# IntelliTec COLLEGE

**Good for Students. Good for Employers. Good for Life!**

*Building a Better Community through Quality and Excellence in Career Training*

# STUDENT CATALOG
# 2018-2020

Volume VIII: January 2019, Number 1
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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*

2464 Patterson Road, 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*

5001 Montgomery Blvd. NE, Suite A24, Albuquerque, NM 87109

505.508.5225

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# INTRODUCTION

## LETTER FROM THE PRESIDENT

IntelliTec College is a group of growing, diverse campuses with staff and faculty that value the 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, Inc., and has continued its 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 of 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 10-month Certificate in Medical Assisting? IntelliTec offers that! Need an 18 month Associates 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 provide 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 times 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 the most current industry standards and practices to ensure your smooth transition into the modern workplace.

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

Wayne Zellner, II
President, 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

(All Cosmetology Terms end on Friday)

### 2018

| | |
|---|---|
| January 8 | January Term Begins |
| January 15 | Martin Luther King Day |
| February 19 | President's Day |
| February 15 | January Term Ends |
| February 20 | February Term Begins |
| March 19-23 | Spring Break |
| April 5 | February Term Ends |
| April 9 | April Term Begins |
| May 17 | April Term Ends |
| May 21 | May Term Begins |
| May 28 | Memorial Day |
| June 18-22 | Summer Break |
| July 4 | Independence Day |
| July 5 | May Term Ends |
| July 9 | July Term Begins |
| August 16 | July Term Ends |
| August 20 | August Term Begins |
| September 3 | Labor Day |
| September 27 | August Term Ends |
| October 1 | October Term Begins |
| November 8 | October Term Ends |
| November 12 | November Term Begins |
| November 22-23 | Thanksgiving Day/Break |
| December 20 | November Term Ends |
| Dec. 24-Jan. 4, 2019 | Winter Break |

### 2019

| | |
|---|---|
| January 7 | January Term Begins |
| January 21 | Martin Luther King Day |
| February 14 | January Term Ends |
| February 18 | President's Day |
| February 19 | February Term Begins |
| March 18-22 | Spring Break |
| April 4 | February Term Ends |
| April 8 | April Term Begins |
| May 16 | April Term Ends |
| May 20 | May Term Begins |
| May 27 | Memorial Day |
| June 17-21 | Summer Break |
| July 3 | May Term Ends |
| July 4 | Independence Day |
| July 8 | July Term Begins |
| August 15 | July Term Ends |
| August 19 | August Term Begins |
| September 2 | Labor Day |
| September 26 | August Term Ends |
| September 30 | September Term Begins |
| November 7 | September Term Ends |
| November 11 | November Term Begins |
| November 28-29 | Thanksgiving Day/Break |
| December 19 | November Term Ends |
| Dec.23-Jan. 3, 2020 | Winter Break |

### 2020

| | |
|---|---|
| January 13 | January Term Begins |
| January 20 | Martin Luther King Day |
| February 20 | January Term Ends |
| February 17 | President's Day |
| February 24 | February Term Begins |
| March 23-27 | Spring Break |
| April 9 | February Term Ends |
| April 13 | April Term Begins |
| May 21 | April Term Ends |
| May 25 | Memorial Day |
| May 26 | May Term Begins |
| June 22-26 | Summer Break |
| July 3 | Independence Day |
| July 9 | May Term Ends |
| July 13 | July Term Begins |
| August 20 | July Term Ends |
| August 24 | August Term Begins |
| September 7 | Labor Day |
| October 1 | August Term Ends |
| October 5 | October Term Begins |
| November 12 | October Term Ends |
| November 16 | November Term Begins |
| November 26-27 | Thanksgiving Day/Break |
| December 23 | November Term Ends |
| Dec.24-Jan. 7, 2021 | 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.

| 2019 | |
|---|---|
| **Start Date** | **Grad Date** |
| 1/07/2019 | 1/31/2019 |
| **Martin Luther King Day** *1/21/2019 | |
| 2/04/2019 | 2/28/2019 |
| **President's Day** *2/18/2019 | |
| 3/04/2019 | 4/04/2019 |
| **Spring Break** 3/18/19—3/22/2019 | |
| 4/08/2019 | 5/02/2019 |
| 5/06/2019 | 5/30/2019 |
| **Memorial Day** *5/27/2019 | |
| 6/03/2019 | 7/03/2019 |
| **Summer Break** 6/17—6/21/2019 | |
| 7/08/2019 | 8/01/2019 |
| **Independence Day** *7/04/2019 | |
| 8/05/2019 | 08/29/2019 |
| **Labor Day** *9/02/2019 | |
| 9/03/2019 | 9/26/2019 |
| 9/30/2019 | 10/24/2019 |
| 10/28/2019 | 11/21/2019 |
| 11/25/2019 | 12/19/2019 |
| **Thanksgiving Break** *11/28—11/29/2019 | |
| **Winter Break** 12/23—1/03/2020 | |

| 2020 | |
|---|---|
| **Start Date** | **Grad Date** |
| 1/06/2020 | 1/30/2020 |
| **Martin Luther King Day** *1/20/2020 | |
| 2/03/2020 | 02/27/2020 |
| **President's Day** *2/17/2020 | |
| 3/02/2020 | 4/02/2020 |
| **Spring Break** 3/23/2020—3/27/2020 | |
| 4/06/2020 | 4/30/2020 |
| 5/04/2020 | 5/29/2020 |
| **Memorial Day** *5/25/2020 | |
| 06/01/2020 | 07/02/2020 |
| **Summer Break** 6/22—6/26/2020 | |
| 07/06/2020 | 7/30/2020 |
| **Independence Day** *7/03/2020 | |
| 8/03/2020 | 8/27/2020 |
| **Labor Day** *9/07/2020 | |
| 8/31/2020 | 9/24/2020 |
| 9/28/2020 | 10/22/2020 |
| 10/26/2020 | 11/19/2020 |
| **Thanksgiving Break** *11/26—11/27/2020 | |
| 11/23/2020 | 12/17/2020 |
| **Winter Break** 12/24—1/07/2021 | |

# GENERAL INFORMATION

## HISTORY

IntelliTec College was founded as Technical Trades Institute in Colorado Springs in July of 1965. Classes offered were Drafting and Electronics. 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. Mr. Allen Wiseman became the first President and Director of the College.

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 Vermijo, where the College remained for the next fifteen years. Mr. E. R. Dill purchased Technical Trades in May 1981, and assumed the Directorship in January 1982. During the next two years, curriculum was expanded to include Digital Microprocessor, Computer Repair, and Electro-Mechanical 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 freestanding 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 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. The Computer Aided Design (CAD) Drafting was approved for the Grand Junction campus in 1990 and classes started in August 1989.

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 Colleges offerings in April: CAD Operator, Medical Back Office Assistant, Microcomputer Technician, and Software Support Technician.

In April of 2000, the Rembrandt Group acquired both Technical Trades Institute Colorado Springs, and Grand Junction campuses. In order to better reflect the vision of the new owners and program offerings, TTI was renamed IntelliTec Colleges. 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 urgings 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.

# GENERAL INFORMATION

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's 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 November 2014.

In March of 2015 the Grand Junction campus expanded to New Mexico with a branch campus established in Albuquerque and was 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 January 2018 and discontinued the Personal Training program in February 2018. 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

## INSTITUTIONAL PHILOSOPHY

At IntelliTec Colleges 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 Colleges. 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 work 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.

# GENERAL INFORMATION

## ACCREDITATION

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

## EDUCATIONAL OBJECTIVES

IntelliTec Colleges is dedicated to providing individuals with a viable alternative to traditional education. The Colleges' 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 Colleges 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 Colleges in New Mexico.

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

### Associate of Occupational Studies Degree Programs

- **Automotive Technician** (CS, ABQ)
- **Computer Network Systems Technician** (CS)
- **Medical Assistant** (CS, GJ, PB)
- **Personal Trainer** (CS)
- **Refrigeration & HVAC** (CS, GJ)

### Certificate Programs

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

## COLLEGE OWNERSHIP

IntelliTec Colleges is under the ownership of Technical Trades Institute, Inc., a Colorado Corporation. The governing board consists of:

David Clem - Managing Director
Paul Goss - Managing Director
Michael Grove - Managing Director
Michael V. Schranz – Managing Director
Wayne Zellner –President

## FACILITIES AND EQUIPMENT

### Colorado Springs

**Main Campus:** 2315 East Pikes Peak Avenue
**Automotive Facility:** 2206 East Pikes Peak Avenue
**Automotive Annex:** 109 North Iowa
**Medical Assistant:** 2504 East Pikes Peak Avenue
**Personal Trainer:** 2260 East Pikes Peak Avenue

**Main Campus:** This facility is a 30,000 square foot free-standing building that contains modern classroom equipment and includes extensive selections of visual aids and computer systems running Windows 7 and Microsoft Office 2013.

**Medical Assistant:** Program facilities include 15,000 square feet of classrooms and clinical labs equipped with syringes, needles, a centrifuge, a microhematocrit, 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, an incubator, a baby scale, an adult scale, and a refrigerator. A Learning Resource Center (LRC) is also available with reference books, articles, etc. for student use.

**Automotive Technician:** Program facilities encompass over 16,000 sq. ft. of total space including 8 lifts, equipment and tools. The bays and classrooms, have industry-grade features such as exhaust ventilation in the bays, air conditioning throughout the building, student Learning Resource Center with computer access, separate laboratory unit room, and dedicated tool control room. Industry-leading equipment is provided through our partnership with Snap-On tools.

**Computer Network Systems & Computer Systems Technician:** Program facilities are equipped with student computer work stations for each student, along with applicable software required for training.

# GENERAL INFORMATION

**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.

**Personal Trainer:** Program facilities have a 7000+ sq/ft. fitness center with state-of-the-practice equipment including: Olympic power rack and platform, Olympic bumper plates, dumbbells, elliptical machine, climbmill, rowing machine and treadmills, kettlebells, and medicine balls. There are 3 classrooms for student learning and bookwork as well as men's and women's locker rooms with showers.

## Grand Junction

**Grand Junction Main Campus:** 772 Horizon Drive, Grand Junction, Colorado.

**Automotive and Refrigeration & HVAC Facilities:**
764 Horizon Drive, Grand Junction, Colorado.

**Cosmetology Facility**: 2464 Patterson Road, a Satellite location of IntelliTec College, Grand Junction, Colorado.

**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.

**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, and ICD-9, and ICD-10 code books.

**Automotive Technician:** Program facilities include over 5000 square feet of training room. This includes 7 bays, two tool rooms and designated tear down room. The program also has electrical, drivability and undercar ATech automotive trainers in a classroom environment. A full line of Snap-on state of the 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.

**Cosmetologist:** Program facilities occupy 4,000 square feet that 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 autoclave, 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 2500 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, massage 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.

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

**Cosmetology Facility**: 3691 Parker Boulevard, Pueblo, CO.

**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. Classroom equipment is modern and includes extensive selections of visual aids and computer systems running Windows 7 and Microsoft Office 2013.

**Automotive Technician:** Training facilities encompass over 16,000 square feet of space including 8 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, separate laboratory unit room, a dedicated tool control room, and current diagnostic and electronic training equipment.

**Cosmetologist:** Program facilities occupy 4,000 square feet that includes 36 custom styling stations, state-of-the-practice 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, classrooms, a laundry room and lockers. A Learning Resource Center is also available with computers, reference materials, articles, and other helpful program specific information.

**Massage Therapy**: Program facilities include a lab and working clinic environment that feature 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 and ICD-9 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, and 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:** 5001 Montgomery Boulevard NE, Suite A24 Albuquerque, New Mexico.

This facility is 12,000 square feet of educational and administrative space. The campus features 6 classrooms with a total of 3,834 square feet and an automotive lab of 3989 square feet. Classroom equipment is modern and includes visual aids and computer systems running Windows 7 and Microsoft Office 2013. There are also 6 offices with a total of 601 square feet, a break room for students and a Learning Resource Center with computer and internet accessibility.

**Automotive Technician:** Training facilities encompass 3,989 square feet of space outfitted with Snap On lifts, equipment and tools, and industry-grade features such as exhaust ventilation in the bays, air conditioning throughout the building, 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 work stations for each student, along with applicable software required for training.

# ADMISSIONS

## ADMISSIONS REQUIREMENTS

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

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

## ENROLLMENT PROCEDURES

IntelliTec Colleges 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. (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 Colleges.
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. IntelliTec College campuses are not authorized by the U.S. Department of Homeland Security to accept and enroll non-immigrant students.

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 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 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 **9 calendar days** of the student's college attendance as an introductory period. The introductory period is designed to provide students 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 cost although book, uniform, and tool charges may apply. A student is allowed only one introductory period within all IntelliTec College locations. In addition, 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 become 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 failing to return after the introductory period will be automatically withdrawn. Students who have recorded attendance following 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 a minimum 36 credit hours per academic year to be considered full time. Students must be enrolled 7 or more credits per academic term (grading period), or 4 or more credits per externship term in order 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

# ADMISSIONS

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 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 close of business, the last business day prior to start date.

## NOTICE OF NON-DISCRIMINATION

IntelliTec Colleges 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 Colleges 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 Rehabilitation Act of 1973, the Violence Against Women 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.

## STUDENT OBLIGATIONS, HOLD ON RECORDS, SUSPENSIONS

Each student enrolling at IntelliTec College assumes an obligation to obey all rules and regulations made by properly constituted authorities. The College will not release records, including transcripts, for students who have financial or other obligations to the College. A hold on records or the suspension of a student may be authorized by a College official.

## STUDENTS WITH DISABILITIES

IntelliTec Colleges 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 an 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 Colleges adheres to all rules and regulations set forth by the Family Educational Rights and Privacy Act (FERPA) of 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

## TRANSCRIPTS FROM OTHER SCHOOLS

Students are required to have documentation of a U.S. high school diploma or its equivalent. For transfer credit purposes, an official transcript is required for any post-secondary institutions previously attended. All official transcripts must be

# ADMISSIONS

sent directly to IntelliTec Colleges and must be received in accordance with the established deadlines. These documents become a part of the student's permanent record. By law, these documents cannot be released to any third party.

## TUITION

The current tuition rates are contained in the tuition addenda to this catalog and the catalog is incomplete without them. Click on the below links to access each campuses' tuition addendum.

[Albuquerque, NM Tuition Addendum](#)

[Colorado Springs, CO Tuition Addendum](#)

[Grand Junction, CO Tuition Addendum](#)

[Pueblo, CO Tuition Addendum](#)

# FINANCIAL AID INFORMATION

## PURPOSE OF FINANCIAL AID

The financial aid program is designed to serve individuals from the widest possible range of society. The goal of the financial aid program is to enable these 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 to attend the College is determined primarily by the extent of his or her need. It is the basic premise of all need-based financial services programs that the primary responsibility for financing an individual's education rests with the student and his or her family.

IntelliTec recognizes that each student and family situation is unique. Every attempt will be made to provide students with aid to complete an occupational objective. The Financial Services office will package the award to best meet the student's particular situation. Complete confidentiality is provided to persons supplying financial information to the Financial Services office. Financial Services representatives at the College are well trained and available to assist students in understanding all potential sources of assistance as well as making the appropriate applications. In order to be considered for student assistance from any of the federal Title IV, HEA programs, a student is required to complete the Free Application for Federal Student Aid (FAFSA) for each applicable award year.

Sources of financial aid to students include the following programs:

## FINANCIAL AID PROGRAMS

**FEDERAL PELL GRAN**T: A Federal Pell Grant is an award to help undergraduates pay for their education after high school. Federal Pell Grants provide a "foundation" of financial aid, to which aid from other Federal and non-Federal sources may be added. Unlike loans, grants do not have to be paid back.

**FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG):** A Federal Supplemental Educational Opportunity Grant (FSEOG) is for undergraduate students with exceptional financial need who also receive a Pell Grant. An FSEOG does not have to be paid back. Awards are campus-based and amounts can range from $100-$4000 per academic year.

**FEDERAL DIRECT LOAN:** A Federal Direct Loan is a low-interest loan made with funds secured from the government's Direct Loan Program. The interest rate is a fixed rate by loan of no more than 8.25% but is subject to change every July.

If you are eligible for a Direct Subsidized (need-based) Loan, the federal government pays the interest on the loan while you are in college, grace period or in deferment. If you have a Direct unsubsidized (non-need based) Loan, you are responsible for the interest while you are in college, grace period and deferment periods. Various payment options are available. Contact the Financial Services Office for more information.

Dependent students can borrow up to $5,500 as a first-year student enrolled in a program of study that is a full academic year and $6,500 if you have completed your first year of study and the remainder of your program is a full academic year. For periods that are less than an academic year, the amounts you can borrow will be less. Contact the Financial Services Office for more detailed information.

Independent students can borrow up to $9,500 as a first year student enrolled in a program of study that is a full academic year and $10,500 if you have completed your first year of study and the remainder of your program is a full academic year. At least $6,000 of these amounts must be in unsubsidized loans. For periods that are less than an academic year, the amounts you can borrow will be less. Contact a Financial Services representative for more detailed information. Repayment of the Direct Federal Loan(s) begins six months after the student ceases to be enrolled at least half-time. Payments may be as low as $50 per month under the standard repayment plan.

**DIRECT FEDERAL PLUS LOAN:** Direct Federal PLUS loans are for parents of dependent students which may provide additional funds for educational expenses and are funds secured through the government's direct loan program. Parents with good credit histories may borrow a Direct Federal PLUS loan up to the cost of education minus estimated financial aid received from all other sources. The interest rate is currently a fixed rate by loan that will not exceed 10.5% but is subject to change.

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:** IntelliTec participates in the Direct Loan Program and uses a Master Loan Application and Promissory note. This note is valid for multiple loans and/or years.

Student borrowers will be notified by a Financial Award Letter or in person at the time of refinancing of each new loan made and the need to contact the Financial Services Office to request a revision or cancellation of a new loan (Passive confirmation).

Parent borrowers must send a written request to the financial services office for each new loan amount requested under the Master Promissory Note. This is called Active confirmation. The Parent Borrower's request for each new Direct Plus amount will be documented on the "Addendum to the Plus Application" and maintained in the dependent student's file.

**FEDERAL WORK STUDY (FWS):** The Federal Work Study (FWS) Program provides jobs for undergraduate students who demonstrate financial need. FWS gives students a chance to earn money to help pay their educational expenses.

# FINANCIAL AID INFORMATION

**COLORADO STUDENT GRANT (CSG):** The Colorado Student Grant (CSG) Program is a financial aid program made available through the Colorado General Assembly. It is designed to assist Colorado resident undergraduate students with financial need in attending postsecondary colleges and universities in Colorado. Awards are need-based and generally range from $300 - $5000.

**CASH INSTALLMENT PAYMENT:** All students are encouraged to make monthly or quarterly interest-free cash payments that will extend over the length of their program. Students are required to sign a promissory note and make prompt payments. Because this is an interest-free program, payments must be made within 5 days from the due date. Students who are late with payments are required to see the Business Office or the Financial Services office to bring their account current.

**COLLEGE SCHOLARSHIP:** College Scholarships can be based on merit, and financial need, and countless other categories. Various scholarship opportunities may be available to students and our Financial Services Representatives have information and resources available to help students with the scholarship application process.

**MONTGOMERY BILL (CHAPTER 30):** Veterans eligible for education and training under the Montgomery Bill are entitled to the usual monthly allowance provided for all veterans in training in colleges nationwide. The amount will vary depending on initial obligated period of active duty and/or the number of dependents and will be determined by the current Federal Veteran's Laws.

**VETERAN'S CONTRIBUTORY BENEFITS (VEAP-CHAPTER 32):** Veterans who contributed to the Veterans Educational Assistance Program during active duty are entitled to these benefits.

**POST 9/11 GI BILL (CHAPTER 33):** Post 9/11 GI Bill is a benefit program for individuals who served in active duty on or after September 11, 2001. Benefits are payable for training pursued on or after August 1, 2009.

**SURVIVOR'S AND DEPENDENTS EDUCATIONAL ASSISTANCE (CHAPTER 35):** This program provides benefits for the education of dependents whose parents are disabled or died during or as a result of active service.

**MONTGOMERY GI BILL-SELECTED RESERVE (CHAPTER 1606):** Selected reserve is an education program that provides up to 36 months of education benefits to members of the Selected Reserves. This program doesn't require a person to serve in active duty or the regular Armed Forces to qualify.

**RESERVE EDUCATIONAL ASSISTANCE PROGRAM (REAP CHAPTER 1607)**: This program provides up to 36 months of education benefits to members of the Selected Reserves, Individual Ready Reserves, and National Guard who are called or ordered to active service in response to a war or national emergency, as declared by Congress or the President.

**VOCATIONAL REHABILITATION FOR VETERANS (CHAPTER 31**): Veterans disabled during wartime and under certain peace time service may be eligible for educational benefits and training. Contact the Veterans Administration.

**INSTITUTIONAL LOAN PROGRAM (APEX):** The College offers a private loan for those students who have not been 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 the student upon withdrawal or graduation will first be applied to the outstanding Institutional Loan Program (Apex) balance before funds are sent to the student.

## VERIFICATION OF STUDENT AID INFORMATION

The verification procedures that follow are required by the Department of Education for all students selected for verification and receiving financial assistance:

1. The student must provide the necessary documentation for verification within 30 days from the date the student starts school, or in the case of a student currently enrolled, within 30 days from being selected for verification. If the student fails to provide the required documentation for verification within the established timeframe, then the student will be treated as a cash-paying student.

2. If the student is not capable of paying cash then the student will be dismissed from the college.

3. The Financial Services office reserves the right to make exceptions to the previous 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 of the results of verification and any applicable changes and/or corrections.

6. The Financial Services Office, if necessary, will contact the regional office of the Department of Education concerning referrals under sections 668.14.

## 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.ed.gov.

# FINANCIAL AID INFORMATION

## CREDIT HOUR CONVERSIONS

The following certificate programs do not fully transfer to a degree program at the College and therefore are for financial aid purposes only, converted at a rate of the number of clock hours per course divided by 25 for the Automotive Technician Certificate, Dental Assistant, and Medical Assistant Certificate.

## 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 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. A student is limited to one program change and can in this way "reset" academic progress once. Subsequent program changes will be included in the calculation of the maximum allowable timeframe and GPA calculation. 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 generally is 150% of the length of the program measured in credits or for clock hour programs as expressed in calendar time as specified under each 'Program of Study' in the catalog.

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 also are 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 impact 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) and test-outs (E) 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:

| Quarter Credit Hours Completed | Cumulative GPA Required |
|---|---|
| 14-28 | 1.50 |
| 29-39 | 1.75 |
| 40 to completion | 2.00 |

# FINANCIAL AID INFORMATION

| Massage Program Clock Hours Completed | Cumulative GPA Required |
|---|---|
| 240-359 | 1.50 |
| 360-599 | 1.75 |
| 600 to completion | 2.00 |

| Cosmetology Program Clock Hours Completed | Cumulative GPA Required |
|---|---|
| 360-540 | 1.50 |
| 541-899 | 1.75 |
| 900 to completion | 2.00 |

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, test-out credits, and 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 credit hours or 1-60 clock hours and $500 for 5 or more 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 returns into, regardless of the length of time the student was in non-attendance.

**Notification:** If a student is not making Satisfactory Academic Progress after one Warning Period, he/she will be informed by letter that they are not making satisfactory academic progress and the policy component they have not satisfied. The letter will include information about the appeal process and how to gain access to the form that must be completed to initiate the appeal process. Appeal forms are available in the Financial Services office.

**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 achieve SAP standards to become eligible for a future term.

The Financial Aid Appeal Committee (FAAC) 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 enrollment will be terminated if she/he is unable to secure advance payment of all scheduled classes.

## PAYMENT OF ACCOUNTS

Students shall make satisfactory arrangements for the settling of College accounts promptly. Failure on the part of the student to make satisfactory arrangements for the settlement of a College account by the due date may result in either an interruption of training or placing of a "hold" on the records. The student may not receive a degree, or certificate, or obtain an official transcript until they have: (1) settled the account, and (2) paid the assessed service charge to cover the administrative expense involved in placing the "hold" on the record.

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. Upon satisfactory completion of all academic and skill requirements and when all financial obligations to the school have been met, the school will award the Certificate to the student.

# 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 percent 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:
   Number of calendar days completed in the payment period = % of payment period completed
   Total calendar days in the payment periods.
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 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 Colleges 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 Colleges 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 Colleges 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 that 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.

## BALANCE DUE TO THE COLLEGE

In the event the Student withdraws or graduates, and appropriate withdrawal calculations are computed, and the Student leaves IntelliTec College with a balance due to the College, 12% interest charge will be assessed during the repayment period. 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 that is reasonable and fair to both parties.

## 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 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) CSG.

## IMPORTANT ENROLLMENT AGREEMENT INFORMATION (CO)

\_\_\_\_\_ Student acknowledges receipt of the current Student Catalog, Enrollment Agreement and Student Arbitration Agreement.

\_\_\_\_\_ 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.

\_\_\_\_\_ While it is strongly encouraged that a student attempt to resolve any issues with the school first, a student may file a complaint at any time for any reason with the Division of Private Occupational Schools within two years of the last date of attendance or withdrawal date at the following address: Division of Private Occupational School Board, 1560 Broadway, Suite 1600, 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.

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

# 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 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 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 percent 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:
   Number of calendar days completed in the payment period = % of payment period completed
   Total calendar days in the payment periods.
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 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 Colleges 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 Colleges 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 Colleges 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 NEW MEXICO REGULATION

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- NEW MEXICO

| % 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

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

## BALANCE DUE TO THE COLLEGE
In the event the Student withdraws or graduates, and appropriate withdrawal calculations are computed, and the Student leaves IntelliTec College with a balance due to the College, 12% interest charge will be assessed during the repayment period.

## 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 receipt of the current College Catalog, Enrollment Agreement and Student Arbitration Agreement

_____ 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.

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

# STUDENT SERVICES

## NEW STUDENT ORIENTATION SESSION

Orientation sessions are scheduled before the beginning of each class start. New students meet for introduction to the staff, to pick up their ID cards, hear orientation presentations, and to complete any paperwork required for tuition payment, financing, school policies, etc. All new students are expected to attend this mandatory meeting.

## STUDENT ADVISING PROGRAMS

A list of current staff and faculty are contained in the Administration Addenda to this catalog and the catalog is incomplete without them. Click on the below links to access each campuses' 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 which may not be appropriate or cannot be handled by the instructor and serves as an additional resource for students.

**DIRECTOR OF EDUCATION/ASSOCIATE DIRECTOR OF EDUCATION – STUDENT**
The DOE/ADOE is available to assist students with problems, which 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 car pools, child care, 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, to track and monitors student retention and advises 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 Colleges 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 in order to maintain a safe and secure environment on campus. In case of fire or any other emergency, students are to proceed in a quiet

# STUDENT SERVICES

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 closure or delay the opening of campus facilities. Information can be found on FlashAlert or FlashText where available and on the IntelliTec Classweb portal for students: classweb.intellitec.edu, click Closures and Delays.

## 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. Career 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 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, health and safety policies.

## EMPLOYEE AND STUDENT ASSISTANCE PLAN(ESAP): LIFEWORKS

Students have access to the Employee and Student Assistance Plan (ESAP) LifeWorks. This plan provides confidential assistance with work, school and life issues for students including: legal consultation, financial planning, grief counseling, mental health issues, significant life changes, adapting to civilian life after military service and much more.

There is no limit to the amount of times that a student may contact LifeWorks for assistance. Students are able to receive 3 face-to-face counseling sessions or up to 30 minutes for legal consultation for each individual issue. All of these services are provided at no cost to the student. In the event that the student exhausts the covered services, they are eligible for services at a discounted rate.

In addition to the student, this service is available for all members of the student's household and immediate family members not living in the student's household. Individuals in the student's household do not need to be related to the student in order to have access to this service.

## GRADUATION CEREMONY

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

IntelliTec conducts two formal graduation ceremonies 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 card in a visible location when they are on campus.

## LEARNING RESOURCE CENTER

The Learning Resource Center (LRC) is available to all students–past and present and is open during all class hours as well as on most Fridays. It is monitored by a qualified Learning Resource Supervisor or assistant, who is available to assist students in choosing proper course material, and assist during the check-out process. The media available includes relevant magazines, textbooks, scientific white papers, and

other pertinent books, as well as reference materials such as dictionaries and encyclopedias.

The latter may not be checked out but must be used in the library. Other media available for student use includes the IntelliTec Web Portal, available on designated computers within the Learning Resource System, which contains links to an online dictionary and Thesaurus, pertinent videos, articles, texts, and documents in an electronic format.

All media is sorted and catalogued by program and searchable by program, media type, topic, keyword, and author. Learning Resource assignments will be required in every pertinent course and will be overseen by the instructor.

## NATIONAL TECHNICAL HONOR SOCIETY (NTHS)

National Technical Honor Society recognition is available to IntelliTec students. After students have completed half their program, maintain a 3.85 GPA, and maintain 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 Colleges 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.

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 to speak 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 discussion 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, 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 damages occur, the responsible individual(s) may be required to pay associated costs.

IntelliTec Colleges 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.

# STUDENT SERVICES

**Bullying includes:**
- Threatening, humiliating, or intimidating behavior through verbal, social media or physical contact.
- Work interference or sabotage which 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 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 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.

**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 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 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 within 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

# STUDENT SERVICES

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

IntelliTec Colleges 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.

In the event that 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 Colleges, 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 Colleges. "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 Colleges.

# ACADEMIC INFORMATION

## ACADEMIC PROGRESS

A student *(excluding Nursing Assistant)* who fails to maintain the satisfactory academic progress requirements listed below will be placed on academic warning status for the following review period. Failure to meet the academic requirements during the warning period will cause the student to be terminated from training. To maintain satisfactory academic progress, a student must maintain the following minimum cumulative GPA. This scale applies to all programs of study.

| Quarter Credit Hours Completed | Cumulative GPA Required |
|---|---|
| 14-28 | 1.50 |
| 29-39 | 1.75 |
| 40 to completion | 2.00 |
| **Massage Program Clock Hours Completed** | **Cumulative GPA Required** |
| 240-359 | 1.50 |
| 360-599 | 1.75 |
| 600 to completion | 2.00 |

Academic progress will be evaluated at the end of each review period.

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

Occasionally, unusual circumstances will arise that will warrant the extension of a warning period. The Campus Director has the authority under these circumstances to extend the warning period, provided it is not extended beyond one additional review period.

A request for extension of the warning period must be submitted in writing to the Campus Director's office with supporting third party documentation detailing the circumstances that led to the academic progress violation. All documentation will be placed in the student's academic file.

In the event a student withdraws during a warning period and subsequently returns to the College, the student will be placed on warning for the review period the student returned into. If a student has been terminated 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, of which time, evaluation of A student's progress will be maintained. Instructors may offer one-on-one direction 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.

## 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 in order to qualify.

## ACADEMIC SESSION

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

## 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 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.

## ACCEPTANCE OF PRIOR CREDITS

IntelliTec Colleges may grant academic credit to students who have successfully completed the same or substantially the same courses from an accredited college qualified to

# ACADEMIC INFORMATION

award such credit. IntelliTec Colleges makes the final determination of the credits accepted using the following guidelines:

1. All transcripts must be received before the end of the first six weeks of attendance at IntelliTec Colleges. It is the student's responsibility to provide official transcripts and catalog course descriptions, if requested.
2. 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.
3. Transfer credits are evaluated by reviewing the credits and the course description 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 or not the credits will transfer.
4. Transfer credits do not count towards the student's grade point average.
5. Students must complete a minimum of 50% of their program at IntelliTec Colleges to earn a degree or certificate. Students transferring from one IntelliTec location to another IntelliTec location must complete a minimum of 25% at the location granting the graduation credential.
6. Credit considered for transfer must have been earned within 5 years prior to the student's actual start date.

## 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

Student attendance is vital to academic achievement and to learning good work habits. Being present and fully engaged in class is a practice that prepares students for on the job success. Students must learn that as an employee, they are expected to arrive at work on time every day, prepared, and ready to demonstrate their learned skills.

Students are expected 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. For any unforeseen circumstances, students are allotted a 30-minute window that will not be counted against their attendance. The 30-minute window will be comprised of any combination of time missed from class, outside of normal scheduled breaks. Students missing more than 30-minutes of class will receive a mark of tardy (T). The mark of tardy (T) states the student was present but outside of the allotted 30-minute window and will count against the student's attendance. However, a mark of tardy (T) will still enable the student to receive points for daily activities and assignments. Continued excessive tardiness or absences could lead to disciplinary action up to and including withdrawal from that class.

If the student is going to miss class, arrive late or leave early, the student must communicate with the instructor. The student is also expected to make arrangements with the instructor to make up any assignments, projects or quizzes and assessments missed to ensure continued skill development in preparation for entering the workforce. These assignments will be credited toward the student's grade for the course, receiving full, partial, or no credit, in accordance with the general course policies supplement to the syllabus.

A student, who exceeds the allowable number of absences and/or tardies in a given term is in jeopardy of receiving disciplinary action such as; an attendance warning and/or being withdrawn from training. Please see the chart below for excessive absences and/or tardies that may result in student withdrawal by program. Occasionally, unusual circumstances will warrant the student to incur or exceed the number of allowable absences and/or tardies within the given term. The Campus Director has the authority under these circumstances not to terminate the student assuming the student provides supporting documentation such as an explanation letter and any other applicable documentation (doctor's note, court papers, etc.). The 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 and/or Tardies |
|---|---|
| Cosmetology | Seven (7) absences and/or tardies |
| Nursing Assistant | Three (3) absences and/or tardies |
| All other programs | Six (6) absences and/or tardies |

After the student exceeds the allowable number of absences and/or tardies, 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 or tardy in class. Student's wishing to return to the college after withdrawal must follow the readmission policy and procedure in order to return.

***All Students (Excluding Cosmetology and Nursing Assistant)***
If an absence occurs the following actions must be taken immediately:

# ACADEMIC INFORMATION

- **1<sup>st</sup> Day Absent and/or Tardy**: Instructor must make an attempt to have verbal contact with the student via a phone call, as well as send an email to the student via their student email. Both attempts must be documented in the database student notes.

- **2<sup>nd</sup> Day Absent and/or Tardy**: Instructor will again attempt to contact the student via their student email and enter a note in the database.

- **3<sup>rd</sup> Day Absent and/or Tardy**: The Instructor will again attempt to contact the student via their student email and carbon copy his or her Program Supervisor. This attempt will be documented in the database student notes.

- **4<sup>th</sup> Day Absent and/or Tardy**: The Instructor will again attempt to contact the student via their student email and carbon copy both his or her Program Supervisor and the Director of Education. The database student notes will be documented.

- **5<sup>th</sup> Day Absent and/or Tardy**: The Program Supervisor will send the student a final attendance notification letter via mail and email discussing the urgency of the attendance situation and informing the student that they have reached the maximum absences and/or tardies allotted and receiving one more tardy or absence will result in termination of their training. The database student notes will be documented by the Program Supervisor.

- **6<sup>th</sup> Day Absent and/or Tardy:** The student is in jeopardy of interruption and the withdraw process will be started. A notification of termination letter will be sent via mail and email to the student on behalf of the Campus Director.

The student can be placed on a Student Support Plan when their attendance is affecting their academic standing within the course. Instructors and Program Supervisors will make daily checks to ensure the student is in compliance with the Student Support Plan. If the student fails to comply with the Student Support Plan, then the Program Supervisor will notify the Director of Education and necessary student disciplinary actions will be taken.

### Cosmetology Students
If an absence occurs the following actions must be taken immediately:

- **1<sup>st</sup> Day Absent and/or Tardy**: Instructor must make an attempt to have verbal contact with the student via a phone call, as well as send an email to the student via their student email. Both attempts must be documented in the database student notes.

- **2<sup>nd</sup> Day Absent and/or Tardy**: Instructor will again attempt to contact the student via their student email and enter a note in the database.

- **3<sup>rd</sup> Day Absent and/or Tardy**: The Instructor will again attempt to contact the student via their student email and carbon copy his or her Program Supervisor. The database student notes will be documented.

- **4<sup>th</sup> Day Absent and/or Tardy**: The Instructor will again attempt to contact the student via their student email and carbon copy his or her Program Supervisor. The student database notes will be documented.

- **5<sup>th</sup> Day Absent and/or Tardy**: The Instructor will again attempt to contact the student via their student email and carbon copy both his or her Program Supervisor and the Director of Education. The database student notes will be documented.

- **6<sup>th</sup> Day Absent and/or Tardy**: The Program Supervisor will send the student a final attendance notification letter via email and mail discussing the urgency of the attendance situation and informing the student that they have reached the maximum absences and/or tardies allotted and receiving one more tardy or absence will result in termination of their training. The database student notes will be documented by the Program Supervisor.

- **7<sup>th</sup> Day Absent and/or Tardy:** The student is in jeopardy of interruption and the withdraw process will be started. A notification of termination letter will be sent via email and mail to the student on behalf of the Campus Director.

The student can be placed on a Student Support Plan when their attendance is affecting their academic standing within the course. Instructors and Program Supervisors will make daily checks to ensure the student is in compliance with the Student Support Plan. If the student fails to comply with the Student Support Plan, then the Program Supervisor will notify the Director of Education and necessary student disciplinary actions will be taken.

### Clock Hour Program Requirements
For those programs that have a specific clock-hour requirement, in addition to the attendance policy listed above, instructors must record the number of hours of attendance for each student. These must be posted daily in 15-minute increments. Time is rounded down as all hours must be made up *(ex. Student arrives 5 minutes late to class. The Instructor will round down when posting attendance 5.75 hours will be posted instead of 6 hours)*. Additional make-up hours or hours completed outside of normal class time are also posted in the attendance screen with the correct date and number of hours completed. Each course requires specific hours to be

# ACADEMIC INFORMATION

completed by the student in order 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 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 circumstance 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. The Program Supervisor is responsible for developing the schedule and submitting to the Director of Education for approval prior to posting each term. These schedules must be made available by the first day of each term. For hours that are missed due to unscheduled absences or tardiness, the student can make arrangements *after* the absence occurs to attend one of the posted makeup session times to complete needed hours. Hours are made up in 15-minute increments and will be recorded as such. *(ex. Student arrives 5 minutes late. They will need to make up 15 minutes).* 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 makeup hour's sessions to complete these hours during the term the closure occurred.

Scheduled school holidays are not considered missed time and clock-hour students are not required to make up these hours. This does not apply to the Nursing Assistant students due to the clock hour requirements for this program and students in this program will be required to complete all hours.

## 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 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 submit an application, through the Business Office, to the Veterans Administration office for a change of program. See the Business Office for details.

## CLASS SCHEDULE

Degree program day classes meet Monday through Thursday between the hours of 8:50am and 12:50pm. Degree Program evening classes meet Monday through Thursday between 5:50pm and 9:50pm. Refer to your Class Schedules for specific hours.

Automotive Technician, Computer Systems Technician, Massage Therapy, and Medical Assistant Certificate program day classes meet Monday through Thursday between the hours of 9:00am and 2:00pm. Evening classes meet Monday through Thursday between the hours of 5:00pm and 10:00pm. Dental Assistant classes meet Monday through Thursday from 8:00am – 1:00pm.

The Cosmetology program's scheduled hours differ in each class, for full schedule please see the Cosmetologist program of study section in the catalog.

The Nursing Assistant Certificate day classes meet Monday through Thursday between the hours of 9:00am and 2:00pm. Evening classes meet Monday through Thursday between the hours of 5:00pm and 10:00pm.

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 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 (pg. 19-20) and Refund Policy – New Mexico (21-22) for additional information..

## COURSE EXEMPTION/TEST-OUT

For students whose skills are already well developed in certain subject areas, the College offers test-outs for designated classes. Test-outs are similar to taking the final exam in that subject area and students must exhibit performance of at least a "B" grade to achieve a test-out from a course. A successful test-out results in an "E" (exemption) on the transcript and the appropriate monetary credit being granted to the student.

# ACADEMIC INFORMATION

A skills interview may be required before approval of test-out is granted for advanced classes. When two courses are dependent on each other (i.e. Engine Design Fundamentals and Engine Design Application) both must be tested out of.

Attempted test-outs must be completed within the first 6 weeks of training and must occur before the class begins. Persons wishing to attempt a test-out of a course, after completing the first 6 weeks of training must submit a written request to the Campus Director. The request should include the reasons for the request and justification for allowing the test-out.

The Campus Director, Director of Education/Associate Director of Education may approve or deny the request based on the exceptional individual circumstances prompting the request and consideration of the best interest of the student.

Individuals required to take a course as a result of withdrawing from or failing that course are not eligible to test- out of that course.

Only one test-out attempt per course is allowed. The cost of each test-out is $25.00.

## CURRICULUM DEVELOPMENT

IntelliTec Colleges prepares students for employment in various professions through hands-on training and 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 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 provides 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 and 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 make adjustments in order 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 a 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 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 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 an externship within the scheduled term due to attendance, removal from a site, or other student dictated reasons, requiring a re-assignment of extern sites, the student receives an "F" for the course and will be re-assigned for the next term. This type of re-assignment will require the student to pay re-take fees and the student will need to complete all required hours during the new course as hours will not carry over from the previous assignment. Under no circumstances may a student who is removed from a site be re-assigned 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.

Students who received an "F" due to removal from a site are required to complete the following:

# ACADEMIC INFORMATION

- Meet with the Program Supervisor or Externship Coordinator to discuss and build a Student Support Plan (SSP) for the remainder of the term including the following two requirements and specific assignments.
- Attend the remaining externship meetings.
- Complete one assignment from Career Edge each week based on approved curriculum. These assignments are due at each extern meeting.

If the student fails to attend any of the required externship meetings, the student will be withdrawn immediately and must re-enroll to continue the program (please see the Readmission Policy in this catalog for additional details). In the event that a student is removed from a site twice, the student will be required to sit out for a period of one-year before attempting to complete the externship again.

For externship provider or school issues that require a re-assignment of the student to a new extern site, the re-assignment can occur as soon as a site is available. If the hours can't be completed by end of term, refer to the incomplete policy. 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 delay in placement or other school or externship provider reasons. 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. These students must continue to attend the weekly extern meetings until they are placed or begin their externship.

**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 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 not a 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 can successfully pass their background and drug screen. If the Extern Coordinator is able to find a suitable site

for a following term that will accept the student, the student will be contacted to re-enroll and complete the program.

**Immunizations:** Some sites require certain immunizations prior to being on site. Proof of immunization must be submitted to the Extern Coordinator prior to the start of the externship.

## 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.

**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 Colleges does not mail evaluation reports. Instead, when the final grades have been tabulated, individual grade sheets will be available for pick-up or individual grade sheets can be viewed on the web page at:

<p style="text-align:center">http://classweb.intellitec.edu/</p>

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. 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 course objective

# ACADEMIC INFORMATION

D =Partially attaining course objectives
F =Not attaining course objectives
W = Withdrawal after first week
I  =Incomplete

For a standard course, the student has one week to change the incomplete grade. Failure to do so will result in an "F" for the course. In rare circumstances, an extern course may result in an approved Incomplete ("I") if not all hours for the externship are completed due to 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 Colleges 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

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.

## GRADUATION

Students who have successfully completed their prescribed program of study as detailed in this catalog, and achieved a cumulative grade point average of 2.0 or better may be recommended by the faculty for 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 complete all courses in their academic program with a cumulative GPA below 2.0, will be granted a Certificate of Attendance and will not be granted the Associate of Occupational Studies Degree or applicable Program Certificate. If the student falls below the 2.0 GPA requirements in their final term they may petition to the Director, in writing, to be given the opportunity to re-take 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 in person with the Program Supervisor. The form then 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. 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. Temporary immediate family medical emergencies
4. Military obligations – temporary duty, active military orders, etc.

On very rare occasions, the Campus Director may grant a LOA for a documented reason other than those stated above. These must be appropriately documented and a LOA must be warranted.

The Campus Director may also grant a leave without approval in advance in rare cases where unforeseen circumstances, such as sudden illness or injury, that would prevent a student from submitting a request in advance. In these cases, written third party documentation supporting the unforeseen circumstance must be submitted with the LOA request including documentation showing that the leave of absence could not have been requested and approved in advance. The LOA paperwork and documentation must be received from the student no later than 10 calendar days from the last date of attendance. If the student is unable to supply the required Leave of Absence paperwork and documentation supporting the unforeseen circumstances, the student must be withdrawn. The Campus Director may also recommend a LOA for a student in cases where academic scheduling reasons require it. These students must still request the LOA in writing in advance of the requested leave of absence dates.

The Leave of Absence request form must be completed, signed, and dated by the student, list the reason and a brief explanation of the need for the LOA, and must contain the date the student expects to return from the leave of absence. In addition, if the LOA will extend for a period longer than 60 calendar days, the student must submit third party documentation supporting the need for a leave with the request. A leave of absence will only be official with the approval and required signatures of all applicable parties. After review, the student must be notified of the outcome and provided a completed copy of the leave of absence

# ACADEMIC INFORMATION

In the event the student needs an extension of a leave of absence, the student must notify the College in writing 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 will exceed 60 days. 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. There are no exceptions.

A student on a leave of absence will incur no additional charges by the College. When a student takes a leave of absence, 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. If a student is a Title IV, HEA loan recipient, the College will explain to the student prior to granting the leave of absence, the effect the leave may have on the student's grace period.

Any student failing to return to school the day after the expiration of a leave of absence will be withdrawn from the College on that day. If a student has contacted the school, but is unable to return on the day after the expiration of a leave of absence due to unforeseen circumstances such as emergencies or illnesses, the Campus Director may grant an extension up to three days after the original return date. If the student fails to return on the new date or does not return by the end of the week, the student will be withdrawn from the college.

## MAKE-UP WORK

Make-up work for assignments missed will be allowed in accordance with the guidelines expressed in the general course policy.

## 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. In select programs, approved job shadowing may also be used as outside work.

## RE-ADMISSION POLICY

IntelliTec Colleges provides the opportunity for previously enrolled students to re-enroll in an attempt to successfully complete their program of study. There is a limit to the number of times a student can re-enroll after the initial enrollment whether or not the return is to the same program or a new program. Students may enroll and then subsequently re-enroll a maximum of two times during their pursuit of an educational degree or certificate effective beginning the January 2018 term. A re-enrollment is defined as a return to active status at IntelliTec Colleges 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 the potential re-enrollment.

After the student has withdrawn a third time for any reason, the student will not be allowed to re-enroll until a mandatory one-year period from the last date of attendance has elapsed. Campus Director's may waive the mandatory one-year period in certain rare circumstances after review of the student's record, evaluation of the withdrawal reasons, and other contributing factors that may impact the student's ability to complete the program. Students who started prior to the January 2018 term who have already reached the maximum two re-enrollments are granted one additional re-enrollment before the mandatory one-year period is instituted.

After a student returns from the one-year waiting period, any subsequent withdrawals will result in another one-year waiting period before the student is able to re-enroll. In rare circumstances, the Campus Director may allow additional returns without instituting a waiting period after review of the student's record, evaluation of the withdrawal reasons, and other contributing factors that may impact the student's ability to complete the program.

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.

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

## REQUESTS FOR TRANSCRIPTS

Students who have attended IntelliTec Colleges may request an official copy of their transcript. Requests for transcripts must be made in writing.

The request should be addressed to the Registrar's office, should indicate the full name and social security number used by the student while attending IntelliTec Colleges, the dates of attendance, and the name and address where the official transcript copy should be sent.

The student's tuition account must be satisfactorily resolved before any official transcripts will be released. The first transcript is free; $5.00 per each additional request will be charged thereafter.

# ACADEMIC INFORMATION

## 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 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 below grievance procedure 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 circumstance 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 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 the matters with all interested parties and provide the student a written determination stating the reasons for the decision.

5. When further appeal is desired the student may pursue the matter by contacting:
   **Director of Academics**
   Corporate Offices of IntelliTec Colleges
   2504 E. Pikes Peak Avenue, Suite 305
   Colorado Springs, Colorado 80909
   719.632.8116

6. If further appeal is needed the student may contact:
   **IntelliTec Colleges President**
   Corporate Offices of IntelliTec Colleges
   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. It is strongly encouraged that a student attempt to resolve any issues with the school first, however, a student may file a complaint at any time during the process with the applicable Higher Education Department as listed below.

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

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
   http://www.hed.state.nm.us/students
   505.476.8400

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

# ACADEMIC INFORMATION

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 AND GENERAL COURSE POLICY

Students receive a syllabus and a general course policy the first day of each course. 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 general course policy is a supplement to the syllabus that outlines the grading criteria the instructor will use, the attendance policy, and the assignment make-up policy. Students are expected to understand and abide by directions provided in the syllabi and the general course policy.

## TEXTBOOK ISSUE

Students will be issued necessary textbooks during each course. Students will sign a roster indicating receipt of their textbooks. If a student withdrawals from a program during the 9-day 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 TO OTHER COLLEGES

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

An official transcript should be received by the Registrar no later than 6 weeks from 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 midpoint or at the end of the first academic year, depending on the length of the program.

Actual dollar credit will be granted upon completion 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.

A student transferring from one IntelliTec College location to another IntelliTec College location may be granted up to 75% of transferrable 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.

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

## TUTORING

IntelliTec Colleges 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, Associate 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

# ACADEMIC INFORMATION

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 re-admission 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 | QUARTER CREDITS | STATUS | DAYS | HOURS/WEEK | PROGRAM MONTHS |
|---|---|---|---|---|---|
| **Automotive Technician** (Cert) | 50 | Full-time | Monday-Thursday | 20 | 10.5 |
| **Automotive Technician** (AOS) | 90 | Full-time | Monday-Thursday | 16 | 18 |
| **Computer Network Systems Technician** (AOS) | 90 | Full-time | Monday-Thursday | 16 | 18 |
| **Computer Systems Technician** (Cert) | 52.5 | Full-time | Monday-Thursday | 20 | 10.5 |
| **Cosmetologist** | 1560 Clock Hours | Full-time | Monday-Friday | 30/20 in STB-109 | 13.5 |
| **Dental Assistant*** | 45 | Full-time | Monday-Thursday | 20 | 9 |
| **Massage Therapy** | 45 | Full Time | Monday-Thursday | 20 | 9 |
| **Medical Assistant*** | 50 | Full-time | Monday-Thursday | 20 | 10.5 |
| **Nursing Assistant*** | 80 Contact Hours | Full-time | Monday-Thursday | 20 | 4 weeks |
| **Personal Trainer*** | 91 | Full-time | Monday-Thursday | 16 | 18 |
| **Refrigeration & HVAC** | 90 | Full-time | Monday-Thursday | 16 | 18 |

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

# PROGRAM OF STUDY
# AUTOMOTIVE TECHNICIAN (CERT)
## CAMPUSES: GRAND JUNCTION, PUEBLO

## MAJOR: AUTOMOTIVE TECHNICIAN
## CERTIFICATE

**Certificate:** Automotive Technician                                    **Time:** 10.5 months
**Credit Hours**: 50.0

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

| Course Number | Course Name | Credit Hours |
|---|---|---|
| AUT-140 | Automotive Service Practices & A/C Fundamentals | 7.0 |
| AUT-141 | Automotive Electronics | 7.0 |
| AUT-142 | Engine Design Fundamentals | 7.0 |
| AUT-143 | Transmission, Transaxles & Drivetrains | 7.0 |
| AUT-144 | Brakes, Steering & Suspension Fundamentals | 7.0 |
| AUT-145 | Engine Performance & Hybrid | 7.5 |
| AUT-146 | Automotive Industry Preparation | 7.5 |
| | **TOTAL CREDIT HOURS** | **50.0** |

**Class hours per week: 20**
**Class times: 9:00 – 2:00pm**
**5:00pm – 10:00pm**

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

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# Automotive Technician Course Descriptions (Cert)
## CAMPUSES: GRAND JUNCTION, PUEBLO

**AUT-140 AUTOMOTIVE SERVICE PRACTICES & A/C FUNDAMENTALS**
**7.0 Credit Hours**
*Prerequisite(s): None*
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, 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, as well as automotive Heating and A/C fundamentals. Students diagnose and service heating, air conditioning and ventilation systems.
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**AUT-141 AUTOMOTIVE ELECTRONICS**
**7.0 Credit Hours**
*Prerequisite(s): None*
This course is designed to cover the fundamentals of the automotive electrical system and build a foundation for the student to draw from. Topics include basic electrical principles, electrical circuits and wiring diagrams, theories of magnetism, capacitance, induction, solid state electronics and semiconductors. Students also demonstrate the application of hands-on skills and diagnose the vehicle's battery, starting, charging systems, and automotive lighting systems.

**AUT-142 ENGINE DESIGN FUNDAMENTALS**
**7.0 Credit Hours**
*Prerequisite(s): AUT-140, AUT-141*
After successful completion of this course, students should have a fundamental understanding of the inner working of the four stroke engine, tear down and reassembly procedures. Safety, cleaning, measurements, and proper procedures will be emphasized. 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.

**AUT-143 TRANSMISSION, TRANSAXLES, & DRIVETRAINS**
**7.0 Credit Hours**
*Prerequisite(s): AUT-140, AUT-141*
After successful completion of this course, students should have developed the skills necessary to properly identify and
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interpret drive train concerns, diagnose and repair clutch systems, diagnose and service automatic and standard transmission / transaxles, drive shaft, half shaft, CV joint, ring and pinion, differential case assembly, limited slip differential and four-wheel / all-wheel drive systems.

**AUT-144 BRAKES, STEERING, & SUSPENSION FUNDAMENTALS**
**7.0 Credit Hours**
*Prerequisite(s): AUT 140, AUT-141*
Upon successful completion of this course, students should be able to identify, diagnose, repair, and service brake system concerns and suspension / steering concerns. Topics covered include hydraulic systems, drum brakes, disc brakes, power assist units, antilock brake systems, general suspension and steering systems, power assist steering, front suspension, rear suspension, wheels / tires, shock absorbers, alignment and traction control systems

**AUT-145 ENGINE PERFORMANCE & HYBRID**
**7.5 Credit Hours**
*Prerequisite(s): AUT-140, AUT-141*
This course provides a fundamental knowledge of on-board computerized engine control systems used on vehicles. Through classroom and practical lab training, students should be able to diagnose and service common input and output devices, ignition systems, fuel systems and emission systems. In addition, students should be able to demonstrate proper scanner usage to aid them in this diagnostic procedure. Hybrid vehicle systems and safety procedures will actively be practiced in a lab environment.

**AUT-146 AUTOMOTIVE INDUSTRY PREPARATION**
**7.5 Credit Hours**
*Prerequisite(s): AUT-140, 141, 142, 143, 144, 145*
This course provides the tools needed to succeed in the automotive field by offering the opportunity to set for MACS 609 A/C certification ASE A1, and A5 Tests, ASE practice tests, resume and interview skills building classes. Student will also be immersed in hands-on skills review and application covering all area previously covered along with automotive power accessories and air bag systems training

# PROGRAM OF STUDY
# AUTOMOTIVE TECHNICIAN (AOS)
### CAMPUSES: ALBUQUERQUE

## MAJOR: AUTOMOTIVE TECHNICIAN
## ASSOCIATE (ABQ)

**Degree**: Associate of Occupational Studies                          **Time:** 18 months
**Credit Hours**: 90.0

**Objective:**

Graduates will have the knowledge and skill to function effectively in an entry-level employment position within the automotive service and/or repair industries. Through the utilization of lectures/presentations, hands-on training, and real world automobiles in a simulated automotive repair facility environment, successful graduates will have demonstrated competency in working with brakes, suspension systems, manual and automatic transmissions, engine performance, starting and charging systems, climate control systems, emissions, and running and interpreting diagnostic and troubleshooting routines. Personal and shop safety practices will be emphasized and practiced throughout this training experience. Upon successful completion the graduate will be prepared to sit for various ASE and Snap-on certifications.

| Course Number | Course Name | Credit Hours |
|---|---|---|
| AUT-119 | Automotive Service Practices | 4.5 |
| AUT-120 | Automotive Electronics Fundamentals | 4.5 |
| AUT-121 | Automotive Electronics Application | 3.0 |
| AUT-122 | Engine Design Fundamentals | 4.5 |
| AUT-123 | Engine Design Application | 3.0 |
| AUT-124 | Automotive Accessories & HVAC Fundamentals | 4.5 |
| AUT-125 | Automotive Accessories & HVAC Application | 3.0 |
| AUT-126 | Brakes, Steering, & Suspension Fundamentals | 4.5 |
| AUT-127 | Brakes, Steering, & Suspension Application | 3.0 |
| AUT-128 | Manual Transmission & Drive train Fundamentals | 4.5 |
| AUT-129 | Manual Transmission & Drive train Application | 3.0 |
| AUT-130 | Automatic Transmissions Fundamentals | 4.5 |
| AUT-131 | Automatic Transmissions Application | 3.0 |
| AUT-132 | Basic Light Diesel Fundamentals | 4.5 |
| AUT-133 | Basic Light Diesel Application | 3.0 |
| AUT-134 | Engine Performance & Hybrid Fundamentals | 4.5 |
| AUT-135 | Engine Performance & Hybrid Application | 3.0 |
| AUT-213 | Automotive Service Industry | 3.0 |
| AUT-214 | Advanced Light Diesel Fundamentals | 4.5 |
| AUT-215 | Advanced Light Diesel Application | 3.0 |
| AUT-216 | Automotive Capstone Review & Preparation | 4.5 |
| AUT-217 | Automotive Capstone Application | 3.0 |
| COM-110 | Organizational Communication & Etiquette | 3.0 |
| ENG-110 | Business English | 4.5 |
| | **TOTAL CREDIT HOURS** | **90.0** |

**Class hours per week: 16**
**Class times: 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

# Automotive Technician Course Descriptions (AOS)
## CAMPUSES: ALBUQUERQUE

**AUT-119 AUTOMOTIVE SERVICE PRACTICES**
**4.5 Credit Hours**
*Prerequisite(s): None*
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, 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 and fluid and materials safety is a must.

**AUT-120 AUTOMOTIVE ELECTRONICS FUNDAMENTALS**
**4.5 Credit Hours**
*Prerequisite(s): None*
This course is designed to cover the fundamentals and build a foundation for the student to draw from. Topics include basic electrical principles, electrical circuits and wiring diagrams, theories of magnetism, capacitance, induction, solid state electronics and semiconductors. Students gain basic knowledge to understand and diagnose the vehicle's battery, starting, and charging systems.

**AUT-121 AUTOMOTIVE ELECTRONICS APPLICATION**
**3.0 Credit Hours**
*Prerequisite(s): None*
This course is designed to apply knowledge gained in basic DC/AC circuits. Topics include troubleshooting basic electrical circuits, wiring diagrams, and solid state electronics. The application of hands-on skills to diagnose the vehicle's battery, starting, and charging systems prepare the student for the workplace.

**AUT-122 ENGINE DESIGN FUNDAMENTALS**
**4.5 Credit Hours**
*Prerequisite(s): None*
After successful completion of this course, students should have a fundamental understanding of the inner working of the four stroke engine, tear down and reassembly procedures. Safety, cleaning, measurements, and proper procedures will be emphasized. Students become familiar with engine sub-systems, components, fluids, and timing belt systems.

**AUT-123 ENGINE DESIGN APPLICATION**
**3.0 Credit Hours**
*Prerequisite(s): None*
Upon completion of this course, students should be able to tear down and reassemble the automotive four cycle engine. Safety, cleaning, measurements, and proper diagnostic procedures will be emphasized. 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.

**AUT-124 AUTOMOTIVE ACCESSORIES & HVAC FUNDAMENTALS**
**4.5 Credit Hours**
*Prerequisite(s): AUT-120 and AUT-121*
This course introduces the student to basic and computerized automobile accessory systems including the heating, ventilation, and air conditioning system (HVAC). Students become familiar with system schematics, 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, air conditioning and ventilation systems. In addition, students learn proper procedures for retrofitting older R12 systems to today's R134a refrigerant systems and receive the opportunity to sit for the MACS 609 certification exam.

**AUT-125 AUTOMOTIVE ACCESSORIES & HVAC APPLICATION**
**3.0 Credit Hours**
*Prerequisite(s): AUT-120, AUT-121*
This course introduces the student to the application of computerized automobile accessory systems including the heating, ventilation, and air conditioning system (HVAC). Students apply system schematics, and basic computer diagnostics. Building upon the electrical and electronic instruction in previous courses, students apply their learning to diagnose electrical accessory circuits. Students diagnose and service heating, air conditioning and ventilation systems. In addition, students demonstrate proper procedures for retrofitting older R12 systems to today's R134a refrigerant systems and receive the opportunity to sit for the MACS 609 certification exam.

**AUT-126 BRAKES, STEERING, & SUSPENSION FUNDAMENTALS**
**4.5 Credit Hours**
*Prerequisite(s): None*
Upon successful completion of this course, students should be able to identify and diagnose brake system concerns and suspension/steering concerns. Topics covered include hydraulic systems, drum brakes, disc brakes, power assist units, antilock brake systems, general suspension and steering systems, power assist steering, front suspension, rear suspension, wheels/tires, shock absorbers, alignment and traction control systems.

# Automotive Technician Course Descriptions (AOS)
## CAMPUSES: ALBUQUERQUE

**AUT-127 BRAKES, STEERING, & SUSPENSION APPLICATION**
**3.0 Credit Hours**
*Prerequisite(s): None*
After successful completion of this course, students should be able to service and repair brake system concerns and suspension/steering concerns. Applications covered include hydraulic system service, disc and drum brake service, anti-lock brake systems diagnosis and repair, steering and suspension systems, power assist steering, wheels/tires, shock absorbers, four wheel alignments and traction control systems.

**AUT-128 MANUAL TRANSMISSION & DRIVE TRAIN FUNDAMENTALS**
**4.5 Credit Hours**
*Prerequisite(s): None*
Students develop skills necessary to properly identify and interpret drive train concerns. Students will gain knowledge in clutch systems, operation of the transmission/transaxle, drive shaft, half shaft, CV joint, ring and pinion, differential case assembly, limited slip differential and four-wheel/all-wheel drive systems.

**AUT-129 MANUAL TRANSMISSION & DRIVE TRAIN APPLICATION**
**3.0 Credit Hours**
*Prerequisite(s): None*
After successful completion of this course, students should have developed the skills necessary to properly identify and interpret drive train concerns, diagnose and repair clutch systems, diagnose and service the transmission/transaxle, drive shaft, half shaft, CV joint, ring and pinion, differential case assembly, limited slip differential and four-wheel/all-wheel drive.

**AUT-130 AUTOMATIC TRANSMISSIONS FUNDAMENTALS**
**4.5 Credit Hours**
*Prerequisite(s): None*
This course is designed to orient the student to the hydraulic principles, power flow, sub-assemblies of automatic transmissions and transaxles. Students should be able to demonstrate power flow as well as execute common diagnostic procedures including testing of electrical components and computerized controls.

**AUT-131 AUTOMATIC TRANSMISSIONS APPLICATION**
**3.0 Credit Hours**
*Prerequisite(s): None*
Upon completion of this course, the student should be able to diagnosis and service automatic transmissions and transaxles and properly disassembly and reassembly an automatic transmission/transaxle. Execution of common off-car service and diagnostic procedures, including R&R of the Transmission/Transaxle assembly is demonstrated.

**AUT-132 BASIC LIGHT DIESEL FUNDAMENTALS**
**4.5 Credit Hours**
*Prerequisite(s): AUT-120 and AUT-121*
After successful completion of this course, students should have developed an understanding of diesel engine operation. This course introduces the student to light diesel function and operation. Students become familiar with the diesel engine, sub systems, components, fluids and fuel delivery systems.

**AUT-133 BASIC LIGHT DIESEL APPLICATION**
**3.0 Credit Hours**
*Prerequisite(s): AUT-120 and AUT-121*
Upon completion of this course, students should have developed the basic skills needed to be able to diagnose and perform maintenance/repairs on diesel engines. Performing repairs and service to diesel sub-systems, components, fluids and fuel delivery systems is the focus.

**AUT-134 ENGINE PERFORMANCE & HYBRID FUNDAMENTALS**
**4.5 Credit Hours**
*Prerequisite(s): AUT-120 and AUT-121*
This course provides a fundamental knowledge of on-board computerized engine control systems used on vehicles. Students should gain a working knowledge of common input and output devices, ignition systems, fuel systems, and emission systems. In addition, diagnostic scanners are covered in depth. Hybrid vehicle types and safety procedures are also discussed.

**AUT-135 ENGINE PERFORMANCE & HYBRID APPLICATION**
**3.0 Credit Hours**
*Prerequisite(s): None*
Through practical lab training, students should be able to diagnose and service common input and output devices, ignition systems, fuel systems and emission systems. In addition, students should be able to demonstrate proper scanner usage to aid them in this diagnostic procedure. Hybrid vehicle systems and safety procedures will actively be practiced in a lab environment.

**AUT-213 AUTOMOTIVE SERVICE INDUSTRY**
**3.0 Credit Hours**
*Prerequisite(s): AUT-119*
Understanding of how an automotive repair facility operates, including service flow, personnel roles, estimates, repair orders, repair/warranty laws, and regulations are presented. Students practice estimates, repair order creation and documentation procedures. Students gain an understanding of business operations from the dealership, retail, and small / independent repair facility perspectives in order to prepare the student to function effectively in multiple workplace structures.

# Automotive Technician Course Descriptions (AOS)
## CAMPUSES: ALBUQUERQUE

**AUT-214 ADVANCED LIGHT DIESEL FUNDAMENTALS**
**4.5 Credit Hours**
*Prerequisite(s): AUT-120, AUT-121, AUT-132, AUT-133*
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.

**AUT-215 ADVANCED LIGHT DIESEL APPLICATION**
**3.0 Credit Hours**
*Prerequisite(s): AUT-120, AUT-121, AUT-132, AUT-133*
Upon completion of this course, students should have developed the skills needed to diagnose and repair diesel electronic control systems. Students receive practical lab training in diagnostic testing procedures and service of common diesel electronic fuel injection systems, engine electronic systems and diesel charging and starting systems.

**AUT-216 AUTOMOTIVE CAPSTONE REVIEW & PREPARATION**
**4.5 Credit Hours**
*Prerequisite(s): AUT-119, AUT-120, AUT-121, AUT-122, AUT-123, AUT-124, AUT-125, AUT-126, AUT-127, AUT-128, AUT-129, AUT-130, AUT-131, AUT-132, AUT-133, AUT-134, AUT-135*
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.

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**AUT-217 AUTOMOTIVE CAPSTONE APPLICATION**
**3.0 Credit Hours**
*Prerequisite(s): AUT-119, AUT-120, AUT-121, AUT-122, AUT-123, AUT-124, AUT-125, AUT-126, AUT-127, AUT-128, AUT-129, AUT-130, AUT-131, AUT-132, AUT-133, AUT-134, AUT-135*
This course is designed to provide students review and extended 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.

**COM-110 ORGANIZATIONAL COMMUNICATION & ETIQUETTE**
**3.0 Credit Hours**
*Prerequisite(s): None*
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. Resume writing and job interview techniques are taught and practiced

# PROGRAM OF STUDY
# AUTOMOTIVE TECHNICIAN (AOS)
## CAMPUS: COLORADO SPRINGS

## MAJOR: AUTOMOTIVE TECHNICIAN
## ASSOCIATE (CS)

**Degree**: Associate of Occupational Studies          **Time:** 18 months
**Credit Hours**: 90.0

**Objective:**
Graduates will have the knowledge and skill to function effectively in an entry-level employment position within the automotive service and/or repair industries. Through the utilization of lectures and presentations, hands-on trainers, and real world automobiles in a simulated automotive repair facility environment, successful graduates will have demonstrated competency in working with brakes, suspension systems, manual and automatic transmissions, engine performance, starting and charging systems, climate control systems, emissions, and running and interpreting diagnostic and troubleshooting routines. Personal safety and shop safety practices will be emphasized and practiced throughout this training experience. Upon successful completion the graduate will be prepared to sit for various ASE and Snap-on certifications.

| Course Number | Course Name | Credit Hours |
|---|---|---|
| AUT-119 | Automotive Service Practices | 4.5 |
| AUT-120 | Automotive Electronics Fundamentals | 4.5 |
| AUT-121 | Automotive Electronics Application | 3.0 |
| AUT-122 | Engine Design Fundamentals | 4.5 |
| AUT-123 | Engine Design Application | 3.0 |
| AUT-124 | Automotive Accessories & HVAC Fundamentals | 4.5 |
| AUT-125 | Automotive Accessories & HVAC Application | 3.0 |
| AUT-126 | Brakes, Steering, & Suspension Fundamentals | 4.5 |
| AUT-127 | Brakes, Steering, & suspension Application | 3.0 |
| AUT-128 | Manual Transmission & Drive train Fundamentals | 4.5 |
| AUT-129 | Manual Transmission & Drive train Application | 3.0 |
| AUT-130 | Automatic Transmissions Fundamentals | 4.5 |
| AUT-131 | Automatic Transmissions Application | 3.0 |
| AUT-132 | Basic Performance Engine Fundamentals | 4.5 |
| AUT-133 | Basic Performance Engine Application | 3.0 |
| AUT-134 | Engine Performance & Hybrid Fundamentals | 4.5 |
| AUT-135 | Engine Performance & Hybrid Application | 3.0 |
| AUT-213 | Automotive Service Industry | 3.0 |
| AUT-221 | Advanced Performance Engine Fundamentals | 4.5 |
| AUT-222 | Advanced Performance Engine Application | 3.0 |
| AUT-216 | Automotive Capstone Review & Preparation | 4.5 |
| AUT-217 | Automotive Capstone Application | 3.0 |
| COM-110 | Organizational Communication & Etiquette | 3.0 |
| ENG-110 | Business English | <u>4.5</u> |
| | **TOTAL CREDIT HOURS** | **90.0** |

**Class hours per week: 16**
**Class times: 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

# Automotive Technician Course Descriptions (AOS)
## CAMPUS: COLORADO SPRINGS

**AUT-119 AUTOMOTIVE SERVICE PRACTICES**
**4.5 Credit Hours**
*Prerequisite(s): None*
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, 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 and fluid and materials safety is a must.

**AUT-120 AUTOMOTIVE ELECTRONICS FUNDAMENTALS**
**4.5 Credit Hours**
*Prerequisite(s): None*
This course is designed to cover the fundamentals and build a foundation for the student to draw from. Topics include basic electrical principles, electrical circuits and wiring diagrams, theories of magnetism, capacitance, induction, solid state electronics and semiconductors. Students gain basic knowledge to understand and diagnose the vehicle's battery, starting, and charging systems.

**AUT-121 AUTOMOTIVE ELECTRONICS APPLICATION**
**3.0 Credit Hours**
*Prerequisite(s): None*
This course is designed to apply knowledge gained in basic DC/AC circuits. Topics include trouble shooting basic electrical circuits, wiring diagrams, and solid state electronics. The application of hands-on skills to diagnose the vehicle's battery, starting, and charging systems prepare the student for the workplace.

**AUT-122 ENGINE DESIGN FUNDAMENTALS**
**4.5 Credit Hours**
*Prerequisite(s): None*
After successful completion of this course, students should have a fundamental understanding of the inner working of the four stroke engine, tear down and reassembly procedures. Safety, cleaning, measurements, and proper procedures will be emphasized. Students become familiar with engine sub-systems, components, fluids, and timing belt systems.

**AUT-123 ENGINE DESIGN APPLICATION**
**3.0 Credit Hours**
*Prerequisite(s): None*
Upon completion of this course, students should be able to tear down and reassemble the automotive four cycle engine. Safety, cleaning, measurements, and proper diagnostic procedures will be emphasized. 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.

**AUT-124 AUTOMOTIVE ACCESSORIES & HVAC FUNDAMENTALS**
**4.5 Credit Hours**
*Prerequisite(s): AUT-120 and AUT-121*
This course introduces the student to basic and computerized automobile accessory systems including the heating, ventilation, and air conditioning system (HVAC). Students become familiar with system schematics, 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, air conditioning and ventilation systems. In addition, students learn proper procedures for retrofitting older R12 systems to today's R134a refrigerant systems and receive the opportunity to sit for the MACS 609 certification exam.

**AUT-125 AUTOMOTIVE ACCESSORIES & HVAC APPLICATION**
**3.0 Credit Hours**
*Prerequisite(s): AUT-120 and AUT-121*
This course introduces the student to the application of computerized automobile accessory systems including the heating, ventilation, and air conditioning system (HVAC). Students apply system schematics, and basic computer diagnostics. Building upon the electrical and electronic instruction in previous courses, students apply their learning to diagnose electrical accessory circuits. Students diagnose and service heating, air conditioning and ventilation systems. In addition, students demonstrate proper procedures for retrofitting older R12 systems to today's R134a refrigerant systems and receive the opportunity to sit for the MACS 609 certification exam.

**AUT-126 BRAKES, STEERING, & SUSPENSION FUNDAMENTALS**
**4.5 Credit Hours**
*Prerequisite(s): None*
Upon successful completion of this course, students should be able to identify and diagnose brake system concerns and suspension / steering concerns. Topics covered include hydraulic systems, drum brakes, disc brakes, power assist units, antilock brake systems, general suspension and steering systems, power assist steering, front suspension, rear suspension, wheels / tires, shock absorbers, alignment and traction control systems.

**AUT-127 BRAKES, STEERING, & SUSPENSION APPLICATION**
**3.0 Credit Hours**
*Prerequisite(s): None*
After successful completion of this course, students should be able to service and repair brake system concerns and suspension/steering concerns. Applications covered include 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.

### AUT-128 MANUAL TRANSMISSION & DRIVE TRAIN FUNDAMENTALS
**4.5 Credit Hours**
*Prerequisite(s): None*
Students develop skills necessary to properly identify and interpret drive train concerns. Students will gain knowledge in clutch systems, operation of the transmission/transaxle, drive shaft, half shaft, CV joint, ring and pinion, differential case assembly, limited slip differential and four-wheel/all-wheel drive systems.

### AUT-129 MANUAL TRANSMISSION & DRIVE TRAIN APPLICATION
**3.0 Credit Hours**
*Prerequisite(s): None*
After successful completion of this course, students should have developed the skills necessary to properly identify and interpret drive train concerns, diagnose and repair clutch systems, diagnose and service the transmission/transaxle, drive shaft, half shaft, CV joint, ring and pinion, differential case assembly, limited slip differential and four-wheel/all-wheel drive.

### AUT-130 AUTOMATIC TRANSMISSIONS FUNDAMENTALS
**4.5 Credit Hours**
*Prerequisite(s): None*
This course is designed to orient the student to the hydraulic principles, power flow, sub-assemblies of automatic transmissions and transaxles. Students should be able to demonstrate power flow as well as execute common diagnostic procedures including testing of electrical components and computerized controls.

### AUT-131 AUTOMATIC TRANSMISSIONS APPLICATION
**3.0 Credit Hours**
*Prerequisite(s): None*
Upon completion of this course, the student should be able to diagnosis and service automatic transmissions and transaxles and properly disassembly and reassembly an automatic transmission/transaxle. Execution of common off-car service and diagnostic procedures, including R&R of the Transmission/Transaxle assembly is demonstrated

### AUT-132 BASIC PERFORMANCE ENGINE FUNDAMENTALS
**4.5 Credit Hours**
*Prerequisite(s): AUT-120, AUT- 121*
Students learn how to disassemble, design, blueprint, and assemble a high performance engine.

### AUT-133 BASIC PERFORMANCE ENGINE APPLICATION
**3.0 Credit Hours**
*Prerequisite(s): AUT-120, AUT- 121*
Students will receive experience in the disassembly, design, blueprints, and assembly of a high performance engine.

### AUT-134 ENGINE PERFORMANCE & HYBRID FUNDAMENTALS
**4.5 Credit Hours**
*Prerequisite(s): AUT-12, AUT-121*
This course provides a fundamental knowledge of on-board computerized engine control systems used on vehicles. Students should gain a working knowledge of common input and output devices, ignition systems, fuel systems, and emission systems. In addition, diagnostic scanners are covered in depth. Hybrid vehicle types and safety procedures are also discussed.

### AUT-135 ENGINE PERFORMANCE & HYBRID APPLICATION
**3.0 Credit Hours**
*Prerequisite(s): None*
Through practical lab training, students should be able to diagnose and service common input and output devices, ignition systems, fuel systems and emission systems. In addition, students should be able to demonstrate proper scanner usage to aid them in this diagnostic procedure. Hybrid vehicle systems and safety procedures will actively be practiced in a lab environment.

### AUT-213 AUTOMOTIVE SERVICE INDUSTRY
**3.0 Credit Hours**
*Prerequisite(s): AUT-119*
Understanding of how an automotive repair facility operates, including service flow, personnel roles, estimates, repair orders, repair/warranty laws, and regulations are presented. Students practice estimates, repair order creation and documentation procedures. Students gain an understanding of business operations from the dealership, retail, and small/independent repair facility perspectives in order to prepare the student to function effectively in multiple workplace structures.

### AUT-216 AUTOMOTIVE CAPSTONE REVIEW & PREPARATION
**4.5 Credit Hours**
*Prerequisite(s): AUT-119, AUT-120, AUT-121, AUT-122, AUT-123, AUT-124, AUT-125, AUT-126, AUT-127, AUT-128, AUT-129, AUT-130, AUT-131, AUT-134, AUT-135*
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.

# Automotive Technician Course Descriptions (AOS)
## CAMPUS: COLORADO SPRINGS

**AUT-217 AUTOMOTIVE CAPSTONE APPLICATION**
**3.0 Credit Hours**
*Prerequisite(s): AUT-119, AUT-120, AUT-121, AUT-122, AUT-123, AUT-124, AUT-125, AUT-126, AUT-127, AUT-128, AUT-129, AUT-130, AUT-131, AUT-134, AUT-135*
This course is designed to provide students review and extended 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.

**AUT-221 ADVANCED PERFORMANCE ENGINE FUNDAMENTALS**
**4.5 Credit Hours**
*Prerequisite(s): AUT-134, AUT-135, AUT-120, AUT-121*
This course provides a fundamental knowledge of design as well as nitrous oxide, turbocharged and supercharged engines.

**AUT-222 ADVANCED PERFORMANCE ENGINE APPLICATION**
**3.0 Credit Hours**
*Prerequisite(s): AUT-134, AUT-135, AUT-120, AUT-121*
This course provides students with hands-on application in the assembly and design of nitrous oxide, turbo-charged and supercharged engines.

**COM-110 ORGANIZATIONAL COMMUNICATION & ETIQUETTE**
**3.0 Credit Hours**
*Prerequisite(s): None*
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. Resume writing and job interview techniques are taught and practiced.

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

## MAJOR: COMPUTER SYSTEMS TECHNICIAN

**Certificate**: Computer Systems Technician                    **Time**: 10.5 months

**Credit Hours:** 52.5

**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+ Certified Technician, Network+ Certified Professional and Security+ Certified Professional exams. Students will also prepare for and take the Microsoft Technology Associate – Server and Linux Essentials certifications.

| Course Number | Course Name | Credit Hours |
|---|---|---|
| CN-100 | Introduction to IT Fundamentals | 7.5 |
| CN-101 | Computer Systems Hardware | 7.5 |
| CN-102 | Computer Systems Software | 7.5 |
| CN-110 | Networking Principles | 7.5 |
| CN-115 | Microsoft Server Fundamentals | 7.5 |
| CN-120 | Linux System Fundamentals | 7.5 |
| CN-125 | Network Security | 7.5 |
| | **Total Credit Hours** | **52.5** |

**Class hours per week: 20**
**Class times: 9:00am – 2:00pm**
**5:00pm - 10:00pm**

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

# Computers Systems Technician Course Descriptions
## CAMPUSES: ALBUQUERQUE, COLORADO SPRINGS

**CN-100: Introduction to IT Fundamentals**
**7.5 Credit Hours**
*Prerequisite: None*
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: None*
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: None*
This course will provide skills required to install, configure, upgrade, and maintain PC workstations, various operating systems, and SOHO networks. Students will utilize troubleshooting techniques and tools to effectively and efficiently resolve PC, OS, and network connectivity issues and implement security practices. Students will also learn the concepts of good customer service and help center documentation, the course is designed to begin preparing the student for the CompTIA A+ Software examination.

**CN-110: Networking Principles**
**7.5 Credit Hours**
*Prerequisite(s): CN-101 and CN-102, or current CompTIA A+ Certification*
After successful completion of this course, the students should be able to troubleshoot, configure, and manage common network wireless and wired devices, establish basic network design and connectivity, understand and maintain network documentation, identify network limitations and weaknesses, and implement network security, standards, and protocols. The student should have a basic understanding of emerging technologies including unified communications, mobile, cloud, and virtualization technologies.

**CN-115: Microsoft Server Fundamentals**
**7.5 Credit Hours**
*Prerequisite(s): CN-110 or current CompTIA Network+ Certification*
This course will provide the student with the foundational knowledge of the Windows Server operating system environment. The student will be exposed to installation and configuration of Windows Server, role and feature management, Active Directory and Storage management, as well as server performance, and system monitoring. This course is designed to begin preparing the student for the MTA Windows Server Administration Fundamentals (98-365) Exam.

**CN-120: Linux System Fundamentals**
**7.5 Credit Hours**
*Prerequisite(s): CN-110 or current CompTIA Network+ Certification*
This course will provide the student with the foundational knowledge of the Linux operating system environment. The student will be exposed to file operations, shell script programming, as well as installation of different Linux operating systems, packages, and applications. The course is designed to begin preparing the student for the LPI Linux Essentials examination.

**CN-125: Network Security**
**7.5 Credit Hours**
*Prerequisite(s): CN-101, CN-102 and CN-110 or CompTIA Network + and A+ Certifications*
This course will provide the student with the foundational knowledge to understand, design, implement, and maintain security within a network infrastructure. This course teaches the principles of network security through the study of the concepts of confidentiality, integrity, and availability as the foundation for analyzing threats, devising countermeasures, and protecting resources against attack. The course is designed to begin preparing the student for the CompTIA Security+ examination.

# PROGRAM OF STUDY
# COSMETOLOGIST
## CAMPUSES: GRAND JUNCTION, PUEBLO

## MAJOR: COSMETOLOGIST

**Certificate**: Cosmetologist

**Time**: 1560 Clock Hours (13.5 months)

**Objective:** Graduates of the Cosmetologist 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 | Course Number |
|---|---|---|---|
| COS-100 | Introduction to Cosmetology Theory & Application | 180 | COS-100 |
| COS-102 | Intermediate Cosmetology Theory & Application | 180 | COS-102 |
| COS-103 | Introduction to Clinic Floor Services & Practices 1 | 180 | COS-103 |
| COS-104 | Cosmetology Theory & Skills Clinic 2 | 180 | COS-104 |
| COS-105 | Cosmetology Theory & Skills Clinic 3 | 180 | COS-105 |
| COS-106 | Cosmetology Theory & Skills Clinic 4 | 180 | COS-106 |
| COS-107 | Cosmetology Service Industry Professional Clinic 5 | 180 | COS-107 |
| COS-108 | Cosmetology Service Industry Professional Clinic 6 | 180 | COS-108 |
| STB-109 | Cosmetology Capstone | <u>120</u> | STB-109 |
| | **Total Hours** | **1560** | |

**COS 100 -108 Class hours per week: 30**
**STB-109 Class hours per week: 20**

### Cosmetologist Course Schedule

| Course Number | Days of the Week | Day Students | Night Students |
|---|---|---|---|
| COS-100 & COS-102 | Monday - Friday | 9:00am - 3:00pm | 3:30pm - 9:30pm |
| COS-103 through 108 | Monday - Friday | 9:00am - 3:00pm | 2:00pm - 8:00pm |
| STB-109 | Monday - Thursday | 9:00am - 2:00pm | 2:00pm - 7:00pm |

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

# Cosmetologist Course Descriptions
## CAMPUSES: GRAND JUNCTION, PUEBLO

**COS-100: Introduction to Cosmetology Theory & Application**
**180 Clock Hours**
*Prerequisite: None*
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.

**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.

# Cosmetologist Course Descriptions
## CAMPUSES: GRAND JUNCTION, PUEBLO

**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 regards 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 regards to preparation for taking their Colorado State Board of Cosmetology Written Exam.

# PROGRAM OF STUDY
# DENTAL ASSISTANT
## CAMPUS: GRAND JUNCTION

## MAJOR: DENTAL ASSISTANT

**Certificate**: Dental Assistant                                                                  **Time**: 9 months
**Credit Hours:** 45

**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 |
|---|---|---|
| DT-100 | Dental Office Administration | 8.0 |
| DT-112 | Science of Dentistry | 8.0 |
| DT-200 | Dental Radiography | 8.0 |
| DT-220 | Dental Chairside Assisting | 8.0 |
| DT-221 | Dental Specialties Procedures and Materials | 8.0 |
| DT-230 | Dental Externship | 5.0 |
| | **Total Credit Hours** | **45.0** |

**Class hours per week: 20**
**Class times: 8:00am – 1:00pm**

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

# Dental Assistant Course Descriptions
## CAMPUS: GRAND JUNCTION

**DT-100 DENTAL OFFICE ADMINISTRATION**
**8.0 Credit Hours**
*Prerequisites: None*
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: None*
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: 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: 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: 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: 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.

# PROGRAM OF STUDY
# MEDICAL ASSISTANT
## CAMPUSES: COLORADO SPRINGS, GRAND JUNCTION, AND PUEBLO

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### MAJOR: MEDICAL ASSISTANT

**Certificate**: Medical Assistant                                                        **Time**: 10.5 months
**Credit Hours**: 50.0

**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 termi-nology, 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 |
|---|---|---|
| MAC-100 | Introduction to Medical Assisting Clinical Aspects | 7.00 |
| MAC-101 | Introduction to Medical Assisting Front Office | 7.00 |
| 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 |
| | **TOTAL CREDIT HOURS** | **50.0** |

**Class hours per week: 20**
**Class times: 9:00am – 2:00pm**
**5:00pm – 10:00pm**

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

# Medical Assistant Course Descriptions
## CAMPUSES: COLORADO SPRINGS, GRAND JUNCTION, AND PUEBLO

**MAC-100: INTRODUCTION TO MEDICAL ASSISTING CLINICAL ASPECTS**
**7.0 Credit Hours**
*Prerequisite(s): None*
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**
**7.0 CREDIT HOURS**
*Prerequisite(s): None*
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/ SEN-SORY /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.

# PROGRAM OF STUDY
# MASSAGE THERAPY
## CAMPUSES: GRAND JUNCTION, PUEBLO

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### MAJOR: MASSAGE THERAPY

**Certificate**: Massage Therapy                                    **Time**: 9 months
**Contact Hours**: 750                                             **Credit Hours**: 45.0

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

| Course Number | Course Content | Contact Hours | Credit Hours |
|---|---|---|---|
| MT-105 | Swedish Massage Techniques & Ethics | 120 | 7.5 |
| MT-115 | Kinesiology | 120 | 7.5 |
| MT-125 | Anatomy & Physiology | 60 | 4.0 |
| MT-135 | Pathology & Advanced Treatment Charting | 60 | 4.0 |
| MT-150 | Specialized Massage Therapy | 120 | 7.0 |
| MT-155 | Therapeutic Deep Tissue Techniques | 120 | 7.0 |
| MT-180 | Clinical Massage & Marketing | <u>150</u> | <u>8.0</u> |
| | **TOTAL CONTACT HOURS/ CREDIT HOURS** | **750** | **45.0** |

**Class hours per week: 20**
**Class times: 9:00am – 2:00pm**
**5:00pm - 10:00pm**

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

# MASSAGE THERAPY COURSE DESCRIPTIONS

## CAMPUSES: GRAND JUNCTION, PUEBLO

**MT-105 SWEDISH MASSAGE TECHNIQUES & ETHICS**
**7.5 Credit Hours**
*Prerequisite: None*
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**
**7.5 Credit Hours**
*Prerequisite: None*
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-125 ANATOMY AND PHYSIOLOGY**
**4.0 Credit Hours**
*Prerequisite: None*
This course introduces students to the systems of the body including the integumentary system, the endocrine system, the cardiovascular system, the reproductive system, the lymphatic system, the respiratory system, the nervous system, and the digestive system. The skeletal system and their joints as well as the muscular system and their actions will be covered as well. Students should develop assessment skills focusing on body posture and gait. Students will begin preparations for the massage licensing exam that is required to practice Massage Therapy in most states.

**MT-135 PATHOLOGY AND ADVANCED TREATMENT CHARTING**
**4.0 Credit Hours**
*Prerequisite: None*
This course introduces students to various pathologies associated with Massage Therapy. Students should be able to successfully identify various pathologies through observation and intake procedures, as well as determine if the pathology is indicated or contraindicated for massage. Advanced client intake focusing on pathology screening and SOAP charting for insurance claims will also be covered during this course. BLS CPR and Heartsaver First Aid will be offered. Students will begin preparations for the licensing exam that is required to practice massage in most states.

**MT-150 SPECIALIZED MASSAGE THERAPY**
**7.0 Credit Hours**
*Prerequisite(s): MT-105, MT-115, MT-125, MT-135*
This course will cover an introduction to Aromatherapy, Reflexology, Hydrotherapy, and Spa Services which will include salt glow, body polish, mud wrap, seaweed wrap and hot stone massage. Therapeutic services such as intense back treatment and intense scalp treatment, as well as add-on services that include cellulite treatment, cold stone face massage and hot towel treatment will be covered. Massage for special populations will be covered with an introduction to sports massage, prenatal massage, and massage for older adults. Students will also gain knowledge and experience in up selling and marketing specialty massage services. Students will continue preparations for the licensing exam that is required to practice massage in most states.

**MT-155 THERAPEUTIC DEEP TISSUE TECHNIQUES**
**7.0 Credit Hours**
*Prerequisite(s): MT-105, MT-115, MT-125, MT-135*
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**
**8.0 Credit Hours**
*Prerequisite: MT-105, MT-115, MT-125, MT-135, 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.

# PROGRAM OF STUDY & COURSE DESCRIPTIONS
# NURSING ASSISTANT
### CAMPUS: PUEBLO

## MAJOR: NURSING ASSISTANT

**Certificate**: Nursing Assistant                                                    **Time**: 4 weeks
**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 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. 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**
**Class times: 9:00am – 2:00pm**
**5:00pm - 10:00pm**

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

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

## MAJOR: REFRIGERATION & HVAC

**Degree**: Associate of Occupational Studies      **Time:** 18 months
**Credit Hours**: 90.0

**Objective:**
The Refrigeration & HVAC program is designed to develop the skills and knowledge for entry-level employment as a Refriger-ation/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 |
|---|---|---|
| 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 | <u>3.0</u> |
| | **TOTAL CREDIT HOURS** | **90.0** |

**Class hours per week: 16**
**Class times: 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

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# Refrigeration & HVAC Course Descriptions
## CAMPUSES: COLORADO SPRINGS & GRAND JUNCTION

**COM-110 ORGANIZATIONAL COMMUNICATION & ETIQUETTE**
**3.0 Credit Hours**
*Prerequisite(s): None*
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. Resume writing and job interview techniques are taught and practiced.

**EL-101 FUNDAMENTALS OF ELECTRICITY I**
**4.5 Credit Hours**
*Prerequisite(s): None*
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) None*
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.

# Refrigeration & HVAC Course Descriptions
## CAMPUSES: COLORADO SPRINGS & GRAND JUNCTION

**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 geo-thermal 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.

**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.

# Refrigeration & HVAC Course Descriptions
## CAMPUSES: COLORADO SPRINGS & GRAND JUNCTION

**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): None*
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.

# PROGRAMS NO LONGER ENROLLING

# PROGRAM OF STUDY
# COMPUTER NETWORK SYSTEMS TECHNICIAN
### CAMPUS: COLORADO SPRINGS

## MAJOR: COMPUTER NETWORK SYSTEMS TECHNICIAN
### *(No Longer Enrolling)*

**Degree**: Associate of Occupational Studies                                                      **Time**: 18 months
**Credit Hours**: 90.0

**Objective:**
Upon successful completion of this program, the graduate should possess skills and knowledge required for employment as an entry-level Help Desk Technician or Computer Network System Technician in an IT environment. The student should obtain skills to successfully plan, design, and implement a secure network environment. Successful graduates will be prepared to pass various third-party certification examinations including A+, MCP, Network+, and MCSA.

| Course Number | Course Name | Credit Hours |
|---|---|---|
| COM-110 | Organizational Communications & Etiquette | 3.0 |
| ENG-110 | Business English | 4.5 |
| CT-115 | Networking Principles | 4.5 |
| CT-116 | Networking Principles Practical Application | 3.0 |
| CT-121 | Operating Systems and Computing Concepts | 4.5 |
| CT-122 | Operating Systems and Computing Concepts Practical Application | 3.0 |
| CT-131 | A+ Hardware | 4.5 |
| CT-132 | A+ Hardware Practical Application | 3.0 |
| CT-228 | UNIX/Linux Fundamentals | 4.5 |
| CT-229 | UNIX/Linux Fundamentals Practical Application | 3.0 |
| CT-230 | A+ Software | 4.5 |
| CT-231 | A+ Software Practical Application | 3.0 |
| CT-237 | Microsoft Network Clients | 4.5 |
| CT-238 | Microsoft Network Clients Practical Application | 3.0 |
| CT-243 | Microsoft Server Management | 4.5 |
| CT-244 | Microsoft Server Management Practical Application | 3.0 |
| CT-245 | Computer Network Systems Program Capstone | 3.0 |
| CT-246 | Networking Infrastructures | 4.5 |
| CT-247 | Networking Infrastructures Practical Application | 3.0 |
| EL-172 | Cabling and Infrastructure Design | 4.5 |
| HD-225 | Help Desk Support Fundamentals | 3.0 |
| NS-101 | Network Security Fundamentals | 4.5 |
| NS-102 | Network Security Fundamentals Practical Application | 3.0 |
| PR-150 | Scripting Fundamentals | <u>4.5</u> |

**TOTAL CREDIT HOURS**                                                                **90.0**

**Class hours per week: 16**
**Class times: 8:50am – 12:50pm**
**5:50pm – 9:50pm**

# Computer Network Systems Technician Course Descriptions
## CAMPUSES: COLORADO SPRINGS

**COM-110 ORGANIZATIONAL COMMUNICATIONS & ETIQUETTE**
**3.0 Credit Hours**
*Prerequisite(s): None*
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. The course includes grammar and writing mechanics. Resume writing and job interview techniques are taught and practiced.

**CT-115 NETWORKING PRINCIPLES**
**4.5 Credit Hours**
*Prerequisite(s): CT-121, CT-122*
This course covers network technologies, installation and configuration, media and topologies, management, and security. The student will learn about technology and topology, management and security, as well as devices and protocols. The course is designed to begin preparing the student for the CompTIA Network+ examination.

**CT-116 NETWORKING PRINCIPLES PRACTICAL APPLICATION**
**3.0 Credit Hours**
*Prerequisite(s): CT-121, CT-122*
This course provides the necessary laboratory component adjoining to CT-115, Networking Principles. The course includes practical exercises in virtual and physical network technologies, installation and configuration, media and topologies, management, and security. The student will practice skills developed from didactics relating to technology and topology, management and security, as well as, devices and protocols. The course is designed to begin preparing the student for the CompTIA Network+ examination.

**CT-121 OPERATING SYSTEMS AND COMPUTING CONCEPTS**
**4.5 Credit Hours**
*Prerequisite(s): None*
The student will learn the necessary information needed to understand the computer industry and computing concepts in general. The student will overview topics throughout the computing industry, including hardware and software, networking and internet concepts, history and ethics, databasing and programming, with the emphasis on exposing the student to a wide variety of subject matter and prepare the students future program courses.

**CT-122 OPERATING SYSTEMS AND COMPUTING CONCEPTS PRACTICAL APPLICATION**
**3.0 Credit Hours**
*Prerequisite(s): None*
This course provides the necessary laboratory component adjoining to CT-121 Operating Systems and Computing Concepts. Students will practice assorted skills in a laboratory environment relating to the didactics they have received. Exercises for this course include demonstrating computing concepts as well as operating system comparisons.

**CT-131 A+ HARDWARE**
**4.5 Credit Hours**
*Prerequisite(s): CT-121, CT-122*
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. The course is designed to begin preparing the student for the CompTIA A+ Essentials examination.

**CT-132 A+ HARDWARE PRACTICAL APPLICATION**
**3.0 Credit Hours**
*Prerequisite(s): CT-121, CT-122*
This course provides the necessary laboratory component adjoining to CT-131 A+ Hardware. Exercises delivered in this course are designed to help the student identify hardware compatibility, install, upgrade, troubleshoot and repair, and maintain personal computer systems. Students will practice their skills in fault diagnosis, operating systems installation, network, and PC level security maintenance. The course is designed to begin preparing the student for the CompTIA A+ Essentials examination.

**CT-228 UNIX/LINUX FUNDAMENTALS**
**4.5 Credit Hours**
*Prerequisite(s): CT-121, CT-122*
This course will provide the student with the foundational knowledge of the UNIX/Linux operating system environment. The student will be exposed to file operations, shell script programming, as well as installation of different UNIX/Linux operating systems, packages, and applications. The course is designed to begin preparing the student for the CompTIA Linux+ examination.

**CT-229 UNIX/LINUX FUNDAMENTALS PRACTICAL APPLICATION**
**3.0 Credit Hours**
*Prerequisite(s): CT-121, CT-122*
This course provides the necessary laboratory component adjoining to CT-228 UNIX/Linux Fundamentals. Exercises delivered in this course are designed to help the student practice file operations, shell script programming, as well as installation of different UNIX/Linux operating systems, packages, and applications. The course is designed to begin preparing the student for the CompTIA Linux+ examination.

**CT-230 A+ SOFTWARE**
**4.5 Credit Hours**
*Prerequisite(s): CT-131, CT-132*
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+ Practical Application examination.

**CT-231 A+ SOFTWARE PRACTICAL APPLICATION**
**3.0 Credit Hours**
*Prerequisite(s): CT-131, CT-132*
This course provides the necessary laboratory component adjoining to CT-230 A+ Software. Exercises delivered in this course are designed to give the students practice skills required to install, configure, upgrade, and maintain PC workstations, various operating systems, and SOHO networks. The course is designed to begin preparing the student for the CompTIA A+ Practical Application examination.

**CT-237 MICROSOFT NETWORK CLIENTS**
**4.5 Credit Hours**
*Prerequisite(s): CT-121, CT-122*
This course will provide the student with the knowledge and skills required to install, deploy, upgrade, configure, and maintain Microsoft Windows 7. Students will learn how to administer Windows 7 as a desktop operating system in varied environments. This course will also help

# Computer Network Systems Technician Course Descriptions

## CAMPUSES: COLORADO SPRINGS

the student to prepare for Microsoft Certified Examination 70-680, Windows 7, and Configuring.

**CT-238 MICROSOFT NETWORK CLIENTS PRACTICAL APPLICATION**
**3.0 Credit Hours**
*Prerequisite(s): CT-121, CT-122*
This course provides the necessary practical application adjoining to CT-237 Microsoft Network Clients. Students will practice skills for Windows 7 administration in a laboratory environment in various situations and scenarios. This course will also help the student to prepare for Microsoft Certified Examination 70-680, Windows 7, and Configuring.

**CT-243 MICROSOFT SERVER MANAGEMENT**
**4.5 Credit Hours**
*Prerequisite(s): CT-121, CT-122*
This course provides the knowledge and skills for the operations and day-to-day management of an infrastructure of Windows Server systems for a varied array of applications. Students learn how to manage infrastructure, Web, and IT application servers and conduct these tasks remotely by using Remote Desktop Server or administration tools installed on a local workstation. This course will also help the student to prepare for Microsoft Certified Examination 70-646, Windows 2008 Server Administrator.

**CT-244 MICROSOFT SERVER MANAGEMENT PRACTICAL APPLICATION**
**3.0 Credit Hours**
*Prerequisite(s): CT-121, CT-122*
This course provides the necessary practical application adjoining to CT-243 Microsoft Server Management. Students will practice skills in a laboratory environment for managing an infrastructure of Windows Server systems for a varied array of applications. This course will also help the student to prepare for Microsoft Certified Examination 70-646, Windows 2008 Server Administrator.

**CT-245 COMPUTER NETWORK SYSTEMS PROGRAM CAPSTONE**
**3.0 Credit Hours**
*Prerequisite(s): CT-131, CT-132, CT-230, CT-231*
This course provides the opportunity for students to demonstrate that they have achieved the goals for learning established within the CNST program. This course is designed to assess student learning through the use of certification preparatory software and applied general education work, preparing the student for job placement.

**CT-246 NETWORKING INFRASTRUCTURES**
**4.5 Credit Hours**
*Prerequisite(s): CT-115, CT-116*
This course takes the skills learned in previous networking courses and teaches students to apply them to small and medium sized network infrastructure projects. This course teaches introductory concepts to Cisco networking technology and prepares the student for the Cisco examination ICND-1.

**CT-247 NETWORKING INFRASTRUCTURES PRACTICAL APPLICATION**
**3.0 Credit Hours**
*Prerequisite(s): CT-115, CT-116*
This course provides the necessary practical application adjoining to CT-246 Network Infrastructures. Students will practice skills for setting up and configuring small to medium-sized network infrastructure projects using Microsoft and Cisco systems in a laboratory environment in various situations and scenarios. This course teaches introductory concepts to Cisco networking technology and prepares the student for the Cisco Examination ICND-1.

**EL-172 CABLING AND INFRASTRUCTURE DESIGN**
**4.5 Credit Hours**
*Prerequisite(s): None*
This course will provide the student with the knowledge and skills required to prepare for the BICSI ITS Installer-1 examination and become a certified cable installer. Topics that will be thoroughly covered during this course include basic standards, practices, cable ratings and performances, cable installation, termination, and management technique, testing, troubleshooting, industry standards, and how these things relate to infrastructure cabling.

**HD-225 HELP DESK SUPPORT FUNDAMENTALS**
**3.0 Credit Hours**
*Prerequisite(s): CT-121, CT-122*
This course is designed to give the student an insight into the help desk support function. It will examine the help desk profession and support group process; the role of the help desk analyst; and explore the support tools most commonly used by businesses for internal and external, technical and non-technical support.

**NS-101 NETWORK SECURITY FUNDAMENTALS**
**4.5 Credit Hours**
*Prerequisite(s): CT-115, CT-116*
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.

**NS-102 NETWORK SECURITY FUNDAMENTALS PRACTICAL APPLICATION**
**3.0 Credit Hours**
*Prerequisite(s): CT-115, CT-116*
This course provides the necessary practical application adjoining to NS-101 Network Security Fundamentals. Students will practice skills relating to network security, to include rudimentary network intrusion and defense techniques in a laboratory environment in various situations and scenarios. This course will also help the student to prepare for the CompTIA Security+ examination.

**PR-150 SCRIPTING FUNDAMENTALS**
**4.5 Credit Hours**
*Prerequisite(s): CT-121, CT-122*
This course will provide the student with the foundational knowledge to develop and utilize scripts used to operate and administer computer systems running Microsoft Windows and UNIX/Linux platforms. Students will learn writing scripts in the Windows PowerShell environment as well as shell scripting for Linux and learn how to employ those scripts to perform management tasks.

# PROGRAM OF STUDY
# PERSONAL TRAINER
## CAMPUSES: COLORADO SPRINGS

## MAJOR: PERSONAL TRAINER

**Degree**: Associate of Occupational Studies                                    **Time:** 18 months
**Credit Hours**: 91.0

**Objective:**
Graduates will have developed skills in a hands-on environment learning the occupational and educational skills needed to function effectively as a personal trainer.  As an entry-level personal trainer, graduates will be prepared to assume the responsibilities of evaluating, communicating proper nutrition, fitness assessments, leadership business and sales, as well as optimum performance for sport-specific training.  Upon successful completion the student will be prepared to sit for the National Academy for Sports Medicine (NASM) certified personal trainer (CPT-4) exam, Corrective Exercise Specialist (CES); Fitness Nutrition Specialist (FNS)and Mixed Martial Arts Conditioning Specialist (MMACS).

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| Course Number | Course Name | Credit Hours |
|---|---|---|
| COM-110 | Organizational Communication & Etiquette | 3.0 |
| ENG –110 | Business English | 4.5 |
| PT-101 | Kinesiology | 4.5 |
| PT–102 | Applied Biomechanics | 3.0 |
| PT-105 | Anatomy & Physiology | 3.0 |
| PT-110 | Leadership Sales & Business | 4.5 |
| PT-112 | Applied Business Sales | 3.0 |
| PT-115 | Exercise & Nutrition | 3.0 |
| PT-120 | Exercise Psychology & Lifestyle Coaching | 3.0 |
| PT-125 | Essentials of Fitness Assessments | 4.5 |
| PT-130 | Health Promotion & Functional Aging | 4.5 |
| PT-135 | Group Fitness & Workshop Leadership | 4.5 |
| PF-101 | Mixed Martial Arts Conditioning Specialist | 3.0 |
| PF-102 | Special Topics in Personal Training | 4.5 |
| PT-200 | Advanced Exercise Nutrition | 4.5 |
| PT-205 | Exercise Physiology | 3.0 |
| PT-210 | Program Design & Advanced Techniques | 4.5 |
| PT-215 | Special Populations Fitness Prescriptions | 3.0 |
| PT-220 | Optimum Performance for Sport Specific Training | 4.5 |
| PT-226 | Corrective Exercise Specialist | 3.0 |
| PT-227 | Strength & Power | 3.0 |
| PT-230 | Externship/Advanced Lab | 4.0 |
| PT-236 | Certification Exam Preparation | 4.5 |
| PT-237 | Advanced Program Design | 4.5 |
| | **TOTAL CREDIT HOURS** | **91.0** |

**Class hours per week: 16**
**Class times: 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

# Personal Trainer Course Descriptions
## CAMPUSES: COLORADO SPRINGS

**COM-110 ORGANIZATIONAL COMMUNICATION & ETIQUETTE**
**3.0 Credit Hours**
*Prerequisite(s): None*
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. Resume writing and job interview techniques are taught and practiced.

**PT-101 KINESIOLOGY**
**4.5 Credit Hours**
*Prerequisite(s): None*
This course covers the study of anatomy, biomechanics and muscles, including the principles of the human movement and the description of structure, function, and kinesiology of the extremities. Topics include joints, bones, and muscles of the upper extremities and shoulders. Emphasis is placed on the origin, insertion and action of the skeletal muscles.

**PT-102 APPLIED BIOMECHANICS**
**3.0 Credit Hours**
*Prerequisite(s): None*
This course covers the study of anatomy, biomechanics and muscles, including the principles of the human movement and the description of structure, function, and kinesiology of the extremities. Topics include joints, bones, and muscles of the upper extremities and shoulders. Emphasis is placed on the origin, insertion and action of the skeletal muscles through applied learning. Consideration of exercise techniques to understand the kinetics of human motion will be taught through hands on learning.

**PT-105 ANATOMY & PHYSIOLOGY**
**3.0 Credit Hours**
*Prerequisite(s): None*
This course introduces students to human anatomy, including the nervous, endocrine, reproductive, cardiovascular, lymphatic, respiratory, digestive, and urinary systems. In addition, students learn about the skeletal system, including the bony landmarks and joints; the muscular system to include origin and insertion, and function of the major muscles of the body, and the integumentary system including skin, function, and pathologies.

**PT-110 LEADERSHIP SALES & BUSINESS**
**4.5 Credit Hours**
*Prerequisite(s): None*
Students should learn how to become successful business owners. In addition, students learn basic business principles and how to create successful careers as personal fitness trainers. Students should also learn office productivity software, marketing materials, resume development, business plan development, licensing, and continuing education in the fitness industry.

**PT-112 APPLIED BUSINESS SALES**
**3.0 Credit Hours**
*Prerequisite(s): None*
Students apply their communication and sales techniques. Through practical application and role-playing, students should be comfortable with approaching, counseling, and motivating new clients as well as those they have had longstanding relationships with.

**PT-115 EXERCISE & NUTRITION**
**3.0 Credit Hours**
*Prerequisite(s): None*
The basics of wellness and how to apply self-care as a model for care guidelines to help clients manage stress levels are covered within this course. Nutrition modification is taught through a variety of methods of exercise and stress management, including proper nutrition, stretching techniques, and body mechanics. In addition, students learn about professional ethics and boundary setting applied to the fitness industry.

**PT-120 EXERCISE PSYCHOLOGY & LIFESTYLE COACHING**
**3.0 Credit Hours**
*Prerequisite(s): None*
The basics of personal and professional leadership, as well as motivational and situational techniques to use during interaction with clients to enhance positive behavioral change are discussed. Students should also learn how to apply a holistic, integrated, principle-centered approach to motivating people to be physically active. In addition, the effects of planned stress (e.g. exercise) and recovery (e.g. sleep and massage) on mental health, physical performance, and health- related quality of life are described. This course also lays the foundation for students to effectively promote personal training as a part of a healthy lifestyle.

**PT-125 ESSENTIALS OF FITNESS ASSESSMENTS**
**4.5 Credit Hours**
*Prerequisite(s): None*
Personal trainers are required to perform subjective assessments, and movement assessments with their clients to provide quality personal training services. This course provides students

with a practical opportunity to develop and hone those skills. Students are introduced to exercise and assessment techniques used to develop goal-specific programs.

### PT-130 HEALTH PROMOTION & FUNCTIONAL AGING
**4.5 Credit Hours**
*Prerequisite(s): None*
This class will enhance the student's understanding of how physical activity affects health concerns, such as cardiovascular disease, diabetes, cancer, and obesity. Another important learning objective examines the effects of physical activity on aging and mental health. Identifying sedentary living habits and poor fitness as major public health problems and examining the potential of physical activity to prevent disease and enhance quality of life is also practiced.

### PT-135 GROUP FITNESS & WORKSHOP LEADERSHIP
**4.5 Credit Hours**
*Prerequisite(s): None*
Group Fitness and workshop leadership is a dynamic course involving small and large group organization techniques. This course emphasizes facilitation and delivery of safe and effective group exercise classes and educational workshops. Students learn how to set up different group formats in both exercise and classroom settings. Effective group management strategies to foster group team work, camaraderie, synergy, and competition are also explored.

### PF-101 MIXED MARTIAL ARTS CONDITIONING SPECIALIST
**3.0 Credit Hours**
*Prerequisite(s): None*
The MMACS provides the knowledge, skills, and abilities to safely and effectively design and deliver MMACS training and conditioning programming.

### PF-102 SPECIAL TOPICS IN PERSONAL TRAINING
**4.5 Credit Hours**
*Prerequisite(s): None*
Students discuss and evaluate historical contributions toward modern day exercise techniques. Exposure to all the current trends in the fitness industry for comparison to historical training philosophy gives a deeper understanding to the fitness industry. The course ends with an open forum where students present a personal training topic of their interest and share how it can be applied to enhance the physical and physiological capabilities of his or her clients.

### PT-200 ADVANCED EXERCISE NUTRITION
**4.5 Credit Hours**
*Prerequisite(s): PT-115*
This course provides students with tools to prepare for the exam including metabolism manipulation and nutrient timing. This course provides students with tips and essential skills to take the Fitness Nutrition Specialist (FNS) credential examination.

### PT-205 EXERCISE PHYSIOLOGY
**3.0 Credit Hours**
*Prerequisite(s): PT, 101, PT-102*
Students learn about the physiological adjustments that occur within the body during exercise. In addition, discussion regarding the physiological systems as they are affected by physical exercise, including observations of respiratory, circulatory, nervous, and metabolic adjustments to physical exercise will take place.

### PT-210 PROGRAM DESIGN & ADVANCED TECHNIQUES
**4.5 Credit Hours**
*Prerequisite(s): PT-101, PT-102, PT-105*
This course prepares students to design goal-specific programs. Students design stabilization programs, strength programs, and cardio respiratory training programs for each client. Students are expected to be able to implement appropriate exercise techniques and modify, progress, and regress of appropriate exercises. The lab requires hands-on demonstration of the principles of flexibility training, core stability training, and also neuromuscular training.

### PT-215 SPECIAL POPULATIONS FITNESS PRESCRIPTIONS
**3.0 Credit Hours**
*Prerequisite(s): PT-101, PT-102, PT-105*
Students develop the skills and knowledge to develop fitness programs for clientele requiring special considerations. Populations to be studied will include youth, seniors, pregnant women, the obese, the diabetic, clients with osteoporosis and/or arthritis and those with increased cardiovascular disease risk factors. Students are required to perform subjective assessments with various clients to learn how to provide quality personal training services**.**

### PT-220 OPTIMUM PERFORMANCE FOR SPORT SPECIFIC TRAINING
**4.5 Credit Hours**
*Prerequisite(s): PT-101, PT-102, PT-105*
This course is the practical application of program designed for sport-specific clients. Students design cardio respiratory training programs, POWER OPT programs, for clients who participate in individual competition or team sports. Students are expected to apply principles of reactive neuromuscular training (plyometric) and integrated speed training to help clients achieve their established goals.

### PT-226 CORRECTIVE EXERCISE SPECIALIST
**3.0 Credit Hours**
*Prerequisite(s): PT-210*
This course provides students with tips and essential skills to take and pass the Corrective Exercise Specialist examination as well as providing students with tools to prepare for the exam, including injury prevention and advanced recovery techniques.

# Personal Trainer Course Descriptions
## CAMPUSES: COLORADO SPRINGS

**PT-227 STRENGTH & POWER**
**3.0 Credit Hours**
*Prerequisite(s): None*
Current scientific literature on physiological adaptation through training and conditioning is used to design programs to enhance human performance. Students should learn the varied contributions of sport sciences and how they enhance athletic performance. In addition, environ-mental factors that affect athletic performance, such as heat, humidity and altitude are studied.

**PT-230 EXTERNSHIP/ADVANCED LAB**
**4.0 Credit Hours**
*Prerequisite(s): Successful completion of all courses except PT-236*
The externship is an opportunity to integrate career-related experience. This course provides students with the opportunity to relate theory to practice. This course provides the students with an orientation to a career and will enhance the student's understanding of organizational and the group processes.

**PT-236 CERTIFICATION EXAM PREPARATION**
**4.5 Credit Hours**
*Prerequisite(s): Successful completion of all courses except PF-101, PT-230*
This course provides students with tips and essential skills to take and pass the NASM CPT (Certified Personal Trainer) certification examination. This course provides students with tools to prepare for the exam, and a comprehensive review of the areas. Students are required to demonstrate proficiency in Basic and Applied Sciences, Assessment, Exercise Technique and Training instruction, Program Design, Considerations of Nutrition, Client Relations and Behavioral Coaching, and Professional Development, Practice and Responsibility.

**PT-237 ADVANCED PROGRAM DESIGN**
**4.5 Credit Hours**
*Prerequisite(s): PT-210, PT-215, PT-220, PT-227*
This course develops comprehension of the physiological mechanisms controlling the body's response to training. Students should design advanced training programs by applying methods in research journals to improve physiological adaptation through training and conditioning. Students learn new tools for training clients and how to differentiate between fitness trends and scientific research related to optimizing human performance.