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Disclaimer

Catalogs, bulletins, and course or fee schedules shall not be considered as binding contracts between College of Eastern Idaho and students. College of Eastern Idaho reserves the right at any time without advance notice to: cancel courses and terminate programs; change fee schedules; change the student calendar; change admissions and registration fee requirements; change the regulations and requirements governing instruction in, and graduation from, the institution and its various divisions; and change any other regulations affecting students. Changes shall go into force whenever the proper authorities so determine and shall apply not only to prospective students, but also to those who are matriculated at the time at College of Eastern Idaho. When economic and other conditions permit, College of Eastern Idaho attempts to provide advance notice of such changes. In particular, when an instructional program is to be terminated, College of Eastern Idaho will make every reasonable effort to ensure that students currently enrolled are making normal progress toward completion.

WELCOME

Welcome to College of Eastern Idaho!

For more than 48 years, Eastern Idaho Technical College (EITC) has served our community of eastern Idaho by providing students with innovative, high-demand workforce training options to include industry recognized degrees and certificates. In May 2017, Bonneville County voters approved a taxing district officially creating Idaho’s fourth comprehensive community college, College of Eastern Idaho (CEI). In addition to the growing technical programs offered by EITC, CEI will now be able to offer transfer degrees in the form of the Associate of Arts (AA) and Associate of Science (AS) for students wishing to move seamlessly to other Idaho institutions to continue their education. Furthermore, University of Idaho and CEI have created a unique agreement of “Joint Admissions” whereby students may be admitted simultaneously to both University of Idaho and College of Eastern Idaho with an academic goal of a bachelor’s degree.

I’m honored to continue this important work as President of CEI by ensuring our students thrive in a diverse and dynamic environment that supports their success. At CEI we are less interested in “who you are”, and more concerned with “who you want to become.” We are committed to partnering with you as a student to help you succeed in any educational path you choose.

Our faculty and staff are committed to the mission of CEI, “To provide open-access to affordable, quality education that meets the needs of students, regional employers, and community”. Our technical programs are designed to promote regional economic development by meeting employer needs for trained workers. New Associate of Science (AS) and Associate of Arts (AA) degrees include general education courses that will transfer to other Idaho colleges and universities. We assist students in acquiring the knowledge, skills, and abilities to secure employment or professional advancement. We are committed to job readiness and life enrichment opportunities.

We offer many support services to help students succeed: study skills classes, tutoring, learning centers, advising, financial aid, and scholarships to name a few.

CEI is the shortest distance between where you are and where you want to be.

Welcome to College of Eastern Idaho. We’re glad you’re here!

Dr. Rick Aman

Inaugural President of College of Eastern Idaho

COLLEGE OF EASTERN IDAHO BOARD OF TRUSTEES

Zone 1: Stephanie Mickelsen

Zone 4: Craig Miller

Zone 2: Calvin Ozaki

Zone 5: Carrie Scheid

Zone 3: Park Price

The information in this Catalog is available in an alternate format upon request.

CALENDAR

FALL SEMESTER (2018)

AUGUST

- 3 - Fall 2018 term fee deadline
- 13 - 14: Faculty In-Service
- 15 - 17: Faculty preparation and student advising
- 20: Fall semester classes begin
- 24: Last day to add/drop classes

SEPTEMBER

- 3: Labor Day Holiday **

OCTOBER

- 1: Application for Fall Graduation due
- 8: Columbus Day - Classes held
- 12: Mid-Term/last day to make up summer incompletes
- 15: Mid-Term credit grade entry & submission deadline due by 5pm in Self Service
- 23: Spring Student Advising Day
- 24: Spring semester registration for continuing students begins
- 29: Last day to withdraw from credit classes without grade penalty

NOVEMBER

- 1: Priority Admissions Deadline for Spring Enrollment
- 5 - 21 Fall in-class evaluations
- 12: "Veteran's Day" Observed - classes held
- 12: Spring semester registration for new degree/certificate seeking students begins
- 22-23 Thanksgiving Vacation **
- 30 : Spring semester registration for non-degree/certificate seeking students begins

DECEMBER

- 7: Last day of instruction
- 7: Spring 2019 term fee deadline
- 10: Final credit grade entry & submission deadline due by 5pm in Self Service
- Dec. 10 - Jan. 6 Winter Break (students)
- 24 - 25 Christmas Holiday**
- January 1: New Year's Holiday **

SPRING SEMESTER (2019)

JANUARY

- 3-4: Faculty In-Service
- 7: Spring semester classes begin
- 11: Last day to add/drop classes
- 21: Martin Luther King Jr. Day **

FEBRUARY

- 1: Application for Spring/Summer Graduation due
- 8: Scholarship applications due to CEI Foundation Office by 5pm
- 18: President's Day **

MARCH

- 1: Priority Admissions Deadline for Summer Enrollment
- 1: Mid-Term/last day to make up fall incompletes
- 4: Mid-Term credit grade entry & submission deadline due by 5pm in Self Service
- 12: Summer/Fall Student Advising Day
- 13: Summer/Fall semester registration for continuing students begins
- 18-22: Spring Break *
- 25: Last day to withdraw from credit classes without grade penalty
- 25: Summer/Fall semester registration for new degree/certificate seeking students begins

APRIL

- 8-19: Spring in-class evaluations
- 26: Summer semester registration for non-degree seeking students begins

MAY

- 3: Last day of instruction
- 3: Summer 2019 term fee deadline
- 6: Final credit grade entry & submission deadline due by 5pm in Self Service
- 9: Commencement – Thursday

SUMMER SEMESTER (2019)

MAY

- 27: Memorial Day
- 28: Summer classes begin
- 31: Last date to add/drop

JUNE

- 14: Mid-term/last day to make up spring incompletes
- 17: Mid-term Grade entry due

JULY

- 1: Last day to withdraw
- 1: Priority Admissions deadline for Fall Enrollment
- 4: Independence Day Holiday**
- 19: Last day of instruction
- 22: Final Grade entry due
- 26: Fall semester registration for non-degree

AUGUST

- 2: Fall Fee Deadline

****Campus will be closed/no classes**

*****Subject to change**

Classes will meet on Columbus Day and Veteran's Day

Table of Contents

FALL SEMESTER (2019)

SPRING SEMESTER (2020)

SUMMER SEMESTER (2020)

AUGUST

- 2: Fall 2019 term fee deadline
- 12 - 13: Faculty In-Service
- 14 - 16: Faculty preparation and student advising
- 19: Fall semester classes begin
- 23: Last day to add/drop classes

SEPTEMBER

- 2: Labor Day Holiday **

OCTOBER

- 1: Application for Fall Graduation due
- 11: Mid-Term/last day to make up summer incompletes
- 14: Columbus Day - Classes held
- 14: Mid-Term credit grade entry & submission deadline due by 5pm in Self Service
- 22: Spring Student Advising Day
- 23: Spring semester registration for continuing students begins
- 28: Last day to withdraw from credit classes without grade penalty

NOVEMBER

- 1: Priority Admissions Deadline for Spring Enrollment
- 11 -27 Fall in-class evaluations
- 11: Veteran's Day Observed - classes held
- 18: Spring semester registration for new degree/certificate seeking students begins
- 28-29 Thanksgiving Vacation **

DECEMBER

- 6: Last day of instruction
- 6: Spring 2020 term fee deadline
- 13 : Spring semester registration for non-degree/certificate seeking students begins
- 9: Final credit grade entry & submission deadline due by 5pm in Self Service
- Dec. 9 - Jan. 12 Winter Break (students)
- December 24 –25 Christmas Holiday**
- January 1: New Year's Holiday **

JANUARY

- 9-10: Faculty In-Service
- 13: Spring semester classes begin
- 17: Last day to add/drop classes
- 20: Martin Luther King Jr. Day **

FEBRUARY

- 3: Application for Spring/Summer Graduation due
- 14: Scholarship applications due to CEI Foundation Office by 5pm
- 17: President's Day **

MARCH

- 1: Priority Admissions Deadline for Summer Enrollment
- 6: Mid-Term/last day to make up fall incompletes
- 9: Mid-Term credit grade entry & submission deadline due by 5pm in Self Service
- 10: Summer/Fall Student Advising Day
- 11: Summer/Fall semester registration for continuing students begins
- 23-27: Spring Break *
- 30: Last day to withdraw from credit classes without grade penalty
- 30: Summer/Fall semester registration for new degree/certificate seeking students begins

APRIL

- 13-24: Spring in-class evaluations

MAY

- 1: Summer semester registration for non-degree seeking students begins
- 8: Last day of instruction
- 8: Summer 2020 term fee deadline
- 11: Final credit grade entry & submission deadline due by 5pm in Self Service
- 12: Commencement - Tuesday

MAY

- 25: Memorial Day **
- 26: Summer semester classes begin
- 29: Last day to add/drop classes

JUNE

- 19: Mid-Term/last day to make up Spring incompletes
- 22: Mid-Term credit grade entry & submission deadline due by 4pm in Self Service
- 29: Last day to withdraw from credit classes without grade penalty

JULY

- 1: Priority Admissions Deadline for Fall Enrollment
- 3: Independence Day Holiday **
- 17: Last day of instruction
- 20: Final credit grade entry & submission deadline due by 4pm in Self Service
- 31: Fall semester registration for non-degree/certificate seeking students begins

AUGUST

- 7: Fall 2020 term fee deadline

****Campus will be closed/no classes**

*****Subject to change**

Classes will meet on Columbus Day and Veteran's Day

ABOUT CEI

Our Mission

To provide open-access to affordable, quality education that meets the needs of students, regional employers, and the community.

Educational Offerings

College of Eastern Idaho prepares students to earn an Associate of Arts (AA) or an Associate of Science (AS) degree and then, if they so choose, to transfer those credits to a baccalaureate institution. Academic transfer programs are comprised of instruction in liberal arts and sciences to develop knowledge and skills in communication, humanities, writing, mathematics, science, and social science.

Our Core Themes

Learning for Work and Life

College of Eastern Idaho is a place of learning where students prepare for careers and effective citizenship. We embrace hands-on learning and provide instruction that is not only academically rigorous, but tailored to the needs of the community. Learning for work and life takes place in all areas of campus through academic course work, professional-technical education, College and Career Readiness Center, and Workforce Education.

Student Centered

College of Eastern Idaho faculty and staff are committed to students and their success. Well-functioning student support areas are critical to our students' success, help model outstanding workplace behaviors, and provide comprehensive student support from pre-enrollment through employment.

Community Engagement

College of Eastern Idaho's value of community is evident in our safe, clean and inviting campus, which fosters communication and professional growth; and our broader, collaborative relationships within the local, regional, and academic communities who are key stakeholders.

Equal Opportunity

It is the policy of College of Eastern Idaho to provide equal educational and employment opportunities, services, and benefits to students and employees without regard to race, color, national origin, handicap, age, creed, or gender, in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and Sections 799A and 845 of the Public Health Service Act. College of Eastern Idaho is an Equal Opportunity/Affirmative Action institution and the programs and courses offered are approved for Veterans Administration Benefits.

The Equal Opportunity/Affirmative Action Officer may be contacted at (208) 535-5303.

ACCREDITATION

College of Eastern Idaho is accredited by the Northwest Commission on Colleges and Universities (NWCCU). Accreditation of an institution of higher education by the Northwest Commission on Colleges and Universities indicates that it meets or exceeds criteria for the assessment of institutional quality evaluated through a peer review process. An accredited college or university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the Northwest Commission on Colleges and Universities is not partial but applies to the institution as a whole. As such, it is not a guarantee of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

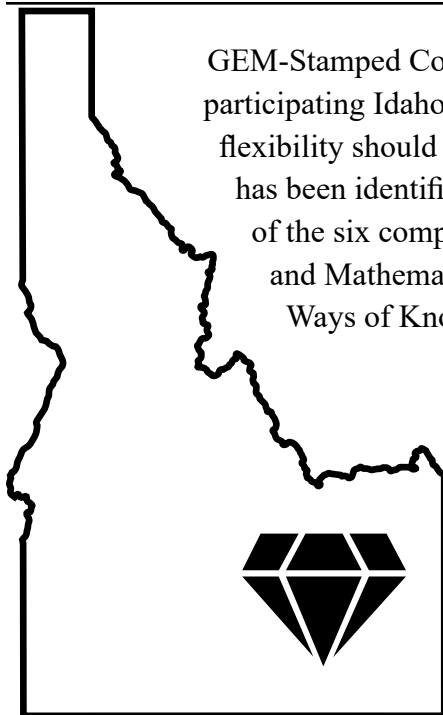
Inquiries regarding an institution's accredited status by the Northwest Commission on Colleges and Universities should be directed to the administrative staff of the institution. Individuals may also contact:




Northwest Commission on Colleges and Universities

8060 165th Avenue NE, Suite 100
Redmond, Washington 98052
(425) 558-4224

IDAHO GEM-STAMPED COURSES



GEM-Stamped Courses in Idaho are courses that are accepted and transferable between all participating Idaho Higher Education Institutions. These courses will allow students greater flexibility should they ever transfer to another Idaho institution. A GEM course is a course that has been identified by an institution's faculty as meeting the competency requirements for one of the six competency areas, which include Written Communication, Oral Communication, and Mathematical Ways of Knowing, Scientific Ways of Knowing, Humanistic and Artistic Ways of Knowing, Social and Behavioral Ways of Knowing.

GEM courses are designated by a  in this catalog, including in the Course Descriptions section.

**Listed classes are subject to change in accordance with the Idaho State Board of Education*

GEM COURSES FOR 2018-2019

Course Number	Course Name	Credits	Course Number	Course Name	Credits
ANT 101	Physical Anthropology	3	HIS 102	Modern Europe	3
ANT 102	Cultural Anthropology	3	HIS 111	U.S. History I	3
ART 101	Art History 1	3	HIS 112	U.S. History 2	3
ART 102	Art History 2	3	HUM 101	Introduction to Humanities 1	3
BIO 100	Concepts of Biology	4	HUM 102	Introduction to Humanities 2	3
BIO 120	Environmental Science	4	MAT 123	Mathematics in Modern Society	3
BIO 201/Lab	Biology 1	3/1	MAT 143	College Algebra	3
BIO 227 /Lab	Human Anatomy & Physiology I	4/0	MAT 147	Precalculus	5
BIO 228 /Lab	Human Anatomy & Physiology II	4/0	MAT 160	Brief Calculus	4
BIO 250 /Lab	General Microbiology	3/1	MAT 170	Calculus 1	4
CHE 100	Chemistry in Everyday Life	4	MAT 253	Elementary Statistics	4
CHE 101/Lab	Essentials of General Chemistry	4/0	MUS 108	Survey of Jazz & Pop Music	3
CHE 102/Lab	Essentials Organic & Biochemistry	4/0	PHI 101	Introduction to Philosophy	3
CHE 111	General Chemistry with Lab	5	PHI 103	Ethics	3
COM 101	Fundamentals of Speech	3	PHY 100/Lab	Survey of Physics	3/1
CRJ 103	Introduction to Law and Justice	3	PHY 101/Lab	Introduction to Physics	3/1
ECO 201	Principles of Macroeconomics	3	PHY 111/Lab	Physics 1	4/0
ECO 202	Principles of Microeconomics	3	PHY 112/Lab	Physics 2	4/0
ENG 101	English Composition	3	POL 101	Introduction to American Government	3
ENG 102	Critical Reading and Writing	3	POL 102	Introduction to Political Science	3
ENG 110	Introduction to Literature	3	PSY 101	Introduction to Psychology	3
ENG 215	Survey of World Mythology	3	SOC 101	Introduction to Sociology	3
GEO 101/Lab	Physical Geology	3/1	SOC 102	Social Problems	3
HIS 101	Foundations of Europe	3			

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EDUCATIONAL SERVICES

Dual Credit/Concurrent Enrollment

College of Eastern Idaho recognizes the nationwide movement towards providing high school students of the opportunity to earn college credit towards an undergraduate degree prior to high school graduation. CEI accepts high school students as one of its important constituent groups and considers dual credit/concurrent enrollment programs to be an important part of its outreach effort.

Online Learning

College of Eastern Idaho is transforming how students in this area can take college classes. Beginning in 2018, CEI students will find increased offerings of fully online courses that provide students a computer-based instruction option. Online learning could be the path to begin or continue higher education for a specific type of student. The most successful online students are those who are self-motivated, have strong time management skills, and are solution-based learners. Students who possess these skills and are searching for an opportunity to expand their educational opportunities, online learning at CEI may be the answer. Online learning at CEI will provide the student with flexibility and affordability needed due to the responsibilities of real life, such as jobs and family obligations.

The College and Career Readiness Center/College Preparatory Assistance

College of Eastern Idaho's College and Career Readiness Center provides free programs dedicated to providing opportunities for adults to learn the skills they will need to transition to college, training, and employment opportunities. The College and Career Readiness Center is designed to improve the educational level of adults, out-of-school youth and non-English speaking persons in our nine-county southeastern Idaho area. Many utilize these services to prepare for the GED test and the CEI entrance exam.

Tutoring Services

When school is in session the CEI Tutoring Center is open five days per week. Tutors are available to assist students with math or writing. The Center offers a quiet environment where students can meet with tutors, read, use computers, or relax.

Library Services

The library is open full-time during the fall and spring semesters, and for limited hours during the summer term. Librarians are available for reference assistance and instruction in the use of information resources.

Center for New Directions

The Center for New Direction (CND) at College of Eastern Idaho is one of six programs in Idaho whose mission is to assist adults wishing to change or improve their education and/or employment. We specialize in career development services for single parents, displaced homemakers, those considering nontraditional training or employment and other special populations. Services to provide support and career opportunities for CEI students are available.

Student Disability Services

The mission of the Disability Resources and Services Office is to promote and ensure equal access for all College of Eastern Idaho students. The College is committed to providing educational opportunities to all qualified individuals and, in doing so, complies with the Americans with Disabilities Act (ADA).

Counseling

Counselors are available to assist applicants with professional technical choices, financial aid, veteran's benefits, admissions procedures, and other matters pertaining to educational programs.

Drug/Alcohol

Awareness Support Group

College of Eastern Idaho provides an on-campus group (as needed) to provide support to students who want to lessen the harmful effects of substance abuse in their lives. The group experience allows students to share their thoughts and feelings as well as to learn more effective solutions to life's challenges. Student Affairs also provides crisis intervention and referrals to community resources for students in need of additional assistance.

Veteran Services

Please direct all questions to Financial Aid

Financial Aid

Please direct all questions regarding financial assistance to the CEI Financial Aid Office

1600 South 25th East, Idaho Falls, Idaho 83404,
208.524.3000 • toll free 1.800.662.0261,

Or email us at financial.aid@cei.edu

Student Leadership

Each year students from CEI participate in competitive activities with students from other postsecondary institutions, with a goal of developing leadership and fostering individual growth. Contests of skill and technical knowledge provide a forum in which students can demonstrate their individual educational accomplishments. Clubs such as the Vocational Industrial Clubs of America (VICA), Business Professionals of America (BPA), and Delta Epsilon Chi (DEC) are active on the CEI campus. Students who are successful in state and local competitions may then compete nationally.

CEI encourages student participation in student government. The Student Senate is comprised of student body officers and representatives from each full-time program. The Student Senate is the student's voice in college development and leadership.

Workforce Training

The mission of the CEI Workforce Training is to provide short-term, non-credit, industry focused training, especially focused on the specific skill needs of businesses within our region.

Programs include:

- Apprenticeship
- Industry Certifications
- Direct to Employment Training (EMT-B or CNA)
- Open Enrollment Skill Building Classes
- Regulatory Compliance Training
- Direct to Employer Customized Contract Training
- Community Education

The mission of the CEI Community Education program is to provide non-credit educational and adult enrichment opportunities for community members of all ages. Classes focus on arts/hobbies, healthy living, technology, culinary, and personal development, including programs specifically for seniors, and youth summer camp programs. CEI Community Education also operates rural community outreach programs in Driggs, St. Anthony/Rexburg, and Salmon.

To learn more about these services, refer to the Table of Contents, or view the Other section of this catalog.

CAMPUS REGULATIONS

ON-CAMPUS POLICIES

Open Door Policy

College of Eastern Idaho has an open-door admissions policy. We welcome anyone seeking to benefit from our educational programs and services regardless of race, color, national origin, sex, and/or disability. Our open-door policy results in a diverse student population with varied experiences, backgrounds, abilities, interests, needs, and educational goals. CEI is committed to providing all eligible students access to appropriate educational offerings

Tobacco Policy, Alcohol Policy, & Illicit Drugs Policy

While College of Eastern Idaho is not a tobacco-free campus, students, faculty, and staff are required to follow all posted guidelines regarding the use of tobacco. The use of tobacco products, including cigarettes, e-cigarettes, vaporizers, and chewing tobacco, are not permitted inside any campus buildings or College vehicles.

Alcoholic beverages or controlled substances are not allowed on colleges owned or controlled property or at functions sponsored by College of Eastern Idaho. The State Board of Education has consistently opposed any policy permitting intoxicating beverages on college owned or controlled properties. Storage, sale, manufacturing, distribution, possession or use of any illicit drugs or alcohol is prohibited. Prescribed medications are to be used only at the direction of a licensed physician. Violation of this policy can lead to suspension or probation.

Possession, consumption, or distribution of illicit drugs or alcohol on College property or at any College activity is strictly prohibited. Prescribed medications are to be used only at the direction of a licensed physician. Violation of this policy can lead to suspension or probation.

Weapons on Campus Policy

A safe and secure environment is fundamental to fulfilling the College's mission. College of Eastern Idaho is committed to maintaining an environment free of violence. This obligation includes restricting recognized hazards from the campus community that contribute to violence or serious harm. Accordingly, the possession, wearing, carrying, transporting, or use of a Weapon, except pursuant to an exemption expressly stated in adopted procedures, is strictly prohibited on College-owned or controlled premises. This prohibition extends to any person with a government-issued permit or license, unless specifically covered by an exception to the prohibition. For more information, please consult College of Eastern Idaho Resolution 2018-01 "Campus Weapons Policy

In the event that a student does not want to file a formal incident report or report the crime, they will be informed of their options and assistance available to them. This may include changing: academic schedules; living arrangements; transportation; or working options.

CODE OF CONDUCT

College of Eastern Idaho expects all students and employees to practice high levels of professionalism and integrity in both academic and personal affairs. Every member of the College is obligated to assume responsibility for their own personal freedom and obligations. CEI will enforce all necessary measures to maintain a learning environment in which the rights, privileges, property, and self-worth of every individual involved with the College community are preserved. Appropriate measures will be taken when any person places the welfare of any person in jeopardy.

The Student Code of Conduct governs the behavior of our student body. The code illustrates the rules, regulations, procedures, policies, and standards of conduct that safeguard the College functions, protect

the campus community, and provide the best possible learning and living environment to all students.

The policies, procedures, and processes (grievances, appeals, etc.) are defined within the CEI Student Handbook. It is the student's responsibility to read and understand the Student Handbook, which will be given to all students attending New Student Orientation or found in the Student Affairs Office.

Attendance Policy

Students are responsible for attending the courses in which they are enrolled. All work and assignments missed must be made up at the discretion of the course instructor. Absence from class does not excuse the student from not completing assigned work.

A student who does not attend any of their classes during the first ten (10) class days of a semester will be withdrawn from courses by the Registrar's office. A student withdrawn for non-attendance at the tenth (10th) day will still be responsible for registration fees according to the refund and repayment policy.

After the first ten (10) class days of the semester neither CEI faculty nor staff will initiate the withdrawal of a student on the basis of non-attendance unless the student is medically incapacitated. Students who have withdrawn from all courses for a term will not be allowed to register for any subsequent courses in the same term. A grade of (W) will be entered on the permanent official transcript for each course if dropped prior to the published deadline to drop without grade penalty. Students who fail to complete the official withdrawal process will be considered enrolled and will be graded accordingly.

Approved Leave

Students may fill out a Petition for Approved Leave, available on the CEI website and in the Registrar's office. Students must include on their Petition for Approved Leave, the date requesting, their name, program, student I.D. number, dates they will be missing, and any supporting documentation. Students will be required to obtain the signatures of all of their instructors. The petition will then be routed to the

division manager of their program and forwarded to the Registrar for a final signature. Students will be notified by e-mail that their Petition for Approved Leave has been processed.

Computer Usage Policy

A computer usage fee of \$15 is charged to every student at the time of registration. The usage fee allows degree and non-degree* seeking students access to the CEI network, server and application resources. Students will also be granted access to a personal directory found on the network server with an assigned volume limit, a school email account with rights to a Microsoft Office 365, access to One Drive Internet storage account, Wi-Fi Internet access for personal devices, a Blackboard account for online learning and the right to utilize campus printers.

** Workforce Training (WTCE) and College and Career Readiness Center students may not have the same abilities to access resources as degree and non-degree seeking students. Check with departments for clarification.*

Acceptable Use of Computing Resources

CEI students are authorized to use computer/network resources for course related work and other educational purposes only. Use of CEI resources for anything other than education, especially commercial or contract purposes, will result in the possible suspension or removal of the student's user account.

As an authorized user, the student is responsible for the security and use of their computer account. Students accept full responsibility for their account and all activity performed on College computing resources.

The full text of the CEI computer policies can be found in the CEI Policy and Procedures Manual online. Referenced documents include the Governors Executive Order 2005-22, Policy 307.1 Computer Usage, Policy 307.2 Software Policy, and Policy 307.3 Computer and Network Security Policy.

Misuse of Resources

College of Eastern Idaho reserves the right to inspect all information stored on campus computers, including

programs, data, and mail. CEI reserves the right to limit or deny access to anyone abusing CEI resources.

Examples of system misuse include, but are not limited to:

- Unauthorized copying or distribution of CEI provided system and applications software
- Use of another individual's account, or sharing of accounts
- Attempting to inspect or copy another user's programs or directory without permission
- Playing online games, MUD's/MUCK's, or interactive chatting (ICQ, MSN, etc.)
- Deliberately trying to damage system software or hardware
- Failure to cooperate with CEI staff
- Any attempt to create or import a program which circumvents system security or compromises data integrity
 - Sending/displaying defamatory, harassing, pornographic, obscene, or patently offensive materials prohibited by the Communications Decency Act of 1996 and other local, state, or federal law
- Unauthorized copying, sending, or receiving of copyrighted or trade/service marked materials is strictly prohibited

Printing

Students are provided the ability to print two hundred fifty (250) pages from the network per semester. Additional printing must be purchased through the Business Office for ten cents (\$.10) per page (see CEI Policy 602 for additional information). Students may also make copies in the library by paying directly or purchasing a copy card from the Business Office.

Examples of unauthorized printing include, but are not limited to:

- Personal letters, signs, and/or advertisements
- Documents related to one's own business
- Personal legal documents
- Online manuals

Monitoring and Disciplinary Action

The Information Technology Division monitors the use of computer systems and will contact individuals discovered to be hindering normal operations. It is not appropriate to use any resources in ways that are

detrimental to the normal operation of any computer system(s) or its users. Violation of any part of the Computer Usage Policy will result in disciplinary action in accordance with the CEI Student Handbook and/or applicable federal, state, or local laws, regulations, or policies.

Student Organization Fund-Raising Policy

Student organization fund-raising is a common activity of student organizations. All fund-raising activities are restricted to chartered and approved organizations. The governing body of the student organization and its faculty/staff advisor must approve fund-raising activities; funds raised must be used for appropriate organization activities. It is recommended that organization officers, their advisors, and the Vice President of Instruction and Student Affairs meet twice annually to discuss fund-raising efforts. CEI is licensed for student organizations to conduct raffles for fund-raising activity. The Vice President of Instruction and Student Affairs has final authority regarding student raffles.

STUDENT RIGHT-TO-KNOW

Safety

It is expected that students will adhere to good safety practices. Flagrant or continued violations will lead to suspension or other disciplinary action.

College of Eastern Idaho Crime Statistics

In compliance with the Student Right-to-Know and the Campus Security Act, as amended, CEI collects specified information on campus criminal statistics, campus security policies, and institutional program completion or graduation rates. CEI will report crimes considered to be a threat to students and employees. Every October, CEI will make available an annual report of campus and security policies and crime statistics. The completed report will be available on the CEI website.

Domestic Violence Policy (Clery Act)

College of Eastern Idaho has a no tolerance policy for domestic violence, dating violence, or stalking. Both male and female students should be able to attend college without threats or acts from these types of violence. College of Eastern Idaho is committed to maintaining the highest standards for safety and security of every person on campus. Students who have been victims of domestic violence, dating violence or stalking are encouraged to report the incident to an administrator or other responsible employees on campus. CEI will take immediate and appropriate steps to investigate the occurrence. College of Eastern Idaho will deliver prompt action in the following order:

- Stop the harassment
- Remedy the effects where possible
- Prevent the reoccurrence

In the event that a student does not want to file a formal incident report or report the crime, they will be schedules, living arrangements, transportation or working options.

CEI uses the Violence Against Women Act of 1994 to define the following crimes:

Domestic Violence

A felony or misdemeanor crime of violence committed by:

- a current or former spouse or intimate partner of the victim
- a person with whom the victim shares a child in common
- a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner.
- a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies
- any person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction

Dating Violence

- Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on consideration of the following factors:
 - the length of the relationship
 - the type of relationship
 - the frequency of interaction between the persons involved in the relationship

Stalking

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- fear for his/her safety or the safety of others
- suffer substantial emotional distress

Campus Security

CEI works to maintain a safe environment for students. Campus security officers are available during hours of operation to provide assistance and oversight of all campus events and functions.

College of Eastern Idaho's top priority is the safety of all students, faculty, staff, and visitors. CEI has a Safety Alert system called Send Word Now (SWN) to provide the CEI community with important information in the case of an emergency. Students and employees will receive messages ONLY in the event of an actual emergency or an occasional system test

When a student enrolls at CEI, their CEI provided email address is automatically entered into the emergency notification system. Students will receive an email from the school with instructions for entering additional contact information. Students may login to add or edit home phone numbers, cell phones numbers for voice and/or text alerts, and their personal email addresses.

Sanctions

Violation of attendance policies, the Code of Conduct or other College policies may result in one or more of the following sanctions. These are listed in order of least to most severe. This is not to imply that sanctions will be given in this order. Severity of the sanction is at the discretion of College officials.

1. Warning: A notice to the student verbally, or in writing, from a College official stating that a policy has been violated and that continued violation may result in more severe sanctions.

2. Censure: A written reprimand warning to the individual or group that repeated infractions will result in official sanctions. Restrictions on minor privileges may be imposed.

3. Restitution: The replacement, repair or other form of compensation for damages, physical loss or injury to property or persons.

4. Probation: Formal notification indicating a policy has been violated and identifies terms for continued enrollment. Probationary status equates to “not in good standing”.

5. Suspension: A decision that excludes that student from courses, activities, and/or presence on College properties for at least one semester. A student who has been suspended may request readmission after his/her terms of suspension have been met. The student shall submit a written petition requesting readmission. Readmission may be granted, denied, or postponed subject to fulfillment of conditions established by the College. If readmission is granted, enrollment will be probationary for one semester. Readmission will be granted on the basis of space availability. The Petition for Readmission is available on the CEI website and in the Registrar’s office.

6. Expulsion: An administrative decision that terminates the student from the College for an indefinite period of time.

ADMISSION

DEGREES AND CERTIFICATES

- Associate of Arts (AA)
- Associate of Science (AS)
- Associate of Applied Science (AAS)
- Advanced Technical Certificate (ATC)
- Intermediate Technical Certificate (ITC)
- Basic Technical Certificate (BTC)

OFFERED DEGREES & CERTIFICATES

Major	Department	AA	AS	AAS	ATC	ITC	BTC
Accounting Paraprofessional	Business and Technology			x			
Applied Accounting Clerk	Business and Technology					x	
Automotive Technology	Trades and Industry			x	x	x	
Business Management	Business and Technology			x	x	x	
Certified Nursing Assistant*	Health Professions						
Computer Networking Technologies	Business and Technology			x		x	x
Dental Assisting	Health Professions					x	
Heavy Duty Diesel Technology	Trades and Industry			x	x	x	
Energy Systems Technology	Trades and Industry					x	
General Education	General Education	x	x				
Information Assurance and Cyber Security	Business and Technology			x		x	x
Legal Technologies	Business and Technology			x		x	
Light Duty Diesel Technology	Trades and Industry			x	x		
Machine Tool Technology	Trades and Industry			x		x	
Marketing and Management	Business and Technology			x	x		
Medical Assisting	Health Professions			x			
Practical Nursing	Health Professions					x	
Professional Development Business Applications	Business and Technology						x
Radiation Safety	Health Professions					x	
Registered Nursing	Health Professions			x			
Surgical Technology	Health Professions			x			
Web and Applications Development	Business and Technology			x		x	
Welding Technology	Trades and Industry			x	x	x	

*Certificate received upon completion of course

Associate of Arts Degree

An Associate of Arts (AA) Degree comprises sixty (60) credit hours of instruction. Thirty-six (36) of those credit hours must come from the general education requirements from the six “Ways of Knowing” outlined by the State of Idaho. The remaining twenty-four (24) credit hours will be chosen from the pathway of the student’s choice. In the AA Degree, of those twenty-four (24) credit hours, a greater emphasis will be put on social sciences and humanities. Completion for the Associate of Art degree is twenty-four(24) months.

Associate of Science Degree

An Associate of Science (AS) Degree comprises sixty (60) credit hours of instruction. Thirty-six (36) of those credit hours must come from the general education requirements from the six “Ways of Knowing” outlined by the State of Idaho. The remaining twenty-four (24) credit hours will be chosen from the pathway of the student’s choice. In the AS Degree, of those twenty-four (24) credit hours, a greater emphasis will be put on science and mathematics. Completion for the Associate of Science degree is twenty-four(24) months.

Associate of Applied Science Degree

The Associate of Applied Science (AAS) Degree requires the successful completion of Career and Technical Education (CTE) and General Education coursework. The AAS degree requires students to complete at least sixty (60) credit hours, which includes a minimum of fifteen (15) General Education credits, and represents mastery of a defined set of competencies. This degree is designed primarily for students who plan to enter the workforce after graduation. Students can earn the degree in approximately two (2) years.

Applied Technical Certificate

The Advanced Technical Certificate (ATC) requires the successful completion of both General Education coursework and Career and Technical Education coursework. The ATC places a heavy emphasis on

Career and Technical Education coursework; with at least forty-three (43) credit hours needed for in the major's area and represents mastery of a defined set of competencies. Students are required to complete nine (9) credit hours in General Education for a minimum total of fifty-two (52) credit hours. This certificate is designed primarily for students who plan to enter the workforce after graduation. The ATC can be finished in approximately sixteen (16) months.

Intermediate Technical Certificate

The Intermediate Technical Certificate (ITC) requires the successful completion of both General Education coursework and Career and Technical Education coursework. The ITC emphasis is primarily on Career and Technical Education coursework; with at least twenty-one (21) credit hours needed in the major area and represents mastery of a defined set of competencies. Students are required to complete nine (9) credit hours in General Education for a minimum total of thirty (30) credit hours. This certificate is designed primarily for students who plan to enter the workforce after graduation. The ITC can be finished in approximately one (1) year.

Basic Technical Certificate

The Basic Technical Certificate (BTC) requires the successful completion at least eight (8) credit hours of Career and Technical Education coursework and represents mastery of a defined set of competencies. This certificate is designed primarily for students who plan to enter the workforce after graduation. The BTC can be finished in approximately one (1) year.

Educational Locations

Main Campus

1600 S 25th E
Idaho Falls, ID 83404

Salmon Campus

803 Monroe St
Salmon, Idaho 83467

Educational Services

Academic Transfer majors oriented toward transfer to four-year schools.

Credit courses for high school students.

Certificate and Degrees in Career and Technical Education programs that are designed to help prepare students for the workforce.

DEGREE SEEKING REQUIREMENTS

1. Complete the Application for Admission available online at www.cei.edu/admissions.

2. Submit one of the following:

- An official high school transcript* showing graduation

OR

- Official GED transcripts** with an overall Pass posted

OR

- DD Form 214 showing high school graduation or equivalent

3. Submit official college transcripts*** from all colleges attended.

4. Submit English and Math placement scores.

- CEI uses the ALEKS for Math placement and the GAIN for English placement.
- CEI will accept placement testing from other institutions if clear eligibility placement scores are included with the documentation the student provide.
- Students may be exempt from institutional testing with qualifying scores on the ACT and SAT,
- Or with completed college level coursework that appears on an official college transcript

The Registrar's Office accepts ONLY official transcripts. Transcripts that have been opened by anyone other than a designated school official are considered unofficial and will not be accepted.

* High school transcripts must come directly from the high school or from the district office representing the high school at which the student attended and graduated from

**GED transcripts may not come from the institution in which the student tested for their GED but instead through a third (3rd) party site such as diplomasender.com. Check with center for exact details on how to order.

***Some institutions of higher learning may use a third (3rd) party (e.g., National Student Clearinghouse, or Parchment) to send transcripts. CEI will accept transcripts from these sites or transcripts that have been sent through U.S. mail or faxed directly from another institution's records/registrar office.

Conditional Admissions

Students have been admitted, but have been granted conditional status because the transcript submitted

was still in-progress. Upon submission the Registrar will review the student's official transcript with final grades, and the student will be assigned a final admission status. Admission under conditional status may remain in effect for no longer than one semester. Students will not be able to register for subsequent semesters until they submit an official transcript showing graduation.

Underage Admissions Requirements

- Be 16 or 17
- Submit one of the following:
 - An official final high school transcript or home school transcript
 - Official GED transcripts with an overall Pass posted
- Complete the Petition for Underage Admission and Parental Consent Form

Students under sixteen (16) years of age will be considered for admission on a case by case basis. In addition to the requirements above, students must submit a letter from a parent or guardian describing the request for an exception to admission requirements.

Priority Admissions Deadlines:

Applicants must complete all application requirements prior to each terms priority deadline date in order to ensure acceptance for the upcoming semester. Applicants who complete applications after the priority deadline may still be accepted for the upcoming term depending on availability in desired program, and time available to complete admissions processes. Acceptance can also be affected by program waitlists.

Transfer Students

CEI shall accept applicable college-level credits earned at colleges and universities that are accredited by regional accrediting associations. This includes:

- Higher Learning Commission (HLC)
- Middle States Commission on Higher Education (MSCHE)
- New England Association of Schools and Colleges, Commission on Institutions of Higher Education (NEASC-CIHE)

- Northwest Commission on Colleges and Universities (NWCCU)
- Southern Association of Colleges and Schools, Commission on Colleges (SACS-COC)
- Western Association of Schools and Colleges, Senior College and University Commission (WASC-SCUC)
- Western Association of Schools and Colleges, Accrediting Commission for Community and Junior Colleges (WASC-ACCJC)

CEI's Vice President of Instruction and Student Affairs shall oversee the establishment of transfer policies and transfer articulation agreements with other colleges and universities. The Registrar's Office shall determine transfer course equivalents according to CEI's procedures and as directed by instructional leadership. As the receiving institution, CEI shall determine the transferability of credits earned from other educational institutions or organizations.

Guidelines for Acceptance of Transfer Credit

- Students who apply for admission and submit official transcripts may have coursework evaluated for transfer of credit after having attended other post-secondary institutions
- If the student has fourteen (14) credits of transferable credits from a regionally accredited institution they may be able to bypass the high school transcript requirement
- Following Idaho State Board of Education policy III.V. Section 1.B.ii, CEI will NOT transfer technical credits toward an AA or AS degree
- Transfer credit shall be awarded based on the applicability of the credit toward satisfying CEI degree or certificate requirements for the student's declared major
- All credit accepted will be recorded as part of a student's permanent academic history and will not be removed
- The age of transfer credit may affect course content equivalents and fulfillment of specific degree or certificate requirements (i.e., math)
- College of Eastern Idaho accepts transfer credit but does not compute grades from other colleges and universities into their CEI institutional GPA
- Transfer credit (with the exception of Idaho GEM Stamped Courses) will not be granted for any course in which a student received less than a (C-)

- Math grades, used for placement purposes and older than five (5) years will not be transferred into the College of Eastern Idaho
- Test scores (ALEKS, , Compass, GAIN, etc.), older than two (2) years cannot be used for placement purposes.
- ACT/SAT scores older that five (5) years cannot be used for placement in to courses.
- Idaho State Board of Education requires that all courses taken at a regionally accredited Idaho institution of higher learning and fall under the category of GEM stamped must be transcribed, however if a course is transferred to College of Eastern Idaho and does not meet the institutional grade standards of (C-) the student will be required to repeat the course if it is needed for program

Exceptions

- Students may request further review of transfer credit after initial evaluation by using the Transfer Equivalency Request form to request a course equivalent, a substitution of non-equivalent transfer credit to satisfy specific degree or certificate requirements, and/or the acceptance of credit from schools not regionally accredited
- Students may be required to provide a course description or course syllabus prior to review

Non-Degree Seeking Students

If the student is not interested in pursuing a degree at CEI they may be admitted as a non-degree seeking student by completing the following steps:

1. Must fill out Non-Degree Seeking Application
 - Unofficial transcripts are required if a student wishes to take general education courses that require prerequisites
 - Non-degree seeking students may register for nine (9) credits for the Fall/Spring terms and three (3) credits for summer term
 - If students wish to take more credits a General Petition must be submitted to the Registrar's Office for approval
2. Non-degree seeking students are not admitted to an academic program
3. Non-degree seeking students are expected to adhere to CEI's student policies
4. Non-degree seeking students must apply as a degree-seeking student if they wish to pursue a degree or certificate. Upon acceptance credits earned during non-degree seeking enrollment will be evaluated for program applicability

5. Non-degree seeking students are not eligible to receive financial aid.

- If a student fails courses as a non-degree seeking student, their future financial aid eligibility may be impacted if they decide to enroll as a degree-seeking student

Acceptance into Health Care Technology (HCT) and Career Technical Programs (CTE) at CEI

Students should contact CEI Admission Counselors for complete admission requirements. Students may also refer to the program description section of the catalog for information regarding program specific entry requirements. Even after students are admitted to the College, CEI does offer programs that require additional information from applicants before admission to the program can be offered. Information will be communicated to applicants regarding their acceptance status into their selected majors and any additional steps they must take. Limited-enrollment programs may include those with special admission criteria.

Waitlisted Health Care Technology and Career Technical Education CEI Programs

Programs falling under the HCT and CTE programs have limited seating, however students who do not take a seat in the program after application may be put on a waitlist for the program. CEI admissions for waitlisted programs may use the following procedure to determine acceptance:

Application completion date, high school articulation credits in the same field, scholarships provided by partnering agency, competency for practice (employer requirements for a candidate in that particular field) and interview by the instructor, division manager, or admission counselor of the program. CEI strives for the success of the individual in both coursework and industry.

Applicants cannot be assured admission until:

- Admission requirements are met
- Student receives a letter of acceptance from the College

Re-Admission of Former Students

If the student returns to College of Eastern Idaho after an absence of two (2) full years, they must re-apply for admissions. Check with an admissions counselor to determine if a placement test is required to be retaken.

If the student has applied within the past year but did not attend, they will need to call the Admissions Office to update their application. If the student does not maintain continuous enrollment, excluding the summer term, they will lose the right to graduate under the original catalog program requirements and must use the catalog in force at the time of re-enrollment.

International Students

Applicants on student visas are not eligible for admission to a program at CEI. These individuals may be allowed to take courses as non-degree students and will be charged the out of state tuition rate.

Enrollment Prior to High School Graduation

Advanced Opportunities

If a student was enrolled in Advanced Opportunities Technical Competency Credit (TCC) programs in high school they may be eligible to receive college credit for articulated courses in which they successfully passed all required skillsets and the postsecondary final exam when applicable. In order for a student to request their TCC they must use the official Advanced Opportunity Credit Request form available on College of Eastern Idaho's website. The cost is \$10 per credit. Technical Competency Credits will be articulated as college transfer credits. These credits must be requested within two (2) years of the completion of the

eligible course(s) or postsecondary final exam when applicable. The Transition Coordinator at College of Eastern Idaho can provide assistance with credit questions. Once Technical Competency credits are transcribed they may not be removed from the official transcript.

Concurrent Enrollment/Dual Credit

High school students sixteen (16) years of age or older may enroll in up to nine (9) credit hours of

college work per semester at College of Eastern Idaho as non-matriculated (non-degree seeking) students. Students must complete the Concurrent Enrollment Packet available on College of Eastern Idaho's website and comply with the requirements listed on the form, including completion of a CEI Non-Degree Registration form. A college admissions test score must also be submitted with the application. High School students enrolled at CEI pay a reduced rate of \$65 per credit. No federal financial assistance is

ADVISING

Admission Counselor

Students will meet with an admission counselor prior to their first semester at College of Eastern Idaho.

Faculty Advisor

All degree seeking students are assigned a faculty advisor(s) during the first semester of their program. The faculty advisor assigned will be from the student's program of study and can assist with career preparation, course selection, and general mentorship. Prior to registering for a second semester, students are encouraged to meet with their faculty advisor(s). A student that is unsure of who his/her faculty advisor is can consult Self Service or the Student Affairs office. Career and Technical students who are completing prerequisites or general-education courses and have not started their required program courses should also meet with their assigned advisor.

General Education Advisors

Upon admittance in to an Associate of Arts (AA), or an Associate of Science (AS) program an advisor will be assigned to the student's record. This advisor will provide guidance to students concerning program curriculum, course planning, and graduation requirements.

It is the responsibility of the student to seek advising when it is needed and to be aware of enrollment deadlines.

College Level Examination Program

College of Eastern Idaho accepts a limited number of applicable College Level Examination Program (CLEP) exams.

Please refer to the CLEP chart on page 24 for more information.

Advanced Placement

Students who complete an advanced placement course in high school and receive a score of three (3), four (4), or five (5) on the corresponding College Advanced Placement examination may be granted credit toward graduation requirements. Additional information is available in the Student Affairs Office.

CEI Course	Required Score
ART 101	4
ART 102	4
BIO 201*	3
CHE 111	3
ECO 201	4
ECO 202	4
ENG 101	3
ENG 101 & ENG 102	5
ENG 110	3
HIS 111	3
MAT 170	3
MAT 253	3
PHY 111	3
POL 101	3
PSY 101	3

** lecture only*

Challenge Examinations

Students who feel that their experience or previous knowledge would enable them to successfully challenge a course offered at CEI may petition to take a challenge examination. Challenge examinations may be taken at any time during a semester/term at a cost of \$15 per credit, payable in the Business Office prior to taking the examination. Challenge Exam Forms are available online. Challenge exams are not available in all courses. For petition procedures, contact the Registrar's Office. A course may be challenged once. Courses in which the student is currently enrolled, regardless of the grade received, may not be challenged, except BOT 146, BOT 147, and BOT 148 only if permission from the BOT Division Manager is granted.

Upon successful submission of all requirements the challenged course will appear on the student's transcript as a "CH" grade. Failed challenge exams will not be recorded on a student's transcript. Credits earned from a challenge examination are not counted as "in residence" credit (see Residence Requirements for Graduation).

Please refer to Placement Scores chart on page 26 for more information

PLACEMENT SCORES

CEI Course	ALEKS	GAIN	MPEA	MPEB	ACT	SAT
BOT 180 Financial Business Application		670			Math > 16	Math 430-500
ELT 141 Applied Mathematics I		855 &	75%		Math > 19	Math 510-800
ENG 101 English Composition		>820			English 18-24	ERW 500-620
ENG 101P English Composition Plus		747-820				
ENG 102 Critical Reading and Writing					English >24	ERW 630-730
ENG 202 Technical Communication					English >24	ERW 630-730
MAC 143 Related Machine Shop Mathematics		776				Math 510-569
MAT 100 Introduction to Algebra	>=14	670			Math >16	Math 430-500
MAT 104 Welding Mathematics	>=14	670				Math 430-500
MAT 108 Intermediate Algebra	>=30	855 &	75% OR	50%	Math > 19	Math 510-800
MAT 112 Mathematics for Health Professions	>=20	670			Math > 16	Math 430-500
MAT 123 Mathematics in Modern Society	>=30	855 &	65%		Math > 19	Math 510-800
MAT 123P Mathematics in Modern Society Plus	>=20	855 &	50%		Math <19	Math <460
MAT 143 College Algebra	>=46	855 &		75%		Math 570-800
MAT 147 Precalculus	>=61					Math >560
MAT 160 Brief Calculus	>=61				> 26	Math 640-800
MAT 170 Calculus 1	>=76				Math >=29	Math >=650
MAT 253 Elementary Statistics	>=46	855 &		65%	Math >23	Math 570-800
MTD 110 Mechanics Technical Math	>=14	670				Math 430-500

CLEP PLACEMENT

CEI Course	CLEP Exam Title	Score	Semester Hours
ENG 101	Composition, Freshman (with or without essay)	50	3
MATH 108	Algebra - Trigonometry	50	3
GOV 101	American Government	50	3
PSY 101	Psychology, Introductory	50	3
SOC 101	Sociology, Introductory	50	3

REGISTRATION

New degree seeking students to College of Eastern Idaho will be required to attend a New Student Orientation (NSO). Details on how to sign up for orientation will be found on the student's acceptance letter from CEI. New students will learn about the College policies, work with the Admission Counselor over their program to build a schedule and learn how to utilize the CEI website including learning how to register for courses.

Continuing students will be notified of the dates they may begin to register via their CEI email address. Students are expected to register according to these dates.

CEI Email

Email is the primary means of written communication for CEI students. Students will automatically get a CEI email account when they register for credit courses. They are shown how to access their school email at New Student Orientation. Student email addresses have the following format: `firstname.lastname@cei.edu`. Students can access their CEI email accounts from any computer with an Internet connection.

Students are expected to check their CEI email accounts on a regular basis as all official communications from the College will come via email from instructors and various offices such as Financial Aid, Admissions, the Registrar's Office, Business Office, etc. It is the students' responsibility to check their CEI email accounts. Failure to do so will result in missing messages about deadlines and other significant information.

Identification Cards

A nontransferable student identification card is issued to CEI students generally after the tenth (10th) day of the semester. Students will need their student identification card to take tests at the Testing Center, and to check out materials from the Library. Students should carry their student identification card with them at all times when on campus. ID cards are available on

the main campus in the Student Affairs Office. If the student's ID card is lost or stolen they will need to pay a \$10 replacement charge.

Schedule of Classes

The schedule of classes is available online prior to each registration period and contains detailed information about the courses offered including dates, times, instructors, delivery methods, and locations. The most up-to-date course information can be accessed from the CEI homepage at www.cei.edu or through Self Service.

Student Class Level

The following number of completed credits determines a student's class level:

CLASS LEVEL	CREDITS COMPLETED
Freshman	1-30
Sophomore	31 or More

Adding a Course

Students may decide to add additional courses after they have registered for the semester. Students are strongly encouraged to finalize their schedules as early as possible after registration begins. Enrollment in courses is dependent upon space availability and meeting prerequisites. Courses may not be added after the close of business hours on Friday of the first (1st) week of the new term.

Please refer to the academic calendar for specific registration deadlines for each semester.

Prerequisites/Co-requisites

A prerequisite must be completed prior to gaining access to another course. A co-requisite must be completed concurrently with another requirement or course. If a course has a prerequisite or co-requisite, students will not be able to register in the course unless those requirements are in progress or have been met. Students can check the course catalog or talk to their advisors if they have questions about specific requirements.

Course Waitlists

A course waitlist is a list of students who want an opportunity to register for a section that is full when, and if, a seat becomes available. Eligible students can waitlist for a full course on Self Service. Students will be notified through their CEI email when a seat becomes available and will have twenty-four (24) hours to register for the seat. Students who are on a waitlist are encouraged to check their student email regularly for notifications. Instructors cannot override the waitlist.

Waitlists close the Friday after classes begin.

Waitlisted students are not considered enrolled in a course; students must be officially registered for an open seat in order to have enrollment status at CEI.

Auditing a Class

During open-registration periods, students may be able to register for courses under audit status, if there is space available in the class and the instructor gives permission. Regular tuition and fees apply.

Withdrawal (Not a Total Withdrawal)

Dropping/Withdrawing from a Single Course or Courses (Not a Total Withdrawal)

A student who has received financial aid and who plans on withdrawing from any course(s) will be responsible for the funds that must be returned based on the date of withdrawal

Students dropping prior to the beginning of a term and during the first (1st) week of the term: Students dropping from one or more course(s) prior to the beginning of the term may do so through the use of Self-Service. Courses dropped before the beginning of the term and during the first week will not appear on the student's official transcript.

Withdrawing from a course or courses after the first week of the term: The deadline to withdraw from one or more course(s) without grade penalty is the last day of the tenth (10th) week of the fall/spring semesters and the last day of the fifth (5th) week of the summer term. Students must use Self Service to withdraw from their course(s) by the close of business on the

final day of the withdrawal deadline. These deadlines are published on the CEI website, on the official CEI calendar and in the College Catalog. A grade of (W) will appear on the official transcript for each course the student withdrew from after the first (1st) week and prior to the published deadline.

Students who fail to complete the official drop process will be considered enrolled and will be graded accordingly.

A (W) grade can have a number of negative consequences, including negatively impacting eligibility for Federal Financial Aid. A (W) on a transcript can also raise questions by transfer institutions and even prospective employers. Students should meet with academic and financial aid advisors and carefully consider all consequences before withdrawing from courses.

Total Withdrawal From All Semester/Term Courses

The deadline for Total Withdrawal from CEI without grade penalty is the last day of the tenth (10th) week of the fall and spring semesters and the last day of the fifth (5th) week for the summer term. The Total Withdrawal form is available online and must be submitted to the Registrar's Office before the end of the last day to withdraw to receive a (W) grade. These deadlines are published on the CEI website and in the school catalog.

A grade of (W) will appear on the official transcript for each course withdrawn from after the first (1st) week and prior to the published deadline. A petition is required if requesting to withdraw without grade penalty after the published deadline. A petition will only be authorized in cases of documented circumstances of hardship, medical issues, (documentation is required from the health care provider) or training related employment. Petitions granting late Total Withdrawals are decided by a Student Affairs Committee.

Repeating Courses

Course repetition to improve grades is allowed, regardless of the grade received, with the exception of some professional program components. It is recommended that the student visit with their advisor before repeating a course. The credit for the repeated course will be included in the calculation for federal financial aid awards for one repeat of a passed course. See Financial Aid Repeat Coursework.

While all grades received remain on the record, only the grade received for the most recent enrollment in the course is calculated in computing grade point average. If a course is failed and repeated with a higher grade the original failed grade is not calculated in the GPA. If a course is failed and repeated with a failing grade the failed grade will then be calculated in the GPA.

Registration Changes

Registration/Schedule changes are the responsibility of the student. The last day to register or add courses is the Friday of the first (1st) week of the semester/term. Failure to officially drop, withdraw, or change enrollment constitutes sufficient cause to receive a grade of (F) in the course. Students should be aware that withdrawal from courses may decrease veteran benefits, financial aid, etc. It is solely the responsibility of the student to withdraw from a course or do a total withdrawal.

Career and Technical Education (CTE) Course Restrictions

Registrations for CTE courses are restricted to students who have the correlating program as their declared, active major. If students wish to add a particular CTE course without declaring the applicable program as their major, they may request the course instructor's permission to be added to the course. Students would need to fill out a General Petition and turn it into the Student Affairs office after obtaining instructor permission.

Tuition

2018 - 2019 TUITION RATE PER SEMESTER**			
Number of Credits	In-State Tuition*	Out-of-District Tuition*	Out-of-State Tuition*
1	\$129	\$179	\$258
2	\$258	\$358	\$516
3	\$387	\$537	\$774
4	\$516	\$716	\$1032
5	\$645	\$890	\$1290
6	\$774	\$1074	\$1548
7	\$903	\$1253	\$1806
8	\$1032	\$1432	\$2064
9	\$1161	\$1611	\$2322
10	\$1290	\$1790	\$2580
11	\$1419	N/A	\$2838
12	\$1548	N/A	\$3096
13	\$1677	N/A	\$3354
14	\$1806	N/A	\$3612
15	\$1935	N/A	\$3870
16	\$2064	N/A	\$4128
17	\$2193	N/A	\$4386
18	\$2322	N/A	\$4644
19	\$2451	N/A	\$4902
20	\$2580	N/A	\$5160
21	\$2709	N/A	\$5418

*As defined in subsequent section "Residency".

**All fees are approved by the Idaho State Board of Education and are subject to change without notice.

MISCELLANEOUS FEES (All Programs)

- \$15 computer usage fee for all registered students
- \$835* per semester mandatory insurance fee

General Education

- Biology - \$40 per semester lab fee
- Physics - \$20 per semester lab fee

Business and Technology

- Accounting - \$385 testing fees
- Business Technology - \$37 testing fees
- Computer Networking Technologies
 - \$220 testing fees (ITC)
 - \$375 testing fees (additional for AAS)

- Information Assurance: Cybersecurity
 - \$200 (ITC)
 - \$250 (additional for AAS)
- Legal Technology - \$100 testing fees
- Office Technologies - \$40 testing fees
- Web Development
 - \$50 hosting fees
 - \$130 testing fees

Health Care Technologies:

- \$10 to \$20 per course malpractice insurance
- \$60 to \$350 per class lab fees
- \$35 to \$682 testing fees per class/lab fees

Trades and Industry:

- \$55 per semester coverall fee: (All Courses)

Automotive, Diesel, Light Duty Heavy Duty

- \$30 Certification Fee (ASE 203, ASE 205, ASE 207)
- \$35 TSA (ASE 204, ASE 206)
- \$25 Lab Fee (MTD 103)

Energy Systems

- \$40 TSA (ELT 154)
- \$15 Lab Fee (ELT 155, ELT 156)

Machine Tool Technology

- \$20 TSA (MAC 254)
- \$125 Lab Fee (MAC 104, MAC 203, MAC 204)
- \$400 Lab Fee (MAC 103)

Welding

- \$100 Lab Fee (WLD 134)
- \$120 Lab Fee (WLD 234)
- \$200 Lab Fee (WLD 232, WLD 233)
- \$140 Lab Fee (WLD 135)
- \$150 Lab Fee (WLD 142)
- \$100 Lab Fee (Evening Welding Course)

**fees are estimates and are subject to change*

Students are required to pay fees as indicated by the fee schedule in each specific program. Semester fees are payable in full by the published deadline posted on the CEI calendar. Payment of the full-time registration fee entitles students to the services maintained by the college for their benefit; no fee reduction is made if the student chooses not to use these services. Non-payment of fees will result in being withdrawn from all classes. The \$10 administrative fee will apply.

Enrollment Status

For enrollment verification to the Veteran’s Administration, Pell Grant, federal and state grants, student loan agencies, insurance companies, and other funding sources and agencies outside of College of Eastern Idaho, only credits which are required to satisfy graduation requirements of the specific certificate/degree program in which the student is enrolled will be used for enrollment status (or approved substitutions). The following chart will be used:

STATUS	CREDITS REQUIRED
Full Time	12+, 6+ in Summer
¾ Time	9-11, 4-5 in Summer
½ Time	6-8, 3 in Summer
Less than ½ Time	Fewer than 6 , Fewer than 3 in Summer

***A student’s faculty advisor and the Registrar must approve a spring or Fall term credit load above twenty-one (21) credit hours and a summer term credit load above nine (9) credit hours.*

Summer Session Courses at College of Eastern Idaho are extremely intensive. Faculty will cover sixteen (16) weeks’ worth of course material within the eight (8) week session period. Students will be required to complete all course work to receive a satisfactory grade. Students are advised to take the shortened session length and rigorous course requirements into consideration when registering.

Student Health Insurance Plan (SHIP)

College of Eastern Idaho does not provide on-campus health care services. Students requiring medical attention must seek assistance from private health care providers in the community. Students who are registered for twelve (12) or more credits in the fall and/or spring, and six (6) or more credits in the summer, or who are taking courses in the professional portion of a health care program, are required to carry health insurance and will be automatically enrolled in the SHIP plan. Students will be billed at the time of registration.

A student who is covered by health insurance from a provider other than SHIP has the option to waive the insurance. The student is required to fill out the online waiver request form and provide proof of insurance each term. If the student fills out a waiver form and submits the appropriate documentation proving they are covered by a comparable health plan outside of CEI, and their waiver is approved by the semester deadline, the health insurance charge will be refunded for the full amount they were originally billed.

If a student has comparable insurance and fails to submit the health insurance waiver by the deadline they will be required to pay the full cost of the plan.

Tuition Refunds for All Courses

Refund of tuition is based upon the date of notification of withdrawal.

Tuition Refunds will be made as follows:

- Withdrawal prior to first (1st) day of term - 100%
- Withdrawal during first (1st) week of course - 100%*
- Total Withdrawal during the second (2nd) week of course - 50%
- Withdrawal during the third (3rd) week of course - 25%
- No refund after the third (3rd) week of courses

**The 100% refund policy during the first (1st) week of the term applies only to single course withdrawals. Total withdrawal from all courses during the first (1st) week of the term will result in a 75% refund.*

Module tuition refunds will be made as follows:

- Withdrawal prior to first (1st) day of module course – 100%
- Withdrawal during first (1st) week of module course – 50%
- No refund after the first (1st) week of module course

A \$10 administrative fee will be deducted for all refund checks except those issued for canceled courses.

A \$10 administrative fee will be added to any amount left owing to CEI. Some miscellaneous fees are nonrefundable. These are set by the Division. Financial aid recipients may be required to repay some or all financial aid upon withdrawal, depending on the type of aid received, the documented last day of attendance, and applicable rules and regulations governing financial aid. The refund policy is not changed for late registrants. College of Eastern Idaho reserves the right to deduct from the refund any outstanding bills to the extent allowed by federal regulations. Refunds will first be used to offset any financial aid owed.

Delinquent Accounts

If the student's account is delinquent, their registration may be canceled and their student file put on hold. If the student is indebted to the college (e.g., insufficient fund checks, library fines, coverall fees, lab fees, etc.), they will not be eligible to receive an official transcript, certificate, degree, affidavits, or verifications. They will not be allowed to register for courses until indebtedness is cleared or arrangements have been made with the Business Office.

Dishonored/Demand Payment Policy

In the event a check is returned from the bank due to non-payment, the student will be notified and assessed a charge of \$20. The charge will be entered against the student's account, a hold placed on all records and continued attendance will not be allowed until the check clears.

RESIDENCY STATUS FOR TUITION PURPOSES

Residency determination for tuition purposes is governed by rules and regulations adopted by College of Eastern Idaho Board of Trustees and Idaho Codes 33-3717B and 33-2110A. The requirements for residency are found in Idaho Code Title 33, Chapter 37 and IDAPA 08.01.04. More on state policies are found at <https://boardofed.idaho.gov/higher-education-public/>. For further information, please contact the Registrar in Student Affairs at (208) 524-3000.

Based on information provided by the applicant on their Application for Undergraduate Admission, an initial determination is made concerning the student's residency status for tuition purposes (e.g., in-state/out-of-state, in-district/out-of-district). If residency information is missing or incomplete the student status will default to non-resident, and the tuition will default to out-of-state.

In general, a student enrolling into CEI shall not be deemed a resident of the community college district or of a county or of the state of Idaho unless the student established domicile primarily for purposes other than education within said district, county, or the state, for at least twelve months continuously prior to the beginning of the term for which the student enrolls.

Veterans and Covered Individuals

Section 702 of the Veterans Access, Choice and Accountability Act of 2014 requires the Veteran's Administration to disapprove programs of education for payment of benefits under the Chapter 33, Post-9/11 GI Bill® and the Chapter 30 Montgomery GI Bill® - Active Duty at public institutions of higher learning if the school charges qualifying Veterans and dependents tuition and fees in excess of the rate for resident students for terms beginning after July 1, 2015.

In support of student Veterans and in order for CEI's currently eligible programs to remain approved for the VA's GI Bill® programs, CEI will charge in-state tuition to all non-resident students who can prove to

the institution that they meet the eligibility criteria set forth under Section 3679(c) of Title 38, United States codes.

In-State Residency Requirements

1. Any student who has one or more parent or court-appointed guardian who is domiciled in the state of Idaho, and the parent, or guardian provide at least 50% of the student's support. To qualify under this section at least one parent, or guardian must have maintained a bona fide domicile in the state of Idaho for at least twelve (12) months prior to the beginning of the term for which the student matriculates.
2. Any student who receives less than 50% of their support from a parent or legal guardian and who has continuously resided and maintained a bona fide domicile in the state of Idaho primarily for purposes other than educational for twelve (12) months prior to the opening day of the term during which the student proposes to attend the college.
3. Subject to non-resident qualifications below, any student who is a graduate of an accredited secondary school in the state of Idaho during the term immediately following such graduation, regardless of the residence of the student's parent or guardian.
4. The spouse of a person who is classified, or is eligible for classification, as a resident of the state of Idaho for the purpose of attending a college.
5. A member of the Armed Forces of the United States who entered service as an Idaho resident and who has maintained Idaho resident status, but is not stationed within the state of Idaho on military orders.
6. A member of the Armed Forces of the United States, stationed in the state of Idaho on military orders.
7. An officer or an enlisted member of the Idaho National Guard.
8. A person separated, under honorable conditions, from the United States Armed Forces after at least 2 years of service, who at the time of separation designates the state of Idaho as their intended domicile or who has Idaho as the home of record in service and enters a college in the state of Idaho within one year of the date of separation, or who moves to Idaho for the purpose of establishing domicile; provided however, to maintain status as a resident student, such person must actively establish domicile in Idaho within one year of matriculation in a public institution of higher education in Idaho.

9. The dependent child of a person who qualifies as a resident student under sections five (5) through eight (8), and who receives at least 50% of their support from such person shall also be a resident student, and shall not lose that resident status if, after he or she enters college in the state of Idaho, the parent or guardian is transferred out of the state of Idaho on military orders.

10. Any individual who has been domiciled in the state of Idaho, has qualified and would otherwise be qualified under the provisions of the statute and who is away from the state for a period of less than thirty (30) months and has not established legal residence elsewhere provided a twelve (12) month period of continuous residence has been established immediately prior to departure; provided however, time spent away from the state while enrolled in a postsecondary education program shall not be included in the thirty (30) months. Such time spent away from the state while enrolled shall include normal academic year breaks, such as summer breaks or breaks between semesters or quarters, that occur prior to the receipt of the postsecondary degree.

11. A student who is a member of any of the following Idaho Native American Indian tribes, regardless of current domicile, shall be considered an Idaho state resident for purposes of fees or tuition at institutions of higher education: members of the following Idaho Native American Indian tribes, whose traditional and customary tribal boundaries include portions of the state of Idaho or whose Indian tribe was granted reserved lands within the state of Idaho:

- Coeur d’Alene tribe
- Shoshone-Bannock tribes
- Shoshone-Paiute tribes
- Kootenai tribe
- Nez Perce tribe

District Residency

District residency determination for tuition purposes is governed by rules and regulations adopted by the CEI Board of Trustees and Idaho Code § 33-2110, § 33-2110A and § 33-2110B.

Once a student is determined to be a resident of the state of Idaho, a further determination is required to be made on district residency. District residency is based on the county of residence. CEI is part of a statewide community college district that also includes College of Western Idaho (CWI), College of Southern Idaho (CSI), and North Idaho College (NIC). Students whose permanent residence is in Idaho but not in one of the six (6) counties that make up the community college

district (Ada, Bonneville, Canyon, Jerome, Twin Falls, and Kootenai) are charged out-of-district fees in addition to in-district tuition and fees. Idaho counties without a community college district pay the student’s out-of-district fees not to exceed \$500 each semester for a two (2) semester year for a full-time student, up to a maximum of \$3,000 lifetime liability, provided the student completes and submits the Certificate of Residency form to the county of residence for verification.

All Out-of-District students must submit the Certificate of Residency to their county clerk’s office. All student accounts will be charged the appropriate Out-of-District fees per credit, and the billed amount will stay on the student’s account until a Certificate of Residency form has been approved and returned to the CEI business office. If residency is verified by the county, the student is responsible for paying only the in-district tuition and fees and the balance, if any. If verification is not received from the student’s county of residence the student is responsible for all out-of-district tuition and fees.

Students who enroll at CEI may qualify for district residency, for tuition purposes under one or more of the following criteria (documented proof will be required):

1. Any student who receives less than 50% of their financial support from a parent/guardian; has continuously resided in, and maintained a bona fide domicile in the specific Idaho county for purposes other than education for at least twelve (12) months prior to the term in which the student is applying for residency.
2. Any Student who has domiciled in the county, who has qualified or would otherwise be qualified under the provisions of this policy, and who is away from that county for a period of less than one (1) calendar year and has not established legal residence elsewhere provided a twelve (12) month period of continuous residence has been established immediately prior to departure.
3. Any student whose parent, parents or court-appointed guardians are domiciled in the county for at least twelve (12) months continuously prior to the opening day of the term for which the student matriculates and provides more than 50% of the student’s support.

4. Any student whose spouse is classified, or is eligible for classification, as a resident of the county for tuition purposes.

5. Any student who is a member of the United States Armed Forces, stationed in the county on military orders.

6. Any student who is an officer or an enlisted member of the Idaho National Guard.

7. Any student whose parent(s), or legal guardian(s) is/are members of the United States Armed Forces and stationed in the county on military orders and who receives 50% or more of their support from parent(s) or legal guardian(s). The student, while in continuous attendance, shall not lose his/her residency status when his/her parent(s) is/are transferred on military orders.

8. Any student who has separated, under honorable conditions, from the United States Armed Forces after at least two (2) years of active service, who at the time of separation designates the county as his/her intended domicile or who has the county as the home of record in service and enters CEI within one (1) year of the date of separation.

Out-of-district fees will remain on the student's account until the form has been approved by his or her county. Once an approved form has been received by CEI, the charges will be removed from the student's account and become the responsibility of the county. If the county does not pay after being billed, the charges will be placed back on the student's account and become the responsibility of the student.

Request for Change to Resident Tuition and Fees

It shall be the responsibility of the student to notify the college of changes in residency and to furnish all requested documentation in a timely fashion. A student may request a review of his/her residency status by submitting the Idaho Determination Worksheet and all required documentation to the Registrar's Office on or before census date (tenth (10th)) day of instruction in the Fall and Spring semesters and the fifth (5th) day of instruction in the Summer semester). The burden of proof in requesting a change in resident status rests with the student. Please see www.cei.edu for details on residency requirements and supporting documentation.

After the determination on residency status has been made, the student will receive notification of the decision. Students are responsible for paying the tuition and fees owed on their accounts by the established due date. Resident tuition rates shall

be effective for the semester in which a student is reclassified to resident status. If residency (Idaho and/or district) is granted after payment was received, the difference will be refunded within a reasonable time to the student.

Residence Requirements for Graduation

Students seeking a Basic Technical Certificate, Intermediate Technical Certificate, Advanced Technical Certificate, an Associate of Applied Science Degree, an Associate of Arts or an Associates of Science must complete no fewer than 25% of their credit requirements through College of Eastern Idaho.

Residency Audits

College of Eastern Idaho reserves the right to audit students at any time with regard to eligibility for state/district resident status and to reclassify students who are registered under an improper classification. State/district residency classification or reclassification based upon materially erroneous, false, or misleading statements or omissions by or in support of the applicant shall be set aside retroactively upon the discovery of the inaccuracy of such statements. Any student having paid less than required to CEI because of an incorrect classification or reclassification that is subsequently set aside will repay any and all amounts not properly paid because of the classification or reclassification. If the student concealed information or furnished false or misleading information and was classified incorrectly as a result, he/she will also be subject to appropriate disciplinary and/or legal action.

Definitions

Domiciled

Domiciled means an individual's true, fixed, and permanent home and place of habitation. It is the place where the student intends to remain and to which he/she expects to return when he/she leaves the state without intending to establish a new domicile elsewhere.

Continuously Resided

Continuously resided means physical presence in the State of Idaho for twelve (12) consecutive months without being absent from Idaho for more than a total of thirty (30) days during the twelve (12) months. Absence from the State for normal vacations, family travel, work assignments, short-term military training, and similar occasions totaling not more than thirty days during the twelve (12) month qualifying period, in and of itself, will not be regarded as negating the continuous residence of the individual.

Support

Support means financial support given to the student during the twelve months preceding the opening date of the term for which resident status is requested. Any student who receives 50% or more of his/her support may demonstrate this by showing that he/she is claimed as a dependent by a parent or legal guardian for income tax purposes or that a parent or legal guardian provides 50% or more of the cost of attending an institution according to the CEI Financial Aid Office or that other similar evidence exists of parental support.

Primarily Educational Purposes

Primarily Educational purposes means enrollment in 12 or more credit hours in any term during the past twelve (12) months.

Armed Forces

Armed Forces means the United States Army, Navy, Air Force, Marine Corps, and Coast Guard; National Guard or Reserve forces from any state other than Idaho are not included.

GRADING

Grading System

Grades reflect the ability of each student to meet the performance objectives required to complete the program. Letter grades are given with the following equivalents:

Grade	Points	Percentage	Description
A	4.0	95%	Excellent
A-	3.7	90%	Excellent
B+	3.3	87%	Good
B	3.0	85%	Good
B-	2.7	80%	Good
C+	2.3	77%	Average
C	2.0	75%	Average
C-	1.7	70%	Average
D+	1.3	67%	Poor
D	1.0	65%	Poor
D-	0.7	60%	Poor
F	0.0	59%-0%	Failing

**(except 1/7/1998 – 12/12/2003 when (D) = 0 points*

Figuring GPA (Grade Point Average)

Students wishing to check their grade point averages should use the following formula:

$$GP \times CR = GP + GP = TGP/CR$$

1. Per credit grade point (GP) equivalent multiplied by number of credits (CR) per class = grade points (GP),
2. Add individual grade points (GP) together = total grade points (TGP)
3. Divide by grade points (GP) by number of credits (CR) taken = GPA.

For example, if a student receives a grade of B in BIO 227 and a grade of C in SOC 101:

$$\begin{aligned} \text{BIO 227: (B) } & 3.0 \times 4 \text{ credits} = 12.0 \text{ grade points} \\ \text{SOC 101: (C) } & 2.0 \times 3 \text{ credits} = 6.0 \text{ grade points} \\ 12.0 + 6.0 & = 18 \text{ grade points} \div 7 \text{ credits} = 2.57 \text{ GPA} \end{aligned}$$

Other Grade Descriptions

AU (Audit): Students may audit a course if there is available space in the course and they pay the full fee for the course. Students taking a course for “no credit” need not complete the assignments or exams used to determine grades. The intent to audit a course must be stated at the time of registration. Audited courses are not counted as part of a student’s enrollment status and students cannot receive financial aid for audited courses. Audited courses will be recorded on transcripts as (AU) and “0” credit

CH (Challenge Courses): While not every course at CEI may be challenged there are a few that students may challenge. In order to challenge a course permission of the instructor, department chair, and dean must be sought and the student will be required to pass a comprehensive test for that course with a minimum grade of (C).

CIP (Course in Progress): Used or current term courses where the final grade has not been submitted and verified.

P (Pass): All work completed in a satisfactory manner

S: By Entrance Exam

W (Withdraw): Student withdrew from school prior to last day to withdraw without penalty according to official CEI calendar. No credit will be awarded.

IC (Incomplete): May be issued and additional time granted for completion of the specified course only at the discretion of the instructor and for reasons acceptable to the Registrar. A grade of (IC) may be assigned in a course where:

- The student has completed more than 50% of the course
- The student is maintaining a passing grade of (C) or above
- The student has completed more than 50% of the course
- The instructor judges the student’s inability to complete the course due to legitimate unforeseen causes,
- When course work can be completed without further attendance in the classroom and/or lab.

The instructor must indicate on the contract what course requirements the student has left to complete. A copy of the contract is kept on file as part of the student’s record with the Registrar.

The student is responsible for completing all outstanding course requirements and for working with the instructor to initiate the grade change. An (IC) is calculated as an (F) until all course work is complete, and may impact federal financial aid eligibility. If the student receives a grade of (IC) they will have until mid-semester of the subsequent semester to complete the course.

If the student does not complete the course in the time designated on their contract the grade will automatically be changed to an (F), and the student must repeat the course in order to receive credit.

The following are not included in the calculation of GPA: S, AU, W, CH, P.

Change of Program

Degree-seeking students declare a program of study during the admissions process. Purposefully selecting and declaring a major helps a student clarify his or her educational goals.

Degree-seeking students should meet with an advisor before deciding to change a major, as changing a previously declared major may affect eligibility for financial aid and veterans benefits. It may also increase the time it takes to complete a degree or certificate.

To change a program, a currently enrolled student must complete the Intent to Change or Add Program Form.

If a student is on probation and changes to another program, the probation status is transferred to the new program. Students entering a new program after academic dismissal enter on academic probation.

Graduation

Graduation Certificates/Degrees

Through authority of the Idaho State Board of Education, College of Eastern Idaho awards the Associate of Arts, Associate of Science, Associate of Applied Science, Advanced Technical Certificate, Intermediate Technical Certificate, or Basic Technical Certificate to program graduates. Applications are due October 1, for fall semester or February 1, for spring and summer semesters. If the date falls on a weekend or holiday, the deadline will be the next day of business.

All requirements for a certificate/degree must be completed and official grades reported to the Registrar before the student will be allowed to graduate. A certificate/degree which is awarded in error, or upon fraudulent claims, will be withdrawn immediately and the student's record corrected. The College reserves the right to revoke a previously granted certificate/degree, either for failure to satisfy the certificate/degree requirements (e.g., a mistake in granting the certificate/degree), or for fraud or other academic misconduct on the part of the recipient discovered or acted upon after the certificate/degree has been awarded. Certificates/degrees issued by CEI are unique documents. Duplicates will not be issued.

Students must apply for graduation and pay the \$15 fee whether or not they are planning to participate in the commencement ceremony. CEI students should submit a graduation application within one semester of completing their degrees or certificates. Once an application is received, the Registrar's office will review the application and notify the student if he/she is an eligible candidate for graduation. Graduation applications and fees are valid only for the term in which the student has applied. If the student does not meet graduation requirements for the term, a new application and fee of \$15 will be required.

Students may graduate at any time upon meeting all graduation requirements (e.g. at the end of the fall, spring, or summer semester). Students may select any edition of the catalog published and in force while

they are continuously enrolled in the program in which they are graduating. If the student does not maintain continuous enrollment, they will lose the right to use the original catalog requirements and must use the catalog in force at the time of re-enrollment. Students are required to graduate under a catalog in effect during their continual enrollment in the program in which they are graduating.

Students do not automatically have their degrees conferred. The degree will only be conferred and the diploma will only be issued if all graduation requirements have been met and all financial obligations to the College have been fulfilled. Degrees or certificates will be dated as the last day of the semester. Students must earn a minimum grade of (C-) in all required courses in order to meet graduation requirements, unless otherwise stated in a particular program. In addition, a cumulative grade point average of 2.0 or higher is required for graduation. The College reserves the right to make course substitutions for discontinued courses.

Graduation with Honors

CEI recognizes academic distinction at graduation based on the institutional GPA for graduation.

- Silver Cord: Cumulative GPA 3.5-3.749
- Gold Cord: Cumulative GPA 3.75-4.0

These distinctions are recognized on a student's final transcript and diploma. Graduation honors are based on all semesters completed at the time a degree is awarded. The May commencement ceremony takes place before spring grades are finalized. Therefore, honors recognition at commencement is based upon the institutional GPA for graduation from the student's most recently completed semester.

Incomplete (IC) grades or missing grades will prevent a student from receiving these honors and only the institutional GPA for graduation will be considered (grades for developmental coursework and transfer credits will be excluded).

Veteran Recognition

College of Eastern Idaho recognizes the contributions/sacrifices that U.S. Veterans have made to our country. When a Veteran graduates from any programs and chooses to walk in the commencement ceremony they will be given an appropriate cord to wear over their robe.

Graduation Rates

Every August, College of Eastern Idaho will post on the CEI website an annual report disclosing the completion or graduation rates of students. The federal requirement for calculation of a completion or graduation rate applies only to institutions of higher education that admit undergraduate students who are enrolling for the first (1st) time at an institution of higher education and have not enrolled previously at any other institution.

ACADEMIC REGULATIONS

Student Records

Family Education Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA was designed to protect the privacy of students' educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data. CEI may release directory information as allowed by law.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of eighteen (18) or attends a school beyond the high school level (e.g., a college or university). Students to whom the rights have transferred are "eligible students."

Eligible students have the right to inspect and review their education records maintained by the school.

Eligible students have the right to request that a school correct records that they believe to be inaccurate or misleading.

Generally, schools must have written permission from the eligible student in order to release any information from the student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific state law
- Schools may disclose, without consent, directory information. Eligible students may request that the school not disclose directory information about them

Directory Information is defined as the following:

- Student's name
- Student's phone number
- Student's photograph
- Most recent previous educational agency or institution attended
- Freshman/sophomore standing
- Candidacy for degrees/certificates and anticipated date of graduation
- Student's address
- Student's email address
- Enrollment status
- Full-time/part-time status
- Dates of attendance
- Major
- Degrees conferred and dates
- Awards and honors received

A school official is a person employed by the College in an administrative, supervisory, counseling, faculty, or support staff position; a person or company with whom the College has contracted as its agent to provide a service instead of using college employees or officials (such as an attorney, auditor, external evaluator, medical service provider, law enforcement or security personnel, or collection agent); a person serving on the CEI Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to access/review an education record in order to fulfill his or her responsibilities for the College. Any school official who needs information about a student in the course of performing instructional, supervisory, advisory, or administrative duties for the College has a legitimate educational interest. The information must not be used for personal or other purposes extraneous to the official's areas of responsibility. Having access

to education records does not constitute authority to share this information with anyone who does not have legitimate educational interest.

Any student may submit a Non-Release of Information form to the Student Affairs office to prevent the release of directory information. Any student may also submit a written request to review his/her records to the Registrar's Office. Records covered by FERPA will be made available to the student within forty-five (45) days. In general, the College is not required to provide copies of the education records requested unless failure to do so would effectively prevent the eligible student from exercising the right to inspect and review the records. The College may charge a reasonable fee for preparing copies for the student. A college representative may be present during the review of the records and may provide information regarding the interpretation of such records to the student. Students may not inspect financial information submitted by parents or guardians, confidential letters associated with admission, and records to which they have waived their inspection rights. The College will not release records that are not owned by the College.

Any student has the right to file a complaint under FERPA with the U.S. Department of Education Family Policy Compliance Office concerning alleged failures by the institution to comply with the Act. Complaints must be sent in writing, with all pertinent information, to the following address:

Family Policy Compliance Office

U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

For questions concerning FERPA, please contact the Registrar's Office at 208-524-3000.

Name, Address, or Phone Number Change

In order to change a name on an official student record, a student must provide proof of name change. The following are required for proof of name change:

- Social Security card, listing legal name AND
- Driver's License or Government issued picture identification card showing the new name
- Original documentation must be presented to an Admissions Clerk in the Student Affairs office. Originals will be copied and returned.

Name/address/phone number change information will go to the Business Office Financial Specialist.

Academic Calendar

CEI operates on the semester system. The academic year includes two sixteen (16) week semesters (fall and spring) and one eight (8) week summer term. The Calendar may be found on CEI's website, and on pages 2-3 of this catalog.

In addition to full semester-length courses, CEI offers shortened courses, such as four (4) week or eight (8) week courses. Day, evening, weekend, and online courses are available in order to meet the needs of students who have work or family responsibilities.

College Hours (Credits)

A credit, sometimes referred to as semester credit or semester hour, is related to time spent in class, study, preparation, lab, or field experience.

One (1) semester credit hour normally requires forty-five (45) hours of student work, or:

- Fifty (50) minutes in class each week for one (1) semester (which assumes twice this amount of time in study and preparation outside the classroom),

or

- Two (2) to three (3) hours in lab each week for a semester,

or

- The equivalent combinations of one (1) and two (2).

Credit for workshops and shortened courses is granted on the basis of one (1) semester credit for every forty-five (45) hours of scholarly activity.

Course Numbering

The following numbering system is used for all credit courses offered by CEI:

- Zero Level (000–099): Course content is considered below college-freshman level. These courses are not applicable for graduation.
- One Hundred Level (100–199): Course content taught at the college-freshman level.
- Two Hundred Level (200–299): Course content taught at the college-sophomore level.

Delivery Method of Classes

Classroom/Lecture/Lecture Lab (CLA/LEC/LCLAB) – The majority of CEI courses are offered on a face to face basis, which take place in a designated location such as a classroom. Students in a classroom or lecture structure are expected to meet with the instructor during the scheduled course time and at the scheduled locations. Students may use technology appropriate to the course content and as needed to access web-based course materials. Classroom/Lectures typically require access to computer equipment and computing skills utilizing standard office, business and web browsing applications.

Hybrid (HYB) - Hybrid courses have fewer in-person course meetings than a course taught with the classroom/lecture structure. A portion of the course is delivered online and a portion is delivered on-site in a classroom.

Online (OLI) - An online course is a course that is taught entirely over the Internet. No on-site class meeting or on-site testing is required. Online courses allow students to log on and complete work within a certain time frame and according to deadlines set by the instructor. Materials are designed to facilitate online interaction with the instructor and students. Students should verify that they have the necessary equipment (computer and high speed connectivity) and skills (software applications and self-discipline) to be successful in online courses.

Independent Study (IND) – An independent study course is a course of organized instruction or research

in which the instructional delivery is determined by a student and his/her instructor. These courses require the student to work independently to complete the course.

Less common course structures that are available through CEI are Assessment (ASM), Clinical (CLI), Distance Lecture (DLEC), Internship (INT), Practicum (PRA), and Supervised Work Experience (SWE).

Please see faculty or admission advisors for more details.

Credit Enrollment Limits

Degree-seeking students who want to register in more than twenty-one (21) credits during a fall or spring semester, or more than nine (9) credits in the summer semester will need the approval of their faculty advisor and the Registrar. Non-degree seeking students may register for no more than nine (9) credits and will need the approval of an Instructional Dean in the Office of Instruction and Academic Affairs.

Students receiving financial aid should also keep in mind financial aid regulations when deciding on the number of credits in which they should enroll.

TRANSCRIPTS

Transcripts and Grades: Semester grade reports will be provided once the grades have been issued and recorded in the Student Affairs office. All inquiries regarding student records should be directed to the Registrar.

The Registrar's Office supplies transcripts of academic records to students who have no outstanding obligations to the College. Transcripts may be requested transcript online through the National Student Clearinghouse, <http://www.studentclearinghouse.org/>. Transcripts must be requested at least seven to ten (7-10) working days before they are needed. Each official copy will be \$10, an unofficial copy can be printed through Self Service or requested through the Student Affairs office for \$2.

Transcripts that were obtained from other institutions for College of Eastern Idaho's use will not be released to the student or other institutions.

Grade Appeal

Any grade appeal must be formally submitted to the Registrar's Office no later than twenty (20) working days after the beginning of the succeeding semester in which the student received his/her grade.

ACADEMIC STANDARDS

To maintain good academic standing the student is expected to make continued progress toward the completion of their selected program of study. Academic Standards are evaluated using two measurements:

1. The student is expected to maintain a cumulative grade point average (GPA) of 2.0 or higher
2. The student is expected to complete their selected program of study within 150% of the credit hours required for program completion.

Each student's progress is evaluated after each semester by the Registrar. Failure to progress toward program completion at a rate consistent with the standards of progress will result in academic probation.

Academic Probation

Students whose cumulative GPA is below a 2.0 will be placed on academic probation. Students on probation who earn a semester GPA of at least a 2.0 will be placed on continued probation until their cumulative GPA is at least a 2.0. Students on probation who do not earn a semester GPA of at least a 2.0 will be placed on academic suspension for at least one semester.

Any student on academic probation will not be eligible for federal financial aid.

Academic Suspension

Academic suspension will be effective for a minimum of one (1) semester, fall or spring (summer excluded). Students will be dropped from all future registered courses.

At the end of one (1) semester, the student may submit a formal Petition for Readmission form to

seek re-admittance. Petition forms and instructions are available on the CEI website. Re-admittance will be granted only if the student can demonstrate that the academic obstacles have been corrected. All readmission requests will be granted on a probationary basis only, and will be based upon space and availability.

A student who has been suspended due to unsatisfactory progress may appeal the decision within five (5) working days from the time of the action. A student wishing to appeal must do so in writing to the appropriate division manager and explain any mitigating circumstances that they feel caused the inability to meet the minimum standards. The division manager will review and respond to the appeal within five (5) working days of the receipt of the appeal.

Academic Honesty Policy

Academic honesty mandates the use of one's own thoughts and materials in writing papers, taking tests, and in other classroom, or shop/lab related activities.

Violations of academic honesty will be documented and may result in failure of the class or disciplinary probation. The concept of academic honesty is designed to guarantee a uniform standard against which to evaluate all students and to prevent cheating.

Students suspended for violation of the Academic Honesty policy will receive a (F) in any class in which the cheating occurred whether or not the cheating takes place prior to mid-semester.

Academic Dishonesty (includes but is not limited to)

- Cheating - Using or attempting to use unauthorized materials, information, or study aids in any academic exercise
- Fabrication - Unauthorized falsification or invention of any information or citation in an academic exercise
- Plagiarism - The adoption or reproduction of ideas, words, or statements of another person as one's own without acknowledgment
- Unauthorized Collaboration - Sharing information or working together in an academic exercise when such actions are not approved by the course faculty member
- Facilitating Academic Dishonesty - Helping or attempting to help another to violate a provision of the institutional code of academic integrity

***Students are expected to report infractions to their instructors.*

Student Appeal Procedures

Any student has the right to appeal admission and scholastic regulations. All grievances must be written and submitted to the respective CEI official(s).

- Grade Appeal: Registrar's Office
- Academic Grievances: Academic Standards Committee (grade changes, withdrawal, etc.)
- Discrimination Grievances: Equal Employment Office (EEO) office
- General Student Grievances: Vice President of Instruction and Student Affairs

The Campus Appeals Committee chaired by the Vice President of Instruction and Student Affairs, two faculty members, one member from the Student Affairs office, and two student representatives selected by the Student Senate

Step 1. It is recommended that the student seek out the individual with whom the grievance has occurred to discuss the issue and reach a mutually acceptable solution.

Step 2. In the event the complainant cannot reach a suitable conclusion with the individual whom they have a grievance, they should submit a written appeal and the appropriate form to the division manager. The written appeal must be presented within ten (10) working days of the grievable occurrence. In the event the grievance involves the Division Manager, the appeal may be submitted to the Vice President of Instruction and Student Affairs. The Division Manager or Vice President of Instruction and Student Affairs reviews the information

and meets separately with the student and others as needed and then renders a decision within five working days. Written notice of the decision will be sent to the complainant.

Step 3. If the complainant is not satisfied with the decision reached in Step 2, they may submit a written request a review by the Campus Appeals Committee. The request must be submitted to the chairperson of the Campus Appeals Committee and the Vice President of Instruction and Student Affairs, within five (5) days after receiving the decision from Step 2. The chairperson of the Appeals Committee will arrange for a hearing within ten (10) days of receipt of the request. Within five (5) days of the conclusion of the hearing the chairperson will set forth a written document addressing the decision. A copy of the document will be sent to the complainant, the Division Manager, the Vice President of Instruction and Student Affairs, and the College President.

Step 4. If the complainant is not satisfied with the outcome of the hearing with the Campus Appeals Committee in Step 3, he/she may request a review by the College President. The complainant must submit a written request to the College President within five (5) days of the conclusion of Step 3. The College President shall review the issues and render a decision.

Administrative decision may result in one of the following:

1. Upheld decision of the Appeals Committee
2. Administrative disposal

The decision of the College President is final.

FINANCIAL AID

Financial aid can make a CEI education a reality for many students. Many CEI students qualify for some type of financial assistance. Financial assistance includes scholarships, grants, loans, and work-study. To begin the financial aid process, students must complete a Free Application for Federal Student Aid (FAFSA). Applicants must be U.S. citizens or eligible non-citizens, degree/certificate seeking students, and in good standing.

Application Priority Deadlines

Fall – June 1st

Spring – November 1st

Summer – February 1st

In order to meet the priority deadlines, all information must be turned in, correct, complete, and ready to award by the priority date for the semester the student wishes to be awarded. Applications may still be submitted after the deadline; however registration fees must be paid by the fee payment deadlines.

Financial Aid and Application Procedure

Follow the steps listed on: www.cei.edu/financial-aid

In order to begin the financial aid process, each student is required to complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov. By entering the CEI school code (011133) on the FAFSA application, CEI will receive the information. If other documents are required an email will be sent from the Financial Aid Office. All required forms can be printed from our website then submitted to the CEI Financial Aid Office.

Awarding Financial Aid

Awards are based on the information a student reports on their Free Application for Federal Student Aid (FAFSA). Eligibility for these awards may change if new information is received, including information

CEI may receive with regard to Satisfactory Academic Progress (SAP). CEI reserves the right to adjust a student's awards as necessary.

All awards are based upon the assumption of full-time enrollment and acceptance in an eligible program at CEI. A student who withdraws from all classes at any time during the semester may be required to repay any financial aid received. All sources of non-federal funding are only estimates.

Summer Awards

Summer term financial aid is unique in awarding from fall and spring semesters. Summer awards are limited to a student's remaining eligibility from the current academic year. If a student has used their full annual eligibility for Pell Grant and student loans in the fall and spring semesters, the student may not have any remaining eligibility for summer term. To request financial aid for the summer, students must fill out a Summer Financial Aid Application found on the website.

Pell Grant Lifetime Eligibility

There is a limit, equivalent to six years, that a student may receive a Pell grant, known as Pell Grant Lifetime Eligibility. For more information on Pell Grant Lifetime Eligibility, visit studentaid.ed.gov/pell-limit.

TYPES OF FINANCIAL AID

Federal Pell Grants

Federal Pell Grants provide direct grants from the government to the undergraduate student for educational expenses. Grants range in size from \$400 to a maximum of \$5,920.00 per year and the amounts are subject to change.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG is a program designed to assist students who have exceptionally high financial need. College of Eastern Idaho uses the FAFSA to determine who is eligible and how much each grant will be. Students with Pell Grant eligibility and low Estimated Family Contribution (EFC) will be given priority.

Work-Study

Federal and Atwell Parry State Work-Study are awarded to students who demonstrate financial need and want to work while attending college. The work-study program provides on-campus jobs for students and allows them to earn up to a specific dollar award. Students will earn at least federal minimum wage (\$7.25 for the State of Idaho) and be paid hourly. Students may work up to nineteen (19) hours per week.

Federal Direct Student Loan Program (FDSL)

Direct Student Loans are low loans used to help students pay for educational expenses. The interest rate is fixed and has been set by the federal government. The U.S. Government is the lender. Direct loan eligibility is determined by the student's year of study, federal limits, financial need, and other types of aid awarded.

Borrowers must do the following to receive their student loans:

- Complete the FAFSA
- Accept loan(s) on Self Service
- Complete Entrance Loan Counseling
- Complete Loan Agreement for a Subsidized/Unsubsidized Loan (MPN)

New borrowers on or after July 1, 2013 will only receive subsidized loans for one hundred and fifty (150%) of the published time of the academic program they are enrolled in. Transfer students' loan eligibility may be affected.

TYPES OF LOANS

Subsidized (FDSL), Unsubsidized (FDUL), and Parent PLUS Loan.

Additional unsubsidized loans may be available to students whose parent cannot qualify for Parent PLUS Loans or for independent students requesting an additional loans.

Subsidized Loan (FDSL)

The government pays the interest while a student is in school. To be awarded this loan a student must:

- Complete the FAFSA
- Be enrolled at least half-time (6 credits)
- Demonstrate financial need

Unsubsidized Loan (FDUL)

Interest will accrue while the student is in school. To be awarded this loan a student must:

- Complete the FAFSA
- Be enrolled at least half-time (6 credits)
- Accept on Self Service

Parent PLUS Loan

Interest will accrue while the student is in school. To be awarded this loan a student must:

- Complete the FAFSA
- Be a dependent student
- Parent must pass credit check

Most students begin repayment of any of these loans six (6) months after leaving college or when they drop below half-time status or six (6) credits. Under some conditions repayment may be deferred.

FINANCIAL AID CREDIT COMPLETION REQUIREMENTS

FALL & SPRING		
Status	Credit Amount	Credits to Complete
Full-time	12+	9
Three-quarter-time	9-11	6
Half-time	6-8	6
Less than half-time	1-5	ALL

SUMMER		
Status	Credit Amount	Credits to Complete
Full-time	6+	5
Three-quarter-time	5	4
Half-time	3-4	3
Less than half-time	1-2	ALL

How much can a student borrow?

Depending on the student's year of study, the federal government limits the amount a student can borrow. These amounts are the maximum; the student's amount may vary depending on financial need and other types of aid awarded.

Subsidized and Unsubsidized Direct Loans for Independent Students

- Freshman year up to \$9,500
- Sophomore year up to \$10,500

Freshman Year

\$9,500 if the student is a first-year student enrolled in a program of study that is at least a full academic year. No more than \$3,500 of this amount may be in subsidized loans.

Sophomore Year

\$10,500 if the student has completed their first year of study and the remainder of their program is at least a full academic year. No more than \$4,500 of this amount may be in subsidized loans.

Subsidized and Unsubsidized Direct Loans for Dependent Students

- Freshman year up to \$5,500
- Sophomore year up to \$6,500

Freshman Year

\$5,500 if the student is a first-year student enrolled in a program of study that is at least a full academic year. No more than \$3,500 of this amount may be in subsidized loans.

Sophomore Year

\$6,500 if the student has completed their first year of study and the remainder of their program is at least a full academic year. No more than \$4,500 of this amount may be in subsidized loans.

For dependent students, Direct Loan limits include unsubsidized and subsidized amounts borrowed in the same year. (See Aggregate maximum).

Independent students may also qualify for additional amounts through the Unsubsidized Direct Loan Program. Dependent students may also qualify if their parents cannot obtain a PLUS Loan.

Aggregate Maximum (Effective July 1, 2008)

Undergraduate Dependent Student: \$31,000 (no more than \$23,000 of which can be subsidized).

Undergraduate Independent Student: \$57,500 (no more than \$23,000 of which can be subsidized).

FINANCIAL AID ELIGIBILITY

Standards of Academic Progress (SAP): Students must meet all requirements listed to be in good standing for financial aid.

Maximum Time Frame/Pace of Completion

Students must progress through their program to ensure that they will graduate within the maximum time frame or 150% of program credits:

- Ninety-six (96) credits for an Associate degree
- Forty-eight (48) credits for a one year certificate program

The financial aid office will evaluate student records at the end of each semester to make sure they have not exceeded the 150% maximum time frame allowed for each program. Students who change from one program to another without graduating will have

their attempted credits and completed credits in the calculation to determine where they stand within the 150% maximum time frame.

Students graduating from one (1) program and beginning a new program will have their 150% maximum time frame restart for the new program.

Progress Eligibility

In addition to maintaining academic standards, all students receiving federal financial aid will be required to satisfactorily complete (receive grades other than D+, D, D-, F, AU, CH, IC, S, I, or W) a specified number of credits within their program of study per semester based on the number of credits enrolled during that semester. For the purposes of financial aid, credit hour completion is classified according to the schedule listed on the Financial Aid Credit Completion Requirements table above.

Academic

Students must be accepted into an eligible CEI program. Workforce Training and Community Education courses are not eligible for financial aid. Students must maintain at least a cumulative GPA of 2.00 and meet the academic standards of the institution.

Financial Aid and Repeat Course Work

Financial Aid can pay for unlimited repeats of a failed course as long as the student is meeting all other Standards of Academic Progress (SAP) requirements. Financial aid will assist the student when repeating a course (or its equivalent) if all previous attempts were failures; as long as those failures are graded courses. Once the student passes a course, they are only allowed to repeat the course one more time to have it count in their enrollment status and their financial aid eligibility.

Withdrawal Policy

Students at CEI who receive federal financial aid and withdraw will have refunds calculated according to federal guidelines. This will help determine the largest refund to the Federal Student Financial Aid Programs or to the student.

All other federal financial aid recipients will have refunds calculated according to the State of Idaho's or the U.S. Department of Education's approved accrediting agency refund policies (if they exist). If no State or U.S. Department of Education approved accrediting agency refund policy exists, refunds will be calculated according to federal or institutional refund guidelines in order to determine the largest refund to the Federal Student Financial Aid Programs or to the student.

If a student contacts the CEI Financial Aid Office to withdraw, they will be referred to the Registrar's Office. Students who withdraw from one or more courses within the first week of school must notify the Financial Aid Office and return over-awarded funds to the Cashier's Office at the time of withdrawal. No adjustments to financial aid will be made after the first week of each semester. Students who do a total withdrawal from all of their courses after the first week of the semester are subject to the return policy of the federal government and may be required to return a portion of their awards. Students who receive financial award disbursements and do not attend classes are not eligible for funds and must return any award money received to the institution.

Withdrawal Policy for Module Courses

A module course is a course that does not span the entire sixteen (16) week semester. Students must be aware that there are financial consequences for early withdrawal or failure of a module course that may include payback of financial aid funds received. If a student enrolls in a module course and needs to withdraw from that course for ANY reason, they must do so through the Registrar's Office. Students will not be able to drop a module course through Self Service or by asking their instructors to drop the course for them.

In addition, if a module course is a prerequisite for another module course in the same term, the student must withdraw from the next module course(s) as well. If the student is receiving financial aid and is withdrawn from a module course prior to the start dated the refund for that course will first be applied back to their financial aid balance. The financial aid monies received at the beginning of the semester are still the student's responsibility to payback.

If the student is enrolled in another module course that does not have a prerequisite they may remain in that module course as long as they fill out the Module Course Attend/Drop form in the Registrar's Office.

Financial Aid Suspension

Failure to comply with the academic standards or the progress eligibility standards will result in suspension of student aid and the possibility of repayment.

Reinstatement

Students suspended from financial aid eligibility may regain eligibility by: (1) Repaying any funds owed (see Cashier's Office for amount owed); (2) Attending an additional semester without the assistance of financial aid and; (3) Retaking the failed or incomplete credits (See Financial Aid Progress eligibility chart) required to meet Satisfactory Academic Progress (SAP). Courses retaken must be from the approved list of required courses for the student's program of study. The student must meet academic standards as well as financial aid standards to be reinstated. After meeting requirements, students must submit a financial aid General Appeal Form to the CEI Financial Aid Office explaining that they have completed requirements and would like to be reinstated for financial aid.

Financial Aid Appeals Procedures

Students must appeal in writing to the financial aid committee and explain any mitigating circumstances that they feel caused the inability to meet minimum standards. An appeal form can be printed from the CEI Financial Aid website.

Request for Adjustment

A student has the option of requesting an adjustment to their financial aid award. Requests for any changes must be made to the CEI Financial Aid Office by the student. Changes could include requesting or canceling grants, work-study, and loans.

No adjustment will be made to the award due to change in enrollment status after the first week of each semester. Request for Adjustment forms can be printed off of the CEI Financial Aid website.

General Appeal

A General Appeal may be used in situations of medical hardship, death in the family, emergencies, and other extreme circumstances that affect their Satisfactory Academic Progress (SAP). The General Appeal form is also to be used by students after they have attended a semester without financial aid and are requesting reinstatement of their aid

Maximum Credit Appeal

A Maximum Credit Appeal is to be used when a student reaches the maximum time frame allowed by Satisfactory Academic Progress (SAP). The maximum time frame for an Associate degree is ninety-six (96) credits and forty-eight (48) credits for a one year certificate program. If the student does not successfully complete the conditions of the appeal the student may be denied further financial assistance.

Special Circumstances Appeals

A Special Circumstances Appeal form is to be used by students or parents of dependent students who have had loss of income. These situations could include loss of employment, death of a parent, divorce of a parent, divorce of a student, or medical expenses that affect income.

Disbursement of Financial Aid Awards

Financial aid funds are disbursed in equal installments at the first of each semester. If a student only attends one semester, disbursement of loans will be made in two (2) equal disbursements, one (1) at the beginning of the semester and one-half (1/2) way through the semester. Funds may be credited to a student's account to pay registration fees with the balance being disbursed in the form of a check. First-time borrowers who are first-time students will have to wait thirty (30) days from the beginning of the semester before their loan funds will be disbursed. Checks are disbursed by the Business Office. Questions concerning check disbursement should be referred to the Business Office at (208) 535-5351.

Self-Service

Students can access Self Service to view information needed for their financial aid file, view award letters, and accept or reject financial aid awards.

In order to assure compliance with federal regulations financial aid policies and procedures are subject to change without notice.

Veteran's Services

The Veterans Service webpage contains information on how to apply for benefits, what is required, what to do each semester, and provides links to helpful websites and information.

Applications for benefits should be completed online at <http://www.benefits.va.gov/gibill/>. GI Bill® Veterans are required to provide their "Certificate of Eligibility (COE)" to the Certifying Official at CEI. CEI does not participate in the Yellow Ribbon Program.

College of Eastern Idaho accepts transfer credits from military transcripts of education and training courses students have taken while in the military. CEI follows the credit recommendations of ACE (American Council on Education); these recommendations can be found in the Guide to Evaluation of Educational Experiences in the Armed Services. Credit for these courses will be applied to the student's account 5-10 business days after receiving the official military transcript. Most courses will be used to fulfill general elective requirements; those that are more specific to a degree requirement will need approval from the appropriate dean. Military transcripts can be ordered from <https://jst.doded.mil>.

Please refer all benefit questions to the Financial Aid Office.

DISABILITY RESOURCES & SERVICES

Hailey Holland

Disability Resources & Services Coordinator

hailey.holland@cei.edu
Office # (208) 535-5314

College of Eastern Idaho is committed to providing educational opportunities to all qualified individuals and, in doing so, complies with the Americans with Disabilities Amendment Act of 2008 (ADA) and Section 504 of the Rehabilitation Act of 1973 which states that no qualified person shall, because of their disability, be denied access to, participation in, or the benefits of any program or activity operated by the College.

The Disability Resources and Services Office is available to assist any student or prospective student who has a documented disability and believes they may benefit from reasonable accommodations which are provided on a case-by-case basis. In addition, resources (i.e., reading materials, teleconferences, audio-conferences, training opportunities, and community agency referrals) are offered to assist students, their family members, and faculty with disability issues.

Procedure to Request Accommodations

Students having questions about accessibility or wishing to request reasonable accommodations, academic adjustments, and/or auxiliary aids as indicated in the ADA/ADAAA or Section 504 of the Rehabilitation Act, should contact the Disability Resources and Services Office, located in Room 582 of the Alexander D. Creek Building, or at 208.535.5314.

It is essential that students with disabilities self-identify and submit written requests for accommodations, academic adjustments, and/or auxiliary aids within a timely manner. Whenever possible, this request should be made prior to the start of the semester.

Accommodations, academic adjustments, and/or auxiliary aids must be requested each semester of enrollment. Students requesting accommodations, academic adjustments, and/or auxiliary aids must follow these procedures:

1. Students requesting accommodations, academic adjustments, and/or auxiliary aids must have a documented disability and must self-identify to the Disability Resources and Services (DRS) Coordinator.
2. An in-take meeting will be scheduled at which time the following will take place:

The student will be asked to describe their disability, the impact or barrier it has on their educational experience, and their past use of reasonable accommodations.

The student may be asked to provide appropriate third-party documentation which helps to establish the presence of a disability. Should documentation not be available, it is the student's responsibility to obtain this documentation at his/her own expense and provide it to the DRS Coordinator.

Student will provide a written request of reasonable accommodations, academic adjustments, and/or auxiliary aids being requested as well as a current class schedule.

3. The DRS Coordinator will review the intake notes as well as third-party documentation to determine if the student has a disability and a barrier(s) to their academic experience.
4. The DRS Coordinator and the student will meet to discuss the request for reasonable accommodations, academic adjustments, and/or auxiliary aids and the resulting decision of the DRS Coordinator.

For approved accommodations, academic adjustments, and/or auxiliary aids the DRS Coordinator will provide an accommodation letter for each of the student's instructors. It is the student's responsibility to deliver this letter to instructor(s) and discuss with them the implementation of accommodations.

Should the student disagree with the DRS Coordinator's decision the student should, within five days, submit a written appeal to the Vice-President of Instruction and Student Affairs. See Grievance Procedure below.

Grievance Procedure

College of Eastern Idaho has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the Americans with Disabilities Act (ADA) as amended in 2008 and Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794). Section 504 states, in part, that "otherwise qualified handicapped individual . . . shall, solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. If a student with a disability believes he/she has been discriminated against he/she has the right to file a grievance as follows:

Complaints Related to Non-Academic Programs, Activities, and Services

This procedure shall apply to non-academic programs, activities, and services. Examples are:

- Concerns related to building or grounds accessibility;
- Participation in College-sponsored events;
- Requests for accommodations related to parking.

All requests for accommodations or assistance should first be filed with the Disability Resources and Services Coordinator. If the student believes the Disability Resources and Services Coordinator's decision is discriminatory on the basis of disability, the student should first meet with the Disability Resources and Services Coordinator to review the decision. If an acceptable conclusion cannot be reached, the student may request a review of the decision as follows:

Within ten (10) working days of the decision, send a letter requesting a review to the College's Vice President of Finance and Administration. Include the following:

- Name and address of the person filing the complaint (complainant);
- Date of original accommodation or assistance request;
- The accommodation or service requested;
- The reason for the request;
- The reason the Disability Resources and Services Coordinator's decision is not deemed to be appropriate, reasonable, or effective.

The Vice President of Finance and Administration will review the information and meet separately with the student and others as needed and then will render a decision within five (5) working days. Written notice of the decision will be sent to the complainant.

If the complainant is not satisfied with the decision, he/she may request a review by the Campus Appeals Committee. See Steps 3 and 4 of the Student Appeal Procedures as published in the Student Handbook.

If a complaint is brought by a student regarding denial or modification of an accommodation, academic adjustment, and/or auxiliary aid request, the decision of the Disability Resources and Services Coordinator to provide or deny said accommodation shall be implemented until such time as a formal resolution of the grievance procedure is achieved.

If a faculty member shall refuse to provide an accommodation, academic adjustment, and/or auxiliary aid in accordance with the Disability Resources and Services Coordinator's written notice, the student should first request the Disability Resources and Services Coordinator's assistance in resolving the dispute. The request should be made in writing within ten (10) working days after the faculty member's refusal to provide the accommodation, academic adjustment, and/or auxiliary aid. The Disability Resources and Services Coordinator will meet with the faculty member, the division manager, and other faculty and administration officials as appropriate in order to attempt to resolve the complaint.

In the event the Disability Resources and Services Coordinator is unable to resolve the complaint within five (5) working days of the request, he/she will refer the matter to the Vice President of Instruction and Student Affairs. It is the Disability Resource and Services Coordinator's responsibility to notify the student of such action and to provide all pertinent information to the Vice President of Instruction and Student Affairs.

The Vice President of Instruction and Student Affairs will review the information and meet separately with the student and others as needed and then will render a decision within five (5) working days. Written notice of the decision will be sent to the complainant.

If the complainant is not satisfied with the decision, he/she may request a review by the Campus Appeals Committee. See Steps 3 and 4 of the Student Appeal Procedures in the Student Handbook.

GENERAL EDUCATION DIVISION

FACULTY

Jacob Claflin, English/Communications
Dawn Cureton, Sociology and Psychology
Christian Godfrey, Business and Social Science
Jacob Haeberle, English and Communications
Steve Harrison, English/Communications
Charles Hemming, Mathematics
Kathy Judy, Mathematics
Kenneth Kisner, History/Humanities
Pamela O'Hearn, Biology
Jeffrey Olaveson, Biology
Bryce Owen, Sociology and Psychology
Angela Sackett, Biology
Julia Zapadka, Sociology and Psychology

STAFF

Lori Barber, Dean of General Education
Matthew Burch, Academic Support Coordinator

Intended Learning Outcomes

The General Education Division is committed to supporting and preparing students for College of Eastern Idaho's professional-technical programs, citizenship, and employment by offering quality instruction, including transferable courses leading to the following learning outcomes:

- Effectively communicate theories, ideas, and mathematical processes through writing and speaking to a variety of audiences
- Develop and apply analytical skills through active listening, questioning, reading, and discussion
- Support diversity and foster appreciation of different perspectives, backgrounds, and opinions
- Understand, demonstrate, and value attributes of professionalism
- Persist in solving challenging problems through creative and logical thinking while using available resources

Goals of General Education

The general education core is intended to apply to all degrees and certificates recognized by the State Board of Education (SBOE). A central component of SBOE policy is the requirement that a student working toward a degree or certificate must also complete coursework in the general education core.

Within this core, students are required to complete thirty-six (36) credits of general education that pulls from six (6) different disciplines including Science, Math, Social Science, Humanities, English, and Communications. All of these credits are transferable to any public institution in Idaho as part of the core curriculum.

By completing courses in the general education core, students benefit from understanding how knowledge is generated and created. Mastery of a broad range of intellectual and cultural content imparts fundamental perspective to decision-making. The general education core classes cultivate curiosity across a broad spectrum of class content. This helps students going into any field to interrogate clearly, argue lucidly, and judge fairly. These classes also bring an awareness to the difficult ethical issues of our day, as well as teaching the fundamentals of reading, writing, and arithmetic.

Students who graduate from CEI with an Associate of Arts or Associate of Science degree will be considered as having satisfied the lower division general education core requirements and shall be granted junior standing upon transfer to a four-year public institution in Idaho and will not be required to complete additional lower division general education core courses.

This policy applies to lower division general education core requirements only. It is not intended to meet specific major or graduation requirements.

General Education Competency Areas (GEM)

Students who plan to transfer should consult with their advisors and make early contact with a representative from the institution to which they intend to transfer. It is also recommended that students consult the catalog of the transfer institution to see which courses will be required to fulfill their graduation requirements.

Humanistic and Artistic Ways of Knowing

ART 101	Survey of Art in Western Culture	3
ART 102	Art History	3
ENG 110	Introduction to Literature	3
ENG 215	Survey of World Mythology	3
HUM 101	Introduction to Humanities 1	3
HUM 102	Introduction to Humanities 2	3
MUS 108	Survey of Jazz & Pop Music	
PHI 101	Introduction to Philosophy	3
PHI 103	Ethics	3

Mathematical Ways of Knowing

MAT 123	Math in Modern Society	3
MAT 143	College Algebra	3
MAT 147	Precalculus	5
MAT 160	Brief Calculus	4
MAT 170	Calculus 1	4
MAT 253	Elementary Statistics	4

Written Communication

ENG 101	English Composition	3
ENG 102	Critical Reading and Writing	3

Oral Communication

COM 101	Fundamentals of Speech	3
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Scientific Ways of Knowing

BIO 100	Concepts of Biology	4
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BIO 120	Environmental Science	4
BIO 201/Lab	Biology 1	3/1
BIO 209/Lab	General Ecology	4/0
BIO 227/Lab	Human Anatomy & Physiology	4/0
BIO 228/Lab	Human Anatomy & Physiology	4/0
BIO 250/Lab	Microbiology	3/1
CHE 100	Chemistry in Everyday Life	4
CHE 101/Lab	Essentials of General Chemistry	4/0
CHE 102/Lab	Essentials of Organic & Biochemistry	4/0
GEO 101/Lab	Physical Geology	3/1
PHY 100/Lab	Survey of Physics	3/1
PHY 101/Lab	Introduction to Physics	3/1
PHY 111/Lab	Physics 1	4/0
PHY 112/Lab	Physics 2	4/0

Social and Behavioral Ways of Knowing

ANT 101	Physical Anthropology	3
ANT 102	Cultural Anthropology	3
CRJ 103	Introduction to Law and Justice	3
ECO 201	Principles of Macroeconomics	3
ECO 202	Principles of Microeconomics	3
HIS 101	Foundations of Europe	3
HIS 102	Modern Europe	3
HIS 111	U.S. History 1	3
HIS 112	U.S. History 2	3
POL 101	Introduction to American Government	3
POL 102	Introduction to Political Science	3
PSY 101	Introduction to Psychology	3
SOC 101	Introduction to Sociology	3
SOC 102	Social Problems	3

BUSINESS AND TECHNOLOGY

FACULTY

Frankie Adams, B&T

Julie Anderson, Web and Application Development

Don Casper, Computer Networking Technologies

Joshua Duersch, Computer Networking Technologies

Christian Godfrey, B&T, Economy

Peggy Green, B&T

Traci Harbert, Legal

Leslie Jernberg, B&T Division Manager

Laura King, Business Management

Don Williams, Information Assurance
and Cybersecurity

Basic Technical Certificate (BTC)

The BTC typically takes twelve (12) months to complete

LEGAL TECHNOLOGY

Legal Assistant

Associate of Applied Science Degree (AAS)

The AAS typically takes twenty-two (22) months to complete

Intermediate Technical Certificate (ITC)

The ITC typically takes twelve (12) months to complete

WEB AND

APPLICATIONS DEVELOPMENT

Associate of Applied Science Degree (AAS)

The AAS typically takes twenty-two (22) months to complete

Intermediate Technical Certificate (ITC)

STAFF

Collette Smith, B&T Administrative Assistant

AREAS OF STUDY

BUSINESS MANAGEMENT

Associate of Applied Science Degree (AAS)

The AAS typically takes twenty-four (24) months to complete

Intermediate Technical Certificate (ITC)

The ITC typically takes twelve (12) months to complete

COMPUTER NETWORKING TECHNOLOGY

Microsoft Computer Networking Technologies

Associate of Applied Science Degree (AAS)

The AAS typically takes twenty-four (24) months to complete

Intermediate Technical Certificate (ITC)

The ITC typically takes twelve (12) months to complete

INFORMATION ASSURANCE AND CYBERSECURITY

Associates of Applied Science (AAS)

The AAS typically takes twenty-four (24) month to complete

Intermediate Technical Certificate (ITC)

The ITC typically takes twelve (12) months to complete

The ITC typically takes ten (10) months to complete

BUSINESS MANAGEMENT

Associate of Applied Science Degree (AAS)

Intermediate Technical Certificate (ITC)

The Business Management program is designed to help students succeed in a competitive business environment while developing a rewarding career path of their choice. This program teaches the practical skills and knowledge needed to be an outstanding employee, team member, manager, and leader in a wide-range of exciting employment possibilities. The program is comprehensive. The courses address major business functions that relate to every industry. In addition, specific roles and essential abilities needed by organizations are emphasized. Students who are employed or own a company while pursuing their education often find opportunities to immediately apply newly-learned skills.

The Business Management program includes two options: a two-year Associate of Applied Science Degree in Business Management and a one-year Intermediate Technical Certificate with a focus on an area that is the student's choice.

The Associate of Applied Science degree in Business Management provides an excellent education relevant to a many career alternatives. Students develop valuable, transferable skills related to the major functions and roles in business including management, leadership, accounting, finance, marketing on the internet, sales, customer service, communications, human resources, entrepreneurship, and more. Throughout the program, students are required to use critical thinking skills as they complete projects and solve problems common in today's economy. Students gain on-the-job experience and benefit from regular application of the skills they are learning. This hands-on approach assists students as they identify their strengths, explore professional interests, and capitalize on employment opportunities.

The one-year Intermediate Technical Certificate

prepares students for a variety of workplace responsibilities. Students choose their preferred business area on which to focus, selecting coursework focused on applied accounting, marketing, entrepreneurship, or business management in general. The Intermediate Technical Certificate is ideal for students interested in acquiring their education within one year. This option also completes half of the Associate of Applied Science degree in Business Management, which is a significant benefit for students who choose to continue their education after earning the one-year certificate.

The Business Management program is an effective route for students who need flexibility. Students can attend on either a full- or part-time basis. All Business Management program courses are scheduled so that students can begin during any semester, whether they start college in the fall, spring, or summer term. With only one exception, the courses in this program do not have prerequisites therefore students have many choices when scheduling classes and completing program options. Also, both the one- and two-year program options include lab credits in order to provide another layer of support for the students.

Entrance Requirements

- Students must qualify for ENG 101 and BOT 180, or discuss qualifications with an admissions counselor.

Intended Learning Outcomes

The Associate of Applied Science degree has the following intended learning outcomes:

- Identify and explain the major functions of a successful business.
- Use technology to manage information and solve problems.
- Develop and apply leadership and management skills.
- Demonstrate professional and ethical behavior.
- Communicate effectively.
- Develop and apply fundamental accounting, marketing, and entrepreneurial skills.

The Intermediate Technical Certificate's intended learning outcomes include the first five outcomes listed above and selected portions of the sixth outcome

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above, depending on a student's choice of optional courses.

Program Costs

Students in the Business Management program can expect to spend approximately \$500 per semester on books and supplies.

Industry Testing for Certification

In accordance with the Idaho state standards for Career-Technical Education, prospective graduates are required to sit for proficiency exams at the conclusion of their program, usually in their fourth semester.

Business Management students in the AAS program option must successfully complete the A*S*K Certification Exam. A technology fee covering the cost will be assessed in the semester in which the student sits for the certification exam.

Business Management

Associate of Applied Science

- 60 credits
- Financial Aid Eligible

Semester 1

BOT 180	Financial Business Applications	3
BSN 101	Introduction to Business	3
BSN 215	Introduction to Information Science	3
ENG 101	English Composition	3
MGT 122	Business Lab I	1
MKT 103	Sales & Customer Service	3

Semester 2

BSN 250	Principles of Marketing	3
BSN 255	Leadership Dev Skills	3
COM 101	Fundamentals of Speech	3

Math	GEM-Stamped Math Course	3
MGT 123	Business Lab II	1
MGT 207	Financial Management	3

Semester 3

MGT 124	Current Topics in Business	3
MGT 125	Accounting Essentials	3
MGT 126	QuickBooks	3
MGT 216	Human Resource Management	3
MKT 120	Marketing on the Internet	3

Semester 4

BSN 261	Legal Environment of Organizations	3
ECO	Any ECO prefix	3
MGT 206	Small Business Management	3
MGT 220	Entrepreneurship & Practicum	4

Required General Education Courses

Any	Any general education course	3
BSN 255	Leadership Dev Skills	3

Credits

COM 101	Fundamentals of Speech	3	MGT 216	Human Resource Management	3
ENG 101	English Composition	3	MKT 103	Sales & Customer Service	3
Math	GEM-Stamped Math Course	3	MKT 120	Marketing on the Internet	3

Business Management

Intermediate Technical Certificate

- 31 credits
- Financial Aid Eligible

Required Courses

BOT 180	Financial Business Applications	3
BSN 101	Introduction to Business	3
BSN 215	Introduction to Information Science	3
COM 101	Fundamentals of Speech	3

Choose One of the Following Two:

MGT 122	Business Lab I	3
MGT 123	Business Lab II	1

Choose 6 Courses Below:

BSN 250	Principles of Marketing	3
BSN 255	Leadership Dev Skills	3
BSN 261	Legal Environment of Organizations	3
ECO	Any ECO prefix	3
MGT 124	Current Topics in Business	3
MGT 125	Accounting Essentials	3
MGT 126	QuickBooks	3
MGT 206	Small Business Management	3
MGT 207	Financial Management	3

Credits

COMPUTER NETWORKING TECHNOLOGIES

Associate of Applied Science Degree (AAS)

Intermediate Technical Certificate (ITC)

The Computer Networking Technologies (CNT) program offers several options for the student interested in employment in one of the most dynamic and potentially lucrative job markets in today's world economy.

The Associate of Applied Science degree (AAS) in CNT is a two-year program designed to prepare students for employment in small, medium or large environments that may consist of multiple physical locations, both local and remote, with multiple domain controllers, and include network services such as messaging, database, file and print, proxy server, firewall, the Internet, an intranet, remote access, and client computer management. Additionally, the program prepares students to gain industry recognized certifications including Microsoft, Cisco, and CompTIA.

The one-year Intermediate Technical Certificate (ITC) program provides foundational knowledge and skills necessary for entry-level CNT work as well as basic industry-recognized CNT certifications.

Industry Partners at CEI

CEI is a Microsoft IT Academy, a Cisco Networking Academy, and a CompTIA Authorized Academy.

These partnerships ensure that the instructors use industry-authorized curriculum and are qualified to teach the various CNT options as well as provide discounts on certification exams.

Entrance Requirements

- Students must qualify for COM 101 and MAT 100, or discuss qualifications with an admission counselor

- Students must meet the computer literacy proficiency described below

This program assumes an intermediate level of computer knowledge at the beginning of the program. Students may demonstrate this level of knowledge with a current IC3 certification, successfully passing BSN 215 with a grade of (B) or higher, passing the CEI Computer Literacy Exam with an 80% or higher, and/or gaining instructor permission. It is recommended that all prospective students visit with an instructor to review their particular qualifications and receive an overview of the program prior to enrollment.

Intended Learning Outcomes

- Install, configure, secure, maintain, and troubleshoot computer hardware and software
- Setup, configure secure and troubleshoot basic network hardware and services
- Implement, monitor, and maintain network servers including web servers and network applications
- Employ professional, team, and ethical behaviors that contribute to continued employability accounting for technological advances
- Design, implement, operate, and troubleshoot enterprise network and server infrastructure to meet technical and business requirements
- ITC outcomes are all of the above outcomes except for the last outcome consisting of enterprise infrastructure.

Program Costs

In addition to the registration and technology fees, a CNT student may expect to pay approximately \$650 per semester for books and supplies. Additionally, in the first semester of the

CNT program, students are required to purchase the parts for a computer, which they assemble as part of their course work. The cost for these components will run approximately between \$400 and \$1,000.

Industry Testing for Certification

Upon completion of the appropriate industry certification courses, students demonstrate proficiency by participating in the industry certification exam process including exams through Microsoft, Cisco,

and CompTIA. A testing fee is assessed to the course that directly relates to the CEI required certification exams. A list of testing fees is available from program instructors.

Microsoft Computer Networking Technologies Associate of Applied Science Degree (AAS)

- Sixty-five (65) Credits
- Financial Aid Eligible

Credits

Semester 1

BOT 151	Leadership I	1
CNT 114	Computer Essentials	4
CNT 121	Wireless LAN Administration	3
CNT 140	Linux I	3
CNT 160	Cisco I	4

Semester 2

BOT 150	Employment Strategies	1
CNT 123	Fundamentals in Network Security	3
CNT 141	Linux 2	3
CNT 150	Desktop/Client Computer Operating Systems	4
CNT 170	Cisco 2	4
COM 101	Fundamentals of Speech	3

Semester 3

CNT 224	Server 1	4
CNT 225	Server 2	4
CNT 280	Cisco 3	3
ENG 101	English Composition	3

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Choose one of the following two

MAT 143	College Algebra	3
MAT 123	Mathematics in Modern Society	3

PSY 101	Introduction to Psychology	3
SOC 101	Introduction to Sociology	3
	Any transferable general education course*	3
	<i>*ENG 102 or ENG 110 is recommended</i>	

Semester 4

BOT 216	Supervised Work Experience	3
CNT 226	Server 3	3
CNT 270	Emerging Trends in Computer Networking	3

Choose one of the following two

PSY 101	Introduction to Psychology	3
SOC 101	Introduction to Sociology	3
	Other General Education Course	3

Required General Education Courses

COM 101	Fundamentals of Speech	3
ENG 101	English Composition	3

Choose one of the following

MAT 143	College Algebra	3
MAT 123	Mathematics in Modern Society	3

Choose one of the following

**Computer Networking Technologies
Intermediate Technical Certificate (ITC)**

- Thirty-three (33) Credits
- Financial Aid Eligible

Credits

Semester 1

BOT 151	Leadership I	1
CNT 114	Computer Essentials	4
CNT 121	Wireless LAN Administration	3
CNT 140	Linux I	3
CNT 160	Cisco I	4

Semester 2

BOT 150	Employment Strategies	1
CNT 123	Fundamentals in Network Security	3

CNT 141	Linux 2	3
CNT 150	Desktop/Client Computer Operating Systems	4
CNT 170	Cisco 2	4
COM 101	Fundamentals of Speech	3

INFORMATION ASSURANCE AND CYBERSECURITY

Associate of Applied Science Degree (AAS)

Intermediate Technical Certificate (ITC)

Basic Technical Certificate (BTC)

The Information Assurance and Cybersecurity program offers several options for the student or industry professional interested in employment in this high-wage, high-demand industry.

The Associate of Applied Science Degree (AAS) in Information Assurance and Cybersecurity combines coursework from the traditional CNT program and specialized coursework to prepare for a position as an entry-level Information Security Analyst. An Information Security Analyst will plan, implement, upgrade, or monitor security measures for the protection of computer networks and information; ensure appropriate security controls are in place that will safeguard digital files and vital electronic infrastructure; and may respond to computer security breaches and viruses. In addition, the program prepares students to gain industry recognized certifications including Microsoft, Cisco, and CompTIA. AAS students must successfully complete at least the first year of the traditional CNT program before applying to be in the Information Assurance and Cybersecurity program.

The Intermediate Technical Certificate (ITC) program and Basic Technical Certificate (BTC) program are designed for current IT professionals who desire to gain the skills needed to move into Information Assurance and Cybersecurity. These degree options are taught primarily in the evening and require potential students to meet Cybersecurity entrance requirements before enrollment.

3 Industry Partners

The Information Assurance and Cybersecurity program is a Microsoft IT Academy, a Cisco Networking Academy, and a CompTIA Authorized Academy. These partnerships ensure that the instructors use industry-authorized curriculum and are qualified to teach the various CNT options as well as provide discounts on certification exams.

Entrance Requirements

- Students must qualify for COM 101 and MAT 100, or discuss qualifications with an admission counselor
- Students must meet computer literacy proficiency described below

This program assumes an intermediate level of computer knowledge at the beginning of the program. Students may demonstrate this level of knowledge with a current IC3 certification, successfully passing CIS 101 with a grade of (B) or higher, passing the CEI Computer Literacy Exam with an 80% or higher, and/or gaining instructor permission. It is recommended that all prospective students visit with an instructor to review their particular qualifications and receive an overview of the program prior to enrollment.

Intended Learning Outcomes

- Install, configure, secure, maintain, and troubleshoot computer hardware and software.
- Setup, configure secure and troubleshoot basic network hardware and services.
- Implement, monitor, and maintain network servers including web servers and network applications.
- Employ professional, team, and ethical behaviors that contribute to continued employability accounting for technological advances.
- Design, implement, operate, and troubleshoot enterprise network and server infrastructure to meet technical and business requirements.
- Design, implement, test, and evaluate software components and systems meeting given requirements
- Identify cyber threats, create strategies to locate and recover evidence, and perform forensic analysis
- Educate users about cyber threats, monitor security systems, and prepare appropriate documentation.

Program Costs

In addition to the registration and technology fees, a first-year Cybersecurity student may expect to pay approximately \$650 per semester for books and supplies. Additionally, in the first semester of the program, students are required to purchase the parts for a computer, which they assemble as part of their course work. The cost for these components will run approximately between \$400 and \$1,000.

Students in the Intermediate Technical Certificate and Basic Technical Certificate programs may expect to pay approximately \$100 for books per class.

Industry Testing for Certification

Upon completion of the appropriate industry certification courses, students demonstrate proficiency by participating in the industry certification exam process including exams through Microsoft, Cisco,

and CompTIA. A testing fee is assessed to the courses that directly relates to the CEI required certification exams. A list of testing fees is available from program instructors.

Information Assurance and Cybersecurity

Associate of Applied Science Degree (AAS)

- Sixty-five (65) Credits
- Financial Aid Eligible

			<i>Credits</i>
Semester 1			
BOT 150	Employment Strategies		1
CNT 114	Computer Essentials		4
CNT 121	Wireless LAN Administration		3
CNT 140	Linux I		3
CNT 160	Cisco I Internetworking Technologies		4
Semester 2			
BOT 151	Leadership		1
CNT 123	Fundamentals in Network Security		3
CNT 141	Linux 2		3

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CNT 150	Desktop/Client Computer Operating Systems	4	GEM Mathematical Ways of Knowing* <i>*recommended MAT 143 College Algebra</i>	3
CNT 170	Cisco 2	4	PHI 103 Ethics	3
COM 101	Fundamentals of Speech	3	GEM Social and Behavioral Ways of Knowing	3

In order for a student to move to 3rd semester classes in Information Assurance and Cybersecurity, the following entrance requirements must be met. Applications are available on the website or through Student Affairs.

Entrance Requirements

1. A+ Hardware Certification
2. Microsoft Desktop/Operating Certification
3. CCENT certification, or
4. A combination of above and instructor recommendation

Semester 3

CNT 224 Server 1	4
CNT 290 Practical Programming	3
CNT 291 Digital Forensics	3
ENG 101 English Composition	3
A GEM Mathematical Ways of Knowing* <i>*recommended MAT 143 College Algebra</i>	3

Semester 4

BOT 216 Supervised Work Experience	3
CNT 292 Intrusion Detection	3
CNT 293 Emerging Trends in Cybersecurity	4
PHI 103 Ethics	3
A GEM Social and Behavioral Ways of Knowing	3

Required General Education Courses

COM 101 Fundamentals of Speech	3
ENG 101 English Composition	3

Information Assurance and Cybersecurity

Intermediate Technical Certificate (ITC)

- Thirty (30) credits
- Financial Aid Eligible

Entrance Requirements (application available on website or through the Student Affairs Office)

1. A+ Hardware Certification
2. Microsoft Desktop/Operating Certification
3. CCENT certification, and/or
4. Industry experience as determined by CNT instructor interview or equivalent of ITC in Computer Network Technologies from an accredited college

Credits

Semester 1

CNT 224 Server 1	4
CNT 290 Practical Programming	3
CNT 291 Digital Forensics	3
COM 101 Fundamentals of Speech	3
A GEM Mathematical Ways of Knowing* <i>*recommend MAT 143 College Algebra</i>	3

Semester 2

BOT 150 Employment Strategies	1
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BOT 216 Supervised Work Experience	3	CNT 292 Intrusion Detection	3
CNT 292 Intrusion Detection	3	CNT 293 Emerging Trends in Cybersecurity	4
CNT 293 Emerging Trends in Cybersecurity	4	PHI 103 Ethics	3
PHI 103 Ethics	3		

Information Assurance and Cybersecurity

Basic Technical Certificate (BTC)

- Twenty-three (23) Credits
- Not Financial Aid Eligible

Entrance Requirements (application available on website or through the Student Affairs office):

1. A+ Hardware Certification
2. Microsoft Desktop/Operating Certification
3. CCENT certification, and/or
4. Industry experience as determined by CNT instructor interview or equivalent of ITC in Computer Network Technologies from an accredited college

Semester 1

CNT 224	Server 1	4
CNT 290	Practical Programming	3
CNT 291	Digital Forensics	3

Semester 2

BOT 216	Supervised Work Experience	3
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Credits

LEGAL TECHNOLOGIES

This program and its associated degrees and certifications are undergoing changes. Please refer to this catalog's external addendum or speak with a counselor for updates affecting this program.

Associate of Applied Science Degree (AAS)

Intermediate Technical Certificate (ITC)

Interested in the legal profession? Or perhaps in making a career change? The Legal Technology Program is an energetic, technical program designed to train students to work as a legal assistant in a variety of office settings. This program fosters strong academics and an opportunity to develop important technical and professional skills needed to advance in today's job market.

The legal program emphasizes two (2) main goals: to help students make informed career decisions and to develop essential skill sets needed to succeed in a competitive employment market. Enrollees can expect to experience high-quality instruction in an interactive learning environment that is conducive to promoting student achievement and growth. Classes are project-oriented and provide considerable hands-on learning. The program also offers a low student-teacher ratio, which permits students more individualized attention.

This exciting career field provides opportunities for graduates to seek employment in private law firms, corporations, banks, hospitals, insurance companies, government, non-profit organizations, collection agencies, and many other legal- and business-related positions.

The Associate of Applied Science degree (AAS) focuses on developing a more in-depth professional knowledge and skill-set relating to litigation practices, advance document drafting, legal research and writing. Emphasis is given to developing greater proficiency in both legal and administrative duties. The AAS

also provides a more in-depth study of the federal-state court systems, jurisdictional issues, theories of law, and implementing substantive and procedural laws. Competency objectives are demonstrated by satisfactory completion of mock simulations, projects and assignments that pattern many professional job related tasks likely to be performed on the job. This degree option also provides sufficient academic vigor to successfully prepare students to transfer to a four-year institution. Students will complete an internship to gain on-the-job experience.

The Intermediate Technical Certificate (ITC) is designed for students who wish to enter the workforce quickly. This option provides enrollees with learning office/administrative practices, legal document drafting and preparation, and learning basic legal concepts and practices. The ITC will prepare a student for entry-level administrative or secretarial employment. Courses for this degree option are the same as the courses for the AAS degree, thus a student may easily change from an ITC to AAS, if desired.

Entrance Requirements

- Students must qualify for COM 101 and MAT 100, or discuss qualifications with an admission counselor
- Students should be eligible to obtain a notary seal upon graduation

Intended Learning Outcomes

Apply analytic, critical think, research, and writing skills to fact situations with a business or legal context

Demonstrate essential employability behaviors including adaptability, attendance and punctuality, planning and organizing, and an ability to work effectively with others

Adhere to professional and ethical standards appropriate to a business or legal environment

Use effective personal, interpersonal, time and project management skills required in the (business) legal profession

Demonstrate breadth of knowledge across several disciplines in career-technical education

Technology-Select and use appropriate technological tools for personal, academic, and career tasks

Program Costs

A Legal Technology student may expect to pay approximately \$1,300 for books for the Intermediate Technical Certificate (ITC) and \$2,400 for books for the Associate of Applied Science Degree (AAS). In addition to registration and technology fees, AAS enrollees will pay an additional fee for industry testing certification. For more information about the certification exam and fee, please visit the NALS website at: <http://www.nals.org/>

Industry Testing for Certification

AAS enrollees will be required to demonstrate technical skill proficiency by participating in an industry certification process. The certification exam is administered under the direction of NALS... association for legal professionals. A fee will be assessed to the course(s) directly related to industry certification; the certification fee covers the application fee for the exam.

Program Affirmation

Member of the American Association for Paralegal Education (AAfPE)

Legal Assistant

This degree is undergoing changes. Please refer to this catalog's external addendum or speak with a counselor.

Associate of Applied Science Degree (AAS)

- Sixty-one (61) Credits
- Financial Aid Eligible

Credits

Semester 1

BOT 151	Leadership I	1
BOT 170	Business Document Processing	3

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BOT 190	Mechanics of Business Writing	3	A GEM POL Course	3
LGL 101	Introduction to Legal Assisting	3	A GEM MAT Course	3
LGL 104	Legal Document Drafting	3	A GEM Social and Behavioral	
LGL 115	Tort Law	3	Ways of Knowing Course	3
			A GEM Course	3

Semester 2

COM 101	Fundamentals of Speech	3
ENG 101	English Composition	3
LGL 110	Civil Litigation I	3
OFF 130	Data Entry-Spreadsheets	1
OFF 140	Electronic Office Concepts	3
A GEM POL Class		3

Choose one of the Following Two:

BOT 150	Employment Strategies	1
BOT 152	Leadership II	1

Semester 3

LGL 211	Civil Litigation II	3
LGL 218	Basic Legal Research	3
A GEM MAT Course		3
A GEM Social and Behavioral	Ways of Knowing Course	3
A GEM Course		3

Semester 4

LGL 208	Family Law	3
LGL 210	Internship	3
LGL 212	Criminal Law	3
LGL 217	Legal Practices	1
LGL 219	Debtor/Creditor Law: BKRPT	3

Required General Education Courses

COM 101	Fundamentals of Speech	3
ENG 101	English Composition	3

Legal Assistant

This certification is undergoing changes. Please refer to this catalog's external addendum or speak with a counselor.

Intermediate Technical Certificate (ITC)

- Thirty-three (33) Credits
- Financial Aid Eligible

Credits

Semester 1

BOT 151	Leadership I	1
BOT 170	Business Document Processing	3
BOT 190	Mechanics of Business Writing	3
LGL 101	Introduction to Legal Assisting	3
LGL 104	Legal Document Drafting	3
LGL 115	Tort Law	3

Semester 2

COM 101	Fundamentals of Speech	3
LGL 110	Civil Litigation I	3
OFF 130	Data Entry-Spreadsheets	1
OFF 140	Electronic Office Concepts	3

Choose one of the Following Two:

ENG 101	English Composition	3
A GEM POL Course		3

Choose one of the following two

BOT 150	Employment Strategies	1
BOT 152	Leadership II	1

WEB AND APPLICATION DEVELOPMENT

Associate of Applied Science Degree

Intermediate Technical Certificate

The Web and Application Development program offers two options for students interested in becoming a part of this exciting and growing career field: the Associate of Applied Science Degree (AAS) two-year program, and the Intermediate Technical Certificate one-year program. Both programs are designed to prepare students for employment by providing hands-on “job ready” competencies through courses that teach skills to build cutting edge web sites and web applications from the ground up. Students will have the opportunity to build an impressive portfolio of completed projects. The current industry certifications awarded through this program will enable students to distinguish themselves by demonstrating in-depth knowledge and expertise in a variety of web development areas.

Entrance Requirements

- Students must qualify for COM 101 and MAT 100, or discuss qualifications with an admission counselor
- Students must meet computer literacy proficiency described below

This program assumes an intermediate level of computer knowledge at the beginning of the program. Students may demonstrate this level of knowledge with a current IC3 certification, successfully passing BSN 215 with a grade of “B” or better, passing the CEI Computer Literacy Exam with an 80% or better, and/ or gaining instructor permission. It is recommended that all prospective students visit with an instructor to review their particular qualifications

and receive an overview of the program prior to enrollment.

Both programs focus on an in-depth coverage of web and application development that covers current markup language, style sheets and scripting languages, web and application development tools, current web design, database skills, and query languages. Students will also practice soft skills needed to work successfully with clients, administration, and co-workers In addition to the skills listed above, Associate of Applied Science (AAS) students will also have the opportunity to complete an internship to demonstrate industry work experience. AAS students will go in-depth with client and server-side programming to create web projects with dynamic content. AAS students will also learn how to successfully market the web sites they create and will have the opportunity to obtain industry certifications, learn about mobile application development, and the very latest in emerging technologies of the internet.

Intended Learning Outcomes

- Demonstrate knowledge, skills, and proficiency in a variety of current web development tools and techniques including graphics, web authoring, style sheets, markup languages, scripting languages, and database management
- Create, deploy, and maintain effective, usable, appealing, and engaging websites and applications by applying current industry standards including current design, layout, and development principles and using proper coding practice
- Demonstrate work readiness through industry work experience and in-class, independent, and team projects using web development, communication, time-management, organization, prioritization, and customer/client service skills
- Demonstrate a knowledge of the business environment in regards to web development including e-commerce, web marketing, necessary security measures, ethical standards, copyright standards, and working seamlessly with all areas of the business hierarchy

Program Costs

In addition to the semester registration fees, a Web and Application Development student can expect to spend approximately \$800 on books and \$200 for software and web hosting services per semester.

Students find having a personal laptop computer while attending the Web and Application Development program is beneficial for academic use. Specification guidelines can be obtained through the Web and Application Development program manager or Student Services.

BOT 153	Leadership and Employment	2
CIS 245	Web Application Development	3
CIS 238	Database Driven Applications	3
MKT 120	Marketing on the Internet	3
PSY/SOC	Any PSY/SOC prefix course	3

Industry Testing for Certification

Upon completion of the appropriate industry certification courses, students demonstrate proficiency by participating in the industry certification exam process. A testing fee is assessed to the course that directly relates to the CEI required certification exam

Semester 4

Any GE	Any general education course	3
BOT 216	Supervised Work Experience	3
CIS 244	Modern Device Applications	3
CIS 249	Industry Trends	3
ENG 101	English Composition	3

Web and Application Development

Associate of Applied Science Degree

- 60 credits
- Financial Aid Eligible

Required General Education Courses

Any GE	Any general education course	3
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Semester 1

CIS 110	Basics of Web Development	3
CIS 110L	Basics of Web Dev-Lab	1
CIS 121	Graphic Design Fundamentals	3
CIS 140	Software and Systems	3
CIS 146	Beginning Programming	3
COM 101	Fundamentals of Speech	3

Semester 2

BSN 250	Principles of Marketing	3
CIS 147	Tools for Web Development	3
CIS 148	Data Management	3
CIS 241	Advanced Web Development	3
MAT --	Any GEM math	3

Semester 3

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BSN 250	Principles of Marketing	3	BSN 250	Principles of Marketing	3
COM 101	Fundamentals of Speech	3	CIS 147	Tools for Web Development	3
ENG 101	English Composition	3	CIS 148	Data Management	3
MAT	Any GEM math	3	CIS 241	Advanced Web Development	3
PSY/SOC	Any PSY/SOC prefix course	3	MAT	Any GEM math	3

Web and Application Development

Intermediate Technical Certificate

- 30 credits
- Financial Aid Eligible

Credits

Semester 1

CIS 110	Basics of Web Development	3
CIS 110L	Basics of Web Dev-Lab	1
CIS 121	Graphic Design Fundamentals	3
CIS 140	Software and Systems	3
CIS 146	Beginning Programming	3
COM 101	Fundamentals of Speech	3

Semester 2

HEALTH PROFESSIONS

FACULTY

Matthew Douglass, Practical Nursing
Regan Fregoso, Practical Nursing/Registered Nursing
Chris Gardner, Surgical Technology
Catherine George, Practical Nursing
John Detwiler, Radiation Safety
Connie Hobbs, Clinicals
Aimee Johnson, Medical Assisting
Thomas Maxfield, Registered Nursing
Jeff Olaveson, Prerequisites
Raeleen Roberts, Dental Assisting
Angela Sackett, Prerequisites
Lynette Sharp, RN
Jodene Trimble, Practical Nursing

STAFF

Kathleen Nelson, Division Manager
Holly Woodcock, CNA Coordinator

Workplace research shows that one of the most rapidly growing areas of employment is health care. College of Eastern Idaho's Health Professions Division is a combined group of programs consisting of Certified Nursing Assistant (CNA), Dental Assisting (DTL), Medical Assisting (MA), Practical Nursing (PN), Radiation Safety (RDS), Registered Nursing (RN) and Surgical Technology (SRT). These programs provide students with the knowledge and skills that enable them to join other professionals in this expanding career field. Students may take some courses in the Health Professions Division prior to declaring a major field of study.

Students are subject to the policies of the program they select. They will be given a policies and procedures manual at the beginning of the professional portion of the program and will be required to sign a document of understanding. Credit for prior experiential learning will not be granted.

A criminal background check is required to meet clinical practicum site requirements. History of a misdemeanor or felony involving moral turpitude may render the student not eligible or they may experience difficulty becoming licensed, certified, or registered and in finding employment in health care. It is recommended that prior to enrollment the applicant contact the appropriate state and/or national regulatory agency.

All Health Professions Division students, regardless of program, must provide documentation of the following current immunizations:

- Diphtheria, Pertussis, Tetanus (DPT)
- Mumps, Measles, and Rubella (MMR) or two vaccinations of Measles and Rubella
- Hepatitis A and
- Hepatitis B series (completed)
- Polio Proof of Varicella vaccination or titer result
- Proof of an annual TB skin test/Chest x-ray/blood titer
- Documentation of health insurance

AREAS OF STUDY

Certified Nursing Assistant

License

Typically takes between two to four (2-4) months to complete

(Non-credit vs Credit courses)

Dental Assisting

Intermediate Technical Certificate (ITC)

Typically takes twelve (12) months to complete

Medical Assistant

Associate of Applied Science Degree (AAS)

Typically takes twenty-four (24) months to complete

Practical Nursing

Intermediate Technical Certificate (ITC)

May take up to twenty-four (24) months to complete

(depending on pre-requisite options and semester enrollment)

Radiation Safety

Intermediate Technical Certificate (ITC)

Typically takes twelve (12) months to complete

Registered Nursing

Associate of Applied Science Degree (AAS)

Typically takes twenty-four (24) months to complete

(does not include pre-requisites)

Surgical Technology

Associate of Applied Science Degree (AAS)

Typically takes ten (10) months to complete

(does not include pre-requisites)

CERTIFIED NURSING ASSISTANT

- Five (5) months to complete
- Four (4) Credits
- Not Financial Aid Eligible (except for students who have been accepted into the pre-requisite portion of a health-care program)

The CNA program curriculum follows the state and federal requirements for nursing assistants. It is designed to provide behavioral learning objectives for learners on basic competencies. It contains didactic classroom objectives and skills objectives in a lab setting. In addition to the classroom and lab hours, thirty-two (32) hours of clinical experience completed in skilled nursing facilities in the region are required. The clinical portion of the course must be successfully completed during the same term as the lecture/lab. Clinicals will begin at 5:45 a.m. and section specific schedules will be discussed in class. Successful completion of the course requires a minimum of 80% on tests and classroom objectives and 100% on lab and clinical objectives. After passing the class, students are eligible (for a fee) to test for the state skills exam and then the state written exam. Students have six months after passing the class to pass the skills exam and another six (6) months to pass the written exam. Each exam may be taken three (3) times with payment each time. If the student does not pass both exams within that time frame, they are required to retake the course again before being allowed to sit for either of the state exams. Health Care Provider CPR certification will be administered during the class.

Entrance Requirements

Students must be at least 16 years of age in order to be eligible to register. In addition, students need to be aware that most facilities will not hire until age 18. Note that all tattoos must be covered and only one set of earrings in each ear may be worn. No other visible piercings will be allowed in class or clinicals.

Within the first two (2) weeks of class students will need to provide proof of:

- The first in the series of Hepatitis B vaccine
- A current negative TB (tuberculosis) skin test. If the results are positive, the student must provide proof of a negative chest x-ray within the last six (6) months
- Background check is required at no charge – more information will be given on the first day of class
- Students will need their own stethoscope and blood pressure kit. They will also be required to wear scrubs to all class meetings and clinical rotations. Further dress code rules will be discussed in class.

Intended Learning Outcomes

Upon completion of this course the student will be able to:

- Discuss and understand the roles and responsibilities of the nursing assistant in Idaho
- Demonstrate basic competencies required of nursing assistants in the State of Idaho
- Demonstrate the knowledge required to pass the required Idaho State manual skills and written exam

DENTAL ASSISTING

Intermediate Technical Certificate (ITC)

The Dental Assisting (DTL) program at College of Eastern Idaho consists of classroom training, clinical skills training, and clinical experience in area dental offices. The program's curriculum follows Idaho State Board of Dentistry guidelines. The curriculum provides the training necessary to become an integral part of the dental profession and offers the student supervised training to become a dental assistant. With this education and two (2) years of clinical experience, graduates may sit for the National Certified Dental Assistant (CDA) exam.

Intended Learning Outcomes

- Demonstrate competency in basic dental assistant skills in a proficient and safe manner when working with patients, families, and communities while being nonjudgmental of cultural, religious, and ethnic differences
- Demonstrate competency in performing front office skills for entry level dental assistants

- Demonstrate effective verbal, non-verbal, written and technological communication utilizing appropriate terminology during interactions with patients, families, and dental health care team members
- Demonstrate accountability, professional values, and ethical behavior within the scope of practice of a dental assistant and the policies and procedures of the employing institutions
- Be Idaho certified in expanded functions for dental assistants
- Acknowledge that dental assisting is dynamic and requires life-long learning

Entrance Requirements

- GAIN/ALEKS or other Placement Test
- Advising with program director
- Background check
- Completion of entry packet, after orientation (between April and May)
- Dental exam
- Documentation of the following current immunizations are required:
 - Diphtheria, Pertussis, Tetanus (DPT)
 - Mumps, Measles, and Rubella (MMR) or two vaccinations of Measles and Rubella
 - Hepatitis A
 - Hepatitis B series (completed)
 - Polio Proof of Varicella vaccination or titer result
 - Meningococcal
 - Proof of an annual TB skin test
 - Documentation of health insurance

No facial or oral piercings will be allowed in the classroom, clinical sites or lab area. One set of stud earrings may be worn in each ear. Individuals with visible tattoos are required to have the tattoos covered while in class, clinical sites and labs. (Students with visible tattoos may experience difficulty in finding employment in area dental offices.) Students will be required to wear scrubs to class and clinicals.

Program Continuation Requirements

- All core courses must be passed with a minimum of a 75% (C), and must be passed consecutively before continuing on to the next course.
- All program (DTL) courses must be passed with a minimum of a 75% (C), and must be passed consecutively before continuing on to the next course.

Program Costs

In addition to the semester registration fees, a Dental Assisting student may expect to spend an approximate total of \$2,000 on books, supplies, liability insurance, CPR, first aid, dental conventions and Dental Assisting National Board (DANB) and/or National Occupational Competency Testing Institute (NOCTI) program exit assessments.

Graduates are required to sit for proficiency exams at the conclusion of their program. Information regarding costs and dates for the exams will be posted in the online Catalog and available from the program instructor(s).

Dental Assisting

Intermediate Technical Certificate (ITC)

- Thirty-eight (38) Credits
- Financial Aid Eligible

Credits

Semester 1

DTL 121	Orientation to Dental Assisting/ Office Management	2
DTL 124	Basic Dental Sciences & Medical Situations	3
DTL 125	Dental Operatory Procedures	4
DTL 126	Dental Radiology	4
DTL 129	Dental Biology	2
HCT 100	Introduction to Health Professions	2

Semester 2

DTL 127	Dental Clinical	2
DTL 128	Dental Specialties	4
DTL 131	Dental Lab Materials & Expanded Functions	
ENG 101	English Composition	3
PSY 101	Introduction to Psychology	3

Summer Term

DTL 132	Supervised Work Experience	6
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MEDICAL ASSISTANT

Associate of Applied Science Degree (AAS)

The Medical Assistant (MA) program prepares graduates to assist physicians in outpatient settings performing administrative and/or clinical tasks. Medical Assistants are multi-skilled, allied health workers who perform a variety of skills assisting physicians with patient care.

Intended Learning Outcomes

- Demonstrate the importance of maintaining a high degree of professionalism in the Medical Assisting field, at all times and in all situations.
- Demonstrate effective written and oral communication skills
- Practice within the ethical and legal codes of the Medical Assisting field
- Demonstrate entry-level clinical skills of Medical Assisting
- Demonstrate entry-level administrative skills of Medical Assisting
- Acknowledge the need for continuing education for personal and professional development and reflect the changing nature of healthcare

College of Eastern Idaho's Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon recommendation of the Medical Assisting Educators Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs

1361 Park Street

Clearwater, FL 33756

727-210-2350

(www.caahep.org)

All graduating students of the Associate of Applied Science (AAS) degree program are eligible and required to sit for the AAMA Certification Examination, and upon passing the examination the individual earns the Certified Medical Assistant (CMA) credential.

Entrance Requirements

- Application
- Letter of Intent
- Must be in final semester of prerequisites
- College readiness date assigned by the Healthcare Admission Counselor
- Documentation of the following required:
 - Mumps, Measles, and Rubella (MMR) titers
 - Hepatitis B series (3 vaccines completed)
 - Hepatitis A series (2 vaccines completed)
 - Diphtheria, Pertussis, Tetanus (Tdap)
 - Background check
 - Documentation of health insurance is required

The following tests are not required until acceptance in to the program:

- Physical exam
- Drug screen
- Flu Shot

Submit Admission Packet prior to deadline date. Packet information is available on the College website. Incomplete packets will not be considered for entrance into the professional part of the program. The MA program has a limited number of spaces based on the number of externship sites available.

Program Continuation Requirements

- All core and program specific courses must be passed with a minimum of 75% (C), or higher and must be passed consecutively before continuing on to the next courses.
- Credit for prior experiential earning will not be granted.

Program Costs

In addition to the registration fees, students can expect to spend approximately \$2,000 on books, supplies and miscellaneous fees. Graduates are required to sit for national proficiency exams at the conclusion of their program. Information regarding costs and dates for the exams will be available from the program instructor(s).

Medical Assistant

Associate of Applied Science Degree (AAS)

- Sixty-one (61) Credits
- Financial Aid Eligible

Prerequisites must have a minimum 75% (C) grade.

To be completed prior to entering the professional component of the program:

Prerequisites

ENG 101	English Composition	3
HCT 100	Introduction to Health Professions	2
MAT 123	Mathematics in Modern Society	3
BIO 227	Human Anatomy and Physiology I	4
BIO 227L	Human Anatomy and Physiology I Lab	0
BIO 250	General Microbiology	3
BIO 250L	General Microbiology Lab	1
BIO 228	Human Anatomy and Physiology II	4
BIO 228L	Human Anatomy and Physiology II Lab	0
COM 101	Fundamentals of Speech	3
HCT 101	Medical Terminology	2

Choose one of the following

PSY 101	Introduction to Psychology	3
SOC 101	Introduction to Sociology	3

Professional Program Fall Semester

HCT 105	Phlebotomy	2
HCT 109	Medical Ethics	2
HCT 135	Introduction to Pharmacology	3
MAS 121	Beginning Admin Skills for Med Assist	4
MAS 122	Beginning Clinical Skills for Med Assist	4

Professional Program Spring Semester

MAS 120	Diseases of the Human Body	2
MAS 205	Administration of Medications	2
MAS 221	Advanced Admin Skills for Med Assist	4
MAS 222	Advanced Clinical Skills for Med Assist	4

Professional Program Summer Term

MAS 210	Externship II	6
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PRACTICAL NURSING

Intermediate Technical Certificate (ITC)

- May take up to twenty-four (24) months to complete (depends on pre-requisite options and semester enrollment)

The Practical Nursing (PN) program is operated with the approval of the State Board of Nursing. The student must graduate with an Intermediate Technical Certificate (ITC) and will be required to pass a state licensure examination to become a Licensed Practical Nurse (LPN).

Practical nurses are integral members of the health care team who care for the sick, injured, convalescent, and disabled under the direction of physicians and registered nurses. Practical nurses assess clients for educational, physiological, psychosocial, comfort, and safety needs; assist in planning and coordinating care; and gathering data. They provide basic bedside care, take vital signs, do dressings and treatments, insert catheters, collect samples from clients for testing, perform routine lab tests, administer prescribed medications, and start intravenous fluids. Some experienced LPN's supervise unlicensed assistive personnel.

All students enrolled in the Practical Nursing (PN) program or Registered Nursing (RN) program are required to complete required clinical hours in various clinical settings. Students must be of sound mind and physical strength to safely complete required hours. Due to clinical requirements, students are required to have yearly physical exams to verify their mental and physical well-being. Students will also be required to have yearly background checks to fulfill clinical requirements as well as other mandatory documents.

Intended Learning Outcomes

Graduates will through the use of therapeutic communication skills, demonstrate effective verbal, non-verbal, written and technological communication, in both professional and interpersonal relationships in a variety of healthcare settings

Graduates will demonstrate competency in basic nursing skills utilizing critical thinking in applying the

nursing process in a compassionate and caring manner during interactions with the client, families, and communities while being nonjudgmental of cultural, religious, and ethnic differences

Graduates will demonstrate competent and safe nursing skills and requisite knowledge necessary for the entry level practical nurse utilizing the nursing process, evidenced based practice, and the Practical Nurse (PN) scope of practice

Graduates will acknowledge that nursing is dynamic and is a profession where personal growth is ongoing and requires active lifelong learning

Graduates will demonstrate accountability, professional values, and ethical behavior within the scope of practice of the state Nurse Practice Act (NPA) and the policy and procedures of the employing institutions

Graduates will demonstrate an entry level ability to problem solve, organize, prioritize, and make clinical judgments in a variety of healthcare settings while working as a member of an interdisciplinary health care team

Graduates will demonstrate proficiency in performing nursing skills that meet client needs while providing cost-effective and appropriate care

Prerequisite Entrance Requirements

- Meet all College admission requirements
- Placement test
- A limited number of students will be admitted each year.

Professional Program Entrance Requirements

- A minimum individual composite score of sixty (60) or higher on the Test for Essential Academic Skills (TEAS V) exam*
 - (TEAS Exam may be taken a maximum of two (2) times. If a second attempt is necessary, it must be taken within two (2) years of the first attempt.)
- Applicants who complete all prerequisite courses with a 75% (C) or higher and have fulfilled all of the other entrance requirements are eligible to continue into the nursing program
- Completion of all admission requirements does not ensure

acceptance into the professional program

- A limited number of applicants are accepted into the program twice each year, fall and spring semesters
- Candidates for admission are selected based on available space and the College readiness date assigned by a Healthcare Admissions Counselor
- Those not selected will be required to reapply the following application period In addition to the requirements for all health care programs, the applicant must have:
 - Practical Nursing Application packet submitted by deadline
 - Documentation of current CNA certification or completion of HCT 118 with initial certification
 - Proof of Immunizations
 - Background check done through the site approved by the College

Program Continuation Requirements

- All program courses with an NRS prefix must be passed with a minimum of 75% (C) and proficiency testing at a pre-determined level.
- Courses with an NRS prefix must be passed consecutively prior to continuing on to the next course.
- A failed course with an NRS prefix will result in dismissal from the program.

Program Costs

In addition to the registration fees, a Practical Nursing student can expect to spend an approximate total of \$4,500 on books, uniforms, supplies, HESI (Health Education Systems, Inc.) and other testing fees, NCLEX application, and graduation. For further information refer to the nursing student handbook.

Practical Nursing

Intermediate Technical Certificate (ITC)

- Thirty-eight to forty-seven (38-47) Credits
- Financial Aid Eligible

Prerequisite Component

To be completed prior to entering the professional component of the program:

	<i>Credits</i>
HCT 118 or CNA Certified Nurse Assistant Training	0-4
ENG 101 English Composition	3
HCT 101 Medical terminology	2
HCT 103 Fundamentals of Human Anatomy & Physiology	3
MAT 112 Mathematics for Health Professions	3

OR

Recommended for Students who want to advance to RN program.

HCT 118 or CNA Certified Nurse Assistant Training	0-4
ENG 101 English Composition	3
HCT 101 Medical terminology	2
BIO 227 Human Anatomy & Physiology I	4
BIO 227L Human Anatomy & Physiology I Lab	0
BIO 228 Human Anatomy & Physiology II	4
BIO 228L Human Anatomy & Physiology II Lab	0
MAT 108 Intermediate Algebra	3

Professional Component

To be completed in two (2) semesters

Fall Semester

NRS 117	Essential Fundamentals of Nursing	4
NRS 117L	Essential Fundamentals of Nursing Lab	2
NRS 107	Introduction to Pharmacology	3
NRS 143	Foundations of Medical/Surgical Nursing I	5
HCT 125	Nutrition for Health Care Professionals	1

Spring Semester

NRS 144	Foundations of Mental Health Nursing	2
NRS 207	Introduction to Maternal/Child Nursing	3
NRS 230	Leadership for the Practical Nurse	2
NRS 243	Foundations of Medical/Surgical Nursing II	5

RADIATION SAFETY

Intermediate Technical Certificate (ITC)

Intended Learning Outcomes

- Know and apply radiation safety fundamentals and work safely to protect self and others
- Employable as a well-trained, and professional radiation safety technician
- Advocate for the nuclear power industry
- Communicate effectively through listening, speaking, and writing
- Promote and participate in improving Radiation Safety applications

This thirty-eight (38) credit Technical Certificate program teaches entry-level skills required for employment in the nuclear industry. Students entering this program must have elevated aptitudes in mathematics and science. In addition to the semesters of focused classroom and lab instruction, during the summer term, students will attend practical hands-on supervised work experience at the Idaho National Laboratories (INL) and/or other facilities where students will be required to maintain at least a (C-) in each course to continue to the next semester/term. Program instructional components will be provided in the areas of radiation protection, radiation detection and instrumentation, communications in radiological safety, practical radiation survey techniques, nuclear plant systems, and radiological chemistry. Entry into RDS-111-Supervised Work Experience is dependent on successful completion of all other Radiation Safety program courses.

Graduates of the Radiation Safety Program will possess the skills, knowledge, and field-based training necessary to gain employment as entry-level technicians in this rewarding occupation. Qualified radiation safety technicians may be employed at Department of Energy (DOE) National Laboratories, Nuclear Regulatory Commission (NRC) commercial nuclear power plants, dosimetry laboratories, medical facilities, accelerators, and university research facilities that work with radioactive materials.

Program Costs

In addition to the semester registration fees, students can expect to spend approximately \$950 on textbooks and instructional materials. A respirator fit test physical may be required. Information regarding costs and dates for the exams will be posted in the online Catalog and available from the program counselor(s).

Radiation Safety

Intermediate Technical Certificate (ITC)

- Thirty-eight (38) Credits
- Financial Aid Eligible

Semester 1

ENG 101	English Composition	3
MAT 108	Intermediate Algebra	3
RDS 101	Basic Radiation Protection Principles	5
RDS 102	Inter. Radiation Protection Principles	5
RDS 103	Inter. Radiation Protection Principles Lab	1

Credits

Semester 2

ESH 102	40-Hour OSHA HAZWOPER Training	1
REL 104	Communications in Radiological Safety	2
REL 107	Nuclear Components and Plant Systems	1
RDS 104	Advanced Radiation Protection Principles	5
RDS 104L	Adv. Radiation Protection Principles Lab	1
RDS 106	Basic Radiological Chemistry	1
RDS 109	Nuclear Regulatory Practices	1

Choose one of the following

PSY 101	Introduction to Psychology	3
SOC 101	Introduction to Sociology	3

Summer Term

RDS 111	Supervised Work Experience	6
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REGISTERED NURSING (ADN)

Associate of Applied Science Degree (AAS)

- Typically takes twenty-four (24) months to complete (does not include pre-requisites)

Enrollment in the Associate Degree Nursing Program (ADN) is limited. Because of the number of applicants, completion of all admission requirements does not ensure acceptance into the program. Candidates for admission are selected from a pool of qualified applicants using a point-based process.

The ADN program is operated with the approval of the State Board of Nursing. The student graduates with an Associate of Applied Sciences degree (AAS) in nursing and is required to pass a state licensure examination (RN-NCLEX) to become a licensed registered nurse.

Students will expand their skills and knowledge in all areas of nursing with a focus on critical thinking and preparation to provide independent and holistic quality nursing care.

When students are accepted into the Registered Nursing (RN) program they must graduate under the Catalog in effect at the time of their admission to that program or a subsequent Catalog.

All students enrolled in the Practical Nursing (PN) program or the RN program are required to complete required clinical hours in various clinical settings. Students must be of sound mind and physical strength to safely complete required hours. Due to clinical requirements, students are required to have yearly physical exams to verify their mental and physical well-being. Students will also be required to have yearly background checks to fulfill clinical requirements as well as other required documents.

Intended Learning Outcomes

Demonstrate patient-centered care in the clinical setting. The student will practice effective verbal and nonverbal communication techniques and demonstrate therapeutic relationships with patients and families by providing patient advocacy, effective communication, compassion, and patient and family involvement.

Apply and integrate clinical reasoning, critical thinking, and EBP with assessment skills to ensure safe quality nursing to patients and families that contribute to their optimum level of functioning and health. Competently demonstrate ongoing nursing knowledge and technical skills in a variety of healthcare settings and value the importance of life-long learning recognizing that health care is ever evolving and changing and develop ways they contribute to improve patient care, current practice, and his/herself. Practice professional behavior in the clinical setting. The student will model attributes of professional learning in all areas of their practice, demonstrate leadership roles, and adhere to legal and ethical codes in the profession of nursing. Student will assume responsibility and accountability for their practice in nursing as defined by the Idaho Nurse Practice Act.

Professional Program Entrance Requirements

In addition to the requirements for all health care programs, the applicant must:

- Be accepted as a student in good standing at College of Eastern Idaho
- Complete all prerequisite courses with a grade of 75% (C) or higher and a 85% (B) or higher in BIO 227 and BIO 227L with a 2.7 Overall GPA
- TEAS test score of 62% or higher, upon entrance into the Professional Program
- Completion of CNA, LPN, or another healthcare certification by petition
- Complete Associate Degree nursing program application
- Provide proof of immunizations
- Background check done through a site approved by the College
- Completion of all admission requirements does not ensure acceptance into the professional program
- A limited number of applicants are accepted into the program twice each year, fall and spring
- Candidates for admission are selected based on available space and a competitive selection process

- Those not selected will need to reapply the following application period
- A failed course with an ARN prefix will result in dismissal from the program

Program Continuation Requirements

All program specific courses must be passed with a minimum of 75% (C), a 75% (C) test average and must be passed consecutively before continuing on to the next course.

Program Costs

In addition to the registration fees, a Registered Nursing (RN) student can expect to spend an approximate total of \$6,000 on books, uniforms, supplies, criminal background check, HESI and other testing fees for the entire program. Graduates are required to sit for proficiency exams at the conclusion of their program. Information regarding costs and dates for the exams will be posted on the students' syllabus.

Registered Nursing (ADN) Associate of Applied Science Degree (AAS)

- Sixty-eight to seventy-two (68-72) credits
- Financial Aid Eligible

Prerequisites

HCT 118 or
CNA Certified Nurse Assistant Training 0-4

OR

CNA Certification

ENG 101	English Composition	3
BIO 227	Anatomy & Physiology I	4
BIO 227L	Anatomy & Physiology I Lab	0
BIO 250	General Microbiology	3
BIO 250L	General Microbiology Lab	1

Choose one of the following

MAT 253	Elementary Statistics	4
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All other general education courses can be completed as part of the professional program

Professional Program

Credits

Semester 1

*ARN 100	Foundations of Nursing Practice	4
*ARN 100L	Foundations of Nursing Practice Lab	2
ARN 120	Nursing Pharmacology	3
HCT 125	Nutrition for Health Professionals	1
BIO 228	Anatomy & Physiology II	4
BIO 228L	Anatomy & Physiology II Lab	0

Semester 2

ARN 130	Advanced Foundations of Nursing Practice	2
ARN 130L	Advanced Foundations of Nursing Practice Lab	1
ARN 150	Fundamental Concepts of Medical/Surgical Nursing	3
ARN 160	Fundamental Concepts of Medical Surgical/Nursing Clinical	3
PSY 101	Introduction to Psychology	3
OR		
SOC 101	Intro to Sociology	3
ENG 102	Critical Reading & Writing	3

Semester 3

ARN 200	Advanced Concepts of Medical/Surgical Nursing	4
ARN 210	Advanced Concepts of Medical/Surgical Nursing Clinical	3
ARN 220	Mental Health Nursing Principles	3
COM 101	Fundamentals of Speech	3

Semester 4

ARN 240	Maternal and Pediatric Nursing Essentials	3
ARN 250	Maternal and Pediatric Nursing Essentials Clinical	2
ARN 260	Integration of Professional Nursing	2
ARN 270	Critical Reflections Clinical Capstone	2

Choose one of the following

ENG 110	Introduction to Literature	3
	Equivalent Humanities	3

**Students who have successfully completed an LPN Program may challenge ARN 100 and ARN 100L for a \$150 Challenge Fee. This fee consists of a \$90 course challenge fee, \$35 written exam fee, and a \$25 skills lab fee.*

SURGICAL TECHNOLOGIES

Associate of Applied Science Degree (AAS)

- Ten (10) months to complete
(does not include pre-requisites)

Surgical technologists are allied health professionals, who are an integral part of the team of medical practitioners providing surgical care to patients. Surgical technologists work under the supervision of a surgeon to facilitate the safe and effective conduct of invasive surgical procedures, ensuring that the operating room environment is safe, that the equipment functions properly, and that the operative procedure is conducted under conditions that maximize patient safety. Surgical technologists possess expertise in the theory and application of sterile and aseptic technique and combine the knowledge of human anatomy, surgical procedures, and implementation tools and technologies to facilitate a physician's performance of invasive therapeutic and diagnostic procedures. (Association of Surgical Technologists' Recommended Standards of Practice)

Intended Learning Outcomes

- Provide a safe, efficient, and supportive environment for the surgical patient
- Demonstrate accountability and professional values
- Follow and demonstrate the principles of surgical asepsis
- Recognize normal and pathological anatomy and physiology to individualize surgical patient care
- Demonstrate the methods of care and handling of surgical instruments and equipment according to each surgical specialty
- Communicate effectively with the surgical team
- Demonstrate effective critical thinking skills
- Understand the need to be life-long learners

Accreditation

Accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) under the direction of the Accreditation Review Council

on Education in Surgical Technology and Surgical Assisting (ARC-STSA). The Surgical Technology Program awards all graduating students an Associate of Applied Science (AAS) Degree rendering them eligible to sit for the Surgical Technologist National Certification Exam which is given as the exit exam. This purpose is to determine through examination, if an individual has acquired both theoretical and practical knowledge of surgical technology.

Prerequisite Entrance Requirements

- Meet all College admission requirements

Professional Program Entrance Requirements

- Surgical Technology packet submitted by the deadline.

Incomplete packets will not be considered for admission.

Proof of immunizations and background checks can be time sensitive. See the CEI website for more information.

- The program has a limited enrollment based on clinical practicum availability.
- Complete all prerequisite courses with a minimum grade of (C) or higher.
- Selection is based on cumulative pre-requisite GPA.
- Writing sample. In the event the applicants have equal GPAs, the writing sample would be scored and used as a tie-breaker.

Program Continuation Requirements

All professional component specific courses must be passed with a minimum of C (75%), and must be passed consecutively before continuing on to the next courses.

Program Costs

In addition to the registration fees, a Surgical Technology (SRT) student can expect to spend approximately \$2,000 on books, supplies, testing, and miscellaneous costs while completing the SRT Associate of Applied Science Degree. Graduates are required to sit for a proficiency exams at the conclusion of the program. Information regarding costs and dates for the exams will be posted in the online Catalog and available from the program instructor(s).

Student Work Policy

All student activities associated with the curriculum, especially while students are completing clinical rotations, will be educational in nature. Students will not receive any monetary remuneration during this educational experience, nor will the student be substituted for hired staff personnel within the clinical institution, in the capacity of a surgical technologist.

Surgical Technology

Associate of Applied Science Degree (AAS)

- Sixty-two (62) Credits
- Financial Aid Eligible

There are online portions as well as in-class instruction Prerequisites to be completed prior to entering the professional component of the program:

Prerequisites

BIO 250	General Microbiology	3
BIO 250L	General Microbiology Lab	1
BIO 227	Human Anatomy and Physiology I	4
BIO 227L	Human Anatomy and Physiology I Lab	0
BIO 228	Human Anatomy and Physiology II	4
BIO 228L	Human Anatomy and Physiology II Lab	0
COM 101	Fundamentals of Speech	3
ENG 101	English Composition	3
HCT 101	Medical Terminology	2
MAT 123	Mathematics in Modern Society	3

Choose one of the following

PSY 101	Introduction to Psychology	3
SOC 101	Introduction to Sociology	

Professional Program Component 3

SRT 101	Operating Room Techniques I	4
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SRT 102	Surgical Procedures I	4
SRT 103	Preparation of the Surgical Patient	3
SRT 104	Clinical Practicum	5
SRT 105	Pharmacology for the Surgical Technologist	2

Semester 4

SRT 201	Operating Room Techniques II	4
SRT 202	Surgical Procedures II	4
SRT 204	Advanced Clinical Practicum	8

TRADES AND INDUSTRY

FACULTY

Darryl Brookover, Light Duty Diesel

Stacy Freeman, Welding

Lane Jones, Machine Tools

Don Martin, Heavy Duty Diesel

Lorin McArthur, Energy Systems

Colby Park, Automotive

David Parsons, Machine Tools

Corey Shurtliff, Welding

Bill Swenson, Automotive

STAFF

Kent Berggren, Division Manager

Wilma Scott, Financial Support Technician

The Trades and Industry Division is designed to meet the demand for trained entry level automotive and diesel technicians, machinists, and welders as well as the Energy Systems Technology (EST) Program which provides the “core” electronics curriculum that makes up the first year (equivalent to ten months of coursework) of a two year Associate Degree in one (1) of two (2) areas of the ESTEC program offered at Idaho State University (ISU).

These programs provide training using the latest competency based curriculum and practical hands-on experience.

Automotive (AT), Heavy Duty Diesel (HD) and Light Duty Diesel (LD) students will spend approximately two (2) hours per day in the classroom and 4 ½ hours per day performing hands-on training in the labs.

AT, HD and LD diesel technicians are needed to repair, service, and overhaul a variety of automotive, light duty trucks, construction, industrial, farm, and trucking industry machines.

AT, HD, and LD technicians use complex problem solving skills to perform routine maintenance and diagnostic repairs. It is recommended that applicants

possess strong computer skills prior to enrolling in the program. Technicians in training will utilize and build their mechanical aptitudes as well as strong computer and math skills. Successfully employed technicians may be required to test drive vehicles, to confer with customers, to complete repair orders, and to work in areas where they may be required to bend, stoop, stretch, twist, lift, and/or reach as needed.

The State of Idaho and College of Eastern Idaho have adopted the nine (9) Automotive Service Excellence (ASE) areas as guidelines for our Automotive and Light Duty Diesel programs (Automobile & Light Truck A1 -A9) and eight (8) ASE service areas (Medium- Heavy Truck T1 – T8) for our Heavy Duty Diesel programs. All instructors in the Automotive and Diesel programs are ASE Master certified.

Upon successful completion of the theory portion of the courses, the student will complete the practical experience for those courses. Troubleshooting and repair experiences will be performed on mock-ups and live work projects in the College lab as they are available. Our students are trained to meet ASE certification standards.

Program Costs

In addition to the semester registration fees and mandatory health insurance:

- Automotive, Diesel and Light Duty Diesel students can expect to spend approximately \$4,000 per program for text books and tools in addition to a \$55 coverall rental per semester
- Energy Systems Technology students can expect to spend approximately \$1,000 on text books, equipment, tools , and lab fees

- Machine Tool Technology students can expect to spend approximately \$3,000 on text books, equipment, tools, and lab fees. Students will need to have the majority of tools purchased prior to the first lab class but should check with instructors before purchasing tools and books, more information will be given at the Machine Tool Orientation
- Welding students can expect to spend approximately \$2,500 on text books, equipment, tools, and lab fees

Expectant graduates may be required to sit for proficiency exams at the conclusion of their program. Information regarding costs and dates for the exams will be posted in the online Catalog and will be available from the program instructor(s).

AREAS OF STUDY

AUTOMOTIVE TECHNOLOGY

- Associate of Applied Science (AAS)
The AAS typically takes twenty-nine (29) months to complete
- Advanced Technical Certificate (ATC)
The ATC typically takes twenty-two (22) months to complete
- Intermediate Technical Certificate (ITC)
The ITC typically takes ten (10) months to complete

HEAVY DUTY DIESEL TECHNOLOGY

- Associate of Applied Science (AAS)
The AAS typically takes twenty-nine (29) months to complete
- Advanced Technical Certificate (ATC)
The ATC typically takes twenty-two (22) months to complete
- Intermediate Technical Certificate (ITC)
The ITC typically takes ten (10) months to complete

ENERGY SYSTEMS TECHNOLOGY

- Intermediate Technical Certificate (ITC)
The ITC typically takes ten (10) months to complete

LIGHT DUTY DIESEL TECHNOLOGY

- Associate of Applied Science (AAS)
The AAS typically takes twenty-nine (29) months to complete
- Advanced Technical Certificate (ATC)
The ATC typically takes twenty-two (22) months to complete

MACHINE TOOL TECHNOLOGY

- Associate of Applied Science Degree (AAS)
The AAS typically takes twenty-two (22) months to complete
- Intermediate Technical Certificate (ITC)
The ITC typically takes ten (10) months to complete

WELDING TECHNOLOGY

- Associate of Applied Science Degree (AAS)
The AAS typically takes twenty-nine (29) months to complete
- Advanced Technical Certificate (ATC)
The ATC typically takes twenty-two (22) months to complete
- Intermediate Technical Certificate (ITC)
The ITC typically takes ten (10) months to complete

AUTOMOTIVE TECHNOLOGY

Intended Learning Outcomes

- Use current technical diagnostic procedures to diagnose and repair to industry standards the nine (9) ASE areas of modern automobiles and light trucks
- Demonstrate by performing all safety procedures including the use of tools and equipment during all related shop activities
- Locate and use current repair procedures and information from computer based programs and written text
- Understand, demonstrate, and value attributes of professionalism
- Properly prepare hand written and electronic documents that are accurate, legible, and clearly understood

***All Program specific courses must be passed with a minimum grade of C (75%) or higher and must be passed consecutively before continuing on to the next course.*

Automotive Technology

Associate of Applied Science (AAS) Degree

- Sixty-two (62) Credits
- Financial Aid Eligible

Fall Semester 1st Year

ASE 114	Engine Repair	3
ASE 133	Manual Drive-train	2
ASE 164	Intro to Electrical	1
ASE 165	Electrical Systems	3
ASE 173	Automotive/Diesel Basic HVAC	2
MTD 103	Automotive/Diesel Technology Fundamentals & Safety	2
MTD 110	Mechanics Technical Math	2

Spring Semester 1st Year

ASE 102	Workplace Technical Skills	3
ASE 103	Automotive Theory I	6
ASE 103L	Automotive Lab I	6

Fall Semester 2nd Year

ASE 203	Automotive Theory II	6
ASE 203L	Automotive Lab II	6

Spring Semester 2nd Year

ASE 204	Automotive Theory III	6
ASE 204L	Automotive Lab III	6

Required General Education Courses

Any Gen Ed	Any General Education Elective	3
COM 101	Fundamentals of Speech	3
ENG 101	English Composition	3
MAT 123	Mathematics in Modern Society	3

Choose one of the following

PSY 101	Introduction to Psychology	3
SOC 101	Introduction to Sociology	3

Automotive Technology

Advanced Technical Certificate (ATC)

- Fifty-four (54) Credits
- Financial Aid Eligible

Fall Semester 1st Year

ASE 114	Engine Repair	3
ASE 133	Manual Drive-train	2
ASE 164	Intro to Electrical	1
ASE 165	Electrical Systems	3
ASE 173	Automotive/Diesel Basic HVAC	2
MTD 103	Automotive/Diesel Technology Fundamentals & Safety	2
MTD 110	Mechanics Technical Math	2

Spring Semester 1st Year

ASE 102	Workplace Technical Skills	3
ASE 103	Automotive Theory I	6
ASE 103L	Automotive Lab I	6

Fall Semester 2nd Year

ASE 203	Automotive Theory II	6
ASE 203L	Automotive Lab II	6

Spring Semester 2nd Year

ASE 204	Automotive Theory III	6
ASE 204L	Automotive Lab III	6

**Automotive Technology
Intermediate Technical Certificate**

- Thirty (30) Credits
- Financial Aid Eligible

Fall Semester 1st Year

ASE 114	Engine Repair	3
ASE 133	Manual Drive-train	2
ASE 164	Intro to Electrical	1
ASE 165	Electrical Systems	3
ASE 173	Automotive/Diesel Basic HVAC	2
MTD 103	Automotive/Diesel Technology Fundamentals & Safety	2
MTD 110	Mechanics Technical Math	2

Spring Semester 1st Year

ASE 102	Workplace Technical Skills	3
ASE 103	Automotive Theory I	6
ASE 103L	Automotive Lab I	6

HEAVY DUTY DIESEL TECHNOLOGY

Intended Learning Outcomes

- Use current technical diagnostic procedures to diagnose and repair to industry standards all eight ASE areas of medium and heavy duty trucks and equipment.
- Demonstrate by performing all safety procedures including the use of tools and equipment during all related shop activities.
- Locate and use current repair procedures and information from computer based programs and written text.
- Understand, demonstrate, and value attributes of professionalism.
- Properly prepare hand written and electronic documents that are accurate, legible, and clearly understood.

***All Program specific courses must be passed with a minimum grade of C (75%) or higher and must be passed consecutively before continuing on to the next course.*

**Heavy Duty Diesel Technology
Associate of Applied Science (AAS) Degree**

- Sixty-nine (69) Credits
- Financial Aid Eligible

Credits

Credits

Fall Semester 1st Year

ASE 114	Engine Repair	3
ASE 133	Manual Drive-train	2
ASE 164	Intro to Electrical	1
ASE 165	Electrical Systems	3
ASE 173	Automotive/Diesel Basic HVAC	2
MTD 103	Automotive/Diesel Technology Fundamentals & Safety	2
MTD 110	Mechanics Technical Math	2

Spring Semester 1st Year

ASE 102	Workplace Technical Skills	3
ASE 105	Diesel Theory I	6
ASE 105L	Diesel Lab I	6

Fall Semester 2nd Year

ASE 205	Diesel Theory II	6
ASE 205L	Diesel Lab II	6

Spring Semester 2nd year

ASE 206	Diesel Theory III	6
ASE 206L	Diesel Lab III	6

Required General Education Courses

Any General Education Elective		3
COM 101	Fundamentals of Speech	3
ENG 101	English Composition	3
MAT 123	Mathematics in Modern Society	3

Choose one of the following

PSY 101	Introduction to Psychology	3
SOC 101	Introduction to Sociology	3

Heavy Duty Diesel Technology

Advanced Technical Certificate (ATC)

- Fifty-four (54) Credits
- Financial Aid Eligible

Credits

Fall Semester 1st Year

ASE 114	Engine Repair	3
ASE 133	Manual Drive-train	2
ASE 164	Intro to Electrical	1
ASE 165	Electrical Systems	3
ASE 173	Automotive/Diesel Basic HVAC	2
MTD 103	Automotive/Diesel Technology Fundamentals & Safety	2
MTD 110	Mechanics Technical Math	2

Spring Semester 1st Year

ASE 102	Workplace Technical Skills	3
ASE 105	Diesel Theory I	6
ASE 105L	Diesel Lab I	6

Fall Semester 2nd Year

ASE 205	Diesel Theory II	6
ASE 205L	Diesel Lab II	6

Spring Semester 2nd year

ASE 206	Diesel Theory III	6
ASE 206L	Diesel Lab III	6

Heavy Duty Diesel Technology

Intermediate Technical Certificate (ITC)

- Thirty (30) Credits
- Financial Aid Eligible

Fall Semester 1st Year

		<i>Credits</i>
ASE 114	Engine Repair	3
ASE 133	Manual Drive-train	2
ASE 164	Intro to Electrical	1
ASE 165	Electrical Systems	3
ASE 173	Automotive/Diesel Basic HVAC	2
MTD 103	Automotive/Diesel Technology Fundamentals & Safety	2
MTD 110	Mechanics Technical Math	2

Spring Semester 1st Year

ASE 102	Workplace Technical Skills	3
ASE 105	Diesel Theory I	6
ASE 105L	Diesel Lab I	6

ENERGY SYSTEMS TECHNOLOGY

Intended Learning Outcome

- Prepare students to transfer to ISU to complete an associate degree in the ESTEC program where they will be prepared for employment as Engineering Technicians meeting the skills and competencies required by the existing and growing electrical generation sector.

The Energy Systems Technology Program (EST) provides the “core” electronics curriculum that makes up the first year/ten months of a two year associate Degree in one of two areas in the ESTEC program offered at Idaho State University (ISU). Students that complete the one year technical certificate are prepared to transfer to ISU to complete an associate degree.

ESTEC offers a unique approach to educating students by providing the specific knowledge and skills needed in electrical generation. The skills requirements have been developed in partnership with energy utilities and vendors to assure that program graduates enter the workforce with the precise skills required by industry. Students learn through traditional classroom experience as well as through extensive lab exercises. Electrical generation technologies addressed include nuclear, coal, gas, and renewable technologies such as wind, solar thermal energy, solar photovoltaic, geothermal, biomass, and hydro.

ESTEC is a public/private partnership between Idaho State University (ISU), Idaho National Laboratory (INL), and Partners for Prosperity. Curriculum and laboratory resources were developed with external funding from the US Department of Labor and the National Science Foundation. Employers include public utilities, independent energy generation companies, renewable energy producers, energy service companies, power generation equipment manufacturers, installers and constructors. The courses listed in the program will be taught in sequential blocks of instruction. Successful completion of a course is required before the student will progress in the program.

Energy Systems Technology

Intermediate Technical Certificate (ITC)

- Forty (40) Credits
- Financial Aid Eligible

Credits

Semester 1

ESE 100	Engineering Technology Orientation	1
ESE 100L	Engineering Technology Lab	1
ELT 141	Applied Mathematics I	4
ELT 153	Electronic Theory	5
ELT 155	Electronics Lab	5
COM 101	Fundamentals of Speech	3

Semester 2

ELT 142	Applied Mathematics II	4
ELT 154	Electronic Control Devices Theory	5
ELT 156	Electronic Control Devices Lab	5
ESE 110	Introduction to Process Control	1
ESE 110L	Introduction to Process Control Lab	1
PHY 101	Introduction to Physics	3
PHY 101L	Introduction to Physics Laboratory	1
BOT 150	Employment Strategies	1

LIGHT DUTY DIESEL TECHNOLOGY

Intended Learning Outcomes

- Use current technical diagnostic procedures to diagnose and repair to industry standards all nine ASE areas of light duty diesel cars and trucks.
- Demonstrate by performing all safety procedures including the use of tools and equipment during all related shop activities.
- Locate and use current repair procedures and information from computer based programs and written text.
- Understand, demonstrate, and value attributes of professionalism.
- Properly prepare hand written and electronic documents that are accurate, legible, and clearly understood.

Light Duty Diesel Technology

Associate of Applied Science (AAS) Degree

- Sixty-nine (69) Credits
- Financial Aid Eligible

Credits

Fall Semester 1st Year

ASE 114	Engine Repair	3
ASE 133	Manual Drive-train	2
ASE 164	Intro to Electrical	1
ASE 165	Electrical Systems	3
ASE 173	Automotive/Diesel Basic HVAC	2
MTD 103	Automotive/Diesel Technology Fundamentals & Safety	2
MTD 110	Mechanics Technical Math	2

Spring Semester 1st Year

ASE 102	Workplace Technical Skills	3
ASE 103	Automotive Theory I	6
ASE 103L	Automotive Lab I	6

Fall Semester 2nd Year

ASE 207	L/D Diesel Theory II	6
ASE 207L	L/D Diesel Lab II	6

Spring Semester 2nd Year

ASE 206	Diesel Theory III	6
ASE 206L	Diesel Lab III	6

Required General Education Courses

Any General Education Elective		3
COM 101	Fundamentals of Speech	3
ENG 101	English Composition	3
MAT 123	Mathematics in Modern Society	3
<i>Choose one of the following</i>		
PSY 101	Introduction to Psychology	3
SOC 101	Introduction to Sociology	3

Light Duty Diesel Technology

Advanced Technical Certificate (ATC)

- Fifty-four (54) Credits
- Financial Aid Eligible

Credits

Fall Semester 1st Year

ASE 114	Engine Repair	3
ASE 133	Manual Drive-train	2
ASE 164	Intro to Electrical	1
ASE 165	Electrical Systems	3
ASE 173	Automotive/Diesel Basic HVAC	2
MTD 103	Automotive/Diesel Technology Fundamentals & Safety	2
MTD 110	Mechanics Technical Math	2

Spring Semester 1st Year

ASE 102	Workplace Technical Skills	3
ASE 103	Automotive Theory I	6
ASE 103L	Automotive Lab I	6

Fall Semester 2nd Year

ASE 207	L/D Diesel Theory II	6
ASE 207L	L/D Diesel Lab II	6

Spring Semester 2nd Year

ASE 206	Diesel Theory III	6
ASE 206	Diesel Lab III	6

MACHINE TOOL TECHNOLOGY

Intended Learning Outcomes:

- Machinists set up and operate a variety of computer-controlled and mechanically-controlled machine tools to produce precision metal parts, instruments, and tools.
- Work from blueprints, sketches or computer-aided design (CAD), and computer-aided manufacturing (CAM) files
- Turn, mill, drill, shape, and grind machine parts to specifications.
- Graduates will exhibit desirable work habits, ideals, and attitudes essential to successful job performance.
- Graduates will communicate effectively with industry peers in the vernacular of professional tradespersons.

Machine Tool Technology

Associate of Applied Science (AAS) Degree

- Sixty-seven (67) Credits
- Financial Aid Eligible

Credits

Fall Semester 1st Year

MAC 103	Machine Shop Laboratory I	6
MAC 126	Related Blueprint Reading I	2
MAC 143	Related Machine Shop Mathematics	3
MAC 153	Machine Shop Theory I	3
COM 101	Fundamentals of Speech	3

Spring Semester 1st Year

MAC 104	Machine Shop Lab II	6
MAC 127	Related Blueprint Reading	2
MAC 154	Machine Shop Theory II	3
MAT 123	Mathematics in Modern Society	3
SOC 101	Introduction to Sociology	3

Fall Semester 2nd Year

MAC 203	Advanced Machine Shop Lab 1	6
MAC 211	Fundamentals of Computer-Aided Drafting and Design	2
MAC 224	Tool Design for Manufacturing	2
MAC 253	Advanced Machine Shop Theory 1	3
ENG 101	English Composition	3

Spring Semester 2nd Year

MAC 204	Advanced Machine Shop Lab II	6
MAC 212	Computer-Aided Manufacturing	3
MAC 225	Geometric Dimensioning & Tolerancing	2
MAC 254	Advanced Machine Shop Theory II	3
PSY 101	Introduction to Psychology	3

Machine Tool Technology

Intermediate Technical Certificate (ITC)

- Thirty-four (34) Credits
- Financial Aid Eligible

Fall Semester 1st Year

MAC 103	Machine Shop Lab I	6
MAC 126	Related Blueprint Reading I	2
MAC 143	Related Machine Shop Mathematics	3
MAC 153	Machine Shop Theory I	3
COM 101	Fundamentals of Speech	3

Spring Semester 1st Year

MAC 104	Machine Shop Lab II	6
MAC 127	Related Blueprint Reading	2
MAC 154	Machine Shop Theory II	3
MAT 123	Mathematics in Modern Society	3
SOC 101	Introduction to Sociology	3

Credits

WELDING TECHNOLOGY

The qualified welder may find employment at several levels. Welding is considered a tool or skill by many trades, such as pipefitters, sheet metal workers, ironworkers, boilermakers, bridge builders, fabricating shops, and production lines. A qualified welder uses many skills to join various types of materials using different procedures, equipment, and processes. Strong computer and math skills are a benefit to the qualified welder. Successfully employed welders may be required to confer with customers, to complete work orders, and to work in areas where they may be required to bend, stoop, stretch, twist, lift, and/or reach as needed.

Intended Learning Outcomes

- Demonstrate by performing all safety procedures in the set-up and use of common welding equipment, cutting equipment, and other tools.
- Understand American Welding Society (AWS) welding procedure specifications by displaying confidence and ability in passing job entry proficiency tests in the following processes:
 - Shielded Metal Arc Welding (SMAW)
 - Gas Metal Arc Welding (GMAW)
 - Gas Tungsten Arc Welding (GTAW)
 - Flux Cored Arc Welding (FCAW)
- Interpret drawings, sketches, orthographic and isometric drawings and AWS weld symbols.
- Utilize mathematical skills by measuring, calculating material usage, and laying out projects to be manufactured.
- Effectively communicate welding and cutting processes and procedures.
- Understand, demonstrate, and value attributes of professionalism.

Welding Technology

Associate of Applied Science (AAS) Degree

- Sixty-nine (69) Credits
- Financial Aid Eligible

Credits

Fall Semester 1st Year

WLD 131	Safety & Leadership	2
WLD 132	Blueprint Reading for Welders	2
WLD 133	Welding Theory	2
WLD 134	SMAW Practical	4
WLD 135	Cutting Operations Lab I	2
OCR 105	Occupational Relations	3

Spring Semester 1st Year

MAT 104	Welding Mathematics	3
WLD 141	Blueprint Reading II	2
WLD 142	Welding Lab I	10

Fall Semester 2nd Year

WLD 231	Welding Theory II	2
WLD 232	Welding Lab II	10

Spring Semester 2nd Year

WLD 233	Welding Lab III	10
WLD 234	Welding Fabrication Lab	2

Required General Education Courses

Any Gen Ed	Any General Education Elective	3
COM 101	Fundamentals of Speech	3
ENG 101	English Composition	3
MAT 123	Mathematics in Modern Society	3

Choose one of the following

PSY 101	Introduction to Psychology	3
SOC 101	Introduction to Sociology	3

Welding Technology

Advanced Technical Certificate (ATC)

- Fifty-four (54) Credits
- Financial Aid Eligible

Credits

Fall Semester 1st Year

WLD 131	Safety & Leadership	2
WLD 132	Blueprint Reading for Welders	2
WLD 133	Welding Theory	2
WLD 134	SMAW Practical	4
WLD 135	Cutting Operations Lab I	2
OCR 105	Occupational Relations	3

Spring Semester 1st Year

MAT 104	Welding Mathematics	3
WLD 141	Blueprint Reading II	2
WLD 142	Welding Lab I	10

Fall Semester 2nd Year

WLD 231	Welding Theory II	2
WLD 232	Welding Lab II	10

Spring Semester 2nd Year

WLD 233	Welding Lab III	10
WLD 234	Welding Fabrication Lab	2

Welding Technology

Intermediate Technical Certificate (ITC)

- Thirty (30) Credits
- Financial Aid Eligible

Credits

Fall Semester 1st Year

WLD 131	Safety & Leadership	2
WLD 132	Blueprint Reading for Welders	2
WLD 133	Welding Theory	2
WLD 134	SMAW Practical	4
WLD 135	Cutting Operations Lab I	2
OCR 105	Occupational Relations	3

Spring Semester 1st Year

MAT 104	Welding Mathematics	3
WLD 141	Blueprint Reading II	2
WLD 142	Welding Lab I	10

WORKFORCE TRAINING (WTCE)

FACULTY

Edward Binnie, FST
Melissa Bowman, EMT Practical Evaluator
Aaron Christensen, EMT Practical Evaluator
Brad Cole, INL Project
Teashia Dale, EMT Practical Evaluator
Dallen Farmer, EMT Practical Evaluator
Jared Giannini, EMT Practical Evaluator
Carolyn Grayson, EMT
Rune Haavik, FST
David Harper, Apprenticeship
Matthew Larsen, FST Evaluator
Stephen Morgan, FST
Jeremy Potter, FST
Rocky Rasmussen, INL Project
Leland Sorenson, EMT Practical Evaluator
Brian Thelin, EMT Practical Evaluator
Jordan Vanevery, EMT Practical Evaluator
Celeste Wagoner, EMT Practical Evaluator
Anthony Anselmo, FST

STAFF

Marly Bazil, Administrative Assistant
Nikki Berntsen, FST Technical Records
Debbie Borek, WTCE Programs Director
Toni Crapo, St Anthony Outreach Coordinator
Dean Ellis, Fire Services Technology (FST) Manger
Christy Haack, WTCE Operations Manager
Michelle Holt, Executive Director
Nicole Johnson, FST Office Specialist
Jacque Larsen, Operations Coordinator
Julie McCulloch, BEA/CEI Contract Scheduler
Scot McGuire, FST Testing Coordinator
Kenlee McNeil, Administrative Assistant
Levander Davis, WTCE Program Coordinator

Heather Munamaker, Regional Employment
& Training Coordinator
Tawna Skinner, Salmon Outreach Coordinator
Shari Snyder, INL Scheduler
Linda Vecellio, INL ES&H Lead Instructor

AREAS OF STUDY

APPRENTICESHIP & JOURNEYMAN CONTINUING EDUCATION

Electrical HVAC Plumbing
Certificate of Completion
Associate of Applied Science Degrees
for Apprentice/ Journeymen

COMMUNITY EDUCATION COURSES

Personal Interest & Enrichment Courses
Certificate of Completion

COMMUNITY OUTREACH CENTERS

Driggs, St. Anthony, Salmon

EMERGENCY SERVICES TRAINING

Emergency Medical Technician
Certificate of Completion

OSHA HAZWOPER

Certificate of Completion

FIRE SERVICE TECHNOLOGY

Wildland Fire Management

Associate of Applied Science Degree

Fire Service Technology

Associate of Applied Science Degree

Online Instruction Center

Certificate of Completion

WORKFORCE TRAINING

Customized Training

- Incumbent Worker Training
- Occupational Upgrade Training
- Certificate of Completion

College of Eastern Idaho Workforce Training Center is committed to providing quality classes and training programs to serve the workforce development needs of eastern Idaho. Programs are designed to promote regional economic development by meeting employer needs for highly trained/highly skilled workers and to assist individuals in acquiring the skills and knowledge needed to secure employment or occupational upgrade.

Short-term, specialized training programs are available in the broad areas of apprenticeship, business and office technology, environmental safety and health, advanced manufacturing, and health professions. Customized contract training with flexible delivery options can be designed to meet the workforce development needs of any employer, including industry certifications, regulatory compliance, computer skills upgrades, soft skills, team building, and leadership skills.

The CEI Workforce Training division plays an active role in providing skills and customized job training necessary to promote economic development opportunities in eastern Idaho. The College works closely with regional workforce and economic development organizations including Regional Economic Development for Eastern Idaho (REDI), Idaho Department of Labor, The Development Company, Regional Development Alliance, and the Greater Idaho Falls Chamber of Commerce.

To assist place-bound and rural students throughout eastern Idaho, over 300 online classes are available through the Online Instruction Center. Community Outreach Centers located in Driggs, Salmon, Rexburg, and St. Anthony offer a variety of locally hosted instructional classes.

In addition to providing non-credit classes, specialized industry specific training programs are

offered in OSHA, Wildland Fire Management, and Fire Service Technology.

Workforce Training/ Community Education Policies

Workforce Training Program Costs

Unless otherwise noted in the CEI College Catalog, costs for workforce training/community education programs will be published in the Workforce Training and Community Education semi-annual catalog. The most current Catalog is found at www.cei.edu/wft

Registration for Workforce Training/ Community Education Programs

Times and dates for our regularly scheduled Workforce Training/Community Education courses are published in the Workforce Training and Community Education semi-annual catalog. The most current Catalog is found at www.cei.edu/wft.

How to Register

There are multiple ways to register for Workforce Training/Community Education courses.

Phone: 208.535.5345 • 800.662.0261

Email: wft@cei.edu

Fax: 208.525.7026

In-Person: CEI Student Affairs, 1600 S. 25th E., Idaho Falls Christofferson Building #3, Rm. 300

Mail: CEI Workforce Training/Community Ed 1600 S. 25th E. Idaho Falls, ID 83404

Enrollment Deadlines

Registration is not complete until fees are paid. Unless otherwise noted, registration is open until each class is filled or until two (2) business days prior to the class start date. Complete registrations are accepted on a first-come, first-served basis.

Class Cancellations & Refunds

Courses are subject to cancellation if a minimum enrollment is not met. If the CEI Workforce Training Center cancels a class, students will be notified by email and/or telephone and a full course fee will be

refunded. To withdraw registration and receive a refund, less a \$10 processing fee, students must notify CEI Student Affairs at least two (2) business days prior to the class start date. If notice is received less two (2) full business days prior to the class start date, we cannot issue refunds.

Tuition and Fees

All prices and fees contained in this Catalog are subject to change without notice.

School Closures & Instructor Illness

If the College is closed during the day due to bad weather or some other emergency, our night classes are also cancelled. We will make every attempt to reschedule classes for students. In the event that CEI is not closed and the weather is inclement, we urge students to use their best judgement in deciding whether or not to attend. If the student is unsure if the College has been closed due to weather, please call 208.524.3000. If an instructor suddenly is unavailable to teach due to illness or emergency, we will make every effort to contact students via email and/or telephone prior to the start of class. The class will be rescheduled at a later date or a full refund issued.

Textbooks, Supplies & Course Materials

If a workforce training or community education course requires a textbook, supplies or other course materials, students will be notified at the time of registration. Whenever possible, textbooks for WFT/CE classes are carried by the CEI Bookstore.

APPRENTICESHIP/TRAINING

State-approved apprentice programs are offered in Electrical, Plumbing, and Heating, Ventilating, and Air Conditioning (HVAC). Each 4-year program is designed to prepare students for residential, commercial, and industrial work. Students receive instruction in safety, theory, mathematics, code, blueprint reading, first aid, and tools of the trade. Apprentice classes are held two nights per week beginning in September and ending in May of the following year. Students are required to complete a minimum of 144 hours of instruction and successfully pass associated tests and quizzes. Tuition and other program fees are \$850 per year, and instructional materials range from approximately \$250 - \$400 per year, depending on the program and year of study.

These fees are subject to change. Payment of fees is required at the time of registration. These programs are not eligible for financial aid but may be eligible for other types of financial assistance, such as Military or state-funded programs.

Journeyman License Requirements

The State of Idaho offers a journeymen's license in the Electrical, Plumbing, and Heating, Ventilation, and Air Conditioning (HVAC) trades. The requirements to receive a journeymen's license are as follows:

- Apply for an Apprentice Card from the Idaho Division of Building Safety
- Work 8,000 hours as an apprentice under the supervision of a licensed journeyman (2000/yr. for 4 years)
- Attend and pass all four years of the Apprenticeship Classes (144 hours/yr. & 70% or higher)
- Pass the State Journeyman's Exam

Questions about the state requirements should be directed to the Division of Building Safety at: dbs.idaho.gov or by calling 800-955-3044 toll free.

Associate of Applied Science Degree for Apprenticeships

This program is intended for trades and crafts personnel interested in furthering their education to

become supervisors, project managers, and business owners. Students enrolled in CEI Electrical, HVAC or Plumbing Apprenticeship programs, as well as journeymen, may be eligible for this Associate of Applied Science Degree program.

For information regarding course fees and registration, please contact the Workforce Training & Community Education Program:

1600 S. 25th E, Idaho Falls, ID 83404
208.535.5404 • 1-800-662-0261 • wft@cei.edu.

Program Costs

This program requires the completion of related instruction courses in apprenticeship, 8,000 hours of professional experience in the relevant trade or craft, and fifteen (15) credits of General Education courses. Interested participants will be required to complete a Portfolio Process which includes submission of a formal application for admission, letters of from their employer(s) verifying they have completed 8,000 hours of professional work experience in the trade or craft, and an official transcript of related instruction courses. The cost for review of the Portfolio Process and Associate of Applied Science Degree is listed as follows:

- Portfolio - \$50.00
- Cost Per Credit (Tech.I Ed. Requirements) - \$10.00
- Cost Per Credit (Gen. Ed. Requirements) - \$105.50

COMMUNITY EDUCATION COURSES

CEI's Community Education Program is all about bringing people together who want to stir up their creative talents and gain new experiences. Whether it's learning conversational Spanish, photography, yoga, or art classes, our classes focus on self-improvement and personal enrichment. It's never too late to learn new hobbies or refine and develop new skills and interests. Be one of the estimated five million people across the country who enroll in non-credit classes and fulfill your passion for learning!

COMMUNITY OUTREACH COURSES

Workforce Training & Community Education courses are offered in communities located throughout the College's nine-county service delivery area. Programs are currently available in the Salmon, Driggs and St. Anthony. Courses are usually conducted in conjunction with public school districts and small business development centers. Our Community Education Outreach Centers offer business, industry, and residents many of the same opportunities students have who live closer to campus. Classes are available for those seeking to upgrade or learn new job skills and pursue personal interests. Rural students are also able to choose from a wide variety of online classes without having to leave home. New or expanding businesses may also contact the Workforce Training Manager to discuss customized training opportunities that might be offered in their community.

Rural students and employers are encouraged to contact the Workforce Training & Community Education Division Manager at wft@cei.edu.

ONLINE INSTRUCTION CENTER

Would you like to acquire valuable new skills from the comfort and convenience of your home or office? Online learning is the fastest growing sector of adult education. CEI is proud to offer a selection of online certificate programs to help you achieve professional certifications. These courses are designed to upgrade your skills, to improve your productivity, and employability. Topics include: Business, Marketing, Sales, HR, Health, Management, Communications, Technology, and Leadership. Achieving professional certifications is flexible and easy. These programs allow you to earn a professional certification with an average investment of just 48 hours; made up of three (3) individual 16-hour courses. If you are only looking to brush up on a specific skill, each individual course may be taken as a standalone option.

If you are looking for personal enrichment or specific professional development skills, Ed2Go offers monthly courses throughout the year, beginning on the third Wednesday of each month. Each six-week

course consists of twelve (12) lessons, two (2) each week, that may be accessed using an easy-to-read web interface. Textbooks, unless specified, are not required. These courses are especially convenient for those with work, school, or childcare commitments, physical disabilities, limited access to transportation, or other circumstances that make it difficult to participate in a traditional classroom setting. You will need reliable Internet access, email, an Internet browser, and if specified, program software programs.

TO REGISTER FOR AN ONLINE COURSE:

1. Visit www.cei.edu/wft and click on the Online Instruction Center link on the left side of the page.
2. Click the photo link to select the type of online education you are looking for:
 - Professional Development Certifications from UGC Online
 - OSHA Compliance and Safety Training from Hard Hat Training
 - Over 300 misc. online courses for both skill building and enrichment from Ed2Go.

You will be redirected to the appropriate vendor and you will be on your way!

Online Training Policy: Online training courses are provided by third party vendors. Issues related to online courses including cancellation, refunds, CEU's, proof of completion, or transcripts must be handled through the vendor. When specifically seeking CEU's for professional development, be sure to verify with your employer or certifying professional organization that the CEU's provided by the program you are considering will be accepted prior to registering.

EMERGENCY SERVICES TRAINING

The mission of Emergency Services (EMS) Training is to provide fire science, wildland firefighter, and emergency services training to career and volunteer emergency responders in order to save lives and protect property in a safe and efficient manner. The program offers courses that lead to an Associate of Applied Science (AAS) Degree and to meet industry certification and environmental compliance requirements.

The Emergency Services Training program offers experienced instructors working in specially-designed training facilities to provide hands-on practical and classroom training to emergency services personnel located throughout eastern Idaho. CEI provides other services such as specialty program development, needs assessment, regulatory interpretation, and safety inspections. Our trainers respond quickly to requests and can provide customized courses at your location. .

Intended Learning Outcomes

- Demonstrate and perform all safety procedures and the incident command system required when responding to an emergency situation.
- Understand and demonstrate the latest technology utilized to save lives and protect property.
- Effectively understand, interpret, and communicate state and federal regulatory requirements and policies to the public in emergency situations.
- Understand and demonstrate professionalism and the values required of an emergency responder.

Environmental Safety & Health – OSHA HAZWOPER

Certificate of Completion

- 8-Hour OSHA HAZWOPER Refresher
- 24-Hour OSHA HAZWOPER
- 40-Hour OSHA HAZWOPER
- 8-Hour OSHA HAZWOPER Supervisor

Emergency Services Training offers a wide variety of regularly-scheduled courses designed to meet the needs of individuals, government agencies, and

private industry. It may also be customized to meet your organization's needs. Courses include OSHA HAZWOPER and Hazmat/Emergency Response.

General OSHA Compliance & Hazmat Emergency Response Personal Protective Equipment

Certificate of Completion

OSHA 1910.12 HazCom Standard
16-Hour Hazmat Operations
40-Hour Hazmat Technician for Industry Personnel
DOT Compliance – Hazardous Materials Shipping
Blood Borne Pathogens

This program applies to employers and employees who are exposed or potentially exposed to hazardous substances, including hazardous waste, and who are engaged in one of the following operations as specified by 1910.120(a)(1)(i-v) and 1926.65(a)(1) (i-v):

- a) Clean-up operations required by a governmental body, whether federal, state, local, or other involving hazardous substances that are conducted at uncontrolled hazardous waste sites
- b) Individuals employed at treatment, storage, and disposal facilities
- c) Individuals involved in emergency response activities

Emergency Medical Technician Certificate of Completion

- EMT-Basic
- Not Financial Aid Eligible
- 156 hours

This program includes courses of instruction and clinical time that meets the State of Idaho and National Registry requirements for testing for an EMT-B license. The training is required to work as an emergency medical service (EMS) provider in an ambulance or other emergency care settings. Students must pass the course with 80% and sit for the National

Registry exam to obtain license.

FIRE SERVICE TECHNOLOGY

Wildland Fire Management

Associate of Applied Science (AAS) Degree

- Eligible Students

Participants of this program must be members of paid or volunteer state, federal, and local agencies and fire departments because specific activities in these courses require access to facilities and equipment located within these agencies. Courses in this program are taught by the Bureau of Land Management (BLM) and U.S. Forest Service personnel, as Certificates of Training. To receive an Associate of Applied Science (AAS) degree, students must submit required training certificates in a portfolio

Program Costs

This program requires the completion of related instruction courses by USFS, BLM, IDL and fifteen (15) credits of general education courses. Interested participants will be required to complete a Portfolio Process which includes submission of a formal application for admission and official transcripts for all courses. The cost for review of the Portfolio Process and Associate of Applied Science (AAS) Degree is listed as follows:

- Portfolio - \$50.00
- Cost Per Credit (Tech. Ed. Requirements) - \$10.00

- Cost Per Credit (Gen. Ed. Requirements) - \$129.00

Wildland Fire Management

Associate of Applied Science (AAS) Degree

- Not Financial Aid Eligible

WFM 100 Wildland Fire Management 45 Credits

Module 1

Wildland Firefighter (FFT2) –
Certificate of Completion

Basic Fire School (S-130, S-190, L-180)

Portable Pumps & Water Use (S-211)

Wildfire Power Saws (S-212)

Fitness Training for the Work Capacity Test

Position Task Book (FFT2)

Module II

Advanced Wildland Firefighter/Squad Boss (FFT1) -
Certificate of Completion

Followership to Leadership (L-280)

Interagency Incident Business Management (S-260)

Basic Air Operations (S-270)

Advanced Firefighter Training (S-131)

Fitness Training for the Work Capacity Test

Position Task Book (FFT1)

Basic Incident Command System (I-200 Online)

Module III

Single Resource Boss - Certificate of Completion

Intermediate Wildland Fire Behavior (S-290)

Crew Boss (Single Resource) (S-230)

Applied Interagency Incident Business Mgmt

Interagency Helicopter Training Guide (S-271)

Fitness Training for the Work Capacity Test

Firing Operations (S-219)

For each single resource Boss designation, students
must complete the appropriate Position Task Book:

- Position Task Book for the Crew Boss
- Position Task Book for the Dozer Boss
- Position Task Book for the Engine Boss

Electives (choose one)

- Heavy Equipment Boss (S-236)
- Engine Boss (S-231)
- Initial Attack Incident Commander Type 4 (S-200)
- Facilitative Instructor (M-410)

Module IV

• Strike Team/Task Force Leader-
Postsecondary Technical Certificate

- Fitness Training for the Work Capacity Test
- Fire Operations in the Urban Interface (S-205)
- Task Force/Strike Team Leader (S-330)
- Intermediate Incident Command System/FEMA (I-300)
- Fire Leadership Development (L-380)
- Position Task Book: Strike Team Leader Engine
- Position Task Book: Strike Team Leader Crew
- Position Task Book: Task Force Leader
- Position Task Book: Incident Commander Type 4

Electives (choose one)

- Occupational Relations

- Engine Operator (PMS-419)
- Introduction to Wildland Fire Behavior Calc (S-390)

MAT 123	Mathematics in Modern Society	3
PSY 101	Introduction to Psychology	3

**Required General Education Courses
(only for AAS Degree)**

COM 101	Fundamentals of Speech	3
ENG 101	English Composition	3
ENG 102	Critical Reading and Writing	3

**Fire Service Technology
Associate of Applied Science Degree**

The Fire Service Technology Program is designed to upgrade the skills and knowledge of volunteer and paid structural fire fighters in all phases of firefighting.

The intent of this program is to provide firefighters with training using the latest technology needed in order to save lives and protect property in a safe and efficient manner. Participants must be members of paid or volunteer fire departments because specific activities in these courses require access to facilities and equipment located at fire departments. Firefighters who complete all components of the Fire Service Technology Program and can lead are eligible to apply for enrollment in an Associate of Applied Science Degree Program. Courses are delivered through local fire departments on demand when sufficient enrollment is secured. The course work listed (except general education requirements) for the Idaho State Fire Fighters Certification is delivered through statewide fire departments. All courses except general education requirements, will be graded on a Pass/Fail basis.

**IFSAC Accredited
Fire Fighter Certification**

- Hazardous Material Operations
- Firefighter I
- Firefighter II
- Driver/Operator Pumper

- Fire Instructor I
- Fire Officer I

Additional Technical Courses for Idaho Firefighter Certification Program

- Rapid Intervention Team Training Firefighter Safety & Survival
- Technical Rescue – Operations Elective
- Flashover Survival Training
- Wildland Basic Firefighter II (S-130/S-190/L180)
- Wildland/Urban Interface (S-215)
- First Responder (National Registry First Responder or EMT-B exceed this requirement)
- Arson Detection for First Responders
- Building Construction Combustible (Brannigan’s Building Construction will substitute)
- Building Construction Non-Combustible (Brannigan’s Building Construction will substitute)
- Incident Command System (I-100/I-200)

The Idaho Firefighter Certification Program is a voluntary program. There is no statutory requirement that firefighters become certified. Students who complete IFSAC Accredited Fire Fighter Certification are eligible to transfer the certification to 41 states and several foreign countries. The certification program establishes a way to judge the proficiency of firefighters and first responders, irrespective of their department affiliation and regardless of whether they are career or volunteer. This certification meets the National Fire Protection Association (NFPA) standards.

Program Costs

The Idaho Firefighter Certification Program requires the completion of IFSAC Accredited Fire Fighter Certification in Hazardous Materials Operations, Fire Fighter I, Fire Fighter II, Driver/Operator Pumper, Fire Instructor I, and Fire Officer I. It also requires completion of the following Technical Courses: Rapid Intervention Team Training Firefighter Safety a& Survival, Technical Rescue – Operations Elective, Flashover Survival Training, Wildland Basic

Firefighter II (S-130/S-190/L180), Wildland/Urban Interface (S-215), First Responder (National Registry First Responder or EMT-B exceed this requirement), Arson Detection for First Responders, Building Construction Combustible, Building Construction Non-Combustible, and Incident Command System (I-100/I-200). In addition, students will be required to complete 15 credits of General Education courses.

Interested participants will be required to complete a Portfolio Process which includes the submission of a formal application for admission and official transcripts for all IFSAC Accredited Fire Fighter Certifications listed above cost for review of the Portfolio Process and Associate of Applied Science Degree is listed as follows:

- Portfolio - \$50.00
- Cost Per Credit (Tech. Ed. Requirements) - \$10.00
- Cost Per Credit (Gen. Ed. Requirements) - \$129.00

Fire Service Technology

Associate of Applied Science Degree

- Sixty-three (63) Credits
- Not Financial Aid Eligible

FST 100 Fire Training Technology 48 Credits

Idaho Fire Fighter Certification General Education Requirements

COM 101	Fundamentals of Speech	3
ENG 101	English Composition	3
ENG 102	Critical Reading and Writing	3
MAT 123	Mathematics in Modern Society	3
PSY 101	Introduction to Psychology	3

OTHER SERVICES

College and Career Readiness Center

208.535.5386

Room 340, John Christofferson Building

Staff

Theresa Groenewold, Division Manager

Jenna Evans, Administrative Assistant

Joyce Byington, Coordinator

Janet Barton, GED Coordinator, instructor

Ilene Stolworthy, Faculty Coordinator, instructor

Sandie Takahashi, Outreach Coordinator, instructor

The College and Career Readiness Center is housed in the John Christofferson Multi-Purpose Building and assists students in achieving their goals through basic skills instruction in English, mathematics, and reading. Specialized classes are available in English as a Second Language (ESL), and General Educational Development (GED) preparation. Services are free to adults over the age of 16, who are not enrolled in a K-12 program and whose basic skills fall below the 12th grade level.

English as a Second Language (ESL)

The ESL program provides non-English-speaking students with instruction in the English language from beginning through advanced levels.

General Skills Brush Up and GED Prep

The regional ALC offers free instruction to prepare students for the four (4) GED exams. In addition, assistance is provided in the general skills that are needed for college entrance exams. Similar instruction in basic skills and GED preparation is offered in outreach centers in Bonneville, Teton, and Madison counties. Online GED classes are offered for students who live outside of the areas serviced by our outreach centers.

GAIN Pre-tests

New students entering the College and Career Readiness program on campus or in the outreach centers will take a pre-test to identify their academic levels. There is no charge for this test. The test assesses reading, language (English and writing), and math skills. Each student will pre-test at entrance and post-test after receiving a minimum of sixty (60) hours of educational instruction. The test shows results as well as areas of strengths and weaknesses. The test takes between two and three hours.

Please call the College and Career Readiness Center to schedule a test at 208.535.5386

Comprehensive Adult Student Assessment System (CASAS)

Each ESL student will be pre-tested and placed into the correct class according to the CASAS test score. There is no charge to take the CASAS exam. CASAS tests take approximately two and one half hours (2½) to complete. Post-testing after every seventy (70) course hours will monitor student progress.

Please call the College and Career Readiness Center to schedule a test at 208.535.5386

GED Testing

CEI's Testing Center administers GED tests during the year at scheduled times. Students need to schedule an appointment for GED testing.

Call 208.535.5438 for more information. To register and schedule a test, go to ged.com.

TUTORING CENTER

Matthew Burch, Academic Support Coordinator

208.535.5340

The CEI Tutoring Center is open five (5) days per week. Tutors are available to assist students with math or writing. The Center offers a comfortable environment where students can meet with tutors,

read, use computers, or relax. The schedule is posted outside the Center in the John O. Sessions Mechanical Building One (room 135) and on the CEI Website. The Center can be reached at 208-535-5490.

Tutoring and study groups can also be arranged for program subject areas upon request. Students needing tutorial help outside what is offered in the tutoring center should contact Matthew Burch at extension 5340 or visit Room 129. Matt also occasionally holds in-class lectures for instructors on campus. Selected topics can include paraphrasing, technical writing, paragraph organization and development, and APA formatting, among others.

LIBRARY

Room 551, Alexander Creek Building
208.535.5312
Librarian's Office: 208.535.5349

Staff

Nathan Brown, Librarian
Natalie Harris, Library Assistant
Heather Nyberg, Library Assistant
Jennifer Stratford, Library Assistant

CEI's Richard and Lila J. Jordan Library provides books, periodicals, audio-visual materials and online resources designed to support the College's academic program and courses. The library includes a group study space, a computer lab, the College archives, and the Foundation Conference Room (also used as an additional group study space).

The core collection of print materials is supplemented by connections to numerous electronic resources that offer access to both current and archival materials.

Fast, free interlibrary loan is also available.

The library is open full-time during the fall and spring semesters, and for limited hours during the summer term. Library staff is available for reference

assistance and instruction in the use of information resources, both in individual sessions within the library or by faculty request within the classroom.

**Library users under the age of 16 must be accompanied by an adult*

CENTER FOR NEW DIRECTIONS

Room 582, Alexander Creek Building
208.535.5363

Staff

Julie McMurtrey, Coordinator
Hailey Holland, Counselor
Cathy Rogers, Program Secretary

Services for Students

The Center for New Directions provides services to empower individuals to make positive life changes.

- Counseling: personal and group; assessment; support services; referral; and crisis intervention
- Student success workshops
- Individualized career counseling
- Presentations on various topics including personal and employment skills
- Assistance in application to educational programs and financial aid
- Study strategies

Services for Students in Nontraditional Programs

Counseling, case management, and support services are available for students in programs of training for an occupation usually performed by the opposite gender.

Services for Single Parents and Displaced Homemakers

The Center for New Directions also serves under-prepared adults, single parents and displaced homemakers who wish to improve their education or employment. The Center maintains an active Advisory Board. All services are confidential and are provided at no cost.

Call for information on current classes/workshops; also check the link on the CEI website at:
cei.edu/counseling-advising/center-for-new-directions

CEI FOUNDATION

Administration Office
John Christofferson Building
208.535.5407
ceigiving.org

Staff

Natalie Hebard, Executive Director
Bailey Winn, Scholarship Coordinator

Services for Students

The College of Eastern Idaho Foundation represents a diverse group of individuals who dedicate their time and resources in service of CEI. The CEI Foundation raises funds for facility improvements, scholarships, educational programs and community outreach.

This group of staff and volunteers invest in changing the lives of those attending the College. Dedicated, hardworking and passionate; the CEI Foundation strives to invest in people, in partnerships and in our local community.

The Great Race for Education is currently the largest annual fund-raiser hosted by the CEI Foundation. A large-scale scavenger hunt, teams of four compete in challenges to finish first in a spectacular competition

that is unlike any event in Idaho Falls! The Great Race is held each year on the third Friday of July and helps the CEI Foundation raise thousands of dollars for scholarships.

SCHOLARSHIP INFORMATION

We encourage all students and potential students to apply for scholarships through the Foundation. The Foundation is located in room 335 of the John E. Christofferson Building and also be found online at ceigiving.org. The Foundation can be reached by phone at (208) 535-5398 or (208) 535- 5407 or by emailing scholarships@cei.edu. Additional information for the CEI Foundation can be found on Facebook: CEI Foundation.

COURSE DESCRIPTIONS

To assist with program planning, courses in the catalog are marked showing the semester they are usually offered. Unanticipated faculty vacancies and program changes may affect future course scheduling. Students should always contact their academic advisor to verify future course offerings, especially when specific courses are needed for graduation.


The following letters which appear after the course descriptions indicate the anticipated semester in which a course will be scheduled:

FA = Fall

SP = Spring

SU = Summer

Prerequisites and corequisites located at the bottom of course descriptions as needed.

All CEI courses meeting the Idaho State Board GEM competency requirements are marked with a . More information can be found on page 6 and within the General Education Division section of this catalog.

ACC 110 QuickBooks for the Office

3 Credits • SP

QuickBooks is a popular accounting program utilized by many small and large businesses in today's office environment. Students in this course will learn the principal functions of QuickBooks including accounts payable, accounts receivable, bank reconciliation, payroll and basic accounting reports. Emphasis will also be placed on source documents and maintaining accounting files.

ACC 125 Fundamental Accounting

3 Credits • FA

Introduction of fundamental double-entry accounting concepts and terminology. Emphasis on analyzing and recording business transactions and completing, adjusting, and closing entries for the accounting cycle of a business.

ACC 201 Introduction to Financial Accounting

3 Credits

This is an introduction to financial accounting and stresses the use of financial information in making investment and business decisions. The course covers the primary elements of the financial statements, fundamentals of accrual accounting, a study of internal control and cash safeguards, accounting for inventories and fixed assets, the presentation and use of the statement of cash flow, and the fundamentals of long-term liabilities. The course will emphasize the uses of accounting information rather than the preparation of financial statements. Computer competency is strongly advised and can be demonstrated by successful completion of BSN 215. Elective.

ACC 202 Introduction to Managerial Accounting

3 Credits

This is an introduction to cost accounting principles and the use of such information in making business decisions. The course covers job order and process costing, cost-volume-profit behavior, standard costs, flexible budgets, decentralization, relevant costs, and capital budgeting. The emphasis of the course is in the use and analysis of the accounting information rather than in preparation of specialized cost accounting reports. Elective.

Prerequisite: ACC 201 with a grade of (C) or higher

ACC 210 Accounting I

3 Credits • FA

This course covers analyzing and recording business transactions, posting, preparing worksheets, making adjusting and closing entries, banking and cash fund activities, payroll, accounts receivable, accounts payable, depreciation, and preparing financial statements.

ACC 220 Accounting II

3 Credits • SP

This course provides training in accounting for notes payable and notes receivable; valuation of receivables, inventories, and plant and equipment; accounting for partnerships and corporations; and cost accounting.

Prerequisite: ACC 210 with a grade of (C-) or higher

ACC 221 Accounting Computer Applications

2 Credits • SP

Computer work reinforces Accounting II dealing with financial analysis, inventory, depreciation, bad debts, corporations, and cost accounting. A simulated business set is included.

Corequisite: ACC 220; Prerequisite: ACC 210 with a grade of (C-) or higher

ACC 222 Personal Income Tax

3 Credits • SP

This course covers various principles of taxation influencing record keeping for individuals and small businesses and deals with changes in tax laws.

Prerequisite: ACC 220 with a grade of (C-) or higher

ACC 226 Excel in Accounting

2 Credits • FA

This course allows students to explore a sophisticated software package that is used in the accounting profession. Students will expand their knowledge of accounting concepts while learning a valuable software tool.

Prerequisites: ACC 220, OFP 142 with a grade of (C-) or higher

ACC 227 Computerized Business Accounting

2 Credits • FA

This course explores a popular computer accounting program. Simulated businesses are used to set up company books, carry out daily activities, and produce reports and statements.

Prerequisite: ACC 220 with a grade of (C-) or higher

ACC 230 Managerial Cost Accounting

3 Credits • FA

This course presents accounting concepts used to generate and evaluate relevant cost information important for managerial decisions. The concepts will include accounting for product costing, process costing, budgeting, control and performance evaluation, and internal controls. Effective analysis of cost information will be emphasized.

Prerequisite: ACC 220 with a grade of (C-) or higher

ACC 231 Accounting Systems

3 Credits • SP

This course provides an in depth analysis of specific accounting issues including: adjusting entries (through the trial balance), error corrections, depreciation (both book and tax; creating and maintaining a depreciations schedule), merchandise inventory (perpetual and periodic; basic cost methods), internal controls and fraud prevention (how to prevent, or spot, employee theft, check and credit-card fraud and vendor scams and payroll.

Prerequisite: ACC 230 with a grade of (C+) or higher

ACC 250 Payroll Accounting

3 Credits • SP

This course is designed to teach the entire payroll function from gathering information to journalizing payroll. The course will provide comprehensive coverage of payroll operations and reporting to help the student understand the purpose of payroll and carry out the related duties including payroll law, calculation of payroll, and preparation of records and reports.

ANT 101 Physical Anthropology



3 Credits • FA/SP/SU

A general overview of the evolution of the human species over the past several million years. It will also involve a close examination of our primate relatives and the many variations, which exist within human forms across the world in the present day.

This CEI course meets Idaho State Board GEM competency requirements in GEM 6 – Social and Behavioral Ways of Knowing.

ANT 102 Cultural Anthropology



3 Credits • FA/SP/SU

This course examines the wide variety of ways of life which humans have created around the world and an analysis of the similarities and differences which exist among them. In addition to psychological and language differences among people, their technologies, social structures, and belief systems will also be emphasized.

This CEI course meets Idaho State Board GEM competency requirements in GEM 6 – Social and Behavioral Ways of Knowing.

ARN 100 Foundations Nursing Practice

4 Credits • FA

This course provides didactic instruction of foundational nursing concepts, skills, and basic IV therapy that are required for licensure as a registered nurse and employment in a variety of healthcare settings. Students will develop competencies necessary to practice in a safe, ethical, and legal manner. Additional emphasis is placed on utilizing and applying the nursing process, professionalism, and critical thinking.

Corequisite: ARN 100L

ARN 100L Foundations Nursing Practice Lab

2 Credits • FA

This course provides the lab practice of foundational nursing concepts, skills, and basic IV therapy taught in ARN 100, Foundations of Nursing Practice. Opportunities for practice are provided in the skills lab, including guided simulation exercises with required skills return demonstration. Students are required to demonstrate competence through rigorous skill pass offs in preparation for clinical practice in a variety of healthcare settings as a registered nurse.

Corequisite: ARN 100

ARN 120 Nursing Pharmacology

3 Credits • FA

This course provides students with the foundational knowledge of basic pharmacology necessary to practice safely for a registered nurse in general practice. Major drug classifications and the nursing management required for safe drug administration are covered in this course. Information on core concepts such as drug action, uses, drug administration, adverse reactions, drug interactions, nursing implications, and patient teaching are all addressed. Students are required to have math understanding for dosage calculations.

ARN 130 Advanced Foundations of Nursing Practice

2 Credits • SP

This course is a continuation of ARN 100 Foundations of Nursing Practice and expands students' knowledge on advanced concepts of nursing. Didactic instruction focuses on understanding advanced assessment and nursing care, diagnostic tests, and infusion therapy. Additional emphasis is placed on utilizing and applying evidenced based practice, nursing research, and nursing judgment to provide safe competent care to patients.

Corequisite: ARN 130L

ARN 130L Advanced Foundations of Nursing Practice Lab

1 Credit • SP

This course provides the lab practice for Advanced Foundations of Nursing Practice. Students will practice and apply knowledge gained in didactic portion of the course. Emphasis is placed on advanced health assessment, IV medications through peripheral and central lines, blood administration, and tracheostomy care. Competence is met through return demonstrations, simulation labs, and rigorous skills pass-offs.

Corequisite: ARN 130

ARN 150 Fundamental Concepts of Medical-Surgical Nursing

3 Credits • SP

This course is a study of human diseases and disorders in adult and geriatric health care. Students will explore common medical-surgical disorders utilizing the nursing process to understand the etiology, clinical manifestations, diagnostic tests, treatments, and nursing interventions of multiple body systems. This course will also discuss psychosocial, spiritual, and cultural needs of the adult patient allowing the student to care for the patient in a holistic manner.

Prerequisite: BIO 228, BIO 228L with a grade of (C) or higher

ARN 160 Fundamental Concepts of Medical-Surgical Nursing Clinical

3 Credits • SP

This course provides a clinical component to ARN 150 Fundamental Concepts of Medical-Surgical Nursing. Application of knowledge utilizing the nursing process, sound clinical judgment, and effective communication is expected for students to care for the patient in a holistic manner. Utilizes multiple clinical settings and simulation lab to enhance learning and provide opportunities for safe competent nursing care.

ARN 200 Advanced Concepts of Medical-Surgical Nursing

4 Credits • FA

This course is a continuation of Fundamental Concepts of Medical-Surgical Nursing. Additional emphasis is placed on advanced physiology and pathophysiology of complex diseases in adult and geriatric patients and care for the high-acuity, critical, and emergent adult patient as well as their family. Students will build on the basic concepts introduced in ARN 150 Fundamental Concepts of Medical-Surgical Nursing and require the student to develop increased critical thinking for multiple, integrating, and complex body systems.

ARN 210 Advanced Concepts of Medical-Surgical Nursing Clinical

3 Credits • FA

This course provides a clinical component to ARN 200 Advanced Concepts of Medical-Surgical Nursing. Students will apply and interpret knowledge gained in prior and current courses utilizing the nursing process, clinical reasoning, and effective communication to care safely for the adult patient in acute, critical, and simulation care settings.

ARN 220 Mental Health Nursing Principles

3 Credits • FA

This course presents theoretical principles, concepts, and skills necessary to provide safe and competent nursing care to clients across the lifespan in the psychiatric and mental health settings. Students will have an understanding of common mental health disorders, psychopharmacology, and nursing interventions. Application of knowledge will be demonstrated in the didactic setting as well as clinical setting. Emphasis is placed on therapeutic communication, crisis intervention, comprehension of disorders, and holistic care. Clinical will be arranged in various mental health settings.

Prerequisite: PSY 101 or SOC 101 with a grade of C- or higher

ARN 240 Maternal & Pediatric Nursing Essentials

3 Credits • SP

This course provides a foundation for nursing care of women and children throughout the lifespan. Population focus is on woman's health, perinatal care of mothers and infants, and the pediatric population. Emphasis is placed on teaching health promotion, risk reduction, and critical thinking for normal findings as well as deviations from normal processes.

ARN 250 Maternal & Pediatric Nursing Essentials Clinical

2 Credits • SP

This course provides the clinical portion of ARN 240 and provides exposure in the clinical and simulation setting for the maternity, newborn, and the pediatric populations. Utilizes multiple community settings and the simulation lab to enhance learning opportunities and provide hands-on education for the student to care for these patient populations.

ARN 260 Integration of Professional Nursing

2 Credits • SP

This course explores issues facing nursing in today's increasingly complex health delivery system including: legal and ethical roles of the profession, economics of health care, evidence-based practice, leadership dynamics, theoretical frameworks for nursing practice, RN licensure, and coping skills for the novice RN. Prepares nurses to practice effectively in the professional setting utilizing effective leadership skills and team collaboration.

ARN 270 Critical Reflections Clinical

2 Credits • SP

This course is designed to integrate knowledge gained throughout the registered nursing program. Final clinical experience will be assigned to students utilizing a preceptorship in various acute and community settings. Students are expected to reflect on their learning in order to be prepared to practice safely and competently as a registered nurse.

ART 101 Art History I

3 Credits • FA/SP/SU

This course provides a historical survey of painting, sculpture, and architecture from prehistoric art through the Middle Ages.

This CEI course meets Idaho State Board GEM competency requirements in GEM 5 – Humanistic and Artistic Ways of Knowing.



ART 102 Art History II

3 Credits • FA/SP/SU

This course continues the chronological survey established in Art History 1, and covers the period from the Renaissance in Europe through the present.

This CEI course meets Idaho State Board GEM competency requirements in GEM 5 – Humanistic and Artistic Ways of Knowing.



ART 105 Design I

3 Credits

This course begins the basic exploration of how choices are made in the construction of visual communications. The elements of art are discussed and then applied to the principles of design to solve problems in two-dimensions. This class is an elective.

ART 109 Drawing 1

3 Credits

This course explores basic drawing skills. Throughout the course a broad range of drawing materials and techniques will be introduced. Students will explore creative intent and participate in regular critiques.

ASE 102 Workplace Technical Skills

3 Credits • SP

This course introduces students to personal and work related strategies for seeking and keeping employment. This includes an employment plan, cover letter, resume and interview. Students will study professionalism, teamwork, how to properly dress for an interview, how to accept a job, and how to interact with employers and other employees. Students will also learn how to write warranty reports, work orders, estimates, and how technicians are compensated. Students will be introduced to different types of communications, as well as how to tell the difference between technical and people skills. Students will set short and long term goals.

Prerequisite: MTD 103 with a grade of (C) or higher

ASE 103 Automotive I Theory

6 Credits • SP

This 16 week course is designed to build on the fundamental principles received in the first year fall semester and introduce the student to further standard repair areas within the automotive industry. Students will receive theory that pertains to the following five major ASE areas of repair: Automatic Transmission (A2), Steering and Suspension (A4), Automotive Brake Systems (A5), Automotive Electrical systems (A6), and Automotive Ignition Systems (A8).

*Prerequisite: MTD 103 with a grade of (C) or higher;
Corequisite: ASE 103L*

ASE 103L Automotive I Lab

6 Credits • SP

This lab course is designed to build on the skill set received in the first year fall semester and accompany ASE 103. Lab will provide the student further opportunity to practice repair procedures on modules and live work that pertain mainly to the following five major ASE areas of repair: Automatic Transmission (A2), Steering and Suspension (A4), Automotive Brake Systems (A5), Automotive Electrical Systems (A6), and Automotive Ignition Systems (A8).

*Prerequisite: MTD 103 with a grade of (C) or higher;
Corequisite: ASE 103*

ASE 105 Diesel I Theory

6 Credits • SP

This course is designed to build on the fundamental principles received in the first year fall semester and introduce the student to further standard repair areas within the Diesel industry. Students will receive theory that pertains to the following three major areas of ASE H/D Diesel repair: Diesel engines (T2), Drive -train (T3), and Brakes (T4).

*Prerequisite MTD 103 with a grade of (C) or higher;
Corequisite ASE 105L*

ASE 105L Diesel I Lab

6 Credits • SP

This 16 week lab course is designed to build on the principles received in the first year fall semester and introduce the student to further common repair areas within the diesel industry. Students will receive lab training on modules and live work that pertain to the following three (3) major areas of ASE H/D Diesel repair: Diesel engines (T2), Drive-train (T3), and Brakes (T4).

*Prerequisite: MTD 103 with a grade of (C) or higher;
Corequisite: ASE 105*

ASE 114 Engine Repair

3 Credits • FA

This course covers the theory, construction, inspection, diagnosis, and repair of internal combustion engines and related systems. Topics include: fundamental operating principles of engines and diagnosis, inspection, adjustment, and repair of automotive/diesel engines using appropriate service information. Upon successful completion, student should be able to perform basic diagnosis, measurement and repair of automotive/diesel engines using appropriate tools, equipment, procedures and service information in accordance with Automotive Service Excellence (ASE) standards.

ASE 133 Manual Drive-Train

2 Credits • FA

The theory and principle of clutches, manual transmissions, drive lines (including U-joints), differential assemblies, and transaxles as used on cars, light trucks, and heavy duty trucks both domestic and foreign, will be covered. 4x4 and AWD transfer cases, both single and double reduction units will also be covered.

ASE 164 Introduction to Electrical

1 Credit • FA

This course covers the basic fundamental electrical theory concepts and electrical system formulas.

ASE 165 Electrical Systems

3 Credits • FA

This course covers basic troubleshooting and repair procedures for automotive and heavy-duty electrical systems and subsystems. Topics include: basic electrical fundamental theory, wiring diagrams, test equipment, diagnosis and repair or replacement of electrical components, including batteries, starting systems, charging systems, and lighting systems. Upon successful completion, the student should be able to properly use wiring diagrams and test equipment to diagnose, test, and repair wiring, start/charge systems, and lighting systems in accordance with Automotive Service Excellence (ASE) standards.

ASE 173 Automotive/Diesel Basic HVAC

2 Credits • FA

This course covers safety, basic theory, operation, maintenance, testing, and repair of water pumps, cooling fans and drive clutches, drive belts, coolant/antifreeze, radiators, radiator caps, recovery systems, heater controls, heater cores, heater hoses and clamps, A/C compressors and clutches, evaporators, condensers, receiver dryers, accumulator dryers, TXV's, orifice tubes, and various other control systems. Proper use of specialized diagnostic equipment and tools is included.

Prerequisite: ASE 165

ASE 203 Automotive II Theory

6 Credits • FA

This course is designed to build on the principles received in Automotive Theory I and lab (ASE 103/103L). Students will receive advanced level training in repair areas within the automotive industry. Students will receive theory that pertains to the following six major ASE areas of repair: Automatic Transmission (A2), Manual Drive-Train (A3), Steering and Suspension (A4), Automotive Brake Systems (A5), Automotive Electrical Systems (A6) and Automotive HVAC (A7).

Prerequisite: ASE 103 & ASE 103L with a grade of (C) or higher; Corequisite: ASE 203L

ASE 203L Automotive II Lab

6 Credits • FA

In This lab course students will receive training in advanced level lab activities on modules and live work that pertain mainly to the following six major ASE areas of repair: Automatic Transmission (A2), Manual Drive-Train (A3), Steering and Suspension (A4), Automotive Brake Systems (A5), Automotive Electrical Systems (A6), and Automotive HVAC (A7).

Prerequisite: ASE 103 & ASE 103L with a grade of (C) or higher; Corequisite: ASE 203

ASE 204 Automotive III Theory

6 Credits • SP

This course is designed to build on the principles received in Automotive Theory I/II and labs (ASE 103/103L and ASE 203/203L). Student will receive theory that pertains to the ASE area Engine Performance (A8).

Prerequisite: ASE 203 & ASE 203L with a grade of (C) or higher; Corequisite: ASE 204L

ASE 204L Automotive III Lab

6 Credits • SP

In This lab course students will receive training in advanced level lab activities on modules and live work that pertain mainly to Engine Performance (A8).

Prerequisite: ASE 203 & ASE 203L with a grade of (C) or higher; Corequisite: ASE 204

ASE 205 Diesel Theory II

6 Credits • FA

This theory course is designed to build on the principles received in Diesel Theory I and lab (ASE 105 and 105L). Student will receive advanced level training in the following ASE repair areas within the diesel industry: Hydraulics, Steering and Suspension (T5), HVAC (T7), and Electrical/Electronic systems (T6, T8).

Prerequisite: ASE 105 & 105L with a grade of (C) or higher; Corequisite: ASE 205L

ASE 205L Diesel II Lab

6 Credits • FA

In This lab course students will receive training in advanced-level lab activities on modules, and live work that pertains mainly to four major areas of ASE H/D Diesel repair: Hydraulics, Steering and Suspension (T5), HVAC (T7), and Electrical/Electronic systems (T6, T8).

Prerequisite: ASE 105 & 105L with a grade of (C) or higher; Corequisite: ASE 205

ASE 206 Diesel III Theory

6 Credits • SP

This course is designed to build on the principles received in Diesel Theory I/ II and labs (ASE 105/105L and ASE 205/205L). Student will receive theory that pertains to Heavy Duty Diesel Emission Systems, Electrical and Electronics (T6) and Preventative Maintenance and Inspection (T8).

Prerequisite: ASE 205 & 205L with a grade of (C) or higher; Corequisite: ASE 206L

ASE 206L Diesel III Lab

6 Credits • SP

In This lab course students will receive training in advanced level lab activities on modules and live work that pertain mainly to Heavy Duty Diesel Emission Systems, Electrical and Electronics (T6) and Preventative Maintenance and Inspection (T8).

Prerequisite: ASE 205 & 205L with a grade of (C) or higher; Corequisite: ASE 206

ASE 207 L/D Diesel II Theory

6 Credits • FA

ASE 207 theory covers a portion of ASE A1, A2, A3, A4, A5, and A9 areas. This theory class will cover: Light Duty Diesel engine service (A1), maintenance and repair (A1 and A9), fuel and induction systems (A9), brake systems (A5), axle/transmission/drive-train systems (A2 and A3), and steering and suspension (A4).

Prerequisite: ASE 103 & 103L with a grade of (C) or higher; Corequisite: ASE 207L

ASE 207L L/D Diesel II Lab

6 Credits • FA

In This lab course students will receive training in advanced level lab activities on modules and live work that pertain mainly to Light Duty Diesel engine service, maintenance and repair, fuel and induction systems, brake systems, axle/transmission/drive-train systems, and steering and suspension.

Prerequisite: ASE 103 & 103L with a grade of (C) or higher; Corequisite: ASE 207

BIO 100 Concepts of Biology



4 Credits

This is an introductory course for non-science majors. The course will provide an introduction to the principles and processes that apply to living systems including a broad range of current biological issues. Lab is included in the four (4) credits.

\$40 lab fee

This CEI course meets Idaho State Board GEM competency requirements in GEM 4 – Scientific Ways of Knowing.

BIO 120 Environmental Science



4 Credits

This is a course for non-science majors. It will consider scientific principles and their influence on today's environmental issues and problems. This course will also consider how to protect natural resources both local, nationally, and globally. The human impact past, present, and future will be explored. Lab/investigative activities are included in the four (4) Credits.

\$40 lab fee

This CEI course meets Idaho State Board GEM competency requirements in GEM 4 – Scientific Ways of Knowing.

BIO 201 Biology I



3 Credits

This introductory course is for science majors. It emphasizes biological principles important in understanding living organisms. The following will be included: evolution, general biochemistry, cytology, Mendelian and molecular genetics and ecology. Includes lab.

Corequisite: BIO 201L

This CEI course meets Idaho State Board GEM competency requirements in GEM 4 – Scientific Ways of Knowing.

BIO 201L Biology 1 Lab



1 Credit •

\$40 lab fee

Corequisite: BIO 201

BIO 202 Biology 2

3 Credits

This course is designed for science majors and provides an overview of evolution, the diversity of life, and the fundamentals of organismal structure and function. All domains and kingdoms of life are included with the primary focus on plants and animals. Students will complete a taxonomic and comparative study of organismal anatomy, physiology and evolutionary relationships.

Prerequisite: BIO 201 with a grade of (C) or higher, or instructor permission; Corequisite: BIO 202L

BIO 202L Biology 2 Lab

1 Credit •

\$40 lab fee

Corequisite: BIO 202

BIO 209 General Ecology

4 Credits

This course will provide an introduction to the interactions between living organisms and their physical, chemical and biological environments. Several levels of ecological organization are examined. These include the study of different types of populations, communities and ecosystems. Topics include population structure and growth, species interaction, energy flow, nutrient cycling, succession, and applications to current environmental management issues. Students will learn about global issues and ecosystems, but emphasis will be on the Greater Yellowstone and Great Basin Ecosystems. Students will perform ecological experiments in the field as well as in the laboratory.

Corequisites: BIO 209L

BIO 209 General Ecology Lab

Assignments to apply principles from BIO 209.

Corequisites: BIO 209

BIO 227 Human Anatomy & Physiology I

4 Credits

This course is the first of a two (2) course sequence that will cover human anatomy and physiology. This course covers the body structures and how they function to maintain homeostasis in the body. The systems covered in this first course will include the following systems: integumentary, skeletal, muscular, nervous and endocrine. The anatomy of the cell will be covered in detail and how cells working together form different tissues. Important physiology processes such as a muscle contraction and nerve impulse will be covered.

Corequisite: BIO 227L

This CEI course meets Idaho State Board GEM competency requirements in GEM 4 – Scientific Ways of Knowing.

BIO 227L Human Anatomy & Physiology I Lab

0 Credits • FA

\$40 lab fee

*Corequisite: BIO 227***BIO 228 Human Anatomy & Physiology II**

4 Credits

This is the second course of a two semester sequence in human anatomy and physiology. This course will cover the structure and functions of the, circulatory, respiratory, urinary, digestive and reproductive systems. The balance of fluids and essential molecules will also be introduced. Genetics will be reviewed and new research on human development will be presented.

*Prerequisite: BIO 227 with a grade of (C-) or higher;**Corequisite: BIO 228L*

This CEI course meets Idaho State Board GEM competency requirements in GEM 4 – Scientific Ways of Knowing.

BIO 228L Human Anatomy & Physiology II Lab

0 Credits • SP

\$40 lab fee

*Corequisite: BIO 228***BIO 250 General Microbiology**

3 Credits • FA/SP

This course is an introduction to the essential principles of microbiology and medically significant microorganisms. The course includes taxonomy, microbial growth and control, clinical disease pathogenesis, and universal precautions for handling human body fluids. Microbial genetics and biotechnology will also be covered.

Corequisite: BIO 250L

This CEI course meets Idaho State Board GEM competency requirements in GEM 4 – Scientific Ways of Knowing. Students are strongly advised to complete HCT 101 prior to/or concurrently.

BIO 250L General Microbiology Lab

1 Credit • FA/SP

\$40 lab fee

*Corequisite: BIO 250***BOT 146 Keyboarding I**

1 Credit • FA

This course introduces the fundamentals of keyboard technique. Students will learn the touch typing technique and an introduction to ergonomics. Credit by examination at 25 wpm; 90% accuracy.

BOT 147 Keyboarding II

1 Credit • FA

This course focuses on building speed and accuracy on the keyboard. Emphasis is placed on improving the student's touch typing technique, ergonomics, when using the computer, and increasing keyboarding speed and accuracy. Entrance requirement: type 25 wpm, 90% accuracy. Credit by examination at 28 wpm, 90% accuracy.

Prerequisite: BOT 146

BOT 148 Keyboarding III

1 Credit • FA

This course focuses on building speed and accuracy on the keyboard. Emphasis is placed on improving the student's touch typing technique, ergonomics when using the computer, and increasing keyboarding speed and accuracy. Entrance requirement: type 28 wpm, 90% accuracy. Credit by examination at 31 wpm, 90% accuracy.

Prerequisite: BOT 146, BOT 147

BOT 150 Employment Strategies

1 Credit • SP

Comprehensive study and practice of job search activities, including company research, networking strategies, interviewing behavior, and writing the resume and business correspondence. This course includes the preparation of essential employment documents and/or a professional portfolio.

BOT 151 Leadership I

1 Credit • FA

This course provides students the opportunity to gain leadership skills in areas such as personal and academic success, teambuilding, communication, and networking. This course will be graded on a pass/fail basis.

BOT 152 Leadership II

1 Credit • SP

Course continuation of BOT 151. This course will be graded on a pass/fail basis.

BOT 155 Orientation to Computer Technology

1 Credit

Overview of basic computer hardware. Orientation to computer applications and document processing. Basic Internet research skills and use of email. Use of student learning management systems.

BOT 170 Business Document Processing

3 Credits • FA

In this course, students will develop proficiency using word processing software to create and format documents according to current business standards.

BOT 180 Financial Business Application

3 Credits • FA

In this course, students will develop effective financial business concepts with emphasis on 10 key computations, banking concepts, payroll, retail computation, and time value of money.

Prerequisite: An ACT score of > 16 or a SAT Math score between 430-500

BOT 190 Mechanics of Business Writing

3 Credits • FA

In this course, students will develop effective language usage with emphasis on correct grammar, punctuation, sentence structure, and the mechanics of writing business communication, use of online office tools.

BOT 216 Supervised Work Experience

3 Credits • FA/SP/SU

Supervised work experience will be conducted at an instructor-approved work site or on the campus of College of Eastern Idaho.

Internship, Practicum, and Supervised Work Experience courses offered at College of Eastern Idaho have required outcomes that must be met prior to the completion of the course. All aspects of the course are overseen by assigned course instructors and students are graded based on course outcomes. Students are required to keep track of hours spent at the off campus location and report back to the assigned instructor for review during weekly meetings.

BSN 101 Introduction to Business

3 Credits • FA/SP

A survey of business subject areas for both business and nonbusiness students. Topics covered will include business operation and organization, financial management, marketing, accounting, and labor relations. Career opportunities in the field of business will be discussed. This course is an elective.

BSN 201 Business Communication

3 Credits • FA/SP

The effectiveness, correctness, and the psychology of letter and report writing will be stressed through the preparation of a variety of business correspondence. Specific writing problems will be used in conjunction with various cases to provide students with realistic opportunities to develop writing skills following a designated style. Oral presentations skills will also be included. This course is an elective.

Prerequisite ENG 102 with a grade of (C) or higher.

BSN 215 Introduction to Information Science

3 Credits • FA/SP

This is an introductory course for students to develop skills in the business software found in Microsoft Office. Projects include Internet research, document preparation, financial controls, pivot tables, database management, and large group presentations. Students are provided with critical-thinking opportunities and hands-on experience with computers. This course is an elective.

BSN 250 Principles of Marketing

3 Credits • FA/SP

A survey course, covering the basic elements of marketing and the marketing process. In addition, an analysis of product, pricing, promotion, place and distribution will be included. Attention is given to consumer motivation and factors leading to ultimate buying decisions. This course is an elective.

BSN 255 Leadership Development Skills

3 Credits • SP/SU

This course is an application of behavioral science principles and skills to the practice of leadership in a variety of contexts. Topics include team building, motivation, problem-solving, negotiation, and self-management. This course is an elective.

BSN 261 Legal Environments of Organizations

3 Credits

Study the legal environment of business organizations. We will learn about law and ethics, the court systems, trials and resolving disputes, the Constitution, torts, contracts, and employment discrimination.

CHE 100 Chemistry in Everyday Life 

4 Credits • FA/SP

This is an introduction to chemistry course to prepare students on the impacts chemistry has on the world around us. Topics include: air and water quality, energy and fuels, nuclear power, nutrition and food, medicine and drug design, plastics, acid and bases, oxidation and reduction as well as other applications. This is a course for non-science students.

This CEI course meets Idaho State Board GEM competency requirements in GEM 4 – Scientific Ways of Knowing Lab embedded GEM Science.

\$40 lab fee

CHE 101 Essentials of General Chemistry 

4 Credits • FA/SP

This course is a systematic treatment of chemistry principles and their application. Topic include: nomenclature, periodicity, reactions, equations, stoichiometry, solutions, gases and introductions to theories of the atom. Equilibria, acid and bases, redox and radioactivity will be covered.

Corequisite: CHE 101L

This CEI course meets Idaho State Board GEM competency requirements in GEM 4 – Scientific Ways of Knowing.

CHE 101L Essentials of General Chemistry Lab

0 Credits • FA/SP

\$40 lab fee

*Corequisite: CHE 101***CHE 102 Essentials of Organic & Biochemistry**

4 Credits

The nomenclature, reactions and structure/property relationships of organic compounds. The study of the structure and function of proteins, carbohydrates, lipids and nucleic acids and an introduction to major bioenergetic pathways.

Prerequisite: CHEM 101 or CHEM 111 with a grade of C- or higher; Corequisite: CHEM 102L

This CEI course meets Idaho State Board GEM competency requirements in GEM 4 – Scientific Ways of Knowing.

CHE 102L Essentials of Organic & Biochemistry Lab

0 Credits

\$40 lab fee

*Corequisite: CHE 102***CHE 111 General Chemistry with Lab**

5 Credits

This course is a study of the fundamental principles necessary to describe the interaction of atoms and molecules in the various phases of matter, including properties of matter, changes that it undergoes, and energy changes that accompany these processes. Lecture and laboratory topics include unit conversions, stoichiometry, chemical bonding and reactions, kinetic molecular theory, solution chemistry, and kinetics. Lab embedded within five (5) credit course. This course is an elective.

\$40 lab fee

Prerequisite: Complete MAT 143 with a minimum grade of C- or higher

**CHE 112 General Chemistry with Organic Lab**

5 Credits

The study of elementary theoretical chemistry and its application to analytical practice. The lecture includes redox, kinetics, coordination, and nuclear chemistry plus the aqueous equilibria of acids, bases, complexes, and slightly soluble compounds. The lab work consists of the qualitative separation and identification of cations and selected inorganic experiments. Lab embedded within five (5) credit course. This course is an elective.

Prerequisites: CHEM 111 and MATH 147 or MATH 143 with grades of C- or higher.

**CIS 101 Computer Information Systems**

3 Credits • FA/SP/SU

This course teaches students basic proficiency in the use of personal computers knowledge essential for successful employment in the modern workplace. The following three modules are covered in this class: 1) Key business software applications (word processing, spreadsheets, and presentation software), 2) Computer fundamentals (Operating systems, software, hardware, and social issues such as ethics) and 3) Online applications (the Internet, using online research, understanding intra-networks, and email). An overview of CEI's computer network is also provided.

Corequisite: CIS 101L

**CIS 101L Computer Information Systems Lab**

0 Credits • FA/SP/SU

This course provides extra support for students who might benefit from more detailed instruction in order to foster success in CIS 101.

Corequisite: CIS 101; this course will be graded on a pass/fail basis



CIS 110 Basics of Web Development

3 Credits • FA

This course introduces the student to HTML, CSS and other essential web coding concepts. Emphasis is placed on hands-on skills. Students will use standards-compliant HTML to create basic web pages, be able to use styles to format those web pages, and will demonstrate an understanding of advanced CSS selectors and properties. Students will demonstrate the ability to effectively design and layout web pages using CSS.

*Prerequisite: CIS 101 with grade of (C-) or equivalent;
Corequisite: CIS 110L*

CIS 110L Basics of Web Development Lab

1 Credit • FA

Lab portion of CIS 110 Basics of Web Development.

CIS 130 Fundamental Web Design

3 Credits • FA

This course introduces students to basic web design theory and use of current industry graphic development tools. Students will use organizational standards related to layout, architecture and planning. Students will develop design practices to create aesthetically pleasing Web pages. Students will learn the importance of designing a user-centered Web project that meets the customer/client expectations. Students will also learn to work effectively, safely and ethically in today's business environment.

Prerequisite: CIS 101 or equivalent

CIS 220 Development for Modern Devices

4 Credits • SP

This course uses the latest development techniques for current industry devices to build systems that meet the users' needs using best practice principles. Students will learn how to effectively use application architectures for a range of wireless devices via hands-on experience.

Prerequisite: CIS 235 with a grade of (C-) or higher

CIS 235 Advanced Website Design

3 Credits • SP

The student will work to develop and publish websites using a variety of advanced coding methods. This course will build on the W3C standards introduced in CIS 110 and will provide advanced web programming skills in interactive front-end web development.

Prerequisite: CIS 130

CIS 236 Web Development Tools

3 Credits • SP

This course provides the students with the skills necessary to utilize the latest industry standards for web development. A number of applications will be examined and used in the course to provide rapid web development skills to the student.

CIS 237 Web Development Tools II

3 Credits • FA

This course continues with more advanced skills in program application development in HTML, CSS, JavaScript, and jQuery. The latest industry APIs/Tools for web application programming will also be covered.

Prerequisite: CIS 236 with grade of (C-) or higher, or instructor approval

CIS 238 Database Driven Websites

3 Credits • FA

This course will examine the different approaches for creating dynamic web pages that interact with databases and demonstrates how web servers interact with database servers and browsers to create dynamic web pages. The students will use relational database concepts to create queries using SQL. The course will interact with databases using both client-side and server-side scripts.

Prerequisite: CIS 239 with grade of (C-) or higher

CIS 239 Advanced Data Management

3 Credits • SP

This course provides the advanced skills necessary to develop scalable organization databases. Organizational information needs and limitations will be examined to plan and develop databases that can later be utilized in the creation of dynamic web sites. Industry standards in database software will be utilized throughout the course.

Prerequisite: OFP 227 with grade of (C-) or higher

CIS 250 Emerging Trends in Web Development

4 Credits • SP

This course will examine the latest development applications. New and developing trends within the Internet industry will be studied and applied to web development projects.

Prerequisite: CIS 239 with grade of (C-) or higher

CNT 114 Computer Essentials

4 Credits • FA/SP

This course provides students with the knowledge of computer hardware and software and advanced concepts such as security, networking, and the responsibilities of an IT professional. Students who complete this course will be able to explain the internal components of a computer, describe how to assemble a computer system and install an operating system. Students working through hands-on activities will gain skills in computer assembly, configuration, and maintenance.

CNT 121 Wireless LAN Administration

3 Credits • FA/SP

The wireless LAN Administration course provides the networking professional a complete foundation of knowledge for entering into or advancing in the wireless networking industry. From basic RF theory to link budget math, including topics from troubleshooting to performing a site survey, this course delivers hands-on training that benefits the novice and the experienced network professional.

CNT 123 Fundamentals in Network Security

3 Credits • FA/SP

This course provides a broad introduction to computer and network security measures and provides a foundation for additional study of more specific security areas. It is ideal for those administering network devices and infrastructure, as well as those working in database development and administration. The course will emphasize the knowledge and skills necessary to identify risks and participate in the mitigation of risks, provide infrastructure, application, operational and information security, apply security controls to maintain confidentiality, integrity and availability, identify appropriate technologies and products, and operate with an awareness of applicable policies, laws and regulations.

Prerequisite: CNT 121 with a grade of (C-) or higher

CNT 140 Linux I

3 Credits • FA/SP

This course is geared toward those interested in systems administration as well as those who will use or develop programs for Linux systems. Practical hands-on descriptions and exercises are employed to help the student see what commands are available, how they are used and what must be done to get results. The course includes Linux distributions, installation, administration, X-Windows, networking, and security.

CNT 141 Linux II

3 Credits • FA/SP

This course focuses on practical hands-on activities of system administration tasks and the utilities, both command-line and graphical, which an administrator would use to manage a Linux based server. The course includes building and customizing a Linux server to meet business objectives.

Prerequisite: CNT 140 with a grade of (C-) or higher

CNT 150 Desktop/Client Computer Operating Systems

4 Credits • FA/SP

This course is for students desiring to become a Microsoft certified technology specialist for client computers. It provides students with the knowledge and skills to install and configure Windows client operating systems. It focuses on four main areas: installing, securing, networking, and browsing. By the end of the course, students will have installed and configured a Windows client computer that is secure, on the network, and ready for browsing.

Prerequisite: CNT 114 with grade of (C-) or higher

CNT 160 Cisco I

4 Credits • FA/SP

This course provides instruction in network standards, network terminology and protocols, networking, IP addressing, LANS, WANS, cabling tools, and cabling. Emphasis is given to applying science, mathematics, and communication to make decisions and solve networking problems. Students will use Algebra and Boolean math to make network design calculations.

CNT 170 Cisco II

4 Credits • FA/SP

This course covers routing protocols and routing, elements of routers, the router operating system, utilities used to configure a router, and router configuration tasks. Basic switching concepts and theory are taught in this course, which prepares and enables students to configure switches.

CNT 224 Server I

4 Credits • FA/SP

This course teaches a candidate to implement and configure Windows Server core services, such as Active Directory and the networking services. It provides skills and knowledge necessary for implementing, managing, maintaining, and provisioning services and infrastructure in a Windows Server environment.

CNT 225 Server II

4 Credits • FA

This course is part two of a series of three courses that teach the skills and knowledge necessary to administer a Windows Server infrastructure in an enterprise environment. It teaches a candidate to perform the tasks required to maintain a Windows Server infrastructure, such as user and group management, network access, and data security. It provides skills and knowledge necessary for implementing, managing, maintaining, and provisioning services and infrastructure in a Windows Server environment.

Prerequisite: CNT 224 with a grade of (C-) or higher

CNT 226 Server III

3 Credits • SP

This course is part three of a series of three courses that teach the skills and knowledge necessary to administer a Windows Server infrastructure in an enterprise environment. It teaches a candidate to perform the advanced configuring tasks required to deploy, manage, and maintain a Windows Server infrastructure, such as fault tolerance, certificate services, and identity federation. It provides skills and knowledge necessary for implementing, managing, maintaining, and provisioning services and infrastructure in a Windows Server environment.

Prerequisite: CNT 225 with grade of (C-) or higher

CNT 232 MCSE I

4 Credits • FA

This course is one of two courses that provide the skills and knowledge necessary to design, implement and maintain a Windows server infrastructure in an enterprise scaled, highly virtualized environment. The emphasis on this course is planning, configuration, and implementation of Windows server services such as server deployment, server virtualization, and network access and infrastructure.

CNT 233 MCSE II

4 Credits • SP

This course is one of two courses that provide the skills and knowledge necessary to design, implement and maintain a Windows server infrastructure in an enterprise scaled, highly virtualized environment. The emphasis of this course is the planning, configuration, and management of Windows server services such as identity and access, high availability and server infrastructure.

Prerequisite: CNT 232

CNT 270 Emerging Trends in Computer Networking

3 Credits • SP

This course will explore current technology and trends in computer networking topics.

CNT 280 Cisco III

3 Credits • FA

This course describes the architecture, components, and operations of routers and switches in larger and more complex networks. Students learn how to configure and troubleshoot routers and switches for advanced functionality. By the end of the course, students will be able to configure and troubleshoot routers and switches and resolve common issues with OSPF, EIGRP, and STP in IP networks. This course also covers topics related to WAN networking, including Internet services, cellular, PPP and serial WANs.

Prerequisite: CNT 170 with grade of (C-) or higher, or instructor approval

CNT 290 Practical Programming

3 Credits • SP

This course introduces students to the fundamental building blocks of computer programming, and focuses on automating day-to-day computer administrative tasks.

CNT 291 Digital Forensics

3 Credits • SP

This course explores a professional approach to forensic investigations of computer security incidents.

CNT 292 Intrusion Detection

3 Credits • FA

This course examines the tools and techniques used for traffic and intrusion analysis employed in today's cyber environment including processes and procedures used by hackers, along with corresponding countermeasures that may be employed to protect against such attacks.

Prerequisite: CNT 123 or Instructor Approval

CNT 293 Emerging Trends in Cybersecurity

4 Credits • FA

This course will explore current technology and trends in Cybersecurity topics.

COM 101 Fundamentals of Speech



3 Credits • FA/SP/SU

This is a course in oral communication that emphasizes the foundational elements of communication including: perception, self-concept, language listening and nonverbal. This course also encompasses a variety of communication, including interpersonal, group, and public.

This CEI course meets Idaho State Board GEM competency requirements in GEM 2 – Oral Communication

COM 101T Fundamentals of Speech

(Transfer Students Only)

1 Credit • FA/SP/SU

This course is designed to meet the needs of transfer students who enter CEI having previously taken a two-credit Speech or Communication class at either Idaho State University (ISU) or University of Idaho (UofI). Students will attend the first seven weeks of the course, take all exams given during those seven weeks, and deliver at least one speech.

Prerequisite: Two credit hours of introductory Speech Communications transfer credit

CRJ 103 Introduction to Law & Justice

3 Credits • FA/SP/SU

Study of basic issues of law as a means of social control including broader issues of social justice such as poverty, racism, sexism, alienation. Provides foundation for examining relevant critical issues in American society. *This CEI course meets Idaho State Board GEM competency requirements in GEM 6 – Social and Behavioral Ways of Knowing.

DTL 121 Orientation to Dental Assisting/Office Management

2 Credits • FA

This course is designed to provide the student with a solid foundation to become skilled in effectively using the correct terminology when dealing with various people in various situations. The skills learned in this course can be used when building relationships with people as related to success with patients, co-workers, and employers. Also provides in-depth understanding of the dentist's and auxiliaries ethical and legal responsibilities to patients and to each other. Emphasis is placed on the auxiliary's role in risk management. An introduction to basic office procedures used on a daily basis is included.

DTL 124 Basic Dental Science & Medical Situations

3 Credits • FA

This course is designed to provide students with a basic understanding of the various sciences used in the dental health field. Class work also deals with preventive dentistry and patient care. The course provides the skills needed to handle any medical emergency in the dental office and provides a solid fundamental knowledge of HIV/AIDS as it pertains to patients, co-workers and employers. The student will be eligible to test for Red Cross certification in CPR, First Aid, and HIV/AIDS in the Workplace.



DTL 125 Dental Operatory Procedures

4 Credits • FA

This course is designed to provide the skills needed in the maintenance of treatment rooms, equipment, tray preparation, selection and proper sterilization of dental instruments/or equipment, and the hands-on use of four- and six-handed chair side procedures. The course covers the physical and chemical interactions, manipulations, application and storage of various restorative materials.

DTL 126 Dental Radiology

4 Credits • FA

This course is designed to provide history, principles, and biological effects on the human body. Also included are the exposing, processing, and mounting of radiographs using proper safety techniques. The course provides supervised theory and lab techniques covering intra and extra oral radiographic production, processing, mounting, and evaluation. The student has the opportunity to become skilled in dental x-ray procedures with a heavy emphasis on safety.

DTL 127 Dental Clinical

2 Credits • SP

Theories and skills learned in the classroom are applied to actual clinical situations through low-income clinic work on campus. The experience is made possible by local dentists who volunteer their time and services. This course provides the student with the opportunity to enhance chair side and lab skills in the dental environment and to work with dentists in a structured environment.

DTL 128 Dental Specialties

4 Credits • SP

This course is designed to provide the student with a basic knowledge, including indications and contraindications, of the use of dental specialties. Varied skills dealing with each specialty will be introduced.

DTL 129 Dental Biology

2 Credits • FA

Microbiology/Anatomy and Physiology is a required course for Dental Assisting students. This is an introductory course that is taught in one semester. The course is taught in a lecture format. This course will cover microbiology, pathophysiology and anatomy of the head and neck.

DTL 131 Dental Lab Materials & Expanded Functions

3 Credits • SP

The student will learn to identify properties, uses, and manipulations of various dental lab materials. A hands-on use of selected laboratory materials is used in the fabrication of numerous dental products. Also learned are selected lab procedures including proper use, maintenance, and safety of lab equipment. Much of this course is hands-on lab work. The student will have the opportunity to become skilled in the clinical aspects of the Idaho Expanded Functions for Dental Assistants. The student will have the opportunity to be tested for the Idaho Expanded Functions certificate.

DTL 132 Supervised Work Experience

6 Credits • SU

This course is designed to allow students to apply theories and skills learned in the classroom and lab to actual clinical situations in area dental offices. This gives the student the opportunity to become further skilled in the Idaho Expanded Functions. The student may also receive experience in specialty offices (e.g. orthodontics or oral surgery).

EAR 105 Early Childhood Environments

3 Credits

Students will learn how to design, assess and ensure developmentally appropriate practices for the following: indoor/outdoor environments, mental health, personal safety and nutrition for young children in child care, preschool and elementary school settings. Elective.

ECO 100 Economic Issues

3 Credits • FA/SP

This course provides students with a general overview of economics. Students will learn about the fundamentals of macroeconomics, microeconomics and personal finance. An emphasis will be placed on why the study of economics is important and how economics impacts countries, communities, organizations, families and individuals.

ECO 201 Principles of Macroeconomics



3 Credits • FA/SP/SU

This course includes organization and operation of the American economy, supply and demand analysis, money and banking employment and aggregate output, public finance and economic growth.

This CEI course meets Idaho State Board GEM competency requirements in GEM 6 – Social and Behavioral Ways of Knowing.

ECO 202 Principles of Microeconomics



3 Credits • FA/SP/SU

Principles of governing production, price relationships, and income distribution and their application to selected problems.

This CEI course meets Idaho State Board GEM competency requirements in GEM 6 – Social and Behavioral Ways of Knowing.

EDU 201 Foundations of Education

3 Credits

This course introduces social, philosophical and historical perspectives in education. An examination of current state of the teaching field, foundations of education past and present, and the teaching profession as a career are covered. This course is an elective.

EDU 204 Families, Communities and Culture

3 Credits

This course examines the interactions of schools, families, communities, and diverse cultures as a basis for reflecting on the social context of learning.

EGR 120 Introduction to Engineering**2 Credits**

This course covers the history of engineering, engineering disciplines, ethics, statistics and graphing problem solving. It is a required first course for all engineering majors.

Corequisite: MAT 147

ELT 141 Applied Mathematics I**4 Credits • FA**

Basic math as it applies to electrical theory. Includes algebraic and trigonometric topics as they relate to DC and AC (sine wave) circuit analysis.

Corequisite: ESE 100

ELT 142 Applied Mathematics II**4 Credits • SP**

Continuation of ELT 141. Selected algebraic and trigonometric topics as related to DC and AC (sine wave) circuit analysis with special emphasis on trigonometric solution and vector analysis.

Prerequisite: ELT 141 with grade of (C-) or higher

ELT 153 Electronic Theory**5 Credits • FA**

Fundamentals of DC and AC electronics: safety, soldering, electrical units, Ohm's law, series and parallel resistive circuits, voltage and current, meters, network theorems, magnetism, inductors, capacitors, AC-DC network analysis and power supplied.

Corequisite: ELT 141, ELT 155

ELT 154 Electronic Control Devices Theory**5 Credits • SP**

Comprehensive study of semiconductors, power supplied, transistor amplifiers, and operational amplifiers. It covers digital fundamentals including logic gates, Boolean algebra, combination logic circuits, digital registers, counters, and timing circuits.

Prerequisites: ELT 141, ELT 153, ELT 155;

Corequisites: ELT 142, ELT 156

ELT 155 Electronic Lab**5 Credits • FA**

Experiments involving subjects covered in ELT 153. Students will construct, measure, and analyze circuits.

Corequisite: ELT 153

ELT 156 Electronic Control Devices Lab**5 Credits • SP**

Experiments involving subjects covered in ELT 154. Students will construct, measure, and analyze circuits.

Prerequisites: ELT 141, ELT 153, ELT 155; Corequisite: ELT 154

ENG 101 English Composition**3 Credits • FA/SP/SU**

Using the essay as a model for organization, students will be introduced to critical reading and writing challenges including pre-writing strategies, invention, revision, and editing. In a minimum of 20 pages of revised writing, students will produce essays and reports that show unity and coherence, develop and support a central thesis, and demonstrate organization and unification. Keyboarding skills are strongly recommended.

Prerequisites: A GAIN score of 820, or an ACT English score of 18-24, or SAT ERW score of 500-620

This CEI course meets Idaho State Board GEM competency requirements in GEM 1 – Written Communication.

ENG 101P English Composition Plus**1 Credit • FA/SP/SU**

One-credit supplement to ENG 101 for students who do not meet placement requirements for ENG 101. Includes additional instruction in reading, analyzing and writing expository essays.

Prerequisites: A GAIN score of 747-820, or ENG < 17, or SAT ERW score of 500-620; Corequisite ENG 101

ENG 102 Critical Reading and Writing



3 Credits • FA/SP/SU

Provides instruction in critical reading and writing of expository and argumentative prose, including summaries, analysis, and research. Focus on critical reading; research methods; gathering, evaluating, analyzing, and synthesizing ideas and evidence; and documentation. This course is designed to help students understand and acquire the habits of the mind that are central to academic inquiry and to exercise skills in reporting documented research.

Prerequisites: Successful completion of ENG 101 with a grade of C- or higher.

This CEI course meets Idaho State Board GEM competency requirements in GEM 1 – Written Communication.

ENG 110 Introduction to Literature



3 Credits • FA/SP/SU

This course surveys major writers and various literary genres throughout a minimum of three historical periods. Reading will include drama, poetry, short stories and novels. The emphasis is on literature as it contributes to and reflects an understanding of the human condition, ideas and values. Both canonical and diverse contemporary writers will be covered. Students will write a variety of papers equaling 2500-3000 words of edited prose.

Prerequisite: ENG 101

This CEI course meets Idaho State Board GEM competency requirements in GEM 5 – Humanistic and Artistic Ways of Knowing.

ENG 202 Technical Communication

3 Credits • FA/SP/SU

This class is designed for those interested in practical applications of technical writing and communication principles. It offers instruction in group dynamics, teamwork, and writing skills applicable to business and industry and includes the fundamentals of composing memos, letters, abstracts, instructions, and reports with an emphasis on clarity, conciseness, and document design.

Prerequisite: ENG 101

ENG 203 Effective Technical Communication

3 Credits

Principles and practice of effective technical communication. Projects teach conventions of tone and style appropriate to the specific discourse situation in a variety of formats, including oral, written, visual, and multimedia genres. This course is an elective.

Prerequisite: ENG 101

ENG 215 Survey of World Mythology



3 Credits • FA/SP/SU

This course is a broad survey of mythologies from Western and Eastern world cultures. Students will analyze, discuss, and write about world mythologies and their relationship to contemporary culture.

Prerequisites: ENG 101 with a grade of (C) or higher.

This CEI course meets Idaho State Board GEM competency requirements in GEM 5 – Humanistic and Artistic Ways of Knowing.

ENG 235 Introduction to Shakespeare

3 Credits

This course provides an introductory study to Shakespeare's tragedies, comedies, romances, and histories, as well as his poems. Throughout the course of the term the course will stress Shakespeare's importance as a dramatist and poet in English, as well as his lasting legacy to modern Anglophone culture. The class may view films, live performances, and other media. This course is an elective.

Prerequisite: ENG 101

ESE 100 Engineering Technology Orientation

1 Credit • FA

An introduction to the opportunities and responsibilities of an engineering technician. Exposure to the various fields of technology through field trips, movies and guest lectures. Introduction to materials, techniques, and college services, which will assist the student in completing a technology program.

ESE 100L Engineering Technology Orientation Lab

1 Credit • FA

A lab introduction to the skills of an engineering technician. Includes an overview of safety, tools, electrical wiring, instrumentation and programmable logic controllers.

ESE 110 Introduction to Process Control

1 Credit • SP

An introduction to the basic concepts of process control through the study of control devices, process variables, programmable logic controllers, instrument calibration, motor control, test equipment and diagrams.

ESE 110L Introduction to Process Control Lab

1 Credit • SP

A lab instruction to the application and use of control devices, programmable logic controllers, and test equipment. Experiments with motor control, instrument calibration and process control.

ESH 102 40-Hr OSHA HAZWOPER Training

1 Credit • SP

This class is designed for hazardous waste operation workers as described by 29 CFR 1910.120. Topics of discussion include applicable regulations, chemical and physical hazards, personal protective equipment, decontamination, and emergency response.

FST 100 Fire Service Technologies

48 Credits

This program is designed to upgrade paid and volunteer fire fighters in the latest firefighting and life saving techniques. The course work listed (except general education requirements) for the Idaho State Fire Fighters certification, associate of applied science degree program, is delivered through statewide fire departments.

All courses except general education requirements will be graded Pass/Fail.

GEO 101 Physical Geology

3 Credits

This course investigates the composition of the Earth and the external and internal processes that shape it. Within the context of plate tectonics, it explores the origins of rocks and minerals and dynamic processes such as volcanic and magmatic activity, seismicity, and crustal deformation that are driven by the continual release of the Earth's internal heat. It also examines how air, wind, water, and ice move in response to gravity and energy from the Sun, sculpting Earth's surface by eroding, transporting, and depositing rock materials. Lab exercises will include rock/mineral identification, applied geologic problems, and local field trip.

Corequisite: GEO 101L

This CEI course meets Idaho State Board GEM competency requirements in GEM 4 – Scientific Ways of Knowing.

GEO 101L Physical Geology Lab

1 Credit •

\$40 lab fee

Corequisite: GEO 101

HCT 100 Introduction to Health Professions

2 Credits • FA/SP

This course is designed for students entering programs for training in a health care profession. Information provided in this course will give students a basic knowledge regarding the preparation necessary for a large number of health care careers and current health care trends.

HCT 101 Medical Terminology

2 Credits • FA/SP

Using computer assisted instruction, this course provides a body system by body system approach to spelling, pronouncing, and using terminology that is unique to the medical environment.



HCT 103 Introduction to Anatomy and Physiology and Lab

3 Credits • SP

This course provides a study of the normal structure and function of body cells, tissues, organs, and body systems, including for interrelationships of body systems and the proper terminology to describe the systems. It relates body systems to patient care.

HCT 105 Phlebotomy

2 Credits • FA/SP/SU

This course provides the student with a working knowledge of specimen collection techniques and lab procedures routinely performed in health care facilities while observing all aseptic and safety precautions in accordance with health care standards. All students must have started their hepatitis B vaccines before the first day of class. Must be 18 years old. Must have high school diploma or GED.

HCT 109 Medical Ethics

2 Credits • FA/SP

This course provides a solid understanding of the statutes, regulations, and bioethical issues that impact medical office personnel. Students will be exposed to legal concepts such as standards of care, scope of employment, criminal and civil law, contracts, risk management, and the aspects of medical malpractice cases.

HCT 118 Certified Nursing Assistant Training

4 Credits • FA/SP/SU

This course is designed for persons needing nursing assistant training or for students preparing to enter the practical nursing program. Training is provided through lectures, practice sessions, and clinical experiences using the skills and knowledge of health care principles, policies, and procedures to give personal care to patients in a health care institution. Each student is required to take the written test and skills test. Clinical hours may be different than classroom hours. See Certified Nursing Assistant description under Health Professions Division for Entrance Requirements

Prerequisite: Must be at least 16 years old, CPR card, and current immunizations as per Health Professions Division; Corequisite: HCT 118W, HCT 118S

HCT 125 Nutrition for Health Care Professionals

1 Credit • FA

This course provides students with understanding of basic concepts of nutrition and relevance of nutritional principles for growth and development throughout the lifespan. Students will gain a general understanding of nutrients and food sources, as well as the importance and functions of fats, proteins, carbohydrates, minerals, and vitamins necessary to sustain the human body.

HCT 135 Fundamentals of Pharmacology

3 Credits

This course provides an overview of pharmacologic principles with an emphasis on therapeutic drug classification. Students will become familiar with basic mechanism of drug actions, side effects, routes of administration, and common indications. Common abbreviations and vocabulary terms will be covered.

HIS 101 Foundations of Europe



3 Credits • FA/SP/SU

This course covers the main stream of Western civilization from the first millennium B.C. to 1500. The course considers religious, economic, and cultural trends and developments as well as the major political events of the period. The focus of the course is on Europe but the great Middle Eastern civilizations and cultural contributions are considered as they impact Europe and help shape the West. Special attention is given to individuals and their contributions as well as to the rise of nations.

This CEI course meets Idaho State Board GEM competency requirements in GEM 6 – Social and Behavioral Ways of Knowing.

HIS 102 Modern Europe



3 Credits • FA/SP/SU

This course examines crucial developments in the West between 1648 and the present, including the rise of the nation state, the Enlightenment, the French Revolution, the Industrial Revolution, and the consequences of World War I and World War II.

This CEI course meets Idaho State Board GEM competency requirements in GEM 6 – Social and Behavioral Ways of Knowing.

HIS 111 U.S. History I



3 Credits • FA/SP/SU

This course studies the United States history from its beginning to the Civil War. An emphasis will be placed on the development of the American political system. Culture from the Colonial Period, Age of the Revolution, National Era and Jacksonian Period will also be considered.

This CEI course meets Idaho State Board GEM competency requirements in GEM 6 – Social and Behavioral Ways of Knowing.

HIS 112 U.S. History II



3 Credits • FA/SP/SU

This course examines important changes between 1865 and the present. An emphasis will be placed on tracing the development of the American political system, economic institutions, and the U.S. culture during the Gilded Age, the Progressive Era, the Great Depression, the World Wars, and the Cold War.

This CEI course meets Idaho State Board GEM competency requirements in GEM 6 – Social and Behavioral Ways of Knowing.

HIS 201 Women in U.S. History

3 Credits

This course will examine the lives of everyday women in U.S. history, as well as study famous women. Women contributed greatly to the making of the United States and this course will study those women and contributions in detail.

HUM 101 Introduction to Humanities 1



3 Credits • FA/SP/SU

This course is an inquiry into the disciplines of the humanities with emphasis on artistic achievements from the beginnings of civilization to the Renaissance. Arranged thematically rather than chronologically, the class takes a broad look at the humanities through the arts.

This CEI course meets Idaho State Board GEM competency requirements in GEM 5 – Humanistic and Artistic Ways of Knowing.

HUM 102 Introduction to Humanities II



3 Credits • FA/SP/SU

This course is an inquiry into disciplines of the humanities with emphasis on artistic works from the Renaissance to modern times. It will include cinema and photography. This course takes a broad look at humanities through the lens of art.

This CEI course meets Idaho State Board GEM competency requirements in GEM 5 – Humanistic and Artistic Ways of Knowing.

LGL 101 Introduction to Legal Assisting

3 Credits • FA

Instruction in this course presents an overview of the professional role of a legal assistant, reviews, ethics, regulation, professional trends and issues, legal analysis, and the legal system.

LGL 104 Legal Document Drafting

3 Credits • FA

The focus of this course will be on introducing key legal documents to acquaint students with legal format, parlance, and vernacular. Specific focus will be given to studying the unique components of different documents, as well as provide students with hands-on training in drafting a variety of legal correspondences, memos, and legal documents. Students will also be introduced to state and federal courts and rules and learn how procedural rules relate to document drafting.

LGL 110 Civil Litigation I

3 Credits • SP

This course provides the learner with principles of civil litigation in federal and state courts with a focus on the initial phases of a lawsuit, including client interviews, pre-litigation investigation, jurisdiction and venue considerations, service of process, and discovery. Discovery topics include interrogatories, depositions, document production, and requests for admission. The principles learned will be applied to practical litigation exercises.

Prerequisite: LGL 104 with a grade of (C-) or higher, or instructor approval

LGL 115 Tort Law

3 Credits • FA

This course examines the body of law directed toward the compensation of individuals for injuries to their protected legal interests. It includes liability for intentional torts, negligence, and strict liability. Covered are doctrines including duty, breach of duty, causation, damages, and defenses. Emphasis will be given to the role paralegals play in preparing for and defending against tort claims.

LGL 208 Family Law

3 Credits • SP

The purpose of the family law course is to give legal assistants an understanding of domestic relations law and to show students how those laws govern family situations. The content of the course covers such areas as formation of a marital relationship, dissolution of marriage, child custody and support, adoption, paternity, domestic violence and child neglect.

LGL 210 Internship

3 Credits • FA/SP

This course provides the student with an opportunity to gain practical work experience under the supervision of an attorney or experienced legal assistant in day-to-day, on site office work. The student must prepare the necessary job search documents and conduct interviews to obtain a legal assistant internship position and complete 150 hours of work at the internship site, which may be a private or public law office, corporate or government legal department, or other appropriate law-related setting. In addition to on-site work, the student will prepare a daily journal of his/her activities and observations while on site, and a portfolio of five (5) legal documents prepared on the job site.

Internship, Practicum, and Supervised Work Experience courses offered at College of Eastern Idaho have required outcomes that must be met prior to the completion of the course. All aspects of the course are overseen by assigned course instructors and students are graded based on course outcomes. Students are required to keep track of hours spent at the off campus location and report back to the assigned instructor for review during weekly meetings.

This course will be graded on a pass/fail basis.

LGL 211 Civil Litigation II

3 Credits • FA

This course continues the study of the litigation process. Topics include discovery techniques, settlement negotiations, and organization of case files, document control, and an overview of alternative dispute resolution, trial preparations, and post-trial proceedings. Basic research skills will be used to locate applicable state and federal laws as they relate to civil litigation. In addition, students will be introduced to post-judgment supplemental proceedings utilized in the civil litigation practices. This course implements a cumulative assessment simulation utilizing mock litigation exercises.

Prerequisite: LGL 110 with a grade of (C-) or higher

LGL 212 Criminal Law

3 Credits • SP

This course explores the basic concepts of criminal law, criminal procedure, and the development of the American criminal justice system. Students will learn how the criminal justice system works, including how cases proceed from the filing of criminal charges, to arrest, to arraignment, to pre-trial, to trial, to sentencing, and to appeal. Lecture and assignments are designed to familiarize students with the application of criminal laws, statutes, and procedural processes.

LGL 217 Legal Practices

1 Credit • SP

This course will provide students with the opportunity to practice the skills learned in subsequent classes. Students will perform various legal practices as performed by legal assistants in a traditional law office setting.

LGL 218 Basic Legal Research

3 Credits • FA

Covers the basic tools of legal research, including Westlaw and Internet based research. Emphasis is placed on how to use reference tools fully, finding and updating law, correct citation format, and legal writing.

Prerequisite: LGL 101 with a grade of (C-) or higher

LGL 219 Debtor/Creditor Law & BKRPT

3 Credits • SP

This is a course in debtor-creditor laws with an emphasis given to consumer bankruptcy concepts and the role paralegals serve in bankruptcy proceedings.

MAC 103 Machine Shop Lab I

6 Credits • FA

Lab to support MAC 153.

*Prerequisite: Machine Tool Technology Orientation;
Corequisite: MAC 153*

MAC 104 Machine Shop Lab II

6 Credits • SP

Lab to support MAC 154.

*Prerequisite: MAC 103 with a grade of (C-) or higher;
Corequisite: MAC 154*

MAC 126 Related Blueprint Reading I

2 Credits • FA

Basic principles and techniques of reading orthographic projection drawings and technical sketching as applied to machine shop practice.

MAC 127 Related Blueprint Reading II

2 Credits • SP

Advanced principles to interpret more complicated machine shop detail and assembly drawings with emphasis on machining specifications and materials. Introduction to the use of the Machinery's Handbook in interpreting blueprint specifications and associated machining processes.

Prerequisite: MAC 126

MAC 143 Related Machine Shop Mathematics

3 Credits • FA

Applied mathematics relating to machine tool technology including fundamentals of algebra, principles of plane geometry, trigonometry, and compound angles.

Prerequisite: MAT 100 with a minimum grade of C- or higher

MAC 153 Machine Shop Theory I

3 Credits • FA

Machining processes and their applications as practiced in the lab course. Safety and sound work habits are emphasized in all phases of instruction. Care, use and maintenance of layout and inspection tools, the use of hand tools and minor power tools, as well as the setup, operation and maintenance of manual engine lathes, drill presses and power saws.

Corequisite: MAC 103

MAC 154 Machine Shop Theory II

3 Credits • SP

Machining processes and their applications as practiced in the lab course. Safety and sound work habits are emphasized in all phases of instruction. Setup, operation, and maintenance of manual milling machines, advanced manual engine lathe set-up techniques and operations, precision surface grinding and measuring techniques.

Prerequisite: MAC 153 with a grade of (C-) or higher;

Corequisite: MAC 104

MAC 203 Advanced Machine Shop Lab I

6 Credits • FA

Lab to support MAC 253.

Prerequisite: MAC 104; Corequisite: MAC 253

MAC 204 Advanced Machine Shop Lab II

6 Credits • SP

Lab to support MAC 254.

Prerequisite: MAC 203 with a grade of (C-) or higher;

Corequisite: MAC 254

MAC 211 Fundamentals of Computer-Aided Drafting and Design

2 Credits • FA

Introduction to computer-aided drafting and design systems to prepare students for keyboarding, operating the systems, and understanding the applications of computer graphics to machine standards. Students will use an interactive computer graphics system to prepare drawings on a CRT.

MAC 212 Computer-Aided Manufacturing

3 Credits • SP

Writing computer numerical control (CNC) machine tool programs using computer-assisted techniques to generate G-Code and M-Function programs. Tooling concepts, machining methods, definition of part geometry, writing of tool motion statements, use of the computer to process program inputs, analysis, and debugging of computer outputs to develop a functional program.

Prerequisite: MAC 253 with grade of (C-) or higher

MAC 224 Tool Design for Manufacturing

2 Credits • SP

Advanced setup techniques, tool and hardware selection, and process planning for manufacturing, as well as jig and fixture design for production machining.

Prerequisite: MAC 154 with a grade of (C-) or higher

MAC 225 Geometric Dimensioning and Tolerancing I

2 Credits • FA

Basic geometric dimensioning and tolerancing (GD&T) methods as interpreted in ASME Y14.5M. The student will learn to read and use geometric tolerancing symbolism and terms.

Prerequisite: MAC 127 with a grade of (C-) or higher

MAC 253 Advanced Machine Shop Theory I

3 Credits • FA

Introduces basic programming skills and operation of computer numerical control (CNC) turning centers. Emphasis on manually writing (G&M compatible) programs, debugging programs, setups and fixturing, tooling, offset calculations, and operating CNC turning centers.

Corequisite: MAC 203

MAC 254 Advanced Machine Shop Theory II

3 Credits • SP

A continuation of concepts learned in MAC 253. Introduces basic programming skills and operation of computer numerical control (CNC) machining centers. Emphasis on manually writing (G&M compatible) programs, debugging programs, setups and fixturing, tooling, offset calculations, and operating CNC machining centers.

Corequisite: MAC 204

MAS 101 Pharmacology for Health Professions

2 Credits • FA

This course introduces legislation relating to drugs, drug references, drug classification and actions. Various areas will be touched on, such as patient education, effects of specific drug actions on body systems, side effects, precautions to be used, contraindications, etc. Vitamin and mineral functions are covered as well as the subject of substance abuse. Time will be given to learn how to use a PDR as a reference for information.

Corequisite: MAT 123

MAS 120 Diseases of the Human Body

2 Credits • SP

Introduction to diseases of the human body. Includes infectious and congenital diseases, neoplasms, as well as diseases of each specific body system.

MAS 121 Beginning Administrative Skills for Medical Assistants

4 Credits • FA

This course includes the components of an administrative career in a physician's office, and other health care facilities. Group collaboration and the aspects of health care team, oral and written communication skills, and operational tasks such as scheduling patient appointments, managing patient records, and patient accounts will be included.

MAS 122 Beginning Clinical Skills for Medical Assistants

4 Credits • FA

This course introduces students to the clinical aspect of working in a physician's office, medical clinic, or other health care facility. Clinical and lab procedures included in this course are medical record creation and maintenance, vital signs, medical asepsis and OSHA standards, introduction to lab procedures and testing and necessary documentation, lab quality control and quality assurance, and physical agents that promote healing, ear and eye exams and procedures and all necessary documentation.

Prerequisites: HCT 100 with a grade of (C-) or higher

MAS 205 Administration of Medications

2 Credits • SP

This course covers the routes of administration and the proper method of delivery of medications by those routes. Various types of medication are discussed as well as the absolute rules concerning medication administration, including dosage calculations.

MAS 210 Externship II

6 Credits • SU

Upon successful completion of the classroom and laboratory instruction required for an Associate of Applied Science Degree, each student will complete an externship that provides an opportunity in a medical facility to incorporate principles, activities, and skills previously learned while under the supervision of qualified personnel.

MAS 221 Advanced Administration Skills for Medical Assistants

4 Credits • SP

Using extensive computer applications, students will learn document composition, banking and bookkeeping skills, advanced medical office procedures, and transcription skills required for medical office management.

Prerequisite: MAS 121 with a grade of (C) or higher, or instructor approval

MAS 222 Advanced Clinical Skills for Medical Assistants

4 Credits • SP

Upon completion of the course the student will have demonstrated the ability to perform numerous clinical skills necessary and common in a variety of health care environments: assist with specialty examinations, knowledge of skills and equipment needed to perform EKG and spirometry testing and the documentation needed, assist with colon exam and lab testing, prepare and set-up for minor surgical procedures and sterile technique. Introduction to radiology and diagnostic procedure will also be included.

Prerequisite: MAS 122 with a grade of (C) or higher, or instructor approval

MAT 100 Introduction to Algebra

0 Credits • FA/SP/SU

This course prepares students to enter technical programs at CEI or other postsecondary institutions. This course will focus on equations, signed numbers, quadratic equations, formulas, inequalities, graphs, and radicals.

Prerequisite: ALEKS score of ≥ 14 , Minimum ACT Math score > 16 , SAT Math

MAT 104 Welding Mathematics

3 Credits

This course is designed for students in their first year of Welding Technology. The U.S. Customary and Metric systems of measurement are used. Whole number arithmetic, fractions, percentages, and decimals are used with emphasis on converting units within and between the two systems. Formula solving and setting up of proportion equations are used to solve practical problems in geometry. The course concludes with right triangle trigonometry as applied to typical shop welding problems.

Prerequisite: ALEKS ≥ 14 , or a SAT Math score of 430-500

MAT 105 Business Mathematics

3 Credits • FA/SP/SU

This is a comprehensive mathematics course with an emphasis placed on its usage in the business environment. This course takes an in-depth view of various business concepts including: mark ups, mark downs, financial statement analysis, bank reconciliations, business margins, ratios, simple interest, amortization, and time-value of money.

MAT 108 Intermediate Algebra

3 Credits • FA/SP/SU

This intermediate course is a review of algebra with an emphasis on solving equations and inequalities, including nonlinear equations and systems. Additional topics covered include factoring, rational expressions, exponents, radical, and quadratic equations.

Prerequisites: MAT 100, or ALEKS score of ≥ 30 , or an ACT Math score of > 19 , or a SAT Math score of 510-800

MAT 112 Mathematics for Health Professions

3 Credits • FA/SP

This course is a basic mathematics course for students in health professions. Appropriate application in health care will be stressed throughout the course. Course content review fractions/decimals; percentages, ratios and proportions; and covers formula evaluation, dosage measurement, drug orders and labels; the metric system and conversions; methods of dosage calculations; and specialized calculations.

Prerequisite: ALEKS score of ≥ 20 , or an ACT score of > 16 , or a SAT Math score of 430-500

MAT 123 Mathematics in Modern Society



3 Credits • FA/SP/SU

This course will be a survey of mathematics and focus on effective thinking skills. Many exciting and beautiful mathematical ideas are covered including logic, number theory, probability, statistics, non-Euclidian geometry, and various other higher-level mathematical concepts. The historical, biographical and philosophical nature of mathematics will be explored.

Prerequisites: MAT 100, or an ACT Math score > 19 , or a SAT score of 510-800

This CEI course meets Idaho State Board GEM competency requirements in GEM 3 – Mathematical Ways of Knowing.

MAT 143 College Algebra



3 Credits • FA/SP/SU

This course introduces the concepts of and notations used for generalized mathematical functions. These include polynomial functions, radical functions, exponential functions, logarithmic functions and functions of complex numbers. Matrices, sequences, series, and the binomial theorem are covered as preparation for calculus courses.

Prerequisites: Successful completion of MAT 108 with a grade of C- or higher, an ALEKS score of > 46 , or an ACT score of > 22 , or SAT Math score $> 560-800$

This CEI course meets Idaho State Board GEM competency requirements in GEM 3 – Mathematical Ways of Knowing.

MAT 147 Precalculus



5 Credits

This is a single course equivalent to College Algebra (MAT 143) plus Trigonometry.

Prerequisites: MAT 108 with a score of (C-) or higher, or an ALEKS score of ≥ 61 , or a SAT score of 560 or higher.

Credit hours are not granted in both MAT 143 and MAT 147.

This CEI course meets Idaho State Board GEM competency requirements in GEM 3 – Mathematical Ways of Knowing.

MAT 160 Brief Calculus



4 Credits

This course is designed for students with business, social science and life science majors. It covers function, limits, continuity, derivative, maxima-minima, applications of the derivative, exponential and logarithmic functions, functions of several variable, maxima and minima of functions of several variables, integration, and applications of the integral.

Prerequisite: MAT 143 or MAT 147 with a grade of (C-) or higher, or an ALEKS score ≥ 61 , or an ACT Math score of > 26 , or a SAT Math score of 640-800

This CEI course meets Idaho State Board GEM competency requirements in GEM 3 – Mathematical Ways of Knowing.

MAT 170 Calculus 1



4 Credits

This is the first course in the calculus sequence. It covers algebraic and transcendental functions, rate of change, limits, continuity, differentiation of algebraic, trig, exponential, logarithmic, and hyperbolic functions, differentials, applications of differentiation, definite and indefinite integrals, area between curves, volumes and other applications of integration, indeterminate forms, and L'Hopital's Rule.

Prerequisite: MATH 147 or its equivalent with a grade of (C-) or higher, or an ALEKS score of ≥ 76

This CEI course meets Idaho State Board GEM competency requirements in GEM 3 – Mathematical Ways of Knowing.

MAT 253 Elementary Statistics

4 Credits • FA/SP/SU

MAT 253 is an algebra-based probability and statistics course which covers descriptive statistics, probability, binomial and normal distribution, confidence intervals, and hypothesis-testing. Correlation and regression are also introduced.

Prerequisites: MAT 108 with a grade of (C-) or higher, or and ALEKS score of ≥ 46 , or an ACT Math score >23 , or a SAT Math score of 570-800

This CEI course meets Idaho State Board GEM competency requirements in GEM 3 – Mathematical Ways of Knowing.

MGT 122 Business Lab I

1 Credit – FA

This course provides students the opportunity to develop applied skills in a professional lab environment.

MGT 123 Business Lab II

1 Credit - SP

This course provides students the opportunity to develop applied skills in a professional lab environment.

MGT 124 Current Topics in Business

3 Credits – FA

This course provides students the opportunity to apply business principles and skills with a focus on current and emerging trends.

MGT 125 Accounting Essentials

3 Credits – FA

Students in this course learn fundamental double-entry accounting concepts and terminology. Course content focuses on all steps in the accounting cycle from analyzing and recording business transactions through the creation of financial reports.

MGT 126 QuickBooks

3 Credits – FA

QuickBooks is an accounting program utilized by many businesses. Student in this course will learn the principle functions of QuickBooks including accounts payable, accounts receivable, bank reconciliation, payroll, and basic accounting reports.

MGT 206 Small Business Management

3 Credits – SP

Managing a small business is difficult in today's rapidly changing world. This course places emphasis on creating and maintaining a sustainable competitive advantage. Students will identify and use skills related to all major business functions.

MGT 207 Financial Management

3 Credits – FA

An understanding of finance is essential to the successful operation of any entity—business or personal. Students in this course will apply the principles and practices of financial management. Concepts such as financial ratios, financial statement analysis, risk and return, stocks and bonds, and forecasting will be addressed.

MGT 216 Human Resource Management

3 Credits – FA

People are an organization's most valuable resource. Effective use of human resources can create a strategic advantage for any corporation. This course examines the human resource processes including job analysis and design, recruitment, selection, hiring, compensation, benefits, separation, and more.

MGT 220 Entrepreneurship & Practicum

4 Credits - SP

This capstone course challenges students to think like an entrepreneur as they study what is required to start and sustain a business. From planning through implementation and evaluation phases, students will advance their business acumen. Problem-solving skills will be utilized to resolve

challenges. In addition, students will work directly with local business to apply and enhance their skills.

Prerequisite: Successful completion of MGT 207 with a minimum grade of C-.

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MKT 103 Sales and Customer Service

3 Credits • SP

This course will present students with professional selling techniques and skills commonly used in business. Methods of gaining customer attention, interest, desire, and action will be included. Customer services skills used in retail, business to business, and other transactions are also emphasized throughout the course.

MKT 120 Marketing on the Internet

3 Credits • FA

Internet participation is essential for successful business today. This course examines how businesses might market themselves, provide customer service, and connect with customers using the Internet. Online marketing strategies used in this course include search engine optimization, pay per click, affiliate programs, mobile marketing, site analytics, and social media.

Prerequisites: CIS 101 with a grade of (C-) or higher or demonstrated knowledge of computer operations, MKT 112 with a grade of (C-) or higher or instructor approval

MTD 103 Automotive/Diesel Technology Fundamentals & Safety

2 Credits • FA

An introduction to the automotive and diesel industry including: the theory and application of shop safety practices, shop equipment and tool usage, vehicle subsystems, service publications, professional

responsibilities, basic automotive/diesel maintenance, precision measuring, basic welding, and oxyacetylene skills.

MTD 110 Mechanical Math

2 Credits

Basic mathematics course for students in the automotive, diesel, and light duty diesel programs. Fractions, decimals, percentage, ratios and proportions, calculator use, formula evaluation and metric system will be reviewed.

Pre-requisite: ALEKS score of > 14, or SAT Math score of 430-800

MUS 108 Survey of Jazz and Pop Music

3 Credits • FA/SP/SU

This course studies the development of jazz and popular music in the United States. Jazz, blues, folk, rock and other popular music forms will be heard and studied along with instrumentalists, singers, and band composers. Important historical and social events which paralleled the development of jazz and popular music will also be discussed. Some live and recorded demonstrations of musical style periods will be presented.

This CEI course meets Idaho State Board GEM competency requirements in GEM 5 – Humanistic and Artistic Ways of Knowing.

NRS 107 Introduction to Pharmacology

3 Credits • FA/SP

This course is designed to introduce pharmacology and presents common drugs used in each drug classification module, including drug actions, uses, adverse reactions, drug interactions, nursing implications and patient teaching. It will also include a math review and dosage calculations.

NRS 117 Essential Fundamentals of Nursing

4 Credits • FA

This course provides didactic instruction of foundational nursing concepts, skills, and basic IV therapy that are required for licensure as a practical nurse and employment

in a variety of healthcare settings. Students will develop the competencies necessary to practice in a safe, ethical, and legal manner. Communication, critical thinking, and nursing process are emphasized. Students will display competence via written exams including textbook exams and ATI Fundamental exam.

NRS 117L Essential Fundamentals of Nursing Lab

2 Credits • FA

This course provides the lab practice of foundational nursing concepts, skills, and basic IV therapy taught in NRS 117. Opportunities for practice are provided in the skills lab, including guided simulation exercises with required skills return demonstration. Independent ATI skills module completion and lab practice time are required each week. Students are required to demonstrate competence through rigorous skill pass-offs in preparation for clinical practice in a variety of healthcare settings as a licensed practical nurse.

NRS 143 Foundations of Medical Surgical Nursing 1

5 Credits • FA/SP

This course teaches students nursing care of patients with common diseases and disorders, preparing them to work in a variety of clinical settings. Emphasis is on etiology, abnormal assessment findings, treatment and interventions. This course includes a clinical component where students utilize their knowledge to provide care for adults in a variety of health care settings throughout the community.

NRS 144 Foundations of Mental Health Nursing

3 Credits • FA

This course will stress basic psychiatric diagnoses, history of mental health, coping mechanisms, treatment modalities, defense mechanisms, psychiatric medications and their

side effects. This course will also teach therapeutic communication and building therapeutic relationships. Clinical experience occurs primarily in an inpatient psychiatric care facility.

NRS 207 Introduction to Maternal/Child Nursing

4 Credits • SP

This course considers the special needs and nursing care of the maternity patient, fetus, and the newborn. Medical and /or surgical conditions of the pediatric patient and the accompanying family dynamics are also presented with emphasis on preventive medicine. Principles of growth and development from the prenatal period through adolescence are incorporated. Clinical experience occurs in the maternal/ newborn nursing setting.

Corequisite: NRS 143

NRS 230 Leadership for the Practical Nurse

2 Credits • SP

This course prepares the Practical Nurse in understanding of professional responsibilities, leadership roles and styles, and in coordinating and managing patient care. Students develop competence in various leadership disciplines including effective communication, interpersonal relations, self-awareness, and organizational skills. Students gain knowledge necessary to complete a basic professional portfolio that will prepare them for employment in a variety of healthcare settings as a Practical Nurse. Students complete a leadership project that encompasses knowledge and skills gained throughout the course. Students are also required to display competence through written exams and papers utilizing current evidence base practice.

NRS 243 Foundations of Medical Surgical Nursing II

5 Credits • FA/SP

This course builds upon the concepts taught in Foundation for Medical-Surgical Nursing I. Students will continue to learn nursing care of patients with common diseases and disorders, preparing them to work in a variety of clinical

settings. Emphasis is on etiology, abnormal assessment findings, treatment and interventions. This course includes a clinical component where students utilize their knowledge to provide care for adults in a variety of health care settings throughout the community.

Prerequisite: NRS 143 with a grade of (C) or higher

OCR 105 Occupational Relations

3 Credits • FA

This course introduces students to personal and work-related strategies for seeking and keeping employment. Students will study typical employee behavior and organizational culture with an emphasis on seeking solutions to real-life problems. Motivation, leadership, problem-solving, teamwork, and communication will be examined as they apply to successfully achieving personal and corporate goals within organizations. Students will practice interviewing techniques and resume writing. This course prepares students to enter the job market and develop the behavioral skills necessary for job retention and success.

PHI 101 Introduction to Philosophy

3 Credits • FA/SP/SU

The course begins with an attempt to understand the purpose of philosophy as suggested by the life and death of Socrates. Following this are topics in human nature, ethics, and existentialism.

This CEI course meets Idaho State Board GEM competency requirements in GEM 5 – Humanistic and Artistic Ways of Knowing.



PHI 103 Ethics

3 Credits

Ethics is an examination of moral problems and study of the concepts, principles, and theories used to clarify them. This course will include readings in both classical and modern ethical theory, with emphasis on personal

and contemporary applications, especially ethics in the digital age. The course will delve into the investigation and discussion of personal, social, and professional moral issues and the principles and thinking skills used for their resolution. Emphasis is on the development and application of reasoning skills for decision making in the moral domain. This course provides awareness, sensitivity, insights, and skills essential to the success and moral integrity of the person in today's morally complex world.

This CEI course meets Idaho State Board GEM competency requirements in GEM 5 – Humanistic and Artistic Ways of Knowing.

PHY 100 Survey of Physics

3 Credits

An introduction to the concepts of physics and their application to the world around us and beyond. This course is intended for non-science students. Topics include: laws of motion, conservation of energy, momentum, properties of matter, heat, sound, electricity, magnetism, light and atomic and nuclear physics. This course counts as a core science course. Lab included.

Corequisites: PHY 100L

This CEI course meets Idaho State Board GEM competency requirements in GEM 4 – Scientific Ways of Knowing.

PHY 100L Survey of Physics Lab

1 Credit

\$ 40 lab fee

Corequisites: PHY 100

PHY 101 Introduction to Physics

3 Credits • FA/SP/SU

A survey of basic physics principles; motion, gravitation, electricity and magnetism, light, atoms and nuclei. Includes lecture, demonstrations, elementary problem solving.

Corequisites: PHY 101L

This CEI course meets Idaho State Board GEM competency requirements in GEM 4 – Scientific Ways of Knowing.

PHY 101L Introduction to Physics Lab

1 Credit • FA/SP/SU

\$40 lab fee

Corequisites: PHY 101

PHY 111 Physics 1

4 Credits

This course includes a general study of kinematics, Newton's Laws of Motion, universal gravitation, work, mechanical energy, motion in a plane, momentum, hydrostatics, SHM, wave motion, sound, introductory thermodynamics, and heat transfer with applications to life sciences.

Prerequisite: MAT 143 and MAT 144 or MAT 147;

Corequisite: PHY 111L

This CEI course meets Idaho State Board GEM competency requirements in GEM 4 – Scientific Ways of Knowing.

PHY 111L

0 Credits

\$40.00 Lab Fee

Corequisite: PHY 111

PHY 112 Physics II

4 Credits

This course includes a general study of electrostatics, D.C. circuitry, capacitance, magnetism, induced EMF, simple A.C. circuits, geometrical and physical optics, special relativity, and modern physics.

Prerequisite: PHY 111 with a grade of (C) or higher;

Corequisite PHY 112L

This CEI course meets Idaho State Board GEM competency requirements in GEM 4 – Scientific Ways of Knowing.

PHY 112L Physics II Lab

0 Credits

\$40 lab fee

Corequisite: PHY 112

POL 101 Introduction to American Government

3 Credits • FA/SP/SU



This introductory course provides a study of the foundation of the United States government and the evolution of constitutional principles. Special attention is given to the three branches of national government, powers and the limits of national government, state's rights and local control, public ethics, political parties, voters, pressure groups, civil liberties and civil rights, and public opinion.

This CEI course meets Idaho State Board GEM competency requirements in GEM 6 – Social and Behavioral Ways of Knowing.

POL 102 Introduction to Political Science

3 Credits • FA/SP/SU

This course is a basic introduction to political science, discussing origins and justification of government and how and why people get involved in politics. The course emphasizes different forms of government and public policy and basic ideas and theories.

This CEI course meets Idaho State Board GEM competency requirements in GEM 6 – Social and Behavioral Ways of Knowing.

POL 221 Introduction to International Relations

3 Credits

This is a basic international relations course that explores the primary causes that maintain or destroy international peace and cooperation. This course is an elective.

PSY 101 Introduction to Psychology

3 Credits • FA/SP/SU

This course is designed to provide students with a general overview of the science that seeks to understand and explain behavior and mental processing. Students will be introduced to many of the major contemporary theories and concepts in psychology including perception, thinking, learning, motivation, personality, human development, and fundamental principles of abnormal and social psychology.

This CEI course meets Idaho State Board GEM competency requirements in GEM 6 – Social and Behavioral Ways of Knowing.

PSY 120 Careers in Psychology

1 Credit •

This course provides a thorough investigation of potential careers in psychology as well as a realistic depiction of the education preparation, and discipline to be competitive in the field. This course is an elective.

Prerequisite: PSY 101 with a grade of (C) or higher

PSY 201 Childhood & Adolescent Behavior

3 Credits

This course explores biosocial, cognitive, and psychosocial changes in all our lives from birth through adolescence. Parenting and education are the contexts emphasized to understand and elaborate upon the course material. This course is an elective.

Prerequisite: PSY 101 with a grade of (C) or higher

PSY 211 Psychology of Death and Dying

3 Credits

This course explores many facets of the personal experiences of death and how they apply to appreciating life. These facets include: bereavement, grief, and mourning; attitudes, beliefs, and tasks surrounding the event of death; and the effects of mortality on identity. This course is an elective.

Prerequisite: PSY 101 with a grade of "C" or higher

RDS 101 Basic Radiation Protection Principles

5 Credits • FA

A course in the physical and scientific principles fundamental to radiation protection. This course provides the theoretical background necessary to make informed decisions on the job as a radiation safety technician. The class focuses on applied physics, radiation production mechanisms, radioactivity and its properties, radiation interactions with matter, radiation quantities, units and measures, sources of radiation, exposure evaluation and shielding concepts, and biological effects of ionizing radiation.

RDS 102 Intermediate Radiation

Protection Principles

5 Credits • FA

A continuation of material covered in RDS 101. This course covers radiation detection theory and operation, external exposure control, external dosimetry, and survey instrumentation; ALARA principles and shielding, internal dosimetry, techniques, contamination control and monitoring, airborne sampling methods and programs, respiratory protection, radiological source control/radiography, particle accelerators, and X-ray equipment.

Corequisite: RDS 101, RDS 103

RDS 103 Intermediate Radiation Protection Principles Lab

1 Credit • FA

This course runs concurrently, supplements, and is required with RDS 101/102. This lab takes the theory, principles, and knowledge covered in RDS 101 and RDS 102 and applies it to practical exercises, skills and abilities used by a radiation safety technician on the job. The student will learn source accountability, performance testing of portable and count room instrumentation, performance and documentation of radiation and contamination surveys, posting of areas to reflect current conditions, issuing electronic dosimetry, conducting respirator fit testing, and conducting radiological/ALARA briefings.

Corequisite: RDS 102

RDS 104 Advanced Radiation Protection Principles

5 Credits • SP

A continuation of material covered in RDS 102. Students will learn advanced principles including respiratory protection, environmental monitoring, radioactive shipments, radiological incidences and emergencies, radiological considerations for first aid, air sampling, responding to radiological incidents and contaminated individuals.

*Prerequisite: RDS 102 with a grade of (C-) or higher;
Corequisite: RDS 104L*

RDS 104L Advanced Radiation Protection Principles Lab

1 Credit • SP

This course runs concurrently, supplements, and is required with RDS 104. Students will learn how to survey a radioactive shipment, perform air samples, calculate air sample results, respond to radiological spills and other radiological emergencies, and use decontamination techniques on personnel.

Corequisite: RDS 104

RDS 106 Basic Radiological Chemistry

1 Credit • SP

Students will become acquainted with the Periodic Table, elements and molecular structure, basic chemical bonding and chemical reactions, chemistry changes precipitated by radiation, basic reactive plant chemistry, chemical balance of water, and chemical changes brought about by heat, water quality control and sources of impurities, plant corrosion, and radioactive waste handling of liquids and gasses.

RDS 109 Nuclear Regulatory Practices

1 Credit • SP

Students will become acquainted with regulations implemented by the U.S. Nuclear Regulatory Commission (NRC). The NRC establishes the regulations for the use and storage of radioactive materials for nuclear power plants, research reactors, and other medical, industrial, and academic licensees. This course will cover NRC radiation protection regulation guides, the NRC licensing process, and a review of the Environmental Protection Agency (EPA) regulatory guidance to federal agencies and its involvement with radioactive materials. Emphasis will be placed on the RP Fundamentals exam required for technicians at commercial nuclear facilities.

RDS 111 Supervised Work Experience

6 Credits • SU

This course is a one-semester component which allows the student to apply hands-on techniques to material presented in the classroom/lab. This component will be either through an approved work station or approved real-life experience.

Internship, Practicum, and Supervised Work Experience courses offered at College of Eastern Idaho have required outcomes that must be met prior to the completion of the course. All aspects of the course are overseen by assigned course instructors and students are graded based on course outcomes. Students are required to keep track of hours spent at the off campus location and report back to the assigned instructor for review during weekly meeting.

REL 104 Communications in Radiological Safety

2 Credits • SP

Students will learn to write radiological work permits, participate in ALARA reviews, post-job interviews, pre-job briefings, effectively communicate with workers, understand plant and area communication systems, and verbal and non-verbal communications.

REL 107 Nuclear Components and Plant Systems

1 Credit • SP

This course provides the students with the knowledge necessary to understand nuclear power plant systems and components and apply that information to the job of a radiation safety technician. An overview of the systems of a boiling water and pressurized water reactors will be discussed. Students will learn how a reactor produces usable electrical energy, the fission process, the major components of each system, how the systems interrelate, and radiological hazards associated with the system. The basic principles of operation for the major components and equipment and the radiological precautions associated with maintenance tasks for each system.

SOC 101 Introduction to Sociology

3 Credits • FA/SP/SU

This introductory course presents the fundamental principles affecting human social systems. Emphasis is placed on the cultural and social forces governing groups and the conditions that transform social life, such as family, social change, social inequality, deviance, population, religion, culture, and the socialization process.

This CEI course meets Idaho State Board GEM competency requirements in GEM 6 – Social and Behavioral Ways of Knowing.

SOC 102 Social Problems

3 Credits • FA/SP/SU

This course examines primary forms of deviance and disorganization that society faces today in modern culture. Crime, alcoholism, problems of elderly, racial prejudice, and compact urbanization will be topics of discussion and discovery. The causes, effects and possible solutions will also be considered. Prerequisite: ENG 101 with a grade of (C) or higher.

This CEI course meets Idaho State Board GEM competency requirements in GEM 6 – Social and Behavioral Ways of Knowing.

SRT 101 Operating Room Techniques I

4 Credits • FA

This course includes the study of safety and economy in the operating room; duties of the scrub and circulating technologist; surgical asepsis, gown and gloving procedures, draping techniques; sutures and needles; sponge dressings, drains, care of specimens; and instruments and special equipment.

SRT 102 Surgical Procedures I

4 Credits • FA

This course includes the study of surgical procedures for each defined body system. Each of the units of instruction includes a brief history, procedures, special considerations, and the drugs used. Operative procedures, types of incisions, special equipment, instruments, and supplies for each specialty are also integrated as part of the course.

SRT 103 Preparation of the Surgical Patient

3 Credits • FA

This course is designed to enable the student to become skilled in assisting with the preparation, transportation, positioning, and anesthesia of the surgical patient.

SRT 104 Clinical Practicum

5 Credits • FA

Upon completion of the program requirements, the student will participate in a clinical practicum as an integral part of the course. Clinical experience in surgery, scrubbing, and orientation to circulating is included.

SRT 105 Pharmacology for Surgical Technologists

2 Credits • FA

This course is designed to provide skills and information about how drugs are measured, what kinds of drugs there are, what laws pertain to them, and how they're administered. Surgical pharmacology and anesthesia are stressed with emphasis on side effects and drug reactions as well as emergency measures used to counteract these reactions.

SRT 201 Operating Room Techniques II

4 Credits • SP

This course is a continuation of SRT 101; Operating Room Techniques I where the study of safety in the operating room, duties or scrubbing or circulating, surgical asepsis, gown and gloving procedures, draping techniques, are learned. This course will also include different types of incisions, specialized equipment, instruments, and supplies for each specialty.

SRT 202 Surgical Procedures II

4 Credits • SP

This course is a continuation of SRT 102; Surgical Procedures I. Included in this course is information for more advanced operative procedures such as neurosurgery, microsurgery procedures, cardiovascular and thoracic surgeries.

SRT 204 Advanced Clinical Practicum

8 Credits • SP

This course is a cooperative education work experience in a clinical health facility under direct supervision of faculty personnel. Students complete specific and predetermined learning objectives and surgical procedures.

WFM 100 Wildland Fire Management

45 Credits

This course is designed to acknowledge the skills and knowledge of wildland fire fighters in all phases of firefighting. Participants must be members of federal or state fire agencies. The course work listed (except general education requirements) for Wildland Fire Management certification, is delivered through federal fire training. Completion of all general education courses will allow a participant to apply for the Associates of Applied Science Degree.

Courses except general education requirements will be graded Pass/Fail.

WLD 131 Safety and Leadership

2 Credits • FA

The student will identify lab organization and safety procedures, demonstrate applied leadership skills and abilities, demonstrate and identify hand tools and their proper usage. The student will also demonstrate and identify power tools and equipment including their proper usage and maintenance.

WLD 132 Blueprint Reading for Welders

2 Credits • FA

The blueprint course will cover basic lines, views, dimensioning and structural shapes, abbreviation and weld symbols, working with structural and piping drawings and bill of materials.

WLD 133 Welding Theory

2 Credits • FA

This course consists of basic metallurgy, identification of metals and electrodes, theory of welding processes, identify proper usage of testing methods, welding gases, joint design and configuration, welding positions, welding currents and polarity. Welding qualifications and procedures will also be covered.

WLD 134 SMAW Practical

4 Credits • FA

SMA welding to include fillet and groove welds in all positions to the AWS standards. Successfully completing this course may lead to certification.

WLD 135 Cutting Operations Lab I

2 Credits • FA

The student will learn and perform cutting operations to prepare weld coupons using the following processes: Manual OFC, Machine OFC on pipe and plate, Manual PAC, Machine PAC and CAC-A. The student will learn straight cutting techniques as well as beveling, piercing, gouging, and scarfing.

WLD 141 Blueprint Reading II

2 Credits • SP

This course will be a continuation of Blueprint Reading for Welders. The student will receive practice in mechanical drawing of blueprints as well as sheet metal layout and fabrication techniques. Multiple patterns will be drawn in the classroom and then fabricated in the shop.

Prerequisite: WLD 132

WLD 142 Welding Lab I

10 Credits • SP

This will be a continuation of SMAW Practical. The student will continue to learn different welding techniques for various joint configurations and positions using SMAW and GMAW welding processes. Welds will be visually inspected to AWS/ASME standards.

Prerequisite: WLD 134 with a grade of (C) or higher

WLD 231 Welding Theory II

2 Credits • FA

This course will cover filler metal classifications for GMAW, FCAW, GTAW, and OFW as well as theory of the previous welding processes. The student will also continue the study of ferrous and non-ferrous alloys and their weldability.

Prerequisite: WLD 133 with a grade of (C) or higher

WLD 232 Welding Lab II

10 Credits • FA

This course is a continuation of WLD-142 and will focus on open root welds on plate in 4 test positions using GMAW and FCAW processes. Next, the student will be introduced to the GTAW process using mild steel, stainless steel and aluminum sheet metal following up with open root plate tests on 1/4" plate.

Prerequisite: WLD 142 with a grade of (C) or higher

WLD 233 Welding Lab III

10 Credits • SP

This course will focus on pipe welding test procedures using the SMAW, GMAW and GTAW welding processes in the 5G and 6G test positions. Completion of this course will require passing, to AWS acceptance criteria, multiple destructive bend tests on various sizes of pipe from 2" through 6".

Prerequisite: WLD 232 with a grade of (C) or higher;

Corequisite: WLD 234

WLD 234 Welding Fabrication Lab

2 Credits • SP

In this course the student will be given a blueprint to construct a small pressure vessel. The student will be expected to program all of the necessary parts on the CNC plasma table, cut them from the required plate, prepare multiple parts from pipe and then weld them all together as per the blueprint. The welding will consist of four common welding processes and all welds will be done in position.

Corequisite: WLD 233

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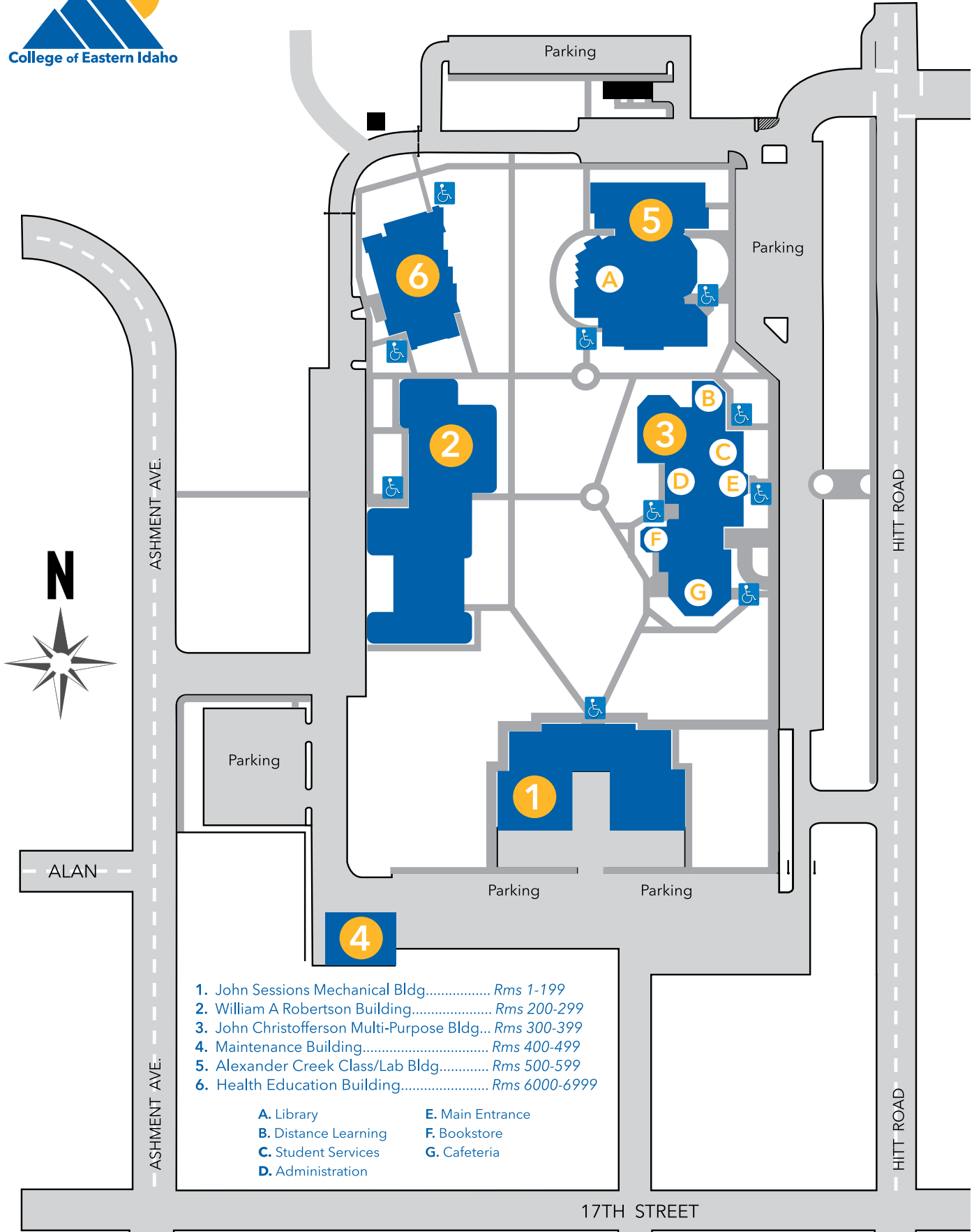
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CAMPUS MAP



- 1. John Sessions Mechanical Bldg..... Rms 1-199
 - 2. William A Robertson Building..... Rms 200-299
 - 3. John Christofferson Multi-Purpose Bldg... Rms 300-399
 - 4. Maintenance Building..... Rms 400-499
 - 5. Alexander Creek Class/Lab Bldg..... Rms 500-599
 - 6. Health Education Building..... Rms 6000-6999
- | | |
|----------------------|------------------|
| A. Library | E. Main Entrance |
| B. Distance Learning | F. Bookstore |
| C. Student Services | G. Cafeteria |
| D. Administration | |