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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

For more than 45 years, Eastern Idaho Technical College served the eastern Idaho community by providing students with innovative, high-demand certificate and degree options needed by local industry. As College of Eastern Idaho (CEI), we continue to serve our community by offering Associate of Arts and Associate of Science transfer degrees in addition to our growing technical AAS programs. CEI is committed to improving the “go-on” rate of high school graduates to college in eastern Idaho. We are equally committed to working with local school districts to create dual credit opportunities and a seamless transition from high school, to CEI, and onto four-year degrees and beyond. Other important groups CEI is committed to serve would be adults with some college, but no degree as well as our veteran community and any “non-traditional” student who is working, but needs a college 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. We aim to fully embody what it means to be a community college and strive to find unique and innovate ways to serve our 9-county region. We are committed to partnering with you as a student to help you succeed in any educational path you choose and as an open access college, we accept anyone into our College to help them meet personal goals.

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. Our Associate degrees are built in partnership with universities around the state to ensure our students are prepared to move forward in the education journey. We work closely with local business and industry to create customized training for workforce development. We assist students in acquiring the knowledge, skills, and abilities to secure employment or professional advancement and are committed to job readiness and life enrichment opportunities.

We offer many support services to help students succeed: vibrant campus life, a variety of student clubs and organizations, study skills classes, tutoring, learning centers, advising, financial aid and scholarships, and health services to name a few.

We are 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

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

CALENDAR

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 and 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-seeking students begins
- 28-29: Thanksgiving Vacation ^

DECEMBER

- 2: Spring semester registration for non-degree-seeking students begins
- 6: Last day of instruction
- 6: Spring 2020 term fee deadline
- 9: Final credit grade entry and submission deadline due by 5pm in Self-Service
- Dec. 9 - Jan. 12: Winter Break (students)*
- 24 -25: Christmas Holiday^

JANUARY

- 1: New Year's Holiday ^
- 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 5:00pm
- 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 and 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
- 27: Summer semester registration for non-degree-seeking students begins

MAY

- 8: Last day of instruction
- 8: Summer 2020 term fee deadline
- 11: Final credit grade entry and submission deadline due by 5pm in Self-Service
- 12: Commencement - Tuesday

MAY

- 25: Memorial Day ^

JUNE

- 1: Summer semester classes begin
- 5: Last day to add/drop classes
- 26: Mid-Term/last day to make up Spring incompletes
- 29: Mid-Term credit grade entry & submission deadline due by 4pm in Self-Service

JULY

- 1: Priority Admissions Deadline for Fall Enrollment
- 3: (Observed) Independence Day Holiday ^
- 6: Last day to withdraw from credit classes without grade penalty
- 24: Last day of instruction
- 27: Final credit grade entry and submission deadline due by 4pm in Self-Service
- 27: Fall semester registration for non-degree-seeking students begins

AUGUST

- 7: Fall 2020 term fee deadline

* Campus is open / no classes

^ Campus is closed / no classes

+ Subject to change

Classes will meet on Columbus Day and Veteran’s Day

AUGUST

- 7: Fall 2020 term fee deadline
- 17 - 18: Faculty Days and Faculty In-Service
- 19 - 21: Faculty preparation and student advising
- 24: Fall semester classes begin
- 28: Last day add/drop classes

SEPTEMBER

- 7: Labor Day Holiday ^
- 25: Last day to withdraw from Block A Classes without grade penalty

OCTOBER

- 1: Application for Fall graduation due
- 12: Columbus Day - Classes held
- 16: Mid-Term/last day to make up Summer incompletes
- 16: Block A – First 8-Week Classes End
- 19: Mid-Term credit grade entry and submission deadline due by 5pm. in Self-Service
- 19: Block B Classes Begin
- 20: Spring Student Advising Day
- 21: Spring semester registration for continuing students begins
- 23: Last day to add/drop Block B Classes

NOVEMBER

- 1: Priority Admissions Deadline for Spring Enrollment
- 2: Last day to withdraw from full semester credit classes without grade penalty
- 09 -25: Fall in-class evaluations
- 11: Veteran's Day Observed - Classes held
- 16: Spring semester registration for new degree/certificate-seeking students begins
- 20: Last day to withdraw from Block B Classes without grade penalty
- 26-27: Thanksgiving Vacation ^
- 30: Spring semester registration for non-degree-seeking students begins

DECEMBER

- 11: Last day of instruction
- 11: Spring 2021 term fee deadline
- 14: Final credit grade entry and submission deadline due by 5:00 p.m. in Self-Service
- Dec. 14 - Jan. 10: Winter Break (students)
- 24 –25: Christmas Holiday^

JANUARY

- 1: New Year's Holiday ^
- 6-8: Faculty Days and Faculty In-Service
- 11: Spring semester classes begin
- 15: Last day add/drop classes
- 18: Martin Luther King Jr. Day ^

FEBRUARY

- 1: Application for Spring/Summer Graduation due
- 12: Scholarship applications due to CEI Foundation Office by 5:00 p.m.
- 12: Last day to withdraw from Block A–First 8-Week Classes without grade penalty
- 15: President's Day ^

MARCH

- 1: Priority Admissions Deadline for Summer Enrollment
- 5: Block A–First 8-Week Classes End
- 5: Mid-Term/last day to make up Fall incompletes
- 8: Mid-Term credit grade entry and submission deadline due by 5:00 p.m. in Self-Service
- 8: Block B–Second 8-Week Classes Begin
- 12: Last day to add/drop Block B Classes
- 16: Summer/Fall Student Advising Day
- 17: Summer/Fall semester registration for continuing students begins
- 22-26: Spring Break +
- 29: Last day to withdraw from credit classes without grade penalty
- 29: Summer/Fall semester registration for new degree/certificate-seeking students begins

APRIL

- 12-23: Spring in-class evaluations
- 16: Last day to withdraw from Block B Classes without grade penalty
- 26: Summer semester registration for non-degree-seeking students begins

MAY

- 7: Last day of instruction
- 7: Summer 2021 term fee deadline
- 10: Final credit grade entry and submission deadline due by 5:00 p.m. in Self-Service
- 11: Commencement - Tuesday

MAY

- 31: Memorial Day ^

JUNE

- 7: Summer semester classes begin
- 11: Last day add/drop classes

JULY

- 1: Priority Admissions Deadline for Fall Enrollment
- 2: Mid-Term/last day to make up Spring incompletes
- 5: Independence Day Holiday (observed) ^
- 6: Mid-Term credit grade entry and submission deadline due by 4:00 p.m. in Self-Service
- 12: Last day to withdraw from credit classes without grade penalty
- 26: Fall semester registration for non-degree-seeking students begins
- 30: Last day of instruction

AUGUST

- 2: Final credit grade entry and submission deadline due by 4:00 p.m. in Self-Service
- 6: Fall 2021 term fee deadline

* Campus is open / no classes

^ Campus is 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 community.

Our Core Themes

Learning for Work and Life: CEI is a place of learning where students prepare for transfer, careers, and effective citizenship. The college embraces active learning, and provides instruction that is not only academically rigorous, but also tailored to the needs of the student and the community. Learning for work and life takes place in all areas of campus through transfer degrees, career-technical education, college and career readiness, and workforce training.

Student-Centered: CEI faculty and staff throughout the college are committed to students and their success. Well-functioning student support areas are critical to students' success because they help model outstanding professional behaviors, and they provide comprehensive student support from first contact through degree and/or employment.

Community Engagement: CEI's focus on community is evident in a safe and inviting campus, which fosters communication, professional growth and adult enrichment through broad, collaborative relationships within academic and employer communities throughout the region.

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. CEI also offers several Career Technical Education (CTE) certificates and programs including Technical Certificates and Associate of Applied Science (AAS).

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 (for employees) may be contacted at 208.535.5303.

The Title IX and Student Conduct office (for students) may be contacted at 208.535.5451.

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



OFFERED DEGREES AND CERTIFICATES

| Major | Department | AA | AS | AAS | ATC | ITC | BTC |
|---|-------------------------|----|----|-----|-----|-----|-----|
| Automotive Technology | Trades and Industry | | | x | x | x | |
| Business Management | Business and Technology | | | x | | x | |
| Certified Nursing Assistant* | Health Professions | | | | | | |
| Computer Networking Technologies | Business and Technology | | | x | | x | x |
| Dental Assisting | Health Professions | | | | | x | |
| Diesel Technology | Trades and Industry | | | x | x | x | |
| Energy Systems Technology | Trades and Industry | | | | | x | |
| General Education | General Education | x | x | | | | |
| Information Assurance and Cybersecurity | Business and Technology | | | x | | x | x |
| Legal Studies and Paralegal Training | 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 | |
| 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

TYPES OF DEGREES AND CERTIFICATES OFFERED AT CEI

- 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)

ADMISSION

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”(WOK) 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” (WOK) 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 twenty-four (24) months.

Applied Technical Certificate

The Applied Technical Certificate (ATC) requires successful completion of at least fifty-two (52) credits in an approved career-technical program and represents

mastery of a defined set of competencies. The ATC contains a recognizable core of related instruction or general education with identified outcomes in the areas of communication, computation, and human relations. This certificate is designed primarily for students who plan to enter the workforce after graduation. Time to completion for the ATC varies. Please see specific program in the catalog.

Intermediate Technical Certificate

The Intermediate Technical Certificate (ITC) requires successful completion of at least thirty (30) credits in an approved career-technical program and represents mastery of a defined set of competencies. The ITC contains a recognizable core of related instruction or general education with identified outcomes in the areas of communication, computation, and human relations. This certificate is designed primarily for students who plan to enter the workforce after graduation. Time to completion for the ITC varies. Please see specific program in the catalog

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

Outreach Campuses

- Salmon
- Rexburg
- Driggs

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 cei.edu/admissions.
2. Submit one of the following:
 - o An official high school transcript* showing graduation
 - o Official GED transcripts^ with an overall Pass posted
 - o 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.
 - o CEI uses the ALEKS for Math placement and the Accuplacer NEXT for English placement.
 - o CEI will accept placement testing from other institutions if clear eligibility placement scores are included with the documentation the student provide.
 - o Students may be exempt from institutional testing with qualifying scores on the ACT and SAT,
 - o 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.

Current high school students that are applying for admission into a CEI program, may use unofficial (in-progress) transcripts from their high school and any other colleges/universities from which they may be earning dual/concurrent/early college credit. Students will be conditionally accepted. Upon graduation from high school, final and official transcripts from all institutions will be required. These transcripts will be reviewed and transfer credits processed upon official admittance to CEI. Unofficial transcripts (in-progress) may be used for placement into English and Math classes. Once a student is a high school graduate (or equivalent), final and official transcripts will be used for placement.

Underage Admissions Requirements

- Be 16 or 17
- Submit one of the following:
 - o An official final high school transcript or home-school transcript
 - o 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 by the Dean of Student Affairs. 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

Credit for Prior Learning

Colleges and universities across the country are finding ways to weave the granting of credit for prior learning into their “institutional toolbox.” The College of Eastern Idaho is equally committed to assisting its learners in the accelerated completion of a college credential—by recognizing the knowledge and skills that students may bring from industry and the military when returning to college.

“Credit for Prior Learning” broadly refers to college-level knowledge earned outside of a traditional classroom. The College of Eastern Idaho recognizes that learning can happen in a variety of settings, and may award up to 2/3 of the total credits required for graduation through the transfer of credit from an accredited college or university, and/or learning that has been evaluated by the American Council on Education (ACE). Official transcripts or scores must be received and evaluated by the college before credit can be awarded. Prior learning credit may not be applied toward CEI’s residency requirement.

Accreditation Guidelines

According to guidelines under Standard Two of the Northwest Commission of Colleges and Universities (2.C.7; 2.C.8; 2.D.10), the NWCCU is in favor of utilizing prior learning assessment. Institutions may award up to 2/3 of the credits required for graduation through prior learning (including the stacking or folding in of credits earned from CLEP tests, AP courses, IB courses, and military and corporate training transcripts).

American Council on Education (ACE)

The College of Eastern Idaho recognizes transcripts produced by the American Council on Education (ACE) and, as such, may grant transfer credit for military and corporate training (for information regarding the Academic Review process used by faculty evaluators for ACE, see: <https://www.acenet.edu/news-room/Pages/The-Academic-Review-Task-Force.aspx>).

Types of Prior Learning Recognized by CEI

Currently, the College of Eastern Idaho may recognize and award transfer credit for non-traditional learning from the following sources (upon receipt of an official transcript or scores, and in accordance with current State Board of Education Guidelines):

- Course Challenge and Credit by Exam (to be designed and administered by faculty in the discipline, and approved by the Department Chair and Instructional Dean at CEI)
- SAT
- Advanced Placement (AP)
- American College Testing Program (ACT)
- College Level Examination Program (CLEP) (including disciplines of Business, Composition and Literature, Foreign Languages, History and Social Sciences, Science and Mathematics)
- DANTES Subject Standardized Tests (DSST) (these are essentially the military version of CLEP – and include the disciplines of Business, Humanities, Math, Physical Science, Social Science, Technology). Learn more at: <http://www.dantes.doded.mil/EducationPrograms/get-credit/creditem.html>
- Industry Certifications and Credentials (evaluated for credit by the American Council on Education)
- Joint Services Transcript* (provided by the Department of Defense and/or ACE for all branches of the military, except Air Force)
- *US Air Force training has been evaluated by the Southern Association of Colleges and Schools (SACSCOC) accrediting body and, as such, is documented on transcripts produced by Community College of the Air Force and/or Air University.

The College of Eastern Idaho is currently working on a process and policy for awarding college credit from the following additional types of prior learning. Any credit

awarded must adhere to Idaho SBOE and NWCCU accreditation guidelines, with content knowledge and learning outcomes to be verified by qualified faculty in the discipline on a case-by-case basis:

- Industry training not yet evaluated by ACE
- Conversion of non-credit to credit
- CBE (competency-based education), OE/OE (open entry, open exit) and other types of Experiential Learning (may be assessed via submission of professional portfolio and/or completion of competency-based, self-paced learning modules)

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
 - o Non-degree seeking students may register for nine (9) credits for the Fall/Spring terms and three (3) credits for summer term
 - o 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
 - o 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
4. Non-degree seeking students are not eligible to receive financial aid.
 - o 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 Professions and Career Technical Programs (CTE)

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 offers 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 Professions and Career Technical Education CEI Programs

Programs falling under the 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 at this time. These individuals may be allowed to take courses as non-degree seeking students and will be charged the out-of-state tuition rate. Applicants with other types of visas will be evaluated on a case-by-case basis.

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 Early College Programs at CEI 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 be included with the application in order to determine placement into courses. High school students enrolled at CEI pay a reduced rate of \$75 per credit. No federal financial assistance is available for Concurrent or Dual Credit courses. When the CEI courses are completed, it is the student’s responsibility to request an official or unofficial transcript sent to the high school following the same process as other transcript requests.

ADVISING

Admissions Counselor

Students must meet with an admissions counselor prior to their first semester at College of Eastern Idaho. Degree-seeking Students will be required to attend a new student orientation, called SOAR (Student Orientation, Advising and Registration) as part of the admissions process.

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 required 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. During the Summer Semester and during academic breaks, students may also consult the Student Affairs office regarding academic advising.

Transfer Advising

CEI offers transfer advising to all students in partnership with our Idaho 4-year colleges and universities. Please visit the Transfer Office in Building 3 to remain on the right track for your transfer goals.

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 15 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 Advanced Placement examination will be granted credit for the corresponding course at CEI in accordance with Idaho State Board of Education requirements. Additional information is available in the Student Affairs Office.

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.

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 on page 24.

PLACEMENT SCORES*

| CEI Course | ALEKS | GAIN | ACCUPLACER (READING AND WRITING) | ACT | SAT |
|--|-------|---------|-------------------------------------|---------------|--------------|
| BOT 180 Financial Business Application | >=14 | 670 | | Math > 16 | Math 430-500 |
| ELT 141 Applied Mathematics I | >=30 | 855 & | | Math >19 | Math 510-800 |
| ENGL 101 Writing and Rhetoric I | | >871 | 250+ | English 19-24 | ERW 500-620 |
| ENGL 101P Writing and Rhetoric I Plus | | 747-820 | 237-249 | | |
| ENGL 102 Writing and Rhetoric II | | | | English >24 | ERW 630-730 |
| ENGL 202 Technical Communication | | | | English >24 | ERW 630-730 |
| MAC 143 Related Machine Shop Mathematics | >=20 | | | >19 | Math 510-569 |
| MATH 100 Introduction to Algebra | >=14 | | | Math >16 | Math 430-500 |
| MATH 104 Welding Mathematics | >=14 | | | | Math 430-500 |
| MATH 108 Intermediate Algebra | >=30 | | | Math >19 | Math 510-800 |
| MATH 112 Mathematics for Health Professions | >=20 | | | Math >16 | Math 430-500 |
| MATH 123 Math in Modern Society | >=30 | | | Math >19 | Math 510-800 |
| MATH 123P Math in Modern Society Plus | >=20 | | | Math <19 | Math <460 |
| MATH 143 College Algebra | >=46 | | | Math<23 | Math 560-800 |
| MATH 144 Trigonometry | >=46 | | | Math<23 | Math 560-800 |
| MATH 147 College Algebra and Trigonometry | >=46 | | | Math<23 | Math 560-800 |
| MATH 170 Calculus 1 | >=76 | | | Math >=29 | Math>=650 |
| MATH 153 Statistical Reasoning | >=46 | | | Math >23 | Math 570-800 |
| MTD 110 Mechanics Technical Math | >=14 | | | | Math 430-500 |

CLEP PLACEMENT

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

*CEI has discontinued offering the GAIN but will continue to accept GAIN scores for placement

REGISTRATION

New degree-seeking students to College of Eastern Idaho will be required to attend a new student orientation, called Student Orientation, Advising, and Retention(SOAR). 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 Admissions 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 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 SOAR. 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 account. 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 at `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 on pages. 4-5 for specific registration deadlines for each semester.

Prerequisites/Co-requisites/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.

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, 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 to 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 official CEI website, calendar, and in the college 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 Grading on page 24

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 limited 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.

MISCELLANEOUS FEES (All Programs)

\$15 computer usage fee for all registered students

General Education

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

Business and Technology

- Business Management - \$40 in testing fees

• Computer Network Technologies

- o All - \$220 in testing fees
- o AAS - \$375 in testing fees

• Information Assurance and Cybersecurity

- o BTC - \$110 in testing fees
- o ITC - \$110 in testing fees
- o AAS - \$330 in testing fees

- Legal Studies and Paralegal Training- \$100 in testing fees

- Radiation Safety - \$15 per semester lab fee

• Web and Application Development

- o All - \$250
- o AAS - \$100 in testing fees

Health Professions:

- \$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

College of Eastern Idaho no longer requires all students to carry health insurance. However, a few CTE and Healthcare majors require proof of a health insurance plan. Contact your program administrators for any questions regarding a health insurance requirement. Insurance is available to students on the Idaho exchange for any who do not have employer or parental health insurance plans.

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.

Tuition Payment Plan

Students may elect to pay for any tuition and fees through an authorized payment plan offered by the cashier’s office. Visit the cashier’s office for current details, deadlines, and questions.

| 2019 - 2020 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 |

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

- 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.
- 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.
- 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.
- 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.
- 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.
- A member of the Armed Forces of the United States, stationed in the state of Idaho on military orders.
- An officer or an enlisted member of the Idaho National Guard.
- 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.

- 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.
- 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 at 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 times 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.
- 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

Tuition

**As defined in subsequent section “Residency”.*

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

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.

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):

- 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.
- 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 at twelve (12) month period of continuous residence has been established immediately prior to departure.
- 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.
- Any student whose spouse is classified, or is eligible for classification, as a resident of the county for tuition purposes.
- Any student who is a member of the United States Armed Forces, stationed in the county on military orders.
- Any student who is an officer or an enlisted member of the Idaho National Guard.
- 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.
- 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 (state 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:

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

| 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 |

Figuring GPA (Grade Point Average)

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

- $GP \times CR = GP + GP = TGP/CR$
- Per credit grade point (GP) equivalent multiplied by number of credits (CR) per class = grade points (GP),
- Add individual grade points (GP) together = total grade points (TGP)
- Divide by grade points (GP) by number of credits (CR) taken = GPA.

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

- BIOL 227: (B) 3.0×4 credits = 12.0 grade points
- SOC 101: (C) 2.0×3 credits = 6.0 grade points
- $12.0 + 6.0 = 18$ grade points $\div 7$ credits = 2.57 GPA

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 granted, 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 for current term courses where the final grade has not been submitted and verified.

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

S(Satisfactory): 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): If the student does not complete the course in the time designated on his or her contract, the grade will be automatically changed to the previously determined grade. If no passing grade was previously determined, then the student will earn an (F), and the student must repeat the course in order to receive credit.

- 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(AA), Associate of Science(AS), Associate of Applied Science(AAS), Advanced Technical Certificate(ATC), Intermediate Technical Certificate(ITC), or Basic Technical Certificate(BTC) 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.edu, and on pages 4-5 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.

Credits (Hours)

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 a faculty advisor or admission counselor 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 online through the National Student Clearinghouse (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.

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: Appropriate Instructional Dean or Academic Standards Committee (grade changes, withdrawal, etc.)
- Discrimination Grievances: Equal Employment Office (EEO) office
- General Student Grievances: Dean of Student Affairs

The Campus Appeals Committee consists of the Dean of Student Affairs (chair), two faculty members, one member from the Student Affairs office, and two student representatives selected with consultation from the student senate. Appeals may be handled as follows:

- **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 with whom he or she has a grievance, the complainant should submit a

written appeal and form to a division manager, dean, or department chair, depending upon the circumstance. The written appeal must be presented within ten (10) working days of the grievance or complaint. In the event that the grievance involves a Division Manager or Department Chair, the appeal may be submitted to the appropriate Dean. In the event that the grievance involves a dean, the appeal may be submitted to the Vice President of Academic and Student Affairs. The manager (Division Manager, Chair, Dean or VP) conducts an investigation, then reviews the information, and meets separately with the student and others as needed. The appropriate manager then renders a decision within five working days. If a committee is needed, the manager takes the necessary steps.

- **Step 3.** If the complainant is not satisfied with the decision reached in Step 2, he or she may submit a written request for a review by a Campus Appeals Committee. The request must be submitted to the appropriate Dean (or the Vice President of Academic and Student Affairs, if the grievance concerns a Dean), within five (5) days after receiving the decision from Step 2. The Dean of Student Affairs handles conduct-related and institutional issues. Academic concerns are handled by the appropriate Instructional Dean. If necessary, the appropriate dean would chair an Appeals

Committee hearing within ten (10) days of receipt of the request. Within five (5) days of the conclusion of the hearing the chairperson would set forth a written document addressing the decision. A copy of the document will be sent to the complainant, any involved Division Manager/ Department Chair, Dean, and the Vice President.

- **Step 4.** If the complainant is not satisfied with the outcome of the hearing with the Campus Appeals Committee in Step 3, he or she may request a review by the Vice President of Academic and Student Affairs (or the College President, if the complaint is about the VP). The complainant must submit a written request to the College President within five (5) days of the conclusion of Step 3. The Vice President of Academic and Student Affairs shall review the issues and render a final decision.

Administrative decision may result in one of the following:

- Upheld decision of the Appeals Committee
- Administrative disposal.

The decision of the Vice President is considered final. In the case of complaints regarding the Vice President, the decision of the President is considered final.

CAMPUS REGULATIONS

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 college-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. Questions may be directed to the Dean of Student Affairs.

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".

Personal Transport Devices (PTDs)

College of Eastern Idaho maintains a healthy and safe environment conducive to learning for all members of the campus community. CEI supports sustainable forms of transportation and therefore encourages the safe and responsible use of PTDs. This procedure establishes a common foundation of rules and expectations for the use of PTDs on campus walkways and around pedestrians. As PTDs are a relatively new and quickly expanding technology, CEI reserves the right to amend this policy as needed.

PTDs are defined as modes of human-powered transportation including, but not limited to bicycles, skateboards, skates, scooters, etc. Also includes transportation powered by motor or by batteries that do not go in excess speeds of 15 mph or if powered by a gasoline engine, are not larger than 49 cc engine displacement. Any PTD used on CEI campus must be designed to allow the user to complete a controlled stop. The use of ATV's, golf carts, or motorcycles is prohibited on campus walkways unless previously authorized or used for conducting official CEI business. Under the obligations of this procedure, riders must

obey all state and local laws and exercise watchfulness, attention, and caution to protect vulnerable pedestrians at all times. Riders are primarily responsible for the safety those around them. The pedestrian always has the right-of-way. Riders shall not come within three (3) feet of any pedestrians while riding a PTD. If riders cannot pass pedestrians while maintaining the three (3) foot minimum distance they must dismount. In times of heavy pedestrian traffic, when sidewalks and pathways are congested (such as class change), PTD riders shall dismount completely and walk. Users are strongly encouraged to wear helmets and eye protection and ensure that their devices have appropriate rear and side reflective devices. Headlights and headlamps should be used between sunset and sunrise. The use of earphones while using a personal transportation device is prohibited. Use of PTDs for tricks, including but not limited to: wheelies; jumps; use on stairs, benches, or handrails; or any use other than utilitarian transportation, is prohibited. Campus buildings and site-furnishings may not be ridden on, over or struck at any time. Riders will be responsible for any damage done to the facility or grounds.

PTDs may not be used inside buildings or on any surface not normally intended for such use. Exceptions to this include the use of accessibility-dependent devices such as wheelchairs or motorized chairs, or other mobility devices prescribed by licensed physicians or otherwise approved by the ADA or the campus Disability Resource Coordinator.

PTDs should not be secured to light poles, posts, or landscaping features and should not create safety or environmental hazards or block access to handrails, ramps, signage, or building entrances. Bicycles should be parked in racks provided by the College. Abandoned, lost, inoperable and prohibitively parked bicycles, skateboards or PTDs may be collected by the College. An impound fee may be issued after thirty days.

If a bicycle, skateboard or other PTD is suspected lost or stolen, Campus Security should be contacted (208.604.4597) with identifying information. Campus Security should also be contacted if what appears to be a lost or stolen bicycle, skateboard or other PTD is found.

Individuals assume the risk of personal injury and death while riding a PTD, and will be held responsible for any injuries to themselves, others, or property as a result of any violation of this Policy or the improper operation of any personal transportation device on CEI property.

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.

Student Conduct concerns can be reported to the Dean of Student Affairs.

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 circumvent 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 (\$0.10) per page (see CEI Policy 602 for additional information). Students may also make copies in the library; copies are \$0.10 a page.

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 Dean of Student Affairs meet twice annually to discuss fund-raising efforts. CEI is licensed for student organizations to conduct raffles for fund-raising activity. Concerns may be addressed with the Dean of Student Affairs.

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.

Title IX

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.” Title IX requires colleges to promptly respond to allegations of sex discrimination, including sexual violence and sexual harassment, limit its effects, and prevent its recurrence. Title IX prohibits all forms of sex and gender-based discrimination including sexual harassment and sexual violence. Report any student-related Title IX or discrimination concerns to the Dean of Student Affairs. For employees, Title IX is administered by Human Resources.

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 re-occurrence

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 or 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 twenty-four hours a day, seven days a week 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.

Student Conduct and Sanctions

Students have a right to due process. Students may consult with or may be asked to consult with the Dean of Student Affairs on matters of student conduct. 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.

CAMPUS SERVICES

CENTER FOR NEW DIRECTIONS

Alexander Creek Building (5) • 208.535.5363

Staff

Julie McMurtrey, Coordinator

Hailey Holland, Counselor

Cathy Rogers, Administrative Assistant

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

COLLEGE AND CAREER READINESS (College Preparatory Assistance)

Christofferson Building (3) • 208.535.5386

Staff

Sandra Takahashi, Director

Jenna Evans, Data Manager

Joyce Byington, Administrative Assistant

Janet Barton, GED Coordinator and Instructor

Ilene Stolworthy, Faculty Coordinator, instructor

The College and Career Readiness Center (CCR) 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 College and Career Readiness Center 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, Challis, Custer, Madison, and Teton counties.

Comprehensive Adult Student Assessment System (CASAS) Reading and Math Skills 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 these tests. The tests

assess reading 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 tests show results as well as areas of strengths and weaknesses. The tests take between two-three hours.

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.

COUNSELING CENTER

Behavioral and Mental Health Counseling

The Counseling Center offers students, and, when available, employees, Mental Health Counseling Services. With this program launching for the first time in Fall 2019, more details will be forthcoming.

DISABILITY RESOURCES & SERVICES

Staff

Dan Bruderer, LMSW

Disability Resource Coordinator

dan.bruderer@cei.edu • 208.535.5462

College of Eastern Idaho is committed to providing educational opportunities to all qualified individuals and, in doing so, complies with the Americans with Disabilities Amendments Act of 2008 (ADAA) 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 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.

Accommodation Request Procedure

Students having questions about accessibility or wishing to request reasonable accommodations, academic adjustments, and/or auxiliary aids as indicated in the ADAAA or Section 504 of the Rehabilitation Act, should contact the Disability Resources Coordinator (DRC), located in the Alexander D. Creek Building (Bldg. 5), or at 208.535.5462.

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. Students requesting accommodations, academic adjustments, and/or auxiliary aids must follow these procedures:

1. Must have a documented disability and must self-identify to the DRC.
 - a. 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 at his/her own expense and provide it to the DRC.
2. Schedule/participate in an intake meeting, at which time the student will be asked about the disability, the impact or barrier(s) it has on their educational experience, and their past use of reasonable accommodations.
 - a. The DRC and student will discuss the request for reasonable accommodations, academic adjustments, and/or auxiliary aids.
3. The DRC will review the intake notes and third-party documentation to determine the appropriateness of the accommodations requested.
 - a. The DRC will inform the student of the resulting decision.

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

a. Requests for accommodations, academic adjustments, and/or auxiliary aids must be made to the DRC each semester of enrollment.

b. The DRC will update the accommodation letter and again provide a copy for each of the student's instructors.

5. Should the student disagree with the decision of the DRC, the student must, within five (5) working days, submit a written appeal to the Dean of Student Affairs, as outlined in the 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 "no otherwise qualified individual with a disability in the United States . . . shall, solely by reason of his/her disability, 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 Academic Programs

This procedure shall apply to academic programs.

Examples are:

- Requests for classroom accommodations such as audio recording devices, note takers,
- assistive listening devices and interpreters;
- Requests for test modifications such as extended time or tests read aloud.

College of Eastern Idaho's DRC has been given the responsibility of determining and approving a student's

need for accommodations, academic adjustments, and/or auxiliary aids. All requests for accommodations or assistance should first be filed with the DRC, following the College's published accommodations request procedure. If the student believes the DRC's decision is discriminatory on the basis of disability, the student should first meet with the DRC 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 Dean of Student Affairs. Include the following:

- Name and address of the person filing the complaint;
- Date of original accommodation or assistance request;
- Accommodation or service requested;
- Reason for the request;
- Reason the DRC's decision is not deemed to be appropriate, reasonable, or effective.

The Dean of 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 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 DRC 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 DRC's written notice, the student should first request the DRC'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 DRC

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 DRC is unable to resolve the complaint within five (5) working days of the request, he/she will refer the matter to the Dean of Student Affairs. It is the DRC's responsibility to notify the student of such action and to provide all pertinent information to the Dean of Student Affairs.

The Dean of 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 this Student Handbook.

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 DRC. If the student believes the decision of the DRC is discriminatory on the basis of disability, the student should first meet with the DRC 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 Dean of Student Affairs. 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 DRC's decision is not deemed appropriate, reasonable, or effective.

The Dean of 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 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 DRC 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 DRC's written notice, the student should first request the DRC'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 DRC 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 DRC is unable to resolve the complaint within five (5) working days of the request, he/she will refer the matter to the Dean of Student Affairs. It is the DRC'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 Dean of 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.

EARLY COLLEGE PROGRAMS

Christofferson Building (3) • 208.535.5309

Staff

Becca Franco, Dual Credit Coordinator
 Tonya Tracy, CTE Transition Coordinator
 Eloise Snell, Office Specialist

Courses held in the High School (dual credit) or at CEI (concurrent enrollment)

College of Eastern Idaho recognizes the nationwide movement towards providing high school students the opportunity to earn college credit toward an undergraduate degree prior to high school graduation. CEI accepts high school students as one of its important constituent groups and considers Early College Programs to be an important part of its outreach effort. Early College students are responsible for the outcome of their coursework, final grades, and meeting deadlines as set by the program. Early College students are considered non-matriculated (non-degree seeking) while in high school.

EDUCATIONAL 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.

FINANCIAL AID

Christofferson Building (3)
 208.535.5374 • financial.aid@cei.edu

Staff

Trevor Petersen, Director
 Tiffany Cleverly, Coordinator
 Krysta Madrigal, Scholarship Advisor
 Hannah Schumacher, VA & CTE Advisor
 Irene Gyorfy, Technical Records Specialist

Please direct all questions regarding financial assistance to the CEI Financial Aid Office. See also pages 46-51

FOUNDATION

Christofferson Building (3)
 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 the John E. Christofferson Building(Bldg. 3) 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 also be found on Facebook.

LIBRARY

Alexander Creek Building (5)
 208.535.5312 • Librarian’s Office: 208.535.5349

Staff

Nathan Brown, Librarian
 Natalie Harris, Library Assistant
 Tessa Fielding, 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*

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.

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), Delta Epsilon Chi(DEC), and Phi Theta Kappa Honor Society(PTK, Beta Chi Psi chapter) are active on the CEI campus. Students who are successful in state and local competitions may then compete nationally.

CEI encourages participation in student government. Student Life is headed by CEI Student Senate. 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.

TUTORING CENTER

Christofferson Building (3) • 280.535.5490

Staff

Julie Kaufman, Academic Support Coordinator

The CEI Tutoring Center is open five (5) days per week. Tutors are available to assist students with math, writing, and some sciences. The Tutoring Center offers a comfortable environment where students can meet with tutors, read, use computers, or relax. The schedule is posted outside the Tutoring Center in the John O. Sessions Mechanical Building (Bldg. 1) and on the CEI Website (cei.edu/tutoring-center). For a writing appointment, the Tutoring Center can be reached at 208.535.5490. You can also schedule an appointment via the Tutoring Center's webpage.

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 Julie Kaufman at 208.535.5490 or visit the Tutoring Center. The Tutoring Center can also provide in-class lectures for instructors on campus. Selected topics include paraphrasing, technical writing, paragraph organization and development, and APA formatting, among others.

VETERAN SERVICES / ARMED FORCES CENTER

Alexander Creek Building (5) 208.535.5459

The College of Eastern Idaho's Armed Forces Center recognizes the service and sacrifice made by members of our armed forces and the unique challenges associated with transitioning into a college setting. To support this transition, we are committed to providing veterans, active duty personnel, guard and reserve members and family members with the services necessary to pursue their academic and personal interests. Assistance is available to establish connections with the offices for admissions, registration, financial aid, veterans' benefits, academic advising, mental health counseling, career advising, disabilities services, and any other offices that provides support to veteran students on campus

Please direct all questions to the Armed Forces Center, or the CEI Financial Aid Office (Bldg. 3).

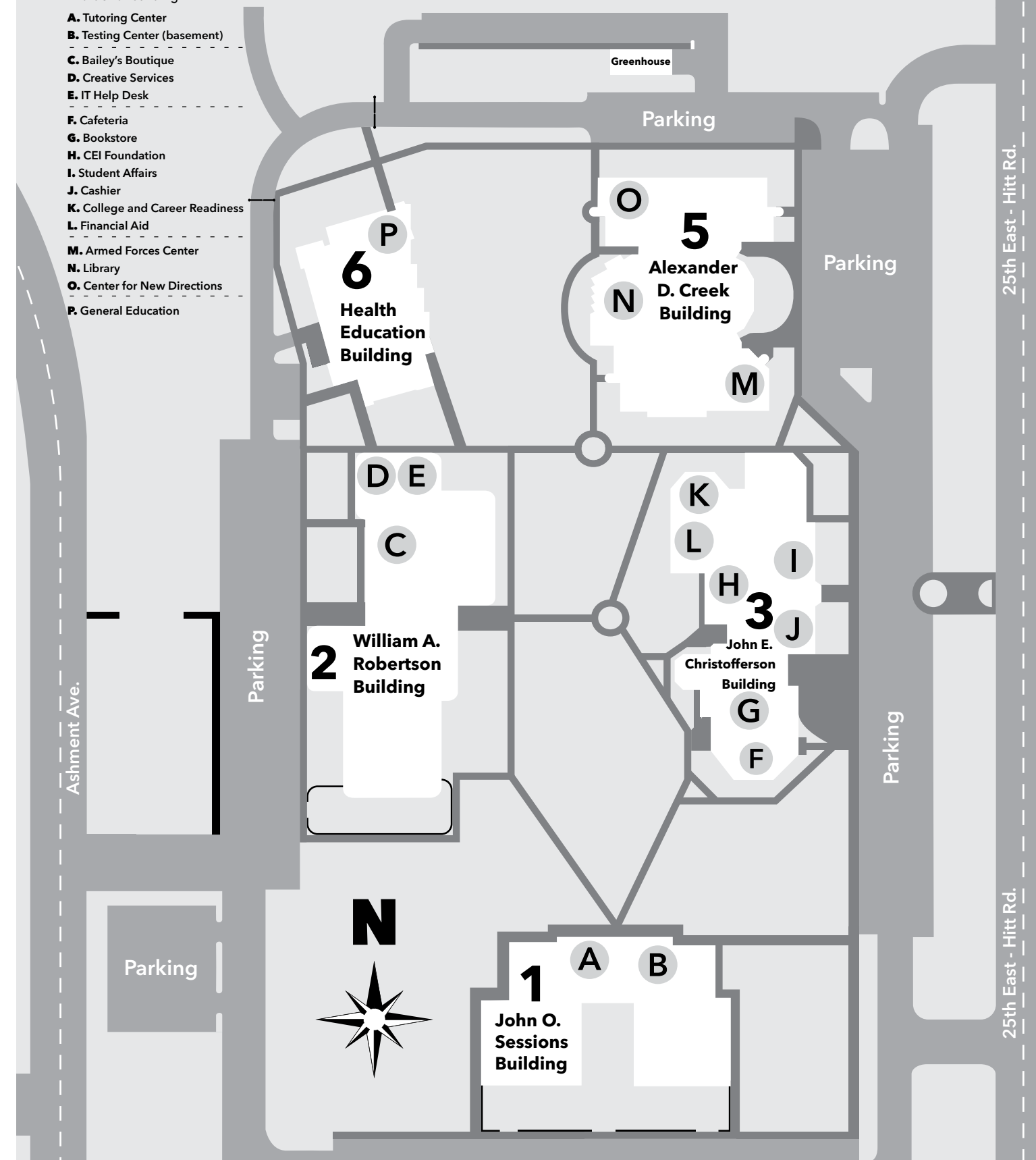


CAMPUS MAP

CAMPUS RESOURCES

in order of building

- A. Tutoring Center
- B. Testing Center (basement)
- C. Bailey's Boutique
- D. Creative Services
- E. IT Help Desk
- F. Cafeteria
- G. Bookstore
- H. CEI Foundation
- I. Student Affairs
- J. Cashier
- K. College and Career Readiness
- L. Financial Aid
- M. Armed Forces Center
- N. Library
- O. Center for New Directions
- P. General Education



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 priority deadline; however registration fees must be paid by the fee payment deadlines. If the first falls on a weekend, the deadline is the following business day.

Financial Aid and Application Procedure

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 one of 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 Supplement 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 \$6,095.00 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 (FDSLPL)

Direct Student Loans are low loans used to help students pay for educational expenses. Loans are money borrowed and must be paid back with interest. The interest rate is fixed and has been set by the federal government. The U.S. Department of Education 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 Loan Entrance 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 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.

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, other types of aid awarded, and the cost of attendance.

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).

SATISFACTORY ACADEMIC

PROGRESS POLICY

Financial Aid Eligibility

Federal law requires that you must be making satisfactory academic progress (SAP) toward a degree for you to be eligible to receive federal financial aid funds. These standard apply to all periods of attendance, even periods when you did not receive financial aid. 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.

Academic

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

Progress Eligibility

In addition to maintaining academic standards, all students will be required to satisfactorily complete (receive grades other than D+, D, D-, F, AU, CH, IC, S, I, or W), 67% of all credits listed on the transcript, including transfer credits.

Credits completed are defined as all classes for which

a student received a passing grade or better. Repeated courses count as credits attempted during each term the student is enrolled in the course. They will be counted as completed each time a passing grade is received for the course.

Incompletes and withdrawals do not count as passing, but are included in the credit completion rate calculation. Audit credits do not count as credits attempted or completed and will not be counted in the credit completion rate calculation.

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 Satisfactory 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.

Monitoring Satisfactory Academic Progress

Students satisfactory academic progress (SAP) will be reviewed at the end of each semester to determine if they are in compliance with the SAP policies. This review encompasses a student's entire academic record, regardless of whether the student applied for or received financial aid.

Students not meeting these SAP standards will receive communication via email to their CEI email. Students should check Self-Service to view their progress by clicking on the "Satisfactory Academic Progress" link under the "Financial Aid Counseling" link.

Financial Aid Suspension

Students who receive federal financial aid but do not earn any credits for the term will be immediately suspended from receiving future financial aid. Students who completely withdraw from CEI during the course of a semester may be required to return a percentage of that semester's federal financial aid.

Satisfactory Academic Progress Warning

The first time a student is not meeting the Academic or Progress requirements the student will be placed on Financial Aid Warning. Students in Financial Aid Warning will still be eligible for financial aid for the following semester. Financial aid funds may be delayed the following term in order for prior term grades to be posted before federal aid can be released.

Any subsequent incidents of SAP violations will result in the suspension of financial aid eligibility. Violations of Maximum Time Frame or zero credits earned, will be suspended financial aid with no Warning period.

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.

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 date 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 Appeals Process

In the case of extenuating circumstances (such as injury, illness, or death of an immediate family member); students may appeal their financial aid suspension in writing by completing the General Appeal form and returning it to the Financial Aid Office. The appeal should address and document extenuating circumstances and describe how circumstances have changed so the student is able to be academically successful. Students must be registered for courses at the time the appeal is submitted. A General Appeal form can be printed from the CEI Financial Aid webpage.

A Financial Aid Professional Staff Committee will review submitted appeals. If the appeal is denied, students may meet in-person with the SAP Appeals Committee. This committee's decision will be the final decision. Incomplete appeals or those missing adequate documentation will be denied for missing information.

If an appeal is approved, the student will be required to complete the courses as outlined. If the student cannot be in compliance after the approved term and they have passed the courses, the student will submit an academic plan approved by an Academic Advisor and the Financial Aid Office until they are in compliance with Satisfactory Academic Progress.

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 webpage.

Reinstatement

Students suspended from financial aid may regain eligibility by:

1. Repaying any funds owed to CEI(see Cashier's Office),
2. Attending additional semester(s) without the assistance of financial aid and;
3. Students must enroll in and successfully complete enough credits to meet academic standards as well as progress eligibility standards to be in compliance with Satisfactory Academic Progress (SAP) and be reinstated financial aid. The courses taken must be from the approved list of required courses for the student's program of study.

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 may also be used by students after they have attended a semester without financial aid and are requesting reinstatement of their aid although they may not be back within Satisfactory Academic Progress requirements.

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 www.va.gov. 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>, using Internet Explorer.

Please refer all benefit questions to the Financial Aid Office. Students may also receive additional Veteran's Services at the Armed Forces Center.

GENERAL EDUCATION**FACULTY**

Kole Bowman, Anatomy, Physiology, & Microbiology
 Jacob Claffin, English
 Cynthia Clausen, Anatomy and Physiology
 Dawn Cureton, Sociology and Psychology
 Christian Godfrey, Business, Economics,
 & Social Science
 Steve Harrison, English and Communication
 Charles Hemming, Math and Chemistry
 Kathleen Judy, Math
 Julie Kimpel, Anatomy, Physiology, & Microbiology
 Pamela O'Hearn, Biology and Physical Science
 Jeffrey Olaveson, Anatomy and Physiology
 Bryce Owen, Sociology and Psychology
 Julia Zapadka, Sociology and Psychology

STAFF

Jacob Haeberle,
 Chair of Written and Oral Communication
 Julie Kaufman, Academic Support Coordinator
 Kenneth Kisner, Chair of Social Science and
 Humanities Ways of Knowing Chair
 Jacinda Moreau, Executive Assistant to the Vice
 President of Instruction, Dean of General Education,
 and Dean of Career Technical Education
 Angela Sackett, Chair of Mathematical and Scientific
 Ways of Knowing
 Danielle Stimpson, Pathways Coordinator

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) disciplines: Communications, English, Humanities, Math, Science, and Social Science. 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(AA) or Associate of Science(AS) 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. 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.

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

General Education Competency Areas (GEM)

| | |
|---|--|
| GEM 1 - Written Communications | PHYS 111/L.. General Physics I..... 4/0 |
| ENGL 101..... Writing and Rhetoric I..... 3 | PHYS 112/L.. General Physics II..... 4/0 |
| ENGL 102..... Writing and Rhetoric II..... 3 | |
| GEM 2 - Oral Communications | GEM 5 - Humanistic and Artistic WoK |
| COMM 101.. Fundamentals of 3 | ART 101..... Art History I..... 3 |
| Oral Communication..... 3 | ART 102..... Art History II..... 3 |
| | CUL 207 Introduction to American Indian Literature..... 3 |
| GEM 3 - Mathematical Ways of Knowing (WoK) | ENGL 175..... Literature and Ideas 3 |
| MATH 123.... Math in Modern Society 3 | ENGL 215..... Survey of World Mythology 3 |
| MATH 143.... College Algebra 3 | HUM 101..... Introduction to Humanities I 3 |
| MATH 147.... College Algebra and Trigonometry..... 5 | HUM 102..... Introduction to Humanities II 3 |
| MATH 153.... Statistical Reasoning 3 | MUSI 108 Survey of Jazz and Pop Music..... 3 |
| MATH 170.... Calculus I..... 4 | PHIL 101..... Introduction to Philosophy..... 3 |
| | PHIL 103..... Introduction to Ethics..... 3 |
| GEM 4 - Scientific WoK | GEM 6 - Social and Behavioral WoK |
| BIOL 100..... Concepts of Biology..... 4 | ANTH 101 Physical Anthropology..... 3 |
| BIOL 120..... Environmental Science 4 | ANTH 102 Cultural Anthropology..... 3 |
| BIOL 201/L... Biology I..... 3/1 | CRJ 103..... Introduction to Law and Justice . 3 |
| BIOL 227/L... Human Anatomy and Physiology I..... 4/0 | ECON 201 ... Principles of Macroeconomics.... 3 |
| BIOL 228/L... Human Anatomy and Physiology II 4/0 | ECON 202 ... Principles of Microeconomics..... 3 |
| BIOL 250/L... General Microbiology 3/1 | HIST 101..... World History I 3 |
| CHEM 100 ... Concepts of Chemistry 4 | HIST 102..... World History II 3 |
| CHEM 101/L Introduction to Chemistry 4/0 | HIST 111..... United States History I..... 3 |
| CHEM 102/L Essentials of Organic and Biochemistry..... 4/0 | HIST 112..... United States History II..... 3 |
| CHEM 111 ... General Chemistry I..... 5 | POLS 101 American National Government.. 3 |
| GEOL 101/L. Physical Geology 3/1 | POLS 102 Introduction to Political Science . 3 |
| PHYS 100/L.. Survey of Physics 3/1 | PSYC 101 Introduction to Psychology 3 |
| PHYS 101/L.. Introduction to Physics..... 3/1 | SOC 101..... Introduction to Sociology..... 3 |
| | SOC 102..... Social Problems 3 |

For more information on GEM classes, see page 110

BUSINESS AND TECHNOLOGY

FACULTY

Frankie Adams, B&T
 Don Casper, Computer Networking Technologies
 John Detwiler, Radiation Safety
 Joshua Duersch,
 Computer Networking Technologies
 Christian Godfrey, Business, Economics,
 & Social Science
 Peggy Green, B&T
 Traci Harbert, Legal Studies and Paralegal Training
 Leslie Jernberg, B&T Division Manager
 Laura King, Business Management
 Landon Meikle, Web and Application Development
 Don Williams, Information Assurance
 and Cybersecurity

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**

Associate 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
 Basic Technical Certificate (BTC)
 The BTC typically takes twelve (12) months to complete

**LEGAL STUDIES AND
PARALEGAL TRAINING**

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

RADIATION SAFETY

Intermediate Technical Certificate (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)
 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 responsibilities needed in 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 provides 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 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 ENGL 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 above, depending on a student’s choice of optional courses.

Program Costs

Students in the Business Management program can expect to spend between \$250-\$300 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 Degree (AAS)

• Sixty (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
 ENGL 101..... Writing and Rhetoric I 3
 MGT 122 Business Lab I..... 1
 MKT 103..... Sales and Customer Service..... 3

Semester 2

BSN 250 Principles of Marketing 3
 BSN 255 Leadership Development Skills.. 3
 COMM 101.. Fundamentals of Oral Communication..... 3
 GEM 3..... Any GEM 3 course 3-5
 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 261Legal Environments of Organizations 3
 ECON Any GEM 6 ECON course..... 3
 MGT 206 Small Business Management 3
 MGT 220 Entrepreneurship and Practicum 4

Required General Education Courses

Any General Education course 0-5
 BSN 255 Leadership Development Skills.. 3
 COMM 101.. Fundamentals of Oral Communication..... 3
 ENGL 101..... Writing and Rhetoric I 3
 GEM 3..... Any GEM 3 course 3-5

Business Management - Intermediate Technical Certificate (ITC)

• Thirty-one (31) Credits

• Financial Aid Eligible

Required Courses

BOT 180 Financial Business Applications..3
 BSN 101 Introduction to Business3
 BSN 215 Introduction to Information Science3
 COMM 101.. Fundamentals of Oral Communication.....3

Choose one of the following two courses:

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

Choose 6 Courses Below:

BSN 250 Principles of Marketing 3
 BSN 255 Leadership Development Skills..3
 BSN 261 Legal Environments of Organizations 3
 ECON Any GEM 6 ECON course..... 3
 ENGL 101..... Writing and Rhetoric I 3
 GEM 3..... Any GEM 3 course 3-5
 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
 MGT 216 Human Resource Management..3
 MKT 103..... Sales and Customer Service..... 3
 MKT 120..... Marketing on the Internet 3

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 \$350 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/or 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.

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

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

| | |
|--|--|
| Semester 1 | Semester 3 |
| BOT 151 Leadership I..... 1 | CNT 224 Server I 4 |
| CNT 114..... Computer Essentials 4 | CNT 225 Server II 4 |
| CNT 121 Wireless LAN Administration 3 | CNT 280 Cisco III..... 3 |
| CNT 140..... Linux I 3 | ENGL 101..... Writing and Rhetoric I 3 |
| CNT 160..... Cisco I..... 4 | |
| | Choose one of the following two courses |
| Semester 2 | MATH 143.... College Algebra 3 |
| BOT 150..... Employment Strategies 1 | MATH 123.... Math in Modern Society 3 |
| CNT 123..... Fundamentals in Network Security 3 | Semester 4 |
| CNT 141 Linux II 3 | BOT 216 Supervised Work Experience..... 3 |
| CNT 150..... Desktop/Client Computer Operating Systems 4 | CNT 226 Server III 3 |
| CNT 170..... Cisco II..... 4 | CNT 270 Emerging Trends in Computer Networking..... 3 |
| COMM 101.. Fundamentals of Oral Communication..... 3 | GEM..... Any GEM course 0-5 |
| | Choose one of the following two courses |
| | PSYC 101 Introduction to Psychology 3 |
| | SOC 101..... Introduction to Sociology..... 3 |

Computer Networking Technologies - Intermediate Technical Certificate (ITC)

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

| | |
|---|--|
| Semester 1 | Semester 2 |
| BOT 151 Leadership I..... 1 | BOT 150..... Employment Strategies 1 |
| CNT 114..... Computer Essentials 4 | CNT 123..... Fundamentals in Network Security 3 |
| CNT 121 Wireless LAN Administration 3 | CNT 141 Linux II 3 |
| CNT 140..... Linux I 3 | CNT 150..... Desktop/Client Computer Operating Systems 4 |
| CNT 160..... Cisco I..... 4 | CNT 170..... Cisco II..... 4 |
| | COMM 101.. Fundamentals of Oral Communication..... 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.

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 COMM 101 and MATH 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 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 \$350 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

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 II 3
 CNT 150..... Desktop/Client |
 Computer Operating Systems 4
 CNT 170..... Cisco II..... 4
 COMM 101.. Fundamentals of
 Oral Communication..... 3

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

BOT 216..... Supervised Work Experience..... 3
 CNT 292..... Intrusion Detection..... 3
 CNT 293..... Emerging Trends
 in Cybersecurity 4
 PHIL 103..... Introduction to Ethics..... 3
 GEM 6..... Any GEM 6 course 3

Semester 3

CNT 224..... Server I 4
 CNT 290..... Practical Programming..... 3
 CNT 291..... Digital Forensics 3
 ENGL 101..... Writing and Rhetoric I 3
 GEM 3..... Any GEM 3 course 3-5*

**recommended MATH 143 College Algebra*

Information Assurance and Cybersecurity - Intermediate Technical Certificate (ITC)

• Thirty-three (33) Credits

• Financial Aid Eligible

Application available on the CEI website or through Student Affairs.

Entrance Requirements

1. A+ Hardware Certification
2. A+ Software 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 I 4
 CNT 290..... Practical Programming..... 3
 CNT 291..... Digital Forensics 3
 COMM 101.. Fundamentals of
 Oral Communication..... 3
 GEM 3..... Any GEM 3 course 3-5*

**recommend MATH 143 College Algebra*

Semester 2

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

Information Assurance and Cybersecurity - Basic Technical Certificate (BTC)

• Twenty-three (23) Credits

• Financial Aid Eligible

Application available on the CEI website or through Student Affairs.

Entrance Requirements

1. A+ Hardware Certification
2. A+ Software 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 I 4
 CNT 290..... Practical Programming..... 3
 CNT 291..... Digital Forensics 3

Semester 2

BOT 216..... Supervised Work Experience..... 3
 CNT 292..... Intrusion Detection..... 3
 CNT 293..... Emerging Trends
 in Cybersecurity 4
 PHIL 103..... Introduction to Ethics..... 3

**LEGAL STUDIES AND
PARALEGAL TRAINING**

**Associate of Applied Science Degree (AAS)
Intermediate Technical Certificate (ITC)**

This program is designed for people who are looking to grow in a new direction, advance skills and redefine the possible. The Legal Studies and Paralegal Training program offers the skills and knowledge needed to begin a career in a legal-related position or help transfer to a four-year college.

For students seeking industry training, career options for paralegals are strong, with growth projected to be much faster than the average for all occupations. Factors driving demand include technology-intensive workplace, work projects requiring higher levels of analytical skill, globalization, and expanding regulatory and compliance requirements.

Those interested in transferring to a four-year college can now benefit from the emerging partnerships between CEI and ISU and BSU programs. More particularly, ISU and BSU offer a Bachelors of Applied Science (BAS), which allow the credits from the legal AAS degree to transfer/satisfy the first two years of a four-year degree. In doing so, students will enjoy a significant cost savings per credit while building solid academic skills prior to transfer. To date, Boise State has a fully online BAS degree therefore eliminating the need to relocate. Further, students considering law school can use the BAS degree earned from Boise State to enroll in their 3+3 Law Degree Program, with Concordia and U of I law schools. This articulation agreement streamlines the undergraduate, law school requirements, allowing graduates to complete their J.D. degree in less time.

*For more details, please visit :
coas.boisestate.edu/advising/33-law-school-program/*

Many occupations today require some knowledge of the legal framework governing individual, business, and governmental practices. Not only will you learn about the law, you will also become skillful in logic, rhetoric, and research and writing. Curriculum is designed to hone important technical skills needed to foster greater technological competence, analyze complex issues,

effectively communicate results, and organize, prioritize, and manage competing tasks. Because many skills sets utilized in the legal program are transferrable (e.g. utilized in other industries), you can expand employment opportunities by pursuing alternative career routes. Currently, this program has graduates working at the INL, EIRMC, Attorney General Office, in addition to various law offices and courthouses throughout the state.

Curriculum is designed to help develop a strong foundation of practical knowledge and versatile skills, so classes will be:

- Project-oriented with considerable hands-on learning
- Engaging and interactive, therefore conducive to promoting achievement and growth
- Have a low student-teacher ratio permitting more individualized attention
- Provide assistance with developing career-related skills, like resume writing, interviewing practice, establishing a professional presence on social media, to help you begin your career with confidence.

Entrance Requirements

Student must qualify for COMM 101 and MATH 100, or discuss qualifications with an admission counselor.

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

Students in the program can expect to spend approximately \$500-600 per semester on books and supplies.

Industry Testing for Certification

AAS students are required to complete an industry sponsored certification exam to demonstrate technical skill proficiency. The exam will be administered under the direction of NALS, which requires an application

fee. For more details, please visit the NALS website, as costs are subject to change without notice to the college.

This program is a member of the American Association for Paralegal Education (AAfPE).

Legal Studies and Paralegal Training - Associate of Applied Science Degree (AAS)

• Sixty-one (61) Credits

• Financial Aid Eligible

Semester 1

BSN 215 Introduction to Information Science 3
 COMM 101 .. Fundamentals of Oral Communication..... 3
 ECON Any GEM 6 ECON course..... 3
 ENGL 101..... Writing and Rhetoric I 3
 LGL 101 Introduction to Legal Assisting... 3
 LGL 115 Tort Law..... 3

Semester 2

ENGL 102..... Writing and Rhetoric II 3
 GEM 3..... Any GEM 3 course 3-5
 LGL 208 Family Law 3
 LGL 212 Criminal Law..... 3
 POLS..... Any GEM 5 POLS course 3

Semester 3

GEM 4..... Any GEM 4 course
 GEM 5..... Any GEM 5 course,excluding PHIL3
 LGL 110 Civil Litigation I 3
 LGL 218 Basic Legal Research 3
 LGL 220 Legal Employment Strategy..... 2

Semester 4

LGL 210 Internship..... 3
 LGL 211 Civil Litigation II 3
 LGL 217 Legal Practices 1
 LGL 219 Debtor/Creditor Law: BKRPT 3
 PHIL..... Any GEM 5 PHIL course 3

Legal Studies and Paralegal Training - Intermediate Technical Certificate (ITC)

• Thirty-three (33) Credits

• Financial Aid Eligible

Semester 1

BSN 215 Introduction to Information Science 3
 COMM 101 .. Fundamentals of Oral Communication..... 3
 ECON Any GEM 6 ECON course..... 3
 ENGL 101..... Writing and Rhetoric I 3
 LGL 101 Introduction to Legal Assisting... 3
 LGL 115 Tort Law..... 3

Semester 2

ENGL 102..... Writing and Rhetoric II 3
 LGL 208 Family Law 3
 LGL 212 Criminal Law..... 3
 GEM 3..... Any GEM 3 course 3-5
 POLS..... Any GEM 5 POLS course 3

RADIATION SAFETY

Intermediate Technical Certificate (ITC)

This thirty-seven (37) credit technical certificate program teaches entry-level skills required for employment in the nuclear industry. Students entering this program must have elevated aptitude in mathematics. The program consists of two semesters of focused classroom instruction divided into four modules. Each module is one half semester. Upon successful completion of all classroom and lab instruction, students will attend practical supervised work experience at the Idaho National Laboratories (INL) and/or other facilities.

Program instructional components will be provided in the areas of basic mathematics and algebra, unit analysis and conversion, physical sciences, nuclear physics, sources of radiation, radioactivity and radioactive decay, interactions of radiation with matter, biological effects of radiation, radiological protection standards, As Low As Reasonably Achievable (ALARA), external exposure control, internal exposure control, radiation detector theory, radiological documentation, communication systems, counting errors and statistics, dosimetry, contamination control, airborne sampling programs and methods, respiratory protection, radiological source control, environmental monitoring, access control and work area setup, radiological work coverage, shipment and receipt of radioactive material, radiological incidents and emergencies, personnel decontamination, radiological considerations for first aid, radiation survey instrumentation, contamination monitoring instrumentation, air sampling equipment and counting room equipment.

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, accelerators, and university research facilities that work with radioactive materials.

Entrance Requirements

Students must qualify for MATH 108 and ENGL 101, or discuss qualifications with an admissions counselor

Intended Learning Outcomes

- Know and apply radiation safety fundamentals and work safely to protect yourself and others.
- Employable as a well-trained, and professional radiation safety technician.
- Demonstrate proficiency in practical exercises, skills and abilities used by a radiation safety technician on the job.

Program Costs

In addition to the semester registration fees, students can expect to spend approximately \$350 on textbooks and instructional materials.

Program Continuation Requirements

All program specific courses must be passed with a 70% before continuing on to the next course.

Radiation Safety - Intermediate Technical Certificate (ITC)

• Thirty-five (35) Credits

• Financial Aid Eligible

| | | |
|--|---------------------|---|
| Semester 1 | (Last 8 weeks)..... | 1 |
| ENGL 101..... Writing and Rhetoric I | 3 | |
| RDS 121 Radiation Protection Principles I (First 8 weeks) | 5 | |
| RDS 121L Radiation Safety Lab I (First 8 weeks) | 1 | |
| RDS 122 Radiation Protection Principles II (Last 8 weeks)..... | 5 | |
| RDS 122L Radiation Safety Lab II | | |
| Semester 2 | | |
| ESH 102 OSHA 40-hour HAZWOPER Training..... | 1 | |
| RDS 123 Radiation Protection Principles III (First 8 weeks) | 5 | |
| RDS 123L Radiation Safety Lab III (First 8 weeks) | 1 | |
| RDS 124 Radiation Protection Principles IIII (Last 8 weeks)..... | 5 | |
| RDS 124L Radiation Safety Lab IIII (Last 8 weeks)..... | 1 | |
| Choose one of the following two courses: | | |
| PSYC 101 Introduction to Psychology | 3 | |
| SOC 101..... Introduction to Sociology..... | 3 | |
| Semester 3 (Summer) | | |
| RDS 111 Supervised Work Experience..... | 6 | |

Web and Application Development Associate of Applied Science Degree (AAS) Intermediate Technical Certificate (ITC)

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 \$150 on books and \$200 - \$300 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 Affairs.

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.

Web and Application Development - Associate of Applied Science Degree (AAS)

• Sixty (60) credits

• Financial Aid Eligible

Semester 1

CIS 110..... Basics of Web Development..... 3
 CIS 110L..... Basics of Web Development-Lab..... 1
 CIS 121..... Graphic Design Fundamentals ... 3
 CIS 140..... Software and Systems..... 3
 CIS 146..... Beginning Programming 3
 COMM 101.. Fundamentals of Oral Communication..... 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
 GEM 3..... Any GEM 3 course 3-5

Semester 3

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
 PSYC/SOC ... Any PSYC/SOC course 3

Semester 4

BOT 216..... Supervised Work Experience..... 3
 CIS 244..... Modern Device Applications 3
 CIS 249..... Industry Trends..... 3
 ENGL 101..... Writing and Rhetoric I 3
 GEM..... Any GEM course 0-5

Web and Application Development - Intermediate Technical Certificate (ITS)

• Thirty (30) credits

• Financial Aid Eligible

Semester 1

CIS 110..... Basics of Web Development..... 3
 CIS 110L..... Basics of Web Development-Lab..... 1
 CIS 121..... Graphic Design Fundamentals ... 3
 CIS 140..... Software and Systems..... 3
 CIS 146..... Beginning Programming 3
 COMM 101.. Fundamentals of Oral Communication..... 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
 GEM 3..... Any GEM 3 course 3-5

HEALTH PROFESSIONS

FACULTY

Ashley Anderson, Nursing

Matthew Douglass, Nursing

Regan Fregoso, Nursing

Chris Gardner, Surgical Technology

Catherine George, Nursing

Connie Hobbs, Nursing

Sara Larsen, Nursing

Raeleen Roberts, Dental Assisting

Lynette Sharp, Nursing

Jodene Trimble, Assistant Nursing Administrator

Jason Williams, Nursing

Holly Woodcock, CNA Coordinator

STAFF

Kathleen Nelson, Division Manager

Rebecca Killion, Administrative Assistant

AREAS OF STUDY

Certified Nursing Assistant (CNA)

Certificate, non-credit or credit courses

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

Dental Assisting (DTL)

Intermediate Technical Certificate (ITC)

Typically takes twelve (12) months to complete

Medical Assistant (MA)

Associate of Applied Science Degree (AAS)

Typically takes twenty-four (24) months to complete

Practical Nursing (LPN)

Intermediate Technical Certificate (ITC)

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

(depending on pre-requisite options and semester enrollment)

Registered Nursing (RN)

Associate of Applied Science Degree (AAS)

Typically takes twenty-four (24) months to complete

(doesn't include pre-requisites)

Surgical Technology (

Associate of Applied Science Degree (AAS)

Typically takes ten (10) months to complete

(does not include pre-requisites)

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), 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

CERTIFIED NURSING ASSISTANT

• Five (5) months to complete

• Four (4) Credits

- **Not Financial Aid Eligible** (except for students who have been accepted into the prerequisite 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.

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.

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

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).

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.

Dental Assisting - Intermediate Technical Certificate (ITC)

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

| Semester 1 | Semester 2 |
|--|---|
| DTL 121..... Orientation to Dental Assisting/ Office Management 2 | DTL 127 Dental Clinical..... 2 |
| DTL 124..... Basic Dental Sciences and Medical Situations 3 | DTL 128..... Dental Specialties..... 4 |
| DTL 125..... Dental Operatory Procedures..... 4 | DTL 131..... Dental Lab Materials and Expanded Functions |
| DTL 126..... Dental Radiology 4 | ENGL 101..... Writing and Rhetoric I 3 |
| DTL 129..... Dental Biology 2 | PSYC 101 Introduction to Psychology 3 |
| HCT 100..... Introduction to Health Professions 2 | Summer Term |
| | DTL 132..... Supervised Work Experience..... 6 |

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.

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.

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.

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).

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.

Medical Assistant - Associate of Applied Science Degree (AAS)

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

Prerequisites

All Prerequisites must have a minimum 75% (C) grade, and be completed prior to entering the professional component of the program:

ENGL 101..... Writing and Rhetoric I.....3
 HCT 100 Introduction to Health Professions2
 MATH 123.... Math in Modern Society3
 BIOL 227/L... Human Anatomy and Physiology I/Lab4/0
 BIOL 250/L... General Microbiology/Lab3/1
 BIOL 228/L... Human Anatomy and Physiology II/Lab4/0
 COMM 101.. Fundamentals of Oral Communication.....3
 HCT 101 Medical Terminology2

Choose one of the following two courses:
 PSYC 101Introduction to Psychology3
 SOC 101.....Introduction to Sociology.....3

Professional Program

Fall Semester

HCT 105 Phlebotomy2
 HCT 109 Medical Introduction to Ethics...2
 HCT 135 Introduction to Pharmacology...3
 MAS 121 Beginning Admin Skills for Med Assist4
 MAS 122 Beginning Clinical Skills for Med Assist4

Spring Semester

MAS 120 Diseases of the Human Body.....2
 MAS 205 Administration of Medications ...2
 MAS 221 Advanced Admin Skills for Med Assist4
 MAS 222 Advanced Clinical Skills for Med Assist4

Summer Term

MAS 210Externship II.....6

PRACTICAL NURSING

Intermediate Technical Certificate (ITC)

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

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 assist in assessing 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 a physical exam 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.

Prerequisite Entrance Requirements

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

Entrance Requirements

- Documentation of a current CNA certification
- 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 packets submitted by deadline
- Proof of immunizations will be required prior to final acceptance into the program.
- Background check done through the site approved by the College within 60 days prior to application deadline.

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 non-judgmental 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.

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, testing fees, NCLEX application, and graduation. For further information refer to the nursing student handbook.

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.

Practical Nursing - Intermediate Technical Certificate (ITC)

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

Prerequisites

All Prerequisites must have a minimum 75% (C) grade, and be completed prior to entering the professional component of the program:

ENGL 101..... Writing and Rhetoric I 3
 HCT 101 Medical Terminology 2
 HCT 103 Fundamentals of Human Anatomy and Physiology..... 3
 MATH 112.... Mathematics for Health Professions 3
OR (Recommended for Students who want to advance to RN program)
 ENGL 101..... Writing and Rhetoric I 3
 HCT 101 Medical Terminology 2
 BIOL 227/L... Human Anatomy and Physiology I/Lab 4/0
 BIOL 228/L... Human Anatomy and Physiology II/Lab 4/0
 MATH 143.... College 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

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.

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.

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
- **Provide documentation of a current CNA certification or a current LPN license**

Applicants who complete all Prerequisite courses with a 75% (C) or higher, have an overall GPA of 3.0 or higher, and have fulfilled all other entrance requirements are eligible to continue into the Nursing Program if selected.

- TEAS test score of 62% or higher, upon entrance into the Professional Program. 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.
- Complete Associate Degree nursing program application
- Background check done through a site approved by the College within 1 month prior to application deadline
- 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
- Proof of immunizations will be required prior to final acceptance into the program.
- Background check done through the site approved by the College within 60 days prior to application deadline.

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 Evidence-Based Practice (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.

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, and testing fees for the entire program. Graduates are required to sit for the CST certification exam at the conclusion of the program. Information regarding costs and dates for the exam will be available from the program instructor.

Program Continuation Requirements

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

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

- Sixty (60) credits
- Financial Aid Eligible

| | |
|--|---|
| Prerequisites | Semester 2 |
| ENGL 101..... Writing and Rhetoric I3 | ARN 130..... Advanced Foundations of Nursing Practice2 |
| BIOL 227/L... Human Anatomy and Physiology I/Lab4/0 | ARN 130L..... Advanced Foundations of Nursing Practice Lab..... 1 |
| BIOL 250/L... General Microbiology/Lab.....3/1 | ARN 155..... Fundamental Concepts of Medical/Surgical Nursing.....4 |
| Choose one of the following two courses: | ENGL 102..... Writing and Rhetoric II3 |
| MATH 153....Statistical Reasoning3 | COMM 101.. Fundamentals of Oral Communication.....3 |
| MATH 143....College Algebra3 | Choose one of the following two courses: |
| Choose one of the following two courses: | PSYC 101 Introduction to Psychology3 |
| PSYC 101 Introduction to Psychology3 | HCT 125 Nutrition for Health Professionals 1 |
| SOC 101.....Introduction to Sociology.....3 | |
| | Semester 3 |
| Professional Program | ARN 215..... Advanced Concepts of Medical/Surgical Nursing5 |
| Semester 1 | ARN 240..... Maternal and Pediatric Nursing Essentials3 |
| *ARN 100..... Foundations of Nursing Practice 4 | ARN 250..... Maternal and Pediatric Nursing Essentials Clinical2 |
| *ARN 100L... Foundations of Nursing Practice Lab2 | ENGL 175..... Literature and Ideas or equivalent Humanities Course ...3 |
| ARN 120..... Nursing Pharmacology3 | |
| ARN 220..... Mental Health Nursing Principles.....2 | Semester 4 |
| BIOL 228/L... Human Anatomy and Physiology II/Lab4/0 | ARN 265..... Leadership in Nursing and NCLEX Review3 |
| | ARN 280..... Nursing Internship Clinical..... 10 |

SURGICAL TECHNOLOGY

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)

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.

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

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.

Program Costs

In addition to the registration fees, a Surgical Technology (SRT) student can expect to spend approximately \$2,500 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 wprogram 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.

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.

Surgical Technology - Associate of Applied Science Degree (AAS)

• Sixty (60) Credits

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

Prerequisites

- BIOL 227/L... Human Anatomy and Physiology I/Lab 4/0
- BIOL 228/L... Human Anatomy and Physiology II/Lab 4/0
- BIOL 250/L... General Microbiology/Lab 3/1
- COMM 101.. Fundamentals of Oral Communication..... 3
- ENGL 101..... Writing and Rhetoric I 3
- HCT 101 Medical Terminology 2
- MATH 123.... Math in Modern Society 3

Choose one of the following two courses:

- PSYC 101 Introduction to Psychology 3
- SOC 101..... Introduction to Sociology 3

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.

Professional Program Component

Semester 3

- SRT 102 Surgical Procedures I..... 4
- SRT 105 Pharmacology for the Surgical Technologist..... 2
- SRT 111 Surgical Techniques I 4
- SRT 114 Surgical Clinic..... 8

Semester 4

- SRT 202 Surgical Procedures II..... 4
- SRT 211 Surgical Techniques II 4
- SRT 214 Surgical Clinic II 12

TRADES AND INDUSTRY

FACULTY

- Darryl Brookover, Light Duty Diesel
- Stacy Freeman, Welding
- Lane Jones, Machine Tool
- Don Martin, Diesel
- Lorin McArthur, Energy Systems
- Colby Park, Automotive
- David Parsons, Machine Tool
- 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/ten months of a two year Associate Degree in one of two areas in the ESTEC program offered at Idaho State University (ISU).

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

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

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

Program Costs

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

Automotive, Diesel and Light Duty Diesel students can expect to spend an 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 available from the program instructor(s).

Automotive, Heavy Duty Diesel and Light Duty Diesel

Automotive, Diesel and Light Duty Diesel students will spend approximately two hours per day in the classroom and four and one-half hours per day performing hands-on training in the labs.

Automotive, Diesel, and Light Duty Diesel technicians are needed to repair, service, and overhaul a variety of automotive, light duty trucks, construction, industrial, farm, and trucking industry machines.

Automotive, Diesel, and Light Duty Diesel 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 Eastern Idaho Technical College have adopted the nine Automotive Service Excellence (ASE) areas as guidelines for our Automotive and Light Duty Diesel programs (Automobile and Light Truck A1 -A9) and eight ASE service areas (Medium-Heavy Truck T1 – T8) for our 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.

AUTOMOTIVE TECHNOLOGY

Associate of Applied Science Degree (AAS)

Advanced Technical Certificate (ATC)

Intermediate Technical Certificate (ITC)

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 Degree (AAS)

• Sixty-nine (69) Credits

• Financial Aid Eligible

Fall Semester 1st Year

ASE 114 Engine Repair..... 3
 ASE 133 Manual Drive-train..... 2
 ASE 164 Introduction to Electrical 1
 ASE 165 Electrical Systems 3
 ASE 173 Automotive/Diesel Basic HVAC.. 2
 MTD 103 Automotive/Diesel Technology Fundamentals and 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

GEM..... Any GEM elective course 3
 COMM 101.. Fundamentals of Oral Communication..... 3
 ENGL 101..... Writing and Rhetoric I 3
 MATH 123.... Math in Modern Society 3

Choose one of the following two courses:

PSYC 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 Introduction to Electrical 1
 ASE 165 Electrical Systems 3
 ASE 173 Automotive/Diesel Basic HVAC.. 2
 MTD 103 Automotive/Diesel Technology
 Fundamentals and 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 (ITC)

• Thirty (30) Credits • Financial Aid Eligible

Fall Semester 1st Year

ASE 114 Engine Repair..... 3
 ASE 133 Manual Drive-train..... 2
 ASE 164 Introduction to Electrical 1
 ASE 165 Electrical Systems 3
 ASE 173 Automotive/Diesel Basic HVAC.. 2
 MTD 103 Automotive/Diesel Technology
 Fundamentals and 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

ENERGY SYSTEMS TECHNOLOGY

Intermediate Technical Certificate (ITC)

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.

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.

Energy Systems Technology - Intermediate Technical Certificate (ITC)

• Forty (40) Credits • Financial Aid Eligible

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
 COMM 101.. Fundamentals of
 Oral Communication..... 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
 PHYS 101 Introduction to Physics/Lab..... 3/1
 BOT 150 Employment Strategies 1

HEAVY DUTY DIESEL TECHNOLOGY

Associate of Applied Science Degree (AAS)

Advanced Technical Certificate (ATC)

Intermediate Technical Certificate (ITC)

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 Degree (AAS)

• Sixty-nine (69) Credits

• Financial Aid Eligible

Fall Semester 1st Year

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

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

GEM..... Any GEM elective course 3
 COMM 101.. Fundamentals of
 Oral Communication..... 3
 ENGL 101..... Writing and Rhetoric I 3
 MATH 123.... Math in Modern Society 3

Choose one of the following two courses:

PSYC 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

Fall Semester 1st Year

ASE 114 Engine Repair..... 3
 ASE 133 Manual Drive-train..... 2
 ASE 164 Introduction to Electrical 1
 ASE 165 Electrical Systems 3
 ASE 173 Automotive/Diesel Basic HVAC.. 2
 MTD 103 Automotive/Diesel Technology
 Fundamentals and 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

ASE 114 Engine Repair..... 3
 ASE 133 Manual Drive-train..... 2
 ASE 164 Introduction to Electrical 1
 ASE 165 Electrical Systems 3
 ASE 173 Automotive/Diesel Basic HVAC.. 2
 MTD 103 Automotive/Diesel Technology
 Fundamentals and 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

LIGHT DUTY DIESEL TECHNOLOGY

Associate of Applied Science Degree (AAS)

Advanced Technical Certificate (ATC)

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 Degree (AAS)

• Sixty-nine (69) Credits

• Financial Aid Eligible

Fall Semester 1st Year

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

Fall Semester 2nd Year

ASE 207 Light Duty Diesel Theory II 6
 ASE 207L..... Light Duty Diesel Lab II..... 6

Spring Semester 2nd Year

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

Required General Education Courses

GEM..... Any GEM elective course 3
 COMM 101.. Fundamentals of
 Oral Communication..... 3
 ENGL 101..... Writing and Rhetoric I 3
 MATH 123.... Math in Modern Society 3

Choose one of the following two courses:

PSYC 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

Fall Semester 1st Year

ASE 114 Engine Repair..... 3
 ASE 133 Manual Drive-train..... 2
 ASE 164 Introduction to Electrical 1
 ASE 165 Electrical Systems 3
 ASE 173 Automotive/Diesel Basic HVAC.. 2
 MTD 103 Automotive/Diesel Technology
 Fundamentals and 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 Light Duty Diesel Theory II 6
 ASE 207L..... Light Duty Diesel Lab II..... 6

Spring Semester 2nd Year

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

MACHINE TOOL TECHNOLOGY

Associate of Applied Science Degree (AAS)

Intermediate Technical Certificate (ITC)

Intended Learning Outcomes:

- Machinists set up and operate a variety of computer-controlled and mechanically-controlled Machine Tool 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 - 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
 COMM 101.. Fundamentals of Oral Communication..... 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
 MATH 123.... Math in Modern Society 3
 SOC 101..... Introduction to Sociology..... 3

Machine Tool Technology - Associate of Applied Science Degree (AAS)

• Sixty-seven (67) Credits

• Financial Aid Eligible

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
 COMM 101.. Fundamentals of Oral Communication..... 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
 ENGL 101..... Writing and Rhetoric I 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
 MATH 123.... Math in Modern Society 3
 SOC 101..... Introduction to Sociology..... 3

Spring Semester 2nd Year

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

WELDING TECHNOLOGY

Associate of Applied Science Degree (AAS)

Advanced Technical Certificate (ATC)

Intermediate Technical Certificate (ITC)

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, Fabrication 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 Degree (AAS)

• Sixty-nine (69) Credits

• Financial Aid Eligible

Fall Semester 1st Year

WLD 131 Safety and 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

MATH 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

GEM..... Any GEM elective course 3
 COMM 101.. Fundamentals of Oral Communication 3
 ENGL 101..... Writing and Rhetoric I 3
 MATH 123.... Math in Modern Society 3

Choose one of the following two courses:

PSYC 101 Introduction to Psychology 3
 SOC 101..... Introduction to Sociology 3

Welding Technology - Advanced Technical Certificate (ATC)

• Fifty-four (54) Credits

• Financial Aid Eligible

Fall Semester 1st Year

WLD 131 Safety and 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

MATH 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

Fall Semester 1st Year

WLD 131 Safety and 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

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

WORKFORCE TRAINING AND COMMUNITY EDUCATION

STAFF

Nikki Berntsen, Training Specialist
 Debbie Borek, WTCE Programs Director
 Judd Brown, INL Trainer
 Deb Cheney, Salmon Outreach Coordinator
 Brad Cole, INL Trainer
 Toni Crapo, St Anthony Outreach Coordinator
 Van Davis, WTCE Programs Coordinator
 Dean Ellis, Fire Services Technology (FST) Manager
 Christy Haack, WTCE Operations Manager
 Michelle Holt, WTCE Executive Director
 Jacque Larsen, Operations Coordinator
 Jennifer Lopez, Special Projects Coordinator
 Scot McGuire, Testing Coordinator
 Stephanie Meyer, INL Scheduler
 Brodie Mortenson, INL Trainer
 Heather Nunamaker, Regional Employment & Training Coordinator
 Penny Rainey, Office Assistant
 Shari Snyder, INL Scheduler
 Jenny Van Winkle, Driggs Outreach Coordinator
 Linda Vecellio, INL ES&H Director

AREAS OF STUDY

WORKFORCE TRAINING

Business and Professional

Career Development
 Management and Leadership
 Marketing and Social Media

Computer and Technology

Professional Software Skills
 Networking
 Programming

Healthcare Careers

Certified Nursing Assistant
 CPR and First Aid
 Emergency Medical Technician
 Expanded Duties for Dental Office
 Fundamentals of Dental Assisting

Industry and Trades

Apprenticeship - Electrical, HVAC and Plumbing
 Associate of Applied Science
 Degrees for Apprenticeship
 Journeyman Continuing Education
 OSHA Regulatory Compliance – Health and Safety
 Welding

Customized Training

Incumbent Worker Training
 Occupational Acquisition and Skills Upgrades

COMMUNITY EDUCATION COURSES

COMMUNITY OUTREACH CENTERS

ONLINE PROGRAMS AND CLASSES

EMERGENCY SERVICES TRAINING

Environmental Safety and Health – OSHA HAZWOPER
 General OSHA Compliance and Hazmat Emergency Response
 Personal Protective Equipment
 Emergency Medical Technician

FIRE SERVICE TECHNOLOGY

Wildland Fire Management
 Associate of Applied Science Degree
 Fire Service Technology
 Associate of Applied Science Degree
 Emergency Services Training

Unless otherwise noted, all WTCE courses result in a certificate of completion and are not awarded credit.

Workforce Training and Community Education Policies

Now you can register for all our classes online, at your convenience.

- Visit www.cei.edu/wft and click on the image of the catalog or “Register for Classes Here”
- Select Sign In/Create a Profile and complete the process
- Find the classes you are interested in attending, select each class, and add it your basket
- Checkout and pay
- That’s it – you’re ready to attend!

If you would like any assistance with registration please feel free to contact us by phone at 208.535.5345 or 1.800.662.0261, Option 5, or e-mail us at wtce@cei.edu. You are also welcome to register by mail with payment by check only or in person on campus with any form of payment.

Online Training

CEI WTCE offers a variety of online courses in partnership with third party vendors. While we can provide assistance in some cases, there are some issues such as, cancellations, refunds, CEU’s, proof of completion, or transcripts that may need to be handled directly with the vendor. We are happy to provide assistance where needed and to the degree that we can influence the outcome.

When specifically seeking CEU’s for professional development, please 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 for the course.

Online courses can be found at www.cei.edu/wft in the Online Instruction Center and in the WTCE catalog.

Enrollment Deadlines

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

Tuition, Fees, and Information

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

School Closures and Instructor Illness: If there is a situation that requires classes to be cancelled, such as inclement weather and/or instructor illness, WTCE 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. In the event that CEI is not closed and the weather is inclement, we urge you to use your best judgement in deciding whether or not to attend. If you are unsure if the college has been closed due to weather, please call 208.535.5345.

Class Cancellations and Refunds

While Workforce Training and Community Education (WTCE) is committed to offering classes that appeal to the community both for content and schedule, we realize that unexpected things happen and plans change. If this occurs and you need to withdraw from a class that has not yet started, you may transfer to another class or receive a full refund of the course fee. If you select the refund, it can be placed as a credit on your account or it can be refunded back to the original method of payment.

If the class has already started, you may receive a credit to your account which will be determined as follows:

| LENGTH OF CLASS | AMOUNT OF CREDIT |
|-----------------|--|
| 1-3 sessions | \$0 |
| 4+ sessions | Based on attendance: 100% after 1st class 75% after 2nd class 50% after 3rd class |

All decisions are final and are made at the discretion of WTCE and College of Eastern Idaho staff. Please contact our office at wtce@cei.edu or 208.535.5345 during regular business hours (8:00am - 5:00pm, Monday through Friday) and we will work with you to transfer, reschedule or to complete the withdrawal process.

WORKFORCE TRAINING

Business and Professional

- Career Development
- Management and Leadership
- Marketing and Social Media

Focusing on the acquisition or upgrade of business skills to enhance the career aspirations of students or open the door to a new opportunity; the courses and certifications include career development, management and leadership, and marketing and social media.

Computer and Technology

- Professional Software Skills
- Networking
- Programming

A combination of short and long term classes spanning such topics as cybersecurity, networking, programming, web development, and data analysis; as well as professional software skills in the MS Office and Adobe suites, and AutoCAD. These classes are offered in both online and in person options.

Healthcare Careers

- Certified Nursing Assistant
- CPR and First Aid
- Emergency Medical Technician
- Expanded Duties for Dental Office
- Fundamentals of Dental Assisting

The healthcare field is ripe with possibilities and career opportunities. Whether you are looking to start a career or enhance your current skills, we have options including CNA, Dental Assisting, EMT, Pharmacy Technician, and Veterinary Assistant, as well as a variety of complementary classes like CPR and First Aid, Blood Borne Pathogens, Assistance with Medications and Spanish for Medical Professionals.

Certified Nursing Assistant (CNA)

This program includes instruction, lab, and clinical time that meets the requirements for students to sit for the State skills and written exams to obtain a CNA license and provide personal care to patients in a health care setting.

Emergency Medical Technician (EMT Basic)

This program includes instruction, hands-on, 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.

Industry and Trades

Apprenticeship - Electrical, HVAC and Plumbing

The Electrical, HVAC and Plumbing trades are growing, and the goal of the Apprenticeship Programs is to provide each industry with the most highly trained and skilled workforce possible. Students will learn from industry experts in the classroom while earning a living at their craft under the supervision of a licensed Journeyman. Starting with the basics, students will progress each year and ultimately finish, prepared to take the journeyman's test with Idaho Division of Building Safety (DBS).

Program Requirements

There are three requirements that must be met to receive a Journeyman License: (1) working 8,000 hours as a registered apprentice under the supervision of a licensed journeyman (2000/yr. for 4 years) **; (2) attending and passing all four years of Apprenticeship Classes at a state-approved school (144 hours/yr. with a score of 70% or better); and (3) passing the State Journeyman's Exam when eligible to take the test.

*** It is the responsibility of the student to secure their own employment and apply for the Apprenticeship License with DBS. The apprentice is also responsible for registering at CEI for the evening classes and providing proof to the State Division of Building Safety of their enrollment in the appropriate course. For more information please visit: www.dbs.idaho.gov/licenses or call (HVAC Bureau 208.332.8989) (Electrical Bureau 208.332.7142) (Plumbing Bureau 208.332.8961). PLACEMENT: If a student has military training in the field or has worked in the field in another state, those hours may transfer to Idaho and help to fulfill the requirements to sit for the Journeyman exam. To see if your hours will transfer, contact the State of Idaho DBS.*

Program Costs

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.

For information regarding course fees and registration, please see our online registration system at: www.cei.edu/wft and click on the image of our catalog or on "Register for Classes Here";

Or contact us at: 208.535.5345; 1.800.662.0261, Option 5; or wtce@cei.edu.

Associate of Applied Science Degrees for Apprenticeship

College of Eastern Idaho offers students who complete Apprenticeship programs and/or licensed Journeymen, the opportunity to earn an Associate of Applied Science (AAS) Degree in Apprenticeship. This degree may provide students with more marketable skills and enhanced employment opportunities, perhaps as supervisors or business owners. In addition, these additional classes are transferable to other degree programs to fulfill requirements for General Education. The 15 credits of required general education are:

| COURSE | CREDITS |
|--|-----------|
| ENGL 101 - Writing and Rhetoric I | 3 |
| COMM 101 - Fundamentals of Oral Communication | 3 |
| A Mathematical Ways of Knowing course | 3 |
| A Social and Behavioral Ways of Knowing course | 3 |
| Any General Education course | 3 |
| TOTAL | 15 |

Interested participants will be required to complete a Portfolio Process which includes submission of a formal application for admission, and an official transcript of their apprenticeship program from an approved Idaho

education provider, or Journeyman card issued by the State of Idaho Division of Building Safety; either of these are worth 45 technical credits.

The cost for review of the Portfolio Process and Associate of Applied Science Degree is listed as follows:

- Portfolio Review and Confirmation - \$50.00
- Cost Per Credit (Tech Ed. Requirements) - \$10.00 (\$450 total)
- Cost Per Credit (Gen. Ed. Requirements) - \$129.00

Journeyman Continuing Education

Electrical Journeymen in the state of Idaho are required to maintain licensure through 24 hours of continuing education every 3 years. To that end, we offer courses to meet those requirements in the areas of code update, code related, and industrial related.

OSHA Regulatory Compliance - Health and Safety

Many professions require regulatory compliance training in the area of health and safety such as OSHA HAZWOPER 40-hour and 8-hour refresher, blood borne pathogens, DOT HAZMAT, OSHA 10 and 30-hour in Construction and General Industry, as well related courses like rigging, scaffolding and fall protection. These courses are offered on a scheduled basis throughout the year and can also be designed for a specific employer and taught at their request.

Welding

For students interested in an introduction to welding for personal or hobby use, or to explore it as a career option, we offer evening welding courses 2 nights a week for 7 weeks. Students will select either Gas Metal Arc, Gas Tungsten Arc or Shielded Metal Arc and must provide their own safety equipment; a list is available online at www.cei.edu/wft and click on the image of our catalog or on “Register for Classes Here”

Customized Training

Incumbent Worker Training

Occupational Acquisition and Skills Upgrades

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, hundreds of 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.

COMMUNITY EDUCATION

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 and 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 our main 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 are invited to contact the Workforce Training division to request customized training opportunities that might be offered in their community.

Rural students and employers are encouraged to contact us at 208.535.5345, 1.800.662.0261, Option 5, or wtce@cei.edu.

ONLINE INSTRUCTION CENTER

Online learning is the fastest growing sector of adult education. CEI is proud to offer a wide selection of online courses and certificate programs designed to upgrade your skills, to improve your productivity, and employability. Topics include: Business, Marketing, Sales, HR, Healthcare, Management, Communication, Technology, and Leadership.

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, related software programs.

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 and Health, OSHA HAZWOPER - Certificate of Completion

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.

Classes

- 8-Hour OSHA HAZWOPER Refresher
- 24-Hour OSHA HAZWOPER
- 40-Hour OSHA HAZWOPER
- 8-Hour OSHA HAZWOPER Supervisor

General OSHA Compliance and Hazmat, Emergency Response Personal Protective Equipment - Certificate of Completion

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):

- 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
- Individuals employed at treatment, storage, and disposal facilities
- Individuals involved in emergency response activities

Classes

- OSHA 1910.12 HazCom Standard
- 16-Hour Hazmat Operations
- 40-Hour Hazmat Technician for Industry Personnel
- DOT Compliance - Hazardous Materials Shipping
- Blood Borne Pathogens

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

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 firefighters 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 II

- Firefighter I
- Driver/Operator Pumper

Wildland Fire Management

Associate of Applied Science (AAS) Degree

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

Required General Education Courses

| | | | |
|---|---|--|---|
| COMM 101..... Fundamentals of Oral Communication..... | 3 | MATH 123..... Math in Modern Society..... | 3 |
| ENGL 101..... Writing and Rhetoric I | 3 | PSYC 101 Introduction to Psychology..... | 3 |
| ENGL 102..... Writing and Rhetoric II | 3 | | |

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 and 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
 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

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

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)
 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)

Additional Technical Courses for Idaho Firefighter Certification Program

| | |
|--|---|
| Rapid Intervention Team Training Firefighter | Safety and Survival |
| Technical Rescue - Operations Elective | Flashover Survival Training |
| Wildland Basic Firefighter II (S-130/S-190/L180) | Wildland/Urban Interface (S-215) <i>(Brannigan's Building Construction will substitute)</i> |
| First Responder <i>(National Registry First Responder or EMT-B exceed this requirement)</i> | Building Construction Non-Combustible <i>(Brannigan's Building Construction will substitute)</i> |
| Arson Detection for First Responders | Incident Command System (I-100/I-200) |
| Building Construction Combustible | |

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.

Program Requirements

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 (AAS)

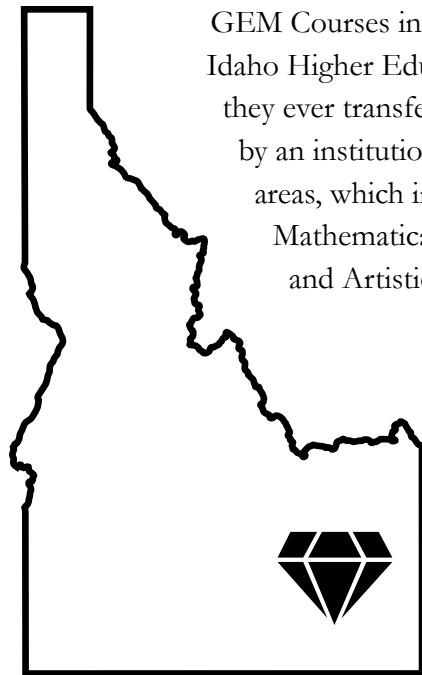
- Sixty-three (63) Credits
- Not Financial Aid Eligible

FST 100 Fire Training Technology 48 Credits

General Education Requirements

| | |
|--|---|
| COMM 101.. Fundamentals of Oral Communication..... | 3 |
| ENGL 101..... Writing and Rhetoric I | 3 |
| ENGL 102..... Writing and Rhetoric II | 3 |
| MATH 123.... Math in Modern Society | 3 |
| PSYC 101 Introduction to Psychology | 3 |

ABOUT IDAHO GEM COURSES



GEM 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 Communications(GEM 1), Oral Communications(GEM 2), and Mathematical Ways of Knowing(GEM 3), Scientific Ways of Knowing(GEM 4), Humanistic and Artistic Ways of Knowing(GEM 5), Social and Behavioral Ways of Knowing (GEM 6).

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 2019-2020

| Course Code..... | Course Name | Credits | Course Code..... | Course Name | Credits |
|------------------|--|---------|------------------|-----------------------------------|---------|
| ANTH 101 | Physical Anthropology | 3 | HIST 101 | World History I | 3 |
| ANTH 102 | Cultural Anthropology | 3 | HIST 102 | World History II | 3 |
| ART 101 | Art History I | 3 | HIST 111 | United States History I | 3 |
| ART 102 | Art History II | 3 | HIST 112 | United States History II | 3 |
| BIOL 100 | Concepts of Biology | 4 | HUM 101 | Introduction to Humanities I | 3 |
| BIOL 120 | Environmental Science | 4 | HUM 102 | Introduction to Humanities II | 3 |
| BIOL 201/Lab | Biology I | 3/1 | MATH 123 | Math in Modern Society | 3 |
| BIOL 227/Lab | Human Anatomy and Physiology I | 4/0 | MATH 143 | College Algebra | 3 |
| BIOL 228/Lab | Human Anatomy and Physiology II | 4/0 | MATH 147 | College Algebra and Trigonometry | 5 |
| BIOL 250/Lab | General Microbiology | 3/1 | MATH 153 | Statistical Reasoning | 3 |
| CHEM 100 | Concepts of Chemistry | 4 | MATH 170 | Calculus I | 4 |
| CHEM 101/Lab | Introduction to Chemistry | 4/0 | MUSI 108 | Survey of Jazz and Pop Music | 3 |
| CHEM 102/Lab | Essentials of Organic and Biochemistry | 4/0 | PHIL 101 | Introduction to Philosophy | 3 |
| CHEM 111 | General Chemistry I | 5 | PHIL 103 | Introduction to Ethics | 3 |
| COMM 101 | Fundamentals of Oral Communication | 3 | PHYS 100/Lab | Survey of Physics | 3/1 |
| CRJ 103 | Introduction to Law and Justice | 3 | PHYS 101/Lab | Introduction to Physics | 3/1 |
| CUL 207 | Introduction to American Indian Literature | 3 | PHYS 111/Lab | General Physics I | 4/0 |
| ECON 201 | Principles of Macroeconomics | 3 | PHYS 112/Lab | General Physics II | 4/0 |
| ECON 202 | Principles of Microeconomics | 3 | POLS 101 | American National Government | 3 |
| ENGL 101 | Writing and Rhetoric I | 3 | POLS 102 | Introduction to Political Science | 3 |
| ENGL 102 | Writing and Rhetoric II | 3 | PSYC 101 | Introduction to Psychology | 3 |
| ENGL 175 | Literature and Ideas | 3 | SOC 101 | Introduction to Sociology | 3 |
| ENGL 215 | Survey of World Mythology | 3 | SOC 102 | Social Problems | 3 |
| GEOL 101/Lab | Physical Geology | 3/1 | | | |


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, requisites, and co-requisites are located at the bottom of course descriptions as needed. A Prerequisite must be completed prior to enrolling into a specific course. A co-requisite course must be taken at the same time as the specific course. A requisite must be either completed prior to enrolling in a course, or taken at the same time as the specific course.

All CEI courses meeting the Idaho State Board GEM competency requirements are marked with a . More information can be found on pages 52-54 & page 110

ACC 201 Introduction to Financial Accounting 3 Credits • FA

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. This is an elective.

Computer competency is strongly advised and can be demonstrated by successful completion of BSN 215.

ACC 202 Introduction to Managerial Accounting 3 Credits • SP

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. This is an elective.

Prerequisites: ACC 201 with a grade of (C) or higher

ANTH 101 Physical Anthropology 3 Credits

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.

ANTH 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/SP**

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.

Co-requisites: ARN 100L

ARN 100L Foundations Nursing Practice Lab**2 Credits • FA/SP**

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.

Co-requisites: ARN 100

ARN 120 Nursing Pharmacology**3 Credits • FA/SP**

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 • FA/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.

Co-requisites: ARN 130L

ARN 130L Advanced Foundations of Nursing Practice Lab**1 Credit • FA/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.

Co-requisites: ARN 130

ARN 155 Concepts of Medical/Surgical Nursing I**3 Credits • FA/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. This course includes 48 clinical/simulation hours.

ARN 215 Concepts of Medical/Surgical Nursing II**5 Credits • FA/SP**

This course is a continuation of Concepts of Medical-Surgical Nursing I. 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 155 Concepts of Medical-Surgical Nursing I and requires the student to develop increased critical thinking for multiple, integrating, and complex body systems. This course includes 48 hours of clinical/simulations.

ARN 220 Mental Health Nursing Principles**3 Credits • FA/SP**

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.

Prerequisites: PSYC 101 or SOC 101 with a grade of C- or higher

ARN 240 Maternal and Pediatric Nursing Essentials**3 Credits • FA/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 and 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 265 Leadership in Nursing/NCLEX Prep**3 Credits • FA/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. This course also includes a NCLEX review for preparation of the students taking the NCLEX-RN national exam.

ARN 280 Clinical Practicum**10 Credits • FA/SP**

This course is a comprehensive clinical practicum encompassing all of the student learning. It includes a minimum of 480 hours clinical at a site to be determined with a preceptor. Students are expected to reflect on their learning in order to be prepared to practice safely and competently as a registered nurse. Students must work the preceptors schedule including days and times of the week. If the preceptor is scheduled to work the holiday the student must work the holiday.

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 • FA**

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 is an elective.

ART 109 Drawing I**3 Credits • SP/SU**

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. This is an elective.

ART 231 Introduction to Graphic Design**3 Credits • FA**

Introduction to concepts and procedures of graphic design. Lectures, studio, and computer exercises will explore issues in design for graphic media, typography, and design for the page. This is an elective.

Art students are recommended to take ART 105 and Art 109 before taking this course.

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.

Prerequisites: 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).

*Prerequisites: ASE 114, 133, 164, 165, 173, and MTD 103
Co-requisites: 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).

*Prerequisites: ASE 114, 133, 164, 165, 173, and MTD 103
Co-requisites: 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).

*Prerequisites: ASE 114, 133, 165, 173, and MTD 103
Co-requisite 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).

*Prerequisites: ASE 114, 133, 165, 173, and MTD 103
Co-requisites: 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.

Prerequisites: ASE 164

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.

Prerequisites: 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).

*Prerequisites: ASE 103 and ASE 103L with a grade of (C) or higher;
Co-requisites: 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).

Prerequisites: ASE 103 and ASE 103L with a grade of (C) or higher; Co-requisites: 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).

Prerequisites: ASE 203 and ASE 203L with a grade of (C) or higher; Co-requisites: 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).

Prerequisites: ASE 203 and ASE 203L with a grade of (C) or higher; Co-requisites: 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).

Prerequisites: ASE 105 and 105L with a grade of (C) or higher; Co-requisites: 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 pertain mainly to four major areas of ASE H/D Diesel repair: Hydraulics, Steering and Suspension (T5), HVAC (T7), and Electrical/Electronic systems (T6, T8).

*Prerequisites: ASE 105 and 105L with a grade of (C) or higher;
Co-requisites: 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 Diesel Emission Systems, Electrical and Electronics (T6) and Preventative Maintenance and Inspection (T8).

*Prerequisites: ASE 205 and 205L with a grade of (C) or higher;
Co-requisites: ASE 206L*

ASE-206L Diesel Lab III 6 Credits • SP

In this 16 week 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).

Prerequisites: ASE 205 and 205L with a grade of (C) or higher; Co-requisites: ASE 206

ASE 207 Light Duty 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).

*Prerequisites: ASE 103 and 103L with a grade of (C) or higher;
Co-requisites: ASE 207L*

ASE 207L Light Duty 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.

Prerequisites: ASE 103 and 103L with a grade of (C) or higher; Co-requisites: ASE 207

BIOL 100 Concepts of Biology

4 Credits • FA/SP/SU

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.

BIOL 120 Environmental Science

4 Credits • FA

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.

\$40 lab fee

This CEI course meets Idaho State Board GEM competency requirements in GEM 4 – Scientific Ways of Knowing.

BIOL 201 Biology I

3 Credits • FA

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.

Co-requisites: BIOL 201L

This CEI course meets Idaho State Board GEM competency requirements in GEM 4 – Scientific Ways of Knowing.

BIOL 201L Biology I Lab

1 Credit • FA

Assignments to apply principles from BIO 209.

\$40 lab fee.

Co-requisites: BIOL 201

This CEI course meets Idaho State Board GEM competency requirements in GEM 4 – Scientific Ways of Knowing.

BIOL 202 Biology II**3 Credits • SP**

This is the second course in the biology series. It is for science majors. It will provide an overview of evolution and the diversity of life. All domains and kingdoms of life and their fundamental structures and functions will be studied.

This is an elective.

Prerequisites: BIOL 201 with a grade of (C) or higher, or instructor permission;

Co-requisites: BIOL 202L

BIOL 202L Biology II Lab**1 Credit • SP**

Assignments to apply principles from BIO 209.

This is an elective.

\$40 lab fee.

Co-requisites: BIOL 202

BIOL 209 General Ecology**4 Credits • SP/SU**

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. This is an elective.

Co-requisites: BIOL 209L

BIOL 209L General Ecology Lab

Assignments to apply principles from BIO 209.

This is an elective.

Co-requisites: BIOL 209

BIOL 227 Human Anatomy and Physiology I**4 Credits • FA/SP/SU**

This course is the first of a two 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.

Co-requisites: BIOL 227L

This CEI course meets Idaho State Board GEM competency requirements in GEM 4 – Scientific Ways of Knowing.

BIOL 227L Human Anatomy and Physiology I Lab**0 Credits • FA/SP/SU**

\$40 lab fee

Co-requisites: BIOL 227

This CEI course meets Idaho State Board GEM competency requirements in GEM 4 – Scientific Ways of Knowing.

BIOL 228 Human Anatomy and Physiology II**4 Credits • FA/SP/SU**

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.

Prerequisites: BIOL 227 with a grade of (C-) or higher
Co-requisites: BIOL 228L

This CEI course meets Idaho State Board GEM competency requirements in GEM 4 – Scientific Ways of Knowing.

**BIOL 228L Human Anatomy and Physiology II Lab****0 Credits • FA/SP/SU**

\$40 lab fee

Co-requisites: BIOL 228

This CEI course meets Idaho State Board GEM competency requirements in GEM 4 – Scientific Ways of Knowing.

BIOL 250 General Microbiology**3 Credits • FA/SP/SU**

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.

Students are strongly advised to complete HCT 101 prior to/ or concurrently.

Co-requisites: BIOL 250L

This CEI course meets Idaho State Board GEM competency requirements in GEM 4 – Scientific Ways of Knowing.

BIOL 250L General Microbiology Lab**1 Credit • FA/SP/SU**

\$40 lab fee

Co-requisites: BIOL 250

This CEI course meets Idaho State Board GEM competency requirements in GEM 4 – Scientific Ways of Knowing.

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 153 Leadership and Employment**2 Credits • FA**

Comprehensive study and practice of job search activities, including company research, networking strategies, interviewing behavior, writing a resume, and creating business correspondence. This course includes preparation of essential employment documents and/or a professional portfolio.

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.

Prerequisites: ALEKS score of ≥ 14 , Minimum ACT Math score > 16 , SAT Math

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/SU**

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 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 presentation skills will also be included. This is an elective.

Prerequisite ENGL 102 with a grade of (C) or higher.

BSN 215 Introduction to Information Science**3 Credits • FA/SP/SU**

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 is an elective.

BSN 216 Business Statistics**3 Credits • FA**

Descriptive statistics, probability, confidence intervals, hypothesis testing including one and two sample z/t-tests, chi-square and ANOVA. Emphasis on statistical software to analyze data for business decision making. This is an elective.

Prerequisites: ENGL 101, MATH 108

BSN 217 Advanced Business Statistics**3 Credits • SP**

Linear and multiple regression, forecasting and statistical process control. Emphasis on use of statistical software; written and oral communication of statistical information in a business setting. This is an elective.

Prerequisites: BSN 216, MATH 108

BSN 250 Principles of Marketing**3 Credits • FA/SP**

This is 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 is an elective.

BSN 255 Leadership Development Skills**3 Credits • FA/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 is an elective.

BSN 261 Legal Environments of Organizations**3 Credits • SP**

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. This is an elective.

CHEM 100 Concepts of Chemistry **4 Credits • FA/SP/SU**

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

CHEM 101 Introduction to Chemistry **4 Credits • FA**

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.

Co-requisites: CHEM 101L

This CEI course meets Idaho State Board GEM competency requirements in GEM 4 – Scientific Ways of Knowing.

CHEM 101L Introduction to Chemistry Lab **0 Credits • FA**

\$40 lab fee

Co-requisites: CHEM 101

This CEI course meets Idaho State Board GEM competency requirements in GEM 4 – Scientific Ways of Knowing.

CHEM 102 Essentials of Organic and Biochemistry **4 Credits • SP**

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.

Prerequisites: CHEM 101 or CHEM 111 with a grade of C- or higher;

Co-requisites: CHEM 102L

This CEI course meets Idaho State Board GEM competency requirements in GEM 4 – Scientific Ways of Knowing.

CHEM 102L Essentials of Organic and Biochemistry Lab **0 Credits • SP**

\$40 lab fee

Co-requisites: CHEM 102

This CEI course meets Idaho State Board GEM competency requirements in GEM 4 – Scientific Ways of Knowing.

CHEM 111 General Chemistry I **5 Credits • FA**

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 is an elective.

\$40 lab fee

Prerequisites: Complete MATH 143 with a minimum grade of C- or higher

CHEM 112 General Chemistry with Organic Lab**5 Credits • SP**

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 cat ions and selected inorganic experiments. Lab embedded within five (5) credit course. This is an elective.

Prerequisites: CHEM 111 and MATH 147 or MATH 143 with grades of C- or higher.

This CEI course meets Idaho State Board GEM competency requirements in GEM 4 – Scientific Ways of Knowing.

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 webpages, be able to use styles to format those webpages, and will demonstrate an understanding of advanced CSS selectors and properties. Students will demonstrate the ability to effectively design and layout webpages using CSS.

Prerequisites: Minimum score of 80% on Computer Literacy Exam

Co-requisites: CIS 110L

CIS 110L Basics of Web Development Lab**1 Credit • FA**

Lab portion of CIS 110 Basics of Web Development.

CIS 121 Graphic Design Fundamentals**3 Credits • FA**

This course introduces students to basic design theory and use of current industry graphic development tools. Students will learn and apply principles of design, typography, texture, and color. Students will understand the principles and benefits of user interface and how to apply these concepts to projects.

CIS 140 Software and Systems**3 Credits • FA**

An overview of Computer Systems. Principles and applications of computer hardware and software will be included.

CIS 146 Beginning Programming**3 Credits • FA**

Introduces programming basics and control structures. Problem-solving methods and algorithm development. Includes programming best practices, efficiency, and secure coding.

CIS 147 Tools for Web Development**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 148 Data Management**3 Credits • SP**

This course provides the 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 Websites and applications. Industry standards in database software will be utilized throughout the course.

CIS 238 Database Driven Websites**3 Credits • FA**

This course will examine the different approaches for creating dynamic webpages that interact with databases and demonstrates how web servers interact with database servers and browsers to create dynamic webpages. 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.

CIS 241 Advanced Web Development**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.

CIS 244 Modern Device Applications**3 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.

CIS 245 Web Application Development**3 Credits • FA**

This course continues with more advanced skills in program application development in HTML, CSS, and JavaScript. The latest industry APIs/Tools for web application programming will also be covered.

CIS 248 Database Driven Applications**3 Credits • FA**

This course will examine the different approaches for creating dynamic webpages that interact with databases and demonstrates how web servers interact with database servers and browsers to create dynamic webpages. 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

Prerequisites: CIS 148 with a grade of (C-) or higher

CIS 249 Industry Trends**3 Credits • SP**

This course will examine the latest trends and tools being used in industry.

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.

Prerequisites: 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.

Prerequisites: 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.

Prerequisites: CNT 114 with a 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.

Prerequisite: CNT 160 with a grade of (C-) or higher

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.

Prerequisites: 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.

Prerequisites: CNT 225 with a grade of (C-) or higher

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.

Prerequisites: 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.

Prerequisites: 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.

COMM 101 Fundamentals of Oral Communication**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

COMM 101T Fundamentals of Oral Communications**1 Credit • FA/SP/SU**

For transfer students only. 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.

Prerequisites: Two credit hours of introductory Speech Communications transfer credit

COMM 233**Interpersonal Communication****3 Credits • FA**

Communication concepts and skills applied to relationship management; communication process, listening, self-disclosure, perception, conflict. This is an elective.



CPSC 150 Software and Systems Architecture

3 Credits

Principles and application of computer hardware and systems software in the context of designing business IT infrastructures through combination of theory-based lectures and applied laboratory experiences.

CPSC 181 Computer Science and Programming I

3 Credits

Problem solving methods and algorithm development with an emphasis on programming style. Secure software design/coding concepts for resilient software.

Requisite: MATH 143, 147 or higher placement

CRJ 103 Introduction to Law and 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.

CUL 207 Introduction to American Indian Literature

3 Credits • FA

This class will offer an investigation of American Indian literatures from pre-contact times to the present. We will look at how American Indian writings of both yesterday and today have attempted to shore up a sense of cultural identity and tradition through written and orally transmitted stories or narratives. Our approach will be roughly chronological, examining many of the more well-known touchstones of Native/colonial relations such as first contacts, Christian missionary movements, forced removals, western plains wars, and the Indian Boarding School programs of the late nineteenth century.

This CEI course meets Idaho State Board GEM competency requirements in GEM 5 – Humanistic and Artistic 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 and 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 and 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 • FA/SP/SU

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. This is an elective.

ECON 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.



ECON 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 • FA/SP

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 is an elective.

EDU 204 Families, Communities and Culture

3 Credits • SP

This course examines the interactions of schools, families, communities, and diverse cultures as a basis for reflecting on the social context of learning. This is an elective.

EGR 105 Engineering Graphics

2 Credits • FA

Engineering drawing emphasizing projections, sketching and 3-D visualization. Introduction to CAD with civil, electrical and mechanical engineering applications. This is an elective.

Prerequisite: MATH 147

EGR 120 Introduction to Engineering

2 Credits • FA

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.

This is an elective.

Co-requisites: MATH 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.

Co-requisites: 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.

Prerequisites: 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.

Co-requisites: 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;

Co-requisites: 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.

Co-requisites: 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;

Co-requisites: ELT 154

ENGL 101 Writing and Rhetoric I

3 Credits • FA/SP/SU

Using the essay as a model for organization, students will be introduced to Writing and Rhetoric II 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 – Writing and Rhetoric I.

ENGL 101P Writing and Rhetoric I 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 ENGL <17, or SAT ERW score of 500-620; Co-requisite ENGL 101

ENGL 102 Writing and Rhetoric II

3 Credits • FA/SP/SU

Provides instruction in Writing and Rhetoric II 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 ENGL 101 with a grade of C- or higher.

This CEI course meets Idaho State Board GEM competency requirements in GEM 1 – Writing and Rhetoric I.

ENGL 175

Literature and Ideas

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.

Prerequisites: ENGL 101

This CEI course meets Idaho State Board GEM competency requirements in GEM 5 – Humanistic and Artistic Ways of Knowing.

ENGL 203 Effective Technical Communication

3 Credits • FA/SP

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 is an elective.

Prerequisites: ENGL 101



ENGL 206 Introduction to Creative Writing

3 Credits • FA

This course introduces creative writing literary genres (short fiction, creative nonfiction, poetry), provides the terminology and standard techniques of literary analysis, gives experience writing in the discipline, and introduces the workshop experience. This is an elective.

Prerequisite: ENGL 101 or equivalent placement test score

ENGL 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: ENGL 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.

ENGL 235 Introduction to Shakespeare

3 Credits • FA/SP

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 is an elective.

Prerequisites: ENGL 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.

GEOL 101 Physical Geology

3 Credits • FA/SP

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.

Co-requisites: GEOL 101L

This CEI course meets Idaho State Board GEM competency requirements in GEM 4 – Scientific Ways of Knowing.

GEOL 101L Physical Geology Lab

1 Credit • FA/SP

\$40 lab fee

Co-requisites: GEOL 101

This CEI course meets Idaho State Board GEM competency requirements in GEM 4 – Scientific Ways of Knowing.

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. This is an elective.

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 Introduction to 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

Prerequisites: Must be at least 16 years old, CPR card, and current immunizations as per Health Professions Division; Co-requisites: 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 • FA

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.

HIST 101 World History I

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.

HIST 102 World History II

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.

HIST 111 United States 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.

HIST 112 United States 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.

HIST 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.

This course is an elective.



HIST 291 Historian's Craft

3 Credits

Develops an interdisciplinary approach to historical research methods and trains students in locating and evaluating sources and in developing research papers using those sources. This is an elective.

HUM 101 Introduction to Humanities I

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 • FA

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.

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 professional in day-to-day, on-site office location. Students will prepare the necessary job search documents and conduct prospective interviews as needed to obtain a suited internship position. A work-site may include a private or public law office, corporate or government legal department, or other appropriate business or law-related setting. Students will also be doing online journaling to chronicle their internship experiences, while finalizing their career portfolios. This course is graded on a pass/fail basis.

LGL 211 Civil Litigation II**3 Credits • SP**

This course continues the study of the litigation process. Topics include discovery techniques, settlement negotiations, organization of case files, document control, 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.

Prerequisites: LGL 110

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 skills learned in subsequent classes. Students will perform various legal practices as performed by legal assistants in a traditional law office setting.

Prerequisites: LGL 101 or instructor approval

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.

Prerequisites: LGL 101

LGL 219 Debtor/Creditor Law and BKRPT**3 Credits • SP**

This course provides the learner with a comprehensive understanding of debtor/credit law and how it relates to bankruptcy. Students will examine related laws using realistic case-studies that explore how debt is created and collected preparatory to filing bankruptcy. The course evolves from understanding the formation of debt, to exploring different bankruptcy options available to debtors, to learning how Bankruptcy cases are adjudicated and closed upon order of discharge.

LGL 220 Legal Employment Strategies**2 Credit • FA**

Comprehensive study and practice of job search activities, including industry/company research, networking strategies, writing the resume and business correspondence, and interview preparedness. Students will incorporate social media into the job search process by developing professional persona using LinkedIn, as well as prepare a career portfolio, which may also be used in LGL 210. A portion of this course will be reserved for self-study and workshop preparation to fulfill the goals listed above.

MAC 103 Machine Shop Lab I**6 Credits • FA**

Lab to support MAC 153.

*Prerequisites: Machine Tool Technology Orientation;
Co-requisites: MAC 153*

MAC 104 Machine Shop Lab II**6 Credits • SP**

Lab to support MAC 154.

*Prerequisites: MAC 103 with a grade of (C-) or higher;
Co-requisites: 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.

Prerequisites: 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.

Prerequisites: MATH 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.

Co-requisites: 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.

*Prerequisites: MAC 153 with a grade of (C-) or higher;
Co-requisites: MAC 104*

MAC 203 Advanced Machine Shop Lab I**6 Credits • FA**

Lab to support MAC 253.

Prerequisites: MAC 104; Co-requisites: MAC 253

MAC 204 Advanced Machine Shop Lab II**6 Credits • SP**

Lab to support MAC 254.

*Prerequisites: MAC 203 with a grade of (C-) or higher;
Co-requisites: 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.

Prerequisites: 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.

Prerequisites: 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.

Prerequisites: 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.

Co-requisites: 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.

Co-requisites: 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.

Co-requisites: MATH 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 Writing and Rhetoric I 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.

Prerequisites: 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.

Prerequisites: MAS 122 with a grade of (C) or higher, or instructor approval

MATH 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.

Prerequisites: ALEKS score of ≥ 14 , Minimum ACT Math score >16 , SAT Math

MATH 104 Welding Mathematics

3 Credits • FA

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.

Prerequisites: ALEKS ≥ 14 , or a SAT Math score of 430-500

MATH 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.

MATH 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: MATH 100, or ALEKS score of ≥ 30 , or an ACT Math score of >19 , or a SAT Math score of 510-800

MATH 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.

Prerequisites: ALEKS score of ≥ 20 , or an ACT score of >16 , or a SAT Math score of 430-500

MATH 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: MATH 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.

MATH 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 MATH 108 with a grade of C- or higher, an ALEKS score of >46 , or an ACT score of >23 , or SAT Math score $>560-800$

This CEI course meets Idaho State Board GEM competency requirements in GEM 3 – Mathematical Ways of Knowing.



MATH 144 Trigonometry

2 Credits • FA/SP

Circular function and right triangle approaches to trigonometry. Graphs of trigonometric functions: amplitude, frequency, phase shift. Trigonometric identities, inverse functions, and equations. Introduction to vectors in the plane, polar coordinates, and polar representation of complex numbers. Previously MAT 144. This is an elective.

Prerequisites: MATH 143

MATH 147 College Algebra and Trigonometry

5 Credits • FA/SP

This is a single course equivalent to College Algebra (MATH 143) plus Trigonometry (MATH 144). Credit hours are not granted in both MATH 143 and MATH 147.

Prerequisites: MATH 108 with a score of (C-) or higher, or an ALEKS score of ≥ 46 , or a SAT score of 560 or higher.

This CEI course meets Idaho State Board GEM competency requirements in GEM 3 – Mathematical Ways of Knowing.

MATH 153 Statistical Reasoning

3 Credits • FA/SP/SU

MATH 153 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: MATH 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.



MATH 170 Calculus I

4 Credits • FA/SP

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.

Prerequisites: 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.

MATH 175 Calculus II

4 Credits

Techniques of integration, trigonometric integrals, improper integrals. Applications of definite integrals. Sequences and series. Parametric curves in the plane, polar coordinates. This is an elective.

Prerequisites: MATH 170

MATH 256 Structure of Arithmetic for Elementary School Teachers

3 Credits

Development of number systems. Emphasis on principles, representations, and concept development. For elementary education majors.. This is an elective.

Prerequisites: MATH 143

MATH 257 Structure of Geometry and Probability for Elementary School Teachers

3 Credits

Topics from geometry, probability, and statistics. Emphasis on principles, representations, and concept development. For elementary education majors. This is an elective.

Prerequisites: MATH 256



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. Students 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 - SP**

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 and 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 a local business to apply and enhance their skills.

Prerequisite: MGT 207 with a grade of (C-) or higher

MKT 103 Sales and Customer Service**3 Credits • FA**

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.

MTD 103 Automotive/Diesel Technology Fundamentals and 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 • FA**

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

MUSI 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 I**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.

Co-requisites: 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.

Prerequisites: 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.

PHIL 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.

PHIL 103 Introduction to Ethics**3 Credits • FA/SP**

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.

PHIL 201 Introduction to Logic**3 Credits**

An introduction to the concepts and methods of deductive and inductive logic, with special emphasis on the use of logical methods to identify, analyze, construct, and evaluate everyday arguments. This is an elective.

**PHYS 100 Survey of Physics****3 Credits • FA**

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.

Co-requisites: PHYS 100L

This CEI course meets Idaho State Board GEM competency requirements in GEM 4 – Scientific Ways of Knowing.

PHYS 100L Survey of Physics Lab**1 Credit • FA**

\$ 40 lab fee

Co-requisites: PHYS 100

PHYS 101 Introduction to Physics**3 Credits • FA/SP**

A survey of basic physics principles; motion, gravitation, electricity and magnetism, light, atoms and nuclei. Includes lecture, demonstrations, elementary problem solving.

Co-requisites: PHYS 101L

This CEI course meets Idaho State Board GEM competency requirements in GEM 4 – Scientific Ways of Knowing.

PHYS 101L Introduction to Physics Lab**1 Credit • FA/SP**

\$40 lab fee

Co-requisites: PHYS 101

This CEI course meets Idaho State Board GEM competency requirements in GEM 4 – Scientific Ways of Knowing.

PHYS 111 General Physics I

4 Credits • FA



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.

Prerequisites: MATH 143 and MATH 144 or MATH 147;
Co-requisites: PHYS 111L

This CEI course meets Idaho State Board GEM competency requirements in GEM 4 – Scientific Ways of Knowing.

PHYS 111L General Physics I Lab

0 Credits • FA



\$40.00 Lab Fee

Co-requisites: PHYS 111

This CEI course meets Idaho State Board GEM competency requirements in GEM 4 – Scientific Ways of Knowing.

PHYS 112 General Physics II

4 Credits • SP



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.

Prerequisites: PHYS 111 with a grade of (C) or higher;
Corequisite PHYS 112L

This CEI course meets Idaho State Board GEM competency requirements in GEM 4 – Scientific Ways of Knowing.

PHYS 112L General Physics II Lab

0 Credits • SP



\$40 lab fee

Co-requisites: PHYS 112

POLS 101 American National 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.

POLS 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.

POLS 221 Introduction to International Relations

3 Credits • FA/SP

This is a basic international relations course that explores the primary causes that maintain or destroy international peace and cooperation. This is an elective.

PSYC 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.

PSYC 120 Careers in Psychology

1 Credit • FA

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 is an elective.

Prerequisites: PSYC 101 with a grade of (C) or higher

PSYC 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 is an elective.

Prerequisites: PSYC 101 with a grade of "C" or higher

PSYC 225 Child Development

3 Credits • FA/SP

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 is an elective.

Prerequisites: PSYC 101 with a grade of (C) or higher

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.

RDS 121 Radiation Protect Principles

5 Credits • FA

This is a course in the physical and scientific principles fundamental to radiation protection. This course provides the theoretical background necessary to make informed decisions as a radiation control 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 and exposure evaluation and shielding concepts.

RDS 121L Radiation Safety Lab 1

1 Credit • FA

This laboratory takes the theory, principles, and knowledge covered in RDS 121, and applies them to practical exercises, skills and abilities used by a radiation safety technician on the job.

RDS 122 Rad Protect Principles 2

5 Credits • FA

This course covers biological effects of ionizing radiation, 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 and radiological source control.

Requisite: RDS 121

Co-requisite: RDS 122L

RDS 122L Radiation Safety Lab 2

1 Credit • FA

This laboratory takes the theory, principles, and knowledge covered in RDS 122, and applies them to practical exercises, skills and abilities used by a radiation safety technician on the job.

Requisite: RDS 121

Co-requisite: RDS 122

RDS 123 Rad Protect Principles 3 5 Credits • SP

This course provides advanced principles including radiological documentation, communications, counting errors and statistics, dosimetry, contamination, control airborne sampling methods, respiratory protection and radiological source control.

Requisite: RDS 122

Co-requisite: RDS 123L

RDS 123L Radiation Safety Lab 3 1 Credit • SP

This laboratory takes the theory, principles, and knowledge covered in RDS 123, and applies them to practical exercises, skills and abilities used by a radiation safety technician on the job.

Requisite: RDS 122

Co-requisite: RDS 123

RDS 124 Rad Protect Principles 4 5 Credits • SP

Students will learn advanced principles including environmental monitoring, access control and work area setup, radiological work coverage, shipment and receipt of radioactive material, radiological incidents and emergencies, personnel decontamination, radiological first aid, radiation survey instrumentation, contamination survey instrumentation, air sampling equipment and counting room equipment.

Requisite: RDS 123

Co-requisite: RDS 124L

RDS 124L Radiation Safety Lab 4 1 Credit • SP

This laboratory takes the theory, principles, and knowledge covered in RDS 124, and applies them to practical exercises, skills and abilities used by a radiation safety technician on the job.

Requisite: RDS 122

Co-requisite: RDS 123

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.

SOC 248 Critical Analysis of Social Diversity

3 Credits • FA

Critical analysis of historical and contemporary issues and debates surrounding social categories such as race, class, gender, ethnicity, religion, and sexuality. Students will utilize and assess various sociological theories and will critically examine how social diversity affects and is affected by other social and cultural dynamics. This is an elective.

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 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 111 Surgical Techniques I 4 Credits • FA

This course is designed to enable the students to become skilled in assisting with the preparation, transportation, positioning, and anesthesia of the surgical patient. Ethical, legal, and moral issues are discussed, as well as considerations for the care of special populations of patients, all hazards preparation and emergency situations. It also includes the study of safety and economy in the operating room, duties of the scrub and circulating technologist; surgical asepsis and sterilization techniques; care of specimens; supplies, instruments and special equipment used in surgery. Critical thinking, leadership, and employability skills are also covered.

SRT 114 Surgical Clinic I 8 Credits • FA

Upon completion of the pre-clinical program requirements, the student will participate in a clinical practicum. Under the supervision of clinical facility personnel, the student will receive clinical experience in the operating room and central supply.

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 211 Surgical Techniques II 4 Credits • SP

This course is a continuation of SRT 111 Surgical Techniques I, where the study of safety in the operating room, duties of the surgical technologist, surgical asepsis, and basic skills are continued.

SRT 214 Surgical Clinic II 8 Credits • SP

This course is a continuation of SRT 114 Surgical Clinic I, where the student will continue to participate in a clinical practicum. The student will continue to receive clinical experience under the supervision of clinical facility personnel.

SWK 271 Introduction to Social Work 3 Credits • FA

Introductory overview and history of the social work profession within the social welfare system, and introduction to the generalist model of practice in social work. Attention is given to micro, mezzo, and macro levels of practice. Throughout the course, students will be encouraged to apply critical thinking skills. This is an elective.

SWK 272 Human Behavior and the Social Environment 3 Credits • SP

Conceptual frameworks and issues in human behavior and development across the lifespan, with attention given to the concept of person in the environment as a framework for understanding individual behavior as a function of bio-psycho-social-spiritual processes and interactions. Substantial information on human diversity and at-risk populations, including issues pertaining to racial and ethnic groups, and gender and sexual orientations. This is an elective.

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.

Prerequisites: 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.

Prerequisites: 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.

Prerequisites: 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.

Prerequisites: 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".

*Prerequisites: WLD 232 with a grade of (C) or higher
Co-requisites: 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.

Co-requisites: WLD 233

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 Math Instructor
 AS Ricks College
 BS Brigham Young University
 MAT University of Idaho

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 Academic Support Coordinator
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 Assistant Registrar
 AA Utah State University
 BA Boise State University

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 Anatomy, Physiology, & Microbiology Instructor

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BA Carroll College
MTD Idaho State University
Certified Public Accountant (CPA)

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Social Science & Humanities Ways of Knowing Chair

BS Utah State University
MA Utah State University

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Cashier

KNIGHT, Paul
Custodian

LARSEN, Jacque
Workforce Training and Community Education
Operations Coordinator

LARSEN, Sara
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LeVAN, Pamala
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BS Brandman University

LYMAN, Dayton
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LYMAN, Jennifer
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TAYLOR, Ruby
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BLS & Medic First Aid, CPR, & AED Certifications

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