IBTCAREERS

INSTITUTE OF BUSINESS & TECHNOLOGY CAREERS
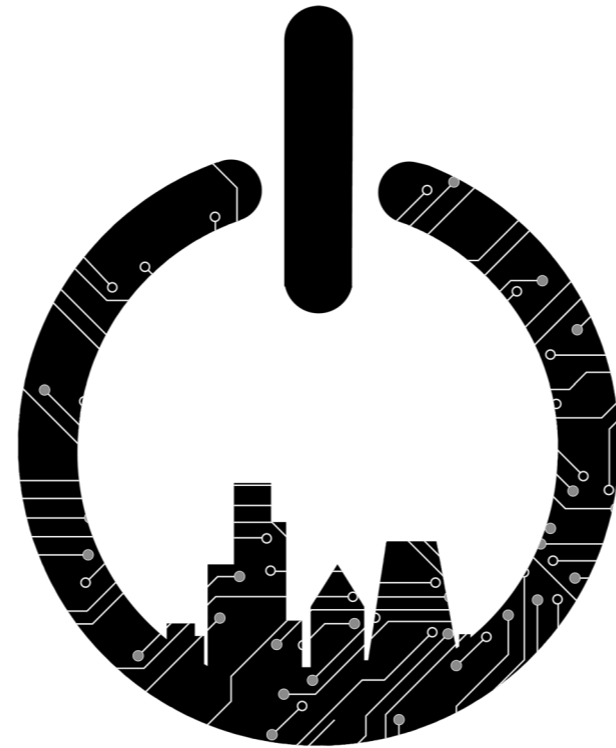
ACADEMIC CATALOG

2023-24
FALL CATALOG

200 S. Michigan Ave Suite 1330
Chicago, IL 60604
312 888 9156
https://ibtcareers.com/

IBTCAREERS

INSTITUTE OF BUSINESS & TECHNOLOGY CAREERS

200 S. MICHIGAN AVE SUITE 1330　　|　　CHICAGO, IL 60604　　|　　312 888 9156　　|　　IBTCAREERS.COM

TABLE OF CONTENTS

YOUR CAREER IS NOW OUR FOCUS at IBTCareers

MISSION STATEMENT

Our mission is to improve student employment opportunities through 'high-demand industry recognized certifications,' facilitating entry into new careers, enabling mid-career transitions, or promoting advancement in professional careers.

INSTITUTIONAL GOALS

Student-Centeredness
- To put students at the center of everything we do as evidence by our Mission
- To create a student-centered environment where students feel supported and valued.
- To provide students with the resources and opportunities they need to succeed

Program-Quality and Relevance
- To offer high-quality programs that are relevant to the needs of students and employers.
- To keep our programs up to date with the latest industry trends and with a commitment to quality curriculum development and continuous improvement through a closed loop of assessment
- To provide students with the skills and knowledge they need to be successful in the workforce, in part by providing instructor-practitioners in the classroom

Financial Sustainability
- To be financially self-sufficient and sustainable.
- To generate enough revenue to cover expenses and ensure long-term financial stability.
- To use financial resources efficiently, ethically, and effectively to support student success.
- To be able to continue to give back to the community through scholarships, and other innovative programming for those in need

ORGANIZATION & ADMINISTRATION

INCORPORATION & HISTORY

Institute of Business & Technology Careers was founded in 2010 and has continuously served the people of Illinois under the ownership and leadership of Paul Johnson. The legal entity is Institute of Business & Technology Careers, LLC is an institution of higher learning incorporated under the state laws of Illinois and is in 'Good Standing.' Institute of Business & Technology Careers is approved by the Division of Private Business and Vocational Schools of the Illinois Board for Higher Education.

LEADERSHIP & FACULTY

SENIOR LEADERSHIP

Paul Johnson – Program Director and CEO
David Cantrell – Director, Career Services & Employer Outreach
Pedro Santana – Academic Director
Kumar Balan– Director, IT Operations
Courtney Washington – Curriculum Development & IT Infrastructure, LMS Admin
Mike Crawley, Patrick Kinard – Curriculum Development Content Lead Instructors
Luis Diaz, Zuri Salazar – Admissions & Student Records

STAFF & INSTRUCTORS

Student Services
Luis Diaz
Zuri Salazar

Career Mentors
Wesley Forte
Luis Diaz

Support Staff
Courtney Washington
Angela Fox
Luis Diaz

CreativeTeam
CrystalHunter
Courtney Washington

Business Administration
Abe Bajhter
Kumar Balan

Business Management
Mike Crawley
Ganghadar Gandi

Health & Information Technology
Carol Reed

Creative & Digital Arts
Ramos Florintino
Edwin Walker

Information Technology
Patrick Kinard
Chuck Lay
Rashad Robinson
Ganghadar Gandi

LOCATION & HOURS OF OPERATION

MAIN CAMPUS

200 S Michigan Ave.
Chicago IL, 60604

P 1.312.888.9156 | F 1.312.291.8918

IBTCAREERS standard business operating hours are M-F 9-5pm in the campus time zone. The IBTCAREERS main and branch campuses are closed on weekends and federal holidays.

CONTACT US

Topics	IBTCAREERS Service Department	Email Address
Program changes, tutoring, Code of conduct,	Academics	academics@ibtcareers.com
Grade appeals, SAP appeals,	Appeals	appeals@ibtcareers.com
Placement, Resume assistance, interview skills	Career Services	careers@ibtcareers.com
Finance, Compliance, Facilities, Leadership?	Business	business@ibtcareers.com
Accounts, Login access, student services	Student Services	studentservices@ibtcareers.com
Accommodation Request	Student Services	adarequest@ibtcareers.com

ADMISSION POLICIES & INFORMATION

IBTCAREERS enrolls students without regard to race, religion, gender, age, color, national origin, or physical disability. Admission policies are based on inclusiveness. IBTCAREERS believes everyone should have the opportunity to advance into an industry career powered by in-demand training.

5 STEPS TO ADMISSION:

1. Speak to Your Admissions Representative
   - Discuss Your Career goals.
   - Learn about program outcomes and occupations.
   - Discuss program costs and academic policies.
   - Learn about admissions requirements for your specific program
   - High school diploma, GED or equivalent
   - Other prerequisites skills or knowledge
2. Submit the Application
3. Receive Notice of Decision
4. Sign Enrollment Agreement
5. Register and make payment

PROGRAM SEQUENCING

Program courses are meant to be taken in the prescribed sequence listed in the Catalog Program Profile where each course is a prerequisite of the successful completion of the course prior. In the most adult-centric way possible, IBTCAREERS recognizes that each adult comes to IBTCAREERS with different career goals, experiences, and timelines in mind for completion. This is why each program can be customized to include course substitutions that better suit the career goals of the student . Students can work with the Admissions counselor and the Academic Director to find the exact program that works for them.

Our mission is to prepare students for employment in high demand fields that have certifications. Our program curriculum is aligned to the content of the certification. IBTCAREERS encourages students to obtain those optional certifications, as certifications expand graduates' employment opportunities. Taking the certification exam is not a required part of IBTCAREERS programs. Students who plan on taking the certification exam must check with the certification body to determine the additional requirements required, if any, to sit for that exam and determine if they qualify.

COURSE SUBSTITUTIONS AND WAIVERS

Course Substitutions—A course substitution allows students to use an alternative course to meet a program requirement. Course substitutions may come in the form of approved and accepted transfer credits (See Transfer Credit Policy), or another IBTCAREERS course that will be taken in place of the one listed in the program. Courses approved as substitutions are reflected in the student's official transcript. If no other course is chosen, the program cost is adjusted to reflect the transfer credit accepted.

Course Waivers--A course waiver is a course that does not need to be taken by the student, because the course learning outcomes have been successfully attained through the student's demonstrated knowledge and/or skills. An approved waiver is not reflected on the student's official transcript and academic credit is not awarded, but the waiver is processed within Student Information System (SIS) and appears in the student's academic notes within the system. The student instead takes relevant coursework to account for outstanding clock hours in the student's specified curriculum.

NOTICE OF NON-DISCRIMINATION

IBTCAREERS does not discriminate against any person based on race, color, religion, creed, national or ethnic origin, age, sex, gender identity, sexual orientation, marital or parental status, disability, source of income, or status as a veteran in admission to, access to, treatment in, or employment in its programs and activities. IBTCAREERS has instituted these policies and certain procedures to ensure a safe and non-discriminatory environment and to meet legal requirements. All employers and faculty using the facilities and services of the career services department must comply with these policies and procedures.

PERSONS WITH LIMITED ENGLISH LANGUAGE SKILLS

Course content including assessments are written in English and instruction is delivered in English. An applicant with limited English language skills and who meets the other admission requirements is welcome to apply. During the admission interview, the IBTCAREERS staff will work with the candidate to assess their ability to participate in their chosen vocational program. IBTCAREERS offers select tutoring services at no additional cost to students.

ACADEMIC CALENDAR

IBTCAREERS operates on a Fall, Winter, Summer and Spring Term Calendar Year, with dynamic term starts available contingent upon enrollment demands.

Term Code	Term Start Date	Term End Date
Spring 2024	Monday, 4/16/24	Monday, 7/8/24
Summer 2024	Monday, 7/10/24	Wed, 9/6/24
Fall 2024	Monday, 9/10/24	Wed, 12/6/24
Winter 2024	Monday, 12/10/24	Wed, 4 /4/25

2023 & 2024 INSTITUTIONAL CLOSINGS

The Main and Branch campuses are closed on all federal holidays. No classes are held.

2023 FEDERAL HOLIDAYS

JANUARY 1-4: New Year's Day
JANUARY 17: Martin Luther King Jr. Day
FEBRUARY 21: President's Day
APRIL 11-15: Spring Break Week
MAY 30: Memorial Day
JULY 3-4: Independence's Week
SEPTEMBER 5: Labor Day
OCTOBER 10: Columbus Day
NOVEMBER 11: Veterans Day
NOVEMBER 21-25: Thanksgiving Break
DECEMBER 19-31: Christmas Break

2024 FEDERAL HOLIDAYS

JANUARY 1-5: New Year's Day
JANUARY 15: Martin Luther King Jr. Day
FEBRUARY 19: President's Day
APRIL 8-12: Spring Break Week
MAY 27: Memorial Day
JULY 1-4: Independence's Week
SEPTEMBER 2: Labor Day
OCTOBER 14: Columbus Day
NOVEMBER 11: Veterans Day
NOVEMBER 25-29: Thanksgiving Break
DECEMBER 23-31: Christmas Break

TUITION

Each program's tuition is listed on the Program Profile Page and is shown for both full-time and part-time student options. Program costs are effective for the calendar year of the current institutional catalog. Textbooks are included in the cost of tuition.

Active students keep the same tuition rates as are indicated on their signed enrollment agreement for that program and effective catalog. Once a student becomes inactive or is withdrawn from their program, a student must reapply and is subject to the new catalog, policies, and cost of program. A new enrollment agreement will be signed.

Tuition for the program is due seven days prior to the start of class. See Refund and Cancellation policies. The $100 application fee is non-refundable.

STUDENT FINANCE

Certification Exam Scholarship

IBTCareers Certification Exam Scholarship is designed to provide financial support to students who have completed a training course at IBTCareers, wish to take a certification exam, and are unable to afford the cost of industry-recognized certification exams. For more information on qualifications, terms and conditions, please contact business@ibtcareers.com

For any question on financial assistance, contact the Business Department, business@ibtcareers.com to discuss your options.

PAYING TUITION

Payments for tuition are due 7 days before the class start date.

Payments may be made by credit card, checks or money orders. Payments should be made out to Institute of Business & Technology Careers. A $35 fee will be charged for checks returned for insufficient funds.

IBTCAREERS VETERANS SCHOLARSHIP

IBTCareers Veterans Scholarship provides financial assistance to veterans who are interested in pursuing education and training at IBTCareers and have an insufficient amount of or do not have Federal Veterans education benefits available.

1. Terms and Conditions of Awards:
   - Scholarship is solely for tuition and related fees at IBTCareers.
   - Scholarship cannot be combined with any other offers or discounts.
   - Recipients must maintain a minimum C+ Average grade and meet the SAP standards throughout their program duration at IBTCareers.
   - Recipients must enroll as a full-time student and remain enrolled. Reducing to part time status may be reason for forfeiture.
   - Recipients must have no history of academic warnings, class disruptions, or Code of Conduct issues. The Program Director reserves the right to rescind the scholarship at any time."
   - Should a recipient discontinue their studies, any unutilized portion of the scholarship is forfeited and cannot be transferred or deferred.

Criteria Used to Select Award Recipients:
   - Honorable military service.
   - Demonstrated financial need.
   - Quality of the personal statement, with emphasis on commitment to a technical career and motivation to study at IBTCareers.
   - Academic achievements and potential.

VETERANS-SPECIFIC POLICIES

The policies below are for veterans and their eligible family members who are using service benefits to pay for their education.

VETERANS REFUND POLICIES

The policies below are for veterans and their eligible family members who are using service benefits to pay for their education.

Percentage of days in class completed by student at notice of cancellation	Percentage of tuition and instructional charges that school may retain
In excess of 5% to 10%	15%
In excess of 10% to 15%	20%
In excess of 15% to 20%	25%
In excess of 20% to 25%	30%
In excess of 25% to 30%	35%
In excess of 30% to 35%	40%
In excess of 35% to 40%	45%
In excess of 40% to 45%	50%
In excess of 45% to 50%	55%
In excess of 50% to 55%	60%
In excess of 55% to 60%	65%
In excess of 60% to 65%	70%
In excess of 65% to 70%	75%
In excess of 70% to 75%	80%
In excess of 75% to 80%	85%
In excess of 80% to 85%	90%
In excess of 85% to 90%	95%
In excess of 90%	100%

IBTCAREERS will not retain more than $10.00 of the established application fee if a student, veteran or eligible person fails to enter and complete the course.

IBTCAREERS school shall not receive, demand, or retain any amount in excess of proportions and dollar amounts disclosed in the enrollment agreement and catalog/bulletin for the program in which the student is enrolled.

The student's total financial obligation for instruction shall not be more than the total contract price of the program in which the student is enrolled.
The school shall return that portion of any refund due to sponsors furnishing grants, loans or scholarships in conformity with federal and state laws, and regulations and requirements sponsors.

After any disbursements to sponsors, the student shall receive the balance, if any, of the amount due under the school's refund policy. The school shall refund all monies paid to it if the schools fail to conduct classes on days or times scheduled, detrimentally affecting the student.

A school that offers distance education lessons and is unable to provide them because of a failure on the part of the school shall be responsible for refunding all monies paid to it. Student refunds shall be processed promptly.

VETERAN-SPECIFIC SAP DISMISSAL

If a veteran fails to meet SAP at an evaluation period, IBTCAREERS will either dismiss the veteran or extend the veteran's probation for a second period. If IBTCAREERS grants a veteran a second period of probation and they fail to meet SAP at the end of the second period of probation, IBTCAREERS will dismiss the veteran from the program. ¬The veteran student is eligible to re-enroll in a different program, after an assessment, that better meets the student's aptitude and life situation.

ACADEMIC POLICIES

IDENTITY VERIFICATION

IBTCAREERS has established the following processes to verify that a student registered in a course or program is the same student who participates in and completes the course or program and receives the academic credit. The Student Identity Verification Policy is applicable to all students beginning with the application for admission and continuing through program completion, transfer, or withdrawal from the institution.

IDENTITY VERIFICATION METHODS

Students enrolled in courses or programs are subject to one or more of the following student identity verification methods:

All students must participate in an admissions interview. Providing false information about identification, or academic history is grounds for denial of admission, or dismissal from the institution

Secure, Individual Login and Passcode: Students are provided a student number and Username. These assigned identifiers are used to access the Learning Management System (LMS) in order to view course grades and related information to complete coursework.

Two-factor authentication (2FA) is an identity and access management security method that requires two forms of identification to access resources and data.

Upon enrollment, new students will set up secure access to the LMS. It is the student's responsibility to ensure the secure student ID, Username and password are kept private

Camera-on Attendance and Academic Engagement: Attendance and academic engagement are monitored in every class meeting both digitally (LMS time-stamped) and by the instructor through the student's active engagement with the requirement of their camera on is an additional academic engagement and identity verification process

TRANSFER OF CREDIT FROM ACCREDITED COLLEGES

IBTCareers will consider only those credits for possible evaluation from college level courses completed at a degree-granting, appropriately accredited, post-secondary two-year and four-year colleges, or universities. Grades must be C or higher. Credits may also be considered for courses taken at accredited institutions by the Ministry of Education in the home country. Courses from non-accredited institutions are not transferable to IBTCAREERS. Courses are only considered if there is a direct equivalency to the program and program outcomes to the one the candidate is enrolling in.

INDUSTRY CERTIFICATION TRANSFER REVIEW

IBTCAREERS may also consider select industry recognized certifications obtained in the last three years to review for transferability. This does not include private vocational school certificates of completion or unsponsored learning in private, community or workplace settings. Only industry recognized certifications will be considered. Certifications are only reviewed if there is a current and direct equivalency to the program and program outcomes of the program the candidate is enrolling in. Older versions of certifications, even within the three-year period, may not be considered equivalent for transfer. No more than 10% industry certifications per program are permitted for transfer.

RESIDENCY REQUIREMENT

IBTCAREERS may also consider select industry recognized certifications obtained in the last three years to review for transferability. This does not include private vocational school certificates of completion or unsponsored learning in private, community or workplace settings. Only industry recognized certifications will be considered. Certifications are only reviewed if there is a current and direct equivalency to the program and program outcomes of the program the candidate is enrolling in. Older versions of certifications, even within the three-year period, may not be considered equivalent for transfer. No more than 10% industry certifications per program are permitted for transfer.

GRADE SCALE AND FINAL GRADES

IBTCAREERS has instituted a standard grading system to ensure that all students are assessed and graded on a consistent and equitable basis. A clear level of achievement will be recorded and reported, along with a calculated GPA (Grade Point Average). Each course syllabus details the exact assignments, weighting, and distribution of grades for that course. Final grades are available two weeks after the end date of the course.

COURSE REPEATS

Students who earn a final grade of D or F will be required to meet with representatives from the academic department to discuss their challenges with the course. Recommendations will be sent to the Academic Director for approval or further guidance. to discuss the reasons for the minimum or insufficient mastery. Based on the specific course's learning objectives, the program, academic, situational, and career goals of the student, and their academic history, the director will determine if the student has sufficient academic capacity to move forward in the program, change programs, or if they should repeat the course to ensure later program success. Students who are required to repeat courses must check with any external funding sources as some do not pay for repeat coursework.

GRADING FOMULA

PERCENTAGE	AREA
50%	Midterm & Final Exams
25%	Coursework & Labs
15%	Attendance
10%	Class Participation

GRADING SCALE

GRADE	GRADE POINT VALUE	PERCENTAGE	DEFINITION
A	4.0	100-90	Exceptional Achievement. The student has demonstrated exceptional mastery over course competencies.
B	3.0	89-80	Commendable Achievement. The student has demonstrated commendable mastery over course competencies.
C	2.0	79-70	Acceptable Achievement. The student has demonstrated acceptable mastery over course competencies.
D	1.0	69-60	Minimum Achievement. The student has demonstrated minimum mastery over course competencies.
F	0.0	59-50	Insufficient Achievement. The student has demonstrated insufficient mastery over course competencies.

ADDITIONAL GRADE CODES

COURSE STATUS CODE	DESCRIPTION
IP	In Progress, Grade not currently available
IC	Incomplete. Student Granted a temporary grade of incomplete per policy.
W	Withdrawn. Student has been withdrawn from the course.

INCOMPLETE POLICY

If a student is unable to complete a course within the term due to extraordinary circumstances, the student may request an Incomplete (I) from the instructor no later than 2 days after the course end date. To request an Incomplete, the student must have at least 50% of coursework submitted, exclusive of discussions forums Students may be required to provide documentation of the reported extraordinary circumstances. Incompletes are not given due to normal work or life situations. If the instructor grants the request for an Incomplete, the student will be given an additional 14 days of course access. At the end of the additional 14 days, any remaining incomplete course requirements will be awarded a grade of zero and averaged into the final grade, which will remain on the transcript. A student cannot withdraw from a course once an Incomplete has been granted.

GRADE APPEALS

Students should initially attempt to resolve a grade issue with the individual instructor. For those cases where the student feels the matter has not been satisfactorily resolved, students have 30 days after course end date to appeal. Appeals must be submitted in writing with a detailed explanation as to why the student believes the grade is in error. The appeal should be sent to appeals@ibtcareers.com If the proper grading formulas and assessments were performed correctly. If the appeal finds that there was in fact an error that results in a different grade, written notification will be sent to the student.
The grade and transcript will be adjusted as necessary.

ATTENDANCE POLICY

IBTCAREERS has an 80% minimum attendance policy. Attendance reports are generated monthly. Students whose attendance is less than 80% of the program are considered not to be making 'satisfactory academic progress.' They will be placed on probation. Attendance is tracked digitally in 15-minute increments. A student who is late 15 minutes, for four times consecutively will lose one hour of classroom clock hours. If the student falls below the 80% mark, and we are unable to contact the student, they will be withdrawn from the program. Withdrawn courses are counted as courses attempted and not earned towards progress and program completion.

ABSENCES, MAKEUP WORK & TARDINESS

Absences: Students are required to complete 80% of the classroom hours per the selected program. Days absent will account against the 80% attendance policy. Students absent more than 80% at the quarterly review check point of the program will be subject to the SAP policy. Tardiness: Students are required to complete 80% of the classroom hours per their enrolled program. IBTCAREERS records attendance in 15 minute increments.
So although tardiness is not recorded as an absence, the time late or missed adds up
in 15 min increments and will count against the 80% attendance hours requirement. Students who are consistently late and are not present 80% of the classroom hours at quarterly review check point, of the program will be subject to the SAP policy. Make Ups: Students who fail to complete 90% of the assignments at the SAP review check points of the program are considered not to be making satisfactory academic progress. Students may be permitted to make up missed assignments. Missed assignments must be completed and turned in within 2 weeks of the assignment date to receive possible credit for completion. The missed assignments will equal any assignments they missed in class.

LEAVE OF ABSENCE

IBTCAREERS may approve students for one or more leaves of absence(LOA) in any 12-month period that does not exceed 120 days. The student is not considered withdrawn during the approved leave of absence.

LEAVE OF ABSENCE PROCEDURE

Students must complete and submit an IBTCAREERS LOA form. Any documentation that supports the reason for the LOA should be attached to the form. The LOA form can be obtained from and submitted to academics@ibtcareers.com The Academic department must approve the LOA before the student takes leave. In the case of unforeseen circumstances (family emergencies, medical illness, military duty etc...), a request for a Leave of Absence must still be submitted. The student is still held accountable to the Academic Policies including attendance and Satisfactory Academic Progress. If the student falls below the 80% mark, and we are unable to contact the student, to obtain a completed LOA and arrange makeup time, they will be withdrawn from the program.

STUDENTS RIGHTS & RESPONSIBILITIES

STUDENT ACCOMMODATIONS

IBTCAREERS will offer a reasonable accommodation for any qualified student with documented disabilities provided the accommodation does not pose an undue hardship on the school or does not force the school to fundamentally alter the educational course, compromise its academic standards, or place the disabled individual in a better than equal position with nondisabled students. In order to be considered for accommodations, students must request the accommodation along with documented evidence of the need to ADArequest@ibtcareers.com.com. to be considered. All requests for accommodation with attached evidence will be reviewed within five (5) business days. Students will receive written communication outlining the decision of the committee via the email they provided at the time of registration.

Student responsibilities include the following:

- Being proactive in the submission of all required documents for consideration, since accommodations are not granted retroactively
- Providing and incurring expense for current appropriate documentation (within 3 years), from a qualified medical or other licensed professional, of the disability and the accommodation or service needed
- Providing a signed medical opinion stating that with the reasonably requested accommodation or service, the student would be physically and/or mentally able to perform the essential functions of program or course requirements
- If approved for the accommodation by IBTCAREERS, the student will present, on a course-by-course basis, the letter of accommodation to the course instructor within the first week of each course in order for the faculty member to comply with the granted accommodation(s) effectively

FERPA

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to: place a statement with the record setting forth his or her view about the contested information. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest. Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student Organizations conducting certain studies for or on behalf of the school Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

CODE OF CONDUCT

IBTCAREERS expects all students to conduct themselves in a manner that is respectful, responsible, and safe. Students are expected to follow all Institutional policies and procedures, as well as all applicable laws. At IBT Careers, we expect the same behavior from you as your employer would expect in the business environment you are preparing for: In the workplace, you will be expected to behave in a professional and respectful manner in every interaction. You will also be expected to follow the rules and regulations of your employer. If you are unable to meet these expectations, you may be disciplined or terminated from your job. We believe that by expecting the same behavior from you in school as your employer would expect in the workplace, we are helping you to develop the skills and habits that you will need to be successful in your career.

Specifically, students are prohibited from engaging in the following behaviors:

- **Property damage:** This includes any behavior that damages college property (systems, or the property of others.
- **Acts of Academic Dishonesty:** This includes plagiarism in any form, cheating, misrepresenting your identity, and other forms of academic dishonor.
- **Unauthorized Access:** To access without permission university property, facilities, services, codes, accounts, or information systems, or to obtain or provide to another person the means of such unauthorized access.
- **Unauthorized Use of Materials:** Students will not upload IBTCAREERS's course content or material submitted by the student to any filesharing sites such as CourseHero, Chegg, and other similar sites that allow others to use the information for academic credit. Use of University resources, including intellectual property, course assignments, papers, examinations and answers to quizzes and examinations for commercial purposes

- **Use of any IBTCAREERS's equipment, materials or services for fraudulent means** Altering, using, receiving, or possessing IBTCAREERS's supplies or documents without permission. The student is advised that certain computer misconduct is prohibited by federal and state laws and is therefore subject to civil and criminal penalties. Such misconduct includes, but is not limited to, knowingly gaining access to unauthorized computer systems or databases, destroying or seriously compromising other's electronic information and violating copyright laws (see Copyright Infringement Policy)
- **Falsification or Impersonation:** To willfully provide false, misleading, or incomplete information; forging or altering without proper authorization official university records or documents or conspiring with or inducing others to forge or alter without proper authorization university records or documents; misusing, altering, forging, falsifying, or transferring to another person university-issued identification, accounts, emails, passwords, or codes. This includes having someone impersonate, whether that be a real or artificial intelligence, by using someone else's name, identity, or credentials to take a test, submit an assignment, or access the College's computer systems.
- **Harassment or discrimination:** This includes any behavior that is based on race, color, religion, sex, national origin, sexual orientation, gender identity, disability, or any other protected characteristic.
- **Disruptive or threatening behavior:** This includes any behavior that is intended to cause harm to another person or to create a hostile environment, threats levied against another student, faculty member or other IBTCAREERS personnel, any conduct that willfully or recklessly endangers the physical or mental health of another student, faculty member or IBTCAREERS employee, obscene or harassing communication directed toward a student, faculty member or employee of IBTCAREERS. Conduct that disrupts and interferes with the ability for others to learn or work is prohibited.
- **Drugs and alcohol:** The college has a zero-tolerance policy for drug and alcohol use on campus.

ZERO TOLERANCE POLICY

IBTCAREERS does NOT allow any individual(s) to disrupt or threaten its learning environment as that is the mission of the institution. While faculty and staff are authorized to handle minor violations of the Student Code of Conduct, there are behaviors that will be addressed by the appropriate College officials on a zero-tolerance basis. The following types of student behavior will not be tolerated:

- **Weapons of any kind**
- **Illegal drug sales, transaction or use**
- **Gang activity**
- **Fighting**
- **Physical, cyber, or verbal abuse**
- **Threats of physical action against another individual**
- **Harassment**
- **Threatening behavior of any kind in electronic systems (email, chat, discussion boards) or in person**

The Academic Director is authorized to remove students immediately from the IBTCAREERS environment through suspension or expulsion for any of the above violations. The president and Director of Student Services are authorized to immediately expel any student(s) who they believe commit(s) behavior that is prohibited by federal, state, or local laws.

COPYRIGHT INFRINGEMENT POLICY

IBTCAREERS requires all faculty, staff, and students to comply with federal law regarding the use of copyright-protected materials. Copyright infringement is defined as exercising exclusive rights granted to the copyright owner, without permission or legal authority, under Section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute copyrighted materials or downloading/uploading substantial parts of a copyrighted work without authority. Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students to civil and criminal liabilities. Examples include copying movies and music using peer-to-peer file-sharing technology. Penalties for copyright infringement may include college disciplinary action as per the Code of Conduct policy, civil and criminal liability. The law requires a civil plaintiff to seek statutory damages of $150,000 for each act of willful infringement. Criminal penalties for a first offense may be as high as three years in prison and a fine of $250,000. It is a violation of copyright law to distribute a copyrighted work without the content owner's permission, even if the work was legally purchased. Users are responsible for any violation that occurs using network devices registered to IBT regardless of who downloaded it, or how it got there.

DUE PROCESS

If a student is accused of violating the code of conduct, they will be given the opportunity to participate in a due process hearing. The student will have the right to present evidence in their defense, and they will have the right to appeal the decision.

CONCERNS AND GRIEVANCES

CONSEQUENCES

The consequences for violating the code of conduct will vary depending on the severity of the violation. Possible consequences include:

- Warning: This is a verbal or written notice that the student's behavior is unacceptable.
- Probation: This is a period during which the student is closely monitored for their behavior.
- Suspension: This is a temporary expulsion from the college.
- Expulsion: This is a permanent expulsion from the college.
- Revocation of Admission and/or Certificate of Completion: Admission to or a certificate awarded from the College may be revoked for fraud, misrepresentation, or other violation of college standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.

The college reserves the right to take any other disciplinary action that it deems appropriate.

If you have any questions about the code of conduct, or if you have a complaint about a student or staff member's behavior, you should contact student services at studentservices@ibtcareers.com

Students with a complaint or grievance that is non-academic in nature should attempt to resolve the matter with the person at the school who is directly responsible for the problem.

If the matter cannot be resolved person to person, the student should file a written complaint with the administrator's office. The complaint will be reviewed and efforts to resolve the matter will be taken, headed by the administrative staff. Students will receive a reply within 10 days.

There is a table in the catalog for ease of finding the inbox for each department.

If the student has a complaint about the school itself. The student has the right to file a complaint with the state and other approval bodies for the school. Illinois Board of Higher Education can be reached either at the following physical or web-based address.

**1N. Old State Capitol Plaza
Suite 333 Springfield, IL 62701**

http://complaints.ibhe.org

SATISFACTORY ACADEMIC PROGRESS POLICY

Students are required to make academic progress toward completion of the program in which they enrolled. IBTCAREERS's SAP Policy has been designed to strengthen and reinforce the relationship that should exist between financial commitment and successful academic participation.

IBTCAREERS students must satisfy three standards to demonstrate satisfactory academic progress:

1. Achieve a minimum cumulative grade point average (CGPA) of 2.0.
2. Complete the entire program within a maximum of 150% of its scheduled length.
3. Maintain an attendance rate of 80% or above.

SAP STANDINGS AND PROCESS

Satisfactory academic progress is checked at three (2) points within the student's program: 50% and 75% of the total clock hours and instructional time (weeks) of that program. Standings are:

- Students who meet the standard are in Good Standing (GS)
- Students who do not meet the requirements are placed on Probation-1 (P1)
- Students on probation will be re-evaluated and fail SAP standards are placed on Probation-2 (P2)

MINIMUM GPA

Students whose GPA is less than 2.0 are considered not to be making satisfactory academic progress. Students must have a final CGPA of 2.0 to graduate.

MAXIMUM TIMEFRAME

The maximum time frame in which a student must complete his or her program cannot exceed 150% of the published length of the program. All clock hours attempted are used towards the maximum time frame allowance including repeated courses, failed courses, withdrawals and transferred hours will count as clock hours attempted toward the maximum time frame. All students must complete their program requirements within 150% of the time it normally takes to complete the certificate program (as measured in clock hours). Example: If your program requires 900 clock hours, you must complete your program by the time you attempt 1,350 clock hours (900 x 150% = 1,350).

Attendance Policy

IBTCAREERS has an 80% minimum attendance policy. Students whose attendance is less than 80% are considered not to be making 'satisfactory academic progress.' They will be placed on probation. Attendance is tracked in 15-minute increments digitally and via camera by faculty through academic engagement. A student who is late 15 min four times will lose one hour of classroom clock hours. If the student falls below the 80% mark, and we are unable to contact the student, they will be withdrawn from the program.

PROBATION POLICY

Students on probation will receive a written notification of probationary status(P1). Students are required to schedule a meeting with the Academic Director to jointly address and overcome any issues that may have led to probationary status. If the students fail to achieve good standing by the next Satisfactory Academic Progress check, the student will receive a second notice of probationary status (P2). The student will be required to schedule a meeting with the Academic Director and student services to jointly form an action plan to help address any issues that may have led to the probationary status. Students placed on probation statuses remain eligible to change training programs. Students who choose to change programs do not receive a change in SAP status.

DISMISSAL

If, at the SAP status check after P2, the student does not meet SAP standards, the student will be dismissed from the school.

DISMISSAL APPEALS

Students who do not meet IBTCAREERS's satisfactory academic progress requirements because of mitigating circumstances may submit an appeal. The appeal should include explanations of the circumstances that prevented the student from achieving satisfactory academic progress. The Academic Director may allow reinstatement or may require that the student be placed on an 'administrative leave of absence' up to 90 days. Upon readmission to the program, the student will remain on academic probation-P2 until they meet the satisfactory progress standards in the IBTCAREERS SAP policy. This decision is not subject to appeal.

CONDITIONS FOR APPEAL

Qualifying circumstances recognized as documentable reasons for SAP Suspension Appeal are:

- Injury or serious illness of the student or family member
- Loss of employment by student or family member
- Loss of housing
- Qualifying life event (divorce, birth, or death of family member)
- Natural disaster
- Military duty
- Required relocation
- Other unexpected circumstance(s) beyond the control of the student Supporting documentation (e.g., letters from employers, doctor's notes, receipts, court summons, military orders, lease documents, birth certificates, obituary notices) must be attached to the appeal form to verify that one or more of the qualifying circumstances above led to the suspension. An appeal may be denied for lack of documentation. Normal life and work circumstances are not grounds for an appeal.

REPEAT COURSES

Students who earn a final grade of D or F must meet with the Academic Director to discuss their options. The academic director will determine on a case-by-case basis whether the student must repeat the course to continue in the program.

Factors that the academic director will consider include:

- The student's overall academic performance
- The specific course that was failed
- The student's career and optional certification goals
- The location of the course in the program   The student's willingness to commit to completing the course successfully

If the academic director determines that the student must repeat the course, the student will be allowed to do so once at the student's own expense. The grade from the second attempt will replace the original grade on the student's transcript. The academic director will make this determination on a case-by-case basis.

APPEALS

Students who disagree with the academic director's decision may appeal the decision following the Grade Appeals procedure in the Catalog.

REFUNDS

CANCELLATIONS AND NO-SHOWS

An applicant accepted by IBTCAREERS who never attends class (no-show) or cancels the contract prior to the class start date, is considered a cancellation. Notification can be made to IBTCAREERS in any manner. All refunds due will be made within forty-five (45) calendar days of the first scheduled day of class or the date of cancellation, whichever is earlier minus the non-refundable application fee.

WITHDRAWALS

A student who voluntarily withdraws during the first seven days of the course will be considered a cancellation. All refunds due will be made within forty-five (45) calendar days of the first scheduled day of class or the date of cancellation, whichever is earlier minus the non-refundable application fee.

For an enrolled student, students may withdraw between weeks 2 and up through 50% of the course end date and will be refunded in accordance with the table below. No refunds are given after the 50% mark of the course. Students will receive a final grade of W.

Refunds are calculated using the last date of attendance (LDA) and are paid within forty five (45) calendar days from the documented date of determination (DOD). The date of determination is the date the student gives written or verbal notice of withdrawal to IBTCAREERS or the date the institution terminates the student, by applying the institution's attendance, conduct, or Satisfactory Academic Progress policy. If a student provides advanced notice of withdrawal such that the 45-day window for refund processing ends before the last date of attendance, the refund must be paid within forty-five (45) calendar days from the last date of attendance.

DETERMINATION OF WITHDRAWAL DATE

The student's withdrawal date is the last date of academic attendance as determined by the institution from its attendance records. Official and unofficial withdrawal dates will be determined using the federal regulation definition for a withdrawal date. The official date will be determined by the earlier of one of the following:

- Date the student provides official notification of intent to withdraw.
- Students who fail to officially withdraw and have missed 14 consecutive calendar days of course attendance are assumed to have withdrawn.
- Students who cannot be reached at the end of their approved Leave of Absence

WITHDRAWAL SCHEDULE

Should the student's enrolment be terminated, or should the student withdraw for any reason, all refunds will be made according to the student's last date of attendance (LDA).

TIMING OF STUDENT NOTICE OF TERMINATION	REFUND TO STUDENT	IBTCAREERS RETAINS
Prior to course start	100%	$100 Application fee
Day 1-7	90%	10% or<= $1000 and $100Application fee
Day 8-25% of program	75%	25%
26%-50%	50%	50%
51%-course end date	0	100%

CHARGES OTHER THAN TUITION

- Non-refundable application fee, $100
- Official Transcript request, $20

STUDENT SUPPORT SERVICES

Students need different types and levels of support depending on their unique situations and programs. IBTCAREERS has tutoring services available in both program content as well as study skills, time management and scheduling. If students are having difficulty with course content, they should first contact the instructor for their program to find out the instructor's availability for tutoring sessions. Tutors may also be other instructors, staff members or students who have already completed the course.

CAREER SERVICES

Some of the current services IBTCAREERS offers include:

- Career webinars and career counseling
- Job search strategies
- Career management and planning
- Resume and cover letter preparation
- Social media management
- Mock interviewing and practice sessions
- Military-to-civilian transition resume building
- Mentoring Seminars - Corporate Etiquette, Acing your first and last interview!
- Career Fairs

Graduates of IBTCAREERS are also provided an Alumni membership to our Career Services Program. They are welcome and encouraged to attend IBTCAREERS seminars and career fairs. Institute of Business & Technology Careers does not guarantee employment.

Points of Contact:
studentservices@ibtcareers.com

PROGRAM AWARD OF CERTIFICATE OF COMPLETION

A student must fulfill all program requirements and meet all obligations to the college to be awarded their Certificate of Completion. All final grades must be posted in addition to the criteria below being satisfied. The Certificate of Completion will automatically populate two weeks after the final course end date once these criteria are satisfied:

1. All required official high school and any postsecondary transcripts have been received by the College.
2. Complete all courses and all program requirements as specified in the effective catalog.
3. No final course grade is lower than a "C" unless a Course Repeat was taken. Exceptions to this requirement include a note on the student record from the Academic Director.
4. Complete program with a final Satisfactory Academic Progress status of Good Standing.
5. Satisfy all outstanding obligations, financial or otherwise, to the IBTCAREERS.

REQUESTING TRANSCRIPTS

Unofficial transcripts are available at the end of every course post grade postings. If a student wishes to request an official transcript, they submit a request in writing to studentservices@ibtcareers.com with the clearly printed address of each recipient and a $20 fee made out to IBTCAREERS for each request.

CLASS SIZES

The maximum number of students in a virtual classroom and laboratory situation for each program is twenty (20). Physical classroom spaces hold the number of students indicated in the facilities diagram. Maximum registrations are limited to those space allowances

CAREER PATHWAY PROGRAMS

WHAT ARE CAREER PATHWAY PROGRAMS?

"Career pathways programs offer a clear sequence, or pathway, of education coursework and/or training credentials aligned with employer-validated work readiness standards and competencies...training that is focused on the needs of high-demand industry sectors and occupations; regional collaboration focused on the skill needs of regional economies; and the establishment of career pathways systems that make it easier for all Americans to attain the skills and credentials needed for family-supporting jobs and careers." (USDE, WIOA, 2017). These programs are 900 clock hours at IBTCareers.

Students who enroll in Career Pathway Programs select a specialization area within their program which allows students to customize within the fields of Business Administration, Information Technology, Creative Design and Digital Arts, Business Management, or Healthcare, depending on their program. The benefits to this design are many.: WIOA aptly described the benefits of a general career pathway above. However, the ability for the vocational learner to choose a path within their path gives them more options to focus on specific skillsets, training, and optional certifications on their resumes.

Course Title	Clock Hours
Adobe Graphic Design & E-Learning Combo	288
Apple IOS & Android App Developer	288
Google Social Media Marketing & Administration	288
Business Management PMP Six Sigma, Agile & Scrum *Added Program *(Students can select various options to equal the program limit of 900 hours)	288
Hands-on Virtural and Software Labs	36
Total Clock hours	900

Simultaneously, each program and specialization were designed and developed with the maximum educational and vocational benefits to include employer-desired skills such as communication and lexicon within that field and intra-departmental teamworking skills specific to that field, so that IBTCareers' students become 'well-rounded employees. Graduates can also return to acquire an additional vocational certificate in a related pathway within that program. We believe in learning, employability, and advancement, at every stage of students' careers.

CAREER PATHWAY PROGRAM OPTIONS

Business Administration Career Program
- Business Administration – Salesforce, QuickBooks & MS Office
- Google Social Media Marketing & Administration

Business Management Career Program
- Business Management – PMP Six Sigma, Agile & Scrum
- Microsoft Data & Business Analyst

Creative & Digital Arts Career Program
- Adobe Graphic Design & E-Learning
- Apple IOS & Android App Developer

Health & Information Technology Career Program
- Medical Billing, Coding Patient Care Technician
- Business Administration – Salesforce, QuickBooks & MS Office

Information Technology Career Program
- Amazon Web Services Administrator & Architect
- Cisco CCNA/CCNP Combo
- Cyber Security & Certified Ethical Hacking
- IT Cloud - CompTIA, Microsoft & Cisco
- IT Security - CompTIA, Microsoft & AWS
- Microsoft Artificial Intelligence & Machine Learning

BUSINESS ADMINISTRATION CAREER PROGRAM Program Description:	The Business Administration Career Pathway is a comprehensive program designed to give job seekers and advancers the employment edge by providing them with training aligned to certifications in-demand industry business platforms and applications to showcase on their resumes: Salesforce, Google, QuickBooks, and Microsoft. Every course includes hands-on labs where students are guided by our industry-practicing instructors to provide real world experience and business connections directly from the classroom.
Pathway options:	• Business Administration Salesforce, QuickBooks & MS Office • Google Social Media Marketing & Administration *Students have the option of customizing their Career Program with other programs.
Career Titles:	Business Administrator, QuickBooks Administrator, Social media Administrator, CRM Administrator
Program-specific Entry Requirements:	Basic computer and software skills
Methods & Material:	Certified Instructor-led training, Hands-on experience (labs), Certified Materials (Online Available) 20-1 Student instructor Ratio
Program Length:	One Year Program: 48 Weeks Total Hours: 900
Cost:	Full Time Tuition & Fees $25,000 *Cost does not include the non-refundable application fee or third-party certification exam fees for those who choose to take exams. Course learning materials are embedded inside the Learning Management System and are included in the cost of tuition.
Optional Certification Goals:	• Salesforce Administrators (ADX201) • Intuit QuickBooks Certified User • Microsoft Office Specialist: Associate (Word Associate | Excel Associate | Outlook Associate) • Google Ads (Search | Display | AI-Powered Shopping ads | AI-Powered Performance Ads |Video | Apps | Creative | Grow Offline Sales | Measurement) • Google Analytics Certification
Vocational Objectives:	• Apply business administration principles and practices to real-workplace situations. • Demonstrate the ability to work as part of a team by communicating effectively, collaborating with others, and contributing to the success of the team • Prepare for a career or self-employment in the field of Business Administration, social media administration, CRM administration, or payroll administration
Program Curriculum:	See Course Sequencing and Program Award Policies in Catalog.

Course Program	Clock Hours
Business Administration Salesforce, QuickBooks & MS Office	288
Google Social Media Marketing & Administration	288
Extra Program *(Students can select various options to equal the program limit of 900 hours)	288
Hands-on Virtural and Software Labs	36
Total Clock hours	900

BUSINESS MANAGEMENT CAREER PROGRAM

BUSINESS MANAGEMENT CAREER PROGRAM Program Description:	The Business Management Career Pathway provides students with an opportunity to create a business pathway into the vast field of business management, with the edge of leading training platforms and methodologies that help businesses grow. Employment of project managers, business analysts, and process improvement specialists, is expected to grow 14 percent from 2018 to 2028, faster than that average for all occupations.
Pathway options:	• Business Administration Salesforce, QuickBooks & MS Office • Business Management PMP Six Sigma, Agile & Scrum • Microsoft Data & Business Analyst *Students have the option of customizing their Career Program with other programs.
Career Titles:	Project Manager, Business Analyst, Scrum Practitioner, Business Data Analyst
Program-specific Entry Requirements:	Basic Excel experience, Basic Computer and software skills For students wishing to take the optional certification exams PMP or PMI, the Project Management Institute requires specific prior experience leading projects within specific timeframes to sit for either of those exams.
Methods & Material:	Certified Instructor-led training, Hands-on experience (labs), Certified Materials (Online Available) 20-1 Student instructor Ratio
Program Length:	One Year Program: 48 Weeks Total Hours: 900
Cost:	Full Time Tuition & Fees $25,000 *Cost does not include the non-refundable application fee or third-party certification exam fees for those who choose to take exams. Course learning materials are embedded inside the Learning Management System and are included in the cost of tuition.
Optional Certification Goals:	CAPM	PMP	Six Sigma Green Belt	Agile	SCRUM	Power Platform Associate	Power BI Data Analyst
Vocational Objectives:	• Apply business principles and practices to real-world situations using in-demand tools, platforms, and technology. • Demonstrate the ability to lead and work as part of a team by communicating effectively, collaborating with others, and contributing to the success of the team. • To prepare for a career or self-employment in the field of project management, business analysis, or process improvement
Program Curriculum:	See Course Sequencing and Program Award Policies in Catalog.

Course Program	Clock Hours
Business Management PMP Six Sigma, Agile & Scrum	288
Business Administration Salesforce, QuickBooks & MS Office	288
Microsoft Data & Business Analyst *(Students can select various options to equal the program limit of 900 hours)	288
Hands-on Virtural and Software Labs	36
Total Clock hours	900

CREATIVE AND DIGITAL ARTS CAREER PROGRAM

CREATIVE AND DIGITAL ARTS CAREER PROGRAM Program Description:	The Creative and Digital Arts Career Program allows students to choose a focused pathway to choose between: Apple iOS & Android App Development and Adobe creative suite, while allowing the student to have supplemental skills in the other areas as well. Each of these areas engage the student in hands-on work in becoming career-prepared with real world work experience. In the Apple iOS and Android App Development program, students are also prepared by creating content and developing their own apps using these two operating systems. Rounding out the learning will be Java and Mobile App Development. Lastly, the Adobe Graphics Design & E-Learning program is designed to help students learn how to create, manage, and deliver relevant content in digital creative spaces.
Pathway options:	• Adobe Graphic Design & E-Learning Combo • Apple IOS & Android App Developer • Google Social Media Marketing & Administration *Students have the option of customizing their Career Program with other programs.
Career Titles:	Graphic Designer, E-Learning Specialist, iOS or Android App Developer, Software developer
Program-specific Entry Requirements:	Basic computer and software skills
Methods & Material:	Certified Instructor-led training, Hands-on experience (labs), Certified Materials (Online Available) 20-1 Student instructor Ratio
Program Length:	One Year Program: 48 Weeks Total Hours: 900
Cost:	Full Time Tuition & Fees $25,000 *Cost does not include the non-refundable application fee or third-party certification exam fees for those who choose to take exams. Course learning materials are embedded inside the Learning Management System and are included in the cost of tuition.
Optional Certification Goals:	Adobe ACP	Captivate	Photoshop	Illustrator	InDesign		Premier Pro	AWS Certified Developer Associate	Microsoft Certified: Azure Developer Associate Google Ads	Google Analytics Certification
Vocational Objectives:	• Apply graphic design principles to real world creative projects and situations. • Demonstrate the ability to work as part of a creative team by communicating effectively, collaborating with others, and contributing to the success of the team. • To develop a strong portfolio of work that showcases skills and creativity for employment. • To prepare for a career or self-employment in the field of creative arts
Program Curriculum:	See Course Sequencing and Program Award Policies in Catalog.

Course Program	Clock Hours
Adobe Graphic Design & E-Learning Combo	288
Apple IOS & Android App Developer	288
Google Social Media Marketing & Administration	288
Hands-on Virtural and Software Labs	36
Total Clock hours	900

HEALTH AND INFORMATION TECHNOLOGY CAREER PROGRAM Program Description:	The Health and Information Technology Career Program provides students with exposure to electronic systems healthcare professionals and patients use to store, share and analyze health information. This career pathway provides students with medical terminology, coding and billing, and patient care knowledge aligned with the content in the certification exams. From there, students in this pathway train on the in-demand health CRM software that enables hospitals and private medical practices to manage their interactions with their patients, employees, caregivers, and suppliers.
Pathway options:	• Medical Billing, Coding & Patient Care Technician • Business Administration – Salesforce, QuickBooks & MS Office 　*Students have the option of customizing their Career Program with other programs.
Career Titles:	Medical Billing Specialist, Insurance Coding Specialist, Patient Care Technician
Program-specific Entry Requirements:	Basic computer and software skills For students wishing to take the optional certification exam for Certified Patient Care Technician, the certification body has an eligibility requirement that one must have completed a PCT training or education course within the last five years.
Methods & Material:	Certified Instructor-led training, Hands-on experience (labs), Certified Materials (Online Available) 20-1 Student instructor Ratio
Program Length:	One Year Program: 48 Weeks Total Hours: 900
Cost:	Full Time Tuition & Fees $25,000 *Cost does not include the non-refundable application fee or third-party certification exam fees for those who choose to take exams. Course learning materials are embedded inside the Learning Management System and are included in the cost of tuition.
Optional Certification Goals:	Billing (AAPC)	Medical Coding (CPC)	PCT (Patient Care Technician) CPCT/A	Salesforce Administrators (ADX201)
Vocational Objectives:	• Develop knowledge and skills for accurately submitting medical claims, completing billing forms, and coding medical procedures and diagnoses using the appropriate coding systems. • Demonstrate proficiency in the use of the latest healthcare software, platforms, and technology relevant to healthcare workplace situations. • Demonstrate the ability to work as part of a team by communicating effectively, collaborating with others, and contributing to the success of the healthcare team, including patient care.
Program Curriculum:	See Course Sequencing and Program Award Policies in Catalog.

Course Program	Clock Hours
Medical Billing, Coding & Patient Care Technician	288
Business Administration Salesforce, QuickBooks & MS Office	288
Extra Program *(Students can select various options to equal the program limit of 900 hours)	288
Hands-on Virtural and Software Labs	36
Total Clock hours	900

INFORMATION TECHNOLOGY CAREER PROGRAM Program Description:	The Information Technology Career Pathway provides students with an opportunity to create a focused career path into the vast field of IT by selecting an in-demand specialty area within this program from networking, ethical hacking, security, cloud computing and architecture, or artificial intelligence and machine learning. After taking their core-foundational courses, and choosing their focus area, students will be exposed to embedded practice projects doing in real cross- functional IT team situations readying them for employment in the most holistic way possible.
Pathway options:	• Amazon Web Services Administrator & Architect • Cisco CCNA/CCNP Combo • Cyber Security & Certified Ethical Hacking • IT Cloud - CompTIA, Microsoft & Cisco • IT Security - CompTIA, Microsoft & AWS • Microsoft Artificial Intelligence & Machine Learning 　*Students have the option of customizing their Career Program with other programs.
Career Titles:	Network Administrator, Network Engineer, Server Administrator, Cloud Engineer, Solutions Architect, Security Administrator, Solutions Analyst, Ethical Hacker
Program-specific Entry Requirements:	Basic knowledge of operating systems, Basic Computer and software skills For students who wish to take the optional certification Microsoft Certified: Power BI Data Analyst Associate, Microsoft requires at least six months of experience in data analysis and visualization to sit for the exam. See Microsoft website for additional requirements and speak to your career mentor. For students who wish to take optional certifications, the certification bodies may have additional recommendations.
Methods & Material:	Certified Instructor-led training, Hands-on experience (labs), Certified Materials (Online Available) 20-1 Student instructor Ratio
Program Length:	One Year Program: 48 Weeks Total Hours: 900
Cost:	Full Time Tuition & Fees $25,000 *Cost does not include the non-refundable application fee or third-party certification exam fees for those who choose to take exams. Course learning materials are embedded inside the Learning Management System and are included in the cost of tuition.
Optional Certification Goals:	AWS Certified (Cloud Practitioner | SysOps Administrator | Solutions Architect) |Cisco Certified (CCNA	CCNP-ENCOR	CCNP-Routing	CCNP-Security	CSX Cybersecurity Practitioner Certification (CSX-P)	EC Council Certified Ethical Hacker (CEH)	CompTIA (Cloud+ | Security+)	Microsoft Certified: (Azure Security Engineer Associate | Azure AI Engineer Associate | Azure AI Fundamentals | Customer Data Platform Specialty |Azure Data Scientist Associate | Azure Administrator Associate)
Vocational Objectives:	• Apply IT principles and practices to real-world situations using in-demand tools, platforms, and technology. • Demonstrate the ability to lead and work as part of an information technology team by communicating effectively, collaborating with others, and contributing to the success of the team. • To prepare for a career or self-employment in the field of network administration, system administration and design, or IT security
Program Curriculum:	See Course Sequencing and Program Award Policies in Catalog.

Course Program	Clock Hours
Cisco CCNA/CCNP Combo	288
IT Cloud - CompTIA, Microsoft & Cisco	288
IT Security - CompTIA, Microsoft & AWS *(Students can select various options to equal the program limit of 900 hours)	288
Hands-on Virtural and Software Labs	36
Total Clock hours	900

STANDARD VOCATIONAL PROGRAMS

IBTCareers created Standard Vocational Programs to give students a choice of shorter length training than the Career Pathway programs. The program length corresponds to less coursework in the program, and lower program cost. These Standard Vocational Programs are intentionally the same areas of specialization embedded as choices within the Career Pathways Program. In the most student-centric way, standard vocational programs are often stackable within the same career pathway.

STANDARD VOCATIONAL PROGRAM OPTIONS

- Business Administration - Salesforce, QuickBooks & MS Office
- Google Social Media Marketing & Administration
- Business Management - PMP Six Sigma, Agile & Scrum
- Microsoft Data & Business Analyst
- Adobe Graphic Design & E-Learning Combo
- Apple IOS & Android App Developer
- Amazon Web Services Admin & Architect
- Cisco CCNA & CCNP Combo
- Cyber Security & Certified Ethical Hacking
- IT Cloud - CompTIA, Microsoft & Cisco
- IT Security - CompTIA, Microsoft & AWS
- Microsoft Artificial Intelligence & Machine Learning
- Medical Coding, Billing & Patient Care Technician

ADOBE GRAPHICS DESIGN & E-LEARNING COMBO Program Description:	Adobe Expert Certification (ACE) is for creativities pursuing a career in design, who utilizing Adobe Creative Suite programs such as Photoshop, InDesign, Illustrator and Dreamweaver! A certification in Adobe Captivate is for eLearning practitioners, who have basic to advanced level proficiency in instructional design and eLearning course-creation workflows.
Career Titles:	Graphic Designer, Web Content Designer, UserInterface Designer(UI), Creative Content Director, E-Learning Specialist
Program-specific Entry Requirements:	High school or GED Basic Computer skills
Methods & Material:	Certified Instructor-led training, Hands-on experience (labs), Certified Materials (Online Available) 20-1 Student instructor Ratio
Program Length:	Part Time: 144 Hrs Full Time: 288 Hrs
Cost:	Part Time: $8,500 Full Time: $12,500 *Cost does not include the non-refundable application fee or third-party certification exam fees for those who choose to take exams. Course learning materials are embedded inside the Learning Management System and are included in the cost of tuition.
Optional Certification Goals:	Adobe ACP	Captivate	Photoshop	Illustrator	InDesign	Premier Pro
Vocational Objectives:	• Training in high demand technology platforms & applications. • Find employment in a desired or related field. • Apply graphic design principles to real world projects and situations. • To develop a strong portfolio of work that showcases skills and creativity for employment • To prepare for a career or self-employment in the field of graphic design.
Program Curriculum:	See Course Sequencing and Program Award Policies in Catalog.

Course Title	Full Time Clock Hours	Part Time Clock Hours
Adobe Professional: Photoshop	72	32
Adobe Professional: Illustrator	72	32
Adobe Professional: InDesign	72	32
Adobe Professional: Premiere Pro Intensive	72	32
Adobe Professional: Captivate *(Students can select various options to equal the program limit of 288 hours)	72	32
Total Clock hours	288	144

AMAZON WEB SERVICES, ADMIN & ARCHITECT Program Description:	Amazon Web Services is a secure cloud services platform, the certification is for individuals who perform a Solutions Architect role.
Occupations:	AWS Administrator, AWS Solutions Architect, Cloud Solutions Engineer & Network & Systems Administrators
Program-specific Entry Requirements:	Knowledge of Operating Systems & networking
Methods & Material:	Certified Instructor-led training, Hands-on experience (labs), Certified Materials (Online Available) 20-1 Student instructor Ratio
Program Length:	Part Time: 144 Hrs Full Time: 288 Hrs
Cost:	Part Time: $8,500 Full Time: $12,500 *Cost does not include the non-refundable application fee or third-party certification exam fees for those who choose to take exams. Course learning materials are embedded inside the Learning Management System and are included in the cost of tuition.
Optional Certification Goals:	AWS Administrator	AWS Architect	AWS Administrator, AWS Architect, AWS Certified Cloud Practitioner, AWS Certified SysOps Administrator, AWS Certified Solutions Architect
Vocational Objectives:	• Training in high demand technology platforms & applications. • Find employment in a desired or related field. • Demonstrate the ability to work as part of a team by communicating effectively, collaborating with others, and contributing to the success of the team • Apply training in cloud architecture concepts and technologies learned to real-workplace and world situations.
Program Curriculum:	See Course Sequencing and Program Award Policies in Catalog.

Course Title	Full Time Clock Hours	Part Time Clock Hours
AWS Cloud Practitioner	72	36
AWS SysOps Administrator	72	36
AWS Solutions Architect *(Students can select various options to equal the program limit of 288 hours)	144	72
Total Clock hours	288	144

APPLE IOS & ANDROID APP DEVELOPER Program Description:	As a iOS or Android App developer, you will learn how to craft high quality apps by learning how to develop, test, and update apps. The Microsoft Azure Developer Certification is for Azure Developers partner with cloud solution architects, cloud DBAs, cloud administrators, and clients to implement solution. AWS Certification helps professionals highlight in-demand skills and organizations build effective, innovative teams for cloud initiatives using AWS.
Occupations:	iOS & Android App Developer, AWS Certified Developer, & Microsoft Certified Azure Developer
Program-specific Entry Requirements:	High school or GED Basic Computer skills
Methods & Material:	Certified Instructor-led training, Hands-on experience (labs), Certified Materials (Online Available) 20-1 Student instructor Ratio
Program Length:	Part Time: 144 Hrs Full Time: 288 Hrs
Cost:	Part Time: $8,500 Full Time: $12,500 *Cost does not include the non-refundable application fee or third-party certification exam fees for those who choose to take exams. Course learning materials are embedded inside the Learning Management System and are included in the cost of tuition.
Optional Certification Goals:	Training Certificate of Completion	AWS Certified Developer	Microsoft Certified Azure Developer
Vocational Objectives:	• Training in high demand technology platforms & applications. • Find employment in a desired or related field. • Demonstrate the ability to work as part of a team by communicating effectively, collaborating with others, and contributing to the success of the team. • Prepare for a career in mobile app development, cloud computing, or related fields such as Mobile App Developer, Application Developer.
Program Curriculum:	See Course Sequencing and Program Award Policies in Catalog.

Course Title	Full Time Clock Hours	Part Time Clock Hours
Java Coding Basics / Android App Dev	72	36
IOS Objective Coding Basics / IOS App Development	72	36
AWS Software Development	72	36
Microsoft Software Development *(Students can select various options to equal the program limit of 288 hours)	72	36
Total Clock hours	288	144

BUSINESS ADMINISTRATION SALESFORCE, QUICKBOOKS & MS OFFICE COMBO

BUSINESS ADMINISTRATION SALESFORCE, QUICKBOOKS & MS OFFICE COMBO Program Description:	Office Specialists use programs such as Word and Excel to function effectively as administrative assistants, as office managers, and in many other positions that require day-to-day problem-solving skills. As more and more employers begin looking for verification of employee software skills, you have no better way to stand out from the crowd than to show your credentials as a specialist in the software that a job requires.
Occupations:	Business Administrator, Quickbooks Administrator, Social Media Administrator, Salesforce Administrator
Program-specific Entry Requirements:	Basic computer and software skills
Methods & Material:	Certified Instructor-led training, Hands-on experience (labs), Certified Materials (Online Available) 20-1 Student instructor Ratio
Program Length:	Part Time: 144 Hrs Full Time: 288 Hrs
Cost:	Part Time: $8,500 Full Time: $12,500 *Cost does not include the non-refundable application fee or third-party certification exam fees for those who choose to take exams. Course learning materials are embedded inside the Learning Management System and are included in the cost of tuition.
Optional Certification Goals:	Salesforce Admin | Quickbooks Certified User | MS Office Certified (MOS)
Vocational Objectives:	• Apply business administration principles and practices to real-workplace situations. • Demonstrate the ability to work as part of a team by communicating effectively, collaborating with others, and contributing to the success of the team • Prepare for a career or self-employment in the field of business administration, social media administration, CRM administration, or payroll administration
Program Curriculum:	See Course Sequencing and Program Award Policies in Catalog.

Course Title	Full Time Clock Hours	Part Time Clock Hours
MS Word / MS Outlook	72	36
MS Excel	72	36
Quick Books Online	72	36
Business Administration Salesforce, QuickBooks & MS Office *(Students can select various options to equal the program limit of 288 hours)	72	36
Total Clock hours	288	144

BUSINESS MANAGEMENT PMP SIX SIGMA, AGILE & SCRUM

BUSINESS MANAGEMENT PMP SIX SIGMA, AGILE & SCRUM Program Description:	PMP Certification is the profession's most globally recognized and respected certification credential. The PMP designation following your name tells current and potential employers that you have a solid foundation of project management knowledge that can be readily applied in the workplace. The Six Sigma Greenbelt is a national recognized certification. the course and training program encompasses all aspects of running a Six Sigma project. Six Sigma is one of the highest standards for companies and individuals to achieve.
Occupations:	Project Manager, Business Analyst, Scrum Practitioner, Business Data Analyst
Program-specific Entry Requirements:	Basic computer and software skills. For students wishing to take the optional certification exams PMP or PMI, the Project Management Institute requires specific prior experience leading projects within specific timeframes to sit for either of those exams.
Methods & Material:	Certified Instructor-led training, Hands-on experience (labs), Certified Materials (Online Available) 20-1 Student instructor Ratio
Program Length:	Part Time: 144 Hrs Full Time: 288 Hrs
Cost:	Part Time: $8,500 Full Time: $12,500 *Cost does not include the non-refundable application fee or third-party certification exam fees for those who choose to take exams. Course learning materials are embedded inside the Learning Management System and are included in the cost of tuition.
Optional Certification Goals:	CAPM | PMP | Six Sigma Green Belt | Agile | SCRUM
Vocational Objectives:	• Apply business principles and practices to real-world situations using in-demand tools, platforms, and technology. • Demonstrate the ability to lead and work as part of a team by communicating effectively, collaborating with others, and contributing to the success of the team. • To prepare for a career or self-employment in the field of project management, business analysis, or process improvement
Program Curriculum:	See Course Sequencing and Program Award Policies in Catalog.

Course Title	Full Time Clock Hours	Part Time Clock Hours
Project Management	144	72
Six Sigma Green Belt	144	72
Agile Practitioner / SCRUM *(Students can select various options to equal the program limit of 288 hours)	144	72
Total Clock hours	288	144

CISCO CCNA & CCNP COMBO

CISCO CCNA & CCNP COMBO Program Description:	The Cisco Certified Network Associate certification validates the ability to install, configure, operate, and troubleshoot medium-size routed and switched networks, including imple-mentation and verification of connections to remote sites in a WAN. The Cisco Certified Network Professional certification validates a network professional's ability to install, configure and troubleshoot converged local and wide area networks. Network Professionals who achieve the CCNP have demonstrate skills required to manage the routers and switches that form the network core, wireless, and security into the network.
Occupations:	LAN Administrator, Cisco Engineer, Network Administrator
Program-specific Entry Requirements:	Basic computer and software skills
Methods & Material:	Certified Instructor-led training, Hands-on experience (labs), Certified Materials (Online Available) 20-1 Student instructor Ratio
Program Length:	Part Time: 144 Hrs Full Time: 288 Hrs
Cost:	Part Time: $8,500 Full Time: $12,500 *Cost does not include the non-refundable application fee or third-party certification exam fees for those who choose to take exams. Course learning materials are embedded inside the Learning Management System and are included in the cost of tuition.
Optional Certification Goals:	CCNA | CCNP (Routing) | CCNP (ENCOR)
Vocational Objectives:	• Demonstrate proficiency in the use of the latest software, platforms, and technology relevant to the IT field to gain a related career position in networking • Apply training in networking concepts and technologies learned to real-workplace and world situations. • Demonstrate the ability to work as part of a team by communicating effectively, collaborating with others, and contributing to the success of the team
Program Curriculum:	See Course Sequencing and Program Award Policies in Catalog.

Course Title	Full Time Clock Hours	Part Time Clock Hours
Cisco Certified Network Associate (CCNA)	144	72
CCNP - Core and CCNP - Routing (Combined) *(Students can select various options to equal the program limit of 288 hours)	144	72
Total Clock hours	288	144

CYBER SECURITY & CERTIFIED ETHICAL HACKING

CYBER SECURITY & CERTIFIED ETHICAL HACKING Program Description:	With CSX Certification you will be able to defend your organization against cyber threats and validate skills critical to real-world cybersecurity scenarios. As a Certified Ethical Hacker, you will learn the latest commercial-grade hacking tools, techniques, and methodologies used by hackers and information security professionals to lawfully hack an organization.
Occupations:	Certified Ethical Hacker, Cyber Security Analyst & Information Security Analyst
Program-specific Entry Requirements:	Previous experience or certification in IT Security
Methods & Material:	Certified Instructor-led training, Hands-on experience (labs), Certified Materials (Online Available) 20-1 Student instructor Ratio
Program Length:	Part Time: 144 Hrs Full Time: 288 Hrs
Cost:	Part Time: $8,500 Full Time: $12,500 *Cost does not include the non-refundable application fee or third-party certification exam fees for those who choose to take exams. Course learning materials are embedded inside the Learning Management System and are included in the cost of tuition.
Optional Certification Goals:	*Pending vendor approval
Vocational Objectives:	• Demonstrate proficiency in the use of the latest software, platforms, and technology relevant to the Information technology field to gain a related career position in cyber security and ethical hacking • Apply training in cyber security and ethical hacking concepts and technologies learned to real-workplace and world situations. • Demonstrate the ability to work as part of a team by communicating effectively, collaborating with others, and contributing to the success of the team
Program Curriculum:	See Course Sequencing and Program Award Policies in Catalog.

Course Title	Full Time Clock Hours	Part Time Clock Hours
Cyber Security	144	72
Cert Ethical Hacker *(Students can select various options to equal the program limit of 288 hours)	144	72
Total Clock hours	288	144

GOOGLE SOCIAL MEDIA MARKETING & ADMINISTRATION Program Description:	The Google AdWords and Analytics certifications are professional accreditations that Google offers to individuals who demonstrate proficiency in basic and advanced aspects of AdWords and Analytics. Why get certified? An AdWords or Analytics certification allows you to demonstrate that Google recognizes you as an online advertising and Analytics professional.
Occupations:	Social Media Administrator | Social Media Analyst | Digital Marketing Analyst | SEO Manager | Content Manager
Program-specific Entry Requirements:	Basic computer and software skills
Methods & Material:	Certified Instructor-led training, Hands-on experience (labs), Certified Materials (Online Available) 20-1 Student instructor Ratio
Program Length:	Part Time: 144 Hrs Full Time: 288 Hrs
Cost:	Part Time: $8,500 Full Time: $12,500 *Cost does not include the non-refundable application fee or third-party certification exam fees for those who choose to take exams. Course learning materials are embedded inside the Learning Management System and are included in the cost of tuition.
Optional Certification Goals:	Adwords | Analytics | AI-Powered Performance Ads Certification | Grow Offline Sales Certification | Google Ads Creative Certification
Vocational Objectives:	• Apply business administration principles and practices to real-workplace situations. • Demonstrate the ability to work as part of a team by communicating effectively, collaborating with others, and contributing to the success of the team • Prepare for a career or self-employment in the field of online advertising
Program Curriculum:	See Course Sequencing and Program Award Policies in Catalog.

Course Title	Full Time Clock Hours	Part Time Clock Hours
Google Social Media Marketing & Administration	144	72
Business Administration Salesforce, QuickBooks & MS Office *(Students can select various options to equal the program limit of 288 hours)	144	72
Total Clock hours	288	144

IT CLOUD – COMPTIA, MICROSOFT & CISCO Program Description:	Demonstrate your essential skills and breakthrough insights in developing and maintaining the next wave of mission-critical enviroments in Microsoft. CompTIA+ is a performance-based certification that supports the ability to connect users to the data needed to do their jobs regardless what device used. Microsoft Azure Administrator implements, manages, and monitors identity, governance, storage, compute, and virtual networks in a cloud environment.
Occupations:	Computer Repair Technician, Microsoft Server Administrator, Microsoft Domain Administrator , Comptia A+ Service Technician
Program-specific Entry Requirements:	Basic computer and software skills For students who wish to take the optional certification exams from Microsoft Certified: Administrator Associate, they have additional recommendations to sit for their exam. For students who wish to take the optional certification exam from CompTIA Cloud+, they have additional recommendations to sit for their exam.
Methods & Material:	Certified Instructor-led training, Hands-on experience (labs), Certified Materials (Online Available) 20-1 Student instructor Ratio
Program Length:	Part Time: 144 Hrs Full Time: 288 Hrs
Cost:	Part Time: $8,500 Full Time: $12,500 *Cost does not include the non-refundable application fee or third-party certification exam fees for those who choose to take exams. Course learning materials are embedded inside the Learning Management System and are included in the cost of tuition.
Optional Certification Goals:	CompTIA Cloud+ | Microsoft IT Cloud | Cisco Cloud
Vocational Objectives:	• Demonstrate the basic skills necessary to perform core security functions and pursue an IT security career • Perform the following skills: implement security controls and threat protection, managing identity and access, and protecting data, applications, and networks in cloud and hybrid environments as part of an end-to-end infrastructure.
Program Curriculum:	See Course Sequencing and Program Award Policies in Catalog.

Course Title	Full Time Clock Hours	Part Time Clock Hours
CompTIA IT Cloud	144	72
Microsoft IT Cloud *(Students can select various options to equal the program limit of 288 hours)	144	72
Total Clock hours	288	144

IT SECURITY - COMPTIA, MICROSOFT & AWS Program Description:	Cyberattacks have grown in frequency, and analysts are needed to come up with solutions to prevent hackers from stealing information or creating problems on networks. Certification establishes the core knowledge required of any cybersecurity role and provides a springboard to intermediate-level cybersecurity jobs.
Occupations:	Information Security Analysts, Systems Administrator, & CompTIA S+ Certified Cyber Security Analyst
Program-specific Entry Requirements:	Basic computer and software skills For students who wish to take the optional certification exams from Microsoft Certified: Azure Administrator Associate, they have additional recommendations to sit for their exam. For students who wish to take the optional certification exam from CompTIA Cloud+, they have additional recommendations to sit for their exam.
Methods & Material:	Certified Instructor-led training, Hands-on experience (labs), Certified Materials (Online Available) 20-1 Student instructor Ratio
Program Length:	Part Time: 144 Hrs Full Time: 288 Hrs
Cost:	Part Time: $8,500 Full Time: $12,500 *Cost does not include the non-refundable application fee or third-party certification exam fees for those who choose to take exams. Course learning materials are embedded inside the Learning Management System and are included in the cost of tuition.
Optional Certification Goals:	CompTIA S+	Microsoft Security	AWS Security
Vocational Objectives:	• Demonstrate proficiency in the use of the latest software, platforms, and technology relevant to the Information Technology field to gain a related career position in IT Security • Apply training in IT Security concepts and technologies learned to real-workplace and world situations. • Demonstrate the ability to work as part of a team by communicating effectively, collaborating with others, and contributing to the success of the team
Program Curriculum:	See Course Sequencing and Program Award Policies in Catalog.

Course Title	Full Time Clock Hours	Part Time Clock Hours
CompTIA Sec+	72	36
Microsoft IT Sec	72	36
AWS Security *(Students can select various options to equal the program limit of 288 hours)	144	72
Total Clock hours	288	144

MEDICAL BILLING, CODING & PATIENT CARE TECHNICIAN Program Description:	This program is designed to provide students with the knowledge and skills they need to assist in the care of patient records in a variety of healthcare settings, including hospitals, clinics, and physician offices. Students will learn about medical terminology, anatomy and physiology, healthcare law and ethics, medical coding, and patient care procedures.
Occupations:	IT Health Technician, Medical Billing Coder, Insurance Billing Specialist
Program-specific Entry Requirements:	Basic computer and software skills For students wishing to take the optional certification exam for Patient Care Technician, the certification body has an eligibility requirement that one must have completed a PCT training or education course within the last five years.
Methods & Material:	Certified Instructor-led training, Hands-on experience (labs), Certified Materials (Online Available) 20-1 Student instructor Ratio
Program Length:	Part Time: 144 Hrs Full Time: 288 Hrs
Cost:	Part Time: $8,500 Full Time: $12,500 *Cost does not include the non-refundable application fee or third-party certification exam fees for those who choose to take exams. Course learning materials are embedded inside the Learning Management System and are included in the cost of tuition.
Optional Certification Goals:	Billing (AAPC)	Medical Coding (CPC)	PCT (Patient Care Technician) CPCT/A	
Vocational Objectives:	• Develop knowledge and skills for accurately submitting medical claims, completing billing forms, and coding medical procedures and diagnoses using the appropriate coding systems. • Demonstrate proficiency in the use of the latest healthcare software, platforms, and technology relevant to healthcare workplace situations. • Demonstrate the ability to work as part of a team by communicating effectively, collaborating with others, and contributing to the success of the healthcare team, including patient care. • To prepare for a career or self-employment in
Program Curriculum:	See Course Sequencing and Program Award Policies in Catalog.

Course Title	Full Time Clock Hours	Part Time Clock Hours
Professional Coder / Medical Terminology, Structure, and Pharmacology Foundations	72	36
Professional Biller	72	36
Patient Care Technician	72	36
Business Administration - Salesforce, QuickBooks & MS Office *(Students can select various options to equal the program limit of 288 hours)	72	36
Total Clock hours	288	144

MICROSOFT ARTIFICIAL INTELLIGENCE & MACHINE LEARNING

Program Description:	Microsoft Azure AI engineers build, manage, and deploy AI solutions that make the most of Azure Cognitive Services and Azure services. Their responsibilities include participating in all phases of AI solutions development—from requirements definition and design to development, deployment, integration, maintenance, performance tuning, and monitoring. The Customer Data Platform Specialty certification is for candidates whose specialty is implementing solutions that provide insight into customer profiles and that track engagement activities to help improve customer our specialty is implementing experiences and increase customer retention.
Occupations:	AI Specialist, Microsoft AI Engineers, Operations Research Analysts, Data Analyst, Microsoft Data Science Engineer, Machine Learning Associate
Program Entry Prerequisites:	Some experience recommended. Discuss with career counselor prior to application.
Methods & Material:	Certified Instructor-led training, Hands-on experience (labs), Certified Materials (Online Available) 20-1 Student instructor Ratio
Program Length:	Part Time: 144 Hrs Full Time: 288 Hrs
Cost:	Part Time: $8,500 Full Time: $12,500 *Cost does not include the non-refundable application fee or third-party certification exam fees for those who choose to take exams. Course learning materials are embedded inside the Learning Management System and are included in the cost of tuition.
Optional Certification Goals:	MS AI Fundamentals (AI-900) | MS AI Engineer Associate (AI-102) | Azure Data Scientist Associate (DP-100) | Customer Data Platform Specialty (MB-260)
Vocational Objectives:	• Demonstrate proficiency in the use of the latest software, platforms, and technology relevant to their chosen field for use in real workplace situations. • Demonstrate the ability to work as part of a team by communicating effectively, collaborating with others, and contributing to the success of the team. • To prepare for a career or self-employment in the field of AI as a Business Analyst, AI Data Analyst, or similar.
Program Curriculum:	See Course Sequencing and Program Award Policies in Catalog.

Course Title	Full Time Clock Hours	Part Time Clock Hours
Azure AI Fundamentals	144	72
Azure AI Engineer	144	72
Microsoft Azure Machine Learning	144	72
Microsoft Azure Data Science *(Students can select various options to equal the program limit of 288 hours)	144	72
Total Clock hours	288	144

MICROSOFT DATA & BUSINESS ANALYST

Program Description:	This program is designed to provide participants with the skills of data analysts. data analysts enable businesses to maximize the value of their data assets by using Microsoft Power BI. As a subject matter expert, data analysts are responsible for designing and building scalable data models, cleaning and transforming data, and enabling advanced analytic capabilities that provide meaningful business value through easy-to-comprehend data visualizations.
Occupations:	CRM Consultant, IT Consultant, Data Analyst Associate & Business Analyst
Program Entry Prerequisites:	Basic computer and software skills For students who wish to take the optional certification Microsoft Certified: Power BI Data Analyst Associate exam, Microsoft requires at least six months of experience in data analysis and visualization to sit for the exam. See Microsoft website for additional requirements and speak to your career mentor.
Methods & Material:	Certified Instructor-led training, Hands-on experience (labs), Certified Materials (Online Available) 20-1 Student instructor Ratio
Program Length:	Part Time: 144 Hrs Full Time: 288 Hrs
Cost:	Part Time: $8,500 Full Time: $12,500 *Cost does not include the non-refundable application fee or third-party certification exam fees for those who choose to take exams. Course learning materials are embedded inside the Learning Management System and are included in the cost of tuition.
Optional Certification Goals:	Power Platform Associate | Power BI Data Analyst
Vocational Objectives:	• Demonstrate proficiency in the use of the latest software, platforms, and technology relevant to the IT field to gain a related career position in cloud solutions architecture roles • Apply training in cloud architecture concepts and technologies learned to real-workplace and world situations. • Demonstrate the ability to work as part of a team by communicating effectively, collaborating with others, and contributing to the success of the team
Program Curriculum:	See Course Sequencing and Program Award Policies in Catalog.

Course Title	Full Time Clock Hours	Part Time Clock Hours
Microsoft Data Analyst	144	72
Microsoft Power Platform *(Students can select various options to equal the program limit of 288 hours)	144	72
Total Clock hours	288	144

Industry Certification Disclaimer

'Industry certification is a personal choice, goal and achievement of each individual student. IBTCareers cannot force taking or guarantee passing of certification exams.

ESL (ENGLISH AS A SECOND LANGUAGE) Program Description:	Learning a new language is a great way to exercise your brain open new professional doors and challenge yourself. This course is designed for learners with little to no prior knowledge of the English language. Interactive activities will guide you as you learn to speak and comprehend English. For learners with a very basic knowledge of English this interactive course will take you beyond basic introductions as you learn to speak more freely on familiar topics and begin to express preferences and opinions. Building on your English language skills you will help you to understand increasingly complex conversations and texts and to communicate with growing confidence in most every day and some business situations.
Program Length:	12 Months, 900 Hours
Program Entry Prerequisites:	High School, GED or Native Country Equivalent
Training Topics	LI Beginning ESL Literacy (BL) L1 Low Beginning ESL(LB) L1 High Beginning ESL (HB) 2 Low Intermediate ESL (LI)
Methods & Material:	Certified Instructor-led training, Hands-on experience (labs), Certified Materials (Online Available) 20-1 Student instructor Ratio
Certification Goal:	TOEFL or IELTS
Cost:	Cost Per Module: 1,500 Total Cost: 9,000 (Training Materials Included in Pricing Exams not Included)

ESL (ENGLISH AS A SECOND LANGUAGE) ADVANCED Program Description:	In this interactive course you will work towards becoming fluent in most situations. You will explore a variety of business topics which will enable you to practice both concrete and abstract topics. It also focuses on helping you to increase your ability to use English without strain and produce clear detailed and spontaneous language during a wide variety of scenarios and on more specialist topics. Lastly you will explore detailed texts and conversations on complex subjects to advance your ability to use English naturally flexibly and effectively for social academic and professional purposes.
Program Length:	6 Months, 450 Hours
Program Entry Prerequisites:	High School, GED or Native Country Equivalent
Training Topics	High Intermediate ESL (HI) Advanced ESL (AE)
Methods & Material:	Certified Instructor-led training, Hands-on experience (labs), Certified Materials (Online Available) 20-1 Student instructor Ratio
Certification Goal:	TOEFL or IELTS
Cost:	Cost Per Module: 1,500 Total Cost: 9,000 (Training Materials Included in Pricing Exams not Included)

ACCET DOCUMENT

NOTICE TO STUDENTS: ACCET COMPLAINT PROCEDURE FOR INSTITUTIONS APPLYING FOR ACCET ACCREDITATION

This institution is seeking accreditation with the Accrediting Council for Continuing Education & Training (ACCET). To this end, the institution has applied for accreditation and will subsequently submit a self-study and have an on-site team visit to determine whether it meets ACCET's Standards for Accreditation. It is the mutual goal of ACCET and the institution to ensure that quality educational training programs are provided.

When issues arise, students should make every attempt to find a fair and reasonable solution through the institution's internal complaint procedure. This is required by ACCET and frequently requires the submission of a written complaint. Refer to the institution's written complaint procedure published in the institution's catalog or otherwise available from the institution, upon request. Note that ACCET will process complaints that involve ACCET standards and policies and, therefore, are within the scope of the accrediting agency.

If a student has used the institution's formal student complaint procedure, and the issue has not been resolved, the student has the right and is encouraged to submit a complaint to ACCET in writing via the online form on the ACCET website (https://accet.org/about-us/contact-us). The online form will require the following information:

1. Name and location of the ACCET institution
2. A detailed description of the alleged problem(s)
3. The approximate date(s) that the problem(s) occurred
4. The names and titles/positions of all persons involved in the problem(s), including faculty, staff, and/or other students
5. What was previously done to resolve the complaint, along with evidence demonstrating that the institution's complaint procedure was followed prior to contacting ACCET
6. The name, email address, telephone number, and mailing address of the complainant. If the complainant specifically requests that anonymity be maintained, ACCET will not reveal his or her name to the institution involved
7. The status of the complainant with the institution (e.g., current student, former student)

Please include copies of any relevant supporting documentation (e.g., student's enrollment agreement, syllabus or course outline, correspondence between the student and the institution).

Note: Complainants will receive an acknowledgment of receipt within 15 business days.

DIAGRAM OF FACILITIES
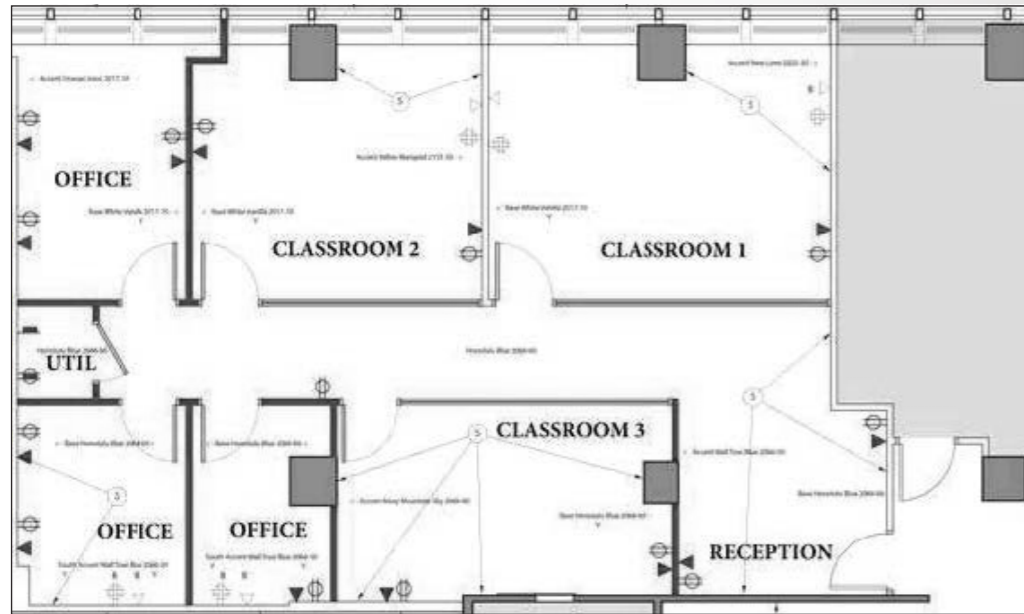
DESCRIPTION OF EQUIPMENT

All classrooms contain a smartboard or large monitor for projection of instructor training presentations. Each classroom seats a maximum of eight students. All students have dedicated PC's with flat screen monitors or Laptops.

'LIVE-ONLINE' COMPUTER REQUIREMENTS

IBTCAREERS provides their students with the convenience of online computer classes. The online classes provide students with the benefits of not having to leave their homes. It also provide all of the benefits of live physical classroom instruction.

- "Live on-Line" Virtual Classrooms
- "Live on-Line" Hands on Training Tools
- "Live on-Line" Instructors
- "Live on-Line" Lectures and Presentations
- On-line lab access to practice applications and servers.

Below are the minimum computer requirements to access our online 'Virtual Classroom'
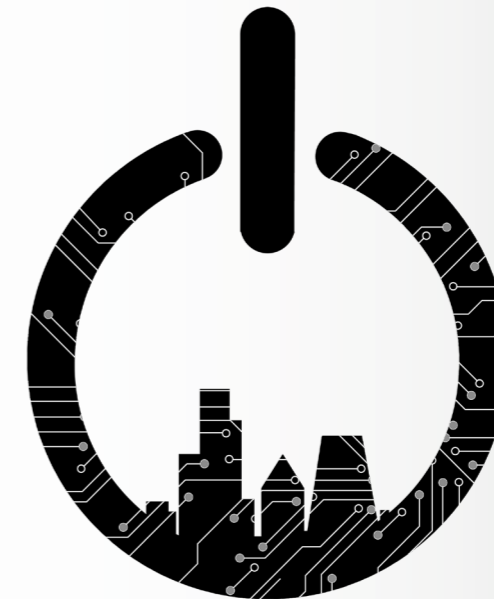
- 250GB Hard drive
- 4GB RAM
- 2.2 GHZ CPU
DSL, Cable or Satellite Hi Speed Internet Connection

Welcome to **IBTCAREERS**

"YOUR PARTNER FOR SUCCESS!"
We are here to help you reach your goals.
We welcome your comments and suggestions.
IBTCAREERS.COM