IntelliTec College

Building a Better Community through Quality and Excellence in Career Training

STUDENT CATALOG 2026-2028

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APPROVED AND REGULATED BY
The Colorado Department of Higher Education, Private Occupational School Board
The New Mexico Higher Education Department

ACCREDITED BY
The Accrediting Commission of Career Schools and Colleges

INTELLITEC COLLEGE CAMPUS LOCATIONS

Colorado Springs Campus

2315 East Pikes Peak Avenue, Colorado Springs, CO 80909
719.632.7626

Corporate Office
2504 East Pikes Peak Avenue, Suite 305, Colorado Springs, CO 80909
719.632.8116

Grand Junction Campus

772 Horizon Drive, Grand Junction, CO 81506
970.245.8101

Grand Junction Cosmetology Facility
Satellite Location of IntelliTec College Grand Junction
432 North Ave, Grand Junction, CO 81505

Grand Junction Automotive and Refrigeration/HVAC Facility
Satellite Location of IntelliTec College Grand Junction
2240 Railroad Ave, Grand Junction, CO 81505

Pueblo Campus

Branch Campus of Grand Junction
3673 Parker Boulevard, Pueblo, CO 81008
719.542.3181

Pueblo Automotive Facility
Satellite Location of IntelliTec College Pueblo
713 East Spaulding Avenue, Pueblo West, CO 81007

Albuquerque Campus

Branch Campus of Grand Junction
4575 San Mateo Blvd. Bldg. G, Suites A-D, K-N Albuquerque, NM 87109
5001 Montgomery Blvd. NE, Suite A24, Albuquerque, NM 87109
505.508.5225

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INTRODUCTION

LETTER FROM THE VICE PRESIDENT OF OPERATIONS

IntelliTec College is a group of growing, diverse campuses with staff and faculty that value academic experience and take a personal interest in each student's progress. IntelliTec College established its first campus in Colorado Springs in 1965 and has continued academic excellence for ***over 50 years***. After beginning programs in drafting, electronics, and appliance repair, IntelliTec has branched out to programs that directly continue to mirror community needs.

IntelliTec offers an array of career-focused training programs, including Medical Assistant, Automotive Technician, Cosmetologist, and Refrigeration and HVAC. Located originally in Colorado Springs, CO, IntelliTec also offers campuses in Grand Junction and Pueblo, CO, and our newest location, Albuquerque, NM.

What sets IntelliTec College apart from other colleges? Our primary focus is to provide students with personalized attention that includes hands-on training and experience, opportunities to complete industry-specific certification testing, and assistance in finding full-time careers for their chosen profession. IntelliTec places special emphasis on aiding students who are looking for the best fit program for their future. Interested in a 12-month Certificate in Medical Assisting? IntelliTec offers that! Need a 19-month Associate of Occupational Studies in Automotive Technology? IntelliTec offers that too! Campus staff and faculty work directly with students on personal, financial, and career goals to ensure their success. This formula has allowed IntelliTec to help thousands of students realize rewarding careers.

To enhance the IntelliTec student's experience, IntelliTec places a strong emphasis on community involvement. IntelliTec's mission is to *"Build a better community through quality and excellence in career training."* Each year, the colleges participate in local events near every campus. Through these efforts, IntelliTec raises awareness for local causes and provides opportunities for students to make an impact in their career field and community.

We encourage you to take advantage of the hands-on training we provide. Participate in class daily and utilize lab time to improve your skills. Visit your Career Service Advisor to learn soft skills such as interviewing and resume building, and to learn about opportunities for employment. Instructors will strive to provide you with the most current industry standards and practices to ensure your smooth transition into the modern workplace.

Welcome to IntelliTec College, and we look forward to investing in your future.

Wayne Zellner, II
Vice President of Operations, IntelliTec College

INTRODUCTION

Classes are in session through all months of the calendar year. Certain holidays are observed, in addition to an extended break over the Christmas and New Year's holidays. Students who observe religious holidays other than those listed below may request permission to be excused for that day. The Campus Director will give notification to all students, faculty, and staff in advance of unscheduled holidays or instructor workshops.

ACADEMIC CALENDAR: HOLIDAYS AND BREAKS

2026

January 5..... January Term Begins
February 14..... January Term Ends
February 16 ..... February Term Begins
March 28..... ... February Term Ends
March 30..... March Term Begins
May 9..... March Term Ends
May 11..... May Term Begins
May 25..... Memorial Day
June 20..... May Term Ends
June 22-26 .... Summer Break
June 29 ..... June Term Begins
July 3 ..... Independence Day
August 8 ..... June Term Ends
August 10 ..... August Term Begins
September 7..... Labor Day
September 19..... August Term Ends
September 21.....September Term Begins
October 31 .....September Term Ends
November 2..... November Term Begins
November 23-27.....Thanksgiving Break
December 19..... November Term Ends
Dec.21-Jan. 8, 2027 ..... Winter Break

2027

January 11..... January Term Begins
February 20..... January Term Ends
February 22 ..... February Term Begins
April 3 ..... February Term Ends
April 5 ..... April Term Begins
May 15..... April Term Ends
May 17..... May Term Begins
May 31..... Memorial Day
June 26..... May Term Ends
June 28-July 2..... ..... Summer Break
July 6 ..... July Term Begins
July 5 ..... Independence Day
August 14 ..... July Term Ends
August 16 ..... August Term Begins
September 6..... Labor Day
September 25..... August Term Ends
September 27.....September Term Begins
November 6.....September Term Ends
November 8..... November Term Begins
November 25 ..... Thanksgiving Day
December 18..... November Term Ends
Dec.20-Jan. 7, 2028 ..... Winter Break

2028

January 10..... January Term Begins
February 19..... January Term Ends
February 21..... February Term Begins
April 1 ..... February Term Ends
April 3 .....April Term Begins
May 13 .....April Term Ends
May 15..... May Term Begins
May 29..... Memorial Day
June 24..... May Term Ends
June 26-30 .... Summer Break
July 3 ..... June Term Begins
July 4 ..... Independence Day
August 12..... July Term Ends
August 14 ..... August Term Begins
September 4..... Labor Day
September 23..... August Term Ends
September 25.....September Term Begins
November 4.....September Term Ends
November 6..... November Term Begins
November 23 ..... Thanksgiving Day
December 16..... November Term Ends
Dec.18-Jan. 5, 2029 ..... Winter Break

INTRODUCTION

NURSING ASSISTANT ACADEMIC CALENDAR:
HOLIDAYS AND BREAKS

Classes are in session through all months of the calendar year. Certain holidays are observed, in addition to an extended break over the Christmas and New Year's holidays. Students who observe religious holidays other than those listed below may request permission to be excused for that day. The Campus Director will give notification to all students, faculty, and staff in advance of unscheduled holidays or instructor workshops.

2026	
Start Date	**Grad Date**
01/05/2026	01/29/2026
02/02/2026	02/26/2026
03/02/2026	03/26/2026
03/30/2026	04/23/2026
04/27/2026	05/21/2026
Memorial Day 5/25/2026	
05/26/2026	06/18/2026
Summer Break 6/22—6/26/2026	
06/29/2026	7/23/2026
Independence Day *7/03/2026	
07/27/2026	8/20/2026
08/24/2026	09/17/2026
Labor Day *9/07/2026	
09/21/2026	10/15/2026
10/19/2026	11/12/2026
11/16/2026	12/17/2026
Thanksgiving Break *11/23-11/27/26	
Christmas Break *12/21 – 1/08/2026	

2027	
Start Date	**Grad Date**
01/11/2026	02/04/2027
02/08/2027	03/04/2027
03/08/2027	04/01/2027
04/05/2027	04/29/2027
05/03/2027	05/27/2027
Memorial Day 5/31/2027	
06/01/2027	06/24/2027
Summer Break 6/28—7/02/2027	
07/06/2027	7/29/2027
Independence Day *7/05/2027	
08/02/2027	8/26/2027
08/30/2027	09/23/2027
Labor Day *9/06/2027	
09/27/2027	10/21/2027
10/25/2027	11/18/2027
11/22/2027	12/16/2027
Thanksgiving Day *11/25/2027	
Christmas Break *12/20 – 1/07/2028	

GENERAL INFORMATION

HISTORY

IntelliTec College is a group of growing, diverse campuses with staff and faculty that value academic experience and take a personal interest in each student's progress. IntelliTec College established its first campus in Colorado Springs in 1965 as Technical Trades Institute (TTI) and has continued academic excellence for over 50 years. After beginning programs in drafting, electronics, and appliance repair, IntelliTec has branched out to programs that directly continue to mirror community needs.

By February 1966, it had become necessary to move to a larger facility in response to local industry needs. Radio and television servicing were added to the electronics curriculum, and Major Appliance/Refrigeration and Air Conditioning was offered as a new program.

TTI continued to grow and fulfill the needs of students and industry in Colorado Springs. In 1968, the College moved to larger facilities at 11 West Vermejo, where the College remained for the next fifteen years. New ownership purchased TTI in May 1981 and assumed the Directorship in January 1982. During the next two years, the curriculum was expanded to include Digital Microprocessor, Computer Repair, and Electromechanical Drafting. In October 1983, TTI received national accreditation from the Accrediting Commission of the National Association of Trade and Technical Schools (NATTS). In December 1983, a new 30,000 square foot free-standing building was completed for TTI at 2315 E. Pikes Peak Avenue.

All new classroom and lab furnishings were installed, and additional equipment was purchased for all areas. The move was completed over the Winter break, and classes resumed in the new facility on January 2, 1984.

In February 1984, TTI received approval from the Colorado State Board for Community Colleges and Occupational Education to begin awarding Associate of Occupational Studies Degrees in all three major areas of training: Electronic Engineering Technology, Engineering Design/Drafting, and Environmental Engineering Technology. Interior Design was added to the Colorado Springs curriculum in October 1985.

An extension campus was established in Grand Junction, Colorado, on March 11, 1984, to offer Western Slope residents the opportunity of earning an associate degree in one to two years without the necessity of pursuing unrelated general education subjects. The curriculum offered included the three disciplines available in Colorado Springs, plus A.O.S. degrees in Secretarial Science and Accounting. New facilities at 772 Horizon Drive, Grand Junction, were opened on August 13, 1984. In December 1986, the State Board for Community Colleges and Occupational Education approved two additional Electronic Technology programs with majors in Optoelectronics and Avionics Service Technician for Colorado Springs and Grand Junction. In October 1988, Computer-Aided Design (CAD) drafting was added to the curriculum of all drafting programs. New CAD drafting workstations were installed in a dedicated CAD classroom in October of 1988, and classes began in Colorado Springs in January 1989. Computer Aided Design (CAD) Drafting was approved for the Grand Junction campus in 1990, and classes started in August 1990.

Technical Trades Institute's branch campus in Grand Junction became freestanding in 1991. A Diploma program in Medical Assistant was added to the Grand Junction campus in July 1993. In February 1996, the Electronic Equipment Service Technician program title was changed to Computer Electronics Technician, and the Audio-Visual Systems Technician was changed to Electronics Repair Technician to more accurately reflect the employment opportunities available to graduates of this program. In August, three programs were approved for Associate of Occupational Studies Degrees: Medical Assistant, Medical Administrative Assistant, and Legal Secretary. Computer Applications Programming, an Associate of Occupational Studies Degree, was added to the curriculum in January 1997.

In January 1998, TTI was approved for four new Diploma programs: Bookkeeper, Medical Records Clerk, Computer Operations Specialist, and Word Processing Specialist. Four more Diploma programs were added to the College's offerings in April: CAD Operator, Medical Back Office Assistant, Microcomputer Technician, and Software Support Technician.

In April of 2000, new ownership was acquired for both the Technical Trades Institute in Colorado Springs and the Grand Junction campuses. To better reflect the vision of the new owners and program offerings, TTI was renamed IntelliTec College. In 2001, the Grand Junction campus was approved for an Associate of Occupational Studies Degree in Administrative Technology Specialist, and two new Diploma programs: Dental Assistant and Administrative Technologist.

Responding to changes in the health and personal care industries and in response to urges from the College's Advisory Committee, a thorough curriculum was developed to prepare students for employment in the practice of Massage Therapy. In April 2003, the Grand Junction College received approval from the State of Colorado to offer a Massage Therapist certificate program with classes beginning later that summer.

In 2005, an Associate of Occupational Studies degree in Automotive Technician was approved for the Colorado Springs campus, and in May 2006, the 15-month program was revised to an 18-month program.

In January 2005, a branch campus was established at an easily accessible location in Pueblo, Colorado, to offer Southern Colorado residents an opportunity to earn an Associate of Occupational Studies Degree in less than two years without the necessity of pursuing unrelated general education subjects. The curriculum included Medical Assistant, Administrative Assistant, Medical Coding and Transcription,

and Massage Therapy. In October 2005, the Pueblo campus discontinued the Medical Coding and Transcription program.

In August 2008, the Pueblo campus expanded to over 16,000 square feet of educational and administrative space to accommodate a growing student population. In January 2009, the Dental Assistant Certificate program was approved and introduced to the Pueblo curriculum.

In the summer of 2010, the Pueblo campus was approved by the State of Colorado and the Accrediting Commission of Career Schools and Colleges to offer a Cosmetologist Certificate program. Classes began in January 2011. In November 2011, the College was approved for an Automotive Technician program offering an Associate of Occupational Studies degree with classes beginning in July 2012 at newly remodeled facilities at 713 East Spaulding Avenue.

In February 2012, the Pueblo campus was approved for a Health Information Technician, Associate of Occupational Studies degree, replacing the Medical Administrative Technician program, giving students a broader knowledge of and more skills in the health care field.

In January 2013, the Biomedical Equipment Technician was added to the Colorado Springs campus, and in February 2013, four 15-month programs were expanded to 18 months, offering an Associate of Occupational Studies in medical assistant, health information technician, automotive technician, and personal trainer. The additional credit hours will give students and graduates broader knowledge and better job opportunities in the allied health care, technical, and automotive fields.

The Business Office Administration and Accounting program was added to the Grand Junction campus as an Associate of Occupational Studies degree. Classes began in September 2013. A Cosmetologist Certificate program was added to the Grand Junction campus in February 2013, and classes began in May 2013. In August 2013, the Pueblo campus also began offering the Business Office Administration & Accounting program with an Associate of Occupational Studies degree. Classes began in September 2013, and the Dental Assistant program was discontinued in December 2013.

In February 2014, the Pueblo campus was approved to start offering an 18-month Associate of Occupational Studies degree in Personal Trainer. Enrollment began in April with class commencement in May 2014. In February 2014, the Grand Junction campus was approved for a 9-month Pharmacy Technician certificate program. Classes began in April 2014.

In July 2014, the Grand Junction campus was approved to begin offering the Refrigeration & HVAC program as an 18-month Associate of Occupational Studies degree program. Classes began in November 2014.

In March of 2015, the Grand Junction campus expanded to New Mexico with a branch campus established in Albuquerque. They were approved to begin offering the Automotive Technician program as an 18-month Associate of Occupational Studies degree program. Classes began on August 24, 2015. In December of 2015, a Medical Assistant Certificate program was added to all Colorado campuses, replacing the associate degree program. In addition, the Grand Junction campus was approved to offer a 10.5-month Automotive Technician Certificate program, and Pueblo followed in March 2016 with the same 10.5-month Automotive Technician Certificate program, replacing the associate degree programs.

Pueblo was approved to offer a 9-month Massage Therapy program for July 2016. In addition, Grand Junction started offering the same program in August 2016.

Beginning in January 2018, Albuquerque added its second program, a Computer Systems Technician 10.5-month certificate program, and Colorado Springs replaced its Computer Technician associate degree program with the certificate program.

Pueblo received approval for the Nursing Assistant program in August of 2017 and discontinued the Personal Training program in 2017. In October 2018, the Cosmetology Program was revised at the Grand Junction and Pueblo campuses. In November 2018, the Pharmacy Technician program was also discontinued at the Grand Junction Campus.

In June of 2019, DVMD LLC. acquired both IntelliTec College Colorado Springs and Grand Junction campuses. Under DVMD IntelliTec revised existing programs to include new classes and update curriculum.

In June 2020, the Medical Billing and Coding certificate program was added to Albuquerque, Pueblo, Colorado Springs, and Grand Junction.

In November 2020, a new Electrical Technician program was added to the Pueblo campus. It was then added to the Colorado Springs Campus in January 2021.

At the Albuquerque campus, the Massage Therapy program was added in January 2021, and the Medical Assistant program was added in November 2020.

In September 2021, an Associate's version of the Medical Assistant and Medical Billing and Coding programs was added to the Colorado Springs, Grand Junction, and Pueblo campuses.

In July of 2022, an updated and improved version of the Automotive Technician degree program was implemented in Colorado Springs, Grand Junction, and Pueblo. It was Implemented in Albuquerque in January of 2022.

GENERAL INFORMATION

Grand Junction also implemented an updated and improved version of the HVAC Refrigeration degree program in November of 2022.

INSTITUTIONAL PHILOSOPHY

At IntelliTec College, we believe that education allows the student to base his or her future on choice rather than chance. We are committed to doing everything we can to assist the student in the development of the skills, knowledge, work ethics, and professional attitude required to be successful in today's competitive job market.

We believe that the student learns best by doing. Our programs feature extensive "hands-on" training activities and sufficient opportunities for student-instructor interaction. The quality of career training, "hands-on" curriculum, and dedicated faculty and staff all work together to provide the student with a rewarding educational experience.

CATALOG NOTICE TO STUDENTS

This catalog is a guide for information about the policies and curriculum of IntelliTec College. The College reserves the right to change policies, requirements for degrees or certificates, prerequisites, fees, scheduling, and related matters. All changes are implemented in ways that any new policies or curricula requirements will have little or no hardship on a student who has entered under an earlier set of requirements.

The College further reserves the right to terminate a student from the College for failure to comply with the rules and regulations as published in the catalog. Failure to read this catalog does not excuse the student from adherence to the requirements and policies described within. This catalog is incomplete without all tuition, administration, and catalog addenda as applicable.

ACCREDITATION

IntelliTec College is accredited by the Accrediting Commission of Career Schools and Colleges. IntelliTec College is dedicated to self-improvement through constant self-evaluation, participation in professional organizations, and the upgrading of all aspects of the College.

EDUCATIONAL OBJECTIVES

IntelliTec College is dedicated to providing individuals with a viable alternative to traditional education. The College's objective is to provide quality career-specific training that prepares students with entry-level skills necessary to secure employment and to enhance their work habits and attitudes.

IntelliTec College's curriculum is designed to accommodate the average individual, whether they need a complete program of instruction or specialized instruction in one of the related fields.

Experience has shown that "hands-on" training in career education is far superior to other teaching methods. For this reason, the curriculum for all programs combines course presentations with practical "hands-on" laboratory projects.

The College encourages graduates to continue their pursuit of knowledge through the study of manuals and publications, memberships in professional organizations, and advanced courses. The College strives to provide each student with the knowledge, values, and skills to prepare for their chosen career field.

STATE APPROVALS

IntelliTec College in Colorado is approved and regulated by the Colorado Department of Higher Education, Division of Private Occupational School Board. The Division of Private Post-Secondary Schools, New Mexico Department of Higher Education, approves and regulates IntelliTec College in New Mexico.

The Division approves IntelliTec College to grant Associate of Occupational Studies Degrees and Certificates, and has approved the following curriculum:

Associate of Occupational Studies Degree Programs

- **Automotive Technician** (ABQ, CS, GJ, PB)
- **Refrigeration & HVAC** (CS, GJ)
- **Medical Billing & Coding** (ABQ, CS, GJ, PB)
- **Medical Assistant** (ABQ, CS, GJ, PB)

Certificate Programs

- **Automotive Technician** (ABQ, CS, GJ, PB)
- **Cosmetologist** (GJ, PB)
- **Computer Systems Technician** (CS, GJ, ABQ)
- **Dental Assistant** (GJ)
- **Electrical Technician** (CS, PB)
- **Massage Therapy** (ABQ, GJ, PB)
- **Medical Assistant** (ABQ, CS, GJ, PB)
- **Medical Billing & Coding** (CS, GJ, PB)
- **Nursing Assistant** (PB)

The Department of Regulatory Agencies (DORA) is a state licensing agency in Colorado that provides licensures for the following programs:

- Cosmetologist
- Massage Therapy
- Nursing Assistant

The New Mexico Regulation & Licensing Department is a

state licensing agency in New Mexico that provides licensure for the following programs:

- Massage Therapy

COLLEGE OWNERSHIP

IntelliTec College is under the ownership of DVMD LLC. The governing board consists of:

David G. Vice – CEO/Owner
Thomas Bezek – VP/CFO
Wayne Zellner – VP of Operations

FACILITIES AND EQUIPMENT

Colorado Springs

Main Campus: 2315 East Pikes Peak Avenue, Colorado Springs, CO 80909
Automotive Facility: 2206 & 2202 East Pikes Peak Avenue, Colorado Springs, CO 80909
Medical Assistant: 2504 East Pikes Peak Avenue, Colorado Springs, CO 80909

Main Campus: This facility is a 30,000 square foot freestanding building that contains modern classroom equipment and includes extensive selections of visual aids and computer systems running the most current software. The Learning Resource Center is housed in this building and is available for all programs. A student Tec Café provides a variety of food and drink vending machines as well as free coffee in a comfortable environment for students to relax.

Medical Assistant and Medical Billing and Coding: Program facilities include 15,000 square feet of classrooms and clinical labs equipped with syringes, needles, a centrifuge, a micro-hematocrit, glucometers, EKG machines, exam tables, a spirometer, an autoclave, a sedimentation rate rack, a hemoglobin meter, anatomy charts, Stedman's Medical Dictionary, Physician's Desk References, gram stain supplies, microscopes, otoscopes, sphygmomanometers, stethoscopes, a baby scale, and an adult scale. A Library Resources Center is also available with reference books, articles, etc. for student use, as well as a computer lab classroom.

Automotive Technician: Program facilities encompass over 18,000 sq. ft. of total space, including 14 lifts, equipment, and tools. The bays and classrooms have industry-grade features such as exhaust ventilation in the bays, air conditioning throughout the building, a student Learning Resource Center with computer access, a separate laboratory unit room, and a dedicated tool control room. Equipment is provided through our partnership with MATCO tools.

Computer Systems Technician: Students are issued laptops to use throughout their program. A variety of equipment and tools are available to students to give them the hands-on experience of tearing down and rebuilding equipment. Students log into our private cloud lab environment, which houses 72 virtual stations between our Colorado Springs and Albuquerque campuses.

Refrigeration and HVAC: Refrigeration & HVAC program facilities are equipped with training furnaces, computerized simulations, refrigeration units, evacuators, thermostats, electrical controls, and training aids, and various training equipment required to enable students to complete all lab projects.

Electrical Technician: The Electrical Technician Program facilities are equipped with a mock apartment lab built out for students to wire and practice installation of fixtures and outlets. This lab space enables them to practice what they learn in theory. A computer lab is also available for them to complete project research and do their online work on-site.

GRAND JUNCTION

Grand Junction Main Campus: 772 & 770 Horizon Drive, Grand Junction, Colorado, 81506.
Automotive and Refrigeration & HVAC Facilities:
2240 Railroad Ave, Grand Junction, CO 81505
Cosmetology Facility: 432 North Ave, a satellite location of IntelliTec College, Grand Junction, Colorado, 81505.

Main Campus: The Grand Junction campus occupies three one-story buildings at 770, 772, and 764 Horizon Drive. Together, the three buildings provide 36,000 square feet of space at a location adjacent to the entrance of the airport. The buildings feature bright, spacious training areas for all programs. There is a student commons area that features an extensive technical library as well as a well-stocked café/convenience store in a comfortable, relaxing environment. The entire facilities are centrally heated, air-conditioned, and furnished throughout to enhance the student's environment and achieve a quality training atmosphere. Classroom equipment is modern and includes an extensive selection of visual aids and computer systems running Windows 10 and Microsoft Office 2016.

Medical Assistant: Program facilities include a classroom and clinical lab environment equipped with syringes, needles, a Centrifuge, a microhematocrit, glucometers, EKG machines, exam tables, a spirometer, an autoclave, a hemoglobin meter, anatomy charts, anatomy virtual CD, Mosby's Medical Dictionary, Physician Desk References, microscopes, otoscopes, sphygmomanometers, stethoscopes an incubator, a baby scale, an adult scale, a refrigerator, transcription machines, CPT, ICD-9, and ICD-10 code books.

Automotive Technician: Program facilities include over 11,000 square feet of training lab and classroom space.

This includes lab workstations, two tool rooms, and an area for teardown. The program also has electrical, drivability, and under car ATech automotive trainers in a classroom environment. A full line of practice diagnostic, tire, and alignment equipment, multiple lifts, on and off-car brake lathes, and our fleet of training vehicles complete our fully featured, fully functional automotive facility.

Computer Systems Technician: Program facilities are equipped with student computer workstations for each student, along with the applicable software required for training.

Cosmetologist: Program facilities occupy 4,000 square feet, which includes 25 custom styling stations, modern hair washing stations, 2 European Touch pedicure stations, 8 manicure stations, 2 esthetician rooms with electronic skin care systems, a color bar, dispensary/storage room, a laundry room, and Lockers. The facility also includes classrooms, a Tec Café, and a Learning Resource Center.

Dental Assistant: Program facilities include six fully operational treatment rooms (i.e. dental chair and unit, typodont heads with teeth, light and suctioning hand pieces), two dental x-ray machines, a panoramic x-ray machine, an automatic x-ray processor/developer unit, two composite curing light devices, an amalgamator, an ultrasonic machine, an auto- clave, two study model trimmer, two lab vibrators, buffing and polishing wheel, a vacuum former, six x-ray viewing boxes, high and slow speed hand pieces, complete procedure instruments, a compressor system, a vacuum system, and a computer system with printer.

Refrigeration and HVAC: Refrigeration & HVAC facility occupies 4,320 square feet of lab space and 2,500 square feet of classroom space. The facilities are equipped with training furnaces, simulators, refrigeration units, evacuation equipment, thermostats, electrical controls, training aids, and various training equipment required to enable students to complete all lab projects in the refrigeration and HVAC program.

Massage Therapy: Program facilities includes a lab and full working clinic environment that features reception area, both portable and stationary massage tables and accessories, mas- sage chairs, and a complete set of lotions and oils, aromatherapy, hot stones, and spa supplies, linens and towels, bolsters, assorted learning DVD's, skeletal and muscle learning models, and laundry facilities.

PUEBLO

IntelliTec College Pueblo is a branch campus of IntelliTec College, Grand Junction, Colorado.

Main Campus: 3673 Parker Boulevard, Pueblo Colorado, 81008.

Automotive Facility: 713 East Spaulding Avenue, Pueblo West, Pueblo, CO, 81007. Satellite location of IntelliTec College.

Main Campus: This facility is over 18,000 square feet of educational and administrative space. The campus features classrooms and laboratories for all programs, and a reference library space. Classroom equipment is modern and includes an extensive selection of visual aids and computer systems running current software.

Automotive Technician: Training facilities encompass over 16,000 square feet of space, including 7 lifts, equipment and tools, and industry-grade features such as exhaust ventilation in the bays, air conditioning throughout the building, a student Learning Resource Center with computer access, a separate laboratory unit room, a dedicated tool control room, and current diagnostic and electronic training equipment.

Electrical Technician: The Electrical Technician Program facilities are equipped with a mock apartment lab built out for students to wire and practice installation of fixtures and outlets. This lab space enables them to practice what they learn in theory. A computer lab is also available for them to complete project research and do their online work on-site.

Cosmetologist: Program facilities occupy 4,000 square feet, which includes 36 custom styling stations, hair washing stations, 3 European Touch pedicure stations, 6 manicure stations, 2 esthetician rooms, a color bar, dispensary/storage room, classrooms, a laundry room, and lockers.

Massage Therapy: Program facilities include a lab and working clinic environment that features portable and stationary massage tables and accessories, massage chairs, a complete set of lotions and oils, aromatherapy supplies, linens and towels, bolsters, assorted videotapes, and a laundry room.

Medical Assistant: Program facilities include a classroom and clinical lab environment equipped with syringes, needles, a Centrifuge, a microhematocrit, glucometers, EKG machines, a hospital bed, exam tables, a spirometer, an autoclave, a sedimentation rate rack, a hemoglobin meter, anatomy charts, Anatomy Virtual CD, Mosby's Medical Dictionary, Physician Desk References, gram supplies, microscopes, otoscopes, sphygmomanometers, stethoscopes, an incubator, an audiometer, a baby scale, an adult scale, hemocytometers, alcohol lamps, a refrigerator, transcription machines, CPT, ICD-9, and ICD-10 code books.

Nursing Assistant: Program facilities include a dedicated laboratory setting of approximately 504 square feet, as well as a classroom of approximately 530 square feet. Equipment for the program includes hospital beds with privacy curtains, a Hoyer Lift, wheelchairs, a walker, canes, commodes, and all the necessary supplies for

activities of daily living. In addition, the classroom and lab are equipped with running water, and the lab includes an operating lavatory for training purposes. The facility is approved by the Colorado State Nursing Board for Candidate Nurse Aide testing.

ALBUQUERQUE, NEW MEXICO

IntelliTec College Albuquerque is a branch campus of IntelliTec College, Grand Junction, Colorado.
Main Campus: 4575 San Mateo Blvd, Suite K, Albuquerque, New Mexico, 87109
Automotive Facility: 5001 Montgomery Blvd, Suite A24, Albuquerque, NM 87109

This facility is 22,000 square feet of educational and administrative space. The campus features 14 classrooms with a total of 8,000 square feet and an automotive lab of 5,800 square feet. Classroom equipment is modern and includes visual aids and computer systems running current software. There are also 10 offices with a total of 1,250 square feet, a break room for students, and a Learning Resource Center with computer and internet accessibility. computer and internet accessibility.

Automotive Technician: Training facilities encompass 3,989 square feet of space outfitted with lifts, equipment, and tools, and industry-grade features such as exhaust ventilation in the bays, air conditioning throughout the building, a separate laboratory unit room, a dedicated tool control room, and current diagnostic and electronic training equipment.

Computer Systems Technician: Program facilities are equipped with student computer workstations for each student, along with the applicable software required for training.

Massage Therapy: Program facilities include a lab and a working clinic environment that features portable and stationary massage tables and accessories, massage chairs, a complete set of lotions and oils, aromatherapy supplies, linens and towels, bolsters, assorted videotapes, and a laundry room.

Medical Assistant: Program facilities include a classroom and clinical lab environment equipped with syringes, needles, a Centrifuge, a microhematocrit, glucometers, EKG machines, a hospital bed, exam tables, a spirometer, an autoclave, a sedimentation rate rack, a hemoglobin meter, anatomy charts, Anatomy Virtual CD, Mosby's Medical Dictionary, Physician Desk References, gram supplies, microscopes, otoscopes, sphygmomanometers, stethoscopes, an incubator, an audiometer, a baby scale, an adult scale, hemocytometers, alcohol lamps, a refrigerator and transcription machines

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ADMISSIONS

ADMISSIONS REQUIREMENTS

Education: Documentation of a U.S. High School Diploma, G.E.D., or equivalent. This must be received prior to the student starting class.

In circumstances where a copy of the above is unavailable, IntelliTec will accept the below:

- A DD-214 that identifies the student has acquired a High School Diploma or equivalent.
- An official transcript from an accredited college that indicates the student has completed 24 or more credits at a passing grade.
- A Foreign High School Diploma if it is equivalent to a U.S. High School Diploma. If documents are only in a foreign language, they must be translated by a certified translator.

A student also 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.

- All students will be required to complete enrollment paperwork that includes a Distance Learning Technology Evaluation if they are participating in a distance education course/program.

Age: All students must be 16 years or older to enroll in all programs, excluding the below:
Dental Assistant: Due to requirements to perform X-rays, the Dental Assistant program requires students to be 18 years old at the time of taking Dental Radiography.
Massage Therapy: Students must be 18 years old at the time of enrollment.
Students under 18 will require a parent or legal guardian to sign the enrollment agreement.

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

Ability To Benefit (ATB) & Eligible Career Pathway Program (ECPP)

Ability to Benefit (ATB) admission is available on a limited basis and is available for certificate programs only, and is campus-specific.

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.

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.

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 an independently administered, nationally standardized test recognized and approved by the United States Department of Education that measures basic skills in reading and arithmetic.

IntelliTec College offers one Ability to Benefit classification through Accuplacer. The student cannot sign an enrollment agreement until they pass the Accuplacer ATB test.

The Accuplacer ATB minimum scores		
Reading: 233	*Writing: 235*	*Arithmetic: 230*

After successfully completing the test, the student will need to apply for admission through the Eligible Career Pathways Program (ECPP).

Eligible Career Pathway Program (ECPP): Students enrolled in an ECPP will be concurrently enrolled in one of the college'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 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 students as needed 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 the first 10 calendar days after their initial start date, the student will automatically be canceled from ECPP and IntelliTec's vocational program.
- During the program, 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 21st consecutive calendar day missed,

the student will be withdrawn from the college.

- If a student fails to meet the college's Academic Progress Policies as they apply to the vocational program, they will be withdrawn from the College.

ECPP Withdrawal: Upon withdrawal, the student will be held to the same catalog-defined refund policy as non-ECPP participating students. The college 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 the college's resources unless they re-enroll at IntelliTec College.

Receiving the earned High School Diploma: Although the college 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.

Inactivity in the Adult Education component during an approved LOA, or during scheduled calendar breaks, will not cause the student to be withdrawn from the College.

ENROLLMENT PROCEDURES

IntelliTec College operates continuously throughout the year. Beginning dates of each term are listed on the Academic Calendar, which is found at the beginning of this publication. Classes start approximately every six weeks, excluding Nursing Assistant, which starts approximately every 4 weeks. (See Academic Calendar for exact starting dates.)

A personal interview with a member of the admissions staff is required to ensure the prospective student understands the nature of the training and programs offered. Guidance will be provided to students as appropriate to assist in each student making the best decision for their educational and career success. The hours for interviews are from 8:00 am to 7:00 pm, Monday through Thursday, 8:00 am to 4:00 pm on Friday, or by appointment on Saturday.

An Admissions Representative is available to answer any questions, explain the programs of study, provide a tour of the College, and/or schedule any required testing. The following will be addressed and discussed with prospective students:

1. Physical ability and health adequate to perform required tasks and maintain attendance standards throughout enrollment and gain employment after successful completion of their training.
2. Ability to read, write, speak, and understand the English language.
3. Agree to abide by the rules and regulations of IntelliTec College.
4. Applicants will have an approved enrollment agreement signed by a school representative.
5. The applicant must be capable of performing the duties of their career field as defined in the U.S. Department of Labor publication, "Dictionary of Occupational Titles."
6. Criminal records and/or certain background issues may present a barrier to employment in certain fields. Applicants may be denied admission as a student if, after screening, it is determined that employment after graduation is not possible due to background issues.
7. In certain medical programs, students may be required to obtain and provide proof of any or all of the following: MMR, TB Tine, COVID-19, and Hepatitis B inoculations, prior to beginning any clinical lab classes or prior to obtaining employment in these fields.

The following items are also addressed and discussed with prospective Nursing Assistant students in addition to the items listed for all other prospective students.

1. Proof of flu vaccination, current within 1 year from the start of clinical during flu season (typically September-May). Documentation by a physician is required if unable to take the vaccination shot due to health reasons.
2. Proof of TB skin test, current within 1 year from the start of clinical. A positive TB skin test will need to be followed up by a chest x-ray, as well

as follow-up by a physician prior to enrollment.

INTRODUCTORY PERIOD

IntelliTec College recognizes the importance of a student's educational commitment and therefore designates the first **week** of the student's college attendance as an introductory period. The introductory period is designed to provide students with an opportunity to experience IntelliTec College's curriculum, faculty, learning environment, and student services. During this period, students are not eligible for federal financial aid disbursements and will not incur program tuition costs, although book, uniform, and tool charges may apply. The Introductory Period (IP) does not apply to Nursing Assistant students due to the length of the program.

During IP, students are issued all necessary textbooks, tools, and electronic devices. Should the student decide to cease enrollment during or at the end of the introductory period, textbooks, tools, electronic devices, and/or equipment can be returned to the Business Office if they are in "as-new" condition and in original packaging, and no charges will be assessed. Cost for all returned items not in "as-new" condition, as well as any items not returned, becomes the responsibility of the student and may be reported for billing and collection.

Students wishing to cease enrollment during or just prior to the end of the Introductory Period should do so in writing to the college. Students who do not request to be unenrolled by the end of the introductory period are automatically reaffirmed, considered active students, and will be charged accordingly. Please refer to the Refund policy for additional details.

FULL-TIME STUDENTS

Students must be enrolled for a minimum of 36 credit hours per academic year to be considered full-time. Students must be enrolled in 6 or more credits per academic term (grading period), or 4 or more credits per externship term, to be considered full-time for the term.

HALF-TIME STUDENTS

Students enrolled between 18 and 36 credit hours per academic year are considered half-time.

INFORMATION FOR VETERANS

Most programs offered are approved for the training of veterans. Please ask about specific programs. The eligibility of veterans is determined by the VA after a proper application to the Veterans Administration. The College has all the necessary forms and can assist in completing the application properly. Veterans must report all previous education and training to the Admissions Representative and complete a request for transcripts at the time of enrollment.

LATE REGISTRATION

The dates for ongoing registration will be posted and announced by the College. No student may register for courses after the close of business on the last business day prior to the start date without special approval from the Campus Director.

NOTICE OF NON-DISCRIMINATION

IntelliTec College does not discriminate in any of its policies, practices, or procedures against individuals on the basis of race, color, ethnic or national origin, sex, sexual orientation, gender identity, gender expression, non-conformity with sex stereotypes, religion, age, ancestry, disability, military status, veteran status, or other non-merit reasons. This includes but is not limited to admissions, financial aid, educational and training programs or activities, and employment. IntelliTec College complies with all applicable federal and state laws regarding non-discrimination and affirmative action, including Title IX of the Education Amendments of 1972, Section 504 of the Reauthorization Act (VAWA), and Title VI and Title VII of the Civil Rights Act of 1964, as amended.

POSTPONEMENT OF STARTING DATE

Postponement of a starting date, whether at the request of the College or the student, requires a written agreement signed by the student and the College.

The agreement must set forth: a) whether the postponement is for the convenience of the school or the student, and b) a deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

STUDENTS WITH DISABILITIES

IntelliTec College is committed to providing equal access to its academic and social activities to all qualified students. The College will ensure that its policies, practices, and procedures conform to Federal and state statutes and regulations as mandated under Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990, as amended, which established the rights of individuals with disabilities.

The Americans with Disabilities Act (ADA) defines a person with a disability as any individual who (1) has a

physical or mental impairment that substantially limits one or more major life activities; (2) has a record of such an impairment; and (3) is perceived by others as having such an impairment. IntelliTec College is fully committed to providing appropriate auxiliary aids and services to qualified individuals with a disability, unless providing such auxiliary aids and services would result in an undue hardship or fundamentally alter the nature of the relevant program, benefit, or service provided by the College. To request an auxiliary aid or service, please contact the Program Supervisor or Director of Education.

Individuals requesting an auxiliary aid or service will need to complete a Request for Accommodation form and provide appropriate documentation as needed. Accommodation requests may take time to evaluate and implement if approved; please allow sufficient time for review.

Disagreements regarding appropriate auxiliary aid and alleged violations of this policy may be raised pursuant to the College's grievance procedures.

FEDERAL EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

IntelliTec College adheres to all rules and regulations set forth by the Family Educational Rights and Privacy Act (FERPA) of the Rehabilitation Act of 1973, the Violence Against Women 1974, as amended, Federal Law 93-380. FERPA is a federal law regarding the privacy of student records and the obligations of the institution, primarily in the areas of release of records and the access provided to these records. Student records will not be released except on a need-to-know basis and with prior authorization for access or if the information is deemed directory information and has not been otherwise restricted by the student. For further information, please see the Student Educational Record Access Policy & Procedure located at:
Right to Know- Institutional FERPA Procedure

TUITION

The current tuition rates are contained in the tuition addenda to this catalog, and the catalog is incomplete without them. Click on the links below to access each campus tuition addendum. These addendums also contain information about fees, books, tool requirements, and uniforms. Tuition Addenda (Price of Attendance)

FINANCIAL AID INFORMATION

PURPOSE OF FINANCIAL AID

The goal of the financial aid program is to enable students to continue their postsecondary education who would otherwise be unable to do so without financial assistance. The amount of assistance an individual may receive is determined primarily by the extent of his or her need.

To be considered for Federal Student Aid, a student must complete the FAFSA (Free Application for Federal Student Aid) for each applicable award year. FAFSA is used to determine a student's eligibility for aid. The Financial Services representative will then package the students' award accordingly. Representatives will also review alternative funding sources if necessary.

Sources of Student Aid include:

FINANCIAL AID PROGRAMS

Federal Pell Grant: A Pell Grant is a subsidy awarded by the U.S. Federal Government to undergraduate students who display exceptional financial need and who have not earned a bachelor's, graduate, or professional degree. Pell Grants do not have to be repaid.

Federal Supplemental Educational Opportunity Grant (FSEOG): A Federal Supplemental Educational Opportunity Grant (FSEOG) is for undergraduate students who demonstrate exceptional financial need and who will also receive a Pell Grant. An FSEOG does not have to be repaid. Awards are campus-based, and amounts can range from $100-$4000 per academic year. Awards are subject to yearly allocation amounts set by the Department of Education.

Federal Direct Loan: Direct subsidized and unsubsidized loans are offered by the U.S. Department of Education (DOE). Direct subsidized loans are needs-based and available to undergraduate students. The Financial Services representative will determine what students are eligible to borrow. The DOE pays the interest on subsidized loans as long as you are in school and at least half-time, in a grace period, or in deferment.

Direct unsubsidized loans are available without having to show financial need. The Financial Services representative will determine what students are eligible to borrow. You will be responsible for paying the interest throughout all periods.

Direct Federal Plus Loan: Plus loans are offered to parents of dependent students enrolled at least half-time, or graduate and professional students at participating and eligible post-secondary institutions. The Financial Services Representative will determine what parents are eligible to borrow. Repayment begins within 60 days of the date of the final loan disbursement for the academic year. Deferment options are available.

Master Promissory Note Processing: The Master Promissory Note (MPN) is used for direct subsidized and unsubsidized loans and is a legal document in which students promise to repay their federal loans and interest to the Department of Education. Students may have more than one loan under an MPN for a period of up to 10 years. This document explains the terms and conditions of your loan. Parent borrowers must also complete an MPN. The Financial Services representative will determine which loans, if any, parents are eligible to receive.

Entrance Counseling: Entrance counseling ensures that students understand the terms and conditions and rights, and responsibilities of their federal loans. Students will learn what a loan is, how interest works, their options for repayment, and how to avoid delinquency and default.

Federal Work Study (FWS): The FWS program allows students to earn money to pay for school by working part-time. Students will earn at least the current federal or state minimum wage. The total work-study award depends on when students apply, their level of financial need, and the school's funding level.

Cash Installment Payment Plan: Students on the cash installment payment plan are required to make monthly payments that extend over the course of their program. Students are required to sign a promissory note and make prompt payments based on their due date. Students who are late with payments are required to see the Business Office or the Financial Services office to bring their accounts current. Failure to make timely payments will result in disciplinary action up to and including withdrawal from school.

College Scholarship:

- The IntelliTec Advantage Scholarship was established to provide an opportunity to individuals enrolling in IntelliTec College who are committed to furthering their education and working towards reaching their career goals. Only first-time students will be considered. This one-time scholarship is in the amount of $500. Five of these scholarships are able to be awarded at each term start.

- The IntelliTec ReEntry Scholarship was established to provide aid to returning IntelliTec students to complete their education. Each award is not to exceed $600.

Institutional Loan Program (APEX): The College offers a private loan for students who are not fully funded through Federal or State programs. This private loan requires the student to make loan payments while attending the college. This loan can only be used for enrollment contract costs. Any tuition credit balance due to the student, upon withdrawal or graduation, will be applied to the outstanding Institutional Loan Program (APEX) balance before funds are sent to the student.

FINANCIAL AID INFORMATION

VERIFICATION OF STUDENT AID INFORMATION

FAFSA forms can be selected at random for verification. Verification is the process schools use to confirm that the data reported on the FAFSA form is accurate. Schools have the authority to contact the student for documentation in order to clear the verification.

1. New students must provide the necessary documentation for verification ***within 14 days*** from the date the student starts school. If the student is currently enrolled, documentation must also be provided ***within 14 days*** of being selected for verification. If the student fails to provide the required documentation for verification within the established timeframe, then the student will become a cash-paying student.
2. If the student is not capable of paying cash, then the student will be withdrawn from the college.
3. The Financial Services office reserves the right to make exceptions to the previously stated policies due to specific circumstances on a case-by-case basis.
4. When a student is selected for verification, they will be advised by a Financial Services representative. During the advising session, the student will be given a clear explanation of the documentation needed to satisfy the verification requirements, including the College's deadline for completion of any actions on the student's part and the consequences of failing to complete these required actions.
5. The Financial Services Office will notify the student by a normal means of communication regarding the results of the verification and any applicable changes and/or corrections.

INFORMATION PERTAINING TO AVAILABILITY OF FINANCIAL AID

Information pertaining to financial aid eligibility and sources available may be obtained in the Financial Services Office or http://studentaid.gov.

CREDIT HOUR CONVERSIONS

The following certificate programs are, for financial aid purposes only, converted at a rate of the number of clock hours per course divided by 20.

- Automotive Technician Certificate
- Dental Assistant
- Medical Assistant Certificate
- Medical Billing and Coding Certificate
- Computer Systems Technician Certificate
- Electrical Technician.

CERTIFICATE TO DEGREE TRANSFERS

Transcripts will be evaluated based on the current course objectives to determine if a certificate completion will fully transfer to a degree program.

FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS

Federal and State regulations require all postsecondary institutions to establish policies and procedures for measuring the academic progress of their students, as one of the eligibility criteria for receiving financial aid. IntelliTec College's academic progress policy for financial aid students governs the receipt of funds under all federal and state financial aid programs (grants, loans, and work study). Classes that have a passing grade but are re-taken to improve the cumulative GPA do count as credits attempted but do not count as credits completed. They are treated like non-passing grades.

All students must make Satisfactory Academic Progress (SAP) towards the attainment of a degree or certificate to receive and to remain eligible for financial aid. Academic progress will be evaluated at the midpoint and end of each student's academic year, coinciding with the dates at which financial aid disbursements are scheduled, typically every 15 weeks for degree programs or 18 weeks for certificate programs. The calculated status will determine the receipt of financial aid for the subsequent academic/payment period.

Students who do not meet all criteria as listed will be placed on a Financial Aid Warning status and, if applicable, be placed on an academic improvement plan for the next academic/payment period. They will remain eligible for financial aid during this period but must achieve satisfactory progress by the beginning of the next academic/payment period or the student will be TERMINATED from all relevant financial aid programs until such time as they have met the criteria to be achieving satisfactory academic progress.

The loss of financial aid after a Financial Aid Warning period may be appealed if unusual circumstances exist. The appeals process is described further below:

Satisfactory Academic Progress for financial aid is based on three criteria:

1. A maximum timeframe: as measured by the number of attempted credits or clock hours allowed.
2. A quantitative measure: The cumulative number of credits satisfactorily completed in relation to cumulative credits or clock hours attempted.
3. A qualitative measure: The cumulative grade point average (GPA) in relation to credits or clock hours completed.

The calculations used to evaluate academic progress include all periods of the student's enrollment. IntelliTec does not offer summer or non-credit remedial classes. All credits attempted from the first day of the student's enrollment are included, even periods during which the student did not

receive financial aid funds. However, when a student changes from one program to another without graduating, prior credits and grades that do not count toward the new program will not be included in the satisfactory progress determination. If a student graduates from one program and subsequently enrolls in another program, only the new program credits and applicable transfer credits will be evaluated for academic progress.

1. Maximum Timeframe Measure: There is a maximum amount of time that a student can take to complete his/her program of study, which is generally 150% of the length of the program measured in quarter credit hours or, for clock hour programs, as expressed in calendar time as specified under each 'Program of Study' in the catalog.

Maximum Timeframe for Credit Hour Programs		
Program Name	**Credits Required for Graduation**	**Maximum Timeframe Credits Attempted**
Automotive Technician	72	108
Automotive Technician (AOS)	94.5	141
Computer Systems Technician	61.5	92
Computer Systems Technician: Administration	91.5	137
Dental Assistant	54	81
Electrical Technician	54	81
Medical Assistant	59.5	89
Healthcare Administration: Medical Assistant	91.5	137
Medical Billing & Coding	61.5	92
Healthcare Administration: Medical Billing & Coding	92.5	138
Refrigeration & HVAC	91.5	137

Maximum Timeframe for Clock Hour Programs		
Program Name	**Hours Required for Graduation**	**Maximum Timeframe Months**
Cosmetologist	1695	22.5
Massage Therapy	750	13.5

All credits are counted when calculating the maximum timeframe completion rate, including repeated courses, withdrawals, credits transferred in from another college or university, and test-outs. All terms of enrollment are also included, even those in which the student may not have received financial aid.

2. Quantitative Measure: All students must receive a passing grade in at least 67% of all credits attempted. Passing grades are A, B, C, and D. Grades of I (Incomplete) and W (Withdrawal), as well as F (Failure), are non-passing, unsatisfactory grades, which count as credits attempted but do not count as credits completed. Non-passing grades will negatively affect the calculation.

Attempted credits are all credits for which a student receives a grade (including A, B, C, D, F, I, or W). Repeated courses are included in credits attempted. Transfer credits (T) are counted as credits attempted and completed satisfactorily. The percentage calculation is achieved by dividing the cumulative number of credits the student has successfully completed by the cumulative number of credits the student has attempted.

3. Qualitative Measure: The following minimum cumulative GPA scale applies to all programs of study. All students must have a cumulative GPA that falls at or above the following minimums:

FA SAP Progress Chart	
CERTIFICATE PROGRAMS	**Cumulative GPA Required**
18-36 QCH	**1.75**
36 QCH – COMPLETION	**2.00**
MASSAGE PROGRAM	**Cumulative GPA Required**
375 CLOCK HRS - COMPLETION	**2.0**
COSMETOLOGY PROGRAM	**Cumulative GPA Required**
120 – 899 CLOCK HRS	**1.75**
900 CLOCK HRS – COMPLETION	**2.0**
DEGREE PROGRAMS	**Cumulative GPA Required**
18 – 36 QCH	**1.75**
36 QCH – COMPLETION	**2.0**

The cumulative GPA under this Satisfactory Academic Progress policy is the GPA based upon all credits/clock hours the student has completed at the College. Transfer credits, grades of W, and I are not counted as completed and do not affect the calculation of the GPA.

Failed classes must be repeated and will be charged $250 for 1 - 4.5 quarter credit hours or 1 - 60 clock hours and $500 for 5 or more quarter credit hours or 61 or more clock hours. After a student retakes a failed class or a previously passed class (to obtain a better grade) and attains a passing grade in the repeated class, the grade F from the failed class or the lower grade from the repeated class will no longer be included in the GPA calculation.

In the event a student withdraws during a Financial Aid Warning or a Financial Aid Probation Period and subsequently returns to the College, then the student will be placed on that same status for the next academic payment period he/she return to, regardless of the length of time the student was in

non-attendance.

Notification: If a student is not making Satisfactory Academic Progress (SAP) after one payment period, he/she will be informed by letter/email that they are not making satisfactory academic progress (SAP) and will be put on financial aid warning. This will include information about the warning process and the possibility of losing financial aid eligibility. ***If the student is not at a 2.0 GPA by the stated timeframe, financial aid eligibility will be lost.***

Process to Appeal the Loss of Financial Aid Eligibility: Students not meeting the minimum standards for satisfactory academic progress after one Financial Aid Warning Period are permitted to appeal the loss of financial aid by completing an appeal application and submitting it to the Financial Services office.

Verbal appeals will not be honored.

Appeals will need to outline the mitigating circumstances that kept the student from progressing satisfactorily as well as individual actions taken to improve academically. Students will also need to provide documentation when appropriate to support the circumstances in their appeal. Incomplete appeal applications will be denied. Appeals for a given academic/payment period must be submitted by the last day of that period.

Retroactive appeals will not be granted.

Students ***cannot*** regain financial aid eligibility simply by taking a period of time off from school, but may do so by paying for classes from their own resources and achieving SAP standards to become eligible for a future term.

The college will review cases on an individual basis to determine if mitigating circumstances are responsible for poor progress. Mitigating circumstances might include, but are not limited to, serious illness or injury of the student, death of an immediate family member, and extreme family upheaval.

Denial of Financial Aid due to exceeding the maximum allowable timeframe for completing a program of study may also be considered if more than one change of program caused the SAP violation.

Written notification of the Committee's decision and academic requirements will be given to the student before the end of the first week of the student's next scheduled academic term. Students whose appeals are granted will be placed on Financial Aid Probation for one academic/payment period and will be re-evaluated at the end of the probationary period.

If the student's appeal is not granted, all federal and state financial aid eligibility is lost, and the student will need to secure other funding sources to pay tuition and fees, or they will be withdrawn if she/he is unable to secure advance payment of all scheduled classes.

VETERAN AID PROGRAMS

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.

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

VERIFICATION OF VETERAN AND VETERAN DEPENDENT AID INFORMATION

FINANCIAL AID INFORMATION

IntelliTec requires the verification procedures below to be followed for verifying veteran benefits:

1. The school must have received a Certificate of Eligibility for entitlement, a 1905, or received a verbal confirmation of benefits from the US Department of Veteran Affairs, no later than the first day of a course of education for which the individual has enrolled and indicated they wish to use their entitlement.
2. IntelliTec will permit any covered individual* to initially attend or participate in the course of education they enrolled in with one of the above-specified proof of benefits, despite the delimiting date occurring before the completion of the individual's educational program. However, the individual must make financial arrangements to cover educational expenses occurring after their benefit's delimiting date. Failure to do this may result in termination of enrollment.
3. IntelliTec will require any covered individuals* to make financial arrangements for any educational expenses that are not covered by Veteran Benefits. Failure to do this may result in termination of enrollment.
4. IntelliTec will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of funding from the VA under Chapter 31 or 33.

The College adheres to Public Law 114-315, Sec 409, stating the university meets standards for state licensure, certification, and employment. Courses meet state instructional curriculum and certification requirements. The College does not provide any commission, bonus, or other incentive payments based on enrollments or financial aid.

*__Covered Individual__ defined: Anyone using benefits under Chapter 31 (Vocational Rehabilitation & Employment) or Chapter 33 (Post-9/11 GI Bill®)

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

PAYMENT OF ACCOUNTS

Students shall make satisfactory arrangements for settling their College accounts promptly. Failure on the part of the student to make satisfactory arrangements for the settlement of their account by the due date may result in either an interruption of training, withdrawal, or being sent to collections. Nursing Assistant students must, by the start of the term, either pay the program cost in full, pay one-half of two equal installments, or select another approved payment plan. If a payment plan is selected, the student must meet the terms of the payment plan in order to maintain enrollment, and any outstanding balance must be paid to the college no later than the last day of the program.

REFUND POLICY-COLORADO

REFUND POLICY - COLORADO

CANCELLATION PRIOR TO COMMENCEMENT OF CLASSES

1. If the College does not accept the applicant, or cancels the application, all funds paid will be refunded.
2. If cancellation is requested in writing by the student (or parent/guardian, if the student is a minor), prior to midnight of the third business day (excluding Saturdays, Sundays, and business holidays), after signing the application, all funds paid will be refunded.
3. Prospective students who have not visited the College prior to application will have the opportunity to withdraw their application without penalty and have all monies refunded within three days following a tour of the College facilities which would occur on or before the first day of class.
4. Any monies paid by the applicant are refunded to the applicant in the event the College discontinues a program of training during a period of time within which a student could have reasonably completed the program. This provision shall not apply in the event the College ceases operation.
5. Postponement of starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the College. The agreement must set forth:
   a) Whether the postponement is for the convenience of the school or student; and,
   b) A deadline for the new start date, beyond which the start date will not be postponed.
   If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.
6. Any monies due to the applicant shall be refunded within 30 days from the new start date from cancellation or failure to appear on or before the first day of class.

TERMINATION OR WITHDRAWAL AFTER COMMENCEMENT OF CLASSES

A student may withdraw in person or in writing. Students who discontinue training for any reason are required to have an exit interview with Student Services and Financial Aid. The State Refund Policy (see below) is used to determine the amount of tuition to be refunded to students who withdraw or are terminated after the first day of class. Refunds are computed from the first day of entrance (commencement of training) to the last day of actual attendance as determined by official attendance records. Refund calculations are available upon request from the Business Office at the College.

FEDERAL RETURN OF TITLE IV FUNDS POLICY-TITLE IV: RECIPIENTS ONLY

IntelliTec records daily attendance for all students. A student's withdrawal date is always the last day of a student's academic attendance as documented by the school's attendance records. Students who withdraw from or are terminated by the College prior to completing 60% of a payment period will have their Title IV eligibility re-calculated based on the percentage of the payment period completed. For example, a student who withdraws completing 30% of the payment period will have "earned" only 30% of any Title IV financial aid received for that payment period. The College and/or student must return the remaining 70% to the proper financial aid programs.

The policy shall apply to all students who withdraw, drop out, or are terminated from IntelliTec College, and receive financial aid from Title IV Funds. The term "Title IV Funds" includes Federal Pell Grants, FSEOG Grants, Perkins Loans, and Direct Student Loan Programs. Title IV Aid is earned in a pro-rated manner on a per diem basis up to and including the 60% point of the payment period. Title IV aid is viewed as 100% earned after this point.

A. The percentage of Title IV aid earned will be calculated as follows:

$$\frac{\text{Number of calendar days completed in the payment period}}{\text{Total calendar days in the payment periods.}} = \text{\% of payment period completed}$$

B. The percentage of Title IV financial aid unearned (i.e.to be returned to the appropriate programs) is equal to 100% minus the percent earned.

C. The student will owe the College any additional charged amount as unpaid institutional charges.

D. All refunds of unearned Title IV funds will be made within 45 days from date of determination.

E. Post-withdrawal disbursements will be made to eligible students according to applicable federal regulations. If a student did not receive all of the funds that were earned, the student may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, IntelliTec College must get the student's permission before it can disburse those funds. The student may choose to decline some or all of the loan funds so that no additional debt is incurred. IntelliTec College may automatically use all or a portion of a post-withdrawal disbursement of grant funds for tuition and fees (as contracted with the school). IntelliTec College needs a student's permission to use the post-withdrawal grant disbursement for all other school charges and the student will have ten (10) days to notify IntelliTec of the permission. If the student does not give that permission, the student will be offered the funds. However, it may be in the student's best interest to allow the school to keep the funds to reduce any outstanding debt at the school.

STATE REFUND POLICY-STATE OF COLORADO REGULATIONS

Refunds will be calculated as a percentage of program completion and the contract price of the program. The percentage is based on the number of calendar days completed by the student divided by the total number of calendar days in the program. The resulting percentage will be applied, and the student shall be assessed the applicable maximum percentage of the contract price of the program. All tuition refunds due the student will be made within 30 days from date of termination.

REFUND POLICY-COLORADO

% Completed by Student	$ Charged to the Student
0 – 10%	10% plus $100 withdrawal fee
after 10% - 25%	25% plus $100 withdrawal fee
after 25% - 50%	50% plus $100 withdrawal fee
after 50% - 75%	75% plus $100 withdrawal fee
after 75% - 100%	100% plus $100 withdrawal fee

The following charges are excluded from the State Refund Policy:

A. Documented costs of uniforms issued to the student.

B. The cost of equipment that is non-returnable and/or equipment not returned within 20 days following withdrawal. Tools defaced in any way will not be accepted for return.

C. Books are nonreturnable.

Nursing Assistant Refund Policy

The state refund policy – State of Colorado regulations apply to refunds for Nursing Assistant students. The date of termination is seven (7) days from the last date of attendance; either the date the student says he or she is no longer attending the program or the date the student was dropped due to attendance. All refunds due will be made within thirty (30) days from the date of termination. In the event a student re-enrolls, the monies previously collected may be applied to the current program cost if the student re-enrolls within four months of the original start date. If the student re-enrolls after the four-month period, no monetary credit will be granted.

TRANSFER CREDITS

If transfer credits are granted for training received previously, such credits will not impact the Refund Policy.

COLORADO REFUND ATTRIBUTION POLICY

The following refund attribution policy will be applied to all Students who receive Title IV and/or State funds and/or other funds and withdraw with a refund due: 1) Federal Direct Unsubsidized Loan; 2) Federal Direct Subsidized Loan; 3) Federal Perkins Loan; 4) Direct PLUS Loan; 5) Federal Pell Grant; 6) FSEOG; 7) other Title IV Programs 8) other federal, state, private or institutional sources, 9) the student.

REPAYMENT ATTRIBUTION POLICY

The following repayment attribution policy will be applied to all students who receive Title IV and/or State funds for educational costs other than tuition and books and then withdraw. (FWS are excluded from this calculation.) To determine if the student received an overpayment the college must determine that the funds the student received for non-direct educational costs exceeded the non-direct educational costs for the portion of the payment period for which the student was enrolled. If any portion of the cash payment cannot be attributed to the cost of room and board, transportation and miscellaneous expenses, then that portion is to be returned to the Title IV or State fund from which it was received. In the event the student received cost payment from more than one fund, any overpayment would be returned in the following order: 1) Federal Perkins; 2) Federal Pell Grants; 3) Federal SEOG; 4) Colorado State Grant CSG.

IMPORTANT ENROLLMENT AGREEMENT INFORMATION (CO)

_____ Student acknowledges all tool kits for applicable programs are standardized. Books and Tools are required to be issued to students in their programs unless they have been issued previously from the college.

_____ Student agrees to abide by all rules and regulations set forth in the Student Catalog and other publications issued by the College. Students who fail to comply with college policies are subject to termination or suspension. Termination of the enrollment will result in a $100.00 withdrawal fee.

_____ Student and College agree that any disputes relative to this contract or to the education and training received by the student shall be resolved through binding arbitration as more particularly set forth in the Student Arbitration Agreement signed by the student with the execution of the Enrollment Agreement.

_____ Attempting to resolve any issue with the School first is strongly encouraged. Complaints may be filed by a student or guardian at any time with the Division of Private Occupational Schools (DPOS) within two years from the student's last date of attendance or at any time prior to the commencement of training at Division of Private Occupational School Board, 1600 Broadway, Suite 2200, Denver, CO 80202, 303-862-3001, or online at http://highered.colorado.gov/dpos/

_____ The College offers placement assistance at no additional costs to the graduate; however, a job is neither promised nor guaranteed. The College makes no guarantee of credit transfer.

_____ The holder of this agreement is subject to all claims and defenses which the debtor could assert the seller of goods or services pursuant hereto or with the proceeds hereof, recovery hereunder by the debtor shall not exceed amounts paid by the debtor \hereunder.

_____ Student acknowledges that the Student Catalog, the Enrollment Agreement and the Student Arbitration Agreement constitutes the entire agreement with the College and that the Student has not relied on any other representation other than those contained in these documents. Student also acknowledges receipt of those documents.

_____ Admissions Requirement: Documentation of a U.S. High School Diploma, G.E.D, or equivalent.

_____ 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.

REFUND POLICY- NEW MEXICO

REFUND POLICY – NEW MEXICO

CANCELLATION PRIOR TO COMMENCEMENT OF CLASSES

1. If the College does not accept the applicant, or cancels the application, all funds paid will be refunded.
2. If cancellation is requested in writing by the student (or parent/guardian, if the student is a minor), prior to midnight of the third business day (excluding Saturdays, Sundays, and business holidays), after signing the application, all funds paid will be refunded.
3. Students who have not visited the College prior to application will have the opportunity to withdraw without penalty and have all monies refunded within three business days following a tour of the College facilities which would occur on or before the first day of class.
4. Any monies paid by the applicant are refunded to the applicant in the event the College discontinues a program of training during a period of time within which a student could have reasonably completed the program. This provision shall not apply in the event the College ceases operation.
5. Postponement of the starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the College.
   The agreement must set forth:
   a.) Whether the postponement is for the convenience of the school or student; and,
   b.) A deadline for the new start date, beyond which the start date will not be postponed.
   If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy and all applicable state laws and rules.
6. Any monies due to the applicant shall be refunded within 30 days from cancellation or failure to appear on or before the first day of class.

TERMINATION OR WITHDRAWAL AFTER COMMENCEMENT OF CLASSES

A Student may withdraw in person or in writing. Students who discontinue training for any reason are required to have an exit interview with Student Services and Financial Aid. The State Refund Policy (see below) is used to determine the amount of tuition to be refunded to Students who withdraw or are terminated after the first day of class. Refunds are computed from the first day of entrance (commencement of training) to the last day of actual attendance as determined by official attendance records. Refund calculations are available upon request from the Business Office at the College.

FEDERAL RETURN OF TITLE IV FUNDS POLICY-TITLE IV RECIPIENTS ONLY

IntelliTec records daily attendance for all students. A student's withdrawal date is always the last day of a student's academic attendance as documented by the school's attendance records. Students who withdraw from or are terminated by the College prior to completing 60% of a payment period will have their Title IV eligibility re-calculated based on the percentage of the payment period completed. For example, a student who withdraws completing 30% of the payment period will have "earned" only 30% of any Title IV financial aid received for that payment period. The College and/or Student must return the remaining 70% to the proper financial aid programs.

The policy shall apply to all Students who withdraw, drop out, or are terminated from IntelliTec College, and receive financial aid from Title IV Funds. The term "Title IV Funds" include Federal Pell Grants, FSEOG Grants, Perkins Loans, and Direct Student Loan Programs. Title IV Aid is earned in a pro-rated manner on a per diem basis up to and including the 60% point of the payment period. Title IV aid is viewed as 100% earned after this point.

A. The percentage of Title IV aid earned will be calculated as follows:
   $\frac{\text{Number of calendar days completed in the payment period}}{\text{Total calendar days in the payment periods.}}$ = % of payment period completed
B. The percentage of Title IV financial aid unearned (i.e.to be returned to the appropriate programs) is equal to 100% minus the percent earned.
C. The student will owe the College any additional charged amount as unpaid Institution charges.
D. All refunds of unearned Title IV funds will be made within 45 days from the date of determination.

E. Post-withdrawal disbursements will be made to eligible students according to applicable federal regulations. If a student did not receive all of the funds that were earned, the student may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, IntelliTec College must get the student's permission before it can disburse those funds. The student may choose to decline some or all of the loan funds so that no additional debt is incurred. IntelliTec College may automatically use all or a portion of a post-withdrawal disbursement of grant funds for tuition and fees (as contracted with the school). IntelliTec College needs a student's permission to use the post-withdrawal grant disbursement for all other school charges and the student will have ten (10) days to notify IntelliTec of the permission. If the student does not give that permission, the student will be offered the funds. However, it may be in the student's best interest to allow the school to keep the funds to reduce any outstanding debt at the school.

The following charges are excluded from the Refund Policy:

A. Documented costs of uniforms issued to the student.
B. The cost of equipment that is non-returnable and/or equipment not returned within 20 days following withdrawal.
Tools defaced in any way will not be accepted for return.
C. Books are nonreturnable.

TRANSFER CREDITS

If Transfer Credits are granted for training received previously, such credits will not impact the Refund Policy.

REFUND POLICY- NEW MEXICO

NEW MEXICO REFUND ATTRIBUTION POLICY

The following refund attribution policy will be applied to all Students who receive Title IV and/or State funds and/or other funds and withdraw with a refund due: 1) Direct Unsubsidized Stafford Loan; 2) Direct Subsidized Stafford Loan; 3) Federal Perkins Loan; 4) Direct PLUS Loan; 5) Federal Pell Grant; 6) FSEOG; 7) other; Title IV Programs 8) other federal, state, private or institutional sources, 9) the Student. In case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the College shall make a settlement which is reasonable and fair to both parties.

REPAYMENT ATTRIBUTION POLICY

The following repayment attribution policy will be applied to all Students who receive Title IV and/or State funds for educational costs other than tuition and books and then withdraw. (FWS are excluded from this calculation.) To determine if the student received an overpayment the College must determine that the funds the student received for non-direct educational costs exceeded the non-direct educational costs for the portion of the payment period for which the student was enrolled. If any portion of the cash payment cannot be attributed to the cost of room and board, transportation and miscellaneous expenses, then that portion is to be returned to the Title IV or State fund from which it was received. In the event that the student received cost payment from more than one fund, any overpayment would be returned in the following order: 1) Federal Perkins; 2) Federal Pell Grants; 3) Federal SEOG; 4) State grant.

IMPORTANT ENROLLMENT AGREEMENT INFORMATION (NM)

____ Student acknowledges all tool kits for applicable programs are standardized. Books and Tools are required to be issued to students in their programs unless they have been issued previously from the College.

___ Student agrees to abide by all rules and regulations set forth in the College catalog and other publications issued by the College. Students who fail to comply with College policies are subject to termination or suspension. Termination of the enrollment will result in a $100.00 withdrawal fee.

____ Student and College agree that any disputes relative to this contract or to the education and training received by the student shall be resolved through binding arbitration as more particularly set forth in the Student Arbitration Agreement signed by the student with the execution of the Enrollment Agreement.

____ New Mexico law provides that any person claiming loss of tuition or fees must file a complaint with the New Mexico Higher Education Department, within three years of the last date of attendance or withdrawal date at the following address: New Mexico, Higher Education Department, 2044 Galisteo St., Suite #4, Santa Fe, NM 87505. http://www.hed.state.nm.us/students/hed-student-complaint-form.aspx

____ The College offers placement assistance at no additional costs to the graduate, however; a job is neither promised nor guaranteed. The College makes no guarantee of credit transfer.

____ Any holder of this agreement is subject to all claims and defenses which the debtor could assert the seller of goods or services obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed amounts paid by the debtor hereunder.

____ Student acknowledges that the College catalog, the enrollment agreement and the student arbitration agreement constitute the entire agreement with the College and that the student has not relied on any other representation other than those contained in these documents. Student also acknowledges receipt of those documents.

_____ Admissions Requirement: Documentation of a U.S. High School Diploma, G.E.D, or equivalent.

____ 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.

STUDENT SERVICES

STUDENT ADVISING

A list of current staff and faculty is contained in the Administration Addenda to this catalog, and the catalog is incomplete without them. Click on the links below to access each campus's administration addendum.

Albuquerque, NM Administration Addendum

Colorado Springs, CO Administration Addendum

Grand Junction, CO Administration Addendum

Pueblo, CO Administration Addendum

ADVISING SERVICES ARE DESIGNED TO HELP STUDENTS:

1. Develop life goals.
2. Achieve proper in-college direction.
3. Understand themselves and the college environment.

ADMISSIONS – STUDENT

This service helps guide students into a program in which they may be interested or best suited. The Admissions Office has career information available to students in order to make an informed decision.

FINANCIAL SERVICES – STUDENT

The Financial Services Office provides financial aid advising to all incoming and continuing students and graduates.

INSTRUCTOR – STUDENT

Students are encouraged to discuss academic difficulties with the instructor.

PROGRAM SUPERVISOR – STUDENT

If students have a concern about progress within their program, about changing programs or other academic matters, they should request an appointment with the Program Supervisor. The Program Supervisor is available to assist students with problems that may not be appropriate or cannot be handled by the instructor and serves as an additional resource for students.

DIRECTOR OF EDUCATION– STUDENT

The DOE is available to assist students with problems that may not be appropriate for or lie beyond the scope of the responsibilities of the Program Supervisor. These School managers can assist students in coordinating carpools, childcare, bus passes, tutoring, and help resolve some scheduling-related issues. They also serve as an additional resource for students by connecting the student to a variety of community resources, support groups, tracking and monitoring student retention, and advising students who desire assistance in meeting the challenges of preparing for a career.

REGISTRAR – STUDENT

The Registrar handles attendance records, grades, graduation, enrollment verifications, and additional services related to student academic records.

BUSINESS OFFICE – STUDENT

The Business Office handles student tuition account activities such as program charges and credits, cash billing, and cash payments. The Business Office also handles VA and third-party processes.

CAREER SERVICES OFFICE – STUDENT

The Career Services Office provides career information to graduates and students on an as-needed basis to assist in job development and employment within a student's field of study.

CAMPUS DIRECTOR – STUDENT

Students are encouraged to schedule a session with the Campus Director when other services do not appear to resolve a student's questions or concerns. Complete confidentiality is assured to the student.

AUDITING COURSES

IntelliTec College permits graduates, when space allows, to audit courses they have already completed or courses substantially similar (if the original class is no longer offered) to the courses completed as part of their original training program. As an auditor, the graduate attends classes, completes assignments, and takes examinations associated with the course.

Graduates requesting to audit classes must submit a written request through the Registrar's office.

Although there are no associated tuition costs, graduates will be responsible for the purchase of any books and course materials, and these charges must be paid in full prior to commencement of the class. Prospective auditors must be current on all federal student loans and may not have an outstanding balance with the College.

Programs and/or classes that have been discontinued by the college are not eligible for audit. Courses in the Nursing Assistant program are not available for audit due to the class sizes.

CAMPUS SECURITY

The College makes a reasonable effort to provide a safe and secure environment. All students and staff are expected to adhere to all civil laws and College policies to maintain a safe and secure environment on campus. In case of fire or any other emergency, students are to proceed in a quiet and orderly manner to the nearest exit and leave the building. Fire extinguishers have been placed throughout the buildings for use by trained individuals only.

Indirect or direct threats of violence, including bizarre or offensive comments regarding violent events; incidents of actual violence and suspicious individuals; use, carrying, storage, or possession of weapons on IntelliTec property; or other similar activities should be reported as soon as possible to a supervisor or any member of management. When

reporting a threat or incident of violence, the student should be as specific and detailed as possible. Students should not place themselves in peril, nor should they attempt to intercede during an incident.

In addition, the College publishes a Campus Annual Security Report including campus crime statistics. This report is available online at Consumer Information, and a free paper copy can be provided upon request. Students will receive an annual notification of the report's availability.

CAMPUS CLOSURES/DELAYS

Inclement weather or other unforeseen events may warrant the closure or delay the opening of campus facilities. Information can be found on FlashAlert or FlashText where available.

CAREER SERVICES

The Career Services office at IntelliTec offers employment assistance at no additional cost to students during attendance, at the time of graduation, and to all alumni. Services provided include interview referrals, job development, interviewing skills, and advising to bring together a student's educational background, work experience, and personal choice in selecting appropriate positions.

This is not a guarantee of employment, type of employment, or a minimum starting salary. No one is authorized by the College to make such guarantees. In some cases, a student must be willing to relocate for specific types of employment.

CONSUMER INFORMATION

Students are encouraged to visit the college website at Consumer Information to review the most current consumer information, including policies, general institutional information, financial aid, and health and safety policies.

GRADUATION CEREMONY

The graduation ceremony marks the successful completion of a student's training program at IntelliTec College. This occasion offers the graduate the opportunity to celebrate his/her accomplishments while anticipating the next stage of his/her career.

IntelliTec conducts one formal graduation ceremony each year at each campus.

All graduates are scheduled to participate in the ceremony nearest the date following their actual program completion. The dates will be announced in advance of each ceremony.

HEALTH SERVICES

IntelliTec College maintains first-aid supplies for minor injuries that may occur while on campus.

Students should have their own medical insurance to protect them financially in the event of accidental injury due to negligence or failure to comply with safety procedures. Students who have a medical history of illness requiring special attention should notify the administrative offices at the time of enrollment.

ID CARD

After completing the enrollment process, students will be issued a student Identification card, which may be used at participating local merchants and entertainment facilities. Replacement ID cards may be ordered through the Registrar's office at a cost of $5.00 each.

Students must wear their ID cards in a visible location when they are on campus.

STUDENT SUCCESS CENTER

The Student Success Center is available to all students–past and present. The media available for students is accessed through the IntelliTec Web Portal and LIRN (Library and Information Resource Network), available to students 24/7, which contains links to an online dictionary and thesaurus, pertinent videos, articles, texts, and documents in an electronic format.

NATIONAL TECHNICAL HONOR SOCIETY (NTHS)

National Technical Honor Society recognition is available to IntelliTec students. After students have completed half their program, maintained a 3.85 GPA, and maintained 95% cumulative attendance, they will be eligible for nomination into the NTHS.

PARKING

Students are required to park in designated parking areas. The obstruction of fire lanes and parking in reserved handicapped spaces or assigned visitor parking is not allowed.

STUDENT CODE OF CONDUCT

IntelliTec College seeks to provide the best possible educational environment that emphasizes the values of honesty, integrity, respect, responsibility, and fairness. In order to achieve this goal, IntelliTec requires all members of the campus community to follow the policies and procedures established by the college and by local, state, and federal laws. IntelliTec expects honorable conduct from its staff and students that ensures the safety and support of the campus and the surrounding community.

RESPECT FOR THE INDIVIDUAL

Students deserve to attend classes in an environment where they are treated with dignity and respect. IntelliTec is committed to creating such an environment because it brings out the full potential in each of us, which, in turn, contributes directly to the success of each student's education. We cannot afford to let anyone's talents go to waste.

STUDENT SERVICES

IntelliTec is committed to providing campuses that are free of discrimination of all types, including abusive, offensive, or harassing behavior. Each person has different expectations regarding communication and how they want to be treated. By treating each person how they prefer to be treated, we can ensure an environment where each individual is comfortable and able to learn to the best of their ability. Any student who feels harassed or discriminated against should report the incident to staff.

Open and Honest Communication

At IntelliTec, a student should feel comfortable speaking his or her mind in a professional manner, particularly with respect to educational and ethical concerns. IntelliTec encourages an environment focused on learning, and as such, communication in the classroom and lab should be educationally focused. Staff have a responsibility to create an open and supportive environment where students feel comfortable raising such questions. We all benefit tremendously when students and staff work together to prevent mistakes or wrongdoing by asking the right questions at the right times.

IntelliTec will investigate all reported instances of questionable or unethical behavior. In every instance where improper behavior is found to have occurred, the company will take appropriate action. We will not tolerate retaliation against students or staff who raise genuine concerns in good faith.

Students are encouraged to address such issues at the lowest level possible, as most problems can be resolved swiftly. If, for any reason, that is not possible or if a student is not comfortable raising the issue with the lowest level of staff, the student may refer to the Grievance process for further guidance.

Honesty, Integrity, and Fairness

Each student's behavior impacts the learning environment, and students should conduct themselves in a manner that promotes learning. Participating in group discussions and focusing on finding solutions to problems lends itself to this approach. Presenting professional quality and original work in all assignments is absolutely imperative to a student's success. Students should study materials, be prepared for class each day, and approach their educational experience as they would a job they would want at the end of their training.

STUDENT RESPONSIBILITIES

Personal Behavior: The College expects the highest level of integrity from its students. Stealing, bullying, disruption, including refusal to take directions from authority, will not be tolerated. Use of profanity, noisy or boisterous conduct, or dishonesty will not be tolerated either. If an incident involving misconduct occurs, the involved parties may face disciplinary action up to and including expulsion from training. Students may not disrupt the functions of IntelliTec or interfere with the faculty or staff in the performance of their duties. If any student or group of students violates these regulations, the responsible person or persons may be removed from class and may be required to meet with the College's management for disciplinary action, up to and including expulsion. If any damage occurs, the responsible individual(s) may be required to pay associated costs.

IntelliTec College views bullying as a form of violence and prohibits it on its campuses. Bullying is repeated, or severe, health-harming mistreatment of one or more persons by one or more perpetrators.

Bullying includes:

- Threatening, humiliating, or intimidating behavior through verbal, social media, or physical contact.
- Work interference or sabotage that prevents an individual from completing their job effectively.
- Social media posts regarding other students that either meet the definition of bullying or are violent in nature.

Civil Law: All students are expected to conform to all local, state, and federal laws.

Sexual Misconduct: IntelliTec will not tolerate any discrimination, harassment, or violence of any kind including, but not limited to, discrimination, harassment or violence based on sex/gender (including pregnancy and childbirth), sexual orientation, gender identity, gender expression, nonconformity with sex stereotypes, age, national origin, disability, veteran status, or any other category protected by federal, state, or local law.

This policy applies to all members of the IntelliTec community, including students, faculty, and administration, as well as third parties. In addition, this policy applies to all conduct involving students, faculty, staff, and third parties that occurs on college-controlled properties and at college-sponsored events, as well as offsite conduct when that conduct can affect the College community. Please see the Sexual Misconduct & Discrimination Policy located at:

Sexual Discrimination Policy

Alcoholic Beverages or Drugs: The use of or the possession of or being under the influence of drugs or alcohol on campus or at any function sponsored by or for a related organization is forbidden, and disciplinary action, up to and including expulsion, may be taken as outlined in the College's Drug and Alcohol Policy. Federal regulations require all students to be advised, during and upon enrollment, of IntelliTec's Drug and Alcohol Abuse Prevention Program. The policy can also be viewed online at:

Right to Know – Drug and Alcohol Abuse Prevention Policy.

Academic Integrity: Any student who knowingly falsifies or is party to falsification of any official College record is subject to disciplinary action. Cheating and plagiarism will not be

tolerated and disciplinary action, up to and including expulsion, may be taken.

Telephone Calls: Students may not receive incoming calls at the front desk unless it is an emergency. Every effort will be made to locate the student if an emergency call is received.

Dress Code Policy and Personal Appearance: Students are being prepared for employment, and therefore are expected to dress appropriately. Attire must be neat and presentable and should conform to what is expected in the workplace. Students must maintain acceptable personal hygiene, be properly groomed at all times, and maintain an acceptable appearance. Offensive, discriminatory, or derogatory symbols are not tolerated. For additional guidelines, see the program-specific dress code or the Program Supervisor.

Children: Children are not allowed in the classroom or lab areas when students are attending class. If students bring children to the campus, they must be attended to at all times, and disruptive behavior will not be tolerated.

Food and Drink: Food and beverages are not allowed in the lab areas. Any beverages in class must have a lid. The Tec Café is available for students to purchase food and beverages.

Tobacco Use: Smoking, vaping, or tobacco use is not allowed in the buildings. Designated smoking areas are provided outside.

Equipment: Students are responsible for the care, proper use, and return of any equipment provided by the College. Students responsible for any damage or loss of the College's equipment or property may be held financially responsible for replacement.

Secure Areas: No student will be permitted to enter any secured areas or access protected information without the express permission of a college official.

Work Areas: Students are responsible for keeping their work areas clean and orderly. Proper disposal procedures of materials must be followed.

Information Technology: Use of IntelliTec College's computers for Internet access is limited to IntelliTec College educational purposes only. Use of the Internet may be monitored, including websites that are accessed. Students should not consider their use of the internet to be private or confidential. The downloading of pirated media or software, inappropriate, or offensive materials is not tolerated.

For more detailed information regarding internet usage, refer to the Computer Acceptable Policy at classweb.intellitec.edu.

Personal software or hardware is not permitted to be installed or used on the College campuses without approval from the College's Network Administrator. Laptop computers are permitted for academic use by the students.

DISCIPLINARY ACTIONS

Failure to comply with any aspect of established College policies, including the ones listed above, will result in disciplinary action, up to and including expulsion. Types of disciplinary actions that can be taken for a violation of this policy are outlined below and are dependent upon the relationship with the college and the severity of the incident, and any previous disciplinary actions. This list of actions is not progressive and may be used in any order, or in conjunction with each other, as determined appropriate for the violation.

Student Sanctions:

1. Verbal Warning
2. Written warning
3. Student Support Plan (SSP)
4. Suspension of Enrollment
5. Expulsion

IntelliTec College may report violations of this policy, which also result in a violation of any applicable laws, to the appropriate law enforcement agencies. Determination will be made in consultation with legal counsel as to which policy violations will be reported to law enforcement.

NON-RETALIATION

The College prohibits retaliation against a student for filing a complaint under this policy or for assisting in a complaint investigation. If you perceive retaliation for making a complaint or for your participation in an investigation, please follow the Grievance Procedure provided. The situation will be investigated and addressed as appropriate.

If the College determines that an individual's behavior is retaliatory in nature and thus in violation of this policy, disciplinary action will be taken, up to and including termination of employment or expulsion from the College.

DIGITAL MILLENIUM COPYRIGHT ACT

The Digital Millennium Copyright Act amends federal copyright law to provide certain liability protections for online service providers, including IntelliTec College, when their computer systems or networks carry materials that violate (infringe) copyright law. To qualify for liability protection, the college is required to have a policy under which the computer accounts of users will be terminated if they repeatedly infringe the copyrighted works of others.

COPYRIGHT POLICY STATEMENT

Compliance with federal copyright law is expected of all students, faculty, and staff at IntelliTec College. "Copyright" is legal protection for creative intellectual works, which is broadly interpreted to cover just about any expression of an idea. Text (including email and web information), graphics, art, photographs, music, and software are examples of types of work protected by copyright. The creator of the work, or

sometimes the person who hired the creator is the initial copyright owner.

You may “use” all or part of a copyrighted work only if (a) you have the copyright owner’s permission, or (b) you qualify for a legal exception (the most common exception is called “fair use”). “Use” of a work is defined for copyright purposes as copying, distributing, making derivative works, publicly displaying, or publicly performing the work.

Copying, distributing, downloading, and uploading information on the Internet may infringe the copyright for that information. Even an innocent, unintentional infringement violates the law. Violations of copyright law that occur on or over the College’s networks or other computer resources may create liability for the College as well as the computer user. Accordingly, repeat infringers will have their computer account and other access privileges terminated by IntelliTec College.

ACADEMIC INFORMATION

ACADEMIC PROGRESS

Student progress will be evaluated on a scheduled basis to ensure the rate of completion and satisfactory academic progress is being met. Students who are not making satisfactory progress in their 1st or 2nd term will be placed on a **Student Academic Progress Plan** for a 6-week grading period. These students will be provided with bi-weekly academic advising to help them get back on track to achieve satisfactory academic progress.

At the end of the 6-week grading period, a review will be completed by the Director of Education. If appropriate progress is not made while on a Student Academic Progress Plan the student (excluding Nursing Assistant) will be placed on **Academic Warning** for the following 6-week grading period.

Students showing improvement but not meeting the required satisfactory academic progress (GPA of 2.0 or greater) will remain on Academic Warning for one additional 6-week grading period.

At the end of the next 6-week grading period, another review will be completed by the Director of Education. If appropriate progress is not made while on Academic Warning, the student (excluding Nursing Assistant) will be placed on **Academic Probation** for the following 6-week grading period.

Students not making satisfactory academic progress in term 3 and subsequent terms will be placed on **Academic Warning** for the next 6-week grading period. At the end of the 6-week grading period if the student is not meeting the 2.0 GPA requirement they will be placed on **Academic Probation**. **Failure to meet the academic requirements during the Academic Probation period will cause the student to be withdrawn.**

To maintain satisfactory academic progress, a student must maintain the following minimum cumulative GPA. This scale applies to all programs of study, excluding Nursing Assistant.

Academic Progress Chart	
Quarter Credit Hours Completed	**Cumulative GPA Required**
14-28 (1st-2nd Term)	**1.50**
29-39 (3rd -4th Term)	**1.75**
40 to completion	**2.00**
Massage Program Clock Hours Completed	**Cumulative GPA Required**
240-359 (1st-2nd Term)	**1.50**
360-374 (3rd Term)	**1.75**
375 to completion	**2.00**
Cosmetology Program Clock Hours Completed	**Cumulative GPA Required**
360-540 (1st-2nd Term)	**1.50**
541-899 (3rd -4th Term)	**1.75**
900 to completion	**2.00**

Occasionally, unusual circumstances will arise that will warrant an appeal of termination. Students who are withdrawn for failure to maintain satisfactory academic progress may appeal. The appeal must contain a statement as to why the student failed to meet SAP and what has changed that will allow them to be successful in the future. The appeal must be submitted within 5 business days of the initiation of withdrawal paperwork. The appeal decisions are made by the Campus Director, Director of Education, and Program Supervisor. The student will be notified in writing of the result of the appeal within 5 business days of receipt of the appeal. Students will be able to attend training during the appeal process. Students who successfully appeal will be placed on an Academic Plan. If the student does not abide by the Academic Plan, they will be withdrawn and a second appeal with not be granted.

If the student does not prevail in the appeal process, the student will be withdrawn. Students who are withdrawn may reapply as a cash-paying student or reapply after 6 months, when they may be eligible for Financial Aid.

In the event a student withdraws during a probation period and subsequently returns to the College, the student will be placed on probation for the review period the student returned to. If a student has been withdrawn for lack of academic progress, the student may petition for re-admission to the institution (*See the Re-Admission Policy*). The petitioner will be notified by a college official of the college's decision. The decision is final and must be documented in the student's academic file. If the student's petition is approved, the student will be placed on warning for the review period the student will return into.

For the Nursing Assistant Program, if a student's cumulative score falls below the standard or the student is not at a passing grade in clinical or skill testing, the student will be placed on probation. Probation will be for one (1) week, during which time evaluation of a student's progress will be maintained. Instructors may offer one-on-one directions, as needed, to assist the student. If the student proves to be passing, they will be taken off probation. If the student's progress is not satisfactory, this can result in action up to and including expulsion.

Failing a course will result in a change to the student's scheduled classes and graduation date. This also may result in the student being required to go on a Leave of Absence if a class is not available. The student will be notified of these changes. Any course repeated will result in a student charge of $250 for 1-4.5 credits and $500 for 5 or more credit hours in accordance with the current tuition supplement.

The grade of any successfully repeated class will replace the grade of the same previously failed class in the GPA calculation. Students must complete their program within 150% of the maximum allowable number of Credit

ACADEMIC INFORMATION

Hours/Clock Hours as specified under PROGRAMS OF STUDY found elsewhere in this catalog.

ACADEMIC PROGRESS FOR STUDENTS UTILIZING VETERAN BENEFITS

All students using veteran benefits will be held to the same standards outlined in the above academic progress policy. When a student utilizing Veteran Benefits is placed on probation, as outlined for any of the above reasons, the Veteran's Association is notified.

If the student fails to meet minimum requirements by the end of their probation period, the student will be determined not to be making satisfactory progress, and the VA education benefits will be suspended (by the school's certifying official submitting a 22-1999b), effective on the last day of probation.

Once VA students meet the minimum standards of progress and are removed from probationary status, the education benefits will be reinstated for the upcoming term by the school's certifying official by submitting a 22-1999. However, no certifying in arrears will be authorized.

ACADEMIC RECOGNITION

Director's List - 4.00 Grade Point Average

Dean's List 3.50 – 3.99 Grade Point Average

All students achieving a grade point average above 3.50 are eligible to receive academic recognition on one of the above lists. Students must be attending full-time to qualify.

ACADEMIC SESSION

The academic session for degree and certificate programs is based on grading periods. Grading periods are six weeks in length. The grading period for the Nursing Assistant program is four weeks in length. Dates for class starts can be found in the Academic Calendar.

In some instances, a student will have two classes within their six-week grading period.

ACADEMIC CREDITS

The following conversion is used in determining the academic credit hours:

30 units of study is equivalent to 1 quarter credit.

1 hour of didactic = 2 units.
(Didactic hours can be in a classroom or in a lab)
1 hour of lab = 1.5 units
1 hour of externship = 1 unit
1 hour of outside work = .5 unit

Sample course breakdown degree

MA-111 Medical Assisting Skills
33 didactic hours = 66 units
6 lab hours = 9 units
30 hours outside work = 15 units
90 units/30 = 3 quarter credits

ACADEMIC YEAR

An academic year for a degree program is defined as a minimum of 30 weeks of instruction during which a full-time student is expected to successfully complete at least 36 credit hours. For certificate programs, the academic year is defined as a minimum of 36 weeks of instruction and the successful completion of 36 credits. For clock hour programs, the academic year is defined as a minimum of 30 weeks of instruction and the successful completion of 900 clock hours.

ADD/DROP PERIOD

All continuing students can add or drop a class during the first week of a grading period and will not incur any financial penalty or be assessed a repeat fee. See the Grading System section of this catalog for further information. In case of complete withdrawal, refer to the refund policy for applicable information.

ATTENDANCE POLICY AND PROCEDURES

Students are expected to arrive at class on time and to attend all scheduled class hours for each six-week term. IntelliTec College understands that there may be instances where a student will miss class, arrive late, or leave early due to unforeseen circumstances. The student must communicate with the instructor if these circumstances occur. Students in clock hour programs are required to make up missed hours. Students in credit hour programs cannot make up missed hours.

Students can earn up to 15% of their grade for demonstrating professionalism daily. The points are awarded based on punctuality, being in dress code, being prepared for class, and engagement throughout the class.

A student who exceeds the allowable number of absences in a term will be withdrawn from the program. Please see the chart below for allowable absences; exceeding these will result in the student's immediate withdrawal from the class and their program. Occasionally, unusual circumstances may warrant the student to exceed the number of allowable absences within the term. Under these circumstances, the Campus Director has the authority not to withdraw the student. The student must complete a Student Warning Notice to support their reasons for having excessive absences. If an exception is granted, the instructor, Program Supervisor, and/or Director of Education must assist the student with developing a Student Support Plan to address the attendance concerns.

Excessive Absences by Program

Program	Number of Absences
Cosmetology (except STB-109 class)	Six (6) absences
Cosmetology STB-109 Class	Five (5) absences

Nursing Assistant	Two (2) absences
3-Week General Education Courses	Two (2) absences
All other programs	Five (5) absences

After the student exceeds the allowable number of absences, unless there are extenuating circumstances as described above, the student will be withdrawn from the college and will receive a withdrew "W" grade. The last day of attendance is recorded as the last time the student was marked present in class. Students wishing to return to the college after withdrawal must follow the readmission policy and procedure in order to return.

Clock Hour Program Requirements

For those programs that have a specific clock-hour requirement, instructors must record the number of hours of attendance for each student. These must be posted daily. Each course requires specific hours to be completed by the student to pass the class. Students who miss any of their scheduled clock hours must make up those hours during the same term that the hours are missed. All programmatic scheduled clock hours must be obtained, and students must have a grade of a D or higher in order to pass a course. Students with a passing grade in any given course, but who do not have the total required clock hours for that specific term, will receive a grade of F (fail), must repeat that class, and will be assessed the applicable repeat fee(s). Under no circumstances may hours carry over from term to term.

Each clock hour program maintains a published schedule of scheduled theory and lab make-up hour sessions for each term. These schedules must be made available by the first day of each term. For hours that are missed due to unscheduled absences, the student can make arrangements after the absence occurs to attend one of the posted makeup session times to complete needed hours. In the instance that a student has extenuating circumstances and needs makeup hours prior to the absence, a student must submit an advanced written request to the Campus Director for approval. Requests must include supporting documentation regarding the circumstance. After Campus Director approval is received, the student may then coordinate with the Program Supervisor and/or instructor to complete the hours only during the week of the absence.

In the event of inclement weather days that require a school closure, clock hour students will be required to complete make-up hours. Students must reference the published schedule for theory and lab make-up hour sessions to complete these hours during the term the closure occurred. Scheduled school holidays are considered missed time, and clock-hour students are required to make up these hours.

Types of Attendance

CLOCK HOUR PROGRAMS

Cosmetology, Massage Therapy, and Nursing Assistant: The student must complete every hour of the course by attendance and is required to make up missed time during the same term the hours were missed.

CREDIT HOUR PROGRAMS

Residential Attendance

Instruction for core courses (including CCR-100) is delivered in-person by the instructor in the classroom and lab setting.

Students are expected to attend and participate actively in all classes, labs, and scheduled activities. Active participation includes asking questions, responding to the instructor and classmates, and sharing resources and ideas that support the appropriate subject matter. If a student is in attendance for class and actively participating, they are considered present, for attendance purposes. The following programs are offered residentially:

<u>Certificate Programs</u>

- Automotive Technician
- Dental Assistant
- Electrical Technician
- Medical Assistant

<u>Degree Programs</u>

- Automotive Technician
- Refrigeration and HVAC
- Healthcare Administration: Medical Assisting

Distance Education Attendance

Online Synchronous

Instruction for core courses (except CCR-100) is delivered online synchronously by the instructor via a virtual classroom and lab setting within Canvas. Instructors offer live instruction sessions for each scheduled class, and students are expected to be present for the entire class time. CCR-100 College and Career Readiness is a residential course.

Online synchronous courses are offered via Canvas with live instruction sessions for each scheduled class from 9am - 2pm and 5pm - 10pm Monday - Thursday. Students are expected to be present for the entire class time and participate actively in all classes, labs, and scheduled activities. Active participation includes attending lectures, asking questions, responding to classmates, completing daily in-class assignments, and sharing resources and ideas that support the appropriate subject matter. If a student is in attendance for class and actively participating, they are considered present, for attendance purposes. The following programs are online synchronous:

ACADEMIC INFORMATION

Certificate Programs

- Computer Systems Technician
- Medical Billing and Coding

Degree Programs

- Computer Systems Network Technician
- Healthcare Administration: Medical Billing and Coding

Online Asynchronous

General education courses are delivered online asynchronously by the instructor via a virtual classroom within Canvas with live and recorded lectures, discussion topics, assignments, and scheduled instructor hours for support. Students are expected to be active in their class throughout the week and meet all scheduled assignment submission times.

Online asynchronous courses are offered via Canvas with live and recorded virtual sessions, discussion topics, assignments, and scheduled instructor hours for support. Students are expected to be active in their class throughout the week and meet all scheduled assignment submission times.

Week 1

Monday: Attendance is earned by watching the Instructor Introduction video, reading the course policies and procedures, and posting your introductory response.

Tuesday: Attendance is earned by submitting LIRN sample assignment.

Wednesday: Attendance is earned daily by actively participating in the class by submitting **your initial threaded discussion** post with a minimum of 150-200 words, which is between 7-10 sentences.

Thursday: Attendance is earned by actively participating in the class and **responding to at least one fellow student** with a minimum of 150-200 words, which is between 7-10 sentences.

Week 2 - 6

Monday: Attendance is earned by completing **ALL** the Lecture Responses from the previous week's lectures.

Tuesday: Attendance is earned by completing the exam, which is due by Monday at 11:59 pm.

Wednesday: Attendance is earned daily by actively participating in the class by submitting **your initial threaded discussion** post with a minimum of 150-200 words, which is between 7-10 sentences.

Thursday: Attendance is earned by actively participating in the class and **responding to at least one fellow student** with a minimum of 150-200 words, which is between 7-10 sentences.

The courses below are offered online asynchronously:

General Education Courses

- LE-150 Leadership
- HR-155 Human Resources
- AG-255 American Government
- CT-201 Critical Thinking
- BC-210 Business Communication
- IB-215 Introduction to Business
- ACD-150 Advanced Career Development

COVID-19 Emergency Attendance

To promote a safe and healthy environment for our students, IntelliTec will implement alterations to its existing attendance policy. In the event of a community outbreak, IntelliTec may temporarily allow fully online classes and alter the number of allowed absences according to federal, state, and local guidelines.

MAKE-UP WORK AND COURSEWORK DUE DATES

Residential and Distance Education Programs and/or Courses Synchronous Delivery

Daily in-class assignments, lab demonstrations, checkoffs, and group work are due on a daily basis. If a student is absent, they will not earn points for the in-class assignments; however, the instruction time missed can be revisited during open labs or by requesting tutoring to help them stay on track with your class.

All Outside/Graded Work is listed in the syllabus and is assigned on Monday of the school week and is due on the following Sunday at 11:59 p.m. Late Outside/Graded work assignments submitted after Sunday at 11:59 p.m. will ONLY be accepted through Monday at 11:59 p.m. with a 20% deduction. All week 6 assignments are due by the last day of class; there will be no assignments accepted after the course has been completed.

Make-Up for Exams

If a student does not take an exam when scheduled, the student will receive a zero (0) for that exam. Students with extenuating circumstances that prevent attendance on the day of the exam must notify the instructor and the Director of Education before the time the exam is scheduled to determine if an exam make-up is possible. If a make-up exam is approved, it must be completed the next day the student is in attendance, but cannot be made up during class, as this would result in the student missing even more class time. All make-up exams will have 10% deducted from the score. Make-up exam time does not count for attendance.

Distance Education Programs and/or Courses Online Asynchronous Delivery

ACADEMIC INFORMATION

Weekly lecture assignments and weekly discussion board posts are due Thursday at 11:59 p.m. Discussion boards require the student's initial response and a response to one fellow students.

All Outside/Graded Work is listed in the syllabus and is assigned on Monday of the school week and is due on the following Sunday at 11:59 p.m. Late Outside/Graded work assignments submitted after Sunday at 11:59 p.m., will ONLY be accepted through Monday at 11:59 p.m. with a 20% deduction. All assignments due during the final week are due by the last day of class; there will be no assignments accepted after the course has been completed.

Make-Up for Exams

If a student does not take an exam when scheduled, the student will receive a zero (0) for that exam. Students with extenuating circumstances that prevent attendance on the day of the exam must notify the instructor and the Director of Education before the time the exam is scheduled to determine if an exam make-up is possible. If a make-up exam is approved, it must be completed the next day the student is in attendance, but cannot be made up during class, as this would result in the student missing even more class time. All make-up exams will have 10% deducted from the score. Make-up exam time does not count for attendance.

CHANGE IN PROGRAM/SCHEDULE

Students may change their program or schedule on an appointment basis with the Registrar after consultation with the appropriate Program Supervisor. Students who desire to change programs or schedule may do so only if (1) tuition is paid to date on the preceding program and (2) a new enrollment agreement is executed for a new program of study.

When a student changes his/her program, the College cannot guarantee the original graduation date and/or that there will be a schedule that fits his/her needs.

Students receiving VA benefits may need to apply, through the Business Office, to the Veterans Administration office for a change of program. See the Business Office for details.

CLASS SCHEDULE

Schedules for all programs can be found on the program description page. (See General Course Descriptions)

In addition to the scheduled on-campus hours, outside work is required for most courses. (See Outside Work.) Programs with externships may have alternate class hours during the externship term.

CLASS SIZE

The number of students allowed in each class varies with the type of training and the physical facility. The College is committed to educationally sound class size and will limit enrollment in lecture settings to 30 students, while lab settings will be limited to 24, except for the computer lab, which is up to 30 students. For the Nursing Assistant program, the student-to-teacher ratio is ten to one (10:1).

COURSE CANCELLATION

The College reserves the right to cancel any course that it deems necessary. Please refer to the Refund Policy-Colorado and Refund Policy – New Mexico for additional information.

CURRICULUM DEVELOPMENT

IntelliTec College prepares students for employment in various professions through hands-on training and a developed curriculum. To best meet the needs of these employers, periodic revision of our courses and programs is necessary.

Accordingly, the College reserves the right to add or delete material from courses, alter program content, change faculty, adjust tuition rates, and modify cancellation/refund policies as circumstances dictate, subject to approval of the various state and national agencies under whose regulations we operate.

EXTERNSHIP

Purpose: Some training programs may require an externship in an approved facility as part of the coursework. When an externship is part of a program, it must be successfully completed in order to graduate. The purpose of the externship is to provide the student with supervised on-the-job experience of tasks learned throughout the program and provide the opportunity to gain additional, specialized knowledge and practice.

The designated Extern Coordinator at the College will directly supervise placement of externs, selection of providers, activities, tasks performed, as well as the progress and grading of each individual student extern.

Length: The length of the externship varies depending on the program. It is assumed that the usual externship will be served in 6 weeks, depending upon the provider's, as well as the student's schedule. Externships include certification courses, and the term concludes on the last Friday of the term.

Reviews: Externs will be interviewed with the assigned College supervisor on a weekly basis. Task assignments, grades, time records, as well as a discussion regarding how the extern is responding to different situations, and his/her general performance will also be reviewed.

Scheduling: Student schedules for externship sites are based on the availability and needs at the site. Students are not guaranteed night or day hours based on previous scheduling and may need to adjust to complete their extern hours. Some sites may require weekend and evening hours. Students who are not able to accommodate the available extern site schedule will be withdrawn a week after the start date of that

term until the following term when the schedule can be accommodated. Students must complete their hours within the assigned term unless there is a delay in placement or other school or externship provider reasons. Students have the option to complete extern hours during IntelliTec scheduled breaks (ex. summer break) and must notify their Externship Coordinator by week 3 of the term prior to the break if they plan to work.

Extern Coordinators will assign students to an extern site based on the availability of sites, schedules, and needs. Students may suggest available sites, but all locations must be reviewed and approved by the Extern Coordinator according to school policies.

Attendance: Students are required to attend their externship as though they were employees of the extern site. Standard attendance requirements apply based on school policy; however, extern sites may be stricter about these requirements. Students who will be unable to attend during their scheduled hours must notify the Program Supervisor and/or Extern Coordinator, as well as their on-site supervisor at the extern site. In addition, students are required to attend weekly extern meetings as applicable. If a student has not yet been assigned to a site, the student is still required to attend the weekly extern meetings.

Dismissal from an Extern Site: If a student does not complete the required extern hours within the scheduled term due to attendance, removal from a site, or other student dictated reasons, the student receives a "W" for the course, will be withdrawn and will need to re-enroll to take their externship course again. A re-enrollment will require the student to pay re-take fees, take the skills assessment, and the student will need to complete all required hours during the new course as hours will not carry over from the previous course. Typically, if a student is fired from a site, they will not be re-enrolled to a new site until the beginning of the next term. In rare instances, the Campus Director may allow placement sooner or during the same term for extenuating circumstances.

If a student is fired twice, the student may be required to sit out for a period of time before attempting to complete the externship again. The student must submit an appeal letter to the campus to be considered for a third attempt at the MAC-106 course, as well as take the skills assessment for reenrollment.

In the event the student is fired from their site for a third time, they will no longer be eligible for re-enrollment in the Medical Assisting Certificate or the Medical Assisting Degree program.

For externship provider circumstances that require a re-assignment of the student to a new extern site, the reassignment can occur as soon as a site is available. While waiting to be placed at a new site, the standard attendance requirement applies based on the Attendance Policies and Procedures. If the hours can't be completed by the end of term, refer to the incomplete section. Hours completed at the original site may be carried over to the re-assignment. Re-assignments to new locations should be minimal and should not exceed more than two placements.

Incompletes: A student may be designated as an incomplete (I) at the end of a term if all hours for the extern are not completed due to externship provider reasons that are no fault of the student. If the student is unable to be placed at another externship site, the student will be able to request an academic leave of absence for that term. The student will be assigned an "I" grade and will have one additional term to complete the needed hours to receive a grade for the course. If at that time, hours are not completed, the student will receive an "F" and will need to re-take the course.

School Conduct Policies: Students are required to abide by all school policies when at extern. This includes the Drug and Alcohol Abuse Prevention Policy and the student code of conduct policies. Disciplinary action will be taken according to standard student procedures in the event of a violation of policy.

Background Checks and Drug Screenings: Some sites may require a student to pass a background check and/or drug screening prior to placement. If a student does not pass their background or drug screen successfully, the Extern Coordinator will make a reasonable attempt to find an alternative site for the student that has different drug testing or background criteria. If there is no site like this available at the given time, the student will be withdrawn from class one week after the start date of the term. The student may attempt to re-enroll to complete the externship, but will be responsible for paying a re-take fee and successfully passing the course after they have successfully passed their background and drug screen. If the Extern Coordinator is able to find a suitable site for the following term that will accept the student, the student will be contacted to re-enroll and complete the program.

Immunizations: Typically, in any medical profession (ex. Dental, Medical Assistant, etc.) specific immunizations are required prior to starting the extern. Students may be required to have the MMR vaccine (measles, mumps, rubella), Tuberculosis test, Tetanus shot, and Hepatitis B vaccine, COVID vaccine, and/or the Flu shot. Required immunizations are included in the medical assistant program. If immunizations are required for other program extern sites, students will be responsible for obtaining and providing proof of immunization. The immunization record must be submitted to the Extern Coordinator for review and approval.

GRADE POINT AVERAGE

A student's GPA is computed by multiplying the grade point equivalent for each grade by the quarter credit hours given for the course, adding the products, and then dividing this sum by the sum of credit hours or clock hours achieved.

ACADEMIC INFORMATION

An example:

Course	Title	Grade	Credits	Grade Pts
BA-110	Business Math	B = 3	X 4.5	13.5
MA-101	Pathology	B = 3	X 4.5	13.5
Com-110	Organizational Communication	A = 4	X 3.0	12.0
Totals			**12.0**	**39.0**

39/12 = 3.25 G.P.A.

GRADE REPORTS/CHANGES

IntelliTec College does not mail evaluation reports. Instead, when the final grades have been tabulated, individual grade sheet can be viewed on Canvas LMS.

No grade information will be provided to outside parties without the written consent of the student.

Students may challenge a grade, in writing, up to one week after the end of the grading period. This is not a chance to turn in missing assignments; it serves the purpose of correcting any errors involving the student's grade. The Director of Education must approve all grade changes.

GRADING SYSTEM

Grades are earned in each grading period and are recorded on the student's permanent record. Students will be graded based on attainment of the specific grading period objectives.

At the beginning of the grading period, the instructor will provide students with a syllabus detailing these objectives and the basis upon which grades are determined. A minimum of a 2.0 GPA is required for graduation.

A student who fails a course is permitted to continue training as long as they make satisfactory progress towards graduation.

If the failed course is a prerequisite for the next course, the student must retake the failed course. Any course failed must be repeated at an additional charge to the student.

Grade definitions are:

A =Excellent attainment of course objectives
B =High attainment of course objectives
C =Satisfactory attainment of the course objective
D =Partially attaining course objectives
F =Not attaining course objectives
W = Withdrawal after first week
I =Incomplete
T =Transfer Credit

An approved Incomplete ("I") is used only in rare circumstances in an extern course. If not all hours for the externship are completed due to a delay in placement or other school or externship provider reasons. The student is given one additional term to complete the hours, and the approved incomplete does not impact their grade point average. Please refer to the Externship section in this catalog for additional details.

IntelliTec College uses a system of grade points to give an overall appraisal of a student's level of achievement.

A =4 grade points per credit/clock hours earned
B =3 grade points per credit/clock hours earned
C =2 grade points per credit/clock hours earned
D =1 grade point per credit/clock hours earned
F =No grade points earned
W=No grade points earned
I =No grade points earned
T = No grade points earned/clock hours are earned

Students must successfully complete all of the courses in their prescribed program of study within 1.5 times the available credit hours, or for clock hour programs within 150% of calendar time, while maintaining a cumulative 2.0 G.P.A. as detailed in the catalog's Academic Progress policy.

ACADEMIC INFORMATION

GRADUATION

Students who have successfully completed their prescribed program of study, as detailed in this catalog, by passing all required classes and achieving a cumulative grade point average of 2.0 or better, may be awarded an Associate of Occupational Studies Degree or a Certificate. All students anticipating graduation must also complete the following steps during their final course:

1. Complete a petition to graduate.
2. Attend a scheduled pre-graduation financial aid exit interview.
3. Complete a Graduate Checklist during the final week of their program.
4. Complete a Career Services Exit Interview and provide the Career Services Advisor with a current resume.

In addition to the above requirements, students in a clock hour program must complete all scheduled clock hours for that program as listed in this catalog.

Those students who successfully receive a passing grade for all courses in their academic program with a cumulative GPA below 2.0 will not be considered a graduate and will not be granted the Associate of Occupational Studies Degree or applicable Program Certificate. Instead, the student will be granted a Certificate of Attendance. If the student falls below the 2.0 GPA requirements in their final term, they may petition the Director, in writing, to be given the opportunity to retake up to two courses with the lowest grade earned at the current course retake fee.

LEAVE OF ABSENCE (LOA)

Any student requesting a leave of absence (LOA) from IntelliTec College must complete a 'Leave of Absence Request' Form. The form must be submitted to the Director of Education (or Student Services Coordinator) along with applicable supporting documentation. This must be done in advance of the requested leave of absence dates.

Leave of Absence Reasons

A leave of absence is typically granted for the following reasons and definitions only:

1. Medical reasons
2. Legal reasons – court dates, incarceration, etc.
3. Military obligations – temporary duty, active military orders, etc.
4. Academic reasons – unavailable classes, etc.

Leave of Absence Process

The 'Leave of Absence Request' form must be completed, signed, and dated by the student in advance of the LOA effective date.

If the LOA extends for a period longer than 60 calendar days, the student must submit third-party documentation supporting the need for a leave with the request.

An LOA will only be official with the approval and signatures of all applicable parties. This includes signatures from Financial Aid and/or Business Office confirming they have explained the effect the leave may have on the student's funding.

After review, the student must be notified of the outcome and provided a completed copy of the leave of absence.

A student on an LOA will incur no additional charges by the College.

When a student takes an LOA, the College cannot guarantee the original graduation date and/or a schedule that fits the student's needs upon return from the leave of absence.

Federal regulations allow for multiple leaves of absence; however, the total time of leave may not exceed 180 calendar days in a 12-month period. The 12-month period is measured starting on the effective date of the first LOA. There are no exceptions.

Leave of Absence Extension

In the event the student needs an extension, the student must notify the College by submitting an additional Leave of Absence Request form. The student must explain the reason for the extension, provide a new date of return, and provide supporting documentation if the total length of the LOA exceeds 60 days.

Leave of Absence Return

Any student failing to return to school on the scheduled return date will be withdrawn from the College on the next day. If a student has contacted the school in advance and is unable to return due to unforeseen circumstances such as emergencies or illnesses, the Director of Academics may grant an extension up to three days after the original return date. If the student fails to return on the new date, the student will be withdrawn from the college.

OUTSIDE WORK

All programs (except clock hour programs) require graded outside work. This outside work may be completed in the open lab or at home.

RE-ADMISSION POLICY

IntelliTec College provides the opportunity for previously enrolled students to re-enroll in an attempt to successfully complete their program of study. Withdrawing from a program and re-enrolling may cause the student's schedule to change and may affect whether the student returns to the same program or a new program. A re-enrollment is defined as a return to active status at IntelliTec College after having discontinued attendance and having been officially withdrawn from a program. If a student withdraws after week 5 within a given term, re-enrollment will

not be considered for the next upcoming term and, if approved, will be scheduled for the following term. The student must meet the current admissions requirements at the time of re-enrollment.

Students wishing to re-enroll should contact the College to schedule a meeting to discuss the situation that resulted in their withdrawal from the College and to discuss potential re-enrollment.

Students withdrawing and wanting to enroll at another IntelliTec campus location will be subject to and reviewed based on the same policy outlined above at the new location where the student is attempting to re-enroll. A student who was previously withdrawn due to a suspension, expulsion, or other related student code of conduct violation may only be re-enrolled after resolution of the violation and with approval from the Campus Director.

A student returning within 180 days of their first withdrawal may be considered for re-enrollment up to two times, as long as they do not violate Student Academic Progress and Attendance policies. After the student has exhausted the two allowed re-enrollments, they must wait 180 days to return.

Documentation of the process will be maintained in the student's file, and the student will be advised of the decision regarding re-admission.

IntelliTec allows Service members and reservists to be readmitted with no penalty if they are temporarily unable to attend class or have to suspend their studies due to service requirements.

WITHHOLDING POLICY FOR STUDENT RECORDS

In response to Colorado HB22-1049, this policy applies to all current and former students who have outstanding debt for tuition or other financial aid funds owed to the school.

- The College does not withhold records or transcripts for students with outstanding financial obligations.
- Individuals have the option to establish a payment plan for an outstanding debt. An individual who wishes to establish a payment plan for a debt owed to the College should contact their campus business office.
- All former students with unresolved outstanding financial obligations will have 30 to 60 days from their date of determination before the debt is assigned to a third-party collection agency.
- Complaints pertaining to HB22-1049 may be submitted to the Colorado Student Loan Ombudsperson via email to CSLSA@coag.gov.

REQUESTS FOR STUDENT TRANSCRIPTS AND RECORDS

Students who have attended IntelliTec College may request an official copy of their transcript. The transcript request form can be found online at our website or may be requested from the Registrar's office.

Student transcripts are kept indefinitely; all other records are retained on campus for a minimum of 5 years. Older records are typically stored at a third-party storage site. Requests for past records must be made in writing to the Registrar's office and include the same information needed for a transcript request.

GRIEVANCES & APPEALS PROCESS

Students are strongly encouraged to report alleged misconduct and policy violations of any established policies to the lowest staff level. Individuals who receive such reports will immediately relay them to the Campus Director for further investigation and appropriate action. College Management must also ensure that affected individuals have all their health, counseling, and safety needs met. This may include referral to the Employee and Student Assistance Program and/or law enforcement agencies, as deemed appropriate.

The grievance procedure below should be followed by all students who seek resolution of a grievance, complaint, or concern related to their attendance at the College. Certain grievances related to Title IX may require different procedures, and the campus Sexual Misconduct policy will then apply. **Under no circumstances will any adverse action be taken against a complainant for registering a complaint in good faith. Please refer to the Non-Retaliation policy outlined in this catalog.**

1. The student should attempt to resolve the grievance at the staff or instructor level nearest the source or cause of the concern; most concerns can be resolved there. However, if there is a perceived conflict or it is not resolved satisfactorily, the student should escalate the issue to secure the involvement of a person who will serve as an impartial representative of the college and who is not directly involved in the area of complaint.
2. If the issue cannot be resolved at the source, the student is encouraged to present the concern to the Program Supervisor or the Administrative Department.
3. If the concern is not resolved at the Department/ Supervisor level, the student may contact the Director of Education or Associate Director of Education.
4. If after a timely review with the above, management staff (which may include a report to the student of the findings and decision) the student remains dissatisfied with the decision, the student may submit a written grievance to be considered by the Campus Director.

- The written document must include a clear statement of the grievance, complaint, or concern, and request a specific remedy, corrective action, or suggest a resolution for the Campus Director's consideration.

- The Campus Director will be allowed ten working days in which to discuss matters with all interested parties and provide the student a written determination stating the reasons for the decision.

5. If further appeal is needed, the student may contact:
   IntelliTec College Vice President of Operations
   Corporate Offices of IntelliTec College
   2504 E. Pikes Peak Avenue, Suite 305
   Colorado Springs, Colorado 80909
   719.632.8116

Applicable law provides that any person claiming pecuniary loss as a result of a deceptive trade or sales practice, pursuant to Colorado section 12-59-117, or New Mexico section 5.100.2.25, by a school or agent, shall first exhaust all complaints and appeals processes available at the school. Attempting to resolve any issue with the School first is strongly encouraged. Complaints may be filed by a student or guardian at any time online with the Division of Private Occupational Schools (DPOS) within two years from the student's last date of attendance or at any time prior to the commencement of training with the applicable Higher Education Department as listed below.

a. For schools located in Colorado:
Complaints may be filed online or via the contact information below:
The Colorado Department of Higher Education,
Division of Private Occupational School Board
1600 Broadway, Suite 2200
Denver, CO 80202
highered.colorado.gov/dpos
303.862.3001

There is a two-year limitation (from the student's last date of attendance) for the Division to take action on student complaints.

b. For schools located in New Mexico:
The New Mexico Higher Education Department,
2044 Galisteo Street, Suite #4, Santa Fe, NM
87505 https://hed.nm.gov/students-parents/student-complaints
505.476.8442

There is a three-year limitation (from the student's last date of attendance) for the Division to take action on student complaints.

STUDENT GRIEVANCE PROCEDURE

If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of
Career Schools and Colleges
2101 Wilson Blvd., Ste. 302
Arlington, VA 22201
(703) 247-4212
www.accsc.org complaints@accsc.org

A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting the Cam-

In the event that a dispute cannot be satisfactorily resolved through the use of the preceding actions, then the dispute between the student and the College shall be resolved through binding arbitration. The selection of the arbitrator and location shall be governed by the Student Arbitration agreement.

SYLLABI

Students receive a syllabus on the first day of each course in Canvas. A syllabus is an outline of the course of study that specifically states what is expected of the student and includes a week-by-week outline of tasks and assignments. The syllabus outlines the grading criteria that the instructor will use for the attendance policy.

TEXTBOOK ISSUE

Students will be issued the necessary textbooks and eBooks during each course. Students will sign a roster indicating receipt. If a student withdraws from a program during the Introductory Period, they may return textbooks to the Business Office to obtain credit for the textbook(s) cost. Books can be returned to the Business Office only if they are in as-new condition and in original packaging. If the student is not in attendance when textbooks are issued, they must report to the Business Office to obtain them.

TRANSFER OF CREDITS

Transfer of Credits to Other Institutions

The College does not control the transferability of its credits to any other institution unless there is a written agreement with the other institution.

The number of credits or hours accepted in transfer is determined on an individual basis by the receiving institutions in keeping with their requirements and standards. If a student

is interested in transferring credits earned at the College to another institution, it is the student's responsibility to determine if the credits will transfer before enrolling at the other institution.

Transfer of Credits from Other Institutions

For transfer credit purposes, an official transcript is required for any post-secondary institution previously attended.

An official transcript should be received by the Registrar prior to the student's start date in order to verify and grant transfer credit from another institution. Acceptable credits will be posted to the transcript upon receipt. Monetary credit, for funding purposes only, will be recognized at the midpoint or at the end of the first academic year, depending on the length of the program.

A student may be granted up to 50% of transferable credit from an accredited institution and the remaining 50% of their program must be completed at IntelliTec College.

Credit considered for transfer must have been earned within 5 years prior to the student's actual start date.

The student must have earned a grade of "C" or better in an equivalent course. For transfer credits among IntelliTec College locations, all passing grades may be considered.

Transfer credits are evaluated by reviewing the credits and the course descriptions of each course taken. When two courses are dependent on each other (i.e., Engine Design Fundamentals and Engine Design Application) both courses must be transferred in. The Director of Education makes the final determination as to whether the credits will trans- fer.

Transfer credits do not count towards the student's grade point average

The school maintains a written record of the previous education and training of the student and clearly indicates that appropriate credit has been given for previous education and training. These documents become a part of the student's permanent record. By law, these documents cannot be released to any third party. The Director of Education must review and approve all transfer credit.

Transfer Credits – Veteran Students

The evaluation of previous postsecondary education and training is mandatory and required for VA beneficiaries. For students utilizing Veterans benefits who are approved for transfer credit as a result of this evaluation, the institution will grant appropriate credit, reduce the program length proportionately, notify the student and Veterans Affairs in writing of this decision, and adjust invoicing of the VA accordingly.

Transfer of Credits Internally

A student transferring from one IntelliTec College location to another IntelliTec College location may be granted up to 75% of transferable credit, and the remaining credits, of no less than 25% of their program credits, must be completed at the IntelliTec College location granting the applicable graduation credential.

Internally transferring credits will be evaluated on a case-by-case basis by the Director of Education.

TUTORING

IntelliTec College organizes tutoring help for students in subjects where there is a need. Students who feel they could benefit from tutoring should contact the Director of Education and/or the Program Supervisor for more information.

UNIT OF CREDIT

30 units of study is equivalent to one quarter credit;

1 hour of didactic = 2 units;
1 hour of lab = 1.5 units;
1 hour of externship = 1 unit;
1 hour of outside work = .5 unit.

Refer to each Program of Study for credits awarded by course.

WITHDRAWAL FROM COLLEGE

A student may request a withdrawal from the College at any time. Such a request should be in writing, include the reason for the request, and show the effective date. Any student having withdrawn from the College must go through the readmission process to get approval to be re-admitted to the College.

GENERAL PROGRAMS OF STUDY

CAMPUSES: ALBUQUERQUE, COLORADO SPRINGS, GRAND JUNCTION, AND PUEBLO

(Not all programs are offered at all campuses)

CURRENT LIST OF PROGRAMS

PROGRAM	Type	QUARTER CREDITS	STATUS	MONTHS
Automotive Technician	Certificate	72	Full-time	15
Automotive Technician	Associates of Occupational Studies	94.5	Full-time	19.5
Computer Systems Technician	Certificate	61.5	Full-time	12
Computer Network Systems Technician: Administration	Associates of Occupational Studies	91.5	Full-time	18
Cosmetology	Certificate	1695 Clock Hours	Full-time	15
Dental Assistant*	Certificate	54	Full-time	10.5
Electrical Technician	Certificate	54	Full-time	10.5
Massage Therapy	Certificate	750 Contact Hours	Full Time	9
Medical Assistant*	Certificate	59.5	Full-time	12
Healthcare Administration: Medical Assistant*	Associates of Occupational Studies	90.5	Full-time	18
Medical Billing & Coding	Certificate	61.5	Full-time	12
Healthcare Administration: Medical Billing & Coding	Associates of Occupational Studies	92.5	Full-time	18
Nursing Assistant*	Certificate	80 Contact Hours	Full-time	4 weeks
Refrigeration & HVAC	Associates of Occupational Studies	91.5	Full-time	18

**Programs with externship. These programs include Friday classes during the externship term and class hours vary.*

PROGRAM OF STUDY
AUTOMOTIVE TECHNICIAN

CAMPUSES: ALBUQUERQUE, COLORADO SPRINGS, GRAND JUNCTION, PUEBLO

MAJOR: AUTOMOTIVE TECHNICIAN CERTIFICATE

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 func tion 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 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

Course Schedule

Course Number	Days of the Week	Day Students	Night Students	Curriculum Delivery
ACD-150	Online	Online	Online	Online Asynchronous
All Other Classes	Monday - Thursday	9:00am - 2:00pm	5:00pm-10:00pm	Residential

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

AUTOMOTIVE TECHNICIAN COURSE DESCRIPTIONS

CAMPUSES: ALBUQUERQUE, 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 careers. 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. Students 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 the 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 subsystems, components, 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
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

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

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

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 onboard computerized engine-control systems. Students use onboard 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 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

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

PROGRAM OF STUDY
AUTOMOTIVE TECHNICIAN (AOS)

CAMPUSES: ALBUQUERQUE, COLORADO SPRINGS, GRAND JUNCTION, PUEBLO

MAJOR: AUTOMOTIVE TECHNICIAN ASSOCIATE

Degree: Associate of Occupational Studies **Time**: 19.5 months

Credit Hours: 94.5

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, graduates will be prepared to sit for the ASE Certifications, EPA Section 609 Refrigerant Recovery and Recycling Certifications, and the Pro Cut Train Smart Level 1 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
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	**94.5**

Class hours per week: 20

Course Schedule

Course Number	Days of the Week	Day Students	Night Students	Curriculum Delivery
General Ed Courses*	Online	Online	Online	Online Asynchronous
All Other Classes	Monday - Thursday	9:00am - 2:00pm	5:00pm-10:00pm	Residential

*See Attendance Policy and Procedure for more information and a list of the General Education Courses

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

AUTOMOTIVE TECHNICIAN COURSE DESCRIPTIONS

CAMPUSES: ALBUQUERQUE, 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. Students 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, 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
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 trans- axles. 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

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

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

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 onboard 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 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

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.

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

Knowledge needed to diagnose, test, and service common

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 and 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 COMMUNICATIONS

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

PROGRAM OF STUDY

COMPUTERS SYSTEMS TECHNICIAN

CAMPUSES: ALBUQUERQUE, COLORADO SPRINGS, GRAND JUNCTION

MAJOR: COMPUTER SYSTEMS TECHNICIAN

Certificate: Computer Systems Technician **Time**: 12 months
Credit Hours: 61.5
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 and take the CompTIA IT Fundamentals, A+ Hardware and Software, Network+, Server+, Linux+, Certified Professional and Security+ Certified Professional.

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	Server Administration	7.5
CN-120	Linux System Fundamentals	7.5
CN-125	Network Security	7.5
ACD-150	Advanced Career Development	1.0
	Total Credit Hours	**61.5**

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

Course Schedule

Course Number	Days of the Week	Day Students	Night Students	Curriculum Delivery
ACD-150	Online	Online	Online	Online Asynchronous
All Other Classes	Monday - Thursday	9:00am - 2:00pm	5:00pm-10:00pm	Online Synchronous
CCR-100	Monday - Thursday	9:00am - 2:00pm	5:00pm-10:00pm	Residential

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

Computers Systems Technician Course Descriptions

CAMPUSES: ALBUQUERQUE, COLORADO SPRINGS

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 class- room 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 work-station, 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: Server Administration
7.5 Credit Hours
Prerequisite(s): CN-110 or current CompTIA Network+ Certification
This course will provide the student with the knowledge to install, manage and troubleshoot servers. The student will be exposed to proper server security controls, troubleshooting common server problems and key disaster recovery, high availability, and backup concepts. This course is designed to begin preparing the student for the CompTIA Server+ examination.

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 Net-work + 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.

Computers Systems Technician Course Descriptions

CAMPUSES: ALBUQUERQUE, COLORADO SPRINGS

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

PROGRAM OF STUDY
COMPUTER NETWORK SYSTEMS TECHNICIAN: ADMINISTRATION
CAMPUSES: ALBUQUERQUE, COLORADO SPRINGS

MAJOR: COMPUTER NETWORK SYSTEMS TECHNICIAN: ADMINISTRATION

Certificate: Computer Network Systems Technician: Administration **Time**: 18 Months
Credit Hours: 91.5

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 a 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 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	Server Administration	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

Course Schedule

Course Number	Days of the Week	Day Students	Night Students	Curriculum Delivery
General Edu Courses*	Online	Online	Online	Online Asynchronous
All Other Classes	Monday - Thursday	9:00am - 2:00pm	5:00pm-10:00pm	Online Synchronous
CCR-100	Monday - Thursday	9:00am - 2:00pm	5:00pm-10:00pm	Residential

*See Attendance Policy and Procedure for more information and a list of the General Education Courses

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 class- room 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: Server Administration
7.5 Credit Hours
Prerequisite(s): CN-110 or current CompTIA Network+ Certification
This course will provide the student with the knowledge to install, manage and troubleshoot servers. The student will be exposed to proper server security controls, troubleshooting common server problems and key disaster recovery, high availability, and backup concepts. This course is designed to begin preparing the student for the CompTIA Server+ examination.

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 Net-

work + 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 an 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 and 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.

PROGRAM OF STUDY
COSMETOLOGY
CAMPUSES: GRAND JUNCTION, PUEBLO

MAJOR: COSMETOLOGY

Certificate: Cosmetology

Time: 1695 Clock Hours (15 months)

Objective: Graduates of the Cosmetology program will have developed the skills in a hands-on environment to function effectively as an entry-level cosmetologist working independently or as a member of a salon team. Graduates will be prepared to perform salon services including all aspects of hairstyling, professional facial and skin care, and nail services. Curriculum also includes an emphasis on business practices, marketing, and sales. Graduates will be prepared to sit for the Cosmetologist State Board exam.

Course Number	Course Name	Clock Hours
CCR-100	College and Career Readiness	120
COS-100	Introduction to Cosmetology Theory & Application	180
COS-102	Intermediate Cosmetology Theory & Application	180
COS-103	Introduction to Clinic Floor Services & Practices 1	180
COS-104	Cosmetology Theory & Skills Clinic 2	180
COS-105	Cosmetology Theory & Skills Clinic 3	180
COS-106	Cosmetology Theory & Skills Clinic 4	180
COS-107	Cosmetology Service Industry Professional Clinic 5	180
COS-108	Cosmetology Service Industry Professional Clinic 6	180
STB-109	Cosmetology Capstone	120
ACD-150	Advanced Career Development	15
	Total Hours	**1695**

COS 100 - 108 Class hours per week: 30
STB-109 & CCR-100 Class hours per week: 20
ACD-150 Class hours vary

Cosmetologist Course Schedule

Course Number	Day Students	Night Students	Curriculum Delivery
ACD-150	Online	Online	Online Asynchronous
COS-100 through COS-108	Monday – Friday 9:00am - 3:00pm	Tuesday - Friday 2:00pm - 8:00pm & Saturday 9:00am - 3:00pm	Clock Hour
STB-109	Monday – Thursday 9:00am - 2:00pm	Tuesday – Friday 2:00pm – 7:00pm	Clock Hour
CCR-100	Monday – Thursday 9:00am - 2:00pm	Monday – Thursday 5:00pm - 10:00pm	Residential

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

Cosmetology Course Descriptions

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 class-room 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.

COS-100: Introduction to Cosmetology Theory & Application
180 Clock Hours
Prerequisite: CCR-100
After successful completion of this course, the students will have knowledge of the theory and basic Cosmetology applications and fundamentals. Students will have an understanding of the history of Cosmetology and be able to perform basic Cosmetology services in a safe and sanitary manner. Students will be able to identify nail disorders and diseases. Students will be able to perform manicures and pedicures. Students will be able to identify scalp diseases and disorders. Students will be able to do a scalp analysis, scalp manipulations and be able to Thermal style the hair.

COS-102: Intermediate Cosmetology Theory & Application
180 Clock Hours
Prerequisite: COS-100
This course provides Cosmetology students with theory and practical skill applications that take place in a classroom setting. Students will practice intermediate skills learned in the classroom and lab setting to include MATRIX C.R.A.F.T. Methodology.

COS-103: Introduction to Clinic Floor Services & Practice 1
180 Clock Hours
Prerequisite: COS-100, COS-102
After successful completion of this term, the students will have a greater understanding of working knowledge of the correct cosmetology theory, application of cosmetology skills, safety and administration of sanitation, disinfection and sterilization. Cosmetology students will participate advanced theory courses and practical skills application that take place in a classroom setting as well as on the cosmetology clinic floor. The students will demonstrate knowledge in all areas of basic chemistry, permanent waving, and chemical hair relaxers. Students will understand the fundamentals of hair color to include the laws of color, the level system, and contributing pigment. Students will practice skin care and nail care services and participate in learning the importance of client consultation and post treatment care. Continued product knowledge of Matrix retail products will be reviewed to allow students the opportunity to practice their retail sales skills.

COS-104: Cosmetology Theory & Skills Clinic 2
180 Clock hours
Prerequisite(s): COS-100, COS-102, COS-103
After successful completion of this term, the students will have a greater understanding of working knowledge of the correct cosmetology theory, application of cosmetology skills, safety and administration of sanitation, disinfection and sterilization. Cosmetology students will participate in advanced theory courses and practical skills application that take place in a classroom setting as well as on the cosmetology clinic floor. The students will demonstrate knowledge in all areas of basic chemistry, permanent waving, and chemical hair relaxers. Students will understand the fundamentals of hair color to include the laws of color, the level system, and contributing pigment. Students will practice skin care and nail care services and participate in learning the importance of client consultation and post-treatment care. Continued product knowledge of Matrix retail products will be reviewed to allow students the opportunity to practice their retail sales skills.

COS-105: Cosmetology Theory & Skills Clinic 3
180 Clock Hours
Prerequisite(s): COS-100, COS-102, COS-103, COS-104
After successful completion of this term, the students will have a greater understanding of working knowledge of the correct cosmetology theory, application of cosmetology skills, safety and administration of sanitation, disinfection and sterilization. Cosmetology students will participate advanced theory courses and practical skills application that take place in a classroom setting as well as on the cosmetology clinic floor. The students will demonstrate knowledge in all areas of basic chemistry, permanent waving, and chemical hair relaxers. Students will understand the fundamentals of hair color to include the laws of color, the level system, and contributing pigment. Students will practice skin care and nail care services and participate in learning the importance of client consultation and post-treatment care. Continued product knowledge of Matrix retail products will be reviewed to allow students the opportunity to practice their retail sales skills.

Cosmetology Course Descriptions

CAMPUSES: GRAND JUNCTION, PUEBLO

COS-106: Cosmetology Theory & Skills Clinic 4
180 Clock Hours
Prerequisite(s): COS-100, COS-102 –COS-105
After successful completion of this term, the students will have a greater understanding of working knowledge of the correct cosmetology theory, application of cosmetology skills, safety and administration of sanitation, disinfection and sterilization. Cosmetology students will participate advanced theory courses and practical skills application that take place in a classroom setting as well as on the cosmetology clinic floor. The students will demonstrate knowledge in all areas of basic chemistry, permanent waving, and chemical hair relaxers. Students will understand the fundamentals of hair color to include the laws of color, the level system, and contributing pigment. Students will practice skin care and nail care services and participate in learning the importance of client consultation and post treatment care. Continued product knowledge of Matrix retail products will be reviewed to allow students the opportunity to practice their retail sales skills.

COS-107: Cosmetology Service Industry Professional Clinic 5
180 Clock Hours
Prerequisite(s): COS-100, COS-102 -COS-106
After successful completion of this term, the students will have a greater understanding of working knowledge of the correct cosmetology theory, application of cosmetology skills, safety and administration of sanitation, disinfection and sterilization. Cosmetology students will participate advanced theory courses and practical skills application that take place in a classroom setting as well as on the cosmetology clinic floor. The students will demonstrate knowledge in all areas of basic chemistry, permanent waving, and chemical hair relaxers. Students will understand the fundamentals of hair color to include the laws of color, the level system, and contributing pigment. Students will practice skin care and nail care services and participate in learning the importance of client consultation and post treatment care. Continued product knowledge of Matrix retail products will be reviewed to allow students the opportunity to practice their retail sales skills.

COS-108: Cosmetology Service Industry Professional Clinic 6
180 Clock Hours
Prerequisite(s): COS-100, COS-102 –COS-107
After successful completion of this term, the students will have a greater understanding of working knowledge of the correct cosmetology theory, application of cosmetology skills, safety and administration of sanitation, disinfection and sterilization. Cosmetology students will participate advanced theory courses and practical skills application that take place in a classroom setting as well as on the cosmetology clinic floor. The students will demonstrate knowledge in all areas of basic chemistry, permanent waving, and chemical hair relaxers. Students will understand the fundamentals of hair color to include the laws of color, the level system, and contributing pigment. Students will practice skin care and nail care services and participate in learning the importance of client consultation and post treatment care. Continued product knowledge of Matrix retail products will be reviewed to allow students the opportunity to practice their retail sales skills.

STB-109: Cosmetology Capstone
120 Clock Hours
Prerequisite(s): All courses
After successful completion of this course, the students will have an understanding of the requirements throughout the State of Colorado of Cosmetology in regard to State laws, rules and regulations according to the Colorado Board of Cosmetology. The students will have a working knowledge of Cosmetology theory, practical applications, safety and administration of sanitation, as well as disinfection and sterilization. They will utilize skills learned in a clinical classroom setting with practical skill practice on mannequins and clients. Students will be given an overall review of theory in regard to preparation for taking their Colorado State Board of Cosmetology Written Exam.

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

PROGRAM OF STUDY
DENTAL ASSISTANT
CAMPUS: GRAND JUNCTION

MAJOR: DENTAL ASSISTANT

Certificate: Dental Assistant
Credit Hours: 54

Time: 10.5 months

Objective:
Graduates will have developed skills in a hands-on learning environment to function effectively as an integral member of a dental health team. Graduates will be prepared to function as an entry level dental assistant, and assume the responsibilities of performing chairside assisting procedures, maintaining and supplying clinical areas, scheduling patient appointments, maintaining patient charts and records, producing dental radiographs of diagnostic quality, as well as positioning and preparing patients for treatment or surgery. The graduate will be prepared to sit for the National Entry Level Dental Assistant (NELDA) exam.

Course Number	Course Name	Credit Hours
CCR-100	College and Career Readiness	8.0
DT-100	Dental Office Administration	7.5
DT-112	Science of Dentistry	7.5
DT-200	Dental Radiography	7.0
DT-220	Dental Chairside Assisting	7.5
DT-221	Dental Specialties Procedures and Materials	7.5
DT-230	Dental Externship	5.0
ACD-150	Advanced Career Development	1.0
	Total Credit Hours	**50.50**

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

Course Schedule

Course Number	Days of the Week	Day Students	Night Students	Curriculum Delivery
ACD-150	Online	Online	Online	Online Asynchronous
All Other Classes	Monday - Thursday	9:00am - 2:00pm	5:00pm-10:00pm	Residential

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

DENTAL ASSISTANT COURSE DESCRIPTIONS

CAMPUS: 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.

DT-100 DENTAL OFFICE ADMINISTRATION
8.0 Credit Hours
Prerequisites: CCR-100
This course will provide an introduction to clerical and administrative functions associated with the Dental industry. The student will develop reception techniques and methods for interacting with patients and coworkers. In addition, the student will be introduced to patient records, billing and coding, dental charting, treatment planning, OSHA regulations, infection control and practical application of Dentrix Dental Office Management Software and a variety of common clerical and administrative functions. The student will explore an awareness of today's workplace with the diversity, teamwork, technology, market competition, community relations, initiative and adaptability, learning styles, problem solving, and customer relations that transform the way we do business. Students will develop written and oral communication skills, as well as professional presentation in body language, appearance, and business etiquette.

DT-112 SCIENCE OF DENTISTRY
8.0 Credit Hours
Prerequisites: CCR-100
This course introduces the correlation between oral and systemic health. The focus is on head and neck anatomy, preventive dentistry, presentation, volunteer work, research, tooth morphology, and dental patient education.

DT-200 DENTAL RADIOGRAPHY
8.0 Credit Hours
Prerequisites: CCR-100, DT100, DT112
This course presents theories and techniques of radiation health and safety including physics, biology, x-ray units, types of films, quality assurance, storage, interpretation, and patient safety. Hands-on techniques of radiation health and safety are presented in a laboratory setting. Topics include processing, mounting, and in-depth safety practices.

DT-220 Dental Chairside Assisting
8.0 Credit Hours
Prerequisites: CCR-100, DT100, DT112
This course features a dental office laboratory setting and treatment room with hands-on practice of patient positioning, instrument usage, sterilization procedures, and anesthetic application techniques providing an intense focus on chairside assisting. Every procedure is defined and demonstrated with the didactic skills developed individually to assist the Dentist.

DT-221 DENTAL SPECIALITIES PROCEDURES & MATERIALS
8.0 Credit Hours
Prerequisites: CCR-100, DT100, DT112
This course explores the responsibilities and functions of the Dental Assistant in a variety of specialized applications including periodontics; dental implants; oral and maxillofacial surgery; hospital dentistry; pharmacology; and dental emergency management with recognition, prevention, proper response and emergency treatment. Concise presentation of theory is bolstered by extensive hands-on skill development in a simulated clinic environment. Students will explore various dental materials such as composites, impression materials, gypsum products, dental cements, dental amalgam, bases and liners. Model trimming procedures are presented in this course. Students will practice fabrication including custom tray construction and prosthodontic materials.

DT-230 DENTAL EXTERNSHIP
5.0 Credit Hours
Prerequisites: CCR-100, DT100, DT112, DT200, DT220, DT221
Students receive real-world, practical experience in a practicing dental office or clinic, applying the knowledge and utilizing the skills developed as a dental assistant.

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

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. 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/Varies During ACD-150

Course Schedule

Course Number	Days of the Week	Day Students	Night Students	Curriculum Delivery
ACD-150	Online	Online	Online	Online Asynchronous
All Other Classes	Monday - Thursday	9:00am - 2:00pm	5:00pm-10:00pm	Residential

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 setup 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, ground- ing, 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, instillation, termination, and testing of voice, data, and video cabling systems as well as selecting, 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.

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

PROGRAM OF STUDY

HEALTHCARE ADMINISTRATION: MEDICAL ASSISTANT

CAMPUSES: ALBUQUERQUE, COLORADO SPRINGS, GRAND JUNCTION, PUEBLO

MAJOR: HEALTHCARE ADMINISTRATION: MEDICAL ASSISTANT

Degree: Associate of Occupational Studies **Time**: 18 months
Credit Hours: 90.5

Objective:
The Medical Assistant Degree Program is designed to prepare students for entry-level positions as medical assistants in a variety of health care settings. Students learn the structure and function of the major body systems in conjunction with medical terminology, diagnostic and therapeutic procedures, computers skills, administrative processes and the processing of medical insurance forms and claims. Graduates are prepared to sit for the AMT Registered Medical Assistant and Phlebotomist examinations for certification.

Course Number	Course Name	Credit Hours
CCR-100	College and Career Readiness	8.00
MAC-100	Introduction to Medical Assisting Clinical Aspects	7.00
MAC-101	Introduction to Medical Assisting Front Office	7.50
MAC-102	Digestive, Pharmacology & Pathology	7.50
MAC-103	Musculoskeletal, Integumentary, Sensory & Psychology	7.50
MAC-104	Cardiovascular, Respiratory, Endocrine, Lymphatic & Immune:	7.50
MAC-105	Urinary, Reproductive, Pediatric Development & Geriatric Care:	7.50
MAC-106	Medical Assistant Externship	6.00
ACD-150	Advanced Career Development	1.0
LE-150	Leadership	8.5
HR-155	Human Resource Management	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	**90.5**

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

Course Schedule

Course Number	Days of the Week	Day Students	Night Students	Curriculum Delivery
General Edu Courses*	Online	Online	Online	Online Asynchronous
All Other Classes	Monday - Thursday	9:00am - 2:00pm	5:00pm-10:00pm	Residential

*See Attendance Policy and Procedure for more information and a list of the General Education Courses

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

HEALTHCARE ADMINISTRATION: MEDICAL ASSISTANT COURSE DESCRIPTIONS

CAMPUSES: ALBUQUERQUE, 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.

MAC-100: INTRODUCTION TO MEDICAL ASSISTING
CLINICAL ASPECTS
7.0 Credit Hours
Prerequisite(s): CCR-100
Upon Successful completion of the course the student will have working knowledge of medical terminology. They will be trained in OSHA, HIPAA, and Bloodborne Pathogens. Students will have an understanding of the professional role the medical assistant has in the clinic setting. Students will be given an understanding of the history of medicine, medical law and Ethics and grammar skills. The student will have the basic training in the clinical aspects of Medical Assisting.

MAC-101: INTRODUCTION TO MEDICAL ASSISTING FRONT OFFICE
7.5 CREDIT HOURS
Prerequisite(s): CCR-100
Upon completion of this course students should be able to demonstrate and understand the administrative side of medical assisting. The student will obtain skills in scheduling patients, maintaining medical records, determine insurance coverage, prepare financial reports and correspondences, as well as have a working knowledge of medical coding.

MAC-102: DIGESTIVE/PHARMACOLOGY/PATHOLOGY
7.5 Credit Hours
Prerequisite(s): MAC-100 & MAC-101
This course provides students with knowledge of the anatomy and physiology of the digestive system. This course includes basic lab calculations as well as a comprehensive look at the principles of human organisms and diseases in the human body. Students should also have an understanding of CLIA while building on the basic clinical skills.

MAC-103: MUSCULOSKELETAL/INTEGUMENTARY/ SENSORY /PSYCHOLOGY
7.5 Credit Hours
Prerequisite(s): MAC-100 & MAC-101
This course provides students with knowledge of the anatomy and physiology of the musculoskeletal system, integumentary system, sensory system, and the nervous system. This course covers the care, treatment and understanding of illness, injury and diseases related to these systems. Students will also learn the psychological effects of health on patients. Students will also build on previously learned lab skills.

MAC-104: CARDIOVASCULAR/RESPIRATORY/ ENDOCRINE/ LYMPHATIC/IMMUNE
7.5 Credit Hours
Prerequisite(s): MAC-100 & MAC-101
This course provides students with knowledge of the anatomy and physiology of the cardiovascular system, Respiratory System, Endocrine System, Lymphatic System, and Immune System. This course covers the care, treatment, and understanding of illness, injury, and diseases related to these systems. Students will also gain knowledge of minor surgery and instrument care. Students will also learn the psychological effects of health on patients. Students will also build on previously learned lab skills.

MAC-105: URINARY/REPRODUCTIVE/PEDIATRIC DEVELOPMENT/GERIATRIC CARE
7.5 Credit Hours
Prerequisite(s): MAC-100 & MAC-101
This course provides students with knowledge of the anatomy and physiology of the urinary system and the reproductive system. This course covers the care,

treatment and understanding of illness, injury and diseases related to these systems as well as an understanding of human development from birth to death. Students will also gain knowledge of exam procedures and modality use. Students will also build on previous learned lab skills.

MAC-106: EXTERNSHIP – MEDICAL ASSISTANT PROGRAM EXTERNSHIP

6.0 Credit Hours

Prerequisite: CCR-100, MAC-100, MAC-101, MAC-102, MAC-103, MAC-104, MAC-105

Upon successful completion of all terms the medical assistant student will participate in a 160-hour externship at an approved facility. The externship will provide the student an opportunity to apply principles and practices learned in the program. Externs work under the direct supervision of qualified personnel at their extern site as well as supervision by the school staff. Evaluations of the extern will be performed at 80 and 160 hour intervals. Completed evaluation forms become a permanent part of the student's records. Students must successfully complete their externship to fulfill all requirements for graduation.

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 and 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.

HR-155 HUMAN RESOURCE MANAGEMENT

8.5 Credit Hours

Prerequisite: CCR-100

Upon completion of this course, students will demonstrate an understanding of Human Resources Management within a professional setting. Students actively engage in learning by focusing on concepts of importance and applying their knowledge with real world cases.

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 COMMUNICATIONS

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.

HEALTHCARE ADMINISTRATION: MEDICAL ASSISTANT COURSE DESCRIPTIONS

CAMPUSES: ALBUQUERQUE, COLORADO SPRINGS, PUEBLO, GRAND JUNCTION

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.

PROGRAM OF STUDY

HEALTHCARE ADMINISTRATION: MEDICAL BILLING AND CODING

CAMPUSES: ALBUQUERQUE, COLORADO SPRINGS, GRAND JUNCTION, PUEBLO

MAJOR: HEALTHCARE ADMINISTRATION: MEDICAL BILLING AND CODING

Degree: Associate of Occupational Studies **Time**: 18 months
Credit Hours: 92.50
Objective: The Medical Billing and Coding 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
LE-150	Leadership	8.5
HR-155	Human Resource Management	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	**92.50**

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

Course Schedule

Course Number	Days of the Week	Day Students	Night Students	Curriculum Delivery
General Edu Courses*	Online	Online	Online	Online Asynchronous
All Other Classes	Monday - Thursday	9:00am - 2:00pm	5:00pm-10:00pm	Online Synchronous
CCR-100	Monday - Thursday	9:00am - 2:00pm	5:00pm-10:00pm	Residential

*See Attendance Policy and Procedure for more information and a list of the General Education Courses

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

HEALTHCARE ADMINISTRATION: MEDICAL BILLING AND CODING COURSE DESCRIPTIONS

CAMPUSES: ALBUQUERQUE, 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 medical 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 **a**daptive 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 t**o** properly abstract information from any

medical document and apply diagnosis and/or procedure codes. Students will prepare to sit for CPC-A or CCA exam to become certified in medical coding.

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

LE-150: LEADERSHIP
8.5 Credit Hours
Prerequisite: CCR-100, BC-101, BC-102, BC-103, BC-110, BC-115, BC-116, BC-120, ACD-150
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.

HR-155 HUMAN RESOURCE MANAGEMENT
8.5 Credit Hours
Prerequisite: CCR-100, BC-101, BC-102, BC-103, BC-110, BC-115, BC-116, BC-120, ACD-150
Upon completion of this course, students will demonstrate an understanding of Human Resources Management within a professional setting. Students actively engage in learning by focusing on concepts of importance and applying their knowledge with real-world cases.

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 COMMUNICATIONS
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.

GE-106 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.

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

Course Schedule				
Course Number	**Days of the Week**	**Day Students**	**Night Students**	**Curriculum Delivery**
ACD-150	Online	Online	Online	Online Asynchronous
All Other Classes	Monday - Thursday	9:00am - 2:00pm	5:00pm-10:00pm	Online Synchronous
CCR-100	Monday - Thursday	9:00am - 2:00pm	5:00pm-10:00pm	Residential

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

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 procedure codes. Students will prepare to sit for

CPC-A or CCA exam to becoming certified in medical coding.

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

PROGRAM OF STUDY
MEDICAL ASSISTANT

CAMPUSES: ALBUQUERQUE, COLORADO SPRINGS, GRAND JUNCTION, AND PUEBLO

MAJOR: MEDICAL ASSISTANT

Certificate: Medical Assistant **Time**: 12 months
Credit Hours: 59.5

Objective:
The Medical Assistant Certificate Program is designed to prepare students for entry-level positions as medical assistants in a variety of health care settings. Students learn the structure and function of the major body systems in conjunction with medical terminology, diagnostic and therapeutic procedures, computers skills, administrative processes and the processing of medical insurance forms and claims. Graduates are prepared to sit for the AMT Registered Medical Assistant and Phlebotomist examinations for certification.

Course Number	Course Name	Credit Hours
CCR-100	College and Career Readiness	8.00
MAC-100	Introduction to Medical Assisting Clinical Aspects	7.00
MAC-101	Introduction to Medical Assisting Front Office	7.50
MAC-102	Digestive, Pharmacology & Pathology	7.50
MAC-103	Musculoskeletal, Integumentary, Sensory & Psychology	7.50
MAC-104	Cardiovascular, Respiratory, Endocrine, Lymphatic & Immune:	7.50
MAC-105	Urinary, Reproductive, Pediatric Development & Geriatric Care:	7.50
MAC-106	Medical Assistant Externship	6.00
ACD-150	Advanced Career Development	1.0
	TOTAL CREDIT HOURS	**59.5**

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

Course Schedule

Course Number	Days of the Week	Day Students	Night Students	Curriculum Delivery
ACD-150	Online	Online	Online	Online Asynchronous
All Other Classes	Monday - Thursday	9:00am - 2:00pm	5:00pm-10:00pm	Residential

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

Medical Assistant Course Descriptions

CAMPUSES: ALBUQUERQUE, COLORADO SPRINGS, GRAND JUNCTION, AND 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 class- room 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.

MAC-100: INTRODUCTION TO MEDICAL ASSISTING CLINICAL ASPECTS
7.0 Credit Hours
Prerequisite(s): CCR-100
Upon Successful completion of the course the student will have working knowledge of medical terminology. They will be trained in OSHA, HIPAA, and Blood Borne Pathogens. Students will have an understanding of the professional role the medical assistant has in the clinic setting. Students will be given an understanding of the history of medicine, medical law and Ethics and grammar skills. The student will have the basic training in the clinical aspects of Medical Assisting.

MAC-101: INTRODUCTION TO MEDICAL ASSISTING FRONT OFFICE
7.5 CREDIT HOURS
Prerequisite(s): CCR-100
Upon completion of this course students should be able to demonstrate and understand the administrative side of Medical assisting. The student will obtain skills in scheduling patients, maintaining medical records, determine insurance coverage, prepare financial reports and correspondences, as well as have a working knowledge of medical coding.

MAC-102: DIGESTIVE/PHARMACOLOGY/PATHOLOGY
7.5 Credit Hours
Prerequisite(s): MAC-100 & MAC-101
This course provides students with knowledge of the anatomy and physiology of the digestive system. This course includes basic lab calculations as well as a comprehensive look at the principles of human organisms and diseases in the human body. Students should also have an understanding of CLIA while building on the basic clinical skills.

MAC-103: MUSCULOSKELETAL/INTEGUMENTARY/ SENSORY /PSYCHOLOGY
7.5 Credit Hours
Prerequisite(s): MAC-100 & MAC-101
This course provides students with knowledge of the anatomy and physiology of the musculoskeletal system, integumentary system, sensory system, and the nervous system. This course covers the care, treatment and understanding of illness, injury and diseases related to these systems. Students will also learn the psychological effects of health on patients. Students will also build on previous learned lab skills.

MAC-104: CARDIOVASCULAR/RESPIRATORY/ ENDOCRINE/ LYMPHATIC/IMMUNE
7.5 Credit Hours
Prerequisite(s): MAC-100 & MAC-101
This course provides students with knowledge of the anatomy and physiology of the cardiovascular system, Respiratory System, Endocrine System, Lymphatic System, and Immune System. This course covers the care, treatment and understanding of illness, injury and diseases related to these systems. Students will also gain knowledge of minor surgery and instrument care. Students will also learn the psychological effects of health on patients. Students will also build on previous learned lab skills.

MAC-105: URINARY/REPRODUCTIVE/PEDIATRIC DEVELOPMENT/GERIATRIC CARE
7.5 Credit Hours
Prerequisite(s): MAC-100 & MAC-101
This course provides students with knowledge of the anatomy and physiology of the urinary system and the reproductive system. This course covers the care, treatment and understanding of illness, injury and diseases related to these systems as well as an understanding of human development from birth to death. Students will also gain knowledge of exam procedures and modality use. Students will also build on previous learned lab skills.

MAC-106: EXTERNSHIP – MEDICAL ASSISTANT CERTIFICATE PROGRAM EXTERNSHIP
6.0 Credit Hours

Prerequisite(s): All Courses

Upon successful completion of all terms the medical assistant student will participate in a 160-hour externship at an approved facility. The externship will provide the student an opportunity to apply principles and practices learned in the program. Externs work under the direct supervision of qualified personnel at their extern site as well as supervision by the school staff. Evaluations of the extern will be performed at 80 and 160 hour intervals. Completed evaluation forms become a permanent part of the student's records. Students must successfully complete their externship to fulfill all requirements for graduation.

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

PROGRAM OF STUDY
MASSAGE THERAPY
CAMPUSES: ALBUQUERQUE, 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 and New Mexico. Graduates will also have enough contact hours to register to be Certified with the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB). (*The NCBTMB is only available in Colorado*)

Course Number	Course Content	Contact Hours
CCR-100	College and Career Readiness	120
MT-105	Swedish Massage Techniques & 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 & Marketing	150
	TOTAL CONTACT HOURS/ CREDIT HOURS	**750**

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

Course Schedule

Course Number	Days of the Week	Day Students	Night Students	Curriculum Delivery
MT-180	Monday - Friday	9:00am - 2:00pm	N/A	Clock Hour
All Other Classes	Monday - Thursday	9:00am - 2:00pm	5:00pm-10:00pm*	Clock Hour

**Schedule is dependent on campus location*

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 COURSE DESCRIPTIONS

CAMPUSES: ALBUQUERQUE, GRAND JUNCTION, PUEBLO

CCR-100 College and Career Readiness 120 Contact 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 & ETHICS

120 Contact Hours

Prerequisite: CCR-100

This course will cover the history of massage, fundamental massage techniques including effleurage, petrissage, elongation stokes, 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

120 Contact 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

120 Contact 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-155 THERAPEUTIC DEEP TISSUE TECHNIQUES

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

MT-180 CLINICAL MASSAGE AND MARKETING

150 Contact 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.

Please see link below for all requirements to take licensing exams: New Mexico Colorado

PROGRAM OF STUDY & COURSE DESCRIPTIONS
NURSING ASSISTANT
CAMPUS: PUEBLO

MAJOR: NURSING ASSISTANT

Time: 4 weeks

Certificate: Nursing Assistant
Contact Hours: 80
Objective:
This program is designed to present the theory as well as the hands-on practice needed to prepare students for an entry-level position as a Nursing Assistant. Upon completion of the theory and skills learned, students will have hands-on experience and knowledge in regard to long term care in different facilities in the Pueblo, CO, area. In these facilities, students will have the opportunity to interact one-on-one with clients in a setting comparable to what a student can expect in the field. Upon successful completion of the course, students will be able to apply for the State Board Exam to become a Certified Nursing Assistant.

Course Number	Course Content	Contact Hours
NA-100	Nursing Assistant Basic Care	60
NA-101	NA-101 Nursing Assistant Externship	20
	TOTAL CONTACT HOURS	**80**

NURSING ASSISTANT COURSE DESCRIPTIONS

NA-100 NURSING ASSISTANT BASIC CARE
60 CONTACT HOURS
Prerequisite: None
Students will learn theory and hands-on skills necessary to perform the duties of a Nursing Assistant. Students are taught the twenty-two (22) skills following the precise steps as listed in the Colorado Nurse Aid Candidate handbook with emphasis on the critical element steps.

NA-101 NURSING ASSISTANT EXTERNSHIP
20 CONTACT HOURS
Prerequisite: NA-100
Students will have hands-on experience and knowledge in regards to long term care in different facilities in the Pueblo, CO area. In these facilities, students will have the opportunity to interact one-on-one with clients in a setting comparable to what a student can expect in the field.

Class hours per week: 20

Course Schedule			
Days of the Week	**Day Students**	**Night Students**	**Curriculum Delivery**
Monday - Thursday	9:00am - 2:00pm	5:00pm-10:00pm	Clock Hour

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

PROGRAM OF STUDY
REFRIGERATION & HVAC
CAMPUSES: COLORADO SPRINGS, GRAND JUNCTION

MAJOR: REFRIGERATION & HVAC

Degree: Associate of Occupational Studies **Time**: 18 months
Credit Hours: 91.50
Objective: The Refrigeration & HVAC program is designed to develop the skills and knowledge for entry-level employment as a Refrigeration/Air Conditioning-Heating Systems Repair Technician in the commercial, residential, or industrial refrigeration and heating industry. Graduates are prepared to sit for EPA Certification and additional certifications.

Course Number	Course Name	Credit Hours
CCR-100	College and Career Readiness	8.0
HVC-101	Basic Electrical and HVAC	7.5
HVC-102	Drawings, Building Specs, and Design Considerations	7.5
HVC-103	Pipe, Duct and Flue Systems	7.5
HVC-104	Refrigeration Components and Systems	7.5
HVC-105	Maintenance and Controls	7.5
HVC-106	Gas and Oil Heat	7.5
HVC-107	Boiler, Chiller & Cooling Tower Systems	7.5
HVC-108	Heat Pumps and A/C Systems	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	**91.50**

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

Course Schedule				
Course Number	**Days of the Week**	**Day Students**	**Night Students**	**Curriculum Delivery**
General Ed Courses*	Online	Online	Online	Online Asynchronous
All Other Classes	Monday - Thursday	9:00am - 2:00pm	5:00pm-10:00pm	Residential

*See Attendance Policy and Procedure for more information and a list of the General Education Courses

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

REFRIGERATION & HVAC
COURSE DESCRIPTIONS

CAMPUSES: COLORADO SPRINGS, 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 class- room 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.

HVC-101: BASIC ELECTRICITY AND HVAC
7.5 Credit Hours
Prerequisite: CCR-100
Students learn the basics of electrical circuitry including basic electrical theory, alternating current, and an introduction to the National Electrical Code as well as wiring diagrams. Students are exposed to safety practices as it relates to the HVAC field, and hands-on experience and secure, controlled practice in electrical applications in HVAC/R setting. Students learn basic principles of heating, ventilation, and air conditioning. Students will complete OSHA-10 basic safety.

HVC-102: DRAWINGS, BUILDING SPECS, AND DESIGN CONSIDERATIONS
7.5 Credit Hours
Prerequisite: CCR-100
In this course students learn to use basic mathematical computations such as area, volume and use measurements as they apply to HVAC/R-related skills for on-the-job. This module teaches how to interpret drawings used in construction, including mechanical drawings, specifications, shop drawings, and as-builts, and explains takeoff procedures for equipment, fittings, ductwork, and other components. Students will also learn how to apply this knowledge and gain an understanding of building management systems that use network protocols and system controllers.

HVC-103: PIPE, DUCT, AND FLUE SYSTEMS
7.5 Credit Hours
Prerequisite(s): HVC-101 & HVC-102
This course teaches factors related to air movement and its measurement in common air distribution systems, including the required mechanical equipment and materials used to create air distribution systems. Students learn how to identify, assemble and install various types of tubing, fittings and piping including: copper, plastic, and carbon steel. Students gain experience in the equipment, techniques, and materials used to safely join copper tubing by both soldering and brazing. This module covers chimneys, vents, and flues that are used with fuel-burning furnaces and boilers. The layout, fabrication, installation and insulation of sheet metal, fiberglass, and fabric duct systems and related accessories are also introduced.

HVC-104: REFRIGERATION COMPONENTS AND SYSTEMS
7.5 Credit Hours
Prerequisite(s): HVC-101 & HVC-102
Students acquire an understanding of the fundamental operating concepts of the refrigeration cycle and how to identify both primary and secondary components found in typical HVAC/R systems. Common refrigerants are introduced as well as principles of heat transfer and essential pressure-temperature relationships of refrigerants. Students will learn about current-practice handling of refrigerants and oils used in modern refrigeration and air conditioning systems as well as the EPA's requirements for providing service. Preparation and option for the EPA exam. Metering devices and components used in mechanical refrigeration cycle are addressed, as well as retail and commercial/industrial refrigeration systems.

HVC-105: MAINTENANCE AND CONTROLS
7.5 Credit Hours
Prerequisite(s): HVC-103 & HVC-104
This course includes information on the common tasks associated with basic maintenance such as lubrication and belt installation with detailed coverage on maintenance inspections of gas furnaces and common cooling/heat pump systems. Students will learn information and skills to troubleshoot control circuits and electric motors found in heating and cooling equipment including various air treatment accessories.

HVC-106: GAS AND OIL HEAT
7.5 Credit Hours
Prerequisite(s): HVC-101 & HVC-102
Students will gain a fundamental understanding of heating systems and the combustion process. The different types and designs of gas furnaces and their components, as well as basic procedures for their installation and service, is provided. Information and skills needed to troubleshoot gas-fired

furnaces and boilers, as well as the construction and operation of oil-fired heating systems and their components is provided. Students will learn proper procedures for how to service and test oil furnaces for isolation and correction to oil furnace malfunctions. Customer service fundamentals are included to establish the importance of maintaining positive and professional relations with clients served in the HVAC/R industry.

HVC-107: BOILER, CHILLER & COOLING TOWER SYSTEMS
7.5 Credit Hours
Prerequisite(s): HVC-101 & HVC-102
Students will learn the basics of hydronic heating systems, the fuels used to heat the water and the pumps that circulate the heated water. This module will review basic properties of water and instruct on how water pressure is related to the movement of water through piping systems. Various types and components of commercial hot-water heating and chilled-water cooling systems as well as their functionality are examined. Students will also learn about the use of steam for storing and moving energy in HVAC systems and how water properties relate to steam and the steam system cycle. Overview of the steam system's operational components, valves and piping is provided. Students gain the ability to identify problems specific to water that can be encountered in heating and cooling systems and learn specific methods of water treatment and testing procedures. The procedures for the startup and shutdown of hot water, steam heating, chilled water, and air handling systems is covered, as well as that for typical cooling towers and packaged HVAC units.

HVC-108: HEAT PUMPS AND A/C SYSTEMS
7.5 Credit Hours
Prerequisite(s): HVC-101 & HVC-102
Students receive guidance and instruction related to troubleshooting cooling systems. This module covers the principles relating to operation of heat pump systems in detail with emphasis on electric resistance heating elements as well as the installation considerations of both split and packaged heat pump systems. Additional instruction provided on the procedures for troubleshooting heat pump system components. This module also introduces systems used in commercials structures such as schools and office buildings that must maintain differing comfort zones. Students will learn the various types of systems, as well as the air terminals and air source equipment commonly used; and the information and skills needed to troubleshoot and repair zoned, ductless, and variable refrigerant flow systems.

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

PROGRAMS NO LONGER ENROLLING NEW STUDENTS

PROGRAM OF STUDY
REFRIGERATION & HVAC
CAMPUSES: COLORADO SPRINGS

MAJOR: REFRIGERATION & HVAC

Degree: Associate of Occupational Studies **Time:** 19.5 months
Credit Hours: 99.0

Objective:
The Refrigeration & HVAC program is designed to develop the skills and knowledge for entry-level employment as a Refrigeration/Air Conditioning-Heating Systems Repair Technician in the commercial, residential, or industrial refrigeration and heating industry. Graduates are prepared to sit for Mechanic IV Licensing, EPA Certification, and additional certifications.

Course Number	Course Name	Credit Hours
CCR-100	College and Career Readiness	8.0
COM-110	Organizational Communication & Etiquette	3.0
ENG-110	Business English	4.5
EL-101	Fundamentals of Electricity I	4.5
EL-102	Fundamentals of Electricity II	3.0
AR-201	Basic Automatic Controls	4.5
AR-202	Electric Motors & Controls	3.0
AR-203	Basic Gas Furnaces & Safety	4.5
AR-204	Advanced Gas Furnaces & Codes	3.0
AR-205	Heating Fuels & Combustion Analysis	4.5
AR-206	Customer Service for HVAC/R Technicians	3.0
AR-207	Alternative Heating Systems	4.5
AR-208	Hydronics and Pumps	3.0
AR-209	Refrigeration Theory and EPA Certification	4.5
AR-210	Basic Refrigeration Systems	3.0
AR-215	Advanced Refrigeration I	4.5
AR-216	Advanced Refrigeration II	3.0
AR-217	Residential Air Conditioning	4.5
AR-218	Commercial A/C Systems	3.0
AR-219	Commercial Refrigeration I	4.5
AR-220	Commercial Refrigeration II	3.0
AR-223	Pneumatics and Controls	4.5
AR-224	Advanced Control Systems	3.0
BP-110	Duct Design & Blueprint Reading	4.5
BP-210	Performing Load Calculations	3.0
ACD-150	Advanced Career Development	1.0
	TOTAL CREDIT HOURS	**99.0**

CCR-100 class hours per week: 20 in CCR-100/ACD-150 class hours vary /All other class hours per week:16

Course Schedule

Course Number	Days of the Week	Day Students	Night Students
CCR-100	Monday - Thursday	9:00am - 2:00pm	5:00pm-10:00pm
ACD-150	Online	Online	N/A
All Other Classes	Monday - Thursday	8:50am - 12:50pm	5:50pm-9:50pm

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

Refrigeration & HVAC Course Descriptions

CAMPUSES: COLORADO SPRINGS

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 class-room 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.

COM-110 ORGANIZATIONAL COMMUNICATION & ETIQUETTE
3.0 Credit Hours
Prerequisite(s): CCR-100
The course examines the role of communication and etiquette in organizations. Concepts like teamwork, ethics and diversity are addressed as they relate to organizational effectiveness. Basic workplace technology, including Microsoft Office, is also covered.

ENG-110 BUSINESS ENGLISH
4.5 Credit Hours
Prerequisite(s): None
This course emphasizes principles and techniques for organizing, writing, and revising documents for industry, business, and government. This course Includes grammar and writing mechanics and methods to apply these principles.

EL-101 FUNDAMENTALS OF ELECTRICITY I
4.5 Credit Hours
Prerequisite(s): CCR-100
This course is designed to introduce the student to the production, transmission, and safe use of common electricity. OHM's Law and other pertinent laws of electricity will be discussed and practiced so the student will develop a knowledge and respect for electricity. Students will understand that circuit development and distribution lay the groundwork for understanding electricity. Topics include voltage, amperage, watts, and resistance as well as proper identification, application and measurement.

EL-102 FUNDAMENTALS OF ELECTRICITY II
3.0 Credit Hours
Prerequisite(s) CTK-100
This course is intended to further enhance the student's knowledge of electricity as it pertains to HVAC/R. The student should become familiar with applications of simple parallel and series circuits along with proper wiring practices for controls and devices as they practice in a hands-on lab environment. Safety is a primary concern when working with electricity and is emphasized at every opportunity throughout the course.

AR-201 BASIC AUTOMATIC CONTROLS
4.5 Credit Hours
Prerequisite(s)/Co-requisite(s): EL-101, EL-102
This course is designed to help develop familiarity and understanding of electrical current flow as it is used in many types of automatic controls and its effect as it interacts with various components of a control circuit. Studies will include the style, type, application and operation of various controls common to the HVAC/R occupational field. The student will also develop a basic understanding of heating and cooling controls as well as troubleshooting controls and control circuits commonly found in commercial and residential heating and cooling applications.

AR-202 ELECTRIC MOTORS & CONTROLS
3.0 Credit Hours
Prerequisite(s) / Co-requisite(s): EL-101 & EL-102
Students will gain an understanding of controls to include a familiarity with electrical motors and the related automatic controls. Types of motors and their applications will be explored along with the controls and applications commonly found in the HVAC/R occupational field. Motors are manufactured in many voltages and configurations to fit the HVAC/R equipment. Students will learn proper identification, application and operation as well as the proper maintenance and installation methods.

AR-203 BASIC GAS FURNACES & SAFETY
4.5 Credit Hours
Prerequisite(s): AR-201, AR-202
This course segment introduces the student to the different styles and types of gas heating appliances most commonly encountered in the residential and light commercial trade areas. Fundamentals of industry standards for the installation, operation, and maintenance of common systems will be covered in detail as well as in-depth industry safety practice programs to include gas detection, carbon monoxide detection and all preventative measures for safe operations.

AR-204 ADVANCED GAS FURNACES & CODES
3.0 Credit Hours
Prerequisite(s): AR-201, AR-202
This course provides an in-depth study of the different designs and requirements for proper installation per the International

Fuel Gas Code standards and the International Mechanical Code installation requirements. Student will gain an understanding of how installation requirements change as new equipment is made available. Newer types of equipment and methods will be discussed as well as the code issues that surround the installation. Students will learn how to read and comprehend code books within this course.

AR-205 HEATING FUELS & COMBUSTION ANALYSIS
4.5 Credit Hours
Prerequisite(s): AR-203, AR-204
This course is intended to educate the student in understanding the cost involved with heating appliances and the environmental impact of fossil fuels. Students will learn about the environment and the impact of our carbon footprint as well as the Federal regulations that require proper use of fuels and energy efficiency standards are published for use in using gas appliances. Studies of the economic impact, as compared to the use of different fuels, will be discussed. Students will learn that combustion analysis is the study of fuel efficiency as used in today's modern furnaces.

AR-206 CUSTOMER SERVICE FOR HVAC/R TECHNICIANS
3.0 Credit Hours
Prerequisite(s): None
This course introduces the importance of good customer service skills that are necessary when working in the HVAC/R field. The student will gain an understanding of the position of "company representative" when doing field service work. Students will learn various methods to assist them in becoming the best employee they can be as well as how to handle customer complaints in an effective manner.

AR-207 ALTERNATIVE HEATING SYSTEMS
4.5 Credit Hours
Prerequisite(s): None
This course has been designed to introduce other sources used for space heating. The student will gain an understanding of hot water heating and radiant heating as well as solar and geothermal systems. Useful and practical systems as well as the potential for their uses are discussed as all manufacturers are looking for cost effective products.

AR-208 HYDRONICS & PUMPS
3.0 Credit Hours
Prerequisite(s): None
This alternative heating course focuses on the hydronics and pumps that are being used widely on large single family and apartment complexes today. Students will gain an understanding of how the basic systems, valves, zones and thermostats heat water as well as how modern pumps of all types are used in conjunction with a variety of designs to achieve the desired circulation of the water and heating of rooms. The student will discuss and observe the normal operations and control circuits for wiring and repairs as well as troubleshooting.

AR-209 REFRIGERATION THEORY & EPA CERTIFICATION
4.5 Credit Hours
Prerequisite(s) / Co-requisite(s): AR-201
This course is designed as the basic introduction to refrigeration. Students will gain an understanding of the physics and practical application of refrigeration theory. Students learn about the Federal Environmental Protection Agency (EPA) guidelines and their role in overseeing all refrigerant usage. An overview of EPA guidelines is provided to students as well as EPA Certification Exam Study guides and study materials to assist in preparing them to take and pass the EPA Certification Exam.

AR-210 BASIC REFRIGERATION SYSTEMS
3.0 Credit Hours
Prerequisite(s)/Co-requisite(s): AR-202
This course is designed to educate students in the basic operation of most commonly found refrigeration systems. Mechanical applications, operations, maintenance and repairs as well as basic controls, motors, fans, and pressures will be studied. Students continue to learn in a hands-on laboratory environment practicing maintenance on Refrigeration trainers to help the students learn basic systems.

AR-215 ADVANCED REFRIGERATION I
4.5 Credit Hours
Prerequisite(s) / Co-requisite(s): AR-209 & AR-210
This course is intended to educate the student on the importance of developing proficiency in the maintenance and repair of commercial and domestic refrigeration systems to include components, application, function and diagnosis of the mechanical refrigeration equipment.

AR-216 ADVANCED REFRIGERATION II
3.0 Credit Hours
Prerequisite(s): AR-209 & AR-210
This course continues to develop proficiency in the maintenance and repair of commercial and domestic refrigeration systems. Students continue to gain skills in control systems, components, application, function and diagnosis of the mechanical refrigeration equipment

AR-217 RESIDENTIAL AIR CONDITIONING
4.5 Credit Hours
Prerequisite(s): AR-209, AR-210
The student will develop familiarity and a basic proficiency with split system air conditioning to include operating conditions and troubleshooting, identifying controls of air conditioning, and heat pump systems.

Refrigeration & HVAC Course Descriptions

CAMPUSES: COLORADO SPRINGS

AR-218 COMMERCIAL A/C SYSTEMS
3.0 Credit Hours
Prerequisite(s): AR-209, AR-210
The student will develop familiarity and a basic proficiency with package air conditioning to include operating conditions and troubleshooting of chilled-water systems, water tower systems and pumps, and variable refrigerant flow and air volume.

AR-219 COMMERCIAL REFRIGERATION I
4.5 Credit Hours
Prerequisite(s): AR-209, AR-210
The student will develop familiarity and a basic proficiency with package air conditioning to include operating conditions and troubleshooting of chilled-water systems, water tower systems and pumps, and variable refrigerant flow and air volume.

AR-220 COMMERCIAL REFRIGERATION II
3.0 Credit Hours
Prerequisite(s): AR-209, AR-210
Students learn commercial refrigeration practices found in a variety of equipment such as commercial reach-ins, walk-ins, rack refrigeration, and other commercial applications. Proficiency is developed in operations and maintenance.

AR-223 PNEUMATICS & CONTROLS
4.5 Credit Hours
Prerequisite(s): AR-209 & AR-210
The student will develop familiarity and a basic understanding of industrial-level controllers as they apply to commercial/industrial HVAC systems. Specifically, the student will learn the function and diagnosis of the pressure sensing devices and controls in pneumatics.

AR-224 ADVANCED CONTROL SYSTEMS
3.0 Credit Hours
Prerequisite(s): AR-201, AR-202
The student will develop familiarity and a basic understanding of industrial level controllers as they apply to commercial/industrial HVAC systems. Specifically, the student will learn the function and diagnosis of pressure sensing devices of programmable control systems and the function and diagnosis of mechanical control systems.

BP-110 DUCT DESIGN & BLUEPRINT READING
4.5 Credit Hours
Prerequisite(s): CCR-100
After successful completion of this course, students will be familiar with duct design, air balancing, air pressure testing and blueprint reading for the HVAC industry in most residential and commercial equipment.

BP-210 PERFORMING LOAD CALCULATIONS
3.0 Credit Hours
Prerequisite(s): BP-110
After successful completion of this course, the students will be able to view and interpret basic mechanical blueprints to perform basic block load calculations as they apply to the HVAC industry. A green awareness component provides environmental knowledge on how we impact the carbon footprint in the HVAC/R industry.

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