
INTELLITEC COLLEGES CATALOG ADDENDUM

Supplement to the IntelliTec Colleges Student Catalog
2019-2021 Volume IX, January, Number 1

Date Created: February 25, 2020

Date Updated: December 9, 2020

Revisions to the Catalog, February 25, 2020

PG. 16 PARAGRAPHS 4 THROUGH 10

1. Replaced with:

Montgomery GI BILL® (CHAPTER 30):

The Montgomery GI BILL® Active Duty (MGIB-AD) can help you pay for education and training programs. If you've served at least 2 years on active duty.

VA Vocational Rehabilitation (Chapter 31)

If you have a service-connected disability that limits your ability to work or prevents you from working, the VA Vocational Rehabilitation and Employment (VR&E) program—also referred to as Chapter 31—can help. Find out if you're eligible and how to apply for vocational rehabilitation benefits and services, like help exploring employment options and any required training needs. In some cases, your family members may also be eligible for certain benefits.

Post-Vietnam Era Veterans' Educational Assistance Program (VEAP, Chapter 32)

You may be able to continue your education by using part of your military pay to help cover the cost of school. Find out if you can get benefits through the Veterans' Educational Assistance Program (VEAP)—a \$2-to-\$1 government-match program for educational assistance.

Post-9/11 GI BILL® (Chapter 33)

The Post-9/11 GI BILL® (Chapter 33) helps you pay for school or job training. If you've served on active duty after September 10, 2001, you may qualify for the Post-9/11 GI BILL® (Chapter 33).

Montgomery GI BILL®—Selected Reserve (MGIB-SR, Chapter 1606)

The Montgomery GI BILL® Selected Reserve (MGIB-SR) program offers up to 36 months of education and training benefits. If you're a member of the Army, Navy, Air Force, Marine Corps or Coast Guard Reserve, Army National Guard, or Air National Guard, you may be eligible for this benefit.

Survivors' and Dependents' Educational Assistance (DEA, Chapter 35)

Find out if you're eligible for VA education benefits for dependents and survivors (also called Chapter 35 benefits). If you're a dependent spouse or child—or the surviving spouse or child—of a Veteran, you may qualify for Chapter 35 benefits or job training through a GI BILL® program.

Educational and Career Counseling (Chapter 36)

Find out how to apply for VA Chapter 36 benefits to get free Veteran Educational and Career Counseling services. You may be eligible if you're leaving active service soon, if you've been discharged within the past year, or if you're the dependent of a Veteran.

Pg. 31 Attendance policy: 6th Day Absent and/or Tardy and preceding paragraph

1. Replaced with:

6th Day Absent and/or Tardy: The withdraw process will be started. A notification of termination letter will be sent via mail and email to the student on behalf of the Campus Director. As previously stated only the Campus Director has the authority not to withdraw the student. The student will be placed on a Student Support Plan when their attendance is affecting their academic standing within the course. Instructors and Program Supervisors will make daily checks to ensure the student is in

compliance with the Student Support Plan. If the student fails to comply with the Student Support Plan, then the Program Supervisor will notify the Director of Education and the student will be withdrawn and terminated from their program.

PG. 71 REFRIGERATION & HVAC PROGRAM IN GRAND JUNCTION

1. Class times replaced with: 5:50pm – 9:50pm

Revisions to the Catalog, April 13, 2020

Pg. 12 ADMISSIONS REQUIREMENTS

1. Now reads:

Education: Documentation of a U.S. High School Diploma, G.E.D., or equivalent. This must be received prior to the student starting class. A student may be eligible for admission without the above if they are eligible for the Eligible Career Pathway Program (ECPP) through Ability to Benefit (ATB). Please see the [Ability to Benefit \(ATB\) Admissions Policies](#) for further information.

IntelliTec College reserves the right to deny admission to anyone who is not reasonably capable of successfully completing and benefiting from the training offered.

Pg. 21 IMPORTANT ENROLLMENT AGREEMENT INFORMATION (CO)

1. Added the below statement:

_____ All students participating in the Eligible Career Pathway Program (ECPP) will be held to the refund policy outlined above. IntelliTec will not apply any separate fees due to a student participating in the ECPP.

Pg. 23 IMPORTANT ENROLLMENT AGREEMENT INFORMATION (NM)

1. Added the below statement:

_____ All students participating in the Eligible Career Pathway Program (ECPP) will be held to the refund policy outlined above. IntelliTec will not apply any separate fees due to a student participating in the ECPP.

Pg. 12 ABILITY TO BENEFIT (ATB) & ELIGIBLE CAREER PATHWAY PROGRAM (ECPP) POLICIES

1. The sections below will be added:

Ability to Benefit (ATB) Admissions Policies

Ability to Benefit (ATB) admission is available on a limited basis and is available for the following programs only:

ECPP ELIGIBLE PROGRAMS	CAMPUS LOCATIONS
Computer Systems Technician Certificate	Albuquerque
Cosmetology Certificate	Grand Junction, Pueblo
Medical Assistant Certificate	Grand Junction, Colorado Springs, Pueblo
Dental Assistant Certificate	Grand Junction
Automotive Technician Certificate	Grand Junction, Pueblo
Massage Therapy Certificate	Grand Junction, Pueblo
Medical Billing and Coding	Grand Junction, Colorado Springs, Pueblo

Students who are admitted to the College under the ATB designation will be required to attend academic advising throughout their program and will be monitored for participation on a weekly basis.

Additionally, all applicants must complete an interview with a school admissions representative to determine desire, ability and commitment, receive a tour of the campus, and review the school catalog. The student cannot sign an enrollment agreement until they pass the below Wonderlic test.

An applicant who is not a high school graduate or has not passed the GED and is seeking admission into an ATB eligible program must take and pass a two-part, independently administered, nationally standardized test recognized and approved by the United States Department of Education that measures basic skills in reading and arithmetic.

The Wonderlic Basic Skills Test (WBST) minimum scores	
Verbal 200	Quantitative 210

Intellitec College offers one Ability to Benefit classification. After successfully completing the Wonderlic test the student will need to seek admission through the Eligible Career Pathways Program (ECPP).

Eligible Career Pathway Program (ECPP)

Students enrolled into an ECPP will be concurrently enrolled in one of Intellitec's qualified vocational training programs and the Adult Education program offered through C4L Academy. The goal is for the student to be able to work towards earning an Adult Education High School Diploma while being able to work towards completing an Intellitec vocational training program concurrently. The Adult Education program is offered by an approved adult education service provider (C4L Academy) and not by the College.

The student is required to attend classes in the Adult Education Program and is expected to participate in those classes. The Adult Education program is offered remotely online and will also be available on campus, in a computer lab and will have an ECPP Coordinator available to support the students. The ECPP Coordinator will monitor participation and meet with the student every term to provide academic advisement. See specific details below under [ECPP Participation Requirements](#) & [ECPP Withdrawal](#).

ECPP Participation Requirements

If a student does not log in to their adult education component once during their [Introductory Period](#), the student will automatically be canceled from ECPP and Intellitec's vocational program. After the Introductory Period if a student does not log into the Adult Education component for 7 consecutive calendar days the student will be issued a documented ECPP Participation Advisement by the ECPP Coordinator. On the 14th consecutive calendar day missed the student will be withdrawn from Intellitec College. Also, if a student fails to meet Intellitec's [Academic Progress Policies](#) as they apply to the vocational program they will be withdrawn from Intellitec College.

ECPP Withdrawal

Upon withdrawal the student will be held to the same catalog defined [refund policy](#) as non ECPP participating students. Intellitec will not apply any separate fees due to a student participating in the ECPP. If a student is withdrawn from IntelliTec College before completing their High School Diploma and Vocational program, they will not have access to IntelliTec's resources unless they re-enroll at IntelliTec College.

Receiving the earned High School Diploma

Although Intellitec has designed ECPP requirements to promote the completion of both a high school diploma and an Intellitec vocational program the College does not guarantee that the student will receive a high school diploma or its equivalent. Completing the vocational component of the ECPP program is not a requirement to earn a high school diploma. Upon successful completion of the adult education component of the program the student may request a copy of their transcript directly from the adult education vendor.

If a student graduates from Intellitec's vocational program before completing the Adult Education component they will still be able to access C4L Academy and Intellitec's resources to continue working toward earning a High School Diploma.

Eligible Career Pathway Program (ECPP) Readmission and Leave of Absence (LOA)

Withdrawn ECPP students wishing to re-enroll are subject to IntelliTec's [Re-Admission Policy](#) in addition to an interview to evaluate the student's ability to continue the Adult Education component of the ECPP.

Active ECPP students who take a [Leave of Absence \(LOA\)](#) from IntelliTec College's vocational program are still able to participate in the Adult Education component of the ECPP remotely if they are able. However, if the student is unable to participate in the Adult Education component while on a Leave of Absence (LOA) they will be expected to continue participation when they return to IntelliTec College from their LOA

Pg.64 PROGRAMS OF STUDY & COURSE DESCRIPTIONS

1. Added after existing Massage Therapy program (next page)

Massage Therapy

Campuses: Grand Junction, Pueblo

MAJOR: MASSAGE THERAPY

Certificate: Massage Therapy

Time: 9 months

Contact Hours: 750

Objective:

Graduates will have developed massage therapy skills through hands on applications in and out of the classroom and lab setting. Graduates will complete the program with the necessary skills to perform Swedish, Therapeutic, and Deep Tissue Massage Therapy, Massage techniques for specific injuries, detailed client assessments, session documentation, and treatment planning. Graduates will gain knowledge about the various work options Massage Therapists have in the industry including working as an employee or in an independent practice, and how to market themselves and their practice. Graduates will have knowledge and practice to prepare them to sit for their Massage and Bodywork Licensing Exam (MBLEX) which is necessary for obtaining their Massage Therapy license in the State of Colorado. Graduates will also have enough contact hours to register to be Certified with the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB).

Course Number	Course Content	Contact Hours
CCR-100	College and Career Readiness	120
MT-105	Swedish Massage Techniques and Ethics	120
MT-115	Kinesiology	120
MT-130	Anatomy and Physiology, Pathology, and Advanced Charting	120
MT-155	Therapeutic Deep Tissue Techniques	120
MT-180	Clinical Massage and Marketing	<u>150</u>
TOTAL CONTACT HOURS		750

Class hours per week: 20/25 in MT-180

Course Schedule			
<u>Course Number</u>	<u>Days of the Week</u>	<u>Day Students</u>	<u>Night Students</u>
MT-180	Monday - Friday	9:00am - 2:00pm	N/A
All Other Classes	Monday - Thursday	9:00am - 2:00pm	5:00pm-10:00pm

For more information about our graduation rates, the median debt of students who completed the program, and other important information visit www.intellitec.edu.

Massage Therapy

Campuses: Grand Junction, Pueblo

CCR-100 COLLEGE AND CAREER READINESS

8.0 Credit Hours

Prerequisite(s): None

This course is designed to prepare students for Career Training Success. It will introduce skills to prepare students for personal growth and success in their career. Emphasis will be placed on aiding students in the development of a variety of soft skills necessary for success in their career field and classroom interactions to include Stress Management, Effective Study Skills, Time Management, Leadership Development, Team Building, Financial Literacy, Effective Communication Skills, Diversity and Conflict Resolution, Career Readiness and Overcoming Road Blocks to Success. Students will also participate in activities to help develop the necessary skills to cope with and manage common obstacles that may arise in the workplace. Upon successful completion of this course, students will be ready to begin their educational journey in their chosen program feeling confident and prepared to engage in the classroom and lab setting.

MT-105 SWEDISH MASSAGE TECHNIQUES AND ETHICS

7.5 Credit Hours

Prerequisite: CCR-100

This course will cover the history of massage, fundamental massage techniques including effleurage, petrissage, elongation strokes, draining, cross fiber friction, and seated chair massage. Proper body mechanics and self-care techniques, massage equipment, sanitation, hygiene, and safety will also be covered. Client assessment, treatment planning and documentation is covered along with professional communication and ethics. Students will begin preparations for the massage licensing exam that is required to practice Massage Therapy in most states.

MT-115 KINESIOLOGY

7.5 Credit Hours

Prerequisite: CCR-100

This course will teach students basic kinesiology terminology, an overview of the skeletal system, an overview of how the muscular system works, how to properly palpate, and how to use bony palpation as landmarks for finding muscles. The muscular system will be covered in depth; students will learn the attachments, actions, nerve innervation, and treatment considerations for the skeletal muscles. Students should develop their palpation skills and be able to properly identify bones, bony landmarks, muscles and their origin and insertions. Students will utilize basic elongation strokes to begin in their understanding of how to properly apply massage techniques to the muscles from attachment to

attachment. Students will begin preparations for the massage licensing exam that is required to practice Massage Therapy in most states.

MT-130 ANATOMY AND PHYSIOLOGY, PATHOLOGY, AND ADVANCED CHARTING

4.0 Credit Hours

Prerequisite: CCR-100

This course will introduce students to the systems of the body and various pathologies that are associated with those systems. The systems covered include Integumentary, Endocrine, Cardiovascular, Reproductive, Lymphatic, Respiratory, Nervous, Digestive, Skeletal, and Muscular system. Upon completion of this course, students will be able to identify pathologies through observation and client intake, in order to determine if the client is indicated or contraindicated for massage. Students will gain experience in SOAP charting and assessment skills focusing on body posture and gait. Students will take a BLS CPR class and earn their CPR certification within this course.

MT-150 SPECIALIZED MASSAGE THERAPY

7.0 Credit Hours

Prerequisite(s): MT-105, MT-115, MT-130

This course will cover an introduction to Aromatherapy, Reflexology, Hydrotherapy, and Spa Services which will include salt glow, body polish, mud wrap, seaweed wrap and hot stone massage. Therapeutic services such as intense back treatment and intense scalp treatment, as well as add-on services that include cellulite treatment, cold stone face massage and hot towel treatment will be covered. Massage for special populations will be covered with an introduction to sports massage, prenatal massage, and massage for older adults. Students will also gain knowledge and experience in up selling and marketing specialty massage services. Students will continue preparations for the licensing exam that is required to practice massage in most states.

MT-155 THERAPEUTIC DEEP TISSUE TECHNIQUES

7.0 Credit Hours

Prerequisite(s): MT-105, MT-115, MT-130

This course will cover advanced massage techniques including assessment, treatment planning, and documentation, myofascial release, connective tissue release, deep tissue massage, proprioception and neuromuscular approaches including trigger point therapy. Musculoskeletal injury and massage and massage for chronic pain conditions will be

Massage Therapy Course Descriptions

Campuses: Grand Junction, Pueblo

covered. Students will continue preparations for the licensing exam that is required to practice massage in most states.

MT-180 CLINICAL MASSAGE AND MARKETING

8.0 Credit Hours

Prerequisite: MT-105, MT-115, MT-130, MT-150, MT-155

Marketing, advertising, business design, client interactions, promotional development, portfolio design, interview preparation, career planning, and communication will all be covered. Outside clientele will be seen in the clinic and students are responsible for booking appointments, conducting client intake, providing services,

record keeping office duties, goal setting and business tasks. Students will finalize preparations for the licensing exam that is required to practice Massage Therapy in most states.

Revisions to the Catalog, April 13, 2020

Pg.5 Academic Calendar: Holidays and Breaks

1. The below dates in 2020 were updated:

Summer Break is now May 25-29

May Term Is now June term and begins on June 1

June term ends on July 10

Pg.64 PROGRAMS OF STUDY & COURSE DESCRIPTIONS

1. Two below programs were added into section (next page):

PROGRAM OF STUDY

MEDICAL BILLING AND CODING

CAMPUSES: COLORADO SPRINGS, PUEBLO, GRAND JUNCTION

MAJOR: MEDICAL BILLING AND CODING

Certificate: Medical Billing and Coding

Time: 12 months

Credit Hours: 61.5

Objective: The Medical Billing and Coding Certificate Program is designed to prepare students for entry-level positions as a Medical Biller and Coder in a variety of healthcare settings. Students will gain a strong understanding of the human body to include the functions of the major body systems in conjunction with medical terminology in order to accurately document what transpires during the care of patients within the medical setting. Students will learn basic computer skills, industry billing and coding software, the significance of the insurance claim process and the secure transfer of personal health information. Graduates are prepared to sit for the CMAA Certified Medical Administrative Assistant, CEHRS Certified Electronic Health Record Specialist, CBCS Certified Billing & Coding Specialist, CPC-A Certified Professional Coder, and the CPB-Certified Professional Biller exams.

Course Number	Course Name	Credit Hours
CCR-100	College and Career Readiness	8.0
BC-101	Human Anatomy and Physiology with Medical Terminology	7.5
BC-102	Typing Fundamentals and MS Essentials	7.5
BC-103	Medical Law and Ethics with Electronic Health Records	7.5
BC-110	Billing and Coding	7.5
BC-115	Advanced Physicians Coding	7.5
BC-116	Advanced Facility Coding	7.5
BC-120	Billing and Coding Capstone	7.5
ACD-150	Advanced Career Development	1.0
Total Credit Hours		61.5

Class hours per week: 20/25 During ACD-150

Classes with Flexible Course Schedule	
<u>Days of the Week</u>	<u>Hours Available</u>
Friday	8:00am - 5:00pm
Monday - Thursday	9:00am - 10:00pm

CCR-100 Set Course Schedule		
<u>Days of the Week</u>	<u>Day Students</u>	<u>Night Students</u>
Monday - Thursday	9:00am - 2:00pm	5:00pm-10:00pm

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MEDICAL BILLING AND CODING COURSE DESCRIPTIONS

CAMPUSES: COLORADO SPRINGS, PUEBLO, GRAND JUNCTION

CCR-100 COLLEGE AND CAREER READINESS

8.0 Credit Hours

Prerequisite(s): None

This course is designed to prepare students for Career Training Success. It will introduce skills to prepare students for personal growth and success in their career. Emphasis will be placed on aiding students in the development of a variety of soft skills necessary for success in their career field and classroom interactions to include Stress Management, Effective Study Skills, Time Management, Leadership Development, Team Building, Financial Literacy, Effective Communication Skills, Diversity and Conflict Resolution, Career Readiness and Overcoming Road Blocks to Success. Students will also participate in activities to help develop the necessary skills to cope with and manage common obstacles that may arise in the workplace. Upon successful completion of this course, students will be ready to begin their educational journey in their chosen program feeling confident and prepared to engage in the classroom and lab setting.

BC-101: HUMAN ANATOMY AND PHYSIOLOGY WITH MEDICAL TERMINOLOGY

7.5 Credit Hours

Prerequisite: CCR-100

Upon completion, the student will have the necessary knowledge, of the twelve main systems of the human anatomy. This includes the structure and function of cells, tissues, and organs and of the physiological concepts and processes of the human body's systems. The student will develop basic skills in medical terminology necessary to perform proper diagnostic and procedure coding. This course will teach the student to become proficient using medical terms, while learning medical abbreviations and acronyms. The student will learn proper spelling of all body systems and understand the relationship of medical terminology to anatomy and physiology while obtaining knowledge of media terminology as it relates to pathologies and that affect the body systems.

BC-102: TYPING FUNDAMENTALS AND MS ESSENTIALS

7.5 Credit Hours

Prerequisite: CCR-100

This course provides students with an integrated keyboarding system designed to train students to be successful in keyboarding. Upon completion of this course students will have a knowledge of Microsoft Office, Windows, and computer concepts with the use

of an adaptive three step learning and assessment path which includes a pre-test, a lesson, and a post-test.

BC-103: MEDICAL LAW AND ETHICS WITH ELECTRONIC HEALTH RECORDS

7.5 Credit Hours

Prerequisite: CCR-100

Upon completion of this course students will be able to analyze the electronic medical record and apply legal standards with regard to medical record definition, completion, and release to patient and/or third party.

BC-110: BILLING AND CODING

7.5 Credit Hours

Prerequisite(s): BC-101, BC-102, BC-103

Upon successful completion of this course, the student will have the knowledge and basic understanding of medical billing as pertains to all aspects of submitting, tracing, appealing, and transmitting claims for today's full range of health plans using diagnostic coding, procedural coding, office and insurance collection strategies with Medicare considerations. Students will begin basic coding and use of coding books.

BC-115: ADVANCED PHYSICIANS CODING

7.5 Credit Hours

Prerequisite(s): BC-101, BC-102, BC-103

Upon successful completion of this course, students will be able to abstract information and apply diagnosis and procedural codes from documentation detailing physician services to patients.

BC-116: ADVANCED FACILITY CODING

7.5 Credit Hours

Prerequisite(s): BC-101, BC-102, BC-103

Upon successful completion of this course, students will be able to apply diagnosis and procedure codes as they pertain to services provided in a facility. Students will learn proper application of diagnosis related groups based on diagnosis and complicating diagnoses.

BC-120: BILLING AND CODING CAPSTONE

7.5 Credit Hours

Prerequisite(s): BC-101, BC-102, BC-103, BC-110, BC-115, BC-116

Upon successful completion of this course, students will be able to properly abstract information from any medical document and apply diagnosis and/or

MEDICAL BILLING AND CODING COURSE DESCRIPTIONS

CAMPUSES: COLORADO SPRINGS, PUEBLO, GRAND JUNCTION

procedure codes. Students will prepare to sit for CPC-A or CCA exam to becoming certified in medical coding.

professionalism as it relates to the interview process and ultimately their career.

ACD-150 ADVANCED CAREER DEVELOPMENT

1 Credit Hours

Prerequisite(s): None

During this course students will learn and develop their skills in various aspects that will contribute to career success. They will learn how to empower themselves for their career through preparation and proper goal setting. Students will learn how to properly develop an effective resume and cover letter, how to appropriately prepare for the interview process, what to expect during an interview, and how to follow-up once the interview is completed. They will specifically focus on developing understanding of the hiring process, the role of social media and networking play, how to search for jobs, what their worth is and what the job market is like. Students will also have the opportunity to perform a mock interview, focusing on how to answer common questions, as well as gain, develop their

PROGRAM OF STUDY

AUTOMOTIVE TECHNICIAN

CAMPUSES: GRAND JUNCTION, PUEBLO

MAJOR: AUTOMOTIVE TECHNICIAN

Certificate: Automotive Technician

Time: 15 months

Credit Hours: 72

Objective: Graduates will have developed the occupational skills in a heavily hands-on environment needed to function effectively in an entry-level employment position within the automotive service and repair industry. Through the utilization of short lectures and demonstrations, hands-on trainers, and in-depth live vehicle labs, graduates will have exposure to a simulated automotive repair facility environment. Successful graduates will have demonstrated competency in brakes, steering, and suspension systems, transmissions and vehicle drivetrains, electrical systems, A/C systems, and interpreting diagnostic and troubleshooting routines related to engine performance and vehicle operation. Personal safety and shop safety practices will be emphasized and practiced throughout this training experience. With the implementation of student ASE tests and training on various types of diagnostic equipment, the graduate will be prepared to sit for various ASE and Snap-on certifications.

Course Number	Course Name	Credit Hours
CCR-100	College and Career Readiness	8.0
AUTB-101	Introduction to Automotive Industry	7.0
AUTB-102	Automotive Electrical Fundamentals	7.0
AUTB-103	Engine Fundamentals, Diagnosis, & Repair	7.0
AUTB-104	Manual / Automatic Transmissions & Drivetrain	7.0
AUTB-105	Power Accessories & A/C	7.0
AUTB-106	Brakes, Steering & Suspension	7.0
AUTB-107	Engine Performance & Computer Control	7.0
AUTB-108	Light Vehicle Diesel Engines	7.0
AUTB-109	Automotive Capstone	7.0
ACD-150	Advanced Career Development	1.0
Total Credit Hours		72

Class hours per week: 20/25 During ACD-150

Classes with Flexible Course Schedule	
<u>Days of the Week</u>	<u>Hours Available</u>
Friday	8:00am - 5:00pm
Monday - Thursday	9:00am - 10:00pm

CCR-100 Set Course Schedule		
<u>Days of the Week</u>	<u>Day Students</u>	<u>Night Students</u>
Monday - Thursday	9:00am - 2:00pm	5:00pm-10:00pm

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Automotive Technician Course Descriptions

CAMPUSES: COLORADO SPRINGS, GRAND JUNCTION, PUEBLO

CCR-100 COLLEGE AND CAREER READINESS

8.0 Credit Hours

Prerequisite(s): None

This course is designed to prepare students for Career Training Success. It will introduce skills to prepare students for personal growth and success in their career. Emphasis will be placed on aiding students in the development of a variety of soft skills necessary for success in their career field and classroom interactions to include Stress Management, Effective Study Skills, Time Management, Leadership Development, Team Building, Financial Literacy, Effective Communication Skills, Diversity and Conflict Resolution, Career Readiness and Overcoming Road Blocks to Success. Students will also participate in activities to help develop the necessary skills to cope with and manage common obstacles that may arise in the workplace. Upon successful completion of this course, students will be ready to begin their educational journey in their chosen program feeling confident and prepared to engage in the classroom and lab setting.

AUTB-101: INTRODUCTION TO AUTOMOTIVE INDUSTRY

7.0 Credit Hours

Prerequisite: CCR-100

This course is designed to orient students to the automotive industry and repair environment. Students should apply the topics of this course to identify automotive systems; recognize diagnostic, repair, and maintenance tools and equipment; describe the diagnostic process; properly document a basic repair order; and demonstrate the navigation of a repair database. Student demonstration of shop and tool safety procedures, fluid and materials safety is a must.

Lab:

Labs are designed to cover the fundamentals of the automotive industry. Student will engage in hands-on assignments and projects to get them acquainted with hand and power tools, shop equipment operation, shop safety, basic maintenance services, and systems of the automobile. Student demonstration of shop and tool safety procedures, fluid and materials safety is a must.

AUTB-102: AUTOMOTIVE ELECTRICAL FUNDAMENTALS

7.0 Credit Hours

Prerequisite: CCR-100

This course is designed to cover the fundamentals of automotive electronics and build a foundation for students' future courses and work. Topics include basic

electrical principles and laws, electrical circuits and wiring diagrams, theories of magnetism, general automotive electrical systems, batteries, starting systems and motors, charging systems, and electronics and computer systems. The course covers problems that can occur in automotive electrical and electronic systems, as well as the testing tools and techniques used in diagnosing such problems. Students will gain hands-on experience in inspecting, measuring, servicing, and identifying problems with electrical and electronic systems of automobiles.

Lab:

Labs are designed to cover the fundamentals of automotive electronics and build a foundation for students' future courses and work. Labs include implementation of basic electrical principles and laws, application of electrical circuits and wiring diagrams, theories of magnetism, general automotive electrical systems, batteries, starting systems and motors, charging systems, and electronics and computer systems. The course covers problems that can occur in automotive electrical and electronic systems as well as the testing tools and techniques used in diagnosing such problems. Students will apply hands-on skills in inspecting, measuring, servicing, and identifying problems with electrical and electronic systems of automobiles.

AUTB-103: ENGINE FUNDAMENTALS, DIAGNOSIS, & REPAIR

7.0 Credit Hours

Prerequisite: CCR-100

After successful completion of this course, students should be able to explain the inner working of the four-stroke engine, including diagnostic and maintenance / repair procedures. Safety, cleaning, measurements, and proper diagnostic procedures will be emphasized. Students become familiar with engine subsystems, components, fluids, and timing belt systems.

Lab:

Upon completion of this course, students should be able to diagnose and repair the automotive four-cycle engine. In a lab setting Safety, cleaning, measurements, and proper diagnostic procedures will be demonstrated. Students apply knowledge in a lab setting using engines, engine sub-systems, components,

Automotive Technician Course Descriptions

CAMPUSES: COLORADO SPRINGS, GRAND JUNCTION, PUEBLO

fluids, and timing belt systems to demonstrate proper diagnostic and maintenance procedures.

AUTB-104: MANUAL/AUTOMATIC TRANSMISSIONS & DRIVETRAIN

7.0 Credit Hours

Prerequisite(s): CCR-100, AUTB-101, AUTB-102, AUTB-103

In this course, students develop the skills necessary to properly identify and interpret drivetrain concerns. Students gain knowledge in clutches, operation of the transmission/transaxle, driveshaft, half shaft, CV joint, ring and pinion, differential case assembly, limited-slip differential, and four-wheel/all-wheel drive systems. This course is designed to cover the fundamentals and build a foundation for the student to draw from. Upon completion, the student should be able to explain diagnosis and service procedures for automatic transmissions and transaxles. The student should also be able to identify common out-of-car service and diagnostic procedures, including removal and replacement of the transmission/transaxle assembly.

Lab:

In the lab setting, students apply skills to properly identify and interpret drivetrain concerns. Students diagnose and repair clutch systems as well as transmission/transaxle, driveshaft, half shaft, CV joint, ring and pinion, differential case assembly, limited-slip differential, and four-wheel/all-wheel drive systems. Upon completion of this course, the student should be able to diagnose and service automatic transmissions and transaxles. Execution of common out-of-car service and diagnostic procedures, including removal and replacement of the transmission/transaxle assembly, is demonstrated.

AUTB-105 POWER ACCESSORIES & A/C

7.0 Credit Hours

Prerequisite(s): CCR-100, AUTB-101, AUTB-102, AUTB-103

This course introduces the student to basic and computerized automobile accessory systems, including the heating, ventilation, and air conditioning system. Students become familiar with system operation, and basic computer diagnostics. Building upon the electrical and electronic instruction in previous courses, students expand their learning to electrical accessory circuits on the automobile. This course covers the fundamentals of servicing heating and A/C, restraint, and electrical accessories systems.

Lab:

During assigned lab the student will perform basic and computerized automobile accessory systems, including

the heating, ventilation, and air conditioning system. Students become familiar with system operation, apply wiring diagrams to diagnose and repair electrical issues, and basic computer diagnostics. Building upon the electrical and electronic instruction and application in previous courses, students expand their skill set to electrical accessory circuits on the automobile. Students will diagnose and service heating and A/C, restraint, and electrical accessories systems.

AUTB-106: BRAKES, STEERING & SUSPENSION

7.0 Credit Hours

Prerequisite(s): CCR-100, AUTB-101, AUTB-102, AUTB-103

After successful completion of this course, students should be able to explain how to service and repair brake system concerns and suspension/steering concerns. Students will become familiar with hydraulic system service, disc and drum brake service, antilock brake systems diagnosis and repair, steering and suspension systems, power assist steering, wheels/tires, shock absorbers, four-wheel alignments, and traction control systems.

Lab:

Upon completion of assigned labs, the student should be able to service and repair brake systems as well as suspension and steering systems. Also, the student will gain experience with hydraulic system service, disc and drum brake service, including on-car and off-car brake lathes, antilock brake system diagnosis and repair, power assist steering, tires and wheels, shock absorbers, four-wheel alignment, and traction control systems.

AUTB-107: ENGINE PERFORMANCE & COMPUTER CONTROL

Prerequisite: CCR-100, AUTB-101, AUTB-102, AUTB-103

This course provides an introduction to onboard computerized engine control systems used on vehicles. Students should gain a working knowledge of ignition systems, fuel systems, intake and exhaust systems, and emission control systems. In addition, diagnostic scopes and scanners are covered in depth. Engine performance characteristics and evaluation for hybrid and electrical vehicle types are also addressed.

Lab:

Lab provides students with fundamental hands-on experience in obtaining and interpreting data from on-board computerized engine-control systems. Students use on-board systems, diagnostic lab scopes, and scanners to test, analyze, and service the performance of ignition systems, fuel systems, intake and exhaust systems, and emission control systems. Hybrid and

Automotive Technician Course Descriptions

CAMPUSES: COLORADO SPRINGS, GRAND JUNCTION, PUEBLO

electrical vehicle types are included, with an emphasis on service and safety precautions particular to these vehicles.

AUTB-108: LIGHT VEHICLE DIESEL ENGINES

Prerequisite: CCR-100, AUTB-101, AUTB-102, AUTB-103

After successful completion of this course, students should have an understanding of diesel engine function and operation. Students will become familiar with the diesel engine, subsystems, components, fluids, fuel delivery systems, and servicing and maintenance. Upon completion of this course, students should have an understanding of diesel electronic control systems. Knowledge needed to diagnose, test, and service common diesel electronic fuel injection systems, engine electronic systems, and diesel charging and starting systems are covered.

Lab:

Upon completion of this course, students should have the basic skills needed to diagnose and perform maintenance/repairs on diesel engines. Performing repairs and service to diesel subsystems, components, fluids, and fuel delivery systems is the focus. Upon completion of this course, students should have developed the skills needed to diagnose and repair diesel electronic control systems. Students perform practical labs in diagnostic testing procedures and service of common diesel electronic fuel injection systems, engine electronic systems, and diesel charging and starting systems.

AUTB-109: AUTOMOTIVE CAPSTONE

Prerequisite: CCR-100, AUTB-101, AUTB-102, AUTB-103, AUTB-104, AUTB-105, AUTB-106, AUTB-107, AUTB-108

This course is designed to provide students review and preparation covering all aspects of the automotive

program. Repair order preparation, technician documentation and scheduling will be incorporated along with a review of all automotive systems to prepare students for real world service applications.

Lab:

This course is designed to provide students review and extended hands-on learning opportunities covering all aspects of the automotive program. Students should use critical thinking skills and apply the use of advanced diagnostic tools to challenging drivability concerns. Students apply their learning thus far to demonstrate proper maintenance and repairs to all automotive systems by completing modules designed to simulate real world service applications.

ACD-150 ADVANCED CAREER DEVELOPMENT

1 Credit Hours

Prerequisite(s): None

During this course students will learn and develop their skills in various aspects that will contribute to career success. They will learn how to empower themselves for their career through preparation and proper goal setting. Students will learn how to properly develop an effective resume and cover letter, how to appropriately prepare for the interview process, what to expect during an interview, and how to follow-up once the interview is completed. They will specifically focus on developing understanding of the hiring process, the role of social media and networking play, how to search for jobs, what their worth is and what the job market is like. Students will also have the opportunity to perform a mock interview, focusing on how to answer common questions, as well as gain, develop their professionalism as it relates to the interview process and ultimately their career.

Revisions to the Catalog, July 15, 2020

Pg.64 PROGRAMS OF STUDY & COURSE DESCRIPTIONS

1. Albuquerque Campus was added to the list of schools offering Medical Billing and Coding. The details of this program are on page 10 of this document.

Pg.64 PROGRAMS OF STUDY & COURSE DESCRIPTIONS

1. The Electrical Program was added to the Pueblo Campus and the Colorado Springs Campus see next page for details and description.

PROGRAM OF STUDY

Electrical Technician

CAMPUSES: COLORADO SPRINGS, PUEBLO

MAJOR: ELECTRICAL TECHNICIAN

Certificate: Electrical Technician

Time: 10.5 months

Credit Hours: 54

Objective: The Electrical Technician program is designed for students to develop the skills and knowledge for entry-level employment as an Electrical Technician, Electrical Repair Technician or Residential Wireman in the residential, commercial and construction industry. Graduates will have credentials from the National Center for Construction Education & Research (NCCER), as the college is a NCCER Accredited Training Sponsor. Successful graduates will be prepared to register as an apprentice, as well as, sit for the Residential Wireman exam provided by the Division of Private Occupations State Electrical Board upon completion of required work experience of one year.

Course Number	Course Name	Credit Hours
CCR-100	College and Career Readiness	8.0
ELC-101	Core and Introduction to the Electrical Trade	7.5
ELC-102	Theory and Fundamentals of the Electrical Trade	7.5
ELC-103	Cabling, Conductors and Electrical Systems	7.5
ELC-104	Lighting and Maintenance	7.5
ELC-105	Electric Circuits, Control Units and Calculating	7.5
ELC-106	Troubleshooting, Hazards and Crew Leadership	7.5
ACD-150	Advanced Career Development	1.0
Total Credit Hours		54

Class hours per week: 20/25 During ACD-150

Course Schedule			
<u>Course Number</u>	<u>Days of the Week</u>	<u>Day Students</u>	<u>Night Students</u>
ACD-150	Friday	9:00am - 2:00pm	N/A
All Other Classes	Monday - Thursday	9:00am - 2:00pm	5:00pm-10:00pm

For more information about our graduation rates, the median debt of students who completed the program, and other important information visit www.intellitec.edu

Electrical Technician Course Descriptions

CAMPUSES: COLORADO SPRINGS, PUEBLO

CCR-100 COLLEGE AND CAREER READINESS

8.0 Credit Hours

Prerequisite(s): None

This course is designed to prepare students for Career Training Success. It will introduce skills to prepare students for personal growth and success in their career. Emphasis will be placed on aiding students in the development of a variety of soft skills necessary for success in their career field and classroom interactions to include Stress Management, Effective Study Skills, Time Management, Leadership Development, Team Building, Financial Literacy, Effective Communication Skills, Diversity and Conflict Resolution, Career Readiness and Overcoming Road Blocks to Success. Students will also participate in activities to help develop the necessary skills to cope with and manage common obstacles that may arise in the workplace. Upon successful completion of this course, students will be ready to begin their educational journey in their chosen program feeling confident and prepared to engage in the classroom and lab setting.

ELEC-101: CORE AND INTRODUCTION TO THE ELECTRICAL TRADE

7.5 Credit Hours

Prerequisite: CCR-100

This course is designed to orient students to the Electrical trade and prepare them for what is to be expected in the field. Students will gain knowledge regarding the safety rules and regulations, including OSHA-mandated procedures as they relate to electricians. Students will learn about electrical concepts in relation to circuits, the different types of circuits, and circuit analysis. Students will learn methods for understanding and use of National Electrical Code, and will become familiar with the hardware and systems that are used by electricians for mounting and supporting various devices. An introduction to conduit bending and installation as well as techniques will be covered in this course.

ELEC-102: THEORY AND FUNDAMENTALS OF THE ELECTRICAL TRADE

7.5 Credit Hours

Prerequisite: CCR-100

In this course students will develop an understanding of the types and applications of raceways, wireways, conductors, and proper wiring techniques. Students will learn about electrical prints, drawings, and symbols, they will also learn about the types of information that can be found on schematics, one-lines, and wiring diagrams. Students will learn about the electrical devices and wiring that is common in residential construction, they will also practice making service calculations. The proper selection, inspection, and

use of common electrical test equipment as well as the safety precautions and meter category ratings will be covered. Students will learn about alternating-current systems and Ohm's law, AC and DC motors, and handling and installation of various types of lamps and lighting fixtures. During this course there will be a focus on the applicable NEC requirements.

ELEC-103: CABLING, CONDUCTORS AND ELECTRICAL SYSTEMS

7.0 Credit Hours

Prerequisite: CCR-100, ELEC-101, ELEC-102

In this course students will learn about bends in conduit, with a focus on mechanical, hydraulic, and electrical benders, as well as how to select and size pull boxes, junction boxes, and handholes. Transportation, storage, and set up of cable reels; methods of rigging; and procedures for complete cable pulls in raceways and cable trays including installation requirements will be covered. Students will learn methods of terminating and splicing conductors, the purpose of grounding and bonding electrical systems, and thoroughly cover NEC requirements. Fuses, circuit breakers, sizing, and descriptions of various types of contactors and relays along with their practical applications will be covered as well.

ELEC-104: LIGHTING AND MAINTENANCE

7.5 Credit Hours

Prerequisite(s): CCR-100, ELEC-101, ELEC-102

In this course students will learn how to calculate branch circuit and feeder loads for residential and commercial applications, learn factors involved in conductor selection, and learn the NEC requirements for equipment installed in hazardous locations. The types of incandescent, fluorescent, and HID lamps, along with troubleshooting and various types of lighting controls will be covered. Students will learn how to size and select circuit breakers and fuses for various applications along with short circuit calculations and troubleshooting. Students will discuss and learn about switchboards and switchgear, including installation, grounding, and maintenance as well as transformer types, construction, connections, protection and grounding.

ELEC-105: ELECTRIC CIRCUITS, CONTROL UNITS AND CALCULATING

7.5 Credit Hours

Prerequisite(s): CCR-100, ELEC-101, ELEC-102

This course will cover the components, installation considerations, and NEC requirements for commercial services. Students will learn about calculations required to size conductors, installation, termination, and testing of voice, data, and video cabling systems as well as selecting,

Electrical Technician Course Descriptions

CAMPUSES: COLORADO SPRINGS, PUEBLO

sizing, and installing motor controllers. Students will learn basic calculation procedures for commercial and residential applications, installation of electric circuits in health care facilities, and the NEC requirements for electric generators and storage batteries. Students will learn about the function and operation of basic electronic devices, fire alarm control units, Digital Alarm Communicator Systems (DACS), wiring for alarm initiating and notification devices, and alarm system maintenance. The various types of transformers and their applications as well as selecting, sizing, and installing these devices will also be covered.

perform a mock interview, focusing on how to answer common questions, as well as gain, develop their professionalism as it relates to the interview process and ultimately their career.

ELEC-106: TROUBLESHOOTING, HAZARDS AND CREW LEADERSHIP

7.5 Credit Hours

Prerequisite(s): CCR-100, ELEC-101, ELEC-102

In this course, students will learn about applications and operating principles of solid-state controls, reduced-voltage starters, and adjustable frequency drives as well as troubleshooting procedures. An overview of electrical systems, their controls, electrical troubleshooting, and NEC requirements will be covered. Students will learn about heat tracing applications and installation requirements, motor cleaning, testing, preventative maintenance, and basic troubleshooting procedures. Students will learn the NEC requirements for medium-voltage terminations and splices as well as the NEC requirements for selecting and installing equipment, enclosures, and devices in special locations. Students will also learn the fundamentals of crew leadership and how to manage electrical hazards.

ACD-150 ADVANCED CAREER DEVELOPMENT

1 Credit Hours

Prerequisite(s): None

During this course students will learn and develop their skills in various aspects that will contribute to career success. They will learn how to empower themselves for their career through preparation and proper goal setting. Students will learn how to properly develop an effective resume and cover letter, how to appropriately prepare for the interview process, what to expect during an interview, and how to follow-up once the interview is completed. They will specifically focus on developing understanding of the hiring process, the role of social media and networking play, how to search for jobs, what their worth is and what the job market is like. Students will also have the opportunity to

Revisions to the Catalog, August 5, 2020

PG. 16 AFTER PARAGRAPH 3

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

Revisions to the Catalog, August 25, 2020

PG. 14 TUITION now reads:

The current tuition rates are contained in the tuition addenda to this catalog and the catalog is incomplete without them. Click on the below links to access each campuses' tuition addendum. These addendums also contain information about fees, books, tool requirements, and uniforms.

Revisions to the Catalog, September 8, 2020

Pg.64 PROGRAMS OF STUDY & COURSE DESCRIPTIONS

2. The Computer Network Systems Technician Program: Administration was added to the Albuquerque see next page for details and description.

PROGRAM OF STUDY

COMPUTER NETWORK SYSTEMS TECHNICIAN ADMINISTRATION:

CAMPUSES: ALBUQUERQUE, COLORADO SPRINGS

Certificate: Computer Network Systems Technician: Administration
Credit Hours: 91.5

Time: 18 Months

Objective: Upon successful completion of this certificate program, the graduate should possess skills and knowledge required for employment as an entry-level Information Technologist, functional in a wide array of technological environments, such as helpdesk technician, computer systems/desktop support technician, and network systems administrator at the junior level, in a variety of operating environments. Students will prepare for the following CompTIA Exams: IT Fundamentals+, A+, Network+, Linux+, Security+, and Cloud+. Students will also prepare for the Microsoft Server certification.

Course Number	Course Name	Credit Hours
CCR-100	College and Career Readiness	8.0
CN-100	Introduction to IT Fundamentals	7.5
CN-101	Computer Systems Hardware	7.5
CN-102	Computer Systems Software	7.5
CN-110	Networking Principles	7.5
CN-115	Microsoft Server Fundamentals	7.5
CN-120	Linux System Fundamentals	7.5
CN-125	Network Security	7.5
CN-130	Cloud Technology	7.5
ACD-150	Advanced Career Development	1.0
LE-150	Leadership	8.5
CT-201	Critical Thinking	3.5
BC-210	Business Communication	3.5
IB-215	Introduction to Business	3.5
AG-255	American Government	3.5
	Total Credit Hours	91.5

Class hours per week: 20/Varies during ACD-150

Classes with Flexible Course Schedule	
<u>Days of the Week</u>	<u>Hours Available</u>
Friday	8:00am - 5:00pm
Monday - Thursday	9:00am - 10:00pm

CCR-100 Set Course Schedule		
<u>Days of the Week</u>	<u>Day Students</u>	<u>Night Students</u>
Monday - Thursday	9:00am - 2:00pm	5:00pm-10:00pm

For more information about our graduation rates, the median debt of students who completed the program, and other important information visit www.intellitec.edu

CCR-100: College and Career Readiness**8.0 Credit Hours**

Prerequisite(s): None

This course is designed to prepare students for Career Training Success. It will introduce skills to prepare students for personal growth and success in their career. Emphasis will be placed on aiding students in the development of a variety of soft skills necessary for success in their career field and classroom interactions to include Stress Management, Effective Study Skills, Time Management, Leadership Development, Team Building, Financial Literacy, Effective Communication Skills, Diversity and Conflict Resolution, Career Readiness and Overcoming Road Blocks to Success. Students will also participate in activities to help develop the necessary skills to cope with and manage common obstacles that may arise in the workplace. Upon successful completion of this course, students will be ready to begin their educational journey in their chosen program feeling confident and prepared to engage in the classroom and lab setting.

CN-100: Introduction to IT Fundamentals**7.5 Credit Hours**

Prerequisite: CCR-100

The student will learn the necessary information to identify and explain basic computer components, set up a basic workstation, conduct basic software installation, establish basic network connectivity, identify compatibility issues, and identify/prevent basic security risks.

CN-101: Computer Systems Hardware**7.5 Credit Hours**

Prerequisite: CCR-100

This course will provide the student with the knowledge to identify hardware compatibility, install, upgrade, troubleshoot and repair, and maintain personal computer systems. Students will develop their ability to understand computer architecture, diagnose faults, install operating systems, network, and maintain PC level security. This course is designed to begin preparing the student for the CompTIA A+ Hardware examination.

CN-102: Computer Systems Software**7.5 Credit Hours**

Prerequisite: CCR-100

This course will provide skills required to install, configure, upgrade, and maintain PC workstations, various operating systems, and SOHO networks. Students will utilize troubleshooting techniques and tools to effectively and efficiently resolve PC, OS, and network connectivity issues and implement security

practices. Students will also learn the concepts of good customer service and help center documentation, the course is designed to begin preparing the student for the CompTIA A+ Software examination.

CN-110: Networking Principles**7.5 Credit Hours**

Prerequisite(s): CN-101 and CN-102, or current CompTIA A+ Certification

After successful completion of this course, the students should be able to troubleshoot, configure, and manage common network wireless and wired devices, establish basic network design and connectivity, understand and maintain network documentation, identify network limitations and weaknesses, and implement network security, standards, and protocols. The student should have a basic understanding of emerging technologies including unified communications, mobile, cloud, and virtualization technologies.

CN-115: Microsoft Server Fundamentals**7.5 Credit Hours**

Prerequisite(s): CN-110 or current CompTIA Network+ Certification

This course will provide the student with the foundational knowledge of the Windows Server operating system environment. The student will be exposed to installation and configuration of Windows Server, role and feature management, Active Directory and Storage management, as well as server performance, and system monitoring. This course is designed to begin preparing the student for the MTA Windows Server Administration Fundamentals (98-365) Exam.

CN-120: Linux System Fundamentals**7.5 Credit Hours**

Prerequisite(s): CN-110 or current CompTIA Network+ Certification

This course will provide the student with the foundational knowledge of the Linux operating system environment. The student will be exposed to file operations, shell script programming, as well as installation of different Linux operating systems, packages, and applications. The course is designed to begin preparing the student for the LPI Linux Essentials examination.

CN-125: Network Security**7.5 Credit Hours**

Prerequisite(s): CN-101, CN-102 and CN-110 or CompTIA Network + and A+ Certifications

This course will provide the student with the foundational knowledge to understand, design,

implement, and maintain security within a network infrastructure. This course teaches the principles of network security through the study of the concepts of confidentiality, integrity, and availability as the foundation for analyzing threats, devising countermeasures, and protecting resources against attack. The course is designed to begin preparing the student for the CompTIA Security+ examination.

CN-130: Cloud Technology

7.5 Credit Hours

Prerequisite(s): CN-101, CN-102 and CN-110 or CompTIA Network + and A+ Certifications

After successful completion of this course, the students should be able to evaluate and implement standard cloud deployments, implement, maintain, and deliver cloud technologies including network, storage, and virtualization technologies to create cloud solutions. The successful student will manage workload migrations, manage cloud vendors to control costs, use automation and orchestration to bring business value from cloud solutions, and ensure security of cloud implementations through the use of cybersecurity best practices. The course is designed to help prepare the student for the CompTIA Cloud+ (CV0-002) examination.

ACD-150: Advanced Career Development

1.0 Credit Hours

Prerequisite(s): None

During this course students will learn and develop their skills in various aspects that will contribute to career success. They will learn how to empower themselves for their career through preparation and proper goal setting. Students will learn how to properly develop an effective resume and cover letter, how to appropriately prepare for the interview process, what to expect during an interview, and how to follow-up once the interview is completed. They will specifically focus on developing understanding of the hiring process, the role of social media and networking play, how to search for jobs, what their worth is and what the job market is like. Students will also have the opportunity to perform a mock interview, focusing on how to answer common questions, as well as gain, develop their professionalism as it relates to the interview process and ultimately their career.

LE-150: LEADERSHIP

8.5 Credit Hours

Prerequisite: CCR-100

Upon completion of this course, students will demonstrate an understanding of the importance of

leadership as it relates to working for an organization and leading a team. This course has an emphasis on preparing students to focus on their leadership qualities and characteristics in an effort to be a contributing member of their organization.

CT-201: CRITICAL THINKING

3.5 Credit Hours

Prerequisite: CCR-100

This introductory level course presents a variety of topics essential to a student's development in critical thinking. Students are introduced to concepts essential to the comprehension, analysis, and creation of arguments: induction, deduction, informal fallacies, Aristotelian and symbolic logic, modes of persuasion, perspective and bias, language and meaning, culminating in the development of reasonable strategies for belief formation.

BC-210: BUSINESS COMMUNICATION

3.5 Credit Hours

Prerequisite: CCR-100

This course provides the foundations of all types of business communication including letters, memos, electronic communication, written reports, oral presentations, and interpersonal communication. The course also includes topics of resumes, application letters, interviewing tips, and employment follow-up documents.

IB-215 INTRODUCTION TO BUSINESS

3.5 Credit Hours

Prerequisite: CCR-100

This course provides students with an overview of business in an increasingly global society serving as an introduction to business terminology, concepts, environments, systems, strategies, and current issues. Topics include an overview of the business environment, business ethics, entrepreneurship and global business, management, marketing, production, information systems, and financial elements of business. This course provides a solid business foundation for more detailed and higher-level study in subsequent courses.

AG-255 AMERICAN GOVERNMENT

3.5 CREDIT HOURS

Prerequisite: CCR-100

This course introduces students to the fundamentals of American government and politics focusing on the historical evolution of government and policies, the major institutions, and the major processes.

Revisions to the Catalog, September 23, 2020

Pg.64 PROGRAMS OF STUDY & COURSE DESCRIPTIONS:

1. Page 13 of this addendum adds Automotive Program 15-month certificate to the Catalog, this revision adds Colorado Springs and Albuquerque to the list of campuses that offer this program.
2. Catalog page 44 – Automotive Technician Associate (ABQ) – This program will be added after page 75 – Programs no longer Enrolling New Students.
3. Catalog page 48 – Automotive Technician Associate (CS) – This program will be added after page 75 – Programs no longer Enrolling New Students.
4. Catalog page 61 - Medical Assistant Program - this revision adds Albuquerque to the list of campuses that offer this program.

Revisions to the Catalog, December 9, 2020

Catalog Pg.64 PROGRAMS OF STUDY & COURSE DESCRIPTIONS:

1. Page 6 of this addendum updates the Massage Therapy certificate program in the Catalog, this revision adds Albuquerque to the list of campuses that offer this program.