College of Eastern Idaho

Workforce Training and Continuing Education

EXPANDED ONLINE TRAINING
Find updates at: www.cei.edu/wtce

THE RISE of CYBERSECURITY
DON’T GET LEFT BEHIND

Register Now!

FALL 2022

www.cei.edu/wtce
To our community:

Hello! I’m Gary Holyoak, Manufacturing & Trades Program Manager for Workforce Training & Continuing Education. I help students prepare for careers like apprenticeship and welding, as well as industry continuing education. There are so many possibilities for those willing to obtain certifications and skills. My background includes mining, construction, agriculture, and finance. I’m a licensed Journeyman Electrician and Ham Radio operator. I completed apprenticeship school here at CEI, a degree in Instrumentation & Automation Engineering Technology at Idaho State University, and a degree in Economics with a minor in Personal Financial Planning from Utah State University. I worked as a Senior Electrical & Instrumentation Technician at Fort Knox Gold Mine in Fairbanks, AK. During my apprenticeship I worked for Electrical Support Services in Shelley, ID. I’ve programmed robots and PLCs for companies including Specialized Analysis Engineering and Samsung. I operate a small farm business as a seedstock producer of Katahdin Hair Sheep. It’s so exciting to help amazing people find rewarding careers in the trades!

Please contact us with questions, or if you need any assistance, via email at wtce@cei.edu or call 208.535.5345. Sign up on our website to learn about new classes first: www.cei.edu/wtce.

- CEI Workforce Training Team

CEI Workforce Training delivers innovative customized solutions:

- Industry-Recognized Credentials
- Virtual Training Options
- Meeting, Training, and Conference Space Rental
- Traditional and Registered Apprenticeships
- Workforce Development Partnership Programs
- Continuing Education Credits (CEU’s)

Contact us today! 208.535.5345 / wtce@cei.edu

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Career Development

Commission Core 2021 - C2021
Real estate is taking off in the Gem State and the Idaho Real Estate Commission wants to make sure you’re up to date. This CORE course reviews legislative changes, important commission guidelines, agency, and consumer protection practices to ensure that you’re well-prepared to tackle the ethical and professional dilemmas of the job. 4 hours of CORE credit.

$49 Kathy Martin
6961 8 AM - 12 PM 9/21

Commission CORE 2022 - C2022
A required course developed by the IREC to update licensees on legislative, legal, and hot topics from the year. This course changes annually and the new version is released every July 1.

$49 Kathy Martin
6962 Wed 1 PM - 5 PM 9/21

Supervision 101
Supervisors are critical to influencing and leading a team to success. With responsibility for setting team goals, maintaining discipline, and providing feedback, all while avoiding legal landmines, this can be a daunting task. This first session in the Leadership Academy series will provide you with the “tools in your toolbox” to successfully navigate the world of supervision.

$159 Stephanie Cecil
6966 Wed 8 AM - 12 PM 10/12

Giftcards Now Available!
The perfect gift for the lifelong learner!
Visit our website to purchase.

Management and Leadership

HR Certification Prep Course
Prepare for the HRCI PHR/SPHR and the SHRM CP/SCP exams. Digital materials and in person instructor support are included. By becoming a certified HR professional, you prove your knowledge, competency and value to colleagues and to employers looking for a competitive edge in today’s global economy. Wherever your career takes you, your certification will define you as an HR expert and leader.

$795 Stephanie Cecil
6965 Wed 6 PM - 9 PM 9/14 - 12/14

Sales Prelicense Module 1 - M1001
Study of fundamental real estate concepts. Module 1 is intended for the beginner in real estate who has little, if any, previous knowledge in this field. A solid core of fundamental concepts will be studied. This course partially fulfills the educational requirements for a salesperson’s license. Completion of module 1 and 2 will satisfy the educational requirements for a salesperson’s license.

$399 Kathy Martin
6959 Mon, Tue, Wed, Thu 5:30 PM - 9:30 PM 10/3 - 10/20

Sales Prelicense Module 2 - M2001
Module 2 is designed for the real estate student who has a basic understanding of the fundamental concepts of real estate. It is a study of the knowledge and applied skills involved in the listings, selling, buying and closing of residential property. The intent is to prepare students to perform satisfactorily as a beginner in the real estate business. Completion of module 1 and 2 will satisfy the educational requirements for a salesperson’s license.

$399 Kathy Martin
6960 Mon, Tue, Wed, Thu 5:30 PM - 9:30 PM 10/24 - 11/10

Real Estate Pre-License Bundle
Take 2 classes for $645 – and SAVE!

Business and Professional
Develop Standout Software Skills

Most professionals use software products on a daily basis and utilize only the most basic functionality. In these information-packed sessions discover what you have been missing! In just one or two days, upgrade your skills and harness the power of these tools to increase your productivity and efficiency.

**LEVEL 1:** For everyone who uses any of the programs at any level. Learn new information, tips and tricks using the most commonly used functions.

**LEVEL 2:** For professionals who need to perform more complex tasks. Learn more about advanced functions such as data analysis, customization of documents, mail merge, and multimedia presentations.

**LEVEL 3:** For those who want to master MS Office programs and use all available functionality. For increased efficiency, learn to use advanced queries, automate functions, forecast data and create macros.

Chelisse Sessions has more than 25 years of experience in corporate training and courseware development, traveling extensively to teach for Fortune 500 companies.

12 month online access and workbook included with each class.

Word Level 1
Learn fundamental Microsoft Word skills including creating, editing, and formatting documents; inserting simple tables and creating lists; and employing a variety of techniques for improving the appearance and accuracy of document content and tips and tricks.

$199  Chelisse Sessions

Word Level 2
Learn to create and modify complex documents and use tools that allow you to customize. Organize content using tables and charts, customize formats using styles and themes, insert content using quick parts, SmartArt and WordArt, use templates to automate document formatting, control the flow of a document; simplify and manage long documents, and use mail merge to create letters, envelopes, and labels.

$199  Chelisse Sessions

Excel Level 1
Learn fundamental Excel 2016 skills like creating and developing worksheets and workbooks, as well as how to perform calculations, format and modify worksheets and to print and manage workbooks.

$199  Chelisse Sessions

Excel Level 2
Leverage the power of data analysis and presentation in order to make informed, intelligent organizational decisions. Learn to create advanced formulas, analyze data by using functions and conditional formatting, organize and analyze datasets and tables, visualize data by using charts, and analyze data by using PivotTables, slicers, and PivotCharts.

$199  Chelisse Sessions

Excel Level 3
Perform advanced data analysis, collaborate on workbooks with other users, and automate workbook functionality. Learn to work with multiple worksheets and workbooks simultaneously, use Lookup functions and formula auditing, share and protect workbooks, automate workbook functionality, create sparklines and map data, and forecast data.

$229  Chelisse Sessions

Excel – Data Analysis with PivotTables
Upon successful completion of this course, you will be able to use Excel 2016 advanced PivotTable functionality to analyze your raw data. You will: prepare data for PivotTable reporting and create PivotTables from various data sources, analyze data using PivotTables, and work with PivotCharts. Book is included in the tuition cost.

$125  Chelisse Sessions

PowerPoint Level 1
Create and deliver engaging multimedia presentations that convey your message through the use of text, graphics, and animations. Develop a PowerPoint presentation, perform advanced text editing operations, add graphical elements to your presentation, modify objects in your presentation, add tables to your presentation, add charts to your presentation, and prepare to deliver your presentation.

$199  Chelisse Sessions

PowerPoint Level 2
Upon completing this course, you will be able to customize the PowerPoint 2016 application and effectively create, collaborate on, secure, and distribute complex multimedia presentations for a variety of situations. You will: modify the PowerPoint environment; customize design templates, add SmartArt to a presentation, work with media and animations, collaborate on a presentation, customize a slide show, secure and distribute a presentation. Book is included in the tuition cost.

$199  Chelisse Sessions

Google G-Suite
The office productivity apps that comprise Google G Suite™ support both real-time and asynchronous collaboration. In this course, take your basic knowledge of Google Suite and kick it up to the next level! Learn how to collaborate in Gmail™, Google Drive™, Google Docs™, Google Slides™, Google Drawings™, Google Sheets™, Google Forms™, Google Hangouts™, Google Calendar™, and Google Sites™—and work within their respective environments.

$199  Chelisse Sessions
**Web Development and Design**

**Promineo Back End Software Developer**

Students learn the skills and technologies necessary to enter the industry as a Back End Software Developer. This bootcamp is divided into 3 courses: Introduction to Java, Relational Databases with MySQL, and Web API Design with Spring Boot. No prior experience needed. Financing available through Climb Credit. Learners should visit https://www.promineotech.com/ceicodingbootcamps before registration to take the course assessment and schedule time with our dedicated student advisor.

$3,599 To Be Announced  
6915 Online: Mon, Thu 5 PM - 9 PM 8/22 - 2/9

**Promineo Digital Marketing**

The Digital Marketing program is designed to help students with an interest in marketing create a portfolio and begin an entry-level position in the digital marketing field. The curriculum is a project-based course that blends marketing theory, critical thinking skills, and practical experience to prepare students for an entry-level position in a growth industry. Students will become proficient in advertising platforms such as Facebook, Google, Instagram, Twitter, and LinkedIn. Upon completion of the program, students will be equipped with the tools to be successful at jobs such as marketing coordinator, social media advertising coordinator, branding coordinator, junior UX designer, and more.

$3,699 To Be Announced  
6762 Online: Thu 6 PM - 7:30 PM 9/22 - 1/5

**Cyber Security**

**CEI Cybersecurity Bootcamp Powered By ThriveDX**

The Cybersecurity Bootcamp is your first step towards a future-proof career in cybersecurity - one of the most in-demand careers in tech. Created by military veterans and educators, ThriveDX’s accelerated program does not require any prior knowledge in IT to successfully prepare you for entry-level jobs. Its proven methodology combines the best of both online self-paced activities and live sessions with a ThriveDX-Trained Facilitator. This course includes 480 hours of interactive content including over 100 different lab exercises that take you from novice to acing your next job interview. The Bootcamp curriculum is also recognized by CertNexus for CFN and aligned with CompTIA for Security+.

$3,950 To Be Announced  
6916 Online: Tue 6 PM - 7:30 PM 8/23 - 3/7

**Programming**

**Data Engineering in partnership with Promineo Tech**

Students learn the skills and technologies necessary to become a data engineer. Skills and technologies include Python, OOP, Functional Programming, Hadoop, Cloudera, Spark, Dask, IaaS, AWS, Building Data Lakes, Sqoop, Flume, Kafka, and more. Financial aid is available through Climb Credit. For additional information please see https://www.promineotech.com/ceicodingbootcamps.

$4,500  
6917 Online: Tue 6 PM - 7:30 PM 8/23 - 1/10

**Activities for kids and adults**

**BOISE**

October 7th & 8th 2022  
College of Eastern Idaho  
3950 S Yellowstone Hwy, Idaho Falls, ID 83402  
Teachers & Students register free with code: Education\2022

Boise Idaho Falls is a nonprofit organization formed to stimulate the information security industry and community by providing an annual, two-day conference for security practitioners and those interested in entering or looking to enter the field.
CPR and First Aid

BLS CPR for Healthcare Providers
Satisfies the Health Care Provider CPR certification requirement for the CEI Health Professions Division. It is for those working in a medical field. Includes adult and pediatric CPR, foreign-body airway obstruction, and two-rescuer CPR, and new information on barrier devices, stroke, and automated external defibrillation. The certification is through the American Heart Association and is good for 2 years.

$95 Joseph Postiglione
Multiple Start dates, please see schedule online.

CPR/AED/First Aid
Learn CPR, AED, and First Aid for infant, child and adult medical emergencies. This class is for certified homes, daycare providers and personal certification. Certifications are good for 2 years. Book is included in the tuition cost.

$85 Brodie Mortensen
Multiple Start dates, please see schedule online.

Emergency Medical Services

Emergency Medical Technician – EMT Basic
The EMT Basic program includes in-person practical skills instruction and clinical time that meets Idaho and national registry standards for obtaining the Emergency Medical Technician (EMT-B) license. This program will prepare you to provide pre-hospital emergency medical care and transportation for critical and emergent patients who access the emergency medical services (EMS) system. You will acquire basic knowledge and skills necessary to stabilize and safely transport patients ranging from non-emergency and routine medical transports to life threatening emergencies. Upon successful completion of this course, you will be eligible to take the National Registry of Emergency Technicians exams.

$1,499 William Hicks
6637 Mon, Wed, Fri 6 PM - 10 PM 8/22 - 11/23

Healthcare Skills

Assistance with Medications
Individuals who successfully complete this course may assist the patient with medication administration as governed by the regulations and policies of each state agency, as deemed safe by the delegating licensed professional based on provisions of Section 400 in the Administrative Rules of the Idaho Board of Nursing.

$79 Ann Orme
Multiple Start dates, please see schedule online.

Pharmacy Technician
Begin your healthcare career as a Pharmacy Technician. This course prepares you to enter the workforce in a retail or clinical pharmacy and prepares you for applicable certifications. This course covers 130 classroom hours. Registration covers the cost of the textbook.

$1,179 Troy Coulson
7071 Tue, Thu 6 PM - 10 PM 8/9 - 11/22

Certified Nursing Assistant
Begin your health care career as a Certified Nursing Assistant. This course prepares you to enter the workforce as a health care professional and to take the state exams required to be placed on the Idaho Nurse Aide registry. The 120-hour class includes online assignments, in-class skills practice and clinical experience at local health care facilities. Class registration covers the required textbook, required lab, computer, and state testing fees. Additional class costs are health screening for clinical access, background check, BLS CPR certification, two-piece blood pressure kit, and scrubs.

$1,115 To Be Announced
Multiple Start dates, please see schedule online.

Become a Pharmacy Tech in as little as 1 year!
$2,495
You’ll gain the skills and knowledge to qualify for entry-level positions in pharmacies and be prepared for national certification. Upon completion of this program, you will be prepared to sit for the Pharmacy Technician Certification Exam (PTCE), offered by the Pharmacy Technician Certification Board (PTCB). The registration fee for this exam is included with this program.
Welding

Welding 1
Introduction to the safety and theory behind the electric arc welding processes. Instruction will include practical hands on lab time for setup and operation as well as industry recognized safety certification. This course will cover three common welding processes: SMAW (Shielded Metal Arc Welding), GMAW (Gas Metal Arc Welding), and GTAW (Gas Tungsten Arc Welding).

$375  Brad Huntsman / Christopher Wagoner
6918  Mon, Tue, Wed, Thu 6 PM - 9 PM 8/22 - 8/25

Welding 2
Instruction is given in three common welding processes: GMAW (Gas Metal Arc Welding) GTAW (Gas Tungsten Arc Welding) and SMAW (Shielded Metal Arc Welding) students will learn to use different electrodes in/on Aluminum and Carbon Steel using tubular and solid wire with short circuit and spray type wire transfers. Students learn hands-on application for forming Tee, Lap, Butt, and corner joints performing welds according to the AWS (American Welding Society) and ASME (American Society of Mechanical Engineers) Standards in Flat, Horizontal, Vertical, and Overhead positions. Supply List Provided.

$645  Brad Huntsman / Christopher Wagoner
6919  Mon, Wed 6 PM - 9 PM 8/29 - 10/12

CEI Apprenticeship Programs

Learn theory, application and code requirements from professionals in each field. These progressive 4-year education programs, coupled with practical work experience, lead to Journeyman licenses in the respective discipline.

$850/yr + books

Apprenticeship Readiness
Apprenticeship Readiness programs are workforce training programs that prepare participants to apply for, enter, and successfully complete a apprenticeship program. Trades Orientation, Tools and Materials, Blue Prints/Construction Math, Work readiness, and OSHA 10hr will be subjects that will be learned in the class.

$199  Matt Bates
5664  Thu 3 PM - 5 PM 9/16 - 10/21

Electrical

Year 1  Tony Kissner
6477  Mon, Wed 7 PM - 10 PM 9/12 - 4/19

Year 1  Gary Williams
6478  Tue, Thu 7 PM - 10 PM 9/13 - 4/20

Year 2  Doug Purcell
6479  Tue, Thu 7 PM - 10 PM 9/13 - 4/20

Year 2  Joe Morgan
6494  Mon, Wed 7 PM - 10 PM 9/12 - 4/19

Year 3  Mike Smart
6481  Mon, Wed 7 PM - 10 PM 9/12 - 4/19

Year 4  Bob Baird
6482  Tue, Thu 7 PM - 10 PM 9/20 - 4/27

HVAC

Year 1  Andrew Palmer
6484  Mon, Wed 7 PM - 10 PM 9/12 - 4/19

Year 2  Chad Smuck
6485  Mon, Wed 7 PM - 10 PM 9/12 - 4/19

Year 3  Perry Miller
6486  Tue, Thu 7 PM - 10 PM 9/13 - 4/20

Year 4  Gene Miller
6487  Tue, Thu 7 PM - 10 PM 9/13 - 4/20

Plumbing

Year 1  Korbin Klein
6488  Mon, Wed 7 PM - 10 PM 9/12 - 4/19

Year 2  Don Allen
6489  Mon, Wed 7 PM - 10 PM 9/12 - 4/12

Year 3  Joe Velasquez
6491  Tue, Thu 7 PM - 10 PM 9/13 - 4/20

Year 4  Nate Guerrero
6496  Tue, Thu 7 PM - 10 PM 9/13 - 4/13

NQA-1 Training

Prepare for a career in the nuclear field

Class takes two days to complete. 8am - 5pm
Next class starts 8/11

Register now!  cei.edu/wtce  |  208.535.5345

SCAN ME
Art

Oil Painting
 EVER LOOK AT FINE ART AND WONDER HOW IT IS DONE? DISCOVER ALL THE SECRETS OF OIL PAINTING! THIS FUN AND INFORMATIVE COURSE WILL COVER NUMEROUS TECHNIQUES AND TEACH YOU THE DIFFERENCES BETWEEN MATERIALS. GET READY TO EXPRESS YOURSELF IN A WHOLE NEW WAY!

$125 Marina Zavalova
6597 Wed 6 PM - 9 PM 11/2 - 12/7

Watercolor
 LEARN BASIC WATERCOLOR PAINTING TECHNIQUES! BECOME KNOWLEDGEABLE OF COLOR MIXING THEORIES AND HOW TO PLAN AND ORGANIZE VALUES. THIS CLASS WILL HAVE VARIATIONS IN DESIGN AND SUBJECT MATTER. BY THE END OF THE COURSE, YOU WILL BE ABLE TO DO A FLAT WASH, GRADED WASH, MINGLED WASH AND UNDERSTAND GLAZING. SIGN UP FOR BOTH CLASSES FOR THE FULL EXPERIENCE.

$125 Marina Zavalova
Watercolor 1
6595 Wed 6 PM - 9 PM 9/7 - 9/28
Watercolor 2
6596 Wed 6 PM - 9 PM 10/5 - 10/26

Figure Drawing 2
 SHARPEN YOUR FIGURE DRAWING SKILLS! YOU’LL CONCENTRATE ON DRAWING LIMBS AND HANDS, HEADS, AND OTHER HARD TO REPLICATE SKILLS IN DRAWING. SHARPEN YOUR KNOWLEDGE, CONFIDENCE AND HAVE FUN!

$75 Marina Zavalova
6594 Wed 6 PM - 8 PM 8/10 - 8/31

Digital Art on Tablets
 BY THE TIME CLASS IS OVER, CREATING DIGITAL ILLUSTRATIONS WILL FEEL INTUITIVE AND AS NATURAL AS DRAWING WITH PENCIL AND PAPER. DIGITAL PAINTING IS THE NEW NORM FOR CREATING ART. USING THE APP "PROCREATE" AND APPLE iPADS, YOU’LL LEARN THE BASICS OF DIGITAL PAINTING, DIGITAL DRAWING, AND DIGITAL COMPOSITION. NO SUPPLIES NEEDED; WE PROVIDE THE TABLETS AND ACCESSORIES NEEDED!

$109 Katie Braithwaite
6971 Tue 6 PM - 8 PM & Thu 6 PM - 7 PM 10/4 - 10/27

Hobbies

Nature Photography
 JOIN PHOTOGRAPHER TAYLOR BROWN AND LEARN INSIDER TIPS AND TOOLS TO INCREASE THE QUALITY OF ALL YOUR PHOTOGRAPHS. FROM BEAUTIFUL VISTAS, SOARING BIRDS, AND HIDDEN ANIMALS, COME LEARN THE INS AND OUTS OF TAKING PICTURES OF NATURE!

$55 Taylor Brown
6970 Tue 6 PM - 8 PM 10/24

Beginning Photography
 GET TO KNOW YOUR CAMERA AND LEARN HOW TO USE IT FOR STORYTELLING AND FAMILY PORTRAITS; PLUS, LEARN POST PROCESSING, BASIC POSEING, AND OTHER TIPS AND TRICKS. MAKE SURE TO BRING YOUR CAMERA AND GET READY TO ENTER THE WORLD OF PHOTOGRAPHY!

$69 Taylor Brown
6968 Mon, Tue 2 PM - 4 PM 9/26 - 9/27
6969 Mon, Tue 6 PM - 8 PM 10/3 - 10/4

Lenses for New Photographers
 SELECTING THE RIGHT LENS (OR LENSES) IS ESSENTIAL FOR GETTING THE SHOTS YOU WANT. COME LEARN WHAT DIFFERENT LENSES DO WHEN ATTACHED TO YOUR CAMERA AND THE BASICS LIKE DESIRED FOCAL LENGTH, LENS SPEED, COMPATIBILITY WITH YOUR CAMERA, AND BUDGET. HERE ARE THE CAMERA LENS BASICS TO HELP YOU MAKE THE RIGHT CHOICE FOR YOUR PHOTOGRAPHIC NEEDS!

$59 Taylor Brown
7145 Mon, Tue 6 PM - 9 PM 10/11

Manual Mode for Camera Users
 GET OUT OF AUTO MODE AND SHOW YOUR CAMERA WHO’S BOSS! BRING YOUR OWN PHOTOS TO CLASS FOR A HANDS-ON ANALYSIS AS WELL. WE WILL SHOW YOU HOW TO CONTROL THE CREATIVE CAPABILITIES OF YOUR CAMERA, STRETCH YOUR PHOTOGRAPHER SKILLS TO THE FULLEST, AND TAKE PHOTOS LIKE A PRO.

$59 Taylor Brown
6967 Mon, Tue 6 PM - 9 PM 10/17 - 10/18

Tap Dancing: The Basics
 GET MOVING, SHARPEN YOUR MIND, AND LISTEN TO SOME GREAT MUSIC! LEARN BASIC TAP STEPS AND COMBINATIONS WHILE WORKING ON FLEXIBILITY. YOU’LL ENJOY THE BENEFITS OF DEVELOPING RHYTHM. BY THE END OF CLASS, YOU’LL HAVE LEARNED A SIMPLE TAP DANCE ROUTINE. NO EXPERIENCE NECESSARY BUT ANY LEVEL WELCOME. TAP SHOES (OR TAPS ON YOUR SHOES) REQUIRED.

$65 Beverly Hanson
6972 Thu 6:30 PM - 7:30 PM 9/1 - 11/3

Lifestyle

American Sign Language Part 1
 HAVE YOU ALWAYS WANTED TO LEARN SIGN LANGUAGE? THIS COURSE WILL TEACH STUDENTS WITH LITTLE OR NO KNOWLEDGE OF ASL AND DEAF CULTURE AND PROVIDE THEM WITH THE SKILLS NEEDED TO COMMUNICATE COMFORTABLY IN A WIDE VARIETY OF SITUATIONS IN THE DEAF COMMUNITY. CULTURAL INFORMATION TAUGHT THROUGHOUT CLASS ALLOWS STUDENTS TO INTERACT WITH THE DEAF COMMUNITY IN A WAY THAT IS RESPECTFUL AND AWARE. THE END GOAL IS TO BRING A PERSON UNABLE TO COMMUNICATE IN ASL TO A BASIC LEVEL. IN PART 2, YOU’LL REFINED YOUR SKILLS AND USE THEM TO COMMUNICATE IN A WIDER ARRAY OF SITUATIONS, TO FURTHER DEVELOP THEIR LANGUAGE FLUENCY, AND TO ADVANCE THEIR LEVEL OF COMPREHENSION OF ASL IN CULTURALLY APPROPRIATE WAYS. BOOK INCLUDED.

$199 Caitlin Quiroz
6975 Tue, Thu 6 PM - 7:30 PM 9/13 - 10/20

Spanish
 BEGIN SPEAKING SPANISH TODAY! STUDENTS WILL LEARN VOCABULARY, PRONUNCIATION, GRAMMAR AND CONJUGATION THROUGH VARIOUS ACTIVITIES. IN SPANISH 2, YOU’LL LEARN CONVERSATIONAL SKILLS, ALONG WITH GRAMMAR AND VOCABULARY. PRACTICE YOUR SPANISH IN CLASS AND PARTICIPATE IN ACTIVITIES TO INCREASE YOUR FLUENCY.

$109 Sergio Romero
6973 Tue 7 PM - 9 PM 9/27 - 12/6
6974 Wed 7 PM - 9 PM 9/28 - 12/7
**Oktoberfest - Cooking Demonstration**

Embrace the Bavarian in you! Get ready to host your own Oktoberfest celebration by learning to create schnitzel, spatzel, bierroges and German beer bread.

$65 Blake Avery

**Artisan Bread - Cooking Demonstration**

Mouth-watering fresh, hot bread with melting butter - the perfect complement to any meal. Take the mystery out of baking a crusty, golden-brown loaf of artisan bread. Learn the basics for successful doughs, and how to make round loaves, French baguette, ciabatta and focaccia at home. This class is a live cooking demonstration with time for questions.

$49 Blake Avery

**Pasta Making - Cooking Demonstration**

Pasta is the basis for many wonderful dishes - homemade pasta puts those dishes over the top. Come learn the art of pasta making, along with uses for a variety of dry pastas. Supplies are provided by the instructor.

$49 Blake Avery

**Preparing Meats**

With the last class of the COOKING BASICS series, you’ll be educated in the world of meats and beyond. Whether it’s beef, chicken, pork, or legumes, learn to cook proteins to perfection. This class is a live cooking demonstration with time for questions.

$49 Blake Avery

**Cooking Basics**

Start off your cooking journey with learning the basics of food safety, knife cuts, and cooking temperatures. You’ll learn to make basic chicken & pork recipes. This class is a live cooking demonstration with time for questions.

$49 Blake Avery

**Stocks and Sauces**

Spice up your cooking! The 2nd installment of COOKING BASICS teaches you how to make stocks and sauces! Learn what sauces accompany each main dish. This class is a live cooking demonstration with time for questions.

$49 Blake Avery

**Building Charcuterie Displays - Demonstration**

One of the funnest and tastiest activities finally here! Come learn to build meat and cheese displays that WOW! You'll learn different elements in building homemade Sausage & Cheese pairings to use in your Holiday entertaining. Take your parties to the next level! This class is a live cooking demonstration with time for questions.

$65 Blake Avery

**Cake Decorating - Candy Cake**

This class is an introduction to decorated cakes by teaching you how to make a beautiful and delicious ‘candy cake’. Learn techniques like cake stacking, crumb coating, frosting, smoothing, piping, and top it off with your favorite treats. This type of cake is perfect for any occasion plus you get to take it home! Bring an apron.

$115 Katrina Morrow

**Cake Decorating - Fondant Fun!**

Take your decorating to the next level! Learn basic fondant skills on a cake that you get to take home! Practice skills like cake stacking, crumb coating, frosting, smoothing, and covering the cake with fondant. You’ll finish the cake with some fondant decorative accents and more!

$115 Katrina Morrow

**Basic Sausage Making**

Come see how the sausage is made! Students will get a hands-on demonstration in making their own types of sausage from start to finish. We will talk about meat quality, ratios, seasoning, and tricks of the trade.

$65 Blake Avery

**Senior Programs**

**The A, B, C & Ds of Medicare**

This course will cover the basics of Medicare along with explanations of how and when to enroll into Medicare. The course will also explain the different types of insurance plans that work with Medicare such as: Medicare Advantage, Medicare Supplement, and Medicare Part D plans. Learn what is required of people eligible for Medicare and what options are available upon eligibility. This will be an educational course focused on the basics with lots of time for questions and answers.

FREE Casey Peterson

**Computers for Absolute Beginners**

Are you comfortable with computers? If not, this is the class for you. Computers are everywhere and understanding the fundamentals will help you harness their power! In this beginning level class, you will learn to maneuver around using the mouse and keyboard as well as basic functions. Come learn in a fun, low-key environment with a patient instructor. Class size is limited to ensure personal attention.

$75 Van Davis

**Smartphones for Seniors**

Need a little extra help with that new phone? Smartphones are handheld computers with lots of features. Come learn how to use yours in a fun, low-key environment with a patient instructor. Topics to be covered include: adding a contact, text messaging, how to use your camera and other functions. Class size is limited to ensure personal instruction.

$75 Van Davis

**Social Security Benefits and You**

Learn the basics of social security benefits, including the history of the program, terminology, and how your benefit amount is calculated. This course will give you the knowledge you need to make an informed decision, and move into retirement with confidence.

$25
BUSINESS & PROFESSIONAL

Accounting and Bookkeeping

Start Your Own Business in Bookkeeping Administration Professional
The purpose of this course is to give the student tools, information, and strategies to equip them in a way that will give them the best chance of success when starting a business. We will discuss topics such as risk, economics, the global market, ethics, legal considerations, organization, human resources, and marketing. As a student reads, completes practices and assignments, discusses with others, and takes assessments, he or she will gain a practical understanding of the components of a small business and the steps that one takes to create and establish that business, from the idea, to the business plan, to the strategies for helping that business to succeed and grow. Details

$2,725

6831 Online

Career Development

Google Analytics
This course will teach students how to master Google Analytics; from the basics all the way through the most advanced features. Once complete, students will be masters at reporting, behavioral data, audience conversion and will have an extremely well-rounded knowledge base with this software. Remember, being proficient in Google Analytics will easily set you apart in the job market, especially since almost every business has an online presence that is crucial to their success. Details

$299

7010 Online

Start Your Own Business in Career Coaching
This course, Start Your Own Business, it will prepare the individual to launch his or her own small business. Life Coaching is quickly becoming one of the most in-demand professional services. Life Coaches work with clients to help them establish and achieve their professional goals, as well as personal aspirations. This course will provide you with the skills you need to become a successful life coach. Through theoretical and practical applications, you will learn how to work with clients in every aspect of life. You will learn coaching fundamentals, including listening skills and the language of coaching. From there, you will go beyond the basics to learn how to work with individual clients to help them establish their personal and professional goals. When a student completes this course, they will be fully prepared to help individuals through one-on-one and group coaching. Details

$3,495

6815 Online

Administrative Office Assistant
In this course, we will discuss and become proficient in the skills necessary to succeed as an administrative office assistant, including office etiquette, reception skills, technology, correspondence, calendar management, bookkeeping, travel planning, and other duties performed by an assistant. Details

$1,195

6820 Online

Introduction to SQL
Learn how to write SQL code to create and populate database tables and how to write simple SQL queries that are capable of retrieving vast amounts of information from a database. In this course, you will discover the power of the relational database, how to create and manage database tables, and how to use SQL SELECT statements to precisely pinpoint and retrieve data from a database. Details

$245

7104 Online

8/1 - 8/26

CEI Workforce Training & Continuing Education | Fall 2022 | cei.edu/wtce
Management and Leadership

Six Sigma Green Belt Exam Prep
Six Sigma is a rigorous, focused, and highly effective implementation of proven quality principles and techniques, which aims for virtually error-free business performance. Students in this course will develop an understanding of how to perform and interpret Six Sigma tools and how to use standard principles of Lean. Students will learn project management and will define the metrics needed for validating data and evaluating project success. Key topics of this course include Six Sigma goals, project management, project selection, and project execution. Details

$1,775

6788 Online

Grant Writing
The Certificate in Grant Writing course is perfect for anyone wanting to learn the essentials of writing or acquiring grants for private, public, or government use. If you are thinking of starting a business that utilizes grants, learning the essentials of writing, researching, obtaining, maintaining, operations and strategies within the grant system is imperative. Books included Details

$2,295

6795 Online

Certified Associate in Project Management Exam Prep (CAPM) with Organizational Leadership
This course will provide entry-level project managers with the knowledge and skills necessary to successfully complete the Project Management Institute’s nationally recognized Certified Associate in Project Management (CAPM) exam. This credential is considered the standard of excellence in the field of project management and is often a required credential in the field. This comprehensive course will use learning activities, practice exams, and assignments to help students prepare for, and successfully complete, the CAPM exam. This course bundle also includes the Organizational and Behavioral Leadership course. Details

$2,599

6818 Online

Certified Associate in Project Management (CAPM) Exam Prep
This course will provide entry-level project managers with the knowledge and skills necessary to successfully complete the Project Management Institute’s nationally recognized Certified Associate in Project Management (CAPM) exam. This credential is considered the standard of excellence in the field of project management and is often a required credential in the field. This comprehensive course will use learning activities, practice exams, and assignments to help students prepare for, and successfully complete, the CAPM exam. Details

$999

6836 Online

Project Management Professional (PMP) Exam Prep
This course will provide experienced project managers with the knowledge and skills necessary to successfully complete the Project Management Institute’s nationally recognized Project Management Professional (PMP) exam. This credential is considered the standard of excellence in the field of project management and is often a required credential in the field. This comprehensive course will use learning activities, practice exams, and assignments to help students prepare for, and successfully complete, the PMP exam. Details

$999

6837 Online

Customer Service Representative (CSR) Exam Prep
The customer service representative plays an essential role in an organization’s success through providing product and service information and resolving product and service problems. In this course, you will learn about the various duties and responsibilities of the customer service provider, and you will practice these using a variety of exercises, hypothetical interactions, and assignments. The goal of this course is to prepare you to be an outstanding, reliable, and successful customer service representative in a business or other organization. In addition to providing students with a comprehensive education in customer service, this course will also prepare students to take nationally recognized customer service certification exams, including, but not limited to, the HDI Customer Service Representative Certification Exam. Details

$395

6843 Online

Introduction to Supply Chain Management
Supply chains encompass the companies and the business activities needed to design, make, deliver, and use a product or service. Businesses depend on their supply chains to provide them with what they need to survive and thrive. Every business fits into one or more supply chains and has a role to play in each of them. This course provides an organized framework for understanding the essential concepts of supply chain management and how to develop and deploy supply chains to achieve success in the fast-paced, global economy we all live in. Details

$999

6854 Online

Spanish for Health Care
Spanish for Health Care is a self-paced, online occupational Spanish conversation course that seeks to bridge the communication gap between English-speaking health care professionals and Spanish-speaking patients. Details

$165

6774 Online

Spanish for Educators
Spanish for Educators is a self-paced, on-line occupational Spanish conversation course that seeks to bridge the communication gap between English and Spanish speakers. This course is ideal for teachers, administrators, and anyone working with Spanish-speaking students and parents. Details

$165

6776 Online

Register now! cei.edu/wtce | 208.535.5345
COMPUTER & TECHNOLOGY

Networking

**CompTIA Network+ N10-007**

The CompTIA® Network+® certification covers a wide range of knowledge and skills that apply to different networking job roles. A networking job role requires a fundamental knowledge of network terminology, components, standards, types, and configurations. In this lesson, you will identify the basic concepts of networking theory. Details

$965  
7025  Online

**Cyber Security**

**Introduction to Cybersecurity**

Intro to Cyber is an online, self-paced, 30-hour introductory course that's ideal for learners who are curious about the world of cyber and want to get familiar with this exciting industry. The course is the best way for students to gain the fundamentals of cybersecurity; discover the different roles in the field; and learn how each makes an impact and become the next generation of cyber professionals.

$129  
6950  Online

Programming

**WordPress Certificate**

WordPress is the most popular content management system (CMS) for website and blog design. During the first week you will learn or refresh your knowledge of CMS, WordPress installation and setup, page and content creation, administration, themes (selection, purchase, installation and setup), working with widgets and plugins, and more. Finally, acquire advanced knowledge about WordPress options and features. You will learn how to modify WordPress web pages by hand-coding, learn about simple yet effective search engine optimization (SEO) techniques that improve your website ranking, and much more. Details

Three one-month courses.

$495  
Andy Helmi
7092  Online  9/6 - 12/2

**Coding Certificate**

Coding is becoming one of the most in-demand skills in the workplace today. As a result, coding has become a core skill that bolsters one’s chances for becoming a higher value to organizations. The highest demand is for programming languages with broad applicability. Begin by getting introduced to the basics of computer programming and various programming languages. Then go to the next level and acquire all the basics of HTML and CSS. You will learn the relationship between these two industry-standard web page coding languages and the step by step process of hand coding and building web pages. Finally, discover the advanced features of CSS and learn how to use this very powerful language. Details

Three one-month courses.

$595  
Andy Helmi
7094  Online  9/6 - 12/2

Web Development and Design

**CIW Perl Specialist**

The CIW Perl Specialist course teaches developers how to fully use the features of the Perl programming language in Web application development. These specialized Web language skills can help you begin or grow a career in advanced Web development and technologies. Details

$349  
7021  Online

**Online Digital Marketing Bootcamp**

$3,699

Digital Marketing jobs are growing 112% faster than the U.S. national average job growth. Upon completion of the program, students will be equipped with the tools to be successful at jobs such as marketing coordinator, social media advertising coordinator, branding coordinator, junior UX designer, and more
HEALTHCARE CAREERS

Healthcare Skills

Medical Terminology
Learn and recognize word roots, prefixes, and suffixes used in medical language today. Learn how to combine words to create meaningful medical conditions as well as comprehend their definition and know the correct spelling. In this medical terminology course you will learn medical terms related to all major body systems. Medical terms are introduced in the context of human anatomy and physiology to help you understand exactly what they mean. You will practice defining and understanding medical terms using case studies, vignettes, and activities. Details

Medical Coding Specialist
With the Medical Coding program, you will gain the skills you need to enter one of the fastest-growing fields in allied health as a medical coding specialist. In this program, you will gain hands-on, practical experience working with the main coding manuals in the field. In addition you will be introduced to the new ICD-10-CM diagnosis coding system. You will also master the legal, ethical, and regulatory concepts that are central to this field.

$1,695
6882 Online

EKG Technician
The course will combine theory and practice to provide instruction in all aspects of EKG technology and patient care. Students will learn about the anatomy and physiology of the cardiovascular system, appropriate patient care, and how to properly conduct an electrocardiogram (ECG). The course will also provide students knowledge as to how to diagnose different rhythms discovered through ECG tests. Additional topics that students will learn about is the use of pacemakers as well as ECG cardiogram artifacts and the 12-lead ECG and acute myocardial infarction. Upon completing this course, students will have gained knowledge and confidence to be able to move one step closer to take either the AMCA EKG Technician Certification (ETC) national certification exam.

$949
6911 Online

Instructors Needed!
Now Hiring Part Time Workforce Training & Continuing Education Instructors.

Contact Frankie Adams at 208.535.5613

Medical Billing and Coding Specialist
With the Medical Billing Career Prep program, you will gain the skills you need to enter one of the fastest-growing fields in allied health as a medical billing specialist. In this program, you will gain hands-on, practical experience working with the main coding manuals in the field, the ICD-10-CM and the CPT. In addition; you will be introduced to ICD-10-CM. You will also master the legal, ethical, and regulatory concepts that are central to this field. Upon completion of this program, you will be ready to begin your career in an entry-level position. Students will also be prepared to take the Certified Billing and Coding Specialist (CBCS) national certification exam offered by the National Healthcareer Association (NHA).

$2,995
6879 Online

Medical Billing Specialist
With the Medical Billing Specialist program, you will gain the skills you need to enter one of the fastest-growing fields in allied health as a medical billing specialist. In this program, you will gain hands-on, practical experience working with the main coding manuals in the field, the ICD-10-CM and the CPT. In addition; you will be introduced to ICD-10-CM. You will also master the legal, ethical, and regulatory concepts that are central to this field. Upon completion of this program, you will be ready to begin your career in an entry-level position. Students will also be prepared to take the Certified Billing and Coding Specialist (CBCS) national certification exam offered by the National Healthcareer Association (NHA).

$1,695
6881 Online

Register now! cei.edu/wtce | 208.535.5345
INDUSTRY & TRADES

Construction

HazWoper 24-Hour Moderate Risk
This self-paced HazWoper education course on the Internet meets the OSHA/EPA training requirements for workers performing hazardous waste site functions in accord with the provisions of 29 CFR 1910.120. The regulation stipulates that employers at hazardous waste sites, and at many other “sites” as further defined by the regulation, shall ensure that all workers with the potential of chemical exposure will receive a minimum of 24 hours of waste site health and safety training. Content for the course will be provided through text, manuals, web sites, assignments and exercises. Details

$365

SH - Lighting, Water, and Temperature Control Systems
The SH (Smart Home) - Lighting, Temperature, and Water Control Systems course discusses effective management of three energy and utility-based systems: lighting, heating, ventilation, and air-conditioning (HVAC), and water-through implementation of home technology. It introduces the basic concepts of the three systems and discusses the devices and components used to automate and manage lighting, HVAC, and water systems. The course also discusses the current industry standards, rules, and regulations pertaining to the three systems. Details

$465

Water Treatment Plant Operator
Water Treatment Plant Operation is designed to train students to safely and effectively operate and maintain drinking water treatment plants. This course covers information on the importance and responsibilities of a water treatment plant operator, sources of water, reservoir management, and intake structures. This course also trains students in the practical aspects of operating and maintaining water treatment plants, emphasizing safe practices and procedures. Details

$1,795

MANUFACTURING APPLICATIONS

Manufacturing Applications
$125
3 Month - Self Paced
Learn to apply the principles and concepts of manufacturing. Discover the nature of strategy and learn how it leads to the development of manufacturing strategy. Understand the purpose of customer demand forecasting and find out what forecasting methods are suitable for which situations.

Certified Maintenance and Reliability Technician Exam Prep
Industrial Maintenance addresses the needs of the multicrafted maintenance technician and presents an all-encompassing view of the field of industrial maintenance, which covers a variety of technical skill areas. These include, but are not limited to, mechanics (mechanical installation, fluid power, piping systems, power transmission, print reading, and safety, to name a few), electrical (electrical theory, test equipment, electronics, the National Electrical Code, control circuits, rotating machines, PLCs, and drives, for example), and welding (gas welding and arc welding). A multicrafted maintenance technician must have knowledge and skills in all these areas. Industrial Maintenance addresses these areas in a format designed with the technician in mind. Details

$995

Certificado de Conocimiento de los Principios de la Ciencia de la Construcci
Ganarse el certificado de los Principios de la Ciencia de la Construcción es su primer paso hacia el mundo del desempeño hogareño energéticamente eficiente. La ciencia de la construcción demuestra el cómo varios componentes del hogar interactúan para afectar el desempeño total de la casa. Entienda la relación entre la envoltura de la construcción, calefacción, refrigeración, aislamiento, ventilación mecánica, iluminación, electrodomésticos, y otros sistemas del hogar. Aprenda cómo estos sistemas afectan la comodidad, salud y seguridad de los habitantes y la durabilidad de la casa. Descubra por qué mejorar la eficiencia energética de la casa es el primer paso hacia energía solar, geotérmica, u otra mejora a energía renovable. La segunda edición presenta una sección de renovables extendida, un capítulo completo dedicado a la Calificación de Energía del Hogar, y estará disponible en Español. Details

$198

PERSONAL ENRICHMENT / cei.edu/wtce
Register Early!
Register early to help ensure the class will run! Our courses are subject to cancellation if a minimum enrollment is not reached; this minimum will vary by course/topic. If CEI WTCE cancels a class, you will be notified by email or phone, and your full course fee will be credited back to you. Complete registrations are accepted on a first-come, first-served basis.

Tuition, Fees and Information
All prices, fees and other details contained in this catalog are subject to change without notice. For the most current information on all classes, please see our online registration system at: www.cei.edu/wtce.

Class Cancellations and Refunds
Workforce Training & Continuing Education (WTCE) is committed to offering classes that appeal to the community for both content and schedule. If you need to withdraw from a class, call WTCE 2 business days before the first day of class to receive a refund of the tuition fee. All refunds can be placed as a credit on your account or it can be refunded back to you. Material fees, testing fees, facilities fees, etc. are separate from class tuition and refunded at the discretion of WTCE. All decisions are final. Please contact our office at wtce@cei.edu or 208-535-5345 during regular business hours (8:00am - 5:00pm, Monday through Friday) and we will work with you to transfer, reschedule or to complete the withdrawal process.

Thank you for your business and we hope you enjoy your learning experience.

For complete policy information, please visit cei.edu/wtce.

College of Eastern Idaho is a tobacco-free, alcohol-free campus. Thank you for your cooperation.

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5 WAYS TO REGISTER

1 ONLINE – www.cei.edu/wtce
• Select “Online Catalog and Registration”.
• Select LOGIN/CREATE ACCOUNT and complete the process.
• Find the classes you are interested in attending, select each class, and add it to your basket.
• Checkout and pay. It’s easy and convenient!

2 PHONE – 208.535.5345

3 EMAIL – WTCE@CEI.EDU

4 MAIL (checks only)  CEI WTCE
1600 S. 25th E.
Idaho Falls, ID 83404

5 IN-PERSON  CEI Student Affairs
Christofferson Building #3
Room 300
1600 S. 25th E., Idaho Falls

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REGISTRATION FORM

Please provide your full legal name.

Last Name* ___________________________________________ First Name* ___________________________ Middle Name ________________

Date of Birth* _________________________________________ □ Female □ Male Email Address* _________________________________

Primary Address* _____________________________________________

City* _____________________________________ State* ______ Zip Code* ___________________ Phone* _____________________________

Ethnicity: □ Hispanic □ Non-Hispanic

Race: □ White □ Asian □ American Indian / Alaskan Native □ Black or African American □ Native Hawaiian / Pacific Islander

Please tell us how you learned about our classes: □ Catalog □ Internet □ Friend □ Other ________________________________

CLASS TITLE ___________________________ DATE(S) ___________________________ FEE ___________________________

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PAYMENT: Please make checks payable to College of Eastern Idaho. If you wish to pay for your course(s) by credit card, you must either register online (see above) or call CEI WTCE at 208.535.5345 and we will be happy to provide assistance.

By signing below, you acknowledge that you meet the minimum course requirements, if any, including age.

Signature ___________________________________________ Date ___________________________
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