



BRIDGERLAND
TECHNICAL
COLLEGE
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**BRIDGERLAND TECHNICAL COLLEGE
BOARD OF DIRECTORS' MEETING
NOVEMBER 19, 2018, 4 P.M.
LOGAN CAMPUS – MAIN BOARDROOM
1301 NORTH 600 WEST, LOGAN, UTAH**

MINUTES

Board Members Present

Ann Geary, Chair – Logan School District, Logan
Taylor Adams – Utah State University, Logan
Dave Brown – Western AgCredit, South Jordan, via conference call
Monica Holdaway – Box Elder Chamber of Commerce, Brigham City
Nancy Kennedy – Box Elder School District, Brigham City
Sue Luman – Regence, Logan
Jack Draxler – Draxler Appraisal Services, Inc., North Logan
Jeffrey Packer – All Pro Real Estate, Brigham City
Neil Perkes, Vice Chair – Logan Regional Hospital, Logan
Michael Madsen, Past Chair – Michael J. Madsen Construction, Garden City
Roger Pulsipher – Cache School District, Avon
Eric Wamsley – Rich School District, Laketown

Board Members Excused

Brian Hyde – Autoliv, Smithfield

Bridgerland Technical College Present

K. Chad Campbell, President
Wendy Carter, Vice President for Instruction
Troy Christensen, Vice President for Brigham City
John Davidson, Vice President for Economic & Business Development
Emily Hobbs, Chief of Staff
Lisa Rock, Controller
Frank Stewart, Chief Development Officer

Guest(s) Present

Mike Liechty
Dr. Scott Theurer, Trustee Representative – Dentist, Logan

Item 1

Pledge of Allegiance & Welcome

Ann Geary conducted the meeting and welcomed those in attendance. The meeting was called to order at 4:03 p.m. The Pledge of Allegiance was recited. Jack Draxler has now been confirmed by the Senate as a member of the BTECH Board of Directors. He serves as a business and industry representative with his first term expiring September 30, 2022.

Item 2

Approval of Minutes

ACTION: Motion was made by Roger Pulsipher for approval of minutes from the August 27, 2018, Board meeting. Mike Madsen seconded. Motion carried.

Item 3

Program Highlight – Automated Manufacturing

Ed Ball, Lauri Sorenson, and Matt Fuller, representing the Automated Manufacturing program, talked about the success of the AM STEM Academy and ultimate transition from high school into the program certification. This high school offering has a rigorous sequence of courses beginning with foundation skills to real-world, hands-on experience in the classroom led by dedicated educators and work-based experiences facilitated by industry partners. The AM STEM Academy exemplifies excellence in the successful implementation of the following:

- CTE Career Pathways
- Progression and connection from secondary to postsecondary education
- Meaningful work-based learning opportunities
- Substantial and evidence-based impact on student achievement and success

The Bear River Region AM STEM Academy was recognized as a winner of the 2018 Utah Career and Technical Education Excellence in Action Award. On behalf of the Board, Ann Geary and President Campbell congratulated all of those who participated in this Academy for their hard work and collaboration efforts.

Item 4

Recognition and Honor of the Bridgerland Technical College/Utah System of Technical Colleges (UTech) Student of the Year

In conjunction with the UTech Student of the Year campaign, President Campbell was pleased to present the 2019 BTECH Student of the Year to Amanda Bunnell of the Business Technology program. Her instructor, Kristen Bogue, said she has been an excellent student and has balanced school, work, and family exceptionally well. The Student of the Year was selected by a committee from a group of excellent candidates who were required to submit an application and represent Bridgerland and UTech during the upcoming year including legislative and other

public relations events. Ann Geary presented her a Certificate of Accomplishment and Board members congratulated Amanda and her family.

Item 5

Training on Open and Public Meeting Laws

Ann Geary provided training on open and public meeting laws, which included a collaborative quiz. These requirements are to be reviewed annually to comply with Utah Code Title 52 – Chapter 04 – Open and Public Meetings Act.

Item 6

Notification of FY 2019-2020 Secondary Student Fees to Education Providers

The High School Course Offerings booklet, which includes the current secondary student fees schedule was provided for review as a link online. This schedule is given to all secondary education providers in the Bear River Region and is also available on Bridgerland's Web site at www.btech.edu/students/high-school-students. Each school district representative on the College Board of Directors is required by UTech policy to provide written notification of this fee schedule to the Board of Education President of their respective districts. Jack Draxler expressed words of caution when increasing fees and said they should only be increased if absolutely necessary. The College has maintained a conservative approach to fees, which are minimal and typically expendible supplies. Students with fee waivers are eligible to have their fees waived.

ACTION: Nancy made a motion to approve the Secondary Student Fee Schedule and agreement (where applicable) to notify the Board of Education of their respective districts and secondary education providers. Eric Wamsley seconded. Motion carried.

Item 7

FY 2017-2018 Strategic Plan Summary Report

The FY 2017-2018 Strategic Plan Summary Report was provided as a brief summary and evaluation of accomplishments toward the objectives of the 2017 through 2022 Strategic Plan. Standard Four "Strategic Planning" of the Council on Occupational Education (COE) Accreditation Standards requires the Strategic Plan to (1) be reviewed and revised annually (at least), and (2) the results of the evaluation of progress documented annually. This report is designed to satisfy these requirements and provide an opportunity for discussion related to the strategic planning process. Emily Hobbs reviewed the report and spoke of the successes throughout the year. Board members engaged in discussion.

ACTION: Jeff Packer made a motion to approve the FY 2017-2018 Strategic Plan Report. Sue Luman seconded. Motion carried.

Item 8

Policy Manual Updates

Administration has identified the following policies/plans that were updated as necessary. The policies/plans were included as links and proposed changes were indicated with red and strike out. President Campbell reviewed the following:

Policy 302 – Employee Education Assistance Plan (Discontinue - combining with 304)

Policy 304 – Employee Education Assistance Program

The word 'plan' was replaced with 'program.' Emily Hobbs will ensure all instances are replaced.

Policy 343 – Solicitation of Employees and/or Students

Emily Hobbs will fix minor grammatical errors.

Policy 300a – Substitute Employee (Instructional and Non-Instructional)

ACTION: Motion was made by Taylor Adams to approve the changes to policies/plans 302 (discontinued), 304, 343, and 300a as outlined above in Policy Manual Updates. Nancy Kennedy seconded. Motion carried.

Item 9

BTECH Updates & Calendar Items

- Stand-Alone Courses
 - In accordance with Utah System of Technical Colleges Policy 200, Section 5.1.2, courses not part of an approved certificate shall be approved by the Chief Instructional Officer and reported to the College Board of Directors as an information item. The current schedule is always available online at btech.edu/ce. Wendy reviewed the new Basic Life Support (BLS) Instructor Class.

- Custom Fit – Year to Date

Fiscal Year	Trainees	Training Hours	Total Companies	New Companies
16-17	4,762	62,014	167	30
17-18	4,856	67,118	182	34
18-19 1 st Qtr	1,246	13,840	127	24

- Calendar available at btech.edu/event-calendars
 - December 5: Pathways Conference
 - December 5: BTECH Graduation, 6:30 p.m., Ridgeline High School
 - December 6: Nursing Graduation, 5:30 p.m. Bridgerland Technical College
- Upcoming Board Meeting Dates
 - January 28, 2019
 - April 22, 2019
 - June 17, 2019

Item 10

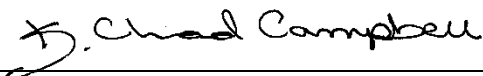
Board of Trustees Report

The following brief update from the UTech Board of Trustees was provided by Scott Theurer:

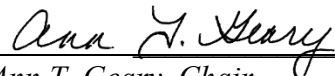
- The Board of Trustees will restart the process of hiring a new Commissioner after the legislative session. Final candidates were encouraged to reapply.
- Interim Commissioner Mike Bouwhuis fulfilled his obligation and was thanked for his service. Jared Haines was appointed Interim Commissioner through the legislative session or until a new Commissioner is hired.
- Darin Brush was appointed as President at Davis Technical College.
- The Board of Trustees highly endorses the BTECH Capital Development project to build a Health Sciences building.

Next Meeting Date & Adjournment

The next Board meeting will be Monday, January 28, 2019, at 4 p.m. The meeting adjourned at 6 p.m.



Minutes submitted by K. Chad Campbell, President
Prepared by Emily Hobbs, Chief of Staff



Ann T. Geary, Chair



**BRIDGERLAND TECHNICAL COLLEGE
BOARD OF DIRECTORS' MEETING
NOVEMBER 19, 2018, 4 P.M.
LOGAN CAMPUS – MAIN BOARDROOM
1301 NORTH 600 WEST, LOGAN, UTAH**

AGENDA

WIFI PASSWORD: neutron118

Item 1

**Start Recording: State Date, Time, and Place of Meeting
Pledge of Allegiance & Welcome**

Jack Draxler has now been confirmed by the Senate as a member of the BTECH Board of Directors. He serves as a business and industry representative with his first term expiring September 30, 2022.

Item 2

Minutes from the August 27, 2018, Board meeting are available online for review and subsequent approval.

ACTION: Recommend approval of minutes.

Item 3

Program Highlight – Automated Manufacturing

Ed Ball, Department Head

The Bear River Region AM STEM Academy was recognized as a winner of the 2018 Utah Career and Technical Education Excellence in Action Award. This high school offering has a rigorous sequence of courses beginning with foundation skills to real-world, hands-on experience in the classroom led by dedicated educators and work-based experiences facilitated by industry partners. The AM STEM Academy was recognized as a superior CTE offering in the state of Utah, exemplifying excellence in the successful implementation of the following:

- CTE Career Pathways
- Progression and connection from secondary to postsecondary education
- Meaningful work-based learning opportunities
- Substantial and evidence-based impact on student achievement and success

Program representatives will be present to talk about the success of the academy and ultimate transition from high school into the program certification.

ACTION: Information item/pleasure of the Board.

Item 4

Recognition and Honor of the Bridgerland Technical College/Utah System of Technical Colleges (UTech) Student of the Year

Chad Campbell, President

Ann Geary, Board Chair

In conjunction with the UTech Student of the Year campaign, Bridgerland will be pleased to present the 2019 Student of the Year selection. The Student of the Year has been selected by a committee from a group of excellent candidates who were required to submit an application and represent Bridgerland and UTech during the upcoming year including legislative and other public relations events. The Board Chair and Board Leadership members will present the Student of the Year award and will congratulate the winner.

ACTION: Information item/pleasure of the Board.

Item 5

Training on Open and Public Meeting Laws

Ann Geary, Board Chair

Every state has open meeting laws for accountability and transparency. These requirements are to be reviewed annually. Ann Geary has significant experience with open meetings and will provide guidance. For more information, see Utah Code Title 52 – Chapter 04 – Open and Public Meetings Act.

ACTION: Information item/pleasure of the Board.

Item 6

Notification of FY 2019-2020 Secondary Student Fees to Education Providers

Wendy Carter, Vice President for Instruction

Provided as a link for your information and review is the High School Course Offerings booklet, which includes the current secondary student fees schedule. This booklet will be provided to all secondary education providers in the Bear River Region and, once approved, will be available on Bridgerland's Web site at www.btech.edu/students/high-school-students. Each school district representative on the College Board of Directors is required by UTech policy to provide written notification of this fee schedule to the Board of Education President of their respective districts.

ACTION: Recommend approval of the Secondary Student Fee Schedule and agreement (where applicable) to notify the Board of Education of their respective districts and secondary education providers.

Item 7

FY 2017-2018 Strategic Plan Summary Report

Emily Hobbs, Chief of Staff

Provided as a link for your information and review is the FY 2017-2018 Strategic Plan Summary Report, designed to provide a brief summary and evaluation of accomplishments toward the objectives of the 2017 through 2022 Strategic Plan. Standard Four "Strategic Planning" of the Council on Occupational Education (COE) Accreditation Standards requires the Strategic Plan to (1) be reviewed and revised annually (at least), and (2) the results of the evaluation of progress documented annually. This report is designed to satisfy these requirements and provide an opportunity for discussion related to the strategic planning process. Administration will be in attendance at the meeting to review the report and participate in any discussion.

ACTION: Recommend approval of the FY 2017-2018 Strategic Plan Report.

Item 8

Policy Manual Updates

Administration has identified the following policies/plans that need to be reviewed and updated as necessary. The policies/plans are included as links and proposed changes are indicated with red and strike out.

Chad Campbell, President

Policy 302 – Employee Education Assistance Plan (Discontinue - combining with 304)

Policy 304 – Employee Education Assistance Program

Policy 343 – Solicitation of Employees and/or Students

Lisa Rock, Controller

Policy 300a – Substitute Employee (Instructional and Non-Instructional)

Administration will be present at the meeting to discuss the policy changes and address any questions or comments from the Board.

ACTION: Recommend approval of changes to policies/plans as outlined above in Policy Manual Updates.

Item 9

BTECH Updates & Calendar Items

Chad Campbell, President

- BTECH Updates

- Stand-Alone Courses
 - In accordance with Utah System of Technical Colleges Policy 200, Section 5.1.2, courses not part of an approved certificate shall be approved by the Chief Instructional Officer and reported to the College Board of Directors as an information item. The current schedule is always available online at btech.edu/ce. New courses not included online are provided as a link: Basic Life Support (BLS) Instructor Class.

- Custom Fit – Year to Date

Fiscal Year	Trainees	Training Hours	Total Companies	New Companies
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- Calendar available at btech.edu/event-calendars
 - December 5: Pathways Conference
 - December 5: BTECH Graduation, 6:30 p.m.
 - December 6: Nursing Graduation, 5:30 p.m.

- Upcoming Board Meeting Dates
 - January 28, 2019
 - April 22, 2019
 - June 17, 2019

Item 10

Board of Trustees Report

Dr. Scott Theurer, Trustee Representative

A brief update from the Utah System of Technical Colleges Board of Trustees will be provided.

Item 11

Other Items of Business

Item 12

Adjournment



BRIDGERLAND
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**BRIDGERLAND TECHNICAL COLLEGE
BOARD OF DIRECTORS' MEETING
AUGUST 27, 2018, 4 P.M.
LOGAN CAMPUS – MAIN BOARDROOM
1301 NORTH 600 WEST, LOGAN, UTAH**

**MINUTES
~ DRAFT ~**

Board Members Present

Ann Geary, Chair – Logan School District, Logan
Taylor Adams – Utah State University, Logan
Monica Holdaway – Box Elder Chamber of Commerce, Brigham City
Nancy Kennedy – Box Elder School District, Brigham City
Neil Perkes, Vice Chair – Logan Regional Hospital, Logan
Michael Madsen, Past Chair – Michael J. Madsen Construction, Garden City
Roger Pulsipher – Cache School District, Avon
Eric Wamsley – Rich School District, Laketown

Board Members Excused

Dave Brown – Western AgCredit, South Jordan
Brian Hyde – Autoliv, Smithfield
Sue Luman – Regence, Logan
Jeffrey Packer – All Pro Real Estate, Brigham City

Bridgerland Technical College Present

K. Chad Campbell, President
Wendy Carter, Vice President for Instruction
Troy Christensen, Vice President for Brigham City
John Davidson, Vice President for Instruction
Emily Hobbs, Chief of Staff
Lisa Rock, Controller
Frank Stewart, Chief Development Officer
Jim White, Vice President for Student Services

Guest(s) Present

Jack Draxler – Draxler Appraisal Services, Inc., North Logan
Mike Liechty
Dr. Scott Theurer, Trustee Representative – Dentist, Logan
Mike Bouwhuis

Item 1

Ann Geary conducted the meeting and welcomed those in attendance. The meeting was called to order at 4 p.m. The Pledge of Allegiance was recited.

Jack Draxler was welcomed as a Board member who has been appointed by the Governor and is now awaiting Senate confirmation. Introductions were completed by Jack Draxler, Mike Bouwhuis, and the rest of the members and guests.

Item 2

ACTION: Motion was made by Roger Pulsipher for approval of minutes from the June 18, 2018, Board meeting. Mike Madsen seconded. Motion carried.

Item 3

Program Highlight – Emergency Medical Technician (EMT) & Paramedic

John Fullmer, Department Head, presented a summary of the Emergency Medical Technician Program. Upon completion, students are prepared to respond to emergency calls and provide efficient and immediate care to the critically ill and injured. The Bridgerland Technical College (BTECH) certification pass rate (first attempt) is 80 percent compared to the national average of 57 percent. John shared student success stories, which included graduates who moved on to become flight paramedics, physician assistants, emergency room doctors, etc. In addition to Emergency Medical Technician, John introduced the proposed Paramedic Program.

Item 4

Program Changes for School Year 2018-2019

Wendy Carter explained the changes listed below for the 2018-2019 school year. Course outlines and descriptions were provided for review.

- 1) As a College governed by the state of Utah, Bridgerland Technical College annually requests legislative building block funds in support of program offerings. Secured funding for Fiscal Year (FY) 2018-2019 has enabled the College to expand programs in the four main initiative areas (Health, Manufacturing, IT, and Construction) identified with critical employment needs in the service region. Details for the new program offerings and one substantive change are detailed below and were reviewed. Ultimate approval by the Council on Occupational Education (COE) will be requested.

NEW PROGRAM NAME	CIP	Hours	Location
Apprentice Plumber	46.0503	720 hrs	Main #240800
Automotive Service II	47.0604	600 hrs	Main #240800
Cabinetmaking & Millwork	48.0703	960 hrs	Main #240800
Cybersecurity	11.1003	450 hrs	Main #240800
Paramedic	51.0904	1260 hrs	Main #240800
Phlebotomy	51.1009	60 hrs	Main #240800

COE Approved Program Name	Substantive Change	CIP	Old Hours	New Hours	Location
Automotive Service	The Automotive Service program is splitting the 1200-hour program into two 600-hour programs (Automotive Service and Automotive Service II).	47.0604	1200 hrs	600 hrs	Main #240800

- 2) Additionally, programs are reviewed on an annual basis to verify alignment with industry standards and entry-level employment competencies. As businesses continue to struggle to find enough employees, program faculty and advisory committee members have worked hard to streamline program content. Outlined below are non-substantive program hour modifications.

COE Approved Program Name	NEW PROGRAM NAME	CIP	Old Hours	New Hours	Location
Apprenticeship	Apprentice Electrician	46.0302	720 hrs	720 hrs	Main #240800
Auto Collision	N/A	47.0603	1230 hrs	1110 hrs	Main #240800
Drafting	N/A	15.1302	1500 hrs	1200 hrs	Main #240800 Branch #240801
Fashion Merchandising and Development	N/A	52.1902	1050 hrs	900 hrs	Main #240800
Media Design	N/A	11.0801	1500 hrs	1200 hrs	Main #240800 Branch #240801
Nursing	Practical Nursing	51.3901	1500 hrs	1500 hrs	Main #240800
Web & Mobile Development	N/A	11.0201	1200 hrs	1050 hrs	Main #240800

ACTION: Motion was made by Mike Madsen for the approval of the program changes for school year 2018-2019 as outlined above. Nancy Kennedy seconded. Motion carried.

Item 5

FY 2019-2020 Operating Budget and Equipment Request – Strategic Planning

President Campbell reviewed the preliminary FY 2019-2020 Operating Budget (Building Blocks) and Equipment Request, which was provided online as a link (see attached). This draft list is a compilation of the budget needs and represents the current and immediate priorities of the College. The budget is based on input from the Strategic Planning process, departmental advisory committees, instructional departments, and administrative analysis. Administration meets with the Department of Workforce Services and the Labor Market Economist regularly to ensure the College requests have their support. Some “trimming” of this list may still occur by the Commissioner’s Office or the Board of Trustees, but it represents the best analysis of business and industry demand in relationship to the College’s ability to implement the request during the coming months. This request will be forwarded on to the Governor’s Office of Planning and Budget and to the Office of the Legislative Fiscal Analyst on its way to consideration during the next General Session of the Utah State Legislature.

ACTION: Motion was made by Nancy Kennedy for approval of the FY 2019-2020 Operating Budget and Equipment Request. Eric Wamsley seconded. Motion carried.

Item 6

FY 2019-2020 Capital Improvement Request – Strategic Planning

John Davidson reviewed Bridgerland’s Capital Improvement Requests for FY 2019-2020 (see attached). The spreadsheet represents a summary listing of the respective projects. The projects listed have been identified by a combination of processes that include a Facility Condition Assessment conducted by the State of Utah’s Division of Facilities, Construction, and Management (DFCM) and the Strategic Planning process internal to the College.

ACTION: Motion was made by Mike Madsen for approval of the FY 2019-2020 Capital Improvement Request. Roger Pulsipher seconded. Motion carried.

Item 7

FY 2017-2018 Student Enrollment and Outcomes Report

Jim White explained that in accordance with UTech Policy 205.10 "College Data Submission and Certification," the President, the Vice President for Student Services, and the Vice President for Instruction conducted a careful review of the FY 2017-2018 enrollment (headcount and membership hours), certificate, and placement data. This review certifies the data is complete and accurate and complies with the criteria outlined in UTech policies 200, 201, and 205. He provided a presentation to explain the changes in policies and reviewed the preliminary year-end data submission. A report showing the FY 2017-2018 compared to FY 2016-2017 results using the new definitions approved by the UTech Board of Trustees was provided. Based on the great leadership of the Commissioner and information from legislators on the Higher Education Appropriations Committee, the definitions are still being improved. Accordingly, FY 2016-2017 enrollment data becomes the baseline and the FY 2017-2018 data is the first year in which any comparison is possible. Please note that the policy governing FY 2016-2017 data was approved on May 17, 2017, which means the transition from previous reporting definitions could only be implemented retroactively for that year using our best estimates within the limitations of the database. A copy of the College certified data is attached.

Item 8

Capital Development – Health Sciences Building Campaign

The UTech Board of Trustees has recently voted to place the Bridgerland Technical College building project as the No. 1 priority for the 2019 Legislative Session. Since the announcement in June, the College has collectively organized a building campaign of support for this project. The Cache Valley Chamber of Commerce, Box Elder Chamber of Commerce, and Northern Utah Chamber Coalition are expressing full support. Frank Stewart explained that we are asking our friends and partners to join the fund raising campaign. There has been great success with the preliminary planning phase and the lead gift has been secured at \$600,000 with an additional \$75,000 more. He said he is confident the target goal will be met. Frank asked for the Board members' support, advocacy, and suggestions in preparation for an October 2018 Legislative Building Board Meeting. In addition, we are working with the medical and dental communities for support in this effort.

Monica Holdaway requested a digital copy of the materials so she can help support marketing efforts for the building. Additional suggestions included visiting city councils and asking for impact fees to be waived.

Item 9

BTECH Updates & Calendar Items

- BTECH Updates & Celebration Items
 - Code to Success Graduation
 - President Campbell explained the new Code to Success classes for high school students. These students learn coding with a pathway to finish a certificate and then continue on to Utah State University (USU). Seventy-eight students attended all summer with 54 graduates.
- Stand-Alone Courses
 - In accordance with Utah System of Technical Colleges Policy 200, Section 5.1.2, courses not part of an approved certificate shall be approved by the Chief Instructional Officer and reported to the College Board of Directors as an information item. The current schedule was included as a link and is always available online at btech.edu/ce.

- Custom Fit

Fiscal Year	Trainees	Training Hours	Total Companies	New Companies
16-17	4,762	62,014	167	30
17-18	4,856	67,118	182	34

- Calendar available at btech.edu/event-calendars
- Upcoming Board Meeting Dates
 - November 19, 2018
 - January 28, 2019
 - April 22, 2019

Item 10

Board of Trustees Report

Dr. Scott Theurer provided a brief update from the UTech Board of Trustees. He noted that Commissioner Dave Woolstenhulme resigned and returned to USU. The Board of Trustees appointed Mike Bouwhuis as Interim Commissioner in July and the search for a new Commissioner is underway. This appointment is anticipated to be made October 12. Kim Ziebarth has been appointed as Interim President for Davis Technical College and the new appointment for President will take place in November. In addition, Joseph Demma resigned from UTech and has accepted a Vice President position at Mountainland Technical College.

Item 11

Adjournment

The next Board meeting will be Monday, November 19, 2018, at 4 p.m. The meeting adjourned at 5:45 p.m.



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BRIDGERLAND
TECHNICAL COLLEGE

2019-2020





All Bridgerland Technical College program certificates 900 clock hours and greater are worth 30 credits at Utah State University (with no transfer costs). That's ½ way to an Associate of Applied Science degree in General Technology! Learn more about this exciting educational pathway at <https://btech.edu/students/pathway/>






Apply for any open scholarship with the new single scholarship application. This general application is used to align students with all available scholarships based on the information provided at the time of application.

Apply now <http://btech.edu/scholarships/>





PROGRAM & LOCATION	BRIEF DESCRIPTION	MAY REPEAT	BTECH PREREQUISITE	T1/S1	T2/S2	T3	SU	AVAILABLE HOURS	FEES
American Sign Language (ASL) Logan Main Campus 	ASL I First & Third Trimesters ONLY First Semester ONLY Introduces students to American Sign Language (ASL) and teaches the basic structure, vocabulary, and grammatical rules of the language. Students will learn about Deaf culture and will become proficient in fingerspelling, facial expressions, and basic conversational/cultural skills required to converse with Deaf individuals. ASL 2 Second Trimester ONLY This course is for students who have completed ASL 1 with a B or better. We will focus on receptive and expressive skills, Deaf culture, and grammar rules. Students will need access to the internet to complete assignments and quizzes outside of class.		None	X	X	X		12:30-2:30	\$15 Fee
Animal Sciences Logan West Campus 	Learn animal nursing, emergency care, veterinary terminology and anatomy. Introduces skills needed to keep animals healthy and to nurse them when they are ill. Skills include: <ul style="list-style-type: none"> obtaining animal health histories and records providing specialized nursing care under the direction of a veterinarian assisting in surgical procedures washing, feeding, and caring for animals understanding animal communication, behavior, and training This is a rewarding career in a growing field. Students interested in transitioning into the adult program need to successfully pass a criminal background check	✓	Juniors and Seniors only	X	X	X		12:30-2:30	\$25 Lab Supplies (per Tri/Sem) \$67 – \$133 Dissection kit, stethoscope, scrubs, etc.






PROGRAM & LOCATION	BRIEF DESCRIPTION	MAY REPEAT	BTECH PREREQUISITE	T1/S1	T2/S2	T3	SU	AVAILABLE HOURS	FEES
Auto Collision Logan Main Campus 	This fun program provides an opportunity to repair and paint modern vehicles. Instruction and hands-on experience provide experience on panels and fenders - personal vehicles are rarely allowed. Safety, environmental protection, fundamentals of collision repair, vehicle identification, estimating systems and terminology, frontal impact analysis, mechanical systems analyses, restraints, interior, glass, side/rear impact analysis, hazardous materials, personal safety, refinish safety, and corrosion protection are covered.	✓	None	X	X	X	X	8-2:30	\$15 Lab Fee Approx. \$10 Supplies (Coveralls suggested, not included in above amount)
Automated Manufacturing Logan West Campus 	<ul style="list-style-type: none"> Automation Technician Basics 3D Modeling Introduction to Industrial Robotics Basic Workplace Safety Basic Electrical Theory and Wiring Fluid Power Pneumatics Fluid Power Hydraulics Electrical Motor Controls Programmable Logic Controllers 1 	✓	None	X	X	X	X	8-2:30	\$75 for entire year <i>(not prorated)</i>
Automated Manufacturing AM STEM Academy Broadcast to all High Schools, Logan West Campus, Brigham City Campus 	<ul style="list-style-type: none"> Basic Workplace Safety Basic Electrical Theory and Wiring Fluid Power Pneumatics Electrical Motor Controls Programmable Logic Controllers 1 Automation Technician Basics Electronics Assembly and Soldering 3D Modeling Microcontrollers 1 Microcontrollers 2 Introduction to Industrial Robotics Electronics Fundamentals DC Electronics Fundamentals AC 	✓	None	X	X	X	X	7-8 AM	\$75 for entire year <i>(not prorated)</i>






PROGRAM & LOCATION	BRIEF DESCRIPTION	MAY REPEAT	BTECH PREREQUISITE	T1/S1	T2/S2	T3	SU	AVAILABLE HOURS	FEES
<p>Automotive Service Logan Main Campus</p> 	<p>Starts with an overview of automobile equipment and its operating systems. Emphasis will be placed on safety in the auto shop, common hand tools and equipment, and the operation of various systems. Students have the opportunity to complete minor repairs and preventative maintenance procedures on their personal vehicles. As student's progress through the curriculum, they will have an opportunity to learn Automotive Service Excellence (ASE) areas of electrical systems, engine performance, manual drive trains, automatic transmissions, steering and suspension systems, brakes, and other ASE certified areas. Work completed in this course will apply directly to the adult Automotive Service program. The Automotive Service program follows the ASE Maintenance and Light Repair (MLR) Standards. This course is a prerequisite to the Automotive Service II program. This course is individualized and includes extensive hands-on experiences.</p>	✓	None	X	X	X	X	8-2:30	<p>\$20 Lab Fee</p> <p>Approx. \$5 safety equipment</p>
<p>Building Technology Logan Main Campus</p> 	<p>Basic Carpentry – The Building Technology Program gives the student hands-on experience in the actual construction of a home. The student will be involved in all phases from planning and estimating to foundation, framing, and finishing work.</p> <p>All of the classroom and building experiences are conducted by instructors who are experienced in general contracting and teaching. While the primary emphasis of this program is residential construction, certain processes found in commercial building are also covered.</p>	✓	None	X	X	X	X	8-2:30	<p>\$40 refundable tool rental</p>






PROGRAM & LOCATION	BRIEF DESCRIPTION	MAY REPEAT	BTECH PREREQUISITE	T1/S1	T2/S2	T3	SU	AVAILABLE HOURS	FEES
Business Technology Logan Main Campus 	Want to run your own business or work in a business career? Learn topics of your choice. Each course successfully completed will receive credit in the full-time program if enrolled within one year of graduation. Students select from the following subject(s): <ul style="list-style-type: none"> Accounting I & II Adobe Suite Entrepreneurship Microsoft Application Software Operating System Fundamentals Online Applications QuickBooks Pro (Pre-requisite of Accounting I) Social Media Marketing (Pre-requisite of Online Applications) Web Design <p><i>*High School Articulation – Students completing business courses at the high school with a “B” grade or better may receive credit towards completion of the full-time Business Technology program.</i></p>	✓	None	X	X	X	X	8-2:30	\$0 - \$120 Consumable workbooks depending on subject area
Cabinetmaking Logan Main Campus 	<p>Beginning Cabinetmaking and Millwork – Covers fundamentals of the cabinetmaking and millwork trade. <i>No previous experience or prerequisite classes from home high school are required.</i> Learn about wood technology, safety and machine tool use, cabinet design and layout, cabinet construction, and finish applications. <i>Students will design and build a cabinet project of their choosing.</i> The result will be a well-built, successful project to take home. This class will prepare students for the Advanced Cabinetmaking and Millwork course.</p>	✓	None	X	X	X	X	8-2:30	Personal project materials Students will receive estimated costs before starting project
	<p>Advanced Cabinetmaking and Millwork – Focuses on further development of skills from beginning course. Project work will be accelerated and introduces students to advanced cabinetry techniques such as raised panel construction, angle cabinetry, plastic laminates, millwork techniques, and kitchen designs. Prepares students for entry-level employment in a cabinet shop setting. Hours from this class can be credited towards the BTECH Adult Cabinetmaking and Millwork program (Post-secondary).</p>	✓	BTECH Beginning Cabinetmaking	X	X	X	X	8-2:30	Project materials Students will receive estimated costs before starting project




PROGRAM & LOCATION	BRIEF DESCRIPTION	MAY REPEAT	BTECH PREREQUISITE	T1/S1	T2/S2	T3	SU	AVAILABLE HOURS	FEES
Culinary Arts Logan Main Campus 	<p>Prepares students to work in one of the largest employers in the nation. Introduction to the food industry is provided giving lessons in basic food preparation, safety, sanitation, knife skills, equipment, salad bar preparation, catering, table setting, clean up, and vital waiter/waitressing skills. Hair net required.</p> <p>*Students will be required to participate in four (4) five-hour Culinary Events during the course of the enrollment.</p> <p>SUMMER PROGRAM – 8 am – 1 pm • Monday through Friday</p>	✓	None	X	X	X	X	8-2:30 Must register for a 2-hour block	Approx. \$80 tools
Dental Assisting Logan Main Campus 	<p>For students who plan to pursue a career in the dental field. Students learn prefixes, suffixes, and dental definitions. They will also learn the basics of four-handed dentistry as well as to chart teeth, pass instruments, position patients, mount x-rays, take impressions, pour models, mix cements, and assist the dentist. Students will also learn a variety of general office management skills (scheduling appointments, telephone etiquette, filing charts, billing insurance, etc.). Students interested in transitioning into the adult program need to successfully pass a criminal background check.</p> <p>It is now possible for students who come their Junior and Senior year to complete the entire Dental Assisting program while in high school.</p>	✓	None	X	X	X	X	8-2:30	Supplies approx. \$15-\$1000 (not all due at once, purchase supplies at the beginning of each new course)
Diesel Logan Main Campus 	<p>A series of courses starting with an overview of heavy duty equipment and their operating systems. Emphasis is placed on safety, common hand tools, equipment, and operation of systems. Learn diagnosis, maintenance, and repair on over-the-road trucks, construction equipment, and agriculture equipment; and choose optional 4-wheel drive repair, including repair of transmissions, transfer cases, front/rear differentials, engine overhaul, tune-up, and performance testing.</p>	✓	None	X	X	X	X	8-2:30	\$20 Fee & Approx. \$28 for safety glasses and coveralls




PROGRAM & LOCATION	BRIEF DESCRIPTION	MAY REPEAT	BTECH PREREQUISITE	T1/S1	T2/S2	T3	SU	AVAILABLE HOURS	FEES
Drafting Logan Main Campus 	Learn the skills needed to become a drafter. Designers, architects, and engineers all require entry-level and advanced drafters to help produce their drawings. Content areas include: <ul style="list-style-type: none"> • 3D Modeling and Animation Design • 3D Parametric Solid Modeling • Architectural 3D Modeling and Rendering • Architectural Drafting • Basic Computer Aided Drafting • Technical Drafting Sequence of course delivery will be determined in a consultation between the student and/or instructor/department head.	✓	None	X	X	X	X	8-2:30	None
Drug Dosages & Calculations Logan Main Campus 	This class is strongly suggested for students who plan a career in nursing, pharmacy, or medicine. Students will learn medical math from the basics through IV dosages and calculation as well as metric conversions. This course is encouraged for Pharmacy Technician students and a prerequisite for Bridgerland's Practical Nursing program. (Students must earn 85 percent in the course to demonstrate competency requirements for Bridgerland programs)		None	X	X	X	X	12:30-2:30	Approx. \$100 Book
Electronic Engineering Technology Logan West Campus 	<ul style="list-style-type: none"> • Electronics Assembly and Soldering • Electronics Fundamentals DC • Electronics Fundamentals AC • Microcontrollers 1 • Microcontrollers 2 • Drone Technology and Piloting 	✓	None	X	X	X	X	8-2:30	\$75 for entire year (not prorated)




PROGRAM & LOCATION	BRIEF DESCRIPTION	MAY REPEAT	BTECH PREREQUISITE	T1/S1	T2/S2	T3	SU	AVAILABLE HOURS	FEES
Fashion Merchandising & Development Logan Main Campus 	Fashion Merchandising A- Learn the ins and outs of fashion promotion while working on a full-scale fashion show. You will also learn the marketing tricks of the trade through the Cosmetic and Fragrance Industry as you develop a new cosmetic or fragrance product that incorporates market research, advertising elements, product packaging and more. Students will learn to analyze body proportions in order to select & style a fashion wardrobe. By properly identifying body types based off of analysis, you will obtain the skills needed to work in the retail industry or freelance, assisting clients in making better clothing and accessory choices.		None	X				8-2:30	\$15-\$25 consumable supply packet
	Fashion Merchandising B- Dive into the women's & men's apparel & accessory industries by learning the specific styles and details of clothing and accessories, and the construction details that make them what they are. You will also study the heavy hitters of the fashion design industry; their inspiration, trademarks, and impact on the industry. Then try your hand at design as you experience the process by creating a collection on paper. Because fashion is a life cycle, you will also dig into the past and cover fashion history in order to understand where we are today and where the industry is headed. Last but not least, textiles. You will study fibers, construction, textile characteristics and finishes in order to truly understand the apparel industry from the beginning stages of producing raw goods to making a garment.		None		X		X	8-2:30	\$15-\$25 consumable supply packet
	Fashion Merchandising C- Discover the countless fashion career opportunities and learn many of the necessary skills to obtain them, including selling techniques, visual merchandising and display, and promotional event planning. Visual offers endless opportunities to explore creativity by using the principles and elements of design, color psychology and store design. Selling teaches you the ins and outs of the retail industry, how to sell not only your products but also ideas. Proper sales techniques can make or break a business in the fashion industry. Students also get the opportunity to plan and produce a full-scale fashion show while learning the necessary components that go into promotional events.		None				X	8-2:30	\$15-\$25 consumable supply packet
	*High School Articulation – Students completing fashion, marketing, or sewing courses at the high school with a “B” grade or better may receive credit towards completion of the adult Fashion Merchandising & Development program. *Upon successful completion of course, students can earn credit towards the BTECH adult Fashion Merchandising and Development certificate.								







PROGRAM & LOCATION	BRIEF DESCRIPTION	MAY REPEAT	BTECH PREREQUISITE	T1/S1	T2/S2	T3	SU	AVAILABLE HOURS	FEES
Financial Literacy Logan Main Campus	Do you know where your last paycheck went? Have you asked yourself how your money can work for you? Then this course is the perfect training for you. Financial Literacy is designed to teach the basics of personal finance including the following topics: income, money management, spending and credit, saving and investing, consumer protection, and risk management. <i>This course meets the Utah State Office of Education graduation requirement.</i>		None	X	X	X	X	8-2:30	None
Heavy Equipment Operator Logan West Campus 	This course is designed to provide an introduction to the heavy equipment industry and basic heavy equipment operation. Students will be instructed by trained operators that have been employed in the heavy equipment operations industry. Each student will receive hands on experience with the available equipment. The course modules include: <ul style="list-style-type: none"> • OSHA 10 Hour Construction Safety Certification • Orientation to the Trade • Heavy equipment safety • Identification of Heavy equipment • Basic Operator Techniques • Introduction to Earth Moving • Determine and establish grades • Excavation Math • Operate loaders • Operate backhoes • Operate excavators • Operate skid steers 	✓	Valid Driver's License	X	X	X	X	8-10 and 12:30-2:30	\$25 Fee





PROGRAM & LOCATION	BRIEF DESCRIPTION	MAY REPEAT	BTECH PREREQUISITE	T1/S1	T2/S2	T3	SU	AVAILABLE HOURS	FEES
<p>Information Technology (IT) Logan West Campus</p> 	<p>Students may choose from the following courses when prerequisites are met:</p> <p>PC Professional/A+</p> <ul style="list-style-type: none"> Learn to install, configure, and troubleshoot hardware and software on a PC. Students will tear-down and rebuild a PC as part of the course. <p>Networking Technology</p> <ul style="list-style-type: none"> Gain the skills to design, configure, manage, and troubleshoot wired and wireless networks. <p>Security Essentials</p> <ul style="list-style-type: none"> Learn how to secure networks from unauthorized activity through implementation of effective security policy, authentication, and encryption. <p>Introduction to Cybersecurity</p> <ul style="list-style-type: none"> Learn how to recognize threats that could harm your computer system or network. Course will teach beginning cyber security terminology and concepts. <p>Linux Essentials</p> <ul style="list-style-type: none"> Learn the basics of the Linux operating system, including command line, file management, and open-source applications <p>Mac Essentials</p> <ul style="list-style-type: none"> Learn how to navigate, control, and get the most out of a Mac computer. <p>IT STEM Academy (See next page for details)</p> <ul style="list-style-type: none"> Join students from 8 local high schools in an extracurricular IT STEM program. Courses and labs are completed from YOUR high school. All successfully completed courses are transferable into the Information Technology program or the Web and Mobile Development program. <p>All successful coursework from any of the IT high school courses listed transfers directly into either the Information Technology program or the Web and Mobile Development program. Students can also obtain industry recognized COMPTIA certifications like A+, Net+, and Security+. Additionally, graduates from the full IT or Web & Mobile development programs receive a certificate and 30 credits towards a USU Associate of Applied Science degree with an additional pathway to a Bachelor of Science degree.</p>	<p>✓</p>	<p>PC Pro is a prerequisite for Networking Tech.</p> <p>Networking Tech is a prerequisite for Security Essentials.</p>	<p>X</p>	<p>X</p>	<p>X</p>	<p>X</p>	<p>8-2:30</p> <p>Must register for a 2-hour block</p>	<p>\$5-\$35 Fee Per Course</p> <p><i>(CompTIA industry exam fees are extra)</i></p>






PROGRAM & LOCATION	BRIEF DESCRIPTION	MAY REPEAT	BTECH PREREQUISITE	T1/S1	T2/S2	T3	SU	AVAILABLE HOURS	FEES
  <p>Available at these 8 regional high schools</p> <p>Box Elder Bear River Green Canyon Logan High Mountain Crest Rich High Ridgeline Sky View</p> <p>In cooperation with</p>  <p>BRIDGERLAND TECHNICAL COLLEGE</p> 	<p>The IT STEM Academy program provides IT training at your high school culminating in a 900-hour skills certificate and 30 credits toward AAS degree at USU—a \$12,450 value!</p> <p>Students may join the program at multiple entry points during the year. IT STEM courses and labs are funded through a grant at no cost to high school students.</p> <p>Year 1 Course Schedule:</p> <ul style="list-style-type: none"> PC Professional Raspberry Pi I Python Programming OR Web Dev. Essentials Linux Essentials OR Mac Essentials <p>Year 2 Course Schedule:</p> <ul style="list-style-type: none"> Networking Technology Intro. to Cyber Security Required courses not chosen from Year 1 Electives: <ul style="list-style-type: none"> Security Essentials (Prereq: Network Tech.) Raspberry Pi II <p>These additional electives are available summers or post high at Bridgerland campuses:</p> <ul style="list-style-type: none"> Advanced Cyber Security CompTIA A+ Cert.* CompTIA Net+ Cert.* (Prereq: Network Tech.) CompTIA Security+ Cert.* (Prereq: Security Essen.) Linux Server (Prereq: Linux Essentials) Ruby Programming Web Databases – SQL** Server-side Scripting – PHP** Client-side Scripting – JavaScript** Responsive Design** <p>* CompTIA certification exams available at discounted price. ** Web Dev. Essentials is a prerequisite for these courses.</p> <p>Students can receive up to 150 hours of certificate credit for CTE/technology classes taken at their high school.</p>	<p>✓</p>	<p>PC Pro is a prerequisite for all courses.</p> <p>See additional prerequisites listed with courses.</p>	<p>X</p>	<p>X</p>	<p>X</p>	<p>X</p>	<p>After School 13 to 4:15 PM M-TH</p> <p>Summers available at Bridgerland campuses.</p>	<p>\$5-\$35 Fee Per Course</p> <p>(CompTIA industry exam fees are extra)</p>





PROGRAM & LOCATION	BRIEF DESCRIPTION	MAY REPEAT	BTECH PREREQUISITE	T1/S1	T2/S2	T3	SU	AVAILABLE HOURS	FEES
<p>Interior Design Logan Main Campus</p> 	<p>Students will be introduced to Interior Design basics, starting with design inspiration, basic graphic design, rough sketching, Adobe Photoshop renderings, and Adobe Illustrator. Students will also be introduced to standard research and study of the multiple design styles, definitions, and details of each design style that are relevant to the interior design industry.</p> <p>Students will also be instructed on design concepts and professional presentation skills that develop strong visual and verbal design communication. Students will learn how to apply this instruction to projects and assignments designed to inspire creative thought and develop skills needed to be an interior designer. This training will be used to organizing and develop design concepts, with visuals used for student presentations. Students will be given hands-on creative exercises, to show that they can apply what they have learned, and unify the concepts of design and assignment instruction into a final product.</p> <p>Fees are used to provide supplies and materials for creative exercises and update software used by all high school students.</p> <p>*Upon successful completion of course, students can earn credit towards the BTECH adult Interior Design certificate.</p>	✓	None	X	X	X	X	8-2:30	<p>\$20 Fee (each Trimester)</p> <p>\$40 Fee (each semester)</p>
<p>Machining Technology Logan Main Campus</p> 	<p>Do you like to create things using both your mind and your hands? Use hi-tech equipment such as lathes, mills, and CNC (computer numerical control) equipment to turn and mill surfaces to precise measurements. Advanced students will develop drawings using Computer Aided Drafting (CAD) systems and then build the parts using the CNC equipment.</p>	✓	None	X	X	X	X	8-2:30	<p>\$10-20 supplies & workbooks</p> <p>Advanced Curriculum (after first tri): \$75-128</p>






PROGRAM & LOCATION	BRIEF DESCRIPTION	MAY REPEAT	BTECH PREREQUISITE	T1/S1	T2/S2	T3	SU	AVAILABLE HOURS	FEES
Meat Services Logan Main Campus 	<p>Learn the basic skills for a prosperous and satisfying career in the meat production industry. Students learn harvesting of beef, pork, and lamb; wholesale, retail, and custom meat cutting practices; knife care; purchasing; inspection; merchandising; advertising; and public relations. This hands-on experience enables students to work in an entry-level meat business with excellent job opportunities and high earning potential. This program is equipped with state-of-the-art equipment and provides an amazing environment for meat cutting training.</p> <p>Students will receive their food handlers permit</p>	✓	None	X	X	X	X	8-2:30	\$25 Fee Knives Can rent or buy \$20 - \$120
Media Design Logan Main Campus 	<p>Learn tools and techniques to develop creative internet and print materials. Develop an understanding of the current software applications and methods for design. Build a strong foundation in the diverse fields of graphic design, digital video, and multimedia design.</p> <p>Content areas include:</p> <ul style="list-style-type: none"> • Computer Graphic Design • Computer Illustration • Desktop Publishing • Web Design • Video Production • Animation <p>Sequence of course delivery will be determined in a consultation between the student and/or instructor/department head.</p>	✓	None	X	X	X	X	8-2:30	None
Medical Assisting Logan Main Campus 	<p>This course is the first step in the Medical Assisting Program at Bridgerland Technical College. The course covers Medical Assisting Clinical Procedures I, Medical Law and Ethics, and Workplace Relations. Emphasis will be placed on the role of the Medical Assistant, professionalism, medical law and communications. The course will also include infection control, basic laboratory concepts, and administrative as well as clinical Medical Assisting skills.</p>		Medical Terminology Seniors Only	X	X	X	X	8-10	\$15 Supplies



PROGRAM & LOCATION	BRIEF DESCRIPTION	MAY REPEAT	BTECH PREREQUISITE	T1/S1	T2/S2	T3	SU	AVAILABLE HOURS	FEES
Medical Terminology Logan Main Campus	This class enables students to understand the language of medicine, which is based in Greek and Latin. Students will learn the terminology used in medical transcription, medical assisting, nursing assisting, nursing, physical therapy, and all other health-related fields. This is a prerequisite for the Bridgerland Practical Nursing and Medical Assisting Programs and is strongly recommended for students who plan to pursue and health care career. <i>(Students must earn 85 percent or higher in the course to demonstrate competency requirements for Bridgerland Programs)</i>		None	X	X	X	X	8-10 12:30-2:30	Approx. \$85 Book
Nursing Assistant (CNA) Logan Main Campus 	Students learn basic nursing assistant skills needed to work in a hospital, nursing home, or home health agency. Students prepare to take the Certified Nursing Assistant state board exam for state certification; the exam is optional and can be taken up to one year after course completion. Students must have a reading level high enough to enable him/her to pass the class and take the state board exam if he/she chooses. Federal/State mandates require that students seeking certification must pass all course exams with 75 percent or higher. A 24-hour externship in a nursing home is a course requirement and 100 hours of training is required to receive certification. Attendance policies are rigidly enforced. Students must provide their own transportation to clinical facilities. Recommended for the Bridgerland Practical Nursing Program and required for most nursing programs		Must be 16 <i>(preference given to seniors)</i>	X	X	X	X	8-10 12:30-2:30 <i>(Semester only offered 8-10)</i>	Approx. \$140- \$260 <i>(includes fees/supplies that are optional)</i>
Pharmacy Technician Logan Main Campus 	The course covers pharmacy state law, key concepts in the workplace, terminology, calculations, prescriptions and prescription labels, routes and formulations, non-sterile compounding, basic biopharmaceutics, and common drugs and their uses. Students who complete three trimesters or two semesters would have completed Pharm Tech I of the adult Pharmacy Technician program.		<i>Seniors Only</i>	X	X	X	X	8-10	\$20 Lab Fee



PROGRAM & LOCATION	BRIEF DESCRIPTION	MAY REPEAT	BTECH PREREQUISITE	T1/S1	T2/S2	T3	SU	AVAILABLE HOURS	FEES
Real Estate Logan Main Campus 	New Real Estate-Home ownership epitomizes the “American Dream” and buying a home is the biggest investment most people make in their lifetime. Students enrolled in this course will be introduced to understanding the sales/marketing process, investing in real estate, and the many steps in buying and selling a home. Focus of the course will also include financing sources, customer relations, the use of advertising and the media, and careers in real estate.		None	X	X	X	X	8-10	None
Web & Mobile Development Logan West Campus 	Learn core Web Development and coding skills currently in high demand with expected growth in the near future. Learn HTML, CSS, MySQL, PHP, JavaScript, jQuery, and Bootstraps while in High School. Classes include: <ul style="list-style-type: none"> • Web Development Essentials - Learn HTML & CSS • Web Databases - Learn MySQL - Web Development Essentials required as a prerequisite • Server-Side Scripting - Learn PHP - Web Databases required as a prerequisite • Client-Side Scripting - Learn JavaScript & jQuery - Server-Side Scripting required as a prerequisite • Responsive Design - Learn Bootstraps - Client-Side Scripting required as a prerequisite <p><i>Upon successful completion of course, students can earn credit towards the BTECH adult Web & Mobile Development certificate. May also be applied towards credit at USU!</i></p>	✓	None	X	X	X	X	8-2:30 2-hour block	None
Welding Technology Logan Main Campus 	Offers basic welding training in seven welding processes. The class will teach entry-level skills for production and industrial employment. Blueprint reading, welding inspection, basic metallurgy, layout, and fabrication skills are taught with hands-on welding. Basic courses are offered every trimester. Students who enroll for consecutive trimesters will work towards a BTECH welding certificate including robotics and welder qualifications. Students will be eligible to receive a Bridgerland Welding completion certificate when all requirements are met.	✓	None	X	X	X	X	8-2:30	Supplies and workbooks approx. \$30-\$80

NOTE: Summer sections are from 8 a.m. to 12 p.m. unless otherwise noted. No tuition for Utah residents.



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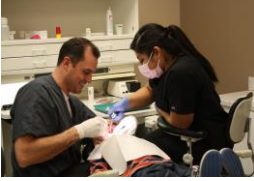

2019-2020

PROGRAM & LOCATION	BRIEF DESCRIPTION	MAY REPEAT	BTECH PREREQUISITE	T1	T2	T3	SU	AVAILABLE HOURS	FEES
Automated Manufacturing Brigham City Campus 	<ul style="list-style-type: none"> • 3D Modeling • Automation Technician Basics • Basic Electrical Theory and Wiring • Basic Workplace Safety • Electrical Motor Controls • Fluid Power Pneumatics • Fluid Power Hydraulics • Introduction to Industrial Robotics • Programmable Logic Controllers 1 	✓	None	X	X	X	X	8-2:30	\$75 for entire year (not prorated)
Automated Manufacturing AM STEM Academy Broadcast to all High Schools, Logan West Campus, Brigham City Campus 	<ul style="list-style-type: none"> • 3D Modeling • Automation Technician Basics • Basic Electrical Theory and Wiring • Basic Workplace Safety • Electrical Motor Controls • Electronics Assembly and Soldering Fluid Power Pneumatics • Electronics Fundamentals DC • Electronics Fundamentals AC • Introduction to Industrial Robotics • Microcontrollers 1 • Microcontrollers 2 • Programmable Logic Controllers 1 	✓	None	X	X	X		7-8 AM	\$75 for entire year (not prorated)




PROGRAM & LOCATION	BRIEF DESCRIPTION	MAY REPEAT	BTECH PREREQUISITE	T1	T2	T3	SU	AVAILABLE HOURS	FEES
<p>Business Technology Brigham City Campus</p> 	<p>Want to run your own business or work in a business career? Learn topics of your choice. Each course successfully completed will receive credit in the full-time program if enrolled within one year of graduation. Students select from the following subject(s):</p> <ul style="list-style-type: none"> Accounting I & II Adobe Suite Entrepreneurship Microsoft Application Software Operating System Fundamentals Online Applications QuickBooks Pro (Pre-requisite of Accounting I) Social Media Marketing (Pre-requisite of Online Applications) Web Design <p><i>*High School Articulation – Students completing business courses at the high school with a “B” grade or better may receive credit towards completion of the full-time Business Technology program.</i></p>	<p>✓</p>	<p>None</p>	<p>X</p>	<p>X</p>	<p>X</p>	<p>X</p>	<p>8-2:30</p>	<p>\$0 - \$120 Consumable workbooks</p>
<p>Nursing Assistant (CNA) Brigham City Campus</p> 	<p>Students learn basic nursing assistant skills needed to work in a hospital, nursing home, or home health agency. Students prepare to take the Certified Nursing Assistant state board exam for state certification; the exam is optional and can be taken up to one year after course completion. Students must have a reading level high enough to enable him/her to pass the class and take the state board exam if he/she chooses. Federal/State mandates require that students seeking certification must pass all course exams with 75 percent or higher. A 24-hour externship in a nursing home is a course requirement and 100 hours of training is required to receive certification. Attendance policies are rigidly enforced. Students must provide their own transportation to clinical facilities. Recommended for the Bridgerland Practical Nursing Program and required for most nursing programs</p>		<p>Must be 16 (preference given to seniors)</p>	<p>X</p>	<p>X</p>	<p>X</p>	<p>X</p>	<p>8-10</p>	<p>Approx. \$140-\$260 (includes fees/supplies that are optional)</p>







PROGRAM & LOCATION	BRIEF DESCRIPTION	MAY REPEAT	BTECH PREREQUISITE	T1	T2	T3	SU	AVAILABLE HOURS	FEES
Cosmetology Brigham City Campus 	<p>Theory and practical instruction in all phases of cosmetology and barbering including, professionalism, sanitation, finger waves, pin curls, roller sets, thermal styling, braiding, hair cutting, perming, coloring, chemical relaxing, hair removal/waxing, manicuring, pedicuring, acrylic nails, facials, extensions, histology of skin and nails, and barbering. After successful completion of competencies and 1600 hours, students will be prepared to take the Cosmetology/Barbering license state board exam.</p> <p>SUMMER PROGRAM – 8:30 am – 2:30 pm • Monday through Friday</p>	✓	16 years old Students must attend one theory class per day; last theory class starts at 12:00 noon.	X	X	X	X	8-4:30	Materials approx. \$440
Dental Assisting Brigham City Campus 	<p>For students who plan to pursue a career in the dental field. Students learn prefixes, suffixes, and dental definitions. They will also learn the basics of four-handed dentistry as well as to chart teeth, pass instruments, position patients, mount x-rays, take impressions, pour models, mix cements, and assist the dentist. Students will also learn a variety of general office management skills (scheduling appointments, telephone etiquette, filing charts, billing insurance, etc.). Students interested in transitioning into the adult program need to successfully pass a criminal background check.</p> <p>It is now possible for students who come their Junior and Senior year to complete the entire Dental Assisting program while in high school.</p>	✓	None	X	X	X	X	8-2:30	Supplies approx. \$15-\$1000 (not all due at once, purchase supplies at the beginning of new courses)
Drafting Brigham City Campus 	<p>Learn the skills needed to become a drafter. Designers, architects, and engineers all require entry-level and advanced drafters to help produce their drawings. Content areas include:</p> <ul style="list-style-type: none"> • 3D Modeling and Animation Design • 3D Parametric Solid Modeling • Architectural 3D Modeling and Rendering • Architectural Drafting • Basic Computer Aided Drafting • Technical Drafting <p>Sequence of course delivery will be determined in a consultation between the student and/or instructor/department head.</p>	✓	None	X	X	X	X	8-2:30	None





PROGRAM & LOCATION	BRIEF DESCRIPTION	MAY REPEAT	BTECH PREREQUISITE	T1	T2	T3	SU	AVAILABLE HOURS	FEES
<p>Information Technology (IT) Brigham City Campus</p> 	<p>Students may choose from the following courses when prerequisites are met:</p> <p>PC Professional/A+</p> <ul style="list-style-type: none"> Learn to install, configure, and troubleshoot hardware and software on a PC. Students will tear- down and rebuild a PC as part of the course. <p>Networking Technology</p> <ul style="list-style-type: none"> Gain the skills to design, configure, manage, and troubleshoot wired and wireless networks. <p>Security Essentials</p> <ul style="list-style-type: none"> Learn how to secure networks from unauthorized activity through implementation of effective security policy, authentication, and encryption. <p>Introduction to Cybersecurity</p> <ul style="list-style-type: none"> Learn how to recognize threats that could harm your computer system or network. Course will teach beginning cyber security terminology and concepts. <p>Linux Essentials</p> <ul style="list-style-type: none"> Learn the basics of the Linux operating system, including command line, file management, and open-source applications <p>Mac Essentials</p> <ul style="list-style-type: none"> Learn how to navigate, control, and get the most out of a Mac computer. <p>IT STEM Academy (See next page for details)</p> <ul style="list-style-type: none"> Join students from 8 local high schools in an extracurricular IT STEM program. Courses and labs are completed from YOUR high school. All successfully completed courses are transferable into the Information Technology program or the Web and Mobile Development program. <p>All successful coursework from any of the IT high school courses listed transfers directly into either the Information Technology program or the Web and Mobile Development program. Students can also obtain industry recognized COMPTIA certifications like A+, Net+, and Security+. Additionally, graduates from the full IT or Web & Mobile development programs receive a certificate and 30 credits towards a USU Associate of Applied Science degree with an additional pathway to a Bachelor of Science degree.</p>	<p>✓</p>	<p>PC Pro is a prerequisite for Networking Tech.</p> <p>Networking Tech is a prerequisite for Security Essentials.</p>	<p>X</p>	<p>X</p>	<p>X</p>	<p>X</p>	<p>8-2:30</p> <p>Must register for a 2-hour block</p>	<p>Approx. \$5-\$35 Fee Per Course</p> <p>(CompTIA industry exam fees are extra)</p>



PROGRAM & LOCATION	BRIEF DESCRIPTION	MAY REPEAT	BTECH PREREQUISITE	T1	T2	T3	SU	AVAILABLE HOURS	FEES
  <p>Available at these 8 regional high schools</p> <p>Bear River Box Elder Green Canyon Logan Mountain Crest Rich Ridgeline Sky View</p> <p>In cooperation with</p>  	<p>The IT STEM Academy program provides IT training at your high school culminating in a 900-hour skills certificate and 30 credits toward AAS degree at USU—a \$12,450 value!</p> <p>Students may join the program at multiple entry points during the year. IT STEM courses and labs are funded through a grant at no cost to high school students.</p> <p>Year 1 Course Schedule:</p> <ul style="list-style-type: none"> PC Professional Raspberry Pi I Python Programming OR Web Dev. Essentials Linux Essentials OR Mac Essentials <p>Year 2 Course Schedule:</p> <ul style="list-style-type: none"> Networking Technology Intro. to Cyber Security Required courses not chosen from Year 1 Electives: <ul style="list-style-type: none"> - Security Essentials (Prereq: Network Tech.) - Raspberry Pi II <p>These additional electives are available summers or post high at Bridgerland campuses:</p> <ul style="list-style-type: none"> Advanced Cyber Security CompTIA A+ Cert.* CompTIA Net+ Cert.* (Prereq: Network Tech.) CompTIA Security+ Cert.* (Prereq: Security Essen.) Linux Server (Prereq: Linux Essentials) Ruby Programming Web Databases – SQL** Server-side Scripting – PHP** Client-side Scripting – JavaScript** Responsive Design** <p>* CompTIA certification exams available at discounted price. ** Web Dev. Essentials is a prerequisite for these courses.</p> <p>Students can receive up to 150 hours of certificate credit for CTE/technology classes taken at their high school.</p>	<p>✓</p>	<p>PC Pro is a prerequisite for all courses.</p> <p>See additional prerequisites listed with courses.</p>	<p>X</p>	<p>X</p>	<p>X</p>	<p>X</p>	<p>After School 3 to 4:15 M-TH</p> <p>Summers available at Bridgerland campuses.</p>	<p>Approx. \$5-\$35 Fee Per Course</p> <p>(CompTIA industry exam fees are extra)</p>



PROGRAM & LOCATION	BRIEF DESCRIPTION	MAY REPEAT	BTECH PREREQUISITE	T1	T2	T3	SU	AVAILABLE HOURS	FEES
Media Design Brigham City Campus 	<p>Learn tools and techniques to develop creative internet and print materials. Develop an understanding of the current software applications and methods for design. Build a strong foundation in the diverse fields of graphic design, digital video, and multimedia design. Content areas include:</p> <ul style="list-style-type: none"> • Animation • Computer Graphic Design • Computer Illustration • Desktop Publishing • Video Production • Web Design <p>Sequence of course delivery will be determined in a consultation between the student and/or instructor/department head.</p>	✓	None	X	X	X	X	8-2:30	None
Wildland Firefighter Brigham City Campus 	<p>Wildland firefighting can be an exciting memorable summer job making good money and seeing lots of beautiful places around the nation. It can be a career or can lead to other careers like being a firefighter in a city. Wildland fire experience and knowledge is beneficial to those interested in pursuing careers in fire management, wildlife management, field biology, ecology, forestry, or range management.</p> <p>Enjoy the outdoors? Get paid to be in it! Travel the nation exploring very remote areas while maintaining a high level of fitness, adrenaline rush, and protecting people and their property.</p> <p>This course is the basic fire training course required by all firefighters before they can work in fire line. Students will learn how weather, topography, and other factors influence fire behavior.</p> <p>If student is or will be 18 years old within 1 year of finishing this course, they may certify as a Wildland Firefighter. In order to certify, they will have to pass a fitness test. (walk 3 miles in 45 min with a 45 lb. pack on)</p>		Junior and Senior Only		X			8-10 Must register for a 2-hour block	\$10 Fee Approx. \$20 books/supplies

NOTE: Summer sections are from 8 a.m. to 12 p.m. unless otherwise noted. No tuition for Utah residents.

NUMBER: 300A

SUBJECT: SUBSTITUTE EMPLOYEES

APPROVAL DATE OF LAST REVISION: JANUARY 24, 2011, NOVEMBER 19, 2018

PAGE 1 OF 1

300A.1 – SUBSTITUTE EMPLOYEE (INSTRUCTIONAL AND NON-INSTRUCTIONAL) POLICY

It is College policy to have the respective employees obtain an appropriately approved substitute to cover their job duties in case of absence(s).

300A.2 – RESPONSIBILITY FOR OBTAINING A SUBSTITUTE

When a substitute is required for essential job duties (including instruction of classes) due to illness or other legitimate absences, the employee is responsible for arranging for an appropriate substitute. Substitutes are hired on a department-by-department basis as determined by the department head and/or supervisor. All substitutes must undergo the College hiring process before being classified or performing as a substitute.

In emergency situations, where the employee is unable to find an appropriate substitute, the employee should notify their department head and/or supervisor so appropriate coverage plans can be implemented. *(This is an exception-only situation and should only be required in cases of actual and significant emergencies.)*

300A.3 – SUBSTITUTE DUTIES

Substitute employees are to manage the job duties as if the regular employee was present.

The following are guidelines to help the department accomplish the process of hiring a competent substitute.

300A.3.1 – Procedures

300A.3.1.1 – Substitute employees, under department head direction, are expected to participate in the same hiring process as regular employees. This includes an interview utilizing a committee with a minimum of three members with the department head and/or supervisor, completion of the new employee forms (employment agreement; W-4 Form, I-9 Form) from the Human Resources Department, and a criminal background investigation.

300A.3.1.2 – It is to the benefit of the College to have a substitute with technical experience in which he or she will be substituting.

NUMBER: 304

SUBJECT: EMPLOYEE EDUCATION ASSISTANCE PROGRAM

APPROVAL DATE OF LAST REVISION: JANUARY 24, 2011, NOVEMBER 19, 2018

PAGE 1 OF 1

304.1 – EMPLOYEE EDUCATION ASSISTANCE PROGRAM

As a local strategy to address the faculty shortage, Bridgerland Technical College (BTECH) will allocate funds to the Employee Education Assistance Program if funds are available. These funds have been categorized for use by full-time employees, either hourly or benefits eligible, up to IRS published limits for Associate, Baccalaureate, Master's, and Doctoral level programs. This program is a privilege not a right. Decisions to accept proposals will be made within the budgetary constraints and in accordance with the legitimate business needs of the College as defined by Administration. This program will not provide more than 5 percent of its benefits during any calendar year to highly compensated employees (top 20 percent when ranked by pay for the preceding year.)

Education Assistance Program funds can only be used for tuition and fees. BTECH will determine the actual award amount when developing the employee's assistance package. The maximum annual award per person per calendar year is limited to the current IRS published amount. Program recipients may receive up to four reimbursements (if funds are available). Because the program is not guaranteed renewable, recipients must reapply each year. Applying for the Employee Education Assistance Program does not guarantee an award.

304.2 – CRITERIA

Employees will be eligible to apply for consideration if he/she is:

- employed in a teaching or professional capacity full-time (either hourly or benefits eligible) at Bridgerland Technical College,
- accepted into a college or university program beneficial to his/her assignment,
- has been a full-time employee (either hourly or benefits eligible) at BTECH, for at least one year, and
- is a member of a professional association or organization.

304.3 – APPLICATION PROCESS

Complete applications, including all support materials, must be submitted to the Vice President for Instruction no later than July 1. Reimbursement of education assistance program costs in excess of IRS published limits is not allowed.

Tuition and fee amounts, not to exceed the program award amount, will be reimbursed through accounts payable to the employee generally within 30 days of receipt of transcript with successful completion of a C+ grade or better. Documentation for reimbursement should be submitted to the Vice President for Instruction for approval and then to the Accounting/Controller's Office for reimbursement.

304.4 – OBLIGATION

Acceptance of these funds requires the program participant to successfully complete the course(s) with a C+ grade or better.

Recipients will be contractually obligated to complete three years of post-graduation service with BTECH. Salary renegotiation will not be considered until successful completion of the post-graduation contractual obligation time of service. Cost-of-living pay increases, consistent with entity wide increases, will be provided annually as funded by the legislature. Employees wishing to terminate their employment with the College before completion of the post-graduation obligation time of service will be required to pay a prorated portion of the funds back prior to termination. Failure to repay will result in the remaining balance being sent to collections.

If a participant fails to fulfill their contractual teaching obligation or drops out of the collegiate program, he/she will be required to refund a prorated amount of dollars received from this program.

NUMBER: 343

SUBJECT: SOLICITATION OF EMPLOYEES AND/OR STUDENTS

APPROVAL DATE OF LAST REVISION: JANUARY 24, 2011, NOVEMBER 19, 2018

PAGE 1 OF 1

343.1 – POLICY

Bridgerland Technical College does not allow anyone to solicit employees and/or students on College property, using advertising or other written materials, and/or asking for contributions, without the consent of the President or any two Vice Presidents, except as explained below.

343.1.1 – Solicitation–Membership Agents

If permission is granted for solicitation to occur, participation by employees and/or students is strictly voluntary. Door-to-door solicitation within College facilities is never permitted.

From time to time, solely at the discretion of an appropriate administrative authority (any two Vice Presidents or the College President), Bridgerland may provide an opportunity for vendors to invite employees and/or students to a group meeting where attendance is entirely voluntary when it is considered to be in the best interest of the College to allow such an arrangement.

343.1.2 – Solicitation–Advertising; Sales Promotional Material

No notices, tickets, information, sales gimmicks, or other materials of an advertising nature from outside of Bridgerland may be distributed by or to employees and/or students without approval of the President or any two Vice Presidents. Such approval will only be granted with the appropriate administrative authority. The advertising materials will not interfere with the College and would have potential benefit to employees and/or students without cost to the College.

The appropriate administrative authority must be provided with an actual copy of any proposed advertising materials from which to make a determination about the above exception. In no instance will advertising materials contain any direct or implied inference that Bridgerland endorses, promotes, encourages, approves, or discourages any product or service. Advertising materials that are allowed will be allowed solely as a communication of a product or service where their participation is strictly voluntary and will provide a means (phone number or address) for interested employees and/or students to contact the solicitor on their own volition and time. Bridgerland does not provide vendors or solicitors with employees and/or student lists or phone numbers other than those numbers that are published in official catalogs, brochures, or on the Web site.

343.1.3 – Campus Free Expression Act

Nothing in this overall solicitation policy shall be construed to limit any rights provided by the Campus Free Expression Act, (53B-27-201 thru 53B-27-204). This legislation designates outdoor areas of campuses at institutions of higher education as traditional public forums and creates requirements for institutions of higher education related to expressive activity. Key elements of this law include “peacefully assembling, protesting, or speaking, etc.”

343.2 – RESPONSIBILITY

343.2.1 – Administrators

Administrators are responsible for discouraging solicitations or distributions that violate this policy. Employee violators of this policy may be subject to appropriate disciplinary action. Outside vendors or solicitors who do not have proper authorization as outlined in the above policies will be asked to leave by the appropriate administrative authority (any Vice President or the College President) or by Bridgerland’s Resource Officer. Repeat offenses may result in ticketing for trespassing at the discretion of the appropriate administrative authority or the Resource Officer.

NUMBER: 302
SUBJECT: EMPLOYEE EDUCATION ASSISTANCE PLAN – NURSING
APPROVAL DATE OF LAST REVISION: JANUARY 24, 2011
PAGE 1 OF 1

302.1 – NURSING EMPLOYEE EDUCATION ASSISTANCE PLAN

As a local strategy to address the national faculty shortage of Master's prepared faculty nurses, Bridgerland Technical College (BTECH) will allocate approximately \$10,000 each year to the Nursing Employee Education Assistance Plan. The funds have been categorized for use by full-time employees (\$7,000 available annually) and part-time employees working 20 or more hours per week (\$3,000 available annually).

These funds can only be used for tuition and fees. BTECH will determine the actual award amount when developing and approving the employee's education assistance package. The maximum annual award per person is \$7,000. Recipients may receive up to four (4) reimbursements (if funds are available) but may take five (5) years to complete a nursing program from the date of receiving their first reimbursement. Because the plan is not guaranteed renewable, recipients must reapply each year. Applying for the plan does not guarantee an award.

302.2 – CRITERIA

Baccalaureate prepared nursing faculty will be eligible to apply for consideration if he/she is:

- a registered nurse,
- a member of a professional nursing association or organization,
- employed with BTECH a minimum of 20 hours per week,
- has completed six (6) successful months of employment at BTECH in the Nursing Program.

302.3 – APPLICATION PROCESS

Applications can be obtained from the Nursing Department. Complete applications, including all support materials, must be received no later than July 1.

Tuition amounts not to exceed the award amount will be reimbursed to the scholar within 30 days of receipt of registration. Unsuccessful completion of a course(s) will require the refund of the money received for the course(s) within one (1) calendar year.

302.4 – OBLIGATION

Acceptance of the plan funds requires the employee to successfully complete the course(s) with a C+ grade or better and complete the nursing program in five (5) years from the date of receiving their first award.

Plan recipients will be contractually obligated to complete three (3) years of post-graduation service with BTECH. Salary renegotiation will not be considered until successful completion of the post-graduation contractual obligation time of service. Cost-of-living pay increases provided to all other College employees each year, if any, will be provided to plan recipients. Employees wishing to terminate their employment with the College before completion of the post-graduation obligation time of service will be required to pay a prorated portion of the plan funds back prior to termination. Failure to repay will result in the remaining balance being sent to collections.

If a participant fails to fulfill their contractual teaching obligation, complete the nursing program within a five (5) year period, or drops out of the nursing program, he/she will be required to refund a prorated amount of dollars received from this program.

EMSP: 0110-01-LU



BRIDGERLAND
TECHNICAL COLLEGE

New Course Form

Name of Course: BLS Instructor Course Class Max: 15

Starting Date: 10-5-18 Ending Date: 10-5-18

Total Course Hours: 4 Days Taught: M T W Th F S

Location of Course: West Campus Time: 6-10p

Form(s) of Advertising:

Website Radio Brochure e-mail Other: _____

Delivery Method:

Face-to-Face Online Blended Lock-Step

Instructional Type:

Regular Classes without lab Regular Classes with incorporated lab Supervision at Remote Sites
 Individualized Instruction Conference and Workshops Other

Cost Per Student:

Tuition: 7.80
Fees (Fund 10): 22.20
Fund 12: \$90.00
Fund 14: _____
Total: \$120.00

Tuition Will Be Paid By:

Student
 Company/Organization*

*If Company/Organization

Instructor Information:

Name: Pete Nielson

Company Name _____

Address _____

Responsible Person _____

Required Textbook(s):
Title: _____
ISBN: _____
Price: \$ _____

John Fullmer
Department Head

Vice President for Student Services

Vice President for Instruction

Jennifer Tenhoeve

From: Peter Nielson
Sent: Friday, September 07, 2018 1:31 PM
To: John Fullmer; BATC
Subject: BLS Instructor course

John and Jenn,

We need to set up a BLS Instructor course for October 5th at 6 pm. We will not advertise this course. We have 8-10 people already interested.

Let me know so i can have people sign up.

Thanks

Peter Nielson
AHA Training Center Coordinator
Bridgerland Technical College
EMS Department
1301 N 600 W
Logan, UT 84321
Cell: 435-764-4777
petergnielson@gmail.com