon-Fri 8 a.m. to 3 p.m.
Evening labs available Roosevelt & Vernal
Accounting Technician

As French is the language of Love, Accounting is the language of Business.

“Education has no price, it gives you dignity, security, and power. Never stop learning during your lifetime. Every day there is something new to learn about.”

–Ximena Mathis, Business Student

### ACCOUNTING TECHNICIAN

<table>
<thead>
<tr>
<th><strong>CORE COURSES (600 HOURS REQUIRED)</strong></th>
<th><strong>HRS</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>BTEC 1110 Computer Literacy</td>
<td>90</td>
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<tr>
<td>ACCT 1330 Accounting I</td>
<td>60</td>
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<tr>
<td>ACCT 1340 Accounting II</td>
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</tr>
<tr>
<td>BTEC 1140 Spreadsheet Applications I</td>
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</tr>
<tr>
<td>ACCT 2310 Computerized Accounting</td>
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<tr>
<td>BTEC 1020 Business Calculations</td>
<td>60</td>
</tr>
<tr>
<td>BTEC 1521 Business Communications</td>
<td>90</td>
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<td>BTEC 1015 Keyboarding I</td>
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</tr>
<tr>
<td>BTEC 1130 Word Processing Applications I</td>
<td>90</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>ELECTIVES (120 HOURS MINIMUM REQUIRED)</strong></th>
<th><strong>HRS</strong></th>
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<tbody>
<tr>
<td>ACCT 1350 Accounting III</td>
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<tr>
<td>BTEC 1150 Database Applications I</td>
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<tr>
<td>BTEC 2150 Database Applications II</td>
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<tr>
<td>BTEC 2140 Spreadsheet Applications II</td>
<td>60</td>
</tr>
<tr>
<td>ACCT 2920 Accounting Internship</td>
<td>60</td>
</tr>
</tbody>
</table>

| **Core Courses** | **600** |
| **Electives**    | **120** |
| **TOTAL**        | **720** |
The Business Administrative Support program provides an individual with the technical background needed to work in an office or business environment. Most of the training is computer based. This program is built around a core curriculum. These are basic skills which must be learned before advanced skills can be mastered. The core curriculum is based on the skills required for employment. A student going to school full-time can typically complete the certificate in 12-18 months.

REQUIREMENTS
Assessment testing is required prior to enrollment in full-time program; assessment areas include keyboarding (30 wpm), math and language, (8.0 grade level). Basic Skills classes are available for those students needing additional help with assessment areas prior to enrollment in this program. In order to enroll in the program, you must first contact the Career Center to schedule assessment testing.

INTERNSHIP
As part of the Business Administrative Support Certificate students will participate in a business internship. This will provide the hands-on training and the application of skills learned to succeed in future employment.

CAREER POSSIBILITIES
A wide variety of positions are available upon completion of this program, including office clerk, information processor, consumer credit representative, administrative assistant, office clerk, secretary, executive secretary, receptionist, word processing operator, payroll clerk, accounts receivable clerk, accounts payable clerk, audit clerk, inventory clerks general office clerk, and full-charge bookkeeper.
### Business Administrative Support

<table>
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<tr>
<th>Business Administrative Support</th>
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<tbody>
<tr>
<td><strong>CORE COURSES (600 HOURS REQUIRED)</strong></td>
</tr>
<tr>
<td>BTEC 1110 Computer Literacy</td>
</tr>
<tr>
<td>BTEC 1521 Business Communications</td>
</tr>
<tr>
<td>BTEC 1130 Word Processing Applications I</td>
</tr>
<tr>
<td>BTEC 1020 Business Calculations</td>
</tr>
<tr>
<td>BTEC 2160 Desktop Publishing</td>
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<tr>
<td>BTEC 1140 Spreadsheet Applications I</td>
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<tr>
<td>BTEC 1160 Electronic Presentations</td>
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<tr>
<td>BTEC 1015 Keyboarding I (40 wpm)</td>
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<tr>
<td>BTEC 1040 Records Management* (Filing)</td>
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<tr>
<td><strong>ELECTIVES (120 HOURS REQUIRED)</strong></td>
</tr>
<tr>
<td>ACCT 2310 Computerized Accounting*</td>
</tr>
<tr>
<td>BTEC 2130 Word Processing Applications II*</td>
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<tr>
<td>BTEC 2140 Spreadsheet Applications II*</td>
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<tr>
<td>BTEC 1150 Database Applications I</td>
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<tr>
<td>BTEC 2150 Database Applications II*</td>
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<tr>
<td>BTEC 2921 BAS Internship</td>
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<tr>
<td>BTEC 2010 Keyboarding II (50 wpm)</td>
</tr>
<tr>
<td>BTEC 2020 Keyboarding III (60 wpm)</td>
</tr>
<tr>
<td><strong>Core Courses</strong></td>
</tr>
<tr>
<td><strong>Electives</strong></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
</tr>
</tbody>
</table>

*The Computer Applications Certificate has helped me become more familiar with the different computer programs and more prepared for the business world!*

—Lindsay Heaton, Business Student
Health Professions provides training in a variety of health related careers. Some training can be accomplished quickly, for example 90 hours of Nurse Assisting, while other professions such as Registered Nurse will require up to two years to complete. Students in Health Professions will each participate in extensive clinical assignments in hospitals, care centers or in medical offices. This hands-on training is invaluable as career preparation and often personally connects students to future employment opportunities. Several programs also train students in the business skills that are required as part of their profession. Health professionals are increasingly in demand, and well-trained individuals have great career potential.

MEDICAL ASSISTANT

A Medical Assistant is one of the most versatile members of the health care team. The comprehensive training available at the College includes administrative as well as clinical competencies. Training will prepare students with the skills to assist physicians in doctors’ offices, clinics, and health maintenance organizations.

NURSING ASSISTANT

The College offers a program designed for high school students and adults that leads to certification as a Nursing Assistant. Students are involved in hands-on care (clinical) of the sick and the elderly in long-term care facilities. Nursing Assistants assist Licensed Practical Nurses (LPN) and Registered Nurses (RN) in giving total bedside care.

PHARMACY TECHNICIAN

Students will learn to interpret medication orders and prescriptions, identify drugs by trade names, generic names, and therapeutic classifications, fill prescription orders according to pharmacy laws, order, restock and maintain drug inventory, perform mathematical calculations required to fill prescriptions, and assist in compounding extemporaneous medications. Students will also 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 parenteral medications using sterile techniques, and maintain professional work ethics.
PRACTICAL NURSING
The purpose of the Practical Nursing program at UBATC is to prepare the graduate to function at the first level of nursing in a multitude of healthcare settings. Classroom theory is provided concurrently with a variety of clinical practice situations. Graduates will also be prepared to move directly into the next educational level of nursing, the Associate Degree.
A medical assistant is a multi-skilled health professional specifically educated to work in ambulatory care settings, performing administrative office tasks and 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, and is required to gain both a variety of knowledge related to health sciences, communication, and specialized skills related to assisting physicians and other healthcare professionals in patient care. This body of knowledge is obtained from formal study and through practical experience and hands-on training.

CAREER POSSIBILITIES

Medical assisting is a fast-growing profession that is versatile, interesting, 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, at offices that specialize in one body system, as well as some surgical outpatient clinics. Many medical offices allow the medical assistant to work daytime hours and to have weekends and holidays off, while others may work evening hours allowing for flexibility in scheduling work hours to fit individual preferences.

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 HIPPA 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 waived 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
Medical Assistant

Matriculation Requirements
This Program has a matriculation process that students must complete in order to be fully matriculated into the program.
Complete the following:

- MEDA 1105 Medical Terminology
- Background Check & Drug Screen

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**

<table>
<thead>
<tr>
<th>MEDICAL ASSISTANT CORE COURSES (1050 HOURS REQUIRED)</th>
</tr>
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<tbody>
<tr>
<td>MEDA 1105 *Medical Terminology</td>
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<tr>
<td>BTEC 1110 Computer Technology (Literacy)</td>
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<tr>
<td>MEDA 2102 Medical History</td>
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<tr>
<td>MEDA 1200 Medical Law &amp; Ethics</td>
</tr>
<tr>
<td>MEDA 1401 Medical Anatomy &amp; Physiology</td>
</tr>
<tr>
<td>MEDA 1300 Psychology for Health Care Professionals</td>
</tr>
<tr>
<td>MEDA 1411 Fundamentals of Human Disease</td>
</tr>
<tr>
<td>MEDA 1501 Electronic Medical Records</td>
</tr>
<tr>
<td>MEDA 2204 Pharmacology for MA</td>
</tr>
<tr>
<td>MEDA 2111 Medical Assistant Clinical Lab I</td>
</tr>
<tr>
<td>MEDA 2121 Medical Assistant Clinical Lab II</td>
</tr>
<tr>
<td>MEDA 2301 Medical Assistant Externship I</td>
</tr>
<tr>
<td>MEDA 2701 Certification Preparation</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>1050</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL</td>
<td>1050</td>
</tr>
</tbody>
</table>

* Course required for matriculation

**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 take the NHA Clinical Medical Assistant Exam. Certification increases employment opportunities. The NHA Certification exam is offered at UBATC in the Career Center.
Nursing Assistant

The College offers a program that leads to certification as a Certified Nursing Assistant. Students are involved in hands-on care (clinical) of the sick and the elderly in long-term care facilities. Nursing Assistants assist Licensed Practical Nurses (LPN) and Registered Nurses (RN) in giving total bedside care. Training includes patient care and procedures, medical law and ethics, patient/staff/environmental safety, infection control, CPR, anatomy and physiology, common medical disorders and appropriate interventions, and the CNA State Test preparation. Students will learn to take and record temperature, pulse, respiration and blood pressure. They assist patients with feeding, dressing and personal hygiene.

REQUIREMENTS

Navy blue scrubs are required for work at the clinical sites. Students are required to show proof of current Food Handlers Permit and written proof of immunizations. Food Handlers training can be completed online at http://statefoodsafety.com

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. Clinicals include the following information:

- You must complete a minimum of 24 hours of “hands-on” in the care centers under the supervision of a clinical instructor.
- To present yourself as professionals 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.

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NURSING ASSISTANT AT A GLANCE

Points are awarded for PN program with CNA certification

Program Length 90 Hrs
Open-Entry/Open-Exit

Program Cost Estimate
Tuition: $180*
Fees: $55
Books & Supplies: $103.50*
*Tuition and Books are subject to change.

Federal Financial Aid   NO
VA Qualified   NO

Wage Summary
Average mid-range wage $8.00–$12.00/hr

Student Entrance Requirements
Math 8.0 Grade Level
Reading 8.0 Grade Level

Available to Adults and High School Students (ages 16 or older)

Upon completion of the program students may take the State Nursing Assistant Certification Exam

Hours Available
ROOSEVELT
Monday–Friday, 12–3 p.m.
VERNAL
Monday–Friday, 11–3 p.m.
EVENING CLASS
Tuesdays & Thursdays, 7–10 p.m.
Roosevelt & Vernal
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 UBATC have been helpful in my personal life and will now lead to a rewarding career.”

–Melanie Perkins

**Nursing Assistant**

**Matriculation Requirements**

This Program has a matriculation process that students must complete in order to be fully matriculated into the program. Complete the following:

- Complete Modules 1-6

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**NURSING ASSISTANT**

<table>
<thead>
<tr>
<th>CORE REQUIREMENTS</th>
<th>HRS</th>
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<tbody>
<tr>
<td>NAHA 1004 Nursing Assistant Classroom</td>
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<tr>
<td>NAHA 1010 Nursing Assistant Clinical</td>
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</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>90</strong></td>
</tr>
</tbody>
</table>

**CNA CERTIFICATION**

Upon completion of the core courses, 19 modules, 24 hrs clinicals, CPR Certification, and passing final exam with 80%, the student will have the opportunity to take the State Nursing Assistant Certification Exam which includes a skills test and a written exam. The cost for the test is $70 (Certification costs are subject to change).

**LICENSURE REQUIREMENTS**

- Pay Licensure Fees
- Complete a State Approved Nurse Assisting Training Program
- 16 Years of Age or Older
- Pass CNA Written Exam
- Pass CNA Skills Exam

**CAREER POSSIBILITIES**

Once certified, students may gain employment in many health aide areas, including hospitals, private homes, long-term care facilities, and home health care.

The nursing assistant is in great demand in the workforce today. They work in many areas of the health care field. As a nursing assistant you could make the difference in the lives of many others.
The purpose of the Pharmacy Technician program at the Uintah Basin Applied Technology College is to prepare the graduate to function at the level of a pharmacy technician. Students will learn in the classroom with the added opportunity for hands-on skill practice in a pharmacy. A graduate in this program will be prepared to take the National Pharmacy Technician Certification Exam.

Students will also 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 parenteral productions using sterile techniques, and maintain professional work ethics.

CAREER POSSIBILITIES

Upon certification, a Pharmacy Technician may gain employment working under the supervision of a pharmacist in a community pharmacy, hospital pharmacy or drug wholesaler.

INTERNSHIP

An internship is part of the core courses which consists of 180 hours. This training opportunity will give the student an 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

- Pay Licensure Fees
- Complete a State Approved Pharmacy Tech Training Program
- 18 Years of Age or Older
- High School Diploma or GED
- Pass a State Approved National Exam
- Pass a State Law Test
- Pass a Background Check
# Pharmacy Technician

## Core Courses (360 hours required) (Hrs)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>PHMT 1004</td>
<td>Introduction to Pharmacy</td>
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</tr>
<tr>
<td>PHMT 1014</td>
<td>Legal Aspects of Pharmacy Practice</td>
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</tr>
<tr>
<td>PHMT 1024</td>
<td>Terminology, Symbols &amp; Formulations</td>
<td>10</td>
</tr>
<tr>
<td>PHMT 1034</td>
<td>Computer Applications</td>
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<tr>
<td>PHMT 1044</td>
<td>Pharmaceutical Calculations</td>
<td>30</td>
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<tr>
<td>PHMT 1054</td>
<td>Filling Orders</td>
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<tr>
<td>PHMT 1064</td>
<td>Inventory</td>
<td>10</td>
</tr>
<tr>
<td>PHMT 1074</td>
<td>Hygiene &amp; Aseptic Techniques</td>
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</tr>
<tr>
<td>PHMT 1084</td>
<td>Brand &amp; Generic Drugs</td>
<td>40</td>
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<td>PHMT 1094</td>
<td>Over-the-Counter</td>
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</tr>
<tr>
<td>PHMT 2903</td>
<td>Pharmaceutical Internship</td>
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<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td>360</td>
</tr>
</tbody>
</table>
The Practical Nursing program at UBATC incorporates practice of basic skills with scientific principles and nursing theory. The knowledge base has been organized according to body systems, from simple to the complex, with one concept building upon another. Students practice the application of the theory and principles learned, first in a simulated lab situation then in care facilities under the supervision of faculty members. Students not only learn to recognize their strengths and abilities, but to remain within the scope of their practice, prepared to function in a structured situation under the direction of a registered nurse, physician, or other primary health care provider.

CAREER POSSIBILITIES
A Licensed Practical Nurse (LPN) works under the supervision of a Registered Nurse (RN) or physician. Over the past few years, greater than 90 percent of all students that passed the program were able to find employment in the nursing field. Typical employment opportunities are available in hospitals, doctors’ offices, care centers, home health care, and rehabilitation facilities.

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

Applicants to the Practical Nursing program are required to meet with a Career Center counselor and take an entrance exam prior to submitting an application.

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 & UBATC.

SELECTION PROCESS
A point system is used to facilitate candidate selection. Points are awarded based on the criteria listed in the Selection System table (facing page).
Practical Nursing

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

**SELECTION SYSTEM**

<table>
<thead>
<tr>
<th>SELECTION CRITERIA</th>
<th>PTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resident of the Tri-County areas</td>
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</tr>
<tr>
<td>On previous year’s alternate list</td>
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</tr>
<tr>
<td>Previous year qualified applicant not accepted</td>
<td>1</td>
</tr>
<tr>
<td>GPA for prerequisite courses</td>
<td>11</td>
</tr>
<tr>
<td>Medical Assistant</td>
<td>2–4</td>
</tr>
<tr>
<td>Emergency Medical Technician</td>
<td>3</td>
</tr>
<tr>
<td>CNA Certification</td>
<td>3</td>
</tr>
<tr>
<td>Pharmacy Technician</td>
<td>3</td>
</tr>
<tr>
<td>Personal reference scores</td>
<td>10 per ref</td>
</tr>
<tr>
<td>1,000 hours direct patient care employment*</td>
<td>1</td>
</tr>
</tbody>
</table>

*Must have proof of hours.

**PRACTICAL NURSING**

**PREREQUISITES**

Prerequisite course grades must be ‘B- grade or higher’

**USU PREREQUISITES (17 CREDITS)**

- BIOL 2320 Human Anatomy - 4 credits
- BIOL 2420 Human Physiology - 4 credits
- BIOL 2060 Microbiology - 3 credits
- FCHD 1500 Human Development Across the Lifespan - 3 credits
- PSY1010 Psychology - 3 credits

**UBATC PREREQUISITES**

- MEDA 1105 Medical Terminology - 60 HRS

**CORE COURSES (930 HOURS REQUIRED)**

- NRSG 1003 Foundations of Nursing Care Practice - 330 HRS
- NRSG 1103 Nursing Care of the Mental Health Patient - 60 HRS
- NRSG 1203 Pharmacological Nursing Care I - 60 HRS
- NRSG 2003 Pharmacological Nursing Care II - 60 HRS
- NRSG 2103 Nursing Care of the New Family - 210 HRS
- NRSG 2203 Nursing Care of the Adult Patient - 210 HRS

**CORE COURSES TOTAL 930**

**LICENSES REQUIREMENTS**

- Pay Licensure Fees
- Complete a State Approved PN Training Program
- 18 Years of Age or Older
- High School Diploma or GED
- Pass NCLEX Exam
- Background Check

**ACCREDITATION**

The College’s Practical Nursing program is accredited by the National League for Nursing Accrediting Commission (NLNAC). 3343 Peachtree Road NE, Suite 850 Atlanta, GA 30326 (404) 975-5000 • Fax: (404) 975-5020 www.nlnac.org
The courses in our Petroleum, Energy & Transportation Department 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 Applied Technology 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 (TRUCK DRIVER TRAINING)**
Students desiring to be employed as a professionally trained driver will benefit from this program. There are opportunities for both men and women in this field of work.

**ENERGY SERVICES SAFETY**
Courses are provided to meet the needs of local employers in all aspects of safety as it relates to the oil, gas, and mining industries.

**HEAVY EQUIPMENT OPERATOR**
Training program designed to develop skills in heavy equipment operation. Includes instruction in print reading, staking, and basic equipment maintenance.

**OIL & GAS NEW HIRE**
Program designed to prepare workers with fundamental safety skills and procedures to meet the needs of oil and gas employers.

**OSHA TRAINING INSTITUTE & EDUCATION CENTER**
UBATC is the training institute and education center for this area and can provide all OSHA training courses needed by industry.

**PETROLEUM TECHNOLOGY**
This certificate program was developed in response to a request from companies in the energy industry working in the Uintah Basin. Petroleum Technology Program. The newly formed Petroleum Technology Advisory Committee has had active participation in the development of the program, identifying training objectives, and in selecting course content and training materials.

**OIL & GAS NEW HIRE**
Program designed to prepare workers with fundamental safety skills and procedures to meet the needs of oil and gas employers.
SAFETY SCHOOL
Program designed to prepare workers with fundamental safety skills and procedures to meet the needs of oil and gas employers.

WELL CONTROL SUPERVISOR
The WellCAP program is based on the principle that proper training, emphasizing the knowledge and practical skills critical to successful well control, produces competent rig crews. Using quality benchmarks developed together with operators, drilling contractors, professional trainers and well control specialists, WellCAP ensures that well control training schools adhere to a core curriculum developed by
CDL (Truck Driver Training)

The CDL course runs 15 weeks. However, because UBATC’s training is open-entry/open-exit and competency-based, students can reach completion earlier. Included in the program is your CDL license with all initial endorsements. The process of obtaining a CDL is primarily established by the Utah Department of Motor Vehicles, Driver License Division.

PROGRAM
This program teaches hazardous materials, double & triple trailers/tanks, and includes a physical exam and drug screening. Students are trained in: Log book and map reading, accident procedures, backing, basic control, cargo documentation, control systems, coupling and uncoupling, hours of service, recognizing and reporting malfunctions, space management, shifting, vehicle inspection, vehicle systems, and visual search. Students also train using a state-of-the-art simulator prior to actual driving experience. Students earn their brake adjustment certification and have the convenience of third party testing. After receiving a Learner’s Permit, students are eligible to participate in “over-the-road” training.

CAREER POSSIBILITIES
Almost everything we use is moved across the country by truck and without truck drivers our country would be at a standstill. This type of training is critical to our nation as a whole. There is currently a driver shortage, providing opportunities for both men and women to work as professionally trained drivers for good pay and competitive benefits. Job placement is available locally as well as nation-wide. The Professional Truck Driving Training program at the UBATC provides the information necessary to help potential employees be safe, competent truck drivers.

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

CDL AT A GLANCE
Program Length
Certificate of Completion 480 Hrs
Open-Entry/Open-Exit

Program Cost Estimate
Tuition: $960*
Fees: $3200
Books & Supplies: $40*
*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
Minimum of one year driving experience

Available to Adults
18 years or older

Hours Available
Mon-Fri 8 a.m. to 5 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.

### CDL (Truck Driver Training)

<table>
<thead>
<tr>
<th>Core Courses (480 Hours Required)</th>
<th>Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>TDRV 1001 Introduction to Truck Driving</td>
<td>60</td>
</tr>
<tr>
<td>TDRV 1012 Basic Truck Operations</td>
<td>22</td>
</tr>
<tr>
<td>TDRV 1021 Defensive Driving for the Prof. Truck Driver</td>
<td>6</td>
</tr>
<tr>
<td>TDRV 1022 On the Road Driving Skills</td>
<td>90</td>
</tr>
<tr>
<td>TDRV 1025 Driver Licensure Testing</td>
<td>2</td>
</tr>
<tr>
<td>TDRV 1041 Truck Driver Practicum I</td>
<td>60</td>
</tr>
<tr>
<td>TDRV 1042 Truck Driver Practicum II</td>
<td>240</td>
</tr>
<tr>
<td><strong>Core Courses</strong></td>
<td><strong>480</strong></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>480</strong></td>
</tr>
</tbody>
</table>

### Early Exit Points (Require Employer Sponsorship)

- Novice CDL: 120
- Novice CDL+: 180

### CDL Short-Term Training

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>TDRV 1021 Defensive Driving for the Truck Driver</td>
<td>6</td>
</tr>
<tr>
<td>TDRV 1023 Defensive Driving (Passenger Car)</td>
<td>4</td>
</tr>
<tr>
<td>TDRV 1031 DOT Air Brake Adjustment</td>
<td>2</td>
</tr>
<tr>
<td>TDRV 1032 DOT Hours of Service (Log Book)</td>
<td>4</td>
</tr>
<tr>
<td>TDRV 1033 CDL Safety Training</td>
<td>4</td>
</tr>
<tr>
<td>TDRV 1211 Long Commercial Vehicle</td>
<td>40</td>
</tr>
<tr>
<td>TDRV 1212 Long Commercial Vehicle Externship</td>
<td>10-120</td>
</tr>
<tr>
<td>TDRV 1101 15 Passenger Van Training</td>
<td>8</td>
</tr>
</tbody>
</table>
The Safety courses taught by UBATC are closely linked to the needs of local industry. Industrial safety training for construction and manufacturing. Energy services safety for the petroleum and mining industries.

**ENERGY SERVICES SAFETY**
This course is designed to provide certification and awareness level safety training for new hires in the oil and gas industries.

**FORKLIFT SAFETY**
This course covers safe operating procedures for forklift drivers including an on-site evaluation. This is a two-part course.

**H2S**
This course covers H2S principles that apply to confined spaces.

**MEDIC FIRST AID/CPR**
Includes instruction in basic first aid including CPR.

**MSHA NEW MINER TRAINING**
This course covers MSHA safety designed to prepare new miners for the hazards present in mining activities.

**MSHA RECERTIFICATION**
This course is a refresher course for miners. It provides the training required for recertification in MSHA.

**RESPIRATORY PROTECTION (FIT TESTING)**
This course covers the proper procedures to follow for fitting a respirator to the individual when hazardous gases are present.

**SAFETY AT A GLANCE**
Federal Financial Aid NO
VA Qualified NO
Available to Adults
“People have vast potential. [They] can do extraordinary things if they have the confidence or take the risks.”

–Philip Adams
Heavy equipment operators are in demand in the construction industry. They use machinery to move construction materials, earth, and other heavy materials at construction sites and mines. They operate equipment that clears and grades land to prepare it for construction of roads, buildings, and bridges, as well as airport runways, power generation facilities, dams, levees, and other structures. They use machines to dig trenches to lay or repair sewer and other utilities, and hoist heavy construction materials.

PROGRAM

The Heavy Equipment Operator Program is designed to provide training that will develop skilled operators in a variety of equipment such as: Backhoe, Skid Steer, Loader, Dozer & Excavator. The student will choose the specific pieces of equipment to train on.
# Heavy Equipment Operator

<table>
<thead>
<tr>
<th>HEAVY EQUIPMENT OPERATOR</th>
<th>CORE COURSES (320 HOURS REQUIRED)</th>
<th>HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEOP 1010</td>
<td>Heavy Equipment Core</td>
<td>50</td>
</tr>
<tr>
<td>HEOP 1020</td>
<td>Level 1 HEO</td>
<td>90</td>
</tr>
<tr>
<td>HEOP 1022</td>
<td>Level 2 HEO</td>
<td>90</td>
</tr>
<tr>
<td>HEOP 1024</td>
<td>Level 3 HEO</td>
<td>90</td>
</tr>
</tbody>
</table>

**Total** 320
The skills taught in this program are the essential skills required of the various oil and gas exploration, production and service companies operating in Rocky Mountain area. Students who complete this training will be prepared to go to work in the oil and gas industry, and will understand the essential safety procedures that must be followed to protect themselves and their fellow workers in the field.

**OIL & GAS NEW HIRE AT A GLANCE**

<table>
<thead>
<tr>
<th>Program Length</th>
<th>42 Hrs</th>
</tr>
</thead>
</table>

**Program Cost Estimate**
- Tuition: $84
- Books & Fees: $324

* Tuition, Books & Fees are subject to change.

**Federal Financial Aid** NO
**VA Qualified** NO
# Oil & Gas New Hire

## Core Courses (32 Hrs)

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>OSHA 10SF</td>
<td>Safety Fundamentals</td>
<td>10</td>
</tr>
<tr>
<td>SAFT 1022</td>
<td>First Aid/CPR/Bloodborne Pathogens</td>
<td>6</td>
</tr>
<tr>
<td>SAFT 1035</td>
<td>Oil and Gas New Hire Safety</td>
<td>14</td>
</tr>
<tr>
<td>SAFT 1010</td>
<td>Respiratory Protection Fundamentals</td>
<td>2</td>
</tr>
</tbody>
</table>

## Elective Courses (10 Hrs)

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>TDRV 1027</td>
<td>Defensive Driving with Commentary</td>
<td>6</td>
</tr>
<tr>
<td>SAFT 2100</td>
<td>Oil and Gas Safety Workshop</td>
<td>2</td>
</tr>
<tr>
<td>PETT 2200</td>
<td>Oil and Gas Industry/ Regulatory Workshop</td>
<td>2</td>
</tr>
<tr>
<td>SAFT 1110</td>
<td>Respiratory Fit Testing Essentials</td>
<td>2</td>
</tr>
<tr>
<td>SAFT 1801</td>
<td>RigPass (IADC)</td>
<td>10</td>
</tr>
<tr>
<td>SAFT 1201</td>
<td>Safeland (PEC)</td>
<td>10</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th><strong>Core</strong></th>
<th><strong>Electives</strong></th>
<th><strong>Total</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>32</td>
<td>10</td>
<td>42</td>
</tr>
</tbody>
</table>
OSHA Training Institute and Education Center

OSHA’s Mission

With the Occupational Safety and Health Act of 1970, Congress created the Occupational Safety and Health Administration (OSHA) to assure safe and healthful working conditions for working men and women by setting and enforcing standards and by providing training, outreach, education and assistance.

IS YOUR COMPANY OSHA COMPLIANT?

Are you confused about OSHA Standards?

Are you wondering when, how or even if they apply to you?

Not sure how to comply with or implement the rules?

UBATC CAN HELP YOU GET THERE!

OSHA TRAINING AT A GLANCE

Federal Financial Aid NO
VA Qualified NO
## COURSES AVAILABLE

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>OSHA 10CI</td>
<td>OSHA 10 Hour Construction Industry</td>
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</tr>
<tr>
<td>OSHA 10GI</td>
<td>OSHA 10 Hour General Industry</td>
<td>10</td>
</tr>
<tr>
<td>OSHA 30CI</td>
<td>OSHA 30 Hour Construction Industry</td>
<td>30</td>
</tr>
<tr>
<td>OSHA 30GI</td>
<td>OSHA 30 Hour General Industry</td>
<td>30</td>
</tr>
<tr>
<td>OSHA 0500</td>
<td>Trainer Course in OSHA for Construction Industry</td>
<td>30</td>
</tr>
<tr>
<td>OSHA 0501</td>
<td>Trainer Course in OSHA for General Industry</td>
<td>30</td>
</tr>
<tr>
<td>OSHA 0502</td>
<td>Trainer Update in OSHA for Construction Industry</td>
<td>30</td>
</tr>
<tr>
<td>OSHA 0503</td>
<td>Trainer Update in OSHA for General Industry</td>
<td>30</td>
</tr>
<tr>
<td>OSHA 0510</td>
<td>OSHA Standards for Construction Industry</td>
<td>30</td>
</tr>
<tr>
<td>OSHA 0511</td>
<td>OSHA Standards for General Industry</td>
<td>30</td>
</tr>
<tr>
<td>OSHA 2015</td>
<td>Hazardous Materials</td>
<td></td>
</tr>
<tr>
<td>OSHA 2225</td>
<td>Respiratory Protection</td>
<td></td>
</tr>
<tr>
<td>OSHA 3010</td>
<td>Excavation, Trenching &amp; Soil Mechanics</td>
<td></td>
</tr>
<tr>
<td>OSHA 3095</td>
<td>Electrical Standards</td>
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</tr>
<tr>
<td>OSHA 3110</td>
<td>Fall Arrest Systems</td>
<td></td>
</tr>
<tr>
<td>OSHA 7100</td>
<td>Intro to Machinery &amp; Machine Guard Standards</td>
<td></td>
</tr>
<tr>
<td>OSHA 7300</td>
<td>Understanding OSHA’s Permit - Required Confined Space Standard</td>
<td></td>
</tr>
<tr>
<td>OSHA 7500</td>
<td>Intro to Safety &amp; Health Management</td>
<td></td>
</tr>
</tbody>
</table>
Petroleum Technology

PETROLEUM TECHNOLOGY

The 900-hour Petroleum Technology Program was designed at the request of the local Energy Industry.

This program has been developed through training partnerships with UBATC and several oil and gas industry leaders. These leaders actively participate in the Petroleum Technology Advisory Committee, which ensures that the training is meeting the needs of the oil and gas industry. This participation provides the most current industry techniques and includes identifying training objectives, and in selecting course content and training materials.

- There is currently a shortage of qualified and trained workers in the oil and gas industry regionally.

- There is a workforce gap of experienced workers that need additional industry training in order to replace the large numbers of retiring individuals from the industry. It is critical that the current oil and gas industry expertise and knowledge in the Uintah Basin not be lost with the changing workforce in order to remain competitive with other regions.

- It is beneficial for companies to promote employees within the company. It provides for a higher-quality and trained workforce. This program is designed to allow employees within the industry to advance and/or upgrade their technical skills so they will be more qualified for higher paying positions.

PETROLEUM TECHNOLOGY AT A GLANCE

Program Length
Certificate of Completion 900Hrs

Program Cost Estimate
Tuition: $1800*
Fees: $1457.05*
Books: $552.95*
Safety Supplies: $40*
*Tuition and fees are based on program completion in the hours specified for the program length. Tuition, fees, Books & Supplies are subject to change.

Federal Financial Aid YES
VA Qualified YES

Student Entrance Requirements
8th Grade Math
8th Grade Reading
Pass Basic Computer Skills Test
Have a valid Driver's License
Submit Resume
Fill out program application
Submit certificates & transcripts for prior training

Available to Adults
18 years or older

Hours Available
Hours vary based on course
Vernal
## Petroleum Technology

### Core Courses (900 Hours Required)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>PETT 2081</td>
<td>Leadership for the Petroleum Industry</td>
<td>30</td>
</tr>
<tr>
<td>PETT 1011</td>
<td>Petroleum Technology I</td>
<td>90</td>
</tr>
<tr>
<td>PETT 1021</td>
<td>Petroleum Safety Fundamentals</td>
<td>120</td>
</tr>
<tr>
<td>PETT 1032</td>
<td>Oil &amp; Gas Communication &amp; Computers</td>
<td>120</td>
</tr>
<tr>
<td>MATH 1002</td>
<td>Technical Math Basics</td>
<td>15</td>
</tr>
<tr>
<td>PETT 1041</td>
<td>Wellhead and Surface Equipment</td>
<td>60</td>
</tr>
<tr>
<td>PETT 1051</td>
<td>Fundamentals of Oil/Gas Measurement</td>
<td>60</td>
</tr>
<tr>
<td>PETT 2021</td>
<td>Fundamentals of Well Operations</td>
<td>60</td>
</tr>
<tr>
<td>PETT 2011</td>
<td>Petroleum Technology II</td>
<td>90</td>
</tr>
<tr>
<td>PETT 2031</td>
<td>Dehydration and Separation Operations</td>
<td>30</td>
</tr>
<tr>
<td>PETT 2041</td>
<td>Instrumentation and Controls</td>
<td>30</td>
</tr>
<tr>
<td>PETT 2051</td>
<td>Engine and Compressor Operations</td>
<td>15</td>
</tr>
<tr>
<td>PETT 2071</td>
<td>Industry Projects</td>
<td>15</td>
</tr>
<tr>
<td>PETT 2902</td>
<td>Cooperative Work Experience</td>
<td>165</td>
</tr>
</tbody>
</table>

|              | **TOTAL**                                         | **900** |

“Our Advisory Council wants to go on record as strongly supporting the Petroleum Technology Certificate being proposed by the Uintah Basin Applied Technology College (UBATC).

We commend the UBATC for a great job of convening and collaborating with the energy company managers to jointly develop a curriculum. The companies should be recognized as well for their commitment of time, student support, and equipment for the program.”

Advisory Council on Workforce Services Uintah Basin
SAFETY SCHOOL

This program includes foundation safety training for oil and gas production and exploration workers including PEC Core, First Aid/CPR, Bloodborne Pathogens. Students receive Hands-on training simulating actual rig locations and daily routines of various duties for oil and gas industry employees. Training includes: Protect A Back, Log Book Training, Heavy Lifting and Crane Operations, Suspended Loads, Hazcom, Forklift, Manlift Certification, Chain Up and Chain Down, Light Duty Trailer Connections and more!

SAFETY SCHOOL AT A GLANCE

Program Length 96 Hrs

Program Cost Estimate
Tuition: $192
Books & Fees: $1293
*Tuition, Books & Fees are subject to change.

Federal Financial Aid NO
VA Qualified NO
## SAFETY SCHOOL

<table>
<thead>
<tr>
<th>CORE COURSES (96 HRS)</th>
<th>HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAFT 1030 Core Safety Compliance</td>
<td>24</td>
</tr>
<tr>
<td>SAFT 1022 First Aid/CPR/Bloodborne Pathogens</td>
<td>6</td>
</tr>
<tr>
<td>SAFT 1040 Energy Services Safety and Operations</td>
<td>22</td>
</tr>
<tr>
<td>SAFT 1810 Iron Fundamentals and Rigging Operations</td>
<td>15</td>
</tr>
<tr>
<td>SAFT 1520 Equipment Operations</td>
<td>15</td>
</tr>
<tr>
<td>SAFT 1050 Ergonomics and Back Safety</td>
<td>4</td>
</tr>
<tr>
<td>SAFT 1011 Respiratory Protection with Fit Testing</td>
<td>4</td>
</tr>
<tr>
<td>TDRV 1026 Defensive Driving with Evaluation</td>
<td>6</td>
</tr>
</tbody>
</table>

**TOTAL** 96
WELL CONTROL SUPERVISOR

This program prepares individuals with the in-depth knowledge of well control and blowout control to safely supervise a drilling crew and ensure safety of the employees on site and as well as the safeguarding the drilling equipment.

The training program is accredited by the International Association of Drilling Contractors (IADC).

WELL CONTROL SUPERVISOR AT A GLANCE

- Program Length 30 Hrs
- Program Cost Estimate
  - Tuition: $60
  - Fees: $545
  - Books: $95
  * Tuition, Books & Fees are subject to change.

- Federal Financial Aid NO
- VA Qualified NO
Well Control Supervisor

<table>
<thead>
<tr>
<th>WELL CONTROL SUPERVISOR</th>
<th>CORE COURSES(30 HRS)</th>
<th>HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>PETT 1220</td>
<td>Pressure Concepts &amp; Calculations</td>
<td>4</td>
</tr>
<tr>
<td>PETT 1222</td>
<td>Gas Characteristics &amp; Behavior</td>
<td>2</td>
</tr>
<tr>
<td>PETT 1224</td>
<td>Types of Fluids</td>
<td>2</td>
</tr>
<tr>
<td>PETT 1226</td>
<td>Procedures</td>
<td>2</td>
</tr>
<tr>
<td>PETT 1228</td>
<td>Drilling Equipment</td>
<td>4</td>
</tr>
<tr>
<td>PETT 1230</td>
<td>Constant Bottomhole Pressure Well Control Methods</td>
<td>4</td>
</tr>
<tr>
<td>PETT 1232</td>
<td>Hydrogen Sulfide Awareness</td>
<td>2</td>
</tr>
<tr>
<td>PETT 1234</td>
<td>Causes of Kicks</td>
<td>2</td>
</tr>
<tr>
<td>PETT 1236</td>
<td>Kick Detection</td>
<td>4</td>
</tr>
<tr>
<td>PETT 1238</td>
<td>Organizing a Well Control Operation</td>
<td>4</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>30</strong></td>
</tr>
</tbody>
</table>
The programs in our Trades & Industry Department prepare students to meet the technology needs facing Utah’s construction and service industries. Many local companies need workers who bring a broad background of technical skills to their careers.

The Uintah Basin Applied Technology 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 graduation.

**AUTOMOTIVE**
The educational opportunity for a high technology, rapidly expanding industry is available in the automotive field. Students can prepare for a secure career, build skills and knowledge required to diagnose, service, and repair today’s automobiles, light trucks, and equipment.

**CARPENTRY**
This certificate provides an individual experience through hands-on training in the actual construction of a home. The student is involved in all phases of construction. While the primary emphasis is residential construction, certain processes found in commercial building are also covered.

**CAD/CAM (COMPUTER-AIDED DESIGN & COMPUTER-AIDED MANUFACTURING)**
Students will gain experience using both computer-aided design and computer-aided manufacturing software. They will also learn to generate and edit machine code used to run Computer Numerical Controled (CNC) machines such as mills and lathes. They will also learn to use 3D printing for developing prototypes prior to manufacturing parts.

**HEAVY DUTY DIESEL**
The educational opportunity for a high technology, rapidly expanding industry is available in the diesel repair and maintenance field. Students can prepare for a secure career, build skills and knowledge required to diagnose, service, and repair today’s diesel trucks, machinery, and equipment.
TRADES

ELECTRICAL APPRENTICESHIP
Apprenticeship is a relationship between an employer and an employee in which the worker, or apprentice, learns a technical trade. An apprenticeship covers all aspects of the trade which includes both on-the-job training and related instruction. The on-the-job portion is acquired with the employer under the tutelage of a master craftsperson. The related instruction portion is received at the Uintah Basin Applied Technology College.

FARM & RANCH BUSINESS MANAGEMENT
The Farm/Ranch Business Management courses are an educational effort to help farmers and ranchers develop business management skills needed to analyze information from their farm records and make applications to their individual operation. Farmers who participate in the courses are assisted in keeping a complete set of financial records through monthly instructor visits. Instruction includes the use of computers and computer software for the record keeping process.

WELDING
Learn welding and cutting processes including the jointing of parts according to blueprints or written specifications. Students learn industrial requirements for occupational skills needed in the welding field. The strength of many products depend on skilled, knowledgeable welders.

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

–Philip Adams
Automotive

Automotive Technicians inspect, maintain, and repair mechanical, electrical, electronic and hydraulic parts of the automobile, truck, industrial equipment and other fuel-powered vehicles. Auto Technology is the field of study dealing with diagnosis, service, and repair of automobile and light trucks. Lab and classroom courses are oriented toward high levels of technical understanding, current development such as electronic control systems and environmental issues, the development of the student’s diagnostic capabilities, and proficiency with recommended service procedures.

AUTOMOTIVE PROGRAMS

The programs follow the curriculum guide of the National Automotive Technicians Education Foundation. Upon successful completion students will receive a Certificate of Completion. Students are also encouraged to test in the ASE areas that they have developed competency in.

CAREER POSSIBILITIES

Job opportunities exist in a variety of capacities including: Automotive Technician Apprentice, Driveability Technician, Front-end Technician, Maintenance Technician, and Transmission Technician.

AUTOMOTIVE AT A GLANCE

Program Length:
Auto Technology 990 Hrs
Auto Master Technician 1560 Hrs
Open-Entry/Open-Exit

Program Cost Estimate
Auto Technology Certificate
Tuition: $1980*
Fees: $40
Books & Supplies: $670*
Tools: $3000

Auto Master Technician Certificate
Tuition: $3120*
Fees: $40
Books & Supplies: $670*
Tools: $3000

Tuition and fees are based on program completion in the hours specified for the program length.
*Tuition and Books 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
Mon–Fri 8:30 a.m. to 4:00 p.m.
Vernal Only

*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.
“It’s not the hours you put in your work that counts, it’s the work you put in the hours.”

—Sam Ewing

### Automotive Technology

**Core Courses (990 Hours Required)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 1000</td>
<td>Math I</td>
<td>60</td>
</tr>
<tr>
<td>BTEC 1110</td>
<td>Computer Literacy</td>
<td>90</td>
</tr>
<tr>
<td>HVDD 1035</td>
<td>Safety and Shop Skills</td>
<td>60</td>
</tr>
<tr>
<td>AUTO 1031</td>
<td>Steering and Suspension</td>
<td>120</td>
</tr>
<tr>
<td>AUTO 1041</td>
<td>Brakes</td>
<td>120</td>
</tr>
<tr>
<td>AUTO 1511</td>
<td>Electrical/Electronic Systems 1A</td>
<td>120</td>
</tr>
<tr>
<td>AUTO 1521</td>
<td>Electrical/Electronic Systems 1B</td>
<td>120</td>
</tr>
<tr>
<td>AUTO 1611</td>
<td>Engine Performance 1A</td>
<td>120</td>
</tr>
<tr>
<td>AUTO 1612</td>
<td>Engine Performance 1B</td>
<td>120</td>
</tr>
<tr>
<td>AUTO 1401</td>
<td>Engine Repair 1A</td>
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**Electives (570 Hours Required)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>HRS</th>
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<tbody>
<tr>
<td>AUTO 1402</td>
<td>Engine Repair 1B</td>
<td>60</td>
</tr>
<tr>
<td>AUTO 1412</td>
<td>Engine Rebuild</td>
<td>120</td>
</tr>
<tr>
<td>AUTO 2001</td>
<td>Engine Performance II</td>
<td>150</td>
</tr>
<tr>
<td>AUTO 2011</td>
<td>Automatic Transmission &amp; Transaxle</td>
<td>120</td>
</tr>
<tr>
<td>AUTO 2021</td>
<td>Heating, Ventilation &amp; Air Cond</td>
<td>90</td>
</tr>
<tr>
<td>AUTO 2101</td>
<td>Manual Drive Train &amp; Axles</td>
<td>90</td>
</tr>
<tr>
<td>AUTO 2900</td>
<td>Special Applications</td>
<td>1-180</td>
</tr>
<tr>
<td>WKSK 1500</td>
<td>Job Seeking Skills</td>
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**Total Core Courses**

<table>
<thead>
<tr>
<th>HRS</th>
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<tr>
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**Total**

<table>
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<tr>
<th>HRS</th>
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</table>

### Automotive Master Technician

**Core Courses (990 Hours Required)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
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<tbody>
<tr>
<td>MATH 1000</td>
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<td>BTEC 1110</td>
<td>Computer Literacy</td>
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<td>HVDD 1035</td>
<td>Safety and Shop Skills</td>
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<tr>
<td>AUTO 1031</td>
<td>Steering and Suspension</td>
<td>120</td>
</tr>
<tr>
<td>AUTO 1041</td>
<td>Brakes</td>
<td>120</td>
</tr>
<tr>
<td>AUTO 1511</td>
<td>Electrical/Electronic Systems 1A</td>
<td>120</td>
</tr>
<tr>
<td>AUTO 1521</td>
<td>Electrical/Electronic Systems 1B</td>
<td>120</td>
</tr>
<tr>
<td>AUTO 1611</td>
<td>Engine Performance 1A</td>
<td>120</td>
</tr>
<tr>
<td>AUTO 1612</td>
<td>Engine Performance 1B</td>
<td>120</td>
</tr>
<tr>
<td>AUTO 1401</td>
<td>Engine Repair 1A</td>
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**Electives (570 Hours Required)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 1402</td>
<td>Engine Repair 1B</td>
<td>60</td>
</tr>
<tr>
<td>AUTO 1412</td>
<td>Engine Rebuild</td>
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<td>AUTO 2001</td>
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<td>AUTO 2011</td>
<td>Automatic Transmission &amp; Transaxle</td>
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<tr>
<td>AUTO 2021</td>
<td>Heating, Ventilation &amp; Air Cond</td>
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<tr>
<td>AUTO 2101</td>
<td>Manual Drive Train &amp; Axles</td>
<td>90</td>
</tr>
<tr>
<td>AUTO 2900</td>
<td>Special Applications</td>
<td>1-180</td>
</tr>
<tr>
<td>WKSK 1500</td>
<td>Job Seeking Skills</td>
<td>30</td>
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**Total Core Courses**

<table>
<thead>
<tr>
<th>HRS</th>
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<td>990</td>
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</table>

**Total**

<table>
<thead>
<tr>
<th>HRS</th>
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<tbody>
<tr>
<td>1560</td>
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</table>
CAD/CAM

The Computer-Aided Design/Computer-Aided Manufacturing program provides experience in using design software to create designs and then generate the machine code required to drive the mills and lathes to manufacture the parts.

PROGRAM

The program uses an open-entry/open-exit self-paced structure. Includes:

- 3D Printing for building Prototypes
- CNC Milling
- CNC Lathe Operation
- Manufacturing Processes for various types of material

CAREER POSSIBILITIES

Students who complete the program will be prepared to enter employment as drafters and detailers in the manufacturing and engineering related industries as well as CNC Machine operators.

CAD/CAM AT A GLANCE

Program Length:
CAD/CAM Certificate 900 Hrs
Open-Entry/Open-Exit

Program Cost Estimate
Tuition: $1800*
Fees: $40
Books & Supplies: $1000*

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

Federal Financial Aid No
VA Qualified YES

Student Entrance Requirements
Math 8.0 Grade Level
Reading 8.0 Grade Level
Keyboarding 30 WPM
Available to adults and high school students

Hours Available
Mon–Fri 12:00 pm to 8:00 p.m.
Vernal Only
"Far and away the best prize that life offers is the chance to work hard at work worth doing."

–Theodore Roosevelt

<table>
<thead>
<tr>
<th>CORE COURSES (810 HOURS)</th>
<th>HRS</th>
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<tbody>
<tr>
<td>DRFT 1021</td>
<td>Computer Aided Drafting</td>
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<tr>
<td>DRFT 1070</td>
<td>Applied Technical Math</td>
</tr>
<tr>
<td>DRFT 2241</td>
<td>Computer Aided Manufacturing</td>
</tr>
<tr>
<td>DRFT 2251</td>
<td>CNC Machining for Mill</td>
</tr>
<tr>
<td>DRFT 2252</td>
<td>CNC Machining for Lathe</td>
</tr>
<tr>
<td>DRFT 2131</td>
<td>Machine Tool Metrology</td>
</tr>
<tr>
<td>DRFT 2170</td>
<td>Manufacturing Processes</td>
</tr>
<tr>
<td>DRFT 2171</td>
<td>Rapid Prototyping &amp; 3D Printing</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>ELECTIVE COURSES (90 HOURS)</th>
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<tbody>
<tr>
<td>DRFT 2242</td>
<td>CAM using MasterCAM</td>
</tr>
<tr>
<td>DRFT 2243</td>
<td>CAM using SurfCAM</td>
</tr>
</tbody>
</table>

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Courses</td>
<td>810</td>
</tr>
<tr>
<td>Electives</td>
<td>90</td>
</tr>
<tr>
<td>Total</td>
<td>900</td>
</tr>
</tbody>
</table>
The Carpentry program offered at the Uintah Basin Applied Technology College gives the student hands-on experience in the actual construction of a home. The student is involved in all phases from planning and drafting to foundation, framing, and finishing work. Instructors experienced in general contracting and teaching conduct all classroom and building experiences. While the primary emphasis is residential construction, certain processes found in commercial building are also covered.

REQUIREMENTS
A basic assessment of reading, math, and measurements (8.0 grade level) is required prior to enrollment.

PROGRAM
This program teaches students to understand basic math skills. They recognize and demonstrate proper use of hand and power tools. They identify and interpret blue print reading and basic wall layouts. Students demonstrate concrete, framing, roofing, siding and drywall skills by building a house.

CAREER POSSIBILITIES
The primary sources of employment are found with building contractors, construction material suppliers, architectural and civil engineering firms, and self-employment. Employment may be secured as a carpenter’s helper, carpenter, subcontractor, project foreman, estimator, etc.
Carpentry & Residential Construction

Do you like working with your hands? Then this could be the program for you. Learn everything from the foundation work to the finish work as you build an entire house.

**CARPENTRY**

<table>
<thead>
<tr>
<th>CORE COURSES (600 HOURS REQUIRED)</th>
<th>HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONS 1010 Industry Introduction, Safety and Tool Use</td>
<td>30</td>
</tr>
<tr>
<td>CONS 1020 Construction Materials</td>
<td>30</td>
</tr>
<tr>
<td>CONS 1033 Building Site Layout and Concrete*</td>
<td>90</td>
</tr>
<tr>
<td>CONS 1040 Framing Methods*</td>
<td>150</td>
</tr>
<tr>
<td>CONS 1063 Roofing</td>
<td>60</td>
</tr>
<tr>
<td>CONS 1053 Exterior Finishes</td>
<td>60</td>
</tr>
<tr>
<td>CONS 1073 Interior Finishes*</td>
<td>60</td>
</tr>
<tr>
<td>CONS 1083 Design, Blueprint Reading and Codes*</td>
<td>60</td>
</tr>
<tr>
<td>CONS 1090 Estimating Materials and Costs</td>
<td>60</td>
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</tbody>
</table>

* These competencies must be demonstrated on a UCAT Campus

Core Courses: 600
Electives: 0
TOTAL: 600

**RESIDENTIAL CONSTRUCTION**

<table>
<thead>
<tr>
<th>CORE COURSES (590 HOURS REQUIRED)</th>
<th>HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONS 1001 Industry Introduction, Safety and Hand and Power Tool Use</td>
<td>64</td>
</tr>
<tr>
<td>CONS 1011 Construction Materials, Equipment and Job Site Safety.</td>
<td>64</td>
</tr>
<tr>
<td>CONS 1021 Estimating Materials, Costs and Codes.</td>
<td>64</td>
</tr>
<tr>
<td>CONS 1031 Design, Blueprint Reading, Site Layout and Surveying.</td>
<td>64</td>
</tr>
<tr>
<td>CONS 1041 Framing, Stairway Construction and Concrete.</td>
<td>142</td>
</tr>
<tr>
<td>CONS 1051 Roof Framing and Construction</td>
<td>64</td>
</tr>
<tr>
<td>CONS 1061 Exterior Finishing</td>
<td>64</td>
</tr>
<tr>
<td>CONS 1071 Interior Finishing</td>
<td>64</td>
</tr>
</tbody>
</table>

Core Courses: 590

The Residential Construction Program is only offered at the Duchesne County Jail Instructional Service Center and is not open to the public.
The Electrical Apprentice classroom training is designed to provide the necessary classroom concept and theory required to become a state licensed Journeyman Electrician. The classroom work supplements the required work experience. Two courses per year are offered over a four year period. Once an individual starts in the program, an apprentice license must be obtained through the Utah Division of Occupational and Professional Licensing (www.dopl.utah.gov). Once obtained, one can then continue attending courses, work the required hours, and complete the state examinations. Upon passing the state examinations, the individual becomes a Journeyman Electrician.

REQUIREMENTS
A basic assessment of reading, math, and measurements (8.0 grade level) is required prior to enrollment.

TRAINING PARTNERSHIP
Electrical apprenticeship training is a partnership between local employers and UBATC. The employer provides the on-the-job training experience and UBATC 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. The class is divided into two eighty (80) hour sessions beginning in September and ending in December, then beginning again in January and ending in April.
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>
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<tr>
<td>ELAP 1013 Electrical Apprentice 1-B (Spring - year 1)</td>
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<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>
</tr>
<tr>
<td>ELAP 2013 Electrical Apprentice 3-B (Spring - year 3)</td>
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<tr>
<td>ELAP 2023 Electrical Apprentice 4-A (Fall - year 4)</td>
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</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
The Farm/Ranch Business Management classes are an educational effort to help farmers and ranchers develop business management skills needed to analyze information from their farm records and make applications to their individual operation. Farmers who participate in the classes are assisted in keeping a complete set of financial records through monthly instructor visits. Instruction includes the use of computers and computer software for the record keeping process.

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

FINANCIAL ASSISTANCE
Some farms may qualify for Custom Fit funding or Uintah County Scholarships.

TRAINING
Learn areas of farm/ranch record keeping including, Tax Records, Balance Sheets, Cash Flow, Enterprise Records, Profit/Loss Statements, and a Year-end Whole Farm Analysis. Instruction is also given on computer accounting and spreadsheet development. In addition to individual instruction, all participating farms are invited to attend group sessions during the year.

The classes meet the requirements for farmers required to take Borrower Training by Farm Service Agency.
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!

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

– Cicero
Diesel service technicians and mechanics, including bus and truck mechanics and diesel engine specialists, repair and maintain the diesel engines that power transportation equipment. Some diesel technicians and mechanics also work on other heavy vehicles and mobile equipment, including bulldozers, cranes, road graders, farm tractors, and combines. Other technicians repair diesel-powered passenger automobiles and light trucks.

**PROGRAM**

The Heavy Duty Diesel program at UBATC is an open-entry/open-exit program. All courses are taught to ASE standards so that graduates will be prepared to pass the ASE industry standard tests. Students will gain experience in maintaining a fleet of diesel trucks that are used in the Truck Driver Training program at UBATC as well as compressors and other 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 required to purchase their own tools as part of the training program, thus improving their employability after completion of the program.

**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 2012. In addition to the creation of more jobs in the industry, other positions will open up to replace retirees or those who change occupations.
## Heavy Duty Diesel

<table>
<thead>
<tr>
<th>Core Courses (1110 Hours Required)</th>
<th>HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BTEC 1110 Computer Literacy</td>
<td>90</td>
</tr>
<tr>
<td>HVDD 1000 Preventive Maintenance Insp</td>
<td>90</td>
</tr>
<tr>
<td>HVDD 1005 Heavy Duty Brakes</td>
<td>90</td>
</tr>
<tr>
<td>HVDD 1010 Drive Train</td>
<td>90</td>
</tr>
<tr>
<td>HVDD 1015 Suspension and Steering</td>
<td>120</td>
</tr>
<tr>
<td>HVDD 1020 Heavy Duty HVAC</td>
<td>120</td>
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<tr>
<td>HVDD 1025 Diesel Engines</td>
<td>210</td>
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<tr>
<td>HVDD 1030 Electrical/Electronic Systems</td>
<td>120</td>
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<tr>
<td>HVDD 1035 Safety and Shop Skills</td>
<td>60</td>
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<tr>
<td>HVDD 1040 Hydraulics I</td>
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<tr>
<td>MATH 1000 Math I</td>
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<table>
<thead>
<tr>
<th>Electives (240 Hours Required)</th>
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</thead>
<tbody>
<tr>
<td>HVDD 2001 Hydraulics II</td>
<td>120</td>
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<tr>
<td>HVDD 2011 Hydraulics III</td>
<td>60</td>
</tr>
<tr>
<td>HVDD 2101 Ind. Spark Ignition Repair</td>
<td>180</td>
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<tr>
<td>HVDD 2900 Special Applications</td>
<td>1-180</td>
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<tr>
<td>WKSK 1500 Job Seeking Skills</td>
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<tbody>
<tr>
<td>Core Courses</td>
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<tr>
<td>Electives</td>
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</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1350</strong></td>
</tr>
</tbody>
</table>
Welding

Welding influences much of our everyday life. Enjoying a drive in a car or truck, keeping food refrigerated, or taking a hot shower are some of the things we use in which welders have used their skill and knowledge. The Beginning Welding course is designed to give the student the knowledge of safety, welding machines and processes. Welding Technology gives students the opportunity to become skilled in many of the welding techniques used in entry-level and skilled jobs.

PROGRAM

All welding courses are taught using AWS standards and procedures. Students learn basic oxygen acetylene welding, oxygen acetylene cutting, and beginning arc welding in the beginning course. In the Welding Technology course students have the opportunity to become skilled in shielded metal arc welding, gas metal arc welding, flux cored arc welding, gas tungsten arc welding. Skills also include drawing and welding symbol interpretation, air carbon arc cutting, plasma arc cutting, gas metal arc welding pulsed aluminum, and pipe welding.

Welding is offered in both Roosevelt and Vernal. Classes are held daily and correspond to Union High School and Uintah High School’s schedules. Adult classes are held two evenings per week on both campuses.

CAREER POSSIBILITIES

Jobs in welding include: welder/fitter, combination welder, pipe and pressure vessel welder, welding inspections, sales, engineering, product research and development.
<table>
<thead>
<tr>
<th>CORE COURSES (480 HOURS REQUIRED)</th>
<th>HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>WELD 1010 Welding Safety</td>
<td>30</td>
</tr>
<tr>
<td>WELD 1213 Oxy-fuel Cutting</td>
<td>60</td>
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<tr>
<td>WELD 1300 SMAW Welding I</td>
<td>90</td>
</tr>
<tr>
<td>WELD 1400 GMAW Welding I</td>
<td>90</td>
</tr>
<tr>
<td>WELD 1500 FCAW Welding I</td>
<td>90</td>
</tr>
<tr>
<td>WELD 1111 Welding Symbols &amp; Project Design</td>
<td>30</td>
</tr>
<tr>
<td>WELD 1250 ARC Cutting Processes (CAC) &amp; (PAC)</td>
<td>30</td>
</tr>
<tr>
<td>WELD 1800 Welding Symbols/Blueprint Reading</td>
<td>60</td>
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<tr>
<td>ELECTIVES (120 HOURS MINIMUM REQUIRED)</td>
<td></td>
</tr>
<tr>
<td>DRFT 1010 Technical Drafting</td>
<td>120</td>
</tr>
<tr>
<td>WELD 1603 Pulsed MIG &amp; TIG Aluminum &amp; Stainless</td>
<td>60</td>
</tr>
<tr>
<td>WELD 2100 Blacksmithing</td>
<td>60</td>
</tr>
<tr>
<td>WELD 2111 Metal Sculpture</td>
<td>60</td>
</tr>
<tr>
<td>WELD 2201 Basic Fabrication</td>
<td>60</td>
</tr>
<tr>
<td>WELD 2211 Intermediate Fabrication</td>
<td>60</td>
</tr>
<tr>
<td>WELD 2300 Pipe Welding</td>
<td>60</td>
</tr>
<tr>
<td>WELD 2303 Advanced Pipe Welding</td>
<td>60</td>
</tr>
<tr>
<td>WELD 2400 Ornamental Iron</td>
<td>60</td>
</tr>
<tr>
<td>WKSK 1500 Job Seeking Skills</td>
<td>30</td>
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<tr>
<td>WELD 2900 Special Applications</td>
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| TOTAL | 600 |

<table>
<thead>
<tr>
<th>CORE COURSES (690 HOURS REQUIRED)</th>
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<tbody>
<tr>
<td>WELD 1010 Welding Safety</td>
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<tr>
<td>WELD 1213 Oxy-fuel Cutting</td>
<td>60</td>
</tr>
<tr>
<td>WELD 1300 SMAW Welding I</td>
<td>90</td>
</tr>
<tr>
<td>WELD 1400 GMAW Welding I</td>
<td>90</td>
</tr>
<tr>
<td>WELD 1500 FCAW Welding I</td>
<td>90</td>
</tr>
<tr>
<td>WELD 1111 Welding Symbols &amp; Project Design</td>
<td>30</td>
</tr>
<tr>
<td>WELD 1250 ARC Cutting Processes (CAC) &amp; (PAC)</td>
<td>30</td>
</tr>
<tr>
<td>WELD 1800 Welding Symbols/Blueprint Reading</td>
<td>60</td>
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<tr>
<td>BTEC 1110 Computer Literacy</td>
<td>90</td>
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<tr>
<td>WELD 1110 Welding Math</td>
<td>30</td>
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<tr>
<td>WELD 1120 Communications &amp; Work Assignments</td>
<td>30</td>
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<tr>
<td>WELD 1600 GTAW Welding I</td>
<td>30</td>
</tr>
<tr>
<td>WELD 1610 GTAW Welding II</td>
<td>60</td>
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<tr>
<td>WELD 1700 Welding Inspection &amp; Testing</td>
<td>30</td>
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<tr>
<td>ELECTIVES (300 HOURS MINIMUM REQUIRED)</td>
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</tr>
<tr>
<td>DRFT 1010 Technical Drafting</td>
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<tr>
<td>WELD 2100 Blacksmithing</td>
<td>60</td>
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<tr>
<td>WELD 2111 Metal Sculpture</td>
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<td>WELD 2201 Basic Fabrication</td>
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<tr>
<td>WELD 2211 Intermediate Fabrication</td>
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<tr>
<td>WELD 2300 Pipe Welding</td>
<td>60</td>
</tr>
<tr>
<td>WELD 2303 Advanced Pipe Welding</td>
<td>60</td>
</tr>
<tr>
<td>WELD 2400 Ornamental Iron</td>
<td>60</td>
</tr>
<tr>
<td>WELD 2501 SENSE Welding AWS</td>
<td>60</td>
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<tr>
<td>WELD 2601 Welding Internship</td>
<td>60</td>
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<tr>
<td>WELD 2606 Welding Coop Work Experience</td>
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</tr>
<tr>
<td>WKSK 1500 Job Seeking Skills</td>
<td>30</td>
</tr>
<tr>
<td>WELD 2900 Special Applications</td>
<td>0-60</td>
</tr>
</tbody>
</table>

| TOTAL | 990 |
Some programs are only available to Secondary Students. These certificate programs are listed in this section.

**AUTOMOTIVE GENERAL SERVICE TECHNICIAN**

The Automotive General Service Technician 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.

**BASIC ARCHITECTURAL & MECHANICAL DRAFTING**

The Basic Architectural Drafting program, and the Mechanical Drafting program provide students with the necessary skills to learn the basics of drafting and preparation for further study. These programs includes skill building in Basic Computer Aided Drafting for the architectural or mechanical drafter. The student will be ready to pursue more advanced programs available in drafting.

**DIESEL HEAVY EQUIPMENT MAINTENANCE**

The Diesel program is an entry-level program designed for beginning students who want to work in an diesel 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.

**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, affective work skills that will be of value in most occupations as well as in the cabinetry industry.

**MEDIA DESIGN**

Pursuing this certificate will provide the individual a good foundation in Web Design and Software Design. Those interested in this kind of graphic arts will develop skills that will be of value in most computer occupations as well as in the multimedia industry.
SECONDARY ONLY

WELDING BASIC TECHNICIAN

The Welding program gives the student a good basis for an entry-level position in a high demand occupation. The training provides entry-level skills for becoming a welder’s helper or beginning welder.

“Try not to become a man of success but a man of value.”

–Albert Einstein
Automotive General Service Technician

Automotive General Service Technicians have entry level skills in a variety of service areas. They are employable in a variety of entry level positions.

PROGRAM
The program is an entry-level program designed for secondary students, enabling them to learn the skills essential to enter the field of Automotive Service. Courses in this program are carefully articulated with the Automotive Technology and Automotive Master Technician programs. This means high school students can move on to these program without having to repeat course work.

CERTIFICATE REQUIREMENTS

<table>
<thead>
<tr>
<th>AUTOMOTIVE GENERAL SERVICE TECHNICIAN</th>
<th>HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CORE COURSES (450 HOURS REQUIRED)</strong></td>
<td></td>
</tr>
<tr>
<td>MATH 1000 Math I</td>
<td>60</td>
</tr>
<tr>
<td>BTEC 1110 Computer Technology</td>
<td>90</td>
</tr>
<tr>
<td>AUTO 1001 Introduction to Automotive</td>
<td>60</td>
</tr>
<tr>
<td>AUTO 1011 General Service Technician I</td>
<td>120</td>
</tr>
<tr>
<td>AUTO 1012 General Service Technician II</td>
<td>120</td>
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<tr>
<td><strong>Core Courses</strong></td>
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<td><strong>Electives</strong></td>
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ADDITIONAL ENDORSEMENTS

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<thead>
<tr>
<th>ENDORSEMENT</th>
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<tr>
<td><strong>BRAKES ENDORSEMENT</strong></td>
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<tr>
<td>AUTO 1041 Brakes</td>
<td>120</td>
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<tr>
<td><strong>SUSPENSION &amp; STEERING ENDORSEMENT</strong></td>
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<tr>
<td>AUTO 1031 Suspension &amp; Steering</td>
<td>120</td>
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<tr>
<td><strong>ENGINE PERFORMANCE ENDORSEMENT</strong></td>
<td></td>
</tr>
<tr>
<td>AUTO 1611 Engine Performance 1A</td>
<td>120</td>
</tr>
<tr>
<td>AUTO 1612 Engine Performance 1B</td>
<td>120</td>
</tr>
<tr>
<td><strong>ELECTRICAL/ELECTRONIC SYSTEMS ENDORSEMENT</strong></td>
<td></td>
</tr>
<tr>
<td>AUTO 1511 Electrical/Electronic Systems 1A</td>
<td>120</td>
</tr>
<tr>
<td>AUTO 1521 Electrical/Electronic Systems 1B</td>
<td>120</td>
</tr>
</tbody>
</table>
Basic Architectural & Mechanical Drafting

Drafters assist Architects and Engineers in preparing the drawings and written documents required to construct buildings or manufacture products for consumers.

PROGRAM

The two drafting programs provide secondary students training in either architectural drafting or mechanical drafting. The student can choose which area they would like to specialize in. The program provides basic skill development in drawing, layout, modeling, and rendering using software specific to each industry.

CERTIFICATE REQUIREMENTS

<table>
<thead>
<tr>
<th>BASIC MECHANICAL DRAFTING</th>
<th>CORE COURSES (60 HOURS REQUIRED)</th>
<th>HRS</th>
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</thead>
<tbody>
<tr>
<td>DRFT 2110 Mechanical Drafting</td>
<td>60</td>
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<tr>
<td>ELECTIVE COURSES (510 HOURS REQUIRED)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BTEC 1110 Computer Technology (Literacy)</td>
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<tr>
<td>DRFT 1010 Technical Drafting</td>
<td>120</td>
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</tr>
<tr>
<td>DRFT 1020 Basic CAD</td>
<td>120</td>
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<tr>
<td>DRFT 2130 Production Drafting (GD&amp;T)</td>
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<tr>
<td>DRFT 2240 Computer Numerical Control (CNC)</td>
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<tr>
<td>DRFT 2150 3D Parametric Solid Modeling</td>
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<tr>
<td>DRFT 2290 Special Projects in CAD Design</td>
<td>15-60</td>
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<tr>
<td>DRFT 2190 Special Projects in Mechanical Design</td>
<td>15-60</td>
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</tr>
<tr>
<td>DRFT 2451A Commercial Art 1A</td>
<td>60</td>
<td></td>
</tr>
<tr>
<td>DRFT 2451B Commercial Art 1B</td>
<td>60</td>
<td></td>
</tr>
<tr>
<td>DRFT 2452A Design &amp; Visual Communications 1A</td>
<td>60</td>
<td></td>
</tr>
<tr>
<td>DRFT 2452B Design &amp; Visual Communications 1B</td>
<td>60</td>
<td></td>
</tr>
<tr>
<td>Core Courses</td>
<td>60</td>
<td></td>
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<tr>
<td>Electives</td>
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<table>
<thead>
<tr>
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<th>CORE COURSES (120 HOURS REQUIRED)</th>
<th>HRS</th>
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<tbody>
<tr>
<td>DRFT 1030 Architectural Drafting</td>
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</tr>
<tr>
<td>ELECTIVE COURSES (450 HOURS REQUIRED)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BTEC 1110 Computer Technology (Literacy)</td>
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<tr>
<td>DRFT 1010 Technical Drafting</td>
<td>120</td>
<td></td>
</tr>
<tr>
<td>DRFT 1020 Basic CAD</td>
<td>120</td>
<td></td>
</tr>
<tr>
<td>DRFT 2310 Residential Architectural Drafting</td>
<td>120</td>
<td></td>
</tr>
<tr>
<td>DRFT 2330 Architectural 3D Modeling &amp; Rendering</td>
<td>90</td>
<td></td>
</tr>
<tr>
<td>DRFT 2340 Architectural CAD</td>
<td>90</td>
<td></td>
</tr>
<tr>
<td>DRFT 2390 Special Projects in Architectural Design</td>
<td>15-60</td>
<td></td>
</tr>
<tr>
<td>DRFT 2451A Commercial Art 1A</td>
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</tr>
<tr>
<td>DRFT 2451B Commercial Art 1B</td>
<td>60</td>
<td></td>
</tr>
<tr>
<td>DRFT 2452A Design &amp; Visual Communications 1A</td>
<td>60</td>
<td></td>
</tr>
<tr>
<td>DRFT 2452B Design &amp; Visual Communications 1B</td>
<td>60</td>
<td></td>
</tr>
<tr>
<td>Core Courses</td>
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<td>Electives</td>
<td>450</td>
<td></td>
</tr>
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<td>TOTAL</td>
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</table>

BASIC ARCHITECTURAL & MECHANICAL DRAFTING AT A GLANCE

Program Length 570 Hrs

Open-Entry/Open-Exit

Roosevelt & Vernal
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, 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 the art of cabinet construction. Class members will build a cabinet of their own choice and will be instructed in the process to complete the project. The instructor reserves the right to approve projects. Class members 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 projects.*)

CERTIFICATE REQUIREMENTS

<table>
<thead>
<tr>
<th>CABINETRY</th>
<th>HRS</th>
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<tbody>
<tr>
<td><strong>CORE COURSES (480 HOURS REQUIRED)</strong></td>
<td></td>
</tr>
<tr>
<td>CABM 1003 Construction Math</td>
<td>20</td>
</tr>
<tr>
<td>CABM 1013 Safety / Machine Use</td>
<td>50</td>
</tr>
<tr>
<td>CABM 1020 Design / Planning / Estimating</td>
<td>20</td>
</tr>
<tr>
<td>CABM 1033 Joinery / Fasteners / Adhesives</td>
<td>20</td>
</tr>
<tr>
<td>CABM 1060 Finishes / Abrasives</td>
<td>30</td>
</tr>
<tr>
<td>CABM 1083 Cabinetry Hardware / Installation</td>
<td>20</td>
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<tr>
<td>CABM 1043 Cabinet Construction</td>
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<tr>
<td>CABM 1053 Molding / Millwork</td>
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<td><strong>TOTAL</strong></td>
<td>480</td>
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</tbody>
</table>

CABINETRY AT A GLANCE

Program Length 480 Hrs
Open-Entry/Open-Exit
Roosevelt & Vernal
**Diesel/Heavy Equipment Maintenance**

The Diesel/Heavy Equipment Maintenance program is designed to introduce high school students to the diesel repair and maintenance industry.

**PROGRAM**
The Program allows high school students to gain experience in diagnostics and repair of diesel and heavy equipment. This program is articulated with the Heavy Duty Diesel Program. High school students are not required to purchase tools for this program.

**CERTIFICATE REQUIREMENTS**

<table>
<thead>
<tr>
<th>DIESEL/HEAVY EQUIPMENT MAINTENANCE</th>
<th>HRS</th>
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<tbody>
<tr>
<td>HVDD 1035 Safety &amp; Shop Skills</td>
<td>60</td>
</tr>
<tr>
<td>HVDD 1015 Suspension &amp; Steering</td>
<td>120</td>
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<tr>
<td>HVDD 1000 Preventive Maintenance</td>
<td>90</td>
</tr>
<tr>
<td>HVDD 1010 Drive Train</td>
<td>90</td>
</tr>
<tr>
<td>HVDD 1005 Heavy Duty Brakes</td>
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<tr>
<td>HVDD 1021 Diesel Engine Performance &amp; Diag.</td>
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</tr>
<tr>
<td>HVDD 1030 Electrical/Electronics</td>
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</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>630</strong></td>
</tr>
</tbody>
</table>

**DIESEL/HEAVY EQUIPMENT MAINTENANCE AT A GLANCE**

- Program Length 630 Hrs
- Open-Entry/Open-Exit
- Vernal Only
Pursuing this certificate will provide the individual a good foundation in Web Design and Software Design. Those interested in this type of graphic arts will develop skills that will be of value in most computer occupations as well as in the multimedia industry. Employment in the field of Graphic Arts will require further education and experience.

**PROGRAM**

The Multimedia program provides students the opportunity to learn about, practice, and produce interactive computer-based and web-based environments. The course involves designing interactive courseware, computer authoring, animation, storyboarding, 3-D graphics, sound effects, interactive web design, and video production.

**CERTIFICATE REQUIREMENTS**

<table>
<thead>
<tr>
<th>MEDIA DESIGN</th>
<th>MEDIA DESIGN</th>
<th>MEDIA DESIGN</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CORE COURSES (450 HOURS REQUIRED)</strong></td>
<td><strong>HRS</strong></td>
<td><strong>CORE COURSES (450 HOURS REQUIRED)</strong></td>
</tr>
<tr>
<td>BTEC 1110 Computer Technology (Literacy)</td>
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<td>BTEC 1110 Computer Technology (Literacy)</td>
</tr>
<tr>
<td>MDTC 2804 Digital Media I</td>
<td>120</td>
<td>MDTC 2804 Digital Media I</td>
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<tr>
<td>MDTC 2814 Digital Media II</td>
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<td>MDTC 2814 Digital Media II</td>
</tr>
<tr>
<td>MDTC 2606 3D Graphics</td>
<td>60</td>
<td>MDTC 2606 3D Graphics</td>
</tr>
<tr>
<td>MDTC 2607 3D Animation</td>
<td>60</td>
<td>MDTC 2607 3D Animation</td>
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<tr>
<td><strong>ELECTIVES (90 HOURS REQUIRED)</strong></td>
<td><strong>HRS</strong></td>
<td><strong>ELECTIVES (90 HOURS REQUIRED)</strong></td>
</tr>
<tr>
<td>MDTC 2102 Business Webpage Design</td>
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<td>MDTC 2102 Business Webpage Design</td>
</tr>
<tr>
<td>MDTC 2526 Video Editing</td>
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<td>MDTC 2526 Video Editing</td>
</tr>
<tr>
<td>MDTC 2851 Media Design Capstone Project</td>
<td>30</td>
<td>MDTC 2851 Media Design Capstone Project</td>
</tr>
<tr>
<td><strong>Core Courses</strong></td>
<td><strong>450</strong></td>
<td><strong>Electives</strong></td>
</tr>
<tr>
<td><strong>Electives</strong></td>
<td><strong>90</strong></td>
<td><strong>TOTAL</strong></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>540</strong></td>
<td><strong>TOTAL</strong></td>
</tr>
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</table>

**MEDIA DESIGN AT A GLANCE**

Program Length 540 Hrs
Open-Entry/Open-Exit
Roosevelt Only
The Welding program gives the student a good basis for an entry-level position in a high demand occupation. Welding Technology provides entry-level skills for becoming a welder’s helper or beginning welder. Beginning Welding and Welding Technology will give the individual the competencies needed to continue in an advanced program ensuring the skills needed for employment.

PROGRAM
The Welding program provides students basic skill training in welding equipment operation, safety instruction, welding processes and fabrication.

CERTIFICATE REQUIREMENTS

<table>
<thead>
<tr>
<th>WELDING BASIC TECHNICIAN</th>
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<tbody>
<tr>
<td><strong>CORE COURSES (390 HOURS REQUIRED)</strong></td>
</tr>
<tr>
<td>WELD 1010 Welding Safety</td>
</tr>
<tr>
<td>WELD 1213 Oxy-fuel Cutting</td>
</tr>
<tr>
<td>WELD 1300 SMAW Welding I</td>
</tr>
<tr>
<td>WELD 1400 GMAW Welding I</td>
</tr>
<tr>
<td>WELD 1500 FCAW Welding I</td>
</tr>
<tr>
<td>WELD 1111 Welding Symbols &amp; Project Design</td>
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<tr>
<td>Core Courses</td>
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<tr>
<td><strong>TOTAL</strong></td>
</tr>
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</table>

WELDING AT A GLANCE
Program Length 390 Hrs
Open-Entry/Open-Exit
Roosevelt & Vernal
Where can I get my general education courses? Students may enroll in Utah State University, Uintah Basin, general education courses for Math 1010 (Medical Assisting) Math 1050 (Computer Aided Drafting), English 1010, a Human Relations Elective, and a Life or Physical Science Elective. Tuition for the general education courses is available at a discounted rate for UBATC students registered for an AAT Degree. More information is available at UBATC Student Services.

Will CLEP Test Scores be accepted?

<table>
<thead>
<tr>
<th>CLEP Examination</th>
<th>Minimum Score</th>
<th>General Education Waived</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition (with essay)</td>
<td>50</td>
<td>English 1010</td>
</tr>
<tr>
<td>Introductory Psychology</td>
<td>50</td>
<td>Human Relations Elective</td>
</tr>
<tr>
<td>Introductory Sociology</td>
<td>50</td>
<td>Human Relations Elective</td>
</tr>
<tr>
<td>Western Civilization I</td>
<td>50</td>
<td>Human Relations Elective</td>
</tr>
<tr>
<td>Western Civilization II</td>
<td>50</td>
<td>Human Relations Elective</td>
</tr>
<tr>
<td>Chemistry or Biology</td>
<td>50</td>
<td>Physical or Life Science Elective</td>
</tr>
<tr>
<td>College Algebra</td>
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<td>Math 1010 or 1050</td>
</tr>
<tr>
<td>Calculus</td>
<td>50</td>
<td>Math 1010 or Math 1050</td>
</tr>
</tbody>
</table>

Will the college accept previous skills acquired? Students may demonstrate competency to the instructor for classes taken during high school or in other post-secondary institutions relevant to the area of study. It will be the student’s responsibility to work with that instructor and provide adequate verification of performance of specific skills at prescribed levels. Required verification includes official transcript, industry certification, business certification, etc.

Are there any entry requirements? A GED or high school diploma is required to be admitted into an AAT Degree program.

When can students who have successfully fulfilled all the degree requirements receive their AAT degree? Students who successfully fulfill the requirements must contact the records office for verification and apply for the degree at this same office located in the Student Services Office. There will be a $15.00 application fee and a ten-day processing period.

How long will general education courses be valid? There is no time limit for accepting previously completed general education courses toward completion of the AAT degree. General education courses from accredited colleges and universities will be accepted.

Is this degree transferable to any university? The AAT degree is considered a terminal degree. The general education classes taken at USU can be transferred to other institutions according to their policies, but transferring individual classes from UBATC programs are not generally
accepted. Although some college courses within these programs may be accepted for transfer, not all technical courses will be able to transfer to other institutions. The student who anticipates transferring is encouraged to check carefully the requirement of the institution and program into which he or she desires to transfer.

**Where are the necessary course materials available?** All of the books and supplies needed are available at the UBATC Bookstore.

**What AP classes count for credit?**

<table>
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<tr>
<th>AP Examination</th>
<th>Min Required Score</th>
<th>General Education Waived</th>
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<tr>
<td>Calculus AB, BC</td>
<td>3, 4, 5</td>
<td>Math 1010 or 1050</td>
</tr>
<tr>
<td>English Language/Comp.</td>
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<td>English Literature/Comp.</td>
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<td>Psychology</td>
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<td>Human Relations Elective</td>
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</table>

**Does UBATC accept concurrent enrollment classes?** Yes, concurrent general education courses can be transferred to the AAT Degree.

For further information, please contact UBATC Student Services Office at (435) 722-6900.
Course Descriptions

**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
Learn how to properly prepare and maintain payroll records. The additional accounting records for a merchandising business are presented. Financial statements are prepared.

**ACCT 1350 ACCOUNTING III**
60 HOURS
Continuing concepts and methods used in the preparation of financial statements using generally accepted accounting principles. Students will learn how to account for receivables, bad debt, and inventory.

**ACCT 2310 COMPUTERIZED ACCNTING**
60 HOURS
Learn abilities of industry utilized accounting software. Students will perform accounting functions including setting up a company, accounting for daily transactions, managing inventory, processing payroll, working with bank accounts, and preparing financial statements.

**ACCT 2920 ACCOUNTING INTERNSHIP**
60 HOURS
This course provides students the opportunity to apply acquired skills in a work environment. Students will apply decision-making, critical thinking, and problem-solving skills in completing jobs tasks assigned by a local employer.

**AUTO 1001 INTRODUCTION TO AUTOMOTIVE**
60 HOURS
This class teaches introduction and basic uses of our Automotive Shops. Instruction is given in shop safety and Hazardous Materials handling and disposal.

**AUTO 1011 GENERAL SERVICE TECHNICIAN I**
120 HOURS
This course will provide theory and hands-on training, in basic automotive service procedures.

**AUTO 1012 GENERAL SERVICE TECHNICIAN II**
120 HOURS
This course will provide theory and hands-on training, in basic automotive service procedures.

**AUTO 1031 STEERING AND SUSPENSION**
120 HOURS
This class will teach detailed training in aspects of diagnosis and repair of automotive suspension and steering systems. Instruction will be given in diagnosing and replacement of suspension components.

**AUTO 1041 BRAKES**
120 HOURS
This class will teach aspects of general inspection and diagnosis of automotive brake systems. The function, diagnosis, and repair of the hydraulic brake system is emphasized in this class.

**AUTO 1130 INSPECTION: PASSENGER VEHICLE/LIGHT TRUCK**
16 HOURS
This course prepares students to sit for the Utah State Passenger Vehicle/Light Truck Safety Inspection Test. Students must be 18 years of age to obtain certification after course is completed and state test has been successfully passed.

**AUTO 1132 INSPECTION: HEAVY TRUCK/ TRAILER/BUS**
16 HOURS
This course prepares students to sit for the Utah State Heavy truck/trailer/bus Safety Inspection Test. Students must be 18 years of age to obtain certification after course is completed and state test has been successfully passed.

**AUTO 1411 ENGINE REPAIR 1A**
60 HOURS
This course will teach all aspects of diagnosis, repair, and replacement of automotive engines, cylinder heads and valve trains, blocks, and lubrication and cooling system repair. This course focuses on diagnosis and repair of lubrication and cooling systems.

**AUTO 1411 ENGINE REPAIR 1B**
60 HOURS
This course will teach all aspects of diagnosis, repair, and replacement of automotive engines, cylinder heads and valve trains, blocks, and lubrication and cooling system repair. This course focuses on diagnosis and repair of lubrication and cooling systems.

**AUTO 1412 ENGINE REBUILD**
120 HOURS
This course will teach all aspects of diagnosis, repair, and replacement of automotive engines, cylinder heads and valve trains, blocks, and lubrication and cooling system repair. This course focuses on general engine diagnosis and all aspects of engine repair. Engine repair of cylinder heads, valve trains, and engine block assemblies. Students will also learn the safe and proper techniques for removal and re-installation of engines.
AUTO 1511 ELECTRICAL/ELECTRONIC SYSTEMS IA
120 HOURS
This class teaches detailed training in all aspects of automotive electricity and electronics. Instruction will be given in electrical theory, Ohms law, trouble shooting, diagnosis, and functions of all automotive electrical/electronic systems. This course focuses on electrical principles, basic circuits and electrical components, meter usage, and general electrical diagnosis.

AUTO 1521 ELECTRICAL/ELECTRONIC SYSTEMS IB
120 HOURS
This course focuses on Ohms law, series and parallel circuits, use of wiring diagrams to inspect, test and diagnose electrical circuits.

AUTO 1611 ENGINE PERFORMANCE 1A
120 HOURS
This class teaches detailed training in all aspects of diagnosis and repair of automotive engine performance systems. Instruction is given in all aspects of engine performance including but not limited to fuel injection systems, carburetor systems, ignition systems, computer controls, emissions systems, and exhaust systems. This course focuses on diagnosing engine conditions and the operation and repair of ignition systems. Oscilloscope operation and wave form analysis is also covered.

AUTO 1612 ENGINE PERFORMANCE 1B
120 HOURS
This class teaches detailed training in all aspects of diagnosis and repair of automotive engine performance systems. Instruction is given in all aspects of engine performance including but not limited to fuel injection systems, carburetor systems, ignition systems, computer controls, emissions systems, and exhaust systems. This course focuses on diagnosing engine conditions and the operation and repair of ignition systems. Oscilloscope operation and wave form analysis is also covered.

AUTO 2001 ENGINE PERFORMANCE II
150 HOURS
This course focuses on all aspects of air induction and exhaust systems, fuel systems, emission systems, and onboard computer powertrain controls.

AUTO 2011 AUTOMATIC TRANSM & TRANSA XLES
120 HOURS
This class teaches basic diagnosis, maintenance, and general service of automatic transmission and transaxles.

AUTO 2021 HEATING, VENTILATION AND A/C
90 HOURS
This class teaches all aspects of diagnosis and repair of heating and air conditioning systems. Instruction will be given in repair and diagnosis of A/C systems, heating/ventilation, with the legal ways to recover, recycle, and handle refrigerants. This course will focus on operation diagnosis and repair of heating, ventilation and engine cooling systems.

AUTO 2101 MANUAL DRIVE TRAIN & AXLES
90 HOURS
This class teaches all aspects of diagnosis and repair of manual drive trains and axles. Instruction will be given 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. This course focuses on diagnosis and repair of drive trains and drive shafts, and diagnosis and repair of clutches.

AUTO 2900 SPEC APPS – AUTO TECH
1-180 HOURS
BTEC 1015 KEYBOARDING I
30 HOURS
Provides intensive skill building practice using drills and timed writings, which will help students increase speed and accuracy on a computer keyboard. This course covers an introduction to the computer keyboard and keyboarding techniques.

BTEC 1020 BUSINESS CALCULATIONS (10-KEY)
60 HOURS
Prepares students on the 10-key calculator using the touch method to perform basic business math calculations. These calculations include addition, subtraction, multiplication, division, percentages, fractions, and combining operations. Attention will be given to speed and accuracy.

BTEC 1040 RECORDS MANAGEMENT
30 HOURS
Covers records retention systems and presents a systematic approach to organizing and controlling paper, image, and computer records through their life cycles.

BTEC 1110 COMPUTER TECHNOLOGY (LITERACY)
90 HOURS
This course provides a fundamental understanding of computing including knowledge and use of computer hardware, software, and operating systems. The course will cover basic use and common features of applications such as word processing, spreadsheets, database, internet use and email.
Course Descriptions

**BTEC 1130 WORD PROCESSING APPS I**  
**90 HOURS**  
Focusses on basic word processing features used in creating, editing, saving, and retrieving business documents. Practical business applications involving creating and correctly formatting business documents, completing projects, and solving problems will be covered.

**BTEC 1140 SPREADSHEET APPLICATIONS I**  
**60 HOURS**  
Introduces spreadsheet functions and applications. Students will learn how to design, create, manipulate, calculate, and present data. Students will utilize critical thinking skills and apply spreadsheet techniques in developing information for business applications.

**BTEC 1150 DATABASE APPLICATIONS I**  
**60 HOURS**  
Teaches the creation of databases and introduces the application of database capabilities for information management and data manipulation. Students will learn how to design, create, manipulate, extract, and present data.

**BTEC 1160 ELECTRONIC PRESENTATIONS**  
**60 HOURS**  
Focuses on electronic presentation software, including designing and creating a presentation, adding visual and audio elements, creating output, and presenting information.

**BTEC 1521 BUSINESS COMMUNICATIONS**  
**90 HOURS**  
Focuses on Business Communications essentials, including written, verbal and electronic.

**BTEC 2010 KEYBOARDING II**  
**30 HOURS**  
This is a continuation of Keyboarding I and is designed to increase speed and accuracy to a minimum job-market level of 50 wpm on a 5-minute timed writing. The course is taught using computers with an emphasis on correct keyboarding techniques. Timings and drills are used to enhance keyboarding skills.

**BTEC 2020 KEYBOARDING III**  
**30 HOURS**  
This is a continuation of Keyboarding II and is designed to increase speed and accuracy to a minimum job-market level of 60 wpm on a 5-minute timed writing. The course is taught using computers with an emphasis on correct keyboarding techniques. Timings and drills are used to enhance keyboarding skills.

**BTEC 2130 WORD PROCESSING APPS II**  
**90 HOURS**  
This is a continuation of Word Processing Applications I and is designed to provide students with advanced knowledge of word processing skills. Students will learn how to sort and select data, add and manipulate visual elements, format documents using macros and styles, and create specialized tables and indexes.

**BTEC 2140 SPREADSHEET APPS II**  
**60 HOURS**  
This is a continuation of Spreadsheet Applications I and is designed to provide students with advanced knowledge of formatting techniques, spreadsheet functions, analysis tools, and management techniques.

**BTEC 2150 DATABASE APPLICATIONS II**  
**60 HOURS**  
This is a continuation of Databases Applications I and is designed to provide students with advanced skills in database design and creation, data extraction and presentation, database relationships, and data interconnectivity.

**BTEC 2160 DESKTOP PUBLISHING**  
**90 HOURS**  
Introduces business application features of desktop publishing. Students will arrange text and graphics to create attractive, professional-looking documents.

**BTEC 2900 SPECIAL APPS – BUSINESS**  
**1-180 HOURS**

**BTEC 2921 BAS INTERNSHIP**  
**60 HOURS**  
This course is comprehensive and integrates student knowledge and skills. Students will apply decision-making, critical thinking, and problem-solving skills in completing realistic business projects.

**CABM 1003 CONSTRUCTION MATH**  
**20 HOURS**  
This course is designed to introduce the students to various mathematical concepts such as Addition, Subtraction, Division, and Multiplication of Whole numbers, Fractions, and Decimal Fractions. The course will also cover Measurement, both Direct and Computed, Powers and Roots, and Estimating.

**CABM 1013 SAFETY/MACHINE USE**  
**50 HOURS**  
This class teaches the importance of job site, shop, and machinery/tool safety. Items covered in this class will include topics such as; Power tools, Hand tools, Stationary and Portable wood working machines, OSHA, MSDS, Fire Safety, Personal Protective Equipment, Proper Lifting Procedures, Good Housekeeping.

**CABM 1020 DESIGN/PLANNING/EST**  
**20 HOURS**  
This course will teach the student the methods and practices of designing, planning, and estimating in a shop environment. An emphasis on design, purpose, function, appearance, materials, and construction for quality cabinetmaking will be taught. Other items to be taught will include detailed drawing concepts, material specifications, types, selection, and installation, writing bills of materials, efficient timesaving methods, and material cost estimates.
Course Descriptions

CABM 1033 JOINERY, FASTNRS, & ADHES
20 HOURS
This course studies the cabinetmaking essentials that include joinery, fasteners, and adhesives. The student will experience hands-on training in cutting the common joints utilized in fine cabinetry. Other facets to be covered in this area will be the use of fasteners, both hand tool and pneumatic, and the technology of adhesives and their roles in the cabinetmaking trade.

CABM 1043 CABINET CONSTR
300 HOURS
This class teaches basic cabinet components and construction. Topics covered in this section will be items such as; case or carcass construction, shelves, plinth toe kick construction, face frame construction, various door types and construction, drawers, and specialty cabinets such as lazy susans, hutches, chests, armoires, vanities, book cases, cabinet and tabletops.

CABM 1053 MOLDINGS AND MILLWORK
20 HOURS
This course will introduce the student to mill working or the machining of wood parts. The student will be taught about the differences between stock millwork and specialty millwork as it pertains to residential and commercial applications. Theories in custom designing, shaper / molder knives, and making custom setups will be covered. The student will be instructed in the use of planers, shapers, molder / planers, and other machinery to create paneling, doors, window units, mantles, stair parts, moldings, and trim.

CABM 1060 FINISHES AND ABRASIVES
30 HOURS
The student will learn topics such as; types and application of various stains, fillers, primers, manufactured wood products and their finishes, various decorative effects on wood and metal surfaces, different types of abrasives and the correct use of each, how to apply various types of topcoats, correction of surface defects such as dents, cracks, and voids.

CABM 1083 CABINETRY HARDWARE & INST
20 HOURS
Instruction in hardware installation will be a central focus. Items taught in this area will include: cabinet door hinges and drawer slide options, pulls and knobs, and adjustable shelf accessories. Specialty hardware will also be emphasized such as; lazy susans; tip out trays; pull out accessories; wire pullouts; pantry, computer, and entertainment center hardware; and other applicable hardware.

CONS 1020 CONSTRUCTION MATERIALS
30 HOURS
A study of common wood and metal materials used in residential construction.

CONS 1033 BUILDING SITE LAYOUT & CONC
90 HOURS
Instruction covers using a builders level, establishing grades, setback requirements and squaring a building. Also included are principles of quality concrete and placement in footings, foundation walls, flatwork and steps.

CONS 1034 BUILDING SITE LAYOUT
80 HOURS
Instruction covers using a builders level, establishing grades, setback requirements and squaring a building.

CONS 1040 FRAMING METHODS
150 HOURS
Hands-on instruction in layout and erection of floors, walls, stairs and roofs.

CONS 1053 EXTERIOR FINISHES
60 HOURS
This course provides an introduction to the application of siding, stucco, brick, rock and other typical exterior wall finishing materials. Proper installation of exterior doors, windows and cornice finish are included.

CONS 1063 ROOFING
60 HOURS
An introduction to materials and methods used in residential roofing.

CONS 1073 INTERIOR FINISHES
60 HOURS
Introduces students to materials and methods of interior wall, floor and ceiling finish. The effect, purpose and codes regarding trim will be emphasized.

CONS 1083 DSGN, BLPRINT RDNG & CODES
60 HOURS
The principles of design and familiarization of symbols, specifications, measurements and codes will be introduced. The relationship of plot, foundation, floor, elevation and section plans will be included.

CONS 1090 ESTIMATING MATERIALS & COST
60 HOURS
An introduction to the calculating of material quantities and computing costs of material, labor and other costs related to residential construction.
Course Descriptions

**DRFT 1010 TECHNICAL DRAFTING**
**120 HOURS**
This class teaches the use of basic techniques for mechanical drafting. Students will learn lettering, use of drawing equipment, geometric construction, sketching, multiview drawings, dimensioning, section views, and auxiliary views. Includes an introduction of Computer Aided Drafting (CAD).

**DRFT 1020 BASIC CAD**
**120 HOURS**
This class teaches the fundamentals of AutoCAD. Instruction will be given in basic drawing commands, coordinate systems, editing commands, printing and plotting and dimensioning.

**DRFT 1021 COMPUTER AIDED DRAFTING**
**120 HOURS**
This class teaches the fundamentals of AutoCAD. Instruction will be given in basic drawing commands, coordinate systems, editing commands, printing and plotting and dimensioning.

**DRFT 1030 ARCHITECTURAL DRAFTING**
**120 HOURS**
This class provides experience in basic architectural design principles. Students will learn to draw: floor plans, elevations, sections, and site plans.

**DRFT 1070 APPLIED TECHNICAL MATH**
**90 HOURS**
This class includes a review of basic arithmetic, basic algebra, geometry, and trigonometry using problems common to the drafting industry.

**DRFT 2110 MECHANICAL DRAFTING**
**60 HOURS**
A course designed to teach topics such as threads, fasteners, weldments, developments, dimensioning, and tolerancing. Students will produce sets of complete working production drawings.

**DRFT 2130 PROD DRAFTING (GD&T)**
**90 HOURS**
This class teaches advanced principles and techniques in production drawings such as: geometric dimensioning and tolerancing, assembly and production dimensioning, symbols and terms, geometric characteristics, and surface quality.

**DRFT 2131 MACHINE TOOL METROLOGY**
**120 HOURS**
This class teaches the fundamentals of machine tool metrology.

**DRFT 2150 3D PARAMETRIC SOLID MOD**
**120 HOURS**
This class covers advanced 3D solid modeling and parametric design using Autodesk Inventor. Topics include: sketch planes, extruding, lofting, sweeps, feature manager, mating parts, assemblies, working drawings and assembly animations.

**DRFT 2170 MANUFACTURING PROCESSES**
**60 HOURS**
This class teaches the various processes using to manufacture goods and the various materials used.

**DRFT 2171 RAPID PROTOTYPING & 3D PRINTING**
**60 HOURS**
This class provides instruction in prototyping methods in current use such as 3D printing.

**DRFT 2190 SPEC PROBS IN MECH DESIGN**
**15-60 HOURS**
This class provides an opportunity for a student to work on a custom designed project in mechanical drafting. Instructor approval required.

**DRFT 2241 COMPUTER AIDED MANUFACTURING**
**120 HOURS**
This class teaches the fundamentals of computer aided manufacturing.

**DRFT 2242 CAM USING MASTERCAM**
**90 HOURS**
This class teaches the fundamentals of using MasterCAM to create tool paths.

**DRFT 2243 CAM USING SURFCAM**
**90 HOURS**
This class teaches the fundamentals of using SurfCAM to create tool paths.

**DRFT 2251 CNC MACHINING FOR MILL**
**120 HOURS**
This class teaches the fundamentals of operating a CNC Mill.

**DRFT 2252 CNC MACHINING FOR LATHE**
**120 HOURS**
This class teaches the fundamentals of operating a CNC lathe.

**DRFT 2290 SPEC PROBS IN CAD DESIGN**
**15-60 HOURS**
This class provides an opportunity for a student work on a custom designed project in CAD drafting. Instructor approval required.

**DRFT 2310 RESIDENTIAL ARCH DRAFTING**
**120 HOURS**
This class provides experience in residential design and drafting. Students will draw two complete sets of residential plans including: floor plans, elevations, site plans, electrical plans, sections, details, and schedules.
# Course Descriptions

**DRFT 2330 ARCH 3D MODEL & RENDER**  
90 HOURS  
This class teaches 3D modeling and rendering using Autodesk VIZ. Basic modeling techniques using standard tools such as a loft, sweep and extrude and architectural specific tools such as walls, doors, windows and roofs will be covered. Basic renderings and animations will be produced.

**DRFT 2340 ARCHITECTURAL CAD**  
90 HOURS  
A course on the development of working drawings for a residence using the computer and current, industry standard, architectural CAD software. The class includes introduction to architectural 3D models. Students will develop a complete set of residential building plans using CAD.

**DRFT 2390 SPEC PROBS IN ARCH DESIGN**  
15-60 HOURS  
This class provides an opportunity for a student to work on a custom designed project in architectural drafting. Instructor approval required.

**DRFT 2451A COMMERCIAL ART**  
60 HOURS  
A course designed to teach fundamental of commercial art using Photoshop & Illustrator as well as hand sketching.

**DRFT 2451B COMMERCIAL ART**  
60 HOURS  
A course designed to teach fundamental of commercial art using Photoshop & Illustrator as well as hand sketching.

**DRFT 2452A DESIGN & VISUAL COMM**  
60 HOURS  
A course provides enhanced skill development in commercial art.

**DRFT 2452B DESIGN & VISUAL COMM**  
60 HOURS  
A course provides enhanced skill development in commercial art.

**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 MNGMT**  
480 HOURS  
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.

**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.

**FUND 0950 INTRO TO COMPUTERS**  
60 HOURS  
This course is an introduction to basic computer operations and software usage for those who do not have any computer experience.

**FUND 1001 BASIC READING**  
VARIABLE HOURS  
This course covers the basics of reading.

**FUND 1002 BASIC SPELLING**  
VARIABLE HOURS  
This course covers the basics of spelling and the rules associated with proper spelling.
FUND 1004 BASIC ENGLISH
VARIABLE HOURS
This course covers the basics of grammar, sentence structure, punctuation, and capitalization.

FUND 1013 BASIC MATH
VARIABLE HOURS
An introduction to the basic concepts of mathematics. Topics include addition, subtraction, multiplication, division, fractions, decimals, and percents.

FUND 1023 BEGINNING KEYBOARDING
VARIABLE HOURS
An introduction in basic keyboarding skills, to help students develop proper techniques and develop a typing speed of at least 30 wpm.

HEOP 1010 HEAVY EQUIPMENT CORE
50 HOURS
This course provides training in the basic core principles of operating heavy equipment.

HEOP 1020 LEVEL 1 HEO
90 HOURS
This course provides training in grades, heavy equipment safety, identification and basic operation.

HEOP 1022 LEVEL 2 HEO
90 HOURS
This course provides training in earthmoving, dump trucks, rollers, scrapers, loaders, forklift, skidsteer & excavation math.

HEOP 1024 LEVEL 3 HEO
90 HOURS
This course provides training in dozer, backhoe, excavator, motor graders, compactor, soils, finishing and grading.

HVDD 1000 PREVENTIVE MAINT. INSPECT
90 HOURS
The course in preventive maintenance is very critical in the industry. This course helps the student prepare for complete inspection of the vehicle to ensure a safe operation. The student will be 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 1005 HEAVY DUTY BRAKES
90 HOURS
The course provides theory and hands-on experience for students on maintenance and repair of air, ABS, hydraulic brakes and wheel bearing systems. The student will be 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.

HVDD 1010 DRIVE TRAIN
90 HOURS
The course provides theory and 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. The student will be required to do clutch adjustments and replacement, pull transmissions, pull and repair drive lines and u-joints, and differentials.

HVDD 1015 SUSPENSION AND STEERING
120 HOURS
The course provides theory and hands-on experience for students 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 1020 HEAVY DUTY HVAC
120 HOURS
This course provides theory and hands-on experience for students 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 1021 DIESEL ENGINE PERFORMANCE & DIAGNOSTICS
60 HOURS
This course provides theory and hands-on training in diagnostics and measuring performance of diesel engines using the scan tools. This course is articulated with HVDD 1025.

HVDD 1025 DIESEL ENGINES
210 HOURS
This course provides theory and hands-on training on basic operation, parts and overhaul procedures of a diesel engine. Students will receive detailed instruction on engine lubricants, air, cooling and exhaust systems.

HVDD 1030 ELECTICAL/ELECTRONIC SYSTEMS
120 HOURS
This course provides theory and hands-on experience with basic electrical components and systems. Students will receive detailed training on alternators, lights, wiring schematics, symbols, and circuits. Students are required to wire various circuits and use electrical test equipment to troubleshoot components and systems.

HVDD 1035 SAFETY AND SHOP SKILLS
60 HOURS
This course provides theory and hands-on training on basic skills and safety. Students will receive detailed training on shop safety such as how to lift heavy material properly, working near electric machinery, different types of fire extinguishers, welding safety, and hand tools. Students will be required to pass a written safety exam before they are allowed to work in the shop.
HVDD 1040 HYDRAULICS I
60 HOURS
This course provides theory and hands-on training with fluid power (hydraulics) as used in modern mobile equipment. Instruction includes practical theory and hands-on training related to the operation and repair of hydraulic/pneumatic components and systems. This course emphasizes testing, troubleshooting, design and use of hydraulic schematics, and electronics over hydraulic systems.

HVDD 2001 HYDRAULICS II
120 HOURS
This course provides theory and hands-on training with fluid power (hydraulics) as used in modern mobile equipment. Instruction goes into greater depth than Hydraulics I.

HVDD 2011 HYDRAULICS III
60 HOURS
This course provides theory and hands-on training with fluid power (hydraulics) as used in modern mobile equipment. Instruction goes into greater depth than Hydraulics II.

HVDD 2101 IND. SPARK IGNITION ENGINES
150 HOURS
This course provides theory and hands-on training on basic operation, parts and overhaul procedures of a spark ignition engine. Students will receive detailed instruction on engine lubricants, air, cooling and exhaust systems.

HVDD 2900 HDD SPECIAL APPLICATIONS
1-180 HOURS
This is a flexible designed in consultation with instructor.

LAWE 1001 LAW ENFORCE
60 HOURS
This course is open to students in grades 9-12. This class will deal with general law enforcement principles. It covers crime awareness, laws, the causes of crime, juvenile justice, laws of arrest/search/seizures. Guest speakers will include area attorneys, corrections officers, and officers from other law enforcement agencies. State prison inmates will also speak with the class.

MATH 1000 MATH I
60 HOURS
This course offers an introduction to basic mathematics, including operations with whole numbers, fractions, and decimals, as well as averages and percentages.

MATH 1002 TECHNICAL MATH BASICS
15 HOURS
Introduction, Whole numbers, Working with length and measurement, Fractions, Decimals, Conversions (decimal to percent & percent to decimal, fractions to decimals & decimal to fraction, inches to decimal equivalent in feet and practical applications), Geometry (angles, shapes, area, volume, and practical applications), Algebra (commutative laws, associative laws, distributive laws, and practical applications).

MDTC 2526 VIDEO EDITING I
60 HOURS
This course is open to students in grades 10-12. This class is for people wanting to start producing projects with the new and exciting digital video technology. This hands-on course will help them recognize terms and concepts associated with DV video production. Create a DVD, video yearbook, music video, or add fun and special effects for your own home movies. Learn to use a video camera and digitize your old home videos to add special effects with sound, lighting, masks and more. Students will have a completed project that will be burned to DVD with menus or released to VHS.

MDTC 2606 3D GRAPHICS
60 HOURS
This class provides training in modeling, rendering.

MDTC 2607 3D ANIMATION
60 HOURS
This class provides training in animation.

MDTC 2804 DIGITAL MEDIA I (SOFTWARE)
120 HOURS
This course is open to students in grades 9-12. Multimedia is the use of sight, sound and interaction on the computer. In this course you will learn how to create graphic art, sound effects, video, 3-D graphics, animation, and computer authoring. All of this different computer effects will be used as you create your own computer program. Students will be using programs like: Painter, Illustrator, Photoshop, Premiere, 3D Studio Max, and Quest. Students will work in teams to create educational software.

MDTC 2814 DIGITAL MEDIA II (WEB DESIGN)
120 HOURS
This course is open to students in grades 9-12. Multimedia for Web design is a multi-year program where students will focus on developing skills to create interactive computer applications. Students will learn how to create graphic art, sound, video, animation and programming for the Web using such software as Flash, Fireworks, Director, and Sound Forge. Advanced students who have successfully completed Multimedia classes in previous years will be working on advanced web design projects.

MDTC 2851 MEDIA DESIGN CAPSTONE PROJECT
120 HOURS
Students will complete a capstone project utilizing all of the skills developed in the media design program. Prior approval of project by instructor is required.
**MEDA 1105 MEDICAL TERMINOLOGY**
**60 HOURS**
This course provides the student with the skills necessary to interpret and understand medical terminology, in order to be successful in the pursuit of health occupation careers. This is accomplished by utilizing a method of study that not only instructs the students in building medical terms but also gives the student immediate application in utilizing the medical term. This class teaches students to easily remember, pronounce, and spell accurately; prefixes, root words, and suffixes that combine to form medical terms. Medical abbreviations are also covered thoroughly.

**MEDA 1200 MEDICAL LAW & ETHICS**
**60 HOURS**
This course provides the student exposure to the legal and ethical issues that impact the healthcare setting.

**MEDA 1300 PSYCH FOR HEALTH CARE PROF**
**30 HOURS**
This course will provide the student with basic principles of psychology required in a health care environment.

**MEDA 1401 MEDICAL ANATOMY & PHYSIOLOGY**
**120 HOURS**
Anatomy and physiology is the study of the structure and function of the human body. This course includes a review of all organ systems including disease processes and diagnostic treatment modalities.

**MEDA 1411 FUNDAMENTALS OF HUMAN DISEASE**
**60 HOURS**
This course covers the fundamental information that relates to disease in the human body.

**MEDA 1501 ELECTRONIC MEDICAL RECORDS**
**60 HOURS**
This course introduces students to electronic medical records software and how it is utilized in the clinic and hospital.

**MEDA 2102 MEDICAL HISTORY**
**10 HOURS**
This course provides the student a general knowledge of medical history.

**MEDA 2111 MEDICAL CLINICAL LAB I**
**120 HOURS**
Course content includes the study of disease transmission and prevention, emergency patient care, patient assessment including vital signs, and assisting the physician.

**MEDA 2121 MEDICAL CLINICAL LAB II**
**140 HOURS**
This course will provide the student the skills necessary to perform diagnostic testing, minor surgery procedures, laboratory safety procedures, and the collection and testing of laboratory specimens.

**MEDA 2204 PHARMACOLOGY FOR MA**
**120 HOURS**
This course discusses the classification of drugs, their actions, their uses, and common side effects. The student learns how to perform dosage calculations, document and maintain medical administration records, and prepare and administer oral and parenteral medications.

**MEDA 2230 INTRAVENOUS THERAPY**
**30 HOURS**
This course was designed to assist the Student in developing and gaining the knowledge and skills needed for safe and effective care of the patient receiving IV therapy.

**MEDA 2301 MA EXTERNSHIP I**
**160 HOURS**
This course gives the medical assistant student an opportunity to demonstrate their 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.

**MEDA 2701 CERTIFICATION PREP**
**20 HOURS**
This course was designed to assist the Student in preparing to take the Clinical Medical Assistant Certification Examination.

**NAHA 1004 NURSING ASSISTANT CLASSROOM**
**66 HOURS**
Training includes patient assessment, supervised skilled patient care, and how to effectively assist LPN’s and RN’s in pre-op and post-op, and geriatric care. This training prepares students for employment in hospitals, nursing homes and home health agencies.

**NAHA 1004 NURSING ASSISTANT CLINICAL**
**24 HOURS**
Provides clinical experience for nursing assistant students.

**NRSG 1003 FOUND OF NURSING CARE PRACT**
**330 HOURS**
Students are introduced to the nursing-care process to manage care for patients with medical/surgical conditions in acute and chronic healthcare settings. Developmental concepts as well as the special needs of the geriatric population are stressed. This course also includes content regarding nursing as a professional discipline, the theoretical basis for nursing practice, current nursing issues, and roles and education of various healthcare providers. Ethical/legal, nursing concerns are also discussed.
NRSG 1103 NURS CARE OF THE MENTAL HEALTH PATIENT
60 HOURS
This course is a general orientation to mental health principles and provides an introduction to caring for patients with mental health problems in a variety of healthcare settings. The recognition and management of deviations from normal, mental health functioning are addressed. The application of therapeutic communication skills is emphasized.

NRSG 1203 PHARM NURSING CARE I
60 HOURS
This is an introductory course in the safe administration of medications including dosage calculations. Information is included on methods of drug administration, desired effects, drug interactions, adverse reactions, patient education, and the effects of age on reactions to medication. In addition, nursing responsibilities when administering medications pertaining to the gastrointestinal, musculoskeletal, respiratory, central nervous systems, and infectious disorders are discussed.

NRSG 2003 PHARM NURSING CARE II
60 HOURS
This is a continuation of Pharmacology I with continued focus on the safe administration of medications including dosage calculations. Information is included on methods of drug administration, desired effects, drug interactions, adverse reactions, patient education, and the effects of age on reactions to medication. Nursing responsibilities when administering medications pertaining to antineoplastic agents, reproductive drugs, cardiovascular, immune, endocrine, eyes and ears, and central nervous systems are included.

NRSG 2103 NURSING CARE NEW FAMILY
210 HOURS
This didactic course is an introduction to perinatal and pediatric nursing. Perinatal nursing is the care of women, infants, and families during the childbearing process. Pediatric nursing includes the assessment and care of children at various development stages and levels of health. Both acute and outpatient settings are used to introduce students to nursing care of women, infants, and children.

NRSG 2203 NURSING CARE ADULT PATIENT
210 HOURS
A continuation of Foundations of Nursing, this didactic course is designed to provide experience in caring for patients with conditions in acute care and outpatient healthcare settings. Students will use the nursing-care process to plan and evaluate their nursing interventions. Emphasis will be given to the role of the LPN as a manager of care.

NRSG 2300 INTRAVENOUS THERAPY
40 HOURS
This course was designed to assist the student in developing and gaining the knowledge and skills needed for safe and effective care of the patient receiving IV therapy.

OSHA 10CI OSHA 10 HOUR CONSTR INDUSTRY
10 HOURS
OSHA 10GI OSHA 10 HOUR GENERAL INDUSTRY
10 HOURS
OSHA 10SF SAFETY FUNDAMENTAL
10 HOURS
This course provides safety core skills required by all employees of the oil and gas industry.

OSHA 30CI OSHA 30 HOUR CONSTR INDUSTRY
30 HOURS
OSHA 30GI OSHA 30 HOUR GEN. INDUSTRY
30 HOURS
OSHA 0500 TRAINER COURSE IN CONST INDUSTRY
30 HOURS
OSHA 0501 TRAINER COURSE IN GEN INDUSTRY
30 HOURS
OSHA 0502 TRAINER UPDATE CONST INDUSTRY
30 HOURS
OSHA 0503 TRAINER UPDATE GEN INDUSTRY
30 HOURS
OSHA 0510 OSHA STANDARDS CONSTR IND
30 HOURS
OSHA 0511 OSHA STANDARDS GEN IND
30 HOURS
OSHA 2015 HAZARDOUS MATERIALS
HOURS
OSHA 2225 RESPIRATORY PROTECTION
HOURS
OSHA 3010 EXCAVATION TRENCHING & SOIL MECH
HOURS
PETT 1011 PETROLEUM TECH I
90 HOURS

This course is an introduction to the oil and gas industry that will include classroom training, hands-on training, and cooperative work experience training. Industry jobs and student potential, oil and gas economics, naming conventions, permitting, site construction, history of oil and gas industry, intro geology, exploration equipment, drilling operations, fluid hydraulics, completions, cementing, perforating, fracturing, logging, casing, production equipment, separators, dehydration, gas compressor stations, workplace skills, attitude, ethics, and goals.

PETT 1021 PETROLEUM SAFETY FUNDAMENTALS
120 HOURS


Managing Excavation Hazards: OSHA Training Institute Course #7410

PETT 1032 OIL & GAS COM. & COMPUTERS
120 HOURS

Build upon your basic fundamentals of Communication and Computer skills in conjunction with Micro Computer familiarity in the oil field industry in order to better prepare yourself for industry operations. Study the principles, strategies, and techniques of effective written, oral, and digital business communication as well as build upon skills used in the basic Microsoft Office medium. Emphasis is placed on reviewing grammar and mechanics as you create successful written messages including e-mails, memos, letters, reports, and résumés. Learn productive techniques for business meetings, presentations, and interviews, as well as communicating professionally in an increasingly global and digital workplace.

PETT 1041 WELLHEAD AND SURFACE EQUIPMENT (OUTDOOR TRAINING LAB)
60 HOURS

Location layout, wellhead operations, surface equipment location and operation basics, basic location piping, SPCC regulations and performance, tank operation for oil/gas storage, calculating lease use gas volumes, gathering systems operations, metering and orifice operation, production facility basics.

PETT 1051 FUNDAMENTALS OF OIL/GAS MEASUREMENT
60 HOURS

Measuring specifics to oil, gas and water, meters, tank straps, sale measurement, sales-API Standards, sales liability and responsibilities, sales reporting and documentation, hand remote gauging techniques, lease requirement for pumpers, transporting to market.

PETT 1203 WELL CONTROL- DRILLING
30 HOURS

This course provides training in well control principles, for derrick workers, assistant drillers, drillers, tool pushers, superintendents and drilling foremen. The drilling course focuses on well control to prevent blowouts and other dangerous situations, protect the formation from over-pressuring and deterioration, and to drill the well both safely and economically in order to develop a producing well.
PETT 1101 RIG PASS
16 HOURS
Students receive instruction in proper rig operation and safety practices. Meet state and federal standards. (IADC Accredited Curriculum is used in this course)

PETT 1213 WELL CONTROL – WO & COMP
40 HOURS
This course focuses on training on how to develop and to bring in the oil/gas product safely to the oil/gas well site. Just as in drilling operations, the fluid that is circulated in a well being completed or worked over has many applications. For example, fluids are employed in perforating cementing, fracturing, and acidizing. They are also used in well killing, re-completion, drilling, deepening, plugging back, and cleaning out. Further, fluids serve as packer fluids, completion fluids, and circulating fluids. Completion and workover fluids may be gasses, oils, brines, muds, or other chemical solutions.

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

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

PETT 1224 TYPES OF FLUIDS
2 HOURS
Students receive instruction in the types of fluids that can be used to control pressure.

PETT 1226 PROCEDURES
2 HOURS
Students receive instruction in well control procedures.

PETT 1228 DRILLING EQUIPMENT
4 HOURS
Students receive instruction in the different types of drilling equipment.

PETT 1230 CONSTANT BOTTOMHOLE PRESSURE WELL CONTROL METHODS
4 HOURS
Students receive instruction in how to maintain a constant bottomhole pressure.

PETT 1232 HYDROGEN SULFIDE AWARENESS
2 HOURS
Students develop an awareness of hydrogen sulfide.

PETT 1234 CAUSES OF KICKS
2 HOURS
Students receive instruction in what the main causes for kicks are during the drilling process.

PETT 1236 KICK DETECTION
4 HOURS
Students will learn techniques to use to detect kicks.

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

PETT 1301 HAZWOPER 8
8 HOURS
This course meets the requirements in OSHA 29 CFR 1910.120 for eight hours of annual refresher training for workers at hazardous waste sites. This course is designed for general site workers who remove hazardous waste or who are exposed or potentially exposed to hazardous substances or health hazards.

PETT 1302 HAZWOPER 24
24 HOURS
HAZWOPER 24 Hour is required for employees visiting an Uncontrolled Hazardous Waste Operation mandated by the Government. This course covers broad issues pertaining to the hazard recognition at work sites. OSHA has developed the HAZWOPER program to protect the workers working at hazardous sites and devised extensive regulations to ensure their safety and health. This course, while identifying different types of hazards, also suggests possible precautions and protective measures to reduce or eliminate hazards at the work place.

PETT 1303 HAZWOPER 40
40 HOURS
HAZWOPER 40 Hour is required for employees working on a project consisting of Uncontrolled Hazardous Waste Operation mandated by the Government. This course is specifically designed for workers who are involved in clean-up operations, voluntary clean-up operations, emergency response operations, and storage, disposal, or treatment of hazardous substances or uncontrolled hazardous waste sites. Topics include protection against hazardous chemicals, elimination of hazardous chemicals, safety of workers and the environment and OSHA regulations.

PETT 2011 PETROLEUM TECHNOLOGY II
90 HOURS
Training will include agency requirements, regulations, quality control, maps, roads, GPS, environmental issues. Training will build on competencies gained in Intro to Petroleum Technology. Drilling theory, types of drilling rigs, BIT technology, depths and weights, fluid hydraulics, hydrostatic pressures, casing weights and pressures, cementing, types of well heads, blow out preventers, accumulators, production string/drilling string, simeops, multiple directional wells cased hole logging, perforating, frac and stimulation, surface equipment dehydrating units, artificial lift systems, rod pumps, chemicals.
PETT 2021 FUNDAMENTALS OF WELL OPERATIONS
60 HOURS
All aspects of drilling, casing, cementing completions, workover, swabbing, fracturing, perforating, drilling theory, fluid hydraulics and mechanics, over/underbalanced well theory, drilling mud basics, IADC Introductory Well Control for Drill and Workover Completions, logging (cased and open), gel and mud operations, bit types, directional drilling, well stimulation techniques, and basics of well operations. Advanced students may be approved to take Intermediate or Supervisory level Drilling and Workover/Completions training as approved by the instructor.

PETT 2031 DEHYDRATION AND SEPARATION OPERATIONS
30 HOURS
Basic operation of dehydrator, separator operations, and troubleshooting.

PETT 2041 INSTRUMENTATION AND CONTROLS
30 HOURS
National Center for Construction Education and Research (NCCER) based training, controls and instrumentation, basic electricity, telemetry, gas/liquid pipeline operations, control center operations, pipeline operations, controls, wiring, motors, grounding, and SCADA, NEC, API and DOT regulations. Lab topics include process control simulation modules: unit operations of chemical processing, advanced gas oil separation process.

PETT 2051 ENGINE AND COMPRESSOR OPERATIONS
15 HOURS
Basic location and plan theory/operations, gas processing station operations, pipeline operations and sales economics, line pigging basics, dry gas and BTU considerations for sales, downstream pipeline operations, wellhead compression basics.

PETT 2071 INDUSTRY PROJECTS
15 HOURS

PETT 2081 LEADERSHIP FOR THE PETROLEUM INDUSTRY
30 HOURS
Attitude, goals, quality of effective leaders, positive/negative attitudes, hiring and termination skills. Relationships, interpersonal communication, anger management. Personalities, identifying different types of personalities for more effective leadership. Vision, self-discipline, focus. Goals and pathways.

PETT 2200 OIL AND GAS INDUSTRY/REGULATORY WORKSHOP
2 HOURS
This workshop covers the basics of the oil and gas industry and the regulations that govern the industry.

PETT 2902 COOPERATIVE WORK EXPERIENCE
165 HOURS
Students will receive actual work-site training experience with employer(s). This will be integrated throughout the training certificate program as it relates to specific courses. Requires training agreements with industry training partners and/or employers for on the job training.

PHMT 1004 INTRO TO PHARMACY
10 HOURS
Students will learn the history of pharmacy and the Pharmacy Technicians roll in the pharmacy.

PHMT 1014 LEGAL ASPECTS OF PHARMACY
10 HOURS
Students will learn the legal aspects related to working in a pharmacy including state and federal laws.

PHMT 1024 TERMINOLOGY, SYMBOLS & FORMULA
10 HOURS
Students will learn terminology used in pharmacy and how to transcribe prescriptions from doctors.

PHMT 1034 COMPUTER APPLICATIONS
10 HOURS
Students will learn the computer skills needed to work in a pharmacy and how to process prescriptions.

PHMT 1044 PHARMACEUTICAL CALCULATIONS
30 HOURS
Students will develop the math skills needed to perform their duties in a pharmacy.

PHMT 1054 FILLING ORDERS
20 HOURS
Students will learn the process of filling orders and prescriptions including packaging and labeling.

PHMT 1064 INVENTORY
10 HOURS
Students will learn how to order, restock, and maintain drug inventory.
### PHMT 1074 HYGIENE & ASEPTIC TECHNIQUES  
**30 HOURS**  
Students will learn proper techniques for extemporaneous and parental compounding.

### PHMT 1084 BRAND & GENERIC DRUGS  
**40 HOURS**  
Students will learn the brand, generic, and therapeutic classifications of medications.

### PHMT 1094 OVER-THE-COUNTER  
**10 HOURS**  
Students will learn the different OTC medications available and the therapeutic use.

### PHMT 2903 PHARMACEUTICAL INTERNSHIP  
**180 HOURS**  
Students will rotate between various pharmacies and become proficient in pharmacy practice.

### SAFT 1001 ENERGY SERVICES SAFETY  
**8-40 HOURS**  
This course is designed to provide certification and awareness level safety training. Topics covered include: oil and gas industry basics, welding safety, compressed gas safety, HAZCOM, hazard awareness, confined space, PPE, Lock-Out/Tag-Out, fire prevention, fall protection, electrical safety, substance abuse awareness, trenching and shoring. Certification trainings include: H2S, OSHA Safety, First Aid/CPR, Blood Borne Pathogens, Respiratory Protection and Fit Testing.

### SAFT 1011 RESPIRATORY PROTECT (FIT TESTING)  
**4 HOURS**  
This course teaches the proper procedure for fitting a respirator for breathing protection in confined spaces.

### SAFT 1021 H2S TRAINING  
**2 HOURS**  
This course provides hydrogen sulfide (H2S) safety training. It includes, but is not limited to, the following minimum information content: exercises and drills; refresher training; properties of H2S; sources of H2S; detection methods; selection, use and care of PPE, and rescue techniques and first aid procedures.

### SAFT 1022 MEDIC FIRST AID/CPR & B B P  
**6 HOURS**  
This course covers basic first aid and CPR training. It also addresses causes and protection from blood borne pathogens.

### SAFT 1030 CORE SAFETY COMPLIANCE  
**24 HOURS**  
This course provides safety core skills required by all employees of the oil and gas industry.

### SAFT 1035 OIL & GAS NEW HIRE SAFETY  
**30 HOURS**  
This course provides safety core skills required by all employees of the oil and gas industry.

### SAFT 1040 ENERGY SERVICES SAFETY AND OPERATIONS  
**22 HOURS**  
This course provides safety core skills required by all employees of the oil and gas industry.

### SAFT 1050 ERGONOMICS & BACK SAFETY  
**30 HOURS**  
This course provides training in proper lifting techniques.

### 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 1110 RESPIRATORY FIT TESTING ESSENTIALS  
**2 HOURS**  
This course teaches the proper procedure for fitting a respirator for breathing protection in confined spaces.

### SAFT 1113 MSHA RECERTIFICATION  
**8 HOURS**  
This is for employers/contractors who work on mine and/or tar sands and gravel sites.

### SAFT 1201 SAFELAND USA (PEC)  
**10 HOURS**  
This 1-day training meets Anadarko, Encana and other contractor’s requirements.

### SAFT 1202 CONTRACTOR COMPLIANCE  
**20 HOURS**  
This 2-day training includes Safeland USA, 10-hour OSHA, AND EHS Essentials (Encana specifics).

### SAFT 1203 EHS ESSENTIALS (ENCANA)  
**4 HOURS**  
This training is required for all personnel working for Encana. Training includes: Value-Driven Safety, Environmental Air, Water and Waste modules. Students receive an EHS-PAL completion certificate and hard hat decal sticker.

### SAFT 1303 CONTRACTOR ORIENTATION  
**8 HOURS**  
SAFT 1403 FORKLIFT SAFETY PART 21
14 HOURS
In this class, the student learns what OSHA regulations require an operator to be responsible for concerning the pre-shift, operation and maintenance of a forklift. Students learn about load capacities, stability and forklift driving skills that comply with OSHA Standards.

SAFT 1502 IVES COUNTER BALANCE FORKLIFT
6 HOURS
This course is for basic instruction in counter balance of loads that will be lifted using a forklift.

SAFT 1507 IVES AERIAL LIFT
6 HOURS
This course teaches the basic of safely operating an aerial lift.

SAFT 1520 EQUIPMENT OPERATIONS
15 HOURS
This course provides training in operating the equipment used on a location such as forklift, manlift, and safely operating a truck and trailer on a location.

SAFT 1601 SAFE T SHOOL CORE WEEK
30 HOURS
This course provides safety core skills required by all employees of the oil and gas industry.

SAFT 1602 SAFE T SHOOL SAFETY WEEK
58 HOURS
This course provides instruction and practice in an outdoor lab, the basics of operating safely on an oil and gas location.

SAFT 1701 INCIPIENT FIRE TRAINING
4 HOURS
This course provide incipient fire training.

SAFT 1801 RIG PASS (IADC)
10 HOURS
This course provides safety core skills for working on a rig location.

SAFT 1802 RIG PASS WITH SAFELAND & OSHA
20 HOURS
This course provides safety core skills required by all employees of the oil and gas industry.

SAFT 1810 IRON FUNDAMENTALS AND RIGGING OPERATIONS
15 HOURS
This course provides in laying out piping and moving iron on a location along with the proper rigging techniques used by industry.

SAFT 1200 OIL & GAS SAFETY WORKSHOP
2 HOURS
This course provides safety awareness skills required by all employees of the oil and gas industry.

TDRV 1001 INTRO TO TRUCK DRIVING
60 HOURS
This course offers an introduction to basic truck driving, including all of the basics needed to prepare students to pass Federal and State requirements to obtain their Learners Permit.

TDRV 1002 BASIC TRUCK OPERATIONS
120 HOURS
This course teaches the computer systems, gages and dash clusters; plus Federal Laws and Regulations concerning Hours of service.

TDRV 1003 SAFE DRIVING PRACTICES
60 HOURS
A specialized course in visual searches, speed management and special conditions that are taught in a structured classroom environment on an I-SIM driving simulator.

TDRV 1004 ON THE ROAD DRIVING SKILLS
180 HOURS
This course is hands-on training. The student is driving or observing in a commercial vehicle; learning everyday conditions on highways in a loaded or unloaded truck.

TDRV 1009 SPECIAL APPLICATIONS-CDL
60 HOURS
This course teaches all of the non-driving procedures involving loading and unloading trucks, cargo securement and safety procedures. Students learn how to look for mechanical problems.

TDRV 1012 BASIC TRUCK OPERATIONS
22 HOURS
This course provides training the basic operation of a heavy truck.

TDRV 1021 DEFENSE DRIVING FOR TRUCK DR
6 HOURS
This is a comprehensive state truck driving course for the commercial truck driver.

TDRV 1022 ON THE ROAD DRIVING SKILLS
90 HOURS
This course offers instruction in driving on the road and what a truck driver needs to be aware of while driving on the road.

TDRV 1025 DRIVER LICENSURE TESTING
2 HOURS
This course provides instruction for all motorists in defensive driving.

TDRV 1023 DEFENSE DRIVING (PASSENGER CAR)4 HOURS
This course provides instruction for all motorists in defensive driving.
TDRV 1026 DEFENSE DRIVING WITH EVALUATION
6 HOURS
This is a defensive driving course specific to driving in the oil patch. Student will be evaluated in their performance.

TDRV 1027 DEFENSE DRIVING WITH COMMENTARY 6 HOURS
This is a defensive driving course specific to driving in the oil patch.

TDRV 1031 DOT AIR BRAKE ADJUSTMENT
2 HOURS
This course will teach all the necessary components to acquire a DOT brake certification card to adjust your own air brakes.

TDRV 1032 DOT HRS OF SERV (LOG BOOK)
4 HOURS
Teaches compliance with new log book rules.

TDRV 1033 CDL SAFETY TRAINING
4 HOURS
Safety training for currently licensed CDL drivers.

TDRV 1036 BACKING 101 & SHIFTING
8 HOURS

TDRV 1037 LOAD SECUREMENT, PRE-TRIP
8 HOURS

TDRV 1038 PRE-TRIP/POST-TRIP, COUPLING
8 HOURS

TDRV 1041 TRUCK DRIVER PRACTICUM I
60 HOURS
This course provides an opportunity for the student to obtain driving practice under the direction of a qualified instructor in a variety of driving environments.

TDRV 1041 TRUCK DRIVER PRACTICUM II
240 HOURS
This course provides an opportunity for the student to obtain driving practice under the direction of a qualified instructor in a variety of driving environments.

TDRV 1101 15 PASSENGER VAN TRAINING
8 HOURS
This course provides the required training to operate a 15 passenger van.

TDRV 1141 15 CDL DRIVER EVALUATION 4
4 HOURS

TDRV 1142 15 CDL DRIVER EVALUATION 4
8 HOURS

TDRV 1151 CDL MOUNTAIN DRIVING
8 HOURS
This course provides the required training in mountain driving for the professional truck driver.

TDRV 1161 CDL REFRESHER 10
10 HOURS
Refresher course for licensed CDL drivers who have not driven for several months.

TDRV 1162 CDL REFRESHER 20
20 HOURS
Refresher course for licensed CDL drivers who have not driven for several months.

TDRV 1163 CDL REFRESHER 30
30 HOURS
Refresher course for licensed CDL drivers who have not driven for several months.

TDRV 1164 CDL REFRESHER 160
160 HOURS
Refresher course for licensed CDL drivers who have not driven for several months.

TDRV 1201 CDL CLASS B
60 HOURS
This course provides the required training to obtain a class B CDL license.

TDRV 1211 LONG COM VEHICLE TRAINING
40 HOURS
This training program is designed to provide professional development training and skills up-grade training for Long Commercial Vehicle driving certification.

TDRV 1212 LCV TRAINING EXTERNSHIP
10-120 HOURS
This externship is designed to provide supervised driving experience in a long commercial vehicle under the supervision of an endorsed LCV driver.

WELD 1010 WELDING SAFETY
30 HOURS
This course will teach students how to prepare themselves and the work area for a safe accident-free environment.
WELD 1110 WELDING MATH
30 HOURS
This class will teach the basic math skills required for welders. Included will be US Customary measuring systems, SI Metric measuring systems, Convert SI (metric) to US units and vice versa. Reading and the use of US (customary) and SI (metric) tape, ruler, and square.

WELD 1111 WELDING SYMBOLS & PROJECT DESIGN
30 HOURS
This class will teach the basics of project design and give them some exposure to welding symbols and basic print reading.

WELD 1120 COMM AND WORK ASSIGN
30 HOURS
This course will teach students how to listen, learn welding related terminology, express themselves verbally, prepare time and job cards, follow written details, and perform housekeeping duties.

WELD 1213 OXY-FUEL CUTTING
60 HOURS
This course covers the basics of oxy-fuel cutting, proper operation of oxy-fuel cutting equipment such as oxyacetylene, natural gas, and propylene.

WELD 1250 ARC CUTTING PROCESSES
30 HOURS
Students will learn proper operating techniques using the air carbon arc cutting process. Students will also operate a plasma arc cutting machine for cutting on plain carbon steel, aluminum, and stainless steel.

WELD 1300 SMAW WELDING I
90 HOURS
This course will teach students how to weld with shielded metal arc processes in the flat, horizontal, and vertical positions.

WELD 1400 GMAW WELDING I
90 HOURS
Welding training using the gas metal arc welding process. Includes flat, horizontal, and vertical.

WELD 1500 FCAW WELDING I
90 HOURS
Welding training in the FCAW process using a dual shield wire.

WELD 1600 GTAW WELDING I (MILD STEEL)
30 HOURS
Provide welding training in the gas tungsten arc welding process welding on plain carbon steel.

WELD 1603 PULSED MIG & TIG - A & S
60 HOURS
This class includes advanced processes of pulsed GMAW and GTAW as applied to aluminum and stainless steel welding.

WELD 1610 GTAW WELDING II A & S
60 HOURS
Provide welding training using the gas tungsten arc process welding on aluminum and stainless steel.

WELD 1700 WELDING INSPECT AND TEST
30 HOURS
This course will teach destructive and non-destructive testing. Students will learn different welding codes and welder qualification testing.

WELD 1800 WELDING SYM & BLUEPRINT
60 HOURS
This course will teach drawing fundamentals and welding blueprint reading.

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

WELD 2111 METAL SCULPTURE
60 HOURS
This class teaches the elements of, theme creativity, and artistic design to produce metal art.

WELD 2201 BASIC FABRICATION
60 HOURS
Student will learn the basic processing required to design, draw using proper AWS welding symbols. Student will then fabricate projects from their plans using welding and cutting processes.

WELD 2211 INTERMEDIATE FABRICATION
60 HOURS
This class allows students to 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. Team work skills will be emphasized.

WELD 2300 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
Advanced pipe welding is a continuation of the training received in pipe welding. With additional training in different types of certification used in local industry, as well as some GTAW as it relates to pipe. Pipe layout and fit-up will be covered.
WELD 2400 ORNAMENTAL IRON
60 HOURS
A decorative object whether it be a metal stairway, handrails, window frames, fences, furniture, entry gates, security doors, or hand tools can be classified as ornamental welding. Ornamental iron objects have closer tolerances, smoother finishes, and better fit-ups than most other welding. Students will learn how to fabricate a variety of ornamental projects using castings, bending radiiuses and curves on pipe, tubing, and flat bar.

WELD 2501 SENSE WELDING AWS
60 HOURS
SENSE (School Excelling through National Standards Education) is an American Welding Society program available to UBATC students. This class provides the time to complete the documentation of the competencies required to complete the SENSE training.

WELD 2601 WELDING INTERNSHIP
60 HOURS
This is a work-based learning opportunity that allows students to experience live work in employment environment. Internships are unpaid job training experiences.

WELD 2606 WELDING COOP WORK EXPERIENCE
60 HOURS
This is a work-based learning opportunity that allows students to experience live work in employment environment. Coop work experience is a paid cooperative work experience coordinated between the employer and the college instructor.

WELD 2900 SPECIAL APPS – WELDING
1-60 HOURS

WKSK 1500 JOB SEEKING SKILLS
30 HOURS
Prepares students to successfully apply for a job and get it! This course will present job-seeking skills needed to find gainful employment.
Vernal Campus Maps

1-Career Ctr
2-Basic Skills
3-Business
4-Classroom
5-Drafting
6-Work Room
7-Break Room
8-Conf Room
9-Conf Room
10-Conf Room
11-Bookstore
12-Student Services
13-Vending

Williams Classroom Building Level 1

1-IVC Conf Room
2-Classroom
3-Classroom
4-Classroom
5-Classroom
6-Boardroom
7-Allied Health
8-Medical Lab
9-Nursing
10-Classroom

Williams Classroom Building Level 2
Vernal Campus Maps

Anadarko Industrial Technology Building

1-Carpentry
2-PET Lab
3-Well Control
4-Petroleum Tech Lab
5-Welding
6-Diesel
7-PET Classroom
8-ESS Classroom

CDL Classroom & Shop Storage Building

1-Storage
2-Storage
3-CDL Classroom
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