College of Eastern Idaho
2021-2022 Catalog

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

College of Eastern Idaho

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

Greenhouse

Parking

Parking

25th East - Hitt Rd.

P

6
Health
Education
Building

O

5
Alexander
D. Creek
Building

N

M

D **E**

C

K

L

I

H

J

3
John E.
Christofferson
Building

G

F

2
William A.
Robertson
Building

Parking

Ashment Ave.

N

Parking

1
John O.
Sessions
Building

A **B**

25th East - Hitt Rd.

2021 - COLLEGE OF EASTERN IDAHO - 2022
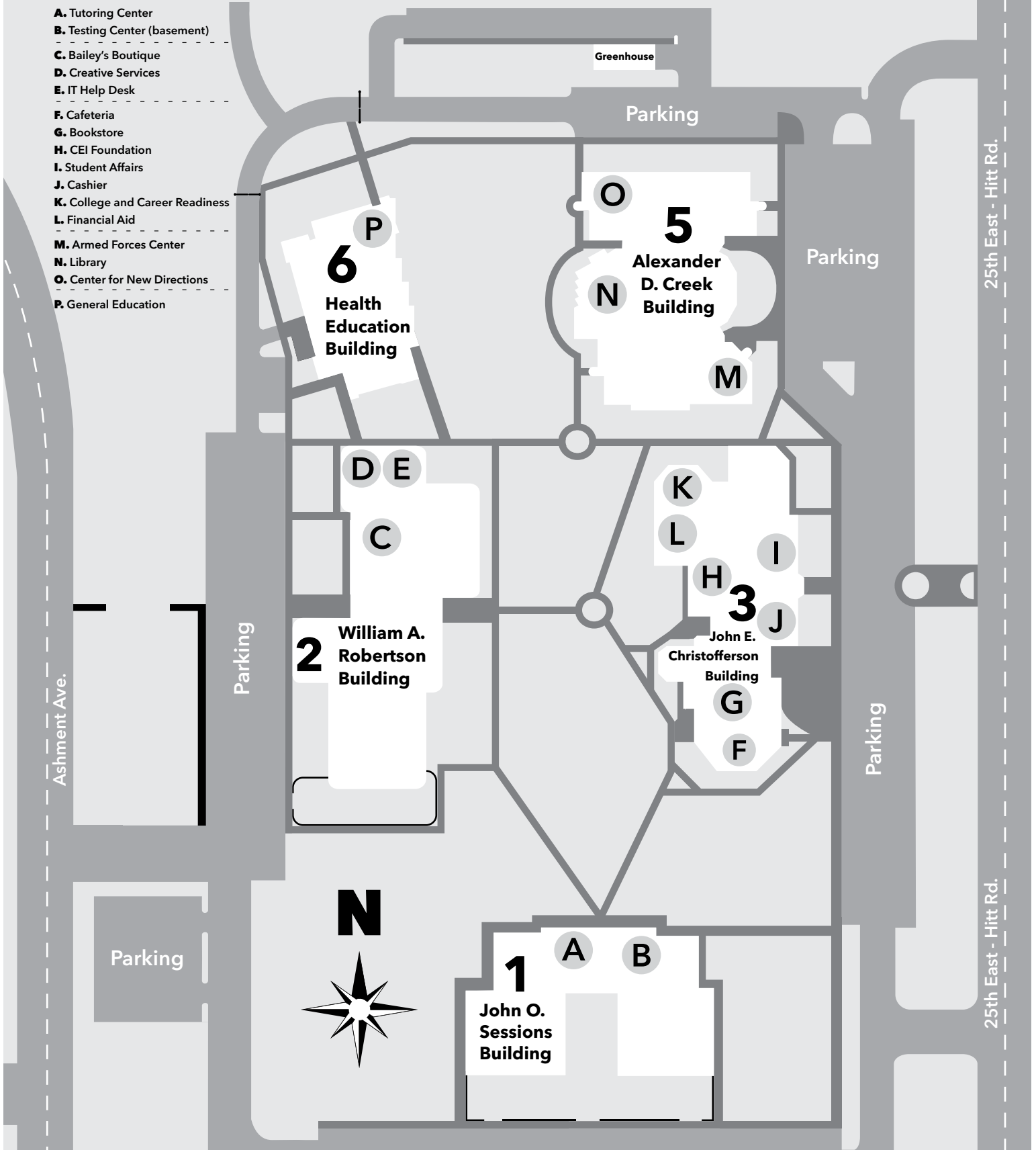
WELCOME

College of Eastern Idaho (CEI), one of four Idaho community colleges, serves our eastern Idaho region by offering Associate of Arts(AA) and Associate of Science(AS) transfer degrees in addition to our growing technical Associate of Applied Science(AAS) programs. CEI is committed to improving the "go-on" rate of high school graduates to college in eastern Idaho. We are also committed to working with local school districts to create dual credit opportunities and a seamless transition from high school, to CEI, and on to four-year degrees and a wonderful career.

CEI proudly supports our honored veterans and active duty military members and is a champion of building steps toward credit for prior learning in Idaho.

As CEI's President, I am honored to continue this important work by ensuring our students thrive in a diverse and dynamic environment that supports their success. We aim to fully represent what it means to be a community college, and strive to find unique and innovative ways to serve our nine-county region. We are committed to collaborating with you as a student to help you succeed in any educational path you choose. As an open-access college, we welcome anyone into our College to help them meet their 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 their education journey. We work closely with local business and industry to create customized training for workforce development, and offer an array of industry-recognized certifications.

As we continue to grow, CEI has placed more emphasis on online learning while maintaining more traditional face-to-face methods. We are committed to provide any of our students access to counseling and advising, whether on campus or virtually through our online systems. We are dedicated to the success of our students, their job readiness and their life enrichment opportunities.

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, PhD
President of College of Eastern Idaho

CALENDAR 2021 - 2022 *(Fall, Spring & Summer Semesters)*

AUGUST '21
- 6: Fall 2021 term fee deadline Δ
- 16-17: Faculty Days & Employee In-Service
- 18-20: Faculty prep & student advising
- **23: Fall semester classes begin Δ**
- 27: Last day to add/drop classes Δ

SEPTEMBER '21
- 6: Labor Day Holiday ^
- 24: Last day to withdraw from Block A classes without grade penalty
- 27: Last day to withdraw from Block A classes

OCTOBER '21
- 1: Application for Fall graduation due
- 11: Columbus Day ‡
- 14: Block B Fee Deadline
- 15: Mid-term
- 15: Summer incomplete make-ups due
- 15: Block A classes end
- 18: Mid-term credit grade entry & submission due by 5pm in Self-Service Δ
- 18: Block B Classes Begin
- 19: Spring student advising day
- 20: Spring semester registration for continuing students begins
- 22: Last day to add/drop Block B Classes

NOVEMBER '21
- 1: Last day to withdraw from full semester credit classes without grade penalty
- 8: Spring semester registration for new degree/certificate-seeking students begins
- 8-24: Fall in-class evaluations
- 11: Veteran's Day ‡
- 15: Spring semester registration for non-degree-seeking students begins
- 19: Last day to withdraw from Block B classes without grade penalty
- 25-26: Thanksgiving Vacation ^

DECEMBER '21
- **10: Last day of instruction ◊**
- 10: Spring 2022 term fee deadline
- 13: Final grade entry & submission due by 5pm in Self-Service ◊
- Dec. 13 - Jan. 9: Winter Break (students)
- 23 –24: Christmas Holiday ^
- 31 New Year's Holiday Observed ^

JANUARY '22
- 1: New Year's Holiday ^
- 4-5: Faculty Prep
- 6-7: Faculty Days & Employee In-Service
- **10: Spring semester classes begin Δ**
- 14: Last day add/drop classes Δ
- 17: Martin Luther King Jr. Day ^

FEBRUARY '22
- 1: Spring/Summer graduation applications due
- 11: Last day to withdraw from Block A classes without grade penalty
- 11: Scholarship applications due to CEI Foundation Office by 5pm
- 21: President's Day ^

MARCH '22
- 3: Block B Fee Deadline
- 4: Mid-term
- 4 Fall Incomplete make-ups due
- 4 Block A classes end
- 7: Mid-Term credit grade entry & submission due by 5pm in Self-Service Δ
- 7: Block B Classes begin
- 11: Last day to add/drop Block B Classes
- 15: Summer/Fall Student Advising Day
- 16: Summer/Fall semester registration for continuing students begins
- 21-25: Spring Break *
- 28: Last day to withdraw from credit classes without grade penalty

APRIL '22
- 4: Summer/Fall semester registration for new degree/certificate-seeking students begins
- 11: Summer semester registration for non-degree-seeking students begins
- 15: Last day to withdraw from Block B classes without grade penalty
- 18 Last day to withdraw from Block B classes
- 11-22: Spring in-class evaluations

MAY '22
- 2: Fall semester registration for non-degree/certificate-seeking students begins
- **6: Last day of instruction ◊**
- 6: Summer 2022 term fee deadline
- 9: Final credit grade entry & submission deadline due by 5pm in Self-Service ◊
- 10: Commencement
- 30: Memorial Day ^

JUNE '22
- **6: Summer semester classes begin**
- 10: Last day to add/drop classes

JULY '22
- 1: Mid-term
- 1: Spring incomplete make-ups due
- 5: Independence Day (observed) ^
- 5: Mid-term credit grade entry & submission due by 4pm in Self-Service
- 11: Last day to withdraw from credit classes without grade penalty
- **29: Last day of instruction**

* Campus is open / no classes
^ Campus is closed / no classes
‡ Classes will meet on Columbus Day & Veteran's Day
Δ Includes Full Semester & Block A Classes; Block A classes are held the first 8 weeks of the Fall & Spring Semesters.
◊ Includes Full Semester & Block B Classes; Block B classes are held the last 8 weeks of the Fall & Spring Semesters.

Dual Credit courses follow a separate calendar. Please visit cei.edu/high-school for Dual Credit deadlines.

AUGUST '21

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SEPTEMBER '21

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OCTOBER '21

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NOVEMBER '21

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DECEMBER '21

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FEBRUARY '22

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APRIL '22

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MAY '22

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JUNE '22

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JULY '22

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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

College of Eastern Idaho is committed to maintaining a work environment that is free from harassment and unlawful discrimination. Harassment or discrimination based on age, race, color, creed, sexual orientation, religion, national origin, physical or mental disability, medical condition, veteran status, or gender is prohibited. Harassing conduct that affects tangible job benefits, interferes with an individual's work performance, or creates an intimidating, hostile or offensive work environment will not be tolerated by CEI. Violation of this policy shall be considered grounds for disciplinary action up to and including termination. This is 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.

For CEI policies, see cei.edu/hr/policies-procedures/

See also cei.edu/student-affairs

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

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. Students can earn the degree in approximately two (2) years.

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. Students can earn the degree in approximately two (2) years.

Associate of Applied Science Degree

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

Advanced Technical Certificate

The Advanced 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. The completion timeline for the ATC varies. Please see the specific program in the catalog for specific timelines.

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. The completion timeline for the ITC varies. Please see the specific program in the catalog for specific timelines.

Specialized Certificate

The Specialized Certificate (SC) is awarded upon successful completion of specific courses that have been industry-validated and sequenced for the purpose of developing and upgrading skills in an occupation.

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.

OFFERED DEGREES AND CERTIFICATES

Major/Program	Department	AA	AS	AAS	ATC	ITC	SC	BTC
Automotive Technology	Trades and Industry			X	X	X		
Business Management	Business			X		X		
Central Processing Technology	Health and Human Services							X
Certified Nursing Assistant*	Health and Human Services							
Dental Assisting	Health and Human Services					X		
Diesel Technology	Trades and Industry			X	X	X		
Digital Media Specialist	Technology			X	X	X		
Energy Systems Technology	Trades and Industry					X		
General Studies	General Education	X	X					
Information Assurance and Cybersecurity	Technology			X		X	X	
Information Technology Services	Technology			X		X		
Legal Studies and Paralegal Training	Health and Human Services			X		X		X
Light Duty Diesel Technology	Trades and Industry			X	X			
Machine Tool Technology	Trades and Industry			X		X		
Medical Assisting	Health and Human Services			X				
Practical Nursing	Health and Human Services					X		
Radiation Safety	Health and Human Services					X		
Registered Nursing	Health and Human Services			X				
Surgical Technology	Health and Human Services			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)
- Specialized Certificate (SC)
- Basic Technical Certificate (BTC)
- General Education Academic Certificate

EDUCATIONAL LOCATIONS

Main Campus
1600 S 25th E
Idaho Falls, ID 83404

Outreach Campuses
- Rexburg
- Driggs

EDUCATIONAL SERVICES

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

Credit courses for high school students.

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

DEGREE SEEKING REQUIREMENTS

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

2. Submit one of the following:
   - An official high school transcript* showing graduation
   - An official GED transcript^ with an overall Pass posted
   - An official 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 if required by program. See an Academic Counselor for this information (pg.).
   - CEI uses the ALEKS for Math placement and the Accuplacer NEXT for English placement.
   - CEI will accept placement testing from other institutions if clear eligibility placement scores are included with the documentation the student provides.
   - Students may be exempt from institutional testing with qualifying scores on the ACT and SAT,
   - Or with completed college level coursework that appears on an official college transcript

We welcome **all** students. Undocumented students are encouraged to visit with Admissions to discuss options. At this time we are unable to support F-1 Visas

Admissions accepts ONLY official transcripts. Transcripts that have been opened by anyone other than a designated Admissions 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 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 parchment.com.

+ 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

A conditional admission status occurs when a student has been admitted, but the transcript submitted is still in-progress. Upon submission, Admissions 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 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 (High School Graduates)

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

Students under sixteen(16) years of age that have completed high school early 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.

Deferment

Students who desire to postpone their start term at CEI can complete a Deferment form. In order to submit a deferment form, applicants must have completed the application process and be accepted to CEI. By completing a Deferment form you can postpone your start term for up to 9 semesters (3 full years) from the semester you are accepted. Students who complete deferment will maintain admissions requirements from the catalog year they were accepted to CEI. Extensions to deferments are considered on a case by case basis. Deferred students are responsible for maintaining contact with CEI at the end of their deferment.

Transfer Students

Accreditation

What is accreditation and why is it important?

Accreditation is the act of granting credit or recognition, by a governing body, of an educational institution. Accreditation is necessary to any educational institution to prove that they are maintaining suitable standards or quality. College of Eastern Idaho relies on the following accrediting associations standards to evaluate and accept college-level credits and all grades earned by transfer students:

- Accrediting Commission for Schools Western Association of Schools and Colleges (WASC)
- Higher Learning Commission (HLC)
- Middle States Association of Colleges and Schools (MSCHE)
- New England Association of Schools and Colleges (NECHE)
- Northwest Commission on Colleges and Universities (NWCCU)
- Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
- WASC Senior College and University Commission (WSCUC)

Credit Review Process

If your institution is not accredited by one of the above associations, then the Registrar's office and campus departments will have to review your courses and will make the final decision if the courses will transfer. Should you wish to have your courses reviewed by the Registrar's office, you must submit the following with your petition:

- A letter indicating the specific courses you want to have reviewed
- An official or unofficial transcript from the institution
- Course descriptions and syllabi for each course to be reviewed

The Office of the Registrar will then forward the course information to the corresponding academic department for their review. The departments at this time may request additional information from the student.

Upon approval by the departments, the decision on each petition will be returned to the Registrar's Office, who in-turn will notify the student and record the approved courses on the transfer portion of the student's transcript.

Credits earned at an institution that is a suspected diploma/degree mill will not be acceptable to College of Eastern Idaho.

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 credits earned from CLEP tests, AP courses, IB courses, and military and corporate training transcripts.

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.
- A degree-seeking student who graduates from high school or earns a GED may be admitted without submitting an official high school transcript if they have earned at least fourteen (14) or more semester hours of transferable academic college level credit from a regionally accredited college or university with a minimum cumulative GPA of 2.00
- CEI will NOT transfer technical credits toward an AA or AS degree.
- 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 to College of Eastern Idaho.
- Test scores (ALEKS, Accuplacer, 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.
- 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 their program.
- Some CEI CTE programs have higher grade requirements than general CEI requirements. If a grade in a transfer course does not meet program requirements, the course will have to be retaken.

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." 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. 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.

American Council on Education (ACE)

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, visit www.acenet.edu/news-room/Pages/The-Academic-Review-Task-Force.aspx

Types of Prior Learning Recognized by CEI

Currently, College of Eastern Idaho will 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)
- Scholastic Aptitude Test (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: www.dantes. doded.mil/EducationPrograms/get-credit/creditexam.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.

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 the CEI Application.
   Unofficial transcripts are required if a student wishes to take general education courses that require prerequisites.
   - Non-degree seeking students may register for ten (10) credits for the Fall, Spring, or Summer terms.
   - 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 .
   - 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.
   - 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 can contact CEI Admission Counselors or visit cei.edu/admissions for more information on admission requirements. Students may also refer to the program description section of the catalog for information regarding program specific entry requirements. Students who are admitted to CEI to complete prerequisites required for their selected program may have to complete an additional application process to be admitted into program-specific courses. 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 Career Technical Education division may have limited seating. Students who apply to these programs may be put on a waitlist. Admissions for waitlisted programs are based on criteria set up by the head of each program. These criteria can be on a first come first serve system, or by other measures.

Applicants cannot be assured admission until:

- Admission requirements are met
- The student receives a letter of acceptance from the appropriate program
- Students must be allowed to defer admission into CTE for one admission cycle. Students not matriculating will be removed from the waitlist.

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 current school year's catalog at the time of re-enrollment.

Interstate Passport-WICHE

College of Eastern Idaho participates in the Interstate Passport Network, a network of regionally-accredited institutions that agree to transfer completed general education requirements as a block in a seamless and efficient process among its members. The Interstate Passport® program is designed to simplify out-of-state transfer of general education. Students who transfer with a Passport to another Network member institution will not have to repeat or take additional courses to satisfy lower-division general education requirements.

Earning a Passport recognizes that a student has achieved learning outcomes in the below nine knowledge and skill areas, which all Network member institutions agree are consistent with their own general education learning outcomes:

- Foundational Skills: oral communication, written communication, & quantitative literacy
- Knowledge of Concepts: natural sciences, human cultures, creative expression, & human society and the individual
- Cross-cutting Skills: critical thinking, & teamwork/value systems

To qualify for the Passport program at CEI, a student must:

- Complete a minimum of 36 credits of the general education requirements
- Earn a C or better in those courses

CEI General Education Requirements

Idaho GEM Area	Credits	Interstate Passport Knowledge/Skill Area
GEM 1 - Written Communication	6	Written Communication; Critical Thinking
GEM 2 - Oral Communication	3	Oral Communication
GEM 3 - Mathematical Ways of Knowing	3-5	Quantitative Literacy
GEM 4 - Scientific Ways of Knowing	7-9	Natural Sciences; Teamwork and Value Systems
GEM 5 - Ways of Knowing	6	Creative Expression
GEM 6 - Ways of Knowing	6	Human Cultures; Human Society and the Individual
GEM Electives	6-9	Varies by course

Upon completing these requirements, the Registrar's Office will notify students of the award. Students who complete a Passport will also earn their General Education Academic Certificate; however, because Passport is more restrictive, not all students earning their General Education Academic Certificate will meet the Passport requirements. Interstate Passport receiving institutions may require students who transfer with a Passport to complete other lower-division general education courses in cases where those courses are prerequisites for entry into or continuation in a particular program of study, are specific graduation requirements, or required by statue.

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.

English Language

We welcome all students. However, CEI credit-based course work is delivered in English.

Potential students who meet the following criteria are required to complete an English Proficiency Test:

- If you completed high school in a country where English was not the language of instruction.
- If less than the last three years of educational instruction was in English.

Acceptable placement tests or exceptions to satisfy the English Proficiency requirement include the following:

- TOEFL-IBT of 61 or above
- SAT- critical reading 450 or above
- Written recommendation letter from CCR staff after completing ESL program
- If you transfer in more than 24 credits from another U.S. university.

ENROLLMENT PRIOR TO HIGH SCHOOL GRADUATION

Early College Programs

Concurrent Enrollment/Dual Credit

Admission into CEI Early College Programs requires completion of an online application. Once admitted, students may participate in a variety of course delivery options by submitting a Registration Request Form each term they wish to enroll in a course. Students may enroll in up to (10) credit hours of college work per semester. Students must comply with program requirements including deadlines and placement requirements for specific courses. High school students enrolled with CEI pay a reduced tuition rate of $75 per credit. No federal financial assistance is available for Concurrent or Dual Credit courses, however, State of Idaho Advanced Opportunities funding is available Idaho public school students. When CEI courses are completed, it is the student's responsibility to request and pay for official or unofficial transcripts as needed. Further instructions can be found on the CEI website.

Dual Credit courses take place at a high school location or via IDLA, and are taught by CEI approved instructors. Courses follow the schedules at the location where they are being taught. Deadlines apply. High school students are allowed to participate in dual credit courses if they meet the eligibility requirements set forth by the Early College Department.

Concurrent Enrollment courses take place at CEI or through CEI online, and are taught by CEI faculty. High school students must be sixteen (16) years of age or older by the first day of class in the term for which they are enrolling. High School students are allowed to participate in concurrent enrollment courses if they meet the eligibility requirements set forth by the Early College Department.

Technical Competency Credit

If a student was enrolled in CTE Technical Competency Credit (TCC) programs in high school they may be eligible to receive college credit for 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 Technical Credit Request form available on College of Eastern Idaho's website. The cost is $10 per credit. Technical Competency Credits will be transcribed as college transfer credit. These credits must be requested within two (2) years of the completion of 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.

PLACEMENT GUIDE AND SCORES*

Speak with an Academic Advisor to determine best placement.

English

CEI Course	ACCUPLACER (Reading & Writing)	ACT (English)	SAT (ERW)
ENGL 101 Writing and Rhetoric I	250+	19-24	500-620
ENGL 101P Writing and Rhetoric I Plus	249+		
ENGL 102 Writing and Rhetoric II		25+	630+

Math

CEI Course	ALEKS	ACT (Math)	SAT (Math)
BOT 180 Financial Business Application	14+	17+	430 - 500
ELT 141 Applied Mathematics I	30+	20+	510+
MATH 104 Welding Mathematics	14+	17+	430 - 500
MATH 108 Intermediate Algebra	30+	20+	510+
MATH 112 Mathematics for Health Professions	20+	17+	430-500
MATH 123 Math in Modern Society	30+	20+	510+
MATH 143 College Algebra	46+	23+	560+
MATH 144 Trigonometry	46+	23+	560+
MATH 147 College Algebra and Trigonometry	46+	23+	560+
MATH 153 Statistical Reasoning	46+	24+	560+
MATH 170 Calculus 1	76+	29+	650+

Placement scores are recommendations. Please see an advisor to determine your appropriate math placement.

CLEP testing is also available; please contact the Testing Center at 208.535.5438 for more information.

Accuplacer and ALEKS scores are good for 2 years; SAT and ACT scores are good for 5 years

Math Placement: Placement for math is required in order to take a math class. If students do not meet the minimum score but still want to take their desired math class, they will be required to meet with an Academic Advisor.

For questions regarding Digital Literacy Assessment, contact the Testing Center.

We recommend students meet with an academic 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).

Academic Advisor

All degree seeking students are assigned an academic advisor(s) during the first semester of their program. The advisor assigned can assist with career preparation, course selection, transfer, and general mentorship. A student that is unsure of who his/her academic advisor is can consult Self-Service or Advising Office. Career and Technical Education 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 academic breaks, students may also consult the Advising Office regarding academic advising.

Students who are looking to transfer to another university are encouraged to meet with their academic advisor to make sure they are taking the correct courses needed for their bachelor's degree. Students should also meet with the Transfer Office so university advisors can assist them when transferring.

General education students will be reassigned Faculty Mentors after they earn more than 30 credits. Their Faculty Mentor will have an educational background in line with the student's educational goal. Students are still welcome to seek advising at the Advising Office after they have been reassigned their Faculty Mentor.

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

Transfer Office

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

College Level Examination Program

College of Eastern Idaho accepts a limited number of applicable College Level Examination Program (CLEP) exams. All CLEP exams must have a credit-granting score of 50 or higher.

Please contact the Testing Center at 208.535.5438 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.

REGISTRATION

Degree-seeking students new 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 included in the student's acceptance letter from CEI. New students will learn about the College policies, work with an Academic Advisor on 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.

By registering for a course(s), students agree to pay all applicable tuition and fees whether or not they attend all their courses.

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 or block.

Prerequisites/Co-requisites

A prerequisite must be completed prior to gaining access to another course. A co-requisite must be completed concurrently with another requirement or course. If a course has a prerequisite or co-requisite, students will not be able to register for 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. 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 and may not attend the class while on the waitlist.

Auditing a Class

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

Dropping/Withdrawing from a Single Course or Courses (Not a Total 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 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 Block A, Block B, and 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.

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 registered for an 8-week or module course should speak with an advisor prior to withdrawal.

Deadlines are published on the academic calendar.

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 for the 16-week class of the Fall and Spring semesters, and the last day of the fifth (5th) week for the Summer term. The Total Withdrawal form is available online and must be submitted to the Registrar's Office before the end of the last day to withdraw to receive a (W) grade. These deadlines are published on the CEI website, 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 to employment. Petitions granting late Total Withdrawals are decided by a Student Affairs Committee.

Students are responsible for payment of their course(s) whether or not they attend their course(s).

Repeating Courses

See Financial Aid Repeat Coursework on page 58

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.

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 more recent 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 block/semester. 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 submit it to Student Affairs after obtaining instructor permission.

Miscellaneous Fees (All Programs)

Fees are estimates and are subject to change.

$15 technology fee for all registered students.
$15 per credit fee for fully online courses
$50 per credit, up to $500, for Out-of-District students.

Out-of-District fees are not charged for Summer terms. Questions can be sent to the Assistant Registrar.

General Education
- Science - $40 per semester lab fee
- CHEM 111/L - $65 per semester lab fee
- CHEM 112/L - $65 per semester lab fee
- Business Management - $50 in testing fees

Cybersecurity and Technology
- Digital Media Specialist - $50 per semester hosting fees
- Information Assurance and Cybersecurity
- BTC - $110 in testing fees
- ITC - $110 in testing fees
- AAS - Additional $550 in testing fees

- Information Technology Services
  - BTC - $225 in testing fees
  - ITC - $225 in testing fees
  - AAS - $445 in testing fees

Health and Human Services
  - $15 per course malpractice insurance
  - $60 to $350 per class lab fees
  - $35 to $882 testing fees per class/lab fees
  - Legal Studies and Paralegal Training - $100 in testing fees
  - Radiation Safety - $30 per semester lab fee

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)
  - $55 coverall & laundry fee
- 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)

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. Fees are non-refundable after the term starts.

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 degree seeking student's academic 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 ten (10) credit hours. Non-degree seeking students must petition to take more than 10 credits for the fall/spring/summer terms.

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 on the Idaho Exchange to students who do not already have individual, employer or parental health insurance plans.

Tuition and Fee Refunds for All Courses

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

Tuition and fee refunds will be made as follows:

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

- Miscellaneous fees are non-refundable after the term starts

8-Week Classes (Block A, Block B, and Summer) are not module courses and follow the same tuition refund procedure outlined above.

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
- Miscellaneous fees are non-refundable after the term starts

A $10 administration fee will be charged to process a total withdrawal. Miscellaneous fees are nonrefundable with the exception of cancelled courses. These fees are set by the respective 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.

Refund by eRefund (direct deposit) to your bank account is available and is the most convenient way to receive student account refunds. For students not enrolled in eRefund a check will be mailed to the address on file.

Tuition

2021 - 2022 TUITION RATE PER SEMESTER^		
Number of Credits	In-State Tuition*	Out-of-State Tuition*
1	$129	$258
2	$258	$516
3	$387	$774
4	$516	$1,032
5	$645	$1,290
6	$774	$1,548
7	$903	$1,806
8	$1,032	$2,064
9	$1,161	$2,322
10	$1,290	$2,580
11	$1,419	$2,838
12	$1,548	$3,096
13	$1,677	$3,354
14	$1,806	$3,612
15	$1,935	$3,870
16	$2,064	$4,128
17	$2,193	$4,386
18	$2,322	$4,644
19	$2,451	$4,902
20	$2,580	$5,160
21	$2,709	$5,418

^Fees are estimates and are subject to change. Please refer to

*As defined in subsequent section "Residency"

Tuition and Fee Payment Plan

Students may elect to pay for tuition and fees through an authorized payment plan. Payment plans are available for Spring, Summer and Fall semesters. You must enroll in a new plan each semester. Payment plan enrollment must be completed prior to the Tuition and Fee deadlines for each term to prevent possible registration cancellation. A down payment of the tuition balance as well as a non-refundable enrollment fee is required at the time of enrollment. Call the Cashier's Office for current details, deadlines, and questions.

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.

Returned or Nonsufficient (NSF) Payments

In the event a check or ACH payment is returned from the bank due to non-sufficient funds, 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, until payment is resolved with guaranteed funds such as: a money order, cashier check, certified check, traveler's check, or cash. If the debt is not paid in a timely manner the student account will be considered delinquent.

RESIDENCY STATUS FOR TUITION

Residency determination for tuition purposes is governed by rules and regulations adopted by College of Eastern Idaho Board of Trustees and Idaho Code 33-2110A. 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.

Definitions

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.

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.

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.

Primarily Educational Purposes

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

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 of parental support exists.

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.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at http://www.benefits.va.gov/gibill.

In-State Residency Requirements

Any student enrolling in one of Idaho's public institutions may prove classification as an Idaho resident for tuition purposes by meeting the criteria for one of the following options:

- Any student who has one or more parent(s)/legal guardian(s) who is domiciled in Idaho and provides at least 50% of the student's financial support. The parent/guardian must have maintained a bona fide domicile in Idaho for at least 12 months prior to the term in which the student is applying for residency.
- Any student who receives less than 50% financial 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 education for at least 12 month prior to the term in which the student is applying for residency.
- Any student who is a graduate from an accredited Idaho high school, is domiciled in Idaho, and who enrolls in an Institution within 8 years immediately following secondary school graduation regardless of the domicile of the student's parent or guardian.

- Any student who completed 6 years of elementary and secondary education in Idaho, is domiciled in Idaho, and matriculates at an institution within 8 years following completion of secondary education.
- Any student who is married to a person who is classified, or eligible for classification, as an Idaho resident for the purpose of attending an Institution, except that a student who was enrolled as a full-time student in any term during the 12 month period before the term in which the student proposes to enroll as a resident student must independently establish domicile.
- A member of the Armed Forces who entered service as an Idaho resident, has maintained Idaho resident status, but is stationed outside the state of Idaho on military orders.
- A member of the Armed Forces stationed in Idaho on military orders.
- An officer or enlisted member of the Idaho National Guard.
- A person separated, under honorable conditions, from the Armed Forces after at least 2 years of service, who at the time of separation designates the state of Idaho as their domicile, and within 1 year of the date of separation enters an Institution; or listed Idaho as the home of record in service, and within 1 year of the date of separation enters an Institution; or 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 1 year of registration at an Institution.
- Members of the following Idaho Native American Indian Tribes "whose traditional and customary tribal boundaries included portions of the state of Idaho, or whose Indian tribe was granted reserved lands within the state of Idaho":
  - Coeur d'Alene
  - Shoshone-Paiute
  - Nez Perce
  - Shoshone-Bannock
  - Kootenai
  - Eastern Shoshone
  - Northwestern Shoshone

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 for 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 a 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

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: the tenth (10th) day of instruction in the Fall and Spring semesters, and the fifth (5th) day of instruction in the Block A, Block B, and Summer semester. The burden of proof in requesting a change in resident status rests with the student.

Please see cei.edu/registrar/district-residency for details on residency requirements and supporting documentation.

After residency status has been determined, 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 to the student within a reasonable time.

Residence Requirements for Graduation

Please see page 29.

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.

GRADING

Grading System

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

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

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

Figuring GPA (Grade Point Average)

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

- GP x 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 x 4 credits = 12.0 grade points
- SOC 101: (C) 2.0 x 3 credits = 6.0 grade points
- 12.0 + 6.0 = 18 grade points ÷ 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 before the add/drop period ends. 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): Some CEI courses may be challenged. 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 a high enough entrance exam score. Ex. CLEP and AP.

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): The Faculty member and student will complete an IC contract. If the student does not complete the course in the time designated on his/her contract, the grade will automatically revert to an F, and the student must repeat the course in order to receive credit.

Students are eligible for IC grades if:

• 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. An instructor may determine that an earlier completion date is advisable. If the incomplete course is a prerequisite for a subsequent course, registration will not be possible until the prerequisite is successfully completed.

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.

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 program helps a student clarify his or her educational goals.

Degree-seeking students should meet with an advisor before deciding to change a program, as changing a previously declared program 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

Students seeking a Specialized Certificate, 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.

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), Specialized Certificate (SC), 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 business day. Late applications will be assessed a $15 late fee.

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

The College of Eastern Idaho website releases 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. A Release of Information Form must be submitted to the Student Affairs office with a valid ID.

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, in-person with a valid ID, to Student Affairs to prevent the release of directory information. The Dean of Student Affairs may review any exceptions. 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.

Sensitive information such as driver's license, Social Security numbers, etc., should not be sent through email unless the email is encrypted. Other acceptable means of transmitting sensitive information would include regular mail, fax, or in person.

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.

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 a semester credit or a 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 which includes:

1. Minimum of 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)
2. Two (2) to three (3) hours in lab each week for one (1) semester
3. The equivalent combination 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, or more, 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.

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.

Interactive Web Conference (IWC)

 An interactive web-conference course is offered synchronously using web-conferencing software. Class sessions are scheduled and virtually attended by students at specific dates and times. Students may use any computer but must have access to reliable internet, a headphones/speaker, microphone, and web camera. All course content will be administered digitally and can be accessed from the learning management system. Online proctored tests may be required and will be defined during the registration process.

Hybrid-Interactive Web Conference (HYBIWC)

 An Hybrid-IWC course is a combination of face-to-face and synchronous, online web-conferencing class instruction. Class sessions are scheduled and attended by students at specific dates and times both in-person and virtually (between 25% and 75%). For the web conference portions, students are required to have reliable internet, computer/device, webcam and microphone. Online proctored tests may be required and will be defined during the registration process.

FalconFlex /IWC

 FalconFlex is a course design model that combines face-to-face (LEC) and interactive web conference learning (IWC) in a flexible course. A hyflex/interactive web-conference course is offered synchronously using web-conferencing software. Class sessions are scheduled and virtually attended by students at regular meeting times via web conference software. Students must have access to a computer, reliable internet, headphones/speaker, microphone, and web camera. All course materials (excluding lectures) will be available digitally and can be accessed from the learning management system. Online proctored tests may be required and will be defined during the registration process.

FalconFlex/LEC

FalconFlex is a course design model that combines face-to-face (LEC) and interactive web conference learning (IWC) in a flexible course. A Falconflex/LEC course meets face-to-face at regular meeting times and in a physical classroom or lab space, with a component for web conference students to also attend synchronously via interactive web conference. All course materials (excluding lectures) will be available digitally and can be accessed from the learning management system. Online proctored tests may be required and will be defined during the registration process.

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 academic 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 ten (10) credits in the Summer semester will need the approval of their academic advisor and the Registrar. Non-degree seeking students may register for no more than ten (10) credits for Fall, Spring, and Summer, and will need the approval of a Registrar, Dean, or the Director of Early College.

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 $10.25 for a printed copy or $11.25 for a digital copy. 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. Students are encouraged to speak to the instructor first, before submitting a formal appeal.

Dual Credit grade appeals must follow the Early College Academic Appeal process. For more information, visit cei.edu/high-school .

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 2.0 will be placed on academic probation. Students on probation who earn a semester GPA of at least 2.0 will be placed on continued probation until their cumulative GPA is at least 2.0. Students on probation who do not earn a semester GPA of at least 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 full semester, the following Fall or Spring. Summer is excluded. If suspension occurs at the end of Spring semester, the student is not allowed to petition for readmission until the Fall semester.

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. Approvals are signed by the Dean of Student Affairs.

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 Dean, and explain any mitigating circumstances that they feel caused the inability to meet the minimum standards. The Dean will review and respond to the appeal within five (5) working days of the receipt of the appeal.

Academic Honesty Policy

The Student Code of Conduct requires Academic Honesty. Students must use their own content including their own thoughts. Students must cite when using others' work. Plagiarism and other forms of Academic Dishonesty will not be tolerated and will be subject to the Student Code of Conduct procedures.

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

Student Appeal Procedures can be found at: cei.edu/hr/policy-procedures/student-affairs.

2021 - COLLEGE OF EASTERN IDAHO - 2022

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, creed, sexual orientation, religion, national origin, disability, medical condition, veteran status, or gender. 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 with 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.

CEI is compliant with the Drug-Free Schools Act. Visit cei.edu/student-affairs. Violation of this policy can lead to suspension or probation. Questions may be directed to the Dean of Student Affairs.

Photographs

Photographs taken at public or student events are considered directory information and not student records and may be used for college marketing and promotional purposes.

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 enhanced carry permit or license, unless specifically covered by an exception to the prohibition.

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. This 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 ATVs, 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 of 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 PTD is prohibited. Use of PTDs for tricks is prohibited, including but not limited to: wheelies, jumps, use on stairs, benches, or handrails, or any use other than utilitarian transportation. 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 Center.

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, or 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.

Student questions regarding PTDs may be addressed to either the Disabilities Resource Center or the Dean of Student Affairs.

Campus Parking and Traffic Policies

- All vehicles on the CEI campus shall be operated in a safe manner with a maximum speed of 10 mph.
- Pedestrians shall always be given the right of way.
- Designated parking for person with a disability as defined in section 49-117, Idaho Code, or any parent or guardian of a dependent child with a disability as defined in section 49-117, Idaho Code is available and may only be used by vehicle displaying an authorized placard or license plate.
- Parking in designated fire lanes is strictly prohibited.

Parking and traffic regulations are enforced by CEI Campus Security.

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 and in the Policies and Procedures Manual. It is the student's responsibility to read and understand the Student Handbook available online. All students participating in Student Orientation Advising and Registration (SOAR) are informed of the handbook. Printed copies can be found in the Student Affairs Office.

The complete policy can be found at: cei.edu/hr/policies-procedures/student-affairs.

Student academic freedom is covered by CEI Policy 301. Student conduct concerns can be reported to the Dean of Student Affairs.

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.

This is an abbreviated summary. The complete list of conduct sanctions and responsibilities is available at cei.edu/hr/policies-procedures/student-affairs.

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.

Attendance Policy

In order to attend a class, an individual must be registered for the class and on the official roster. 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 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.

Early College students participating in Concurrent Enrollment courses on the CEI campus or online are held to CEI Attendance Policy standards. Early College students participating in Dual Credit courses taught at their high school or through IDLA are held to the attendance policies published on the Early College website.

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.

Technology Policy

A technology fee of $15 is charged to every student at the time of registration. The technology 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 and One Drive account, wi-fi internet access for personal devices, a Canvas 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 technology resources as degree and non-degree seeking students. Check with departments for clarification.

Acceptable Use of Computing Resources

CEI students are authorized to use technology resources (computer/network/server) 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 Acceptable Use Policy can be found in the CEI Policy and Procedures Manual online.

Misuse of Resources

College of Eastern Idaho reserves the right to inspect all information stored on campus computers, including programs, data, and email. 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
- Deliberately trying to damage system software or hardware
- Failure to cooperate with CEI staff
- Any attempt to create, or install any program which circumvents system security or compromises data integrity
- Sending/displaying defamatory, harassing, pornographic, obscene, or patently offensive materials prohibited by the Communications Decency Act of 1996 and other local, state, and federal laws
- Unauthorized copying, sending, or receiving of copyrighted or trade/service marked materials is strictly prohibited

Printing

Students are provided the ability to print five-hundred (500) pages from the network per semester. Printing stations are located in various locations across campus. Additional printing must be purchased through the Business Office for ten cents ($0.10) per page. Students may also make copies in the library; copies are $0.10 per 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

For CEI policies, see cei.edu/hr/policies-procedures/

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 Acceptable Usage Policy will result in disciplinary action in accordance with the CEI Student Handbook and/or applicable federal, state, and local laws, regulations, and policies.

Student Organization Fundraising Policy

Fundraising is a common activity of student organizations. All fundraising activities are restricted to chartered and approved organizations. The governing body of the student organization and its faculty/staff advisor must approve fundraising 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 fundraising efforts. CEI is licensed for student organizations to conduct raffles for fundraising activities.

Student organizations are not allowed to raffle off weaponry for any reason, including fundraising.

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

Please see Policies 601 and 602 at www.cei.edu/hr/policies-procedures.

"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 and VAWA)

College of Eastern Idaho has a zero-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

Accommodations may still be provided for students in the event that a student does not want to file a formal incident report or report the crime.

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

For CEI policies, see cei.edu/hr/policies-procedures/

Campus Security

CEI strives to maintain a safe environment for students, faculty, staff, and visitors. Campus security officers are available to provide assistance as needed.

CEI has an emergency notification system to provide the CEI community with important information in the case of an emergency. Students and employees will receive messages 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.

Distribution of CEI Annual Safety Report

CEI follows the Clery requirements to publish an Annual Safety Report (ASR) in conjunction with an Annual Fire Safety Report (AFSR) which includes annual crime statistics. The report is distributed to all current students and employees along with prospective students and prospective employees. Under Clery Act and HEA regulations, the AFSR is due on October 1 of each year, so CEI publishes and distributes their ASR/AFSR on or before that date, based on Federal guidance and guidelines.

The ASR/AFSR should be distributed to not only all credit students and employees, but with certification students, staff and instructors in WTCE programs.

Procedure: When the ASR/AFSR is published and ready for distribution it will be forwarded to the WTCE Operations Manager. The Operations Manager or their appointed designee will then be responsible to email the ASR/AFSR out to their WTCE students and employees on or before the required report due date of October 1.

CENTER FOR NEW DIRECTIONS (CND)

Room 591, Alexander Creek Building (5) • 208.535.5363

Staff

Julie McMurtrey, Senior Coordinator

Julie Thompson, CND Counselor

Services for Students

The Center for New Directions provides services to empower individuals to make positive life changes.

- Academic counseling
- 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
- Career services including resume assistance

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 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 (CCR)

ESL, GED Prep, and College Prep

Room 345, Christofferson Building (3) • 208.535.5386

Staff

Sandie Takahashi, Director

Des Davis, GED Coordinator, Instructor

Irene Gyorfy, Testing Coordinator

Catina Teagle, Data Coordinator

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), General Educational Development (GED) preparation, and college 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 seventy (70) hours of educational instruction. The tests show results as well as areas of strengths and areas needing work. The tests take between two-three hours.

Please call the College and Career Readiness Center for registration information at 208.535.5386.

GED Testing

CEI's Testing Center administers the official 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
Mental Health Counseling

Room 313, Christofferson Building (3) • 208.535.5622
cei.edu/counseling-center

Staff

Hailey Holland, LMSW, Director
hailey.holland@cei.edu

The College of Eastern Idaho offers confidential, short-term counseling services with licensed clinicians to currently enrolled credit students. This service is to promote a healthy emotional well-being and assist students to cope with a variety of issues that may interfere with their educational success. Counseling Services can provide therapeutic interventions for students struggling with anxiety, depression, stress, or relationship concerns.

In addition, consultation services are provided to faculty and staff regarding student concerns about emotional health and well-being. For students that would benefit from other types of interventions (e.g. long term services, in-patient treatment), Counseling Services makes referrals to resources in the local community.

Quick Facts

- Current CEI students can receive up to 12 sessions per academic school year.
- Total number of sessions resets in August each year.
- Sessions attended during Summer Semester are not counted towards overall yearly session limit.
- All counseling data is stored in a system separate from all other school data, and only CEI therapists can access that data. Administrative assistants employed in the counseling center can only access scheduling features, not session or assessment data.
- Appointments can be scheduled online, in person, or via email at hailey.holland@cei.edu.

For more information or referrals, please contact Hailey Holland. Additional resources are available at cei.edu/counseling-center.

DISABILITY RESOURCE CENTER

Room 591, Alexander Creek Building (5) • 208.535.5462

Staff

Dan Bruderer, LMSW
Senior Coordinator
dan.bruderer@cei.edu

College of Eastern Idaho is committed to providing educational opportunities to all qualified individuals and, in doing so, complies with the Americans with Disabilities Act Amendments Act of 2008 (ADAAA) and Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which 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," such as College of Eastern Idaho.

The Disability Resource Center (DRC) is available to assist any student, prospective student, or campus guest who has a documented disability and believes he/she may benefit from reasonable accommodations which are provided on a case-by-case basis.

Accommodation Request Procedure

Individuals 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 DRC, located in Room 591, Alexander 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, and the impact or barrier(s) it has on their educational experience.

   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 (Disability Resources)

College of Eastern Idaho has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the ADAAA and Section 504 of the Rehabilitation Act of 1973. If an individual with a disability believes he/she has been discriminated against he/she has the right to file a grievance by following the steps below.

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.

Disability-Related 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, tests read aloud, or reduced-distraction testing.

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 then 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.

Disability-Related Complaints with 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

EARLY COLLEGE PROGRAMS

Room 333, Christofferson Building (3) • 208.535.5309

Staff
Mary Stephenson, Director
Tonya Tracy, CTE Transition Coordinator

Dual Credit *(held in a high school location or via IDLA)* &
Concurrent Enrollment *(held online or on the CEI campus)*

College of Eastern Idaho recognizes the value and demand for providing qualified high school students with the opportunity to earn college credit prior to high school graduation. Academic and CTE course options are available. CEI considers high school students to be one of its important constituent groups and considers Early College Programs an important part of its outreach effort.

Early College students are responsible for meeting qualifications and deadlines set by the program. They are also responsible for adherence to student code of conduct rules, the outcome of their coursework and final grades. High school students enrolled with CEI pay a reduced tuition rate. State of Idaho Advanced Opportunities funding is available to students enrolled in an Idaho public high school, and can be used for Concurrent Enrollment courses, Dual Credit courses and approved Workforce Training Programs. No federal financial assistance is available for Concurrent or Dual Credit courses.

Early College students have access to student services including key elements for success such as: academic advisement, library services, and tutoring services. When CEI courses are complete, it is the student's responsibility to request and pay for official transcripts as needed. Early College students are considered non-matriculated (non-degree seeking) while in high school. Credits are transcribed on a permanent college transcript.

FINANCIAL AID

Room 353, Christofferson Building (3)
208.535.5374 • financial.aid@cei.edu

Staff
Tiffany Cleverly, Director
Amy Anderson, Coordinator
Krysta Madrigal,
Financial Aid Advisor and VA Certifying Official
Hannah Schumacher,
Financial Aid and Scholarship Advisor

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

FOUNDATION

Room 310, Christofferson Building (3)
208.535.5407 • ceigiving.org

Staff
David Facer, Executive Director
Bailey Winn,
Special Projects and 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 can 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.

JOB CORPS

Room 345, Christofferson Building (3) • 208.535.5389

jobcorps@cei.edu

Staff
Fernando Sandoval, Senior Coordinator
Robert Ballinger, Workforce Coordinator
Nancy Fullmer,
Activities and Health Coordinator
Abby Nelson, Case Specialist

 The Job Corps program helps income-eligible youth (ages 16-24) improve the quality of their lives by connecting them to career technical and academic training and prepares them for high demand occupations.

 The Idaho Department of Labor has partnered with community colleges to expand this program in Idaho.

 Currently, students can earn a high school diploma or GED while training at CEI to work in a growing industry. Job Corps and CEI staff will help students find the right career path to meet their needs.

LIBRARY

Room 526, Alexander Creek Building (5)
208.535.5312 • Librarian's Office: 208.535.5349

Staff

Nathan Brown, Librarian
Tessa Fielding, Library Assistant
Jennifer Horrocks, 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 programs 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

Room 119, Healthcare Building (6)
208.535.5417 • ceionlinelearning@cei.edu

Staff

Ryan Faulkner, Dean of Online Learning Services
Evan Peterson, Instructional Designer
Connor Spurling, Instructional Designer

Online learning at the College of Eastern Idaho offers students the flexibility and affordability needed when faced with the responsibilities of real life, such as job and family obligations. It is an effective pathway for starting or continuing one's higher education.

Our students have access to fully online courses that provide quality computer-based instruction in several disciplines and a pathway towards a fully online General Studies Associate of Arts degree and General Studies Associate of Science degree. The most successful online students are those who are self-motivated, have strong time management skills, and are solution-based learners. For students who possess these skills and are searching for an opportunity to expand their educational opportunities, online learning at CEI is the answer.

College of Eastern Idaho discloses that it does not offer any entirely (or substantially) online programs that lead to professional licensure.

Federal regulations require College of Eastern Idaho to disclose whether its degree programs meet U.S. jurisdictions' educational requirements for licensure (668.43(a)(5)(v) and 668.41(c)).

College of Eastern Idaho also maintains this information for students and prospective students on its professional licensure disclosures webpages found at cei.edu/programs-of-study/online-courses/professional-licensure

STUDENT LEADERSHIP

  CEI encourages participation in student government. Student Life is headed by the 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 the college's development and leadership. Student Senate is a great opportunity to develop new leadership skills, grow your professional network, and leave a lasting impact on the CEI campus.

  The CEI Student Ambassador program is another great opportunity to participate in as a student. The Student Ambassadors serve as the first impression for CEI to prospective students. The Student Ambassadors will work with the Admissions team in the Student Affairs office to visit high schools in the area and give tours to prospective students. If you are interested in participating in this program be sure to reach out and contact the CEI Admissions team.

  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. Students can choose from a variety of clubs and interest groups ranging from clubs focusing on table top games, creative writing, science, to clubs focused on mentoring fellow students. You also have the opportunity to create new clubs and bring new interest groups and opportunities to the CEI campus.

  Questions regarding Student Leadership opportunities can be addressed to either student.concern@cei.edu or the Dean of Student Affairs in Room 311J.

TESTING CENTER

Room 25, Sessions Building (1) • 208.535.5438

Staff
Larry Surtees, Director of Testing and Placement
Dyma Anderson, Proctor Coordinator

  The William J and Shirley A Maeck Student Testing Center serves as a full-service testing center for both CEI students and the community. The Testing Center provides proctoring for CEI courses, as well as proctoring services for other institution online courses and professional certifications. The Testing Center provides a secure, professional environment to take exams.

  Before heading to the Testing Center for an exam, please visit cei.edu/testing-center for more information on what exams are offered as well as our policies and procedures.

TUTORING CENTER

Room 125, Sessions Building (1) • 208.535.5490
cei.edu/tutoring-center

Staff
Julie Kaufman, Tutoring Center Coordinator

  The CEI Tutoring Center is open five(5) days per week, and tutoring appointments are available both in the center and online. 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 or study in groups. 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 an appointment, contact the CEI Tutoring Center.

VETERAN'S SERVICES / ARMED FORCES CENTER

Room 500, 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 provide support to veteran students on campus. CEI is grateful for the TRiO/ISU partnership that assists in staffing our center.

Please direct all questions to the Armed Forces Center, CEI Financial Aid Office, or Dean of Student Affairs.

CEI also offers a student club for veterans.

FINANCIAL AID

Financial aid can make College of Eastern Idaho 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 academic standing. In order to assure compliance with federal regulations, financial aid policies and procedures are subject to change without notice.

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 way (1/2) 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 or a direct deposit from eRefund. 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 and direct deposits are disbursed by the Business Office. Questions concerning check disbursement or eRefund should be referred to the Business Office at 208.535.5352

Self-Service

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

APPLICATION PRIORITY DEADLINES

Fall – June 1st

Spring – November 1st

Summer – February 1st

Students who have completed the FAFSA by the priority Deadline will have their aid by the first day of class. In order to meet the priority deadlines, all information must be turned in, correct, complete, and ready to award for the semester the student wishes to be awarded. Applications may still be submitted after the priority deadline, but students may have to wait to receive their aid until after the first two weeks of class. Regardless of when the FAFSA is received by the institution, registration fees must be paid by the fee payment deadlines. If the first falls on a weekend, the priority deadline is the following business day.

FINANCIAL AID 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 studentaid.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 and listed on Student Self-Service. All required forms can be printed off from cei.edu/financial-aid, 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 or 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.

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 from cei.edu/financial-aid.

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 grants and 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 Application found on the Financial Aid webpage(www.cei.edu/financial-aid).

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 $6,495 per year and the amounts are subject to change.

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.

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 (FDSLP)

Direct Student Loans are low interest 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 the Master Promissory Note(MPN) for a Subsidized/ Unsubsidized Loan
- Complete the Annual Student Loan Acknowledgement

Annual Student Loan Acknowledgement

The Annual Student Loan Acknowledgment is an online session that allows students and parents to see how much they have borrowed, preview what a monthly payment might be, and explains concepts such as capitalization and the difference between federal and private loans. Starting in the 2021-2022 school year, borrowers of Federal Subsidized, Unsubsidized and Plus loans will be required to complete the acknowledgment annually. The informed borrowing process is to help students understand how loans affect their financial future. First time borrowers accepting a federal student loan are acknowledging their responsibility to repay student loan(s). Students with existing federal loans are acknowledging how much they owe and how much more can be borrowed.

New borrowers on or after July 1, 2013 will only receive subsidized loans for one hundred and fifty percent (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 are available. 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
- Accept loan on Student Self-Service

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 loan 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.

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).

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.

SATISFACTORY ACADEMIC PROGRESS POLICY

Financial Aid Eligibility

Federal law requires that students must be making satisfactory academic progress (SAP) toward a degree for you to be eligible to receive federal financial aid funds. These standards apply to all periods of attendance, even periods when students 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. For example, an Associate degree that requires 60 credits, the Maximum time frame would be 90 credits.

The financial aid office will evaluate student records at the end of each semester to make sure they have not and will 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 calculated 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 Continuing 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), sixty-seven percent(67%) of all credits listed on the transcript, including transfer credits from other institutions.

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.

A student can receive Title IV aid for a previously passed course only once as long as the student is again receiving credit for the course. A student who previously passed a course and then subsequently failed the same course, any additional attempt of that course cannot again be included in the student's enrollment status for Title IV purposes.

Monitoring Satisfactory Academic Progress

A student's 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. Students violating the Maximum Time Frame policy 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 also be referred to the Registrar's Office to complete the withdrawal process. Students who withdraw from one or more courses within the first week of school, but are still enrolled in a course(or courses), 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.

Return of Title IV Funds

CEI applies the Return of Title IV Funds Policy outlined in the Federal Student Aid Handbook, to students who withdraw from all classes. Affected students may be required to return the unearned portion of the federal aid they received. Students who want to withdraw from all courses need to complete the "Total Withdrawal" form found on the Registrar webpage under Form/Links.

A financial aid recipient who has completed more than 60% of the term is considered to have 'earned all of his/her aid'. Students who receive federal aid and do not complete more than 60% of the semester must repay a portion of the 'unearned' aid immediately. The earlier a student withdraws, the less aid the student earns.

The following procedures apply to Federal Title IV financial aid recipients. Title IV aid is awarded and disbursed to students in anticipation of students' successful completion of their courses and progression toward graduation. The U.S. Department of Education regulates the management of these funds and in some cases, a student who receives Title IV financial aid but does not complete their coursework is not considered to have "earned" the Title IV aid they received. Student recipients of Federal financial aid who do not complete the semester are impacted by applicable federal laws. Federal regulations do not override the institutional refund policy for students who have received federal financial aid. Federal regulations specify the following:

Withdrawal Date

For official withdrawals, the date a student withdraws from all classes is the date for the Return of Title IV Funds calculations, unless the student's intent to withdraw on an alternate date is documented. If the student is not going to continue to attend school, they need to complete an official withdrawal as soon as the student decides to leave or stop attending classes. In the case of an unofficial withdrawal where the student did not complete the semester but took no action to officially withdraw, the institution determines the withdrawal date.

Refund Amounts

Federal regulations mandate the calculation of the amount CEI must return to Title IV programs when an aid recipient withdraws. The student may be required to repay CEI for funds the institution is required to return to the Federal Financial Aid Program in excess of the CEI refund amounts. The portion of the CEI refund that is greater than what must be returned to financial aid/scholarships/agencies will be returned to the student.

Repayment Obligations

If a student does not attend classes, the student needs to repay all financial aid. If the student has not attended classes they have not established eligibility for financial aid received and all financial aid must be repaid within 30 days. If the student attended classes, the institution will calculate the repayment based on federal regulations and requirements. The repayment calculation is based on the time the student attended the program, the withdrawal date, and the type of financial aid received. The calculations identify the financial aid you earn for the semester and the amount the institution and the student must return to the Title IV programs within 30 days.

Order of Return of Title IV Funds

When returning Title IV funds to the U.S. Department of Education, CEI returns them in a specific order per federal regulations:

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. Parent PLUS Loan
4. Federal Pell Grant
5. Supplemental Educational Opportunity Grant (SEOG)
6. Other Student Title IV Aid Programs

Reinstatement

Students suspended from financial aid may regain eligibility by:

• Repaying any funds owed to CEI (see Cashier's Office), or overpayments to the Department of Education

• Attending additional semester(s) without the assistance of financial aid and;

• 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.

Satisfactory Academic Progress 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 or the Maximum Credit Appeal form and return 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 and have a current FAFSA application submitted to CEI.

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, but may not be meeting all SAP requirements, they may be denied financial aid for the following term. The student may submit a General Appeal with an Academic Plan approved by an Academic Advisor and the Financial Aid Office until they are in compliance with Satisfactory Academic Progress.

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 number of credits allowed for a degree or certificate will be up to 150% of the credits needed to complete the degree. If the student does not successfully complete the conditions of the appeal the student may be denied further financial assistance.

OTHER FINANCIAL AID APPEALS

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.

Dependency Appeal

Federal financial aid regulations require the family to take primary responsibility for meeting the educational costs of students. Financial aid eligibility is determined by using both the student and parent financial information for students who are considered dependent according to the federal government criteria. To be considered and receive federal financial aid, dependent students are required to provide parental information and signature(s).

In certain unusual circumstances, the Financial Aid Office can consider students that cannot obtain the parental information required. To be considered, a student must complete and submit a Dependency Status Appeal Form and the appropriate documentation to the Financial Aid office.

Marital Status Appeal

The Department of Education determines a student's status as dependent or independent based on the information received from the Free Application for Federal Student Aid (FAFSA). However, there are situations such as a student marrying before or during a given FAFSA year that can change the student's dependency status. The Marital Status Appeal can be used to determine the student's eligibility for an award year. The Financial Aid Office will review the student's appeal by examining the supporting documentation provided by the student and will approve or deny the student's request. The Financial Aid Advisor's decision is final and cannot be appealed to the U.S. Department of Education.

VETERAN'S SERVICES

The Veteran's Services webpage (cei.edu/financial-aid/veterans-services) 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.

CEI 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.

LEADERSHIP

Angela Sackett, DC;
Dean of General Education

Kole Bowman, MS;
Chair of Biological Science

Jacob Haeberle, MS;
Chair of Humanistic and Artistic, and Written and Oral Communication

Kenneth Kisner, MA;
Chair of Social Science and Business

FACULTY

Frankie Adams, BA, GC

Matthew Burch, MA

Benjamin Burrows, PhD

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Cynthia Clausen, MS

Dana Cotton, PhD.

Christian Godfrey, PhD

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Steve Harrison, PhD

Charles Hemming, MS

Leslie Jernberg, EdD

Kathleen Judy, MA

Cathryn Kenyon, MS

Julie Kimpel, MS

Jill Kirkham, MA

Pamela O'Hearn, PhD

Elizabeth Onufer, PhD

Jessica Sargent, MS

Matthew Taylor, PhD

Zachary Wixom, MS

STAFF

Rebecca Holmes,
General Education Coordinator

Collette Smith,
Administrative Assistant

GENERAL EDUCATION

Associate of Arts (AA)

Associate of Science (AS)

Earn credits for your Bachelor degree while getting your Associate Degree at CEI!

Areas of Study

Arts & Humanities
Art
Creative Writing
Cultural & World Studies
General Studies (Online Option)
Graphic Design
Music
Philosophy
Spanish

Business
Accounting
Business
Cybersecurity
Economics
Human Resources
Marketing

Communication
Communication
English
Journalism
Public Relations

Health Fields
Animal Veterinary Science
Communication Science and Disorders
Dietetics & Nutrition
Health Education & Promotion
Health Science
Nursing
Pre-Med
Zoology

Social Sciences
Anthropology
Child, Family, and Consumer Science
Criminology
Elementary Education
History
Political Science
Pre-Law
Psychology
Secondary Education
Social Work
Sociology
Special Education

STEM
Architecture
Biochemistry
Biology
Chemistry
Civil Engineering
Computer Science
Electrical Engineering
Engineering (General)
Environmental Science
Forensics
Geological Engineering
Geology
Industrial Engineering
Mathematics
Mechanical Engineering
Microbiology
Nuclear Engineering
Physics
Statistics

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) Ways of Knowing: 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 of study 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 teach 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. They 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 program 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. This includes transferable courses leading to the following learning outcomes:

- Higher-level thinking, which uses qualitative and quantitative reasoning
- Effective written, oral, visual, electronic, and/or other modes of communication
- Functional knowledge of connections among themes and patterns in the social and natural world

General Education Academic Certificate

The General Education Academic Certificate formalizes the programmatic completion of the general education framework established in SBOE Policy III.N in April 2014. The General Education program (36 Credits) is required for all Associate of Arts and Associate of Science Degrees. It marks a significant milestone in a student's pursuit of these degrees. This academic certificate is intended for degree-seeking students who plan to complete their AA or AS degree at College of Eastern Idaho or who intend to transfer into a baccalaureate program after completing the certificate. The program fulfills the requirements of Idaho State Policy on General Education and is wholly transferable to any public postsecondary institution in Idaho.

♦ General Education Competency Areas (GEM) ♦

GEM 1 - Written Communication

ENGL 101....... Writing and Rhetoric I 3

ENGL 102...... Writing and Rhetoric II* 3

GEM 2 - Oral Communication

COMM 101 .... Fundamentals of
Oral Communication 3

GEM 3 - Mathematical Ways of Knowing

MATH 123...... Math in Modern Society* 3

MATH 143...... College Algebra* 3

MATH 147...... College Algebra
and Trigonometry* 5

MATH 153...... Statistical Reasoning* 3

MATH 170...... Calculus I* 4

GEM 4 - Scientific Ways of Knowing

BIOL 100 .... Concepts of Biology 4

BIOL 120 .... Environmental Science 4

BIOL 201/L..... Biology I 3/1

BIOL 227/L..... Human Anatomy
and Physiology I* 4/0

BIOL 228/L..... Human Anatomy
and Physiology II* 4/0

CHEM 100 ..... Concepts of Chemistry 4

CHEM 101/L.. Introduction to Chemistry 4/0

CHEM 102/L.. Essentials of Organic
and Biochemistry* 4/0

CHEM 111 ..... General Chemistry I with Lab* 5

GEOL 101/L... Physical Geology 3/1

GEOL 102/L... Historical Geology 3/1

MICR 111/L.... Introduction to Microbiology 3/1

MICR 250/L.... General Microbiology 3/1

NUTR 239 ...... Human Nutrition 3

PHYS 100/L.... Survey of Physics 3/1

PHYS 101/L.... Introduction to Physics I 3/1

PHYS 102/L.... Introduction to Physics II 3/1

PHYS 111/L.... General Physics I with Lab* 4/0

PHYS 112/L.... General Physics II with Lab* 4/0

GEM 5 - Humanistic and Artistic Ways of Knowing

ART 101.......... Art History I 3

ART 102.......... Art History II 3

CUL 207 .... Introduction to American
Indian Literature 3

ENGL 175....... Literature and Ideas* 3

ENGL 215....... Survey of World Mythology* 3

HUM 101....... Introduction to Humanities I 3

HUM 102........ Introduction to Humanities II 3

MUSI 108 .... Survey of Jazz and Pop Music 3

PHIL 101......... Introduction to Philosophy 3

PHIL 103......... Introduction to Ethics 3

SPAN 101....... Elementary Spanish 1 4

SPAN 102....... Elementary Spanish 2 4

GEM 6 - Social and Behavioral Ways of Knowing

ANTH 101 ...... Physical Anthropology 3

ANTH 102 ...... Cultural Anthropology 3

CRJ 103.......... Introduction to Law and Justice 3

ECON 201 ..... Principles of Macroeconomics......... 3

ECON 202 ..... Principles of Microeconomics.......... 3

HIST 101......... World History I 3

HIST 102......... World History II 3

HIST 111......... United States History I 3

HIST 112......... United States History II 3

POLS 101 .... American National Government 3

POLS 102 .... Introduction to Political Science 3

PSYC 101 .... Introduction to Psychology 3

SOC 101......... Introduction to Sociology................. 3

SOC 102......... Social Problems 3

* - Prerequisites or placements are necessary to take this course. Please see the current catalog or speak to an advisor for more information.

For more information on GEM classes, see pg. 126

College of Eastern Idaho

2021 - 2022 Associates Degree Worksheet

Please turn the page to view Associate degree requirements and to view available elective courses

GEM 1: Written Communication

♦ **ENGL 101**	Writing and Rhetoric I	3
♦ **ENGL 102**	Writing and Rhetoric II*	3

GEM 2: Oral Communication

♦ **COMM 101**	Fundamentals of Oral Communication	3

GEM 3: Mathematical Ways of Knowing   *Choose 1 GEM*

♦ **MATH 123**	Math in Modern Society*	3
♦ **MATH 143**	College Algebra*	3
♦ **MATH 147**	College Algebra & Trigonometry*	5
♦ **MATH 153**	Statistical Reasoning*	3
♦ **MATH 170**	Calculus I*	4

GEM 4: Scientific Ways of Knowing

Choose 2 from different disciplines; 1 must have a lab

♦ **BIOL 100**	Concepts of Biology	4
♦ **BIOL 120**	Environmental Science	4
♦ **BIOL 201/L**	Biology I	4
♦ **BIOL 227/L**	Human Anatomy & Physiology I	4
♦ **BIOL 228/L**	Human Anatomy & Physiology II*	4
♦ **CHEM 100**	Concepts of Chemistry	4
♦ **CHEM 101/L**	Introduction to Chemistry	4
♦ **CHEM 102/L**	Essentials of Organic & Biochemistry *	4
♦ **CHEM 111**	General Chemistry I with Lab*	5
♦ **GEOL 101/L**	Physical Geology	4
♦ **GEOL 102/L**	Historical Geology	4
♦ **MICR 111/L**	Introduction to Microbiology	4
♦ **MICR 250/L**	General Microbiology *	4
♦ **NUTR 239**	Human Nutrition	3
♦ **PHYS 100/L**	Survey of Physics	4
♦ **PHYS 101/L**	Introduction to Physics I	4
♦ **PHYS 102/L**	Introduction to Physics II	4
♦ **PHYS 111/L**	General Physics I *	4

GEM 5: Humanistic and Artistic Ways of Knowing

Choose 2 from different disciplines

♦ **ART 101**	Art History I	3
♦ **ART 102**	Art History II	3
♦ **CUL 207**	Introduction to American Indian Literature	3
♦ **ENGL 175**	Literature and Ideas*	3
♦ **ENGL 215**	Survey of World Mythology*	3
♦ **HUM 101**	Introduction to Humanities I	3
♦ **HUM 102**	Introduction to Humanities II	3
♦ **MUS 108**	Survey of Jazz and Pop Music	3
♦ **PHIL 101**	Introduction to Philosophy	3
♦ **PHIL 103**	Introduction to Ethics	3
♦ **SPAN 101**	Elementary Spanish 1	4
♦ **SPAN 102**	Elementary Spanish 2	4

GEM 6: Social and Behavioral Ways of Knowing

Choose 2 from different disciplines

♦ **ANTH 101**	Physical Anthropology	3
♦ **ANTH 102**	Cultural Anthropology	3
♦ **CRJ 103**	Introduction to Law and Justice	3
♦ **ECON 201**	Principles of Macroeconomics	3
♦ **ECON 202**	Principles of Microeconomics	3
♦ **HIST 101**	World History I	3
♦ **HIST 102**	World History II	3
♦ **HIST 111**	U.S. History I	3
♦ **HIST 112**	U.S. History II	3
♦ **POLS 101**	American National Government	3
♦ **POLS 102**	Introduction to Political Science	3
♦ **PSYC 101**	Introduction to Psychology	3
♦ **SOC 101**	Introduction to Sociology	3
♦ **SOC 102**	Social Problems	3

Degree GEM Courses   *Minimum of 6 credits specific to AA / AS*

General Education Credits	**/36**
Degree Gem Credits	**/6**
Elective Credits	**/18**
Total Credits	**/60**

♦ - GEM Stamped Course. Any GEM stamped course is transferrable to any public institution in the state of Idaho.

* - Prerequisites or placements are necessary to take this course. Please see the current catalog or speak to an advisor for more information.

GRADUATION REQUIREMENTS

To graduate from **College of Eastern Idaho** with an Associate Degree, you must have:

- A minimum of 60 completed credits
- A cumulative GPA of 2.0 or higher
- A minimum grade of C- (70) in all required courses
- A minimum of 25% (15 credits) of your courses must come from CEI

For an **Associate of Arts (AA)**, at least 2 additional courses must be from Humanistic and Artistic Ways of Knowing, or Social and Behavioral Ways of Knowing.

For an **Associate of Science (AS)**, at least 2 additional courses must be from Mathematical Ways of Knowing, or Scientific Ways of Knowing.

ELECTIVE COURSES

A total of approximately 18 credits are required for electives. Credits may also come from other objective areas.

This list of courses is subject to change. Not all courses are provided every semester. Please see a current College of Eastern Idaho catalog or your self-service for the most recently updated list of courses.

Electives

Course	Title	Credits
ACC 201	Introduction to Financial Accounting	3
ACC 202	Introduction to Managerial Accounting*	3
ART 105	Design I	3
ART 109	Drawing I	3
ART 231	Introduction to Graphic Design	3
BIOL 199	Special Topics	1-6
BIOL 202/L	Biology II *	4
BIOL 209/L	General Ecology	4
BSN 101	Introduction to Business	3
BSN 199	Special Topics*	3
BSN 201	Business Communication*	3
BSN 215	Introduction to Information Science	3
BSN 217	Advanced Business Statistics*	3
BSN 250	Principles of Marketing	3
BSN 255	Leadership Development Skills	3
BSN 261	Legal Environments of Organizations	3
CHEM 112/L	General Chemistry II with Organic Lab*	5
COMM 233	Interpersonal Communication	3
CPSC 181	Computer Science and Programming I*	3
EAR 105	Early Childhood Environments	3
EDU 201	Foundations of Education	3
EDU 204	Families, Communities, Culture	3
EGR 105	Engineering Graphics*	2
EGR 120	Introduction to Engineering*	2
ENGL 199	Special Topics*	3
ENGL 203	Effective Technical Communication*	3
ENGL 206	Introduction to Creative Writing*	3
ENGL 235	Introduction to Shakespeare*	2
GS 101	Academic and Career Exploration	1
GS 110	Biology Career Exploration	1
HCT 101	Medical Terminology	2
HIST 201	Women in U.S. History	3
HIST 291	Historian's Craft	3
HIST 299	Special Topics*	3
MATH 108	Intermediate Algebra*	3
MATH 123P	Mathematics in Modern Society Plus*	3
MATH 130	Finite Mathematics*	3
MATH 143P	College Algebra	3
MATH 144	Trigonometry*	2
MATH 153P	Statistical Reasoning	3
MATH 175	Calculus II*	4
MATH 256	Arithmetic for Elementary Teachers*	3
MATH 257	Geometry and Probability for Elementary Teachers*	3
PHIL 201	Introduction to Logic	3
POLS 221	Introduction to International Relations	3
POLS 299	Special Topics*	3
PSYC 120	Careers in Psychology*	1
PSYC 211	Psychology of Death and Dying*	3
PSYC 225	Child Development*	3
PSYC 299	Special Topics*	3
SOC 248	Critical Analysis of Social Diversity	3
SOC 299	Special Topics*	3
SWK 271	Introduction to Social Work	3
SWK 272	Human Behavior and the Social Environment	3
ZOOL 280	Pathophysiology*	3

Other Elective Courses

* - Prerequisites or placements are necessary to take this course. Please see the current catalog or speak to an advisor for more information.

BUSINESS

LEADERSHIP

Chuck Bohleke, Dean of Career Technical Education

Ken Kisner, Department Chair

FACULTY

Frankie Adams; Business Management

Christian Godfrey; Business Management

Peggy Green; Business Management

Leslie Jernberg; Business Management

Laura King; Business Management

AREAS OF STUDY

Business Management

Associate of Applied Science (AAS)
The AAS typically takes twenty-four (24) months to complete.

Intermediate Technical Certificate (ITC)
The ITC typically takes twelve (12) months to complete.

BUSINESS MANAGEMENT
Associate of Applied Science (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 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 (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 261	Legal Environments of Organizations	3
GEM 6	Any GEM 6 course	3
MGT 206	Small Business Management	3
MGT 220	Entrepreneurship and Practicum	4

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 Business 3

BSN 215 .... Introduction to
Information Science 3

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

ENGL 101....... Writing and Rhetoric I 3

GEM 3............. Any GEM 3 course.........................3-5

GEM 6.............Any GEM 6 course............................. 3

MGT 124 .... Current Topics in Business................ 3

MGT 125 .... Accounting Essentials 3

MGT 126 .... QuickBooks 3

MGT 206 .... Small Business Management........... 3

MGT 207 .... Financial Management 3

MGT 216 .... Human Resource Management....... 3

MKT 103......... Sales and Customer Service 3

MKT 120......... Marketing on the internet 3

HEALTH AND HUMAN SERVICES

LEADERSHIP

Clint Reading
Dean of Healthcare Professions

Jodene Trimble
Nursing Administrator and Chair

FACULTY

Ashley Anderson
Nursing

Kasey Call
Nursing

John Detwiler
Radiation Safety

Matthew Douglass
Nursing

Kirsten Erickson
Nursing

Regan Fregoso
Nursing

Chris Gardner
Surgical Technology

Catherine George
Nursing

Heather Goodworth
Nursing

Traci Harbert
Legal Studies and Paralegal Training

Connie Hobbs
Nursing

Jessica Hunter
Medical Assisting

Sara Larsen
Nursing

Celynn Merrill
Nursing

Vicki Neilson
Nursing

Stephanie Orr
Nursing

Raeleen Roberts
Dental Assisting

Lynette Sharp
Nursing

Jodene Trimble
Assistant Nursing Administrator

Jason Williams
Nursing

STAFF

Rebecca Killion
Administrative Assistant

AREAS OF STUDY

Health Services

Certified Nursing Assistant
Non-credit Certificate offered through Workforce Training and Continuing Education (see pg. 121)

Dental Assisting (DTL)
Intermediate Technical Certificate (ITC)
The ITC typically takes one (1) year to complete

Medical Assistant (MA)
Associate of Applied Science (AAS)
Typically takes two (2) years to complete

Practical Nursing (LPN)
Intermediate Technical Certificate (ITC)
The ITC typically takes two (2) years to complete (depending on pre-requisite options and semester enrollment)

Registered Nursing (RN)
Associate of Applied Science (AAS)
Typically takes two (2) years to complete (doesn't include pre-requisites)

Surgical Technology
Associate of Applied Science (AAS)
Typically takes ten (10) months to complete (does not include pre-requisites)

Human Services

Legal Studies and Paralegal Training
Associate of Applied Science (AAS)
The AAS typically takes two (2) years to complete

Intermediate Technical Certificate (ITC)
The ITC typically takes one (1) year to complete

Basic Technical Certificate (BTC)
The BTC typically takes ten (10) months to complete

Radiation Safety
Intermediate Technical Certificate (ITC)
The ITC typically takes one (1) year to complete

Workplace research shows that one of the most rapidly growing areas of employment is health care. College of Eastern Idaho's Health and Human Services Department is a combined group of programs consisting of Dental Assisting (DTL), Legal Studies and Paralegal Training, Medical Assisting (MA), Practical Nursing (PN), Radiation Safety, Registered Nursing (RN), Surgical Technology (SRT). These programs provide students with the knowledge and skills that enable them to join other professionals in expanding career fields. Students may take some courses in the Health and Human Services Department 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.

Some Health and Human Services students, regardless of program, will be required to provide current documentation of the following:

• Diphtheria, Pertussis, Tetanus (DPT) vaccination
• Mumps, Measles, and Rubella (MMR) or two vaccinations of Measles and Rubella
• Hepatitis A and Hepatitis B series vaccinations (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

HEALTH SERVICES

CERTIFIED NURSING ASSISTANT (CNA)

This program is offered by Workforce Training & Continuing Education as a non-credit course. Please see pg. 121 of this catalog for details.

Dual credit classes will be offered for affiliated high school students for six(6) credits; these are the only credit CNA courses that will be offered by College of Eastern Idaho.

The class components include online assignments, class skills practice, and clinical experience at local healthcare facilities. Successful completion provides eligibility to take the state exams required for placement on the Idaho Nurse Aide registry. These exams are offered at College of Eastern.

Prerequisites:

- Attend a Mandatory Orientation (required prior to registration)
- Clear Background Check
- American Heart Association BLS CPR Certification
- TB test/PPD
- Hepatitis B (Minimum 1 of 3 started)
- Flu shot (Required during flu season October - April)

Call 208.535.5345 or email wtce@cei.edu for more information.

CENTRAL PROCESSING TECHNOLOGY
Basic Technical Certificate (BTC)

This certificate is related to Surgical Technology

Central Processing Technicians help reduce the risk of microbial exposure of patients by sterilizing, cleaning, processing, assembling, storing, and distributing medical supplies and equipment needed for surgery and patient care. This program will train students to use heat, steam, and chemical disinfecting sterilization techniques, as well as inventory management skills. Professionalism, teamwork, communications and medical terminology are a priority as students learn to pursue, or maintain, job opportunities in Central Processing Technology.

To promote success on the certification examination, all Required Courses must be passed with a grade of C or better.

Upon completion of the coursework, students will be eligible to take the IAACSMM National certification exam. 400 hours of hands-on, documented experience in a Central Sterile Department is necessary for the certification to be considered valid.

Entrance Requirements

- Meet all College admission requirements
- The program has a limited enrollment based on clinical practicum availability

Intended Learning Outcomes

- Demonstrate the methods of care and handling of surgical instrumentation and equipment as it pertains to sterile processing and decontamination procedures
- Demonstrate and understand the processes necessary to sterilize instrumentation and equipment through a series of critical steps
- Understand microbiology and infection control as it pertains to sterile processing and decontamination procedures
- Implement infection control practices to ensure that patients avoid infections
- Provide instrumentation and equipment access to doctors, nurses, and allied health professionals as required
- Demonstrate accountability and professional values
- Communicate effectively with supported hospital departments
- Demonstrate effective critical thinking skills
- Understand the need to be lifelong learners

Program Costs

In addition to the registration fees, a Central Processing (CPT) student can expect to spend approximately $425 on books, supplies, testing, and miscellaneous costs while completing the CPT certificate program.

Student Work Policy

Due to the nature of the curriculum, students are allowed to be employed at a Central Service department while completing the course. Work duties and responsibilities completed after entrance into the course may count toward lab experience. All tasks must be documented, per course requirements, to count towards the 400 clinical hours necessary for certification.

Central Processing Technology - Basic Technical Certificate (BTC)

• Fifteen (15) Credits

• Not Financial Aid Eligible

This is a hybrid course and will have both online and in-class instruction. Prerequisite classes may be taken prior to entering the program, or while in the current program.

Semester 1

COM 101	Fundamentals of Speech	3
HCT 101	Medical Terminology	2
SRT 150	Central Sterile Processing	10

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 DNAB (Dental National Assisting Board) 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
- Observation in a dental office (3-4 hours)
- 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
  - Flu shot - required by October 15, 2020
  - 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 are 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 (Fall)

DTL 121 .... Orientation to Dental Assisting/
Office Management 2

DTL 124 .... Basic Dental Sciences and
Medical Situations 3

DTL 125 .... Dental Operatory Procedures 4

DTL 126 .... Dental Radiology 4

DTL 129 .... Dental Biology 2

HCT 100 .... Introduction to
Health Professions 2

Semester 2 (Spring)

DTL 127 .... Dental Clinical 2

DTL 128 .... Dental Specialties 4

DTL 131 .... Dental Lab Materials and
Expanded Functions 3

ENGL 101 .... Writing and Rhetoric I 3

PSYC 101 .... Introduction to Psychology 3

Semester 3 (Summer)

DTL 132 .... Supervised Work Experience 6

MEDICAL ASSISTANT
Associate of Applied Science (AAS)

The Medical Assistant (MA) program prepares graduates to assist physicians in outpatient settings and performing administrative and/or clinical tasks. Medical Assistants are multi-skilled, allied health workers who will demonstrate multidisciplinary skills while behaving in a professional and ethical manner.

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 into the program:

- Physical exam
- Drug screen
- Flu Shot
- Healthcare Provider CPR & Basic First Aid

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 verbal, nonverbal, written and technological communication, in a professional healthcare setting
- Practice within the ethical and legal codes of the Medical Assisting field
- Demonstrate an entry level ability to problem solve, organize, prioritize, and make clinical or administrative judgments in a variety of healthcare settings while working as a member of the health care team
- 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 (CAAHEP)

25400 US Highway 19 North
Suite 158, Clearwater, FL 33763
P:727-210-2350 • F:727-210-2354
email@caahep.org

Medical Assisting Education Review Board (MAERB)

20 N. Wacker Drive, Suite 1575 Chicago, IL 60606
1-800-228-2262

All graduating students of the Associate of Applied Science (AAS) degree program are eligible and required to sit for the AAMA Certification Examination. 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.

Course Competencies, Learning Outcomes, & Objectives

Medical Assistants graduating from programs accredited by the Commission on Accreditation of Allied Health Programs (CAAHEP) will demonstrate critical thinking based on knowledge of academic subject matter required for competence in the profession. They will incorporate the cognitive knowledge in performance of the psychomotor and affective domains in their practice as medical assistants in providing patient care. Students are required to complete 100% of these psychomotor and affective competencies with a passing grade no lower than B (85%) 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.

Medical Assistant - Associate of Applied Science (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:

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................... 4/0

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

Professional Program

Semester 1 (Fall)

HCT 109 .... Medical Introduction to Ethics......... 2

HCT 135 .... Introduction to Pharmacology......... 3

MAS 105 .... Beginning Phlebotomy.................... 3

MAS 121 .... Beginning Admin Skills for Med Assist.................................. 4

MAS 122 .... Beginning Clinical Skills for Med Assist.................................. 4

Semester 2 (Spring)

MAS 120 .... Diseases of the Human Body........... 2

MAS 215 .... Medication Administration............... 3

MAS 221 .... Advanced Admin Skills for Med Assist.................................. 4

MAS 222 .... Advanced Clinical Skills for Med Assist.................................. 4

Semester 3 (Summer)

MAS 210 ....Externship II..................................... 6

PRACTICAL NURSING

Intermediate Technical Certificate (ITC)

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

The Practical Nursing (PN) program is operated with the approval of the State Board of Nursing. The student will graduate with an Intermediate Technical Certificate (ITC) and will be required to pass a state licensure examination, NCLEX-PN, 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 each semester excluding Summer semester.

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 completion of all prerequisites.
- Those not selected will be required to reapply the following application period In addition to the requirements for all health care programs, the applicant must have:
  - Practical Nursing Application packet submitted by deadline
  - 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

- Provide compassionate and culturally competent care as part of an interdisciplinary healthcare team, including the patient and their support system.
- Utilize the nursing process, critical thinking and clinical reasoning skills, and current evidence=based practices to provide safe, quality care.
- Continue a pursuit of knowledge, skills, and attributes designed to improve self, family, community, and profession.
- Develop, internalize, and express personal and professional core values.

Program Costs

In addition to the registration fees, a Practical Nursing student can expect to spend an approximate total of $5,000 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 or ARN 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)

• Forty-two (42) 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:

BIOL 227/L..... Human Anatomy and Physiology I/Lab 4/0

BIOL 228/L..... Human Anatomy and Physiology II/Lab 4/0

ENGL 101....... Writing and Rhetoric I 3

MATH 143...... College Algebra 3

Professional Component

To be completed in two (2) semesters

Semester 1

ARN 120......... Nursing Pharmacology 3

HCT 125 .... Nutrition for Health Care Professionals 1

NRS 117 .... Essential Fundamentals of Nursing 4

NRS 117L .... Essential Fundamentals of Nursing Lab 2

NRS 143 .... Foundations of Medical/Surgical Nursing I.. 5

Semester 2

ARN 220......... Mental Health Nursing Principles.... 3

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 (AAS)

There are three program options for the Registered Nursing Degree.

- **A full-time option** that has classes during the day as well as clinical. This is a four-semester program which goes over 24 months with summers off.
- **A part-time option** that has classes in the evening with some clinical on weekends and evenings. This is a six semester program completed in 24 months including summer semesters.
- **A Bridge** Licensed Practical Nurse to Registered Nursing (PN-RN) option. This option is for licensed practical nurses with a minimum of 1800 hours of work experience as a Practical Nurse.

For more information on the three options please refer to the nursing department website.

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

The program is a candidate for accreditation by the Accreditation Commission for Education in Nursing:

Accreditation Commission for Education in Nursing (ACEN)

3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326 404-975-5000
www.acenursing.us/candidates/candidacy.asp

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 are required to complete required clinical hours in various clinical settings on various days and times. 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 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 full-time and part-time programs. TEAS exam may be taken a maximum of two (2) times per semester. If a second attempt is necessary, it must be taken within two years of the first attempt. The score is good for three (3) years.
- NACE I test score of 75% or higher for PN to RN applicants wishing to enter the Bridge program option. May be taken once every six months.
- Complete Associate Degree nursing program application
- Background check done through a site approved by the College after acceptance into the program. Accepted into program contingent on satisfactory background check.
- 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 for full-time option, once per year for part-time option, and once each year for PN-RN bridge program.
- 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 one retake opportunity. Each student only is allowed one retake opportunity before being dismissed from the program.
- Proof of immunizations will be required prior to final acceptance into the program.

Intended Learning Outcomes

- Patient-Centered Care: contribute to the development and provision of compassionate and culturally competent care as part of an interdisciplinary healthcare team, including the patient and their support system.

- Nursing Judgment: utilize the nursing process, critical thinking and clinical reasoning skills, and current evidence-based practices to develop and institute safe, quality care.
- Active Learning: engage in various learning activities and experiences that develop concepts of patient care such as analysis, synthesis, and evaluation.
- Professional identity: exhibit professional values and attributes.

- Demonstrate patient-centered care in the clinical setting. The student will practice effective verbal and nonverbal communication techniques and demonstrate therapeutic relationships with patient 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 him/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 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.

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 (AAS)
Full-time Program
• Seventy-two (72) Credits   • Financial Aid Eligible

Prerequisites

BIOL 227/L..... Human Anatomy and
                  Physiology I/Lab 4/0

ENGL 101....... Writing and Rhetoric I 3

Choose one of the following two courses:
MATH 143...... College Algebra 3
MATH 153...... Statistical Reasoning 3

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

Professional Program

Semester 1
ARN 100/L ..... Foundations of
                 Nursing Practice/Lab 4/2

ARN 120......... Nursing Pharmacology 3

ARN 220......... Mental Health
                 Nursing Principles............................. 3

BIOL 228/L..... Human Anatomy
                 and Physiology II/Lab.................... 4/0

Semester 2
ARN 130/L .... Advanced Foundations
                 of Nursing Practice .... 2 /1

ARN 155......... Concepts of
                 Medical-Surgical Nursing I 4

COMM 101.... Fundamentals of
                 Oral Communication........................ 3

ENGL 102....... Writing and Rhetoric II 3

HCT 125 .... Nutrition for
                 Health Professionals 1

Semester 3
ARN 215......... Concepts of
                 Medical-Surgical Nursing II 5

ARN 240......... Maternal and Pediatric
                 Nursing Essentials 3

ARN 250......... Maternal and Pediatric
                 Nursing Essentials Clinical............... 1

Choose one of the following two:
ENGL 175....... Literature and Ideas 3

Equivalent Humanities Course 3

Semester 4
ARN 265......... Leadership in Nursing
                 and NCLEX Prep 3

ARN 280......... Nursing Preceptorship Clinical 10

Registered Nursing (ADN) - Associate of Applied Science (AAS)
Part-time Program

• Seventy-two (72) Credits   • Financial Aid Eligible

This program is identical to full-time program just spread over 2 more semesters and held mostly in the evenings.

Prerequisites

ENGL 101....... Writing and Rhetoric I 3

ENGL 102....... Writing and Rhetoric II 3

BIOL 227/L..... Human Anatomy
and Physiology I/Lab.................... 4/0

BIOL 228/L..... Human Anatomy
and Physiology II/Lab................... 4/0

COMM 101.... Fundamentals of
Oral Communication....................... 3

Choose one of the following two:

MATH 143...... College Algebra 3

MATH 153...... Statistical Reasoning 3

Choose one of the following two:

PSYC 101 .... Introduction to Psychology 3

SOC 101......... Introduction to Sociology................. 3

Choose one of the following two:

ENGL 175....... Literature and Ideas 3

Equivalent Humanities Course 3

Semester 1 (Spring)

ARN 100/L ..... Foundations of
Nursing Practice/Lab.................... 4/2

ARN 120.........Nursing Pharmacology 3

Semester 2 (Summer)

ARN 220......... Mental Health.................................... 3

HCT 125 .... Nutrition for
Health Care Professionals................ 1

Semester 3 (Fall)

ARN 155......... Fundamental Concepts
of Medical/Surgical 4

ARN 130/L .... Advanced Foundations
of Nursing Practice .... 2 /1

Semester 4 (Spring)

ARN 215......... Advanced Concepts
of Medical/Surgical 5

ARN 240......... Maternal and Pediatric
Nursing Essentials 3

Semester 5 (Summer)

ARN 250......... Maternal and Pediatric
Nursing Clinical................................. 1

ARN 265......... Leadership in Nursing
and NCLEX Prep 3

Semester 6 (Fall)

ARN 280......... Nursing Preceptorship Clinical 10

Registered Nursing (ADN) - Associate of Applied Science (AAS)
LPN-to-RN Bridge Program

• Seventy-two (72) Credits • Financial Aid Eligible

This program is designed for working LPN's with a minimum of 1800 hours of recent employment as a LPN. This program is primarily an evening option with some clinicals and simulations during the day. Students must also pass the Nursing Acceleration Challenge Exam (NACE).

Visit cei.edu/programs-of-study/health-professions/registered-nursing for more information.

Prerequisites

All general education prerequisites must be completed with a 75% (C) or higher prior to entering the bridge option.

BIOL 227/L..... Human Anatomy and Physiology I/Lab..................... 4/0

BIOL 228/L.....Human Anatomy and Physiology II/Lab................... 4/0

COMM 101.... Fundamentals of Oral Communication....................... 3

ENGL 101....... Writing and Rhetoric I...................... 3

ENGL 102....... Writing and Rhetoric II..................... 3

Choose one of the following two:
MATH 143...... College Algebra 3
MATH 153...... Statistical Reasoning 3

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

Choose one of the following two:
ENGL 175....... Literature and Ideas 3
Equivalent Humanities Course 3

Semester 1 (Summer)
ARN 220......... Mental Health Nursing Principles............................. 3
ARN 120......... Nursing Pharmacology..................... 3

Semester 2 (Fall)
ARN 205 .... Bridge Medical/Surgical Nursing 5
ARN 245......... Advanced Fundamentals Course and Lab 3
NRS 207 .... Introduction to Maternal/Child Nursing 3

Semester 3 (Spring)
ARN 230......... Bridge Maternal and Pediatric Nursing....................... 2
ARN 235......... Maternal and Pediatric Nursing Bridge clinical...................... 1
ARN 265......... Leadership in Nursing and NCLEX Prep 3
ARN 275......... Nursing Practicum 3
ARN 276......... Previous Work Experience 6

Transfer for LPN to RN Bridge taken in 2019 or later:

NRS 117/L.. Essential Fundamentals of Nursing/Lab 6	**to**	ARN 100/L . Foundations of Nursing Practice.................... 4
NRS 107 .... Introduction to Pharmacology 3	**to**	ARN 120..... Nursing Pharmacology.................................... 3
NRS 144 ..... Foundations of Mental Health Nursing.......... 2	**to**	ARN 220..... Mental Health Nursing Principles 3
NRS 143 ..... Foundations of Medical Surgical Nursing I 3	**to**	ARN 155..... Fundamental Concepts of Medical/Surgical Nursing.............................. 3

SURGICAL TECHNOLOGY

Associate of Applied Science (AAS)

  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 techniques. They 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.
  ○ 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.

**The program has a limited enrollment based on clinical practicum availability.

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

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 exam at the conclusion of the program. Information regarding costs and dates for the exams will be available from the program instructor(s).

Student Work Policy

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

Accreditation and Certification

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 (NBSTSA)) 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. Upon passing the examination the individual earns the Certified Surgical Technologist (CST) credential.

Commission on Accreditation of Allied Health Education Programs

1361 Park Street, Clearwater, FL 33756

727-210-2350

www.caahep.org

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.

Surgical Technology - Associate of Applied Science (AAS)

• Sixty (60) Credits   • Financial Aid Eligible

Prerequisites

All general education prerequisites must be completed with a 75% (C) or higher prior to entering the bridge option.

BIOL 227/L.....	Human Anatomy and Physiology I/Lab	4/0
BIOL 228/L.....	Human Anatomy and Physiology II/Lab	4/0
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

Professional Program Component

Semester 3

SRT 102	Surgical Procedures I	4
SRT 111	Surgical Techniques I	4
SRT 114	Surgical Clinic I	8

Semester 4

SRT 105	Pharmacology for the Surgical Technologist........................	2
SRT 202	Surgical Procedures II	4
SRT 211	Surgical Techniques II	4
SRT 214	Surgical Clinic II	8

HUMAN SERVICES

LEGAL STUDIES AND PARALEGAL TRAINING

Associate of Applied Science (AAS)

Intermediate Technical Certificate (ITC)

Basic Technical Certificate (BTC)

This program utilizes a hands–on approach to develop theoretical and skill-based learning needed to succeed in a twenty–first century workplace. This program will help you establish a strong legal foundation while cultivating specialized skills that include the effective use of technological tools. Courses taught in the program focus on realistic projects, workshops, and practical application in an interactive learning environment.

Individuals seeking employment training will find career prospects for paralegals is strong, with industry demand projected to be much faster than the average for many occupations. Because the law intersects with business and government, graduates also work in government and business related fields, hence expanding employment opportunities. Program curriculum is designed to develop the professional competencies and skills needed to work in a technology-intensive workplace.

Those considering a four-year degree, but who feel they need to strengthen academic skills, would benefit by enrolling in the program. Course content naturally provides learners with a strong academic foundation by honing critical thinking, writing, reasoning, analysis, interpretation, and synthesizing information skills. Prospective students should note many academic skills learning in the AAS are utilized in a Bachelor's degree. Whether you seek a new career path or transfer to a four-year institution, this program has a lot to offer.

Prospective transfer students may be interested to learn about the emerging partnerships between CEI, ISU, and BSU colleges. More particularly, ISU/BSU offer a Bachelors of Applied Science (BAS), which allow AAS credits to transfer/satisfy up to the first two years of a four-year degree. To date, BSU offers a fully online BAS degree thus eliminating the need to relocate. For those interested in law school, BSU's offers a 3+3 Law Degree Program with Concordia and U of I law, which streamlines undergraduate/law school requirements, thus allowing graduates to complete a J.D. degree in less time. For more details, please refer to www.boisestate.edu/coas-advising/33-law-school-program/

Entrance Requirements

Students must qualify for COMM 101and any GEM Math course, to be discussed during admission.

Basic Technical Certificate

The INL and Legal Studies & Paralegal Training program has collaborated and now offers a training-based certificate on contract law practices. Basic Technical Certificate (BTC) curriculum includes fundamental contract principals and commercial/government contracts, with particular emphasis given to government contracting. This is a unique opportunity designed for individuals seeking to "upskill" and/or to pursue an entry-level position in contract administration.

The BTC is 9-credits and does not require co-enrollment in the ITC or AAS. However, the BTC curriculum is included in both the ITC and AAS curriculum thus allowing a student to earn both a degree and certification.

Intended Program Learning Outcomes

- Apply analytic and critical thinking, 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 must complete an industry-sponsored technical skill certification exam to demonstrate proficiency, which is under the direction of NALS; an application fee applies. For more details, please visit nals.org, 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 (AAS)

• Sixty (60) Credits   • Financial Aid Eligible

Semester 1
BSN 215 .... Introduction to
    Information Science 3
COMM 101 .... Fundamentals of
    Oral Communication 3
ENGL 101 .... Writing and Rhetoric I 3
LGL 120 .... Contract Law I 3
LGL 123 .... Introduction to Law 3

Semester 2
ENGL 102 .... Writing and Rhetoric II 3
GEM 3 .... Any GEM 3 course 3-5
GEM 6 .... Any GEM 6 POLS course 3
LGL 122 .... Practical Ethics
    and Professionalism 3

Choose one of the following two courses:
CRJ 103 .... Introduction to Law and Justice 3
LGL 121 .... Contract Law II 3

Semester 3
GEM 5 .... Any GEM 5 course 3
GEM 6 .... Any GEM 6 course 3
LGL 110 .... Civil Litigation I 3
LGL 212 .... Criminal Law 3
LGL 218 .... Legal Research & Writing 3
LGL 220 .... Legal Employment Strategies 2

Semester 4
LGL 210 .... Internship 3
LGL 211 .... Civil Litigation II 3
LGL 217 .... Legal Practices 1
LGL 219 .... Debtor/Creditor Law
    and Bankruptcy 3

Choose one of the following three courses:
BSN 201 .... Business Communication 3
ECON 201 ..... Principle of Macroeconomics 3
ENGL 203 .... Effective
    Technical Communication 3

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

• Thirty (30) Credits   • Financial Aid Eligible

Semester 1

BSN 215 .... Introduction to
           Information Science 3

COMM 101 .... Fundamentals of
           Oral Communication 3

ENGL 101 .... Writing and Rhetoric I 3

LGL 120 .... Contract Law I 3

LGL 123 .... Introduction to Law 3

Semester 2

ENGL 102 .... Writing and Rhetoric II 3

GEM 3 .... Any GEM 3 course 3-5

GEM 6 .... Any GEM 6 POLS course 3

LGL 122 .... Practical Ethics
           and Professionalism 3

Choose one of the following two courses:

CRJ 103 .... Introduction to Law and Justice 3

LGL 121 .... Contract Law II 3

All students are REQUIRED to enroll in BSN 215 the same semester they enroll in the program.

Legal Studies and Paralegal Training - Basic Technical Certificate (BTC)

• Nine (9) Credits   • Not Financial Aid Eligible

Semester 1

LGL 120 .... Contract Law I 3

Semester 2

LGL 121 .... Contract Law II 3

LGL 122 .... Practical Ethics
           and Professionalism 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 and 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 and skills 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-seven (37) Credits   • Financial Aid Eligible

Semester 1 (Fall)

ENGL 101....... Writing and Rhetoric I 3

RDS 121 .... Radiation Protection
                 Principles I... 5

RDS 121L .... Radiation Safety Lab I 1

RDS 122 .... Radiation Protection
                 Principles II 5

RDS 122L .... Radiation Safety Lab II 1

Semester 2 (Spring)

ESH 102 .... OSHA 40-hour
                 HAZWHOPER Training....................... 1

RDS 123 .... Radiation Protection
                 Principles III 5

RDS 123L .... Radiation Safety Lab III 1

RDS 124 .... Radiation Protection
                 Principles IV 5

RDS 124L .... Radiation Safety Lab IV.................... 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

TECHNOLOGY

LEADERSHIP

Chuck Bohleke, Dean of Career Technical Education
Joshua Duersch, Department Chair

FACULTY

Frankie Adams,
Digital Media Specialist

Don Casper,
Information Technology Services

Landon Meikle,
Digital Media Specialist

Don Williams,
Information Assurance and Cybersecurity

AREAS OF STUDY

Digital Media Specialist
Intermediate Technical Certificate (ITC)
The ITC typically takes nine (9) months to complete

Information Assurance and Cybersecurity
Associate of Applied Science (AAS)
The AAS typically takes two (2) years to complete

Intermediate Technical Certificate (ITC)
The ITC typically takes twelve (12) months to complete

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

Information Technology Services (ITS)
Associate of Applied Science (AAS)
The AAS typically takes two (2) years to complete

Intermediate Technical Certificate (ITC)
The ITC typically takes twelve (12) months to complete

DIGITAL MEDIA SPECIALIST

Intermediate Technical Certificate (ITC)

The Digital Media Specialist program is designed to prepare students to work in the exciting and ever-changing creative field of media. Students learn practical skills such as graphic and web design, content creation, and content management. This prepares students for entry level jobs in a variety of creative positions. Students will also practice soft skills needed to work successfully with clients, employers, and co-workers.

This thirty (30) credit technical certificate program teaches entry-level skills required for employment in the digital media industry including graphic design and web design. The program consists of two semesters of focused classroom instruction divided into four modules. Each module is one- half semester.

Entrance Requirements

This program assumes an intermediate level of computer knowledge at the beginning of the program. Students may demonstrate this level of knowledge by 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.

Intended Learning Outcomes

Create visually appealing designs across various media types that utilize color, graphics, photography, and typography, and follow current design and layout standards.

Demonstrate proficiency in the use of current digital media technology to communicate with and engage an audience.

Demonstrate an understanding of how to identify, grow, and engage with an audience through quality design of digital media and high-quality content.

Program Costs

In addition to the semester registration fees, a Digital Media Specialist 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 Digital Media Specialist program is beneficial for academic use. Specification guidelines can be obtained through the Digital Media Specialist program manager or Student Affairs.

Digital Media Specialist – Intermediate Technical Certificate (ITC)

• Thirty (30) Credits • Financial Aid Eligible

Semester 1

CIS 151	Graphic Design	5
CIS 151L	DMS Lab I	1
CIS 152	Web Authoring I	5
CIS 152L	DMS Lab II	1
COMM 101	Fundamentals of Oral Communication	3

Semester 2

CIS 153	Digital Media Design	5
CIS 153L	DMS Lab III	1
CIS 154	Web Authoring II	5
CIS 154L	DMS Lab IV	1

Choose 1 of the following 2 courses:

BOT 180	Business Math	3
GEM 3	Any Mathematical WOK	3

INFORMATION ASSURANCE AND CYBERSECURITY

Associate of Applied Science (AAS)
Intermediate Technical Certificate (ITC)
Specialized Certificate (SC)

The Information Assurance and Cybersecurity (CSEC) 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 CSEC combines coursework from the traditional Information Technology Services (ITS) program and specialized coursework to prepare for a position as an entry-level Security Analyst.

A 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. Additionally, the program prepares students to gain industry-recognized skills-based certifications including Microsoft, Cisco, and CompTIA.

As the Cyber Security program derives from ITS, both programs share the first-year Intermediate Technical Certificate (ITC), which provides foundational knowledge and skills necessary for entry-level IT service work. The ITS ITC also trains to industry-recognized certifications.

AAS students must successfully complete the ITS Intermediate Technical Certificate (ITC) program before applying to be in the Information Assurance and Cybersecurity program. The application is available on cei.edu/programs-of-study/business/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 at CEI

CEI is a Microsoft IT Academy, a Cisco Networking Academy, and a CompTIA Authorized Academy. These partnerships ensure that the industry official curriculum is available to the qualified instructors teaching the various ITS courses, as well as providing discounts for certification exams.

Entrance Requirements for CSEC AAS

Students must qualify for COMM 101 and any GEM Math course, or discuss qualifications with an Admissions counselor.

Students must meet the computer literacy proficiency as described below:

• This program assumes students possess 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.

Technical Certificates

The CSEC Intermediate Technical Certificate (ITC) program and Specialized Certificate (SC) program are designed for current IT professionals who desire to gain the skills needed to move into Information Assurance and Cybersecurity. The application for the program is available on cei.edu/programs-of-study/business/information-assurance-and-cybersecurity.

Entrance Requirements for CSEC ITC/SC

Students must meet one or more of the following criteria:

- Current A+ hardware and/or A+ software certification
- Current Network+ or CCNA certification
- Industry experience as determined by a department instructor interview or the equivalent of an ITS ITC in from an accredited college

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 Cybersecurity student may expect to pay approximately $350 per semester for books and supplies. Additionally, in the first semester of the ITS program, students are required to purchase the parts for a computer, which they assemble as part of their coursework. The cost for these components will run approximately between $500 and $1,500.

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

Industry Testing for Certification

Upon completion of the designated industry certification courses, students demonstrate proficiency by participating in the industry certification exam process including exams through Microsoft, Cisco, and CompTIA. Students holding current industry certifications may qualify for prior learning credit. 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 (AAS)

• Sixty (60) Credits   • Financial Aid Eligible

Semester 1 (Spring)

CNT 114......... Computer Essentials 4

CNT 150......... Desktop/Client Computer
                 Operating Systems 4

COMM 101.... Fundamentals of
                 Oral Communication......................... 3

GEM 3............. Any GEM 3 course............................ 3

      Choose one of the following two courses:
BOT 150......... Employment Strategies 1

BOT 151......... Leadership I..................................... 1

Semester 2 (Fall)

CNT 123......... Fundamentals in
                 Network Security 3

CNT 142......... Linux.. 6

CNT 171......... Networking I.................................... 6

Semester 3 (Spring)

CNT 224......... Server 1 4

CNT 290......... Practical Programming..................... 3

CNT 291......... Digital Forensics 3

ENGL 101....... Writing and Rhetoric I....................... 3

      Choose one of the following two courses:
BOT 150......... Employment Strategies 1

BOT 151......... Leadership I..................................... 1

Semester 4 (Fall)

BOT 216......... Supervised Work Experience 3

CNT 292......... Intrusion Detection........................... 3

CNT 293......... Emerging Trends
                 in Cybersecurity 4

GEM 6............. Any GEM 6 course............................ 3

      Choose one of the following two courses:
CRJ 103.......... Introduction to Law & Justice 3

PHIL 103......... Introduction to Ethics....................... 3

Information Assurance and Cybersecurity - Intermediate Technical Certificate (ITC)

• Thirty (30) Credits   • Financial Aid Eligible

Semester 1 (Spring)

CNT 224......... Server 1 4

CNT 290......... Practical Programming..................... 3

CNT 291......... Digital Forensics 3

GEM 3............. Any GEM 3 course............................ 3

      Choose one of the following two courses:
BOT 150......... Employment Strategies 1

BOT 151......... Leadership I..................................... 1

Semester 2 (Fall)

BOT 216......... Supervised Work Experience 3

CNT 292......... Intrusion Detection........................... 3

CNT 293......... Emerging Trends
                 in Cybersecurity 4

COMM 101.... Fundamentals of
                 Oral Communication......................... 3

      Choose one of the following two courses:
CRJ 103.......... Introduction to Law & Justice 3

PHIL 103......... Introduction to Ethics....................... 3

Information Assurance and Cybersecurity - Specialized Certificate (SC)

• Twenty-three (23) Credits   • Financial Aid Eligible

Semester 1 (Spring)

CNT 224 .... Server I 4

CNT 290 .... Practical Programming 3

CNT 291 .... Digital Forensics 3

Semester 2 (Fall)

BOT 216 .... Supervised Work Experience 3

CNT 292 .... Intrusion Detection 3

CNT 293 .... Emerging Trends
in Cybersecurity 4

Choose one of the following two courses:

CRJ 103 .... Introduction to Law & Justice 3

PHIL 103 .... Introduction to Ethics 3

INFORMATION TECHNOLOGY SERVICES
Associate of Applied Science (AAS)
Intermediate Technical Certificate (ITC)

The Information Technology Services (ITS) program offers several options for students interested in employment in one of the most dynamic, broad, and potentially lucrative job markets in the 21st century.

As the Cyber Security program derives from ITS, both programs share the first-year Intermediate Technical Certificate (ITC), which provides foundational knowledge and skills necessary for entry-level IT service work. The ITS ITC also trains to industry-recognized certifications.

The Associate of Applied Science degree (AAS) in ITS is a two-year program designed to provide the knowledge and skills needed for employment in small, medium, or large corporate environments that may consist of multiple locations, networks, domains, and cloud services. Training includes support for a broad range of technologies and common network services such as messaging, file and printing, firewalling, internet connectivity, SDN, remote access, servers and client management. Additionally, the program prepares students to gain industry-recognized skills-based certifications including Microsoft, Cisco, and CompTIA.

Industry Partners at CEI

CEI is a Microsoft IT Academy, a Cisco Networking Academy, and a CompTIA Authorized Academy. These partnerships ensure that the industry official curriculum is available to the qualified instructors teaching the various ITS courses, and provides discounts for certification exams.

Entrance Requirements

Students must qualify for any GEM Math course, or discuss qualifications with an admission counselor

Students must meet the computer literacy proficiency as described below:

- This program assumes students possess 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, an ITS student may expect to pay approximately $350 per semester for books and supplies. Additionally, in the first semester of the ITS program, students are required to purchase the parts for a computer, which they assemble as part of their coursework. The cost for these components will run approximately between $500 and $1,500.

Industry Testing for Certification

Upon completion of the designated industry certification courses, students demonstrate proficiency by participating in the industry certification exam process including exams through Microsoft, Cisco, and/or CompTIA. Students holding current industry certifications may qualify for prior learning credit.

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.

Information Technology Services - Associate of Applied Science (AAS)

• Sixty (60) Credits   • Financial Aid Eligible

Semester 1 (Fall)

CNT 114 .... Computer Essentials 4

CNT 150 .... Desktop/Client Computer
Operating Systems 4

COMM 101 .... Fundamentals of
Oral Communication 3

GEM 3 .... Any GEM 3 course 3

Choose one of the following two courses:
BOT 150 .... Employment Strategies 1

BOT 151 .... Leadership I 1

Semester 2 (Spring)

CNT 123 .... Fundamentals in
Network Security 3

CNT 142 .... Linux 6

CNT 171 .... Networking I 6

Semester 3 (Fall)

CNT 224 .... Server 1 (8 weeks) 4

CNT 225 .... Server 2 (8 weeks) 4

CNT 271 .... Networking 2 3

ENGL 101 .... Writing and Rhetoric I 3

Choose one of the following two courses:
BOT 150 .... Employment Strategies 1

BOT 151 .... Leadership I 1

Semester 4 (Spring)

BOT 216 .... Supervised Work Experience 3

CNT 226 .... Server 3 3

CNT 270 .... Emerging Trends
in Computer Networking 3

ELECTIVE .... Any Elective course 3

GEM 6 .... Any GEM 6 course 3

Information Technology Services - Intermediate Technical Certificate (ITC)

• Thirty (30) Credits   • Financial Aid Eligible

Semester 1 (Fall)

CNT 114......... Computer Essentials 4

CNT 150......... Desktop/Client
Computer Operating Systems 4

COMM 101.... Fundamentals of
Oral Communication......................... 3

GEM 3............. Any GEM Math course 3

Choose one of the following two courses:

BOT 150......... Employment Strategies 1

BOT 151......... Leadership I...................................... 1

Semester 2 (Spring)

CNT 123......... Fundamentals in
Network Security 3

CNT 142......... Linux.. 6

CNT 171......... Networking I...................................... 6

TRADES AND INDUSTRY

LEADERSHIP

Chuck Bohleke
Dean of Career Technical Education

Kent Berggren
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FACULTY

Darryl Brookover
Light Duty Diesel

Stacy Freeman
Welding

Don Martin
Heavy Duty Diesel

Lorin McArthur
Energy Systems

Colby Park
Automotive

David Parsons
Machine Tool

Bradley Schaat
Energy Systems

Corey Shurtliff
Welding

Bill Swenson
Automotive

STAFF

Wilma Scott
Financial Support Technician

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 two (2) years to complete

Intermediate Technical Certificate (ITC)

The ITC typically takes one (1) year 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 two (2) years to complete

Intermediate Technical Certificate (ITC)
The ITC typically takes one (1) year to complete

ENERGY SYSTEMS TECHNOLOGY

Intermediate Technical Certificate (ITC)
The ITC typically takes one (1) year 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 two (2) years to complete

MACHINE TOOL TECHNOLOGY

Associate of Applied Science (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 (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

The Trades and Industry Division is designed to meet the demand for trained entry-level machinists, welders, an automotive, heavy duty diesel, and light duty diesel technicians. The division also is home to 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.

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, Heavy Duty 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, Heavy Duty 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, Heavy Duty Diesel, and Light Duty Diesel technicians use complex problem solving skills to perform routine maintenance and diagnostic repairs. It is strongly recommended that applicants possess computer skills prior to enrolling in the program. Technicians in training will utilize and build their mechanical aptitudes as well as strong computer and math skills. Successfully employed technicians may be required to test drive vehicles, to confer with customers, to complete repair orders, and to work in areas where they may be required to bend, stoop, stretch, twist, lift, and/or reach as needed.

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

Advanced Technical Certificate (ATC)

Intermediate Technical Certificate (ITC)

Program Costs

Students can expect to spend an approximately $5,000 per program for text books and tools in addition to a $55 coverall rental per semester.

Intended Learning Outcomes

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

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

Automotive Technology - Associate of Applied Science (AAS)

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

Semester 1
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

Semester 2
ASE 102 .... Workplace Technical Skills 3

ASE 103 .... Automotive Theory I......................... 6

ASE 103L........ Automotive Lab I 6

Semester 3 (Fall)
ASE 203 .... Automotive Theory II........................ 6

ASE 203L........ Automotive Lab II 6

Semester 4 (Spring)
ASE 204 .... Automotive Theory III....................... 6

ASE 204L........ Automotive Lab III 6

Required General Education Courses
COMM 101.... Fundamentals of
               Oral Communication........................ 3

ENGL 101....... Writing and Rhetoric I 3

GEM................ Any GEM elective course 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

Semester 1

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

Semester 2

ASE 102 .... Workplace Technical Skills 3

ASE 103 .... Automotive Theory I......................... 6

ASE 103L........ Automotive Lab I 6

Semester 3 (Fall)

ASE 203 .... Automotive Theory II......................... 6

ASE 203L........ Automotive Lab II 6

Semester 4 (Spring)

ASE 204 .... Automotive Theory III........................ 6

ASE 204L........ Automotive Lab III 6

Automotive Technology - Intermediate Technical Certificate (ITC)

• Thirty (30) Credits   • Financial Aid Eligible

Semester 1

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

Semester 2

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.

Program Costs

Students can expect to spend approximately $1,200 on text books, equipment, tools, and lab fees.

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
COMM 101 .... Fundamentals of
　　　　　　　Oral Communication 3

ESE 100 .... Engineering Technology
　　　　　　　Orientation 1

ESE 100L .... Engineering Technology Lab 1

ELT 140 .... Applied Technical
　　　　　　　Intermediate Algebra 5

ELT 143 .... Electronic Theory 4

ELT 145 .... Electronics Lab 4

Semester 2
BOT 150 .... Employment Strategies 1

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

Choose 1 of the following 2 courses:

MATH 143 ...... College Algebra 3

MATH 153 ...... Statistical Reasoning 3

HEAVY DUTY DIESEL TECHNOLOGY

Associate of Applied Science (AAS)

Advanced Technical Certificate (ATC)

Intermediate Technical Certificate (ITC)

Program Costs

Students can expect to spend an approximately $5,000 per program for text books and tools in addition to a $55 coverall rental per semester.

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.
- Perform all safety procedures including the use of tools and equipment during all related shop activities.
- Locate and use current repair procedures and information from computer based programs and written text.
- Understand, demonstrate, and value attributes of professionalism.
- Properly prepare hand written and electronic documents that are accurate, legible, and clearly understood.

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

Heavy Duty Diesel Technology - Associate of Applied Science (AAS)

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

Semester 1 (Fall)

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

Semester 2 (Spring)

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

Semester 3 (Fall)

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

Semester 4 (Spring)

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

Required General Education Courses

COMM 101	Fundamentals of Oral Communication	3
ENGL 101	Writing and Rhetoric I	3
GEM	Any GEM elective course	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

Semester 1 (Fall)

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

Semester 2 (Spring)

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

Semester 3 (Fall)

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

Semester 4 (Spring)

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

Semester 1 (Fall)

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

Semester 2 (Spring)

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 (AAS)
Advanced Technical Certificate (ATC)
Program Costs

Students can expect to spend an approximately $5,000 per program for text books and tools in addition to a $55 coverall rental per semester.

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.

**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.

Light Duty Diesel Technology - Associate of Applied Science (AAS)

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

Semester 1
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

Semester 2
ASE 102	Workplace Technical Skills	3
ASE 103	Automotive Theory I	6
ASE 103L	Automotive Lab I	6

Semester 3 (Fall)
ASE 207	Light Duty Diesel Theory II	6
ASE 207L	Light Duty Diesel Lab II	6

Semester 4 (Spring)
ASE 206	Diesel Theory III	6
ASE 206L	Diesel Lab III	6

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

Choose 1 (one) of the following 2 (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

Semester 1 (Fall)

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

Semester 2 (Spring)

ASE 102 .... Workplace Technical Skills 3

ASE 103 .... Automotive Theory I.......................... 6

ASE 103L........ Automotive Lab I 6

Semester 3 (Fall)

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

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

Semester 4 (Spring)

ASE 206 .... Diesel Theory III 6

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

MACHINE TOOL TECHNOLOGY
Associate of Applied Science (AAS)
Intermediate Technical Certificate (ITC)

Program Costs

 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.

Intended Learning Outcomes:

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

Machine Tool Technology - Associate of Applied Science (AAS)

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

Semester 1 (Fall)

COMM 101	Fundamentals of Oral Communication	3
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

Semester 2 (Spring)

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

Semester 3 (Fall)

ENGL 101	Writing and Rhetoric I	3
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

Semester 4 (Spring)

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

Machine Tool Technology - Intermediate Technical Certificate (ITC)

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

Semester 1 (Fall)

COMM 101.... Fundamentals of
             Oral Communication........................ 3

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

Semester 2 (Spring)

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

WELDING TECHNOLOGY

Associate of Applied Science (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.

Program Costs

Students can expect to spend approximately $3,000 on text books, equipment, tools, and lab fees.

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.

**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.

Welding Technology - Associate of Applied Science (AAS)

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

Semester 1
OCR 105 .... Occupational Relations..................... 3

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

Semester 2
MATH 104...... Welding Mathematics...................... 3

WLD 141 .... Blueprint Reading II 2

WLD 142 .... Welding Lab I................................. 10

Semester 3 (Fall)
WLD 231 .... Welding Theory II 2

WLD 232 .... Welding Lab II 10

Semester 4 (Spring)
WLD 233 .... Welding Lab III............................... 10

WLD 234 .... Welding Fabrication Lab 2

Required General Education Courses
COMM 101.... Fundamentals of
Oral Communication........................ 3

ENGL 101....... Writing and Rhetoric I 3

GEM.............. Any GEM elective course 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

Semester 1
OCR 105 .... Occupational Relations..................... 3

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

Semester 2
MATH 104...... Welding Mathematics...................... 3

WLD 141 .... Blueprint Reading II 2

WLD 142 .... Welding Lab I................................. 10

Semester 3 (Fall)
WLD 231 .... Welding Theory II 2

WLD 232 .... Welding Lab II 10

Semester 4 (Spring)
WLD 233 .... Welding Lab III 10

WLD 234 .... Welding Fabrication Lab 2

Welding Technology - Intermediate Technical Certificate (ITC)

• Thirty (30) Credits   • Financial Aid Eligible

Semester 1

OCR 105 .... Occupational Relations 3

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

Semester 2

MATH 104 ...... Welding Mathematics 3

WLD 141 .... Blueprint Reading II 2

WLD 142 .... Welding Lab I 10

WORKFORCE TRAINING & CONTINUING EDUCATION (WTCE)

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

LEADERSHIP

Jeff Sneddon
Executive Director

STAFF

Mark Arnell
Yellowstone Training Center Maintenance

Matt Bates
Manufacturing & Trades Program Manager

Marly Bazil
Part-Time Administrative Assistant

Sylvia Coleman
Healthcare Coordinator

Van Davis
Programs Coordinator

Heather Devasirvatham
Operations Coordinator

Christy Haack
Director of Operations

Jen Lopez
Cyber, Technology, and Stem Program Manager

Heather Nunamaker
Regional Employment & Training Coordinator

Christopher Walker
Lead CNA Instructor

To view offered in-person and online couses this semester, **visit cei.edu/wtce** and click on the image of the catalog or "Click Here for Our Latest Classes."

Please **call 208.535.5345** or **email wtce@cei.edu** for registration assistance or more information on Workforce Training and Continuing Education

AREAS OF STUDY

CONTINUING EDUCATION

Personal Enrichment	Lifestyle
Art	Senior Programs
Hobbies	

WORKFORCE TRAINING

Business and Professional

Accounting and Bookkeeping	Marketing and Social Media
Career Development	Project Management
Management and Leadership	

Computer and Technology

Computer Certification Programs	Programming
Cyber Security	Software Training
Graphic & Media Arts	Web Development & Design
Networking	

Customized Training

Industry Recognized Credentials	ticeships
Continuing Education Credits	Workforce Development Partnership
Incumbent Worker Training	Programs
Meeting/Training/Conference Space Rental	Occupational Acquisition and Skills Upgrades
Traditional and Registered Appren-	

Healthcare Careers

CPR and First Aid	Medical Office
Emergency Medical Services	Nurse Aide Training –
Healthcare Skills	Certified Nursing Assistant

Industry and Trades

Apprenticeships:	Regulatory Compliance
Electrical, HVAC and Plumbing	Welding
Construction	Associate of Applied Science
Journeyman Continuing Education	Degrees for Apprenticeship

ENVIRONMENTAL SAFETY AND HEALTH (ES&H) TRAINING

FIRE SERVICE TECHNOLOGY

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

Policies

Register for our classes online, at your convenience.

1. Visit cei.edu/wtce and click on the image of the catalog or "Click here for our latest classes"
2. Select Sign In/Create a Profile and complete the process
3. Find the classes you are interested in attending, select each class, and add it your basket
4. Checkout and pay
5. That's it – you're ready to attend!

If you would like assistance with registration, contact us by phone at 208.535.5345 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

College of Eastern Idaho 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 in the WTCE catalog at cei.edu/wtce.

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 College of Eastern Idaho 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/wtce.

School Closures and Instructor Illness

If there is a situation that requires classes to be canceled, 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 College of Eastern Idaho is not closed and the weather is inclement, we urge you to use your best judgment 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 Continuing 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 by WTCE staff.

LENGTH OF CLASS	AMOUNT OF CREDIT
1-3 sessions	No Refund
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 us and we will work with you to transfer, reschedule or to complete the withdrawal process.

Online Programs and Classes

Online learning is currently the fastest growing sector of adult education. WTCE is proud to offer a wide selection of online courses and certificate programs designed to upgrade your skills, improve your productivity, and boost your 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.

Community Outreach Centers

To assist place-bound and rural students throughout the College's nine-county service delivery area, hundreds of online classes are available through the Online Instruction Center. Classes are available for those seeking to upgrade or learn new job skills and pursue personal interests.

New or expanding businesses are encouraged to contact the Workforce Training division to request customized training opportunities that might be offered in their community.

CONTINUING EDUCATION

CEI's Continuing Education Program is all about bringing people together who want to stir up their creative talents and gain new experiences. Whether it's learning new cooking skills, conversational Spanish, photography, or art, 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!

WORKFORCE TRAINING

Business and Professional

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

Computer and Technology

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, Google and Adobe suites. There are both online and in person class options.

Customized Training

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. We work in partnership with regional workforce and economic development organizations including, Regional Economic Development for Eastern Idaho (REDI), Workforce Development Council, Idaho Department of Labor, The Development Company, Regional Development Alliance, and the Greater Idaho Falls Chamber of Commerce.

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.

Customized training programs can be developed to meet specific employer needs. Short-term, specialized training programs are available in the broad areas of business and management, registered apprenticeship, 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. Please contact us to learn more about innovative training solutions for your workforce.

Healthcare Careers

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 a wide variety of in person and online class options, including but not limited to; CNA, Medical Assistant, Billing & Coding, EMT, Pharmacy Technician, and Veterinary Assistant, as well as a variety of complementary classes like CPR and First Aid, Assistance with Medications and Spanish for Medical Professionals.

Certified Nursing Assistant (CNA)

Begin a career in health care as a Certified Nursing Assistant. You will be trained to immediately enter the workforce and provide hands-on, personal care in numerous settings, including hospitals, long-term care and assisted living facilities, home health and hospice. The class components include online assignments, class skills practice, and clinical experience at local healthcare facilities. Successful completion provides eligibility to take the state exams required for placement on the Idaho Nurse Aide registry. These exams are offered at College of Eastern Idaho.

Prerequisites:
- Attend a Mandatory Orientation (required prior to registration)
- Clear Background Check
- American Heart Association BLS CPR Certification
- TB test/PPD
- Hepatitis B (Minimum 1 of 3 started)
- Flu shot (Required during flu season October - April)

Emergency Medical Technician (EMT Basic)

The EMT Basic program includes online classroom content/delivery, in-person practical skills instruction and clinical time that meets Idaho and national registry standards for obtaining the Emergency Medical Technician (EMT-B) license. Students will develop foundational skills to treat the sick or injured patient using basic emergency medical equipment; this course is required to work as an emergency medical services (EMS) provider in an ambulance or other emergency care settings. This is a very fast-paced, intense course that requires attention and rigor on the part of students.

Prerequisites:
- Attend a Mandatory Orientation (required prior to registration)
- Clear Background Check
- American Heart Association BLS CPR Certification
- TB test/PPD
- Hepatitis B (Minimum 1 of 3 started)
- Flu shot (Required during flu season October - April)

Industry and Trades

Apprenticeships
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 exam. The program includes online and in-person content/delivery that meets the requirements of the 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 College of Eastern Idaho 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 dbs.idaho.gov/faqs/licenses-frequently-asked-questions/ or call (HVAC Bureau 208.332.8989) (Electrical Bureau 208.332.7142) (Plumbing Bureau 208.332.8961).

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.

Classes begin in September each year; registration generally opens on July 1st.

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:

COMPETENCY AREA	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 are required to complete a process which includes submission of a formal application for admission, and a copy of their Journeyman card issued by the State of Idaho Division of Building Safety.

The cost for certification review and Associate of Applied Science Degree is listed as follows:

- Faculty curriculum/certification review- $50
- Cost Per Credit (Tech Ed. Requirements) - $10 ($450 total)
- Cost Per Credit (Gen. Ed. Requirements) - $129

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, as well as code and industrial related.

Welding

For students interested in an introduction to welding for personal or hobby use, or to explore it as a career option, we offer Welding I, Welding II, and Open Booth Welding classes. We also offer an Advanced Welding Skills class that runs on Saturdays for 6 weeks.

ENVIRONMENTAL SAFETY & HEALTH (ES&H) TRAINING

Workforce Training Environmental Safety & Health (ES&H) programs are designed to help local employers meet and maintain compliance with federal, state and other regulations. We offer a wide range of ES&H compliance training included but not limited to:

- OSHA 10 & 30-hour Construction Safety
- OSHA 10 & 30-hour General Industry Safety
- HAZWOPER – 40-hour, 8-hour refresher & 8-hour supervisor
- HAZWOPER – 24-hour, specific to employer needs/ requirements
- DOT Compliance
- Fall Protection
- Confined Space
- Respiratory Protection
- Scaffolding
- Certified Flagmen
- OSHA Competent Person
- Lifting & Handling/Rigging
- EPA – RICRA, 680 Certification
- MSHA

WTCE instructional staff offer a systematic approach to training that includes analysis, design, development, implementation, and evaluation of training activities. All courses have demonstrated instructional and hands-on experience, as well as industry and/or academic completion certificates as appropriate. Any course can be tailored to fit the needs of a specific employer, and we can provide assistance with other training as needed.

FIRE SERVICE TECHNOLOGY
Fire Service Technology (AAS)

IFSAC Accredited Fire Fighter Certification

 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.

Fire Service Technology Associate of Applied Science (AAS)

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

FST 100   Fire Training Technology   48 Credits

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

General Education Requirements

COMM 101	Fundamentals of Oral Communication	3

IFSAC Accredited Fire Fighter Certification

Firefighter I

Firefighter II

Fire Officer I

Driver/Operator Pumper

Hazardous Material Operations

Instructor I

WILDLAND FIRE MANAGEMENT

Associate of Applied Science (AAS)

 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 process which includes submission of a formal application for admission and official transcripts for all courses. The cost for certification review and Associate of Applied Science (AAS) degree is listed as follows:

- Faculty curriculum/certification review - $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)

• Not Financial Aid Eligible

Required General Education Courses

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

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
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)

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

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

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 Requirements

Interested participants will be required to complete a 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 certificate review of and Associate of Applied Science degree is listed as follows:

- Faculty Curriculum/Certification Review - $50.00
- Cost Per Credit (Tech. Ed. Requirements) - $10.00
- Cost Per Credit (Gen. Ed. Requirements) - $129.00

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.

Courses

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)

First Responder

(National Registry First Responder or EMT-B exceed this requirement)

Arson Detection for First Responders

Building Construction Combustible

(Brannigan's Building Construction will substitute)

Building Construction Non-Combustible

(Brannigan's Building Construction will substitute)

Incident Command System (I-100/I-200)

ABOUT IDAHO GEM COURSES
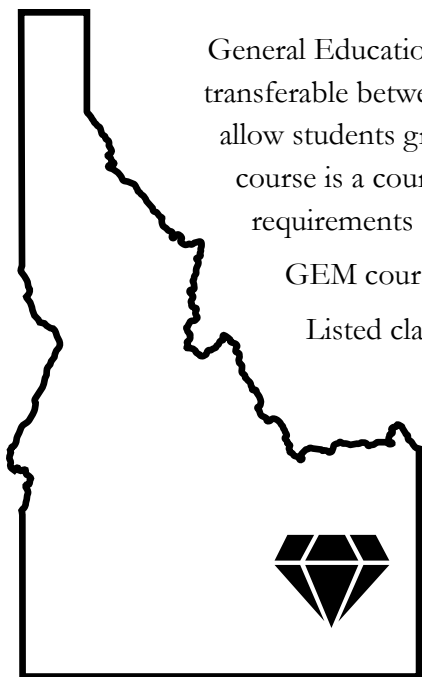
General Education Matriculation (GEM) Courses in Idaho are courses that are accepted and transferable between all participating Idaho Higher Education Institutions. These courses will allow students greater flexibility should they ever transfer to another Idaho institution. A GEM course is a course that has been identified by an institution's faculty as meeting the competency requirements for one of the six competency areas.

GEM courses are designated by a ♦ in this catalog.

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

The six GEM competency areas are:

- Written Communication (GEM 1),
- Oral Communication (GEM 2),
- 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 FOR 2021-2022 ♦

Course Code	Course Name	Credits
ANTH 101	Physical Anthropology	3
ANTH 102	Cultural Anthropology	3
ART 101	Art History I	3
ART 102	Art History II	3
BIOL 100	Concepts of Biology	4
BIOL 120	Environmental Science	4
BIOL 201/Lab	Biology I	3/1
BIOL 227/Lab	Human Anatomy and Physiology I	4/0
BIOL 228/Lab	Human Anatomy and Physiology II	4/0
CHEM 100	Concepts of Chemistry	4
CHEM 101/Lab	Introduction to Chemistry	4/0
CHEM 102/Lab	Essentials of Organic and Biochemistry	4/0
CHEM 111	General Chemistry I	5
COMM 101	Fundamentals of Oral Communication	3
CRJ 103	Introduction to Law and Justice	3
CUL 207	Introduction to American Indian Literature	3
ECON 201	Principles of Macroeconomics	3
ECON 202	Principles of Microeconomics	3
ENGL 101	Writing and Rhetoric I	3
ENGL 102	Writing and Rhetoric II	3
ENGL 175	Literature and Ideas	3
ENGL 215	Survey of World Mythology	3
GEOL 101/Lab	Physical Geology	3/1
GEOL 102/Lab	Historical Geology	3/1
HIST 101	World History I	3
HIST 102	World History II	3
HIST 111	United States History I	3

Course Code	Course Name	Credits
HIST 112	United States History II	3
HUM 101	Introduction to Humanities I	3
HUM 102	Introduction to Humanities II	3
MATH 123	Math in Modern Society	3
MATH 143	College Algebra	3
MATH 147	College Algebra and Trigonometry	5
MATH 153	Statistical Reasoning	3
MATH 170	Calculus I	4
MICR 111/Lab	Introduction to Microbiology	3/1
MICR 250/Lab	General Microbiology	3/1
MUSI 108	Survey of Jazz and Pop Music	3
NUTR 239	Human Nutrition	3
PHIL 101	Introduction to Philosophy	3
PHIL 103	Introduction to Ethics	3
PHYS 100/Lab	Survey of Physics	3/1
PHYS 101/Lab	Introduction to Physics	3/1
PHYS 102/Lab	Introduction to Physics II	3/1
PHYS 111/Lab	General Physics I	4/0
PHYS 112/Lab	General Physics II	4/0
POLS 101	American National Government	3
POLS 102	Introduction to Political Science	3
PSYC 101	Introduction to Psychology	3
SOC 101	Introduction to Sociology	3
SOC 102	Social Problems	3
SPAN 101	Elementary Spanish I	4
SPAN 102	Elementary Spanish II	4

COURSE DESCRIPTIONS

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.

Prerequisites 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 in the General Education section(starting on page 63), and page 128

All elective CEI courses are marked with a ★. More information can be found on the Associate Degree Worksheet, found on pages 66-67

ACC 201 Introduction to Financial Accounting ★
3 Credits

This is an introduction to financial accounting and stresses the use of financial information in making investment and business decisions. The course covers the primary elements of the financial statements, fundamentals of accrual accounting, a study of internal control and cash safeguards, accounting for inventories and fixed assets, the presentation and use of the statement of cash flow, and the fundamentals of long-term liabilities. The course will emphasize the uses of accounting information rather than the preparation of financial statements.

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

ACC 202 Introduction to Managerial Accounting ★
3 Credits

This is an introduction to cost accounting principles and the use of such information in making business decisions. The course covers job order and process costing, cost-volume-profit behavior, standard costs, flexible budgets, decentralization, relevant costs, and capital budgeting. The emphasis of the course is in the use and analysis of the accounting information rather than in preparation of specialized cost accounting reports.

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 that 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

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.

APP 105 Electric Apprenticeship
45 Credits

Satisfied by successful completion of the Apprenticeship program, years 1-4 and/or presentation of an Idaho Journeyman's card in the field; may provide students with more marketable skills and enhanced employment opportunities, perhaps as supervisors or business owners. General education requirements must be completed, in addition to the course work.

APP 108 HVAC Apprenticeship
45 Credits

Satisfied by successful completion of the Apprenticeship program, years 1-4 and/or presentation of an Idaho Journeyman's card in the field; may provide students with more marketable skills and enhanced employment opportunities, perhaps as supervisors or business owners. General education requirements must be completed, in addition to the course work.

APP 115 Plumbing Apprenticeship
45 Credits

Satisfied by successful completion of the Apprenticeship program, years 1-4 and/or presentation of an Idaho Journeyman's card in the field; may provide students with more marketable skills and enhanced employment opportunities, perhaps as supervisors or business owners. General education requirements must be completed, in addition to the course work.

ARN 100 Foundations Nursing Practice
4 Credits

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

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

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

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

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 tracheotomy care. Competence is met through return demonstrations, simulation labs, and rigorous skills pass-offs.

Co-requisites: ARN 130

ARN 155 Fundamental Concepts of Medical/Surgical Nursing
3 Credits

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 205 Medical/Surgical Nursing Bridge Course
5 Credits

This course is a bridge course designed for current practicing LPN's to continue the study of human diseases and disorders in adulthood and geriatric health care that were not covered in their LPN education. With this course, students will build upon their knowledge acquired as an LPN as they explore common to complex 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 help these LPN's recognize and apply understanding of the changes in their new scope of practice as it relates to their role change as an RN. There is a clinical/simulation component to this class.

ARN 215 Advanced Concepts of Medical/Surgical Nursing
5 Credits

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, as well as caring for the high-acuity, critical, and emergent adult patient and 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

This course presents theoretical principles, concepts, and skills necessary to provide safe and competent nursing care to clients across their 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 101with a grade of C-or higher

ARN 230 Bridge Maternal and Pediatric Nursing
2 Credits

This course is designed to be a bridge course for current practicing LPN's to advance their knowledge of nursing care for woman and children throughout the lifespan. Didactic instruction will focus on woman's health, prenatal care of mothers and infants, and the pediatric population. Emphasis will be placed on assessments, risk reductions, critical thinking, and evidence based practice, as the student understands the shift in their role from an LPN to an RN.

ARN 235 Bridge Maternal and Pediatric Nursing Clinical
1 Credit

This course includes the clinical and simulation that relates to Maternal and Pediatric Nursing. The clinical will take place in a variety of hospitals and will be assigned per student/per semester.

Co-requisites: ARN 230

ARN 240 Maternal and Pediatric Nursing Essentials
3 Credits

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 245 Advanced Fundamentals Course and Lab
3 Credits

This course is for the Licensed Practical Nurse who is doing the PN to RN Bridge option. In this course the student expounds on previous knowledge and 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 as well as advanced health assessment, IV medications through peripheral and central lines, blood administration, and tracheotomy care. Competence is met through return demonstrations, simulation labs, and rigorous skills pass-offs.

ARN 250 Maternal and Pediatric Nursing Essentials Clinical
2 Credits

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

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 275 Nursing Preceptorship
3 Credits

This is a nursing internship for the student who is already a Licensed Practical Nurse. This takes into consideration previous work experience and allows clinical geared to practicing in the role of a RN rather than a LPN. Students will work with a preceptor and work the preceptor's schedule.

ARN 276 Work Experience
7 Credits

This is credit earned when the student has worked 1800 hours or more as a licensed practical nurse.

ARN 280 Clinical Preceptorship
10 Credits

This course is a comprehensive clinical practicum encompassing all of the student learning. It includes a minimum of 450 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

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

This course continues the chronological survey established in Art History I, and covers the period from the Renaissance in Europe through the present.

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

ART 105 Design I
3 Credits

This course begins the basic exploration of how choices are made in the construction of visual communications. The elements of art are discussed and then applied to the principles of design to solve problems in two-dimensions.

ART 109 Drawing I
3 Credits

This course explores basic drawing skills. Throughout the course, a broad range of drawing materials and techniques will be introduced. Students will explore creative intent and participate in regular critiques.

ART 231 Introduction to Graphic Design
3 Credits

This course is an 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.

Students are recommended to take ART 105 and/or Art 109 before taking this course.

ASE 102 Workplace Technical Skills
3 Credits

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

This course introduces 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

This lab course accompanies ASE 103. The 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

This course introduces 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-requisites: ASE 105L

ASE 105L Diesel I Lab
6 Credits

This lab course introduces 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

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

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

This course covers the basic fundamental electrical theory concepts and electrical system formulas.

ASE 165 Electrical Systems
3 Credits

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/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

This course covers safety, basic theory, operation, maintenance, testing, and repair of the following: 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

This course builds on 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 & ASE 103L with a grade of (C) or higher
*Co-requisites: ASE 203L*

ASE 203L Automotive II Lab
6 Credits

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 & ASE 103L with a grade of (C) or higher

Co-requisites: ASE 203

ASE 204 Automotive III Theory
6 Credits

This course builds on ASE 103/103L and ASE 203/203L. Student will learn theories that pertain to the ASE area Engine Performance (A8).

Prerequisites: ASE 203 & ASE 203L with a grade of (C) or higher

Co-requisites: ASE 204L

ASE 204L Automotive III Lab
6 Credits

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 & ASE 203L with a grade of (C) or higher

Co-requisites: ASE 204

ASE 205 Diesel Theory II
6 Credits

This course builds on ASE 105 and 105L. Students 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

In this lab course, students will receive training in advanced level lab activities on modules, and live work that pertains mainly to four major areas of ASE H/D Diesel repair: Hydraulics, Steering and Suspension (T5), HVAC (T7), and Electrical/Electronic systems (T6, T8).

Prerequisites: ASE 105 and 105L with a grade of (C) or higher;

Co-requisites: ASE 205

ASE 206 Diesel III Theory
6 Credits

This course builds on ASE 105/105L and ASE 205/205L. Student will learn theories that pertain 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

In this lab course, students will receive training in advanced level lab activities on modules and live work that pertain mainly to Heavy Duty Diesel Emission Systems, Electrical and Electronics (T6) and Preventative Maintenance and Inspection (T8).

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

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

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

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.

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

BIOL 120 Environmental Science
4 Credits

This is a course for non-science majors. It will consider scientific principles and their influence on today's environmental issues and problems. This course will also consider how to protect natural resources locally,, 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 199 Special Topics
1-6 Credits

Special topics in biology. The content of this course is not described in the catalog. Title and number of credits are announced in the Class Schedule.

Prerequisites: Will change depending upon the topic.

BIOL 201 Biology I
3 Credits

This introductory course is for science majors. It emphasizes biological principles important in understanding living organisms. The following will be included: evolution, general biochemistry, cytology, Mendelian and molecular genetics and ecology.

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

Assignments apply principles from BIOL 201.

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

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.

Prerequisites: BIOL 100 or 201/L with a grade of (C) or higher, or instructor permission;

Co-requisites: BIOL 202L

BIOL 202L Biology II Lab
1 Credit

Assignments will apply principles from BIOL 202.

Co-requisites: BIOL 202

BIOL 209 General Ecology
4 Credits

This course will provide an introduction to the interactions between living organisms and their physical, chemical, and biological environments. Several levels of ecological organization are examined. These include the study of different types of populations, communities, and ecosystems. Topics include population structure and growth, species interaction, energy flow, nutrient cycling, succession, and applications to current environmental management issues. Students will learn about global issues and ecosystems, but emphasis will be on the Greater Yellowstone and Great Basin Ecosystems. Students will perform ecological experiments in the field as well as in the laboratory.

Co-requisites: BIOL 209L

BIOL 209L General Ecology Lab
0 Credits

Assignments will apply principles from BIOL 209.

Co-requisites: BIOL 209

BIOL 227 Human Anatomy and Physiology I
4 Credits

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, and nervous. The anatomy of the cell will be covered in detail as well as 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

Assignments will apply principles from BIOL 227.

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

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, endocrine, 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

Assignments will apply principles from BIOL 228.

Co-requisites: BIOL 228

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

BOT 150 Employment Strategies
1 Credit

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

BOT 151 Leadership I
1 Credit

This course provides students the opportunity to gain leadership skills in areas such as personal and academic success, team-building, communication, and networking.

BOT 153 Leadership and Employment
2 Credits

This course focuses on 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

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, ACT Math score of ≥17, or SAT Math score of 430-500

BOT 216 Supervised Work Experience
3 Credits

Supervised work experience that 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

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.

BSN 199 Special Topics ★
3 Credits

This course number is designed to permit the offering of special topics appropriate to a program within a department. Such offerings provide opportunities for pilot courses. Regular or frequently recurring topics are not offered under this title. The course may be repeated as new topics are presented.

Prerequisites: Will change depending upon the topic.

BSN 201 Business Communication ★
3 Credits

This course introduces organizational communication theory and research and development communication competence in business and professional settings including: verbal and nonverbal communication in professional contexts, communication skills for developing and maintaining professional relationships, identifying cultural differences in the workplace, small group and leadership communication, professional presentations for targeted audiences, and self-assessments of professional communication skills.

Prerequisite ENGL 102 with a grade of C or higher.

BSN 215 Introduction to Information Science ★
3 Credits

This is a course for students to develop hands-on skills in productivity software typically used in business, and basic business research and business writing. This course includes instruction on standard business formats and applications, research utilizing the Internet and academic databases, and vocabulary associated with computers and information technology.

BSN 250 Principles of Marketing ★
3 Credits

This is a survey course covering the basic elements of marketing and the marketing process. In addition, an analysis of product, pricing, promotion, placement, and distribution will be included. Attention is given to consumer motivation and factors leading to ultimate buying decisions.

BSN 255 Leadership Development Skills ★
3 Credits

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.

BSN 261 Legal Environments of Organizations
3 Credits

This is a study of 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.

CHEM 100 Concepts of Chemistry
4 Credits

This is an introductory chemistry course that helps prepare students to understand how chemistry impacts the world around us. Topics can include: An introduction to scientific thought, the importance of measurement systems, the organization of matter, chemical bonding, the nature of carbon/air/water, chemical reactions, acids/bases, as well as others. 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.

CHEM 101 Introduction to Chemistry
4 Credits

This course is a systematic treatment of chemistry principles and their applications and is intended to prepare students majoring in the health and natural sciences. Topics include: an introduction to scientific thought, the importance of measurement systems, the organization of matter, chemical bonding, chemical reactions, stoichiometry, types of reactions, energy, properties of solutions as well as other selected topics.

Pre-requisites: MATH 108 or higher, or appropriate placement score See page 17 for more information.

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

This lab is a companion to CHEM 101 and will introduce students to proper laboratory reporting and fundamental laboratory techniques as well as explore topics introduced in CHEM 101 in more depth.

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

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

This lab is a companion to CHEM 102 and will introduce students to proper organic laboratory reporting, fundamental organic laboratory techniques as well as explore topics introduced in CHEM 102 in more depth.

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 with Lab
5 Credits

This course is a study of the fundamental principles necessary to describe the interaction of atoms and molecules in the various phases of matter, including properties of matter, changes that it undergoes, and energy changes that accompany these processes. Lecture and laboratory topics include unit conversions, stoichiometry, chemical bonding and reactions, kinetic molecular theory, solution chemistry, and kinetics.

$65 lab fee

Pre/Co-requisites: MATH 143 or MATH 147 may be taken prior to or concurrently with this course.

CHEM 112 General Chemistry II with Lab
5 Credits

The study of elementary theoretical chemistry and its application to analytical practice. The lecture includes redox, kinetics, coordination, and nuclear chemistry plus the aqueous equilibria of acids, bases, complexes, and slightly soluble compounds.

Prerequisites: CHEM 111 with a grade of C or higher. MATH 143 or MATH 147 with a grade of C or higher.

CIS 151 Graphic Design
5 Credits

This course offers instruction in the principles of design. Students research case studies and gain an understanding of basic layout composition, typography, and color theories in print, web, and video. Students develop designs from concept sketches to fully developed designs.

Co-requisites: CIS 151L

CIS 151L DMS Lab I
1 Credit

This laboratory takes the theory, principles, and knowledge covered in CIS 151, and applies them to practical exercises, skills, and abilities used on the job.

Co-requisites: CIS 151

CIS 152 Web Authoring I
5 Credits

This course introduces the student to HTML, CSS, and other essential web coding concepts. Emphasis is placed on hands-on skills.

Co-requisites: CIS 152L

CIS 152L DMS Lab II
1 Credit

This laboratory takes the theory, principles, and knowledge covered in CIS 152, and applies them to practical exercises, skills, and abilities used on the job.

Co-requisites: CIS 152

CIS 153 Digital Media Design
5 Credits

This course introduces students to various forms of digital media and how to use proper design to make effective media. Students will demonstrate use of the design principles when applied to social media, digital imaging, and video.

Prerequisites: CIS 152 with a grade of C- or higher

Co-requisites: CIS 153L

CIS 153L DMS Lab III
1 Credit

This laboratory takes the theory, principles, and knowledge covered in CIS 153, and applies them to practical exercises, skills, and abilities used on the job.

Prerequisites: CIS 152L with a grade of C- or higher

Co-requisites: CIS 153

CIS 154 Web Authoring II
5 Credits

This course introduces students to the frameworks and content management systems. Plugins and other third-party solutions will be introduced.

Prerequisites: CIS 153 with a grade of C- or higher

Co-requisites: CIS 154L

CIS 154L DMS Lab IV
1 Credit

This laboratory takes the theory, principles, and knowledge covered in CIS 154, and applies them to practical exercises, skills, and abilities used on the job.

Prerequisites: CIS 153L with a grade of C- or higher

Co-requisites: CIS 154

CIS 155 Supervised Work Experience
6 Credits

Supervised Work Experience will be conducted at an instructor-approved work site.

Internship, Practicum, and Supervised Work Experience courses offered at College of Eastern Idaho have required outcomes that must be met prior to the completion of the course. All aspects of the course are overseen by assigned course instructors and students are graded based on course outcomes. Students are required to keep track of hours spent at the off-campus location and report back to the assigned instructor for review during weekly meetings.

CIS 244 Modern Device Applications
3 Credits

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.

Prerequisites: CIS 241 with a grade of C- or higher

CIS 245 Web Application Development
3 Credits

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.

Prerequisites: CIS 241 with a grade of C- or higher

CIS 248 Database Driven Applications
3 Credits

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

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

CNT 114 Computer Essentials
4 Credits

This course provides students with the knowledge of computer hardware and software. It also covers 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 123 Fundamentals in Network Security
3 Credits

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: COMM 101 with a grade of C- or higher , and CNT 114 or CNT 150 with a grade of C- or higher

CNT 142 Linux
6 Credits

The course covers major Linux distributions, installation, configuration, maintenance, networking, and security from the command line and GUI. This course will progress into practical hands-on system administration tasks used to manage a Linux server for business applications.

Prerequisites: CNT 150 and a GEM 3 course with a grade of C- or higher

CNT 150 Desktop/Client Computer Operating Systems
4 Credits

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.

CNT 171 Networking I
6 Credits

This course lays a foundation for network fundamentals, OSI Model, access, IP connectivity and services, wired and wireless technology, and various types of networks. Emphasis is given to applying mathematics, science, and communication skills to plan, implement, and solve networking problems. Algebra and Boolean math are used to make design calculations. Networking units cover Ethernet switching, routing, equipment, platforms, and utilities.

Prerequisites: Complete CNT 114 and a GEM 3 course with a grade of C- or higher

CNT 210 Supervised Work Experience
3 Credits

This course provides students with the opportunity to apply the skills acquired in a controlled working environment. Students will find employment for supervised work experience at an instructor-approved work site, with assistance from the instructor as necessary.

CNT 224 Server I
4 Credits

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.

Prerequisites: Complete CNT 171 with a minimum grade of C-. or instructor approval.

CNT 225 Server II
4 Credits

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: Complete CNT 171 with a minimum grade of C-. or instructor approval.

CNT 226 Server III
3 Credits

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: Complete CNT 171 with a minimum grade of C-. or instructor approval.

CNT 270 Emerging Trends in Computer Networking
3 Credits

This course will explore current technology and trends in computer networking topics.

Prerequisites: Complete CNT 171 with a minimum grade of C-. or instructor approval.

CNT 271 Networking II
3 Credits

This course continues the study of architecture, components, and operations of routers and switches in larger and more complex networks. Students learn how to configure and troubleshoot lower OSI layers for advanced functionality. Students will also acquire foundational knowledge in network automation, security, and programmability.

Prerequisites: Complete CNT 171 with a minimum grade of C-. or instructor approval.

CNT 290 Practical Programming
3 Credits

This course introduces students to the fundamental building blocks of computer programming, and focuses on automating day-to-day computer administrative tasks.

Prerequisites: Complete CNT 171 with a minimum grade of C-. or instructor approval.

CNT 291 Digital Forensics
3 Credits

This course explores a professional approach to forensic investigations of computer security incidents.

Prerequisites: Complete CNT 171 with a minimum grade of C-. or instructor approval.

CNT 292 Intrusion Detection
3 Credits

This course examines the tools and techniques used for traffic and intrusion analysis employed in today's cyber environment. This includes processes and procedures used by hackers, along with corresponding countermeasures that may be employed to protect against such attacks.

Prerequisites: Complete CNT 171 with a minimum grade of C-. or instructor approval.

CNT 293 Emerging Trends in Cybersecurity
4 Credits

This course will explore current technology and trends in Cybersecurity topics.

Prerequisites: Complete CNT 171 with a minimum grade of C-. or instructor approval.

COMM 101 Fundamentals of Oral Communication
3 Credits

This is a course in oral communication that emphasizes the theory and practice of informative speaking, logical argumentation, persuasion, negotiation, small group discussion, listening, and interpersonal communication with an emphasis on applications in the workplace.

This CEI course meets Idaho State Board GEM competency requirements in GEM 2 – Oral Communication

COMM 101T Fundamentals of Oral Communications
1 Credit

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 (U of I). 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

Communication concepts and skills applied to relationship management: communication process, listening, self-disclosure, perception, conflict.

CPSC 181 Computer Science and Programming I
3 Credits

Problem-solving methods and algorithm development, with an emphasis on programming style, are discussed in this course. Secure software design/coding concepts for resilient software are also covered.

Pre-/Co-requisites: MATH 143 or MATH 147 with grade of C- or higher, or a higher placement

CRJ 103 Introduction to Law and Justice
3 Credits

This course studies 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

This course offers an investigation of American Indian literatures from pre-contact times to the present. It examines 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 texts. The course focuses on many of the more well-known touchstones of Native/colonial relations (i.e. first contacts, Christian missionary movements, forced removals, western plains wars, and the Indian Boarding School programs of the late nineteenth century) as well as modern American Indian culture, literatures, and way of life.

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

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

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 American Heart Association certification in BLS(Basic Life Support), First Aid, and HIV/AIDS in the Workplace.

DTL 125 Dental Operatory Procedures
4 Credits

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-handed 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

This course is designed to provide history, principles, and biological effects of radiation 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

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

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

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

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. This course also teaches 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

This course is designed to allow students to apply theories and skills learned in the classroom and lab to actual clinical situations in area dental offices. This gives the student the opportunity to become further skilled in the Idaho Expanded Functions. The student may also receive experience in specialty offices (e.g. orthodontics or oral surgery).

EAR 105 Early Childhood Environments
3 Credits

Students will learn how to design, assess and ensure developmentally appropriate practices for the following: indoor/outdoor environments, mental health, personal safety and nutrition for young children in child care, preschool and elementary school settings.

ECON 201 Principles of Macroeconomics
3 Credits

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

Principles of governing production, price relationships, and income distribution and their application to selected problems.

This CEI course meets Idaho State Board GEM competency requirements in GEM 6 – Social and Behavioral Ways of Knowing.

EDU 201 Foundations of Education ★
3 Credits

This course introduces social, philosophical and historical perspectives in education. An examination of current state of the teaching field, foundations of education past and present, and the teaching profession as a career are covered.

EDU 204 Families, Communities and Culture ★
3 Credits

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

Prerequisites: ENGL 101 with a grade of C- or higher

EGR 105 Engineering Graphics ★
2 Credits

This course covers engineering drawing, with emphasis on projections, sketching and 3-D visualization. It introduces CAD with civil, electrical, and mechanical engineering applications.

Co- or Prerequisites: MATH 147, or MATH 143 & MATH 144

EGR 120 Introduction to Engineering ★
2 Credits

This course covers the history of engineering, engineering disciplines, ethics, statistics, and graphing problem solving. It is a required first course for all engineering majors.

Co- or Prerequisites: MATH 147, or MATH 143 & MATH 144

ELT 140 Applied Technical Intermediate Algebra
5 Credits

Topics in algebra, with an emphasis on solving equations and inequalities. Systems of linear equations; quadratic equations and the quadratic formula; polynomial, absolute value, rational, and radical equations and inequalities. Radical and rational exponents. Parabolas, distance formula and circles. Right angle trig, polar, and rectangular conversion. All topics will be applied and taught for use in technical applications.

Co-requisites: ESE 100

ELT 143 Electronic Theory
4 Credits

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 140, ELT 145

ELT 145 Electronic Lab
4 Credits

This lab encompasses experiments involving subjects covered in ELT 143. Students will construct, measure, and analyze circuits.

Co-requisites: ELT 143

ELT 154 Electronic Control Devices Theory
5 Credits

This course is a 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 140, ELT 143, ELT 145;
Co-requisites: ELT 156

ELT 156 Electronic Control Devices Lab
5 Credits

This lab covers experiments involving subjects covered in ELT 154. Students will construct, measure, and analyze circuits.

Prerequisites: ELT 140, ELT 143, ELT 145;

Co-requisites: ELT 154

ENGL 101 Writing and Rhetoric I
3 Credits

Students will be introduced to critical reading and writing challenges including pre-writing strategies, invention, revision and editing. Throughout the course, students will produce written texts that show unity and coherence, develop and support a central idea, and demonstrate organization.

 Keyboarding skills are strongly recommended.

Prerequisites: ENGL 101 Placement: GPA of 2.5, or a minimum Accuplacer score of 250

This CEI course meets Idaho State Board GEM competency requirements in GEM 1 – Written Communication

ENGL 101P Writing and Rhetoric I Plus
1 Credit

One-credit supplement to ENGL 101 for students who do not meet placement requirements for ENGL 101. It 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

Provides instruction in critical reading and writing of expository and argumentative prose, including summaries, analysis, and research. The class will emphasize academic inquiry and research as well as explore issues from multiple perspectives. Teaches careful reasoning, argumentation, and rhetorical awareness of purpose, audience, and genre with a focus on critically evaluating, effectively integrating, and properly documenting sources.

Prerequisites: ENGL 101 or an equivalent placement

This CEI course meets Idaho State Board GEM competency requirements in GEM 1 – Written Communication

ENGL 175 Literature and Ideas
3 Credits

This course introduces terminology and techniques necessary for analysis and explication of literary works from multiple genres. It is intended to provide students with basic experience in literary interpretation. Previously ENGL 110.

Prerequisites: ENGL 101

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

ENGL 199 Special Topics
3 Credits

Special Topics in Literature will examine a body of literature that addresses a common topic, represents a specific genre, or examines a cultural element. Readings will cover a range of texts and perspectives connected to the class's topic and may include films or other media. The course may be repeated as new topics are presented.

Prerequisite: ENGL 101 or Departmental Approval

ENGL 203 Effective Technical Communication
3 Credits

This course introduces the principles of effective technical communication using practical applications to produce real-world artifacts. The project-based approach challenges students to evaluate and create professional materials in a variety of formats using best practices and industry standards in conventions, tone, visual appeal, and ethics.

Prerequisites: ENGL 101

ENGL 206 Introduction to Creative Writing
3 Credits

This course introduces different creative writing genres (fiction, creative nonfiction, and poetry) while providing students with the necessary tools and guidance to create their own work. Students will participate in the traditional workshop experience as they learn the art of literary analysis, peer critique, and revision

Prerequisites: ENGL 101, or department approval

ENGL 215 Survey of World Mythology
3 Credits

This course is a broad survey of mythologies from a mix of world cultures and time periods. Students will analyze, discuss, and write about these mythologies as well as explore their connections to our current culture. The class may view films or other media.

Prerequisites: ENGL 101, or department approval

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

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 class 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.

Prerequisites: ENGL 101, or department approval

ESE 100 Engineering Technology Orientation
1 Credit

This course is an introduction to the opportunities and responsibilities of an engineering technician. It provides exposure to the various fields of technology through field trips, movies, and guest lectures. It introduces students to materials, techniques, and college services, which will assist the student in completing a technology program.

Co-requisites: ESE 100L

ESE 100L Engineering Technology Orientation Lab
1 Credit

This is a lab introduction to the skills of an engineering technician. It includes an overview of safety, tools, electrical wiring, instrumentation, and programmable logic controllers.

Co-requisites: ESE 100

ESE 110 Introduction to Process Control
1 Credit

This course is 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.

Co-requisites: ESE 110L

ESE 110L Introduction to Process Control Lab
1 Credit

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 are also utilized.

Co-requisites: ESE 110

ESH 102 40-Hr OSHA HAZWOPER Training
1 Credit

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

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, minerals, and dynamic processes such as volcanic and magmatic activity, seismicity, and crustal deformation. Students will examine how air, wind, water, and ice move in response to gravity and energy from the Sun. They will discover how Earth's surface is sculpted by eroding, transporting, and depositing rock materials. Lab exercises will include rock/mineral identification, applied geologic problems, and local field trips.

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

Assignments will apply principles from GEOL 101.

Co-requisites: GEOL 101

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

GEOL 102 Historical Geology
3 Credits

 An overview of the evolution of the Earth and its biologic history, with some emphasis on local events and the geologic history of Idaho. Topics will include the major physical events such as supercontinent cycles and the evolution of the North American continent and the Rocky Mountain region. The evolutionary history of life and its diverse changes as recorded in the geologic record will be included. The bizarre five-eyed sea-dwelling monsters of the Cambrian Explosion, Idaho's ancient giant whorl-toothed shark Helicoprion, the local digging dinosaur Oryctodromeus, and the Ice Age short faced bear Arctodus will be among the ancient animals discussed. Field trips are included and will involve the collection of fossils and visits to local museums.

Co requisite GEOL 102 L

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

GEOL 102L Historical Geology Lab
1 credit

Assignments will apply principles from GEOL 102

Co-requisite GEOL 102

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

GEOL 107 Real Monsters
3 Credits

A survey of nature's most impressive animals as viewed through the critical lens of science. Explore animal evolution, empirical limits on form and function, and ecosystem response to catastrophic change using evidence from fossils. Use the scientific method to hone skills of observation, deduction and induction.

GEOL 199 Special Topics
1-6 Credits

Special topics in geology. The content of this course is not described in the catalog. Title and number of credits are announced in the Class Schedule.

Prerequisites: Will change depending upon the topic.

GS 101 Academic & Career Exploration
1 Credit

Students are guided through the process of self-assessment and exploration of careers and areas of study. Students will discover and clarify their strengths and goals utilizing personality, interest, skill, and value inventories, and activities. Using an effective decision making process and academic and career research, students will organize, compare, and narrow down their academic and career options.

GS 110 Biology Career Exploration
1 Credit

This 1 credit seminar course is designed to introduce students who are curious about biological science careers to potential career paths. Each week, professionals in different careers, derived from a degree in biological sciences, will introduce their jobs to students. Students will assess careers, be introduced to career-exploration tools, and begin to learn networking skills.

GS 120 Student Leadership Class

Provides an overview of leadership styles, personalities, and organizational dynamics for student leaders. Explores the structure and culture of Student Leadership, College of Eastern Idaho, and student involvement and campus leadership at other higher educational institutions. Through discussions, guided interaction, and group exercises, students will explore the principles of relational leadership and learn to develop individual and group leadership skills to impact their lives and their communities. Content areas include decision-making, goal setting, effective communication, servant leadership, organization and time management skills, and event planning.

HCT 101 Medical Terminology
2 Credits

Using computer assisted instruction, this course provides a thorough examination of the body, with focus on spelling, pronouncing, and using terminology that is unique to the medical environment.

HCT 109 Medical Introduction to Ethics
2 Credits

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 125 Nutrition for Health Care Professionals
1 Credit

This course provides students with understanding of basic concepts of nutrition and relevance of nutritional principles for growth and development throughout the lifespan. Students will gain a general understanding of nutrients and food sources, as well as the importance and functions of fats, proteins, carbohydrates, minerals, and vitamins necessary to sustain the human body.

HCT 135 Fundamentals of Pharmacology
3 Credits

This course provides an overview of pharmacological principles with an emphasis on therapeutic drug classification. Students will become familiar with the basic mechanics 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

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, and includes the great Middle Eastern civilizations and cultural contributions 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

This course examines crucial developments in the West between 1648 and the present. 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 will be included.

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

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

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 Guilded 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 their 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 course is aimed at students pursuing a focus in history.

HIST 299 Special Topics
3 Credits

This course number is designed to permit the offering of special topics appropriate to a program within a department. Such offerings provide opportunities for pilot courses. Regular or frequently recurring topics are not offered under this title. The course may be repeated as new topics are presented

Prerequisites: Will change depending upon the topic.

HUM 101 Introduction to Humanities I
3 Credits

This course is an inquiry into the disciplines of the humanities, with emphasis on artistic achievements from the beginning of Western civilization to the Renaissance. This course takes a broad look at the 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.

HUM 102 Introduction to Humanities II
3 Credits

This course is an inquiry into disciplines of the humanities with emphasis on artistic works from the Renaissance to modern times with a focus on Western civilization. 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 110 Civil Litigation I
3 Credits

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, drafting pleadings, motions and notices, service of process, and an overview of the discovery process. Emphasis is given to implementing technology to aid in work site functions.

LGL 120 Contract Law I
3 Credits

An introduction to the basic principles of contract law. Topics include the essential elements of a contract, the formation of contracts, counter offers, different types of contracts used by business/government entities, ethics in contracts, performance and remedies for breach. Both common law and the Uniform Commercial Code will be emphasized.

LGL 121 Contract Law II
3 Credits

This course builds on concepts introduced in LGL 120 by providing a more comprehensive study of contract formation, performance, breach and damages, contract clauses, enforceability, and the Statute of Frauds. Topics include contract procurement processes, statements of work, and the study of the bodies of law that apply to contracts, including the Federal Acquisition Regulations. A primary objective of this course is for students to become familiar with tasks associated with contract administration and to develop a pattern of analysis and expression central to drafting, evaluating, negotiating, and executing contracts.

Prerequisites: LGL 120

LGL 122 Practical Ethics & Professionalism
3 Credits

The purpose of this course is to bridge the gap between ethical theory and applied ethics. Students will study how practical ethics are applied to workplace circumstances, by using real-world scenarios. Topics include identifying and resolving conflicts of interest, ethical lapses, aligning behavior to codes of conduct, and the management of ethics in the workplace. Focus will also be given to refining workplace professionalism and practices by firming personal accountability, interpersonal skills, and learning best practices for adhering to workplace standards.

LGL 123 Introduction to Law
3 Credits

This is an introductory course that provides an overview of the American legal system with the aim of teaching the fundamental concepts of major disciplines of law. Topics covered include the constitutional law, federal/state court systems, administrative law, crimes, torts, contract law, intellectual property law, family law, landlord-tenant law, business organization, bankruptcy, civil/criminal procedures, and wills, trusts and probate laws.

LGL 210 Internship
3 Credits

Students undertake a significant experiential learning opportunity, typically with a company, non-profit, governmental, or community-based organization, to gain practical experience in an applied work setting. Students will have an opportunity to explore various career possibilities within a business, legal, or public work site, and to implement employment strategy skills. This course requires students to secure their own position at an instructor-approved location.

This course is graded on a pass/fail basis

LGL 211 Civil Litigation II
3 Credits

This course continues the study of civil litigation processes by focusing on discovery practices, trial preparations, and post-trial proceedings. Students will implement technology to aid in office functions, including document control and management. Focus is also given to learning post-judgment proceedings. This course implements a cumulative assessment applied to practical litigation exercises.

Prerequisites: LGL 110

LGL 212 Criminal Law
3 Credits

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

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

Covers basic legal research/writing fundamentals, with emphasis given to formatting legal briefs and memorandums and utilizing online research tools, including Westlaw. Topics also include learning advance citation practices, how to develop legal issue statements, incorporate factual scenarios, and demonstrate legal analysis.

Prerequisites: LGL 101

LGL 219 Debtor/Creditor Law and Bankruptcy
3 Credits

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

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. A portion of this course will be reserved for self-study and workshop preparation to fulfill the goals above.

MAC 103 Machine Shop Lab I
6 Credits

Lab to support MAC 153.

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

MAC 104 Machine Shop Lab II
6 Credits

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

This course covers 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

This course teaches 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

This course covers 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

This course includes machining processes and their applications as practiced in the lab course. Safety and sound work habits are emphasized in all phases of instruction. This covers care, use and maintenance of layout and inspection tools. It also covers 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

This course covers 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

Lab to support MAC 253.

Prerequisites: MAC 104; Co-requisites: MAC 253

MAC 204 Advanced Machine Shop Lab II
6 Credits

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

This is an 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

This course teaches 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

This course covers 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

This course teaches 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

This course 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

A continuation of concepts learned in MAC 253, it introduces basic programming skills and operation of computer numerical control (CNC) machining centers. Emphasis is 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

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 105 Beginning Phlebotomy
3 Credits

Course Description: This course provides the student with a working knowledge of specimen collection techniques and laboratory procedures routinely performed in healthcare facilities. While observing all aseptic and safety precautions in accordance with health care standards. Students will receive a hands on approach to beginning phlebotomy skills as well as the lab setting. This course will be delivered through class lecture, lab, and via blackboard.

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.

MAS 120 Diseases of the Human Body
2 Credits

This course is an introduction to diseases of the human body. It 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

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

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. It also covers necessary documentation, lab quality control and quality assurance, 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 215 Medication Administration
3 credits

This course covers the routes of administration and the proper method of deliver of medications by those routes. Various types of medications are discussed as well as the absolute rules concerning medication administration, including dosage calculations. This class has a hands-on lab where you will perform the correct methods for drawing up, preparing, and administering medications. This course will be delivered through on-campus classroom lecture, lab, and via Blackboard.

MAS 210 Externship II
6 Credits

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

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

Upon completion of the course, students 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

This course prepares students to enter 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, or a SAT Math score between 430-500

MATH 104 Welding Mathematics
3 Credits

This course is designed for students in their first year of Welding Technology. The U.S. Customary and Metric systems of measurement are used. Whole number arithmetic, fractions, percentages, and decimals are used with emphasis on converting units within and between the two systems. Formula solving and setting up of proportion equations are used to solve practical problems in geometry. The course concludes with right triangle trigonometry as applied to typical shop welding problems.

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

MATH 105 Business Mathematics
3 Credits

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

This intermediate algebra course has an emphasis on solving equations and inequalities, including lines and systems of linear equations and applications of these. Additional topics covered include factoring, rational expressions, exponents, radicals, and quadratic equations. This course is intended as preparation for MATH 143.

Prerequisites: Appropriate placement score recommended. See page 17 for more information.

MATH 112 Mathematics for Health Professions
3 Credits

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 reviews fractions/decimals; percentages, ratios and proportions. It also 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

This course will cover real-world applications of mathematics and focus on effective problem-solving. Topics covered include voting theory, finance, probability, statistics and others.

Prerequisites: Appropriate placement score recommended. See page 17 for more information. Otherwise, take MATH 123P in addition.

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

MATH 123P Mathematics in Modern Society Plus
1 Credit

One credit supplement to MATH 123 for students who do not meet placement requirements. Includes additional instruction in skills required for MATH 123.

Prerequisite: an ALEKS score of 20-29, or an ACT Math score of 17-19, or a SAT Math score of 430 - 500

Co-requisite: MATH 123

MATH 130 Finite Mathematics
3 Credits

Introduction to probability, linear systems, inequalities, and linear programming. Applications directed to non-physical science areas.

Prerequisites: MATH 108.

MATH 143 College Algebra
3 Credits

This course introduces functions and their graphs. Function notation, domain, range, composition, and inverses are covered. In addition, basic transformations of graphs as well as graphs of absolute value, quadratic, polynomial, radical, exponential, and logarithmic functions are included.

Prerequisites: Completion of MATH 108 with a minimum grade of C-, or appropriate placement score recommended. See page 17 for more information. Otherwise, take MATH 143P in addition.

May be taken concurrently with MATH 144.

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

MATH 143P College Algebra Plus
1 Credit

One credit supplement to MATH 143 for students who do not meet placement requirements. Includes additional instruction in skills required for MATH 143.

Co-requisites: MATH 143

MATH 144 Trigonometry
2 Credits

This course is a study of circular function and right triangle approaches to trigonometry. Graphs of trigonometric functions, amplitude, frequency, and phase shifts are covered. Additional topics include trigonometric identities, inverse functions, and equations.

Prerequisites: Completion of MATH 108 with a minimum grade of C- or appropriate placement score recommended. See page 17 for more information.

May be taken concurrently with MATH 143.

MATH 147 College Algebra and Trigonometry
5 Credits

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

NOTE: MATH 147 can be taken as a two-semester sequence as MATH 143 and MATH 144. Students lacking excellent algebra skills are strongly advised to take the two-semester sequence.

Prerequisites: Completion of MATH 108 with a minimum grade of B-, or appropriate placement score recommended. See page 17 for more information.

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

MATH 153 Statistical Reasoning
3 Credits

This is an algebra-based probability and statistics course which covers descriptive statistics, various discrete and continuous probability distributions, confidence intervals, and hypothesis-testing. Correlation and regression are also introduced.

Prerequisites: Appropriate placement score recommended. See page 17 for more information. Otherwise take MATH 153P in addition.

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

MATH 153P Statistical Reasoning Plus
1 Credit

Includes additional instruction in skills required for MATH 153.

Co-requisite MATH 153.

MATH 160 Survey of Calculus
4 Credits

This course is designed for students with business, social science and life science majors. It covers functions, limits, continuity, derivative, maxima-minima, applications of the derivative, exponential and logarithmic functions, functions of several variables, maxima and minima of functions of several variables, integration, and applications of the integral.

Prerequisites: Pass MATH 143 or MATH 147 with a minimum grade of C-, or an appropriate placement score. See page 17 for more information.

MATH 170 Calculus I
4 Credits

This is the first course in the Calculus sequence. It covers algebraic and transcendental functions, rate of change, limits, continuity, differentiation of algebraic, trig, exponential, logarithmic 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 MATH 143 and MATH 144 with a minimum grade of C, or an appropriate placement score. See page 17 for more information.

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, and improper integrals are covered. Applications of definite integrals, sequences and series, parametric curves in the plane and polar coordinates are studied.

Prerequisites: MATH 170 with a minimum grade of C.

MATH 199 Special Topics
1-6 Credits

Special topics in mathematics. The content of this course is not described in the catalog. Title and number of credits are announced in the Class Schedule.

Prerequisites vary depending upon the topic.

MATH 240 Linear Algebra
3 Credits

Introduction to linear algebra. Linear systems, matrices, determinants, vector spaces, linear transformations, linear independence, eigenvalues and eigenvectors, orthogonalization.

Prerequisites: MATH 170 with a minimum grade of C-.

MATH 256 Structure of Arithmetic for Elementary School Teachers
3 Credits

Development of number systems. Emphasis on principles, representations, and concept development. For students pursuing a bachelor degree in Elementary Education or Special Education.

Prerequisites: MATH 143 with a minimum grade of C.

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 students pursuing a bachelor degree in Elementary Education or Special Education.

Prerequisites: MATH 256 with a minimum grade of C.

MATH 275 Calculus III
4 Credits

Multivariable calculus. Vector algebra and geometry. Functions of several variables. Differentiation. Optimization. Multiple Integrals. Parametric curves and surfaces. Line and surface integrals. Vector fields. Green's, Stokes', and divergence theorems.

Prerequisites: MATH 175 with a minimum grade of C-.

MGT 122 Business Lab I
1 Credit

This course provides students the opportunity to develop applied skills in a professional lab environment.

MGT 123 Business Lab II
1 Credit

This course provides students the opportunity to develop applied skills in a professional lab environment.

MGT 124 Current Topics in Business
3 Credits

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

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

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.

Co-requisite: MGT 220

MGT 207 Financial Management
3 Credits – FA

An understanding of finance is essential to the successful operation of any entity—business or personal. Students in this course will apply the principles and practices of financial management. Concepts such as financial ratios, financial statement analysis, risk and return, stocks and bonds, and forecasting will be addressed.

MGT 216 Human Resource Management
3 Credits

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

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.

Prerequisites: MGT 207 with a grade of C- or higher, or instructor approval

MICR 111 Introduction to Microbiology
3 Credits

This course is an introduction to microbiology with a healthcare and infectious disease emphasis. The ubiquity and diversity of microbes will be discussed. Topics covered include basic chemistry, parts of a cell and their functions, metabolism, bacterial genetics, viruses, eukaryotic microbial pathogens, and basic immunology and epidemiology.

Co-requisite: MICR 111L

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

MICR 111 L Introduction to Microbiology Laboratory
1 Credit

Laboratory exercises will demonstrate the common skills and techniques used when working with microbes. Essential lab equipment will be introduced. Topics covered include lab safely, aseptic technique, microscope use, staining techniques, differences between eukaryotes and prokaryotes, microbial growth and control, experimental design, and epidemiology.

Co-requisite MICR 111

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

MICR 199 Special Topics
1-6 Credits

Special topics in microbiology. The content of this course is not described in the catalog. Title and number of credits are announced in the Class Schedule.

Prerequisites: Will change depending upon the topic.

MICR 250 General Microbiology
3 Credits

This course introduces students to the fundamentals of microbiology. Topics include taxonomy, diversity, microbial growth and control, metabolism, genetics, and the impact of microbes on humans and the environment. Previously BIOL 250.

Prerequisites: BIOL 100 or higher, CHEM 101 or higher.

Co-requisite: MICR 250L

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

MICR 250L General Microbiology Lab
1 Credit

Laboratory exercises demonstrating general microbiology laboratory skills and techniques. Previously BIOL 250L.

Co-requisite: MICR 250

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

MKT 103 Sales and Customer Service
3 Credits

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

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

This course introduces 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

This is a 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.

Prerequisite: ALEKS score of 14+, or SAT Math score of 430-800

MUSI 108 Survey of Jazz and Pop Music
3 Credits

This course studies the development of jazz and popular music as American art forms from the beginning of 1900 to the present. Jazz, blues, folk, rock and other popular music forms will be heard and studied along with important instrumentalists, singers, and music 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 117 Essential Fundamentals of Nursing
4 Credits

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

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

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 207 Introduction to Maternal/Child Nursing
3 Credits

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

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

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

NUTR 239 Human Nutrition
3 Credits

A descriptive survey of macro and micro nutrients required by the human body. Study of the digestion, absorption and metabolism of nutrients and the digestive system. Study of health consequences of nutrition practices. Study of food sources and proper dietary selection needed to fulfill human needs. Survey of nutrition for all life stages, nutrition related disorders and strategies to achieve optimal health.

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

OCR 105 Occupational Relations
3 Credits

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

This course increases an understanding of important theories and concepts in philosophy from ancient philosophy to modern views of ethics. This course discusses why truth matters and what we owe to others.

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

This course is an examination of moral problems and study of the concepts, principles, and theories used to clarify them. The class will delve into the investigation and discussion of personal, social, and professional moral issues.

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.

PHYS 100 Survey of Physics
3 Credits

An introduction to the concepts of physics and their application to the world around us and beyond. This course is intended for non-science students. Topics include: laws of motion, conservation of energy, momentum, properties of matter, heat, sound, electricity, magnetism, light, and atomic and nuclear physics.

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

Assignments will apply principles from PHYS 100.

Co-requisites: PHYS 100

PHYS 101 Introduction to Physics I
3 Credits

This course surveys basics physics principles with an introduction to problem solving using basic algebra. Principles studied include motion in one and two dimensions, force and Newton's Laws, rotational motion, momentum and collisions, fluid statics and dynamics, temperature and heat transfer.

Co-requisite: PHYS 101L

PHYS 101L Introduction to Physics I Lab
1 Credit

Assignments will apply principles from PHYS 101.

Co-requisite: PHYS 101

PHYS 102 Introduction to Physics II
3 Credits

This course surveys basics physics principles with an introduction to problem solving using basic algebra. Principles studied include oscillatory and wave motion, electricity and magnetism, AC and DC circuits, geometric optics, wave optics, atomic and nuclear physics and an introduction to special relativity.

Co-requisite: PHYS 102L

PHYS 102L Introduction to Physics II Lab
1 Credit

Assignments will apply principles from PHYS 102.

Co-requisite: PHYS 102

PHYS 111 General Physics I
4 Credits

This course includes a general study of kinematics, Newton's Laws of Motion, universal gravitation, work, mechanical energy, motion in a plane, momentum, hydrostatics, Simple Harmonic Motion, wave motion, sound, introductory thermodynamics, and heat transfer with applications to life sciences.

Prerequisites: MATH 143 or MATH 147;

Co-requisites: PHYS 111L

MATH 144 is recommended

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

Assignments will apply principles from PHYS 111.

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

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;

Co-requisites: 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

Assignments will apply principles from PHYS 112.

Co-requisites: PHYS 112

PHYS 199 Special Topics
1-6 Credits

Special topics in physics. The content of this course is not described in the catalog. Title and number of credits are announced in the Class Schedule.

Prerequisites will change depending upon the topic.

PHYS 211 Physics for Scientists and Engineers I
4 Credits

Kinematics and dynamics, Newton's laws, work and energy, rotational dynamics, linear and angular momentum, collisions, static equilibrium, oscillations, gravity and central forces. Two lectures, one recitation per week.

Prerequisite: MATH 170

Co-requisite: PHYS 211 Lab

PHYS 211L Physics for Scientists and Engineers I Lab
1 Credit

Assignments will apply principles from PHYS 211.

Co-requisite: PHYS 211

PHYS 212 Physics for Scientists and Engineers II
4 Credits

Electric fields and potentials, magnetic fields, capacitance and inductance, DC and AC circuits, electromagnetic waves, fluid dynamics, sound waves, temperature, heat and thermodynamics, kinetic theory, geometric and physical optics. Two lectures, one recitation per week.

Prerequisite: PHYS 211

Pre- or co-requisite: MATH 175

Co-requisite: PHYS 212 Lab

PHYS 212L Physics for Scientists and Engineers II Lab
1 Credit

Assignments will apply principles from PHYS 212.

Co-requisite: PHYS 212

POLS 101 American National Government
3 Credits

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 and their powers and limits. Emphasis is placed on states' rights and local control, public ethics, political parties, voters, pressure groups, civil liberties and rights, as well as 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

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, 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

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

POLS 299 Special Topics
3 Credits

This course number is designed to permit the offering of special topics appropriate to a program within a department. Such offerings provide opportunities for pilot courses. Regular or frequently recurring topics are not offered under this title. The course may be repeated as new topics are presented.

Prerequisites will change depending upon the topic.

PSYC 101 Introduction to Psychology
3 Credits

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

This course provides a thorough investigation of potential careers in psychology. It offers a realistic depiction of the education preparation and discipline to be competitive in the field.

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.

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

PSYC 225 Child Development
3 Credits

This course explores biosocial, cognitive, and psychosocial changes in all our lives from birth through adolescence. Parenting and education are the contexts emphasized to understand and elaborate upon the course material.

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

PSYC 299 Special Topics
3 Credits

This course number is designed to permit the offering of special topics appropriate to a program within a department. Such offerings provide opportunities for pilot courses. Regular or frequently recurring topics are not offered under this title. The course may be repeated as new topics are presented.

Prerequisites: Will change depending upon the topic.

RDS 111 Supervised Work Experience
6 Credits

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.

Prerequisites: RDS 124 with a grade of (C-) or higher, and RDS 124L

RDS 121 Radiation Protect Principles
5 Credits

This is a course about 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, exposure evaluation, and shielding concepts.

Co-requisites RDS 121L

RDS 121L Radiation Safety Lab I
1 Credit

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.

Co-requisites: RDS 121

RDS 122 Radiation Protect Principles II
5 Credits

This course covers biological effects of ionizing radiation, radiation detection theory and operation, external exposure control, external dosimetry, and survey instrumentation. It also discusses ALARA principles and shielding, internal dosimetry techniques, contamination control and monitoring, airborne sampling methods and programs, respiratory protection, and radiological source control.

Prerequisites: RDS 121

Co-requisites: RDS 122L

RDS 122L Radiation Safety Lab II
1 Credit

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.

Prerequisites: RDS 121L

Co-requisites: RDS 122

RDS 123 Radiation Protect Principles III
5 Credits

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.

Prerequisites: RDS 122

Co-requisites: RDS 123L

RDS 123L Radiation Safety Lab III
1 Credit

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.

Prerequisites: RDS 122L

Co-requisites: RDS 123

RDS 124 Radiation Protect Principles IV
5 Credits

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.

Prerequisites: RDS 123

Co-requisites: RDS 124L

RDS 124L Radiation Safety Lab IV
1 Credit

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.

Prerequisites: RDS 123L

Co-requisites: RDS 124

SOC 101 Introduction to Sociology ◆
3 Credits

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

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.

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

This course gives 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.

SOC 299 Special Topics ★
3 Credits

This course number is designed to permit the offering of special topics appropriate to a program within a department. Such offerings provide opportunities for pilot courses. Regular or frequently recurring topics are not offered under this title. The course may be repeated as new topics are presented.

Prerequisites: Will change depending upon the topic.

SPAN 101 Elementary Spanish I ◆
4 Credits

The focus in class is on using Spanish to exchange real-life information and ideas, and on the functional grammar and vocabulary to accomplish this. The class will realize this focus through the four traditional skills: listening, speaking, reading, and writing. It will acquaint them with the culture Spanish-speaking countries.. Beginners and students with fewer than two years of high school Spanish should register for this course.

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

SPAN 102 Elementary Spanish II
4 Credits

This course is a continuation of SPAN 101, with increasing emphasis on the student's ability to use the language in authentic situations through a broadened foundation in vocabulary and grammar. The focus will continue in the four skill areas of listening, speaking, reading and writing as well a deeper appreciation of Hispanic culture.

Prerequisites: SPAN 101, placement, or instructor permission

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

SRT 102 Surgical Procedures I
4 Credits

This course includes the study of surgical procedures for each defined body system. Each unit 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

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

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, and 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 sills are also covered.

SRT 114 Surgical Clinic I
8 Credits

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 150 Central Sterile Processing
10 Credits

This course includes the study of the Central Service and Materials Management departments. Special emphasis is placed on cleaning and decontamination of equipment, disinfection of instruments and equipment, and the different methods of sterilization, as well as sterile packaging of reusable and disposables and storage of hospital sterile items. 400 clinical hours are required to be eligible for the certification exam.

SRT 202 Surgical Procedures II
4 Credits

This course is a continuation of SRT 102. 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

This course is a continuation of SRT 111, 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

This course is a continuation of SRT 114, 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

This is an introductory overview and history of the Social Work profession within the social welfare system, and the generalist model of practice in Social Work. Attention is given to micro, mezzo, and macro levels of practice.

SWK 272 Human Behavior and the Social Environment
3 Credits

Conceptual frameworks and issues in human behavior and development across the lifespan. Attention is 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, gender, and sexual orientations are also examined.

WFM 100 Wildland Fire Management
45 Credits

This program 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

The student will identify lab organization and safety procedures, demonstrate applied leadership skills and abilities, and 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

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

This course consists of basic metallurgy, identification of metals and electrodes, theory of welding processes, identifying 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

This course covers Shielded Metal Arc Welding (SMAW) 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

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

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

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

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

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

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

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

ZOOL 280 Pathophysiology ★
3 Credits

This course provides an in-depth study of human pathological processes and their effects on homeostasis. Foundational knowledge of anatomy and physiology will be relied on as we discuss pathological processes of the human body. This course will emphasize the dynamic aspects of disease and focus on interrelationships among organ systems in deviations from normal form and function. Patterns of pathogenesis as related to physiological mechanisms are examined. This is an elective.

Prerequisites: BIOL 228/L with a grades of (C) or higher, or departmental approval

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