Uintah Basin Technical College

A member of the Utah System of Higher Education

CATALOG and Student Handbook

2021-2022

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
Fax: (435) 725-7199

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

NOTICE OF NONDISCRIMINATION/ AVISO DE NO DISCRIMINACIÓN

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; 435.722.632; and the Section 504 Coordinator at 1100 E Lagoon Street, Roosevelt, Utah; michiel@ubtech.edu; 435-722-6932

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 10/18/2021

Uintah Basin Technical College ofrece programas de educación técnica y profesional (CTE) en negocios, servicios energéticos, enfermería, profesiones de la salud, oficios 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; 435.722.632; y el Coordinador de la Sección 504 en 1100 E Lagoon Street, Roosevelt, Utah; michiel@ubtech.edu; 435-722-6932

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 18/10/2021

Table of Contents

TABLE OF CONTENTS 3
BOARD OF TRUSTEES 5
COLLEGE PRESIDENT'S MESSAGE 6
COLLEGE CALENDAR 7
GENERAL INFORMATION 8
- Campuses 8
- A Brief History of UBTech 9
- Mission Statement 10
- Core Values 10
- Accreditation 10
- Building Operation & Maint. Plan 10
- Custom Fit Training 10

STUDENT HANDBOOK 11
- Admissions 11
- Career Counseling & Testing 11
- Transfer Policy 12
- Tuition Policy 12
- Student Fees 12
- Refund Policy 13
- Financial Aid 13
- VA Educational Benefits 14
- Scholarships 14
- Sponsoring Agencies 14
- Disability Services 14
- Attendance 14
- Enrollment 15
- Grading Procedures 15
- Satisfactory Progress 15
- Withdrawal Policy 15
- Leave of Absence 15
- Transcripts 16
- Bookstore 16
- Book Returns 16
- Learning Resources 16
- Certificates 16
- Confidentiality of Records 16
- FERPA & Directory Information 16
- Publications Policy 18
- Crime Statistics Report 18
- Campus Security 18
- Phone Calls/Emergency Calls 18
- Utah Safety Law 18
- Incident Reporting 18
- School Accident Reimbursement 18
- Parking on Campus 19
- Children 19
- Drug & Alcohol Free Environment 19
- Student Code of Conduct 19
- Sanctions for Misconduct 22
- Appeal of Sanctions 23
- Student Grievance Procedure 23
- Student Consumer Complaints 24

FACULTY AND STAFF 25
PROGRAMS
- BUSINESS/INDUSTRY
  - Office Technician 30
  - Administrative Assistant 31
  - Business Manager 32
  - Civil Drafting Technician 33
  - Line Cook 34
  - Culinary Arts 35
  - Automation 36
  - IT Support Technician 37
  - Network Technician 38

Table of Contents

- Security Technician 39
- ENERGY SERVICES
  - CDL 40
  - Preventative Maintenance Technician 41
  - Heavy Duty Diesel 42
  - Well Control Supervisor 43
  - Well Control Workover Operator 44
- NURSING/HEALTH PROFESSIONS
  - Surgical Technologist 45
  - Medical Assistant 46
  - Nursing Assistant 48
  - Pharmacy Technician 50
  - Practical Nursing 52
- PEACE OFFICER STANDARD AND TRAINING
  - Special Function Officer 54
  - Basic Correction Officer 55
  - Law Enforcement Officer 56
- TRADES
  - Tire and Lube Technician 57
  - Automotive Maintenance & Light Repair 58
  - Auto Technology 59
  - Cabinetry 60
  - Construction Technology 61
  - Electrical Technician 62
  - Residential Construction 63
  - Welding Basic Technician 64
  - Welding Intermediate Technician 65
  - Welding Advanced Technician 66
- COURSES
  - Electrical Apprentice 67
  - Farm & Ranch Business Management 68
  - Medical 69
  - Environmental GeoScience 69
  - Safety 70
- COURSE DESCRIPTIONS 72
- ROOSEVELT CAMPUS MAP 86
- VERNAL CAMPUS MAP 87

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

Kirk Bostick
Vice Chairperson

Danelle Brinkerhoff
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

Tim Negus
Board Member

Mark Thacker
Board Member

President's Resource & Review Utah System of Higher Education Board Representatives

Mike Angus

Alan Hall

President's Message

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

2021-2022 College Calendar

July 1, 2021 ..... New Fiscal Year Begins

July 5, 2021 ..... College Holiday *

July 23, 2021 ..... College Holiday *

August 17, 2021 ..... Faculty Development**

August 18, 2021 ..... Fall Retreat *

August 19 - 24, 2021 ..... Faculty Development**

August 25, 2021 ..... First Day of Fall Semester

September 6, 2021 ..... College Holiday*

September 7, 2021 ..... Faculty Development - Vernal**

October 14-15, 2021 ..... College Holiday*

October 18, 2021 ..... Faculty Development - Roosevelt**

November 19, 2021 ..... Faculty Development - Vernal**

November 24-26, 2021 ..... College Holiday*

December 22, 2021 ..... Faculty Development**

December 23 - 31, 2021 ..... College Holiday*

January 17, 2022 ..... College Holiday*

January 18, 2022 ..... Faculty Development - Roosevelt**

February 18, 2022 ..... Faculty Development - Vernal**

February 21, 2022 ..... College Holiday*

February 22, 2022 ..... Faculty Development - Roosevelt**

February 28, 2022 ..... Faculty Development - Vernal**

April 11 - 12, 2022 ..... Faculty Development - Roosevelt**

April 13, 2022 ..... Faculty Development**

April 14 - 15, 2022 ..... College Holiday *

April 18, 2022 ..... Faculty Development - Vernal**

May 4, 2022 ..... UBTech Graduation

May 27, 2022 ..... Last Day of High School

May 30, 2022 ..... College Holiday*

June 30, 2022 ..... Fiscal Year Ends

*School closed **School open but no classes

General Information

CAMPUSES

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

The main campus opened for students in 1977. It encompasses a 108,270 square foot brick structure and two outer buildings consisting of classroom, lab and shop space that houses 25 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 18 post-secondary programs.

General Information

A BRIEF HISTORY OF UBTECH

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

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

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

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

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

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

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

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

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

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 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

MISSION STATEMENT

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

UBTECH CORE VALUES

- Community Connectivity
- Employable Students
- Service Mindset

ACCREDITATION

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

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

BUILDING MAINTENANCE AND OPERATIONS PLAN

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

https://www.ubtech.edu/wp-content/uploads/2019/08/6.3.1-operation_maintenance_plan.pdf

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

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 workbooks, consumable materials, and program testing fees, high school age students may attend tuition-free as long as they are considered eligible based on the standards established by the Utah State Board of Education and the tuition policy approved by the Utah System of 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/open-exit structure for most programs. The College is open year round, Monday through Friday (closed on most state and federal holidays).

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

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

CAREER COUNSELING & TESTING

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

The Student Success Center offers a variety of tests to determine abilities, aptitudes, interests, and personality traits. Tests include Strong Campbell Interest and Myers Briggs Personality tests.

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

TRANSFER POLICY

Transfer From Another School to UBTech:

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

Transfer Between Programs at UBTech:

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

1. Meet with a Student Success Officer to complete an exit form and verify you meet the entrance requirements for the new program.
2. Once entrance requirements are met, the Student Success Officer will issue a preregistration for the new program.
3. Meet with the sponsoring agency and/or the Financial Aid Office if you are receiving financial assistance 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 hours a student is enrolled.

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

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

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

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

STUDENT FEES

- Program Enrollment Fee: $60
- Program Re-enrollment Fee: $20 (Applies if a student withdraws but returns within 12 months with the exception of structured programs).
- Structured program students and those returning after 12 months will pay the full program enrollment fee.

- Program Fees: Some programs 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, open-exit class or program:

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

Refunds for defined-entry, defined-exit classes:

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

No refund after 5 days.

Refunds for defined-entry, defined-exit programs:

Refunds of tuition and fees will be prorated up to the point that 33% of instruction has occurred;

No refund thereafter.

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

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

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

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

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

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

FINANCIAL AID

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

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

Typical Eligibility Requirements:

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

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

SINGLE WITHOUT DEPENDENTS LIVING WITH PARENTS		ALL OTHERS	
Tuition	$1,800	Tuition	$1,800
Books & Supplies	$1,038	Books & Supplies	$1,038
Program Fee	$60	Program Fee	$60
Room and Board	$3,192	Room and Board	$6,314
Personal Expenses	$1,890	Personal Expenses	$1,890
Transportation	$1,218	Transportation	$1,218
TOTAL	**$9,198**	**TOTAL**	**$12,320**

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

VA EDUCATIONAL BENEFITS

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

TO APPLY FOR VA EDUCATIONAL BENEFITS, STUDENTS MUST COMPLETE THE FOLLOWING STEPS:

1. Submit a Certificate of Eligibility to the SCO.
2. Apply online at www.benefits.va.gov
3. Meet with the SCO to review, sign, and date a Utah State Approving Agency Addendum.
4. The SCO will submit and certify VA Educational benefits on VAONCE.

SCHOLARSHIPS

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

SPONSORING AGENCIES

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

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

DISABILITY SERVICES

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

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

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

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

ATTENDANCE

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

ENROLLMENT

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

GRADING PROCEDURES

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

Instructors, in consultation with their 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 or state certification or licensure requirements. In this case both a Mastery grade and a letter grade will be listed on a student transcript.

Listed below is the grading scale for these programs:

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 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 – enrollment, rate work is completed and attendance. It is measured by use of a monthly progress factor, which is determined by dividing the hours of competencies completed and hours of attendance by the hours enrolled. One should try for a progress factor of 100%. An above average student should be able to achieve a progress factor even higher than that. Maintaining good attendance is the leading factor of successful program completion. Every effort should be made to attend 100% of your enrolled time.

WITHDRAWAL POLICY

The nature of our "open-entry/open-exit" enrollment system requires students to officially withdraw. Students desiring to exit from any program should officially withdraw through the Student 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.

LEAVE OF ABSENCE

Students may apply for a leave of absence if they are going to be absent from school for more than 10 consecutive days. The leave of absence stops the accrual of tuition on the day the leave of absence is granted. A leave of absence will not be granted for a period longer than 60 calendar days and is limited to a maximum of three leave requests in a single academic year. Leave of absence requests must be submitted in writing on the leave of absence form. Leave of absence forms are available at the Front Office. Leave of absence requests must be requested in advance. Exceptions may be granted if unusual circumstances occur. The request must include the reason for the requested leave, student signature, and date. Leave of absences will only be granted if the reason for the leave is appropriate, and there is a reasonable expectation that the student intends to return to

school after the leave. All financial obligations to the College must be met before a leave of absence request will be considered. A student on a leave of absence who does not return at the end of the approved period will be considered withdrawn from school and will be required to pay the re-enrollment fee upon return. PELL students who do not return may be liable for repayment of their PELL award if attendance and progress requirements have not been met.

TRANSCRIPTS

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

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 textbooks 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 clean, undamaged, 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.

CERTIFICATES

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

UBTech Certificates:

1. Certificate of Completion: A certificate that is awarded when all of the requirements of an approved program have been met.
2. Certificate of Skill Competence: A certificate that may be awarded for completion of a single class if all competencies have been demonstrated.

CONFIDENTIALITY OF RECORDS

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

UBTech's policy regarding the confidentiality of student records is in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA).

It is institutional policy to maintain as confidential all personally identifiable information in education records except those considered to be "directory information." Directory information is defined as that information which would not generally be considered harmful or an invasion of privacy. Designated directory information at UBTech includes: student name, program of study, dates of attendance, certificates, degrees and awards received, enrollment status, and photographs for school use only.

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

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

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

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

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 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. A copy of this report is available to students and the public online at https://www.ubtech.edu/wp-content/uploads/2020/11/2020-Annual-Security-Report-Combined.1.pdf.

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.

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

UTAH SAFETY LAW

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

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

INCIDENT REPORTING

Any student involved in an incident or accident on campus must complete an Incident Report form. These forms are used for College records and in the event of an insurance claim being filed by any party involved in an incident. Contact VP of Student 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 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 https://bpb.37a.myftpupload.com/wp-content/uploads/2020/07/2019-Consumer-Information2.pdf.

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 criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense.
- For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq.

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

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

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

Dress Code: Students should dress appropriately for the occupational environment for which they are training and to start acquiring wardrobes suitable for employment. Clothing should be appropriate for safety and effective performance of tasks in the area of training in which they are enrolled. Dress code may vary between training programs. Clothing must be clean and shall not be immodest, obscene, or create a hostile training or work environment for other individuals or themselves.
While it is not our intention to tell students how to dress, there are a few guidelines that we expect UBTech students to follow:

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

Free Expression on Campus

General Rights of Free Expression on Campus

1. The college upholds and promotes free expression on campus. Except as limited by regulations consistent with the law and this rule,

   a. all faculty, students, and staff have the right to express views and ideas, and are free to criticize, contest, and condemn views expressed on campus and

   b. neither the faculty, staff, nor students may obstruct, disrupt, suppress or otherwise interfere with the freedom of others to express views on the basis that they find those ideas hateful, immoral, or misguided.

2. The college's outdoor areas are a traditional public forum.

3. The college may not prohibit:

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

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

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

1. The college may reasonably regulate the time,

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

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

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

      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.

*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 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 Occupation 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 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

STUDENT CONSUMER COMPLAINTS

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

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

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

www.council.org

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

FT = Full-time PT = Part-time

FACULTY AND STAFF

PRESIDENT'S CABINET

Aaron Weight	College President	MSML Western Governor's University
Kyla Allred	Chief of Staff	BS Capella University
	Human Resource Manager	
Tammy Wilkerson	VP of Instructional Services	MS HRM Utah State University
Mark Dockins	VP of Instructional Services	EdD University of Wyoming
Keith Sprouse	VP of Administrative Services	BS Utah State University
Stephanie Carter	VP of Public Affairs & Student Advancement	BS Utah State University
Michiel Bostick	VP of Student Affairs	MS Utah State University

INSTRUCTIONAL SERVICES

Tammy Wilkerson	VP of Instructional Services	MS HRM Utah State University
Mark Dockins	VP of Instructional Services	EdD University of Wyoming
Lezlee Whiting	Senior Custom Fit Officer	BA Colorado State University
	Custom Fit Administrative Assistant	
Gary Duncan	**Director of Energy Services**	**High School Diploma**
Kimberli Wadsworth	Administrative Assistant Energy Services	High School Diploma
Ray Broadaway	FT CDL Instructor	CDL State of Utah
Braden "Bo" Dalton	FT CDL Instructor	CDL State of Utah
Al Elison	FT CDL Instructor	CDL State of Idaho
Mike Hurley	FT CDL Instructor	CDL State of Utah
Seth Taylor	FT CDL Instructor	CDL State of Utah
Tim Trujillo	FT CDL Instructor	CDL State of Utah
Bruce Duncan	PT CDL Instructor	CDL State of Utah
Keith Kron	PT CDL Instructor	CDL State of Utah
Robert Muraoka	PT CDL Instructor	CDL State of Utah
Justin Jorgensen	FT Heavy Duty Diesel Instructor	AS Colorado Aero Tech
	PT Instructional Assistant-Diesel	
Lindsey Ellingford	**Director of Nursing & Health Professions**	**MSN Grand Canyon University**
Kirby Shearwood	FT Administrative Assistant Health Professions	CNA UBATC
LaReesa Knight	FT Nursing Assistant Instructor	RN Weber State University
Alicia Webster	FT Nursing Assistant Instructor	RN Weber State University
Leigh Lloyd	FT Medical Assistant Instructor	Medical Assistant Certificate UBATC
Eric C Christensen	FT Pharmacy Technology Coordinator	AS Utah State University

FACULTY AND STAFF

Taryn Howcroft	PT Pharmacy Technician Instructor	Pharmacy Technician Certificate UBATC
Andrelee Birchell	FT Practical Nursing Instructor	MSN-ED, RN Western Governor's University
Jeanie Luck	FT Practical Nursing Instructor	BSN Western Governor's University
Loralee Reary	FT Practical Nursing Instructor	RN Weber State University
Elise Ruttenbur	FT Practical Nursing Instructor	BSN Western Governor's University
Bailee Bird	FT Surgical Technologist Instructor	Certified Surgical Technologist
Mindee Baum	PT Surgical Technologist Instructor	AS Dixie State University
Adam Rockwood	FT Simulation Coordinator	BS University of Utah
Kim Fletcher	FT Health Occupations Instructor	BS BYU Idaho
Jaime Lynn Dean	PT Practical Nursing Instructor	RN Utah State University
Kelsie Dunsmore	PT Practical Nursing instructor	RN Eastern Arizona College
Becky Hermann	PT Adjunct Faculty	RN, BSN BYU Idaho
Terri Horrocks	PT Adjunct Faculty	RN Weber State University
Tina Hunter	PT Adjunct Faculty	BS Idaho State University
Kasaundra Leishman	PT Adjunct Faculty	RN, BSN Weber State University
Lacie Maylett	PT Adjunct Faculty	LPN UBTech
Denise Reynolds	PT Adjunct Faculty	RN, AS Utah State University
Angala Thompson	PT Adjunct Faculty	RN, BS University of Utah
Katie Waller	PT Adjunct Faculty	Pharmacy Technician, UBATC
Rachel Wills	PT Adjunct Faculty	RN, AS Utah State University
Tim Miller	**Director of Business and Trades - Roosevelt**	**MS Utah State University**
Greg Keel	FT Automotive Instructor	ASE Master Technician
Brant McKeachnie	FT Automotive Instructor	AS Utah State University
Bryce VanderLinden	PT Automotive Instructional Assistant	Automotive Maintenance & Light Repair, UBTech
Lyndsay Brown	FT Business Instructor	PhD University of Florida
Aaron Reary	FT Cabinetry Instructor	General Contractor License
Preston Sleight	PT Cabinetry Instructional Assistant	Cabinetry Certificate UBTech
Kolton Hunter	FT Construction Instructor	BS Utah State University
Chris Taggart	FT Culinary Arts Instructor	BS New England Culinary Institute
Alec Foster	FT Culinary Arts Instructor	Culinary Arts Certificate UBTech
Brant Monsen	FT Electrical Instructor	Electrican, State of Utah
Heber Hamilton	FT IT/Automation Instructor	UBTech Security Technician
Jeremy Sells	FT Automation/IT Instructor	CompTIA Security+
Ken Pugh	FT Residential Construction Instructor	General Contractor License

FACULTY AND STAFF

Kevin Mitchell	FT Welding Instructor	AWS Certified Welder
Rick Prather	FT Welding Instructor	Welding Advanced Technician Certificate UBATC
Kelly Bird	PT Welding Instructor	Auto Technology Certificate UBATC
Craig Mitchell	PT Welding Instructor	BS Utah State University
Taija Jackson	**Director of Business and Trades - Vernal**	**BS Utah State University**
Tyler McKee	FT Automotive Instructor	MBA Western Governor's University
Drake Porter	PT Automotive Instructional Assistant	Auto Technology Cerficate UBTech
Kurt Case	FT Business Instructor	Business Owner
Daniel Tucker	FT Cabinetry Instructor	AAS Utah Valley University
Sam Baker	FT Civil Drafting Instructor	AS Utah Valley University
Eric Christensen	FT Construction Instructor	General Contractor License State of Utah
Stephen Ward	FT Environmental Geoscience Instructor	MS Brigham Young University
Dave Gillman	FT Farm Agriculture Instructor	BS Utah State University
John Ipson	FT IT Instructor	Computer Technology Certificate, UBATC
Jeff Taniguchi	FT Welding Instructor	BS Utah State University
Ryan Taylor	FT Welding Instructor	Welding Advanced Technician Certificate UBATC
Travis Tucker	**Director of POST Satellite Academy**	**POST Certified Instructor**
Joshua Bird	PT POST Instructor	POST Certified Instructor
Keith Campbell	PT POST Instructor	POST Certified Instructor
Jeffery Chugg	PT POST Instructor	BA Utah State University
Bryant Cook	PT POST Instructor	POST Certified Instructor
Andrew Cox	PT POST Instructor	POST Certified Instructor
Jason Curry	PT POST Instructor	POST Certified Instructor
Jeremy Curry	PT POST Instructor	POST Certified Instructor
Laconna Davis	PT POST Instructor	POST Certified Instructor
Travis Givens	PT POST Instructor	POST Certified Instructor
Jared Harrison	PT POST Instructor	POST Certified Instructor
Leonard Isaacson	PT POST Instructor	POST Certified Instructor
Kimberly Kay	PT POST Instructor	BS Utah State University
David Lacy	PT POST Instructor	POST Certified Instructor
Ammon Manning	PT POST Instructor	BS Utah State University
Troy Marx	PT POST Instructor	AS Utah State University
Clayton Mathews	PT POST Instructor	POST Certified Instructor
Brandon Meadows	PT POST Instructor	POST Certified Instructor

FACULTY AND STAFF

Jordan Thompson	PT POST Instructor	POST Certified Instructor
Mark Watkins	PT POST Instructor	BA University of Phoenix
Chad Watt	PT POST Instructor	Weber State University
Anthony Wilcox	PT POST Instructor	JD Phoenix School of Law
Diane Macdonald	**Director of Curriculum and Instructional Quality**	**BS Utah State University**
Brandon Aycock	PT Learning Development	BS Utah State University
Angela Hanberg	FT Instructional Designer	Business Owner
	PT Vernal Computer Lab	
Amy Snow	PT Roosevelt Computer Lab	BA Brigham Young University

ADMINISTRATIVE SERVICES

Keith Sprouse	VP of Administrative Services	BS 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
Cody Peterson	**Facilities Manager**	**High School Diploma**
Eric Underwood	FT Construction Maintenance Specialist	High School Diploma
	FT Construction Maintenance Specialist	
Travis Keyser	FT Maintenance Specialist	AS Utah Valley University
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
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
	Business Operations Manager	
Erin Brotherson	FT Accounting Specialist	AS Utah State University
Diane Wolfinjer	FT Accounts Payable Specialist	High School Diploma
Cherilyn Souders	PT Lead Bookstore Specialist	BS Southern Utah University
Kayla Underwood	PT Lead College Store Specialist	

STUDENT AFFAIRS

Michiel Bostick	VP of Student Affairs	MS Utah State University
Trinity Long	FT Student Success Officer	Administrative Assistant Certificate UBTech
Holly Mickelson	FT Student Success Officer	BA University of Wyoming
Karen Secrest	FT Financial Aid Officer	Business Pathway Certificate BYU Idaho
Camille Carner	FT Financial Aid & Data Specialist	Business Pathway Certificate BYU Idaho

Sasha Bolt	FT Data & Registration Specialist	Business Technology Certificate UBATC
	FT Lead Registrar Roosevelt	
Deniele Malnar	FT Associate Registrar Vernal	High School Diploma
	PT Registrar Assistant	
Catherine Oman	PT Testing Specialist	High School Diploma

PUBLIC AFFAIRS & STUDENT ADVANCEMENT

Stephanie Carter	VP of Public Affairs & Student Advancement	BS Utah State University
Heather Lowry	FT Chief Development Officer	BS University of Maryland
Carolyn Norris	FT Executive Assistant	AA BYU Idaho
Jenalee Moynier	FT Senior Recruiter & Diversity Officer	AA College of Eastern Utah
McKenzie Christensen	FT College Recruiter	High School Diploma
Dakota Bruns	FT Marketing Designer	Graphic Design Certificate Black Hills State University
Dylan Larino	FT Webmaster/Digital Communication Specialist	MA University of Oklahoma

FT = Full-time PT = Part-time

Office Technician

OFFICE TECHNICIAN AT A GLANCE

Program Length: 240 Hrs
Open Entry/Open Exit
Average Completion Time 12 weeks

Program Cost Estimate*

Tuition: $480
Fees: $300
Books & Supplies: $408
Tuition and fees are based on program completion in the hours specified for the program length.
Program costs are subject to change.

Federal Financial Aid: NO
VA Qualified: YES

Student Entrance Requirements

Math 8.0 Grade Level
Language 8.0 Grade Level
Keyboarding 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 Technician program provides skills necessary to work in an entry level office environment.

PROGRAM

The Office Technician program is designed to train students in basic office skills to work in an entry level office setting. Students review English and math skills that are desirable in business. Students build keyboarding and 10-key skills, draft professional emails using appropriate formatting, and gain confidence in their phone skills including answering the phone, taking messages, and leaving appropriate voicemail messages. Students receive basic computer training using industry standard software. Students develop professional habits by 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 TECHNICIAN		
CORE COURSES (240 HOURS REQUIRED)		
BTEC 1510	Business English	60
BTEC 1045	Basic Office Skills	60
BTEC 1020	Math Essentials	60
BTEC 1530	Professionalism	60
	TOTAL	240

Administrative Assistant

Adminstrative 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 take students to a more advanced office environment career. While continuing to attend meetings, students will increase their knowledge of office software and data organization. Students will add accounting skills for both a service and merchandise business and learn the power of QuickBooks accounting software. 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 (600 HOURS REQUIRED)		
BTEC 1510	Business English	60
BTEC 1045	Basic Office Skills	60
BTEC 1020	Math Essentials	60
BTEC 1530	Professionalism	60
BTEC 1130	Word Processing	60
ACCT 1330	Accounting I	60
BTEC 1151	Data Processing	60
ACCT 1340	Accounting II	60
BTEC 1520	Office Communication	60
ACCT 2311	QuickBooks	60
	TOTAL	600

ADMINISTRATIVE ASSISTANT AT A GLANCE

Program Length: 600 Hrs
Open Entry/Open Exit
Average Completion Time 30 weeks

Program Cost Estimate*

Tuition: $1200
Fees: $660
Books & Supplies: $408
Tuition and fees are based on program completion in the hours specified for the program length.
Program costs are subject to change.

Federal Financial Aid: NO
VA Qualified: YES

Student Entrance Requirements

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

Hours Available

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

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

Business Manager

BUSINESS MANAGER AT A GLANCE

Program Length: 900 Hrs
Open Entry/Open Exit
Average Completion Time 45 weeks

Program Cost Estimate*

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

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 (900 HOURS REQUIRED)		
BTEC 1510	Business English	60
BTEC 1045	Basic Office Skills	60
BTEC 1020	Math Essentials	60
BTEC 1530	Professionalism	60
BTEC 1130	Word Processing	60
ACCT 1330	Accounting I	60
BTEC 1151	Data Processing	60
ACCT 1340	Accounting II	60
BTEC 1520	Office Communication	60
ACCT 2311	QuickBooks	60
BTEC 1522	Digital Communication	60
BTEC 1532	Marketing Communication	60
BTEC 2040	Office Management	60
BTEC 2080	Collaboration	60
BTEC 2090	Applied Skills	60
	TOTAL	900

Civil Drafting Technician

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

PROGRAM

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

CAREER POSSIBILITIES

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

CIVIL DRAFTING TECHNICIAN		
CORE COURSES (360 HOURS REQUIRED)		
DRFT 1005	CAD Architecture Design I	60
DRFT 2005	CAD Architecture Design II	60
DRFT 1011	CAD Mechanical Design I	60
DRFT 2011	CAD Mechanical Design II	60
DRFT 2720	Civil 3D I	60
DRFT 2725	Civil 3D II	60
	TOTAL	360

CIVIL DRAFTING TECHNICIAN AT A GLANCE

Program Length: 360 Hrs
Open Entry/Open Exit
Average Completion Time 18 weeks

Program Cost Estimate*

Tuition: $720
Fees: $420
Books & Supplies: $482
Tuition and fees are based on program completion in the hours specified for the program length.
Program costs are subject to change.

Federal Financial Aid: NO
VA Qualified: YES

Student Entrance Requirements

Math 9.0 Grade Level
Reading 9.0 Grade Level
Keyboarding 30 WPM
Pass the Computer Literacy Test
Available to secondary and post-secondary students

Hours Available

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

Line Cook

LINE COOK AT A GLANCE

Program Length: 240 Hrs
Open-Entry, Open-Exit
Average Completion Time 12 weeks

Program Cost Estimate*

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

Federal Financial Aid: NO
VA Qualified: 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

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

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

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 (240 HOURS REQUIRED)		
CULA 1011	Culinary Arts I	90
CULA 1101	Garde Manger I	90
CULA 1031	Line Cooking	60
	TOTAL	240

Culinary Arts

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 (840 HOURS REQUIRED)		
CULA 1011	Culinary Arts I	90
CULA 1016	Serv Safe Sanitation	30
CULA 1021	Culinary Arts Math	30
CULA 1101	Garde Manger I	90
CULA 1031	Line Cooking	60
CULA 1041	Soups, Stocks, and Sauces	90
CULA 1051	Culinary Arts II	90
CULA 1201	Baking I	120
CULA 1061	Culinary Arts III	60
CULA 1071	Vegetables, Grains, & Starches	60
CULA 1081	Table Service	60
BTEC 1000	Career Fundamentals	60
ELECTIVE COURSES (60 HOURS REQUIRED)		
CULA 1121	Garde Manger II - Hors d'oeuvres	30
CULA 1221	Baking II - Pastry	30
CULA 1231	Baking II - Cakes	30
CULA 1501	Competition	30
CULA 1086	Catering	30
CULA 1091	Exploratory Culinary	30
CULA 1901	Culinary Externship	30
	Core Courses	840
	Electives	60
	TOTAL	900

CULINARY ARTS AT A GLANCE

Program Length: 900 Hrs
Open-Entry, Open-Exit
Average Completion Time 45 weeks

Program Cost Estimate*

Tuition: $1800
Fees: $960
Books & Supplies: $300
Tuition and fees are based on program completion in the hours specified for the program length.
Program costs are subject to change.

Federal Financial Aid: 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

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

Automation Technician

AUTOMATION TECHNICIAN AT A GLANCE

Program Length: 600 Hrs
Open Entry/Open Exit
Average Completion Time 30 weeks

Program Cost Estimate*

Tuition: $1200
Fees: $660
Books & Supplies: $255
Tuition and fees are based on program completion in the hours specified for the program length.
Program costs are subject to change.

Federal Financial Aid: NO
VA Qualified: NO

Student Entrance Requirements

Math 8.0 Grade Level
Reading 8.0 Grade Level
Pass the Computer Literacy test
Available to Adults and High School Students

Hours Available

Monday - Friday
3:00 p.m. to 9:00 p.m.
Roosevelt only

The Automation Technician program provides students with education in the field of industrial automation.

PROGRAM

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

CAREER POSSIBILITIES

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

AUTOMATION TECHNICIAN		
CORE COURSES (600 HOURS REQUIRED)		
IAMT 1005	Basic Safety	30
IAMT 1020	Six Sigma	30
IAMT 1025	Basic Electrical	60
IAMT 1030	Basic Motor Controls	30
IAMT 1035	Documentation	30
IAMT 1040	Pneumatics I	30
IAMT 1045	Hydraulics	30
IAMT 1050	Basic Ladder Logic	90
IAMT 2050	Advanced Ladder Logic	60
IAMT 1055	Industrial Measurment Devices	60
IAMT 1060	Basic Structured Text	30
IAMT 1065	Basic Function Blocks	30
IAMT 1070	Basic HMI	30
IAMT 1075	Basic Networking Fundamentals	30
IAMT 1080	Career Fundamentals for Automation	30
	TOTAL	600

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 (500 HOURS REQUIRED)		
ITEC 1010	IT Introduction	80
ITEC 1310	A+ Course/Practicum	200
ITEC 1515	Networking Fundamentals	80
ITEC 1615	Security Fundamentals	80
ITEC 1000	Career Fundamentals for IT	60
	TOTAL	500

IT SUPPORT TECHNICIAN AT A GLANCE

Program Length: 500 Hrs
Open-Entry, Open-Exit
Average Completion Time 25 weeks

Program Cost Estimate*

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

Federal Financial Aid: NO
VA Qualified: YES

Student Entrance Requirements

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

Hours Available

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

Vernal
Monday -Friday
1:00 a.m. to 7:00 p.m.

Network Technician

NETWORK TECHNICIAN AT A GLANCE

Program Length: 750 Hrs
Open-Entry, Open-Exit
Average Completion Time 38 weeks

Program Cost Estimate*

Tuition: $1500
Fees: $810
Books & Supplies: $181

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

Federal Financial Aid: NO
VA Qualified: Yes

Student Entrance Requirements

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

Hours Available

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

Vernal
Monday -Friday
1:00 a.m. to 7:00 p.m.

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

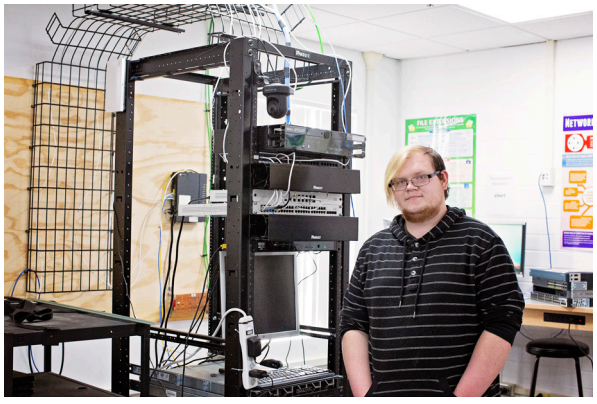
PROGRAM

The Network Technician program builds on the IT Support Technician program with an additional 250 hours of specialized instruction. Students will learn the skills necessary to secure a network by developing network access and maintaining documentation while providing reference and support. Students can increase their employment opportunities after graduation by learning this specialized skillset.

CAREER POSSIBILITIES

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

NETWORK TECHNICIAN		
CORE COURSES (750 HOURS REQUIRED)		
ITEC 1010	IT Introduction	80
ITEC 1310	A+ Course/Practicum	200
ITEC 1515	Networking Fundamentals	80
ITEC 1615	Security Fundamentals	80
ITEC 1000	Career Fundamentals for IT	60
ITEC 2510	Networking	250
	TOTAL	750



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

CAREER POSSIBILITIES

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

SECURITY TECHNICIAN		
CORE COURSES (1000 HOURS REQUIRED)		
ITEC 1010	IT Introduction	80
ITEC 1310	A+ Course/Practicum	200
ITEC 1515	Networking Fundamentals	80
ITEC 1615	Security Fundamentals	80
ITEC 1000	Career Fundamentals for IT	60
ITEC 2510	Networking	250
ITEC 2610	Security	250
	TOTAL	1000

SECURITY TECHNICIAN AT A GLANCE

Program Length: 1000 Hrs
Open-Entry/Open-Exit
Average Completion Time 50 weeks

Program Cost Estimate*

Tuition: $2000
Fees: $1060
Books & Supplies: $181

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

Federal Financial Aid: NO
VA Qualified: YES

Student Entrance Requirements

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

Hours Available

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

Vernal
Monday -Friday
1:00 a.m. to 7:00 p.m.

CDL

CDL AT A GLANCE

Program Length: 210 Hrs
Average Completion Time 6 weeks

Program Cost Estimate*

Tuition: $420
Fees: $2580
Books & Supplies: $45
Tuition and fees are based on program completion in the hours specified for the program length.
Program costs are subject to change.

Federal Financial Aid: NO
VA Qualified: 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 Adults 18 years or older

Hours Available

Monday - Friday
8 a.m. - 4 p.m.
Roosevelt & Vernal

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 (210 HOURS REQUIRED)		
TDRV 1002	Introduction to Truck Driving	70
TDRV 1020	Defensive Driving for the Prof. Truck Driver	4
TDRV 1040	Truck Driver Practicum	132
TDRV 1045	Air Brake Awareness	4
	TOTAL	210

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.

Preventative Maintenance Technician

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 (180 HOURS REQUIRED)		
HVDD 1002	Introduction to Heavy Duty Commercial Vehicles	60
HVDD 1004	Electrical Systems I	60
HVDD 1007	Preventative Maintenance and Inspection I	60
	TOTAL	180

PREVENTATIVE MAINTENANCE TECHNICIAN AT A GLANCE

Program Length: 180 Hrs
Open-entry/Open-exit
Average Completion Time 9 weeks

Program Cost Estimate*

Tuition: $360
Fees: $240
Books & Supplies: $449
Recommended Tools: $4500
Tuition and fees are based on program completion in the hours specified for the program length.
Program costs are subject to change.

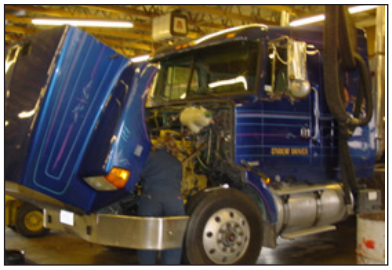
Federal Financial Aid: NO
VA Qualified: YES

Student Entrance Requirements

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

Hours Available

Monday - Friday
12:00 p.m. - 6 p.m.
Vernal only



Heavy Duty Diesel

HEAVY DUTY DIESEL AT A GLANCE

Program Length: 1050 Hrs
Open entry/Open exit
Average Completion Time 53 weeks

Program Cost Estimate*

Tuition: $2100
Fees: $1110
Books & Supplies: $449
Recommended Tools: $4500
Tuition and fees are based on program completion in the hours specified for the program length.
Program costs are subject to change.

Federal Financial Aid: YES
VA Qualified: YES

Student Entrance Requirements

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

Hours Available

Monday - Friday
12:00 p.m. - 6 p.m.
Vernal only

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

PROGRAM

Diesel equipment technicians learn to perform preventative and corrective maintenance, along with diagnostic procedures and practices associated with diesel equipment used in transportation, mining, construction, and heavy equipment. All courses in the program are taught to NATEF standards so that graduates will be prepared to pass the ASE industry standards test. Students will gain experience in maintaining a fleet of diesel tractors and trailers that are used in the CDL training program at UBTech, as well as other diesel-powered equipment.

Nothing is more important to a technician than their tools. Typically technicians provide their own tools, and the more experienced technicians have spent thousands of dollars on tools. Students will be encouraged to purchase their own basic hand tools as part of the training program, thus improving their employability upon completing the program.

REQUIREMENTS

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

CAREER POSSIBILITIES

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

HEAVY DUTY DIESEL		
CORE COURSES (1050 HOURS REQUIRED)		
HVDD 1002	Introduction to Heavy Duty Commercial Vehicles	60
HVDD 1004	Electrical Systems I	60
HVDD 1005	Electrical Systems II	60
HVDD 1016	Suspension and Steering	105
HVDD 1006	Heavy Duty Brakes	105
HVDD 1011	Drive Train	105
HVDD 1022	Heavy Duty HVAC	60
HVDD 1007	Preventative Maintenance and Inspection I	60
HVDD 1008	Preventative Maintenance and Inspection II	15
HVDD 1042	Hydraulics	60
HVDD 1034	Electronic Systems	105
HVDD 1028	Diesel Engines I	120
HVDD 1029	Diesel Engines II	135
	TOTAL	1050

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 Certificate is IADC Accredited.

AVAILABLE COURSES

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

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

WELL CONTROL SUPERVISOR		
CORE COURSES (30 HRS)		
PETT 1200-21	Well Control Supervisor	30
	TOTAL	30

WELL CONTROL SUPERVISOR AT A GLANCE

Program Length: 30 Hrs
Average Completion Time 1 week

Program Cost Estimate*

Tuition: $60
Fees: $752
Books & Supplies: TBA
Tuition and fees are based on program completion in the hours specified for the program length.
Program costs are subject to change.

Federal Financial Aid: NO
VA Qualified: NO

Student Entrance Requirements

Available to adults
18 years old or older

Hours Available

Vernal only
Days and times vary

IADC WELLSHARP

Well Control Workover Operator

WELL CONTROL WORKOVER OPERATOR AT A GLANCE

Program Length: 35 Hrs
Average Completion Time 1 week

Program Cost Estimate*
Tuition: $70
Fees: $825
Books & Supplies: TBA
Tuition and fees are based on program completion in the hours specified for the program length.
Program costs are subject to change.

Federal Financial Aid: NO
VA Qualified: NO

Student Entrance Requirements
Available to adults 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 and a set of job skills that can be used to provide well control training for workover operations personnel. The Well Control Workover Operator Certificate is IADC Accredited

AVAILABLE COURSES

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

WELL CONTROL WORKOVER OPERATOR		
CORE COURSES (35 HRS)		
PETT 2220	Well Control Workover Operator	35
	TOTAL	35

IADC WELLSHARP

Surgical Technologist

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

PROGRAM

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

CAREER POSSIBILITIES

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

SURGICAL TECHNOLOGIST		
CORE COURSES (1265 HOURS REQUIRED)		
STEC 1010a	Anatomy and Physiology for Surgical Technologists I	90
STEC 1010b	Anatomy and Physiology for Surgical Technologists II	90
STEC 1010c	Anatomy and Physiology for Surgical Technologists III	90
STEC 1021	Introduction to Microbiology for Surgical Technologists	60
STEC 1031	Introduction to Surgical Technology	60
STEC 1040	Principles of Surgical Technology	60
STEC 1051	Surgical Pharmacology	60
STEC 1060	Surgical Patient Care	30
STEC 1055	Surgical Techology Lab I	60
STEC 1070	Surgical Procedures I	30
STEC 1075	Surgical Technology Lab II	60
STEC 1080	Surgical Procedures II	30
STEC 2015	Instroductory Surgical Practicum (Clinical)	215
STEC 2020	Advanced Surgical Priacticum (Clinical)	240
STEC 1085	Surgical Technology Lab III	60
STEC 2026	Seminar in Surgical Technology	30
	TOTAL	1265

SURGICAL TECHNOLOGIST AT A GLANCE

Program Length: 1265 Hrs
Start Dates: August 25, 2021 and March 1, 2022
Average Completion Time 49 weeks

Program Cost Estimate*

Tuition: $2530
Fees: $1325
Books & Supplies: $1260

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

Federal Financial Aid: NO
VA Qualified: NO

Student Entrance Requirements

High School Diploma or GED
Math 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 Adults and High School Seniors (ages 17 to start program; 18 at time of externship) with High School Counselor recommendation

Hours Available

Monday-Thursday
8:00 a.m. -4:00 p.m.
Vernal only
Externship hours and locations vary

Medical Assistant

MEDICAL ASSISTANT AT A GLANCE

Program Length: 940 Hrs
Start Date: August 25, 2021
Average Completion Time 34 weeks

Program Cost Estimate*

Tuition: $1880
Fees: $1000
Books & Supplies: $363
Tuition and fees are based on program completion in the hours specified for the program length.
Program costs are subject to change.

Federal Financial Aid: YES
VA Qualified: YES

Student Entrance Requirements

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 Adults and High School Students (ages 17 to start program; 18 at time of externship) with High School Counselor recommendation

Upon completion of the program students must pass the NHA Exam to certify as a Medical Assistant.

Hours Available

Monday-Friday
9:30 a.m to 3:00 p.m.
Roosevelt Only
Externship hours and locations vary

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

CAREER POSSIBILITIES

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

PROGRAM OBJECTIVES

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

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

Medical Assistant

MEDICAL ASSISTANT		
CORE COURSES (940 HOURS REQUIRED)		
MEDA 1105	Medical Terminology	60
MEDA 1401	Medical Anatomy & Physiology	120
MEDA 2112	Medical Office Management	360
MEDA 2123	Clinical and Laboratory Procedures	240
MEDA 2301	Medical Assistant Externship	160
	TOTAL	940

It takes a special person to provide quality health care in a caring way. You will make a difference in the lives of people. The care provided is art: the art of caring. . .

EXTERNSHIP

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

CERTIFICATION

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

Nursing Assistant

NURSING ASSISTANT AT A GLANCE

Program Length: 114 Hrs
Open Entry/Open Exit
Average Completion Time 6 weeks

Program Cost Estimate*

Tuition: $228
Fees: $234
Books & Supplies: $186

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

Federal Financial Aid: NO
VA Qualified: YES

Student Entrance Requirements

Math 9.0 Grade Level
Reading 9.0 Grade Level
Available to Adults and High School Students (ages 16 or older)

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

Hours Available

Monday – Friday
8 a.m.–3 p.m.
Roosevelt & Vernal

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

REQUIREMENTS

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

CLINICALS

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

- You must complete a minimum of 24 hours of "hands-on" in the care centers under the supervision of a clinical instructor.
- To present yourself as a professional during clinicals, the student is required to wear scrubs, white shoes, and a watch with a second hand. No jewelry will be permitted otherwise.
- Long nails, excessive make-up and/or perfume are not permitted.

CAREER POSSIBILITIES

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

Nursing Assistant

It takes a special person to provide quality health care in a caring way. You will make a difference in the lives of people. The care provided is art: the art of caring...

NURSING ASSISTANT		
CORE COURSES (114 HOURS REQUIRED)		
NAHA 1016	Nursing Assistant Classroom	90
NAHA 1020	Nursing Assistant Clinical	24
	TOTAL	114

CNA CERTIFICATION

Upon completication 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 $85 (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

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

–Melanie Perkins

Pharmacy Technician

PHARMACY TECHNICIAN AT A GLANCE

Program Length: 600 hrs.
Start Date: August 25, 2021
Average Completion Time 30 weeks

Program Cost Estimate*

Tuition: $1200
Program Fee: $660
Books & Supplies: $641
Tuition and fees are based on program completion in the hours specified for the program length.
Program costs are subject to change.

Federal Financial Aid: NO
VA Qualified: NO

Student Entrance Requirements

High School Diploma or GED
Math 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 Adults and High School Students (ages 17 to start program; 18 at time of externship) with High School Counselor recommendation

Upon completion of the program students must pass PTCE Exam to license as a Pharmacy Technician

Hours Available

Monday - Thursday
8:30 a.m. -11:30 a.m.
Roosevelt only
Externship hours and locations vary

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

CAREER POSSIBILITIES

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

EXTERNSHIP

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

SKILLS & DUTIES

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

LICENSURE REQUIRMENTS

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

Pharmacy Technician

PHARMACY TECHNICIAN		
CORE COURSES (600 HOURS REQUIRED)		
PHMT 1010	Pharmacy Practice	50
PHMT 1020	Pharmacy Calculations	36
PHMT 1030	Pharmacology I	54
PHMT 1040	Phamacy Simulation I	50
PHMT 1050	Pharmacology II	80
PHMT 1060	Compounding	40
PHMT 1070	National Certification Prep	20
PHMT 1080	Pharmacy Simulation II	70
PHMT 1090	Pharmacy Externship	200
	TOTAL	600

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/

Practical Nursing

PRACTICAL NURSING AT A GLANCE

Program Length: 900 Hrs
Start Dates: August 25, 2021 and March 1, 2022
Average Completion Time 34 weeks

Program Cost Estimate*

Tuition: $1800
Fees: $960
Books: $2011
Supplies: $353
Tuition and fees are based on program completion in the hours specified for the program length.
Program costs are subject to change.

Federal Financial Aid: YES
VA Qualified: YES

Student Entrance Requirements

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 adults (ages 18 or older)

Upon completion of the program students must pass NCLEX-PN Exam to license as a Practical Nurse.

Hours Available

Monday - Friday
8 a.m. - 5 p.m.
Roosevelt Only
Clinical days and locations vary
6 a.m. - 6 p.m.

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 Websit, 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 30**
- For Spring/March Enrollment--**after September 1 and prior to November 30**

Prior to submitting the application, applicants must complete the pre-requistists, 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

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

PRACTICAL NURSING		
PREREQUISITES		
Prerequisite course grades must be 'B- grade or higher'		
BIOL 2320	Human Anatomy with Lab - 4 credits	
BIOL 2420	Human Physiology with Lab - 4 credits	
FCHD 1500	Human Development Across the Lifespan - 3 credits	
	Current CNA, MA, or EMT	
CORE COURSES (900) HOURS REQUIRED)		HRS
NRSG 1005	Foundations of Nursing Practice	240
NRSG 1005C	Foundations of Nursing Practice - Clincial	90
NRSG 1105	Nursing Care of Clients with Mental/Behavioral Disorders	60
NRSG 1205	Pharmacology I	52.5
NRSG 1205C	Pharmacology I - Clinical	7.5
NRSG 2005	Medical Surgical Nursing Care of Adults	90
NRSG 2005C	Medical Surgical Nursing Care of Adults - Clinical	120
NRSG 2105	Nursing Care of Women and Children	60
NRSG 2105C	Nursing Care of Women and Children - Clinical	90
NRSG 2205	Pharmacology II	60
NRSG 2305	Leadership Concepts for the LPN	30
	TOTAL	900

ACCREDITATION

The College's Practical Nursing program is accredited by the Accrediting Commission on Education in Nursing (ACEN).
3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326
(404) 975-5000 • Fax: (404) 975-5020
www.acenursing.org

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

Peace Officers Standards & Training Satellite Academy

SPECIAL FUNCTION OFFICER AT A GLANCE

Program Lengths: 243 Hrs
Start Date: October 25, 2021
Average Completion Time 8 weeks

Program Cost Estimate*

Tuition: $486
Fees: $476
Books & Supplies: $200
Tuition and fees are based on program completion in the hours specified for the program length.
Program costs are subject to change.

Federal Financial Aid: NO
VA Qualified: YES

Student Entrance Requirements

Pass NPOST
Pass Physical Training Standards
Pass Background Check
Must be 21 years of age

Hours Available

Monday - Thursday
8 a.m. to 5:30 p.m.
Roosevelt Only

PHYSICAL FITNESS ENTRANCE STANDARDS:

- Vertical Jump - (14.5")
- Isometric Plank - (30 sec)
- Push-Ups - (14) Reps- Maximum repetitions with no time constraint and no rest during phase of test
- 1.5 Mile Run - (16:11)

Peace officers are a valuable part of any community. The POST satellite academy provides training in for Special Function Officer (SFO). The certificate provides the cadet with the training for Special Function Officer

**SPECIAL FUNCTION OFFICER (SFO):

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

SPECIAL FUNCTION OFFICER		
CORE COURSES (243 HOURS REQUIRED)		
POST 1001	SFO Module I	123
POST 1002	SFO Module II	120
	TOTAL	243

Peace Officers Standards & Training Satellite Academy

Peace officers are a valuable part of any community. The POST satellite academy provides training in for Basic Correction Officer (BCO). The certificate provides the cadet with the training for a basic correction officer.

**BASIC CORRECTION OFFICER (BCO):

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

BASIC CORRECTION OFFICER		
CORE COURSES (152 HOURS REQUIRED)		
POST 1101	BCO Module I	60
POST 1102	BCO Module II	92
	TOTAL	152

BASIC CORRECTION OFFICER AT A GLANCE

Program Lengths: 152 Hrs
Start Date: January 3, 2022
Average Completion Time 5 weeks

Program Cost Estimate*

BCO
Tuition: $304
Fees: $304
Books & Supplies: $200
Tuition and fees are based on program completion in the hours specified for the program length.
Program costs are subject to change.

Federal Financial Aid: NO
VA Qualified: YES

Student Entrance Requirements

Pass NPOST
Pass Physical Training Standards
Pass Background Check
Must be 21 years of age

Hours Available

Monday - Thursday
8 a.m. to 5:30 p.m.
Roosevelt Only

PHYSICAL FITNESS ENTRANCE STANDARDS:

- Vertical Jump - (15")
- Isometric Plank - (1 min)
- Push-Ups - (16) Reps-Maximum repetitions with no time constraint and no rest during phase of test
- 1.5 Mile Run - (15:37)

Peace Officers Standards & Training Satellite Academy

LAW ENFORCEMENT OFFICER AT A GLANCE

Program Lengths: 308 Hrs
Start Date: February 23, 2022
Average Completion Time 9 weeks

Program Cost Estimate*

Tuition: $616
Fees: $1473
Books & Supplies: $884

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

Federal Financial Aid: NO
VA Qualified: YES

Student Entrance Requirements

Pass NPOST
Pass Physical Training Standards
Pass Background Check
Must be 21 years of age

Hours Available

Monday – Friday
8 a.m. to 5:30 p.m.
Roosevelt Only

PHYSICAL FITNESS ENTRANCE STANDARDS:

- Vertical Jump - 15”
- Isometric Plank - (1 min)
- Push-Ups - 16 Reps-Maximum repetitions with no time constraint and no rest during phase of test
- 1.5 Mile Run - 15:37

Peace officers are a valuable part of any community. The POST satellite academy provides training in for Law Enforcement Officer (LEO). The certificate provides the cadet with the training for a Law Enforcement Officer.

**LAW ENFORCEMENT OFFICER (LEO):

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

LAW ENFORCEMENT OFFICER		
CORE COURSES (304 HOURS REQUIRED)		
POST 1201	LEO Module I	90
POST 1202	LEO Module II	96
POST 1203	LEO Module III	122
	TOTAL	308

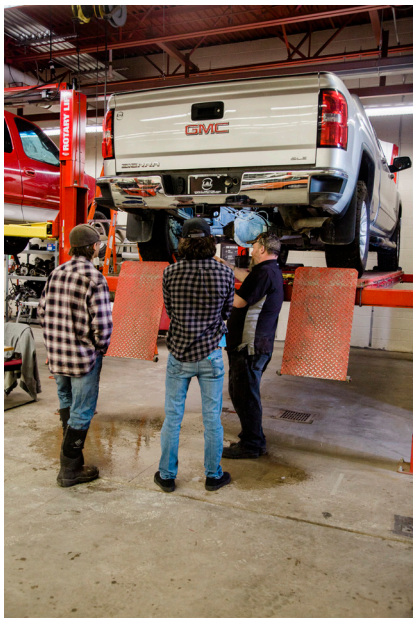
Tire and Lube Technician

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 (180 HOURS REQUIRED)		
AUTO 1001	Introduction to Automotive	60
AUTO 1040	Brakes I	60
AUTO 1030	Steering and Suspension I	60
	Core Courses	180
	Electives	0
	TOTAL	**180**



TIRE AND LUBE TECHNICIAN AT A GLANCE

Program Length: 180 Hrs
Average Completion Time 9 weeks

Program Cost Estimate*

Tuition: $360
Fees: $240
Books & Supplies: $329
Recommended Tools: $4500
Tuition and fees are based on program completion in the hours specified for the program length.
Program costs are subject to change.

Federal Financial Aid: NO
VA Qualified: YES

Student Entrance Requirements

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

Hours Available

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

Automotive Maintenance & Light Repair

AUTOMOTIVE MAINTENANCE & LIGHT REPAIR AT A GLANCE

Program Length: 300 Hrs
Average Completion Time 15 weeks

Program Cost Estimate*

Tuition: $600
Fees: $360
Books & Supplies: $329
Recommended Tools: $4500
Tuition and fees are based on program completion in the hours specified for the program length.
**Program costs are subject to change.*

Federal Financial Aid: NO
VA Qualified: YES

Student Entrance Requirements

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

Hours Available

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

"Try not to become a man of success but a man of value."
–Albert Einstein

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 (300 HOURS REQUIRED)		
AUTO 1001	Introduction to Automotive	60
AUTO 1040	Brakes I	60
AUTO 1030	Steering and Suspension I	60
AUTO 1610	Engine Performance I	60
AUTO 1510	Electrical/Electronic Systems I	60
	Core Courses	300
	Electives	0
	TOTAL	**300**

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 (990 HOURS REQUIRED)		
AUTO 1001	Introduction to Automotive	60
AUTO 1040	Brakes I	60
AUTO 1030	Steering and Suspension I	60
AUTO 1610	Engine Performance I	60
AUTO 1510	Electrical/Electronic Systems I	60
AUTO 2030	Steering and Suspension II	60
AUTO 2040	Brakes II	30
AUTO 1203	Manual Drive Train & Axles	60
AUTO 1410	Engine Repair	90
AUTO 1413	Automatic Transmissions	90
AUTO 2510	Electrical/Electronic Systems II	120
AUTO 1616	Engine Performance II	120
AUTO 1701	Heating, Ventilation, & Air Conditioning	60
AUTO 1791	Internship	60
	TOTAL	990

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

AUTO TECHNOLOGY AT A GLANCE

Program Length: 990 Hrs
Start Date: August 25, 2021
Average Completion Time 33 weeks

Program Cost Estimate*

Tuition: $1980
Fees: $1050
Books & Supplies: $329
Recommended Tools: $4500

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

Federal Financial Aid: YES
VA Qualified: YES

Student Entrance Requirements

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

Hours Available

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

Cabinetry

CABINETRY AT A GLANCE

Program Length: 360 Hrs

Secondary Only
Roosevelt Only

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

PROGRAM

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

CABINETRY		
CORE COURSES (360 HOURS REQUIRED)		HRS
CABM 1005	Woodworking	60
CABM 1015	Furniture Design I	60
CABM 1025	Furniture Design II	60
CABM 1035	Furniture Design III	60
CABM 1045	Furniture Design IV	60
CABM 1055	Furniture Design V	60
	TOTAL	360

Construction Technology

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 (180 HOURS REQUIRED)		
CONS 2010	Construction Trades Foundation	60
CONS 2020	Carpentry	60
CONS 2030	Building Trades	60
	Core Courses	180
	Electives	0
	TOTAL	180

CONSTRUCTION TECHNOLOGY AT A GLANCE

Program Length: 180 hrs
Open-entry/Open-exit
Average Completion Time 9 weeks

Program Cost Estimate*

Tuition: $360
Fees: $240
Books & Supplies: $108
Tuition and fees are based on program completion in the hours specified for the program length.
Program costs are subject to change.

Federal Financial Aid: NO
VA Qualified: YES

Student Entrance Requirements

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

Hours Available

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

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

Electrical Technician

ELECTRICAL TECHNICIAN AT A GLANCE

Program Length: 360 hrs
Open-entry/Open-exit
Average Completion Time 18 weeks

Program Cost Estimate*

Tuition: $720
Fees: $420
Books & Supplies: $2365
Tuition and fees are based on program completion in the hours specified.
**Program costs are subject to change.*

Federal Financial Aid: NO
VA Qualified: NO

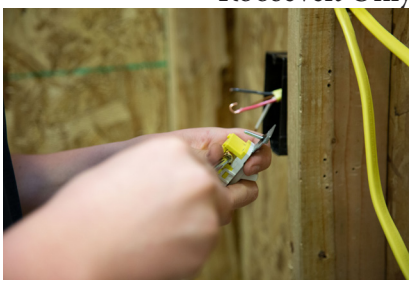
Student Entrance Requirements

Math 8.0 Grade Level
Reading 8.0 Grade Level

Available to Adults

Hours Available

Monday - Thursday
12 :00 p.m.-8:00 p.m.
Friday
10:00 a.m.-6:00 p.m.
Roosevelt Only



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 (360 HOURS REQUIRED)		HRS
ELAP 1000	Electrical Math	120
ELAP 1001	Electrician I	120
ELAP 1002	Electrician II	120
	TOTAL	360

Residential Construction

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 (590 HOURS REQUIRED)		
CONS 1001	Industry Introduction, Safety and Hand and Power Tool Use	64
CONS 1011	Construction Materials, Equipment and Job Site Safety.	64
CONS 1021	Estimating Materials, Costs and Codes.	64
CONS 1031	Design, Blueprint Reading, Site Layout and Surveying.	64
CONS 1041	Framing, Stairway Construction and Concrete.	142
CONS 1051	Roof Framing and Construction	64
CONS 1061	Exterior Finishing	64
CONS 1071	Interior Finishing	64
	Core Courses	590
	Electives	0
	TOTAL	590

RESIDENTIAL CONSTRUCTION AT A GLANCE

Program Length: 590 hrs
Open-entry/Open-exit

Program Cost Estimate*

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

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

Federal Financial Aid: NO
VA Qualified: NO

Student Entrance Requirements

Math 8.0 Grade Level
Reading 8.0 Grade Level

Welding Basic Technician

WELDING BASIC TECHNICIAN AT A GLANCE

Program Length: 300 Hrs
Open-entry/Open-exit
Average Completion Time 15 weeks

Program Cost Estimate*

Tuition: $600
Fees: $60 (one-time fee)
+ $100/month
Books & Supplies: $200

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

Federal Financial Aid: NO
VA Qualified: NO

Student Entrance Requirements

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

Hours Available

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

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

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, oxy-fuel cutting, and beginning welding skills. Safety as related to the welding industry is particularly stressed. Graduates of this course will be prepared to seek entry-level employment in welding.

CAREER POSSIBILITIES

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 (300 HOURS REQUIRED)		
WELD 1000	Intro to Welding	60
WELD 1401	Beginning GMAW	60
WELD 1411	Advanced GMAW	60
WELD 1301	Beginning SMAW	60
WELD 1311	Advanced SMAW	60
	Core Courses	300
	TOTAL	**300**

Welding Intermediate Technician

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 (540 HOURS REQUIRED)		
WELD 1000	Intro to Welding	60
WELD 1401	Beginnning GMAW	60
WELD 1411	Advanced GMAW	60
WELD 1301	Beginning SMAW	60
WELD 1311	Advanced SMAW	60
WELD 2201	Basic Fabrication	60
WELD 2211	Intermediate Fabrication	60
WELD 1251	Arc Cutting & Gouging -Weld Inspection	60
WELD 1600	Beginning GTAW	60
ELECTIVES (60 HOURS MINIMUM REQUIRED)		
WELD 1060	Basic SolidWorks	60
WELD 1070	Advanced Solidworks	60
WELD 2801	Basic Welded Sculpture	60
WELD 2802	Advanced Welded Sculpture	60
WELD 2335	Pipe Layout	60
WELD 2100	Blacksmithing	60
	Core Courses	540
	Electives	60
	TOTAL	**600**

WELDING INTERMEDIATE TECHNICIAN AT A GLANCE

Program Length: 600 Hrs
Open-entry/Open-exit
Average Completion Time 30 weeks

Program Cost Estimate*

Tuition: $1200
Fees: $60 (one-time fee)
+ $100/month
Books & Supplies: $200

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

Federal Financial Aid: NO
VA Qualified: YES

Student Entrance Requirements

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

Hours Available

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

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

Welding Advanced Technician

WELDING ADVANCED TECHNICIAN AT A GLANCE

Program Length: 900 Hrs
Open-entry/Open-exit
Average Completion Time 45 weeks

Program Cost Estimate*

Tuition: $1800
Fees: $60(one-time fee)
+ $100/month
Books & Supplies: $200

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

Federal Financial Aid: NO
VA Qualified: YES

Student Entrance Requirements

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

Hours Available

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

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

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 developn

WELDING ADVANCED TECHNICIAN		
CORE COURSES (780 HOURS REQUIRED)		
WELD 1000	Intro to Welding	60
WELD 1401	Beginnning GMAW	60
WELD 1411	Advanced GMAW	60
WELD 1301	Beginning SMAW	60
WELD 1311	Advanced SMAW	60
WELD 2201	Basic Fabrication	60
WELD 2211	Intermediate Fabrication	60
WELD 2221	Advanced Fabrication	60
WELD 1251	Arc Cutting & Gouging -Weld Inspection	60
WELD 1600	Beginning GTAW	60
WELD 1610	Intermediate GTAW	60
WELD 1620	Advanced GTAW	60
WELD 2300	Pipe Welding	60
ELECTIVES (120 HOURS MINIMUM REQUIRED)		
WELD 1060	Basic SolidWorks	60
WELD 1070	Advanced Solidworks	60
WELD 2801	Basic Welded Sculpture	60
WELD 2802	Advanced Welded Sculpture	60
WELD 2335	Pipe Layout	60
WELD 2303	Advanced Pipe	60
WELD 2100	Blacksmithing	60
	Core Courses	780
	Electives	120
	TOTAL	**900**

Electrical Apprenticeship Classroom Training

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		
COURSES (4 YEARS)		
ELAP 1003	Electrical Apprentice 1-A (Fall - year 1)	80
ELAP 1013	Electrical Apprentice 1-B (Spring - year 1)	80
ELAP 1023	Electrical Apprentice 2-A (Fall - year 2)	80
ELAP 1033	Electrical Apprentice 2-B (Spring - year 2)	80
ELAP 2003	Electrical Apprentice 3-A (Fall - year 3)	80
ELAP 2013	Electrical Apprentice 3-B (Spring - year 3)	80
ELAP 2023	Electrical Apprentice 4-A (Fall - year 4)	80
ELAP 2033	Electrical Apprentice 4-B (Spring - year 4)	80

ELECTRICAL APPRENTICESHIP COURSES AT A GLANCE

Cost Estimate for 4 years of training*

Tuition: $1280
Fees: $1400
Books & Supplies: $2365
Tuition and fees are based on program completion in the hours specified.
Program costs are subject to change.

Federal Financial Aid: NO
VA Qualified: NO

Student Entrance Requirements

Math 8.0 Grade Level
Reading 8.0 Grade Level
Available to Adults

Hours Available

Monday - Thursday
12:00 p.m. - 8:00 p.m.
Friday
10:00 a.m. - 6:00 p.m.
Roosevelt Only

Farm & Ranch Business Management Courses

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

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	HRS
FARM 1003	Farm & Ranch Business Management	480
FARM 1013	Advanced Farm & Ranch Business Management	690

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!

Medical/Geoscience Courses

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 SCIENCE (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.

MEDICAL TERMINOLOGY (MEDA 1105)

Acquire the skills necessary to interpret and understand medical terminology in order to be successful in the pursuit of health occupation careers. This is accomplished by utilizing a method of study that not only instructs students in building medical terms, but also gives the student immediate application in utilizing the medical term.

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

SAFETY AT A GLANCE

Federal Financial Aid: NO
VA Qualified: NO

Available to Adults

Accident Investigation: Accident investigation procedures and analysis techniques.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Safety Training

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

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

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

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

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

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

PEC Safeland Basic Review: 4hr Safety orientation that refreshes the PEC Basic Safeland orientation. Refreshes general safety infomation that workers need to know before entering a company facility and while performing their assigned work duties. Students will be reminded about hazards they may encounter in their workplace and become familiar with various practices to mitigate those hazards.

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

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

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

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

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

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

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

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

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

–Philip Adams

Course Descriptions

ACCT 1330 ACCOUNTING I 60 HOURS

Learn the fundamentals of a double-entry accounting system through hands-on experience working through the accounting cycle of a service business from source documents to financial statements.

ACCT 1340 ACCOUNTING II 60 HOURS

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

ACCT 2311 QUICKBOOKS 60 HOURS

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

AUTO 1001 INTRODUCTION TO AUTOMOTIVE 60 HOURS

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

AUTO 1030 STEERING AND SUSPENSION I 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 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 60 HOURS

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

AUTO 1410 ENGINE REPAIR 90 HOURS

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

AUTO 1413 AUTOMATIC TRANSMISSIONS 90 HOURS

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 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 60 HOURS

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

AUTO 1701 HEATING, VENTILATION, & AIR CONDITIONING 60 HOURS

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

AUTO 1791 INTERNSHIP 60 HOURS

Experience live work in the automotive industry.

AUTO 2030 STEERING AND SUSPENSION II 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 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 120 HOURS

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

Course Descriptions

AUTO 1616 ENGINE PERFORMANCE II 120 HOURS

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

BTEC 1000 CAREER FUNDAMENTALS 60 HOURS

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

BTEC 1020 MATH ESSENTIALS 60 HOURS

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

BTEC 1045 BASIC OFFICE SKILLS 60 HOURS

Build keyboarding and 10-key skills. Learn basic computer 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 60 HOURS

Learn word processing skills using Microsoft Word and Google Docs to create, edit, format, enhance, customize, and share various documents efficiently and effectively.

BTEC 1151 DATA PROCESSING 60 HOURS

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

BTEC 1510 BUSINESS ENGLISH 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 1520 OFFICE COMMUNICATION 60 HOURS

Effectively plan, organize, and draft business messages dependent on audience and message. Perfect email and letter formatting for persuasive purposes. Prepare an informal proposal, design an infographic, and deliver multiple business presentations.

BTEC 1522 DIGITAL COMMUNICATION 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 1530 PROFESSIONALISM 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 1532 MARKETING COMMUNICATION 60 HOURS

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

BTEC 2080 COLLABORATION 60 HOURS

Work within a team structure 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 2040 OFFICE MANAGEMENT 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.

Course Descriptions

BTEC 2090 APPLIED SKILLS 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 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 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 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 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 1045 FURNITURE DESIGN IV 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 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 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 64 HOURS

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

CONS 1021 ESTIMATING MATERIALS, COSTS AND CODES 64 HOURS

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

CONS 1031 DESIGN, BLUEPRINT READING, SITE LAYOUT AND SURVEYING 64 HOURS

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

CONS 1041 FRAMING, STAIRWAY CONSTRUCTION AND CONCRETE 142 HOURS

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

CONS 1051 ROOF FRAMING & CONSTRUCTION 64 HOURS

Learn about materials and methods used in residential roof construction.

CONS 1061 EXTERIOR FINISHING 64 HOURS

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

CONS 1071 INTERIOR FINISHING 64 HOURS

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

CONS 2010 CONSTRUCTION TRADES FOUNDATION 60 HOURS

Learn basic safety, begin building power and hand tool skills, and become familiar with blueprint reading. Build construction math skills and acquire an overview of the industry including what to expect on the job and specific career opportunities. Designed to allow for replica house building on a ¼" =1' scale.

CONS 2020 CARPENTRY 60 HOURS

Layout, fabricate, erect, install, and repair wooden structures and fixtures using hand and power

tools. Build skills in common systems of framing, construction materials, blueprint reading, concrete placing, and mechanical systems.

CONS 2030 BUILDING TRADES 60 HOURS

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

CULA 1011 CULINARY ARTS I 90 HOURS

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

CULA 1016 SERV SAFE SANITATION 30 HOURS

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

CULA 1021 CULINARY ARTS MATH 30 HOURS

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

CULA 1031 LINE COOKING 60 HOURS

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

CULA 1041 SOUPS, STOCKS, AND SAUCES 90 HOURS

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

CULA 1051 CULINARY ARTS II 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 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 60 HOURS

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

CULA 1081 TABLE SERVICE 60 HOURS

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

CULA 1086 CATERING 30 HOURS

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

CULA 1091 EXPLORATORY CULINARY 30 HOURS

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

CULA 1101 GARDE MANGER I 90 HOURS

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

CULA 1121 GARDE MANGER II - HORS D'OEUVRES 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 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 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 30 HOURS

Learn the process of baking, mixing, flavoring, and decorating cakes. Practice different mixing methods

and different techniques for making various icings. Build a simple wedding cake.

CULA 1501 COMPETITION 30 HOURS

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

CULA 1901 CULINARY EXTERNSHIP 30 HOURS

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

DRFT 1005 CAD ARCHITECTURE DESIGN I 60 HOURS

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

DRFT 1011 CAD MECHANICAL DESIGN I 60 HOURS

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

DRFT 2005 CAD ARCHITECTURE DESIGN II 60 HOURS

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

DRFT 2011 CAD MECHANICAL DESIGN II 60 HOURS

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

DRFT 2720 CIVIL 3D I 60 HOURS

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

DRFT 2725 CIVIL 3D II 60 HOURS

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

ELAP 1000 ELECTRICAL MATH 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 120 HOURS

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

ELAP 1002 ELECTRICIAN II 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 1003 ELECTRICAL APPRENTICE 1A 80 HOURS

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

ELAP 1013 ELECTRICAL APPRENTICE 1B 80 HOURS

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

ELAP 1023 ELECTRICAL APPRENTICE 2A 80 HOURS

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

ELAP 1033 ELECTRICAL APPRENTICE 2B 80 HOURS

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

ELAP 2003 ELECTRICAL APPRENTICE 3A 80 HOURS

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

ELAP 2013 ELECTRICAL APPRENTICE 3B 80 HOURS

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

ELAP 2023 ELECTRICAL APPRENTICE 4A 80 HOURS

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

ELAP 2033 ELECTRICAL APPRENTICE 4B 80 HOURS

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

FARM 1003 FARM & RANCH BUS MNG 480 HOURS

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

FARM 1013 ADV FARM & RANCH BUS MNG 690 HOURS

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

HVDD 1002 INTRODUCTION TO HEAVY DUTY COMMERCIAL VEHICLES 60 HOURS

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

HVDD 1004 ELECTRICAL SYSTEMS I 60 HOURS

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

HVDD 1005 ELECTRICAL SYSTEMS II 60 HOURS

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

HVDD 1007 PREVENTATIVE MAINENANCE AND INSPECTION I 60 HOURS

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

HVDD 1008 PREVENTATIVE MAINENANCE AND INSPECTION II 15 HOURS

Required to perform inspections and repairs on items such as wheel bearings, engine inspections, checking fluid levels, changing oil, tire inspections and inspections on the frame and chassis.

HVDD 1006 HEAVY DUTY BRAKES 105 HOURS

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

HVDD 1011 DRIVE TRAIN 105 HOURS

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

HVDD 1016 SUSPENSION AND STEERING 105 HOURS

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

HVDD 1022 HEAVY DUTY HVAC 60 HOURS

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

HVDD 1028 DIESEL ENGINES 1 120 HOURS

Study theory with hands-on training in diagnostics and measuring performance of diesel engines using the scan tools.

HVDD 1029 DIESEL ENGINES II 135 HOURS

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

HVDD 1034 ELECTRONIC SYSTEMS 105 HOURS

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

HVDD 1042 HYDRAULICS 60 HOURS

Study theory with hands-on training with fluid power (hydraulics) as used in modern mobile equipment. Instruction includes training related to the operation

and repair of hydraulic/pneumatic components and systems. Focus on testing, troubleshooting, design, and use of hydraulic schematics, and electronics over hydraulic systems.

IAMT 1005 BASIC SAFETY 30 HOURS

Develop a basic understanding of OSHA safety guidelines and required safe workplace practices. Apply safe workplace practices during labs in the course.

IAMT 1020 SIX SIGMA 30 HOURS

Learn the principles of Six Sigma and how they are applied in your workplace. Construct better processes.

IAMT 1025 Basic Electrical 60 HOURS

Apply safe practices while working with electricity. Learn the theory of Ohm's Law and Kirchoff's Law. Create series, parallel, and combination circuits.

IAMT 1030 BASIC MOTOR CONTROLS 30 HOURS

Learn how to wire equipment and to use contractors, relays, and timers used in the automation industry.

IAMT 1035 DOCUMENTATION 30 HOURS

Read and create cause-and-effect diagrams, electrical diagrams, and P&ID (pipe and instrument diagrams).

IAMT 1040 PNEUMATICS I 30 HOURS

Learn the basic principles behind pressure and how your density (specific weight and specific gravity) of the element you are working with changes the pressure applied.

IAMT 1045 HYDRAULICS 30 HOURS

Learn the basic principles behind flow, how to find Reynold's number, how Bernoulli's Equation is used, and the different flow devices used in the industry.

IAMT 1050 BASIC LADDER LOGIC 90 HOURS

Learn to create tags/controllers/variables, understand bit assignments for binary, decimal, and hexadecimal. Learn basic ladder logic terms, how to apply the logic, and create sequencers and subroutines.

IAMT 2050 ADVANCED LADDER LOGIC 60 HOURS

Learn how to add modules to your ladder logic PLC's (Programmable Logic Controllers). Learn the principle behind Analog devices and modules, motor modules, and how to network your ladder logic PLC.

IAMT 1055 INDUSTRIAL MEASUREMENT DEVICES 60 HOURS

Learn how to program, wire, calibrate, and operate standard measurement devices used in the industry. Learn how control valves, position, motion, and force sensors work.

IAMT 1060 BASIC STRUCTURED TEXT 30 HOURS

Learn how to create variables, if then statements, truth statements, and conditional statements used in some PLC languages.

IAMT 1065 BASIC FUNCTION BLOCKS 30 HOURS

Learn how to create variables, math functions, conditional functions, gate functions, and apply them to applications on some PLC's used in the automation industry.

IAMT 1070 BASIC HMI 30 HOURS

Learn how to create basic programs for HMI's (Human Machine Interfaces) commonly used in the automation industry and connect them to PLC's.

IAMT 1075 BASIC NETWORKING FUNDAMENTALS 30 HOURS

Understand the basics of the OSI model, find IP address on a network, and create a network for devices to talk over.

IAMT 1080 CAREER FUNDAMENTALS FOR AUTOMATION 30 HOURS

Prepare for job searching, create resumes, cover letters, and practice job interviews. Apply troubleshooting skills and create a final project.

ITEC 1000 CAREER FUNDAMENTALS FOR IT 60 HOURS

Prepare for employment by creating resumes, performing interviews, and building the confidence to perform skills when put to the test.

ITEC 1010 IT INTRODUCTION 80 HOURS

Journey into the world of information technology. Learn today's technologies and devices, programs and apps, security, hardware, storage, and communication.

ITEC 1310 A+ COURSE/PRACTICUM 200 HOURS

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

ITEC 1515 NETWORKING FUNDAMENTALS 80 HOURS

Train in basic design, topology, implementation, cabling, connecting network components, signal transmission, and network adapter cards.

ITEC 1615 SECURITY FUNDAMENTALS 80 HOURS

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

ITEC 2510 NETWORKING 250 HOURS

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

ITEC 2610 SECURITY 250 HOURS

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

MDHS 1002, 1012) EXERCISE SCIENCE/SPORTS MEDICINE 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 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 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 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 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 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 120 HOURS

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

MEDA 2112 MEDICAL OFFICE MANAGEMENT 360 HOURS

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

MEDA 2123 CLINICAL LABORATORY PROCEDURES 240 HOURS

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

MEDA 2301 MEDICAL ASSISTANT EXTERNSHIP 160 HOURS

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

NAHA 1016 NURSING ASSISTANT CLASSROOM 90 HOURS

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

NAHA 1010 NURSING ASSISTANT CLINICAL 24 HOURS

Clinical experience for nursing assistant students.

NRSG 1005 FOUNDATIONS OF NURSING PRACTICE 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 90 HOURS

Clinical experience for practical nursing students.

NRSG 1105 NURSING CARE OF CLIENTS WITH MENTAL/BEHAVIORAL DISORDERS 60 HOURS

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

NRSG 1205 PHARMACOLOGY I 52.5 HOURS

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

NRSG 1205C PHARMACOLOGY I - CLINICAL 7.5 HOURS

Clinical pharmacology experience for practical nursing students.

NRSG 2005 MEDICAL SURGICAL NURSING CARE OF THE ADULTS 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.

NRSG 2005C MEDICAL SURGICAL NURSING CARE OF THE ADULTS - CLINICAL 120 HOURS

Clinical experience for practical nursing students.

NRSG 2105 NURSING CARE OF WOMEN AND CHILDREN 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.

NRSG 2105C NURSING CARE OF WOMEN AND CHILDREN - CLINICAL 90 HOURS

Clinical experience for practical nursing students.

NRSG 2205 PHARMACOLOGY II 60 HOURS

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

NRSG 2305 LEADERSHIP CONCEPTS FOR THE LPN 30 HOURS

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

PETT 1000 ENVIRONMENTAL SCIENCE 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 1200-21 WELL CONTROL SUPERVISOR 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.

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 1220 PRESSURE CONCEPTS & CALCULATIONS 4 HOURS

Learn well head pressures and how to calculate mud weight etc. to control pressure.

PETT 1222 GAS CHARACTERISTICS & BEHAVIOR 2 HOURS

Learn the characteristics and behaviors of gas that is present at the well head during the drilling process.

PETT 1224 TYPES OF FLUIDS 2 HOURS

Learn the types of fluids that can be used to control pressure.

PETT 1226 PROCEDURES 3 HOURS

Learn well control procedures.

PETT 1228 DRILLING EQUIPMENT 4 HOURS

Learn the different types of drilling equipment.

PETT 1230 CONSTANT BOTTOMHOLE PRESSURE WELL CONTROL METHODS 4 HOURS

Learn how to maintain a constant bottomhole pressure.

PETT 1232 BOP ACCUMULATOR 1 HOUR

Develop an awareness of accumulator system functions and requirements.

PETT 1234 CAUSES OF KICKS 2 HOURS

Learn the main causes for kicks during the drilling process.

PETT 1236 KICK DETECTION 4 HOURS

Learn techniques to use to detect kicks.

PETT 1238 ORGANIZING A WELL CONTROL OPERATION 4 HOURS

Learn how to organize a well control operation as a drilling supervisor.

PETT 1303 HAZWOPER 40 HOURS

Provides the 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.

PETT 1309 HAZWOPER 8 HOURS

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

PETT 2220 WELL CONTROL WORKOVER OPERATOR 35 HOURS

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

PHMT 1010 PHARMACY PRACTICE 50 HOURS

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

PHMT 1020 PHARMACY CALCULATIONS 36 HOURS

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

PHMT 1030 PHARMACOLOGY I 54 HOURS

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

PHMT 1040 PHARMACY SIMULATION I 50 HOURS

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

PHMT 1050 PHARMACOLOGY II 80 HOURS

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

PHMT 1060 COMPOUNDING 40 HOURS

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

PHMT 1070 NATIONAL CERTIFICATION PREP 20 HOURS

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

PHMT 1080 PHARMACY SIMULATION II 70 HOURS

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

PHMT 1090 PHARMACY EXTERNSHIP 200 HOURS

Rotate between various pharmacies to become proficient in pharmacy practice.

POST 1005 SFO ETHICS AND RELATIONS 17 HOURS

Develop a working knowledge of the concept of ethics and leadership as it relates to the law enforcement profession. Realize how vital leadership, ethics, and professionalism are in a peace officer's life both on and off duty.

POST 1015 SFO INTRODUCTION TO THE LAW 12 HOURS

Gain a working knowledge of Homeland Security and law enforcement's role in assisting with the protection of our homeland.

POST 1025 SFO COMMUNICATIONS AND LIFESTYLE 24 HOURS

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

POST 1034 SFO CRIMES AND LAWS 44 HOURS

Gain competency with the Laws of Arrest, Search and Seizure, Evidence and Reasonable Force as defined in the Utah Code of Criminal Procedure. Develop a working knowledge of the Utah Criminal Code including an understanding of the general provisions, governing offenses, and the elements of various crimes against people and property.

POST 1044 SFO BEHAVIORAL MANAGEMENT 16 HOURS

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

POST 1054 SFO DEFENSIVE TACTICS 45 HOURS

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

POST 1064 SFO PATROL STANDARDS 26 HOURS

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

POST 1075 SFO INTERVIEWS, INTERROGATIONS, AND INVESTIGATIONS 22 HOURS

Learn proper tactics and procedures for conducting basic investigative interviews and/or interrogations.

POST 1084 SFO DRUG RECOGNITION AND FAMILIARIZATION 2 HOURS

Discover different drugs encountered and how to recognize their effects on the human body.

POST 1094 SFO PHYSICAL TRAINING 20 HOURS

Work toward a healthy lifestyle and meet physical training standards.

POST 1099 SFO CERTIFICATION TESTING 15 HOURS

Required to pass the intermediate testing and review and the Special Function Officer certification test.

POST 1104 BCO LAWS AND ENFORCEMENT 26 HOURS

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

POST 1114 BCO COMMUNICATION 25 HOURS

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

POST 1124 BCO OFFENDER MANAGEMENT 44 HOURS

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

POST 1134 BCO CORRECTIONAL DEFENSIVE TACTICS 6 HOURS

Demonstrate and articulate the proper use of correctional defensive tactics and techniques.

POST 1144 BCO PRACTICAL STANDARDS 24 HOURS

Receive hands on techniques to search, enter a cell, and respond to a crisis.

POST 1194 BCO PHYSICAL TRAINING 16 HOURS

Work toward a healthy lifestyle and meet physical training standards.

POST 1199 BCO CERTIFICATION TESTING 11 HOURS

Required to pass the intermediate testing and review and the Basic Corrections Officer certification test.

POST 1205 LEO INTRODUCTION TO LAW ENFORCEMENT 13 HOURS

Learn the basic concepts of emergency vehicle operations, firearms handlings, and scenario training.

POST 1215 LEO COMMUNICATION 8 HOURS

Learn report writing, court demeanor and testifying, and strategies for developing and progressing in a law enforcement career.

POST 1224 LEO LAW AND ENFORCEMENT 11 HOURS

Demonstrate knowledge for provisions of Utah Traffic Law. Designed to help understand the law enforcement role in civil disputes and to introduce the different types of civil process including driver license law and hearings.

POST 1234 LEO DEFENSIVE TACTICS 10 HOURS

Learn effective ways of defending from and taking control of a person. Gain a working knowledge of the tactics and procedures for safely and effectively preventing an individual from taking possession of your weapon.

POST 1244 LEO PATROL STANDARDS 98 HOURS

Become familiar with the types and methods of patrol operations. Gain elementary knowledge of the law enforcement role in crime prevention as it pertains to patrol duties.

POST 1255 LEO INTERVIEWS, INTERROGATIONS, AND INVESTIGATIONS 39 HOURS

Learn proper tactics and procedures for conducting in-depth investigative interviews and/or interrogations.

POST 1265 LEO DRUG RECOGNITION AND FAMILIARIZATION 30 HOURS

Discover different drugs encountered and how to recognize their effects on the human body, the paraphernalia commonly found, and the processes of sobriety testing.

POST 1274 LEO FIREARM SAFETY AND TRAINING 52 HOURS

Demonstrate proficiency in proper handgun use, marksmanship, and safety through practice and qualifications on the firearms range.

POST 1294 LEO PHYSICAL TRAINING 28 HOURS

Work toward a healthy lifestyle and meet physical training standards.

POST 1299 LEO CERTIFICATION TESTING 15 HOURS

Required to pass the intermediate testing and review and the Law Enforcement Officer certification test.

SAFT 1013 RESPIRATORY PROTECTION PACKAGE 4 HOURS

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

SAFT 1021 H2S COMPLIANCE 2 HOURS

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

SAFT 1023 MEDIC FIRST AID/CPR WITH AED 5 HOURS

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

SAFT 1024 CHILD/INFANT ENDORSEMENT TO MEDIC FIRST AID 1.5HRS

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

SAFT 1028 DEFENSIVE DRIVING PASSENGER CAR 4 HOURS

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

SAFT 1103 MSHA NEW MINER 24 HOURS

Covers MSHA regulations including hazard awareness, HAZCOM, safety, MSDS, first aid/CPR, electrical safety, explosive safety, fire extinguisher, and rescue plans.

SAFT 1113 MSHA REFRESHER 8 HOURS

For employers/contractors who work on mine and/or tar sands and gravel sites.

SAFT 1202 PEC H2S CLEAR 4 HOURS

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

SAFT 1203 PEC SAFELAND USA 8 HOURS

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

SAFT 1306 CONTRACTOR CONTINUING ED 3 HOURS

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

SAFT 1307 CONTRACTOR CONTINUING ED 6 HOURS

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

SAFT 1702 INCIPIENT FIRE TRAINING 1 HOUR

Learn incipient fire training.

STEC 1010a, b, c ANATOMY & PHYSIOLOGY FOR SURGICAL TECHNOLOGISTS I, II, III 270 HOURS

Study the structure and function of the human body. Review all organ systems including disease processes and diagnostic treatment modalities as it applies to surgical technologists.

STEC 1021 INTRODUCTION TO MICROBIOLOGY FOR SURGICAL TECHNOLOGISTS 60 HOURS

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

STEC 1031 INTRODUCTION TO SURGICAL TECHNOLOGY 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 technician and the patient, and the methods utilized to prevent the spread of infection. Experience 16 hours of on-site participation in a central processing department to apply concepts related to sterilization, instrument identification, and processing.

STEC 1040 PRINCIPLES OF SURGICAL TECHNOLOGY 60 HOURS

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

STEC 1051 SURGICAL PHARMACOLOGY 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 1060 SURGICAL PATIENT CARE 30 HOURS

Assess patient's response to illness and hospitalization. Learn assess the physical, spiritual, and psychological needs of a patient. Gain competency in demonstrating the process used to obtain informed consent for a surgical procedure and treatment.

STEC 1055, 1075, 1085 SURGICAL TECHNOLOGY LAB I, II, III 180 HOURS

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

STEC 1070 SURGICAL PROCEDURES I 30 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 1080 SURGICAL PROCEDURES II 30 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 2015, 2020 INTRODUCTORY/ ADVANCED SURGICAL PRACTICUM (Clinical) 455 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.

STEC 2026 SEMINAR IN SURGICAL TECHNOLOGY 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.

TDRV 1002 INTRODUCTION TO TRUCK DRIVING 70 HOURS

Discover basic truck driving, including all the basics needed to prepare to pass federal and state requirements to obtain a Learners Permit.

TDRV 1020 DEFENSIVE DRIVING FOR PROFESSIONAL TRUCK DRIVER 4 HOURS

Learn a comprehensive state truck driving course for the commercial truck driver.

TDRV 1040 TRUCK DRIVER PRACTICUM 132 HOURS

Practice driving under the direction of a qualified instructor in a variety of driving environments.

TDRV 1045 AIR BRAKE AWARENESS 4 HOURS

Practice driving under the direction of a qualified instructor in a variety of driving environments.

WELD 1000 INTRO TO WELDING 60 HOURS

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

WELD 1060 BASIC SOLIDWORKS 60 HOURS

Learn to sketch and create basic solid models using extrusion, sweeping, and lofting as well as basic assembly modeling.

WELD 1070 ADVANCED SOLIDWORKS 60 HOURS

Learn 3D sketching, threads, configurations, and global variable.

WELD 1251 ARC CUTTING & GOUGING-WELD INSPECTION 60 HOURS

Properly set up and operate a plasma cutting/gouging machine, air carbon arc, and perform accurate weld inspection.

WELD 1301 BEGINNING SMAW 60 HOURS

Learn machine anatomy and setup, rod identification and application, and basic SMAW safety.

WELD 1311 ADVANCED SMAW 60 HOURS

Learn how to prep plates for and perform groove welds and learn how to prep coupons for and weld pipe.

WELD 1401 BEGINNING GMAW 60 HOURS

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

WELD 1411 ADVANCED GMAW 60 HOURS

Learn how to set up and operate a GMAW machine for axial spray transfer, solder wire groove welds and FCAW.

WELD 1600 BEGINNING GTAW (MILD STEEL) 60 HOURS

Learn machine anatomy and setup and how to perform fillet welds.

WELD 1610 INTERMEDIATE GTAW 60 HOURS

Train using the gas tungsten arc process welding on aluminum and stainless steel.

WELD 1620 ADVANCED GTAW 60 HOURS

Demonstrate mastery by passing groove weld tests on mild steel, stainless steel, and aluminum.

WELD 2201 BASIC FABRICATION 60 HOURS

Learn how to read blueprints, layout parts, and do basic welding math. Learn basic job skills such as writing a resume and how to do a job interview.

WELD 2211 INTERMEDIATE FABRICATION 60 HOURS

Develop a final project using a variety of welding techniques. The process will include advanced print reading skill, technical fabrication, and layout skills in a work environment. Focus on teamwork skills.

WELD 2221 ADVANCED FABRICATION 60 HOURS

Build upon previous welding concepts. Learn basic fixture and jig design and basic CNC operation and programming.

WELD 2300 PIPE WELDING 60 HOURS

Learn pipe welding techniques related to pipelines, petroleum related facilities, and waterworks on carbon steel pipe.

WELD 2303 ADVANCED PIPE 60 HOURS

Continuation of the training received in Pipe Welding (WELD 2300) with additional training in different types of certification used in local industry, as well as some GTAW as it relates to pipe including pipe layout and fit-up.

WELD 2335 PIPE LAYOUT 60 HOURS

Measure, layout pipe projects, and read math that applies to pipe specifics.

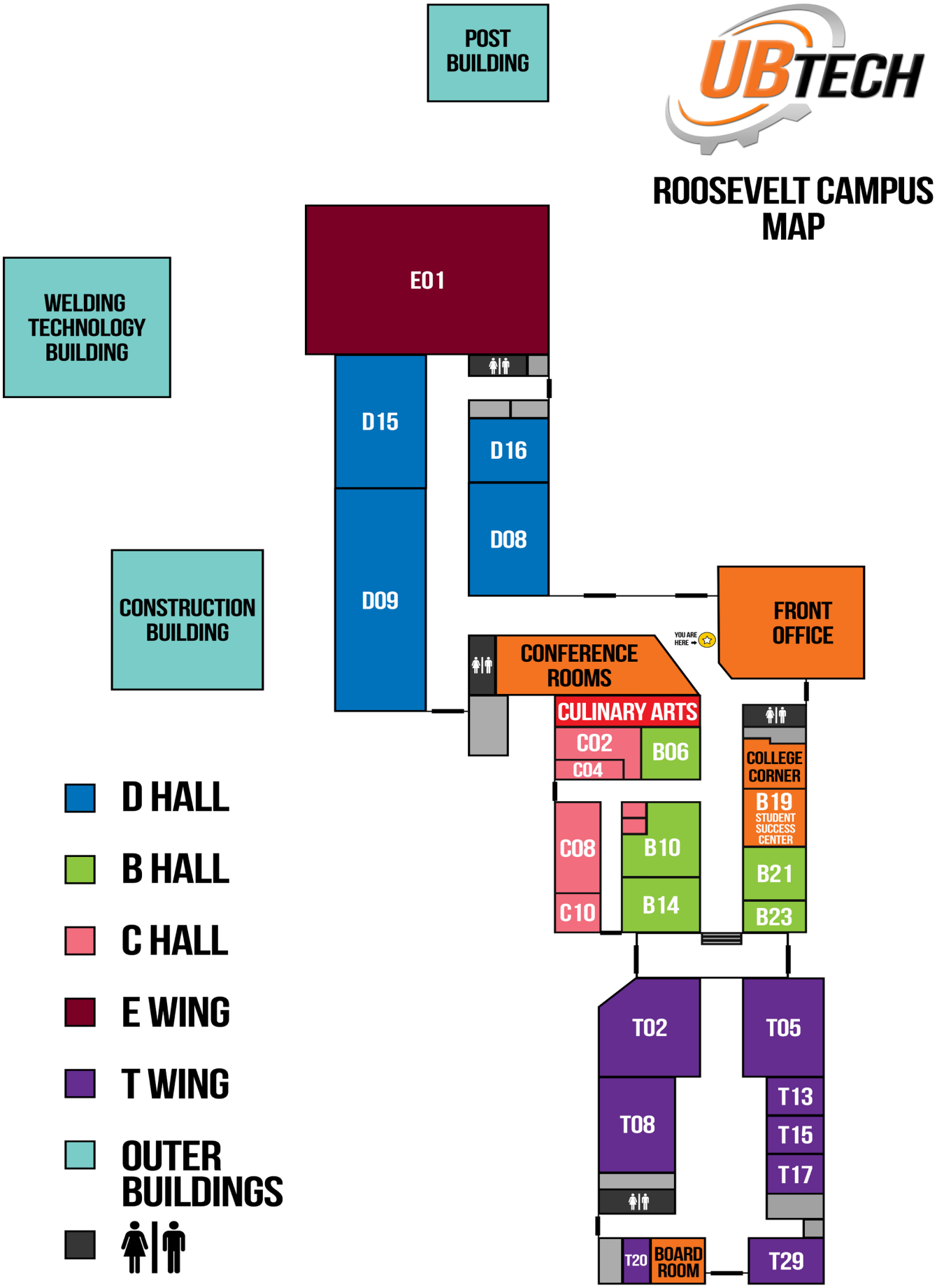
WELD 2801 BASIC WELDED SCULPTURE 60 HOURS

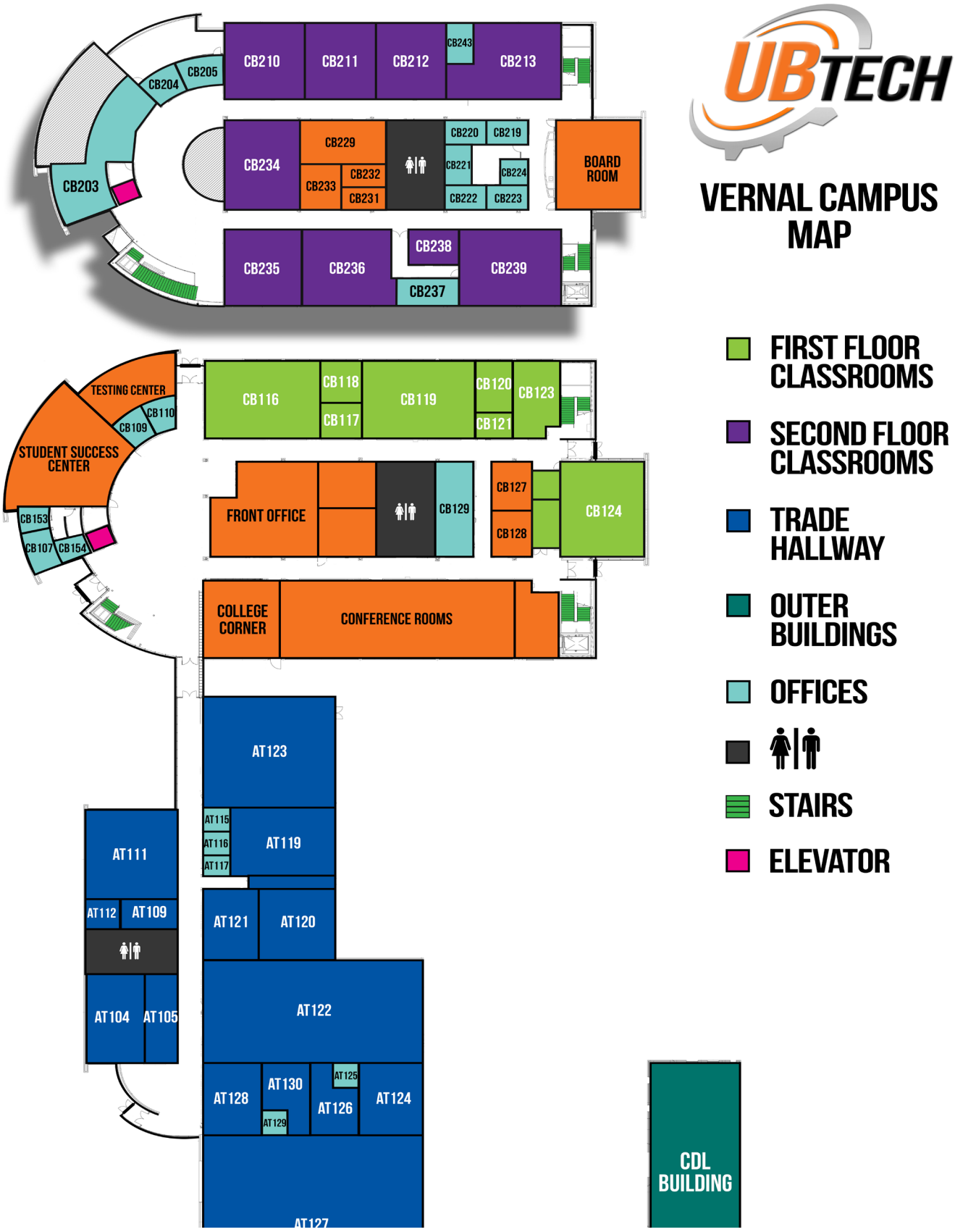
Plan a sculpture through research, sketching, and material selection.

WELD 2802 ADVANCED WELDED SCULPTURE 60 HOURS

Construct sculpture, write an artist's statement, and build a portfolio.

ROOSEVELT CAMPUS MAP




UBTECH
VERNAL CAMPUS MAP
CB210
CB211
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CB243
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CB224
CB232
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CB222
CB223
BOARD ROOM
CB235
CB236
CB238
CB237
CB239
TESTING CENTER
CB110
CB109
STUDENT SUCCESS CENTER
CB153
CB107
CB154
CB116
CB118
CB117
CB119
CB120
CB121
CB123
FRONT OFFICE
CB129
CB127
CB128
CB124
COLLEGE CORNER
CONFERENCE ROOMS
AT123
AT115
AT116
AT117
AT119
AT111
AT112
AT109
AT121
AT120
AT104
AT105
AT122
AT128
AT130
AT129
AT125
AT126
AT124
AT127
CDL BUILDING
FIRST FLOOR CLASSROOMS
SECOND FLOOR CLASSROOMS
TRADE HALLWAY
OUTER BUILDINGS
OFFICES
STAIRS
ELEVATOR