Catalog
2017-2018

College of
Eastern Idaho

Accreditation

College of Eastern Idaho is accredited by the Northwest Commission on Colleges and Universities (NWCCU), an institutional accrediting body recognized by the Council for Higher Education Accreditation and/or the Secretary of the U.S. Department of Education.

<u>Northwest Commission on Colleges and Universities</u>

8060 165th Avenue NE, Suite 100

Redmond, Washington 98052-3981

Phone: (425) 558-4224

Special Notice

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

Equal Opportunity

It is the policy of College of Eastern Idaho to provide equal educational and employment opportunities, services, and benefits to students and employees without regard to race, color, national origin, handicap, age, creed, or gender, in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and Sections 799A and 845 of the Public Health Service Act. College of Eastern Idaho is an Equal Opportunity/Affirmative Action institution and the programs and courses offered are approved for Veterans Administration Benefits. The Equal Opportunity/Affirmative Action Officer may be contacted at (208) 535-5303.

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

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CEI MISSION & WELCOME

OUR MISSION

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

BOARD OF TRUSTEES

Zone 1: Stephanie Mickelsen

Zone 2: Calvin Ozaki

Zone 3: Park Price

Zone 4: Craig Miller

Zone 5: Carrie Scheid

PRESIDENT'S WELCOME

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

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

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

We offer many support services to help students succeed: study skills classes, tutoring, learning centers, advising, financial aid and scholarships, and health services to name a few.
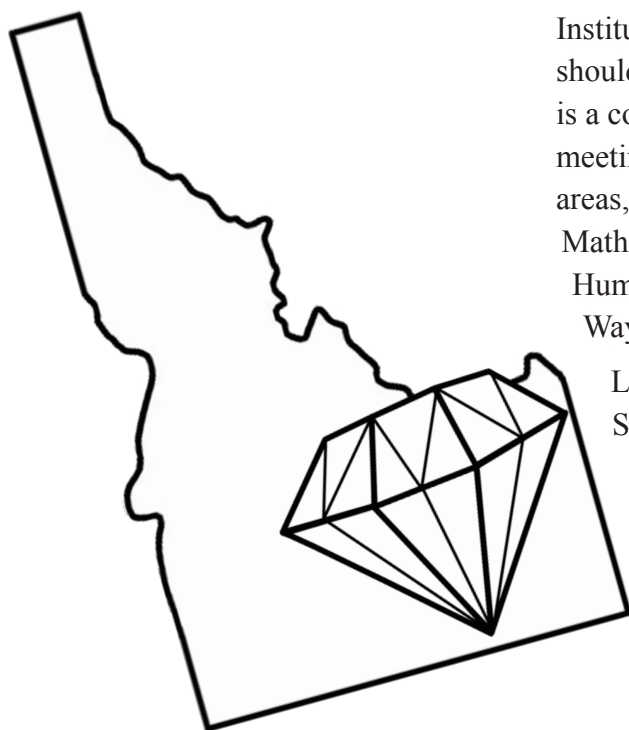
CEI is the shortest distance between where you are and where you want to be.

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

Dr. Rick Aman

Inaugural President of College of Eastern Idaho

IDAHO GEM COURSES

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

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

GEM courses are designated by a ⬥ in the Course Catalog.

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

CALE

FALL SEMESTER (2017)

AUGUST
- 4: 2017 Fall fee deadline
- 14-15: Faculty in-service
- 16-18: Faculty preparation and student advising
- 21: Fall semester classes begin
- 25: Last day to add/drop classes

SEPTEMBER
- 4: Labor Day Holiday**

OCTOBER
- 2: Applications for Fall Graduation Due
- 9: Columbus Day (classes held)
- 13: Mid-term/last day to make up summer incompletes
- 16: Mid-term credit grade entry and submission deadline due by 5:00 p.m. in WebAdvisor
- 24: Spring student advising day***
- 25: Spring semester registration for continuing students begins
- 30: Last day to withdraw from credit classes without grade penalty

NOVEMBER
- 6-22: Fall in-class evaluations
- 10: Veterans Day Observed (classes held)
- 13: Spring semester registration for new degree/certificate seeking students begins
- 23-24: Thanksgiving Vacation**

DECEMBER
- 1: Spring semester registration for non-degree seeking students begins
- 8: Last day of instruction
- 8: 2018 Spring fee deadline
- 11: Final credit grade entry and submission deadline due by 5:00 p.m. in WebAdvisor
- Dec 11-Jan 7: Christmas Vacation for students*
- 25-26: Christmas Holiday**

SPRING SEMESTER (2018)

JANUARY
- 1: New Year Holiday**
- 4-5: Faculty in-service
- 8: Spring semester classes begin
- 12: Last day to add/drop classes
- 15: Martin Luther King Jr./Idaho Human Rights Day**

FEBRUARY
- 1: Applications for Spring/Summer Graduation Due
- 9: Scholarship applications due to the CEI Foundation Office by 5:00 p.m.
- 19: Presidents Day Holiday**

MARCH
- 2: Mid-term/last day to make up Fall incompletes
- 5: Mid-term credit grade entry and submission deadline due by 5:00 p.m. in WebAdvisor
- 13: Summer/Fall student advising day***
- 14: Summer/Fall semester registration for continuing students begins
- 19-23: Spring Break*
- 26: Last day to withdraw from credit classes without grade penalty
- 26: Summer/Fall semester registration for new degree/certificate seeking students begins

APRIL
- 9-20: Spring 2018 in-class evaluations
- 27: Summer semester registration for non-degree seeking students begins

MAY
- 4: Last day of instruction
- 4: Summer 2018 term fee deadline
- 7: Final credit grade entry and submission deadline due by 5:00 p.m. in WebAdvisor
- 8: Commencement***

SUMMER SEMESTER (2018)

MAY
- 28: Memorial Day Holiday**
- 29: Summer term classes begin

JUNE
- 1: Last day to drop/add classes
- 15: Mid-term/last day to make up Spring incompletes
- 18: Mid-term credit grade entry and submission deadline due by 4:00 p.m. in WebAdvisor

JULY
- 2: Last day to withdraw from credit classes without grade penalty
- 4: Independence Day Holiday**
- 20: Last day of instruction
- 23: Final credit grade entry and submission deadline due by 4:00 p.m. in WebAdvisor
- 27: Fall semester registration for non-degree seeking students begins

AUGUST
- 3: 2018 Fall fee deadline

**Campus will be closed/no classes

***Subject to change

Classes will meet on Columbus Day and Veteran's Day

NDAR

FALL SEMESTER (2018)

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

SEPTEMBER
- 3: Labor Day Holiday **

OCTOBER
- 1: Application for Fall graduation due
- 8: Columbus Day (classes held)
- 12: Mid-Term/last day to make up Summer incompletes
- 15: Mid-Term credit grade entry & submission deadline due by 5:00 p.m. in WebAdvisor
- 23: Spring Student Advising Day
- 24: Spring semester registration for continuing students begins
- 29: Last day to withdraw from credit classes without grade penalty

NOVEMBER
- 5-21: Fall in-class evaluations
- 12: Veteran's Day Observed (classes held)
- 12: Spring semester registration for new degree/certificate seeking students begins
- 22-23: Thanksgiving Vacation **
- 30: Spring semester registration for non-degree/certificate seeking students begins

DECEMBER
- 7: Last day of instruction
- 7: Spring 2019 term fee deadline
- 10: Final credit grade entry & submission deadline due by 5:00 p.m. in WebAdvisor
- Dec 10 - Jan 6: Christmas Vacation for students
- 24 –25: Christmas Holiday**

SPRING SEMESTER (2019)

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

FEBRUARY
- 1: Application for Spring/Summer Graduation due
- 8: Scholarship applications due to CEI Foundation Office by 5:00 p.m.
- 18: President's Day **

MARCH
- 1: Mid-Term/last day to make up Fall incompletes
- 4: Mid-Term credit grade entry & submission deadline due by 5:00 p.m. in WebAdvisor
- 12: Summer/Fall Student Advising Day
- 13: Summer/Fall semester registration for continuing students begins
- 18-22: Spring Break ***
- 25: Last day to withdraw from credit classes without grade penalty
- 25: Summer/Fall semester registration for new degree/certificate seeking students begins

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

MAY
- 3: Last day of instruction
- 3: Summer 2019 term fee deadline
- 6: Final credit grade entry & submission deadline due by 5:00 p.m. in WebAdvisor
- 9: Commencement

SUMMER SEMESTER (2019)

MAY
- 27: Memorial Day **
- 28: Summer semester classes begin

JUNE
- 1: Last day add/drop classes
- 14: Mid-Term/last day to make up Spring incompletes
- 17: Mid-Term credit grade entry & submission deadline due by 4:00 p.m. in WebAdvisor

JULY
- 2: Last day to withdraw from credit classes without grade penalty
- 4: Independence Day Holiday **
- 19: Last day of instruction
- 22: Final credit grade entry & submission deadline due by 4:00 p.m. in WebAdvisor
- 26: Fall semester registration for non-degree/certificate seeking students begins

AUGUST
- 2: Fall 2019 term fee deadline

**Campus will be closed/no classes

***Subject to change

Classes will meet on Columbus Day and Veteran's Day

GENERAL REGULATIONS

GENERAL REGULATIONS

Students are assigned a CEI email address that is used for all official communication between the College and students. This includes information regarding registration, financial aid, account balances, and any other necessary communication. College of Eastern Idaho is not responsible for any information that may be missed if a student does not check this email address regularly.

STANDARD ADMISSION REQUIREMENTS

College of Eastern Idaho accepts applicants who are high school graduates or the equivalent (GED).

Applicants for any program must:

• Submit completed application for admission either in person, online, or by mail or fax.

• Each applicant must have earned one of the following educational credentials from a CEI recognized state or regional organization: a high school diploma or a General Education Development (GED) Certificate from a U.S. Institution.

Degree seeking students must submit a final high school or General Education Development (GED) transcript, and any offical postsecondary institution transcripts with final grade point average (GPA) and graduation date (if applicable). Transcripts must be received before acceptance will be granted into a matriculated program.

If applicable, Advanced Placement test scores must be listed on official transcripts, or grade sheets and submitted for consideration of acceptance for transfer or placement at CEI.

Applicants on student visas are not eligible for admission to a degree program. These individuals may be allowed to take up to nine credits as non-degree seeking students.

• Students may be required to complete a preliminary educational assessment. Achievement testing constitutes part of this assessment process. Students that have already completed at least a two year degree or who have completed related general education courses at a regionally accredited post-secondary institution with a "C-" or better, or those who have passed Advanced Placement testing for English and/or math may not be required to take the preliminary educational assessment.

To schedule an appointment with an admissions counselor, students may call (208) 524-3000, or toll-free 1.800.662.0261.

*Official Transcript

The Registrar's Office will only accept official transcripts that are distributed to the CEI Admissions office from another institution's records or registrar's office. Transcripts may be sent directly to CEI via US mail, through email from a transcript ordering service (e.g. National Student Clearing House, Parchment), faxed or brought in by the student. Official transcripts are those that are printed on security paper and contain both the registrar's signature and the institution's official seal. All other transcripts are considered unofficial and will not be accepted or processed.

• Official transcripts are required for the purpose of posting transfer credits/courses to the student's College record or for verification of degree/diploma/certificate completion from another institution. Once an official transcript is received by the Registrar's Office, the transcript will be submitted for review to the Associate or Assistant Registrar. The Associate or Assistant Registrar will determine what courses and credits are transferable to College of Eastern Idaho. College of Eastern Idaho will only transfer credit, not grades. Additional preadmission, procedures and requirements exist for some programs (see program descriptions). Students are accepted to the College and enrolled in courses on a first-applied, first-considered basis.

Waitlisted Programs:

In an effort to provide students with the skills necessary for employability, and to meet the needs of local companies and industries, CEI admissions for waitlisted programs may require the following procedures to determine acceptance: application completion date, high school articulation credits in the same field, a scholarship provided by a partnering agency, competency for practice (employer requirements for a candidate in that particular field) and an interview by the instructor/division manager/admissions counselor of the program. College of Eastern Idaho strives for the success of the individual in both academic coursework and industry.

Acceptance:

Applicants cannot be assured admission until:

1. Admission requirements are met

2. Student receives a letter of acceptance from the College

ENROLLMENT PRIOR TO HIGH SCHOOL GRADUATION

Advanced Opportunities:

If a student was enrolled in any Advanced Opportunities Technical Competency programs in high school they may be eligible to receive college credit for articulated courses in which they received an "A" or "B" and passed the required practical skills test. To request Technical Competency credits the student must use the official Advanced Opportunity Credit Request form available on the CEI website. The cost is $10 per credit. If the student is enrolled at CEI, there is no charge to transcript these credits. Technical Competency credits will be articulated as college transfer credits. These credits must be requested within 2 years of the completion of the eligible course and be enrolled at a post-secondary institution. The Dual Credit Coordinator at the College can provide assistance with credit questions. Once Technical Competency credits are transcripted they may not be removed from the official transcript.

Dual Credit Coordinator

Tonya Tracy
John E. Christofferson Building #3 Office #334
Phone: (208) 535-5330
Email: tonya.tracy@cei.edu

Concurrent Enrollment:

High school students 16 or older may enroll in up to nine credit hours of college work per semester at CEI as non-matriculated (non-degree seeking) students. Students must complete the Concurrent Enrollment Form available on the CEI website and comply with the requirements listed on the form, including completion of a CEI application form. A college admissions test score must also be submitted with the application. High School students enrolled at CEI pay a reduced rate of $65/credit. Federal financial assistance is not available to concurrent enrollment students. When the CEI course is completed the student may request an official transcript be sent to their high school following the process outlined on the CEI website.

RE-ADMISSION OF FORMER STUDENTS

If the student would like to return to the College after an absence of two full years, they must re-apply for admission. The student will need to check with an admissions counselor to determine if a placement test is required. If the student has applied for admissions within the past year but not attended, they must call the admissions office to update their application. If the student does not maintain continuous enrollment, excluding Summer term, they will lose the right to graduate under their original Catalog program requirements and must use the Catalog in force at the time of the re-enrollment.

NON-MATRICULATED (NON-DEGREE SEEKING) STUDENTS

If a student is not interested in pursuing an Associate of Arts, Associate of Applied Science Degree, an Advanced Technical Certificate, Intermediate Technical Certificate, or a Basic Technical Certificate,

PLACEMENT SCORES

CEI Course	GAIN	MPEA	MPEB	ACT	SAT
ART 101 Survey of Art in Western Cultures				English >24	ERW 630-730
BOT 180 Financial Business Application	670			Math > 16	Math 430-500
COM 101 Fundamentals of Speech	>820			English >17	ERW 500-620
ELT 141 Applied Mathematics I	855 AND	75%		Math >19	Math 510-800
ENG 101 English Composition	>820			English 18-24	ERW 500-620
ENG 101L English Composition Lab	747-820			English <17	ERW 200-490
ENG 102 Critical Reading and Writing				English >24	ERW 630-730
ENG 202 Technical Communication				English >24	ERW 630-730
MAC 143 Related Machine Shop Mathematics	776				Math 510-569
MAT 100 Introduction to Algebra	670			Math >16	Math 430-500
MAT 104 Welding Mathematics	670				Math 430-500
MAT 108 Intermediate Algebra	855 AND	75% OR	50%	Math >19	Math 510-800
MAT 112 Mathematics for Health Professions	670			Math >16	Math 430-500
MAT 123 Mathematics in Modern Society	855 AND	65%		Math >19	Math 510-800
MAT 123L Mathematics in Modern Society Lab	855 AND	50%		Math <19	Math <460
MAT 143 College Algebra	855 AND		75%		Math 570-800
MAT 160 Brief Calculus				> 26	Math 640-800
MAT 253 Elementary Statistics	855 AND		65%	Math >23	Math 570-800
MTD 110 Mechanics Technical Math	670				Math 430-500
POL 101 Introduction to American Government	>820			English >17	ERW 500-620
PSY 101 Introduction to Psychology	>820			English >17	ERW 500-620
SOC 101 Introduction to Sociology	>820			English >17	ERW 500-620
SOC 101 Social Problems	>820			English > 17	ERW 500-620

CLEP PLACEMENT

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

ADVANCED PLACEMENT

CEI Course	Required Score
ENG 101	3-5
MATH 253	3-5

they may be admitted as a non-matriculated (non-degree seeking) student. Students attending under this classification are NOT required to submit an Application for Undergraduate Admission or official transcripts from previous educational institutions.

Unofficial transcripts may be required if a student wishes to take courses with required prerequisites. Non-degree seeking students may register for 9 credits in the Fall/Spring semesters and 3 credits in the Summer term. Approval from the Registrar's office is required for credits beyond the allowable amount. High school students may register part-time as a Dual Enrolled student with letters of consent from the high school principal, parent(s) or legal guardian(s), and permission from a CEI counselor. Acceptance into this non-degree seeking category does not constitute acceptance into a certificate/degree program. Students will not be eligible to receive federal or state financial aid and must meet any prerequisite/corequisite requirements for the courses. Non-degree seeking students are expected to adhere to CEI student policies and should understand that credits earned during non-degree seeking enrollment will be evaluated for program applicability at the time of matriculation. If the student fails courses as a non-degree seeking student, their future financial aid eligibility may be impacted if or when they decide to enroll as a degree-seeking student.

REGULAR ADMISSION

College of Eastern Idaho reviews completed applications in the order in which they are received. CEI recommends that students complete the application process as soon as possible so that they may be considered for admittance. To assist with this, the CEI Admissions office uses priority deadlines for each semester; November 1st for Spring enrollment and July 1st for Fall enrollment. Applications received after these dates are not guaranteed admission in time for the desired semester. In addition, incomplete applicant files will be inactivated after six months, and expire after two years.

To apply for regular admission to CEI students must meet the following requirements:

• High School diploma with a minimum 2.0 GPA or have completed their General Education Diploma (GED).

• Placement examination.

• Satisfactory completion of high school course work that includes at least the following:

○ **Mathematics**: 4 credits (6 credits recommended) from challenging math sequences of increasing rigor selected from courses such as Algebra I, Geometry, Applied Math I, II, and III, Algebra II, Trigonometry, Discrete Math, Statistics, and other higher level math courses. Two (2) mathematics credits must be taken in the 11th or 12th grade. (After 1998, less rigorous math courses taken in grades 10-12, such as pre-algebra, review math, and remedial math, shall not be counted.)

○ **Natural Science:** 4 credits (6 credits recommended, with 4 credits in laboratory science) including at least 2 credits of laboratory science from challenging science courses including applied biology/chemistry, principles of technology (applied physics), anatomy, biology, earth science, geology, physiology, physical science, zoology, physics, chemistry, and agricultural science and technology courses (500 level and above).

○ **English:** 8 credits. Applied English in the Workplace may be counted for English credit.

○ **Other:** Career technical courses, including courses eligible for dual credit and organized work-based learning experiences connected to the school-based curriculum, are strongly recommended. (High School Work Release time not connected to the school-based curriculum will not be considered.)

For those graduating prior to 1997, the following requirements apply:

High School diploma with a minimum 2.0 GPA, or General Educational Development (GED) certificate, and Placement examination.

Placement Testing:

Students will be required to take the GAIN Assessment for course placement and may be required to take further placement tests (MPEA or MPEB) as deemed necessary by the Registrar's Office or an Admission Counselor. ACT, SAT, and COMPASS scores will be accepted for admission and placement within the approved time period.

College Level Examination Program (CLEP)

CEI will accept a limited number of applicable CLEP exams.

Advanced Placement

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

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

PROVISIONAL ADMISSION

If students do not meet the requirements for regular admission they will be required to successfully complete appropriate remedial, general and/ or technical education course work related to the academic, or professional-technical program in which they wish to enroll and to demonstrate competence in that program. To apply for provisional admission, the student must have a high school diploma or GED certificate and take a placement examination.

PROCEDURES FOR PLACEMENT INTO SPECIFIC PROFESSIONAL-TECHNICAL PROGRAMS

Professional-technical programs require different levels of competency in English, science, and mathematics. Students should be familiar with the demands of a particular occupation and how that occupation matches their individual career interests and goals. Some programs have specific entry requirements in addition to the general requirements. Please refer to the program description section of the Catalog for information regarding program specific entry requirements.

ADVISING

Students accepted to College of Eastern Idaho will be assigned a faculty advisor within their program of study. This advisor will provide guidance to students concerning program curriculum, course planning, and graduation requirements. It will be the student's responsibility to seek advising when it is needed and to be aware of enrollment deadlines.

2017-2018 PER SEMESTER TUITION SCHEDULE

Number of Credits	In-State	Out-of-State*
1 credit	$129	$258
2 credits	$258	$516
3 credits	$387	$774
4 credits	$516	$1,032
5 credits	$645	$1,290
6 credits	$774	$1,548
7 credits	$903	$1,806
8 credits	$1,032	$2,064
9 credits	$1,161	$2,322
10 credits	$1,290	$2,580
11 credits	$1,419	$2,838
12 credits	$1,548	$3,096

(Full-time fee is set at 12 credits)

*As defined in subsequent section "Residency".

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

Summer Term Full-Time Tuition

Resident	Non-Resident
$774	*$1548*

STUDENT HEALTH INSURANCE PLAN (SHIP)

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

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

Insurance waiver request forms and a list of SHIP FAQ's can be accessed at www.renstudent.com/EITC

Fee subject to change

MISCELLANEOUS FEES

All fees are estimates and are subject to change.

All Programs

- $862.00* per semester mandatory insurance fee when registered for 12 or more credits or in the professional portion of a Health Care program

- $15 per semester computer usage fee for all registered students. Credit enrollment provides an CEI email address.

Additional fees are assessed for students participating in the following programs. Fees may be course or program specific.

Student Health Insurance Plan (SHIP)

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.

Business and Office Technology

Accounting
- $380 test fees

Business Technology
- $30 testing fee

Computer Networking Technologies
- $200 testing fees (Intermediate Technical Certificate)
- $565 testing fees (additional for AAS)

Legal Technologies
- $100 testing fee

Office Technologies
- $40 testing fee

Web Development
- $130 testing fee

Health Care Technologies
- $10 to $20 per course malpractice insurance
- $30 to $125 per class lab fees
- $35 to $497 testing fees per class/lab fees

Trades and Industry
- $55 per semester coverall fee
- $50 to $70 per course for night welding
- $15 to $45 per course testing fee
- $15 to $150 per course lab fee

Biology
- $40 per semester lab fee

Physics
- $20 per semester lab fee

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

ENROLLMENT STATUS

For enrollment verification to Veteran's Administration, Pell Grant, federal and state grants, student loan agencies, insurance companies, and other funding sources and agencies outside CEI, only credits (or approved substitutions) which are required to satisfy graduation requirements of the specific certificate/degree program. The following schedule will be used:

STATUS	CREDITS REQUIRED
Full-time	12+ credits per semester (6 or more credits per Summer term)
3⁄4 time	9-11 credits per semester (4-5 credits per Summer term)
1⁄2 time	6-8 credits per semester (3 credits per Summer term)
Less than 1⁄2 time	Less than 6 credits per semester (Less than 3 credits per summer term)

○ **A student's faculty advisor and the Registrar must approve a Fall or Spring term credit load above 21credit hours and a Summer term credit load above 9 credit hours.

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

TUITION REFUNDS FOR ALL COURSES

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

Tuition Refunds will be made as follows:

- Withdrawal prior to first day of term - 100%
- Withdrawal during first week of course - 100%*
- Withdrawal during the second week of course - 50%
- Withdrawal during the third week of course - 25%
- No refund after the third week of course

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

Module tuition refunds will be made as follows:

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

A $10 administrative fee will be deducted for all refund checks except those issued for canceled courses. A $10 administrative fee will be added to any amount left owing to CEI.

Some miscellaneous fees are not refundable. These are set by the division over the program. Financial aid recipients may be required to repay some or all financial aid upon withdrawal, depending on the type of aid received, the documented last day of attendance, and applicable rules and regulations governing financial aid. The refund policy is not changed for late registrants. College of Eastern Idaho reserves the right to deduct from the refund any outstanding bills to the extent allowed by federal regulations. Refunds will first be used to offset any financial aid owed.

DELINQUENT ACCOUNTS

If the student's account is delinquent, their registration may be canceled and their student file put on hold. If the student is indebted to the college (i.e. 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.

RESIDENCY

Initial Determination of Residency Status

When the student applies to College of Eastern Idaho, the student is classified as either a resident or non-resident student based on their application. CEI uses this classification to determine the student's tuition and fees. For further information, please contact the Registrar at (208) 535-5361.

How Does a Student

A student who feels they meet the qualifications for Idaho residency must submit an Idaho Residency

Determination Worksheet and all supporting documentation. This worksheet and all required documentation must be submitted by the 10th day of the semester in which reclassification is sought, although all qualifications must have been met before the beginning date of the semester. Failure to provide required documentation with the worksheet will result in denial of residency. The requirements for residency are found in Idaho Code Title 33, Chapter 37 and IDAPA 08.01.04. The residency Determination Worksheet is available through the state of Idaho website which can be accessed using the link http://www.cei.edu/registrar. Checking any one box on the Idaho Residency Determination Worksheet does not establish residency. Records may be requested. The student is responsible for payment of fees by the first day of the semester. If Idaho residency is granted after this date, the difference in fees will be refunded to the student.

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 Post-9/11 GI Bill® and 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.

REGISTRATION

Students will be notified of registration and orientation dates via their CEI e-mail address. Students are expected to register according to the registration dates listed on the CEI calendar.

GRADUATION REQUIREMENTS

College of Eastern Idaho's Catalog is the principal source for information on academic and technical programs, institutional data, courses, degree requirements, and all other services offered by the College. To determine graduation eligibility, the Registrar follows the requirements defined in a single edition of the CEI Catalog. Students may select any edition of the Catalog published and in force while they are continuously enrolled in the program in which they're graduating. Students must earn a minimum grade of "C-" in all required courses in order to meet graduation requirements, unless otherwise stated for a particular program. In addition, a cumulative grade point average (GPA) of 2.0 or higher is required for graduation. The College reserves the right to make course substitutions for discontinued courses. 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. When a student changes their program of study they must submit an Intent to Change or Add Program form, found on the CEI website and in the Students Services office. Students are required to graduate under a Catalog in effect during their continual enrollment in the program in which they are graduating.

HONORS RECOGNITION

Honor Cord: Students completing all of their course work based on their cumulative GPA at a designated date are eligible to wear an honor cord. This honor designation is based on the December cumulative GPA or their last attended semester (if prior to December). Honor or High Honor designation is also listed on the certificate/degree of completion and will include all completed terms.

- •Silver Cord: Cumulative GPA 3.50 to 3.749
- •Gold Cord: Cumulative GPA 3.75 to 4.0

CERTIFICATES/DEGREE

Through authority of the Idaho State Board of Education, College of Eastern Idaho awards the Associate of Arts, Associate of Applied Science Degree, Advanced Technical Certificate, Intermediate Technical Certificate, or a Basic Technical Certificate degree to program graduates. Students must apply for graduation by paying the fee at the Cashier's Office and submitting an Application for Graduation. A $15 graduation fee* will be assessed for each certificate/degree received and must be paid before the certificate/degree is issued. Graduation forms and directions on how to apply are available online at http://www.cei.edu/registrar/graduation-application-information. Student records are checked carefully for successful completion of program requirements after their Application for Graduation is submitted to the Registrar's Office. It is the responsibility of the student to verify that their degree audit has been completed and all requirements have been met.

*An additional $15 late fee will be charged for any application submitted after the deadline.

Applications for Graduation are due October 1 for Fall semester or February 1 for Spring and Summer semesters. If the date falls on a weekend or holiday, the deadline will be the next day of business. After the Application for Graduation is received the Registrar's Office will complete the degree audit and determine anticipated completion of the student's program of study.

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 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.

ASSOCIATE OF ARTS DEGREE

An Associate of Arts (AA) Degree comprises 60 credit hours of instruction. 36 of those credit hours must come from the general education requirements from the six "ways of knowing" outlined by the state of Idaho. The remaining 24 credit hours will be chosen from the pathway of a student's choice. In the AA Degree, of those 24 credit hours, a greater emphasis will be put on social sciences and humanities.

ASSOCIATE OF APPLIED SCIENCE DEGREE

The AAS degree requires a minimum of 15 hours of General Education credits (except the Legal Assistant AAS which requires a minimum of 18 General Education credits). Please reference the General Education Division section of the Catalog. Check with division managers for specific information on the differences between AAS degree program requirements and the requirements for certificate programs.

RESIDENCE REQUIREMENTS FOR GRADUATION

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

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	0%	Failing

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

Other grades awarded include:

• **AU (Audit)** students may audit a course if there is available space in the course. Students taking an audited course will not receive credit, and will not need to complete assignments or exams used to determine grades. The intent to audit a course must be stated at the time of registration. The fee for an audited course is the same as for credit. 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)** students may be granted an opportunity to challenge a course by passing a comprehensive test with a grade of "C" or better. For further information - see "Challenge Examinations"

• **CIP (Course in Progress)** student's transcripts will read "CIP" only for current term courses where the final grade has not been submitted and verified.

• **P (Pass)** students work is completed in a satisfactory manner.

• **S (By Entrance Exam)**

• **W (Withdraw)** student withdrew from a course/school prior to the withdrawal deadline, according to the date listed on the official CEI calendar. A "W" is put on the transcript without penalty to the student's grade point average (GPA) and no credit will be awarded..

• **IC (Incomplete)** students may receive an "IC" when the quality of their work is satisfactory but an essential requirement of the class has not been completed for reasons acceptable to the instructor and the Registrar. An Incomplete is not a substitute for a failing grade and may be given only when course work can be completed without further attendance in the classroom and/or lab. If the student receives a grade of "IC" they will have until mid-semester (according to the CEI Official Calendar) of the term following the semester in which they received the "IC" grade to complete the work. Incompletes are issued on a contractual basis between the student and the instructor. An Incomplete Grade contract must be completed by the instructor issuing the "IC" grade and discussed and signed by the student prior to the conclusion of the semester. (The grade of "IC" is calculated as "F" until course work is completed. This process may impact federal financial aid eligibility). The official copy of the "IC" contract must be submitted to the Registrar's Office before the grade entry deadline date on the Official CEI calendar..

Figure GPA

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

Per credit grade equivalency x number of credits per class ÷ grade points = GPA.

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

BIO 227: (B) 2.7 x 4 credits = 10.8 grade points

SOC 101: (C) 2.0 x 3 credits = 6.0 grade points

10.8 + 6.0 = 16.8 grade points ÷ 7 credits = 2.4 GPA

**The following are not included in the calculation of grade point averages:

AU, CH, CIP, P, S, and W

ACADEMIC REGULATIONS

Registration Changes

Registration/Schedule changes are the responsibility of the student. The last day to register or add courses is the fifth day of the semester/term. Failure to officially drop, withdraw, or change enrollment constitutes sufficient cause to receive a grade of "F" in the course. Students should be aware that withdrawal from courses may decrease veterans' benefits, financial aid, etc. It is solely the responsibility of the student

to withdraw from a course or do a total withdrawal. However, a student who does not attend any of their classes during the first 10 days of a semester may be withdrawn from courses by the Registrar's office. A student withdrawn for non-attendance by the 10th day will still be responsible for registration fees according to the refund and repayment policy.

After the first 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 student's 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.

Adding Courses

Students may add courses with the approval of their Advisor prior to the beginning of a term. Students must access WebAdvisor and add the course(s) to their schedule pending space availability and meeting prerequisites.

Courses must be added prior to the close of business on the fifth day of the term. Enrollment in courses is dependent upon space availability and meeting prerequisites. Courses may not be added after the fifth day of a term.

WITHDRAWAL

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

Dropping/Withdrawing from a Single Course or Courses (NOT a total Withdrawal)

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

2. 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 week of the Fall/Spring semesters and the last day of the fifth week of the Summer term. Students must use WebAdvisor to withdraw from their course(s) by the close of business on the final day of the withdrawal deadline. These deadlines are published on the CEI website, on the official CEI calendar and in the College Catalog. A grade of "W" will appear on the official transcript for each course the student withdrew from after the first week and prior to the published deadline.

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

Total Withdrawal from All Semester/ Term Courses

The deadline for Total Withdrawal from the College without grade penalty is the last day of the tenth week of the Fall/Spring semesters and last day of the fifth week for Summer term. The Total Withdrawal form is available on the CEI website and must be submitted to the Registrar before the end of the last day to withdraw to receive a "W" grade. These deadlines are published on the CEI website, in the CEI Catalog, and on the CEI offical calendar. A grade of "W" will appear on the official transcript for each course the student withdrew from after the first 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, or training related employment. Documentation is required for all circumstances. Petitions granting late Total Withdrawals are decided by the Student Services Committee.

Repeating Course

Course repetition to improve grades is allowed, regardless of the grade received, with the exception of some professional program components. Therefore, it is recommended to visit with an advisor before repeating a course. Courses awarded "C-" grades or

higher may be repeated. However, the credit for the repeated course will not be included in the calculation for federal financial aid awards. A grade issued by an instructor is the prerogative of the instructor and normally may not be changed except to correct a recording error. Any question about the accuracy of a grade should be referred to the appropriate instructor. When a course has been repeated, the credit used in calculating the semester and/or cumulative GPA is the grade and credit earned the last time the repeated class was taken. Both grades will appear on the student's permanent record. If a course is failed and repeated with a higher grade the original failed grade is not calculated in the GPA. If a course is failed and repeated with a failing grade the failed grade will then be calculated in the GPA.

Grade Appeal

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

Academic Standards

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

1. Students are expected to maintain a cumulative grade point average (GPA) of 2.0 or higher.

2. Students are 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 Honesty

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

Academic Dishonesty includes but is not limited to:

• Cheating - intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise. The term "academic exercise" includes all forms of work submitted for credit hours.

• Fabrication - intentional and/or unauthorized falsification or invention of any information or the source of any information in an academic exercise.

• Plagiarism - not giving credit where credit is due. It is the act of directly quoting, paraphrasing or copying ideas without citing the source. Plagiarism will not be tolerated.

• Collusion - facilitating academic dishonesty and/or intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty. Students are expected to report infractions to their instructors. Students who aid others in any infraction of academic honesty are considered equally guilty.

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 assure a uniform standard against which to evaluate all students and to prevent cheating.

Sanctions which may be recommended or imposed for a violation of the Academic Honesty policy are listed here in order of their severity. Please note, the sanctions imposed may not necessarily follow in this order. The order will depend upon the severity of the violation.

• Written Warning: Official warning issued by the office of the Vice President of Instruction and Student Affairs with input from the student's instructors.

• Disciplinary Probation: Official probationary status that becomes a permanent part of the student's academic record.

• Probationary length and terms are set by the Instructional Advisory Council and/or the Student Services Administrative Council depending on the severity of the violation. A petition for re-admission following the suspension period will be reviewed and approved or denied by the committee.

• Disciplinary Suspension: Failure to comply with the terms of probation results in immediate suspension from the College

for a specific length of time (i.e. semester or academic year) which may include a petition for readmission following the suspension period subject to an additional period of probation.

• Expulsion: Indefinite removal from the College. Any request for reenrollment must be submitted in writing to the Office of Vice President of Instruction and Student Affairs. The sanctions imposed for a violation of the Academic Honesty Policy are independent of, and in addition to, any adverse academic evaluation which results from the student's conduct. The course instructor is responsible for academic evaluation of a student's work and shall make that evaluation without regard to any disciplinary action which may or may not be taken against a student who violates the Academic Honesty policy.

Academic Probation

Should the student's cumulative GPA fall below 2.0 they will be placed on academic probation for the following semester. The student may return to good standing by achieving a cumulative GPA of 2.0.

If the student is on probation and earns a GPA of 2.0 or higher during the next semester after being placed on probation, but if the student's cumulative GPA still remans below 2.0, they will remain on probation; the student will be dismissed at the end of any probationary semester in which they obtain a cumulative GPA of less than 2.0. Failure to meet probationary terms will result in suspension for one semester. At the end of one semester, the student may request re-admittance by submitting a formal Petition for Readmission. Petition forms and instructions are available online. Re-admittance will be granted only if the student can demonstrate that the academic impediments have been remediated. All readmissions will be granted on a probationary basis only and upon space and availability.

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

Academic Suspension

A student who has been suspended due to unsatisfactory progress may appeal the decision within five working days from the time of the action. The student must appeal in writing to the appropriate division manager and explain any mitigating circumstances that they feel caused their inability to meet the minimum standards. The Division Manager will review and respond to the appeal within five working days of the receipt of the appeal. Academic suspension will be effective for a minimum of one semester, Fall/Spring only. Students will be dropped from all future registered courses. Students must petition for re-enrollment using the form found on the CEI website or in the Registrar's Office. Students suspended for violation of the Academic Honesty policy will receive an "F" in any class in which the cheating occurred whether or not the cheating takes place prior to mid-semester.

Change of Program

To change a program, a currently enrolled student must complete the Intent to Change or Add Program Form. The petition form is available online. Once all required signatures are gathered the student must return the petition to the Registrar's Office.

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.

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 for all courses. For petition procedures, contact the Registrar's Office. A course may be challenged once. Courses in which the student is currently enrolled, regardless of the grade received, may not be challenged, except BOT 146, BOT 147, and BOT 148 only if permission from the BOT Division Manager is granted.

Upon successful submission of the Challenge Exam Form, payment of the per credit fee, completion of

the examination, and signature from the instructor, the course will appear on the student's transcript as a "CH" grade. Failed challenge exams will not be recorded on a student's transcript. Credits earned from a challenge examination are not counted as "in residence" credit.

(See Residence Requirements for Graduation.)

NAME CHANGE

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

1. Social Security card, listing legal name AND

2. Driver's License or Government issued picture identification card showing the new name

> Present original documentation to the Admissions Clerk in Student Services. Originals will be copied and returned to the student.

STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights are:

•The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit a written request, identifying the record(s) they wish to inspect to the Registrar, the Vice President of Instruction and Student Affairs or the appropriate division manager. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.

•The right to ask the College to amend a record that the student believes is inaccurate or misleading. The student should write the College official responsible for the record, clearly identifying the part of the record they want changed, and specifying why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will advise the student of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student at the time of notification.

•The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without

consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the College in an administrative, supervisory, academic, or support staff position, (including law enforcement unit and health staff); a person or company with whom the College has contracted (e.g. an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or assisting another school official in performing his/her tasks; or a student serving on an official school committee. A school official has a legitimate educational interest to review an education record in order to fulfill his/her professional responsibility.

•The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

FERPA AMENDED REGULATIONS

The amended regulations regarding directory information took effect January 3, 2012.

•Student ID numbers as directory information

•The regulations reiterate a prior regulation that an educational agency or institutions, subject to restrictions, may designate as disclosable directory information a student ID number or other unique personal identifier (other than student's social security number) displayed on a student ID card or badge.

The complete Federal FERPA document is found at http://www.gpo.gov/fdsys/pkg/FR-2011-12-02/pdf/2011-30683.pdf

*For Federal FERPA information on Postsecondary Institutions please refer to pg 55-58 of the link above.

FERPA is administered by:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-4605

DIRECTORY INFORMATION

College of Eastern Idaho deems the following student records as Directory Information: student name, address, telephone listing, e-mail address, photograph, date of birth, major field of study, dates of attendance, grade level, enrollment status (i.e. full

or part-time), participation in officially recognized activities, degrees, honors and awards received, and most recent education agency or institution attended. Release of student records and information other than directory information can only be accomplished when the student submits a signed Release of Information Authorization form found on the CEI website.

A student may request to withhold directory information by filling out the Non-Release of Information form found on the CEI website and submitting it to the Registrar's Office.

ACADEMIC TRANSCRIPTS

The Registrar's Office supplies transcripts of academic records to students who have no outstanding obligations to the College. Request a transcript using the online link at least 7-10 working days before the student needs it. Each copy will be $10.00.

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

TRANSFER CREDIT

CEI accepts transfer credit but does not compute grades from other colleges and universities in the students institutional GPA. Transfer credit will not be evaluated until the student has applied for admission and furnished the Student Services office with official transcripts. Transfer credit is generally awarded for work completed at a post-secondary institution recognized as a college or university by a regional accrediting association. The Registrar's office and other appropriate faculty will review courses for transfer prior to enrollment at CEI to determine applicability to program graduation requirements. Applicants are encouraged to submit documents well in advance of their anticipated enrollment date in order to facilitate the review process. Transfer credit will not be granted for any course in which a student received less than a "C-".

The nature of the subject matter covered in technical course work is such that frequent changes in course competencies occur in order to keep pace with industry demands. Because of this, some previously completed courses may not be of value in meeting current graduation requirements. The relevancy of previously completed courses will be evaluated on a case-by-case basis by appropriate faculty.

For placement purposes, prerequisite mathematics courses must have taken within the last five years.

Students transferring from CEI to other post-secondary institutions must request their official transcript from CEI be forwarded to the institution of choice. Receiving institutions have the prerogative to evaluate the applicability of credits for transfer. Within Idaho, Boise State University, Idaho State University, and Lewis-Clark State College have the Bachelors of Arts, Bachelors of Science, Bachelors of Applied Science and the Bachelors of Applied Technology programs that have been designed specifically for students who attend a community college or technical college. It is recommended that students contact the college or university that they plan to attend well in advance of completing their degree to obtain specific information regarding transfer of credit and graduation requirements.

STUDENT APPEAL PROCEDURES

Every student has the right to appeal any action or policy deemed to be unfairly or improperly imposed. Academic Grievances: Academic Standards Committee (grade changes, withdrawal, etc.)

Discrimination Grievances

File through the EEO office

General Student Grievances

For violations of the student code of conduct and rights/responsibilities

The Campus Appeals Board shall constitute the hearing panel and will be chaired by the Vice President of Instruction and Student Affairs. Members of the board shall include two faculty members, appointed by the Faculty Senate Executive Board, one member from the Student Services office, appointed by the Vice President of Instruction and Student Affairs, two student representatives selected by the

Student Senate, and the Vice President of Instruction and Student Affairs .

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

Step 2. In the event the complainant cannot reach a suitable conclusion with the individual with whom she/he has a grievance, she/he should submit a written appeal. The written appeal must be presented to the appropriate Division Manager within ten working days of the grieveable occurrence. In the event the grievance involves the Division Manager, the appeal may be submitted to the Vice President of Instruction and Student Affairs. The Division Manager or Vice President of Instruction and Student Affairs reviews the information and meets separately with the student and others as needed and then renders a decision within five working days. Written notice of the decision will be sent to the complainant.

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

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

- Upheld decision of Appeals Committee
- Administrative disposal

* *The decision of the College President is final.*

CODE OF CONDUCT

Any student at College of Eastern Idaho, must recognize the importance of cooperative participation within an environment where all involved participate in the advancement of learning. A college community offers an opportunity to improve knowledge and skills and to enhance earning potential. Students are encouraged to recognize personal obligations to act in a responsible manner, both academically and behaviorally, and to be considerate of others while accepting the obligation.

CEI provides the Student Code of Conduct as a personal and instructional guide book in order to direct personal behavior and to establish the process of intervention when/if a student's behavior becomes unacceptable.

The following activities will not be tolerated while students are participating in instructional activities, student activities or special events:

1. Disorderly conduct will not be allowed on campus, in the classroom, on field trips or tours, at any College related activity, or in the cafeteria. Disorderly conduct is defined as behavior by an individual or group that infringes upon the rights or well-being of another individual or group.

2. Willful destruction of property will result in restitution of damages and possible sanctions against the student.

3. Theft or unauthorized removal/usage of College equipment, books, materials, or property belonging to instructors or guests of the College is strictly prohibited.

4. Lewd/indecent conduct or the dissemination/display of indecent literature is not tolerated.

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

6. Gambling and games of chance involving money are prohibited. Card playing is allowable in the student cafeteria or break areas provided betting or exchange of money does not occur.

7. While CEI 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.

8. Fire and shop safety rules are to be observed at all times. Misuse or tampering with safety equipment is forbidden. Every three months, College of Eastern Idaho is required to hold an evacuation of the buildings to comply with the Fire Marshall's regulations. When the fire alarm sounds, all faculty, staff, and students are to proceed in an orderly and quiet manner out of the building in accordance to prearranged paths. Do not use elevators. When outside, continue proceeding away from the buildings. Remain there until an "all clear" signal is given to return. Instructors are to arrange for a check of students to be certain that all are out of the building

9. Disciplinary measures will be exercised for insubordination or conduct detrimental to good order and discipline within the College including conduct that is harmful, obstructive, disruptive, or that interferes with the education process, institutional functions, contractual agreements, or public peace and tranquility.

10. Disrespect and/or physical/verbal abuse of a faculty/staff member or failure to comply with directions given by a faculty/staff member in the performance of his/her duties will not be tolerated.

11. Weapons, including firearms, knives, and explosives are not allowed on the College grounds, except as permitted by policies set forth by the State of Idaho Legislation and State Board of Education.

SANCTIONS

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

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

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

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

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

5. A decision that excludes a 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 or in the Registrar's office.

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

SAFETY

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

ATTENDANCE AND WORK HABITS

Students are expected to attend all scheduled courses. 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.

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. #, dates they will be missing, and any supporting documentation. Students will be required to obtain the signatures of all of their instructors. The Petition for Approved Leave 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

DISHONORED/DEMAND PAYMENT POLICY

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

ALCOHOLIC BEVERAGES/ILLICIT DRUGS

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

COUNSELING

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

DRUG/ALCOHOL AWARENESS SUPPORT GROUP

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

COMPUTER USAGE POLICY

Computer Usage Fee

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

*Workforce Training (WFT) and Adult Basic Education (ABE) students may not have the same abilities to access resources as degree and non-degree seeking students. Check with departments for clarification.

Acceptable Use of Computing Resources

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

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

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

Misuse of Resources

College of Eastern Idaho reserves the right to inspect all information stored on campus computers, including programs, data, and mail. CEI reserves the right to limit or deny access to anyone abusing CEI resources.

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

• Unauthorized copying or distribution of CEI provided system and applications software

• Use of another individual's account, or sharing of accounts

• Attempting to inspect or copy another user's programs or directory without permission

• Playing online games, MUD's/MUCK's, or interactive chatting (ICQ, MSN, etc.)

• Deliberately trying to damage system software or hardware

• Failure to cooperate with CEI staff

• Any attempt to create or import a program which circumvents system security or compromises data integrity

• Sending/displaying defamatory, harassing, pornographic, obscene, or patently offensive materials prohibited by the Communications Decency Act of 1996 and other local, state, or federal law

• Unauthorized copying, sending, or receiving of copyrighted or trade/service marked materials.

Printing

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

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

• Personal letters, signs, and/or advertisements

• Documents related to one's own business

• Personal legal documents

• Online manuals

Monitoring and Disciplinary Action

The Information Technology Division monitors the use of computer systems and will contact individuals discovered to be hindering normal operations. It is not appropriate to use any resources in ways that are detrimental to the normal operation of any computer system(s) or its users . Violation of any part of the Computer Usage Policy will result in disciplinary action in accordance with the CEI Student Handbook and/or applicable federal, state, or local laws, regulations, or policies.

Placement

CEI maintains a placement office for student support. Workshops are offered on topics such as resume writing, job seeking, and interviewing skills. In addition, the placement officer serves as a liaison with business and industry to promote employment opportunities for CEI graduates. Contact the Placement Officer to take advantage of placement services.

Student Right-to-Know

College of Eastern Idaho Crime Statistics

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

Domestic Violence Policy (Clery Act)

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

• Stop the harassment

• Remedy the effects where possible

• Prevent the reoccurrence

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

CEI uses the Violence Against Women Act of 1994 to

define the following crimes:

Domestic Violence means 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 means 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 a 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 means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

• fear for his or her safety or the safety of others

• suffer substantial emotional distress

GRADUATION RATES

Every August, CEI will post on their website an annual report disclosing the completion/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 time at an institution of higher education.

STUDENT HOUSING

Campus housing is not available.

STUDENT LEADERSHIP

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

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

STUDENT ORGANIZATION FUND-RAISING POLICY

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

DISABILITY RESOURCES & SERVICES

Hailey Holland

Disability Resources & Services Coordinator

hailey.holland@cei.edu

Office # (208) 535-5314

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

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

Procedure to Request Accommodations

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

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

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

1. Students requesting accommodations, academic adjustments, and/or auxiliary aids must have a documented disability and must self-identify to the Disability Resources and Services (DRS) Coordinator.

2. An in-take meeting will be scheduled at which time the following will take place:

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

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

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

3. The DRS Coordinator will review the intake notes as well as third-party documentation to determine if the student has a disability and a barrier(s) to their academic experience.

4. The DRS Coordinator and the student will meet to discuss the request for reasonable accommodations, academic adjustments, and/or auxiliary aids and the resulting decision of the DRS Coordinator.

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

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

Grievance Procedure

College of Eastern Idaho has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the Americans with Disabilities Act (ADA) as amended in 2008 and Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794). Section 504 states, in part, that "no

otherwise qualified handicapped individual . . . shall, solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. If a student with a disability believes he/she has been discriminated against he/she has the right to file a grievance as follows:

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

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

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

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

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

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

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

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

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

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

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

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

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

FINANCIAL AID

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

APPLICATION PRIORITY DEADLINES

Fall – June 1st

Spring – November 1st

Summer – February 1st

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

FINANCIAL AID APPLICATION PROCEDURE

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

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

Awarding Financial Aid

Awards are based on the information a student reported 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. CEI reserves the right to adjust a student's awards as necessary.

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

Summer Awards

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

Pell Grant Lifetime Eligibility

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

TYPES OF FINANCIAL AID

Federal Pell Grants

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

Federal Supplemental Educational Opportunity Grant (FSEOG):

The FSEOG is a program designed to assist students who have exceptionally high financial need. The College 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 and be paid by the hour. Students may work up to 20 hours per week.

Federal Direct Student Loan Program (FDSLP):

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

Borrowers must do the following to receive their student loans:

- Complete a FAFSA
- Accept loan on Web Advisor
- Complete Entrance Loan Counseling
- Complete Master Promissory Note (MPN)

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

Types of Loans

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

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

Subsidized Loan (FDSL): The government pays the interest while a student is in school. To be awarded this loan a student must:

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

Unsubsidized Loan (FDUL): Interest will accrue while the student is in school. To be awarded this loan a student must:

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

Parent Plus Loan (PLUS): 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 six months after leaving college or when they drop below half-time status (6 credits). Under some conditions repayment may be deferred.

How much can I borrow?

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

Subsidized and Unsubsidized Direct Loans for Independent Students

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

Freshman Year

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

Sophomore Year

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

Subsidized and Unsubsidized Direct Loans for Dependent Students

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

Freshman Year

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

Sophomore Year

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

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

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

Aggregate Maximum (Effective July 1, 2008)

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

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

FINANCIAL AID ELIGIBILITY

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

Maximum Time Frame/Pace of Completion

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

- 96 credits for an associate degree and
- 48 credits for a one year certificate program

The financial aid office will evaluate students at the end of each semester, to make sure they have not exceeded 150% maximum time frame allowed for each program. Students who change from one program to another without graduating will have their attempted credits and completed credits in the calculation to determine where they stand with the 150% maximum time frame.

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

Enrollment status for financial aid remains the same fall, spring, and summer:

- Full-time: 12 or more credits per semester
- 3/4 time: 9-11 credits per semester
- 1/2 time: 6-8 credits per semester
- Less than 1/2 time: 3 credits per semester

Academic

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

Progress Eligibility

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

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 state or US Department of Education approved accrediting agency refund policies if they exist. If no state or U.S. Department of Education approved accrediting agency refund policy exists, refunds will be calculated according to federal or institutional refund guidelines in order to determine the largest refund to the Federal Student Financial Aid Programs or to the student.

If a student contacts the CEI Financial Aid Office to withdraw, they will be referred to the Registrar.

Students who withdraw from one or more courses within the first week of school must notify the Financial Aid Office and return over-awarded funds to the Cashier's Office at the time of the withdrawal. No adjustments to financial aid will be made after the first week of each semester. Students who totally withdraw from their courses after the first week of each 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 to the institution any award money received.

Withdrawal Policy for Module Courses

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

In addition, if a module course is a prerequisite for another module course in the same term, the student must withdraw from the next module course(s) as well. If the student is 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 (if receiving financial aid) which they are required to pay back. The financial aid monies received at the beginning of the semester are still the student's responsibility for payback.

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

Financial Aid Suspension

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

Reinstatement

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

Financial Aid Appeals Procedures

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

Request for Adjustment

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

No adjustment can 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 from our website.

General Appeal

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

Financial Aid Credit Completion Requirements

Fall/Spring Enrollment Status	Fall/Spring Required Credit-Hour Completion
Full-time - 12+ credit hours	9
Three-quarter-time - 9-11 credit hours	6
Half-time - 6-8 credit hours	6
Less than half-time - 1-5 credit hours	Complete All Credits

Summer Financial Aid Enrollment Status	Summer Required Credit-Hour Completion
Full-time - 6+ credit hours	5
Three-quarter-time - 5 credit hours	4
Half-time - 3-4 credit hours	3
Less than half-time - 1-2 credit hours	Complete All Credits

Maximum Credit Appeal

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

Special Circumstances Appeals

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

Disbursement of Financial Aid Awards

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

Office at (208) 535-5351.

Self-Service

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

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

Veteran's Services:

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

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

For questions about benefits contact:

Muskogee Regional Office - 1-888-442-4551 http://www.benefits.va.gov/benefits

GI Bill ® Financial Aid Contact Information

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

1600 South 25th East, Idaho Falls, Idaho 83404,

(208) 524-3000, or toll free 1-800-662-0261,

or email us at financial.aid@cei.edu

GENERAL EDUCATION DIVISION

FACULTY

Kathy Judy, Mathematics

Jacob Haeberle, English and Communications

Julia Zapadka, Sociology and Psychology

STAFF

Matthew Burch
Academic Support Coordinator

Intended Learning Outcomes

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

• Effectively communicate theories, ideas, and mathematical processes through writing and speaking to a variety of audiences.

• Develop and apply analytical skills through active listening, questioning, reading, and discussion.

• Support diversity and foster appreciation of different perspectives, backgrounds, and opinions.

• Understand, demonstrate, and value attributes of professionalism.

• Persist in solving challenging problems through creative and logical thinking while using available resources.

Goals of General Education

General Education courses are designed to give students a foundation in critical thinking and communication skills to help them meet the challenges of employment and citizenship in a changing world.

The Idaho State Board of Education requires that Associate of Applied Science degrees be comprised of 15 GEM-Stamped (transferable) credits in the areas of written communication, oral communication, mathematical ways of knowing, scientific ways of knowing, and humanistic and artistic ways of knowing. Certificates are comprised of nine credits in the competency areas of communication, mathematical ways of knowing, and social and behavioral ways of knowing.

Courses

WRITTEN COMMUNICATION

		Credits
◈ ENG 101	Composition	3

Requirement in some BOT programs in addition to ENG 101

		Credits
BOT 190	Mechanics of Business Writing	3
ENG 202	Technical Communications	3

ORAL COMMUNICATION

		Credits
◈ COM 101	Fundamentals of Speech	3

Certificate option

OCR 105	Occupational Relations	3

HUMANISTIC AND ARTISTIC WAYS OF KNOWING

		Credits
◈ ART 101	Survey of Art in Western Cultures	3
◈ ART 202	Art History II	3
◈ ENG 110	Introduction to Literature	3
ENG 215	Survey of World Mythology	3
HUM 101	Introduction to Humanities 1	3
HUM 102	Introduction to Humanities 2	3
PHI 101	Introduction to Philosophy	3

MATHEMATICAL WAYS OF KNOWING

Credits

◆ MAT 123	Mathematics in Modern Society	3
MAT 143	College Algebra	3
MAT 147	Precalculus	3
MAT 160	Brief Calculus	3
MAT 170	Calculus 1	3
◆ MAT 253	Intro. to Statistics	3
	Certificates only	
MAT 104	Welding Mathematics	3
MAT 105	Business Mathematics	3
MAT 108	Intermediate Algebra	3
MAT 110	Technical Mathematics	3
MAT 112	Mathematics for Health Professions	3

SOCIAL AND BEHAVIORAL WAYS OF KNOWING

Credits

ANT 101	Physical Anthropology	3
ANT 102	Cultural Anthropology	3
CRJ 103	Introduction to Law and Justice	3
ECO 201	Principles of Macroeconomics	3
ECO 202	Principles of Microeconomics	3
HIS 101	Foundations of Europe	3
HIS 102	Modern Europe	3
HIS 111	U.S History 1	3
HIS 112	U.S History 2	3
ECO 100	Economic Issues	3
◆ POL 101	Intro. to American Government	3

POL 102	Introduction to Political Science	3
◆ PSY 101	Intro. to Psychology	3
◆ SOC 101	Introduction to Sociology	3
SOC 102	Social Problems	3

SCIENTIFIC WAYS OF KNOWING

Credits

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

BUSINESS, OFFICE, AND TECHNOLOGY DIVISION

AREAS OF STUDY

ACCOUNTING TECHNOLOGIES
Accounting Paraprofessional

Associate of Applied Science Degree
The AAS typically takes 22 months to complete

Applied Accounting Clerk

Intermediate Technical Certificate
The ITC typically takes ten months to complete

BUSINESS TECHNOLOGIES
Marketing and Management

Associate of Applied Science Degree
The AAS typically takes 22 months to complete

Advanced Technical Certificate
The ATC typically takes 22 months to complete

Business Technology

Intermediate Technical Certificate
The ITC typically take ten months to complete

COMPUTER NETWORKING TECHNOLOGIES
Microsoft Computer Networking Technologies

Associate of Applied Science Degree
The AAS typically takes 24 months to complete

Intermediate Technical Certificate
The ITC typically takes 12 months to complete

Computer Network Technologies

Basic Technical Certificate (MCSA Track)

The BTC typically takes 10 months to complete

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

INFORMATION ASSURANCE AND CYBER SECURITY
Associates of Applied Science
The AAS typically takes 24 month to complete
Intermediate Technical Certificate
The ITC typically takes 12 months to complete
Basic Technical Certificate

The BTC typically takes 12 months to complete

LEGAL TECHNOLOGIES
Legal Assistant

Associate of Applied Science Degree
The AAS typically takes 22 months to complete

Intermediate Technical Certificate
The ITC typically takes ten months to complete

OFFICE TECHNOLOGIES
Office Professional

Associate of Applied Science Degree
The AAS typically takes 22 months to complete

Office Specialist

Intermediate Technical Certificate
The ITC typically takes 12 months to complete

Professional Development Business Applications

Basic Technical Certificate
The BTC typically takes five months to complete

WEB DEVELOPMENT TECHNOLOGIES
Web Development Specialist

Associate of Applied Science Degree
The AAS typically takes 22 months to complete

Advanced Technical Certificate
The ATC typically takes 22 months to complete

Intermediate Technical Certificate
The ITC typically takes ten months to complete

FACULTY

Leslie Jernberg, Division Manager

Frankie Adams Jill Aldrich

Julie Anderson   Don Casper

Joshua Duersch   Peggy Green

Traci Harbert   Laura King

Don Williams

ACCOUNTING TECHNOLOGIES

Program Options

- Associate of Applied Science Degree
- Intermediate Technical Certificate

The Accounting Technologies program is designed to meet the needs of students as they prepare to enter the business world.

The **Accounting Paraprofessional** option is designed for students whose goal is to become an accounting paraprofessional. Students should have the accounting, computer, communication, and human relations skills to go to work directly upon completion of this program. Students will learn accounting principles and their application in real-world business settings, as well as the impact of emerging technologies on the accounting field.

The **Applied Accounting Clerk** option is designed to prepare students for entry-level bookkeeping positions. The program was developed so students will have the basic accounting knowledge, computer skills, and communication skills to go to work directly in an entry-level position upon completion. Basic accounting principles and their applications in real-world business settings are discussed, as well as the impact of emerging technologies on the accounting field.

Entrance Requirements

- Students must qualify for COM 101 and BOT 180, or discuss qualifications with an admission counselor
- Students must take the keyboarding exam for placement into keyboarding curriculum

Intended Learning Outcomes

- Apply fundamental accounting principles to the needs of an organization or client.
- Compile and prepare accurate and timely financial information – journal entries, adjusting entries, reconciliations, closing entries, and financial statements.
- Convey financial information clearly to accounting professionals and non-financial persons both orally and in writing.
- Process a payroll by maintaining payroll records, preparing payroll journal entries and completing various quarterly and annual tax forms.
- Record cost accounting transactions and prepare appropriate production reports and financial statements.
- Compile and prepare basic personal income tax forms and returns.
- Use traditional and emerging technologies to improve business solutions and increase efficiency.
- Display professional and ethical behaviors individually and collaboratively that contribute to continued employability.

Program Costs

In addition to the semester registration fees, an accounting technologies student can expect to spend approximately $1,200 on books and supplies for the one-year program and $2,400 for the two-year program.

Industry Testing for Certification

Upon completion of the appropriate industry certification courses, students may demonstrate proficiency by participating in the industry certification exam process including QuickBooks Certification, American Institute of Professional Bookkeeers - Certified Bookkeeper Designation, and the NOCTI Basic Accounting Certification.

Accounting Paraprofessional

Associate of Applied Science Degree

- 61 Credits
- Financial Aid Eligible

Semester 1

ACC 210	Accounting I	3
BOT 146	Keyboarding I	1
BOT 151	Leadership 1	1
BOT 180	Financial Business Applications	3
CIS 101	Computer Information Systems	3
COM 101`	Fundamentals of Speech	3
OFP 130	Data Entry-Spreadsheets	1

Semester 2

ACC 220	Accounting II	3
ACC 221	Accounting Computer Applications	2
ACC 250	Payroll Accounting	3
BOT 150	Employment Strategies	1
MGT 215	Business Law	3
OFP 142	Business Spreadsheets	3

Semester 3

ACC 226	Excel in Accounting	2
ACC 227	Computerized Business Accounting	2
ACC 230	Managerial Cost Accounting	3
MAT 123	Mathematics in Modern Society	3
PSY 101*	Introduction to Psychology	3

OR

| SOC 101* | Introduction to Sociology | 3 |

OR

| ECO 100* | Economic Issues | 3 |

Semester 4

ACC 222	Personal Income Tax	3
ACC 231	Accounting Systems	3
BOT 216	Supervised Work Experience	3
MGT 207	Financial Management	3
ENG 101	English Composition	3

Required General Education Courses

COM 101	Fundamentals of Speech	3
ECO 100*	Economic Issues	3
ENG 101	English Composition	3
MAT 123	Mathematics in Modern Society	3
PSY 101*	Introduction to Psychology	3
SOC 101*	Introduction to Sociology	3

Choose six credits from: ECO 100, SOC 101, or PSY 101

Applied Accounting Clerk

Intermediate Technical Certificate
- 30 Credits

- Financial Aid Eligible

Semester 1

ACC 210	Accounting I	3
BOT 146	Keyboarding I	1
BOT 151	Leadership I	1
BOT 180	Financial Business Applications	3
CIS 101	Computer Information Systems	3
COM 101	Fundamentals of Speech	3
OFP 130	Data Entry-Spreadsheets	1

Semester 2

ACC 220	Accounting II	3
ACC 221	Accounting Computer Applications	2
ACC 250	Payroll Accounting	3
BOT 150	Employment Strategies	1
MGT 215	Business Law	3
OFP 142	Business Spreadsheets	3

BUSINESS TECHNOLOGIES

Program Options

- Associate of Applied Science Degree
- Advanced Technical Certificate
- Intermediate Technical Certificate

The Business Technologies program is designed for individuals who want to develop the skills used in business management. Whether the student's goal is to be an outstanding employee or a successful business owner, this program offers an excellent foundation. The Business Technologies programs includes three options: a two-year Associate of Applied Science Degree in Marketing and Management; a two-year advanced Technical Certificate in Marketing and Management; and a one-year Intermediate Technical Certificate in Business Technology.

The **Associate of Applied Science** degree in Marketing and Management provides a valuable business education applicable to virtually every industry. The skills taught in this program option relate to subjects such as management, marketing (including Internet marketing), sales, customer service, accounting, finance, human resources, business law, entrepreneurship, leadership, communication, and more. In addition, students are challenged to develop their ability to think critically as they solve problems common in today's business environment. This program option provides a well-rounded education relevant to a variety of career alternatives.

The **Advanced Technical Certificate** is also a two-year option and offers many of the same business essentials as the associate degree. However, instead of including accounting, finance, and entrepreneur courses, this program option focuses on additional on-the-job experience, which can assist students in exploring professional interests and developing job opportunities.

The one-year Business Technology **Intermediate Technical Certificate** option prepares students for entry-level business positions. Students learn basic management, marketing, sales, customer service, business math, and communications skills. The Intermediate Technical Certificate is an ideal option for students interested in obtaining their education within a one-year time frame.

Whether the Business Technologies student chooses an Associate of Applied Science Degree, Advanced Technical Certificate, or Intermediate Technical Certificate, the exciting career field of business requires strong personal motivation and dedication to developing skills. If Business Technology students are employed while pursuing their education, they often find opportunities to apply newly-learned skills. When possible, courses are offered on weekday mornings in order to provide the students with the afternoons for homework, employment, and other activities.

Entrance Requirements

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

Intended Learning Outcomes

The intended learning outcomes for the Associate of Applied Science Degree in Marketing and Management are:

- Demonstrate the ability to apply fundamental marketing principles related to product development, pricing, distribution, and promotion concepts
- Perform leadership and management functions by creating plans; organizing resources; leading teams; and controlling processes
- Communicate effectively and confidently using both written and verbal formats, and present to a variety of audiences
- Demonstrate the ability to manage the human resource responsibilities of a small business
- Record and report fundamental accounting transactions and analyze financial statements to demonstrate the ability to manage the financial resources of a small business
- Identify and utilize entrepreneurial skills to create business plans that establish and contribute to the successful management of a small business
- Solve problems by utilizing critical thinking, analytical, and decision-making skills.

The Advanced Technical Certificate option focuses on the first five learning outcomes, while the Intermediate Technical Certificate option focuses on the first four.

Program Costs

A Business Technology student can expect to spend approximately $1,100 on books and supplies for the Intermediate Technical Certificate, $1,500 for the Advanced Technical Certificate, and $1,900 for the Associate of Applied Science Degree.

Industry Testing for Certification

In accordance with the Idaho state standards for Professional-Technical Education, prospective graduates are required to sit for proficiency exams at the conclusion of their program, usually in their fourth semester. Business Technologies students in the AAS program option must successfully complete the A*S*K Certification Exam in Entrepreneurship and Management. A technology fee covering the cost will be assessed in the semester in which the student sits for the certification exam.

Marketing and Management

Associate of Applied Science Degree   63 Credits

   • Financial Aid Eligible

Semester 1

BOT 151	Leadership I	1
BOT 180	Financial Business Applications	3
CIS 101	Computer Information Systems	3
MGT 121	Principles of Management	3
MKT 112	Introduction to Marketing	3
ENG 101	English Composition	3

Semester 2

BOT 150	Employment Strategies	1
MKT 103	Sales and Customer Service	3
MKT 125	Introduction to Marketing Strategies	3
OFP 141	Business Presentations	3
OFP 142	Business Spreadsheets	3
COM 101	Fundamentals of Speech	3

Semester 3

ACC 125	Fundamental Accounting Concepts	3

MGT 216	Human Resource Management	3
MKT 120	Marketing on the Internet	3
ECO 100	Economic Issues	3
PSY 101	Introduction to Psychology	3

OR

SOC 101	Introduction to Sociology	3

Semester 4

MGT 206	Small Business Management	3
MGT 207	Financial Management	3
MGT 215	Business Law	3
MKT 202	Entrepreneurship	3
MKT 222	Practicum IV	1
MAT 123	Mathematics in the Modern Society	3

Required General Education Courses

COM 101	Fundamentals of Speech	3
ECO 100	Economic Issues	3
ENG 101	English Composition	3
MAT 123	Mathematics in Modern Society	3
PSY 101	Introduction to Psychology	3

OR

SOC 101	Introduction to Sociology	3

Marketing and Management

Advanced Technical Certificate   50 Credits

   • Financial Aid Eligible

Semester 1

BOT 151	Leadership I	1
BOT 180	Financial Business Applications	3
CIS 101	Computer Information Systems	3
MGT 121	Principles of Management	3
MKT 112	Introduction to Marketing	3
ENG 101	English Composition	3

Semester 2

BOT 150	Employment Strategies	1

MKT 103	Sales and Customer Service	3
MKT 125	Introduction to Marketing Strategies	3
OFP 141	Business Presentations	3
OFP 142	Business Spreadsheets	3
COM 101	Fundamentals of Speech	3

Semester 3

MGT 216	Human Resource Management	3
MKT 120	Marketing on the Internet	3
PSY 101	Introduction to Psychology	3

OR

SOC 101	Introduction to Sociology	3

Semester 4

MGT 215	Business Law	3
MKT 223	Practicum V	3
PSY 101	Introduction to Psychology	3

OR

SOC 101	Introduction to Sociology	3
	Other General Education Course	3

Required General Education Courses

COM 101	Fundamentals of Speech	3
ENG 101	English Composition	3
	Other General Education Course	3

Business Technology

Intermediate Technical Certificate

- • 32 Credits
- • Financial Aid Eligible

Semester 1

BOT 151	Leadership I	1
BOT 180	Financial Business Applications	3
CIS 101	Computer Information Systems	3
MGT 121	Principles of Management	3
MKT 112	Introduction to Marketing	3
ENG 101	English Composition	3

Semester 2

BOT 150	Employment Strategies	1
MKT 103	Sales and Customer Service	3
MKT 125	Introduction to Marketing Strategies	3
OFP 141	Business Presentations	3
OFP 142	Business Spreadsheets	3
COM 101	Fundamentals of Speech	3

COMPUTER NETWORKING TECHNOLOGIES

Program Options

- Associate of Applied Science Degree
- Intermediate Technical Certificate
- Basic Technical Certificate (MCSA Track)
- Basic Technical Certificate (MCSE Track)
- Pathways to Computer Networking Employment

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

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

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

Two **Basic Technical Certificates** are available for students who have prior CNT knowledge or are working in industry. The MCSA track is designed for the student who desires Microsoft's MCSA Server certification. The MCSE track is an advanced evening program for students desiring Microsoft's MCSE Server certification. Both certificate programs require instructor approval. Please call (208) 535-5418 for more information.

Industry Partners at CEI

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

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

Entrance Requirements

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

This program assumes an intermediate level of computer knowledge at the beginning of the program. Students may demonstrate this level of knowledge with a current IC3 certification, successfully passing CIS 101 with a grade of "B" or 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

- 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 icluding web servers and network applications.
- Employ professional, team, and ethical behaviors that contribute to continued employability accouting for technological advances.
- Design, implement, operate, and troubleshoot enterprise network and server infrastructure to meet technical and business requirements.

*ITC outcomes are all of the above outcomes except for the last outcome consisting of enterprise infrastructure.

Program Costs

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

CNT program, students are required to purchase the parts for a computer, which they assemble as part of

their course work. The cost for these components will run approximately between $400 and $1,000.

Industry Testing for Certification

Upon completion of the appropriate industry certification courses, students demonstrate proficiency by participating in the industry certification exam process including exams through Microsoft, Cisco, and CompTIA. A testing fee is assessed to the course that directly relates to the CEI required certification exams. A list of testing fees is available from program instructors.

Microsoft Computer Networking Technologies

Associate of Applied Science Degree   65 Credits

• Financial Aid Eligible

Semester 1

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

Semester 2

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

Semester 3

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

MAT 143	College Algebra	3

OR

MAT 123	Mathematics in Modern Society	3

Semester 4

BOT 216	Supervised Work Experience	3
CNT 226	Server 3	3
CNT 270	Emerging Trends in Computer Networking	3
PSY 101	Introduction to Psychology	3

OR

SOC 101	Introduction to Sociology	3
	Other General Education Course	3

Required General Education Courses

COM 101	Fundamentals of Speech	3
ENG 101	English Composition	3
MAT 143	College Algebra	3

OR

MAT 123	Mathematics in Modern Society	3
PSY 101	Introduction to Psychology	3

OR

SOC 101	Introduction to Sociology	3
	Any transferable general education course*	3

*ENG 102 or ENG 110 is recommended

Computer Networking Technologies

Intermediate Technical Certificate   33 Credits

• Financial Aid Eligible

Semester 1

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

Semester 2

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

Computer Networking Technologies MCSA Track

Basic Technical Certificate   15 Credits
  • Not Financial Aid Eligible

CNT 150	Desktop/Client Computer Operating Systems	4
CNT 224	Server 1	4
CNT 225	Server 2	4
CNT 226	Server 3	3

Computer Networking Technologies MCSE Track

Basic Technical Certificate   8 Credits
  • Not Financial Aid Eligible

| CNT 232 | MCSE 1 | 4 |
| CNT 233 | MCSE 2 | 4 |

INFORMATION ASSURANCE AND CYBERSECURITY

Program Options
   • Associate of Applied Science Degree
   • Intermediate Technical Certificate
   • Basic Technical Certificate

Pathways to Information Assurance and Cybersecurity

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

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

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

Industry Partners

The Information Assurance and Cybersecurity program is a Microsoft IT Academy, a Cisco Networking Academy, and a CompTIA Authorized

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

Entrance Requirements

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

• Students must meet computer literacy proficiency described below

This program assumes an intermediate level of computer knowledge at the beginning of the program. Students may demonstrate this level of knowledge with a current IC3 certification, successfully passing CIS 101 with a grade of "B" or 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

• Install, configure, secure, maintain, and troubleshoot computer hardware and software.

• Setup, configure secure and troubleshoot basic network hardware and services.

• Implement, monitor, and maintain network servers including web servers and network applications.

• Employ professional, team, and ethical behaviors that contribute to continued employability accounting for technological advances.

• Design, implement, operate, and troubleshoot enterprise network and server infrastructure to meet technical and business requirements.

• Design, implement, test, and evaluate software components and systems meeting given requirements

• Identify cyber threats, create strategies to locate and recover evidence, and perform forensic analysis

• Educate users about cyber threats, monitor security systems, and prepare appropriate documentation.

Program Costs

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

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

Industry Testing for Certification

Upon completion of the appropriate industry certification courses, students demonstrate proficiency by participating in the industry certification exam process including exams through Microsoft, Cisco, and CompTIA. A testing fee is assessed to the courses that directly relates to the CEI required certification exams. A list of testing fees is available from program instructors.

Information Assurance and Cybersecurity

Associate of Applied Science Degree   65 Credits

• Financial Aid Eligible

Semester 1

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

Semester 2

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

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

Entrance requirements

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

Semester 3

CNT 224	Server 1	4
CNT 290	Practical Programming	3
CNT 291	Digital Forensics	3
ENG 101	English Composition	3
GEM	Mathematical Ways of Knowing*	3

recommend MAT 143 College Algebra

Semester 4

BOT 216	Supervised Work Experience	3
CNT 292	Intrusion Detection	3
CNT 293	Emerging Trends in Cybersecurity	4
GEM	Humanistic Ways of Knowing*	3

recommend Ethics

PSY 101	Introduction to Psychology	3

OR

SOC 101	Introduction to Sociology	3

Required General Education Courses

COM 101	Fundamentals of Speech	3
ENG 101	English Composition	3
GEM	Mathematical Ways of Knowing*	3

recommend MAT 143 College Algebra

GEM	Humanistic Ways of Knowing*	3

recommend Ethics

PSY 101	Introduction to Psychology	3

OR

SOC 101	Introduction to Sociology	3

Information Assurance and Cybersecurity

Intermediate Technical Certificate	30

• Financial Aid Eligible

Entrance Requirements (applicatoin available on website or through student services)

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

Semester 1

CNT 224	Server 1	4
CNT 290	Practical Programming	3
CNT 291	Digital Forensics	3
COM 101	Fundamentals of Speech	3
GEM	Mathematical Ways of Knowing*	3

recommend MAT 143 College Algebra

Semester 2

BOT 150	Employment Strategies	1
BOT 216	Supervised Work Experience	3
CNT 292	Intrusion Detection	3
CNT 292	Emerging Trends in Cybersecurity	4
GEM	Humanistic and Artistic Ways of Knowing** OR	

Recommend Ethics

PSY 101	Introduction to Psychology	3

OR

SOC 101	Introduction to Sociology	3

Please note: during start-up phase of Information Assurance and Cybersecurity program (17-18 academic year) courses will be offered on a rotating basis, and a student may not be able to complete in two semesters. Please see website or program manager for start-up course rotation

Information Assurance and Cybersecurity

Basic Technical Certificate	23

Not Finanical Aid Eligible

Entrance Requirements (application available on website or through student services):

1. Background check*

2. A+ Hardware Certification

3. Microsoft Desktop/Operating Certification

4. CCENT certification,

and/or

5. Industry experience as determined by CNT instructor interview or equivalent of ITC in Computer Network Technologies from an accredited college

Semester 1

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

Semester 2

BOT 216	Supervised Work Experience	3
CNT 292	Intrusion Detection	3
CNT 292	Emerging Trends in Cybersecurity	4
GEM	Humanistic and Artistic Ways of Knowing**	3

Recommend Ethics

LEGAL TECHNOLOGIES

Program Options

- Associate of Applied Science Degree
- Intermediate Technical Certificate

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

The legal program emphasizes two main goals: to help students make informed career decisions and to develop technical skills needed to succeed in a competitive employment market. Enrollees can expect to experience high-quality instruction in an interactive learning environment that is conducive to promoting student achievement and growth.

Classes are project-oriented and provide considerable hands-on learning. The program also offers a low student-teacher ratio which permits students more individualized attention.

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

The **Associate of Applied Science** degree focuses on developing a more in-depth professional knowledge and skillset relating to litigation practices, advance document drafting, and legal research and writing. Emphasis is given to developing greater proficiency in both legal and administrative duties. The AAS also provides a more in-depth study of the federal-state court systems, jurisdictional issues, theories of law, and identifying substantive and procedural laws. Competency objectives are demonstrated by satisfactory completion of mock simulations, projects

and assignments that pattern many professional work-related tasks likely to be performed on the job. This degree option also provides sufficient academic vigor to successfully prepare students to transfer to a four-year institution. This degree option requires students to complete an internship position within a legal-business setting to gain on-the-job experience.

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

Entrance Requirements.

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

• Students should be eligible to obtain a notary seal upon graduation.

Intended Learning Outcomes

• Work individually and in groups to complete legal tasks within specific time frames by effectively demonstrating time management, organization and prioritization skills.

• Demonstrate critical thinking skills needed to prioritize, anticipate and analyze problems, and to evaluate and implement solutions.

• Prepare a variety of legal documents, forms, correspondence, pleadings, motions, discovery, and boilerplate templates utilized in the delivery of legal services.

• Demonstrate knowledge and communication in basic legal theories, doctrines, and principles that comprise the basis of law.

• Demonstrate essential employability behaviors including attendance, attention to detail, confidence, collaboration, problem-solving and meeting deadlines.

• Research the law using the full range of legal reference materials, including print and computerized research materials.

• Represent the legal profession in a professional and ethical manner.

Program Costs

A Legal Technology student can expect to pay approximately $1,300 for books for the Intermediate Technical Certificate and $2,400 for books for the Associate of Applied Science Degree. In addition to registration and technology fees, AAS enrollees will pay an additional fee for industry testing certification (see paragraph below). For more information about the certification exam and fee, please visit the NALS website at:

http://www.nals.org/.

Industry Testing for Certification

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

Recommendation

Since many AAS students require MAT 100 prior to MAT 123, said course should be factored into course planning. To determine eligibility requirements, please consult the "Placement Scores" section of the CEI Catalog.

Member of the American Association for Paralegal Education (AAfPE)

Legal Assistant

Associate of Applied Science Degree   61 Credits

• Financial Aid Eligible

Semester 1

BOT 151	Leadership I	1
BOT 170	Business Document Processing	3
BOT 190	Mechanics of Business Writing	3
LGL 101	Introduction to Legal Assisting	3
LGL 103	Legal Terminology	3
LGL 104	Legal Document Drafting	3

Semester 2

BOT 150	Employment Strategies	1
COM 101	Fundamentals of Speech	3
ENG 101	English Composition	3
LGL 110	Civil Litigation I	3
OFP 130	Data Entry-Spreadsheets	1
OFP 140	Electronic Office Concepts	3
POL 101	Introduction to Government	3

Semester 3

ENG 102	Critical Reading and Writing	3

OR

ENG 202	Technical Communication	3
LGL 211	Civil Litigation II	3
LGL 218	Basic Legal Research	3
MAT 123	Mathematics in Modern Society	3
PSY 101	Introduction to Psychology	3

OR

SOC 101	Introduction to Sociology	3

Semester 4

LGL 207	Procedures of Bankruptcy Law	3
LGL 208	Family Law	3
LGL 210	Internship	3
LGL 212	Criminal Law	3
LGL 217	Legal Practices	1

Required General Education Courses

COM 101	Fundamentals of Speech	3
ENG 101	English Composition	3
MAT 123	Mathematics in Modern Society	3
POL 101	Introduction to American Government	3

Choose one of the following:

PSY 101	Introduction to Psychology	3

OR

SOC 101	Introduction to Sociology	3

Choose one of the following:

ENG 102	Critical Reading and Writing	3

OR

ENG 202	Technical Communication	3

These requirements meet the AAfPE standards for the program of a minimum of 18 General Education credits with the emphasis on English and Communications.

Legal Assistant

Intermediate Technical Certificate
- 30 Credits
- Financial Aid Eligible

Semester 1

BOT 151	Leadership I	1
BOT 170	Business Document Processing	3
BOT 190	Mechanics of Business Writing	3
LGL 101	Introduction to Legal Assisting	3
LGL 103	Legal Terminology	3
LGL 104	Legal Document Drafting	3

Semester 2

BOT 150	Employment Strategies	1
COM 101	Fundamentals of Speech	3
LGL 110	Civil Litigation I	3
OFP 130	Data Entry-Spreadsheets	1
OFP 140	Electronic Office Concepts	3
ENG 101	English Composition	3

OR

POL 101	Introduction to Government	3

OFFICE TECHNOLOGIES

Program Options

- Associate of Applied Science Degree
- Intermediate Technical Certificate
- Basic Technical Certificate

The Office Technologies program is designed to meet the needs of students as they prepare to enter employment in an office environment. The program offers three options for students. Graduates of any option find excellent opportunities available to them in a wide range of career-related fields.

The Office Professional option is the two-year option resulting in an **Associate of Applied Science** (AAS) degree. This option prepares students to perform advanced text processing, spreadsheet and database operations, as well as basic bookkeeping. Students who graduate with the AAS degree are well prepared to perform a wide variety of administrative support functions in large or small companies, as a member of a team or individually.

The Office Specialist program is a one-year option resulting in an **Intermediate Technical Certificate**. This option is designed for the student who is interested in gaining entry-level knowledge, skills, and attitudes necessary for maintaining a well-run office. Students who complete this option will be prepared to provide office support by applying information and computer technologies to sustain work processes, manipulate and manage information, and enhance the overall efficiency and effectiveness of the organization. The courses for this option are the same as the courses for the first year of the AAS option, thus a student may easily change to the AAS program if desired.

Both options offer a joint leadership course which concentrates on developing students into professionals. The Office Technology program provides excellent opportunities for personal and professional growth essential for the workplace.

The Professional Development Business Applications program is a nine-credit option resulting in a **Basic Technical Certificate**. It is designed for the working professional who is looking to improve his or her communication, computation, and technology skills. These courses articulate into many Business, Office & Technology programs should the student desire additional education beyond the Basic Technical Certificate.

Entrance Requirements

- Students must qualify for COM 101 and BOT 180, or discuss qualifications with an admission counselor
- Students must take the keyboarding exam for placement into keyboarding curriculum

Intended Learning Outcomes

- Manage an office effectively and efficiently.
- Communicate clearly and professionally in both written and oral formats.
- Recognize professional values and exhibit professional behaviors in the work environment.
- Use appropriate technology and technical skills to manage information and solve problems.
- Understand and consistently apply company policies and procedures.

Program Costs

In addition to the semester registration fees, an Office Technologies student can expect to spend approximately $1,200 on books and supplies for the certificate program and $1,600 for the degree program. Students may also incur additional costs in updating/purchasing software and taking industry certification exams.

Industry Testing for Certification

Upon completion of the appropriate core Office Technologies courses, students demonstrate proficiency by participating in the industry certification exam process. Certification exams are administered by CEI using the Office Proficiency and Certification (OPAC) testing system. A technology fee is assessed for each of the two courses that are directly related to the CEI required industry certification exams. This technology fee covers the costs of students sitting for each of the required exams.

Office Professional

Associate of Applied Science Degree   60 Credits

- Financial Aid Eligible

Semester 1

BOT 146	Keyboarding I	1
BOT 147	Keyboarding II	1
BOT 148	Keyboarding III	1
BOT 151	Leadership I	1
BOT 170	Business Document Processing	3
BOT 180	Financial Business Applications	3
BOT 190	Mechanics of Business Writing	3
MKT 112	Introduction to Marketing	3

Semester 2

ACC 110	QuickBooks for the Office	3
BOT 150	Employment Strategies	1
COM 101	Fundamentals of Speech	3
ENG 101	English Composition	3
OFP 130	Data Entry-Spreadsheets	1
OFP 140	Electronic Office Concepts	3
OFP 152	Practicum I	1

Semester 3

MAT 123	Mathematics in Modern Society	3
MGT 216	Human Resource Management	3
OFP 210	Advanced Office Applications	3
OFP 227	Database Management	3
OFP 252	Practicum II	2

Semester 4

BOT 216	Supervised Work Experience	3
ENG 202	Technical Communications	3
OFP 141	Business Presentations	3
OFP 220	Integrated Office Concepts	3
SOC 101	Introduction to Sociology	3

OR

PSY 101	Introduction to Psychology	3

50

Required General Education Courses

COM 101	Fundamentals of Speech	3
ENG 101	English Composition	3
MAT 123	Mathematics in Modern Society	3
ENG 202	Technical Communications	3
SOC 101	Introduction to Sociology	3

OR

PSY 101	Introduction to Psychology	3

Office Specialist

Intermediate Technical Certificate   32 Credits

- Financial Aid Eligible

Semester 1

BOT 146	Keyboarding I	1
BOT 147	Keyboarding II	1
BOT 148	Keyboarding III	1
BOT 151	Leadership I	1
BOT 170	Business Document Processing	3
BOT 180	Financial Business Applications	3
BOT 190	Mechanics of Business Writing	3
MKT 112	Introduction to Marketing	3

Semester 2

ACC 110	QuickBooks for the Office	3
BOT 150	Employment Strategies	1
COM 101	Fundamentals of Speech	3
ENG 101	English Composition	3
OFP 130	Data Entry-Spreadsheets	1
OFP 140	Electronic Office Concepts	3
OFP 152	Practicum I	1

Professional Development Business Applications

Basic Technical Certificate   9 Credits

- Not Financial Aid Eligible

BOT 170	Business Document Processing	3
BOT 180	Financial Business Applications	3
BOT 190	Mechanics of Business Writing	3

WEB DEVELOPMENT TECHNOLOGIES

Program Options

- Associate of Applied Science Degree
- Advanced Technical Certificate
- Intermediate Technical Certificate

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

Entrance Requirements

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

This program assumes an intermediate level of computer knowledge at the beginning of the program. Students may demonstrate this level of knowledge with a current IC3 certification, successfully passing CIS 101 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.

All three programs focus on an in-depth coverage of web development that covers current markup language, style sheets and scripting languages, web development tools, current web design, database skills, and query languages. Students will also practice soft skills needed to work successfully with clients, administration, and co-workers

In addition to the skills listed above, **Associate of Applied Science** (AAS) students will also have the opportunity to complete an internship to demonstrate industry work experience. AAS students will go in-depth with client and server-side programming to create web projects with dynamic content. AAS students will also learn how to successfully market the web sites they create and will have the opportunity to obtain industry certifications, learn about mobile application development, and the very latest in emerging technologies of the internet.

Intended Learning Outcomes

- Demonstrate knowledge, skills, and proficiency in a variety of current web development tools and techniques including

  graphics, web authoring, style sheets, markup languages, scripting languages, and database management

- Create, deploy, and maintain effective, usable, appealing, and engaging websites and web applications by applying current industry standards including current design, layout, and development principles and using proper coding practice

- Demonstrate work readiness through industry work experience and in-class, independent, and team projects using web development, communication, time-management, organization, prioritization, and customer/client service skills

- Demonstrate a knowledge of the business environment in regards to web development including e-commerce, web marketing, necessary security measures, ethical standards, copyright standards, and working seamlessly with all areas of the business hierarchy

Program Costs

In addition to the semester registration fees, a Web Development Technologies student can expect to spend approximately $800 on books and $200 for software and web hosting services per semester. Students find having a personal laptop computer while attending the Web Development program is beneficial for academic use. Specification guidelines can be obtained through the Web Development program manager or Student Services.

Industry Testing for Certification

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

Web Development Specialist

Associate of Applied Science Degree   60 Credits

• Financial Aid Eligible

Semester 1

BOT 151	Leadership I	1
CIS 110	Basics of Web Development	3
CIS 110L	Basics of Web Development Lab	1
CIS 130	Fundamental Web Design	3
COM 101	Fundamentals of Speech	3
MKT 112	Introduction to Marketing	3
OFP 227	Database Management	3

Semester 2

BOT 150	Employment Strategies	1
CIS 235	Advanced Web Site Design	3
CIS 236	Web Development Tools	3
CIS 239	Advanced Data Management	3
MAT 123	Mathematics in Modern Society	3

Semester 3

CIS 237	Web Development Tools II	3
CIS 238	Database Driven Websites	3
ENG 101	English Composition	3
MKT 120	Marketing on the Internet	3
PSY 101	Introduction to Psychology	3

OR

SOC 101	Introduction to Sociology	3

Semester 4

BOT 152	Leadership II	1
BOT 216	Supervised Work Experience	3
CIS 220	Development of Modern Devices	4
CIS 250	Emerging Trends in Web Development	4
PSY 101	Introduction to Psychology	3

OR

SOC 101	Introduction to Sociology	3

Required General Education Courses

COM 101	Fundamentals of Speech	3
ENG 101	English Composition	3
MAT 123	Mathematics in Modern Society	3
PSY 101	Introduction to Psychology	*3
SOC 101	Introduction to Sociology	*3

*Student may petition to take an alternate general education course in lieu of PSY 101 or SOC 101 only or may take PSY 101 and SOC 101.

Web Development Specialist

Advanced Technical Certificate

• 53 Credits

• Financial Aid Eligible

Semester 1

BOT 151	Leadership I	1
CIS 110	Basics of Web Development	3
CIS 110L	Basics of Web Development Lab	1
CIS 130	Fundamental Web Design	3
COM 101	Fundamentals of Speech	3
MKT 112	Introduction to Marketing	3
OFP 227	Database Management	3

Semester 2

BOT 150	Employment Strategies	1
CIS 235	Advanced Web Site Design	3
CIS 236	Web Development Tools	3
CIS 239	Advanced Data Management	3
MAT 123	Mathematics in Modern Society	3

Semester 3

CIS 237	Web Development Tools II	3
CIS 238	Database Driven Websites	3
ENG 101	English Composition	3
MKT 120	Marketing on the Internet	3
PSY 101	Introduction to Psychology	3
	OR	
SOC 101	Introduction to Sociology	3

Semester 4

CIS 220	Development of Modern Devices	4
CIS 250	Emerging Trends in Web Development	4

Web Development Specialist

Intermediate Technical Certificate
- 30 Credits
- Financial Aid Eligible

Semester 1

BOT 151	Leadership I	1
CIS 110	Basics of Web Development	3
CIS 110L	Basics of Web Development Lab	1
CIS 130	Fundamental Web Design	3
COM 101	Fundamentals of Speech	3
MKT 112	Introduction to Marketing	3
OFP 227	Database Management	3

Semester 2

BOT 150	Employment Strategies	1
CIS 235	Advanced Web Site Design	3
CIS 236	Web Development Tools	3
CIS 239	Advanced Data Management	3
MAT 123	Mathematics in Modern Society	3
	OR	
BOT 180	Financial Business Applications	3

HEALTH PROFESSIONS DIVISION

AREAS OF STUDY

CERTIFIED NURSING ASSISTANT

DENTAL ASSISTING
Intermediate Technical Certificate
  Typically takes 12 months to complete

MEDICAL ASSISTANT
Associate of Applied Science Degree
  Typically takes 24 months to complete

PRACTICAL NURSING
Intermediate Technical Certificate
  Can take up to 24 months to complete depending on
   pre-req options and semester enrollment.

RADIATION SAFETY
Intermediate Technical Certificate
  Typically takes 12 months to complete

REGISTERED NURSING
Associate of Applied Science Degree
  Typically takes 24 months to complete
  (does not include pre-reqs)

SURGICAL TECHNOLOGY
Associate of Applied Science Degree
  Typically takes 10 months to complete
  (does not include pre-reqs)

FACULTY

Kathleen Nelson, Division Manager

Aimee Johnson	Brett Maxfield
Catherine George	Connie Hobbs
Jeff Olaveson	Jodene Trimble
Mahlon Heileson	Matthew Douglass
Raeleen Roberts	Regan Fregoso
Thomas Maxfield	

Workplace research shows that one of the most rapidly growing areas of employment is health care.

CEI's Health Professions Division is a combined group of programs consisting of Radiation Safety, Certificated Nursing Assistant, Dental Assisting, Medical Assisting, Practical Nursing, Registered Nursing and Surgical Technology. These programs provide students with the knowledge and skills that enable them to join other professionals in this expanding career field. Students may take some courses in the Health Professions Division prior to declaring a major field of study.

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

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

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

  • Diphtheria, Pertussis, Tetanus (DPT)

  • Mumps, Measles, and Rubella (MMR) or two vaccinations of Measles and Rubella

  • Hepatitis A and

  • Hepatitis B series (completed)

  • Polio

  • Proof of Varicella vaccination or titer result.

  • Proof of an annual TB skin test

  • Documentation of health insurance

CERTIFIED NURSING ASSISTANT

• Five months to complete

• Not Financial Aid Eligible (except for students who have been accepted into the pre-requisite portion of a health-care program)

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

Entrance Requirements

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

Within the first two weeks of class you will need to provide proof of:

• The first in the series of Hepatitis B vaccine

• A current negative TB (tuberculosis) skin test. If your results are positive, you must provide proof of a negative chest x-ray within the last 6 months.

• Background check is required at no charge – more information will be given on the first day of class.

You will need your own stethoscope and blood pressure kit. You will also be required to wear scrubs to all class meetings and clinical rotations. Further dress code rules will be discussed in class.

Intended Learning Outcomes

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

• Discuss and understand the roles and responsibilities of the nursing assistant in Idaho.

• Demonstrate basic competencies required of nursing assistants in the state of Idaho.

• Demonstrate the knowledge required to pass the required Idaho state manual skills and written exam.

DENTAL ASSISTING

Intermediate Technical Certificate

• 12 months to complete

The Dental Assisting program at CEI 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 years of clinical experience, graduates may sit for the National Certified Dental Assistant exam.

Intended Learning Outcomes

• Demonstrate competency in basic dental assistant skills in a competent and safe manner when working with patients, families, and communities while being nonjudgmental of cultural, religious, and ethnic differences.

• Demonstrate competency in performing front office skills for entry level dental assistants.

• Demonstrate effective verbal, non-verbal, written and technological communication utilizing appropriate terminology during interactions with patients, families, and dental health care team members.

• Demonstrate accountability, professional values, and ethical behavior within the scope of practice of a dental assistant and the policies and procedures of the employing institutions.

• Be Idaho certified in expanded functions for dental assistants.

• Acknowledge that dental assisting is dynamic and requires life-long learning.

Entrance Requirements

• COMPASS or other Placement Test

• Advising with program director

• Background check

• Completion of entry packet, after orientation (between April and May)

• Dental exam

• Documentation of the following current immunizations is required:

   ○ Diphtheria, Pertussis, Tetanus (DPT)

   ○ Mumps, Measles, and Rubella (MMR) or two vaccinations of Measles and Rubella

   ○ Hepatitis A

   ○ Hepatitis B series (completed)

   ○ Polio

   ○ Proof of Varicella vaccination or titer result.

   ○ Meningococcal

   ○ Proof of an annual TB skin test

   ○ Documentation of health insurance

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

Program Continuation Requirements

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

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

Program Costs

In addition to the semester registration fees, a Dental Assisting student can expect to spend an approximate total of $2,000 on books, supplies, liability insurance, CPR, first aid, dental conventions and DANB and/or NOCTI program exit assessments.

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

Dental Assisting

Intermediate Technical Certificate

- 38 Credits
- Financial Aid Eligible

Semester 1

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

Semester 2

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

Summer Term

DTL 132	Supervised Work Experience	6

MEDICAL ASSISTANT

Program Options

Associate of Applied Science Degree

- 24 months to complete with pre-reqs

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

Intended Learning Outcomes

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

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

Commission on Accreditation of Allied Health Education Programs

1361 Park Street
Clearwater, FL 33756

727-210-2350

All graduating students of the Associate Degree Program are eligible and required to sit for the AAMA Certification Examination, and, upon passing the examination, the individual earns the Certificated Medical Assistant (CMA) credential.

Entrance Requirements

- Application
- Letter of Intent
- Documentation of the following required:
  - Mumps, Measles, and Rubella (MMR) or Rubella and Rubeolla 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
  - Must be in final semester of prerequisites.
  - College readiness date assigned by the Healthcare
  - Admission Counselor(The following will not be required until acceptance into the program)
    - Physical exam
    - Drug screen
    - Flu Shot

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

Program Continuation Requirements

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

Program Costs

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

Medical Assistant

Associate of Applied Science Degree   61 Credits

- Financial Aid Eligible

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

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

Prerequisites

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

OR

SOC 101	Introduction to Sociology	3

Professional Program Fall Term

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

Professional Program Spring Term

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

Professional Program Summer Term

MAS 210	Externship II	6

PRACTICAL NURSING

Intermediate Technical Certificate

   • Up to 24 months to complete depending on pre-req options semester enrollment

The Practical Nursing Program is operated with the approval of the State Board of Nursing. The student graduates with an Advanced Technical Certificate and is required to pass a state licensure examination to become a licensed practical nurse.

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

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

Intended Learning Outcomes

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

   • Graduates will demonstrate competency in basic nursing skills utilizing critical thinking in applying the nursing process in a compassionate and caring manner during interactions with the client, families, and communities while being nonjudgmental of cultural, religious, and ethnic differences.

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

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

   • Graduates will demonstrate accountability, professional values, and ethical behavior within the scope of practice of the state nurse practice act and the policy and procedures of the employing institutions.

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

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

Prerequisite Entrance Requirements

   • Meet all College admission requirements

   • Placement test

   • A limited number of students will be admitted each year.

Professional Program Entrance Requirements

   • A minimum individual composite score of 60 or higher on the TEAS V exam. (TEAS Exam may be taken a maximum of 2 times. If a second attempt is necessary, it must be taken within 2 years of the first attempt.)

   • Applicants who complete all prerequisite courses with a "C" (75%) or better 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.

   • Candidates for admission are selected based on available space and the college readiness date assigned by Healthcare Admissions Counselor.

   • Those not selected will be required to reapply the following application period.

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

   • Practical Nursing Application packet submitted by deadline

   • Documentation of current CNA certification or completion

of HCT 118 with initial certification

• Proof of Immunizations

• Background check done through the site approved by the College

Program Continuation Requirements

• All program courses with an NRS prefix must be passed with a minimum of 75% and proficiency testing at a pre-determined level.

• Courses with an NRS prefix must be passed consecutively prior to continuing on to the next course.

• A failed course with an NRS prefix will result in dismissal from the program.

Program Costs

In addition to the registration fees, a Practical Nursing student can expect to spend an approximate total of $3,700 on books, uniforms, supplies, ATI and other testing fees, NCLEX application, and graduation. For further information refer to the nursing student handbook.

Practical Nursing

Intermediate Technical Certificate

• 38-47 Credits

• Financial Aid Eligible

Prerequisite Component

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

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

<div align="center">***OR***</div>

Recommended for Students who want to advance to RN program.

HCT 118 or CNA		0-4
	Certified Nurse Assistant Training	

ENG 101	English Composition	3
HCT 101	Medical terminology	2
BIO 227	Human Anatomy & Physiology	4
BIO 227L	Human Anatomy & Physiology Lab	0
BIO 228	Human Anatomy & Physiology	4
BIO 228L	Human Anatomy & Physiology Lab	0
MAT 108	Intermediate Algebra	3

Professional Component

To be completed in two semesters.

Fall Term:

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

Spring Term:

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

RADIATION SAFETY

Program Options

Intermediate Technical Certificate

• 12 months to complete

Intended Learning Outcomes

• Know and apply radiation safety fundamentals and work safely to protect self and others

• Employable as a well-trained, and professional radiation safety technician

• Advocate for the nuclear power industry

• Communicate effectively through listening, speaking, and writing

• Promote and participate in improving Radiation Safety applications

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

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

Program Costs

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

Radiation Safety

Intermediate Technical Certificate	38 Credits

• Financial Aid Eligible

Semester 1

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

Semester 2

ESH 102	40-Hour OSHA HAZWOPER Training	1
REL 104	Communications in Radiological Safety	2
REL 107	Nuclear Components and Plant Systems	1
RDS 104	Advanced Radiation Protection Principles	5
RDS 104L	Adv. Radiation Protection Principles Lab	1
RDS 106	Basic Radiological Chemistry	1
RDS 109	Nuclear Regulatory Practices	1
PSY 101	Introduction to Psychology	3
	OR	
SOC 101	Introduction to Sociology	3

Summer Term

RDS 111	Supervised Work Experience	6

REGISTERED NURSING (ADN)

- Associate of Applied Science Degree

- Financial Aid Eligible

- 24 months to complete (does not include pre-reqs)

Enrollment in the Associate Degree Nursing Program 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 the pool of qualified applicants using a point-based process.

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

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

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

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

Intended Learning Outcomes

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

- Apply and integrate clinical reasoning, critical thinking, and EBP with assessment skills to ensure safe quality nursing judgment to patients and families that contribute to their optimum level of functioning and health.

- Competently demonstrate ongoing nursing knowledge and technical skills in a variety of healthcare settings and value the importance of life-long learning recognizing that health care is ever evolving and changing and develop ways they contribute to improve patient care, current practice, and his/herself.

- Practice professional behavior in the clinical setting. The student will model attributes of professional learning in all areas of their practice, demonstrate leadership roles, and adhere to legal and ethical codes in the profession of nursing. Student will assume responsibility and accountability for their practice in nursing as defined by the Idaho Nurse Practice Act.

Professional Program Entrance Requirements

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

- Be accepted as a student in good standing at College of Eastern Idaho.

- Complete all prerequisite courses with a minimum "C" (75%) or better grade and a "B" (85%) or better in BIO 227 and BIO 227L with a 2.7 Overall GPA

- TEAS test score of 62% or better, upon entrance into the Professional Program

- Completion of CNA, LPN, or another healthcare certification by petition.

- Complete Associate Degree Nursing program application.

- Provide proof of immunizations

- Background check done through a site approved by the College.

- Completion of all admission requirements does not ensure acceptance into the professional program.

- A limited number of applicants are accepted into the program twice each year, fall and spring.

- Candidates for admission are selected based on available space and a competitive selection process

- Those not selected will need to reapply the following application period.

- A failed course with an ARN prefix will result in dismissal from the program.

Program Continuation Requirements

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

Program Costs

 In addition to the registration fees, a Registered Nursing student can expect to spend an approximate total of $3,900 on books, uniforms, supplies, criminal background check, and ATI and other testing fees for the entire program. Graduates are required to sit for proficiency exams at the conclusion of their program. Information regarding costs and dates for the exams will be posted in the online Catalog and available from the program instructor(s).

Registered Nursing (ADN)

Associate of Applied Science Degree

- 68-72 Credits
- Financial Aid Eligible

Pre-requisites

HCT 118 or CNA   0-4

Certified Nurse Assistant Training

OR

CNA certification

ENG 101	English Composition	3
BIO 227	Anatomy & Physiology I	4
BIO 227L	Anatomy & Physiology I Lab	0
BIO 250	General Microbiology	3
BIO 250L	General Microbiology Lab	1
MAT 253	Elementary Statistics	3

All other general education courses can be completed as part of the professional program

Professional Program

Semester 1

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

Semester 2

ARN 130	Advanced Foundations of Nursing Practice	2
ARN 130L	Advanced Foundations of Nursing Practice Lab	
ARN 150	Fundamental Concepts of Medical/ Surgical Nursing	3
ARN 160	Fundamental Concepts of Medical/ Surgical Nursing Clinical	3
PSY 101	Introduction to Psychology	3

OR

SOC 101	Intro to Sociology	3
ENG 102	Critical Reading & Writing	3

Semester 3

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

Semester 4

ARN 240	Maternal and Pediatric Nursing Essentials	3
ARN 250	Maternal and Pediatric Nursing Essentials Clinical	2
ARN 260	Integration of Professional Nursing	2
ARN 270	Critical Reflections Clinical Capstone	2
ENG 110	Introduction to Literature	3

OR

Equivalent Humanities

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

SURGICAL TECHNOLOGY

Associate of Applied Science Degree

> • 10 months to complete (does not include pre-reqs)

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 equipment functions properly, and that the operative procedure is conducted under conditions that maximize patient safety. Surgical technologists possess expertise in the theory and application of sterile and aseptic technique and combine the knowledge of human anatomy, surgical procedures, and implementation tools and technologies to facilitate a physician's performance of invasive therapeutic and diagnostic procedures. (Association of Surgical Technologists' Recommended Standards of Practice)

Intended Learning Outcomes

> • Provide a safe, efficient, and supportive environment for the surgical patient.

> • Demonstrate accountability and professional values.

> • Follow and demonstrate the principles of surgical asepsis.

> • Recognize normal and pathological anatomy and physiology to individualize surgical patient care.

> • Demonstrate the methods of care and handling of surgical instruments and equipment according to each surgical specialty.

> • Communicate effectively with the surgical team.

> • Demonstrate effective critical thinking skills.

> • Understand the need to be life-long learners.

Accreditation

Accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) under the direction of the National Board of Surgical Technology and Surgical Assisting (NBSTFA). The Surgical Technology Program awards all

graduating students an Associate of Applied Science Degree rendering them eligible to sit for

the Association of Surgical Technologist National Certification Exam which is given as the exit exam. This purpose is to determine through examination, if an individual has acquired both theoretical and practical knowledge of surgical technology.

Prerequisite Entrance Requirements

> • Meet all College admission requirements

Professional Program Entrance Requirements

> • Surgical Technology packet submitted by the deadline. Incomplete packets will not be considered for admission. Proof of immunizations and background checks can be time sensitive. See the CEI website for more information.

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

> • Complete all prerequisite courses with a minimum grade of "C" or better.

> • Selection is based on cumulative pre-requisite GPA.

> •Writing sample. In the event the applicants have equal GPAs, the writing sample would be scored and used as a tie-breaker.

Program Continuation Requirements

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

Program Costs

In addition to the registration fees, a Surgical Technology student can expect to spend approximately $2,000 on books, supplies, testing, and miscellaneous costs while completing the Surgical Technology Program Associate of Applied Science Degree. 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).

Student Work Policy

All student activities associated with the curriculum, especially while students are completing clinical rotations, will be educational in nature. Students will not receive any monetary remuneration during

this educational experience, nor will the student be substituted for hired staff personnel within the clinical institution, in the capacity of a surgical technologist.

Surgical Technology

Associate of Applied Science Degree

- 62 Credits
- Financial Aid Eligible

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

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

OR

SOC 101	Introduction to Sociology	3

Professional Component

Semester 3

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

Semester 4

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

TRADES AND INDUSTRY DIVISION

AREAS OF STUDY

AUTOMOTIVE TECHNOLOGY
Associate of Applied Science
        The AAS typically takes 29 months to complete
Advanced Technical Certificate
The ATC typically takes 22 months to complete
Intermediate Technical Certificate
The ITC typically takes ten months to complete

DIESEL TECHNOLOGY
Associate of Applied Science
The AAS typically takes 29 months to complete
Advanced Technical Certificate
The ATC typically takes 22 months to complete
Intermediate Technical Certificate
The ITC typically takes ten months to complete

ENERGY SYSTEMS TECHNOLOGY
Intermediate Technical Certificate
The ITC typically takes ten months to complete

LIGHT DUTY DIESEL TECHNOLOGY
Associate of Applied Science
        The AAS typically takes 29 months to complete
Advanced Technical Certificate
        The ATC typically takes 22 months to complete

MACHINE TOOL TECHNOLOGY
Associate of Applied Science Degree
        The AAS typically takes 22 months to complete
Intermediate Technical Certificate
        The ITC typically takes ten months to complete

WELDING TECHNOLOGY
Associate of Applied Science Degree
        The AAS typically takes 29 months to complete
Advanced Technical Certificate
        The ATC typically takes 22 months to complete
Intermediate Technical Certificate
        The ITC typically takes ten months to complete

FACULTY

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

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

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

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

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

The State of Idaho and College of Eastern Idaho have adopted the nine Automotive Service Excellence (ASE) areas as guidelines for our Automotive and Light Duty Diesel programs (Automobile & Light

Truck A1 -A9) and eight ASE service areas (Medium-Heavy Truck T1 – T8) for our Heavy Duty Diesel programs. All instructors in the Automotive and Diesel programs are ASE Master certified. Upon successful completion of the theory portion of the courses, the student will complete the practical experience for those courses. Troubleshooting and repair experiences will be performed on mock-ups and live work projects in the College lab as they are available. Our students are trained to meet ASE certification standards.

Program Costs

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

Automotive, Diesel and Light Duty Diesel students can expect to spend approximately $4,000 per program for text books and tools in addition to a $55 coverall rental per semester.

Energy Systems Technology students can expect to spend approximately $1,000 on text books, equipment, tools, and lab fees.

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

Welding students can expect to spend approximately $2,500 on text books, equipment, tools, and lab fees.

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

AUTOMOTIVE TECHNOLOGY

Intended Learning Outcomes

• Use current technical diagnostic procedures to diagnose and repair to industry standards the nine 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 better and must be passed consecutively before continuing on to the next course.*

Automotive Technology

Associate of Applied Science Degree   69 Credits

The AAS typically takes 29 months to complete

• 15 General Education Credits Required

• Financial Aid Eligible

Fall Semester 1st Year

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

Spring Semester 1st Year

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

Fall Semester 2nd Year

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

Spring Semester 2nd Year

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

Fall or Spring Semester

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

OR

SOC 101	Introduction to Sociology	3

Automotive Technology

Advanced Technical Certificate   54 Credits

The ATC typically takes 22 months to complete

• Financial Aid Eligible

Fall Semester 1st Year

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

Spring Semester 1st Year

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

Fall Semester 2nd Year

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

Spring Semester 2nd Year

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

Automotive Technology

Intermediate Technical Certificate   30 Credits

The ITC typically takes ten months to complete

• Financial Aid Eligible

Fall Semester 1st Year

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

Spring Semester 1st Year

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

DIESEL TECHNOLOGY

Intended Learning Outcomes

• Use current technical diagnostic procedures to diagnose and repair to industry standards all eight ASE areas of medium and heavy duty trucks and equipment.

• Demonstrate by performing all safety procedures including the use of tools and equipment during all related shop activities.

• Locate and use current repair procedures and information from computer based programs and written text.

• Understand, demonstrate, and value attributes of professionalism.

• Properly prepare hand written and electronic documents that are accurate, legible, and clearly understood.

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

Diesel Technology

Associate of Applied Science Degree   69 Credits

The AAS typically takes 29 months to complete

• 15 General Education Credits Required

• Financial Aid Eligible

Fall Semester 1st Year

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

Spring Semester 1st Year

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

Fall Semester 2nd Year

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

Spring Semester 2nd year

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

Fall or Spring Semester

-	Any General Education Elective	3
COM 101	Fundamentals of Speech	3
ENG 101	English Composition	3
MAT 123	Mathematics in Modern Society	3
PSY 101	Introduction to Psychology	3

OR

SOC 101	Introduction to Sociology	3

Diesel Technology

Advanced Technical Certificate   54 Credits

The ATC typically takes 22 months to complete

• Financial Aid Eligible

Fall Semester 1st Year

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

Spring Semester 1st Year

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

Fall Semester 2nd Year

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

Spring Semester 2nd year

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

Diesel Technology

Intermediate Technical Certificate	30 Credits

The ITC typically takes ten months to complete
  • Financial Aid Eligible

Fall Semester 1st Year

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

Spring Semester 1st Year

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

ENERGY SYSTEMS TECHNOLOGY

Intended Learning Outcome

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

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

ESTEC offers a unique approach to educating students by providing the specific knowledge and skills needed in electrical generation. The skills requirements have been developed in partnership with energy utilities and vendors to assure that program graduates enter the workforce with the precise skills required by industry. Students learn through traditional classroom experience as well as through extensive laboratory 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, Idaho National Laboratory, 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 can progress in the program.

Energy Systems Technology

Intermediate Technical Certificate   40 Credits

The ITC typically takes ten months to complete

• Financial Aid Eligible

Semester 1

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

Semester 2

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

LIGHT DUTY DIESEL TECHNOLOGY

Intended Learning Outcomes

• Use current technical diagnostic procedures to diagnose and repair to industry standards all nine ASE areas of light duty diesel cars and trucks.

• Demonstrate by performing all safety procedures including the use of tools and equipment during all related shop activities.

• Locate and use current repair procedures and information from computer based programs and written text.

• Understand, demonstrate, and value attributes of professionalism.

• Properly prepare hand written and electronic documents that are accurate, legible, and clearly understood.

Light Duty Diesel Technology
Associate of Applied Science Degree   69 Credits
The AAS typically takes 29 months to complete
(15 General Education Credits Required)
Financial Aid Eligible
Fall Semester 1st Year

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

Spring Semester 1st Year

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

Fall Semester 2nd Year

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

Spring Semester 2nd Year

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

Fall or Spring Semester

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

OR

SOC 101	Introduction to Sociology	3

Light Duty Diesel Technology

Advanced Technical Certificate	54 Credits

The ATC typically takes 22 months to complete

• Financial Aid Eligible

Fall Semester 1st Year

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

Spring Semester 1st Year

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

Fall Semester 2nd Year

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

Spring Semester 2nd Year

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

MACHINE TOOL TECHNOLOGY

Intended Learning Outcomes:

• Machinists set up and operate a variety of computer-controlled and mechanically-controlled machine tools to produce precision metal parts, instruments, and tools.

• Work from blueprints, sketches or computer-aided design (CAD), and computer-aided manufacturing (CAM) files

• Turn, mill, drill, shape, and grind machine parts to specifications.

• Graduates will exhibit desirable work habits, ideals, and attitudes essential to successful job performance.

• Graduates will communicate effectively with industry peers in the vernacular of professional tradespersons.

Machine Tool Technology

Associate of Applied Science Degree	67 Credits

The AAS typically takes 22 months to complete

• Financial Aid Eligible

Fall Semester 1st Year

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

Spring Semester 1st Year

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

Fall Semester 2nd Year

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

Spring Semester 2nd Year

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

Machine Tool Technology

Intermediate Technical Certificate		34 Credits

The ITC typically takes ten months to complete

• Financial Aid Eligible

Fall Semester 1st Year

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

Spring Semester 1st Year

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

WELDING TECHNOLOGY

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

Intended Learning Outcomes

• Demonstrate by performing all safety procedures in the set-up and use of common welding equipment, cutting equipment, and other tools.

• Understand American Welding Society (AWS) welding procedure specifications by displaying confidence and ability in passing job entry proficiency tests in the following processes:

    ○ Shielded Metal Arc Welding (SMAW)

    ○ Gas Metal Arc Welding (GMAW)

    ○ Gas Tungsten Arc Welding (GTAW)

    ○ Flux Cored Arc Welding (FCAW)

• Interpret drawings, sketches, orthographic and isometric drawings and AWS weld symbols.

• Utilize mathematical skills by measuring, calculating material usage, and laying out projects to be manufactured.

• Effectively communicate welding and cutting processes and procedures.

• Understand, demonstrate, and value attributes of professionalism.

Welding Technology

Associate of Applied Science Degree   69 Credits

The AAS typically takes 29 months to complete

- 15 General Education Credits Required
- Financial Aid Eligible

Fall Semester 1st Year

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

Spring Semester 1st Year

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

Fall Semester 2nd Year

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

Spring Semester 2nd Year

WLD 233	Welding Lab III	10
WLD 234	Welding Fabrication Lab	2
Fall or Spring Semester		
Any Gen Ed	Any General Education Elective	3
COM 101	Fundamentals of Speech	3
ENG 101	English Composition	3
MAT 123	Mathematics in Modern Society	3
PSY 101	Introduction to Psychology	3

OR

SOC 101	Introduction to Sociology	3

Welding Technology

Advanced Technical Certificate   54 Credits

The ATC typically takes 22 months to complete
- Financial Aid Eligible

Fall Semester 1st Year

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

Spring Semester 1st Year

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

Fall Semester 2nd Year

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

Spring Semester 2nd Year

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

Welding Technology

Intermediate Technical Certificate   30 Credits

The ITC typically takes ten months to complete
- Financial Aid Eligible

Fall Semester 1st Year

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

Spring Semester 1st Year

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

WORKFORCE TRAINING & COMMUNITY EDUCATION DIVISION

AREAS OF STUDY

APPRENTICESHIP & JOURNEYMAN CONTINUING EDUCATION
Electrical   HVAC   Plumbing

Certificate of Completion

Associate of Applied Science Degrees for Apprentice/ Journeymen

ASSOCIATE OF APPLIED SCIENCE DEGREES FOR APPRENTICE/ JOURNEYMEN
Electrical   HVAC   Plumbing

COMMUNITY EDUCATION COURSES
Personal Interest & Enrichment Courses

Certificate of Completion

COMMUNITY OUTREACH CENTERS
Driggs   St. Anthony   Salmon

EMERGENCY SERVICES TRAINING EMERGENCY
Emergency Medical Technician

Certificate of Completion

OSHA HAZWOPER
Certificate of Completion

FIRE SERVICE TECHNOLOGY
Wildland Fire Management

Associate of Applied Science Degree

Fire Service Technology

Associate of Applied Science Degree

Online Instruction Center

Certificate of Completion

WORKFORCE TRAINING
Customized Training

Incumbent Worker Training

Occupational Upgrade Training

Certificate of Completion

STAFF
Michelle Holt, Division Manager

Debbie Borek, Apprenticeship Coordinator

Barbara Moore, Community Education Coordinator

Jacque Larsen, Workforce Training Administrative Assistant

Dean Ellis, Fire Services Technology (FST) Manger

Scot McGuire, FST Testing Coordinator

Nikki Berntsen, FST Technical Records

Linda Vecellio, INL ES&H Lead Instructor

Toni Crapo, St Anthony Outreach Coordinator

WORKFORCE 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. Programs are designed to promote regional economic development by meeting employer needs for highly trained/highly skilled workers and to assist individuals in acquiring the skills and knowledge needed to secure employment or occupational upgrade.

Short-term, specialized training programs are available in the broad areas of apprenticeship, business and office technology, environmental safety and health, advanced manufacturing, and health professions. Customized contract training with flexible delivery options can be designed to meet the workforce development needs of any employer, including industry certifications, regulatory compliance, computer skills upgrades, soft skills, team building, and leadership skills.

The CEI Workforce Training division plays an active role in providing skills and customized job training necessary to promote economic development opportunities in eastern Idaho. The College works closely with regional workforce and economic development organizations including Regional Economic Development for Eastern Idaho (REDI), Idaho Department of Labor, The Development Company, Regional Development Alliance, and the Greater Idaho Falls Chamber of Commerce.

To assist place-bound and rural students throughout eastern Idaho, over 300 online classes are available through the Online Instruction Center. Community Outreach Centers located in Driggs, Salmon, Rexburg, and St. Anthony offer a variety of locally hosted instructional classes.

In addition to providing non-credit classes, specialized industry specific training programs are offered in OSHA, Wildland Fire Management, and Fire Service Technology.

Workforce Training/ Community Education Policies

Workforce Training Program Costs

Unless otherwise noted in the CEI College Catalog, costs for workforce training/community education programs will be published in the Workforce Training and Community Education semi-annual catalog. The most current Catalog can be found at www.cei.edu/wft

Registration for Workforce Training/Community Education Programs

Times and dates for our regularly scheduled Workforce Training/Community Education courses are published in the Workforce Training and Community Education semi-annual catalog. The most current Catalog can be found at www.cei.edu/wft.

How to Register

There are multiple ways to register for Workforce Training/Community Education courses.

Phone: 208.535.5345 • 800.662.0261

Email: wft@cei.edu

Fax: 208.525.7026

In-Person: CEI Student Services 1600 S. 25th E., Idaho Falls Christofferson Building #3, Rm. 300

Mail: CEI Workforce Training/Community Ed 1600 S. 25th E. Idaho Falls, ID 83404

Enrollment Deadlines:

Registration is not complete until fees are paid. Unless otherwise noted, registration is open until each class is filled or until two (2) business days prior to the class start date. Complete registrations are accepted on a first-come, first-served basis.

Class Cancellations & Refunds:

Courses are subject to cancellation if a minimum enrollment is not met. If the CEI Workforce Training Center cancels a class, students will be notified by email and/or telephone and a full course fee will be refunded. To withdraw registration and receive a refund, less a $10 processing fee, students must notify CEI Student Services at least two (2) business days prior to the class start date. If notice is received less

than two (2) full business days prior to the class start date, we cannot issue refunds.

Tuition and Fees:

All prices and fees contained in this Catalog are subject to change without notice.

School Closures & Instructor Illness: If the college is closed during the day due to bad weather or some other emergency, our night classes are also cancelled. We will make every attempt to reschedule classes for students. In the event that CEI is not closed and the weather is inclement, we urge students to use their best judgement in deciding whether or not to attend. If you are unsure if the college has been closed due to weather, please call 208.524.3000. If an instructor suddenly is unavailable to teach due to illness or emergency, we will make every effort to contact students via email and/or telephone prior to the start of class. The class will be rescheduled at a later date or a full refund issued.

Textbooks, Supplies & Course Materials

If a workforce training or community education course requires a textbook, supplies or other course materials, students will be notified at the time of registration. Whenever possible, textbooks for WFT/CE classes are carried by the CEI Bookstore.

APPRENTICESHIP/TRAINING

State-approved apprentice programs are offered in Electrical, Plumbing, and Heating, Ventilating, and Air Conditioning (HVAC). Each 4-year program is designed to prepare students for residential, commercial, and industrial work. Students receive instruction in safety, theory, mathematics, code, blueprint reading, first aid, and tools of the trade. Apprentice classes are held two nights per week beginning in September and ending in May of the following year. Students are required to complete a minimum of 144 hours of instruction and successfully pass associated tests and quizzes. Tuition and other program fees are $850 per year, and instructional materials range from approximately $250 - $400 per year, depending on the program and year of study.

These fees are subject to change. Payment of fees is required at the time of registration. These programs are not eligible for financial aid but may be eligible for other types of financial assistance, such as Military or state-funded programs.

Journeyman License Requirements

The State of Idaho offers a journeymen's license in the Electrical, Plumbing, and Heating, Ventilation, and Air Conditioning (HVAC) trades. The requirements to receive a journeymen's license are as follows:

- Apply for an Apprentice Card from the Idaho Division of Building Safety

- Work 8,000 hours as an apprentice under the supervision of a licensed journeyman (2000/yr. for 4 years)

- Attend and pass all four years of the Apprenticeship Classes (144 hours/yr. & 70% or better)

- Pass the State Journeyman's Exam

Questions about the state requirements should be directed to the Division of Building Safety at: dbs.idaho.gov or by calling 800-955-3044 toll free.

Associate of Applied Science Degree for Apprentice/Journeymen

This program is intended for trades and crafts personnel interested in furthering their education to become supervisors, project managers, and business owners. Students enrolled in CEI Electrical, HVAC or Plumbing Apprenticeship programs, as well as journeymen, may be eligible for this Associate of Applied Science Degree program. For information regarding course fees and registration, please contact the Workforce Training & Community Education Program at 1600 S. 25th E, Idaho Falls, ID 83404 or call (208) 535-5404, or toll free 1-800-662-0261, or e-mail wft@cei.edu.

Program Costs

This program requires the completion of related instruction courses in apprenticeship, 8,000 hours of professional experience in the relevant trade or craft, and 15 credits of General Education courses. Interested participants will be required to complete a Portfolio Process which includes submission of a formal application for admission, letters of

documentation from their employer(s) verifying they have completed 8,000 hours of professional work experience in the trade or craft, and an official transcript of related instruction courses. The cost for review of the Portfolio Process and Associate of Applied Science Degree is listed as follows:

- Portfolio - $50.00
- Cost Per Credit (Technical Education Requirements) - $10.00
- Cost Per Credit (General Education Requirements) - $105.50
- CEI Admissions Application - $15.00

COMMUNITY EDUCATION COURSES

CEI's Community Education Program is all about bringing people together who want to stir up their creative talents and gain new experiences. Whether it's learning conversational Spanish, photography, yoga, or art classes, our classes focus on self-improvement and personal enrichment. It's never too late to learn new hobbies or refine and develop new skills and interests. Be one of the estimated five million people across the country who enroll in non-credit classes and fulfill your passion for learning!

COMMUNITY OUTREACH COURSES

Workforce Training & Community Education courses are offered in communities located throughout the College's nine-county service delivery area. Programs are currently available in the Salmon, Driggs and St. Anthony. Courses are usually conducted in conjunction with public school districts and small business development centers. Our Community Education Outreach Centers offer business, industry, and residents many of the same opportunities students have who live closer to campus. Classes are available for those seeking to upgrade or learn new job skills and pursue personal interests. Rural students are also able to choose from a wide variety of online classes without having to leave home. New or expanding businesses can also contact the Workforce Training Manager to discuss customized training opportunities that can be offered in their community.

Rural students and employers are encouraged to contact the Workforce Training & Community Education Division Manager to suggest new course ideas or to inquire about teaching a class.

ONLINE INSTRUCTION CENTER

Would you like to acquire valuable new skills from the comfort and convenience of your home or office? Online learning is the fastest growing sector of Adult Education. CEI is proud to offer a selection of online certificate programs to help you achieve professional certifications. These courses are designed to upgrade your skills, to improve your productivity, and employability. Topics include: Business, Marketing, Sales, HR, Health, Management, Communications, Technology, and Leadership. Achieving professional certifications is flexible and easy. These programs allow you to earn a professional certification with an average investment of just 48 hours; made up of 3 individual 16-hour courses. If you are only looking to brush up on a specific skill, each individual course can be taken as a standalone option.

If you are looking for personal enrichment or specific professional development skills, Ed2Go offers monthly courses throughout the year, beginning on the third Wednesday of each month. Each six-week course consists of 12 lessons, two each week, that can be accessed using an easy-to-read web interface. Textbooks, unless specified, are not required. These courses are especially convenient for those with work, school, or childcare commitments, physical disabilities, limited access to transportation, or other circumstances that make it difficult to participate in a traditional classroom setting. You will need internet access, email, Microsoft Internet Explorer or Mozilla Firefox internet browser, and if specified, program software programs.

TO REGISTER FOR AN ONLINE COURSE:

1. Visit www.cei.edu/wft and click on the Online Instruction Center link on the left side of the page.

2. Click the photo link to select the type of online education you are looking for:

• Professional Development Certifications from UGC Online

• OSHA Compliance and Safety Training from Hard Hat Training

• Over 300 misc. online courses for both skill building and enrichment from Ed2Go.

You will be redirected to the appropriate vendor and you will be on your way!

Online Training Policy: Online training courses are provided by third party vendors. Issues related to online courses including cancellation, refunds, CEU's, proof of completion, or transcripts must be handled through the vendor. When specifically seeking CEU's for professional development, be sure to verify with your employer or certifying professional organization that the CEU's provided by the program you are considering will be accepted prior to registering.

EMERGENCY SERVICES TRAINING

Strike Team/Task Force Leader - Module IV

Certificate of Completion

The mission of Emergency Services Training is to provide fire science, wildland firefighter, and emergency services training to career and volunteer emergency responders in order to save lives and protect property in a safe and efficient manner. The program offers courses that lead to an Associate of Applied Science Degree and to meet industry certification and environmental compliance requirements.

The Emergency Services Training program offers experienced instructors working in specially-designed training facilities to provide hands-on practical and classroom training to emergency services personnel located throughout eastern Idaho. CEI provides other services such as specialty program development, needs assessment, regulatory interpretation, and safety inspections. Our trainers respond quickly to requests and can provide customized courses at your location. .

Intended Learning Outcomes

• Demonstrate and perform all safety procedures and the incident command system required when responding to an emergency situation.

• Understand and demonstrate the latest technology utilized to save lives and protect property.

• Effectively understand, interpret, and communicate state and federal regulatory requirements and policies to the public in emergency situations.

• Understand and demonstrate professionalism and the values required of an emergency responder.

Environmental Safety & Health – OSHA HAZWOPER

Certificate of Completion

• 8-Hour OSHA HAZWOPER Refresher

• 24-Hour OSHA HAZWOPER

• 40-Hour OSHA HAZWOPER

• 8-Hour OSHA HAZWOPER Supervisor

Emergency Services Training offers a wide variety of regularly-scheduled courses designed to meet the needs of individuals, government agencies, anf private industry. It can also be customized to meet your organization's needs. Courses include OSHA HAZWOPER and Haz/Mat/Emergency Response.

General OSHA Compliance & Haz/Mat Emergency Response Personal Protective Equipment

Certificate of Completion

• OSHA 1910.12 HazCom Standard

• 16-Hour HazMat Operations

• 40-Hour HazMat Technician for Industry Personnel

• DOT Compliance – Hazardous Materials Shipping

• Blood Borne Pathogens

This program applies to employers and employees who are exposed or potentially exposed to hazardous substances, including hazardous waste, and who are engaged in one of the following operations as specified by 1910.120(a)(1)(i-v) and 1926.65(a)(1)(i-v):

a) Clean-up operations required by a governmental body,

whether federal, state, local, or other involving hazardous substances that are conducted at uncontrolled hazardous waste sites

b) Individuals employed at treatment, storage, and disposal facilities

c) Individuals involved in emergency response activities

Emergency Medical Technician

Certificate of Completion

- EMT-Basic

- Not Financial Aid Eligible

This program includes courses of instruction and clinical time that meets the State of Idaho and National Registry requirements for testing for an EMT-B license. The training is required to work as an emergency medical service (EMS) provider in an ambulance or other emergency care settings. Students must pass the course with 80% and sit for the National Registry exam to obtain license.

FIRE SERVICE TECHNOLOGY

Registration Information

For registration information, contact Eastern Idaho Technical College at 1600 S. 25th E., Idaho Falls, ID 83404, or call 535-5381, or toll free 1-800-662-0261.

Wildland Fire Management

Associate of Applied Science Degree

Eligible Students

Participants of this program must be members of paid or volunteer state, federal, and local agencies and fire departments because specific activities in these courses require access to facilities and equipment located within these agencies. Courses in this program are taught by the Bureau of Land Management and U.S. Forest Service personnel, as Certificates of Training. To receive an Associate of Applied Science degree, students must submit required training certificates in a portfolio. A list of required training is available from the advisor or online.

Program Costs

This program requires the completion of related instruction courses, and 15 credits of General Education courses. Interested participants will be required to complete a Portfolio Process which includes submission of a formal application for admission and official transcripts for all courses. The cost for review of the Portfolio Process and Associate of Applied Science Degree is listed as follows:

Portfolio - $50.00

Cost Per Credit (Technical Education Requirements - $10.00

Cost Per Credit (General Education Requirements) - $105.50

CEI Admissions Application - $15.00

Wildland Fire Management

Associate of Applied Science Degree

- 60 Credits

- Not Financial Aid Eligible

WFM 100	Wildland Fire Management	45

General Education Requirements

COM 101	Fundamentals of Speech	3
ENG 101	English Composition	3
ENG 102	Critical Reading and Writing	3
MAT 123	Mathematics in Modern Society	3
PSY 101	Introduction to Psychology	3

Fire Service Technology

Program Options

Associate of Applied Science Degree

The Fire Service Technology Program is designed to upgrade the skills and knowledge of volunteer and paid structural fire fighters in all phases of firefighting.

The intent of this program is to provide firefighters with training using the latest technology needed in order to save lives and protect property in a safe and efficient manner. Participants must be members of paid or volunteer fire departments because specific activities in these courses require access to facilities and equipment located at fire departments. Firefighters who complete all components of the Fire Service Technology Program and can lead are eligible to apply for enrollment in an Associate of Applied Science Degree Program. Courses are delivered through local fire departments on demand when sufficient enrollment is secured. The course work listed (except general education requirements) for the Idaho State Fire Fighters Certification is delivered through statewide fire departments. All courses except general education requirements, will be graded on a Pass/Fail basis.

IFSAC Accredited FireFighter Certification

- Hazardous Material Operations
- Firefighter I
- Firefighter II
- Driver/Operator Pumper
- Fire Instructor I
- Fire Officer I

Additional Technical Courses for Idaho Firefighter Certification Program

Rapid Intervention Team Training Firefighter Safety & Survival

Technical Rescue – Operations Elective

Flashover Survival Training

Wildland Basic Firefighter II (S-130/S-190/L180)

Wildland/Urban Interface (S-215)

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

Arson Detection for First Responders

Building Construction Combustible

Building Construction Non-Combustible

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

The Idaho Firefighter Certification Program is a voluntary program. There is no statutory requirement that firefighters become certified. Students who complete IFSAC Accredited Fire Fighter Certification are eligible to transfer the certification to 41 states and several foreign countries. The certification program establishes a way to judge the proficiency of firefighters and first responders, irrespective of their department affiliation and regardless of whether they are career or volunteer. This certification meets the National Fire Protection Association (NFPA) standards.

Program Costs

The Idaho Firefighter Certification Program requires the completion of IFSAC Accredited Fire Fighter Certification in Hazardous Materials Operations, Fire Fighter I, Fire Fighter II, Driver/Operator Pumper, Fire Instructor I, and Fire Officer I. It also requires completion of the following Technical Courses: Rapid Intervention Team Training Firefighter Safety a& Survival, Technical Rescue – Operations Elective, Flashover Survival Training, Wildland Basic Firefighter II (S-130/S-190/L180), Wildland/Urban Interface (S-215), First Responder (National Registry First Responder or EMT-B exceed this requirement), Arson Detection for First Responders, Building Construction Combustible, Building Construction Non-Combustible, and Incident Command System (I-100/I-200). In addition, students will be required to complete 15 credits of General Education courses.

Interested participants will be required to complete a Portfolio Process which includes the submission of a formal application for admission and official transcripts for all IFSAC Accredited Fire Fighter Certifications listed above.

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

- Portfolio - $50.00

- Cost Per Credit (Technical Education Requirements) - $10.00

- Cost Per Credit (General Education Requirements) - $105.50

- CEI Admissions Application - $15.00

Fire Service Technology

Associate of Applied Science Degree   63 Credits

- Not Financial Aid Eligible

FST 100   Fire Training Technology   48
Idaho Fire Fighter Certification

General Education Requirements

COM 101   Fundamentals of Speech   3

ENG 101   English Composition   3

ENG 102   Critical Reading and Writing   3

MAT 123   Mathematics in Modern Society   3

PSY 101   Introduction to Psychology   3

OTHER SERVICES

ADULT BASIC EDUCATION

Desk: (208) 535-5386

Office Specialist: (208) 535-5326

Room 340, John Christofferson Building

Staff

Theresa Groenewold, Division Manager

Joyce Byington, ABE Student Services Coordinator

Sandie Takahashi

Ilene Stolworthy

Janet Barton

The Adult Basic Education (ABE) Division is housed in the Adult Learning Center (ALC) and assists students in achieving their goals through basic skills instruction in English, mathematics, and reading. Specialized classes are available in English as a Second Language (ESL), General Educational Development (GED) preparation. Services are free to adults over the age of 16, who are not enrolled in a K-12 program and whose basic skills fall below the 12th grade level.

English as a Second Language (ESL)

The ESL program provides non-English-speaking students with instruction in the English language from beginning through advanced levels.

General Skills Brush Up and GED Prep

The regional ALC offers free instruction to prepare students for the four GED exams. Assistance is provided in general skills that are needed for college entrance exams. Similar instruction in basic skills and GED preparation is offered in outreach centers in Bonneville, Butte, Custer, Madison, and Fremont counties.

GAIN Pre-tests

New students entering the ABE program on campus or in the outreach centers will take a pre-test to identify their academic levels. There is no charge for this test. The test assesses reading, language (English and writing), and math skills. Each student will pre-test at entrance and post-test after receiving a minimum of 60 hours of educational instruction. The test shows results as well as areas of strengths and weaknesses. The test takes between two & four hours. Please call the Adult Learning Center to schedule a test at (208) 535-5386

Comprehensive Adult Student Assessment System (CASAS)

Each ESL student will be pre-tested and placed into the correct class or level according to the CASAS score. There is no charge to take the CASAS exam. CASAS tests take approximately two and one half hours to complete. Post- testing after every 70 course hours will monitor student progress. Please call the Adult Learning Center to schedule a test at (208) 535-5386.

GED Testing

CEI's Testing Center administers GED tests during the year at scheduled times. Students need to schedule an appointment for GED testing. Call (208)535-5438 for more information. To register for and schedule a test, go to ged.com.

THE TUTORING CENTER

Matthew Burch, Academic Support Coordinator

Phone: (208) 535-5340

The CEI Tutoring Center is open five days per week. Tutors are available to assist students with math or writing. The Center offers a comfortable environment where students can meet with tutors, read, use

computers, or relax. The schedule is posted outside the Center in the John O. Sessions Mechanical Building One (room 135) and on the CEI Website. The Center can be reached at 208-535-5490.

Tutoring and study groups can also be arranged for program subject areas upon request. Students needing tutorial help outside what is offered in the tutoring center should contact Matthew Burch at extension 5340 or visit room 129. Matt also occasionally holds in-class lectures for instructors on campus. Selected topics can include paraphrasing, technical writing, paragraph organization and development, and APA formatting, among others.

THE LIBRARY

Alexander Creek Building, room 551

 (208) 535-5312

Librarian's Office: (208) 535-5349

STAFF

Nathan Brown, Librarian

Marti Archer, Library Assistant

CEI's Richard and Lila J. Jordan Library provides books, periodicals, audio-visuals, and online resources designed to support the College's academic program and courses. The library includes group study spaces, a computer lab, the College archives, and the Foundation Conference Room.

The core collection of volumes, subscriptions, and periodicals 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. Librarians are available for reference assistance and instruction in the use of information resources.

 *Library users under the age of 16 must be accompanied by an adult

THE CENTER FOR NEW DIRECTIONS

Staff

Julie McMurtrey, Coordinator

Hailey Holland, Counselor

Cathy Rogers, Program Secretary

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

Services for Students

• Counseling: personal and group; assessment; support services; referral; and crisis intervention

• Student success workshops

• Individualized career counseling

• Presentations on various topics including personal and employment skills

• Assistance in application to educational programs and financial aid

• Study strategies

Services for Students in Nontraditional Programs

Counseling, case management, and support services are available for students in programs of training for an occupation usually performed by the opposite gender.

Services for Single Parents and Displaced Homemakers

The Center for New Directions also serves under-prepared adults, single parents and displaced homemakers who wish to improve their education or employment. The Center maintains an active Advisory Board.

All services are confidential and are provided at no cost.

Call for information on current classes/workshops; also check the link on the CEI website at:

http://www.CEI.edu/counseling-advising/center-for-new-directions

CEI FOUNDATION

STAFF

Natalie Hebard, Executive Director

Bailey Winn, Scholarship Coordinator

College of Eastern Idaho Foundation represents a diverse group of individuals who dedicate their time and resources in service of CEI. The CEI Foundation raises funds for facility improvements, scholarships, educational programs and community outreach.

This group of staff and volunteers invest in changing the lives of those attending the College. Dedicated, hardworking and passionate; the CEI Foundation strives to invest in people, in partnerships and in our local community.

The Great Race for Education is currently the largest annual fund-raiser hosted by the CEI Foundation. A large-scale scavenger hunt, teams of four compete in challenges to finish first in a spectacular competition that is unlike any event in Idaho Falls! The Great Race is held each year on the third Friday of July and helps the CEI Foundation raise thousands of dollars for scholarships.

SCHOLARSHIP INFORMATION

We encourage all students and potential students to apply for scholarships through the Foundation. The Foundation is located in room 335 of the John E. Christofferson Building and can be found online at www.CEIfoundation.org. The Foundation can be reached by phone at (208) 535-5398 or (208) 535-5407 or by emailing scholarships@cei.edu. You can also find CEIF on the web www.CEIfoundation.org and also on Facebook: CEI Foundation. ∎

COURSE DESCRIPTIONS

INSTRUCTION

HYBRID AND ON-LINE COURSES

Courses offered at CEI are primarily delivered in a lecture and/or lab format. Courses may also be offered by way of a hybrid or on-line model. Students should pay close attention to the published course schedule so as to understand the format of instruction for courses for which they register. Courses using a hybrid format for instruction are designated on the course schedule as HYB. Hybrid courses have fewer class meetings and utilize computer based technology as the foundation of instruction. It is recommended that students enrolling in a hybrid course have strong computer skills, high speed access to the internet, compatible computer software, and are motivated self-directed learners. Courses using an on-line format for instruction are designated on the course schedule as OLI.

Online courses may meet one time the first week of the term. The same computer skills, internet access, software and learning style as recommended for the hybrid courses are also recommended for online courses.

COURSE SCHEDULING

To assist with your program planning, courses in the Catalog are marked showing the semester they are usually offered. Unanticipated faculty vacancies and program changes may affect future course scheduling. Therefore, you should always contact your academic advisor to verify future course offerings, especially when specific courses are needed for graduation.

The following letters which appear after the course

descriptions indicate the anticipated semester in which a course will be scheduled:

ALL = All Sessions   FA = Fall

SP = Spring   SU = Summer

ACC 110 QuickBooks for the Office
3 Credits • SP

QuickBooks is a popular accounting program utilized by many small and large businesses in today's office environment. Students in this course will learn the principal functions of QuickBooks including accounts payable, accounts receivable, bank reconciliation, payroll and basic accounting reports. Emphasis will also be placed on source documents and maintaining accounting files.

ACC 125 Fundamental Accounting
3 Credits • FA

Introduction of fundamental double-entry accounting concepts and terminology. Emphasis on analyzing and recording business transactions and completing, adjusting, and closing entries for the accounting cycle of a business.

Includes procedures for banking, cash funds, calculating and recording payroll, accrual accounting, and financial statements.

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. Prerequisite: ACC 201 with a grade of "C" or higher. Elective

ACC 210 Accounting I

3 Credits • FA

This course covers analyzing and recording business transactions, posting, preparing worksheets, making adjusting and closing entries, banking and cash fund activities, payroll, accounts receivable, accounts payable, depreciation, and preparing financial statements.

ACC 220 Accounting II

3 Credits • SP

This course provides training in accounting for notes payable and notes receivable; valuation of receivables, inventories, and plant and equipment; accounting for partnerships and corporations; and cost accounting.

Prerequisite: ACC 210

ACC 221 Accounting Computer Applications

2 Credits • SP

Computer work reinforces Accounting II dealing with financial analysis, inventory, depreciation, bad debts, corporations, and cost accounting. A simulated business set is included.

Corequisite: ACC 220 Prerequisite: ACC 210

ACC 222 Personal Income Tax

3 Credits • SP

This course covers various principles of taxation influencing record keeping for individuals and small businesses and deals with changes in tax laws.

Prerequisite: ACC 220

ACC 226 Excel in Accounting

2 Credits • FA

This course allows students to explore a sophisticated software package that is used in the accounting profession. Students will expand their knowledge of accounting concepts while learning a valuable software tool.

Prerequisites: ACC 220, OFP 142

ACC 227 Computerized Business Accounting

2 Credits • FA

This course explores a popular computer accounting program. Simulated businesses are used to set up company books, carry out daily activities, and produce reports and statements. FA Prerequisite: ACC 220

ACC 230 Managerial Cost Accounting

3 Credits • FA

This course presents accounting concepts used to generate and evaluate relevant cost information important for managerial decisions. The concepts will include accounting for product costing, process costing, budgeting, control and performance evaluation, and internal controls. Effective analysis of cost information will be emphasized.

Prerequisite: ACC 220

ACC 231 Accounting Systems

3 Credits • SP

This course provides an in depth analysis of specific accounting issues including: adjusting entries (through the trial balance), error corrections, depreciation (both book and tax; creating and maintaining a depreciations schedule), merchandise inventory (perpetual and periodic; basic cost methods), internal controls and fraud prevention (how to prevent, or spot, employee theft, check and credit-card fraud and vendor scams and payroll.

Prerequisite: ACC 230

ACC 250 Payroll Accounting

3 Credits • SP

This course is designed to teach the entire payroll function from gathering information to journalizing payroll. The course will provide comprehensive coverage of payroll operations and reporting to help the student understand the purpose of payroll and carry out the related duties including payroll law, calculation of payroll, and preparation of records and reports.

ARN 100 Foundations Nursing Practice

4 Credits • FA

This course provides didactic instruction of foundational nursing concepts, skills, and basic IV therapy that are required for licensure as a registered nurse and employment in a variety of healthcare settings. Students will develop competencies necessary to practice in a safe, ethical, and legal manner. Additional emphasis is placed on utilizing and applying the nursing process, professionalism, and critical thinking.

ARN 100L Foundations Nursing Practice Lab

2 Credits • FA

This course provides the laboratory 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 laboratory, including guided simulation exercises with required skills return demonstration. Students are required to demonstrate competence through rigorous skill pass offs in preparation for clinical practice in a variety of healthcare settings as a registered nurse.

Corequisite: ARN 100

ARN 120 Nursing Pharmacology

3 Credits • FA

This course provides students with the foundational knowledge of basic pharmacology necessary to practice safely for a registered nurse in general practice. Major drug classifications and the nursing management required for safe drug administration are covered in this course. Information on core concepts such as drug action, uses, drug administration, adverse reactions, drug interactions, nursing implications, and patient teaching are all addressed. Students are required to have math understanding for dosage calculations.

ARN 130 Advanced Foundations of Nursing Practice

2 Credits • SP

This course is a continuation of ARN 100 Foundations of Nursing Practice and expands students' knowledge on advanced concepts of nursing. Didactic instruction focuses on understanding advanced assessment and nursing care, diagnostic tests, and infusion therapy. Additional emphasis is placed on utilizing and applying evidenced based practice, nursing research, and nursing judgment to provide safe competent care to patients.

ARN 130L Advanced Foundations of Nursing Practice Lab

1 Credit • SP

This course provides the laboratory practice for Advanced Foundations of Nursing Practice. Students will practice and apply knowledge gained in didactic portion of the course. Emphasis is placed on advanced health assessment, IV medications through peripheral and central lines, blood administration, and tracheostomy care. Competence is met through return demonstrations, simulation labs, and rigorous skills pass-offs.

ARN 150 Fundamental Concepts of Medical-Surgical Nursing

3 Credits • SP

This course is a study of human diseases and disorders in adult and geriatric health care. Students will explore common medical-surgical disorders utilizing the nursing process to understand the etiology, clinical manifestations, diagnostic tests, treatments, and nursing interventions of multiple body systems. This course will also discuss psychosocial, spiritual, and cultural needs of the adult patient allowing the student to care for the patient in a holistic manner.

Prerequisite: BIO 228, BIO 228L

ARN 160 Fundamental Concepts of Medical-Surgical Nursing Clinical

3 Credits • SP

This course provides a clinical component to ARN 150 Fundamental Concepts of Medical-Surgical Nursing. Application of knowledge utilizing the nursing process, sound clinical judgment, and effective communication is expected for students to care for the patient in a holistic manner. Utilizes multiple clinical settings and simulation lab to enhance learning and provide opportunities for safe competent nursing care.

ARN 200 Advanced Concepts of Medical-Surgical Nursing

4 Credits • FA

This course is a continuation of Fundamental Concepts of Medical-Surgical Nursing. Additional emphasis is placed on advanced physiology and pathophysiology of complex diseases in adult and geriatric patients and care for the high-acuity, critical, and emergent adult patient as well as their family. Students will build on the basic concepts introduced in ARN 150 Fundamental Concepts of Medical-Surgical Nursing and require the student to develop increased critical thinking for multiple, integrating, and complex body systems..

ARN 210 Advanced Concepts of Medical-Surgical Nursing Clinical

3 Credits • FA

This course provides a clinical component to ARN 200 Advanced Concepts of Medical-Surgical Nursing. Students will apply and interpret knowledge gained in prior and current courses utilizing the nursing process, clinical reasoning, and effective communication to care safely for the adult patient in acute, critical, and simulation care settings.

ARN 220 Mental Health Nursing Principles

3 Credits • FA

This course presents theoretical principles, concepts, and skills necessary to provide safe and competent nursing care to clients across the lifespan in the psychiatric and mental health settings. Students will have an understanding of common mental health disorders, psychopharmacology, and nursing interventions. Application of knowledge will be demonstrated in the didactic setting as well as clinical setting. Emphasis is placed on therapeutic communication, crisis intervention, comprehension of disorders, and holistic care. Clinical will be arranged in various mental health settings.

Prerequisite: PSY 101 or SOC 101

ARN 240 Maternal & Pediatric Nursing Essentials

3 Credits • SP

This course provides a foundation for nursing care of women and children throughout the lifespan. Population focus is on woman's health, perinatal care of mothers and infants, and the pediatric population. Emphasis is placed on teaching health promotion, risk reduction, and critical thinking for normal findings as well as deviations from normal processes.

ARN 250 Maternal & Pediatric Nursing Essentials Clinical

2 Credits • SP

This course provides the clinical portion of ARN 240 and provides exposure in the clinical and simulation setting for the maternity, newborn, and the pediatric populations. Utilizes multiple community settings and the simulation lab to enhance learning opportunities and provide hands on education for the student to care for these patient populations.

ARN 260 Integration of Professional Nursing

2 Credits • SP

This course explores issues facing nursing in today's increasingly complex health delivery system including: legal and ethical roles of the profession, economics of health care, evidence-based practice, leadership dynamics, theoretical frameworks for nursing practice, RN licensure, and coping skills for the novice RN. Prepares nurses to practice effectively in the professional setting utilizing effective leadership skills and team collaboration.

ARN 270 Critical Reflections Clinical

2 Credits • SP

This course is designed to integrate knowledge gained throughout the registered nursing program. Final clinical experience will be assigned to students utilizing a preceptorship in various acute and community settings. Students are expected to reflect on their learning in order to be prepared to practice safely and competently as a registered nurse.

ART 101 Art History I

3 Credits •

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 1, and covers the period from the Renaissance in Europe through the present. *This CEI course meets Idaho State Board GEM competency requirements in GEM 5 – Humanistic and Artistic Ways of Knowing.

ART 105 Design I

3 Credits •

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

ASE 102 Workplace Technical Skills

3 Credits • SP

This course introduces students to personal and work related strategies for seeking and keeping employment. This includes an employment plan, cover letter, resume and interview. Students will study professionalism, teamwork, how to properly dress for an interview, how to accept a job, and how to interact with employers and other employees. Students will also learn how to write warranty reports, work orders, estimates, and how technicians are compensated. Students will be introduced to different types of communications, as well as how to tell the difference between technical and people skills. Students will set short and long term goals.

Prerequisite: MTD 103

ASE 103 Automotive I Theory

6 Credits • SP

This 16 week course is designed to build on the fundamental principles received in the first year fall semester and introduce the student to further standard repair areas within the automotive industry. Students will receive theory that pertains to the following five major ASE areas of repair: Automatic Transmission (A2), Steering and Suspension (A4), Automotive Brake Systems (A5), Automotive Electrical systems (A6), and Automotive Ignition Systems (A8).

Prerequisite MTD 103, Co-Requisite ASE 103L

ASE 103L Automotive I Lab

6 Credits • SP

This 16 week lab course is designed to build on the skill set received in the first year fall semester and accompany ASE 103. Lab will provide the student further opportunity to practice repair procedures on modules and live work that pertain mainly to the following five major ASE areas of repair: Automatic Transmission (A2), Steering and Suspension (A4), Automotive Brake Systems (A5), Automotive Electrical Systems (A6), and Automotive Ignition Systems (A8).

Prerequisite MTD 103, Corequisite ASE 103

ASE 105 Diesel I Theory

6 Credits • SP

This 16 week course is designed to build on the fundamental principles received in the first year fall semester and introduce the student to further standard repair areas within the Diesel industry. Students will receive theory that pertains to the following three major areas of ASE H/D Diesel repair: Diesel engines (T2), Drive-train (T3), and Brakes (T4).

Prerequisite MTD 103, Corequisite ASE 105L

ASE 105L Diesel I Lab

6 Credits • SP

This 16 week lab course is designed to build on the principles received in the first year fall semester and introduce the student to further common repair areas within the diesel industry. Students will receive lab training on

modules and live work that pertain to the following three major areas of ASE H/D Diesel repair: Diesel engines (T2), Drive-train (T3), and Brakes (T4).

Prerequisite MTD 103, Corequisite ASE 105

ASE 114 Engine Repair
3 Credits • FA

This course covers the theory, construction, inspection, diagnosis, and repair of internal combustion engines and related systems. Topics include: fundamental operating principles of engines and diagnosis, inspection, adjustment, and repair of automotive/diesel engines using appropriate service information. Upon successful completion, student should be able to perform basic diagnosis, measurement and repair of automotive/diesel engines using appropriate tools, equipment, procedures and service information in accordance with Automotive Service Excellence (ASE) standards.

ASE 133 Manual Drive-Train
2 Credits • FA

The theory and principle of clutches, manual transmissions, drive lines (including U-joints), differential assemblies, and transaxles as used on cars, light trucks, and heavy duty trucks both domestic and foreign, will be covered. 4x4 and AWD transfer cases, both single and double reduction units will also be covered.

ASE 164 Introduction to Electrical
1 Credit • FA

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

ASE 165 Electrical Systems
3 Credits • FA

This course covers basic troubleshooting and repair procedures for automotive and heavy-duty electrical systems and subsystems. Topics include: basic electrical fundamental theory, wiring diagrams, test equipment, diagnosis and repair or replacement of electrical components, including batteries, starting systems, charging systems, and lighting systems. Upon successful completion, the student should be able to properly use wiring diagrams

and test equipment to diagnose, test, and repair wiring, start/charge systems, and lighting systems in accordance with Automotive Service Excellence (ASE) standards.

ASE 173 Automotive/Diesel Basic HVAC
2 Credits • FA

This course covers safety, basic theory, operation, maintenance, testing, and repair of water pumps, cooling fans and drive clutches, drive belts, coolant/antifreeze, radiators, radiator caps, recovery systems, heater controls, heater cores, heater hoses and clamps, A/C compressors and clutches, evaporators, condensers, receiver dryers, accumulator dryers, TXV's, orifice tubes, and various other control systems. Proper use of specialized diagnostic equipment and tools is included.

Prerequisite ASE 165

ASE 203 Automotive II Theory
6 Credits • FA

This 16 week course is designed to build on the principles received in Automotive Theory I and lab (ASE 103/103L). Students will receive advanced level training in repair areas within the automotive industry. Students will receive theory that pertains to the following six major ASE areas of repair: Automatic Transmission (A2), Manual Drive-Train (A3), Steering and Suspension (A4), Automotive Brake Systems (A5), Automotive Electrical Systems (A6) and Automotive HVAC (A7).

Prerequisite: ASE 103 & ASE 103L, Corequisite: ASE 203L

ASE 203L Automotive II Lab
6 Credits • FA

In this 16 week lab course students will receive training in advanced level lab activities on modules and live work that pertain mainly to the following six major ASE areas of repair: Automatic Transmission (A2), Manual Drive-Train (A3), Steering and Suspension (A4), Automotive Brake Systems (A5), Automotive Electrical Systems (A6), and Automotive HVAC (A7).

Prerequisite: ASE 103 & ASE 103L, Corequisite: ASE 203

ASE 204 Automotive III Theory

6 Credits • SP

This 16 week course is designed to build on the principles received in Automotive Theory I/II and labs (ASE 103/103L and ASE 203/203L). Student will receive theory that pertains to the ASE area Engine Performance (A8).

Prerequisite: ASE 203 & ASE 203L, Corequisite: ASE 204L

ASE 204L Automotive III Lab

6 Credits • SP

In this 16 week lab course students will receive training in advanced level lab activities on modules and live work that pertain mainly to Engine Performance (A8).

Prerequisite: ASE 203 & ASE 203L, Corequisite: ASE 204.

ASE 205 Diesel Theory II

6 Credits • FA

This 16 week theory course is designed to build on the principles received in Diesel Theory I and lab (ASE 105 and 105L). Student will receive advanced level training in the following ASE repair areas within the diesel industry: Hydraulics, Steering and Suspension (T5), HVAC (T7), and Electrical/Electronic systems (T6, T8).

Prerequisite: ASE 105 & 105L, Corequisite: ASE 205L

ASE 205L Diesel II Lab

6 Credits • FA

In this 16 week lab course students will receive training in advanced-level lab activities on modules, and live work that pertains mainly to four major areas of ASE H/D Diesel repair: Hydraulics, Steering and Suspension (T5), HVAC (T7), and Electrical/Electronic systems (T6, T8).

Prerequisite: ASE 105 & 105L, Corequisite: ASE 205

ASE 206 Diesel III Theory

6 Credits • SP

This 16 week course is designed to build on the principles received in Diesel Theory I/ II and labs (ASE 105/105L and ASE 205/205L). Student will receive theory that pertains to Heavy Duty Diesel Emission Systems, Electrical and Electronics (T6) and Preventative Maintenance and Inspection (T8).

Prerequisite: ASE 205 & 205L, Corequisite: ASE 206L

ASE 206L Diesel III Lab

6 Credits • SP

In this 16 week lab course students will receive training in advanced level lab activities on modules and live work that pertain mainly to Heavy Duty Diesel Emission Systems, Electrical and Electronics (T6) and Preventative Maintenance and Inspection (T8).

Prerequisite: ASE 205 & 205L, Corequisite: ASE 206

ASE 207 L/D Diesel II Theory

6 Credits • FA

ASE 207 theory covers a portion of ASE A1, A2, A3, A4, A5, and A9 areas. This 16 week 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).

Pre-requisite ASE 103 & 103L, Co-requisite ASE 207L

ASE 207L L/D Diesel II Lab

6 Credits • FA

In this 16 week 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.

Pre-requisite ASE 103 & 103L, Co-requisite ASE 207

BIO 100 Concepts of Biology, Lab

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

BIO 120 Environmental Science Lab

4 Credits •

This is a course for non-science majors. It will consider scientific principles and their influence on today's environmental issues and problems. This course will

also consider how to protect natural resources both local, nationally, and globally. The human impact past, present, and future will be explored. Laboratory/investigative activities are included in the 4 Credits. *This CEI course meets Idaho State Board GEM competency requirements in GEM 4 – Scientific Ways of Knowing **GEM Science**

BIO 202 Biology

2 3 Credits •

This course is designed for science majors and provides an overview of evolution, the diversity of life, and the fundamentals of organismal structure and function. All domains and kingdoms of life are included with the primary focus on plants and animals. Students will complete a taxonomic and comparative study of organismal anatomy, physiology and evolutionary relationships. Prerequisite: BIO 201 with a grade of "C" or higher, or instructor permission.

Corequisite BIO 202L

BIO 227 Human Anatomy & 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, nervous and endocrine. The anatomy of the cell will be covered in detail and how cells working together form different tissues. Important physiology processes such as a muscle contraction and nerve impulse will be covered. *This CEI course meets Idaho State Board GEM competency requirements in GEM 4 – Scientific Ways of Knowing

Corequisite: BIO 227L

BIO 227L Human Anatomy & Physiology I Lab

0 Credits • FA

Corequisite: BIO 227; Must pass 227L to pass BIO 227

BIO 228 Human Anatomy & Physiology II

4 Credits •

This is the second course of a two semester sequence in human anatomy and physiology. This course will cover the structure and functions of the, circulatory, respiratory, urinary, digestive and reproductive systems. The balance of fluids and essential molecules will also be introduced. Genetics will be reviewed and new research on human development will be presented. *This CEI course meets Idaho State Board GEM competency requirements in GEM 4 – Scientific Ways of Knowing

Prerequisite: BIO 227. Corequisite: BIO 228L; Must pass BIO 228L to pass BIO228

BIO 228L Human Anatomy & Physiology II Lab

0 Credits • SP

Corequisite: BIO 228

BIO 250 General Microbiology

3 Credits •

This course is an introduction to the essential principles of microbiology and medically significant microorganisms. The course includes taxonomy, microbial growth and control, clinical disease pathogenesis, and universal precautions for handling human body fluids. Microbial genetics and biotechnology will also be covered. *This CEI course meets Idaho State Board GEM competency requirements in GEM 4 – Scientific Ways of Knowing

Corequisite: BIO 250L; Strongly advised to complete HCT 101 prior to/or concurrently.

BIO 250L General Microbiology Lab

1 Credit • FA/SP

Corequisite: BIO 250; Must pass BIO 250L to pass BIO 250

BOT 146 Keyboarding I

1 Credit • FA

This course introduces the fundamentals of keyboard technique. Students will learn the touch typing technique and an introduction to ergonomics. Credit by examination at 25 wpm; 90% accuracy.

BOT 147 Keyboarding II

1 Credit • FA

This course focuses on building speed and accuracy on the keyboard. Emphasis is placed on improving the student's touch typing technique, ergonomics, when using the computer, and increasing keyboarding speed and accuracy. Entrance requirement: type 25 wpm, 90% accuracy. Credit by examination at 28 wpm, 90% accuracy.

Prerequisite: BOT 146

BOT 148 Keyboarding III

1 Credit • FA

This course focuses on building speed and accuracy on the keyboard. Emphasis is placed on improving the student's touch typing technique, ergonomics when using the computer, and increasing keyboarding speed and accuracy. Entrance requirement: type 28 wpm, 90% accuracy. Credit by examination at 31 wpm, 90% accuracy.

Prerequisite: BOT 146, BOT 147

BOT 150 Employment Strategies

1 Credit • SP

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

BOT 151 Leadership I

1 Credit • FA

This course offering will allow students who are in different programs in the Business, Office and Technology Division to participate in a variety of activities and events that will be tailored to their declared specialty to enhance their education. This course will allow students to hear from a wide variety of guest speakers who are considered "experts" in their fields on a variety of timely business topics. The course will also allow students to participate in actual business meetings, organizations, and activities that will have a focus on the free enterprise system. Different speakers and activities will be presented each semester, so the material will always be new and relevant. Students who choose to participate in the various student organizations available on our campus will be encouraged to do so, but membership in those groups is not required in this course. Various sections will be offered each semester, with each section designated for a different specialty. The course will be graded on a pass/fail basis.

BOT 152 Leadership II

1 Credit • SP

Course continuation of BOT 151. This course will be graded on a pass/fail basis.

BOT 155 Orientation to Computer Technology

1 Credit

Overview of basic computer hardware. Orientation to computer applications and document processing. Basic internet research skills and use of email. Use of student learning management systems.

BOT 170 Business Document Processing

3 Credits • FA

In this course, students will develop proficiency using word processing software to create and format documents according to current business standards.

BOT 180 Financial Business Application

3 Credits • FA

In this course, students will develop effective financial business concepts with emphasis on 10 key computations, banking concepts, payroll, retail computation, and time value of money.

BOT 190 Mechanics of Business Writing

3 Credits • FA

In this course, students will develop effective language usage with emphasis on correct grammar, punctuation, sentence structure, and the mechanics of writing business communication, use of online office tools.

BOT 216 Supervised Work Experience

3 Credits • ALL

Supervised work experience will be conducted at an instructor-approved work site or on the campus of College of Eastern Idaho.

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. Elective

BSN 201 Business Communication

3 Credits •

The effectiveness, correctness, and the psychology of letter and report writing will be stressed through the preparation of a variety of business correspondence. Specific writing problems will be used in conjunction with various cases to provide students with realistic opportunities to develop writing skills following a designated style. Oral presentations skills will also be included. Prerequisite ENG 102 with a grade of "C" or higher. Elective

BSN 215 Introduction to Information Science

3 Credits •

This is an introductory course for students to develop skills in the business software found in Microsoft Office. Projects include Internet research, document preparation, financial controls, pivot tables, database management, and large group presentations. Students are provided with critical-thinking opportunities and hands-on experience with computers. Elective

BSN 250 Principles of Marketing

3 Credits •

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

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. Elective

CHE 100 Chemistry in Everyday Life

4 Credits •

This is an introduction to chemistry course to prepare students on the impacts chemistry has on the world around us. Topics include: air and water quality, energy and fuels, nuclear power, nutrition and food, medicine and drug design, plastics, acid and bases, oxidation and reduction as well as other applications. This is a course for non-science students. *This CEI course meets Idaho State Board GEM competency requirements in GEM 4 – Scientific Ways of Knowing Lab embedded GEM Science

CHE 112 General Chemistry with Organic Lab

4 Credits • ALL

The study of elementary theoretical chemistry and its application to analytical practice. The lecture includes redox, kinetics, coordination, and nuclear chemistry plus the aqueous equilibria of acids, bases, complexes, and slightly soluble compounds. The laboratory work consists of the qualitative separation and identification of cat ions and selected inorganic experiments. Prerequisites: CHEM 111 and MATH 147 or MATH 143 with grades of "C" or higher. Lab embedded Elective

CIS 101 Computer Information Systems

3 Credits • ALL

This course teaches students basic proficiency in the use of personal computers ? knowledge essential for successful employment in the modern workplace. The following

three modules are covered in this class: 1) Key business software applications (word processing, spreadsheets, and presentation software), 2) Computer fundamentals (Operating systems, software, hardware, and social issues such as ethics) and 3) Online applications (the Internet, using online research, understanding intra-networks, and email). An overview of CEI's computer network is also provided.

CIS 101L Computer Information Systems Lab
0 Credits • ALL

This course provides extra support for students who can benefit from more detailed instruction in order to foster success in CIS 101.

Corequisite: CIS 101; This course will be graded on a pass/ fail basis.

CIS 110 Basics of Web Development
3 Credits • FA

This course introduces the student to HTML, CSS and other essential web coding concepts. Emphasis is placed on hands-on skills. Students will use standards-compliant HTML to create basic web pages, be able to use styles to format those web pages, and will demonstrate an understanding of advanced CSS selectors and properties. Students will demonstrate the ability to effectively design and layout web pages using CSS.

Prerequisite: CIS 101 or equivalent

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

Lab portion of CIS 110 Basics of Web Development.

CIS 130 Fundamental Web Design
3 Credits • FA

This course introduces students to basic web design theory and use of current industry graphic development tools. Students will use organizational standards related to layout, architecture and planning. Students will develop design practices to create aesthetically pleasing Web pages. Students will learn the importance of designing a

user-centered Web project that meets the customer/client expectations. Students will also learn to work effectively, safely and ethically in today's business environment.

Prerequisite: CIS 101 or equivalent

CIS 220 Development for Modern Devices
4 Credits • SP

This course uses the latest development techniques for current industry devices to build systems that meet the users' needs using best practice principles. Students will learn how to effectively use application architectures for a range of wireless devices via hands-on experience.

Prerequisite: CIS 235

CIS 235 Advanced Website Design
3 Credits • SP

The student will work to develop and publish websites using a variety of advanced coding methods. This course will build on the W3C standards introduced in CIS 110 and will provide advanced web programming skills in interactive front-end web development.

Prerequisite: CIS 130

CIS 236 Web Development Tools
3 Credits • SP

This course provides the students with the skills necessary to utilize the latest industry standards for web development. A number of applications will be examined and used in the course to provide rapid web development skills to the student.

CIS 237 Web Development Tools II
3 Credits • FA

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

Prerequisite: CIS 236 or instructor approval

CIS 238 Database Driven Websites

3 Credits • FA

This course will examine the different approaches for creating dynamic web pages that interact with databases and demonstrates how web servers interact with database servers and browsers to create dynamic web pages. The students will use relational database concepts to create quer ies using SQL. The course will interact with databases using both client-side and server-side scripts.

Prerequisite: CIS 239

CIS 239 Advanced Data Management

3 Credits • SP

This course provides the advanced skills necessary to develop scalable organization databases. Organizational information needs and limitations will be examined to plan and develop databases that can later be utilized in the creation of dynamic web sites. Industry standards in database software will be utilized throughout the course.

Prerequisite: OFP 227

CIS 250 Emerging Trends in Web Development

4 Credits • SP

This course will examine the latest development applications. New and developing trends within the internet industry will be studied and applied to web development projects.

Prerequisite: CIS 239

CNT 114 Computer Essentials

4 Credits • FA

This course provides students with the knowledge of computer hardware and software and advanced concepts such as security, networking, and the responsibilities of an IT professional. Students who complete this course will be able to explain the internal components of a computer, describe how to assemble a computer system and install an operating system. Students working through hands-on activities will gain skills in computer assembly, configuration, and maintenance.

CNT 121 Wireless LAN Administration

3 Credits • FA

The wireless LAN Administration course provides the networking professional a complete foundation of knowledge for entering into or advancing in the wireless networking industry. From basic RF theory to link budget math, including topics from troubleshooting to performing a site survey, this course delivers hands-on training that benefits the novice and the experienced network professional.

CNT 123 Fundamentals in Network Security

3 Credits • SP

This course provides a broad introduction to computer and network security measures and provides a foundation for additional study of more specific security areas. It is ideal for those administering network devices and infrastructure, as well as those working in database development and administration. The course will emphasize the knowledge and skills necessary to identify risks and participate in the mitigation of risks, provide infrastructure, application, operational and information security, apply security controls to maintain confidentiality, integrity and availability, identify appropriate technologies and products, and operate with an awareness of applicable policies, laws and regulations.

Prerequisite: CNT 121

CNT 140 Linux I

3 Credits • FA

This course is geared toward those interested in systems administration as well as those who will use or develop programs for Linux systems. Practical hands- on descriptions and exercises are employed to help the student see what commands are available, how they are used and what must be done to get results. The course includes Linux distributions, installation, administration, X-Windows, networking, and security.

CNT 141 Linux II

3 Credits • SP

This course focuses on practical hands-on activities of system administration tasks and the utilities, both command-line and graphical, which an administrator would use to manage a Linux based server. The course includes building and customizing a Linux server to meet business objectives.

Prerequisite: CNT 140

CNT 150 Desktop/Client Computer Operating Systems

4 Credits • SP

This course is for students desiring to become a Microsoft certified technology specialist for client computers. It provides students with the knowledge and skills to install and configure Windows client operating systems. It focuses on four main areas: installing, securing, networking, and browsing. By the end of the course, students will have installed and configured a Windows client computer that is secure, on the network, and ready for browsing.

Prerequisite: CNT 114

CNT 160 Cisco I

4 Credits • FA

This course provides instruction in network standards, network terminology and protocols, networking, IP addressing, LANS, WANS, cabling tools, and cabling. Emphasis is given to applying science, mathematics, and communication to make decisions and solve networking problems. Students will use Algebra and Boolean math to make network design calculations.

CNT 170 Cisco II

4 Credits • SP

This course covers routing protocols and routing, elements of routers, the router operating system, utilities used to configure a router, and router configuration tasks. Basic switching concepts and theory are taught in this course, which prepares and enables students to configure switches.

CNT 224 Server I

4 Credits • FA

This course teaches a candidate to implement and configure Windows Server core services, such as Active Directory and the networking services. It provides skills and knowledge necessary for implementing, managing, maintaining, and provisioning services and infrastructure in a Windows Server environment.

CNT 225 Server II

4 Credits • FA

This course is part two of a series of three courses that teach the skills and knowledge necessary to administer a Windows Server infrastructure in an enterprise environment. It teaches a candidate to perform the tasks required to maintain a Windows Server infrastructure, such as user and group management, network access, and data security. It provides skills and knowledge necessary for implementing, managing, maintaining, and provisioning services and infrastructure in a Windows Server environment.

Prerequisite: CNT 224

CNT 226 Server III

3 Credits • SP

This course is part three of a series of three courses that teach the skills and knowledge necessary to administer a Windows Server infrastructure in an enterprise environment. It teaches a candidate to perform the advanced configuring tasks required to deploy, manage, and maintain a Windows Server infrastructure, such as fault tolerance, certificate services, and identity federation. It provides skills and knowledge necessary for implementing, managing, maintaining, and provisioning services and infrastructure in a Windows Server environment.

Prerequisite: CNT 225

CNT 232 MCSE I

4 Credits • FA

This course is one of two courses that provide the skills and knowledge necessary to design, implement and maintain a Windows server infrastructure in an enterprise scaled, highly virtualized environment. The emphasis on

this course is planning, configuration, and implementation of Windows server services such as server deployment, server virtualization, and network access and infrastructure.

CNT 233 MCSE II

4 Credits • SP

This course is one of two courses that provide the skills and knowledge necessary to design, implement and maintain a Windows server infrastructure in an enterprise scaled, highly virtualized environment. The emphasis of this course is the planning, configuration, and management of Windows server services such as identity and access, high availability and server infrastructure.

Prerequisite: CNT 232

CNT 270 Emerging Trends in Computer Networking

3 Credits • SP

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

CNT 280 Cisco III

3 Credits • FA

This course describes the architecture, components, and operations of routers and switches in larger and more complex networks. Students learn how to configure and troubleshoot routers and switches for advanced functionality. By the end of the course, students will be able to configure and troubleshoot routers and switches and resolve common issues with OSPF, EIGRP, and STP in IP networks. This course also covers topics related to WAN networking, including Internet services, cellular, PPP and serial WANs.

Prerequisite: CNT 170 or instructor approval

COM 101 Fundamentals of Speech

3 Credits •

This is a course in oral communication that emphasizes the foundational elements of communication including: perception, self-concept, language listening and nonverbal. This course also encompasses a variety of communication, including interpersonal, group, and public. *This CEI course meets Idaho State Board GEM competency requirements in GEM 2 – Oral Communication

Prerequisite: A COMPASS score of >67 in both Reading and Writing, or an ACT English score >17, or an SAT English score >450, or a GAIN score of 871

COM 101T Fundamentals of Speech (Transfer Students Only)

1 Credit • ALL

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 or University of Idaho. Students will attend the first seven weeks of the course, take all exams given during those seven weeks, and deliver at least one speech.

Prerequisite: Two hours of introductory Speech Communications transfer credit

CRJ 103 Introduction to Law & Justice

3 Credits •

Study of basic issues of law as a means of social control including broader issues of social justice such as poverty, racism, sexism, alienation. Provides foundation for examining relevant critical issues in American society. *This CEI course meets Idaho State Board GEM competency requirements in GEM 6 – Social and Behavioral Ways of Knowing

DTL 121 Orientation to Dental Assisting/Office Management

2 Credits • FA

This course is designed to provide the student with a solid foundation to become skilled in effectively using the correct terminology when dealing with various people in various situations. The skills learned in this course can be used when building relationships with people as related to success with patients, co- workers, and employers. Also provides in-depth understanding of the dentist's and auxiliary's ethical and legal responsibilities to patients and to each other. Emphasis is placed on the auxiliary's role in risk management. An introduction to basic office procedures used on a daily basis is included.

DTL 124 Basic Dental Science & Medical Situations

3 Credits • FA

This course is designed to provide students with a basic understanding of the various sciences used in the dental health field. Class work also deals with preventive dentistry and patient care. The course provides the skills needed to handle any medical emergency in the dental office and provides a solid fundamental knowledge of HIV/AIDS as it pertains to patients, co-workers and employers. The student will be eligible to test for Red Cross certification in CPR, First Aid, and HIV/AIDS in the Workplace.

DTL 125 Dental Operatory Procedures

4 Credits • FA

This course is designed to provide the skills needed in the maintenance of treatment rooms, equipment, tray preparation, selection and proper sterilization of dental instruments/or equipment, and the hands-on use of four- and six-handed chair side procedures. The course covers the physical and chemical interactions, manipulations, application and storage of various restorative materials.

DTL 126 Dental Radiology

4 Credits • FA

This course is designed to provide history, principles, and biological effects on the human body. Also included are the exposing, processing, and mounting of radiographs using proper safety techniques. The course provides supervised theory and lab techniques covering intra and extra oral radiographic production, processing, mounting, and evaluation. The student has the opportunity to become skilled in dental x-ray procedures with a heavy emphasis on safety.

DTL 127 Dental Clinical

2 Credits • SP

Theories and skills learned in the classroom are applied to actual clinical situations through low-income clinic work on campus. The experience is made possible by local dentists who volunteer their time and services. This course provides the student with the opportunity to enhance chair side and laboratory skills in the dental environment and to work with dentists in a structured environment.

DTL 128 Dental Specialties

4 Credits • SP

This course is designed to provide the student with a basic knowledge, including indications and contraindications, of the use of dental specialties. Varied skills dealing with each specialty will be introduced.

DTL 129 Dental Biology

2 Credits • FA

Microbiology/Anatomy and Physiology is a required course for Dental Assisting students. This is an introductory course that is taught in one semester. The course is taught in a lecture format. This course will cover microbiology, pathophysiology and anatomy of the head and neck.

DTL 131 Dental Lab Materials & Expanded Functions

3 Credits • SP

The student will learn to identify properties, uses, and manipulations of various dental laboratory materials. A hands-on use of selected laboratory materials is used in the fabrication of numerous dental products. Also learned are selected laboratory procedures including proper use, maintenance, and safety of laboratory equipment. Much of this course is hands-on lab work. The student will have the opportunity to become skilled in the clinical aspects of the Idaho Expanded Functions for Dental Assistants. The student will have the opportunity to be tested for the Idaho Expanded Functions certificate.

DTL 132 Supervised Work Experience

6 Credits • SU

This course is designed to allow students to apply theories and skills learned in the classroom and lab to actual clinical situations in area dental offices. This gives the student the opportunity to become further skilled in the Idaho Expanded Functions. The student may also receive experience in specialty offices (e.g. orthodontics or oral surgery).

ECO 100 Economic Issues

3 Credits • FA

This course provides students with a general overview of economics. Students will learn about the fundamentals of macroeconomics, microeconomics and personal finance. An emphasis will be placed on why the study of economics is important and how economics impacts countries, communities, organizations, families and individuals.

◆ ECO 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

ELT 141 Applied Mathematics I

4 Credits • FA

Basic math as it applies to electrical theory. Includes algebraic and trigonometric topics as they relate to DC and AC (sine wave) circuit analysis.

Corequisite: ESE 100. A COMPASS Pre-Algebra and Algebra score >44 or a GAIN score of 855 and an MPEA score of 75%

ELT 142 Applied Mathematics II

4 Credits • SP

Continuation of ELT 141. Selected algebraic and trigonometric topics as related to DC and AC (sine wave) circuit analysis with special emphasis on trigonometric solution and vector analysis.

Prerequisite: ELT 141

ELT 153 Electronic Theory

5 Credits • FA

Fundamentals of DC and AC electronics: safety, soldering, electrical units, Ohm's law, series and parallel resistive circuits, voltage and current, meters, network theorems, magnetism, inductors, capacitors, AC-DC network analysis and power supplied.

Corequisite: ELT 141, ELT 155

ELT 154 Electronic Control Devices Theory

5 Credits • SP

Comprehensive study of semiconductors, power supplied, transistor amplifiers, and operational amplifiers. It covers digital fundamentals including logic gates, Boolean algebra, combination logic circuits, digital registers, counters, and timing circuits.

Prerequisites: ELT 141, ELT 153, ELT 155; Corequisite: ELT 142, ELT 156

ELT 155 Electronic Lab

5 Credits • FA

Experiments involving subjects covered in ELT 153. Students will construct, measure, and analyze circuits.

Corequisite: ELT 153

ELT 156 Electronic Control Devices Lab

5 Credits • SP

Experiments involving subjects covered in ELT 154. Students will construct, measure, and analyze circuits.

Prerequisites: ELT 141, ELT 153, ELT 155, Corequisite: ELT 154

◆ ENG 101 English Composition

3 Credits •

Using the essay as a model for organization, students will be introduced to critical reading and writing challenges including pre-writing strategies, invention, revision, and editing. In a minimum of 20 pages of revised writing, students will produce essays and reports that show unity and coherence, develop and support a central thesis, and demonstrate organization and unification. Keyboarding skills are strongly recommended. *This CEI course meets Idaho State Board GEM competency requirements in GEM 1 – Written Communication

Prerequisites: A COMPASS score of >67 in both Reading and Writing, or an ACT English score of 18-24, or completion of ENG 090, or a GAIN score of 871

ENG 101P English Composition Plus

1 Credit •

◆ ENG 102 Critical Reading and Writing

3 Credits •

 Provides instruction in critical reading and writing of expository and argumentative prose, including summaries, analysis, and research. Focus on critical reading; research methods; gathering, evaluating, analyzing, and synthesizing ideas and evidence; and documentation. This course is designed to help students understand and acquire the habits of the mind that are central to academic inquiry and to exercise skills in reporting documented research.

Prerequisites: ENG 101 or a minimum COMPASS score of >94 in both Reading and Writing with a satisfactory entry essay written during the first class session. Students who do not pass the entry essay diagnostic exam may be admitted with the permission of the instructor and with the provision that they attend regular tutoring sessions in the Writing Center.

◆ ENG 110 Introduction to Literature

3 Credits •

 This course surveys major writers and various literary genres throughout a minimum of three historical periods. Reading will include drama, poetry, short stories and novels. The emphasis is on literature as it contributes to and reflects an understanding of the human condition, ideas and values. Both canonical and diverse contemporary writers will be covered. Students will write a variety of papers equaling 2500-3000 words of edited prose. *This CEI course meets Idaho State Board GEM competency requirements in GEM 5 – Humanistic and Artistic Ways of Knowing *Prerequisite: ENG 101*

ENG 202 Technical Communication

3 Credits •

 This class is designed for those interested in practical applications of technical writing and communication principles. It offers instruction in group dynamics, teamwork, and writing skills applicable to business and industry and includes the fundamentals of composing memos, letters, abstracts, instructions, and reports with an emphasis on clarity, conciseness, and document design.

 Prerequisite: ENG 101

◆ ENG 215 Survey of World Mythology

 3 Credits •

 This course is a broad survey of mythologies from Western and Eastern world cultures. Students will analyze, discuss, and write about world mythologies and their relationship to contemporary culture. Prerequisites: ENG 101 with a grade of "C" or higher. *This CEI course meets Idaho State Board GEM competency requirements in GEM 5 – Humanistic and Artistic Ways of Knowing

ESE 100 Engineering Technology Orientation

1 Credit • FA

 An introduction to the opportunities and responsibilities of an engineering technician. Exposure to the various fields of technology through field trips, movies and guest lectures. Introduction to materials, techniques, and college services, which will assist the student in completing a technology program.

ESE 100L Engineering Technology Orientation Lab

1 Credit • FA

 A laboratory introduction to the skills of an engineering technician. Includes an overview of safety, tools, electrical wiring, instrumentation and programmable logic controllers.

ESE 110 Introduction to Process Control

1 Credit • SP

 An introduction to the basic concepts of process control through the study of control devices, process variables, programmable logic controllers, instrument calibration, motor control, test equipment and diagrams.

ESE 110L Introduction to Process Control Lab

1 Credit • SP

A laboratory instruction to the application and use of control devices, programmable logic controllers, and test equipment. Experiments with motor control, instrument calibration and process control.

ESH 102 40-Hr OSHA HAZWOPER Training

1 Credit • SP

This class is designed for hazardous waste operation workers as described by 29 CFR 1910.120. Topics of discussion include applicable regulations, chemical and physical hazards, personal protective equipment, decontamination, and emergency response.

FST 100 Fire Service Technologies

48 Credits

This program is designed to upgrade paid and volunteer fire fighters in the latest fire fighting and life saving techniques. The course work listed (except general education requirements) for the Idaho State Fire Fighters certification, associate of applied science degree program, is delivered through statewide fire departments.

All courses except general education requirements will be graded Pass/Fail.

GEO 101 Physical Geology

3 Credits •

This course investigates the composition of the Earth and the external and internal processes that shape it. Within the context of plate tectonics, it explores the origins of rocks and minerals and dynamic processes such as volcanic and magmatic activity, seismicity, and crustal deformation that are driven by the continual release of the Earth's internal heat. It also examines how air, wind, water, and ice move in response to gravity and energy from the Sun, sculpting Earth's surface by eroding, transporting, and depositing rock materials. Lab exercises will include rock/mineral identification, applied geologic problems, and local

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

Corequisite GEO 101L 1 Credit

HCT 100 Introduction to Health Professions

2 Credits • FA/SP

This course is designed for students entering programs for training in a health care profession. Information provided in this course will give students a basic knowledge regarding the preparation necessary for a large number of health care careers and current health care trends./SP

HCT 101 Medical Terminology

2 Credits • FA/SP

Using computer assisted instruction, this course provides a body system by body system approach to spelling, pronouncing, and using terminology that is unique to the medical environment.

HCT 103 Introduction to Anatomy and Physiology and Laboratory

3 Credits • SP

This course provides a study of the normal structure and function of body cells, tissues, organs, and body systems, including for interrelationships of body systems and the proper terminology to describe the systems. It relates body systems to patient care.

Prerequisite or Corequisite: HCT 101

HCT 105 Phlebotomy

2 Credits • ALL

This course provides the student with a working knowledge of specimen collection techniques and laboratory procedures routinely performed in health care facilities while observing all aseptic and safety precautions in accordance with health care standards. All students must have started their hepatitis B vaccines before the first day of class. Must be 18 years old. Must have high school diploma or GED.

HCT 109 Medical Ethics

2 Credits • FA/SP

This course provides a solid understanding of the statutes, regulations, and bioethical issues that impact medical office personnel. Students will be exposed to legal concepts such as standards of care, scope of employment, criminal and civil law, contracts, risk management, and the aspects of medical malpractice cases.

HCT 118 Certified Nursing Assistant Training

4 Credits • ALL

Prerequisite: Must be at least 16 years old, CPR card, and current immunizations as per Health Professions Division. This course is designed for persons needing nursing assistant training or for students preparing to enter the practical nursing program. Training is provided through lectures, practice sessions, and clinical experiences using the skills and knowledge of health care principles, policies, and procedures to give personal care to patients in a health care institution. Each student is required to take the written test and skills test. Clinical hours may be different than classroom hours.

* See Certified Nursing Assistant description under Health Professions Division for Entrance Requirements.

HCT 125 Nutrition for Health Care Professionals

1 Credit • FA

This course provides students with understanding of basic concepts of nutrition and relevance of nutritional principles for growth and development throughout the lifespan. Students will gain a general understanding of nutrients and food sources, as well as the importance and functions of fats, proteins, carbohydrates, minerals, and vitamins necessary to sustain the human body.

HCT 135 Fundamentals of Pharmacology

3 credits

This course provides and overview of pharmacologic principles with an emphasis on therapeutic drug classification. Students will become familiar with basic mechanism of drug actions, side effects, routes of administration, and common indications. Common abbreviations and vocabulary terms will be covered.

HIS 101 Foundations of Europe

3 Credits •

This course covers the main stream of Western civilization from the first millennium B.C. to 1500. The course considers religious, economic, and cultural trends and developments as well as the major political events of the period. The focus of the course is on Europe but the great Middle Eastern civilizations and cultural contributions are considered as they impact Europe and help shape the West. Special attention is given to individuals and their contributions as well as to the rise of nations. *This CEI course meets Idaho State Board GEM competency requirements in GEM 6 – Social and Behavioral Ways of Knowing

HIS 102 Modern Europe

3 Credits •

This course examines crucial developments in the West between 1648 and the present, including the rise of the nation state, the Enlightenment, the French Revolution, the Industrial Revolution, and the consequences of World War I and World War II. *This CEI course meets Idaho State Board GEM competency requirements in GEM 6 – Social and Behavioral Ways of Knowing

HIS 111 U.S. History I

3 Credits •

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. GEM *This CEI course meets Idaho State Board GEM competency requirements in GEM 6 – Social and Behavioral Ways of Knowing

HIS 112 U.S. History II

3 Credits •

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

◈ HUM 101 Introduction to Humanities 1
3 Credits

Tis course is an inquiry into the disciplines of the humanities with emphasis on artistic achievements from the beginnings of civilization to the Renaissance. Arranged thematically rather than chronologically,the class takes a broad look at the humanities through the arts.

◈ 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. It will include cinema and photography. This course takes a broad look at humanities through the lens of art. *This CEI course meets Idaho State Board GEM competency requirements in GEM 5 – Humanistic and Artistic Ways of Knowing

LGL 101 Introduction to Legal Assisting
3 Credits • FA

Instruction in this course presents an overview of the professional role of a legal assistant, reviews, ethics, regulation, professional trends and issues, legal analysis, and the legal system.

LGL 103 Legal Terminology
3 Credits • FA

Students will learn the definitions, synonyms, and pronunciation of legal terms and understand how these terms are used in legal documents, instruments, and correspondence.

LGL 104 Legal Document Drafting
3 Credits • FA

The focus of this course will be on introducing key legal documents to acquaint students with legal format, parlance, and vernacular.ecific focus will be given to studying the unique components of different documents, as well as provide students with hands-on training in drafting a variety of legal correspondences, memos, and legal documents. Students will also be introduced to state and federal courts and rules and learn how procedural rules relate to document drafting.

LGL 110 Civil Litigation I
3 Credits • SP

This course provides the learner with principles of civil litigation in federal and state courts with a focus on the initial phases of a lawsuit, including client interviews, pre-litigation investigation, jurisdiction and venue considerations, service of process, and discovery. Discovery topics include interrogatories, depositions, document production, and requests for admission. The principles learned will be applied to practical litigation exercises.

Prerequisite: LGL 104 or instructor approval

LGL 200 Bankruptcy Law
2 Credits • SP

This course provides the learner with an understanding of debtor/credit law and how it relates to bankruptcy through the study of realistic case studies.

Prerequisite: LGL 104 or instructor approval

LGL 207 Procedures of Bankruptcy Law
3 Credits • SP

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

LGL 208 Family Law

3 Credits • SP

The purpose of the family law course is to give legal assistants an understanding of domestic relations law and to show students how those laws govern family situations. The content of the course covers such areas as formation of a marital relationship, dissolution of marriage, child custody and support, adoption, paternity, domestic violence and child neglect.

LGL 210 Internship

3 Credits • FA/SP

This course provides the student with an opportunity to gain practical work experience under the supervision of an attorney or experienced legal assistant in day-to-day, on site office work. The student must prepare the necessary job search documents and conduct interviews to obtain a legal assistant internship position and complete 150 hours of work at the internship site, which may be a private or public law office, corporate or government legal department, or other appropriate law-related setting. In addition to on-site work, the student will prepare a daily journal of his/her activities and observations while on site, and a portfolio of five (5)legal documents prepared on the job site./SP

This course will be graded on a pass/fail basis.

LGL 211 Civil Litigation II

3 Credits • FA

This course continues the study of the litigation process. Topics include discovery techniques, settlement negotiations, organization of case files, document control, an overview of alternative dispute resolution, trial preparations, and post-trial proceedings. Basic research skills will be used to locate applicable state and federal laws as they relate to civil litigation. In addition, students will be introduced to post-judgment supplemental proceedings utilized in the civil litigation practices. This course implements a cumulative assessment simulation utilizing mock litigation exercises.

Prerequisite: LGL 110

LGL 212 Criminal Law

3 Credits • SP

This course explores the basic concepts of criminal law, criminal procedure, and the development of the American criminal justice system. Students will learn how the criminal justice system works, including how cases proceed from the filing of criminal charges, to arrest, to arraignment, to pre-trial, to trial, to sentencing, and to appeal. Lecture and assignments are designed to familiarize students with the application of criminal laws, statutes, and procedural processes.

LGL 217 Legal Practices

1 Credit • FA

This course will provide students with the opportunity to practice the skills learned in subsequent classes. Students will perform various legal practices as performed by legal assistants in a traditional law office setting.

LGL 218 Basic Legal Research

3 Credits • FA

Covers the basic tools of legal research, including Westlaw and Internet based research. Emphasis is placed on how to use reference tools fully, finding and updating law, correct citation format, and legal writing.

Prerequisite: LGL 101

MAC 103 Machine Shop Laboratory I

6 Credits • FA

Lab to support MAC 153.

Prerequisite: Machine Tool Technology Orientation; Corequisite: MAC 153

MAC 104 Machine Shop Laboratory II

6 Credits • SP

Lab to support MAC 154.

Prerequisite: MAC 103   Corequisite: MAC 154

MAC 126 Related Blueprint Reading I

2 Credits • FA

Basic principles and techniques of reading orthographic projection drawings and technical sketching as applied to machine shop practice.

MAC 127 Related Blueprint Reading II

2 Credits • SP

Advanced principles to interpret more complicated machine shop detail and assembly drawings with emphasis on machining specifications and materials. Introduction to the use of the Machinery's Handbook in interpreting blueprint specifications and associated machining processes.*Prerequisite: MAC 126*

MAC 143 Related Machine Shop Mathematics

3 Credits • FA

Applied mathematics relating to machine tool technology including fundamentals of algebra, principles of plane geometry, trigonometry, and compound angles.

Prerequisite: MAT 100 with a minimum grade of B-, or a COMPASS score of >44 in Pre-Algebra and >45 in Algebra, or a GAIN score of 776

MAC 153 Machine Shop Theory I

3 Credits • FA

Machining processes and their applications as practiced in the laboratory course. Safety and sound work habits are emphasized in all phases of instruction. Care, use and maintenance of layout and inspection tools, the use of hand tools and minor power tools, as well as the setup, operation and maintenance of manual engine lathes, drill presses and power saws.

Corequisite: MAC 103

MAC 154 Machine Shop Theory II

3 Credits • SP

Machining processes and their applications as practiced in the laboratory course. Safety and sound work habits are emphasized in all phases of instruction. Setup, operation,

and maintenance of manual milling machines, advanced manual engine lathe set-up techniques and operations, precision surface grinding and measuring techniques.

Prerequisite: MAC 153; Corequisite: MAC 104

MAC 203 Advanced Machine Shop Laboratory I

6 Credits • FA

Lab to support MAC 253.

Prerequisite: MAC 104; Corequisite: MAC 253

MAC 204 Advanced Machine Shop Laboratory II

6 Credits • SP

Lab to support MAC 254.

Prerequisite: MAC 203; Corequisite: MAC 254

MAC 211 Fundamentals of Computer-Aided Drafting and Design

2 Credits • FA

Introduction to computer-aided drafting and design systems to prepare students for keyboarding, operating the systems, and understanding the applications of computer graphics to machine standards. Students will use an interactive computer graphics system to prepare drawings on a CRT.

MAC 212 Computer-Aided Manufacturing

3 Credits • SP

Writing computer numerical control (CNC) machine tool programs using computer-assisted techniques to generate G-Code and M-Function programs. Tooling concepts, machining methods, definition of part geometry, writing of tool motion statements, use of the computer to process program inputs, analysis, and debugging of computer outputs to develop a functional program.

Prerequisite: MAC 253

MAC 224 Tool Design for Manufacturing

2 Credits • SP

Advanced setup techniques, tool and hardware selection, and process planning for manufacturing, as well as jig and fixture design for production machining.

Prerequisite: MAC 154

MAC 225 Geometric Dimensioning and Tolerancing I

2 Credits • FA

Basic geometric dimensioning and tolerancing (GD&T) methods as interpreted in ASME Y14.5M. The student will learn to read and use geometric tolerancing symbolism and terms.

Prerequisite: MAC 127

MAC 253 Advanced Machine Shop Theory I

3 Credits • FA

Introduces basic programming skills and operation of computer numerical control (CNC) turning centers. Emphasis on manually writing (G&M compatible) programs, debugging programs, setups and fixturing, tooling, offset calculations, and operating CNC turning centers.

Corequisite: MAC 203

MAC 254 Advanced Machine Shop Theory II

3 Credits • SP

A continuation of concepts learned in MAC 253. Introduces basic programming skills and operation of computer numerical control (CNC) machining centers. Emphasis on manually writing (G&M compatible) programs, debugging programs, setups and fixturing, tooling, offset calculations, and operating CNC machining centers.

Corequisite: MAC 204

MAS 101 Pharmacology for Health Professions

2 Credits • FA

This course introduces legislation relating to drugs, drug references, drug classification and actions. Various areas will be touched on, such as patient education, effects of specific drug actions on body systems, side effects, precautions to be used, contraindications, etc. Vitamin and mineral functions are covered as well as the subject of substance abuse. Time will be given to learn how to use a PDR as a reference for information.

Corequisite: MAT 123

MAS 120 Diseases of the Human Body

2 Credits • SP

Introduction to diseases of the human body. Includes infectious and congenital diseases, neoplasms, as well as diseases of each specific body system.

MAS 121 Beginning Administrative Skills for Medical Assistants

4 Credits • FA

This course includes the components of an administrative career in a physician's office, and other health care facilities. Group collaboration and the aspects of health care team, oral and written communication skills, and operational tasks such as scheduling patient appointments, managing patient records, and patient accounts will be included.

MAS 122 Beginning Clinical Skills for Medical Assistants

4 Credits • FA

This course introduces students to the clinical aspect of working in a physician's office, medical clinic, or other health care facility. Clinical and lab procedures included in this course are medical record creation and maintenance, vital signs, medical asepsis and OSHA standards, introduction to laboratory procedures and testing and necessary documentation, laboratory quality control and quality assurance, and physical agents that promote healing, ear and eye exams and procedures and all necessary documentation.

Prerequisites: HCT 100

MAS 205 Administration of Medications

2 Credits • SP

This course covers the routes of administration and the proper method of delivery of medications by those routes. Various types of medication are discussed as well as the absolute rules concerning medication administration, including dosage calculations.

MAS 210 Externship II

6 Credits • SU

Upon successful completion of the classroom and laboratory instruction required for an Associate of Applied Science Degree, each student will complete an externship that provides an opportunity in a medical facility to incorporate principles, activities, and skills previously learned while under the supervision of qualified personnel.

MAS 221 Advanced Administration Skills for Medical Assistants

4 Credits • SP

Using extensive computer applications, students will learn document composition, banking and bookkeeping skills, advanced medical office procedures, and transcription skills required for medical office management.

Prerequisite: MAS 121 or instructor approval

MAS 222 Advanced Clinical Skills for Medical Assistants

4 Credits • SP

Upon completion of the course the student will have demonstrated the ability to perform numerous clinical skills necessary and common in a variety of health care environments: assist with specialty examinations, knowledge of skills and equipment needed to perform EKG and spirometry testing and the documentation needed, assist with colon exam and lab testing, prepare and set-up for minor surgical procedures and sterile technique. Introduction to radiology and diagnostic procedure will also be included.

Prerequisite: MAS 122 or instructor approval

MAT 100 Introduction to Algebra

4 Credits • ALL

This course prepares students to enter technical programs at CEI or other postsecondary institutions. This course will focus on equations, signed numbers, quadratic equations, formulas, inequalities, graphs, and radicals.

Prerequisite: A GAIN Test score of > 670 or a minimum ACT Math score >16

MAT 104 Welding Mathematics

3 Credits

This course is designed for students in their first year of Welding Technology. The U.S. Customary and Metric systems of measurement are used. Whole number arithmetic, fractions, percentages, and decimals are used with emphasis on converting units within and between the two systems. Formula solving and setting up of proportion equations are used to solve practical problems in geometry. The course concludes with right triangle trigonometry as applied to typical shop welding problems.

Prerequisite: A COMPASS score >30 in pre-algebra, or a GAIN score of 670

MAT 105 Business Mathematics

3 Credits • ALL

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.

Prerequisite: A COMPASS score >44 in pre-algebra or >15 in algebra, or a GAIN score of 776

MAT 108 Intermediate Algebra

3 Credits •

This intermediate course is a review of algebra with an emphasis on solving equations and inequalities, including nonlinear equations and systems. Additional topics covered include factoring, rational expressions, exponents, radical, and quadratic equations.

Prerequisites: MAT 100, a COMPASS pre-algebra score >44 and algebra >45 or a minimum ACT Math score >19, or a GAIN score of 855 and an MPEA score of 75%

MAT 112 Mathematics for Health Professions

3 Credits • FA/SP

This course is a basic mathematics course for students in health professions. Appropriate application in health care will be stressed throughout the course. Course content review fractions/decimals; percentages, ratios and proportions; and covers formula evaluation, dosage measurement, drug orders and labels; the metric system and conversions; methods of dosage calculations; and specialized calculations.

Prerequisite: A COMPASS pre-algebra score >45, or a GAIN score of 670

MAT 123 Mathematics in Modern Society

3 Credits •

This course will be a survey of mathematics and focus on effective thinking skills. Many exciting and beautiful mathematical ideas are covered including logic, number theory, probability, statistics, non-Euclidian geometry, and various other higher-level mathematical concepts. The historical, biographical and philosophical nature of mathematics will be explored.

Prerequisites: MAT 100, a COMPASS pre-algebra score >44 and algebra >45, or an ACT Math score >19, or a GAIN score of 855 and an MPEA score of 65%

MAT 143 College Algebra

3 Credits •

This course introduces the concepts of and notations used for generalized mathematical functions. These include polynomial functions, radical functions, exponential functions, logarithmic functions and functions of complex numbers. Matrices, sequences, series, and the binomial theorem are covered as preparation for calculus courses.

Prerequisites: Successful completion of MAT 108 with a grade of C or higher, a minimum mathematics ACT score of 23, or a GAIN score of 855 and an MPEB score of 75% Placement: ACT 23 (minimum score) SAT (old) 540 (new)   560

MAT 160 Brief Calculus

4 Credits •

This course is designed for students with business, social science and life science majors. It covers function, limits, continuity, derivative, maxima-minima, applications of the derivative, exponential and logarithmic functions, functions of several variable, maxima and minima of functions of several variables, integration, and applications of the integral. Prerequisite: MAT 143 or MAT 147 with a grade of "C" or higher. *This CEI course meets Idaho State Board GEM competency requirements in GEM 3 – Mathematical Ways of Knowing

Prerequisite: MAT 143 College Algebra and MAT 147 Brief Calculus

MAT 253 Elementary Statistics

4 Credits •

MAT 253 is an algebra-based probability and statistics course which covers descriptive statistics, probability, binomial and normal distribution, confidence intervals, and hypothesis-testing. Correlation and regression are also introduced.

Prerequisites: MAT 108, a COMPASS pre-algebra score >44 and algebra >61, or an ACT Math score >23, or a GAIN score of 855 and an MPEB score of 65%

MUS 108 Survey of Jazz and Pop Music

3 Credits •

This course studies the development of jazz and popular music in the United States. Jazz, blues, folk, rock and other popular music forms will be heard and studied along with

important instrumentalists, singers, and band composers. Important historical and social events which paralleled the development of jazz and popular music will also be discussed. Some live and recorded demonstrations of musical style periods will be presented. Elective

MGT 121 Principles of Management

3 Credits • FA

This course provides an introductory framework for many of the courses taught in the Business Technology Program. Organized around the management functions of planning, organizing, leading, and controlling, a foundation is laid for later instruction in human resource management, small business management, financial management, and entrepreneurship. Learners are required to solve problems, make decisions, respond to situations, and work in team activities which simulate many of the day-to-day challenges and opportunities faced by managers.

MGT 206 Small Business Management

3 Credits • SP

This course covers all aspects of what it takes to turn dreams into reality -- the dream of owning and operating your own small business. Small business start- ups can lead to new or better products and services, job creation, plus stronger communities and economies. Managing a small business is difficult in today's rapidly changing world. Emphasis is placed on creating and maintaining a sustainable competitive advantage that will help the small business not only survive but succeed. In addition, students develop a business plan.

Prerequisites: MGT 121, ACC 125

MGT 207 Financial Management

3 Credits • SP

An understanding of finance is central to the successful operation of any business entity. The principles and practices of financial management apply to every business unit from the largest multi-national corporation to the smallest sole proprietorship. Every business student must have a clear understanding of the basic tools of financial management. Concepts such as financial ratios, financial statement analysis, time value of money, net present value, risk and return, stocks and bonds, capital budgeting

decision methods, and forecasting will be covered. Regular readings from business publications will assist the student in understanding the application of finance to real-world issues.

Prerequisites: MAT 105, MGT 121 and ACC 210 or ACC 220 or ACC 125; Recommended: MAT 123

MGT 215 Business Law

3 Credits • SP

This introductory course in business law covers the foundations of law, the types of law, the court systems, and the basis of law. The two main focus areas of this course are Contracts and the Law of Sales with information on agency and employment law.

MGT 216 Human Resource Management

3 Credits • FA

People are an organization's most valuable resource. Effective use of human resources can create a strategic advantage for any corporation wise enough to value and develop the potential of their people. This course examines the human resource processes of job analysis and design, recruitment, selection, and hiring, as well as compensation, benefits, and downsizing. A review of significant human resources laws is also included. Regular readings in business periodicals keep this subject firmly anchored in current examples of these topics.

MKT 103 Sales and Customer Service

3 Credits • SP

This course will present students with professional selling techniques and skills commonly used in business. Methods of gaining customer attention, interest, desire, and action will be included. Customer services skills used in retail, business to business, and other transactions are also emphasized throughout the course.

MKT 112 Introduction to Marketing

3 Credits • FA

This introductory course is designed to present an overview of the concepts of marketing principles and practices used in business. Models, concepts,

and techniques that are effective in the design and implementation of a marketing application are discussed. This course will continue on in MKT-125-Introduction to Marketing Strategies.

MKT 120 Marketing on the Internet
3 Credits • FA

Internet participation is essential for successful business today. This course examines how businesses can market themselves, provide customer service, and connect with customers using the internet. Online marketing strategies used in this course include search engine optimization, pay per click, affiliate programs, mobile marketing, site analytics, and social media.

Prerequisites: CIS 101 or demonstrated knowledge of computer operations, MKT 112 or instructor approval

MKT 125 Introduction to Marketing Strategies
3 Credits • SP

This is a second semester continuation of the Introduction to Marketing MKT 112 course. It expands on the principles of marketing with greater depth in the marketing mix: product, price, distribution, and promotion.

Prerequisite: MKT 112 or instructor approval

MKT 202 Entrepreneurship
3 Credits • SP

This capstone course in the Marketing and Management degree option utilizes a sophisticated online simulation. This challenging simulation is based on a real- life management scenario where each student manages a multi- million dollar company. Students plan and manage products and compete against other teams worldwide using realistic market measures such as stock price, EPS, ROE, ROS, and so on. This cross-functional simulation integrates major elements of business decision making including Research & Development, Production, Marketing, Finance, Human Resources, and Total Quality Management.

Prerequisite: Successful completion of all first, second, and third semester program courses. Students must be enrolled in all fourth semester program courses in order to enroll or have instructor approval.

MKT 222 Practicum IV
1 Credit • SP

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.

MKT 223 Practicum V
3 Credits • SP

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.

MTD 103 Automotive/Diesel Technology Fundamentals & Safety
2 Credits • FA

An introduction to the automotive and diesel industry including: the theory and application of shop safety practices, shop equipment and tool usage, vehicle subsystems, service publications, professional responsibilities, basic automotive/diesel maintenance, precision measuring, basic welding, and oxyacetylene skills.

MTD 110 Mechanical Math
2 credits

This course is designed as a basic mathematics course for students in automotive, diesel, and light duty diesel mechanics programs. Students will use applied math to evaluate electrical and hydraulic systems, and calculate power transfer.

Pre-requisite GAIN score 670 or greater

NRS 107 Introduction to Pharmacology
3 Credits • FA/SP

This course is designed to introduce pharmacology and presents common drugs used in each drug classification module, including drug actions, uses, adverse reactions, drug interactions, nursing implications and patient teaching. It will also include a math review and dosage calculations.

Pre-requisite GAIN score 670 or greater

NRS 117 Essential Fundamentals of Nursing

4 Credits • FA

This course provides didactic instruction of foundational nursing concepts, skills, and basic IV therapy that are required for licensure as a practical nurse and employment in a variety of healthcare settings. Students will develop competencies necessary to practice in a safe, ethical, and legal manner. Communication, critical thinking, and nursing process are emphasized. Students will display competence via written exams including textbook exams and ATI Fundamental exam.

NRS 117L Essential Fundamentals of Nursing Lab

2 Credits • FA

This course provides the laboratory practice of foundational nursing concepts, skills, and basic IV therapy taught in NRS 117. Opportunities for practice are provided in the skills laboratory, including guided simulation exercises with required skills return demonstration. Independent ATI skills module completion and laboratory practice time are required each week. Students are required to demonstrate competence through rigorous skill pass- offs in preparation for clinical practice in a variety of healthcare settings as a licensed practical nurse.

NRS 143 Foundations of Medical Surgical Nursing I

5 Credits • FA/SP

This course teaches students nursing care of patients with common diseases and disorders, preparing them to work in a variety of clinical settings. Emphasis is on etiology, abnormal assessment findings, treatment and interventions. This course includes a clinical component where students utilize their knowledge to provide care for adults in a variety of health care settings throughout the community.

NRS 144 Foundations of Mental Health Nursing

3 Credits • FA

This course will stress basic psychiatric diagnoses, history of mental health, coping mechanisms, treatment modalities, defense mechanisms, psychiatric medications and their side effects. This course will also teach therapeutic communication and building therapeutic relationships. Clinical experience occurs primarily in an inpatient psychiatric care facility.

NRS 207 Introduction to Maternal/Child Nursing

4 Credits • SP

This course considers the special needs and nursing care of the maternity patient, fetus, and the newborn. Medical and /or surgical conditions of the pediatric patient and the accompanying family dynamics are also presented with emphasis on preventive medicine. Principles of growth and development from the prenatal period through adolescence are incorporated. Clinical experience occurs in the maternal/ newborn nursing setting.

Corequisite: NRS 115, NRS 143

NRS 230 Leadership for the Practical Nurse

2 Credits • SP

This course prepares the Practical Nurse in understanding of professional responsibilities, leadership roles and styles, and in coordinating and managing patient care. Students develop competence in various leadership disciplines including effective communication, interpersonal relations, self-awareness, and organizational skills. Students gain knowledge necessary to complete a basic professional portfolio that will prepare them for employment in a variety of healthcare settings as a Practical Nurse. Students complete a leadership project that encompasses knowledge and skills gained throughout the course. Students are also required to display competence through written exams and papers utilizing current evidence base practice.

NRS 243 Foundations of Medical Surgical Nursing II

5 Credits • FA/SP

This course builds upon the concepts taught in Foundation for Medical-Surgical Nursing I. Students will continue to learn nursing care of patients with common diseases and disorders, preparing them to work in a variety of clinical settings. Emphasis is on etiology, abnormal assessment findings, treatment and interventions. This course includes a clinical component where students utilize their knowledge to provide care for adults in a variety of health care settings throughout the community.

Prerequisite: NRS 143

OCR 105 Occupational Relations

3 Credits • FA

This course introduces students to personal and work-related strategies for seeking and keeping employment. Students will study typical employee behavior and organizational culture with an emphasis on seeking solutions to real-life problems. Motivation, leadership, problem-solving, teamwork, and communication will be examined as they apply to successfully achieving personal and corporate goals within organizations. Students will practice interviewing techniques and resume writing. This course prepares students to enter the job market and develop the behavioral skills necessary for job retention and success.

OFP 130 Data Entry-Spreadsheets

1 Credit • FA/SP

This course introduces basic spreadsheet design and development with an emphasis on 10-key technique, speed, and accuracy.

OFP 140 Electronic Office Concepts

3 Credits • SP

This course is for students anticipating employment at any level of a business organization. It emphasizes concepts and terminology necessary to function effectively in the electronic office. It introduces office automation as it relates to the electronic office and the electronic scheduling of appointments and tasks. The course will present the creation and management of notes and telephone messages, and the effective and ethical utilization of electronic distribution of mail and files. Activities will include theory, instruction, demonstration, and hands-on experience.

OFP 141 Business Presentations

3 Credits • SP

This course prepares students to develop and deliver effective presentations to groups in a business environment. Attention is given to helping students overcome fear of public speaking by providing a supportive, encouraging, professional atmosphere. Instruction in Microsoft PowerPoint presentation software is provided as a tool for assisting students in designing and creating engaging and informative presentations using text charts, data charts, graphics, and other business-oriented information, including sound clips and even film images. The course includes instruction, demonstration, and hands-on experience in a computer lab setting employing state-of-the-art equipment.

Prerequisite: CIS 101 or equivalent or instructor approval or BOT 170

OFP 142 Business Spreadsheets

3 Credits • SP

This course uses a spreadsheet software package to produce and utilize spreadsheets, a powerful tool in today's business world.

Prerequisite: CIS 101 or equivalent or BOT 170

OFP 152 Practicum I

1 Credit • SP

This course is a one-semester (45 hour) cooperative education component which allows the student to work or observe in an approved position in the community in order to apply and enhance the office occupations skills learned in the classroom.

OFP 210 Advanced Office Applications

3 Credits • FA

This course instructs students in advanced theories and technical applications using one of the most popular office suites currently used by industry.

Prerequisite: BOT 170

OFP 220 Integrated Office Concepts

3 Credits • SP

This capstone class will allow students to implement what they have learned throughout the program in a simulated office environment. Emphasis will be placed on applying office and administrative skills in real-world situations. In addition, students will take industry-recognized exams to certify knowledge in the office area.

OFP 227 Database Management

3 Credits • FA

This course examines the principles of database development and management. Topics include normalizing data for use in a relational database, designing database tables and relationships, creating forms, utilizing queries and designing reports. The course includes theory, instruction, demonstration, and hands-on experience.

Prerequisite: CIS 101 or equivalent

OFP 252 Practicum II

2 Credits • FA

This course is a one-semester (90 hour) cooperative education component which allows the student to work or observe in an approved position in the community in order to apply and enhance the office occupation skills learned in the classroom.

PHI 101 Introduction to Philosophy

3 Credits •

The course begins with an attempt to understand the purpose of philosophy as suggested by the life and death of Socrates. Following this are topics in human nature, ethics, and existentialism. *This CEI course meets Idaho State Board GEM competency requirements in GEM 5 – Humanistic and Artistic Ways of Knowing

PHY 101 Introduction to Physics

3 Credits •

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

Prerequisite: ELT 141, Corequisite: PHY 101L

PHY 101L Introduction to Physics Lab

1 Credit • SP

Laboratory-based application of PHY 101, to demonstrate basic physics principles; motion, gravitation, electricity and magnetism, light, atoms and nuclei.

Corequisite: PHY 101

PHY 112 Physics II

4 Credits •

This course includes a general study of electrostatics, D.C. circuitry, capacitance, magnetism, induced EMF, simple A.C. circuits, geometrical and physical optics, special relativity, and modern physics. Prerequisite: PHY 111 with a grade of "C" or higher. *This CEI course meets Idaho State Board GEM competency requirements in GEM 4 – Scientific Ways of Knowing

Corequsite PHY 112L (0 Credits)

PHY 112L Physics II Lab

0 Credits • SP

Co-requisite PHY 112

POL 101 Introduction to American Government

3 Credits •

This introductory course provides a study of the foundation of the United States government and the evolution of constitutional principles.ecial attention is given to the three branches of national government, powers and the limits of national government, state's rights and local control, public ethics, political parties, voters, pressure groups, civil liberties and civil rights, and public opinion. *This CEI course meets Idaho State Board GEM competency requirements in GEM 6 – Social and Behavioral Ways of Knowing

Prerequisite: A COMPASS score >67 in both Reading and Writing, or an ACT English score between 18-24, or a GAIN score of 871

◈ POL 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 and public policy and basic ideas and theories. *This CEI course meets Idaho State Board GEM competency requirements in GEM 6 – Social and Behavioral Ways of Knowing.

POL 221 Introduction to International Relations

3 Credit •

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

◈ PSY 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

Prerequisite: A COMPASS score >67 in both Reading and Writing, or an ACT English score >17, or an SAT English score >450, or a GAIN score of 871

PSY 120 Careers in Psychology

1 Credit •

This course provides a thorough investigation of potential careers in psychology as well as a realistic depiction of the education preparation, and discipline to be competitive in the field. Prerequisite: PSY 101 with a grade of "C" or higher. Elective

PSY 211 Psychology of Death and Dying

3 Credits •

This course explores many facets of the personal experiences of death and how they apply to appreciating life. These facets include: bereavement, grief, and mourning; attitudes, beliefs, and tasks surrounding the event of death; and the effects of mortality on identity. Prerequisite: PSY 101 with a grade of "C" or higher. Elective

RDS 101 Basic Radiation Protection Principles

5 Credits • FA

A course in the physical and scientific principles fundamental to radiation protection. This course provides the theoretical background necessary to make informed decisions on the job as a radiation safety technician. The class focuses on applied physics, radiation production mechanisms, radioactivity and its properties, radiation interactions with matter, radiation quantities, units and measures, sources of radiation, exposure evaluation and shielding concepts, and biological effects of ionizing radiation.

RDS 102 Intermediate Radiation Protection Principles

5 Credits • FA

A continuation of material covered in RDS 101. This course covers radiation detection theory and operation, external exposure control, external dosimetry, and survey instrumentation; ALARA principles and shielding, internal dosimetry, techniques, contamination control and monitoring, airborne sampling methods and programs, respiratory protection, radiological source control/radiography, particle accelerators, and X-ray equipment.

Corequisite: RDS 101, RDS 103

RDS 103 Intermediate Radiation Protection Principles Lab

1 Credit • FA

This course runs concurrently, supplements, and is required with RDS 101/102. This laboratory takes the theory, principles, and knowledge covered in RDS 101 and

RDS 102 and applies it to practical exercises, skills and abilities used by a radiation safety technician on the job. The student will learn source accountability, performance testing of portable and count room instrumentation, performance and documentation of radiation and contamination surveys, posting of areas to reflect current conditions, issuing electronic dosimetry, conducting respirator fit testing, and conducting radiological/ALARA briefings.

Corequisite: RDS 102

RDS 104 Advanced Radiation Protection Principles

5 Credits • SP

A continuation of material covered in RDS 102. Students will learn advanced principles including respiratory protection, environmental monitoring, radioactive shipments, radiological incidences and emergencies, radiological considerations for first aid, air sampling, responding to radiological incidents and contaminated individuals.

Prerequisite: RDS 102, Corequisite: RDS 104L

RDS 104L Advanced Radiation Protection Principles Lab

1 Credit • SP

This course runs concurrently, supplements, and is required with RDS 104. Students will learn how to survey a radioactive shipment, perform air samples, calculate air sample results, respond to radiological spills and other radiological emergencies, and use decontamination techniques on personnel.

Corequisite: RDS 104

RDS 106 Basic Radiological Chemistry

1 Credit • SP

Students will become acquainted with the Periodic Table, elements and molecular structure, basic chemical bonding and chemical reactions, chemistry changes precipitated by radiation, basic reactive plant chemistry, chemical balance of water, and chemical changes brought about by heat, water quality control and sources of impurities, plant corrosion, and radioactive waste handling of liquids and gasses.

RDS 109 Nuclear Regulatory Practices

1 Credit • SP

Students will become acquainted with regulations implemented by the U.S. Nuclear Regulatory Commission (NRC). The NRC establishes the regulations for the use and storage of radioactive materials for nuclear power plants, research reactors, and other medical, industrial, and academic licensees. This course will cover NRC radiation protection regulation guides, the NRC licensing process, and a review of the Environmental Protection Agency (EPA) regulatory guidance to federal agencies and it's involvement with radioactive materials. Emphasis will be placed on the RP Fundamentals exam required for technicians at commercial nuclear facilities.

RDS 111 Supervised Work Experience

6 Credits • SU

A supervised work experience will be conducted at an instructor-approved work site or on the campus of College of Eastern Idaho.

REL 104 Communications in Radiological Safety

2 Credits • SP

Students will learn to write radiological work permits, participate in ALARA reviews, post-job interviews, pre-job briefings, effectively communicate with workers, understand plant and area communication systems, and verbal and non-verbal communications.

REL 107 Nuclear Components and Plant Systems

1 Credit • SP

This course provides the students with the knowledge necessary to understand nuclear power plant systems and components and apply that information to the job of a radiation safety technician. An overview of the systems of a boiling water and pressurized water reactors will be discussed. Students will learn how a reactor produces usable electrical energy, the fission process, the major components of each system, how the systems interrelate, and radiological hazards associated with the system. The

basic principles of operation for the major components and equipment and the radiological precautions associated with maintenance tasks for each system.

◈ SOC 101 Introduction to Sociology
3 Credits •

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

Prerequisite: A COMPASS score >67 in both Reading and Writing, or an ACT English score >17, or an SAT English score >450, or a GAIN score of 871

◈ 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. Prerequisite: ENG 101 with a grade of "C" or higher. *This CEI course meets Idaho State Board GEM competency requirements in GEM 6 – Social and Behavioral Ways of Knowing

SRT 101 Operating Room Techniques I
4 Credits • FA

This course includes the study of safety and economy in the operating room; duties of the scrub and circulating technologist; surgical asepsis, gown and gloving procedures, draping techniques; sutures and needles; sponges dressings, drains, care of specimens; and instruments and special equipment.

SRT 102 Surgical Procedures I
4 Credits • FA

This course includes the study of surgical procedures for each defined body system. Each of the units of instruction includes a brief history, procedures, special considerations, and the drugs used. Operative procedures, types of incisions, special equipment, instruments, and supplies for each specialty are also integrated as part of the course.

SRT 103 Preparation of the Surgical Patient
3 Credits • FA

This course is designed to enable the student to become skilled in assisting with the preparation, transportation, positioning, and anesthesia of the surgical patient.

SRT 104 Clinical Practicum
5 Credits • FA

Upon completion of the program requirements, the student will participate in a clinical practicum as an integral part of the course. Clinical experience in surgery, scrubbing, and orientation to circulating is included. FA

SRT 105 Pharmacology for Surgical Technologists
2 Credits • FA

This course is designed to provide skills and information about how drugs are measured, what kinds of drugs there are, what laws pertain to them, and how they're administered. Surgical pharmacology and anesthesia are stressed with emphasis on side effects and drug reactions as well as emergency measures used to counteract these reactions.

SRT 201 Operating Room Techniques II
4 Credits • SP

This course is a continuation of SRT 101; Operating Room Techniques I where the study of safety in the operating room, duties or scrubbing or circulating, surgical asepsis, gown and gloving procedures, draping techniques, are learned. This course will also include different types of incisions, specialized equipment, instruments, and supplies for each specialty.

SRT 202 Surgical Procedures II

4 Credits • SP

This course is a continuation of SRT 102; Surgical Procedures I. Included in this course is information for more advanced operative procedures such as neurosurgery, microsurgery procedures, cardiovascular and thoracic surgeries.

SRT 204 Advanced Clinical Practicum

8 Credits • SP

This course is a cooperative education work experience in a clinical health facility under direct supervision of faculty personnel. Students complete specific and predetermined learning objectives and surgical procedures.

WFM 100 Wildland Fire Management

45 Credits

This course is designed to acknowledge the skills and knowledge of wildland fire fighters in all phases of firefighting. Participants must be members of federal or state fire agencies. The course work listed (except general education requirements) for Wildland Fire Management certification, is delivered through federal fire training. Completion of all general education courses will allow a participant to apply for the Associates of Applied Science Degree. courses except general education requirements will be graded Pass/Fail.

WLD 131 Safety and Leadership

2 Credits • FA

The student will identify lab organization and safety procedures, demonstrate applied leadership skills and abilities, demonstrate and identify hand tools and their proper usage. The student will also demonstrate and identify power tools and equipment including their proper usage and maintenance.

WLD 132 Blueprint Reading for Welders

2 Credits • FA

The blueprint course will cover basic lines, views, dimensioning and structural shapes, abbreviation and weld symbols, working with structural and piping drawings and bill of materials.

WLD 133 Welding Theory

2 Credits • FA

This course consists of basic metallurgy, identification of metals and electrodes, theory of welding processes, identify proper usage of testing methods, welding gases, joint design and configuration, welding positions, welding currents and polarity. Welding qualifications and procedures will also be covered.

WLD 134 SMAW Practical

4 Credits • FA

SMA welding to include fillet and groove welds in all positions to the AWS standards.ccessfully completing this course may lead to certification.

WLD 135 Cutting Operations Lab I

2 Credits • FA

The student will learn and perform cutting operations to prepare weld coupons using the following processes: Manual OFC, Machine OFC on pipe and plate, Manual PAC, Machine PAC and CAC-A. The student will learn straight cutting techniques as well as beveling, piercing, gouging, and scarfing.

WLD 141 Blueprint Reading II

2 Credits • SP

This course will be a continuation of Blueprint Reading for Welders. The student will receive practice in mechanical drawing of blueprints as well as sheet metal layout and fabrication techniques. Multiple patterns will be drawn in the classroom and then fabricated in the shop.

Prerequisite: WLD 132

WLD 142 Welding Lab I

10 Credits • SP

This will be a continuation of SMAW Practical. The student will continue to learn different welding techniques for various joint configurations and positions using SMAW and GMAW welding processes. welds will be visually inspected to AWS/ASME standards.

Prerequisite: WLD 134

WLD 231 Welding Theory II

2 Credits • FA

This course will cover filler metal classifications for GMAW, FCAW, GTAW, and OFW as well as theory of the previous welding processes. The student will also continue the study of ferrous and non-ferrous alloys and their weldability.

Prerequisite: WLD 133

WLD 232 Welding Lab II

10 Credits • FA

This course is a continuation of WLD-142 and will focus on open root welds on plate in 4 test positions using GMAW and FCAW processes. Next, the student will be introduced to the GTAW process using mild steel, stainless steel and aluminum sheet metal following up with open root plate tests on 1/4" plate.

Prerequisite: WLD 142

WLD 233 Welding Lab III

10 Credits • SP

This course will focus on pipe welding test procedures using the SMAW, GMAW and GTAW welding processes in the 5G and 6G test positions. Completion of this course will require passing, to AWS acceptance criteria, multiple destructive bend tests on various sizes of pipe from 2" through 6".

Prerequisite: WLD 232; Corequisite: WLD 234

WLD 234 Welding Fabrication Lab

2 Credits • SP

In this course the student will be given a blueprint to construct a small pressure vessel. The student will be expected to program all of the necessary parts on the CNC plasma table, cut them from the required plate, prepare multiple parts from pipe and then weld them all together as per the blueprint. The welding will consist of four common welding processes and all welds will be done in position.

Corequisite: WLD 233

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BERRETT, Mariha
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BLAKELY, Clay
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Custodian Foreman

CASPER, Don

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Northwest Building Operators' Association Level 1

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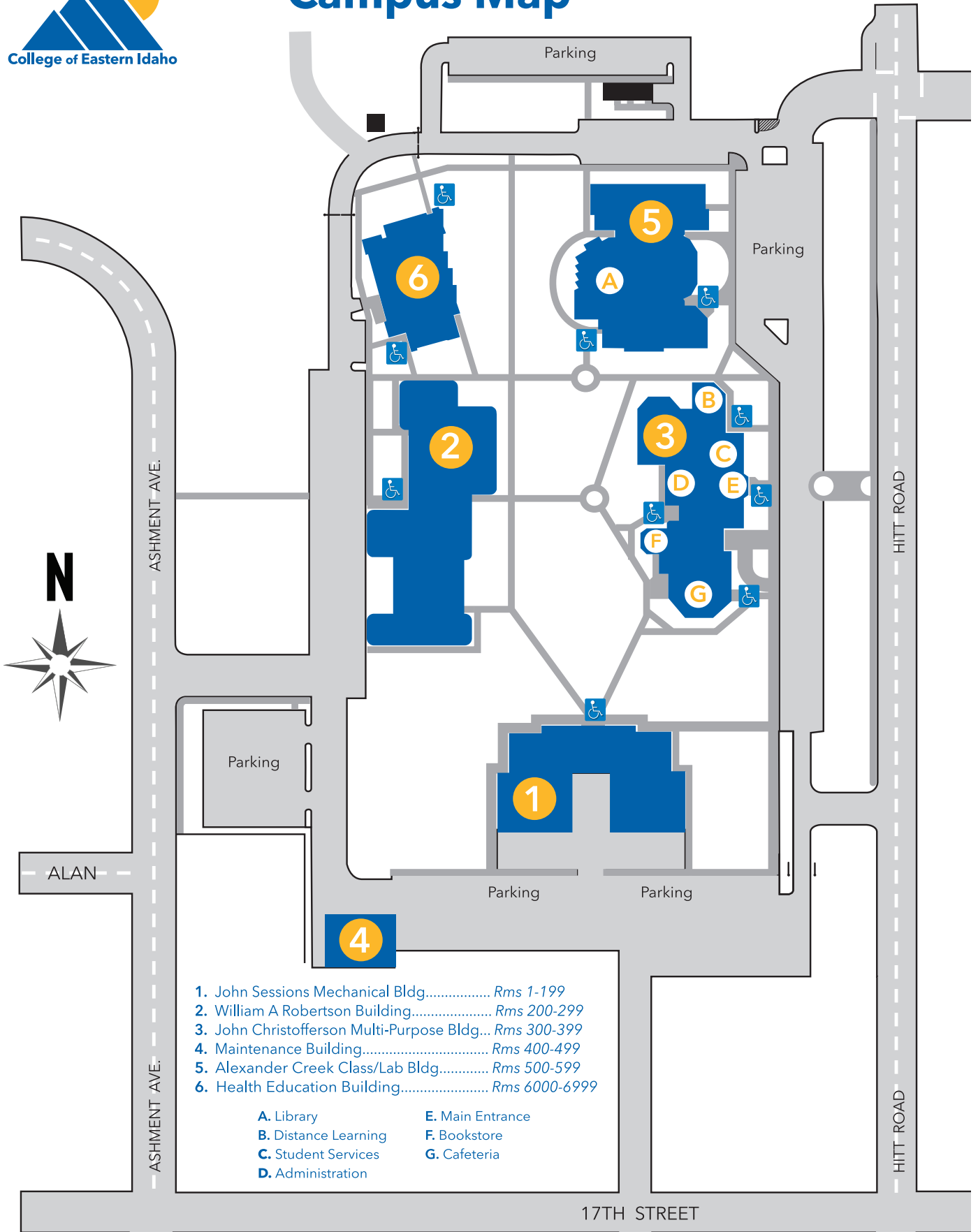M.B.A., Thunderbird School of Global Management

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WOODCOCK, Holly

CNA Instructor

WRIGHT, Tyler

INL Instructor

ZAPADKA, Julia

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M.A., Appalachian State University

Licensed Professional Counselor (LPC); (NBCC);

National Certified Counselor (NCC)

College of Eastern Idaho

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Parking

Parking

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HITT ROAD

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Parking

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Parking Parking

ASHMENT AVE.

HITT ROAD

1. John Sessions Mechanical Bldg................. *Rms 1-199*
2. William A Robertson Building..................... *Rms 200-299*
3. John Christofferson Multi-Purpose Bldg... *Rms 300-399*
4. Maintenance Building................................ *Rms 400-499*
5. Alexander Creek Class/Lab Bldg............. *Rms 500-599*
6. Health Education Building....................... *Rms 6000-6999*

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