



Uintah Basin Technical College

A member of the Utah System of Higher Education

# CATALOG

## and Student Handbook

2023-2024



### MAIN CAMPUS

1100 East Lagoon Street  
Roosevelt, UT 84066  
Phone: (435) 722-6900  
Fax: (435) 722-6999

### EXTENSION CAMPUS

450 N 2000 W  
Vernal, UT 84078  
Phone: (435) 725-7100

### INSTRUCTIONAL SERVICE CENTER

Duchesne County Jail  
21554 West 5000 South  
Duchesne, UT 84021  
(435) 738-0190

## NOTICE OF NONDISCRIMINATION/ AVISO DE NO DISCRIMINACIÓN

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Uintah Basin Technical College offers Career and Technical Education (CTE) programs in Business, Energy Services, Nursing, Health Professions, Trades, and Industry. Admission to these programs is based on interest and aptitude, age appropriateness, course pre-requisites, and class space available.

It is the policy of Uintah Basin Technical College not to discriminate based on race, color, national origin, sex or disabilities in its CTE programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section of 504 of the Rehabilitation Act of 1973, as amended.

It is the policy of Uintah Basin Technical College not to discriminate based on race, color, national origin, sex, and disabilities or age in its employment practices as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; The Age Discrimination Act of 1975, as amended; and Section 504 the Rehabilitation Act of 1973, as amended.

Uintah Basin Technical College will take steps to assure that the lack of English skills will not be a barrier to admission and participation in all educational and CTE programs.

For more information about your rights or grievance procedures, contact the Title IX Coordinator at 1100 E Lagoon Street, Roosevelt, Utah; Kyla@ubtech.edu; 435.722.6932; and the Section 504 Coordinator at 1100 E Lagoon Street, Roosevelt, Utah; michiel@ubtech.edu; 435-722-6916

All statements herein are believed to be true and correct at the time of publication.

Uintah Basin Technical College reserves the right to make necessary changes, deletions, or revisions at any time.

Revised 09/29/2023

Uintah Basin Technical College ofrece programas de educación técnica y profesional (CTE) en negocios, servicios energéticos, enfermería, profesiones de la salud, oficio e industria. La admisión a estos programas se basa en el interés y la aptitud, la idoneidad para la edad, los requisitos previos del curso y el espacio disponible para las clases.

Es política de Uintah Basin Technical College no discriminar por motivos de raza, color, origen nacional, sexo o discapacidades en sus programas, servicios o actividades de CTE según lo requiere el Título VI de la Ley de Derechos Civiles de 1964, según enmendada; Título IX de las Enmiendas a la Educación de 1972; y Sección 504 de la Ley de Rehabilitación de 1973, según enmendada.

Es política de Uintah Basin Technical College no discriminar por motivos de raza, color, origen nacional, sexo y discapacidades o edad en sus prácticas laborales según lo requiere el Título VI de la Ley de Derechos Civiles de 1964, según enmendada; Título IX de las Enmiendas a la Educación de 1972; La Ley de Discriminación por Edad de 1975, enmendada; y la Sección 504 de la Ley de Rehabilitación de 1973, según enmendada.

Uintah Basin Technical College tomará medidas para asegurar que la falta de habilidades en inglés no sea una barrera para la admisión y participación en todos los programas educativos y CTE.

Para obtener más información sobre sus derechos o procedimientos de quejas, comuníquese con el Coordinador del Título IX en 1100 E Lagoon Street, Roosevelt, Utah; Kyla@ubtech.edu; 435.722.6932; y el Coordinador de la Sección 504 en 1100 E Lagoon Street, Roosevelt, Utah; michiel@ubtech.edu; 435-722-6916

Se cree que todas las declaraciones aquí contenidas son verdaderas y correctas en el momento de la publicación.

Uintah Basin Technical College se reserva el derecho de hacer cambios, eliminaciones o revisiones necesarias en cualquier momento.

Revisado el 09/29/2023

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# Board of Trustees

## BOARD OF TRUSTEES

Eleven community leaders constitute UBTech's Board of Trustees, including three local school board members elected by the Boards of Education for the Duchesne, Uintah, and Daggett School Districts. One member is appointed by the Utah State University Board of Trustees. Seven additional members represent business and industry within the region.



Tim Negus  
Chairperson



Danelle Brinkerhoff  
Vice Chairperson



Dave Ryan  
Board Member



Aaron Brown  
Board Member



Charles Card  
Board Member



Gina Gagon  
Board Member



Greg Gardiner  
Board Member



Robin McClellan  
Board Member



Annette Meier  
Board Member



Mindy Karren  
Board Member



Mark Thacker  
Board Member

# President's Message

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

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

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

Great opportunities await you at UBTech!

Aaron K. Weight

College President/CEO

# 2023-2024 College Calendar

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July 1, 2023	New Fiscal Year Begins
July 4, 2023	College Holiday*
July 24, 2023	College Holiday*
August 15, 2023	Faculty Development**
August 16, 2023	Fall Retreat*
August 17 - 22, 2023	Faculty Development**
September 4, 2023	College Holiday*
October 19-20, 2023	College Holiday - Vernal*
October 26-27, 2023	College Holiday - Roosevelt*
November 8, 2023	Faculty Development**
November 22-24, 2023	College Holiday*
December 25, 2023 - January 1, 2024	College Holiday*
January 15, 2024	College Holiday*
February 16, 2024	Faculty Development - Vernal**
February 19, 2024	College Holiday*
March 13, 2024	Faculty Development**
March 18, 2024	Faculty Development - Roosevelt**
April 1 - 3, 2024	College Holiday*
April 4 - 5, 2024	Faculty Development**
May 4, 2024	UBTech Graduation
May 27, 2024	College Holiday*
June 17, 2024	College Holiday*
June 30, 2024	Fiscal Year Ends

\*School closed    \*\*School open but no classes

# General Information

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## CAMPUSES



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

The main campus opened for students in 1977. It encompasses a 108,270 square foot brick structure and two outer buildings consisting of classroom, lab and shop space that houses 24 post-secondary programs and 1 secondary program.



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

The extension campus in Vernal opened for students in 2009. It encompasses a 91,986 square foot brick, stone, and metal structure and one outer building consisting of classroom, lab and shop space that houses 20 post-secondary programs.



# General Information

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## A BRIEF HISTORY OF UBTECH

The Uintah Basin Area Vocational Center opened its doors to students on September 1, 1968. The center was funded, in part, by a \$100,000 Federal Vocational Grant through the efforts of Utah Representative Dan Dennis. The Duchesne County School District matched the grant dollar for dollar, and a center for postsecondary and secondary 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 postsecondary and secondary students. Property was donated jointly by Uintah and Duchesne school districts for a facility that would serve multi-district needs, and ground was broken at the present Roosevelt site on November 7, 1975.

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

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

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

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

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

During the 2020 Legislative Session, the Legislature passed S.B. 111, Higher Education Amendments, which merged the Utah System of Higher Education and the Utah System of Technical Colleges into one System. On July 1, 2020, Utah's two systems of postsecondary education combined as a joint Utah System of Higher Education, overseen by a single governing Board, the Utah Board of Higher Education. UBTech is one of the eight technical colleges that combined with two community colleges, four regional universities, and two research universities that now make up the Utah System of Higher Education.

UBTech has served the Uintah Basin region for over 50 years. Governance and name changes are part of UBTech's history; however, the primary mission of providing quality technical education to the citizens of the Uintah Basin has remained constant. The college is committed to its mission and is excited to continue its role as an economic development engine for northeastern Utah.

# General Information

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## MISSION STATEMENT

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

## CORE VALUES

Our core values are reflected in the UBTech Way:

- Student Centered
- Service Oriented
- Campus & Community Connected

## ACCREDITATION



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

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

## BUILDING MAINTENANCE AND OPERATIONS PLAN

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

[Campus Services & Information](#)

## 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 a UBTech campus, at the company site, or other training locations as needed.
3. **Training Costs:** Funding is available to help pay up to 40% of qualified training costs. Costs may include instructor fees, tuition, training materials, and other direct training costs as approved.
4. **For More Information:** To learn more about how the Custom Fit training program can help your business excel and profit, contact one of our Custom Fit Specialists:

Lezlee Whiting  
Office: 725-7109  
E-mail: [lezlee@ubtech.edu](mailto:lezlee@ubtech.edu)

Lisa Labrum  
Office: 725-7124  
E-mail: [lisal@ubtech.edu](mailto:lisal@ubtech.edu)

## ADMISSION POLICIES

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

### Secondary Students

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

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

### Post-Secondary Students

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

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

### Admission Steps

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

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

1. Obtain a placement recommendation from a secondary counselor, corrections official, or UBTech Student Success Officer.
2. Complete registration and pay tuition and fees.
3. Complete the New Student Onboarding

## CAREER ADVISING & TESTING

UBTech's Student Success Centers in Roosevelt and Vernal offer career advising to anyone considering classes at UBTech to help them enter the workforce, upgrade current job skills, or change careers.

# Student Handbook

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The Student Success Center offers a variety of assessments to determine abilities, aptitudes, interests, and personality traits. Assessments include the Strong Interest Inventory and Myers Briggs Type-Indicator.

Up-to-date labor market information is available at <http://jobs.utah.gov> to assist students with their job-seeking efforts.

## TRANSFER POLICY

### Transfer From Another School to UBTech:

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

### Transfer Between Programs at UBTech:

Students desiring to transfer from one program to another within the school must complete the following steps:

1. Meet with a Registrar to complete an exit form.
2. Meet with a Student Success Officer to verify entrance requirements are met and receive a preregistration for the new program.
3. Meet with the sponsoring agency and/or the Financial Aid Office to verify financial assistance is still in place for your program change.
4. Competencies that are the same will be transferred between programs.

## TUITION POLICY

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

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

- Secondary students are exempt from paying tuition; however, course fees, certain student consumables such as workbooks, materials for student projects, fees and program testing fees may apply.
- Senior Citizens (62 or older) and Veterans, who are Utah residents, can audit courses exempt from tuition and fees. Enrollment will be allowed on a space-available basis. Individuals who audit courses will not receive a certificate of completion. Individuals that qualify for tuition exemption will be responsible for the cost of materials and consumables.

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

If competencies are not completed in the approved hours, students will need to pay for an additional class block in order to continue.

## STUDENT FEES

- Course: Some courses have additional fees. Contact the Student Affairs office for specific details.
- Transcript: No Charge
- Students may pay for tuition, books, fees, and supplies with cash, check, credit or debit cards.



## REFUND POLICY

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

### Refunds for Classes Canceled by the Institution:

When a class is canceled, the student will receive a full refund of tuition and fees.

### Refunds for Students Who Withdraw from an Open-Entry, Defined-Exit Class:

Students completing or exiting in the middle of the payment period will be refunded any unused tuition.

### Refunds for Defined-Entry, Defined-Exit Classes or Distance Education Classes:

Students who do not commence class or officially withdraw from the class within 5 business days will receive a full refund of tuition and fees.

No refund after 5 days.

### Refunds for Defined-Entry, Defined-Exit Programs:

Refunds of tuition and fees will be prorated up to the point that 33% of instruction has occurred. No refund thereafter.

### Refunds for Open-Entry, Defined-Exit Programs:

Refunds of tuition and fees will be prorated up to the point that 33% of instruction has occurred. No refund thereafter.

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

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

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

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

### Refunds for students who withdraw on or before the first day of class:

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

## FINANCIAL AID

All students who qualify for federal 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.) More information is available online at <https://studentaid.gov/h/apply-for-aid/fafsa>.

### Typical Eligibility Requirements:

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



# Student Handbook

Estimate of Student Expenses: The following represent the estimated minimum expenses for a student living off campus attending full-time for 7 months (900 hours or 30 credits).

SINGLE WITHOUT DEPENDENTS LIVING WITH PARENTS		ALL OTHERS	
Tuition	\$3,000	Tuition	\$3,000
Books & Supplies	\$1,038	Books & Supplies	\$1,038
Course Fee	\$30	Course Fee	\$30
Room and Board	\$3,458	Room and Board	\$6,853
Personal Expenses	\$2,051	Personal Expenses	\$2,051
Transportation	\$1,316	Transportation	\$1,316
<b>TOTAL</b>	<b>\$10,893</b>	<b>TOTAL</b>	<b>\$14,288</b>

**WARNING:** It is the student's responsibility to make certain that they understand the regulations and policies that govern their financial aid and that they must reapply for financial aid each year.

## VA EDUCATIONAL BENEFITS

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

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

1. Apply online at [www.benefits.va.gov](http://www.benefits.va.gov)
2. Meet with an SCO:
  - Submit a Certificate of Eligibility.
  - Submit documentation of all previous training and education.
  - Review, sign, and date a Utah State Approving Agency Addendum.
3. The SCO will certify VA Educational benefits on Enrollment Manager.

## SCHOLARSHIPS

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

## SPONSORING AGENCIES

Financial assistance may also be arranged for qualified individuals through the following agencies (contact them directly):

- Division of Workforce Services
- Utah Department of Rehabilitation Services
- Bureau of Indians Affairs (BIA)

## DISABILITY SERVICES

UBTech is committed to ensuring that no qualified individual with a disability is excluded from participation in, denied the benefits of, or subjected to discrimination in the College's programs, services, or activities due to a disability. The College is fully committed to complying with all requirements of Title II of the Americans with Disabilities Act of 1990 as amended (ADA) and Section 504 of the Rehabilitation Act of 1973 and providing equal educational opportunities to otherwise qualified students with disabilities.

A qualified individual is a student with a disability who, with or without reasonable accommodation, meets the same eligibility requirements, academic, and technical standards required for admission or participation in the College's educational programs or activities (34 C.F.R. §104.3).

The accommodation process begins when a student identifies as an individual with a disability to an Agent of the College. The student should be referred to an ADA Coordinator for assistance and receive the Request for Accommodation packet. The Request for Accommodation packet can also be found via [www.ubtech.edu](http://www.ubtech.edu). Students should submit requests as early as possible. Accommodations are not retroactive. The College will make reasonable efforts to consider and accommodate all requests.

## ATTENDANCE

As a student at UBTech, you are expected to maintain a high level of attendance in all classes and laboratories. It is your responsibility to be in attendance and to notify your instructors in advance when you will be absent. Regular attendance in your class is as important as showing up for work every

# Student Handbook

day. UBTech expects the same attendance of you as an employer would.

## ENROLLMENT

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

## GRADING PROCEDURES

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

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

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

Listed below is the grading scale for these programs:

GRADE	PERCENTAGE	GRADE	PERCENTAGE
A	94-100%	C	74-76.9%
A-	90-93.9%	C-	70-73.9%
B+	87-89.9%	D+	67-69.9%
B	83-86.9%	D	64-66.9%
B-	80-82.9%	D-	60-63.9%
C+	77-79.9%	F	0-59.9%

**For hybrid courses:** UBTech requires that students in hybrid courses and programs complete competency assessment on campus with instructors to ensure that the student who registers for the course or program is the same student who participates in and completes

the course or program and receives the academic credit

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

## SATISFACTORY PROGRESS

Students are required to maintain satisfactory progress as they develop employment skills. UBTech measures three main components of progress – enrolled hours, hours of competencies completed, and attendance hours. Student Progress is determined by dividing the hours of competencies completed by the hours a student is enrolled. Students should try for a progress factor of 100%. 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/defined-exit” enrollment system requires students to officially withdraw. Students desiring to exit from any program should officially withdraw through the Student Affairs 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.

## CATASTROPHIC OCCURRENCE

A catastrophic occurrence provides a leave of absence for a student who encounters a catastrophic occurrence that interferes with their ability to meet the end date for a specific course. Examples of catastrophic occurrences include; the student experiences a serious health condition, birth/care of a newborn child of the student, the placement (within a year) with the student of a child for adoption or foster care, care for an immediate family member (spouse, child, or parent) with a serious health condition, or any qualifying exigency arising out of the fact the the

# Student Handbook

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student's spouse, son, daughter, or parent is a covered military member on covered active duty.

Catastrophic Occurrence requests must be submitted to the instructor in writing on the Catastrophic Occurrence Request form. Catastrophic Occurrence Request forms are available at the Front Office. The instructor will review then approve/deny the request. If approved, the instructor will present the request to the Program Director for final approval. If approved, the form will be taken to the Registrar. When the student returns, the additional dates will be scheduled in as an open lab. If a student hasn't completed a competency within the course, they will be taken out of the course. Additional dates will not impact the student in terms of student progress. If the student is unable to complete the course during the additional dates, the student would be required to pay for the full course again. A Catastrophic Occurrence can only be used once per course. Student must complete course with the additional dates prior to new course enrollment.

## TRANSCRIPTS

Permanent student records are retained on the main campus in Roosevelt. Student transcripts are available from the Registrar by written request only. Transcript request forms are available in the Student Affairs Office and on the web in the Student Records section at [www.ubtech.edu](http://www.ubtech.edu). Students may print unofficial transcripts from the student portal on the website.

## TEXTBOOKS

Students may purchase textbooks needed to fulfill course requirements through the Registrar at the front desk. Textbooks are ordered on demand as the student prepays for the book and will be shipped directly to the college on behalf of the student.

## BOOK RETURNS

UBTech accepts textbook returns within the first two weeks of the start date of the course with the accompanying receipt(s). All textbook returns must have been originally purchased from UBTech and must be in new, undamaged, and saleable condition.

## LEARNING RESOURCES

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

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

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

## CERTIFICATE

A Certificate of completion is awarded when the requirements of an approved program have been met.

## CONFIDENTIALITY OF RECORDS

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

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

UBTech's policy regarding the confidentiality of student records is in compliance with the Family

Educational Rights and Privacy Act of 1974 (FERPA).

It is institutional policy to maintain as confidential all personally identifiable information in education records except those considered to be “directory information.” Directory information is defined as that information which would not generally be considered harmful or an invasion of privacy. Designated directory information at UBTech includes: student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance.

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

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

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

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

Uintah Basin Technical 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 UBTech in an administrative, supervisory, academic, or support staff position, a person or company with whom the institution has contracted for a service or operations function (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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



# Student Handbook

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to enroll.

Furthermore, UBTech 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 UBTech's FERPA guidelines is available at: <https://www.ubtech.edu/student-records/>

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

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

## **PUBLICATIONS POLICY**

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

## **CRIME STATISTICS REPORT**

In accordance with Title II of the Crime Awareness and Campus Security Act of 1990, UBTech annually issues a Crime Statistics Report. The Crime Statistics Report is disseminated to employees and students annually.

[Campus Services & Information-UBTech.](#)

## **CAMPUS SECURITY**

The Roosevelt Campus and the Vernal Campus of the Uintah Basin Technical 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.

## **UTAH SAFETY LAW**

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

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

## **INCIDENT REPORTING**

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

## **SCHOOL ACCIDENT REIMBURSEMENT**

Students are strongly encouraged to obtain and maintain adequate health insurance coverage. The College has an accident reimbursement policy for limited reimbursement of medical expense due to training-related accidents occurring on College property or at College sponsored events. This reimbursement is designed only to supplement the student's own medical insurance coverage.

## **PARKING ON CAMPUS**

There are student parking lots provided for both campuses. Parking zones for individuals with a



# Student Handbook

disability are provided and enforced at UBTech. Unauthorized parking in designated disabled parking stalls may result in vehicles being towed and impounded at the owner's expense.

## CHILDREN

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

## DRUG & ALCOHOL-FREE ENVIRONMENT

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

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

A listing of health risks and legal penalties associated with substance abuse is provided annually to students online at [Scholarship & Financial Aid-UBTech](#).

## STUDENT CODE OF CONDUCT

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

The following are considered unacceptable and are not permitted for any students attending UBTech, 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

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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](http://www.copyright.gov), especially their FAQ's at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

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

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

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

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

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

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

## Free Expression on Campus

## General Rights of Free Expression on Campus

1. The college upholds and promotes free expression on campus. Except as limited by regulations consistent with the law and this rule,
  - a. all faculty, students, and staff have the right to express views and ideas, and are free to criticize, contest, and condemn views expressed on campus and
  - b. neither the faculty, staff, nor students may obstruct, disrupt, suppress or otherwise interfere with the freedom of others to express views on the basis that they find those ideas hateful, immoral, or misguided.
2. The college's outdoor areas are a traditional public forum.
3. The college may not prohibit:
  - a. a member of the college's community or the public from spontaneously and contemporaneously assembling in an outdoor area of the college's campus; or
  - b. a person from freely engaging in noncommercial expressive activity in an outdoor area of the college's campus if the person's conduct is lawful.

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

1. The college may reasonably regulate the time, place, and manner of free expression to ensure that it does not disrupt the ordinary activities of the college. This includes established procedures for engaging in organized speech activities, such as protest marches or invited speakers.
2. These exceptions to the principle of freedom of expression must be viewpoint neutral, generally content neutral, narrowly tailored, and leave ample opportunity for alternative means for expression,

# Student Handbook

in order to protect the college's interests. It is vitally important that the college will not use these exceptions in a manner that is inconsistent with the college's commitment to free and open discussion of ideas.

**Harassment:** UBTech is committed to providing students an environment that is free of harassment and discrimination. In compliance with all federal, state, and local laws, the College prohibits all forms of harassment, discrimination, and related inappropriate conduct on campus, at College operated facilities or programs, or College related activities by any student, college employee, or third-party member. Harassment or discrimination in any form shall be grounds for immediate and appropriate disciplinary action. UBTech supports and adheres to [Title IX](#) policy. UBTech's full Title IX policy can be found on the website at <https://www.ubtech.edu/students/title-ix/>.

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

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

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

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

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

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

**Tobacco Use:** In keeping with UBTech's intent to provide a safe and healthful environment, tobacco

is prohibited on school property. This policy applies equally to all employees, students, and visitors.

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

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

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

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

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

## SANCTIONS FOR MISCONDUCT

1. In matters of non-academic conduct that may result in either expulsion or a minimum 10-day suspension, the College will provide students the following minimum due process:
  - a) Notice: Prior to being interviewed about allegations of misconduct, the College shall provide students with notice of the allegations against them and of their right to have an advisor throughout the process who may, but need not be, an attorney

# Student Handbook

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- i) During an inquiry, investigation, or other informal process, an advisor may only advise the student and may not actively participate in the investigation or informal process.
- b) Explanation of the evidence: Prior to a formal hearing, unless prohibited by reasonable circumstances, each party shall provide to the hearing committee chair (or hearing officer) copies of the documents they intend to submit as evidence and a list of witnesses they intend to call during the formal hearing. This information will be shared with both parties. In all circumstances, including informal processes, the College will provide students an explanation of the evidence against them.
- c) Opportunity to respond: The College will provide students an opportunity for a full hearing at which they can respond to the allegations and evidence against them. With the agreement of all parties, the College may also provide an informal hearing or opportunity to respond or an agreed upon informal resolution.

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

- 2. When the appropriate College official has determined an offense has occurred, action shall be taken as follows:
  - a) When the offender is a student, the discipline shall be commensurate with the offense. (See Sanctions for Misconduct)
  - b) Written notification of the judgement will

be given to both the respondent and the complainant

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

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 VP of Student Affairs 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 VP of Student Affairs and may be required to meet additional criteria for



continued enrollment.

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

## APPEAL OF SANCTIONS

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

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

- a. Whether the original hearing was conducted fairly in light of charges and evidence presented, and in conformity with prescribed procedures.
- b. Whether the decision reached was based on substantiated evidence to establish that a violation occurred.
- c. Whether the sanctions imposed were appropriate for the violation the student committed.

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

## STUDENT GRIEVANCE PROCEDURE

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

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

a timely manner:

1. An attempt should be made to resolve the disagreement at an informal level among the parties involved.
2. If you cannot resolve the issue at an informal level, you have the right to submit a grievance to the Vice President of Instruction for binding resolution. Formal grievances must be submitted in writing by the student to the Vice President of Instruction within ten days of the incident. The complaint, including a list of witnesses with first hand knowledge and/or understanding of the issues involved, must be signed, dated, and submitted at this time. Other parties to the grievance may also submit a statement responding to the grievance with witnesses listed.
3. The Vice President of Instruction or his/her designee will meet with the parties involved to resolve the issue. The Vice President of Instruction or his/her designee will provide a written statement of resolution to the parties involved within ten days of the meeting.
4. If this decision is disputed by either party, they may appeal the decision in writing to the VP of Student Affairs within ten days stating their reasons for the appeal. All relevant information will then be forwarded within one working day to the VP of Student Affairs.
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 VP of Student Affairs 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.



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

6. The VP of Student Affairs 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 VP of Student Affairs or his/her designee is final. In the case of a sexual harassment or sexual violence complaint, notification of the outcome will be provided to both the respondent and the complainant.

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

After you have exhausted all grievance procedures at UBTech and you believe the resolution of the problem has a material defect, you may file a complaint certification with the Council on Occupational Education. Contact the Chief of Staff to obtain a Complaint Certification form. The form, and all supporting documentation, must be submitted to the Council on Occupational Education within 14 days of the notification date for the decision from the VP of Student Affairs 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](http://www.council.org)

## STUDENT CONSUMER COMPLAINTS

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

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

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

Copies of documents describing the College's accreditation and state approval are available for review upon request.

## PRESIDENT'S CABINET

Aaron Weight ..... College President..... MSML Western Governor’s University  
 Kyla Allred ..... VP of Executive Relations ..... BS Capella University  
 Taija Jackson..... VP of Student Affairs ..... MSML Western Governor’s University  
 Stephanie Carter..... VP of Marketing and Communications ..... BS Utah State University  
 Michiel Bostick..... VP of Instructional Services ..... MS Utah State University  
 Jason Johnson..... VP of Administrative Services..... MS Southern Utah University

## PRESIDENT'S OFFICE

**Aaron Weight ..... College President ..... MSML Western Governor’s University**  
 Kyla Allred..... VP of Executive Relations ..... BS Capella University  
 Pamela Cochran ..... Executive Assistant to the President’s Office ..... UBATC Business Certificate  
 Heather Lowry..... Chief Development Officer ..... BS University of Maryland  
 Chaidy Hunter..... Development Generalist..... BS Western Governor's University  
 Hilary Price ..... Human Resource Manager ..... BS Brigham Young University  
 Challis Watkins..... Human Resource Manager..... High School Diploma  
 Keith Sprouse ..... Senior Financial Advisor ..... BS Utah State University

## MARKETING AND COMMUNICATIONS

**Stephanie Carter ..... VP of Marketing and Communications ..... BS Utah State University**  
 Dakota Bruns ..... FT Marketing Designer ..... Graphic Design Certificate Black Hills State University  
 McKenzie Christensen... FT Outreach Coordinator ..... Office Technician Certificate, UB Tech  
 Dylan Larino..... FT Webmaster/Communications Marketer ..... MA University of Oklahoma  
 Amy Nelson..... FT Outreach Coordinator ..... High School Diploma  
 ..... FT Executive Assistant.....  
 Sue Slaugh ..... FT Marketing Designer ..... High School Diploma

## INSTRUCTIONAL SERVICES

**Michiel Bostick ..... VP of Instructional Services ..... MS Utah State University**  
 Lezlee Whiting..... FT Senior Custom Fit Officer ..... BA Colorado State University  
 Lisa Labrum ..... FT Custom Fit Administrative Assistant..... AS BYU Idaho  
**Seth Taylor ..... Director of Energy Services ..... CDL State of Utah**  
 Chase Anderson..... FT CDL Instructor ..... CDL State of Utah  
 Guy Betts..... PT Introduction to Lease Operating Instructor..... BA Utah State University  
 Bryan Boren ..... FT Well Control/Safety Instructor ..... CDL State of Utah  
 Braden “Bo” Dalton.... FT CDL/Safety Instructor ..... CDL State of Utah  
 Bruce Duncan ..... PT CDL Instructor ..... CDL State of Utah  
 Keith Kron ..... FT CDL Instructor ..... CDL State of Utah  
 Jordan Funk..... PT Tower Technician Instructor ..... AS Utah State University  
 Justin Jorgensen ..... FT CDL/AET Instructor ..... AS Colorado Aero Tech

# FACULTY AND STAFF

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Keith Kron .....PT CDL Instructor ..... CDL State of Utah  
Cory O’Driscoll.....FT CDL Instructor ..... CDL State of Utah  
Pepper Scott.....FT CDL Instructor ..... CDL State of Utah  
Tim Trujillo .....FT CDL/Safety Instructor ..... CDL State of Utah  
Kimberli Wadsworth..FT Administrative Assistant Energy Services ..... High School Diploma

**Andrelee Birchell.....Director of Nursing & Health Professions..... MSN-ED, RN Western Governor’s University**

Mindee Baum .....PT Surgical Technician Instructor ..... AS Dixie State University  
Jennie Brotherson .....FT Practical Nursing Instructor ..... RN Weber State University  
Ashlyn Christensen ....PT Adjunct Faculty ..... RN Utah State University  
Eric C Christensen.....FT Pharmacy Technician Coordinator .....AS Utah State University  
Chelsea Crozier .....PT Adjunct Faculty ..... Certified Pharmacy Technician, UBATC  
Jordan Dearing.....PT Adjunct Faculty ..... BSN, RN Weber State University  
Andrew Dorrough.....PT Adjunct Faculty .....EMR/EMT Certified  
Kelsie Dunsmore.....PT Adjunct Faculty ..... RN Eastern Arizona College  
Taryn Howcroft.....FT Health Occupations Instructor.....Pharmacy Technician Certificate UBATC  
LaReesa Knight .....FT Nursing Assistant Instructor ..... RN Weber State University  
Kasaundra Leishman..PT Adjunct Faculty ..... RN Weber State University  
Leigh Lloyd.....FT Medical Assistant Instructor.....Medical Assistant Certificate UBATC  
Jeanie Luck.....FT Practical Nursing Program Coordinator ..... BSN, RN Western Governor’s University  
Heather Morrison.....PT Adjunct Faculty ..... RN Utah State University  
Wanda Murphy .....FT Practical Nursing Instructor ..... RNC-OB, CLC Utah State University  
Kathy Nielsen .....FT Nursing Assistant Instructor ..... LPN UBATC  
Loralee Reary .....FT Practical Nursing Instructor ..... BSN, RN Western Governor’s University  
Adam Rockwood .....FT Simulation Coordinator ..... BS University of Utah  
Elise Ruttenbur.....PT Adjunct Faculty ..... RN Utah State University  
Kirby Shearwood .....FT Administrative Assistant Health Professions ..... CNA UBATC  
Jessica Spendlove .....PT Adjunct Faculty ..... RN Utah State University  
Emily Talbot .....FT Practical Nursing Instructor ..... BSN Utah State University  
Holly Talbot .....FT Practical Nursing Instructor..... RN Weber State University  
Shasta Walker .....FT Surgical Technician Instructor ..... Certified Surgical Technologist  
Alicia Webster .....FT Nursing Assistant Instructor ..... RN Weber State University

**Tim Miller .....Director of Business and Trades - Roosevelt ..... MS Utah State University**

Cory Bentz.....FT Automotive Instructor .....BS Automotive Weber State University  
Dr. Lyndsay Brown .....FT Business Instructor ..... PhD University of Florida  
Cynthia Day.....PT Instructional Assistant..... Line Cook Certificate UBTech  
Carston Denver .....PT Instructional Assistant..... Cabinetry Certificate UBTech

# FACULTY AND STAFF

Alec Foster .....	FT Culinary Arts Instructor .....	Culinary Arts Certificate UBTech
Austin Giles.....	FT IT Instructor.....	AS Utah State University
Mark Grundvig .....	PT Instructional Assistant-Automotive .....	High School Diploma
.....	FT Welding Instructor.....	.....
Corey Hicken .....	FT Construction Instructor .....	BS Weber State University
Greg Keel.....	FT Automotive Instructor.....	ASE Master Technician
Craig Mitchell.....	PT Welding Instructor.....	BS Utah State University
Kevin Mitchell.....	FT Welding Instructor.....	AWS Certified Welder
Brant Monsen.....	FT Electrical Instructor .....	Electrician, State of Utah
Rick Prather.....	FT Welding Instructor.....	Welding Advanced Technician Certificate UBATC
Ken Pugh .....	FT Residential Construction Instructor.....	General Contractor License
Aaron Reary .....	FT Cabinetry Instructor .....	General Contractor License
Jeremy Sells.....	FT Automation/IT Instructor.....	CompTIA Security+
Chris Taggart.....	FT Culinary Arts Instructor .....	BS New England Culinary Institute
<b>Chandler Vincent.....</b>	<b>Director of Business and Trades - Vernal .....</b>	<b>AAS Utah State University</b>
Carrie Bridges .....	PT Instructional Assistant-Construction .....	Certificate Sherman Kendall's Academy
Emily Boulter.....	PT Instructional Assistant-Automotive .....	Auto Technology, UBTech
Kurt Case .....	FT Business Instructor .....	Business Owner
Eric Christensen .....	FT Construction Instructor .....	General Contractor License State of Utah
Dave Gillman .....	FT Farm Agriculture Instructor .....	BS Utah State University
Heber Hamilton.....	FT IT Instructor .....	Security Technician, UBTech
Jory Jelte .....	FT Welding Instructor.....	Welding Certificate, UBATC
Brant McKeachnie .....	FT Diesel Instructor.....	AS Utah State University
Tyler McKee.....	FT Automotive Instructor.....	MBA Western Governor's University
Alia Searle .....	PT Instructional Assistant-Welding.....	Welding Certificate, UBTech
Brent Steele .....	FT Welding Instructor.....	High School Diploma
Daniel Tucker .....	FT Cabinetry Instructor .....	AAS Utah Valley University
Adam Twiss .....	PT Instructional Assistant-Diesel.....	Welding Certificate, UBTech
.....	FT Welding Instructor.....	.....
Stephen Ward .....	FT Environmental Geoscience Instructor .....	MS Brigham Young University
<b>Angela Hanberg .....</b>	<b>Director of Curriculum and Instruction Quality .....</b>	<b>MS Western Governor's University</b>
Kolton Hunter .....	FT Curriculum Quality Assurance Generalist .....	BS Utah State University
.....	PT Vernal Computer Lab .....	.....
Diane Macdonald .....	PT CIQ Adjunct .....	BS Utah State University
Griffin Tatman.....	PT Roosevelt Computer Lab.....	Media Design Certificate, UBTech



# FACULTY AND STAFF

## ADMINISTRATIVE SERVICES

**Jason Johnson .....VP of Administrative Services .....CPA Utah State University**

**Lynn Walker .....IT Manager ..... AAS Utah Technical College**

Enrique Borboa.....FT IT Specialist..... High School Diploma

Jason Rasmussen.....FT IT Specialist..... BA Utah Valley University

**Levi Luck .....Facilities Manager ..... General Contractor License State of Utah**

Boyd Chatwin.....FT Construction Maintenance Specialist..... AS Eastern Arizona College

Patrick Ditty .....FT Facilities Specialist ..... High School Diploma

Casey Harrison.....FT Facilities Specialist ..... High School Diploma

Austin Hunter .....FT Facilities Specialist ..... AS Utah State University

Travis Keyser .....FT Maintenance Specialist ..... AS Utah Valley University

Jarom McKee.....FT Facilities Specialist ..... AAS BYU Idaho

John Perez.....FT Facilities Specialist ..... High School Diploma

Bob Richens.....FT Facilities Assistant Specialist..... High School Diploma

Eric Underwood .....FT Construction Maintenance Specialist..... High School Diploma

**Kurt Mower .....Business Operations Manager.....BS University of Utah**

Jennifer Jensen.....FT Accounting Assistant ..... High School Diploma

Erin Brotherson .....FT Accounting Specialist ..... AS Utah State University

Teasha Prather.....PT Lead Bookstore Specialist ..... High School Diploma

Cherilyn Souders .....PT Lead Bookstore Specialist ..... BS Southern Utah University

Diane Wolfinjer.....FT Accounts Payable Specialist ..... High School Diploma

## STUDENT AFFAIRS

**Taija Jackson.....VP of Student Affairs ..... MSML Western Governor's University**

Sasha Bolt.....FT Data & Registration Specialist ..... Business Technology Certificate UBATC

Bethany Bradley.....FT Completion Advisor .....BS Utah Valley University

Camille Carner.....FT Scholarship and Data Advisor ..... Business Pathway Certificate BYU Idaho

Halee Ficklin .....FT Mental Health Coordinator ..... AMHC MS Linwood University

Trinity Long.....FT Student Success Officer.....Administrative Assistant Certificate UBTech

Deniele Malnar .....FT Associate Registrar Vernal ..... High School Diploma

.....FT Student Success Officer.....

Jana Monsen.....FT Lead Registrar.....High School Diploma

Jenalee Moynier .....FT Chief Diversity Officer/Completion Coordinator ..... AA College of Eastern Utah

Veronica Nelson.....FT Scholarship & Registration Advisor ... Business Administrative Support Certificate UBATC

Catherine Oman .....PT Testing Specialist ..... High School Diploma

Karen Secrest.....FT Financial Aid Officer ..... Business Pathway Certificate BYU Idaho

*FT = Full-time PT = Part-time*

# Business/Industry

Welcome to UBTech's Business and Industry Department!

UBTech is in the process of transitioning from clock hours to credit hours to allow for better alignment and articulation with other institutions. We are also in the process of being reaffirmed. This transition affects the tuition and fees for many of our programs. The changes are as follows:

- UBTech students enrolled prior to August 1, 2023, will remain in clock hours.

FY24 CLOCK HOURS				
HOURS	PROGRAM OR COURSE	TUITION	FEES	TOTAL
240	Office and Financial Technician	\$480	\$300	\$780
600	Administrative Assistant	\$1,200	\$660	\$1,860
900	Business Manager	\$1,800	\$960	\$2,760
240	Line Cook	\$480	\$300	\$780
900	Culinary Arts	\$1,800	\$960	\$2,760
480	Farm & Ranch Basic	\$204/Yr	NA	\$204/Yr
690	Farm & Ranch Advanced	\$240/Yr	NA	\$240/Yr
510	IT Support Technician	\$1,020	\$570	\$1,590
780	Network Technician	\$1,560	\$840	\$2,400
1050	Security Technician	\$2,100	\$1,110	\$3,210

- UBTech students enrolled after August 1, 2023, will enroll into credit hours.

FY24 CREDIT HOURS				
CREDITS	PROGRAM OR COURSE	TUITION	FEES	TOTAL
8	Office and Financial Technician	\$800	\$8	\$808
20	Administrative Assistant	\$2,000	\$20	\$2,020
30	Business Manager	\$3,000	\$30	\$3,030
8	Line Cook	\$800	\$80	\$880
30	Culinary Arts	\$3,000	\$300	\$3,300
16	Farm & Ranch Basic	\$208	NA	\$208
23	Farm & Ranch Advanced	\$253	NA	\$253
17	IT Support Technician	\$1,700	\$17	\$1,717
26	Network Technician	\$2,600	\$26	\$2,626
35	Security Technician	\$3,500	\$35	\$3,535

*Individual Program/Course pages reflect the FY24 Credit Tuition and Fees*

# Office and Financial Technician

## OFFICE AND FINANCIAL TECHNICIAN AT A GLANCE

### Program Length

8 Credits (240 Hours)

Open-Entry/Defined-Exit Courses

Average Completion Time:

12 weeks @ 20hrs/wk

### Instructional Delivery Method

Traditional

Hybrid

### Program Cost Estimate\*

Tuition: \$800

Fees: \$8

Books & Supplies: \$180

*\*Program costs are subject to change.*

Federal Financial Aid: NO

VA Qualified: YES

### Student Entrance Requirements

Math 8.0 Grade Level

Language 8.0 Grade Level

Keyboarding 30WPM

Pass the Computer Literacy test

Available to secondary and

post-secondary students

### Hours Available

Roosevelt

Monday - Friday

9:00 a.m. - 4:00 p.m.

Vernal

Monday - Friday

7:30 a.m. - 2:30 p.m.

The Office and Financial Technician program provides skills necessary to work in an entry level office or banking environment.

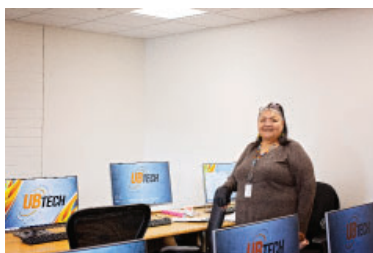
## PROGRAM

The Office and Financial Technician program is designed to train students in basic office and banking skills to work in an entry level office or bank setting. Students review English and math skills that are desirable in business. Students build keyboarding and 10-key skills, draft professional emails using appropriate formatting, and gain confidence in their phone skills including answering the phone, taking messages, and leaving appropriate voicemail messages. Students receive basic computer training using industry standard software. Students practice customer service skills that make a difference. Students develop professional habits by chairing program meetings, giving a virtual presentation, creating resumes for different jobs, and attending multiple job interviews.

## CAREER POSSIBILITIES

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

OFFICE AND FINANCIAL TECHNICIAN		
CORE COURSES (8 CREDITS REQUIRED)		CR
		CR
BTEC 1045	Basic Office Skills	2
BTEC 1510	Business English	2
BTEC 1020	Math Essentials	2
BTEC 1540	Professionalism	2
<b>TOTAL</b>		<b>8</b>



# Administrative Assistant

Administrative Assistants provide office support to various types of business and industry. They provide computer, bookkeeping, and communication skills with a professional attitude.

## PROGRAM

The Administrative Assistant program is designed to prepare students for a more advanced office environment career. While continuing to attend meetings, students will increase their knowledge of office software and data organization. Students will add accounting skills for both a service and merchandise business and learn the power of QuickBooks accounting software. To improve their communication skills, students will prepare an informal proposal, design an infographic, and deliver multiple presentations.

## CAREER POSSIBILITIES

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

ADMINISTRATIVE ASSISTANT		
CORE COURSES (20 CREDITS REQUIRED)		CR
BTEC 1045	Basic Office Skills	2
BTEC 1510	Business English	2
BTEC 1020	Math Essentials	2
BTEC 1540	Professionalism	2
BTEC 1130	Word Processing	2
TEBP 1140	Spreadsheets	2
TEBP 1550	Business Communication	3
ACCT 1330	Accounting I	2
TEBP 1850	Office Professional	3
<b>TOTAL</b>		<b>20</b>



## ADMINISTRATIVE ASSISTANT AT A GLANCE

### Program Length

20 Credits (600 hours)

Open-Entry/Defined-Exit Courses

Average Completion Time:

30 weeks @ 20hrs/wk

### Instructional Delivery Method

Traditional

Hybrid

### Program Cost Estimate\*

Tuition: \$2000

Fees: \$20

Books & Supplies: \$180

*\*Program costs are subject to change.*

Federal Financial Aid: NO

VA Qualified: YES

### Student Entrance Requirements

Math 8.0 Grade Level

Language 8.0 Grade Level

Keyboarding 30 WPM

Pass the Computer Literacy Test

Available to secondary and

post-secondary students

### Hours Available

Roosevelt

Monday - Friday

9:00 a.m. - 4:00 p.m.

Vernal

Monday - Friday

7:30 a.m. - 2:30 p.m.



# Business Manager

## BUSINESS MANAGER AT A GLANCE

### Program Length

30 Credits (900 Hours)

Open-Entry/Defined-Exit Courses

Average Completion Time:

45 weeks @ 20hrs/wk

### Instructional Delivery Method

Traditional

Hybrid

### Program Cost Estimate\*

Tuition: \$3,000

Fees: \$30

Books & Supplies: \$180

*\*Program costs are subject to change.*

Federal Financial Aid: NO

VA Qualified: YES

### Student Entrance Requirements

Math 8.0 Grade Level

Language 8.0 Grade Level

Keyboarding 30 WPM

Pass the Computer Literacy Test

Available to secondary and  
post-secondary students

### Hours Available

Roosevelt

Monday - Friday

9:00 a.m. - 4:00 p.m.

Vernal

Monday- Friday

7:30 a.m. - 2:30 p.m.



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

## PROGRAM

The Business Manager program is designed to help students reach management potential in the office or become entrepreneurs. Students will develop social media marketing skills, design websites, and explore new technologies. Along with strengthening networking and customer service skills, students will learn the essentials of collaboration by completing multiple large projects within a team structure. Time management, scheduling, budgeting, and itineraries are all included in refining organizational skills. Students will begin to hone their leadership skills and mentor another student.

## CAREER POSSIBILITIES

Graduates of the program will be prepared to seek employment as office managers in a variety of settings.

BUSINESS MANAGER		
CORE COURSES (30 CREDITS REQUIRED)		CR
BTEC 1045	Basic Office Skills	2
BTEC 1510	Business English	2
BTEC 1020	Math Essentials	2
BTEC 1540	Professionalism	2
BTEC 1130	Word Processing	2
TEBP 1140	Spreadsheets	2
TEBP 1550	Business Communication	3
ACCT 1330	Accounting I	2
TEBP 1850	Office Professional	3
BTEC 1522	Digital Communication	2
BTEC 1532	Marketing Communication	2
BTEC 2040	Office Management	2
BTEC 2080	Collaboration	2
BTEC 2090	Applied Skills	2
<b>TOTAL</b>		<b>30</b>

# Line Cook

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

## PROGRAM

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

## CAREER POSSIBILITIES

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

LINE COOK		
CORE COURSES (8 CREDITS REQUIRED)		CR
CULA 1011	Culinary Arts I	3
CULA 1101	Garde Manger I	3
CULA 1031	Line Cooking	2
<b>TOTAL</b>		<b>8</b>

## LINE COOK

### AT A GLANCE

#### Program Length

8 Credits (240 Hours)

Open-Entry/Defined-Exit Courses

Average Completion Time:

12 weeks @ 20hrs/wk

#### Instructional Delivery Method

Traditional

Hybrid

#### Program Cost Estimate\*

Tuition: \$800

Fees: \$80

Books & Supplies: \$300

*\*Program costs are subject to change.*

Federal Financial Aid: NO

VA Qualified: Yes

#### Student Entrance Requirements

Math 8.0 Grade Level

Reading 8.0 Grade Level

Pass the Computer Literacy Test

Available to secondary and

post-secondary students

#### Hours Available

Roosevelt Only

Monday – Friday

7:00 a.m. - 2:00 p.m.



# Culinary Arts

## CULINARY ARTS AT A GLANCE

### Program Length

30 Credits (900 Hours)

Open-Entry/Defined-Exit Courses

Average Completion Time:

45 weeks @ 20hrs/wk

### Instructional Delivery Method

Traditional

Hybrid

### Program Cost Estimate\*

Tuition: \$3000

Fees: \$300

Books & Supplies: \$320

\*Program costs are subject to change.

Federal Financial Aid: YES

VA Qualified: YES

### Student Entrance Requirements

Math 8.0 Grade Level

Reading 8.0 Grade Level

Pass the Computer Literacy Test

Available to secondary and  
post-secondary students

### Hours Available

Roosevelt Only

Monday – Friday

7:00 a.m. - 2:00 p.m.



Culinary Arts is for those who are interested in cooking, food preparation, and management.

## PROGRAM

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

## CAREER POSSIBILITIES

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

CULINARY ARTS		
CORE COURSES (28 CREDITS REQUIRED)		CR
CULA 1011	Culinary Arts I	3
CULA 1016	Serv Safe Sanitation	1
CULA 1021	Culinary Arts Math	1
CULA 1101	Garde Manger I	3
CULA 1031	Line Cooking	2
CULA 1041	Soups, Stocks, and Sauces	3
CULA 1051	Culinary Arts II	3
CULA 1201	Baking I	4
CULA 1061	Culinary Arts III	2
CULA 1071	Vegetables, Grains, & Starches	2
CULA 1081	Table Service	2
BTEC 1000	Career Fundamentals	2
ELECTIVE COURSES (2 CREDITS REQUIRED)		
CULA 1121	Garde Manger II - Hors d'oeuvres	1
CULA 1221	Baking II - Pastry	1
CULA 1231	Baking II - Cakes	1
CULA 1501	Competition	1
CULA 1086	Catering	1
CULA 1901	Culinary Externship	1
	Core Courses	28
	Electives	2
	<b>TOTAL</b>	<b>30</b>

# IT Support Technician

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

## PROGRAM

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

## CAREER POSSIBILITIES

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

IT SUPPORT TECHNICIAN		
CORE COURSES (17 CREDITS REQUIRED)		CR
ITEC 1001	IT Intro	2
ITEC 1002	IT Intro II	2
ITEC 1003	Networking Fundamentals	2
ITEC 1004	Printing and Mobile Devices	2
ITEC 1006	Intro to Scripting	1
ITEC 1007	Operating Systems	2
ITEC 1008	Security Fundamentals	2
ITEC 1009	Software Troubleshooting	2
ITEC 1011	Operational Procedures and Career Fundamentals	2
TOTAL		17



## IT SUPPORT TECHNICIAN AT A GLANCE

### Program Length

17 Credits (Hours 510)

Open-Entry/Defined-Exit Courses

Average Completion Time:

26 weeks @ 20hrs/wk

### Instructional Delivery Method

Traditional

Hybrid

### Program Cost Estimate\*

Tuition: \$1700

Fees: \$17

Books & Supplies: \$186

*\*Program costs are subject to change.*

Federal Financial Aid: NO

VA Qualified: YES

### Student Entrance Requirements

Math 8.0 Grade Level

Reading 8.0 Grade Level

Pass the Computer Literacy Test

Keyboarding 30WPM

Available to secondary and

post-secondary students

### Hours Available

Roosevelt

Monday - Thursday

9:00 a.m. - 5:00 p.m.

Friday

8:00 a.m. - 4:00 p.m.

Vernal

Monday - Friday

11:00 a.m. - 7:00 p.m.



# Network Technician

## NETWORK TECHNICIAN AT A GLANCE

### Program Length

26 Credits (780 Hours)  
Open-Entry/Defined-Exit Courses  
Average Completion Time:  
39 weeks @ 20hrs/wk

### Instructional Delivery Method

Traditional  
Hybrid

### Program Cost Estimate\*

Tuition: \$2600  
Fees: \$26

Books & Supplies: \$347

*\*Program costs are subject to change.*

Federal Financial Aid: NO  
VA Qualified: Yes

### Student Entrance Requirements

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

### Hours Available

Roosevelt  
Monday - Thursday  
9:00 a.m. - 5:00 p.m.  
Friday  
8:00 a.m. - 4:00 p.m.  
Vernal  
Monday - Friday  
11:00 a.m. - 7:00 p.m.

The Network Technician program provides students with specialized training in network security and maintenance.

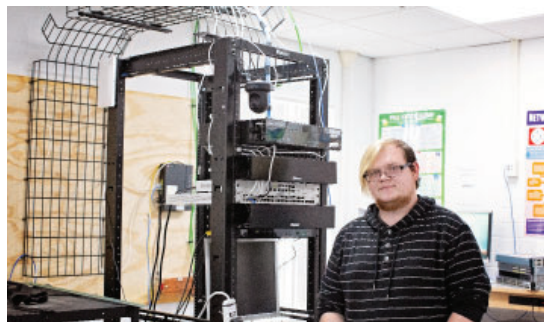
## PROGRAM

The Network Technician program builds on the IT Support Technician program with an additional 9 credits of specialized instruction. Students will learn the skills necessary to secure a network by developing network access and maintaining documentation while providing reference and support. Students can increase their employment opportunities after graduation by learning this specialized skillset.

## CAREER POSSIBILITIES

Graduates will be prepared to seek employment in an IT position as network managers or administrators.

NETWORK TECHNICIAN		
CORE COURSES (26 CREDITS REQUIRED)		CR
ITEC 1001	IT Intro	2
ITEC 1002	IT Intro II	2
ITEC 1003	Networking Fundamentals	2
ITEC 1004	Printing and Mobile Devices	2
ITEC 1006	Intro to Scripting	1
ITEC 1007	Operating Systems	2
ITEC 1008	Security Fundamentals	2
ITEC 1009	Software Troubleshooting	2
ITEC 1011	Operational Procedures and Career Fundamentals	2
ITEC 2101	Networking Fundamentals II	2
ITEC 2102	Network Implementation	3
ITEC 2103	Network Operations	1
ITEC 2104	Network Security	2
ITEC 2105	Network Troubleshooting	1
<b>TOTAL</b>		<b>26</b>



# Security Technician

The Security Technician program trains students to provide IT support services to businesses with security needs.

## PROGRAM

The Security Technician program builds on the skills learned in the IT Support Technician and Network Technician programs with an additional 9 credits of specialized training. Security Technicians provide support services to business industries with security needs. The program prepares students to install and integrate security systems. Students will learn to plan network installations, order and mount appropriate equipment, and understand industry standards and documentation. The Security Technician program is a great fit for students seeking a specialized career in the broader IT industry.

## CAREER POSSIBILITIES

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

SECURITY TECHNICIAN		
CORE COURSES (35 CREDITS REQUIRED)		CR
ITEC 1001	IT Intro	2
ITEC 1002	IT Intro II	2
ITEC 1003	Networking Fundamentals	2
ITEC 1004	Printing and Mobile Devices	2
ITEC 1006	Intro to Scripting	1
ITEC 1007	Operating Systems	2
ITEC 1008	Security Fundamentals	2
ITEC 1009	Software Troubleshooting	2
ITEC 1011	Operational Procedures and Career Fundamentals	2
ITEC 2101	Networking Fundamentals II	2
ITEC 2102	Network Implementation	3
ITEC 2103	Network Operations	1
ITEC 2104	Network Security	2
ITEC 2105	Network Troubleshooting	1
ITEC 3201	Threats, Attacks, and Vulnerabilities	2
ITEC 3202	Network and Host Design, Devices, and Infrastructure	1
ITEC 3203	Identity, Access, and Account Management	1
ITEC 3204	Cryptography and PKI	1
ITEC 3205	Wireless Threats, Virtualization, Cloud Security, and Mobile Device Security	1
ITEC 3206	Securing Data and Applications, Security Assessments	1
ITEC 3207	Incident Response, Forensics, and Recovery	1
ITEC 3208	Governance, Risk, and Compliance	1
<b>TOTAL</b>		<b>35</b>



## SECURITY TECHNICIAN AT A GLANCE

### Program Length

35 Credits (1050 Hours)  
Open-Entry/Defined-Exit Courses  
Average Completion Time:  
53 weeks @ 20hrs/wk

### Instructional Delivery Method

Traditional  
Hybrid

### Program Cost Estimate\*

Tuition: \$3500  
Fees: \$35  
Books & Supplies: \$558

*\*Program costs are subject to change.*

Federal Financial Aid: NO

VA Qualified: YES

### Student Entrance Requirements

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

### Hours Available

Roosevelt  
Monday - Thursday  
9:00 a.m. - 5:00 p.m.  
Friday  
8:00 a.m. - 4:00 p.m.  
Vernal  
Monday - Friday  
11:00 a.m. - 7:00 p.m.

# Energy Services

Welcome to UBTech's Energy Services Department!

UBTech is in the process of transitioning from clock hours to credit hours to allow for better alignment and articulation with other institutions. We are also in the process of being reaffirmed. This transition affects the tuition and fees for many of our programs. The changes are as follows:

- UBTech students enrolled prior to August 1, 2023, will remain in clock hours.

FY24 CLOCK HOURS				
HOURS	PROGRAM OR COURSE	TUITION	FEES	TOTAL
210	CDL	\$420	\$2,580	\$3,000
240	Advanced Energy Transportation	\$480	\$2,940	\$3,420
50	Introduction to Lease Operating	\$100	\$450	\$550
90	Tower Technician	\$180	\$824	\$1,004
35	Well Control Workover Operator	\$70	\$825	\$895
30	Well Control Supervisor	\$60	\$752	\$812

- UBTech students enrolled after August 1, 2023, will enroll into credit hours.

FY24 CREDIT HOURS				
CREDITS	PROGRAM OR COURSE	TUITION	FEES	TOTAL
7	CDL	\$700	\$2,450	\$3,150
8	Advanced Energy Transportation	\$800	\$2,800	\$3,600
1	Introduction to Lease Operating	\$100	\$450	\$550
3	Tower Technician	\$300	\$764	\$1,064
1	Well Control Workover Operator	\$100	\$785	\$885
1	Well Control Supervisor	\$100	\$785	\$885

*Individual Program/Course pages reflect the FY24 Credit Tuition and Fees*

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

## PROGRAM

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

## CAREER POSSIBILITIES

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

## LICENSURE REQUIREMENTS

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

CDL		
CORE COURSES (7 CREDITS REQUIRED)		CR
TDRV 1100	Commercial Driver License Theory and Practicum	7
<b>TOTAL</b>		<b>7</b>

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 AT A GLANCE

### Program Length

7 Credits (210 Hours)  
 Average Completion Time:  
 Days - 6 weeks @ 35hrs/wk  
 Evenings - 9 weeks @ 22.5hrs/wk

### Instructional Delivery Method

Traditional  
 Hybrid

### Program Cost Estimate\*

Tuition: \$700  
 Differential Tuition: \$2450  
 Books & Supplies: \$45  
*\*Program costs are subject to change.*

Federal Financial Aid: NO  
 VA Qualified: YES

### Student Entrance Requirements

Pass CDL Entrance Exam  
[Required documents to obtain a Utah license or identification card.](#)

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

### Hours Available

Roosevelt & Vernal  
 Monday - Friday  
 Day - 8 a.m. - 4 p.m.  
 Evening - 5:30 p.m. - 10 p.m.



# Advanced Energy Transportation

## ADVANCED ENERGY TRANSPORTATION AT A GLANCE

### Program Length

8 Credits (240 Hours)  
Average Completion Time:  
7 weeks @ 35hrs/wk

### Instructional Delivery Method

Hybrid

### Program Cost Estimate\*

Tuition: \$800  
Differential Tuition: \$2800  
Books & Supplies: \$45  
*\*Program costs are subject to change.*

Federal Financial Aid: NO  
VA Qualified: NO

### Student Entrance Requirements

Employed and sponsored by a transportation company  
Six Months documented driving experience with Current Class A Commercial Driver's License with doubles, triples, and tanker endorsements

Provide passed Employment Drug Screen

Available to Postsecondary Students 21 years or older

### Hours Available

Roosevelt Only  
Monday - Friday  
8 a.m. - 4 p.m.

## PROGRAM

The Advanced Energy Transportation program offers training re3quired to obtain an LCV (Longer Combination Vehicle) certificate as well as training on loading and unloading loads commonly hauled by LCVs and behind-the-wheel practice with these loads.

## CAREER POSSIBILITIES

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

ADVANCED ENERGY TRANSPORTATION		
CORE COURSES (8 CREDITS REQUIRED)		CR
TDRV 5011	LCV	3
TDRV 5012	Advanced Energy Live Load	5
TOTAL		8



# Tower Technician

## PROGRAM

The Tower Technician program will train students for entry level positions as tower technicians. As a tower technician you need to be comfortable working with heights and being outside in various weather conditions. Students will obtain certifications in climbing, safety and fall protection.

## CAREER POSSIBILITIES

Graduates are prepared with the skills necessary to enter the workforce as a Tower Technician 1 to safely perform work on telecommunication sites under direct supervision.

TOWER TECHNICIAN		
CORE COURSES (3 CREDITS REQUIRED)		CR
ELAP 5010	Tower Technician Practicum	3
TOTAL		3

## TOWER TECHNICIAN AT A GLANCE

### Program Length

3 Credits (90 Hours)

Average Completion Time: 5 weeks

### Instructional Delivery Method

Hybrid

### Required Equipment

Steel Toe Boots

### Program Cost Estimate\*

Tuition: \$300

Fees: \$764

*\*Program costs are subject to change.*

Federal Financial Aid: NO

VA Qualified: NO

### Student Entrance Requirements

Available to Postsecondary Students 18 years or older

### Hours Available

Vernal only

Days and times vary



# Introduction to Lease Operating

## INTRODUCTION TO LEASE OPERATING AT A GLANCE

### Program Length

1 Credit (50 Hours)

Average Completion Time: 1 week

### Instructional Delivery Method

Traditional

### Program Cost Estimate\*

Tuition: \$100

Fees: \$450

Books & Supplies: NA

\*Program costs are subject to change.

Federal Financial Aid: NO

VA Qualified: NO

### Student Entrance Requirements

Available to Postsecondary

Students

18 years old or older

### Hours Available

Roosevelt only

Monday - Friday

6 a.m. - 4 p.m.



The Introduction to Lease Operating program prepares students for work in the oil and gas industry as an entry level lease operator (pumper).

## PROGRAM

Students in the Introduction to Lease Operating program will receive OSHA 10 and basic H2S training that will prepare them to complete tasks on location. Students will gain knowledge of the history of the oil and gas industry and a basic understanding of the equipment used on location and the duties needed to safely perform the required task on an oil and gas well location. Training and mock exercises will provide confidence and understanding to help an introductory operator be successful.

## CAREER POSSIBILITIES

Graduates will be prepared to be employed as entry level lease operators.

INTRODUCTION TO LEASE OPERATING		
CORE COURSES (1 CREDIT REQUIRED)		CR
PETT 1005	Introduction to Lease Operating	1
TOTAL		1

# Well Control Supervisor

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

## PROGRAM

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

## ADDITIONAL COURSE

Drilling w/ Workover/Completion Supplement is a one-day supplement course to this program. Must request this addition at time of registration. The cost for the supplemental course is \$213.

WELL CONTROL SUPERVISOR		
CORE COURSES (1 CREDIT REQUIRED)		CR
PETT 1200-24	Well Control Supervisor	1
TOTAL		1

## WELL CONTROL SUPERVISOR AT A GLANCE

### Program Length

1 Credit (30 Hours)

Average Completion Time: 1 week

### Instructional Delivery Method

Traditional

### Program Cost Estimate\*

Tuition: \$100

Differential Tuition: \$785

Books & Supplies: TBA

*\*Program costs are subject to change.*

Federal Financial Aid: NO

VA Qualified: NO

### Student Entrance Requirements

Available to Postsecondary Students

18 years old or older

### Hours Available

Vernal only

Days and times vary





# Well Control Workover Operator

## WELL CONTROL WORKOVER OPERATOR AT A GLANCE

### Program Length

1 Credit (35 Hours)

Average Completion Time: 1 week

### Instructional Delivery Method

Traditional

### Program Cost Estimate\*

Tuition: \$100

Differential Tuition: \$785

Books & Supplies: TBA

\*Program costs are subject to change.

Federal Financial Aid: NO

VA Qualified: NO

### Student Entrance Requirements

Available to Postsecondary Students

18 years old or older

### Hours Available

Vernal only

Days and times vary

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

## PROGRAM

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

## AVAILABLE COURSES

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

WELL CONTROL WORKOVER OPERATOR		
CORE COURSES (1 CREDIT REQUIRED)		CR
PETT 2220-24	Well Control Workover Operator	1
<b>TOTAL</b>		<b>1</b>



# NURSING/HEALTH PROFESSIONS

Welcome to UBTech's Nursing and Health Professions Department!

UBTech is in the process of transitioning from clock hours to credit hours to allow for better alignment and articulation with other institutions. We are also in the process of being reaffirmed. This transition affects the tuition and fees for many of our programs. The changes are as follows:

- UBTech students enrolled prior to August 1, 2023, will remain in clock hours.

FY24 CLOCK HOURS				
HOURS	PROGRAM OR COURSE	TUITION	FEES	TOTAL
940	Medical Assisting Program	\$1,880	\$1,000	\$2,880
114	Nursing Assistant	\$228	\$234	\$462
600	Pharmacy Technician	\$1,200	\$660	\$1,860
900	Practical Nursing	\$1,800	\$960	\$2,760
900	Surgical Technician	\$1,800	\$960	\$2,760

- UBTech students enrolled after August 1, 2023, will enroll into credit hours.

FY24 CREDIT HOURS				
CREDIT	PROGRAM OR COURSE	TUITION	FEES	TOTAL
29	Medical Assisting Program	\$2,900	\$145	\$3,045
3	Nursing Assistant	\$300	\$3	\$303
13	Pharmacy Technician	\$1,300	\$91	\$1,391
26	Practical Nursing	\$2,600	\$130	\$2,730
24	Surgical Technician	\$2,400	\$120	\$2,520

*Individual Program/Course pages reflect the FY24 Credit Tuition and Fees*

# Medical Assistant

## MEDICAL ASSISTANT AT A GLANCE

### Program Length

29 Credits (940 Hours)

Average Completion Time: 36 weeks

### Instructional Delivery Method

Traditional

Hybrid

### Program Cost Estimate\*

Tuition: \$2900

Fees: \$145

Books & Supplies: \$363

*\*Program costs are subject to change.*

Federal Financial Aid: YES

VA Qualified: YES

### Student Entrance Requirements

High School Diploma or GED

Math 11.0 grade level

Reading 11.0 grade level

Language 11.0 grade level

Spelling 11.0 grade level

Pass a Background Check

Pass Random Drug Screening

Available to Postsecondary and

Secondary Students (ages 17

to start program; 18 at time of

externship) with High School

Counselor recommendation

Upon completion of the program

students must pass the NHA

Exam to certify as a Medical

Assistant.

### Hours Available

Roosevelt Only

Monday - Friday

9:30 a.m - 3:30 p.m.

Externship hours and locations vary

## PROGRAM

A medical assistant is a multi-skilled health professional specifically educated to work in ambulatory care settings and perform administrative office tasks in addition to clinical duties. As an integral part of the healthcare team, the medical assistant has a direct influence on the public's health and well-being. As such, the Medical Assistant program prepares students with a variety of knowledge related to health sciences, communication, and specialized skills related to assisting physicians and other healthcare professionals in a patient care setting. These skills are obtained through formal study, practical experience, and hands-on training.

## CAREER POSSIBILITIES

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

## CERTIFICATION

Students will have the option to take the NHA Clinical Medical Assistant and the Certified Phlebotomy Technician exams. Certification increases employment opportunities. The NHA Certification exams are offered at UBTech in the Career Center.

MEDICAL ASSISTANT		
CORE COURSES (29 CREDITS REQUIRED)		CR
MEDA 1105	Medical Terminology	2
MEDA 1401	Medical Anatomy & Physiology	4
MEDA 2112	Medical Office Management	12
MEDA 2123	Clinical and Laboratory Procedures	8
MEDA 2301	Medical Assistant Externship	3
TOTAL		29



# Nursing Assistant

## PROGRAM

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

## CAREER POSSIBILITIES

Graduates of the Nursing Assistant program will be prepared for employment in many health aide areas, including hospitals, private homes, long-term care facilities, and home health organizations.

## CNA CERTIFICATION

Upon completion of the core courses, 18 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 \$90 (Certification costs are subject to change).

## STATE CERTIFICATION REQUIREMENTS

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

NURSING ASSISTANT		
CORE COURSES (114 HOURS REQUIRED)		CR
NAHA 1016	Nursing Assistant Classroom	2
NAHA 1010	Nursing Assistant Clinical	1
TOTAL		3

## NURSING ASSISTANT AT A GLANCE

### Program Length

3 Credits (114 Hours)

Open-Entry/Defined-Exit Course  
Average Completion Time: 6 weeks

### Instructional Delivery Method

Traditional  
Hybrid

### Program Cost Estimate\*

Tuition: \$300

Fees: \$3

Books & Supplies: \$186

*\*Program costs are subject to change.*

Federal Financial Aid: NO

VA Qualified: YES

### Student Entrance Requirements

Math 9.0 Grade Level

Reading 9.0 Grade Level

Available to postsecondary and secondary students (ages 16 or older)

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

### Hours Available

Roosevelt & Vernal

Monday – Friday

8 a.m. – 3 p.m.

Vernal Only

Monday – Friday

3 p.m. – 9 p.m.

# Pharmacy Technician

## PHARMACY TECHNICIAN AT A GLANCE

### Program Length

13 Credits (600 Hours)

Average Completion Time: 36 weeks

### Instructional Delivery Method

Traditional

Hybrid

### Program Cost Estimate\*

Tuition: \$1300

Program Fee: \$91

Books & Supplies: \$671

\*Program costs are subject to change.

Federal Financial Aid: YES

VA Qualified: NO

### Student Entrance Requirements

High School Diploma or GED

Math 12.0 grade level

Reading 12.0 grade level

Language 12.0 grade level

Spelling 12.0 grade level

Pass a Background Check

Pass Random Drug Screening

Available to Postsecondary and

Secondary Students (ages 17

to start program; 18 at time of

externship) with High School

Counselor recommendation

Upon completion of the program

students must pass PTCE or

ExCPT Exam to license as a

Pharmacy Technician

### Hours Available

Roosevelt only

Monday - Thursday

8:30 a.m. - 11:30 a.m.

Externship hours and locations vary

## PROGRAM

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

## CAREER POSSIBILITIES

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

## LICENSURE REQUIREMENTS

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

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

ACPE – Accreditation Council for Pharmacy Education  
190 S. LaSalle Street, Suite 2850  
Chicago, Illinois 60603-3410  
Phone: (312) 664-3575  
Fax: (866) 228-2631  
<https://www.acpe-accredit.org/>

PHARMACY TECHNICIAN		
CORE COURSES (13 CREDITS REQUIRED)		CR
PHMT 1010	Pharmacy Practice	1
PHMT 1020	Pharmacy Calculations	1
PHMT 1030	Pharmacology I	1
PHMT 1040	Pharmacy Simulation I	1
PHMT 1050	Pharmacology II	2
PHMT 1060	Compounding	1
PHMT 1070	National Certification Prep	0
PHMT 1080	Pharmacy Simulation II	2
PHMT 1090	Pharmacy Externship	4
<b>TOTAL</b>		<b>13</b>



# Practical Nursing

The Practical Nursing program combines basic skills with scientific principles and nursing theory. Learning is organized according to body systems ranging from simple to complex, with each concept building upon another. Students practice both the theory and application of principles learned, first in a simulated lab situation and then in care facilities under the supervision of faculty members. Students of Practical Nursing learn to recognize their strengths and abilities while remaining within the scope of their practice. Graduates are prepared to function in a structured healthcare environment under the direction of a registered nurse, physician, or other primary healthcare provider as a Licensed Practical Nurse (LPN). More than 90 percent of graduates in recent years have found steady employment in the nursing field.

## CAREER POSSIBILITIES

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

## APPLICATION PROCESS

Practical Nursing applications are available on the UBTech Website, at the UBTech campus, or may be mailed to the applicant. Applications may be completed and submitted to the UBTech Practical Nursing Department using the following schedule:

- For Fall/August Enrollment--**after March 1 and prior to May 31**
- For Spring/January Enrollment--**after August 1 and prior to October 31**

Prior to submitting the application, applicants must complete the prerequisites, meet with a Student Success Officer, and successfully complete the entrance exam.

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

## SELECTION PROCESS

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

## PRACTICAL NURSING AT A GLANCE

### Program Length

26 Credits (900 Hours)

Average Completion Time:

Day - 34 weeks

Evening - 41 weeks

### Program Cost Estimate\*

Tuition: \$2600

Fees: \$130

Books: \$2023

Supplies: \$353

*\*Program costs are subject to change.*

Federal Financial Aid: YES

VA Qualified: YES

### Student Entrance Requirements

High School Diploma or GED

Math 12.0 Grade Level

Reading 12.0 Grade Level

Language 12.0 Grade Level

Spelling 12.0 Grade Level

PAX Exam Score 101

Pass Background Check

Pass Random Drug Screening

Grade of "B-" or higher in all

prerequisite courses

Current CNA, MA, or EMT

Available to Postsecondary

(ages 18 or older)

Upon completion of the program

students must pass NCLEX-PN

Exam to license as a Practical Nurse.

### Hours Available

Roosevelt Only

Days - Mon - Fri - 8 a.m. - 5 p.m.

Evenings - Mon - Wed - 6 p.m. - 10 p.m.

Th - F Times Vary

Clinical days, times, and locations vary

# Practical Nursing

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

PRACTICAL NURSING		
PREREQUISITES		CR
Prerequisite course grades must be 'B- grade or higher'		
BIOL 2320	Human Anatomy with Lab	4
BIOL 2420	Human Physiology with Lab	4
FCHD 1500	Human Development Across the Lifespan	3
	Current CNA, MA, or EMT	
CORE COURSES (25 CREDITS REQUIRED)		CR
NRSG 1005	Foundations of Nursing Practice	8
NRSG 1005C	Foundations of Nursing Practice - Clinical	2
NRSG 1105	Nursing Care of Clients with Mental/Behavioral Disorders	2
NRSG 1205	Pharmacology I	2
NRSG 2005	Medical Surgical Nursing Care of Adults	3
NRSG 2005C	Medical Surgical Nursing Care of Adults - Clinical	2
NRSG 2105	Nursing Care of Women and Children	2
NRSG 2105C	Nursing Care of Women and Children - Clinical	2
NRSG 2205	Pharmacology II	2
NRSG 2305	Leadership Concepts for the LPN	1
	<b>TOTAL</b>	<b>26</b>



## LICENSURE REQUIREMENTS

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

## ACCREDITATION

The College's Practical Nursing program is accredited by the Accrediting Commission on Education in Nursing (ACEN).  
 3390 Peachtree Road NE, Suite 1400  
 Atlanta, GA 30326  
 (404) 975-5000 • Fax: (404) 975-5020  
[www.acenursing.org](http://www.acenursing.org)

# Surgical Technician

Surgical Technicians are members of an operating room team, which includes the surgeon(s), anesthesia provider, and circulating nurse.

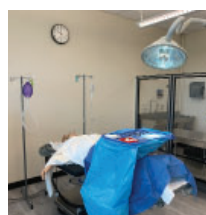
## PROGRAM

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

## CAREER POSSIBILITIES

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

SURGICAL TECHNICIAN		
CORE COURSES (24 CREDITS REQUIRED)		CR
STEC 1000	Introduction to Surgical Technology	2
STEC 1025	Microbiology and Infection Control	1
STEC 1030	Surgical Pharmacology	2
STEC 1045	Principles and Practices of Surgical Technology	3
STEC 1071	Surgical Procedures I	2
STEC 1081	Surgical Procedures II	2
STEC 1086	Surgical Procedures III	3
STEC 2025	Surgical Technology Practicum I	2
STEC 2035	Surgical Technology Practicum II	2
STEC 2045	Surgical Technology Practicum III	2
STEC 2055	Surgical Technology Practicum IV	2
STEC 2010	Surgical Technology Seminar	1
<b>TOTAL</b>		<b>24</b>



## SURGICAL TECHNICIAN AT A GLANCE

### Program Length

24 Credits (900 Hours)

Average Completion Time: 34 weeks

### Instructional Delivery Method

Traditional

Hybrid

### Program Cost Estimate\*

Tuition: \$2400

Fees: \$120

Books & Supplies: \$530

*\*Program costs are subject to change.*

Federal Financial Aid: YES

VA Qualified: YES

### Student Entrance Requirements

High School Diploma or GED

Math 12.0 grade level

Reading 12.0 grade level

Language 12.0 Grade Level

Spelling 12.0 Grade Level

Pass a Background Check

Pass Random Drug Screening

Available to Postsecondary and

Secondary Seniors (ages 17 to

start program; 18 at time of

externship) with High School

Counselor recommendation

### Hours Available

Vernal only

Monday - Thursday

8:00 a.m. - 4:00 p.m.

Externship hours and locations vary

# TRADES

Welcome to UBTech's Trades Department!

UBTech is in the process of transitioning from clock hours to credit hours to allow for better alignment and articulation with other institutions. We are also in the process of being reaffirmed. This transition affects the tuition and fees for many of our programs. The changes are as follows:

- UBTech students enrolled prior to August 1, 2023, will remain in clock hours.

FY24 CLOCK HOURS				
HOURS	PROGRAM OR COURSE	TUITION	FEES	TOTAL
180	Tire and Lube Technician	\$360	\$240	\$600
300	Automotive Maintenance & Light Repair	\$600	\$360	\$960
990	Auto Technology	\$1,980	\$1,050	\$3,030
360	Electrical Technician	\$720	\$420	\$1,140
80	Electrical Apprentice Training Course	\$160	\$175	\$335
180	Construction Technology	\$360	\$240	\$600
590	Residential Construction	\$1,180	\$60	\$1,240
180	Preventative Maintenance Technician	\$360	\$240	\$600
600	Diesel Technician I	\$1,200	\$660	\$1,860
900	Diesel Technician II	\$1,800	\$960	\$2,760
300	Welding Basic Technician	\$600	\$360	\$960
600	Welding Intermediate Technician	\$1,200	\$660	\$1,860
900	Welding Advanced Technician	\$1,800	\$960	\$2,760

- UBTech students enrolled after August 1, 2023, will enroll into credit hours.

FY24 CREDIT HOURS				
CREDIT	PROGRAM OR COURSE	TUITION	FEES	TOTAL
6	Tire and Lube Technician	\$600	\$36	\$636
10	Automotive Maintenance & Light Repair	\$1,000	\$60	\$1,060
32	Auto Technology	\$3,200	\$192	\$3,392
12	Electrical Technician	\$1,200	\$48	\$1,248
24	Electrical Apprentice Training Courses	\$2,400	\$96	\$2,496
6	Construction Technology	\$600	\$36	\$636
19	Residential Construction (DCJ)			
6	Preventative Maintenance Technician	\$600	\$30	\$630
20	Diesel Technician I	\$2,000	\$100	\$2,100
30	Diesel Technician II	\$3,000	\$150	\$3,150
10	Welding Basic Technician	\$1,000	\$70	\$1,070
20	Welding Intermediate Technician	\$2,000	\$140	\$2,140
30	Welding Advanced Technician	\$3,000	\$210	\$3,210

*Individual Program/Course pages reflect the FY24 Credit Tuition and Fees*

# Tire and Lube Technician

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

## PROGRAM

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

TIRE AND LUBE TECHNICIAN		
CORE COURSES (6 CREDITS REQUIRED)		CR
AUTO 1001	Introduction to Automotive	2
AUTO 1030	Steering and Suspension I	2
AUTO 1040	Brakes I	2
<b>TOTAL</b>		<b>6</b>



## TIRE AND LUBE TECHNICIAN AT A GLANCE

### Program Length

6 Credits (180 Hours)

Average Completion Time:

6 weeks @ 30hrs/wk

### Instructional Delivery Method

Traditional

Hybrid

### Program Cost Estimate\*

Tuition: \$600

Fees: \$36

Books & Supplies: \$329

Recommended Tools: \$4500

*\*Program costs are subject to change.*

Federal Financial Aid: NO

VA Qualified: YES

### Student Entrance Requirements

Math 8.0 Grade Level

Reading 8.0 Grade Level

Available to Postsecondary and Secondary Students.

### Hours Available

Roosevelt Only

Monday - Friday

8 a.m. to 3 p.m.



# Automotive Maintenance & Light Repair

## AUTOMOTIVE MAINTENANCE & LIGHT REPAIR AT A GLANCE

### Program Length

10 Credits (300 Hours)

Average Completion Time:  
10 weeks @ 30hrs/wk

### Instructional Delivery Method

Traditional  
Hybrid

### Program Cost Estimate\*

Tuition: \$1000

Fees: \$60

Books & Supplies: \$329

Recommended Tools: \$4500

\*Program costs are subject to change.

Federal Financial Aid: NO

VA Qualified: YES

### Student Entrance Requirements

Math 8.0 Grade Level

Reading 8.0 Grade Level

Available to Postsecondary and  
Secondary Students.

### Hours Available

Roosevelt Only

Monday - Friday

8 a.m. to 3 p.m.

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

–Albert Einstein

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

## PROGRAM

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

AUTOMOTIVE MAINTENANCE & LIGHT REPAIR		
CORE COURSES (10 CREDITS REQUIRED)		CR
AUTO 1001	Introduction to Automotive	2
AUTO 1030	Steering and Suspension I	2
AUTO 1040	Brakes I	2
AUTO 1510	Electrical/Electronic Systems I	2
AUTO 1610	Engine Performance I	2
TOTAL		10



# Auto Technology

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

## PROGRAM

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

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

## CAREER POSSIBILITIES

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

AUTO TECHNOLOGY		
CORE COURSES (33 CREDITS REQUIRED)		CR
AUTO 1001	Introduction to Automotive	2
AUTO 1030	Steering and Suspension I	2
AUTO 1040	Brakes I	2
AUTO 1510	Electrical/Electronic Systems I	2
AUTO 1610	Engine Performance I	2
AUTO 2510	Electrical/Electronic Systems II	4
AUTO 2030	Steering and Suspension II	2
AUTO 2040	Brakes II	1
AUTO 1701	Heating, Ventilation, & Air Conditioning	2
AUTO 1616	Engine Performance II	4
AUTO 1410	Engine Repair	3
AUTO 1413	Automatic Transmissions	3
AUTO 1203	Manual Drive Train & Axles	2
AUTO 1791	Internship	1
<b>TOTAL</b>		<b>32</b>

## AUTO TECHNOLOGY AT A GLANCE

### Program Length

32 Credits (990 Hours)

Average Completion Time:

36 weeks @ 30hrs/wk

### Instructional Delivery

#### Method

Traditional

Hybrid

### Program Cost Estimate\*

Tuition: \$3200

Fees: \$192

Books & Supplies: \$329

Recommended Tools: \$4500

*\*Program costs are subject to change.*

Federal Financial Aid: YES

VA Qualified: YES

### Student Entrance Requirements

Math 8.0 Grade Level

Reading 8.0 Grade Level

Available to Postsecondary and Secondary Students.

### Hours Available

Roosevelt Only

Monday - Friday

8 a.m. to 3 p.m.

\*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.



# Preventative Maintenance Technician

## PREVENTATIVE MAINTENANCE TECHNICIAN AT A GLANCE

### Program Length

6 Credits (180 Hours)

Open-Entry/Defined-Exit Courses

Average Completion Time:

9 weeks @ 20hrs/wk

### Instructional Delivery Method

Traditional

Hybrid

### Program Cost Estimate\*

Tuition: \$600

Fees: \$30

Books & Supplies: \$449

Recommended Tools: \$4500

*\*Program costs are subject to change.*

Federal Financial Aid: NO

VA Qualified: YES

### Student Entrance Requirements

Math 8.0 Grade Level

Reading 8.0 Grade Level

Available to Postsecondary and Secondary Students

### Hours Available

Vernal only

Monday - Friday

7:30 a.m. - 3:30 p.m.



The Preventative Maintenance Technician gives students an overview for working in the heavy duty diesel industry.

## PROGRAM

The Preventative Maintenance Technician is designed to give students an overview of the heavy duty diesel industry, including safety and familiarization with tools, machines, and processes.

## CAREER POSSIBILITIES

Employment in the diesel service and repair industry is projected to grow on pace with the average for all occupations well into the future. Graduates will be prepared to seek employment as preventative maintenance technicians across a variety of fields.

PREVENTATIVE MAINTENANCE TECHNICIAN		
CORE COURSES (6 CREDITS REQUIRED)		CR
HVDD 1002	Introduction to Heavy Duty Commercial Vehicles	2
HVDD 1007	Preventative Maintenance and Inspection I	2
HVDD 1004	Electrical Systems I	2
<b>TOTAL</b>		<b>6</b>

# Diesel Technician I

The Diesel Technician I program prepares students for work in the industry as a diesel equipment technician.

## PROGRAM

The Diesel Technician I program teaches students to perform duties in preventive maintenance and electrical troubleshooting along with additional training in the areas of transmissions, differentials, brakes, steering, suspension, wheel alignment, HVAC and Hydraulics. The lessons include hands on troubleshooting, diagnosis, and repair.

## REQUIREMENTS

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

## CAREER POSSIBILITIES

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

## DIESEL TECHNICIAN I AT A GLANCE

### Program Length

20 Credits (600 Hours)  
Open-Entry/Defined-Exit Courses  
Average Completion Time:  
30 weeks @ 20hrs/wk

### Instructional Delivery Method

Hybrid

### Program Cost Estimate\*

Tuition: \$2000  
Fees: \$100  
Books & Supplies: \$449

*\*Program costs are subject to change.*

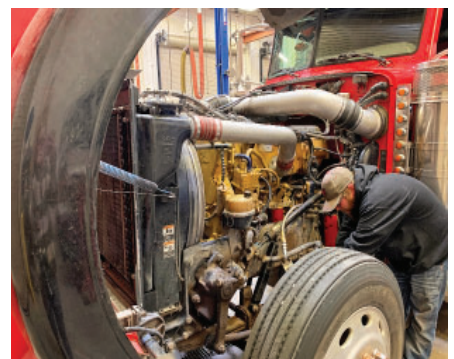
Federal Financial Aid: YES  
VA Qualified: NO

### Student Entrance Requirements

Math 8.0 Grade Level  
Reading 8.0 Grade Level  
Available to Postsecondary and Secondary Students

### Hours Available

Vernal only  
Monday - Friday  
7:30 a.m. - 3:30 p.m.



DIESEL TECHNICIAN I		
CORE COURSES (20 CREDITS REQUIRED)		CR
HVDD 1002	Introduction to Heavy Duty Commercial Vehicles	2
HVDD 1007	Preventative Maintenance and Inspection I	2
HVDD 1004	Electrical Systems I	2
HVDD 2004	Electrical Systems II	2
HVDD 1017	Suspension and Steering	2
HVDD 1012	Commercial Vehicle Brakes	3
HVDD 1014	Drive Train	3
HVDD 1022	HVAC	2
HVDD 1042	Hydraulics	2
TOTAL		20

# Diesel Technician II

## DIESEL TECHNICIAN II AT A GLANCE

### Program Length

30 Credits (900 Hours)

Open-Entry/Defined-Exit Courses

Average Completion Time:

45 weeks @ 20hrs/wk

### Instructional Delivery Method

Hybrid

### Program Cost Estimate\*

Tuition: \$3000

Fees: \$150

Books & Supplies: \$449

Recommended Tools: \$4500

\*Program costs are subject to change.

Federal Financial Aid: YES

VA Qualified: NO

### Student Entrance Requirements

Math 8.0 Grade Level

Reading 8.0 Grade Level

Available to Postsecondary  
and Secondary Students

### Hours Available

Vernal only

Monday - Friday

7:30 a.m. - 3:30 p.m.



The Diesel Technician II program prepares students for work in the industry as a diesel mechanic.

## PROGRAM

The Diesel Technician II program provides training in a variety of diesel-powered vehicles, engines, and power systems. Students explore the theory of operation and preventive maintenance of diesel systems and progress to actual hands-on work in the maintenance and repair of transmissions, differentials, brakes, steering and suspension, wheel alignment, hydraulics, and engine rebuilding. After demonstrating foundational knowledge, students begin working with the latest advances in the trucking industry in engine design, micro-processing, air conditioning, and transmissions. All course work in the program is taught to NATEF standard to prepare graduates to sit for the ASE industry standards test.

## CAREER POSSIBILITIES

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

DIESEL TECHNICIAN II		
CORE COURSES (30 CREDITS REQUIRED)		CR
HVDD 1002	Introduction to Heavy Duty Commercial Vehicles	2
HVDD 1007	Preventative Maintenance and Inspection I	2
HVDD 1004	Electrical Systems I	2
HVDD 2004	Electrical Systems II	2
HVDD 1010	Suspension and Steering	2
HVDD 1012	Commercial Vehicle Brakes	3
HVDD 1014	Drive Train	3
HVDD 1022	HVAC	2
HVDD 1042	Hydraulics	2
HVDD 1035	Electronic Systems	4
HVDD 1140	Engines	6
<b>TOTAL</b>		<b>30</b>



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

## PROGRAM

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

CABINETRY		
CORE COURSES (12 CREDITS REQUIRED)		CR
CABM 1005	Woodworking	2
CABM 1015	Furniture Design I	2
CABM 1025	Furniture Design II	2
CABM 1035	Furniture Design III	2
CABM 1045	Furniture Design IV	2
CABM 1055	Furniture Design V	2
<b>TOTAL</b>		<b>12</b>

## CABINETRY AT A GLANCE

### Program Length

12 Credits (360 Hours)

Secondary Only Program

Average Completion Time: 6 Semesters

### Instructional Delivery Method

Traditional

### Program Cost Estimate\*

Books & Supplies:

Dependent on Project

### Student Entrance Requirements

Secondary Student

### Hours Available

Roosevelt only

Secondary Schedule



# Construction Technology

## CONSTRUCTION TECHNOLOGY AT A GLANCE

### Program Length

6 Credits (180 Hours)

Open-Entry/Defined-Exit Courses

Average Completion Time:

9 weeks @ 20hrs/wk

### Instructional Delivery Method

Traditional

Hybrid

### Program Cost Estimate\*

Tuition: \$600

Fees: \$36

Books & Supplies: \$108

\*Program costs are subject to change.

Federal Financial Aid: NO

VA Qualified: YES

### Student Entrance Requirements

Math 8.0 Grade Level

Reading 8.0 Grade Level

Available to Postsecondary and Secondary Students

### Hours Available

Roosevelt

Monday - Friday

8 a.m. - 3 p.m.

Vernal

Monday - Friday

7:30 a.m. - 2:30 p.m.

The Construction Technology program at UBTech gives students hands-on experience in construction and carpentry work. While the primary emphasis is residential construction, certain processes found in commercial building are also covered.

## PROGRAM

The Construction Technology program teaches students basic math skills, proper use of hand and power tools, blueprint reading, and basic wall layouts. They will also demonstrate concrete, framing, roofing, siding, and drywall skills.

## CAREER POSSIBILITIES

Program completers will gain experience and knowledge to be prepared to seek employment with building contractors and construction material suppliers. Career opportunities include carpenter, finish carpenter, subcontractor, project foreman, project manager, mason, cement finisher, plumber, electrician, and estimator, among others.

CONSTRUCTION TECHNOLOGY		
CORE COURSES (6 CREDITS REQUIRED)		CR
CONS 2010	Construction Trades Foundation	2
CONS 2020	Carpentry	2
CONS 2030	Building Trades	2
<b>TOTAL</b>		<b>6</b>



# Electrical Technician

The Electrical Technician program is designed for those who like working with electrical wiring and equipment. This is the beginning of developing the safety, skills, and confidence needed to be successful on the job. While in this program, a student will learn transferable, effective work skills that will be of value in most occupations as well as in the construction industry.

## PROGRAM

The Electrical Technician program will prepare students to apply technical knowledge and skills to assemble, install, operate, maintain, and repair electrically energized systems, such as residential, commercial, and industrial electric-power systems wiring, D.C. and A.C. motors, controls, and electrical distribution panels. Students will have the opportunity to use advanced technology equipment and gain competency in applying math skills related electrical work.

ELECTRICAL TECHNICIAN		
CORE COURSES (12 CREDITS REQUIRED)		CR
ELAP 1000	Electrical Math	4
ELAP 1001	Electrician I	4
ELAP 1002	Electrician II	4
<b>TOTAL</b>		<b>12</b>

## ELECTRICAL TECHNICIAN AT A GLANCE

### Program Length

12 Credits (360 Hours)

Open-Entry/Deferred-Exit Courses

Average Completion Time:

18 weeks @ 20hrs/wk

### Instructional Delivery Method

Traditional

Hybrid

Distance Education

### Program Cost Estimate\*

Tuition: \$1200

Fees: \$48

Books & Supplies: \$204

*\*Program costs are subject to change.*

Federal Financial Aid: NO

VA Qualified: NO

Available to Postsecondary and Secondary Students

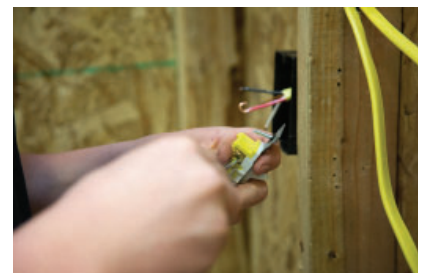
**Hours Available** Roosevelt Only

Monday - Thursday

10:00 a.m.-7:00 p.m.

Friday

9:00 a.m.-5:00 p.m.



# Residential Construction

## RESIDENTIAL CONSTRUCTION AT A GLANCE

### Program Length

19 Credits (590 Hours)

Open-Entry/Open-Exit

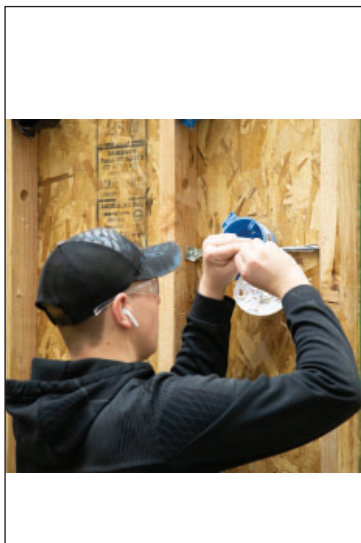
### Instructional Delivery Method

Traditional

### Student Entrance Requirements

Math 8.0 Grade Level

Reading 8.0 Grade Level



## PROGRAM

The Residential Construction program is only offered at the Duchesne County Jail Instructional Service Center and is not open to the public.

The Residential Construction program gives students hands-on experience in the construction of a home. Students are involved in all phases of the project from planning to drafting to foundation, framing, and finishing work. Instructors experienced in general contracting and teaching conduct all classroom and building experiences. Certain processes found in commercial construction are also covered.

RESIDENTIAL CONSTRUCTION		
CORE COURSES (18 CREDITS REQUIRED)		CR
CONS 1001	Industry Introduction, Safety and Hand and Power Tool Use	2
CONS 1011	Construction Materials, Equipment and Job Site Safety	2
CONS 1021	Estimating Materials, Costs and Codes	2
CONS 1031	Design, Blueprint Reading, Site Layout and Surveying	2
CONS 1041	Framing, Stairway Construction and Concrete	4
CONS 1051	Roof Framing and Construction	2
CONS 1061	Exterior Finishing	2
CONS 1071	Interior Finishing	2
<b>TOTAL</b>		<b>18</b>

# Welding Basic Technician

## PROGRAM

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

## CAREER POSSIBILITIES

Program completers will gain experience and knowledge to be prepared to seek employment as welder/fitter, combination welder, pipe and pressure vessel welder, welding inspections, sales, engineering, product research and development.

WELDING BASIC TECHNICIAN		
CORE COURSES (10 CREDITS REQUIRED)		CR
WELD 1000	Intro to Welding	2
WELD 1401	Beginning Gas Metal Arc Welding (GMAW)	2
WELD 1411	Advanced Gas Metal Arc Welding (GMAW)	2
WELD 1301	Beginning Shielded Metal Arc Welding (SMAW)	2
WELD 1311	Advanced Shielded Metal Arc Welding (SMAW)	2
TOTAL		10

## WELDING BASIC TECHNICIAN AT A GLANCE

### Program Length

10 Credits (300 Hours)

Open-Entry/Defined-Exit Courses

Average Completion Time:

15 weeks @ 20hrs/wk

### Instructional Delivery Method

Traditional

Hybrid

### Program Cost Estimate\*

Tuition: \$1000

Fees: \$70

Books & Supplies: \$200

\*Program costs subject to change

Federal Financial Aid: NO

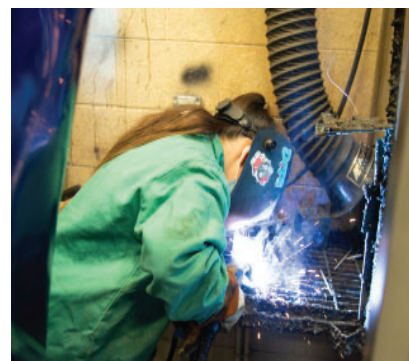
VA Qualified: YES

### Hours Available

Roosevelt and Vernal

Monday - Friday

7:30 a.m. - 9 p.m.





# Welding Intermediate Technician

## WELDING INTERMEDIATE TECHNICIAN AT A GLANCE

### Program Length

20 Credits (600 Hours)

Open-Entry/Defined-Exit Courses

Average Completion Time:

30 weeks @ 20hrs/wk

### Instructional Delivery Method

Traditional

Hybrid

### Program Cost Estimate\*

Tuition: \$2000

Fees: \$140

Books & Supplies: \$200

*\*Program costs subject to change*

Federal Financial Aid: NO

VA Qualified: YES

### Hours Available

Roosevelt and Vernal

Monday - Friday

7:30 a.m. - 9 p.m.

## PROGRAM

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

## CAREER POSSIBILITIES

Program completers will gain experience and knowledge to be prepared to seek employment as welder/fitter, combination welder, pipe and pressure vessel welder, welding inspections, sales, engineering, product research and development.

WELDING INTERMEDIATE TECHNICIAN		
CORE COURSES (18 CREDITS REQUIRED)		CR
WELD 1000	Intro to Welding	2
WELD 1401	Beginning Gas Metal Arc Welding (GMAW)	2
WELD 1411	Advanced Gas Metal Arc Welding (GMAW)	2
WELD 1301	Beginning Shielded Metal Arc Welding (SMAW)	2
WELD 1311	Advanced Shielded Metal Arc Welding (SMAW)	2
WELD 2201	Basic Fabrication	2
WELD 2215	Advanced Fabrication and Technical Layout	2
WELD 1600	Beginning Gas Tungsten Arc Welding (GTAW)	2
WELD 1251	Arc Cutting & Gouging -Weld Inspection	2
ELECTIVES (2 CREDITS MINIMUM REQUIRED)		
WELD 1060	Basic SolidWorks	2
WELD 2801	Basic Welded Sculpture	2
WELD 2802	Advanced Welded Sculpture	2
WELD 2335	Pipe Layout	2
WELD 2401	Advanced Wire Processes	2
	Core Courses	18
	Electives	2
	<b>TOTAL</b>	<b>20</b>

# Welding Advanced Technician

## PROGRAM

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

## CAREER POSSIBILITIES

Program completers will gain experience and knowledge to be prepared to seek employment as welder/fitter, combination welder, pipe and pressure vessel welder, welding inspections, sales, engineering, product research and development.

## WELDING ADVANCED TECHNICIAN AT A GLANCE

### Program Length

30 Credits (900 Hours)

Open-Entry/Defined-Exit Courses

Average Completion Time:

45 weeks @ 20hrs/wk

### Instructional Delivery Method

Traditional

Hybrid

### Program Cost Estimate\*

Tuition: \$3000

Fees: \$210

Books & Supplies: \$200

*\*Program costs subject to change*

Federal Financial Aid: NO

VA Qualified: YES

### Hours Available

Roosevelt and Vernal

Monday - Friday

7:30 a.m. - 9 p.m.

WELDING ADVANCED TECHNICIAN		
CORE COURSES (26 CREDITS REQUIRED)		CR
WELD 1000	Intro to Welding	2
WELD 1401	Beginning Gas Metal Arc Welding (GMAW)	2
WELD 1411	Advanced Gas Metal Arc Welding (GMAW)	2
WELD 1301	Beginning Shielded Metal Arc Welding (SMAW)	2
WELD 1311	Advanced Shielded Metal Arc Welding (SMAW)	2
WELD 2201	Basic Fabrication	2
WELD 2215	Advanced Fabrication and Technical Layout	2
WELD 1600	Beginning Gas Tungsten Arc Welding (GTAW)	2
WELD 1251	Arc Cutting and Gouging -Weld Inspection	2
WELD 2225	Repetitive Manufacturing	2
WELD 1610	Intermediate Gas Tungsten Arc Welding (GTAW)	2
WELD 1620	Advanced Gas Tungsten Arc Welding (GTAW)	2
WELD 2300	Pipe Welding	2
ELECTIVES (4 CREDITS MINIMUM REQUIRED)		
WELD 1060	Basic SolidWorks	2
WELD 2801	Basic Welded Sculpture	2
WELD 2802	Advanced Welded Sculpture	2
WELD 2335	Pipe Layout	2
WELD 2303	Advanced Pipe	2
WELD 2401	Advanced Wire Processes	2
	Core Courses	26
	Electives	4
	<b>TOTAL</b>	<b>30</b>

# Electrical Apprenticeship Classroom Training

## ELECTRICAL APPRENTICESHIP COURSES AT A GLANCE

### Cost Estimate for 4 years of training\*

Tuition: \$2400

Fees: \$96

Books & Supplies: \$2365

\*Program costs are subject to change.

Federal Financial Aid: NO

VA Qualified: NO

Available to Postsecondary Students

### Hours Available

Roosevelt Only

Monday - Thursday

10:00 a.m. - 7:00 p.m.

Friday

9:00 a.m. - 5:00 p.m.



UBTech's Electrical Apprenticeship training provides a pathway for students to become licensed Journeyman Electricians.

## TRAINING

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

## TRAINING PARTNERSHIP

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

## CAREER POSSIBILITIES

Upon passing the state exams, the graduate becomes a Journeyman Electrician.

ELECTRICAL APPRENTICESHIP CLASSROOM TRAINING		
CORE COURSES (16 CREDITS REQUIRED)		CR
ELAP 1004	Electrical Apprentice 1A	3
ELAP 1014	Electrical Apprentice 1B	3
ELAP 1024	Electrical Apprentice 2A	3
ELAP 1034	Electrical Apprentice 2B	3
ELAP 2004	Electrical Apprentice 3A	3
ELAP 2014	Electrical Apprentice 3B	3
ELAP 2024	Electrical Apprentice 4A	3
ELAP 2034	Electrical Apprentice 4B	3

# Farm & Ranch Business Management Courses

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

## FINANCIAL ASSISTANCE

Some farmers may qualify for scholarships.

## TRAINING

Farmers and ranchers who participate in these courses are assisted in keeping a complete set of financial records using computer software, including Microsoft Excel, Quicken, and Quickbooks. Year-end information is used to analyze the financial position of the farm business. These courses meet the requirements for Farm Service Agency borrower training. Temporary use of a portable computer is available if necessary.

FARM & RANCH MANAGEMENT		
	COURSES	CR
FARM 1003	Farm & Ranch Business Management	16
FARM 1013	Advanced Farm & Ranch Business Management	23

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!

## FARM & RANCH BUSINESS MANAGEMENT COURSES AT A GLANCE

Federal Financial Aid: NO  
VA Qualified: NO

### Student Requirements

Involved in a farming operation

Available to farmers and ranchers in Duchesne, Uintah, and Daggett Counties



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

# Medical/Geoscience Courses

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## **EMERGENCY MEDICAL RESPONDER (MDHS 1007)**

This course will prepare you with the first steps of EMS. Emergency Medical Responder is not a license to work as an EMT but prepares you to go on to become an EMT.

## **EXERCISE SCIENCE/SPORTS MEDICINE (MDHS 1002, 1012)**

Learn components of exercise science/sports medicine; including exploration of therapeutic careers, medical terminology, anatomy and physiology, first-aid, injury prevention principles, the healing process, rehabilitation techniques, therapeutic modalities, sport nutrition, sport psychology, and performance enhancement philosophies.

## **INTRO TO HEALTH (MDHS 1006)**

Discover career possibilities in health care and options for health science and health technology programs. Receive introductions into anatomy and physiology, medical terminology, medical ethics, diseases, and disorders. You will be prepared for Medical Anatomy/Physiology course and/or a variety of health technology programs.

## **MEDICAL ANATOMY (MDHS 1003, 1004)**

Study the structure and function of the human body. Review all organ systems including disease processes and diagnostic treatment modalities.

## **MEDICAL MATH (MDHS 1008)**

This course integrates medical-physiological concepts and mathematics. Be engaged in math activities including problem solving, reasoning and proof, communication, connections, and representations.

## **ENVIRONMENTAL GEOSCIENCE COURSE (PETT 1000)**

The Environmental Geoscience course is performance, lab, and field-based learning. It integrates the study of many components of our environment, including the human impact on our planet. Areas of study include energy concepts, earth systems, and sustainable systems.



# Safety Training

**Accident Investigation:** Accident investigation procedures and analysis techniques.

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

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

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

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

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

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

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

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

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

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

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

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

**HM126 Hazardous Materials:** Teaches the signage and handling/transporting of hazardous materials. 49 CFR 172.704

**Lockout/Tagout Control of Hazardous Energy:** Covers the types and detection of hazardous energy, control measures, and developing and implementing energy control programs.

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

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

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

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



## SAFETY AT A GLANCE

Federal Financial Aid: NO  
VA Qualified: NO

Available to Postsecondary  
Students

# Safety Training

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

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

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

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

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

**Vehicle Safety inspection:** Tractor/Trailer/Bus, Light Duty Truck/Passenger Vehicle, or Motorcycle/ATV. Each course meets the Utah DOT requirements to become a safety inspector for the type of vehicle specified.

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



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

–Philip Adams

# Course Descriptions

## **ACCT 1330 ACCOUNTING I 2 CREDITS (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.

## **AUTO 1001 INTRODUCTION TO AUTOMOTIVE 2 CREDITS (60 Hours)**

Learn the introduction and basic uses of our automotive shops. Train in shop safety and hazardous materials handling and disposal.

## **AUTO 1030 STEERING AND SUSPENSION I 2 CREDITS (60 Hours)**

Receive overview of diagnosis and repair of automotive suspension and steering systems. Train in basic diagnosing and replacing of suspension components.

## **AUTO 1040 BRAKES I 2 CREDITS (60 Hours)**

Through demonstrations, lectures, research, and practical experiences dealing with the brakes system, this course is designed to assist you in broadening your experience using equipment, tools, materials, processes, and techniques in inspecting, diagnosing, and servicing automobiles.

## **AUTO 1203 MANUAL DRIVE TRAIN & AXLES 2 CREDITS (60 Hours)**

Learn all aspects of diagnosis and repair of manual drive trains and axles. Train in general diagnosis for manual transmissions and transaxles, clutches, drive shafts, u-joints, cv joints, drive axles, and four-wheel drive and all-wheel drive components. Focus on diagnosis and repair of drive trains, drive shafts, and clutches.

## **AUTO 1410 ENGINE REPAIR 3 CREDITS (60 Hours)**

Learn all aspects of diagnosis, repair, and replacement of automotive engines, cylinder heads and valve trains, blocks, and lubrication and cooling system repair. Focus on diagnosis and repair of lubrication and cooling systems.

## **AUTO 1413 AUTOMATIC TRANSMISSIONS 3 CREDITS (90 Hours)**

Through demonstrations, lectures, research, and practical experiences dealing with the automatic transmission system, this course is designed to assist you in broadening your experience using equipment, tools, materials, processes, and techniques in inspecting, diagnosing, and servicing automobiles.

## **AUTO 1510 ELECTRICAL/ELECTRONIC SYSTEMS I 2 CREDITS (60 Hours)**

Train in all aspects of automotive electricity and electronics. Learn electrical theory, Ohm's law, troubleshooting, diagnosis, and basic functions of all automotive electrical/electronic systems and circuits.

## **AUTO 1610 ENGINE PERFORMANCE I 2 CREDITS (60 Hours)**

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

## **AUTO 1616 ENGINE PERFORMANCE II 4 CREDITS (120 Hours)**

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

## **AUTO 1701 HEATING, VENTILATION, AND AIR CONDITIONING 2 CREDITS (60 Hours)**

Learn all aspects of diagnosis and repair of heating and air conditioning systems. Train in repair and diagnosis of A/C systems, heating/ventilation, with the legal ways to recover, recycle, and handle refrigerants. Focus on operation diagnosis and repair of heating, ventilation, and engine cooling systems.

## **AUTO 1791 INTERNSHIP 1 CREDIT (60 Hours)**

Experience live work in the automotive industry.

## **AUTO 2030 STEERING AND SUSPENSION II 2 CREDITS (60 Hours)**

Receive detailed training in aspects of diagnosis and repair of automotive suspension and steering systems. Train in diagnosing and replacing of suspension components.

## **AUTO 2040 BRAKES II 1 CREDIT (30 Hours)**

Learn advanced aspects of general inspection and diagnosis of automotive brake systems with emphasis in function, diagnosis, and repair of various brake systems.

## **AUTO 2510 ELECTRICAL/ELECTRONIC SYSTEMS II 4 CREDITS (120 Credits)**

Train in advanced aspects of automotive electricity and electronics. Apply electrical theory, Ohms law, troubleshooting, diagnosis, and functions of all automotive electrical/electronic systems and circuits.

## **BTEC 1000 CAREER FUNDAMENTALS 2 CREDITS (60 Hours)**

Combine customer service skills with the necessary computer and communication skills to develop effectiveness and efficiency in the workplace. Focus on building professionalism and job seeking skills to get and keep the job.

# Course Descriptions

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## **BTEC 1020 MATH ESSENTIALS** **2 CREDITS (60 Hours)**

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

## **BTEC 1045 BASIC OFFICE SKILLS** **2 CREDITS (60 Hours)**

Build keyboarding and 10-key skills. Learn basic computer operations, word and data processing, and basic spreadsheet skills using MS Office and Google applications. Practice standard workplace tasks such as cashiering, phone etiquette, and budgeting for office equipment. Learn technology to manage files, sort, and filter email, use digital calendars, collaborate, video conference, practice computer security, and perform more effective web searches.

## **BTEC 1130 WORD PROCESSING** **2 CREDITS (60 Hours)**

Focus on creating and managing professional documents. Explore editing and formatting, enhancing documents with visual elements, and using collaboration and reference tools.

## **BTEC 1510 BUSINESS ENGLISH** **2 CREDITS (60 Hours)**

Strengthen your drafting, proofreading, editing, and revision skills. Learn basic document formatting conventions for agendas, minutes, email, letters, and memos. Assess your strengths and weaknesses as a writer. Craft progress, policy, and recommendation reports, along with a technical definition. Develop research skills and integrate images into your documents.

## **BTEC 1522 DIGITAL COMMUNICATION** **2 CREDITS (60 Hours)**

Train for the challenges of the digital workplace and develop self-assessment skills. Learn and evaluate new technologies, practice team scheduling, apply metadata, and plan a trip itinerary. Do intensive research on a chosen topic to produce a detailed infographic, and then transform it into a professional presentation.

## **BTEC 1532 MARKETING COMMUNICATION** **2 CREDITS (60 Hours)**

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

## **BTEC 1540 PROFESSIONALISM** **2 CREDITS (60 Hours)**

Build essential professional business characteristics. Attend required program and advisory meetings while creating agendas and minutes. Draft tailored resumes and attend multiple mock interviews to build confidence. Learn the importance of presentation in your dress and actions. Deliver a networking presentation.

## **BTEC 2040 OFFICE MANAGEMENT** **2 CREDITS (60 Hours)**

Build leadership and management skills. Mentor another student, including performing an employee evaluation and a job search. Practice time management and professionalism. Strengthen networking skills while tracking and evaluating progress. Develop customer service skills and write complaint resolution policy. Produce case study evaluating a business's budgeting methods. Track progress with advisor meetings. Craft leadership philosophy and career statements.

## **BTEC 2080 COLLABORATION** **2 CREDITS (60 Hours)**

Work within a team structure on multiple complex projects. Enhance your time management, scheduling, and conflict resolution skills while studying leadership best practices. Hold meetings, write a team contract, and give a product pitch. Design a manual, build a website, implement user testing, evaluate team progress, write a user testing report, revise the manual and website based on feedback, and give a team presentation.

## **BTEC 2090 APPLIED SKILLS** **2 CREDITS (60 Hours)**

Seize the opportunity to apply all skills learned through your business courses to this point. Setting short- and long-term goals and creating leadership opportunities to apply to a real-world situation are paramount to the success of the course. Options include (but are not limited to) Serving as chair of a committee, holding an officer position of an organization, or completing a work-based learning project with local industry.

## **CABM 1005 WOODWORKING** **2 CREDITS (60 Hours)**

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

## **CABM 1015 FURNITURE DESIGN I** **2 CREDITS (60 Hours)**

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

## **CABM 1025 FURNITURE DESIGN II** **2 CREDITS (60 Hours)**

Safely design, plan, and estimate a complete cabinet project of choice. Continue to hone skills in cabinet making through continued use of the process joinery, abrasives and finishes, hardware installation, cabinet construction, and mouldings and millwork.

## **CABM 1035 FURNITURE DESIGN III** **2 CREDITS (60 Hours)**

Safely design, plan, and estimate a complete cabinet project of choice. Continue to hone skills in cabinet making through continued use of the process joinery, abrasives and finishes, hardware installation, cabinet construction, and mouldings and millwork.

# Course Descriptions

## **CABM 1045 FURNITURE DESIGN IV**

### **2 CREDITS (60 Hours)**

Safely design, plan, and estimate a complete cabinet project of choice. Continue to hone skills in cabinet making through continued use of the process joinery, abrasives and finishes, hardware installation, cabinet construction, and mouldings and millwork.

## **CABM 1055 FURNITURE DESIGN V**

### **2 CREDITS (60 Hours)**

Safely design, plan, and estimate a complete cabinet project of choice. Continue to hone skills in cabinet making through continued use of the process joinery, abrasives and finishes, hardware installation, cabinet construction, and mouldings and millwork.

## **CONS 1001 INDUSTRY INTRODUCTION, SAFETY AND HAND AND POWER TOOL USE**

### **2 CREDITS (64 Hours)**

Discover the construction trades industry, current market trends, and employment opportunities. Learn about hand and power tool identification, common safety procedures, and proper safety management principles.

## **CONS 1011 CONSTRUCTION MATERIALS, EQUIPMENT AND JOB SITE SAFETY**

### **2 CREDITS (64 Hours)**

Learn common wood and metal materials used in residential construction. Practice construction equipment and job site safety.

## **CONS 1021 ESTIMATING MATERIALS, COSTS AND CODES**

### **2 CREDITS (64 Hours)**

Calculate material quantities and compute material, labor, and other costs related to residential construction.

## **CONS 1031 DESIGN, BLUEPRINT READING, SITE LAYOUT AND SURVEYING**

### **2 CREDITS (64 Hours)**

Study the principles of design and familiarization of symbols, specifications, measurements, and codes. Learn the relationship of plot, foundation, floor, elevation, and section plans.

## **CONS 1041 FRAMING, STAIRWAY CONSTRUCTION AND CONCRETE**

### **4 CREDITS (142 Hours)**

Hands-on instruction in layout and erection of floors, walls, stairs, and roofs.

## **CONS 1051 ROOF FRAMING & CONSTRUCTION**

### **2 CREDITS (64 Hours)**

Learn about materials and methods used in residential roof construction.

## **CONS 1061 EXTERIOR FINISHING**

### **2 CREDITS (64 Hours)**

Discover the application of siding, stucco, brick, rock, and other typical exterior wall finishing materials. Properly install exterior doors, windows, and cornice finish.

## **CONS 1071 INTERIOR FINISHING**

### **2 CREDITS (64 Hours)**

Discover materials and methods of interior wall, floor, and ceiling finish. Focus on effect, purpose, and codes regarding trim.

## **CONS 2010 CONSTRUCTION TRADES FOUNDATION**

### **2 CREDITS (60 Hours)**

Learn basic safety, begin building power and hand tool skills, and become familiar with blueprint reading. Build construction math skills and acquire an overview of the industry including what to expect on the job and specific career opportunities. Designed to allow for replica house building on a  $\frac{1}{4}'' = 1'$  scale.

## **CONS 2020 CARPENTRY**

### **2 CREDITS (60 Hours)**

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

## **CONS 2030 BUILDING TRADES**

### **2 CREDITS (60 Hours)**

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

## **CULA 1011 CULINARY ARTS I**

### **3 CREDITS (90 Hours)**

Discover the history of the restaurant industry. Spend time exploring the French and other countries' contributions to the culinary world as we know it today.

## **CULA 1016 SERV SAFE SANITATION**

### **1 CREDIT (30 Hours)**

Learn the basic principles of sanitation and safety to maintain a safe and healthy environment for the consumer in the food service industry. Study the laws and regulations related to safety, sanitation, and fire and adhere to them in the food service operation.

## **CULA 1021 CULINARY ARTS MATH**

### **1 CREDIT (30 Hours)**

Learn basic measurements and conversions of recipes and how to compute market value and actual cost of food products.

## **CULA 1031 LINE COOKING**

### **2 CREDITS (60 Hours)**

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

## **CULA 1041 SOUPS, STOCKS, AND SAUCES**

### **3 CREDITS (90 Hours)**

Study, in depth, classic stocks, leading sauces, traditional and international soups.



# Course Descriptions

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## **CULA 1051 CULINARY ARTS II 3 CREDITS (90 Hours)**

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

## **CULA 1061 CULINARY ARTS III 2 CREDITS (60 Hours)**

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

## **CULA 1071 VEGETABLES, GRAINS, AND STARCHES 2 CREDITS (60 Hours)**

Learn about types of vegetables, grains, and starches – how to prepare them and pair with other food items.

## **CULA 1081 TABLE SERVICE 2 CREDITS (60 Hours)**

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

## **CULA 1086 CATERING 1 CREDIT (30 Hours)**

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

## **CULA 1101 GARDE MANGER I 3 CREDITS (90 Hours)**

Discover the basic art and craft of cold kitchen, nutritional value, and importance of salads to a menu. Be introduced to the wide variety of salads and garnishments that can be used.

## **CULA 1121 GARDE MANGER II - HORS D'OEUVRES 1 CREDIT (30 Hours)**

Discover the basic art of cold and hot hors d'oeuvres. Practice vegetable and fruit garnishment/carving. Learn how to utilize cold sauces and relishes in conjunction with appetizers.

## **CULA 1201 BAKING I 4 CREDITS (120 Hours)**

Learn the basics of quick breads, pies, cakes, cookies, and yeast breads. Study the various methods and leavening agents, how to adjust formulas using baker's percentage, and the difference between volume and weight measurements.

## **CULA 1221 BAKING II – PASTRY 1 CREDIT (30 Hours)**

Learn the difference between and uses for flaky and mealy pie and pastry dough. Prepare different pie fillings, meringues, and pâte à choux. Work with puff pastry and phyllo doughs.

## **CULA 1231 BAKING II – CAKES 1 CREDIT (30 Hours)**

Learn the process of baking, mixing, flavoring, and decorating cakes. Practice different mixing methods and different techniques for making various icings. Build a simple wedding cake.

## **CULA 1501 COMPETITION 1 CREDIT (30 Hours)**

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

## **CULA 1901 CULINARY EXTERNSHIP 1 CREDIT (30 Hours)**

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

## **ELAP 1000 ELECTRICAL MATH 4 CREDITS (120 Hours)**

Designed to help you understand basic operations with whole numbers, decimals, fractions, scientific notation, signed numbers, and the application of percent, simple geometry, ratios, and proportions.

## **ELAP 1001 ELECTRICIAN I 4 CREDITS (120 Hours)**

Prepares you to apply technical knowledge and skills to assemble, install, operate, maintain, and repair electrically energized systems.

## **ELAP 1002 ELECTRICIAN II 4 CREDITS (120 Hours)**

You will build on the competencies gained in Electrician I to extend to electrically energized systems such as residential, commercial, industrial electric-power systems wiring, D.C. and A.C. motors, controls, and electrical distribution panels.

## **ELAP 1004 ELECTRICAL APPRENTICE 1A 3 CREDITS (90 Hours)**

Evening class for electrical apprentices for instruction on electrical theory and code.

## **ELAP 1014 ELECTRICAL APPRENTICE 1B 3 CREDITS (90 Hours)**

Evening class for electrical apprentices for instruction on electrical theory and code.

## **ELAP 1023 ELECTRICAL APPRENTICE 2A 3 CREDITS (90 Hours)**

Evening class for electrical apprentices for instruction on electrical theory and code.

## **ELAP 1033 ELECTRICAL APPRENTICE 2B 3 CREDITS (90 Hours)**

Evening class for electrical apprentices for instruction on electrical theory and code.

# Course Descriptions

## **ELAP 2004 ELECTRICAL APPRENTICE 3A 3 CREDITS (90 Hours)**

Evening class for electrical apprentices for instruction on electrical theory and code.

## **ELAP 2014 ELECTRICAL APPRENTICE 3B 3 CREDITS (90 Hours)**

Evening class for electrical apprentices for instruction on electrical theory and code.

## **ELAP 2024 ELECTRICAL APPRENTICE 4A 3 CREDITS (90 Hours)**

Evening class for electrical apprentices for instruction on electrical theory and code.

## **ELAP 2034 ELECTRICAL APPRENTICE 4B 3 CREDITS (90 Hours)**

Evening class for electrical apprentices for instruction on electrical theory and code.

## **ELAP 5010 TOWER TECHNICIAN PRACTICUM 3 CREDITS (90 Hours)**

Learn tower installation, maintenance, and repair. Apply application codes and safety standards.

## **FARM 1003 FARM & RANCH BUS MNG 16 CREDITS (480 Hours)**

Receive individualized instruction and consultation in farm and ranch business management for individuals who own and operate, or who are employed in management positions on a farm or ranch. Designed to help managers establish and maintain a complete set of financial records.

## **FARM 1013 ADV FARM & RANCH BUS MNG 23 CREDITS (690 Hours)**

Continuing instruction and consultation in farm and ranch business management. Emphasis is placed on using financial records to assist in enterprise decision-making.

## **HVDD 1002 INTRODUCTION TO HEAVY DUTY COMMERCIAL VEHICLES 2 CREDITS (60 Hours)**

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

## **HVDD 1004 ELECTRICAL SYSTEMS I 2 CREDITS (60 Hours)**

Study theory with hands-on experience with basic electrical components and systems.

## **HVDD 1007 PREVENTATIVE MAINTENANCE AND INSPECTION I 2 CREDITS (60 Hours)**

Practice very critical preventative maintenance in the industry. Prepare for complete inspection of the vehicle to ensure a safe operation.

## **HVDD 1012 COMMERCIAL VEHICLE BRAKES 3 CREDITS (90 Hours)**

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

## **HVDD 1014 DRIVE TRAIN 3 CREDITS (90 Hours)**

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

## **HVDD 1017 SUSPENSION AND STEERING 2 CREDITS (60 Hours)**

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

## **HVDD 1022 HVAC 2 CREDITS (60 Hours)**

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

## **HVDD 1035 ELECTRONIC SYSTEMS 4 CREDITS (120 Hours)**

Study theory with hands-on experience with basic electronic components and systems. Required to wire various circuits and use electrical test equipment to troubleshoot components and systems.

## **HVDD 1042 HYDRAULICS 2 CREDITS (60 Hours)**

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

## **HVDD 1140 ENGINES 6 CREDITS (180 Hours)**

Study theory with hands-on training on basic operation, parts, and overhaul procedures of a diesel engine. Receive detailed instruction on engine lubricants, air, cooling, and exhaust systems.

## **HVDD 2004 ELECTRICAL SYSTEMS II 2 CREDITS (60 Hours)**

Receive detailed training on alternators, lights, wiring schematics, symbols, and circuits.

# Course Descriptions

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## **ITEC 1001 IT INTRO 2 CREDITS (60 Hours)**

Journey into the world of technology. Learn how to identify, install, and maintain computer hardware, and peripherals.

## **ITEC 1002 (IT INTRO II 2 CREDITS (60 Hours)**

Master storage technologies, hardware troubleshooting, remote support skills and more as you continue your journey to become an IT professional.

## **ITEC 1003 NETWORKING FUNDAMENTALS 2 CREDITS (60 Hours)**

Learn the basics of networking and IP addressing. Configure and maintain SOHO (Small Home and Office) networks.

## **ITEC 1004 PRINTING AND MOBILE DEVICES 2 CREDITS (60 Hours)**

Train to support and maintain various printer technologies. Delve into the world of mobile device maintenance and management.

## **ITEC 1006 INTRO TO SCRIPTING 1 CREDIT (30 Hours)**

Introduction to scripting provides instruction on basic scripting concepts. Students are introduced to scripting fundamentals to automate tasks that would otherwise be performed manually.

## **ITEC 1007 OPERATING SYSTEMS 2 CREDITS (60 Hours)**

Install and maintain Linux, Windows, and Mac Operating Systems. Leverage virtualization and containerization to utilize system resources efficiently. Install and configure applications with operating systems and mobile devices.

## **ITEC 1008 SECURITY FUNDAMENTALS 2 CREDITS (60 Hours)**

Learn the fundamentals of network and endpoint security. Implement physical and network security in a SOHO Setting.

## **ITEC 1009 SOFTWARE TROUBLESHOOTING 2 CREDITS (60 Hours)**

Focus on perfecting your troubleshooting methodology. Troubleshoot mobile devices, software, operating systems, applications, and endpoint security issues.

## **ITEC 1011 OPERATIONAL PROCEDURES AND CAREER FUNDAMENTALS 2 CREDITS (60 Hours)**

Build your interpersonal skills, learn about safety, disaster prevention, and recovery; and hone your resume and interviewing skills.

## **ITEC 2101 NETWORKING FUNDAMENTALS II 2 CREDITS (60 Hours)**

Dig deeper into complex network topologies, learn about the OSI and TCP/IP models, and configure IP addressing schemes.

## **ITEC 2102 NETWORK IMPLEMENTATIONS 3 CREDITS (90 Hours)**

Network implementation provides instruction on the installation, configuration, and management of common components of modern computer networks.

## **ITEC 2103 NETWORK OPERATIONS 1 CREDIT (30 Hours)**

Learn about network monitoring, documentation, and policies. Plan for and recover from disasters.

## **ITEC 2104 NETWORK SECURITY 2 CREDITS (60 Hours)**

Implement enterprise network security, apply hardening techniques, and learn to use common network security tools.

## **ITEC 2105 NETWORK TROUBLESHOOTING 1 CREDIT (30 Hours)**

Learn best practices for troubleshooting network issues; use appropriate software and tools to solve problems and support customers.

## **ITEC 3201 THREATS, ATTACKS, AND VULNERABILITIES 2 CREDITS (60 Hours)**

Deep dive into the various threats, attacks, and vulnerabilities that affect modern computer networks and endpoints.

## **ITEC 3202 NETWORK AND HOTS DESIGN, DEVICES, AND INFRASTRUCTURE 1 CREDIT (30 Hours)**

Learn how to design and implement host and network-based security features that include NAC, DMZ, and VPNs.

## **ITEC 3203 IDENTITY, ACCESS, AND ACCOUNT MANAGEMENT 1 CREDIT (30 Hours)**

Manage authentication, access, and accounting frameworks utilizing the most up-to-date tools available.

## **ITEC 3204 CRYPTOGRAPHY AND PKI 1 CREDIT (30 Hours)**

Hack into the world of encryption and public key infrastructure. Implement secure encryption methods. Use various applications to crack password hashes.

## **ITEC 3205 WIRELESS THREATS, VIRTUALIZATION, CLOUD SECURITY, AND MOBILE DEVICE SECURITY 1 CREDIT (30 Hours)**

Counter wireless threats and learn how to implement security measures on mobile devices, virtualized networks, and in the cloud.

## **ITEC 3206 SECURING DATA AND APPLICATIONS, SECURITY ASSESSMENTS 1 CREDIT (30 Hours)**

Develop strategies to secure web applications from attack. Learn secure application development procedures. Gain practical experience using tools associated with security assessments and ethical hacking.

## **ITEC 3207 INCIDENT RESPONSE, FORENSICS, AND RECOVERY 1 CREDIT (30 Hours)**

Learn how to investigate malicious activity and use digital forensic tools to collect and retain evidence in compliance with State and Federal laws. Implement strategies to recover from an attack.

# Course Descriptions

## **ITEC 3208 GOVERNANCE, RISK, AND COMPLIANCE 1 CREDIT (30 Hours)**

Discover the legal aspects and ramifications involved in cybersecurity. Implement data and privacy security in compliance with local, state, national, and international laws.

## **MDHS 1002, 1012) EXERCISE SCIENCE/SPORTS MEDICINE 4 CREDITS (120 Hours)**

Learn components of exercise science/sports medicine, including exploration of therapeutic careers, medical terminology, anatomy and physiology, first-aid, injury prevention principles, the healing process, rehabilitation techniques, therapeutic modalities, sport nutrition, sport psychology, and performance enhancement philosophies.

## **MDHS 1003, 1004 MEDICAL ANATOMY 4 CREDITS (120 Hours)**

Learn the structure and function of the human body. Review all organ systems including disease processes and diagnostic treatment modalities.

## **MDHS 1006 INTRO TO HEALTH 2 CREDITS (60 Hours)**

Discover career possibilities in health care and options for health science and health technology programs. Receive introductions to anatomy and physiology, medical terminology, medical ethics, diseases, and disorders. You will be prepared for Medical Anatomy/Physiology course and/or a variety of health technology programs.

## **MDHS 1007 EMERGENCY MEDICAL RESPONDER 2 CREDITS (60 Hours)**

Prepare for the first steps of EMS. Although Emergency Medical Responder is not a license to work as an EMT, it will prepare you to go on to become an EMT.

## **MDHS 1008 MEDICAL MATH 2 CREDITS (60 Hours)**

This course integrates medical-physiological concepts and mathematics. Be engaged in math activities including problem solving, reasoning and proof, communication, connections, and representations.

## **MEDA 1105 MEDICAL TERMINOLOGY 2 CREDITS (60 Hours)**

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

## **MEDA 1401 MEDICAL ANATOMY & PHYSIOLOGY 4 CREDITS (120 Hours)**

Study the structure and function of the human body. Review all organ systems including disease processes and diagnostic treatment modalities.

## **MEDA 2112 MEDICAL OFFICE MANAGEMENT 12 CREDITS (360 Hours)**

Learn the fundamentals of operating and managing the medical office including billing, coding, and managing electronic medical records.

## **MEDA 2123 CLINICAL LABORATORY PROCEDURES 8 CREDITS (240 Hours)**

Practice the skills necessary to perform diagnostic testing, minor surgery procedures, laboratory safety procedures, and the collection and testing of laboratory specimens.

## **MEDA 2301 MEDICAL ASSISTANT EXTERNSHIP 3 CREDITS (160 Hours)**

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

## **NAHA 1010 NURSING ASSISTANT CLINICAL 1 CREDIT (24 Hours)**

Clinical experience for nursing assistant students.

## **NAHA 1016 NURSING ASSISTANT CLASSROOM 2 CREDITS (90 Hours)**

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

## **NRSG 1005 FOUNDATIONS OF NURSING PRACTICE 8 CREDITS (240 Hours)**

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

## **NRSG 1005C FOUNDATIONS OF NURSING PRACTICE - CLINICAL 2 CREDITS (90 Hours)**

Clinical experience for practical nursing students.

## **NRSG 1105 NURSING CARE OF CLIENTS WITH MENTAL/BEHAVIORAL DISORDERS 2 CREDITS (60 Hours)**

This didactic course focuses on the care of patients across the lifespan facing psychological and emotional stressors. Emphasis is placed on common mental health disorders as well as promoting and maintaining the mental health of individuals and families. Foundational concepts addressed in this course are patient-centered care, teamwork and collaboration, evidence-



# Course Descriptions

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based practice, safety, patient education, professionalism, communication, and leadership. Students achieve mental health first aid certification to prepare them to care for clients having mental health crises in any setting.

## **NRSNG 1205 PHARMACOLOGY I 1 CREDIT (60 Hours)**

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

## **NRSNG 2005 MEDICAL SURGICAL NURSING CARE OF THE ADULTS 3 CREDITS (90 Hours)**

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

## **NRSNG 2005C MEDICAL SURGICAL NURSING CARE OF THE ADULTS - CLINICAL 2 CREDITS (120 Hours)**

Clinical experience for practical nursing students.

## **NRSNG 2105 NURSING CARE OF WOMEN AND CHILDREN 2 CREDITS (60 Hours)**

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

## **NRSNG 2105C NURSING CARE OF WOMEN AND CHILDREN - CLINICAL 2 CREDITS (90 Hours)**

Clinical experience for practical nursing students.

## **NRSNG 2205 PHARMACOLOGY II 2 CREDITS (60 Hours)**

This didactic course provides a continuing discussion about the principles of pharmacology including pharmacokinetics,

pharmacodynamics, common adverse/side effects, and contraindications. Emphasis is placed on drug classifications and nursing care related to the safe administration of medications to patients across the life span. Foundational concepts addressed in this course are patient-centered care, teamwork and collaboration, evidence-based practice, safety, patient education, professionalism, and communication.

## **NRSNG 2305 LEADERSHIP CONCEPTS FOR THE LPN 1 CREDIT (30 Hours)**

This didactic course facilitates the transition of the student to the role of an LPN. Emphasis is placed on issues related to nursing and health care as well as skills necessary to provide care to multiple patients and assign tasks to other LPNs and unlicensed personnel. Foundational concepts addressed in this course are patient-centered care, teamwork and collaboration, safety, professionalism, communication, and leadership. Concepts related to leadership and management are presented as well as career development options that enhance career mobility.

## **OSHA 10 GI GENERAL INDUSTRY 10 HOURS**

Designed for entry level workers. Promotes workplace safety and health and makes workers more knowledgeable about workplace hazards and their rights.

## **PETT 1000 ENVIRONMENTAL GEOSCIENCE 2 CREDITS (60 Hours)**

Learn many components of our environment, including the human impact on our planet. Areas of study include energy concepts, earth systems, and sustainable systems.

## **PETT 1005 INTRODUCTION TO Lease Operating 1 CREDIT (50 Hours)**

Gain knowledge of the history of the oil and gas industry. Gain a basic understanding of the equipment used on location and the duties needed to perform the required tasks on an oil or gas well location. Training and mock exercises provide confidence and understanding to help an introductory pumper be successful.

## **PETT 1200-24 WELL CONTROL SUPERVISOR 1 CREDIT (30 Hours)**

Gain in-depth knowledge of well control and blowback control to safely supervise a drilling crew and ensure safety of the employees on site as well as the drilling equipment. Learn using three state-of-the-art well control simulators with top-of-the-line computer software and hardware, and a main display producing 3-D graphics needed to facilitate a realistic training environment.

## **PETT 1303 HAZWOPER 40 HOURS**

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

## **PETT 1306 HAZWOPER 24 HOURS**

Provides the training necessary to ensure the safety of response personnel when taking action to contain and control releases of hazardous material that have impacted the workplace and/or community.



# Course Descriptions

## **PETT 1309 HAZWOPER 8 HOURS**

Annual refresher course for the HAZWOPER 40- and 24-hour courses.

## **PETT 2220-24 WELL CONTROL WORKOVER OPERATOR**

### **1 credit (35 Hours)**

Learn to mitigate and manage risks as well as principles and calculations to maintain adequate pressure. Understand the philosophy and operations of barrier systems. Train on the possible causes of detection of influxes. Identify the types and functions of fluids. Learn equipment utilized in the wellbore above and below ground and procedures used during well entry, workover operations, and shut in. Cover the objectives and techniques of well kill including bullheading, lube and bleed, forward and reverse circulation, and pump startup and shutdown. Discuss uncommon situations. Learn operations in organizing a well control operation.

## **PHMT 1010 PHARMACY PRACTICE**

### **1 CREDIT (50 Hours)**

Learn the principles of pharmacy practice with an introduction to pharmacy skills. Develop an understanding of community and institutional pharmacy practice while building professionalism in the pharmacy field.

## **PHMT 1020 PHARMACY CALCULATIONS**

### **2 CREDITS (36 Hours)**

Develop the math skills needed to perform duties in a pharmacy.

## **PHMT 1030 PHARMACOLOGY I**

### **2 CREDITS (54 Hours)**

Gain an overview of pharmacology and the major classes of pharmaceutical products.

## **PHMT 1040 PHARMACY SIMULATION I**

### **2 CREDITS (50 Hours)**

Learn and practice essential pharmacy skills for both a community and institutional pharmacy practice.

## **PHMT 1050 PHARMACOLOGY II**

### **1 CREDIT (80 Hours)**

Learn major classes of pharmaceutical products as well as chemotherapy and other miscellaneous pharmaceutical products.

## **PHMT 1060 COMPOUNDING**

### **1 CREDIT (40 Hours)**

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

## **PHMT 1070 NATIONAL CERTIFICATION PREP**

### **1 CREDIT (20 Hours)**

Review drugs and drug therapies, pharmacy duties and regulations, and dispensing processes.

## **PHMT 1080 PHARMACY SIMULATION II**

### **2 CREDITS (70 Hours)**

Demonstrate non-sterile, extemporaneous compounding skills, aseptic technique skills, and sterile and hazardous compounding.

## **PHMT 1090 PHARMACY EXTERNSHIP**

### **4 CREDITS (200 Hours)**

Rotate between various pharmacies to become proficient in pharmacy practice.

## **SAFT 1013 RESPIRATORY PROTECTION PACKAGE**

### **4 HOURS**

Includes the medical evaluation for wearing a respirator, the theory training and fit testing.

## **SAFT 1021 H2S COMPLIANCE**

### **2 HOURS**

Awareness level training including the properties of detection and management of H2S gases, meets OSHA requirements.

## **SAFT 1023 MEDIC FIRST AID/CPR WITH AED**

### **5 HOURS**

Meet OSHA and other federal and state regulatory requirements for training employees on how to respond to and care for medical emergencies at work. Child/infant endorsement and basic refresher courses available.

## **SAFT 1024 CHILD/INFANT ENDORSEMENT TO MEDIC FIRST AID**

### **1.5HRS**

Supplemental training to the Medic First Aid course. Intended to facilitate certification in Child/Infant CPR and AED.

## **SAFT 1028 DEFENSIVE DRIVING PASSENGER CAR**

### **4 HOURS**

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

## **SAFT 1202 PEC H2S CLEAR**

### **4 HOURS**

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

## **SAFT 1203 PEC SAFELAND USA**

### **8 HOURS**

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

## **SAFT 1306 CONTRACTOR CONTINUING ED**

### **3 HOURS**

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

## **SAFT 1307 CONTRACTOR CONTINUING ED**

### **6 HOURS**

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

# Course Descriptions

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## **SAFT 1702 INCIPIENT FIRE TRAINING 1 HOUR**

Learn incipient fire training.

## **STEC 1000 INTRODUCTION TO SURGICAL TECHNOLOGY 2 CREDITS (60 Hours)**

Discover the surgical technology profession and develop the fundamental concepts and principles necessary to successfully participate on a surgical team. Focus on the team approach to surgical patient care. Information presented in this course includes an introduction to the surgical environment, potential hazards that can be dangerous to both the surgical

## **STEC 1025 MICROBIOLOGY AND INFECTION CONTROL 1 CREDIT (30 Hours)**

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

## **STEC 1030 SURGICAL PHARMACOLOGY 2 CREDITS (60 Hours)**

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

## **STEC 1045 PRINCIPLES AND PRACTICES OF SURGICAL TECHNOLOGY 3 CREDITS (90 Hours)**

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

## **STEC 1071 SURGICAL PROCEDURES I 2 CREDITS (60 Hours)**

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

## **STEC 1081 SURGICAL PROCEDURES II 2 CREDITS (60 Hours)**

Explore various surgical specialties including plastic and reconstructive surgery, orthopedic surgery, neurosurgery, cardiothoracic surgery, and peripheral vascular surgery. Learn anatomy and physiology for the related body systems and pathophysiological processes that indicate the need for surgical intervention. Focus on the steps of the patient preparation, surgical procedures, and applicable instrumentation specific to surgeries.

## **STEC 1086 SURGICAL PROCEDURES III 3 CREDITS (90 Hours)**

Explore various surgical specialties including plastic and reconstructive surgery, orthopedic surgery, neurosurgery, cardiothoracic surgery, and peripheral vascular surgery. Learn anatomy and physiology for the related body systems and pathophysiological processes that indicate the need for surgical intervention. Focus on the steps of the patient preparation, surgical procedures, and applicable instrumentation specific to surgeries.

## **STEC 2010 SEMINAR IN SURGICAL TECHNOLOGY 1 CREDIT (30 Hours)**

The student has, at this point, acquired the knowledge and skills necessary to become employed as an entry-level Surgical Technician. However, there is much more to a professional career than just "getting the job." Professionalism implies that a worker demonstrates characteristics that will enable them to continue to progress and change with the career. This course discusses factors associated with making career decisions that can enhance a surgical technician's professional growth and success.

## **STEC 2025, 2035, 2045, 2055 SURGICAL TECHNOLOGY PRACTICUM (Clinical) 8 CREDITS (420 Hours)**

Discover the clinical environment and experience the basic skills required for the profession. Experience the opportunity to complete required surgical technology procedures through active participation as a part of the surgical team. Focus on demonstrating increasing knowledge and participation on routine procedures for general and specialty surgical procedures. These courses may be a co-requisite with Surgical Procedures and require, at minimum, 4 days a week (8-hour days) clinical externship.

## **TDRV 1100 COMMERCIAL DRIVER LICENSE PRACTICUM AND THEORY 7 CREDITS (210 Hours)**

Discover basic truck driving, including all the basics needed to prepare to pass federal and state requirements to obtain a Learners Permit. Learn a comprehensive state truck driving course for the commercial truck driver. Practice driving under the direction of a qualified instructor in a variety of driving environments.

# Course Descriptions

## **TDRV 5011 LCV**

### **3 CREDITS (90 Hours)**

Learn theory and behind-the-wheel training on orientation, safe operation, and practices. This includes driver qualifications, vehicle configurations, coupling and uncoupling, weight consideration, and safe transport of loads commonly transported by LCVs.

## **TDRV 5012 ADVANCED ENERGY LIVE LOAD**

### **5 CREDITS (150 Hours)**

Train on the safety considerations for hazards that may be encountered by the driver as well as the loading and unloading of common LCV loads, proper handling of product, and behind-the-wheel practice with these loads.

## **TEBP 1140 SPREADSHEETS**

### **2 CREDITS (60 Hours)**

Learn essential spreadsheet features needed to create worksheets by entering and editing data. Explore formulas and functions, visual elements, and formatting.

## **TEBP 1550 BUSINESS COMMUNICATION**

### **3 CREDITS (90 Hours)**

Learn best practices for planning, composing, and revising professional business messages. Explore the importance of using proper mechanics, knowing the intended audience, and organizing messages to communicate successfully.

## **TEBP 1850 OFFICE PROFESSIONAL**

### **3 CREDITS (90 Hours)**

Learn the skills necessary for an administrative professional to complete a variety of support documents. Practice working and communicating efficiently to facilitate the success of their organization.

## **WELD 1000 INTRO TO WELDING**

### **2 CREDITS (60 Hours)**

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

## **WELD 1060 BASIC SOLIDWORKS**

### **2 CREDITS (60 Hours)**

Learn to sketch and create basic solid models using extrusion, sweeping, and lofting as well as basic assembly modeling.

## **WELD 1251 ARC CUTTING & GOUGING-WELD INSPECTION**

### **2 CREDITS (60 Hours)**

Properly set up and operate a plasma cutting/gouging machine, air carbon arc, and perform accurate weld inspection. The course also includes OSHA training.

## **WELD 1301 BEGINNING SHIELDED METAL ARC WELDING (SMAW)**

### **2 CREDITS (60 Hours)**

Learn machine anatomy and setup, rod identification and application, and basic SMAW safety.

## **WELD 1311 ADVANCED SHIELDED METAL ARC WELDING (SMAW)**

### **2 CREDITS (60 Hours)**

Learn how to prep plates for and perform groove welds and learn how to prep coupons for and weld pipe.

## **WELD 1401 BEGINNING GAS METAL ARC WELDING (GMAW)**

### **2 CREDITS (60 Hours)**

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

## **WELD 1411 ADVANCED GAS METAL ARC WELDING (GMAW)**

### **2 CREDITS (60 Hours)**

Learn how to set up and operate a GMAW machine for axial spray transfer, solid wire groove welds and FCAW.

## **WELD 1600 BEGINNING GAS TUNGSTEN ARC WELDING (GTAW)**

### **2 CREDITS (60 Hours)**

Learn machine anatomy and setup and how to perform fillet welds.

## **WELD 1610 INTERMEDIATE GAS TUNGSTEN ARC WELDING (GTAW)**

### **2 CREDITS (60 Hours)**

Train using the gas tungsten arc process welding on aluminum and stainless steel.

## **WELD 1620 ADVANCED GAS TUNGSTEN ARC WELDING (GTAW)**

### **2 CREDITS (60 Hours)**

Demonstrate mastery by passing groove weld tests on mild steel, stainless steel, and aluminum.

## **WELD 2201 BASIC FABRICATION**

### **2 CREDITS (60 Hours)**

Learn how to read blueprints, layout parts, and do basic welding math. Learn basic job skills such as writing a resume and how to do a job interview.

## **WELD 2215 ADVANCED FABRICATION AND TECHNICAL LAYOUT**

### **2 CREDITS (60 Hours)**

Learn to interpret advanced blueprints while developing an understanding of material identification and welding math. Do a deep dive into technical layout as you create and build from your very own blueprint.

## **WELD 2225 REPETITIVE MANUFACTURING**

### **2 CREDITS (60 Hours)**

Learn how repetitive manufacturing works. In the welding industry, you often need to produce the same part multiple times. Learn techniques like jigs and fixtures that help hold dimensional tolerances. Use CNC machinery and 2D Cad programming to help aid in the manufacturing process.

# Course Descriptions

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## **WELD 2300 PIPE WELDING**

### **2 CREDITS (60 Hours)**

Learn pipe welding techniques related to pipelines, petroleum related facilities, and waterworks on carbon steel pipe.

## **WELD 2303 ADVANCED PIPE**

### **2 CREDITS (60 Hours)**

Continuation of the training received in Pipe Welding (WELD 2300) with additional training in different types of certifications used in local industry, as well as some GTAW as it relates to pipe including pipe layout and fit-up.

## **WELD 2335 PIPE LAYOUT**

### **2 CREDITS (60 Hours)**

Measure, layout pipe projects, and read math that applies to pipe specifics.

## **WELD 2401 ADVANCED WIRE PROCESSES**

### **2 CREDITS (60 Hours)**

Learn advanced wire processes, regulated metal deposition, surface tension transfer, pulse aluminum, spray transfer and metal core, and stainless GMAW/FCAW.

## **WELD 2801 BASIC WELDED SCULPTURE**

### **2 CREDITS (60 Hours)**

Plan a sculpture through research, sketching, and material selection.

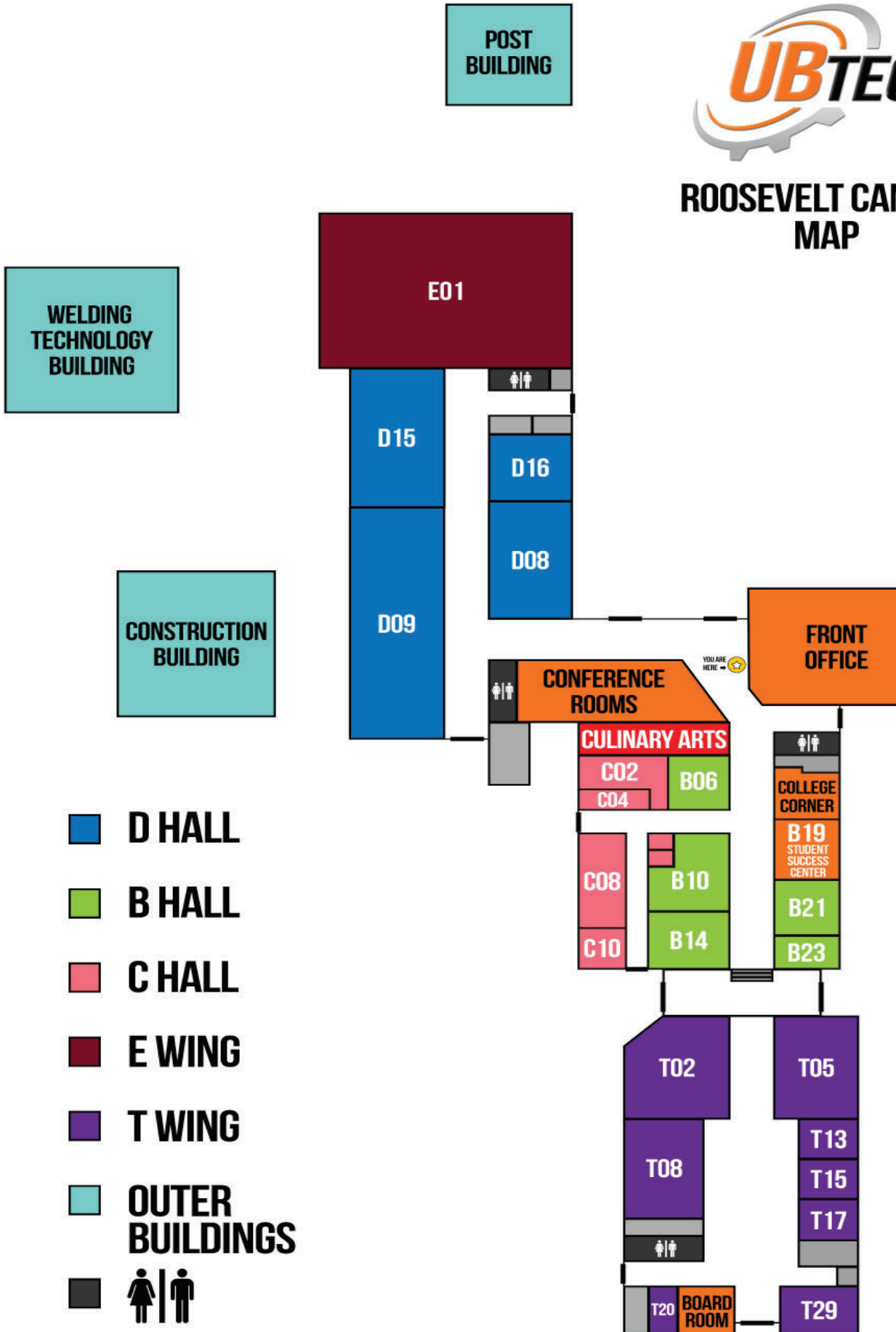
## **WELD 2802 ADVANCED WELDED SCULPTURE**

### **2 CREDITS (60 Hours)**

Construct sculpture, write an artist's statement, and build a portfolio.



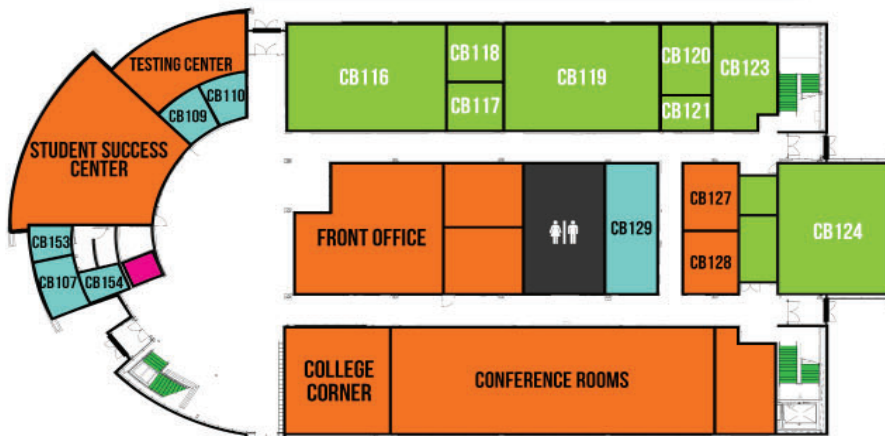
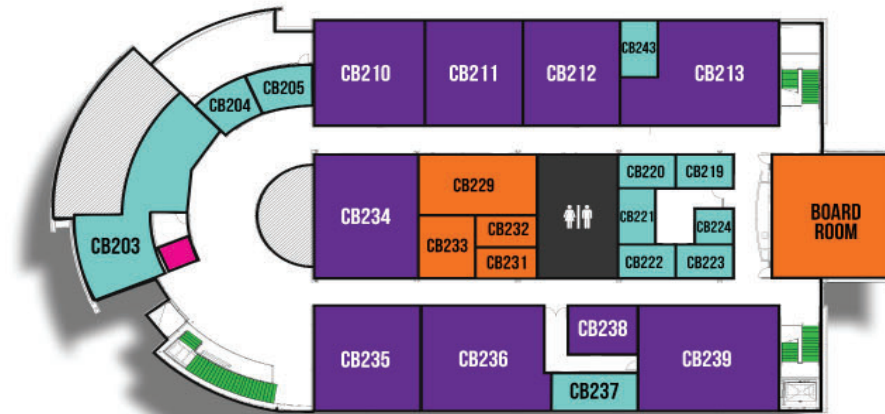
# ROOSEVELT CAMPUS MAP







## VERNAL CAMPUS MAP



- FIRST FLOOR CLASSROOMS
- SECOND FLOOR CLASSROOMS
- TRADE HALLWAY
- OUTER BUILDINGS
- OFFICES
- ♀/♂
- STAIRS
- ELEVATOR