CIAT

CALIFORNIA INSTITUTE OF
ARTS & TECHNOLOGY

2019 Catalog

January 1st, 2019 – December 31, 2019

San Diego, California

CIAT reserves the right to update school policies at its sole discretion if it believes that doing so will improve the quality of education and services to our students. New policies will be updated in the latest school catalog but may also be listed on the school website, LMS or in CIAT manuals. We highly suggest you refer to the latest catalog from the CIAT website rather than rely on print or electronic document versions that may be out of date. You can view our latest catalog at https://www.ciat.edu/course-catalog/

Jamie Doyle

Letter from the President / CEO

Welcome to the California Institute of Arts & Technology (CIAT)! Our college was established in 2008 and built on the foundation of providing quality education and value to the student. To date we have taught over 2000 students to become certified or gain skills needed to succeed.

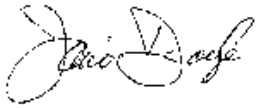
CIAT originated in Northern California and relocated to San Diego to establish our main campus in in 2009. In 2016 we moved to our expanded campus in the beautiful Mission Valley area of San Diego. In 2017, we opened our second campus in National City.

Courses are offered in the classroom and online format and are designed to maximize the use of technology to provide the best possible learning experience.

CIAT's Degree and Certificate program courses teach the skills and practical knowledge required to gain employment or advance in the field of Information Technology. You will receive personalized attention from a small school whose mission is to help you achieve success.

We understand that there are many choices when considering which college fits your needs, and we thank you for considering California Institute of Arts & Technology.

Jamie Doyle



President/Founder

Table of Contents

OVERVIEW **6**
Why Choose CIAT? 7
CIAT Mission Statement 7
Catalog Changes 7
Eligibility 7
Statement of Ownership 7
Bankruptcy 7
Accreditation, Approvals and Affiliations 7
Campus Location and Contact Information 7
Program / Course Schedules 8
Hours of Operation and Availability 8
Degrees and Certificates Awarded 8
Student Portal 8
ACADEMIC CALENDAR 2019 ..... **9**

ADMISSIONS **10**
Admission Requirements 10
How to Apply for Admission: 10
Scholastic Level Exam 10
Identity Verification 10
Student Visas 10
Language Requirements 10
Students with Disabilities 10
Non-Discrimination Policy 11
Transfer of Credits to CIAT 11
Transfer of Credits from CIAT 12
Experiential Credit 12
Course Challenge for Credit 12
Articulation Agreements 12
Substitution of Courses 13
Sequence of Classes 13
Readmission Process 13

FINANCIAL INFORMATION **14**
Tuition and Fees 14
Books, Virtual Labs and Other Materials 14
Software 14
Supplies 14
Tools 14
Certification Exams 14
Payment of Fees 14
Fee Chart 14
Discounts and Scholarships 14
Repayment of Loans 15
Collection Policy 15
Student Tuition Recovery Fund Disclosures 15
Financial Assistance 16
Eligibility for Title IV Aid Programs 16
Dependency Status 17
Dependency Override 17
Participating Programs 17
Application Process for Federal Programs 18
Determining Financial Need 18
Cost of Attendance and Standard Student Expense 18
Course Load & Financial Aid Programs 18
Student Loan Fund Release Policy (Disbursement) 18
Loan Repayment 19
Financial Aid Probation 19
Mitigating Circumstances 19
Title IV Code of Conduct 19
Exit Counseling 20
Commemorating Constitution Day 20

CANCELLATION AND REFUNDS 20
Student's Right to Cancel 20
Refunds 21
Refund Computation Example 22

FINANCIAL AID RESOURCES 23
CIAT Private Financing 23
Financial Aid 23
Veterans Affairs (VA) Benefits 24
Workforce Innovation and Opportunity Act (WIOA) 24
Scholarships 25
Tuition Assistance (TA) 25

STUDENT INFORMATION **25**
Academic Assistance 25
Advising 25
School Staff Appointments 25
Student Orientation 25
Academic Schedule 25

Flexible Start Times 25
Course Duration – Full Time or Part Time 25
Payment Period 26
Clock Hours vs. Semester Hours 26
Class Information 26
Class Location 26
Classroom Facilities and Equipment 26
Class Size 26
Interactive Distance Learning (IDL) 26
Minimum System Requirements 27
Study Suggestions 27
Certification Testing 27
CIAT Certification Exam Policy 27
Types of Awards 28
Honor Roll 28
President's List 28
Graduation with President's Honor Roll 28
Dual Certificate/Degree 28
Transcripts 28
Changes to Programs and Courses 28
Career Development 28
Career Services 28
Policy for Job Placement Assistance 28
Job Placement Assistance Services Provided 28
Annual Campus Safety & Crime Reports 29
Privacy Policies 29
Student Records 29
Family Educational Rights and Privacy Act (FERPA) of 1974 30

SERVICES 30
Books and Classroom Supplies 30
Computer Lab with Internet Access 30
Common Areas 30
Food Services 30
Housing Facilities 30
Library and Librarian Services 30
Medical Services 31
Parking 31
Visitors 31
Services for Students with Disabilities 31
COMPLAINTS AND GRIEVANCES 32
CIAT Grievance Policy 32
ACCET Grievance Policy 32
California BPPE Grievance Policy 33

ACADEMIC STANDARDS 33
Attendance Policy 33
Attendance Rules 33
Minimum Standards of Attendance 33
Tracking Attendance 34
Tardiness and Early Departure 34
Make Up Hours 34
Consecutive Absences 34
Leave of Absence 34
Grading and Evaluation Criteria 34
Satisfactory Academic Progress (SAP) Policy 35
Satisfactory Academic Progress (SAP) Policy for Students Receiving U.S. Federal Financial Aid 35
Extension Policy 37
Failure to Complete a Program 37
Graduation Requirements 37

STUDENT CONDUCT 37
Dismissal or Probation 37
Standard Code of Conduct 37
Consequences for Violations 38
Disciplinary Actions 38
Cell Phone Use Policy 38
Intellectual Property Rights Policy 38
Computer Network and Internet Acceptable Use Policy for Students 39
Copyright Policy and Procedures 40
Drug and Alcohol Abuse Prevention Program 40
Eating & Drinking in Classrooms 41
Non-Discrimination, Harassment & Sexual Misconduct 41
Parking 42
Smoke & Tobacco Free Campus Policy 42
Video / Audio Taping 42

CIAT PROGRAMS 43
ASSOCIATE OF APPLIED SCIENCE PROGRAMS 43
Associate of Applied Science Degree in Computer Information Systems – Networking Concentration (AASCIS-NC) 44
Associate of Applied Science in Software Development (ASD) 46

CERTIFICATE PROGRAMS....48
General Information on Certificate Programs....48
Certificate in Computer Information Systems – Networking Concentration (CCIS-NC)....49
Certificate as Cisco Networking Professional / Cisco Certified Network Associate – Security Specialist (CCNP / CCNA-SEC)....50
Certificate as Cisco Certified Network Associate (CCNA)....51
Certificate as Networking Security Technician (CNST)....52
Certificate in Microsoft Server Technology (CMST)....53
Certificate as Computer Technician (CCT)....54
Certificate in Computer Application Development....55
Certificate in Website Design....56
Certificate in Graphic Design....57
Certificate as Microsoft Office Specialist....58

PROFESSIONAL DEVELOPMENT SEMINAR AND WORKSHOP (BOOT CAMP) COURSES....59

INDIVIDUAL COURSE DESCRIPTIONS....60
Networking....60
101A....60
101B....60
102A....60
102B....61
120....61
154....61
265....61
266....62
267....62
246....62
247....63

Intermediate and Advanced Network Security....63
220....63
221....63
222....63

Linux-based Operating Systems....64
230A....64
230B....64

Virtualization....65
290....65

CISCO Networking....65
270A....65
270B....65
271....66
272....66
273....66
274....67

Software Development....67
ASD 101....67
ASD 102....68
ASD 103....69
ASD 150....69
ASD 170....70
ASD 190....70
ASD 210....71
ASD 215....71
ASD 220....72
ASD 225....72
ASD 227....72
ASD 230....73
ASD 235....73
ASD 247....73
ASD 255....74
ASD 260....74
ASD 265....74
ASD 267....74
ASD 277....75
ASD 280....75
ASD 290....75
ASD 295....75

Office Productivity....76
BUS 101....76
BUS 102....76
BUS 103....77
BUS 104....77
BUS 105....77

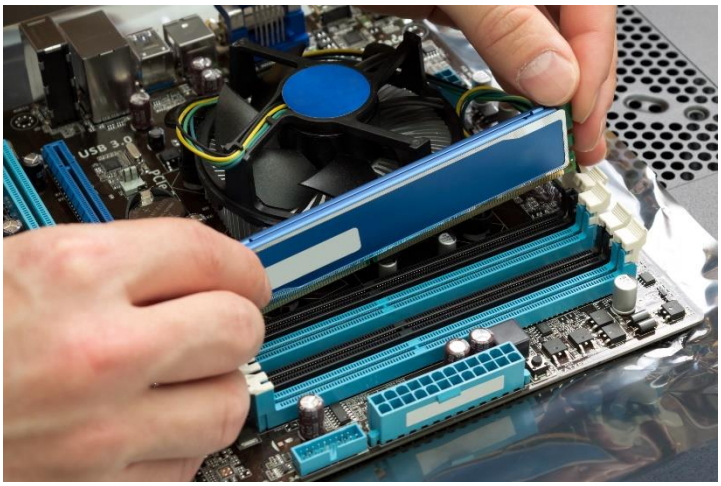
Media Arts – Graphic Design....78
GRD 101....78
GRD 102....78

GRD 103....78
GRD 201....78
GRD 202....79
GRD 301....79

Media Arts Web Design....79
WEB 101....79
WEB 102....80
WEB 103....80
WEB 201....80
WEB 202....81
WEB 301....81

General Education Courses....81
ENG 100....81
ENG 101....82
ENG 201....82
MTH 101....82
MTH 105....82
MTH 110....83
MTH 120....83
MTH 140....83
SCI 120....83
SCI 130....84
SBS 110....84
SBS 120....84
SBS 130....84

ACADEMIC AND ADMINISTRATIVE LISTING....85
MANAGEMENT LISTING....85
ADMINISTRATION LISTING....86
FULL-TIME FACULTY....87
ADJUNCT FACULTY....88



OVERVIEW

Why Choose CIAT?

Our college was built on the foundation of providing quality education and value to the student. Whether taken online or in a classroom, each course is designed to maximize the use of the latest technology to give you a more connected learning experience.

CIAT Mission Statement

California Institute of Arts & Technology prepares students for professional and individual success through innovative high-quality vocational and career advancement programs which provide the competencies and credentials for a rewarding career.

Catalog

Any questions a student may have regarding this catalog or the institution, that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, Phone: 916-431-6959, Fax: 916-263-1897

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Catalog Changes

The information in this catalog is accurate and in effect as of the revision date that is found on the front cover of this catalog. A new catalog is published at the beginning of the January Term and at the beginning of the June Term each year. Catalogs may receive updates and revisions throughout their lifespan. Existing students will be notified when a new revision of the catalog is available. CIAT will notify all current students by means of a group email that will summarize the changes. The revised catalog will be posted to CIAT's website for download by the students and general public. The changes will also be summarized and posted to the Student Portal for a period of no less than 30 days. See the following paragraph for information on the Student Portal.

Eligibility

California Institute of Arts & Technology is eligible to administer federally funded programs of aid for education in the form of Pell Grants and the Federal Direct Loan Programs (FDLP).

Statement of Ownership

California Institute of Arts & Technology is a State of California Chapter S Corporation. The President/Founder, Jamie Doyle has legal control of the company.

Bankruptcy

The institution has no pending litigation in bankruptcy, is not operating as a debtor in possession, and has not filed a petition within the past five years, or have a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C Sec. 1101 et seq.)

Accreditation, Approvals and Affiliations

BPPE Approval

California Institute of Arts & Technology is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

Accreditation

CIAT is accredited by the Accrediting Council for Continuing Education and Training (ACCET). ACCET is listed by the U. S. Department of Education as a nationally recognized accrediting agency.

Other Approvals and Partnerships

1. Approved to offer VA Education benefits
2. Approved to offer Tuition Assistance (TA) benefits
3. Approved to offer MyCAA (Military Spouses)
4. California EDD WIOA Approved
5. GSA Multiple Award Schedule Contract GS35F-0364Y
6. Sallie Mae Student Loan
7. Member of Microsoft IT Academy
8. Member of Cisco Networking Academy
9. CompTIA Authorized Academy
10. VMware Academy
11. Member of EC-Council
12. Member of the National City Chamber of Commerce
13. Official Pearson-VUE Testing Center

Campus Location and Contact Information

877.559.3621	toll-free
858.505.9650	fax
858.225.4301	phone
info@ciat.edu	

2820 Camino Del Rio S., Suite 100, San Diego, CA 92108
401 Mile of Cars Way, Suite 100, National City, CA 91950

CIAT's Mission Valley campus is located on the ground floor of a three-story office building on the south side of Interstate 8 in the heart of San Diego. Our second South Bay campus is located on the ground floor of a three-story office building off of interstate 5, South of San Diego in National City. Shopping malls, restaurants, and hotels are within a short drive from each campus. We have large classrooms available, large networking lab facilities and large "quiet study" areas with private desks for student use. The included student lounge areas have comfortable seating for quiet relaxation and an eating area with tables, chairs and well stocked vending machines. There are offices for the staff and two

dedicated Pearson-VUE test centers in each campus location. More than adequate parking is available and public transportation stops are located directly adjacent to each campus.

Program / Course Schedules

CIAT's 5 week terms are designed to accommodate students who have full time jobs and family commitments by balancing the resident and IDL requirements to better suit your scheduling and learning needs. For those who are not employed or employed at 25 hours or less per week, you have an option to attend in a 4 week term. Both options have the same start dates. This is different from Boot Camps. The Boot Camps run 8 hours a day, 5 days per week, Monday through Friday.

For example, 101A course is 75 clock hours in total. Students in 5 week term will complete 15 hours per week x 5 weeks = 75 clock hours. Students in 4 week term will complete 18.75 hours per week x 4 weeks = 75 clock hours.

Schedules for courses offered during 2019 will be found on the school website www.ciat.edu. A full schedule of all courses can be obtained from an Admissions Advisor by calling 877-559-3621 or emailing info@ciat.edu.

Hours of Operation and Availability

Administration Hours: 8:00 AM to 5:00 PM Pacific Time Monday thru Friday. Limited availability on Saturdays from 8:00 AM to 1:00 PM Pacific Time. Closed Sundays and Major Holidays.
Online Instructor Availability: 8:00 AM to 5:00 PM Pacific Time Monday thru Saturday. Closed Sundays and Major Holidays.
The quiet study area and student lounge are available daily, Monday through Friday as well as on Saturdays on the schedule shown below. All times are Pacific Time. Evening hours after 4:00 PM and Saturday hours are dependent on instructor availability and may be cancelled on short notice.

Monday:	8:00AM – 10:30PM
Tuesday:	8:00AM – 10:30PM
Wednesday:	8:00AM – 10:30PM
Thursday:	8:00AM – 10:30PM
Friday:	8:00AM – 5:00PM
Saturday:	8:00AM – 5:00PM

Degrees and Certificates Awarded

Upon completion of one of our Degree Programs, the student will receive an Associate of Applied Sciences Degree for the program in which they enrolled. Please see the Degree Programs section of this catalog for information. The following programs are offered during the 2019:

- Associate of Applied Science in Computer Information Systems – Networking Concentration
- Associate of Applied Science in Software Development

Upon completion of one of our Certificate Programs, the student will receive a Certificate of Program Completion for the program in which they enrolled. Please see the Certificate Programs section of this catalog for information on the certificate to be awarded and the courses included in the various programs. The following programs are offered during the 2019:

- Certificate in Computer Information Services, Networking Concentration
- Certificate as Cisco Network Associate
- Certificate as Cisco Networking Professional/Certificate as Cisco Certified Network Associate, Security Specialist
- Certificate in Computer Application Development
- Certificate in Graphic Design
- Certificate as Microsoft Office Specialist
- Certificate in Website Design
- Certificate as Computer Technician
- Certificate as Networking Security Technician
- Certificate as Microsoft Server Technology

Upon completion of a Professional Development course, the student will receive a Certificate of Course Completion (with the appropriate number of Continuing Education Units earned) for their course.

Student Portal

We have switched to a new student records database system that will accurately track your coursework and progress. The new system, Populi, is accessible via the internet and has a student portal that will enable students to access academic information, unofficial transcript, financial records, attendance and other information. The portal should be utilized to view and monitor students' progress throughout school. Students can access the portal at any time through the internet with a unique user ID and password. Students will be given a user name and initial password during your first Term at CIAT.

No changes to student's academic records can be made through this portal. Email records@ciat.edu, or call 877-559-3621 to report any information that you believe is incomplete, inaccurate or incorrect, or to ask for an explanation of the information presented or to request assistance.

ACADEMIC CALENDAR 2019

Date	Term Information	Day of the Week
January 1 - 5	New Year Break – Campus Closed	Tuesday - Saturday
January 7	Term #1 – First day of classes	Monday
January 21	Martin Luther King Day – Campus Closed	Monday
February 9	Term #1 – Last day of classes	Saturday
February 11	Term #2 – First day of classes	Monday
February 18	Presidents' Day – Campus Closed	Monday
March 16	Term #2 – Last day of classes	Saturday
March 18	Term #3 – First day of classes	Monday
April 20	Term #3 – Last day of classes	Saturday
April 22	Term #4 – First day of classes	Monday
May 25	Term #4 – Last day of classes	Saturday
May 27	Memorial Day – Campus Closed	Monday
May 28	Term #5 – First day of classes	Tuesday
June 29	Term #5 – Last day of classes	Saturday
July 1	Term #6 – First day of classes	Monday
July 4	Independence Day – Campus Closed	Thursday
August 3	Term #6 – Last day of classes	Saturday
August 5	Term #7 – First day of classes	Monday
September 2	Labor Day – Campus Closed	Monday
September 7	Term #7 – Last day of classes	Saturday
September 9	Term #8 – First day of classes	Monday
October 12	Term #8 – Last day of classes	Saturday
October 14	Term #9 – First day of classes	Monday
November 11	Veterans Day – Campus Closed	Monday
November 16	Term #9 – Last day of classes	Saturday
November 18	Term #10 – First day of classes	Monday
November 25 - 30	Thanksgiving Break – Campus Closed	Monday - Saturday
December 21	Term #10 – Last day of classes	Saturday
December 23 –January 4	Christmas & New Year Break – Campus Closed	

ADMISSIONS

Admission Requirements

All applicants must be at least 17 years of age. A student accepted for enrollment in either the Degree or one of the Certificate programs must be in possession of a high school diploma or equivalent. CIAT does not accept ability-to-benefit students. Individual pre-requisites, if any, for individual courses are identified in the course descriptions section of this catalog. CIAT must determine with reasonable certainty, prior to the acceptance of the enrollment, that the applicant has the appropriate prior education required to succeed in the program. Students enrolling in Professional Development Boot Camps/Seminars do not need to present proof of a high school diploma or equivalent.

The High School Diploma equivalency may be satisfied by either General Educational Development (GED) tests or a United States military Form DD-214 indicating that applicant has completed high school. All applicants must be able to read and speak English effectively and also be able to use a computer keyboard and mouse to navigate in the Windows environment.

CIAT will accept as a recognized equivalent of secondary education a GED, passing score on the California High School Proficiency Exam, a DD214 that indicates high school equivalency, a degree issued to the student that indicates the high school graduation, or documentation of completion of a bachelor's degree.

How to Apply for Admission:

1. Request and complete the CIAT Application for Admission
2. Review the contents of this catalog and then print, sign and submit the catalog receipt confirmation form found at the end of this catalog with your application.
3. Submit a copy of high school diploma or equivalent documentation with your application.
4. Request an official copy of all transcripts for all college level education completed. Submit a list of all colleges attended with your application. If you are accepted, Official Transcripts will be required within 90 days of admission to CIAT.
5. If you are a veteran, provide a print out your Joint Service Transcript, or equivalent for evaluation with your application.
6. Complete a Scholastic Level Exam (SLE) and pass if you have earned less than six college-level semester credit hours.
7. Submit government-issued proof of identity with a signature, photo and date of birth (copy of government-issued ID, driver's license, or passport with picture).

Scholastic Level Exam

A Scholastic Level Exam (SLE) is required for all students enrolling in our Degree and Certificate Programs, when they have less than 6 college-level semester credit hours, to ensure that each and every student at CIAT can successfully meet the challenges found within a college level learning environment. A minimum passing SLE score is 21 for Associate of Applied Science in Software Development and Certificate in Computer Application Development programs. And for all the other programs, the minimum passing SLE score is 15. Students enrolling in Professional Development Boot Camps/Seminars are not required to take the SLE even if they do not have prior college-level credits.

Identity Verification

We verify the identification of any student utilizing government or employer funding for classes and for all students when taking certification exams. Acceptable forms of identification include passports, driver's licenses, military ID cards and other forms of government issued identification with photo. Additional identification may be required when attempting certification exams. We will advise you of required identification when scheduling your exams.

Student Visas

CIAT Does not provide I-20s or any other form of Visa assistance for foreign students. However we will vouch for their status as a student at CIAT, and/or verify their period(s) of attendance, to interested parties upon request and/or with student authorization. There is no charge for this vouching or verification of status/attendance.

Language Requirements

All courses are offered in the English language. CIAT does not offer English as a Second Language (ESL). The student must be able to speak, read/write and understand the English language to enroll in any CIAT course. The student's signature on the enrollment agreement signifies that they attest to their ability to be able to speak, read/write, and understand the English language. In addition, CIAT verifies English Language skills through the admissions process. College Transcripts not in English will not be accepted by CIAT.

Test of English as a Foreign Language

Applicants whose native language is not English and who have not earned a degree from an appropriately accredited institution where English is the principal language of instruction must receive a minimum score of 500 on the paper-based Test of English as a Foreign Language (TOEFL PBT), or 61 on the Internet Based Test (TOEFL IBT). For more information on TOEFL, go to their website by following this link: http://www.toeflgoanywhere.org/. Students who desire to register and take the TOEFL online exam may do so through an authorized Prometric Test Center.

Students with Disabilities

CIAT recognizes and accepts its obligations under The Americans with Disabilities Act (ADA) of 1990 and The Rehabilitation Act of 1973 prohibiting discrimination on the basis of a disability and requiring that reasonable accommodations be provided to qualified disabled students in all programs and activities within the control of the institution, provided such accommodation would not impose an unreasonable burden on the school or other students.

The Vice President of Compliance and Student Services Manager manage the process for the determination of reasonable accommodations and compliance with the ADA and Rehabilitation Act for students jointly. No

student shall be retaliated against for seeking accommodation under this policy or for participating in good faith and in a reasonable manner in any review procedures regarding The Americans with Disabilities Act of 1990.

Non-Discrimination Policy

CIAT adheres to a strict policy of non-discrimination. We will not discriminate for or against any applicant on the basis of sex, sexual orientation, race, ethnic origin or religious preference.

Transfer of Credits to CIAT

CIAT strives to ensure the fair and equitable treatment of students relative to transfer of credit. The following underlying principles guide CIAT's policy on transfer of credit:

1. The best interests of students are served by facilitating the transfer of prior credit earned.
2. The provision of timely, accurate and unambiguous information relative to institutional policies and practices serve the public interest.
3. The evaluation of transfer credits by CIAT must be implemented in a fair, reasonable, and consistent basis.
4. The principal criteria CIAT will use in evaluating transfer credits is the quality of the credits earned relative to comparability and applicability to the CIAT program in which a student seeks to enroll.
5. CIAT's decision to award or reject such credits is to be respected, but the student has the right to question any decision made regarding transfer of credits from their prior training and/or experience.
6. CIAT will establish and implement a fair and equitable policy regarding the transfer of credit. The policy will be written, published in this catalog and other relevant publications, and disseminated to all students and prospective transfer students.

CIAT will only consider for acceptance credit earned at another institution if that institution is accredited by an agency recognized by either the U. S. Department of Education or the Council for Higher Education Accreditation. Credit earned at an institution outside the United States will be considered for transfer only if:

a. The student presents a transcript that is in English or has been translated into English by an official translation service.
b. The school has been recognized, authorized or accredited, as appropriate by the National Agency responsible for said recognition, authorization or accreditation in the country it is located in, as listed on the Council for Higher Education Accreditation website.

CIAT will accept a maximum of 75% of the credits for transfer credit or a combination of transfer credit and experiential or equivalent credit (including challenge credits). For no student, however, may the credit given for experiential or equivalent credit (including challenge credits) exceed 25% of the credits required for a certificate or degree. CIAT will only consider for acceptance transfer credit from institutions that are accredited by recognized agencies of the U.S. Department of Education and/or provide the current associated industry certification. **Transfer of credit may affect your ability to qualify for Financial Aid.**

Students wishing to transfer credit to CIAT should have official transcripts sent directly from the accredited institution to CIAT. Veterans will be required to provide their Joint Services Transcript or equivalent from the Air Force and Coast Guard, and all transcripts from all institutions for all college level courses taken prior to attending CIAT. All transcripts received will be reviewed by the Registrar for transfer credit. Credit will only be transferred from courses equivalent to those offered by CIAT. The Registrar will provide a written report of the action taken for each transcript or JST submitted, the student will also sign one copy of the report to acknowledge receipt of the report. That copy will then be made a part of the student's official record.

Students have the right to challenge the decision of the Registrar to accept or deny credit. To do so the student must submit the challenge in writing within 30 days of receiving notice of the results of their transcript review. They must state what they are challenging and provide specifics of why they are challenging the decision. The Registrar will review the challenge and reply in writing within 10 business days. In case of a continued disputing of the results by the student, the student will have 10 business days to respond in writing. The dispute will then be forwarded to the President of CIAT for final review and resolution. The decision of the President is final.

For CIAT courses that lead to one of our Certificates or Degrees, credit will be considered for transfer only if:

1. For all courses:
    a. The student must have achieved a grade of C (70%) or better.
    b. For courses where no letter or numeric grade is give, such as ACE recommendations, a grade of P will be given. Note that a grade of T for transfer is recorded on the students CIAT transcript and transferred grades are not considered for the student's GPA at CIAT.
    c. The course must be a minimum of 3 Semester Hours or 45 Clock Hours
    d. The course must be equivalent to the CIAT course for which credit will be given
2. For core classes and technical electives:
    a. The course must have been completed within the three year period prior to the student's Program start date and:
    b. The student must have achieved a current Industry Certification as a result of the course and:
    c. The student must demonstrate technical knowledge and skills that meet the course and Certification objectives to the satisfaction of the CIAT course instructor
3. For General Education Classes:

a. The course must have been completed within the ten (10) year period prior to the student's Program start date.
b. The laboratory credits may transfer for courses under Scientific Inquiry and Quantitative Reasoning.

4. Transfer Credit may also be given for:
   a. CLEP Exams
   b. DANTES Exams
   c. ACE Recommended Credit on JST's

Veterans Students using VA Benefits to pay for any portion of their training are required to submit their JST and all transcripts from all prior training within 90 days of registration at CIAT.

Tuition and fees will not be assessed for any courses transferred in. CIAT only charges tuition and/or fees for courses taken at CIAT or by online means through CIAT. Any tuition or fees prepaid for courses which were later transferred in will be refunded within 45 days of the transfer being recorded, unless challenged, in which case payment will be made within 45 days of resolution of the challenge.

There is no charge to the student for the evaluation and recording of transfer credits.

It is possible that students receiving Financial Aid may have their financial aid reduced by the amount that their tuition and other fees are reduced at CIAT by transferring in credits.

Transfer of Credits from CIAT

CIAT does not in any way guarantee or promise that credits earned at CIAT will be accepted for transfer by any other institution other than listed institution(s) under Articulation Agreement in pg. 17. It is strictly the decision of the receiving institution to accept or deny transfer of credits. Students desiring to transfer to another institution may ask for guidance and counseling from Student Services concerning their proposed transfer. Official Transcripts must be sent by mail to the Registrar's Office of the receiving school upon receipt of a request in writing signed by the student. There is no charge for the first transcript sent to an institution on behalf of the student. A nominal fee of $5.00 will be charged for all subsequent transcripts sent to the same school for the same student. It is up to the receiving school to pay this fee to CIAT. They may seek payment from the student based on their policies. Official Transcripts will be forwarded within 5 business days of receipt of an authorized request from the student. Please email, transcripts@ciat.edu to request official/unofficial transcripts.

Transcripts will not be provided to third parties without a signed authorization or request from the student, except as required by law or court order. Similarly, course syllabi and outlines are considered proprietary information and will not be provided to third parties except as required by law or court order. Course descriptions may be found in our catalog and are available to all interested parties.

Experiential Credit

Experiential learning is defined as those skills, competencies and knowledge (general or specific) that are acquired through work, self-development, training, or volunteer experiences.

Credit is not awarded for life or work experience at CIAT. Credit is only awarded based on measurable learning outcomes.

1. College credit will be awarded only for college level learning
2. Credit will be awarded only for learning that has a balance, appropriate to the subject, between theory and practical application
3. The determination of competence levels and of credit awards will be made by appropriate subject matter and academic experts
4. Credit will be appropriate to the academic context in which it is accepted
5. There is no cost to evaluate experiential credit.

Course Challenge for Credit

Students may challenge up to 25% of CIAT's courses by successfully passing the course final examination on their first attempt. Retakes of tests taken as a challenge test are not allowed. Students taking a challenge test and failing will be required to take the full course to achieve credit for the course. CIAT charges a nominal fee of $250.00 per challenge exam, which is not refundable.

CIAT does not accept hours or credit through transfer of credit achievement tests.

Notice Concerning Transferability of Credits and Credentials Earned at our Institution

The transferability of credits you earn at CIAT is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma or certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits, diploma or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending CIAT to determine if your credits, diploma or certificate will transfer.

Articulation Agreements

An Articulation Agreement is a formal agreement between two participating schools detailing the process by which credits and degrees at one institution may transfer or are equivalent to the other institution. These are designed to help students make a smooth transition from one school to the next educational level without experiencing delays duplication of courses or loss of credit. Level of articulation agreements

from CIAT would be Associate (2-year) Degree to a Bachelor's (4-year) Degree. Articulated schools are listed:

- **Excelsior College**
- **United States University**

Agreement Highlights:

- Students must graduate from CIAT.
- Minimum grade requirement of C or better in courses is required for transferability.
- Students must have earned minimum Cumulative GPA of 2.0 or higher.
- A maximum of 73 credits may be accepted for transfer.
- Upon completion of the CIAT Associate of Applied Science degrees, students are guaranteed admission to the above listed schools and will transfer with junior standing.

Substitution of Courses

Students that have taken a similar course from an accredited institution that is the equivalent of a course contained in their selected Certificate or Degree program, and/or have the current associated industry certification, may elect to substitute an equivalent or higher level course at no additional cost for the program.

Due to difference in academic curriculum standards, for students that does not have the current associate industry certification but have taken a similar course from an accredited institution will need to demonstrate knowledge by taking the "Challenge for Credit Exam" with CIAT within 90 days from the start date of the first term in the program. Please see Admissions for more information.

Sequence of Classes

CIAT's Programs are designed to provide the student with the skills and knowledge that is in demand by employers. The programs are intended to sequence the student through the basics and then into more advanced topics that build upon the previous courses taken. Students will be scheduled to take the courses in the predetermined best sequence. Students must successfully complete all the courses in a program to receive the certificate for that program. Some of the programs offer electives of the student's choice as part of the Program/Degree. These electives will be scheduled for completion after the student has completed the "core" courses of the program. Occasionally, the student may desire to take courses out of sequence and/or complete the elective courses prior to completing the "core" courses. To do this the student:

1. Must have a valid reason to do so, such as employment needs.
2. Must be making Satisfactory Academic Progress
3. Must have completed their current course, and all prior courses at CIAT, on time with a grade of C or better.
4. Must submit a Schedule Change Request at least one week prior to the end of the current Term.

All requests to take courses out of sequence must be approved by the Records Manager. Change request forms are available from the Student Services Office and are to be submitted to the Student Services Manager for processing. Approved changes will take effect at the start of the next regularly scheduled Term. Each such request will count as one of the three schedule changes allowed during the student's enrollment at CIAT. Students who are enrolled in the Associate of Applied Science programs are required to complete at least 9 credits of General Education courses in the first year.

Readmission Process

Individuals who have previously withdrawn from CIAT, have been dropped from their academic program, or have been dismissed from their respective program for any reason may choose to petition the institution for consideration of re-enrollment. In order to be considered for re-enrollment, individuals must complete a new application in its entirety.

Requirements for Consideration

1. Schedule an appointment with an Admissions Representative.
2. Complete the Pre-Application, and Enrollment Application and sign receipt of Gainful Employment Disclosures.
3. The applicant must submit an essay with a minimum of 250 words detailing his/her academic and career goals, how CIAT can assist with attaining these goals, and if any obstacles were encountered during the previous enrollment (i.e. academic, personal and/or scheduling difficulties), how such obstacles to academic success will be addressed and overcome given the opportunity for re-enrollment at CIAT.
4. Applicants are also required to schedule and complete an in-person interview with a Director of Admissions.

All petitions for reenrollment should be forwarded to the admissions department in person, by mail or emailed to a-team@ciat.edu.

Once an applicant has completed all of the readmission application requirements, the CIAT management will review the information along with the applicant's previous academic history, attendance and reason for departure from the first enrollment. Each readmission application will be reviewed on a case-by-case basis. A previous admission does not guarantee a second admission into any given program at CIAT. The final determination regarding re-admission, including any reason for denial, will be presented in writing via email or mail to the student within ten business days of receiving all the required information.

Individuals applying for re-admission will be evaluated based on previous coursework and attendance and may be accepted for readmission. Upon approval of re-admission into the same academic program, any completed coursework from the applicant's first enrollment with a grade of "C" or better will be transferred to the applicant's second enrollment if the applicant re-enrolls within 12 months from the date of the withdrawal in the first enrollment.

FINANCIAL INFORMATION

Tuition and Fees

Tuition

Tuition for CIAT non-degree programs and individual courses is charged at the rate of $585.00 per unit (1 Semester Hour or 15 Clock Hours). This cost is the same for all technical courses and includes any labs or separate lab courses required by the basic course. The Graphic Design, Microsoft Office and Website design classes are charged at a flat rate of $1995.00 per course. The cost for each program is different, depending on the number of courses included in the program. The degree program includes General Education courses which are also charged at the rate of $585.00 per Unit. Total program costs are specified in the program description section of this catalog.

Any repeat of the course may be charged with the tuition for the course. This exclude repeats due to W (Withdraw) and I (Incomplete).

CIAT does not financially obligate a student for more than twelve (12) months in any current and active enrollment period. A student may not have more than one enrollment active at any time.

Lab Fees

CIAT does not charge any lab fees.

Books, Virtual Labs and Other Materials

Textbooks are an optional additional expense. Students can buy them in the CIAT store, or from any other source. General Education textbooks are not included as a part of tuition and the student is responsible for purchasing the books. The cost of books varies with each course. Book costs range from $50.00 to $200.00 per course. There is no cost for lab and other materials (if applicable). Certificate students will receive a textbook list and curriculum which provides all information required to obtain needed learning resources. Some books are only available through an official source such as Microsoft, VMware, Oracle and others and must be purchased through CIAT. Those that are commercially available can be purchased by the student in lieu of buying them from CIAT. Book costs constantly change, so, any costs for books mentioned in this catalog are based on the best estimate of actual cost at the time this catalog was created. Your Admissions Representative will be able to provide you with the latest costs for books.

Software

Any software required for a course will be provided by CIAT at no cost to the student. This software is provided under licenses that allow for its use only in pursuit of the course. Any other use by the student is in violation of copyright laws and may subject the student to disciplinary action by CIAT and/or other authorities.

Supplies

Students are expected to provide their own pens, pencils, note taking materials, calculators, etc.

Tools

Any tools needed during a CIAT conducted lab will be provided by CIAT. Students should not have to purchase any tools during their enrollment at CIAT.

Certification Exams

Certification Exams are an optional additional expense. Students are responsible for any certification exam costs that are not covered under CIAT's Certification Exam Policy and must be paid prior to registering for any certification exam. These fees may change with little or no notice. For a schedule of fees, visit PearsonVue.com.

Payment of Fees

Tuition and fees must be paid in full at least 14 business days prior to the start of class. Tuition includes class instruction and required materials and may be paid using a major credit card, debit card or, check. All students will be informed of available State and Federal grants first before packaging or arranging private student loans or alternative financing programs. If you are using education benefits, funding documentation (such as tuition vouchers, approved purchase orders or other approved forms of payment), are also due 14 business days prior to the start of class. Ultimately, it is the student's responsibility for payment of tuition regardless of whether a third party is funding their education. Once your tuition has been received, you will receive a welcome email with login instructions from your instructor. The tuition for each program is located next to the course description in this School Catalog.

Fee Chart

Fees	Per Unit	Per Class
Technology Classes	$585.00	$2,340.00
Website, Graphic, MS Office Classes	$-	$1,995.00
General Education Classes (4unit)	$585.00	$2,340.00
General Education Classes (3unit)	$585.00	$1,755.00
Registration Fee	$-	No Charge
Equipment - Laptop	$400.00	N/A
Lab supplies or kits	$-	No Charge
Uniforms or other protective clothing	$-	N/A
In-resident housing	$-	N/A
Tutoring	$-	N/A
Assessment Fees for transfer of credits	$-	No Charge
Fees to transfer credits	$-	No Charge
Student Tuition Recovery Fund	$-	$0.00
Online Library Services	$-	$0.00
Challenge Credit Exams	$-	$100.00
Official Transcript (Waived on 1st)	$5.00	N/A
Dual Certificate/Degree	$50.00	N/A
Experiential Learning Review	$-	No Charge
Administration Fee	$100.00	One time
Challenge Exam	$250.00	Per Exam

Discounts and Scholarships

CIAT offers discounts and scholarships. Below is a list of available scholarships and discounts by CIAT.

Active Military TA Discount
TA discount is available for any active duty military personnel. The price is $250.00 per unit for all IT and General Education courses under this discount.

Students receiving discounted tuition may not receive any other discounts from CIAT

Workforce Innovation & Opportunity Act (WIOA) Tuition Assistance
CIAT offers tuition assistance through partnering up with the Workforce Innovation and Opportunity Act (WIOA). The WIOA program provides federal aid to qualifying students enrolled in a qualifying Career-Technical or Workforce Program at CIAT. Qualifying students will be only responsible for the program cost listed on the Individual Training Account (ITA) approved by WIOA. Qualifying students may be approved to receive up to $7,000 in an ITA towards total program tuition, required books and fees. Listed below are WIOA participating programs:

- Certificate as Computer Technician
- Certificate as Cisco Certified Network Associate
- Certificate as Networking Security Technician
- Certificate in Application Development
- Certificate in Website Design

Students receiving discounted tuition may not receive any other discounts or complimentary certification exam offers from CIAT.

Presidential Tuition Scholarship
Presidential Tuition Scholarships of up to $2,500 are available to students depending on the program in at least one of the following categories:

- Educationally and economically disadvantaged persons who have been historically underrepresented at higher education institutions (African Americans, Hispanics and Native Americans)
- Single parents with demonstrated financial need
- Persons with a verified disability and financial need

Applicants must also meet all of the eligibility criteria listed below. They must:

- Have an annual income below $20,000 for single applicants of $27,000 for a family of two or more.
- Apply for federal financial aid
- Be a U.S. citizen or eligible non-citizen.

Awards will be applied evenly throughout your program. For example, a $2500 scholarship for a program containing 20 classes as does our AASCIS degree, $125.00 will be applied to each class in the degree, totaling $2500 total.

The discounts and scholarships does not have monetary value and CIAT can only apply the scholarships and discounts to students' accounts. Please contact a CIAT Admissions Representative for the latest information.

Repayment of Loans

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received student financial aid funds, the student is entitled to a refund of the moneys not paid to CIAT from the student's federal financial aid program funds held by CIAT.

Collection Policy

It is the normal policy of CIAT to collect all tuition and fees in advance. However, on occasion we may extend credit and set up payment plans for the convenience of our students. The following applies to any such payment plans agreed to between CIAT and the student, or the student's third-party responsible for payment to CIAT:

1. Payments are considered due and payable on their agreed upon due date.
2. If payment is not received within 60 days of the agreed upon due date, the student may be suspended until all payments are current and CIAT has an option to submit the account to the collection agency for collection.

For those students, who have taken out student loans (Federal, State or private), collection of that debt will be in accordance with the lender's policies.

Student Tuition Recovery Fund Disclosures

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Financial Assistance

Under the direction of the Controller, Financial Aid Administrators assess students' resources to determine the best method of meeting their financial obligations. Financial Aid Administrators are thoroughly knowledgeable of all funding sources available and are prepared to tailor plans to meet individual students' needs. The Associate of Applied Science in Computer Information Systems – Networking Concentration (AASCIS-NC) is the only program that is eligible for Title IV Funding at this time. For more information regarding Financial Aid, please contact Financial Aid Department at financialaid@ciat.edu.

To apply for financial aid from the U.S. Department of Education, students must complete the Free Application for Federal Student Aid (FAFSA) http://www.fafsa.ed.gov/ . The Federal School Code for CIAT is **042598.** The Financial Aid Office is committed to providing assistance to qualified students who would otherwise be unable to pursue the attainment of their educational and professional goals. Most, but not all, financial aid is based on financial need as determined by the Free Application for Federal Student Aid (FAFSA). Some types of scholarship aid do not depend on student financial need. "Need" can be defined most simply as the difference between the total cost of attendance and those resources that the student and his or her family are expected to apply toward that cost of attendance.

The Financial Aid Office coordinates federal, state, institutional, and private financial assistance programs. The Financial Aid Office is responsible for ascertaining that all policies and procedures comply with institutional, state, and federal regulations. There are many restrictions on eligibility for most financial aid programs offered at CIAT. Students are expected to be aware of their rights, responsibilities, and the restrictions of the aid programs in which they participate. Several publications that describe students' rights and responsibilities with regard to aid programs are available in the Financial Aid Office.

Financial aid funds awarded while attending CIAT are intended to supplement the resources students and their families already have available to them. All aid applications undergo a needs analysis calculation to determine the minimum amount of resources they will need to contribute to the total cost of the student's education. Students should not expect their total financial need to be met by resources available through student financial aid programs.

Students who intend to request financial assistance are expected to arrange an appointment with a financial aid officer as soon as registration has been completed. Financial aid officers are available on a walk-in or appointment basis to provide individual counseling to students who apply for financial aid.

Eligibility for Title IV Aid Programs

CIAT students must meet the following criteria to be eligible for federal or state financial assistance:

- Be a U.S. citizen or eligible non-citizen

- Be enrolled in a program that leads to a degree
- Not be in default on any loan under the Title IV programs
- Not owe a refund on any grant under the Title IV programs
- Demonstrate financial need as determined by the appropriate agency offering the financial assistance
- Make satisfactory progress toward an educational objective (See "Satisfactory Academic Progress.")
- Meet Selective Service requirements
- Have a high school diploma or recognized equivalent
- Be enrolled in one of CIAT's two degree programs – certificate programs are not eligible at this time.

Dependency Status

Students who apply for financial aid must determine whether they qualify as independent (self-supporting) students or as dependent students. Determination of a student's dependency status is made in the student status section on the Free Application for Federal Student Aid (FAFSA).
If ANY of the following circumstances apply to you, you are an independent student; you will not have to provide parental information. If NONE of the following circumstances apply to you, you will be asked to provide parental information.

- You are 24 years or older
- You are married
- You will be working on a master's degree
- You are serving on active duty in the U.S. Armed Forces
- You are a veteran of the U.S. Armed Forces
- You have children, and you provide more than half of their support
- After you turned age 13, both of your parents were deceased
- You have dependents (other than children or your spouse) who live with you, and you provide more than half of their support
- You were in foster care since turning age 13
- You were a dependent or ward of the court since turning age 13
- You are currently or you were in legal guardianship
- You are currently or were an emancipated minor
- You are homeless or you are at risk of being homeless

Students who claim to be independent may be asked to provide documentation to verify their dependency status prior to receiving financial aid. Students who want to be considered independent due to circumstances other than those listed should contact a financial aid officer prior to completing the FAFSA.

Dependency Override

To request a dependency override, send a letter to finance@ciat.edu asking for a dependency override. Summarize the circumstances that justify the dependency override. Provide copies of independent third-party documentation of the special circumstances, such as letters from social workers, clergy, doctors or others who are familiar with your situation. Policy reports documenting domestic violence and abuse can be helpful.

Dependency override are for one year at a time. Financial Aid Administrators will verify that the unusual circumstances that justified the dependency override in a previous year continue to apply.

The decision whether a student qualifies for a dependency override is made by the college's Financial Aid Administrator. This decision is final. There is no appeal beyond the Financial Aid Administrator. Neither the college's president nor the U.S. Department of Education has the legal authority to overturn the decision of the college's financial aid administrator concerning a professional judgment review or dependency override. The authority to perform dependency overrides is specifically restricted to financial aid administrators in 20 USC 1087(d)(1)(I).

Insufficient Justification for a Dependency Override

None of the following circumstances are sufficient justification, even in combination, for a college financial aid administrator to perform a dependency override:

- A student cannot qualify as an independent student because the parents choose to not claim the student as a dependent on their federal income tax return, not even if the student demonstrates total financial self-sufficiency.
- A student cannot qualify as an independent student because the parents refuse to contribute to the student's education.
- A student cannot qualify as an independent student because the parents refuse to provide information on the FAFSA.
- A student cannot qualify as an independent student because the parents refuse to participate in verification.
- A student cannot qualify as an independent student because the student's parents live in another country.

Professional Judgement

A Financial Aid Administrator may use Professional Judgment (PJ), on a case-by-case basis only, to alter the data elements used to calculate a student's Expected Family Contribution (EFC). In addition to documenting such a decision in the student's file, the Financial Aid Administrator must also report the PK to the CPS using FAA Access to CPS Online.

Participating Programs

Federal Programs

CIAT participates in the following financial programs:

- Federal Direct Loan Subsidized and Unsubsidized
- Federal Parent Loan for Undergraduate Students (FPLUS)
- Federal Pell Grant
- Federal Supplementary Educational Opportunity Grant (FSEOG)

Application Process for Federal Programs

This section applies to U.S. citizens and permanent residents only.

Most United States citizens and permanent resident graduate students may qualify for U.S. federal financial aid programs or for aid from the state of California. In order to qualify, students must complete the Free Application for Federal Student Aid (FAFSA), which provides an in-depth analysis of the financial condition of the student and his/her family. This analysis (done on a yearly basis) determines how much the student/ family is expected to contribute toward the cost of education. This figure is called the "expected family contribution," or EFC. Parents' income and asset information is included in the EFC calculation for dependent students. To determine if you are independent from your parents for financial aid, you will need to answer the questions on the FAFSA application.

Students who received financial aid for the previous year should receive a renewal email from the Federal Department of Education or your Department of Education PIN number sometime in January. Students are encouraged to file their renewal FAFSA applications electronically at http://www.fafsa.ed.gov.

If you do not receive a Renewal email from the Federal Department of Education or if you did not apply for Financial Aid for the previous year, but wish to apply for coming award year, you should do the following:

- **Complete the Free Application for Federal Student Aid (FAFSA).** You may complete the FAFSA online at http://www.fafsa.ed.gov. Regardless of how an applicant completes the renewal FAFSA, the March 2 priority filing deadline applies for undergraduate and graduate students to be eligible for campus based aid. Applicants should make sure the Institution Code for CIAT (**042598**) is indicated on their FAFSA or Renewal Form.
- It is the student's and/or applicant's responsibility to obtain and file all the forms by the proper deadlines in order to be considered for aid at CIAT. Students selected for verification will have 30 days from the date of notification to turn in all necessary documents.

For entering students, notification of financial aid is given in the form of an estimate letter shortly after admission. Accepted students also receive information and forms concerning application for other available loan programs.

Determining Financial Need

Financial aid eligibility for need-based aid is determined using the following formula:

Cost of Attendance - Expected Family Contribution = Financial Need

Financial need is the difference between what a family is expected to contribute toward the cost of the education and the actual cost of the education. For example, if the cost of education is $20,000 per year including both tuition and living expenses in the local area, and the family is expected to contribute $5,000, then the student's need is $15,000.

The aid students receive from all sources of aid (including non-need based aid) may not exceed their cost of attendance.

Many students may choose only to seek aid for the cost of tuition and fees, since their housing, food, and other basic household costs are supported with ongoing family income.

Cost of Attendance and Standard Student Expense

Cost of attendance includes the following items:

- Tuition
- Fees
- Books and Supplies
- Room and Board
- Transportation
- Other Educational Costs

Students can meet with a financial aid officer to discuss itemized totals for expenses.

Course Load & Financial Aid Programs

Full-time
Undergraduate students: 12 units of required coursework toward degree completion

3/4- time
Undergraduate students: 9 units of required coursework toward degree completion

Half-time
Undergraduate students: 6 units of required coursework toward degree completion

Federal Programs
To be eligible for the Federal Direct Loan Programs, a student must be enrolled at least half time in units related to the identified program of study.

Students enrolled less than half time are not eligible for the Federal Direct Loan programs.

Student Loan Fund Release Policy (Disbursement)

Annual Financial Aid awards will be divided by the number of terms for which the student is enrolled and disbursed by term as long as the student meets the eligibility requirements for the aid.

If all paperwork, Stafford entrance test, verification and loan funds are received, student loan funds may post to the student's school account within the first two weeks of the first day of the term. However,

Department of Education rules allow fourteen (14) days from the first day of the term to return excess payments to students. Any questions regarding delay in financial aid refund after aid has dispersed to the student's statement should be directed to the Financial Aid Office.

Loan Repayment

If a student receives a loan to pay for the educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

Financial Aid Probation

A student on financial aid probation may receive financial aid despite the determination that he/she did not maintain satisfactory academic progress. However, if it is determined that the student will not make satisfactory academic progress by the end of the semester in which he/she is on probation, a written academic plan must be developed by the Student Services Department and signed by the student. The plan is designed to ensure that the student will be able to meet the standards of satisfactory academic progress by a specified point in time. As part of the academic plan, the Student Services Coordinator may require the student to repeat some or all or the courses in which the student previously received a grade of "D," "F," or "W" before attempting any other courses in the student's program of study.

In order for the student to qualify for further financial aid, he/she must meet the required Cumulative Grade Point Average (CGPA) and Incremental Completion rate (ICR) standards by the end of the semester in which he/she is on probation or be successful in following the academic plan. If the requirements are not met, the student will be dismissed from the program of study.

Mitigating Circumstances

Mitigating circumstances may include poor health, death in the family or other significant occurrences outside the control of the student. These circumstances must be documented by the student to demonstrate that they had an adverse impact on the student's academic performance. The student is responsible for providing any requested written verification of mitigating circumstances.

Title IV Code of Conduct

The Higher Education Opportunity Act of 2008 requires educational institutions participating in a Title IV Loan Program to adhere to a Code of Conduct which prohibits conflicts of interest between CIAT officers, employees, and agents with any lender, lender servicer, and/or guarantor. Sections 487 (a) (25) and 487 (e) of the Higher Education Act of 1965, as amended, require the development, administration, and enforcement of a code of conduct to govern federal student aid programs. Staff members of the CIAT Financial Aid Department are bound to act in compliance with the CIAT Code of Conduct, the California State Code of Conduct, and the Statement of Ethical Principles and Code of Conduct from NASFAA. Officers, employees, contract employees, trustees, professional organizations, and other organizations directly or indirectly associated with or authorized by CIAT, agree to the provisions of the CIAT Code of Conduct and will refrain from the following:

Revenue Sharing

No officer, employee, or agent of CIAT shall enter into any revenue-sharing or profit-sharing arrangement with any lender.

Accepting Gifts, Goods, and/or Services

No officer, employee, or agent shall solicit or accept impermissible gifts, goods, and/or services from a private/alternative lender, lender servicer, and/or guarantor. A gift to any family member of the above mentioned is also not permissible. Gifts, goods, and/or services include: gratuities, meals, travel, lodging, entertainment (expenses for shows, sporting events, or alcoholic beverages), favors, loans, discounts, hospitality (such as private parties of select training or conference attendees), and in-kind services, such as printing customized consumer information for borrowers with the CIAT school logo. CIAT financial aid staff may accept only items of nominal value, certain services, and/or certain materials. Permissible gifts would include pens, pencils, notepads, sticky-notes, rulers, calculators, small tote bags, and other individual office supply items. An employee may accept any general items of value from a lender, lender servicer, and/or guarantor provided that the item is also offered to the general public. CIAT financial aid staff may accept informational brochures and can participate in meals, refreshments, and receptions in conjunction with meetings and trainings that contribute to his/her professional development, as well as conference events open to all attendees.

Accepting Philanthropic Contributions

No officer, employee, or agent shall accept philanthropic contributions from a lender, lender servicer and/or guarantor that are related to the educational loans provided by the lender, lender servicer, and/or guarantor or that is made in exchange for any advantage related to the educational loan. Educational loans here include loans made by CIAT under the private/alternative loan program. CIAT will not accept scholarships or grants from a lender or guarantor in exchange for applications or referrals.

Advisory Board Compensation

CIAT employees with responsibility for any financial aid services will not accept anything of value for serving on or otherwise participating as a member of an advisory council or advisory board for a lender, lender affiliate or lender servicer, except that the employee may be reimbursed for reasonable expenses incurred while serving in such capacities.

Accepting Compensation for Consulting

No officer, employee, or agent shall accept from a lender or its affiliate any fee, payment, or other financial benefit, including the opportunity to purchase stock, as compensation for any type of consulting arrangement or other contract to provide education loan-related services to or on behalf of the lender.

Lender Staff Assistance

CIAT will not request or accept from any lender any assistance with call center staffing or financial aid office staffing. CIAT may accept, from a lender, professional development training and training materials,

educational counseling materials, or staffing services on a short term, nonrecurring basis during emergencies or disasters.

Competitive Rates Based on Loan Volume

The CIAT Financial Aid Department shall not request or accept competitive rates on private/ alternative loans in exchange for a specified amount of loan activity or in exchange for endorsing the lender's FDLP loans.

Lender Affiliated Employment

CIAT financial aid staff members shall not accept full time or part time employment with any educational loan lender, lender servicer, and/or guarantor. Staff members who are approached by these entities shall immediately disclose this information to the President. CIAT will not use a Preferred Lender List; however, the financial aid office will make use of a Recommended Lender List. The CIAT Financial Aid Department may request and accept assistance from lenders and/or guarantors to conduct entrance and exit loan counseling. CIAT financial aid staff shall always be in control of the counseling sessions and will not permit the lender and/or guarantor representative to promote in any way the specific lender's products or services. CIAT will make use of the various lender and/or guarantor's materials and products to aid students in financial literacy. CIAT is committed to providing the information and resources necessary to help every student achieve educational success and will consider the individual needs of each student. The information contained herein has been provided to all CIAT officers, employees, and agents affiliated with this college.

Exit Counseling

Federal regulations and CIAT's policy and procedures require that all recipients of federal student loans to participate in student loan exit counseling upon graduation, change of enrollment status to less-than halftime (6 credit hours), or withdrawal from the institution (official withdrawal, dismissal due to academic suspension or other reasons). The federal student loan programs include the Direct Subsidized Stafford, Direct Unsubsidized Stafford, and Direct PLUS loan programs. The purpose of the student loan exit counseling is to provide the student borrower general information to manage his or her loan debt, to assist in the preparation of loan repayment, to provide for a smooth transition from borrowing to repayment, and assist the student in understanding his or her rights and responsibilities as a borrower of federal student loans.

Approximately 30 days prior to the anticipated graduation date the student is advised of the requirements to complete the loan counseling exit interview. Typically, an exit interview is performed via mail, email, in person or phone within a week of the expected cohort graduation date. CIAT offers student borrowers the option to complete the federal student loan exit counseling interview via group sessions or individual appointments at the institution. If a student completes an individual appointment or a group session, the U.S. Department of Education's publication, *Exit Counseling for Direct Loan Borrowers* is provided to the student. If a student is unable to arrange an individual appointment or group session, all federal student loan exit counseling documents are sent via certified mail to the student. All student loan borrowers are advised to utilize the NSLDS website, **www.nslds.ed.gov**, as a reference for any questions in regards to their student loan repayment obligations.

Commemorating Constitution Day

September 17 is Constitution Day and Citizenship Day (Constitution Day). This day commemorates the September 17, 1787 signing of the United States Constitution.

Each educational institution that receives Federal funds for a fiscal year is required to hold an educational program about the U.S. Constitution for its students.

CANCELLATION AND REFUNDS

Student's Right to Cancel

Any student may cancel his/her enrollment at any time.
Students have the right to cancel the enrollment agreement and receive a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. For refund calculations, after the 7 calendar day period, the amount of the course completed shall be:

Degree, Certificate and Professional Development students completing at no more than 60% of the required attendance shall receive a pro rata refund based on their percentage of required attendance completed. Students completing more than 60% of required attendance will not receive a refund.

Students can fill out a drop form which includes the following information with your request:

- Full name
- Address
- Phone number
- Date of request
- Signature
- Reason for Request

Refund requests can be submitted to CIAT via **mail, fax, or email**:

CIAT Attention: Student Services
2820 Camino Del Rio South, Suite 100, San Diego, CA 92123
Fax: 858-505-9650
Email: info@ciat.edu

The following sample table shows the refund amount you would be entitled to after completing a period of instruction:

Program	Tuition	20%	33.3%	60%	75%
CCIS-NC	$18,720.00	$14,976.00	$12,486.24	$7,488.00	$0.00
Single Class	$2,340.00	$1,872.00	$1,560.78	$936.00	$0.00

All refunds will be processed within 45 calendar days of receiving your written request for withdrawal.
Example: If a course is 5 weeks and the tuition is $2,340, divide $2,340 by 5 to get the cost per week of $468.00. If you attended 2 weeks, you would owe $936.00 (2 x 468.00). Therefore, you would receive a refund of $1,404.00.

Involuntary Withdrawal

Involuntary withdrawal is when the student is forced to drop from the course by the school. This can be due to the student's misconduct, failure to maintain Satisfactory Academic Progress, lack of attendance or cancellation of the course or program by the institution.
For those students forced to drop by the school for misconduct, failure to maintain SAP or lack of attendance, their refund will be calculated in the same manner as a voluntary withdrawal.

No-Starts

Students who fail to attend any classes or complete any assignments within 14 days of their first term date (class start date) shall be considered as a "no-start" and will be issued a full refund of any tuition payments made to CIAT.

Certification Exam Fees

Fees paid by the student for Certification Exams, when no exam voucher has been issued to the student, will be refunded

Refunds

Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance. Once the refund has been calculated according to the State of California, ACCET and Department of Education (If Federal Financial Aid was used) **the calculation most beneficial to the student will be used.**

If an applicant never attends class (no-show) or cancels the contract prior to the class start date, 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.
The refund calculation will be calculated based on the following criteria.

- The Date of Determination (DOD) will be established based off the date of withdraw or termination request.
- If Federal Financial Aid is used then are Return to Title IV (R2T4) calculation will be calculated.
- Pro rata refund calculation is a calculation that is based off the total number of days completed in a payment period divided by the total number of days in the payment period and stated as a percentage. If the total number of days completed is greater than 60%, then the school has earned 100% of the payment period (no refund will be granted for the payment period the refund calculation is being processed for). Any leaves of absence (LOA) will be deducted from the payment period the student is currently in.
- If the pro rata refund calculation is less than 60%, then the percent that was earned will be stated in a dollar amount and the unearned amount will be refunded back to the appropriate funding source.
- In California refunds will be processed within 45 days of the DOD.
- The calculation most beneficial to the student will be used.

For the purpose of determining a refund under this section, the student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the desire to withdraw, or the as of the date of your withdrawal, whichever is later.
- CIAT can terminate enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the college.
- Failure to attend class for 14 consecutive days.
- Failure to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the withdrawal shall be deemed the last date of recorded attendance and / or content access.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to appropriate agency or student.

Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid the student.

The refund will be calculated in both California BPPE and ACCET policies side and side. Once the refund has been calculated according to the State of California, ACCET and Department of Education, (If Federal Financial Aid was used) the calculation most beneficial to the student will be used.

ACCET Refund Policy

The student may withdraw from the school at any time after the cancellation period (described above) and receive a pro-rated refund if he/she has completed 50 percent or less of the scheduled days in the current payment period in your program through the last day of attendance.

a. During the first week of classes, tuition charges withheld will not exceed 10 percent (10%) of the stated tuition up to a maximum of $1,000. When determining the number of weeks completed by the student, the institution will consider a partial week the same as if a whole week were completed, provided the student was present at least one day during the scheduled week.
b. After the first week and through fifty percent (50%) of the period of financial obligation, tuition charges retained will not exceed a pro rata portion of tuition for the training period completed, plus ten percent (10%) of the unearned tuition for the period of training that was not completed. (See example.)
c. After fifty percent (50%) of the period of financial obligation is completed, the institution may retain the full tuition.

Refund Computation Example

45 weeks of training; scheduled start on January 2nd; scheduled completion on November 11th. Student is financially obligated for the entire program, 45 weeks of training.

- Tuition is $21060.00.
- Last date of attendance is May 19th.
- Number of weeks student attended 20 weeks = 44.4%
- Number of weeks financially obligated 45 weeks
- Pro rata portion completed based on 20 weeks = 44.4%
- 44.4% of $21060 tuition = $9350.64
- 10% of $11709.36 (unearned) tuition = $ 1170.94 (Max. $1000)
- Owed to institution = $10350.64
- Refunded to student by February 28th = $10709.36

When calculating a refund, the percentage of tuition retained by the institution is based on the portion of tuition attributed to the portion of the program the student was attending when the student dropped, not the tuition charge for the entire program listed on the enrollment agreement.

Payment of Refunds

Payment of all refunds will be made to the payer of the initial funds, in the form of a check for payments made in cash or check to CIAT, and by refund to the credit card used, if the original payment was made by credit card. VA refunds will be paid in accordance with VA regulations.

Reimbursement to Veterans and VA Eligible Persons

For information or resolution of specific payment problems, the veteran should call the DVA nationwide toll free number at **1-888-442-4551.**

Withdrawal and Return of Title IV Funds

Federal regulations require Title IV financial aid funds to be awarded under the assumption that a student will attend the institution for the entire period in which federal assistance was awarded. When a student withdraws from all courses for any reason, including medical withdrawals, he/she may no longer be eligible for the full amount of Title IV funds that a student was originally scheduled to receive. The return of funds is based upon the premise that students earn their financial aid in proportion to the amount of time in which they are enrolled. A pro-rated schedule is used to determine the amount of federal student aid funds he/she will have earned at the time of the withdrawal. Once 60% of the semester is completed, a student is considered to have earned all of his/her financial aid and will not be required to return any funds.

The refund of Title IV Funds policy is separate and distinct from the CIAT refund policy. Federal formula for Return of Title IV funds may result in a larger refund than the state/accreditation refund policy. In that case, CIAT will return the sum resulting in the larger of the two calculations to the appropriate Title IV program. Therefore, the student may, after Title IV funds are returned, owe a balance to the school. The school may also attempt to collect from the student any Title IV program funds that the school was required to return. Federal law requires schools to calculate how much federal financial aid a student has earned if that student completely withdraws or stops attending before completing the semester.

TYPE OF WITHDRAWALS:

A student's official withdrawal date is determined by using one of the following:

- Official withdrawal date on the student's Schedule of Change Drop form.
- The date the student submitted the notification to withdraw to the Registrar's office.
- The date the student was expelled/dismissed from the school.
- The date of the withdrawal determination shall be the date of return from the leave of absence or the date the student notifies the institution that the student will not be returning, whichever is earlier.

A student's unofficial withdrawal date is determined by using one of the following:

- The date the student died, if the student passed away during the course.
- The last date that the student attended class.
- The student must inform in a timely fashion, in person or by email if personal appearance is not possible.
- The student failed to attend classes for a 14 consecutive days and fail to inform the Academy that they are not withdrawing. The date of determination would be 14 days from the last date of attendance.

NOTE: *When a student has a Direct Loan and fails to return from a Leave of Absence, the grace period starts on the last day of attendance before the Leave of Absence.*

Return of Title IV Funds (Earned versus Unearned Aid)

CIAT determines the percentage of Title IV aid ''earned" by the student and to return the unearned portion to the appropriate aid programs. The calculation will be based upon only the amount of the Title IV Aid for which the student is eligible. CIAT performs refund calculations and will return

the funds within 45 days of the calculation. The R2T4 calculation process and return of funds is completed by the Finance Department.

For example, if a student completes 30 percent of the payment period, they earn 30 percent of the aid they were originally scheduled to receive. This means that 70 percent of the scheduled awards remain "unearned" and must be returned to the federal government. Once 60% of the semester is completed, a student is considered to have earned all of his/her financial aid and will not be required to return any federal funds.

Withdrawal Before 60%

CIAT performs an R2T4 calculation to determine the amount of earned aid up through the 60% point in each payment period. CIAT will use the Department of Education's prorate schedule to determine the amount of R2T4 funds the student has earned at the time of withdrawal. After the 60% point in the payment period, a student has earned 100% of the Title IV funds he/she was scheduled to receive during the period.

Withdrawal After 60%

For a student who withdraws after the 60% point of his/her program, there are no unearned funds. However, CIAT will still determine whether the student is eligible for a post-withdrawal disbursement.

Calculating Earned Financial Aid

The amount of earned financial aid will be calculated on a daily basis from the first day of classes. The process uses calendar rather than business days. Earned aid will be determined by taking the number of days attended before enrollment ended divided by the total number of days in the term (first day of instruction until the last day of term, excluding winter break). CIAT will notify the student via written notice if he/she is owed a repayment. The student has 14 calendar days from the date the school sent the notification to accept a post-withdrawal disbursement. If a response is not received from the student within the permitted time frame or the student declines the funds, CIAT will return any earned funds that the school is holding to the Title IV programs. Post-withdrawal disbursement will occur within 120 days of the date the student withdrew. This policy applies to students who withdraw (officially, unofficially) or are dismissed from enrollment at CIAT.

THE SCHOOL'S RESPONSIBILITY IN REGARDS TO THE RETURN TO TITLE IV FUNDS ARE AS FOLLOWS:

- To provide students with the information contained in the R2T4 Policy.
- Identifying students who have withdrawn and will be affected by the R2T4 Policy.
- Return all unearned Title IV Funds in compliance with The Department of Education requirements.

THE STUDENT'S RESPONSIBILITIES IN REGARDS TO THE RETURN TO TITLE IV FUNDS ARE AS FOLLOWS:

- Return unearned Title IV Funds that were disbursed to the student where the student was deemed ineligible, based on the R2T4 calculation.
- When possible, the student should notify the school in writing of official withdrawal.
- If the student cancels their decision to withdraw, the student must notify the school in writing within three business days of the date of the original withdrawal.
- All requests to withdraw or cancel a request to withdraw must be delivered to the school's financial aid office.

Student borrowers of the Direct Stafford Loans are required to attend or complete online an Exit Interview before leaving school.

FINANCIAL AID RESOURCES

CIAT Private Financing

A number of private outside agencies offer students alternative sources for financing their education. Unlike federal loans, the terms of private loans are set by the individual lenders. The interest rate and fees are determined by student's credit history, debt-to-income ratio and that of student's co-signer.

Students are encouraged to consider all federal loan options before applying for a private loan. Federal loans generally have better benefits and fixed interest rates. See the Department of Education's Federal Aid First site for more information. You can also contact our office if you have questions.

We chose to list the lenders below based on a review of competitive interest rates and fees, quality of servicing, and borrower benefits. For more information, please contact finance@ciat.edu.

- Sallie Mae
- TFC
- Tuition Options

Financial Aid

CIAT is approved to participate in the U.S. Department of Education Title IV Financial Aid program and offers the following financial aid programs to those who qualify:

Federal Pell Grant

Grant aid assistance does not have to be repaid unless the student withdraw from school and owe a refund. Amounts vary based on the financial need of each applicant. Grants are available through the federal government. All students who are U.S. citizens or eligible non-citizens are eligible to apply if they do not have a Bachelor's Degree. Pell Grants are awarded based on financial need.

Federal Supplemental Educational Opportunity Grant (FSEOG)

These federal funds are awarded to undergraduate students with exceptional financial need who are pursuing their first undergraduate degree. Priority is given to Federal Pell Grant recipients with zero (0) Expected Family Contribution (EFC) and on a first come first serve basis.

Federal Direct Student Loan Program Subsidized/ Unsubsidized Student Loans

These are long-term, low-interest loans borrowed directly from Direct Loan as the lender and loans must be repaid.

There are two types of Direct Loans – subsidized and unsubsidized. Eligibility for subsidized Direct Loans is based on financial need (demonstrated via the FAFSA or Renewal Form) and they are only available to undergraduate students. Students who do not demonstrate (sufficient) need may borrow unsubsidized Direct Loans. Maximum loan eligibility is indicated on each student's financial aid award letter. When students are eligible for a subsidized Direct Loan, the government pays the interest that accrues on the loan while in school. Students receiving an unsubsidized Direct Loan are charged the interest on the loan while in school, in grace period and in deferment.

The interest rate for a Subsidized and Unsubsidized Stafford loan for undergraduate students is variable with an 8.25% cap.

Parent Loans for Undergraduate Students (PLUS)

Once a FAFSA has been completed by both the student and parent(s), a credit check must be completed on the parent to determine eligibility for a Direct Plus Loan. An origination fee will be deducted from the Direct Plus loans by the Department of Education. Repayment begins 60 days after the loan is fully disbursed. There is a minimum required payment of $50 per month.

Note: It must be made extremely clear to all who do qualify for Title IV Loans that these are indeed loans from the U.S. government and must be repaid per the terms of the loan.

If a student should withdraw at any time during their program the refund policies set forth shall apply. In no way does withdrawal of any kind release the student from their obligation to pay the school for all scheduled attendance or from repayment of borrowed monies.

Federal Loan Interest Rates

The "Bipartisan Student Loan Certainty Act of 2013 amends the Direct Loan interest rate section of the Higher Education Act of 1965. The new rates will be the sum of a uniform "Index Rate" plus an "add on" that varies depending on the type of loan (Subsidized/ Unsubsidized/ PLUS) and the borrowers' grade level. Interest rates for Subsidized/ Unsubsidized loans will be the same for undergraduates, with a different rate for graduate/professional students and for PLUS Loans taken out by parent/graduate/professional student borrowers. The index rate is determined each year as the "high yield of the 10 year treasury note" plus a statutorily defined "add-on". The interest rate, once established, will apply for the life of the loan (fixed rate). Any loans originated on or after July 1 through June 30 will be locked into the established rate. There will be a new interest rate published each year for loans originated from July 1 to June 30.

Veterans Affairs (VA) Benefits

CIAT is approved to train veterans and qualified dependents that are eligible for Veteran's Administration Educational benefits. Those depending solely on VA benefits should have all paperwork completed with CIAT's Finance office at least two weeks before the first day of class. If you believe you are eligible, contact the VA at 888-442-4551 or www.gibill.va.gov to confirm your eligibility and begin the process of activating your benefits. More information about education benefits offered by VA is available at the official U.S. government website at https://www.vets.gov/education.

CIAT is approved to offer the following VA Educational Benefits to qualifying veteran students:

- Chapter 33: Post 9/11 GI Bill®
- MGIB-SR/Chapter 1606
- REAP/Chapter 1607
- DEA/Chapter 35
- VOC REHAB/ Chapter 31
- MGIB-AD/Chapter 30
- MyCAA
- Yellow Ribbon Program

Please note that availability for these programs varies depending on campus. For our Mission Valley campus, the following programs qualify:

- Associate of Applied Science in Computer Information Systems, Networking Concentration
- Associate of Applied Science in Software Development
- Certificate in Computer Information Services, Networking Concentration
- Certificate as Cisco Network Associate
- Certificate as Cisco Networking Professional/Certificate as Cisco Certified Network Associate, Security Specialist
- Certificate in Computer Application Development
- Certificate as Microsoft Office Specialist
- Certificate in Website Design
- Certificate as Computer Technician
- Certificate as Networking Security Technician
- Certificate in Graphic Design
- Certificate in Microsoft Server Technology

For our National City campus, the following programs qualify:

- Associate of Applied Science in Computer Information Systems, Networking Concentration
- Associate of Applied Science in Software Development

This catalog will be updated to reflect any programs that gain or lose approval for VA Educational Benefits.

Workforce Innovation and Opportunity Act (WIOA)

WIOA is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global

economy. WIOA brings together, in strategic coordination, the core programs of Federal investment in skill development.
Eligible students can prepare for these careers through WIOA eligible training programs, approved by local workforce boards. As of the date of this publication, listed below are WIOA participating programs:

- Certificate as Computer Technician
- Certificate as Cisco Certified Network Associate
- Certificate as Networking Security Technician
- Certificate in Application Development
- Certificate in Website Design

Scholarships

CIAT offers Presidential Tuition Scholarship opportunity for students who qualify. Unlike student loans, scholarships do not have to be repaid. See Scholarships section in the catalog for information on eligibility and submission requirements for CIAT scholarships.

Tuition Assistance (TA)

Military Tuition Assistance is a benefit paid to eligible members of the Army, Navy, Marines, Air Force, and Coast Guard. Each service has its own criteria for eligibility, obligated service, application process' and restrictions. This money is usually paid directly to the institution by the individual services.
Additionally active duty members may elect to use the MGIB "top-up" in addition to their service provided TA to cover high cost courses.
TA is not a loan; it should be viewed as money the student has earned just like student's base pay.

STUDENT INFORMATION

Academic Assistance

CIAT provides academic assistance and tutoring services for students experiencing academic difficulties. Instructors are available by appointment to assist with any area of difficulty, and students may be required to participate in extra help or tutoring sessions to maintain satisfactory enrollment. For academic assistance to be beneficial, students must be as committed to their own success as the school is and take the initiative to discuss their difficulties with their instructors and/or Student Services. Special tutoring or Test Preps are available to students experiencing academic difficulty on an as needed basis.

Advising

Staff have an open-door policy and try to be readily available to assist students with any school or personal issues. Faculty is available 30 minutes prior to the start of each class. For additional time, Instructors are available by appointment to assist. If necessary, students are referred to other professional organizations for assistance.

School Staff Appointments

The staff makes every effort to be readily available to any student that wishes to speak with them. Sometimes, however, schedules do not provide for an immediate meeting. Students may arrange a meeting with any administrator through their instructor or via telephone. Every attempt will be made to schedule and conduct a meeting within 24 hours.

Student Orientation

After the admission's process is completed the Student Services will ensure that the student receives a proper orientation in being a student at CIAT. Orientation for on-ground students is normally held on the week prior to the start of the term. Online students will be joining the orientation via Zoom on the day of orientation or watch a recorded session prior to the first day. Professional Development students attending CIAT Boot Camps do not need to complete the orientation checklist, but will be shown the Orientation Power Point Presentation during their first session of class.

This meeting is to welcome new students and introduce them to the school's policies and procedures. Attendance and grading policies form a part of the orientation information, which also includes projected graduation dates, holidays, and vacations pertaining to the relevant enrollment period. During student orientation, students get to meet different staff members, activate student ID cards, email account, learning management portal accounts and many more. It is a great way to start the program.

Academic Schedule

Flexible Start Times

CIAT's classroom, guided self-study and online programs offer flexible start opportunities. Classes begin every five weeks. Please see the Academic Calendar in this catalog for actual start dates during the time period covered by this catalog.
Upon enrollment, an Admissions Advisor will work with you to create a schedule that honors your work and family commitments while still achieving your educational objectives in the shortest practical timeframe. If your circumstances change for any reason, your schedule can be revised to meet your needs. Please contact us for more information.

Course Duration – Full Time or Part Time

Full Time students are expected to complete each course within a five week period (Term). Students will spend 4.5 hours at least two days per

week in the classroom attending lectures and getting hands-on instruction. Online students can expect to spend the same time in face-to-face interaction with your online instructor. Additional time will be spent each week on homework, projects, labs and other types of lectures. Full time attendance is CIAT's most popular option, especially for those seeking a new career in the Information Technology field.

For those students who are working, have family commitments, or simply want to learn at a slower pace, Part Time attendance is an option. Part Time Students are given 10 weeks to complete each course in their Program. Part time is available to WIOA/EDD students only with approval from your WIOA/EDD Advisor. For VA purposes, Part time is considered as half-time attendance and will result in a reduction in the housing allowance you may receive if otherwise eligible.

As always at CIAT, you may proceed at your own pace and it is possible to complete a course in as little as two weeks. With flexible start times, if circumstances do not allow you to complete a course within the 5 or 10 weeks according to the schedule you agree to, we will work with you to reschedule your follow on classes. You may switch from Full Time to Part Time or vice-versa up to a maximum of three times during your enrollment at CIAT.

Bootcamp classes are fast paced intensive courses for those with extensive prior experience and who need a fast track to Certification and/or Licensing for Professional Development. They normally run for 8 hours a day, 5 days per week, Monday through Friday. Students may enroll for no more than four consecutive Boot Camps as a Professional Development student. Professional Development students, may also opt to take the standard 5 week or part-time, 10 week, course in lieu of the one-week boot camp, but, again they may not take more than four consecutive courses in any manner as a Professional Development student. Professional Development students completing all the required courses, with successful certification, to qualify for a Program Certificate from CIAT, may petition the Registrar for issuance of that Certificate. Upon approval by the Registrar and the President, the student will receive the appropriate Certificate of Program Completion.

Payment Period

There are three terms in a semester (15 weeks) and each semester is CIAT's payment period. Depending on the student's first term date, he/she's payment period will be determined.

Veteran Students using VA Benefits to pay for any portion of their training will be invoiced on term basis instead at the beginning of each payment period.

Clock Hours vs. Semester Hours

CIAT uses Semester Hours to measure its degree programs and associated courses. This is in keeping with standard practice of most degree granting institutions. Each Semester Hour is equal to 15 lecture hours or 30 lab hours of class time. Most of the courses in our Degree program are 4 semester hours (3 semester hours of lecture and 1 semester hour of lab) and thus represent approximately 75 hours of class time. Conversely our courses when offered as part of a Certificate program are set at 75 clock hours. Clock hours are more commonly used when talking about Certificate programs, especially vocational programs. The courses are essentially the same, but utilizing the two different credit accounting methods allows us to more easily compare our courses to other institution's courses when evaluating transfer credits. Most institutions of higher learning expect that their students will spend approximately two hours for each hour of instruction outside the classroom on homework and self-study.

For the purpose of Title IV Federal Financial Aid, CIAT measures our programs in Semester Hours as follows:

Semester Credit hours definition of credit hour: Measures credit hour in terms of the amount of time in which a student is engaged in academic activity (course ware, labs, hands on, lecture, and homework) are 37.5 clock hours:1; that is a minimum of 37.5 hours to award 1 semester credit (divide program hours including homework by 37.5). **34CFR Section 668.8 (1) (2).**

Class Information

Class Location

Classes are currently held at our main campus at 2820 Camino Del Rio South, Suite 100, San Diego, CA 92108, and our second campus at 401 Mile of Cars Way, Suite 100, National City, CA 91950, and online. You will be advised of the classroom being used when you register for your courses.
Onsite classes at your location may be arranged for Professional Development courses. Minimum class sizes may be imposed to cover the expense of providing onsite classes. Please contact an Admissions Representative for further information.

Classroom Facilities and Equipment

Each student is provided a laptop computer for classroom use and access to lab equipment. There is a media center with access to the Internet, a printer, over 9000 online books, hardcopy reference books, office supplies and a telephone/fax. The campus has plenty of parking and is located close to public transportation.

Class Size

An average class size for any class or lab at CIAT is 15 students.

Interactive Distance Learning (IDL)

Online learning is different from classroom-delivered instruction and there are advantages and disadvantages to each. The advantages of IDL are rapidly gaining as technology enables students learning at a distance to feel more connected than ever before.
Students must be self-motivated, have an up-to-date computer, a high-speed Internet connection, and a distraction-free place to study. Faculty and student interaction will be available by online video conference, LMS discussion boards, email, phone, and chat.
CIAT classes use a combination of all or some of the following to provide quality distance learning:

1. Online Video Lessons
2. Online Quizzes/Exams

3. Certification preparation software
4. Live instructor available for conferences and personal sessions
5. Online Labs

In our distance learning classes, all interaction with our instructors is via electronic means, primarily the internet, but your instructor will also exchange communications with you via email, texting and telephone. All emails, texts and voice messages will be answered no later than the next business day. Since all quizzes, tests, projects and labs are completed online, you will know your results immediately upon completion. Final course grades are posted within one week of the course completion and may be viewed on the school's Student Portal database. Students may check their progress at any time using the Student Portal. For those classes where written projects are required, such as essays for the General Education English courses, they are also submitted electronically and will be graded and returned electronically within 5 business days of submission.

For additional information to see if IDL programs are right for you, contact an Admissions Advisor at 1-877-559-3621 or info@ciat.edu.

Minimum System Requirements

Software:

Some programs require software. When software is required, it shall be included in the cost of the program. For downloading software for use in the labs, students should have broadband Internet with at least 5 MB per second and sufficient hard drive space for saving files.

Hardware:

CIAT online programs require the following:

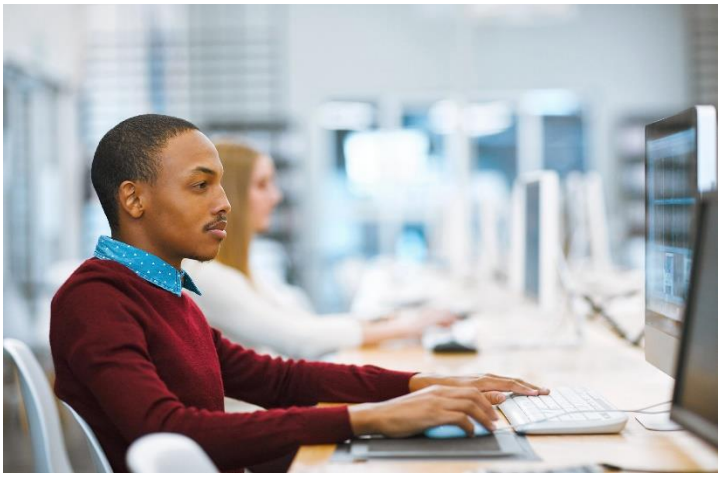
1. Network Interface Card
2. Minimum of 4 Gigabytes of memory, 8 Gigabytes preferred
3. Graphics Adapter Card
4. Sound card
5. Microphone
6. Camera
7. IDE, SCSI or SATA Hard Drive with minimum of 250 MB of useable space (not including host programs).

Note: Guest systems (systems running under Virtual Box) may require extra memory when more than two guest systems are running concurrently.

Study Suggestions

The first thing you should do is schedule some time, about 2 to 3 hours every day, to dedicate yourself to online study and reading assignments. You have from six months to three years to complete your program, depending on the program you have chosen. But, with a little time management, you can complete the program in a much shorter period of time. It's up to you! How soon you want to graduate depends on how much time you're willing to invest.

Other areas for study can be found in the course syllabus, provided to you by your instructor. The syllabus contains the suggested textbook and course outline.



Certification Testing

CIAT Certification Exam Policy

Many CIAT programs teach the skills employers require on-the-job. To validate these skills, you are encouraged to take any associated industry certificate exams. The taking and passing of industry certification exams is not required for completion of your Program but is highly recommended to improve your success at finding employment in the IT industry. CIAT is an approved Pearson-VUE test center. Testing is offered at both of our campuses and onsite for groups. CIAT will provide students with one certification exam voucher per course upon successfully completing course with a D- or above and completing two Designated Practice Exam (DPE) at a 90% pass rate or higher. CIAT will provide students with second certification exam voucher per course if the student failed the first certification exam by 100 points or less from minimum passing score. If the student failed the first certification exam by more than 100 points from minimum passing score, he/she will be responsible to pay for exam retake.

Once both DPE's are completed, students must schedule and take their certification exam within 15 business days. DPE's are only given to active students in the program and there is no cost to receive this software. Students are only allowed to request one DPE at a time. Students have up to 90 days after graduation to request and take DPEs.

The measures taken to prepare graduates for their optional certifications include:

- Individual courses containing multiple unit exams, a final exam, labs to help students experience practical use of the course materials,
- Test prep materials to test a student's knowledge to better ensure they are prepared to take an exam
- Test vouchers and test registration for graduates so that each examinee knows when and where their exam will be held

- Testing is provided on-site at the campus for multiple certifications including CompTIA, Microsoft, and Cisco

The following are single attempt exams and are not eligible for a retake voucher: CEH, CASP+, CISSP, CCNP Route, CCNP Switch and CCNP TShoot. This policy is valid for those who are not receiving tuition discounts.

Types of Awards

Honor Roll

Students who achieve scholastic distinction in a standard quarterly in a year, as evidenced by a grade point average of 3.80 or higher in at least 12 semester credit hours in a semester, with no grades of "D+", "D", "D-", "F", "W", "I" or "NC". And who has passed a minimum one industry certification exam in a given evaluation period.

President's List

Students who achieve scholastic distinction in a standard quarterly in a year, as evidenced by a grade point average of 4.00 in at least 12 semester credit hours in a semester, with no grades of "D+", "D", "D-", "F", "W", "I" or "NC". And who has passed a minimum two industry certification exams in a given evaluation period.

Graduation with President's Honor Roll

At graduation, AAS degree candidates with a 3.80 cumulative Grade Point Average (GPA) will receive special recognition as graduating with honors. No degree candidate shall be eligible for graduation with President's Honor Roll if, at the time of graduation, disciplinary action has been taken against the student by CIAT.

Dual Certificate/Degree

Students pursuing a Certificate or Degree and completing the requirements for a lesser included Certificate (such as a CCIS or AACIS student completing the first five courses, which completes the Certificate as a Computer Tech Program) may petition the school for issuance of the lesser Certificate. A nominal fee of $50.00 will be charged to cover the cost of issuing the Certificate.

Transcripts

CIAT provides transcripts for our students upon submitting a request to transcripts@ciat.edu. You may print an unofficial transcript at any time by logging into the student portal. Official Transcripts may also be requested at any time and will be printed and signed on Friday but may not be mailed until Monday. Official Transcripts cannot be emailed, they must be submitted to the receiver in a sealed envelope. We must have specific authorization in writing from you to send a transcript, official or unofficial, to a third party, such as a potential employer, current employer or another school. Contact the Registrar's Office for further information on transcripts.

Changes to Programs and Courses

The world of Information Technology is rapidly and constantly changing. In order to ensure that CIAT students are receiving the best possible education to make them eminently employable in the IT workforce, CIAT reserves the right to change without notice the content of our courses and the courses that are included in our programs. Rest assured that you will always receive training that is in your best interest for pursuing your career in Information Technology.

Career Development

CIAT offers Career Development to all graduates pursuing employment in their field of study. The Placement Coordinator develops and maintains close relationships with local businesses so that they may keep abreast of current employment opportunities to which graduates may be referred. Although no institution can guarantee employment, CIAT makes every effort to help ensure that each graduate is prepared to effectively compete in the job market as they pursue their new career.

Career Services

Policy for Job Placement Assistance

It is the policy of California Institute of Arts & Technology to provide job placement assistance and career counseling to students and graduates. CIAT does not guarantee placement or employment to its applicants, students or graduates. CIAT faculty and staff are cautioned and advised to ensure that no such guarantee is ever made or implied in any advertising, brochures, lectures and/or statements to applicants, students or graduates.

Job Placement Assistance Services Provided

CIAT's Placement Coordinator is responsible for providing career counseling and job placement assistance. At a minimum the following services will be provided:

Resume review and assistance: CIAT's Placement Coordinator will offer advice on how to prepare resumes and cover letters. The Placement Coordinator will also review student prepared resumes and offer constructive criticism and advise the student on how to improve their resume skills. CIAT does not write or provide pre-written resumes for their students. Online students, not in the local area may forward their resumes and cover letters to studentservices@ciat.edu for review and recommendations. CIAT's Placement Coordinator will offer an open office session on the last Friday of each month for assisting students in resume and cover letter creation.

Internet job search resources: CIAT's Placement Coordinator will maintain a listing of potential employer website addresses. CIAT students will be provided this list of employers by email upon request. CIAT's Placement Coordinator will contact potential employers and request permission to place links to the employer's employment opportunities web pages on CIAT's website. Employers will be offered the ability to contact CIAT, through the CIAT website, for information on our training programs and availability of trained students for employment.

Interviewing skill improvement: CIAT students will be offered appointments with CIAT's Placement Coordinator for practice job interview sessions. Distance learning students will be offered this opportunity utilizing video or teleconferencing. These services will

also be available during the monthly open office session conducted on the last Friday of each month.

Internships: Although not often available, CIAT's Placement Coordinator will work with employers who express a desire to offer internships for CIAT students. Any available internship will be made available to CIAT students via email or phone invitation.

Career guidance: Student Services will gather information on current career paths and trending demands in the information technology field and make this information available to all CIAT students and graduates. Student Services will also be available during the monthly open office session to discuss career options with students. Students are encouraged to talk to the Student Services Manager or submit career information requests to Student Services via email or telephone at any time.

Annual Campus Safety & Crime Reports

CIAT is committed to providing a safe and secure educational environment for our students, staff faculty and visitors. CIAT adheres to a supports federal statute "20 U.S.C. 1092(f) Disclosure of Campus Security Policy and Campus Crime Statistics Act" also known as the "Clery Act". This law requires all colleges and universities that participate in federal financial aid programs to disclose and report campus crimes on an annual basis. Furthermore, the law requires that this information be available to current and prospective students and employees.

Annual Security Report

CIAT publishes the policies and procedures for reporting crimes, as well as the types of crimes that have been committed on or near the campus in the Annual Campus Safety and Crime Statistics Report. This publication is distributed by October 1st annually to all students and employees, available to prospective students and employees upon request, and are published online at **https://www.ciat.edu/wp-content/uploads/2018/10/CAMPUS-SECURITY-POLICY-AND-CAMPUS-CRIME-STATISTICS-ACT.pdf.** Paper copies can be obtained at any time from Student Services Manager/ Title IX Coordinator.

Reporting a Crime

Students and employees should promptly report all criminal actions and emergencies occurring on or around CIAT campus facilities to the Student Services Manager/ Title IX Coordinator, Vice President of Compliance or President either in person or by calling **877-559-3621**. Reporting incidents of sexual assault, dating violence, domestic violence, and stalking is necessary to ensure victims of such conduct receive appropriate services and information, to track incidents or identify patterns, to protect the campus community from future incidents, and to fulfill CIAT's reporting obligations under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

In the event of fire or medical emergencies, staff and employees should contact the local police department by dialing **911** and then notify the Vice President of Compliance or President.

Emergency Response

In the event of a report of a dangerous or emergency situation to any staff member, the staff member will contact the Student Services Manager or any other Executive staff member to report the situation. The Student Services Manager and/or executive staff will review the situation, and if appropriate confer with the local law enforcement agency or other first responders to confirm the issue(s) involved and determine if activation of the Emergency Notification system is warranted. In the event of a confirmed emergency situation, the executive staff will determine the appropriate campus population to receive notification and determine the content of the notification, which will then be passed on to the staff members for immediate dissemination to the campus community via blast email and/or verbally to all students/staff present on campus providing the notification would not compromise the ability to contain the emergency or endanger additional students or staff members.

Timely Warning

Timely Warnings, also called "Public Safety Notices", are provided to give students, faculty and staff notification of crimes that are considered by CIAT to present a serious or continuing threat to the campus community and to heighten safety awareness. CIAT will prepare a Timely Warning Notice when a report is received of a violent crime against a person or a particularly threatening crime against property on campus that represents an ongoing danger to the safety of students, faculty and staff. Timely Warning Notices are distributed by e-mail to all students, faculty, and staff. E-mails are drafted and distributed by the Student Services Manager/ Title IX Coordinator. In some circumstances, Timely Warning Notice fliers may be posted in campus buildings and on the website www.ciat.edu.

Privacy Policies

Student Records

CIAT students have the right to view their personal student records at any time during normal business hours. Should the student require a printed copy of their record, they must request in writing or email that a copy be provided. CIAT will print and provide the copy at no cost to the student if they pick it up in person at the San Diego campus. Printed copies will be sent to the student only, via a traceable service for a $15.00 fee. CIAT retains student records indefinitely. If a student wishes to review a copy of their record, they should contact the Student Services Department at the San Diego Campus, Tel: 877-559-3621. Student records are confidential; however, we will release information to a third party when required by law or with approval of the student upon written request. The request must be made in writing to CIAT Student Services:

CIAT, Attention: Student Services
401Mile of Cars Way, Suite 100,
National City, CA 91950

Unless a release is provided, CIAT limits disclosure of student records to those authorized by law.

Student Addresses

Students have the responsibility to notify Student Services each time their information changes. Student information changes can be made in person or by email to records@ciat.edu.

Social Security Numbers

Social security numbers are collected from prospective and current students, for administrative coordination and record identification purposes only. The social security number is a confidential record and is maintained as such by the school in accordance with the Family Educational Rights and Privacy Act (FERPA) and the Gramm-Leach Bliley Act (GLBA) to safeguard the security and confidentiality of consumer information.

Policy on Student Names

CIAT 's policy regarding student names and name changes require that the name on the student record should be the student's complete and legal name. In evaluating and processing all name change requests, the school reserves the right to require adequate and appropriate documentation as warranted.

Confidential Information

With the exception of directory information listed in the annual FERPA notice, all student records are considered to be confidential and are open only to school officials. A school official is a person employed by CIAT in an administrative, supervisory, academic, research, or support staff position. A school official also may include a volunteer, contractor or externship outside of CIAT who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. CIAT's notification of rights can be found in this catalog under Family Education Rights Privacy Act (FERPA) Policy. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for CIAT.

Family Educational Rights and Privacy Act (FERPA) of 1974

The Family Education and Privacy Act was enacted by Congress to protect the privacy of student educational records. This privacy right is a right vested in the student. Generally:

1. Institutions must have written permission from the student in order to release any information from a student's educational record.
2. Institutions may disclose directory information in the student's educational record without the student's consent.
3. It is good policy for the institution to notify the student about such disclosure and to seek the written permission of the student to allow disclosure of any educational records including directory information.
4. Institutions should give the student ample opportunity to submit a written request that the school refrain from disclosing directory information about them.
5. Institutions must not disclose non-directory information about students without their written consent except in very limited circumstances.
6. Institutions should notify students about their rights under FERPA through annual publications.
7. When in doubt, it is always advisable to err on the side of caution and to not release student educational records without first fully notifying the student about the disclosure.

Finally, the school should always seek a written consent from the student before disseminating educational records to third parties.

Student records will be maintained on site at the administrative site for five years from the last date of attendance. Transcripts are maintained permanently.

SERVICES

Books and Classroom Supplies

CIAT does not operate a "Book Store" and does not sell classroom supplies. We do not buy-back used text books.

Computer Lab with Internet Access

CIAT has computers with internet access for classroom assignments, research, and mock employment interviews.

Common Areas

CIAT provides space for students to relax and study, as well as eat and drink. Vending machines are conveniently located for purchasing snacks and refreshments. All students are asked to treat common areas as they would their place of employment, and keep the areas clean.

Food Services

CIAT provides coffee, tea and filtered water service to its students. A refrigerator, toaster-oven and microwave oven are available for student use in the student lounge. Vending machines providing a variety of food and drink items are also available in the student lounge. A deli is conveniently available in the building complex across the street and is open Monday through Friday for breakfast and lunch. Information on additional dining choices in the neighborhood will be provided during student orientation.

Housing Facilities

CIAT does not provide housing facilities, but will assist students in finding accommodations for the duration of the course. Hotel accommodations are widely available locally with an average cost of $100 to $125 per night depending on season.

Library and Librarian Services

CIAT has a resource center on-site. And online library is available to the student for a modest fee. The City of San Diego provides library services at multiple locations throughout the San Diego area, all available free of

charge for all CIAT students. Our Student Services also serves as the Librarian for CIAT and is available to assist all students in locating research and reference materials both online and physically.

Medical Services

No medical services are provided by CIAT.

Parking

CIAT does not charge for parking our campuses. No parking passes are needed to utilize this parking. However, overnight parking is not permitted, and vehicles left overnight may be towed without notice. There are several marked "Reserved" parking spaces in the front lots. Please do not park in these spaces. Since we share the parking with other complex tenants, the lot may occasionally be full. In that case, parking along the street is available. Do not park in the parking lot for the vacant restaurant east of the school.

Visitors

CIAT welcomes visitors. All students are encouraged to invite parents, friends and relatives to the school to visit at any time. All visitors must check in with at the front desk. Staff will make themselves available to answer questions as they arise.

Services for Students with Disabilities

The Rehabilitation Act

Title V. of The Rehabilitation Act of 1973 is generally regarded as the first civil rights legislation on the national level for people with disabilities. Section 504 of The Rehabilitation Act is a program access statute. It prohibits discrimination on the basis of disability in any program or activity offered by an entity or institution receiving federal funds.

Section 504 states (as amended):

"No otherwise qualified person with a disability in the United States… shall, solely on the basis of disability, be denied access to, or the benefits of, or be subjected to discrimination under any program or activity provided by any institution receiving federal financial assistance." The Americans with Disabilities Act (ADA) is a federal civil rights statute that prohibits discrimination against people with disabilities. There are four sections of the law: employment, government, public accommodations, and telecommunications. The ADA provides additional protection for persons with disabilities in conjunction with the Rehabilitation Act of 1973. The ADA is designed to remove barriers, which prevent qualified individuals with disabilities from enjoying the same opportunities that are available to individuals without disabilities. In relation to Section 504 of The Rehabilitation Act, the ADA states: "Institutions that receive federal funds are covered under Section 504. The ADA does not supplant Section 504, but in those situations where the ADA provides greater protection the ADA standards apply. Therefore, postsecondary institutions must adhere to both the Rehabilitation Act and The Americans with Disabilities Act."

Disability Services Policy Statement

CIAT recognizes and accepts its obligations under The Americans with Disabilities Act of 1990 and The Rehabilitation Act of 1973 prohibiting discrimination on the basis of a disability and requiring that reasonable accommodations be provided to qualified disabled students in all programs and activities within the control of the institution, provided such accommodation would not impose an unreasonable burden on the school or other students. A student is eligible for consideration for accommodations and/or auxiliary aids and services if the student has a disability and the Student Services Manager has met with the student, consulted with the Vice President of Compliance, and determined that the functional limitations of the disability require such accommodation, auxiliary aids and/or services.

CIAT is committed to providing reasonable accommodations including auxiliary aids and/or services to qualified individuals with a disability, unless providing such accommodations would result in undue burden or fundamentally alter the nature of the relevant program, benefit or service provided by CIAT. To request auxiliary aids or services, please contact the Student Services Manager at the campus. Students should submit requests with supporting documentation at least six weeks prior to the beginning of the first day of classes or as soon as practical.

The Vice President of Compliance and the Student Services Manager manage determination of reasonable accommodations and compliance with the ADA and Rehabilitation Act for students jointly. No student shall be retaliated against for seeking accommodation under this policy or for participating in good faith and in a reasonable manner in any review procedures concerning CIAT for its alleged noncompliance with The Americans with Disabilities Act of 1990 or the Rehabilitation Act of 1973.

Definition of Disability

According to Section 3 of the Americans with Disabilities Act of 1990 (ADA), the term "disability" means, with respect to an individual,

1. Having a physical or mental impairment that substantially limits one or more of the major life activities of such individual;
2. Having a record of such an impairment; or
3. Being regarded as having such impairment.

Otherwise Qualified Applicant

A student who provides CIAT with sufficient evidence of a disability meeting the standards established by the ADA or Section 504 is eligible for appropriate accommodations and services, provided the student is an otherwise qualified applicant. In order to be considered an otherwise qualified applicant, a student with a disability must be capable, either with or without accommodations, of fulfilling the essential requirements of a program of instruction.

Determining Appropriate Accommodations

Students with disabilities who are seeking accommodations at CIAT should schedule an individual meeting with the Student Services Manager. Once appropriate documentation has been submitted, reasonable and appropriate accommodations will be implemented based on the student's specific disability and the functional impact of the disability on the student's daily activities and academic obligations.

Disability Grievance Procedure

If a student believes any CIAT employee has discriminated against him or her because of a disability, he or she has the right to seek a review of such concerns. Students have the option of pursuing a formal grievance. When filing a formal grievance, the student should first present his or her concern in writing to the Student Services Manager. Upon receipt of this notice of grievance from the student, the Student Services Manager will undertake a review of the unresolved complaint during which time the Student Services Manager may request additional documentation of the student's disability. Once all the information has been received and reviewed, the Student Services Manager will present the results of this review in writing to the student.

If the Student Services Manager is unable to produce a resolution to the student's satisfaction, the student may submit a formal written appeal to the Vice President of Compliance of CIAT. This written appeal should include a brief description of the disputed decision and/or perceived discrimination, reasons why the student believes the decision was in error and a short description of a proposed resolution to the disputed decision. Once all information has been reviewed, the Vice President of Compliance will provide a written response regarding the determination to the student. This response will state the final determination regarding the requested accommodation and/or discrimination and the specific reasons supporting the decision. Every effort will be made to produce this final determination in a prompt manner.

Complaint Procedures

If a student believes that CIAT is not in compliance, she or he may file a written complaint with the Office of Civil Rights:

U.S. Department of Education Office for Civil Rights
Lyndon Baines Johnson Dept. of Education Bldg.
400 Maryland Avenue, SW
Washington, D.C. 20202-1100
Telephone: 800-421-3481
Fax: 202-453-6012; TDD: 800-877-8339
Email: OCR@ed.gov
To file a complaint online: https://ocrcas.ed.gov/

COMPLAINTS AND GRIEVANCES

CIAT Grievance Policy

CIAT maintains an open-door policy. If a student has a concern of any kind it should first be discussed with the Instructor. If the student is not satisfied with the result of that conversation the concern should be presented to the appropriate Director or Manager. If the concern is still not resolved the student is encouraged to request a meeting with the CIAT President.

If you have a complaint, we want to hear about it. Please address all concerns or complaints in writing to:

CIAT
ATTN: Student Services
2820 Camino Del Rio South, Suite 100, San Diego, CA 92108

Phone: 1-877-559-3621
FAX: 1-858-505-9650
Email: info@ciat.edu

Include:

1. Full name
2. Address
3. Phone number
4. Date of request
5. Signature
6. Reason for complaint or grievance

ACCET Grievance Policy

CIAT is recognized by the Accrediting Council for Continuing Education & Training (ACCET) as meeting and maintaining certain standards of quality. It is the mutual goal of ACCET and the institution to ensure that educational training programs of quality are provided. When problems arise, students should make every attempt to find a fair and reasonable solution through the institution's internal complaint procedure, which is required of ACCET accredited institutions. And frequently requires the submission of a written complaint. Refer to the institution's written complaint procedure which is published in the catalog. Note that ACCET will process complaints which involve ACCET standards and policies and, therefore are within the scope of the accrediting agency.

In the event that a student has exercised the channels available within the institution to resolve the problem(s) by way of the institution's formal student complaint procedure, and the problem(s) have not been resolved, the student has the right and is encouraged to take the following steps:

1. Complaints should be submitted in writing and mailed, or emailed to the ACCET office. Complaints received by phone will be documented, and the complainant will be requested to submit the complaint in writing.
2. The letter of complaint must contain the following:
    a. Name and location of the ACCET institution;
    b. A detailed description of the alleged problem(s);
    c. The approximate date(s) that the problem(s) occurred;
    d. The name, and title/position of all individual(s) involved in the problem(s), including faculty, staff, and/or other students;
    e. What was previously done to resolve the complaint along with evidence demonstrating that the institution's complaint procedure was followed prior to contacting ACCET;
    f. The name, email address, telephone number and mailing address of the complainant. If the complaint specifically requests that anonymity be maintained, ACCET will not reveal his or her name to the institution involved.
    g. The status of the complainant with the institution (e.g. current student, former student etc.)
3. In addition to the letter of complaint, copies of any relevant supporting documentation should be forwarded to ACCET (e.g., the student's enrollment agreement, the syllabus or course

outline, correspondence between the student and the institution).

4. SEND TO: ACCET
   CHAIR, COMPLAINT REVIEW COMMITTEE
   1722 N Street, NW Washington, DC 20036
   Telephone: (202) 955-1113 Fax: (202) 955-1118 or (202) 955-5306
   Email: complaints@accet.org
   Website: www.accet.org

Note: Complaints will receive an acknowledgement of receipt within 15 days.

California BPPE Grievance Policy

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the **Bureau for Private Post-Secondary Education at 2535 Capitol Oaks Drive, Ste 400, Sacramento, CA 95833, ww.bppe.ca.gov, toll-free telephone number 888-370 -7589 or by fax 916-263-1897**.

A student or any member of the public may file a complaint about this institution with the **Bureau for Private Postsecondary Education by calling 888-370-7589 or by completing a complaint form, which can be obtained on the bureau's internet web site** www.bppe.ca.gov.

ACADEMIC STANDARDS

Attendance Policy

Class attendance is an essential part of the educational process at California Institute of Arts and Technology, and students are expected to attend all classes for which they are registered in order to facilitate their academic success. All instructors will take attendance at the beginning of the class. In general, academic performance is impacted by the number of classes you attend or don't attend.

All classes consist of online work and assessments completed by all students and classroom sessions for those that are available to attend. Classroom assignments will be completed during these sessions that provide hands-on experience for the student. Students with approved excused absences on one or more of these sessions may be given an option to complete make-up assignments for each class missed at the discretion of the instructor. The general rule is when the student fails to meet the 80% attendance requirement, the student may be dropped from the course and put on academic probation. Students participating as full online students will be required to progress through weekly assignments to receive attendance credits.

Attendance Rules

1. Absence – Two absences per class are permissible and this includes both excused and unexcused. And absences are highly discouraged. Students will receive Academic Probation if the overall attendance percentage is below 80% upon reviewing SAP.
2. Tardiness – Students will be considered tardy anytime they miss class time, due to arriving late, leaving early, or non-participation. Any absence from the classroom outside of scheduled breaks (bathroom trips, cell phone calls, etc.) will be marked as tardy, as will time spent not participating in class. Students who are tardy by thirty minutes or more in a 4.5 hour class will be marked absent from that class session. Students who are tardy by one hour or more in a 9 hour class will be marked absent from that session. Three tardies equal one unexcused absence.
3. Interruption for Unsatisfactory Attendance – Students must maintain a cumulative attendance rate of 80% measured at the end of each semester. A student with less than 80% attendance will be placed on probation for the next semester. Failure to raise the cumulative attendance rate to 80% at the end of the probation period will may lead to administrative drop.
4. Cutting Classes – Cutting of classes (leaving early) without legitimate reason shall be considered as an unexcused absence.
5. Make-Up Work - Make-up work may be required for an absence. However, hours of makeup work cannot be accepted as hours of class attendance.
6. Leave of Absence - Under certain conditions a Leave of Absence (LOA) may be granted, but limited to 180 calendar days in any 12-month period or one-half the published program length, whichever is shorter. Such conditions may include military deployment, medical leave, and employment orders. Please review Leave of Absence policy in page 33.
7. Finger Scanner – Students must scan-in upon arrival and scan out upon departure to receive full credit for attendance. Students leaving for breaks of more than 15 minutes must scan out when leaving and scan in again when returning from their breaks. Students do not need to record bathroom breaks or scheduled breaks while attending lectures and labs. Failure to follow these procedures is considered to be "falsifying records" and will subject the student to discipline and possible repayment of BAH to the VA.

Minimum Standards of Attendance

This policy requires 80% cumulative attendance in the classroom and online for graduation.
When evaluating whether you attend a course, whether live or online, the following constitutes attendance/academic engagement:

1. Attendance at an academically-relevant event (includes physically attending class).
2. Submitting an assignment in Canvas by the deadline. (Online students only)
3. Completing a tutorial or computer-based instructional module (along with a way to verify that each student completed the tutorial or instructional module).

4. Simply logging into an online course, without engaging in one or more of the activities, does not qualify as academic engagement.

Tracking Attendance

Attendance is report on a daily basis by the instructor. CIAT has a Student Portal where you can log in and check attendance and other items. It will be your responsibility to monitor your attendance to ensure you are meeting the 80% standard. When available, you may be able to make up a missed session. See your Instructor or Student Services to request this.

If you do not agree with any of the attendance data you must submit a written appeal to the Student Services Manager as soon as possible, but no later than 30 days after the date where the attendance was recorded incorrectly.

VA students who are in Certificate programs must be present in the classroom for 9-18 hours per week depending on the program approval.

Tardiness and Early Departure

As an institution, CIAT expects students to be in class on time for every scheduled classroom session. When you arrive late for class you not only miss the material that has been presented, but you disrupt the instructor and your fellow students. If you arrive thirty or more minutes late for class, the instructor will record a tardy. If you leave thirty or more minutes before the instructor dismisses class, the instructor will record an early departure. Three times of tardy or an early departure will equal to one absence. If your cumulative tardy and or early departure time exceeds more thirty minutes of the scheduled class time, then you will be marked absent and not receive credit for attendance for that day.

Make Up Hours

Make-up hours must be prearranged with the instructor, and must be completed outside of normally scheduled class hours.

Consecutive Absences

A student who is absent for fourteen consecutive calendar days without an approved leave of absence will be dismissed from school.

Leave of Absence

CIAT understands that life events may require a student to modify class enrollment and schedules. Under limited conditions a Leave of Absence (LOA) may be granted for up to 50% of their program length, but no more than 180 days in any 12 month period, whichever is least. A student on an approved LOA will be considered enrolled at CIAT. It is important for students to understand that Federal Student Assistance (FSA) may be negatively impacted if they fail to apply for a LOA or if the application is denied.

Students who would like to request a LOA must submit a LOA request form on our website along with formal documentation to studentservices@ciat.edu that justifies the request such as:

- Medical Documentation,
- Certified Military Orders, or
- Job Orders

Military Reservists and National Guard Members who are called to active duty for less than 50% of the program length will be granted a LOA equal to their period of active duty. If the period of active duty exceeds the 50% of the program length maximum, then the student will be dropped without prejudice and will automatically be accepted for readmission upon return from active duty.

Students who request a LOA without supporting documentation will be granted on a case by case basis. If there is no extenuating circumstance, CIAT may approve the student LOA one term at a time. If there is a need to extend the LOA beyond the original time approved, students must request for an extension by submitting a new LOA form, and the extension is subject to approval by Student Services. Qualified LOAs that may be granted on a term by term basis are as follows:

- Personal
- Programmatic/ Schedule conflict

Students will be administratively dropped from the program for failure to return by the return date and/or exceeding the maximum allowable length of time. Once dropped, students will be required to file an application for readmission to the program and to verify that he/she will be able to complete the program without interruption to be accepted for readmission.

Leave of Absence (LOA) inquiries can be submitted by visiting www.ciat.edu under Student Services -> Student Forms (https://www.ciat.edu/student-forms/).

Grading and Evaluation Criteria

An average of each course grade is calculated to determine your GPA for a program. Please refer to your course syllabus for information regarding the grading criteria for each course.

Audit (AU) –Audit students will receive a designation of “AU” on their permanent record which will not carry any academic credit because there is no measurement of the student’s performance.

Incomplete (I) – A grade of “I” may only be issued when a student has attended and completed at least 75% of the course sessions and is unable to complete the requirements due to uncontrollable and unforeseen circumstances. If student doesn’t complete the class, an Incomplete will become a permanent F.

Withdrawal (W) – Approved withdrawal from a course during the second through the fourth weeks of the term is recorded as a “W” grade and the date of the withdrawal is noted. The withdrawal is a permanent mark with no grade points assigned. A student may receive a maximum of one “W” per course.

Percentage %	Letter Grade	GPA
94-100	A	4.0
90-93.9	A-	3.7
88-89.9	B+	3.3
84-87.9	B	3.0
80-83.9	B-	2.7
78-79.9	C+	2.3
74-77.9	C	2.0
70-73.9	C-	1.7
68-69.9	D+	1.3
64-67.9	D	1.0
60-63.9	D-	0.7
Below 60	F	0
Audit	AU	No Credit
Authorized Incomplete	I	No Credit
Withdrawal	W	No Credit

Satisfactory Academic Progress (SAP) Policy

Time to Complete

California Institute of Arts and Technology's Associate of Applied Science in Computer Information Systems – Networking Concentration is 73 semester hours which the student should complete within 95 academic weeks. The Associates of Applied Science in Software Development is 63 Semester hours which the student should complete within 85 academic weeks. Our Certificate in Computer Information Systems – Networking Concentration (CCIS-NC) program is 600 clock hours that the student should complete within 40 academic weeks (80 academic weeks for part-time students). The actual calendar weeks will be more, depending on the number of break weeks (Thanksgiving and Christmas/New Year) that occur during the students Program. Other sub-sets of our basic Certificate Program are offered with varying amounts of clock hours for the student to complete, again within a maximum of five weeks for each full time course taken (10 weeks for each part-time course). And a maximum 5 days are allowed for grading of assignments in a distance education course.

Measuring Satisfactory Academic Progress

A schedule for the student is established at the beginning of any program, and it is against that agreed upon schedule that the student's Satisfactory Academic Progress is evaluated. Satisfactory progress is evaluated on a semester basis throughout the program.

1. The student is required to make quantitative progress toward program completion. To be making satisfactory academic progress, a student must attend at least 80% or 9.6 credit hours of the scheduled class hours on a cumulative basis during each evaluation period.
2. The student's academic grade point average is reviewed to determine qualitative progress. The minimum required GPA is 2.0 on a 4.0 scale when letter grades are assigned at the conclusion of each evaluation period.

Incomplete grades are not given, and students must repeat any classes in which they earn less than a 60% (below D-) average. And students may repeat any classes in which they earned less than 70% (below C-) average. The lowest grade will be dropped and the highest grade will be used to calculate the academic average. Course work repeated may adversely affect a student's satisfactory academic progress in terms of the maximum time frame.

Students who withdraw from the program will receive a grade of 0% in each class interrupted by the withdrawal. All interrupted classes must be repeated upon readmission to the institution.

Satisfactory Academic Progress (SAP) Policy for Students Receiving U.S. Federal Financial Aid

The academic requirements that students who receive U.S. federal assistance must meet to maintain their eligibility have changed due to new guidelines adopted by the Federal Department of Education effective July 1, 2011. Students must now meet new standards of Satisfactory Academic Progress (SAP).

These SAP standards may be different from, and at times, more stringent than, the satisfactory academic progress policies adopted by CIAT's academic programs. For CIAT's SAP policy see Satisfactory Academic Progress Policy. The federal guidelines require that CIAT's Financial Aid Office conduct reviews of student progress at the end of each term to determine if students are making satisfactory progress towards earning their degree and therefore remain eligible for federal financial aid.

Students need to make satisfactory academic progress in order to continue receiving federal student aid. In other words, students have to make good enough grades, and complete enough classes (credits, hours, etc.), to keep moving toward successfully completing the degree or certificate in a time period that's acceptable to CIAT.

Warning and Academic/ Attendance Probation

There are three terms in an evaluation period (semester). If a student fails to meet the 80% attendance or minimum C- in a term, he or she will be placed on Warning for the next term. Warnings do not impact on student's academic status or records. Warnings are simply utilized to alert students to meet CIAT's academic and attendance standards.

If the student fails to meet SAP (80% attendance, 9.6 credit hours or 2.0 grade point average) on the evaluation period, the student will be placed on Academic Probation for the next evaluation period. Failure to achieve an 80% attendance for the period, or a 2.0 grade point average, or both, at the end of the Academic Probation periods may result in the student being administratively dropped from the program or suspended for a minimum of 30 days as determined by the President.

Students will be notified in writing when they are placed on warning and the steps necessary to be removed from warning status. Students will also receive attendance or academic counseling, from Student Services, as appropriate, when they are placed on warning and/or probation. Students

placed on warning may exercise their right to request a schedule change, as long as they do not exceed the maximum of three changes allowed and do not extend beyond their maximum allowed time to complete the course. The institution will notify a student by certified mail if he or she is being dropped or suspended for unsatisfactory academic progress.

Appeal Process

The student may submit a written appeal of his/her drop or suspension within five calendar days of their receipt of the notice. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from attaining satisfactory academic progress and evidence that changes have occurred to allow the student to now meet standards of satisfactory academic progress. Only extraordinary circumstances will be considered, such as death or severe illness in the immediate family. Before an appeal may be granted, a written academic plan must be completed with the student which clearly identifies a viable plan for the student to successfully complete the program within the maximum timeframe allowed. The School President will assess all appeals, and determine whether the student may be permitted to continue in school on a warning status, despite not meeting the satisfactory progress requirements. The student will be sent the written decision within ten days of the Institute's receipt of the appeal. The decision of the School President is final.

Students reinstated upon appeal are on a probationary status for the next evaluation period, during which time they must meet the terms and conditions set out in the School President's letter granting the appeal. At the end of the evaluation period, and at the end of every evaluation period thereafter, the student's academic status will be reviewed. The student may continue on probation as long as he or she meets the terms of the academic plan approved at the time the student's appeal was granted, until such time as satisfactory academic progress status is regained. The student reinstated after dismissal and appeal is not eligible for financial aid until he or she regains satisfactory progress status by meeting the minimum SAP standards.

Maximum Time Frame

All program requirements must be completed within a maximum time frame of 1.5 times the normal program length, as measured in calendar time. The Degree program, two years (24 months) in length, must be completed within three calendar years (36 months) of the students First Term Date. The Certificate programs, 40 weeks (80 weeks part-time) in length, must be completed within 60 weeks (120 weeks part-time) of the students First Term Date. This maximum time permitted includes any time spent on an authorized Leave of Absence, but does not include scheduled school break periods.

Failure to Complete a Program

A failure to complete a program is defined as a student who does not satisfactorily complete their program within the maximum time frame, as delineated in the above paragraph, allowed for the program. Students who fail to complete a program will be dropped and may reapply to complete their program. Upon approval by the Academic Review Board, they will be readmitted and will be required to pay an amount equal to the tuition for the remaining/additional courses they desire to take, or the full amount of any refund received upon their being dropped, whichever is greater.

Transfer and Readmitted Students

Transfer students from outside the institution will be evaluated qualitatively only on the work completed while at the Institute.
The maximum time frame is reduced for transfer or readmitted students, based upon the remaining length of the program in which they enroll. If the student transfers in 90 hours towards a 450 hour program and therefore must complete 360 hours at the Institute, then (360/450 hours = 80%), the maximum time frame is 48 weeks (60 weeks x 80%, rounded up) x 150% or 72 weeks.

Scheduling

Students are expected to make satisfactory academic progress (SAP). Satisfactory Academic Progress is defined as satisfactorily completing courses and programs within the agreed upon schedule. Prior to starting a program, you will meet with the Registrar and create a schedule according to your needs that can be completed within the maximum timeframe defined in the program section of the catalog. We recognize that there are circumstances that arise which may cause you to need more time to complete your program. If that happens, you can request to have your schedule revised up to three times. Schedule revisions may not result in a schedule that exceeds the maximum allowed timeframe for the program. If after your third schedule revision you are still unable to make SAP, you may be dropped from your program or request that CIAT management make an exception to the SAP policy.

To request a schedule revision, or an exception to the SAP policy, you must contact Student Services, *studentservices@ciat.edu*.

Students must maintain a minimum of 2.0 GPA overall in the program to be considered for graduation. Instructors will monitor student online and/or classroom activity to ensure optimum scores are obtained and provide direction for improvement. Courses may be extended at the discretion of the Instructor and President.

Course Repeat Policy

Students may repeat a CIAT course for the following reasons:

1. Withdrawal from or Failure of a course
2. Receipt of a D+ or below, if the grade results in an unsatisfactory GPA for graduation from the program.
3. Audit, Refresher or "Personal Enrichment" training after completion of a Program. No credit will be given for the course.
4. Professional Development Bootcamp courses may be repeated as desired with no limitations other than full tuition and all fees must be paid for each enrollment

The following rules apply to repeating of courses:

1. A maximum of three of the same courses may be repeated during the progress of a program.

2. Each repeat will count as one of the three extensions allowed by CIAT's extension policy.
3. The same policies apply to the repeat course as to the initial course.
4. A maximum of three attempts (enrollments) is allowed for each course.
5. Withdrawals (W) count as an enrollment.
6. If the student does not pass the course after their third attempt at the course, the student will receive a failing grade. If this failure results in the student being unable to successfully complete their program of education, the student will be administratively dropped from the program and if possible transferred to another program that does not require passing this course.
7. A tuition fee will apply to each repeated course.

Extension Policy

A student may find the need to request an extension if unable to complete a course within the course schedule. Extensions will be given only for justifiable reasons and are limited to a maximum of six months in length for degree students and four months in length for certificate students. To request an extension, students must turn in an Extension Request Form to the Registrar for consideration. Students who fail to complete two consecutive courses on time in accordance with their agreed upon schedule will be directed by the Student Services Manager to contact the Registrar for a possible extension and schedule change. They will not be allowed to start any new courses, until they have agreed to a schedule with the Registrar. A maximum of three extensions and reschedules will be granted. Students requesting and being granted a second extension will be placed on Academic Probation until they successfully complete a course on schedule. Students on Academic Probation may only be granted an extension upon approval of the Academic Review Board. Under no circumstances will an extension be granted that extends the students program length beyond 150% of the allowed length for the program.

Failure to Complete a Program

A failure to complete a program is defined as a student who does not satisfactorily complete their program within 150% of the allowed length for the program. Students who fail to complete a program will be dropped and may reapply to complete their program after six months. Upon approval by the Academic Review Board, they will be readmitted and will be required to pay an amount equal to the tuition for the remaining/additional courses they desire to take, or the full amount of any refund received upon their being dropped, whichever is greater.

Graduation Requirements

After completion of all required classes, the overall required GPA must meet minimum 2.0 on a 4.0 scale when letter grades are assigned and 80% cumulative attendance in order to graduate from the program.

Students will be registered into the Future Graduate Module in Canvas during the last course in the program for a smooth transition from active student status to graduate. The simple 4-step petition to graduate process will allow students to ensure he or she is cleared in all requirements to effectively exit the school. Students wishing to earn an AAS or Certificate from CIAT need to complete the module in Canvas which allows the student to review financials, verify employment (if applicable), schedule any Career Services assistance, share feedback, and update contact information. CIAT highly encourages all students to complete this step.

When students have completed all the requirements for completion of your degree or certificate program (see the Degree and Certificate Program sections of this catalog for graduation/completion requirements for your program) he or she will receive the Diploma or Certificate of Completion upon verification of student's completion by the Registrar. This will normally take six weeks. You can request your certificate via email as a printable PDF document as an optional. This will normally take one week. The diploma/certificate will be ready for pick-up or delivery by mail within 90 days of verification.

CIAT will provide only one copy as a printed document, but, the student may request an additional email copy at any time. Please allow one week for us to respond to email requests for additional email copies.

Students receiving Federal Student Aid to fund programs must either attend an exit interview with Financial Aid Administrator in person or if unable to attend the exit documents will be mailed within 30 days of graduation date via email or certified mail.

STUDENT CONDUCT

Dismissal or Probation

Standard Code of Conduct

The following conduct shall constitute good cause for discipline, including but not limited to removal from class, written warning, probation, suspension or termination of enrollment:

1. Cheating, plagiarism or false representation of another's work as one's own

2. forgery, alteration or counterfeiting of documents
3. Use of false identification
4. Falsifying information/records
5. Unauthorized use or misuse of CIAT equipment
6. Unauthorized access, use or alteration of computer hardware, software or data
7. Obstruction or disruption of the educational process.
8. Disturbance of the peace on CIAT premises or within the building complex that CIAT shares, including the parking lots and adjacent lawn areas
9. Assault, battery, or any threat of force or violence, physical or verbal, upon a CIAT student, staff member or visitor
10. Theft of, or damage to, or threat of damage to, property of CIAT or a CIAT student, staff member or visitor
11. Unauthorized entry in to CIAT premises
12. Unlawful use, possession, sale or distribution of a controlled substance on CIAT property including attendance at CIAT or a CIAT function while under the influence of a controlled substance.
13. Unlawful use, possession, sale or distribution of alcoholic beverages on CIAT property including attendance at CIAT or a CIAT function while under the influence of alcohol.
14. Disorderly conduct on CIAT premises, including, but not limited to, inappropriate, disrespectful, insulting, and/or obscene language, lewd, indecent, or obscene conduct
15. Possession of any type of object that can reasonably be assumed to be a weapon or explosive device on CIAT premises
16. Violation of any CIAT policies listed in this catalog

Additionally, the following occurrences shall also be grounds for discipline, up to and including, termination of enrollment:

1. Non-payment of tuition
2. Expired enrollment period (if applicable)
3. Failure to complete a program
4. Lack of attendance
5. Missed Assignments

Consequences for Violations

Whenever it has been determined that good cause exists for student discipline, CIAT shall notify the student in writing. The student must attend a disciplinary hearing to ensure due process rights. This hearing shall be conducted by the Registrar who shall have the right to dismiss the charge(s) of misconduct or recommend appropriate disciplinary action. The President shall review the recommended disciplinary action and then either affirm, modify or dismiss the disciplinary action.

Disciplinary Actions

Disciplinary Actions may include:

1. Verbal warning
2. Written warning
3. Written reprimand
4. Removal by the instructor – Suspension from the class for good cause, for the remainder of the day's class and at the instructor's choice the next class meeting also. The instructor's decision is final and may not be appealed
5. Probation for a specified period of time
6. Suspension for a specified period of time
7. Termination of enrollment (expulsion) at CIAT, with or without the possibility of readmission.
8. Criminal prosecution – CIAT will refer to the local authorities for prosecution any criminal activity that occurs on CIAT premises. This is in addition to any other disciplinary action taken.

Cell Phone Use Policy

CIAT is aware that students need to carry cell phones to stay in contact with family and employers. At the same time, cell phones are a distraction in a learning environment to other students in the classroom as well as the instructor. To avoid any unnecessary disruption at school, all devices must be muted and placed out of sight in all academic settings, including classrooms, and laboratories. Students may check and return messages during scheduled breaks. These devices should not be used near classroom doors or hallways while classes are in session.

This policy is intended to provide and maintain a classroom environment that is conducive to learning and respectful of others. On the unusual occasion of an emergency or anticipated emergency that requires immediate attention, the school can be notified and we will pass along the message immediately. Disruption of class by any electronic device may result in an instructor's dismissal of the student for the remainder of the class period. Excessive disruptions will result in disciplinary action.

Intellectual Property Rights Policy

CIAT is committed to providing an environment that supports the learning, teaching, scholarship, and creative activity of its faculty, students and staff. Within this context, the Intellectual Property Rights Policy is intended to:

1. Encourage excellence and innovation in teaching, scholarship and creative activities by identifying and protecting the intellectual property rights of faculty, staff, students and CIAT
2. Encourage the notion that creative and scholarly works produced at CIAT should advance the state of knowledge and contribute to the public good
3. Acknowledge and preserve the traditional property rights of scholars with respect to products of their intellectual endeavors (e.g., books, articles, manuscripts and writings)
4. Guide policy and process for commercial uses of intellectual property other than the traditional products of scholarly work

This policy covers all types of intellectual property, including works protected by copyright, patent and trade secret laws. Students and individuals who do not comply with copyright, patent and trade secret laws are subject to the full extent of the law including fines, punishment and imprisonment.

Should you have any questions, please contact your Admissions Representative or email us at: info@ciat.edu.

Computer Network and Internet Acceptable Use Policy for Students

This policy shall constitute the California Institute of Arts and Technology (CIAT) Computer Network and Internet Acceptable Use Policy for students ("Policy"), and applies to all students who use or access the Network. A copy of this Policy shall be provided to students. Any use of your account that violates these policies may result in your access being withdrawn and/or additional disciplinary action. Violations of these policies are considered violations of the Student Academic Honesty and Integrity policy and may result in disciplinary action up to and including suspension, expulsion, and/or referral to law enforcement. CIAT reserves the right to seek reimbursement of expenses or damages arising from student violations of these policies.

1. Reporting Misuse of the Network: In addition to following the terms of this Policy, you should report any misuse of the Network to an instructor or to an administrator at CIAT. Misuse means any violation of this policy, such as commercial use of these resources, criminal activity, inappropriate content of e-mail sent to you by someone, or any other use that is not included in this policy but has the intent or effect of harming another or another's property.
2. Term of the Permitted Use: Access to the Network is a privilege, not a right, and as such it may be suspended or revoked by CIAT at any time for any reason. CIAT may also limit access depending on student and staff schedules, equipment availability, or other constraints.
3. Uses or activities that are unrelated to legitimate CIAT purposes: Users may not, during the school day, access the Internet for purposes of personal shopping, buying or selling items, connecting with a personal web site or weblog that is not part of a class project, receiving or posting messages to web sites or blogs not part of a class project, participating in any type of gaming activity, engaging in social or hobby activities during class time, engaging in or supporting any kind of business or other profit-making activity, or for general recreational web browsing unless it is during non-class time. (Examples: Amazon, eBay, Expedia, Facebook, Drudge Report, dating services, chat rooms, poker web sites, CNN, ESPN, Halo.)
4. Netiquette: All users must abide by the rules of Network etiquette. Among the uses and activities that violate Network etiquette and constitute a violation of this Policy are the following:
    a. Using inappropriate language, including swearing, vulgarities or other language that is suggestive, obscene, profane, abusive, belligerent, harassing, defamatory or threatening.
    b. Using the Network to make, distribute or redistribute jokes, stories or other material that would violate this Policy or the District's harassment or discrimination policies, including material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, sexual orientation or other protected characteristics.
    c. Forwarding or redistributing the private message of an e-mail sender to third parties or giving the sender's e-mail address to third parties without the permission of the sender.
    d. Creating technical difficulties for others, such as sending e-mail attachments that are too large to be accommodated by the recipient's system.
    e. Attempting to reach Internet sites blocked by the software on school computers or to "hack" into other accounts or restricted information.
    f. Using the Network in a manner inconsistent with the expectations of CIAT conduct of students. When using the Network, students should remember that they are representing themselves and their school to others.
    g. Students are expected to act in a responsible, ethical and legal manner in accordance with CIAT policy, accepted rules of network etiquette, and federal and state laws.
5. Unacceptable uses: Among the uses and activities that are known to be unacceptable and constitute a violation of this Policy are the following:
    a. Uses or activities that violate the law or CIAT policy or that encourage others to violate the law or CIAT policy. Among such uses or activities are the following:
    b. Offering for sale or use or soliciting the purchase or provision of any substance the possession of or use of is prohibited by law.
    c. Creating, copying, viewing, transmitting, downloading, uploading or seeking sexually explicit, obscene or pornographic materials.
    d. Creating, copying, viewing, transmitting, downloading, or uploading any materials that include the design or information for the purposes of creating an explosive device, materials in furtherance of criminal activities or terrorist acts, threatening materials or any other materials that violate or encourage others to violate the law or CIAT policy.
    e. Unauthorized copying, modifying, intruding, or attempts to copy, modify or intrude, into the folders, files, data, work, Networks, passwords or computers of others, or intercepting communications intended for others.
    f. Copying, downloading, uploading or transmitting student information, other confidential information or trade secrets.
    g. Downloading and saving music or images, unless given permission by an instructor.

h. Engaging in harassment, stalking, or other repetitive unwanted communication, or using the Internet in support of such activities
i. Engaging in or supporting any kind of business or other profit-making activity.

6. Uses or activities that cause damage to property: Among such uses or activities are the following:
   a. Uploading, downloading, creating or transmitting a computer virus, worm, Trojan horse, "hacking" software or other harmful component or corrupted data, or vandalizing the property of another. Vandalism includes any attempt to hack, alter, harm, destroy or interfere with the normal operation of software, hardware, and data of another user, other CIAT resources, or the use of the CIAT Network to do any of the same acts on the Internet or outside Networks.
   b. Uploading, downloading, copying, redistributing or republishing copyrighted materials without permission from the owner of the copyright. Even if materials on the Network are not marked with the copyright symbol, you should assume that they are protected under copyright laws unless there is explicit permission on the materials to use them.
   c. Commercial uses. At no time may the Network or the Internet be accessed (including sending e-mail) for purposes of engaging in or supporting any kind of business or other profit-making activity. You may not sell or buy anything over the Internet, and you may not solicit or advertise the sale of any goods or services (whether to one recipient or many, such as "junk e-mail").

Copyright Policy and Procedures

Legally, copyright is a form of protection provided by the laws of the United States (title 17, U.S. Code) to the authors of "original works of authorship," including literary, dramatic, musical, artistic, and certain other intellectual works. This protection is available to both published and unpublished works. Section 106 of the 1976 Copyright Act generally gives the owner of copyright the exclusive right to do and to authorize others to do the following:

1. To reproduce the work in copies or recordings;
2. To prepare derivative works based upon the work;
3. To distribute copies or recordings of the work to the public by sale or other transfer of ownership, or by rental, lease, or lending;
4. To perform the work publicly, in the case of literary, musical, dramatic, and choreographic works, pantomimes, and motion pictures and other audiovisual works
5. To display the copyrighted work publicly, in the case of literary, musical, dramatic, and choreographic works, pantomimes, and pictorial, graphic, or sculptural works, including the individual images of a motion picture or other audiovisual work; and
6. In the case of sound recordings, to perform the work publicly by means of a digital audio transmission

It is illegal for anyone to violate any of the rights provided by the copyright law to the owner of the copyright. These rights, however, are not unlimited in scope. Sections 107 through 121 of the 1976 Copyright Act establish limitations on these rights. In some cases, these limitations are specified exemptions from copyright liability. One major limitation is the doctrine of "fair use," which is given a statutory basis in section 107 of the 1976 Copyright Act. In other instances, the limitation takes the form of a "compulsory license" under which certain limited uses of copyrighted works are permitted upon payment of specified royalties and compliance with statutory conditions. From: US Copyright Office. Copyright Basics. Washington: Government Printing Office, 1999 (Circular 1).
For further information about copyright, write to the Copyright Office at 101 Independence Avenue S.E., Washington, D.C. 20559-6000

Drug and Alcohol Abuse Prevention Program

The Drug and Alcohol Abuse Prevention Program policy applies to all students and to all employees. The unlawful possession, use, or distribution of illicit drugs, controlled substances and alcohol are strictly prohibited at CIAT Students or employees not complying with this standard will be subject to sanctions. Sanctions may include the immediate termination/probation from employment or in the case of a student, termination/probation from school.

The school will notify the student or employee in writing if the school becomes aware of any violation of this policy. The student and or employee may request a formal hearing after receiving said notice. Three members from the faculty and staff will comprise the hearing board. If the student or employee fails to request a hearing within three business days, then immediate termination will take place.

If a hearing is requested, the board will notify the student or employee of the date the hearing will take place. The student or employee has the right to be represented by legal counsel for this purpose. The hearing board will take testimony from all individuals involved in the case.

The school's administration will be notified of the board's decision. In all cases the board's decision will be final. The school's administration will notify the student or employee of the board's decision.

Drug Advising

Throughout California, drug prevention is a major concern. As a point of information, the school maintains a drug prevention program by referring those students needing assistance to:

• Vista Hill Foundation
Parent Care Family Recovery Center
4125 Alpha Street, San Diego, CA 92113
Phone (619) 266-0166

Eating & Drinking in Classrooms

CIAT strives to keep its computers and laboratory equipment in top working condition to facilitate an environment that is conducive to learning and working. No food is permitted in any classroom or laboratory. Drinks with spill proof lids are allowed in classrooms only. Drinks with open or spillable lids are not permitted.

To prevent damage to the computer equipment and allow everyone to work in a clean environment, eating and drinking (without lids) in the classrooms and labs is strictly prohibited. Those found eating or drinking (without lids) in a classroom or lab will be asked to leave. These policies, while perhaps inconvenient at times, are designed to maintain the kind of environment where students can enjoy their experience in the classroom and labs.

Non-Discrimination, Harassment & Sexual Misconduct

CIAT is an equal opportunity institution providing educational and employment opportunities, programs, and services, and therefore prohibits discrimination, harassment and retaliation. CIAT complies with all requirements of the regulations implementing Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination in Employment Act of 1975. This policy applies equally to all members of the CIAT community: students, faculty, administrators, staff, contract employees and visitors.

CIAT does **NOT** discriminate on the basis of race, color, religious beliefs, national origin, sex, sexual orientation, gender identity, gender expression, pregnancy, parental status, marital status, age, disability, citizenship, veteran status or any other characteristic protected by federal, state or local law.

Individuals who experience discrimination or harassment may respond to the experience in many different ways, including feeling confused, vulnerable, out of control, embarrassed, angry, or depressed. CIAT has information available in the Student Services Office on various resources to assist individuals who have experienced discrimination or harassment, to address the effects of the incident, and to help them determine whether and how to make a formal complaint about the incident.

CIAT is committed to fostering and maintaining an educational environment which is safe, secure and free from all forms of sexual misconduct. Any act involving sexual harassment, violence, coercion, and intimidation will not be tolerated. Specifically, CIAT strictly prohibits the offenses of domestic violence, sexual harassment, bias-related harassment, discrimination, dating violence, sexual assault, and stalking. Retaliating against an individual who has reported or filed a complaint alleging discrimination, harassment, and sexual misconduct or participated as a witness in such an investigation is strictly prohibited. Retaliation is a separate cause for complaint and individuals are encouraged to report such conduct in a timely manner. Individuals with supervisory duties, who disregard, fail to investigate adequately, or delay investigation of discrimination claims also violates this policy.

All reports of discrimination, harassment, sexual misconduct and/or retaliation shall be promptly made to the Title IX Coordinator. The Student Services Manager serves as the Title IX/ADA/504 Coordinator, Campus Security Authority and oversees implementation of the institutions Policy on Discrimination, Harassment, and Sexual Misconduct.

Anna Howell, Title IX Coordinator/ Student Services Manager
401 Mile of Cars Way Suite 100, National City CA 91950
(619) 535-7089
email: ahowell@ciat.edu

Professional Counseling /Advising Services

CIAT does not employ professional counselors on staff; however, in the event that a student demonstrates behaviors/thoughts consistent with issues related to an emotional or psychological issue, physical or sexual abuse, or substance abuse, the student will be referred to Student Services to further explore options for local counseling and/or abuse programs. If a student believes they have been the victim of a sexual assault outside of school hours, he/she is advised to call 911.

Institutional Response to Reports of Sexual Misconduct

It is the policy of CIAT that, upon learning that an act of sexual misconduct has taken place, immediate action will be taken to address the situation. CIAT encourages the reporting of sexual misconduct that is prompt and accurate. This allows the institution to quickly respond to allegations and offer immediate support to the victim. When an incident of sexual misconduct, domestic violence, dating violence, sexual assault or stalking is reported, CIAT will provide victims with written notice of available options, resources, remedies and services available such as counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, and other services available in the community to victims of domestic violence, dating violence, sexual assault, and stalking. The standard of evidence used in informal or formal investigations and institutional disciplinary hearings will be the preponderance of the evidence. After an incident of sexual assault, dating violence, domestic violence, and/ or stalking the victim should consider seeking medical attention and/or law enforcement assistance as soon as possible. Although CIAT strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victim's choice whether or not to make such a report.

Procedures for Disciplinary Action

The institutional disciplinary procedures will provide a fair, prompt, and impartial process from investigation to final result. The investigation and any hearing will be conducted by those who receive annual training on issues related to sexual misconduct, VAWA crimes, how to conduct an investigation, and a hearing process that protects victim safety and promotes accountability.

Academic Accommodations

CIAT is committed to ensuring the safety and well-being of the victim. A student who has been a victim of sexual misconduct may request an academic accommodation after a report of sexual misconduct. Any individual who makes a request will receive an appropriate and reasonable accommodation. Possible requests include the ability to change academic schedules or work schedules, withdraw from or retake a class without penalty and access to academic support such as tutoring services. Pursuant to Title IX, in most cases of sexual violence or sex discrimination, CIAT will endeavor, to the extent practicable, to change the schedule of the accused student prior to changing the schedule of the victim.

Retaliation

No member of the CIAT community shall retaliate, intimidate, threaten, coerce or otherwise discriminate against a person who files a Title IX complaint, serves as a witness, or assists or participates in a Title IX proceeding in any manner. Participants who experience retaliation should report the incident to the Student Services Manager who is also the Title IX Coordinator. CIAT prohibits any form of retaliation against any individual for reporting, providing information, exercising one's rights or responsibilities under this policy, or otherwise being involved in the process of responding to, investigating, or addressing allegations of sexual assault, dating violence, domestic violence or stalking.

Sanctions

Following a final determination of an institutional disciplinary procedure for cases discrimination, harassment or sexual misconduct including rape, acquaintance rape, dating violence, domestic violence, sexual assault or stalking, sanctions or protective measures may be imposed including SUSPENSION and/or EXPULSION from the school. Employees who violate this policy will be subject to discipline according to the applicable school policies and procedures in the Employee Handbook, up to and including TERMINATION OF EMPLOYMENT.

Parking

CIAT has ample parking available to its students at both campuses. Students will be given one parking pass during orientation which must be displayed when parking at either campus. Visitor parking is limited to 60 minutes for our guests. Non-compliance with the CIAT parking policy may result in a vehicle towed at the owner's expense.

Smoke & Tobacco Free Campus Policy

CIAT is an entirely tobacco and smoke free environment, including all inside spaces and external grounds within 25 feet of CIAT entrance. Any form of tobacco product or surrogate tobacco product, such as cigarettes, personal vaporizers, electronic nicotine delivery systems, or smokeless tobacco is strictly prohibited.

The use of smoking products of any sort is also prohibited on all school-owned and operated campus grounds both indoors and outdoors within 25 feet of CIAT entrance. This tobacco ban does not apply to public rights-of way (sidewalks, streets) on the perimeter of the campus.

Littering campus with remains of smoking products is prohibited. This policy applies to all employees, students, visitors, contractors and externally affiliated individuals. All CIAT students, faculty, staff, contractors and visitors must comply with this policy. Individuals observed smoking on the campus will be informed of the policy.

Violators may be provided education, offered a referral for smoking cessation and, if a student or employee of CIAT, may be subject to disciplinary action as indicated below. Persons engaging in smoking and/or the use of Smoking Products in violation of this policy may be subject to the following:

- Students will be referred to the appropriate student conduct office. Violation of this policy is a violation of the Student Code of Conduct.
- Employees will be referred to their supervisor and/or appointing authority for appropriate action.
- Contractors will be referred to their respective employers for appropriate action.

Visitors will be required to leave the campus if they fail to conform to the policy when advised. No person who makes a complaint of a violation of this policy or who furnishes information concerning a violation of this policy shall be retaliated against in any manner.

Video / Audio Taping

CIAT routinely records classes using audio and video methods. By attending a CIAT class you are consenting to being in a recorded classroom environment which may include footage with students in it. These recordings may be used for any purpose CIAT deems appropriate including but not limited to broadcasting of classes for student use, marketing/advertising, employee training or other usages.

As a student, because of the interactive nature of training at CIAT, video or audio taping of any activities, classroom or otherwise, is prohibited without written authorization of all students present at the time and CIAT management and the presenting instructor.

CIAT PROGRAMS

ASSOCIATE OF APPLIED SCIENCE PROGRAMS

Program Length

Since courses are offered in class, online and self-paced, the length of time it takes to complete an Associate Degree program can vary depending on the student's course load. CIAT gives the student three years to complete the program with the possibility of an additional 18 months of extensions upon approval by CIAT faculty.

Tuition and Fees

Tuition is charged at the rate of $585.00 per semester hour (unit) for technical courses, plus certification exams, which are optional but highly recommended. There are no lab fees for any course at CIAT. The tuition for General Education courses is also $585.00 per unit. The full tuition is $43,290.00 for the Degree Program, if all courses, including GE are taken at CIAT. This charge is broken into two Academic Years. The first year (7 technical courses and 3 GE courses for 37 units) is $21,645.00. The second year (7 technical courses and 2 GE courses for 36 units) is $21,060.00. This is assuming that the student takes three 3-unit General Education courses during the first year and two 4-unit courses during the second year. In lieu of taking two 4-unit GE courses, the student may elect to take three 3-unit GE courses, which will increase the tuition for the second year to $21,645.00 and a total cost for the program of $43,290.00. Students not taking GE courses at CIAT will be enrolled in 9 technical courses for the first year (at $21,060.00) and 5 technical courses for the second year (at $11,700.00) with a total tuition of $32,760.00 for the degree program. Pricing for each year will thus vary depending on the mix of technical and General Education programs taken during the year. General Education courses may be taken concurrently with technical courses. This could increase the cost per year, but will also shorten the time required to obtain your degree.

CIAT does not financially obligate a student for more than twelve (12) months (10 Terms) in any current and active enrollment period. A student may not have more than one enrollment active at any time.

Examination

Each course may have a final examination in order to receive a final letter grade, however, there is no cumulative program examination.

CIAT's Philosophy for General Education

General education is designed to introduce students to the variety of means through which people comprehend the modern world. General education introduces the content and methodology of the major areas of knowledge. All degree programs include general education requirements. General Education courses may be taken at any time during the student's attendance at CIAT. Up to two General Education courses may be taken concurrent with technical courses.

The general education program provides the opportunity for students to develop:

1. Intellectual skills
2. Information Technology
3. Affective and creative capabilities
4. Critical thinking
5. Positive social attitudes
6. Appreciation for cultural diversity that present effective learners and good citizens

Major

- Associates of Applied Science Degree in Information Systems – Networking Concentration (AASCIS-NC)
- Associates of Applied Science in Software Development (ASD)

Associate of Applied Science Degree in Computer Information Systems – Networking Concentration (AASCIS-NC)

73 Semester Hours (420 Lab Hours; 885 Lecture Hours)
Length: 95 Weeks; SOC Code: 15-1142
Tuition: $42,705.00

Description

The AASCIS-NC Program provides foundational skills required to install, configure, troubleshoot, and maintain network systems in business environments. Major topics covered include hardware technologies, operating systems, networking, routing, security, and database management. This program prepares students for careers in a variety of positions including Information Security Technician, LAN Administrator, Junior Network Administrator, Technical Support Specialist, PC Technician and IT Support Team Lead.

As an Applied Science degree, approximately 75% of the program is dedicated to technical classes with only about 25% focusing on General Education. With a more concentrated focus on these subjects, the student is more likely to succeed in a career in Information Technology when compared to Associate of Science degree which may require up to 50%, or more, to be dedicated to General Education.

Economic Outlook and Growth of the Industry

According to the U.S. Department of Labor statistics, employment of computer network support specialists is expected to grow by 17 percent from 2012 to 2022, which is faster than the average for all occupations. Demand for these workers will increase as organizations continue to adopt and integrate increasingly sophisticated technologies and as the need for information security grows. In May 2012, the median annual wage for computer network support specialists was $59,090. The median annual wage for computer user support specialists was $46,420 in May 2012.

Program Objectives

Upon completion of the Associate of Applied Science in Computer Information Systems - Networking Concentration Program, the graduate as a Security Technician, LAN Administrator, Junior Network Administrator, Technical Support Specialist, PC Technician and IT Support Team Lead will be able to:

1. Discuss computer operating systems and hardware fundamentals
2. Perform essential steps in PC installation, configuration, troubleshooting and repair
3. Install, Configure and troubleshoot basic networking hardware, protocols and services
4. Discuss network infrastructure, cryptography, assessments and audits within networks and networking environments
5. Perform installation, configuration and troubleshooting of various operating systems and network operating systems
6. Demonstrate speaking, listening, writing, reading and research skills to be able to document a project scope or create a user manual for a new database in the IT field.
7. Enhance and examine human thought processes and behaviors in diverse populations, cultures and technical IT settings.
8. Develop analytical, critical thinking, quantitative and problem-solving skills for subnetting, and probability for estimating risks of downtime/uptime.

There are many ways that the student can obtain the needed General Education units. Among them are:

1. Successfully completing the course(s) at CIAT.
2. Transferring units from any of the local community colleges in the San Diego area. Please see the Transfer of Credits section under Admissions of this catalog for further information.
3. CLEP testing. The College-Level Examination Program® (CLEP) offers you the opportunity to earn qualifying scores on any of the 33 college subject examinations they offer. Check it out at https://clep.collegeboard.org/ and then ask your Admissions Representative how CIAT can assist you in obtaining CLEP credits toward your CIAT Degree.
4. ACE credits from your military training. Available to our veteran students, even if you are not using the GI Bill, bring us your JST and we will evaluate it for you.
5. Transfer credits from any accredited institution of higher learning in the United States. Bring us your official transcripts and we will evaluate them for available transferrable credits.

At no charge, we will assist you in completing a credit transfer plan which will identify potential credit transfer paths to complete your general education and other requirements. To request this, contact your Admissions Representative or send an email to studentservices@ciat.edu.

Graduation Requirements

In order to graduate from California Institute of Arts & Technology and receive their Associate of Applied Science Degree in Computer Information Systems – Network Concentration, the student must successfully:

1. Complete the 8 core technical courses (32 semester hours) with an overall average GPA of minimum 2.0.
2. Complete 6 technical elective courses (24 semester hours) with an overall average GPA of minimum 2.0.
3. Complete a minimum of 17 semester hours of approved General Education courses with an overall average GPA of minimum 2.0.
4. These courses may be completed by:
    a. Successfully completing the course at California Institute of Arts & Technology. A minimum of 24 semester hours must be completed in this manner
    b. Transferring credit from an accredited institution of higher learning. A maximum 47 semester hours may be completed in this manner.
    c. Challenge Exam of up to four courses (16 semester hours). Each successfully challenged course will be subtracted from the allowed transfer credits.

Degree Course Plan

This page details the courses needed to complete CIAT's Associate of Applied Sciences in Computer Information Systems Degree Program.

Course Requirements 32 Semester Credits		
Introduction		
101A	Computer Hardware Fundamentals	4
101B	Computer Operating Systems	4
102A	Networking Fundamentals, Part 1	4
102B	Networking Fundamentals. Part 2	4
120	Network Security	4
Windows Server (MCSA)		
265	Installing and Configuring Microsoft Windows Server	4
266	Administering Microsoft Windows Server	4
267	Configuring Advanced Windows Server Services	4

6 Elective Courses Required 24 Semester Credits		
Windows Workstation/Server Operating Systems		
154	Configuring Windows Workstation	4
246	Monitoring and Operating a Private Cloud	4
247	Configuring and Deploying a Private Cloud	4
Linux Operating System (Both courses must be taken if you select this option)		
230A	Installation and Configuration of Linux. Part 1	4
230B	Installation and Configuration of Linux. Part 2	4
Intermediate and Advanced Security: (Prerequisite - Introduction to Network Security)		
220	Certified Ethical Hacker	4
221	Advanced Network Security (CISSP)	4
222	Advanced Security Practitioner	4
Virtualization		
290	Network Virtualization	4
Cisco Networking Associate (Both courses must be taken if you select this option)		
270A	Cisco Configuration, ICND 1	4
270B	Cisco Configuration, ICND 2	4
Cisco Networking Associate – Security (Prerequisite – Cisco Configuration ICND1 and ICND2)		
271	Implementing Cisco IOS Network Security	4
Cisco Networking Professional (Prerequisite – Cisco Configuration ICND1 and ICND2)		
272	Implementing Cisco IP Routing	4
273	Implementing Cisco IP Switched Networks	4
274	Troubleshooting and Maintaining Cisco IP networks	4

General Education Minimum 17 Semester Credits Required		
English Language, Communication and Critical Thinking *6 Semester Hours minimum required-Select/Transfer 2 courses*		
ENG-100	College Reading and Composition	3
ENG-101	English Composition	3
ENG-201	Literature and the Art of the Narrative	3
Scientific Inquiry and Quantitative Reasoning *8 Semester Hours minimum required-Select/Transfer 2-3 courses*		
MTH-101	Intermediate Algebra	3
MTH-105	College Algebra	3
MTH-110	Plane Geometry	3
MTH-120	Trigonometry	3
MTH-140	Statistics	4
SCI-120	General Biology	3
SCI-130	Principles of Chemistry	3
Social and Behavioral Sciences *3 Semester Hours minimum required-Select/Transfer 1 course*		
SBS-110	Introduction to Psychology	3
SBS-120	Sociology	3
SBS-130	History	3

Associate of Applied Science in Software Development (ASD)

63 Semester Hours (360 Lab Hours; 765 Lecture Hours)
Length: 85 Weeks; SOC Code: 15-1132, 15-1133
Tuition: $36,855.00

Description

The ASD program presents the fundamentals of software design and highlights the distinctions between historically significant programming paradigms. Topics covered include software design, layers of software architecture, programming languages, hardware and software, Internet architecture, app development, web development, systems development and administration, client/server architecture, data structures, data modeling, and databases.

The scope of material will range from the origins of the modern programming era, to long-standing technologies which continue to be a primary force in modern operations, through to newer technologies which are in high demand. Students will be empowered to understand the ever-expanding world of software engineering technologies, their place in that world, and how best to guide themselves to their individual goals upon completion.

Successful graduates will be fully prepared and qualified for positions as software developers and fluent in the use of various technologies and computer programming languages and protocols including (dependent on course selection):

C	**Python**	**Swift**
C++	C#	Linux Bash
SQL	.NET Framework	Mongo DB
HTML	T-SQL	Ember JS
CSS	ASP.NET MVC	Angular JS
JavaScript	Java	Node JS
HTTP	Objective-C	Ruby on Rails

Depending on course selection, students will also acquire practical, hands-on knowledge of many in-demand, industry standard technologies including:

Microsoft Azure	**Oracle MySQL**	**Raspberry Pi**
Visual Studio	SQLite	Git and GitHub
SQL Studio	Linux	Android
Microsoft PowerShell	Apache	Android Studio
Microsoft HoloLens	Nginx	Google VR
Unity 3D	Heroku	iOS

All premium software will be available at no charge to students through their school Microsoft Imagine account.

Objectives

Upon completion of the degree in Software Development program, the graduate will be able to:

1. Analyze users' needs, then design, test, and develop software to meet those needs
2. Recommend software upgrades for customers' existing programs and systems
3. Design each piece of the application or system and plan how the pieces will work together
4. Create flowcharts and other models that instruct programmers how to write the software's code
5. Ensure that the software continues to function normally through software maintenance and testing
6. Document every aspect of the application or system as a reference for future maintenance and upgrades
7. Collaborate with other computer specialists to create optimum software
8. Demonstrate speaking, listening, writing, reading and research skills to be able to document a project scope or create a user manual for a new database in the IT field.
9. Enhance and examine human thought processes and behaviors in diverse populations, cultures and technical IT settings.
10. Develop analytical, critical thinking, quantitative and problem-solving skills for subnetting, and probability for estimating risks of downtime/uptime.

There are many ways that the student can obtain the needed General Education units. Among them are:

1. Successfully completing the course(s) at CIAT.
2. Transferring units from any of the local community colleges in the San Diego area. Please see the Transfer of Credits section under Admissions of this catalog for further information.
3. CLEP testing. The College-Level Examination Program® (CLEP) offers you the opportunity to earn qualifying scores on any of the 33 college subject examinations they offer. Check it out at https://clep.collegeboard.org/ and then ask your Admissions Representative how CIAT can assist you in obtaining CLEP credits toward your CIAT Degree.
4. ACE credits from your military training. Available to our veteran students, even if you are not using the GI Bill, bring us your JST and we will evaluate it for you.

5. Transfer credits from any accredited institution of higher learning in the United States. Bring us your official transcripts and we will evaluate them for available transferrable credits.

At no charge, we will assist you in completing a credit transfer plan which will identify potential credit transfer paths to complete your general education and other requirements. To request this, contact your Admissions Representative or send an email to studentservices@ciat.edu.

Degree Course Plan

This page details the courses needed to complete CIAT's Associate of Applied Sciences in Computer Information Systems Degree Program.

Course Requirements 24 Semester Credits		
Introduction		
ASD101	The Fundamentals of Software Design	4
ASD102	Object-Oriented Programming with C++	4
ASD103	Relational Database Management Systems and SQL	4
ASD150	Operating System Concepts	4
ASD170	Front-End Development with HTML, CSS, and JavaScript	4
ASD190	Internet Architecture with PHP and other OSS	4

6 Elective Courses Required 24 Semester Credits		
Windows Workstation/Server Operating Systems		
ASD210	Python Fundamentals and Best Practices	4
ASD215	C# Business Programming	4
ASD220	Linux Administration and Shell Scripting	4
ASD225	Windows Development and Administration	4
ASD227	iOS Programming	4
ASD230	Open Source Servers	4
ASD235	SQL Server, T-SQL and PL/SQL	4
ASD247	Android App Development	4
ASD255	Web Development with ASP.NET	4
ASD260	MEAN Stack Development	4
ASD265	Cloud Computing with Microsoft Azure	4
ASD267	Virtual Reality	4
ASD277	Internet of Things	4
ASD280	Django Framework	4
ASD290	Ruby on Rails Framework	4
ASD295	Augmented Reality	4

Graduation Requirements

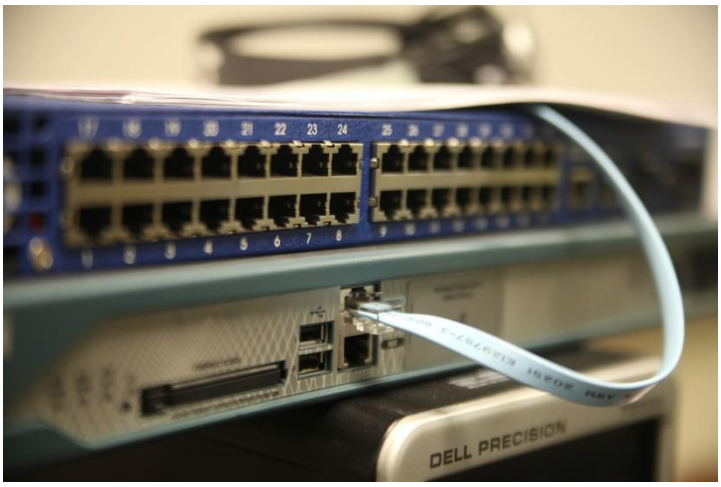
In order to graduate from California Institute of Arts & Technology and receive their Associate of Applied Science in Software Development, the student must successfully:

1. Complete the 6 core technical courses (24 semester hours) with an overall average GPA of minimum 2.0.
2. Complete 6 technical elective courses (24 semester hours) with an overall average GPA of minimum 2.0.
3. Complete a minimum of 15 semester hours of approved General Education courses with an overall average GPA of minimum 2.0.
4. These courses may be completed by:
    a. Successfully completing the course at California Institute of Arts & Technology. A minimum of 23 semester hours must be completed in this manner
    b. Transferring credit from an accredited institution of higher learning. A maximum 40 semester hours may be completed in this manner.
    c. Challenge Exam of up to four courses (16 semester hours). Each successfully challenged course will be subtracted from the allowed transfer credits.

General Education 15 Semester Credits		
English Language, Communication and Critical Thinking *6 Semester Hours minimum required-Select/Transfer 2 courses*		
ENG-100	College Reading and Composition	3
ENG-101	English Composition	3
ENG-201	Literature and the Art of the Narrative	3
Scientific Inquiry and Quantitative Reasoning *6 Semester Hours minimum required-Select/Transfer 2 courses*		
MTH-101	Intermediate Algebra	3
MTH-105	College Algebra	3
MTH-110	Plane Geometry	3
MTH-120	Trigonometry	3
MTH-140	Statistics*	4
SCI-120	General Biology	3
SCI-130	Principles of Chemistry	3
Social and Behavioral Sciences *3 Semester Hours minimum required-Select/Transfer 1 course*		
SBS-110	Introduction to Psychology	3
SBS-120	Sociology	3
SBS-130	History	3

CERTIFICATE PROGRAMS

General Information on Certificate Programs



Program Length

The length of time it takes to complete any Certificate program can vary depending on the student's course load (It is based on 5 weeks per course for full-time students and 10 weeks per course for part-time students). CIAT gives the full-time student up to 40 academic weeks to complete the Certificate in Computer Information Systems – Networking Concentration (CCIS-NC) program with the possibility of up to an additional 20 weeks of extensions upon approval by CIAT faculty.

EDD/WIOA and Vocational Rehabilitation students may be limited to six-seven months by those programs to complete their courses at CIAT while collecting unemployment. Extensions may be granted on an individual basis by EDD/WIOA and Vocational Rehabilitation agencies.

CIAT will work with the student and their counselor to ensure the student gets the training they deserve. In any case the full-time student will still have a maximum of up to 60 academic weeks (with extensions) to complete the program without any penalty from CIAT. For part-time students, the time frames double. Please check the Program Length section of each Program to determine the actual allocated time to complete each program.

Tuition and Fees

Tuition is charged at the rate of $585.00 per 15 lecture clock hour unit or 30 lab clock hour units ($39.00 per hour). For the Website Development, Graphic Arts and Microsoft Office programs, tuition is charged at a flat rate of $1995.00 per course. There are no lab fees for these programs.

Examination

Each course may have a final examination in order to receive a final letter grade, however, there is no cumulative program examination.

Certificate Programs

- Certificate in Computer Information Systems – Networking Concentration (CCIS-NC)
- Certificate as Cisco Networking Professional/Certificate as Cisco Certified Network Associate, Security Specialist (CCNP/CCNA-Sec)
- Certificate as Cisco Certified Network Associate (CCNA)
- Certificate as Networking Security Technician (CNST)
- Certificate as Microsoft Server Technology (CMST)
- Certificate as Computer Technician
- Certificate in Computer Application Development
- Certificate in Website Design
- Certificate in Graphic Design
- Certificate in Microsoft Office Specialist

Certificate in Computer Information Systems – Networking Concentration (CCIS-NC)

600 Clock Hours (240 Lab Hours; 360 Lecture Hours)
Length: 40 Weeks; SOC Code: 15-1142
Tuition: $18,720.00

Description

The Certificate in Computer Information Systems - Networking Concentration program provides the foundational skills required to install, configure, troubleshoot, and maintain network systems in business environments. Major topics covered include hardware technologies, operating systems, networking, routing, security, and database management. This program prepares students for careers in a variety of positions including Information Security Technician, LAN Administrator, Junior Network Administrator, Technical Support Specialist, and PC Technician.

Economic Outlook and Growth of the Industry

According to the U.S. Department of Labor statistics, employment of computer systems is expected to grow by 20 percent from 2008 to 2018, which is much faster than the average for all occupations. Demand for these workers will increase as organizations continue to adopt and integrate increasingly sophisticated technologies and as the need for information security grows. Median annual wages of networking and PC administrative personnel systems were $69,160 in 2010.

Program Objectives

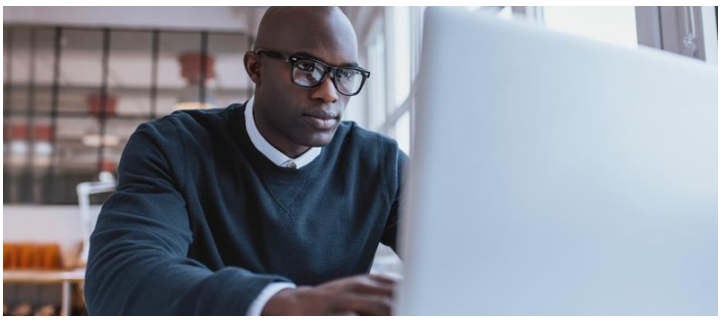
Upon completion of the Certificate in Computer Information Systems - Networking Concentration Program, the graduate as Information Security Technician, LAN Administrator, Junior Network Administrator, Technical Support Specialist, and PC Technician will be able to:

1. Discuss computer operating systems and hardware fundamentals
2. Perform essential steps in PC installation, configuration, troubleshooting and repair
3. Install, Configure and troubleshoot basic networking hardware, protocols and services
4. Discuss network infrastructure, cryptography, assessments and audits within networks and networking environments
5. Perform installation, configuration and troubleshooting of various operating systems and network operating systems

Graduation Requirements

In order to graduate from California Institute of Arts & Technology and receive their Certificate in Computer Information Systems – Network Concentration, the student must successfully:

1. Complete the eight core courses (600 clock hours) with an overall average GPA of minimum 2.0. These courses may be completed by:
    a. Successfully completing the course at California Institute of Arts & Technology. A minimum of three courses must be completed in this manner
    b. Transferring credit, up to five courses (375 clock hours) from an accredited institution of higher learning
    c. Challenge Exam of up to two courses. Each successfully challenged course will be subtracted from the allowed transfer credits.



CCIS-NC Course Plan

This table details the courses required for completion of CIAT's Certificate in Computer Information Systems –Networking Concentration Program:

Course Requirements (600 clock hours)		
Introduction		
101A	Computer Hardware Fundamentals	75
101B	Computer Operating Systems	75
102A	Networking Fundamentals, Part 1	75
102B	Networking Fundamentals. Part 2	75
120	Network Security	75
Windows Server (MCSA)		
265	Installing and Configuring Microsoft Windows Server	75
266	Administering Microsoft Windows Server	75
267	Configuring Advanced Windows Server Services	75

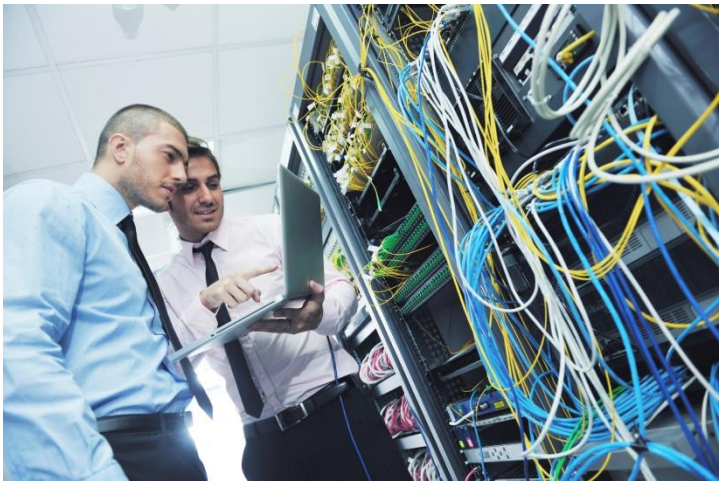
Certificate as Cisco Networking Professional / Cisco Certified Network Associate – Security Specialist (CCNP / CCNA-SEC)

600 Clock Hours (240 Lab Hours; 360 Lecture Hours)
Length: 40 Weeks; SOC Code: 15-1142
Tuition: $18,720.00

Description

Successful graduates will be fully prepared and qualified for positions as network security technicians and administrators for Cisco network systems. In addition to preparing the student for the vendor neutral Security+ certifications, this program prepares the student to achieve the Cisco Certified Network Professional (Security) certification by successfully passing the following Cisco certification exams:

1. Networking Fundamentals, Part 1
2. Networking Fundamentals, Part 2
3. Cisco Configuration, ICND1
4. Cisco Configuration, ICND2
5. Implementing Cisco IOS Network Security, 210-260 IINS
6. Implementing Cisco IP Routing (300-101 ROUTE)
7. Implementing Cisco IP Switched Networks (300-115 SWITCH)
8. Troubleshooting and Maintaining Cisco IP Networks (300-135 TSHOOT)



Economic Outlook and Growth of the Industry

According to the Bureau of Labor Statistics, Occupational Outlook Handbook, 2012 edition, Computer Network Systems, Systems and Database Administrators employment is expected to grow much faster than the average for all occupations and add 96,200 new jobs over the 2010-20 decade. Demand for these workers will increase as organizations continue to adopt and integrate increasingly sophisticated technologies and as the need for information security grows. Median annual wages of networking and PC administrative personnel systems were $69,160 in 2010.

Program Objectives

Upon completion of the Certificate in Cisco Network Professional-Security Specialist program, the graduate will be able to:

1. Describe fundamentals and theory of computer networking systems and how they are applied in various business situations
2. Provide network security for day to day business operations
3. Implement and support Cisco firewalls.
4. Implement and support Cisco Intrusion Prevention Systems
5. Manage and administer Virtual Private Networks using Cisco components.

Graduation Requirements

In order to graduate from California Institute of Arts & Technology and receive their Certificate as Cisco Networking Professional – Security Specialist, the student must successfully:

1. Complete the eight core courses (600 clock hours) an overall average GPA of minimum 2.0. These courses may be completed by:
    a. Successfully completing the course at California Institute of Arts & Technology. A minimum of three courses must be completed in this manner
    b. Transferring credit, up to five courses (375 clock hours) from an accredited institution of higher learning.
    c. Challenge Exam of up to two courses. Each successfully challenged course will be subtracted from the allowed transfer credits.

CCNP/CCNA-SEC Course Plan

This table details the courses required for completion of CIAT's Certificate as Cisco Networking Professional/Certificate as Cisco Certified Network Associate-Security Specialist Program:

CCNP/CCNA-SEC Core Courses (600 clock hours)		
Cisco Network Associate		
102A	Networking Fundamentals, Part 1	75
102B	Networking Fundamentals. Part 2	75
270A	Cisco Configuration, ICND 1	75
270B	Cisco Configuration, ICND 2	75
Cisco Networking Associate – Security (Prerequisite – Cisco Configuration ICND1 and ICND2)		
271	Implementing Cisco IOS Network Security	75
Cisco Networking Professional (Prerequisite – Cisco Configuration ICND1 and ICND2)		
272	Implementing Cisco IP Routing	75
273	Implementing Cisco IP Switched Networks	75
274	Troubleshooting and Maintaining Cisco IP networks	75

Certificate as Cisco Certified Network Associate (CCNA)

150 Clock Hours (60 Lab Hours; 90 Lecture Hours)
Length: 10 Weeks; SOC Code: 15-1142
Tuition: $4,680.00

Description

Successful graduates will be fully prepared and qualified for entry level positions as network administrators for Cisco network systems. In addition to preparing the student for the vendor neutral CompTIA Network+ certification, this program prepares the student to achieve the Cisco Certified Network Associate certification by successfully passing the following Cisco certification exams:

1. Cisco Configuration, ICND1
2. Cisco Configuration, ICND2

Economic Outlook and Growth of the Industry

According to the Bureau of Labor Statistics, Occupational Outlook Handbook, 2012 edition, Computer Network Systems, Systems and Database Administrators employment is expected to grow much faster than the average for all occupations and add 96,200 new jobs over the 2010-20 decade. Demand for these workers will increase as organizations continue to adopt and integrate increasingly sophisticated technologies and as the need for information security grows. Median annual wages of networking and PC administrative personnel systems were $69,160 in 2010.

Program Objectives

Upon completion of the Certificate in Cisco Network Professional-Security Specialist program, the graduate will be able to:

1. Describe fundamentals and theory of computer networking systems and how they are applied in various business situations
2. Install medium-size Cisco routed and switched networks.
3. Configure medium-size Cisco routed and switched networks.
4. Operate medium-size Cisco routed and switched networks.
5. Troubleshoot medium-size Cisco routed and switched networks.
6. Implement and verify connections to remote sites in a WAN.

Graduation Requirements

In order to graduate from California Institute of Arts & Technology and receive their Certificate as Cisco Certified Network Associate, the student must successfully:

1. Complete the two core courses (150 clock hours) with an overall average GPA of minimum 2.0. These courses may be completed by:
    a. Successfully completing the course at California Institute of Arts & Technology. A minimum of one courses must be completed in this manner
    b. Transferring credit, up to one course (75 clock hours) from an accredited institution of higher learning.
    c. Challenge Exam of up to one course. Each successfully challenged course will be subtracted from the allowed transfer credits.

CCNA Course Plan

This table details the courses required for completion of CIAT's Certificate as Cisco Network Associate Program:

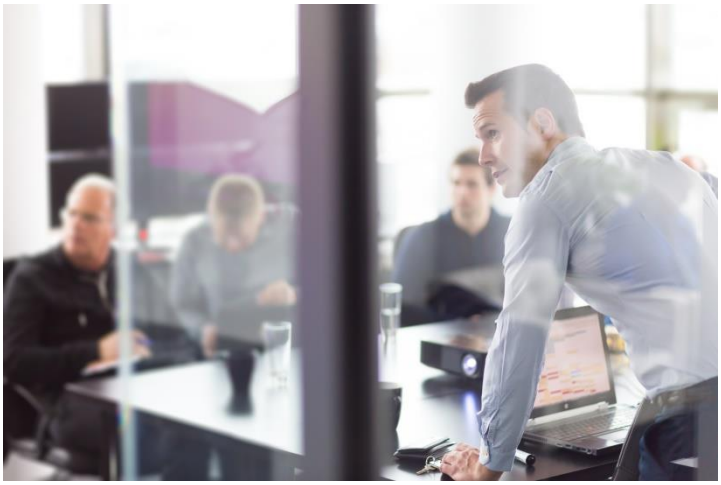
Cisco Networking Associate Core Classes (150 clock hours)		
270A	Cisco Configuration, ICND 1	75
270B	Cisco Configuration, ICND 2	75

Certificate as Networking Security Technician (CNST)

300 Clock Hours (120 Lecture Hours; 180 Lecture Hours)
Length: 20 Weeks; SOC Code: 15-1122
Tuition: $9,360.00

Description

The Certificate as Networking Security Technician is designed for the Computer Network Technician who wants to expand their competence into the area of computer security. It provides the foundational skills required to install, configure, troubleshoot, and maintain network systems in business environments. Major topics covered include Cisco hardware technologies, operating systems, networking, routing, local area network (LAN) security, wireless network security, and authentication, encryption and authorization techniques. This program prepares students for a career in computer security as an Information Security Technician.



Economic Outlook and Growth of the Industry

According to the U.S. Department of Labor statistics, employment of computer systems is expected to grow by 20 percent from 2008 to 2018, which is much faster than the average for all occupations. Demand for these workers will increase as organizations continue to adopt and integrate increasingly sophisticated technologies and as the need for information security grows. Median annual wages of networking and PC administrative personnel systems were $69,160 in 2010.

Program Objectives

Upon completion of the Certificate as Networking Security Technician Program, the graduate as an Information Security Technician will be able to:

1. Discuss network infrastructure, cryptography, assessments and audits within networks and networking environments.
2. Perform installation, configuration and troubleshooting of various network security systems.
3. Conduct security audits and take action to correct weaknesses discovered.
4. Advise coworkers on Social Engineering threats and defenses.

Graduation Requirements

In order to graduate from California Institute of Arts & Technology and receive their Certificate as Networking Security Technician, the student must successfully:
Complete the four core courses (300 clock hours) with an overall average GPA of minimum 2.0. These courses may be completed by:

a. Successfully completing the course at California Institute of Arts & Technology. A minimum of two courses must be completed in this manner
b. Transferring credit, up to two courses (225 clock hours) from an accredited institution of higher learning.
c. Challenge Exam of up to one course. Each successfully challenged course will be subtracted from the allowed transfer credits.

CNST Course Plan

This table details the courses required for completion of CIAT's Certificate as Networking Security Technician Program:

CNST Core Courses (300 clock hours)		
102A	Networking Fundamentals, Part 1	75
102B	Networking Fundamentals. Part 2	75
270A	Cisco Configuration, ICND 1	75
270B	Cisco Configuration, ICND 2	75

Certificate in Microsoft Server Technology (CMST)

225 Clock Hours (90 Lab Hours; 135 Lecture Hours)
Length: 15 weeks; SOC Code: 15-1152
Tuition: $7,020.00

Description

The Certificate in Microsoft Server Technology is designed for the Computer Service Technician who wants to expand their competence into the area of computer networking. It provides the foundational skills required to install, configure, troubleshoot, and maintain network systems in business environments. Major topics covered include hardware technologies, operating systems, networking, routing, security, and database management. This program prepares students for careers in a variety of positions including LAN Administrator, Junior Network Administrator and Technical Support Specialist.

Economic Outlook and Growth of the Industry

According to the U.S. Department of Labor statistics, employment of computer systems is expected to grow by 20 percent from 2008 to 2018, which is much faster than the average for all occupations. Demand for these workers will increase as organizations continue to adopt and integrate increasingly sophisticated technologies and as the need for information security grows. Median annual wages of networking and PC administrative personnel systems were $69,160 in 2010.

Program Objectives

Upon completion of the Certificate as Computer Technician Program, the graduate will be able to:

1. Install, upgrade, and migrate Windows Server in host and compute environments on servers and workloads.
2. Install Windows Server features and roles; install and configure Windows Server Core; manage Windows Server Core installations using GUI and Windows PowerShell.
3. Configure Windows Server container host to Windows Server Core and Nano Server in a physical and virtualized environment.
4. Create, direct, and manage Active Directory users and computers.
5. Install and configure DNS servers; create and configure DNS zones and records.
6. Install, configure, manage and maintain DHCP server.
7. Install and configure Hyper-V and Virtual Machines; configure virtual machine settings, Hyper-V storage, and Hyper-V networking.
8. Install and configure Active Directory Domain Services and group policies.
9. Create and manage Active Directory groups and organizational units.
10. Implement Active Directory Certificate Services, Active Directory Federations Services, and Web Application proxies.

Graduation Requirements

In order to graduate from California Institute of Arts & Technology and receive their Certificate as Computer Technician, the student must successfully:

1. Complete the three core courses (225 clock hours) with an overall average GPA of minimum 2.0. These courses may be completed by:
    a. Successfully completing the course at California Institute of Arts & Technology. A minimum of one course must be completed in this manner.
    b. Transferring credit, up to two courses (150 clock hours) from an accredited institution of higher learning.
    c. Challenge Exam of up to one course. Each successfully challenged course will be subtracted from the allowed transfer credits.

CMST Course Plan

This table details the courses required for completion of CIAT's Certificate as Certificate in Microsoft Server Technology Program:

Course Requirements (225 clock hours)		
265	Installing and Configuring Widows Server	75
266	Administering Microsoft Windows Server	75
267	Configuring Advanced Windows Server Services	75

Certificate as Computer Technician (CCT)

225 Clock Hours (90 Lab Hours; 135 Lecture Hours)
Length: 15 weeks; SOC Code: 15-1152
Tuition: $7,020.00

Description

The Certificate as Computer Technician program provides the foundational skills required to install, configure, troubleshoot, and maintain computer systems in business environments. Major topics covered include hardware technologies, operating systems, networking and security. This program prepares students for entry level positions as a Technical Support Specialist, Help Desk Technician or PC Technician.

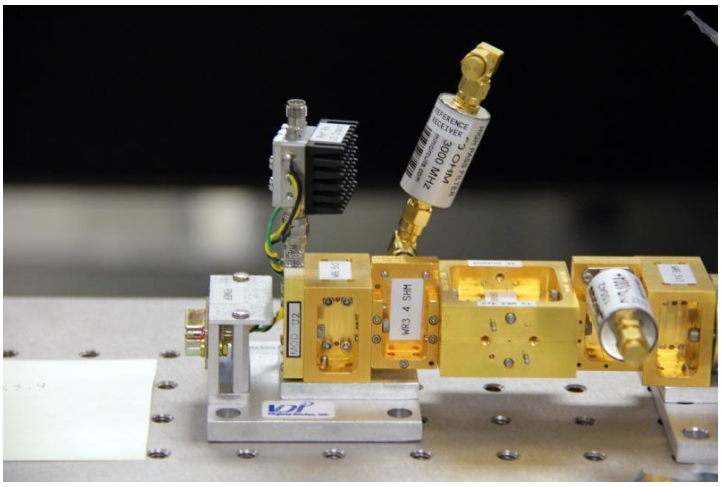
Economic Outlook and Growth of the Industry

According to the U.S. Department of Labor statistics, employment of computer systems is expected to grow by 20 percent from 2008 to 2018, which is much faster than the average for all occupations. Demand for these workers will increase as organizations continue to adopt and integrate increasingly sophisticated technologies and as the need for information security grows. Median annual wages of networking and PC administrative personnel systems were $69,160 in 2010.

Program Objectives

Upon completion of the Certificate as Computer Technician Program, the graduate will be able to:

1. Discuss computer operating systems and hardware fundamentals
2. Perform essential steps in PC installation, configuration, troubleshooting and repair
3. Install, Configure and troubleshoot basic networking hardware, protocols and services
4. Discuss network infrastructure, cryptography, assessments and audits within networks and networking environments
5. Perform installation, configuration and troubleshooting of various operating systems and network operating systems



Graduation Requirements

In order to graduate from California Institute of Arts & Technology and receive their Certificate as Computer Technician, the student must successfully:

2. Complete the three core courses (225 clock hours) with an overall average GPA of minimum 2.0. These courses may be completed by:
    a. Successfully completing the course at California Institute of Arts & Technology. A minimum of one courses must be completed in this manner.
    b. Transferring credit, up to two courses (150 clock hours) from an accredited institution of higher learning.
    c. Challenge Exam of up to one course. Each successfully challenged course will be subtracted from the allowed transfer credits.

CCT Course Plan

This table details the courses required for completion of CIAT's Certificate as Computer Technician Program:

Course Requirements (225 clock hours)		
101A	Computer Hardware Fundamentals	75
101B	Computer Operating Systems	75
120	Network Security	75

Certificate in Computer Application Development

450 Clock Hours (180 Lab Hours; 270 Lecture Hours)
Length: 30 Weeks; SOC Code: 15-1132
Tuition: $14,040.00

Description

Successful graduates will be prepared for entry-level employment as application developers and they will be certified as fluent in the use of:

1. C++
2. C#
3. Android
4. iOS Programming
5. Python

Economic Outlook and Growth of the Industry

According to the Bureau of Labor Statistics, Occupational Outlook Handbook, 2012 edition, employment in the Application Development field is expected to grow much faster than the average for all occupations and add 143,800 new jobs over the 2010-20 decade. The median annual wage of applications software developers was $87,790 in May 2010. The median annual wage of systems software developers was $94,180 in May 2010

Program Objective

Upon completion of the Certificate in Application Development program, the graduate will be able to:

1. Analyze users' needs, then design, test, and develop software to meet those needs
2. Recommend software upgrades for customers' existing programs and systems
3. Design each piece of the application or system and plan how the pieces will work together
4. Create flowcharts and other models that instruct programmers how to write the software's code
5. Ensure that the software continues to function normally through software maintenance and testing
6. Document every aspect of the application or system as a reference for future maintenance and upgrades
7. Collaborate with other computer specialists to create optimum software

Graduation Requirements

In order to graduate from California Institute of Arts & Technology and receive their Certificate in Computer Application Development, the student must successfully:

1. Complete the six core courses (450 clock hours) with an overall average GPA of minimum 2.0. These courses may be completed by:
    a. Successfully completing the course at California Institute of Arts & Technology. A minimum of two courses must be completed in this manner.
    b. Transferring credit, up to four courses (300 clock hours) from an accredited institution of higher learning.
    c. Challenge Exam of up to two courses. Each successfully challenged course will be subtracted from the allowed transfer credits.

CCAD Course Plan

This table details the courses required for completion of CIAT's Certificate as Application Development Program:

Course Requirements (450 clock hours)		
ASD-101	The Fundamentals of Software Design	75
ASD-102	Object-Oriented Programming with C++	75
ASD-210	Python Fundamentals and Best Practices	75
ASD-215	C# Business Programming	75
ASD-227	iOS Programming with Objective-C and Swift	75
ASD-247	Android App Development with Java	75

Certificate in Website Design

270 Clock Hours (270 Lecture Hours)
Length: 30 weeks; SOC Code: 15-1134
Tuition: $11,970.00 plus exam fees.

Description

Successful graduates will be fully prepared and qualified for positions as Website Designers either in a corporate or freelance (self-employed) position. Using popular web development tools and gained knowledge of professional website design practices and processes, the student will be able to create attractive and effective websites for their clients. This program familiarizes the student with the most popular computer software programs used by Web Designers, such as: Photoshop, Dreamweaver, and Developer Tools (Google, Chrome, Firefox, Safari).

Economic Outlook and Growth of the Industry

According to the Bureau of Labor Statistics, Occupational Outlook Handbook, 2012 edition, employment in the Website Design field is expected to grow faster than average for all occupations and add 65,700 new jobs over the 2010-20 decade. Median annual wages of website designers were $75,660 in 2010.

Program Objective

Upon completion of the Certificate in Website Design program, the graduate will be able to:

1. Create websites to develop a web presence for businesses, organizations and individuals.
2. Communicate ideas that inspire, inform, or motivate consumers to purchase products.

Utilize popular software programs to create effective and attractive websites.

Graduation Requirements

In order to graduate from California Institute of Arts & Technology and receive their Certificate in Website Design, the student must successfully:

1. Complete the six core courses (270 clock hours) with an overall average GPA of minimum 2.0. These courses may be completed by:
    a. Successfully completing the course at California Institute of Arts & Technology. A minimum of two courses must be completed in this manner
    b. Transferring credit, up to four courses (180 clock hours) from an accredited institution of higher learning.
    c. Challenge Exam of up to one course. Each successfully challenged course will be subtracted from the allowed transfer credits.

WEB Course Plan

This table details the courses required for completion of CIAT's Certificate in Website Design:

Course Requirements (270 clock hours)		
CWEB101	Introduction to Web Design	45
CWEB102	Responsive Web Design	45
CWEB103	Intermediate Web Design	45
CWEB201	Programming for the Web	45
CWEB202	User Interface Design & Mobile Development	45
CWEB301	Online Portfolio Creation	45

Certificate in Graphic Design

270 Clock Hours (270 Lecture Hours)
Length: 30 Weeks; SOC Code: 27-1024
Tuition: $11,970.00 Plus exam fees.

Description

Successful graduates will be fully prepared and qualified for positions as Graphic Designers either in a corporate or freelance (self-employed) position. This program introduces the student to the concepts, language and basics of graphic design and then prepares the student to achieve certification in the most popular computer software programs used by the Graphic Design community such as:

1. Adobe Photoshop
2. Adobe Illustrator
3. Adobe InDesign

Economic Outlook and Growth of the Industry

According to the Bureau of Labor Statistics, Occupational Outlook Handbook, 2012 edition, employment in the Graphic Design field is expected to grow about as fast as the average for all occupations and add 37,300 new jobs over the 2010-20 decade. The median annual wage of graphic designers was $43,500 in May 2010.

Program Objective

Upon completion of the Certificate in Graphic Design program, the graduate will be able to:

1. Understand, and employ, the basic principles of graphic design including
    a. the grid
    b. color theory
    c. typography
2. Use design as a tool to solve problems
3. Create visual concepts using computer software
4. Communicate ideas through effective design
5. Present a portfolio of their projects

Graduation Requirements

In order to graduate from California Institute of Arts & Technology and receive their Certificate in Graphic Design, the student must successfully:

1. Complete the six core courses (270 clock hours) with an overall average GPA of minimum 2.0. These courses may be completed by:
    a. Successfully completing the course at California Institute of Arts & Technology. A minimum of two courses must be completed in this manner
    b. Transferring credit, up to four courses (180 clock hours) from an accredited institution of higher learning.
    c. Challenge Exam of up to one course. Each successfully challenged course will be subtracted from the allowed transfer credits.

GRD Course Plan

This table details the courses required for completion of CIAT's Certificate in Graphic Design:

Course Requirements (270 clock hours)		
CGRD101	Introduction to Graphic Design	45
CGRD102	Image Manipulation	45
CGRD103	Digital Illustration	45
CGRD201	Graphic Design for Print: Logos, Brochures, Print Ads, Print Marketing Materials	45
CGRD202	Graphic Design for the Web: Social Media Profiles; Website Graphics; Landing Pages; Online Ads	45
CGRD301	Portfolio Creation	45

Certificate as Microsoft Office Specialist

225 Clock Hours (225 Lecture Hours)

Length 25 Weeks; SOC Code: 43-4199, 43-9199

Tuition: $9,975.00 plus exam fees.

Description

Successful graduates will be certified as proficient in the use of the following Microsoft Office component programs:

1. Microsoft Word
2. Microsoft Excel
3. Microsoft PowerPoint
4. Microsoft Outlook
5. Microsoft Access

Economic Outlook and Growth of the Industry

According to the Bureau of Labor Statistics, Occupational Outlook Handbook, 2012 edition, employment in the Administrative field is expected to grow about as fast as the average for all occupations, with a greater than average growth of Administrative Assistants needed in the Medical Office field, and add 492,900 new jobs over the 2010-20 decade. Median annual wages of secretaries and administrative assistants were $34,660 in 2010.

Program Objective

Upon completion of the Microsoft Office Specialist Certificate program, the graduate will be able to:

1. Create documents and correspondence utilizing Microsoft Word
2. Create spreadsheets and graphs utilizing Microsoft Excel
3. Create audio-visual presentations and "slideshows" utilizing Microsoft PowerPoint
4. Manage emails, appointments and schedules utilizing Microsoft Outlook
5. Create, maintain and query a relational database utilizing Microsoft Access

Graduation Requirements

In order to graduate from California Institute of Arts & Technology and receive their Certificate as Microsoft Office Specialist, the student must successfully:

1. Complete the five core courses (225 clock hours) with an overall average GPA of minimum 2.0. These courses may be completed by:
    a. Successfully completing the course at California Institute of Arts & Technology. A minimum of two courses must be completed in this manner
    b. Transferring credit, up to three courses (135 clock hours) from an accredited institution of higher learning.
    c. Challenge Exam of up to one course. Each successfully challenged course will be subtracted from the allowed transfer credits.

BUS Course Plan

This table details the courses required for completion of CIAT's Certificate as Microsoft Office Specialist:

Course Requirements (225 clock hours)		
CBUS101	Word Processing Fundamentals	45
CBUS102	Creating and Using Spreadsheets	45
CBUS103	Presentation Applications	45
CBUS104	Database Management	45
CBUS105	Business and Email Management	45

PROFESSIONAL DEVELOPMENT SEMINAR AND WORKSHOP (BOOT CAMP) COURSES

About Professional Development Seminar and Workshop (Boot Camp) Courses

CIAT Boot Camp workshops are taught by experienced, certified instructors in a lecture and lab environment. They are designed for experienced personnel who wish to brush up on skills and/or pass a certification exam.

Length of Courses

All Seminar and Workshop courses are 40 hours in length and are conducted on a five-day, eight hours per day basis, unless other arrangements are made.

Fees

All Boot Camp workshops are charged at the rate of $2,340 per 40 hour course plus associated exam fee, per person.

Schedule

Schedules are posted on the CIAT website.

Individual Enrollment

To enroll, request a registration form from a CIAT representative, complete it and submit form of payment at least 14 days in advance. If you cannot complete the process with 14 days notice, you can request a waiver by calling 877-559-3621 or emailing us at info@ciat.edu.

Corporate and Military Enrollments

To enroll one or more employees in a CIAT Boot Camp, contact CIAT's Corporate and Military Advisor at 619-795-6440. We accept credit cards, and approved purchase orders. You can email to info@ciat.edu or fax 858-505-9650 as well.

We ask for 14 days' notice for enrollment in public classes however enrollments can be made up until the first day of class on a space available basis.

Contract and Customized Training-Testing

CIAT offers on-site training at your location or ours via contract for groups. If you would like to host a training event, please contact CIAT's Corporate and Military Advisor at 877-559-3621 Ext. 7012. Terms and conditions will be subject to the contract agreement.

Seminar / Boot Camp Refund Policy

See the Cancellation and Refund Policy in the Tuition and Fees section of this catalog.

Attendance Requirements

Due to the rapid pace of our workshops, Students are required to attend, at a minimum, the full 40 hour workshop. In the event that the student cannot complete the workshop, he or she should notify the instructor as soon as possible, so the instructor can assign the appropriate make up work.

Students who feel that they do not need the full workshop may be allowed to test out early in accordance with CIAT's test out policy located in this catalog. Permission to test out may be granted on a case-by-case basis by your instructor and administrator.

Completing the Workshop

Once complete, the student will receive a certificate of completion within one week of completing the course. Students desiring to complete the certification exam may take the exam at the San Diego campus or any Pearson-VUE testing center as planned or desired. The student will receive a score report immediately following the exam. Workshop students will receive a grade of Pass, after completion of the workshop.

Continuing Education Units

Continuing Education Units (CEU's) may be awarded for completion of these Professional Development courses. CEU's are awarded based on 1 CEU for each 10 hours of instructional engagement. Therefore, the majority of our courses will earn the student 4 CEU's. The number of CEU's awarded will be noted on the Certificate of Completion awarded to the student at the end of the course.

Course Listing	
Administering Windows Server	40
Advanced Security Practitioner (online)	40
Advanced Security Practitioner	40
Business and Email Management	40
Certified Ethical Hacker	40
Cisco Configuration, ICND 1	40
Cisco Configuration, ICND 2	40
Computer Hardware Fundamentals	40
Computer Operating Systems	40
Configuring Advanced Windows Server Services	40
Configuring and Deploying a Private Cloud	40
Database Management	40
Excel	40
Fiber Optic Technician	40
Installation and Configuration of Linux, Part 1	40
Installation and Configuration of Linux, Part 2	40
Installing and Configuring Windows Server	40
Microsoft SharePoint	40
Monitoring and Operating a Private Cloud	40
Network Security	80
Network Virtualization	40
Networking Fundamentals	40
Presentation Applications	40
Windows Workstation	40
Word Processing Fundamentals	40

INDIVIDUAL COURSE DESCRIPTIONS

Networking

101A

Computer Hardware Fundamentals 75 hours; 4 units

Course Description

This course uses a step-by-step approach for learning the fundamentals of supporting and troubleshooting computer hardware and software. This course is mapped to the CompTIA A+ 220-901 Certification Exam objectives. The primary goal of this course is to prepare students for the CompTIA A+ 220-901 Certification exam.

Prerequisites:

There are no prerequisites for Computer Hardware Fundamentals. Computer Hardware Fundamentals is a prerequisite for Computer Operating Systems. However, before taking either course the student should be familiar with:

1. Use of a mouse and keyboard
2. Installing and running programs
3. The use of basic productivity software including word processing applications
4. Saving files created by common applications
5. Browsing the internet

Students who have successfully passed the current CompTIA A+ Essentials certification exam within the last 36 months may proceed directly with Computer Operating Systems.

Certification:

Please see 101B Certification requirement.

101B

Computer Operating Systems 75 hours; 4 units

Course Description

This course uses a step-by-step approach for learning the fundamentals of supporting and troubleshooting computer hardware and software. This course is mapped to the CompTIA A+ 220-902 Certification Exam objectives. The primary goal of this course is to prepare students for the CompTIA A+ 220-902 Certification exam.

Prerequisites:

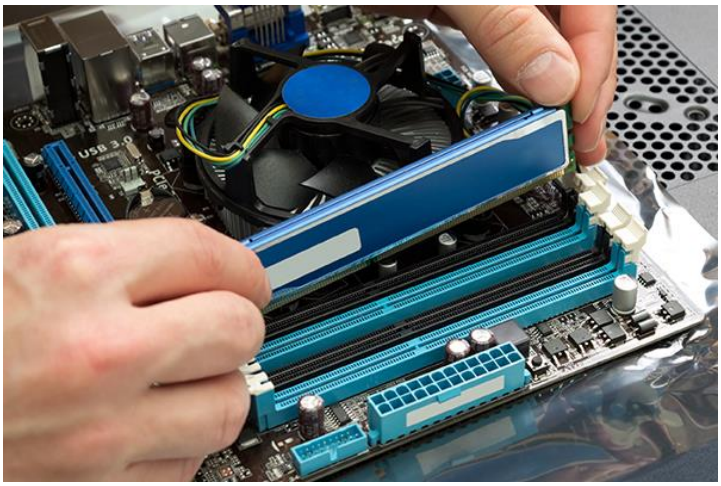
There are no prerequisites for Computer Hardware Fundamentals. Computer Hardware Fundamentals is a prerequisite for Computer Operating Systems. However, before taking either course the student should be familiar with:

6. Use of a mouse and keyboard
7. Installing and running programs
8. The use of basic productivity software including word processing applications
9. Saving files created by common applications
10. Browsing the internet

Students who have successfully passed the current CompTIA A+ Essentials certification exam within the last 36 months may proceed directly with Computer Operating Systems.

Certification:

These courses have recently been updated and now prepare the student to successfully attain CompTIA A+ Certification by passing the CompTIA A+ Essentials (220-901) and CompTIA A+ Practical's (220-902) certification exams. Taking these exams is optional and may involve extra cost to the student. Successful completion of these courses does not require the student to attempt and/or pass these certification exams.



102A

Networking Fundamentals, Part 1 75 hours; 4 units

Course Description

This course covers the configuration, management, and troubleshooting of common wired and wireless network devices. Also included are emerging technologies such as unified communications, mobile, cloud and virtualization technologies. This course represents the first part of the scope covering preparation for CompTIA Network+ Certification, and Testout Network Pro.

Prerequisites:

Completion of Computer Hardware Fundamentals and Computer Operating Systems is strongly recommended. Students who have successfully completed the current CompTIA A+ Certification process within the last 12 months or, upon approval by CIAT admissions, those who have nine months or more experience or education in computer networking may precede directly with Networking Fundamentals.

Certification:

Please see 102B Certification requirement.

102B

Networking Fundamentals, Part 2 75 hours; 4 units

Course Description

This Course teaches advanced networking skills, network security, network hardening, network optimization and troubleshooting. Completion of this course provides in network technologies, tools and standards as well as it serves as a preparation for CompTIA Network + professional certification Exam.

Covered Topics Include:

1. Network Fundamentals
2. Addressing and Protocols
3. Security and Authentication
4. Installation and Implementation
5. Management, Monitoring, Troubleshooting

Prerequisites:

Completion of Computer Hardware Fundamentals and Computer Operating Systems is strongly recommended. Students who have successfully completed the current CompTIA A+ Certification process within the last 12 months or, upon approval by CIAT admissions, those who have nine months or more experience or education in computer networking may precede directly with Networking Fundamentals.

Certification:

This course prepares the student to successfully attain CompTIA Network+ Certification by passing the CompTIA Network+ (N10-005) certification exam. Taking this exam is optional and may involve extra cost to the student. Successful completion of the course does not require the student to attempt and/or pass this certification exam.

120

Network Security 75 hours; 4 units

Course Description

This course teaches the skills required to be an entry-level computer and network security technician. Completion of this course identifies the student as a knowledgeable professional in the field of security, one of the fastest-growing fields in IT. Security threats are increasing in number and severity and the gap between the need for security professionals and qualified IT personnel is the largest of any IT specialty. Even in a troubled economy, most businesses plan to maintain or increase their investment in security.

Prerequisites:

Completion of Networking Fundamentals is strongly recommended. Students who have successfully completed the current CompTIA Network+ Certification process within the last 12 months or, upon approval by CIAT admissions, those who have 24 months or more of work experience in IT networking, may proceed directly with Network Security.

Certification:

This course prepares the student to successfully attain CompTIA Security+ Certification by passing the CompTIA Security+ (SY0-501) certification exam. Taking this exam is optional and may involve extra cost to the student. Successful completion of these courses does not require the student to attempt and/or pass this certification exam.

154

Windows Workstation 75 hours; 4 units

Course Description

This course focuses on the Windows 10 operating system. In particular, it covers such topics and skills training as installation, upgrade, migration to Windows 10; deployment of Windows 10; configuration of hardware and applications; configuration of network connectivity and access to resources; configuration of mobile computing; and monitoring and maintaining operating system including recovery and backups. The course prepares the student for the following certifications: Testout Client Pro, Microsoft 70-698, and Microsoft 70-697.

Prerequisites:

Completion of Networking Fundamentals is strongly recommended. Students who have successfully completed the current CompTIA Network+ Certification process within the last 12 months or, upon approval by CIAT admissions, those who have 12 months or more of work experience in IT networking, may proceed directly with Configuring Windows 7.

Certification:

This course prepares the student to successfully attain Microsoft's Configuring Windows 10 Certification by passing the Microsoft 70-697 certification exam. Taking this exam is optional and may involve extra cost to the student. Successful completion of the course does not require the student to attempt and/or pass this certification exam.

265

Installing and Configuring Windows Server 75 hours; 4 units

Course Description

This course is part one in a series of three courses that provides the skills and knowledge necessary to implement a core Windows Server 2012 infrastructure in an existing enterprise environment. The course focuses on the initial implementation and configuration of core services, such as Networking, Storage, Active Directory Domain Services (AD DS), Group Policy, File and Print Services, and Hyper-V. The course maps directly to and is the preferred choice for hands-on preparation for the Microsoft Certified Solutions Associate (MCSA) Exam *70:410 Installing and Configuring Windows Server 2012*, which is the first of three exams required for the MCSA: Windows Server 2012 credential.

Prerequisites:

Completion of Networking Fundamentals is strongly recommended. Students who have successfully completed the current CompTIA Network+ Certification process within the last 12 months or, upon approval by CIAT admissions, those who have 12 months or more of work experience in IT networking, may proceed directly with this course.

Certification:
This course prepares the student to successfully attain Microsoft's Installing and Configuring Windows Server 2012 Certification by passing the Microsoft 70-410 certification exam. Taking this exam is optional and may involve extra cost to the student. Successful completion of the course does not require the student to attempt and/or pass this certification exam.

266

Administering Windows Server 75 hours; 4 units

Course Description
Get hands on instruction and practice administering Windows Server 2012, including Windows Server 2012 R2, in this course. This course is part two in a series of three courses that provides the skills and knowledge necessary to implement a core Windows Server 2012 infrastructure in an existing enterprise environment. The three courses collectively cover implementing, managing, maintaining and provisioning services and infrastructure in a Windows Server 2012 environment. Although there is some crossover of skills and tasks across these courses, this course focuses on the administration tasks necessary to maintain a Windows Server 2012 infrastructure such as configuring and troubleshooting name resolution, user and group management with Active Directory Domain Services (AD DS) and Group Policy, implementing Remote Access solutions such as DirectAccess, VPNs and Web Application Proxy, implementing Network Policies and Network Access Protection, Data Security, deployment and maintenance of server images, as well as update management and monitoring of Windows Server 2012 environments.

Prerequisites:
Completion of Networking Fundamentals is strongly recommended. Students who have successfully completed the current CompTIA Network+ Certification process within the last 12 months or, upon approval by CIAT admissions, those who have 12 months or more of work experience in IT networking, may proceed directly with this course.

Certification:
This course prepares the student to successfully attain Microsoft's Administering Windows Server 2012 Certification by passing the Microsoft 70-411 certification exam. Taking this exam is optional and may involve extra cost to the student. Successful completion of the course does not require the student to attempt and/or pass this certification exam.

267

Configuring Advanced Windows Server Services

75 hours; 4 units

Course Description
This course is the third part in a series of three courses that provides the skills and knowledge necessary for implementing, managing, maintaining and provisioning services and infrastructure in a Windows Server 2012 environment. Although there is some cross-over of skills and tasks throughout these courses, this course (CIS 267 – 70-412), focuses on advanced configuration of services necessary to deploy, manage and maintain a Windows Server 2012 infrastructure, such as advanced networking services, Active Directory Domain Services (AD DS), Active Directory Rights Management Services (AD RMS), Active Directory Federation Services (AD FS), Network Load Balancing, Failover Clustering, business continuity and disaster recovery services as well as access and information provisioning and protection technologies such as Dynamic Access Control (DAC), and Web Application Proxy integration with AD FS and Workplace Join.

Prerequisites:
Completion of Networking Fundamentals is strongly recommended. Students who have successfully completed the current CompTIA Network+ Certification process within the last 12 months or, upon approval by CIAT admissions, those who have 12 months or more of work experience in IT networking, may proceed directly with this course.

Certification:
This course prepares the student to successfully attain Microsoft's Configuring Advanced Windows Server 2012 Services Certification by passing the Microsoft 70-412 certification exam. Taking this exam is optional and may involve extra cost to the student. Successful completion of the course does not require the student to attempt and/or pass this certification exam.

246

Monitoring and Operating a Private Cloud 75 hours; 4 units

Course Description
This course describes how to monitor and operate a cloud with Microsoft® System Center 2012 R2. This course focuses on how to manage and administer a cloud environment, and it describes how you can monitor key infrastructure elements and applications that run within a cloud. This course is intended for cloud administrators who are responsible for monitoring and protecting the cloud infrastructure. It is also intended for solution architects who are responsible for designing cloud architectures and extending existing cloud solutions. The primary audience for this course is administrators who create service requests.

Prerequisites:
- Successfully passing the bottom three courses:

- Installing and Configuring Windows Server 2012
- Administering Windows Server 2012
- Configuring Advanced Windows Server 2012

247

Configuring and Deploying a Private Cloud 75 hours; 4 units

Course Description

This course equips students with the skills they require to configure and deploy a cloud using Microsoft System Center 2012 R2. This course is intended for cloud administrators who will be responsible for designing, installing and configuring a cloud infrastructure. Scope discussed in this course include design and deployment of System Center, Configuration of System Center infrastructure, the fabric, System Integration and deployment of VMs and services.

Prerequisites:

Successfully passing the bottom four courses:

- Installing and Configuring Windows Server 2012
- Administering Windows Server 2012
- Configuring Advanced Windows Server 2012
- Monitoring and Operating a Private Cloud

Intermediate and Advanced Network Security

220

Certified Ethical Hacker 75 hours; 4 units

Course Description

This class will immerse the student into an interactive environment where they will be shown how to scan, test, hack and secure their own systems. The lab intensive environment gives each student in-depth knowledge and practical experience with the current essential security systems. Students will begin by understanding how perimeter defenses work and then be led into scanning and attacking their own networks. No real network is harmed. Students then learn how intruders escalate privileges and what steps can be taken to secure a system. Students will also learn about Intrusion Detection, Policy Creation, Social Engineering, DDoS Attacks, Buffer Overflows and Virus Creation. This course prepares you for EC-Council Certified Ethical Hacker exam 312-50.

Prerequisites:

Active CompTIA Security+ Certification is required.

Certification:

This course prepares the student to successfully attain EC Council's Certified Ethical Hacker Certification by passing the EC Council 312-50 certification exam. Taking this exam is optional and may involve extra cost to the student. Successful completion of the course does not require the student to attempt and/or pass this certification exam.

221

Advanced Network Security 75 hours; 4 units

Course Description

This course is focused on preparing for CISSP Certification and career of IS/IT Cyber Security professional. The CISSP Certification is administered by the International Information Systems Security Certification Consortium or (ISC). (ISC) promotes the CISSP exam as an aid to evaluating personnel performing information security functions. Candidates for this exam are typically network security professionals and system administrators with at least four years of direct work experience in two or more of the ten test domains. As the first ANSI ISO accredited credential in the field of information security, the Certified Information Systems Security Professional (CISSP) certification provides information security professionals with not only an objective measure of competence, but a globally recognized standard of achievement.

The CISSP® credential also qualifies for DOD 8570 level II/III requirements.

Covered Topics Include:

- Access Control
- Application Development Security
- Business Continuity and Disaster Recovery Planning Cryptography
- Information Security Governance and Risk Management
- Legal, Regulations, Investigations and Compliance
- Operations Security
- Physical (Environmental) Security
- Security Architecture and Design
- Telecommunications and Network Security

Prerequisites:

Active CompTIA Security+ Certification is required. Five years of on-the-job information security experience is highly recommended and is required to attempt the certification exam.

Certification:

This course prepares the student to successfully attain Certified Information Systems Security Professional (CISSP®) Certification by passing the Certified Information Systems Security Professional (CISSP®) certification exam. The student is required to have a minimum of 5 years' experience in Information Security to be eligible for this certification. Taking this exam is optional and may involve extra cost to the student. Successful completion of the course does not require the student to attempt and/or pass this certification exam.

222

Advanced Security Practitioner 75 hours; 4 units

Course Description

The CASP+ certification was developed by the Computer Technology Industry Association (CompTIA) to provide an industry-wide means of certifying the competency of security professionals with experience in IT administration and at hands-on technical experience. The security professional's job is to protect the confidentiality, integrity, and availability of an organization's valuable information assets. As such, these individuals need to have the ability to apply critical thinking and judgment.

According to CompTIA, the CASP+ certification (Exam CAS-002) "is a vendor-neutral credential. "The CASP+ validates "advanced-level security skills and knowledge" internationally. There is no prerequisite, but "CASP+ certification is intended to follow CompTIA Security+ or equivalent experience and has a technical, 'hands-on' focus at the enterprise level."

Covered topics include:

1. Enterprise Security
2. Risk management, policy/procedure an legal
3. Research and analysis
4. Integration of computing, communications and business

Prerequisites:

Active CompTIA Security+ Certification is required. It is also recommended that the student have a minimum of 10 years' experience in IT administration including at least 5 years of hands-on technical security experience before attempting the certification exam.

Certification:

This course prepares the student to successfully attain CompTIA Advanced Security Professional (CASP+) Certification by passing the CompTIA Advanced Security Professional (CASP+) certification exam. Taking this exam is optional and may involve extra cost to the student. Successful completion of the course does not require the student to attempt and/or pass this certification exam.

Linux-based Operating Systems

230A

Installation and Configuration of Linux, Part 1 75 hours; 4 units

Course Description

This course is represents a 1st part in two-part CompTIA certification exams for Linux operating system: LX0-103 and LX0-104. This course provides most of core objectives coverage and practical preparation for LX0-103, the 1st part of Linux certification for industry professionals including but not limited to installation, configuration and maintenance of Linux, configuration of user interface and applications management, configuration and management of boot and shutdown of Linux, as well as Users and Group management.

Certification

TestOut Linux Pro is a simulated training that prepares students for CompTIA LX0-103 and LX0-104 certification in Linux. The TestOut simulated training also provides an opportunity to obtain CompTIA recognized Testout Pro Certification. This course does not include any of the above noted certifications, however, it does provide an adequate training and preparation for students to be able to take and obtain those certification exams.

Prerequisites:

It is highly recommended that the student has successfully completed both the CompTIA A+ and CompTIA Net+ certifications prior to attempting these courses.

230B

Installation and Configuration of Linux, Part 2 75 hours; 4 units

Course Description

This course is represents a 2nd part in two-part CompTIA certification exams for Linux operating system: LX0-103 and LX0-104. This course provides most of core objectives coverage and practical preparation for LX0-104, the 2nd part of Linux certification for industry professionals including but not limited to hardware installation, kernel module management, process and task management, print management, mail and SQL basic knowledge, system monitoring, networking, and security implementation for Linux platform.

Covered Topics Include:

1. GNU and UNIX commands
2. Devices, Linux File Systems, File System Hierarchy Standard
3. Linux Installation and Package Management
4. System Architecture
5. Networking Fundamentals
6. Administrative Tasks
7. Shells, Scripting and Data Management
8. Essential System Services
9. Security

Certification

TestOut Linux Pro is a simulated training that prepares students for CompTIA LX0-103 and LX0-104 certification in Linux. The TestOut simulated training also provides an opportunity to obtain CompTIA recognized Testout Pro Certification. This course does not include any of the above noted certifications, however, it does provide an adequate training and preparation for students to be able to take and obtain those certification exams.

Prerequisites:
It is highly recommended that the student has successfully completed both the CompTIA A+ and CompTIA Net+ certifications prior to attempting these courses. Installation and Configuration of Linux, Part 1 is a prerequisite for Installation and Configuration of Linux, Part 2. Students who have successfully passed the current CompTIA Linux+ Part 1 (LX0-101) certification exam within the last 12 months may proceed directly with Installation and Configuration of Linux, Part 2.

Virtualization

290

Network Virtualization 75 hours; 4 units

Course Description
This course overviews the latest virtualization technology dedicated to Oracle VirtualBox, VMware Workstation, Microsoft® Hyper-V, and VMware vSphere. Content focuses on virtualization in software-defined data centers. Students learn to build virtual networks, implement high-availability clusters, enhance performance and security, and manage the virtual data center. Students implement virtual desktop infrastructures using VMware.

Prerequisites:
Completion of 246 and 247 with C or above. This course is designed for students who have at least six months of system administration experience on Microsoft Windows or Linux operating systems.

Certification:
This course prepares the student to successfully attain VMWare's virtualization fundamentals certification by passing the VMWare VCP6-DCV certification exam. Taking this exam is optional and may involve extra cost to the student. Successful completion of the course does not require the student to attempt and/or pass this certification exam.

Course Availability: CIS240
This course is not currently scheduled to be taught during the time period covered by this catalog. This course may be offered, depending on demand. Please contact your Admissions Representative for information on possible offerings of this course.

CISCO Networking

270A

Cisco Configuration ICND1 75 hours; 4 units

Course Description
The Cisco certification validates the skills required for entry-level network support positions, the starting point for many successful careers in networking. ICND1 and the following after it ICND2 are part of Cisco Certified Entry Network Technician (CCENT). CCENT certified professionals have the knowledge and skill to install, operate, and troubleshoot a small enterprise branch network, including basic network security.

This course is a part of Cisco Certified Entry Network Technician (CCENT: ICDN 1 and ICDN2). It represents the first part of the scope covering preparation for ICDN1 Certification, and Testout Routing and Switching Pro.

Covered topics include:
1. Building Simple Network
2. Establishing Internet Connectivity
3. Managing Network Device Security
4. Building a Medium-sized Network
5. Introducing IPv6

Prerequisites:
Completion of Networking Fundamentals is strongly recommended. Students who have successfully completed the current CompTIA Network+ Certification process within the last 12 months or, upon approval by CIAT admissions, those who have 12 months or more of work experience in IT networking, may proceed directly with this course.

Certification:
The Interconnecting Cisco Networking Devices Part 1 (ICND1) exam (100-105) is a 90-minute, 45–55 question assessment that is associated with the Cisco Certified Entry Network Technician (CCENT) certification and is a tangible first step in achieving other associate-level certifications.

270B

Cisco Configuration ICND2 75 hours; 4 units

Course Description
This course is a preparation for the Interconnecting Cisco Networking Devices Part 2 (200-105 ICND2) and is a part of Cisco Certified Entry Network Technician (CCENT: ICDN 1 and ICDN2). The course provides knowledge and skills related to LAN switching technologies, IPv4 and IPv6 routing technologies, WAN technologies, infrastructure services, and infrastructure maintenance.

Covered topics include:
1. Implementing Scalable Medium-sized Networks
2. Troubleshooting Basic Connectivity
3. Implementing an EIGRP-based Solution
4. Implementing a Scalable Multiarea Network OSPF-Based solution
5. Wide Area Networks
6. Network Device Management

Prerequisites:
Completion of Cisco Configuration ICND1 is required. Students who have successfully completed the current Cisco Certified Entry Network Technician process within the last 12 months may proceed directly with this course.

Certification:
This course prepares the student to attain the Cisco Certified Network Associate (CCNA) certification by successfully passing the Cisco Interconnecting Cisco Network Devices, Part 1 (ICND1) and the Cisco

Interconnecting Cisco Network Devices, Part 2 (ICND2) certification exams. Interconnecting Cisco Networking Devices Part 2 (200-105 ICND2) Exam objectives. Certification Exam duration is 90 minutes, including 55 questions. For up-to-date information about this exam, visit www.cisco.com

271

Implementing Cisco IOS Network Security 75 hours; 4 units

Course Description

CCNA Security equips students with the knowledge and skills needed to prepare for entry-level security specialist careers. This course is a hands-on, career-oriented e-learning solution that emphasizes practical experience. It is a blended curriculum with both online and classroom learning. CCNA Security aims to develop an in-depth understanding of network security principles as well as the tools and configurations required to secure a network.

Covered topics include:

1. Course Introduction
2. Networking Security Fundamentals
3. Protecting the Network Infrastructure
4. Threat Control and Containment - Secure Connectivity

Prerequisites:

Completion of Cisco Configuration ICND2 is required. Students who have successfully completed the current Cisco Certified Network Associate certification process within the last 12 months may proceed directly with this course.

Certification:

This course prepares the student, in possession of a current CCNA, to attain the Cisco Certified Network Associate-Security (CCNA-Security) certification by successfully passing the Implementing Cisco IOS Network Security (IINS) certification exam. Taking this exam is optional and may involve extra cost to the student. Successful completion of the course does not require the student to attempt and/or pass this certification exam.

272

Implementing Cisco IP Routing 75 hours; 4 units

Course Description

CCNP ROUTE equips students with the knowledge and skills needed to help prepare CCNP candidates for the CCNP ROUTE exam (300-101). This course builds knowledge using a sequence of structured modules that provide an interactive, hands-on learning approach, enabling students to master essential technology topics in a structured format. Instructional content is broken into manageable-sized segments with built-in assessments that provide students with feedback on their level of understanding and automated guidance back to sections of the training where further review may be needed.

This course is a hands-on, career-oriented e-learning solution that emphasizes practical experience. It is offered on campus, as well as online.

Covered topics include:

1. Network Principles
2. Layer 2 Technologies
3. Layer 3 Technologies
4. VPN Technologies
5. Infrastructure Security
6. Infrastructure Services

Prerequisites:

Completion of Implementing Cisco IOS Network Security, is required. Students who have successfully completed the current Cisco Certified Network Associate - Security certification process within the last 12 months may proceed directly with this course.

Certification:

This course is one of three that prepares the student, in possession of a current CCNA-Security, to attain the Cisco Certified Network Professional-Security (CCNP-Security) certification by successfully passing one of four certification exams required for CCNP-Security designation, the Implementing Cisco IP Routing (300-101 ROUTE) certification exam. Taking this exam is optional and may involve extra cost to the student. Successful completion of the course does not require the student to attempt and/or pass this certification exam.

273

Implementing Cisco IP Switching Networks 75 hours; 4 units

Course Description

This course equips students with the knowledge and skills needed to help prepare CCNP candidates for the CCNP SWITCH exam (300-115). This course builds knowledge using a sequence of structured modules that provide an interactive, hands-on learning approach, enabling students to master essential technology topics in a structured format. Instructional content is broken into manageable-sized segments with built-in assessments that provide students with feedback on their level of understanding and automated guidance back to sections of the training where further review may be needed.

This course is a hands-on, career-oriented e-learning solution that emphasizes practical experience. It is offered on campus, as well as online.

Covered topics include:

1. Configure and verify switch administration
2. Configure and verify Layer 2 protocols
3. Configure and verify VLANs
4. Configure and verify trunking
5. Configure and verify Ether Channels
6. Configure and verify spanning tree
7. Configure and verify other LAN switching technologies
8. Describe chassis virtualization and aggregation technologies
9. Configure and verify switch security features
10. Describe device security using Cisco IOS AAA with TACACS+ and RADIUS
11. Configure and verify first-hop redundancy protocols

Prerequisites:
Completion of Implementing Cisco IOS Network Security is required. Students who have successfully completed the current Cisco Certified Network Associate - Security certification process within the last 12 months may proceed directly with this course.

Certification:
This course is one of three that prepares the student, in possession of a current CCNA-Security, to attain the Cisco Certified Network Professional-Security (CCNP-Security) certification by successfully passing one of three certification exams required for CCNP-Security designation, the Implementing Cisco IP Switching Networks (300-135) certification exam. Taking this exam is optional and may involve extra cost to the student. Successful completion of the course does not require the student to attempt and/or pass this certification exam.

274

Troubleshooting and Maintaining Cisco IP Networks

75 hours; 4 units

Course Description
This course equips students with the knowledge and skills needed to help prepare CCNP candidates for the CCNP *Troubleshooting and Maintaining Cisco IP Networks (300-135*) exam. This course builds knowledge using a sequence of structured modules that provide an interactive, hands-on learning approach, enabling students to master essential technology topics in a structured format. Instructional content is broken into manageable-sized segments with built-in assessments that provide students with feedback on their level of understanding and automated guidance back to sections of the training where further review may be needed.

This course is a hands-on, career-oriented e-learning solution that emphasizes practical experience. It is offered on campus, as well as online.

At the end of the course learners will be able to troubleshoot:

- VLANs, Trunks, and VTP
- STP and Layer 2 & Layer-3 Etherchannel
- Inter-VLAN routing
- Switch security
- HSRPv1, HSRPv2, VRRP, GLBP
- IPv4 and IPv6 addressing issues related to network misconfigurations
- IPv4/IPv6 routing and GRE tunnels
- RIPv2, RIPng, EIGRP, EIGRPv6, OSPFv2, OSPFv3, BGP and MP-BGP
- Route maps, policy-based routing, and route redistribution
- Management protocols, tools, and access

Prerequisites:
Completion of Implementing Cisco IP Routing (272) and Implementing Cisco IP Switching Networks (273) are required. Students who have successfully completed the current Cisco Certified Network Associate - Security certification process within the last 12 months may proceed directly with this course.

Certification:
This course is one of three that prepares the student, in possession of a current CCNA-Security, to attain the Cisco Certified Network Professional-Security (CCNP-Security) certification by successfully passing one of three certification exams required for CCNP-Security designation, the Troubleshooting and Maintaining Cisco IP Networks (300-135) certification exam. Taking this exam is optional and may involve extra cost to the student. Successful completion of the course does not require the student to attempt and/or pass this certification exam.

Software Development

ASD 101

The Fundamentals of Software Design 75 hours; 4 units

Description
This course introduces students to basic concepts in programming and common baseline computer science topics. The focus of the course will be primarily C using Visual Studio 2015. Students establish a foundational knowledge base and aptitude required for pursuing more advanced computer science studies. C language concepts like data types, variables, program control, functions, structures, arrays, and pointers will be presented. Additional topics introduced include text editors, IDEs, compilers, linkers, runtime execution, versioning, source control, memory, and data layers. Upon completion of the course students will be

able to understand how to create, modify, and maintain basic C programs to provide software-based solutions.

Course Objectives

- CO1: Understand, setup and use software programming environment
- CO2: Understand purpose, usage and importance of programming documentation such as flowcharts and pseudocode
- CO3: Discuss and understand data types used in programming
- CO4: Interpret and apply basic syntax of programming language-C
- CO5: Understand and apply basics of Input vs. Output (I/O) for simple C-programs
- CO6: Understand purpose and usage of variables, constants, and literals; understand and apply scope rules: local, global, formal.
- CO7: Discuss difference between procedural and object-oriented programming; identify benefits of object-oriented programming
- CO8: Demonstrate ability to use programing operators including but not limited to arithmetic, relational, logical, bitwise, and assignment.
- CO9: Demonstrate ability to implement decision making controls for programming problem-solving including but not limited to IF-ELSE, SWITCH for both simple and nested structures.
- CO10: Demonstrate ability to implement loop controls (both simple and nested) for programming problem-solving including but not limited to loop types WHILE, FOR, DO –WHILE, as well as statements CONTINUE, BREAK, and GOTO.
- CO11: Discuss and implement functions in programming problem-solving including but not limited to definition, declaration, function call, and function arguments.
- CO12: Demonstrate ability to implement array for programming problem-solving including declaration, initialization, access to array elements, use of pointer to an array.
- CO13: Demonstrate ability to implement pointers, strings, and different I/O solutions
- CO14: Discuss use of structures and file processing in programming; demonstrate basic skills in implementing both in programming problem-solving.

Prerequisites:

Students must have experience using a keyboard and mouse in a GUI-based OS such as Microsoft Windows or Linux, and understand how to download and install programs found on the Internet.

ASD 102

Object-Oriented Programming with C++ 75 hours; 4 units

Description

This course introduces students to intermediate concepts in programming and computer science topics. The focus of the course will be primarily C++ using Visual Studio 2015. Students build on previously solidified knowledge and gain leverage for better understanding of advanced computer science studies. C++ language concepts like classes, objects, constructors, inheritance, polymorphism, and the C++ standard library will be presented. Additional topics introduced include versioning, source control, data structures, and memory management. Upon completion of the course students will be able to understand how to create, modify, and maintain C++ programs to provide in-depth software-based solutions.

Course Objectives

- CO1: Exploring commonalities and differences in scripting syntax between C and C++
- CO2: Understanding use and syntax of variable types, and logic controls: IF, SWITCH, Loops and functions.
- CO3: Understanding use of Classes and Encapsulation of Class components in OO programming
- CO4: Implementing functions in a Class
- CO5: Understanding role and implementation of Constructors, Destructors, and Overloading Constructors.
- CO6: Understanding and implementing Compositions, using #IFNDEF, #DEFINE, AND #ENDIF
- CO7:Undertstanding Friends, using FRIENDS functions to access data
- CO8:Understanding difference between overload and polymorphism
- CO9:Using inheritance to create derived classes
- CO10: Override inheritance and understand use of multiple inheritance
- CO11: Understand how to use Virtual Base Classes.
- CO12: Using Templates: creating custom template classes and using standards template libraries
- CO13: Understand role of Exceptions and be able to implement Exception Handling in programming solutions
- CO14: Handling memory allocation exceptions
- CO15: Understanding use of I/O objects including but not limited to CIN/COUT; ISTREAM; OSTREAM; and manipulators.

Prerequisites:

Students must have experience using a keyboard and mouse in a GUI-based OS such as Microsoft Windows or Linux, and understand how to download and install programs found on the Internet.

ASD 103

Relational Database Management Systems and SQL

75 hours; 4 units

Description

This course introduces students to relational databases and Structured Query Language (SQL). The focus of the course will be primarily SQL using MySQL and MySQL Workbench. Students acquire foundational understanding of databases, how they are structured, and how transactions are performed on database. SQL language concepts concerning creating, reading, updating, and deleting data will be presented. Additional topics introduced include data types, tables, keys, relationships, functions, indexes, views, stored procedures, and optimization and replication. Upon completion of the course students will be able to understand how to create, modify, and maintain SQL databases to provide in-depth software-based solutions.

Course Objectives

- CO1: Define a relational database
- CO2: Gather database requirements and define business rules for a database.
- CO3: Create an entity design for a database
- CO4: Understand database normalization: normalize a database.
- CO5: Develop relational databases in SQL or MySQL.
- CO6: Create and run SQL commands including: creating and modifying tables, viewing table data, correcting SQL errors and saving SQL commands into file
- CO7: Run SQL queries using including but not limited to: Aliases, ALTER TABLE, SELECT, using various conditions
- CO8: Retrieve data from tables using compound SQL queries including operators BETWEEN, LIKE, IN, ORDER BY, GROUP BY, HAVING
- CO9: Use aggregate functions in queries; utilize subqueries.
- CO10: Use various types of joins to retrieve data from multiple tables; use operators IN, EXISTS, ALL, ANY
- CO11: Create new tables from existing tables
- CO12: Maintain table by changing and saving data, utilizing UPDATE, INSERT, DELETE, COMMIT, ROLLBACK and DROP TABLE
- CO13: Create and use views for data update
- CO14: Define the security context of a database and its users in MS SQL Server; Manage database users and their privileges
- CO15: Create, use and drop index
- CO16: Use integrity constraints to control data entry
- CO17: Understand benefits of using SQL in programming environment

Prerequisites:

Students must have experience using a keyboard and mouse in a GUI-based OS such as Microsoft Windows or Linux, and understand how to download and install programs found on the Internet.

ASD 150

Operating System Concepts

75 hours; 4 units

Description

This course provides a thorough guided exploration of both the theoretical and practical ideas involved in the production of modern operating systems. Operating system concepts like computer system organization and architecture, system calls, process management, threads, scheduling, file systems, system I/O, and distributed systems will be presented. Upon completion of the course students will be in a position to understand how the programs they write influence and likewise are influenced by the entirety of a modern computer system.

Course Objectives

- CO1: Explain basic operating system concepts
- CO2: Understand the history of operating system development
- CO3: Discuss how operating systems work
- CO4: Describe the types of operating systems
- CO5: Discuss single tasking versus multitasking
- CO6: Describe early Microsoft operating systems and their characteristics
- CO7: Identify the features of modern Microsoft operating systems
- CO8: Identify the features and characteristics of UNIX and UNIX-like operating systems
- CO9: Identify the features and characteristics of Mac OS and Mac OS X
- CO10: Describe the function and features of CPUs
- CO11: Identify features of popular CPUs from various manufacturers
- CO12: List the basic functions common to all file systems
- CO13: Use and describe the file systems used by Windows OSs
- CO14: Use and describe the file systems used by UNIX and Linux systems, including ufs and ext
- CO15: Use and describe the Mac OS X Extended (HFS+) file system
- CO17: Explain the overall process of installing and upgrading operating systems
- CO18: Prepare to install an operating and understand the factors involved in an upgrade
- CO19: Understand how OSs interface with input and output devices
- CO20: Explain the need for device drivers and install devices and drivers
- CO21: Describe popular input device technologies
- CO22: Discuss the types of printers and install printers
- CO23: Explain display adapter technologies
- CO24: Install circuit boards for new devices
- CO25: Describe computer storage
- CO26: Configure local disks
- CO27: Work with different types of volumes and virtual disks
- CO28: Describe cloud storage
- CO29: Describe tape drive technologies

- CO30: Work with storage management tools
- CO31: Describe the components of virtualization
- CO32: Use and describe hosted virtualization
- CO33: Use and describe bare-metal virtualization
- CO34: Describe cloud computing
- CO35: Explain the fundamentals of network communication
- CO36: Define common networking terms
- CO37: Compare and describe network device types
- CO38: Configure and describe network protocols
- CO39: Describe the OSI model of networking
- CO40: Configure networking in an operating system
- CO41: Configure file and printer sharing
- CO42: Manage user and group accounts
- CO43: Explain file system maintenance techniques for different operating systems
- CO44: Perform regular file system maintenance by finding and deleting unused files and folders
- CO45: Perform disk maintenance that includes defragmenting, relocating files and folders, running disk and file repair utilities, and selecting RAID options
- CO46: Explain the types of backups and develop a backup plan
- CO47: Explain how to install software for best performance
- CO48: Tune operating systems for optimal performance

Prerequisites:
Students must have experience using a keyboard and mouse in a GUI-based OS such as Microsoft Windows or Linux, and understand how to download and install programs found on the Internet.

ASD 170

Front-End Development with HTML, CSS, and JavaScript

75 hours; 4 units

Description
This course provides an introduction to the fundamentals of 3 of the most widely-adopted technologies in the world today: HTML, CSS, and JavaScript. Topics explored include HTML structure, syntax, and usage, CSS styling and layout, and JavaScript programming. Additional topics include the Document Object Models, jQuery, AJAX, and JSON. Upon completion of the course students will be able to understand how modern websites are built, as well as be able to write their own, and add functionality as found throughout the Internet.

Course Objectives

- CO1: Understand structuring documents for the Web including basic text formatting and presentational elements
- CO2: Applying lists and grouping elements and understand attributes
- CO3: Creating links and understand directory structures
- CO4: Add images and media content to your website
- CO5: Use tables and group sections of a table
- CO6: Create a form and use form controls
- CO7: Use the <frame> element together with its attributes
- CO8: Use Cascade Style sheets to control and format text
- CO9: Understand Selectors and the Box model within CSS
- CO10: Understand background and other text formatting properties within CSS
- CO11: Understand positioning and layout within CSS including general website design and layout issues
- CO12: Manage Website Design issues
- CO13: Understand procedural topics in JavaScript: document object model, loops, conditions, and functions
- CO14: Use JavaScript for form validation and enhancement and work with JavaScript libraries
- CO15: Understand the basics and apply JQuery, AJAX, and JASON frameworks in web design

Prerequisites:
Students must have experience using a keyboard and mouse in a GUI-based OS such as Microsoft Windows or Linux, and understand how to download and install programs found on the Internet.

ASD 190

Internet Architecture with PHP and other OSS

75 hours; 4 units

Description
This course covers core and advanced skills involved in using PHP and MySQL to design and support dynamic web sites according to established standards. The scope of this course supports today's business needs and allows students to learn practical skills to create database-enabled web applications. Advanced PHP programming concepts enable web developers to implement and maintain dynamic databases and securely process web forms of various complexity using PHP programming and MySQL database environment. Moreover, the course introduces other popular Open Source Software (OSS) solutions.

Course Objectives

- CO1: Understanding PHP syntax and programming structure
- CO2: Create code using variables and constants, expressions and operations
- CO3: Using functions and control structures including decisions and repetitive statements in PHP code
- CO4: Discuss use of include and require statements
- CO5: Using and Manipulating strings
- CO6: Understand and use regular expressions
- CO7: Interact with and process user input
- CO8: Build XHTML Web forms and process submitted data
- CO9: Display dynamic data based on a URL token
- CO10: Working with Files and Directories
- CO11: Understand and be able to manipulating Arrays in PHP code
- CO12: Use arrays in Web forms
- CO13: Understand the basics of databases and MySQL
- CO14: Create MySQL database table
- CO15: Modify user privileges and database records

- CO16: Demonstrate mastery skills in using phpMyAdmin for MySQL database management
- CO17: Manipulating, record and retrieve MySQL Databases with PHP
- CO18: Understand and manage state information using cookies, sessions and hidden form fields
- CO19: Understand object-oriented (OO) programming concepts
- CO20: Developing object-oriented (OO) PHP
- CO21: Use objects in PHP scripts: work with class member functions
- CO22: Discuss popular open-source software used for Web applications development

Prerequisites:
Students must have experience using a keyboard and mouse in a GUI-based OS such as Microsoft Windows or Linux, and understand how to download and install programs found on the Internet.

ASD 210

Python Fundamentals and Best Practices 75 hours; 4 units

Description
This course introduces core programming basics—including data types, control structures, algorithm development, and program design with functions—via the Python programming language. The course discusses the fundamental principles of Object-Oriented Programming, as well as in-depth data and information processing techniques. Students will problem solve, explore real-world software development challenges, and create practical and contemporary applications using graphical user interfaces, graphics, and network communications.

Course Objectives

- CO1: Understand and utilize data types in Python
- CO2: Discuss and apply Python expressions
- CO3: Implement Python control statements in programming applications
- CO4: Understand and utilize Python strings and text files in programming applications
- CO5: Demonstrate abilities in use of Python's lists and dictionaries
- CO6: Design functions and utilize them effectively in programming applications
- CO7: Demonstrate ability in graphic processing using Python
- CO8: Design user graphic interfaces
- CO9: Discuss and apply object-oriented programming techniques in Python
- CO10: Understand use of Python for Multithreading, networks and Client/Server programming tasks
- CO11: Discuss advanced topics in Python including but not limited to searching, sorting, and complex analysis.

Prerequisites:
Students must have completed ASD190 with a satisfactory grade

ASD 215

C# Business Programming 75 hours; 4 units

Description
This course continues building on the foundations put in place by C and C++, focusing on the higher-level abstractions found in Microsoft's C#, as well as some Microsoft-specific presentation technology such as the Windows Presentation Foundation. The course will be primarily C# using Visual Studio 2015. Students establish advanced C# knowledge required for pursuing more emergent computer science topics. C# language concepts like generics, LINQ, delegates, singleton patterns, interfaces, and asynchronous programming will be presented. Upon completion of the course students will be able to understand how to create, modify, and maintain C# programs to produce Windows software.

Course Objectives

- CO1: Understand and use of developer tools like Visual Studio, NetBeans or others to start C# programming
- CO2: Understand and apply data types and expressions in programming
- CO3: Understand and apply the basic programming elements likes classes, objects, methods, and behaviors
- CO4: Understand and apply decisions, loops and conditions
- CO5: Develop and understand array structures and classes
- CO6: Develop methods and behaviors with parameters
- CO7: Create your own classes and objects (advanced collections)
- CO8: Implement Windows programming and apply event handling in program flows
- CO9: Understand polymorphism, Interfaces and operator overloading
- CO10: Conduct debugging and implement exception handling
- CO11: Design programs with file handling
- CO12: Design programs with interactive databases

Prerequisites:
Students must have completed ASD190 with a satisfactory grade

ASD 220

Linux Administration and Shell Scripting 75 hours; 4 units

Description

This course introduces students to Linux shell scripting. Scripting in the Linux shell is used automate various repetitive tasks and processes, that system administrators deal with on a daily basis. Often, performing simple tasks, such as file management, can be done more quickly from the command line than from a fancy graphical interface. Students learn basic shell scripting techniques and develop scripting skills needed for Unix/Linux System Administration courses, which also include how to analyze, design, write, test, and debug shell scripts.

Course Objectives

After successful completion of this course, students will be able to:

- CO1: Discuss input, output, and throughput.
- CO2: Use command substitution to capture program output.
- CO3: Implement shell scripts with looping and branching
- CO4: Use conditional statements to control the execution of shell scripts.
- CO5: Discuss and implement parsing and expansion
- CO6: Use parameters and variable in your scripts
- CO7: Design and implement shell functions.
- CO8: Manipulate strings
- CO9: Discuss and apply file operations and commands
- CO10: Understand use of reserved words and built-in commands
- CO11: Write bug-free scripts and understand how to perform debugging
- CO12: Identify and process command-line arguments.

Prerequisites:

Students must have completed ASD190 with a satisfactory grade

ASD 225

Windows Development and Administration 75 hours; 4 units

Description

This course introduces students fundamentals of Windows PowerShell command line interface and scripting language—one step at a time. This is practical, hands-on course with exercises, timesaving tips, and hands-on sample scripts for performing administrative tasks on both local and remote Windows systems.

Course Objectives

After successful completion of this course, students will be able to:

- CO1: Install and Configure Windows PowerShell
- CO2: Understand use of PowerShell Help System & Libraries
- CO3: Use built-in cmdlets to execute commands
- CO4: Understand Objects and Pipeline
- CO5: Format, Export, and Convert PowerShell Output.
- CO6: Manage Computers Remotely with PowerShell
- CO7: Investigate PowerShell Job Architecture
- CO8: Use PowerShell WMI and CIM Commands
- CO9: Use Enterprise-Class Windows PowerShell
- CO10: Writer and run PowerShell scripts with added programming logic
- CO11: Understand and use Snap-Ins and PowerShell Modules, and Manifests
- CO12: Administer Microsoft Enterprise Servers with Windows PowerShell

Prerequisites:

Students must have completed ASD215 with a satisfactory grade

ASD 227

iOS Programming 75 hours; 4 units

Description

Objective-C and iOS Programming: A Simplified Approach to Developing Apps for the Apple iPhone and iPad provides a basic foundation in the exciting field of iOS app development. With the advent of smartphones, applications have shifted to the mobile platform, promising ease and practicality, and a huge potential for further growth. So it makes sense for programmers to develop expertise in this area to increase their marketability. As the popularity of Apple devices continues to grow, professionals trained in iOS programming will be especially employable.

Course Objectives

- CO1: Discuss iOS platform and iOS SDK
- CO2: Understand and apply concept of variables, constants, and expressions in Object-C
- CO3: Discuss and apply relational operators and various control structures in programming problem solving
- CO4: Learn and implement different forms of repetitive structures (loops)
- CO5: Declare, create, and call functions
- CO6: Discuss and understand scope and usage of Foundation framework
- CO7: Create, edit and manipulate strings and array objects
- CO8: Understand and implements classes and objects in programming, including but not limited to @interface and @implementation files, custom initializers, description methods, and use of inheritance to classes in Object-C
- CO9: Learn how to work with iOS environment
- CO10: Create User Interfaces
- CO11: Know how to implement passing data between View Controllers
- CO12: Discuss, understand, and apply tasks related to table view controllers and their functions
- CO13: Implement tab bar controllers with and without storyboards
- CO14: Play system sound with AVAudio framework and videos with MediaPLayer framework
- CO15: Know how to use NSUserDefault class and store data in SQLite

Prerequisites:
Students must have completed ASD210 with a satisfactory grade

ASD 230

Open Source Servers 75 hours; 4 units

Description
This course introduces students to open source server technology, setup, configuration scripting, and various customization tasks for server resources and services via administrative tools and scripting.

Course Objectives
After successful completion of this course, students will be able to:

- CO1: Discuss Apache Solr architecture
- CO2: Understand use of Admin Web interface
- CO3: Discuss and implement information retrieval, metadata generation, execution and evaluation metrics
- CO4: Implement Scheme design and text analysis
- CO5: Use Indexing tools
- CO6: Design search queries
- CO7: Implement grouping, field and query faceting.
- CO8: Discuss and apply various scoring models
- CO9: Discuss use of advanced features including but not limited to Spell-Checking, Dictionaries, Algorithms, and plugins
- CO10: Understand Stand-Alone mode and Master-Slave architecture
- CO11: Discuss semantic search and understand use of corresponding tools.

Prerequisites:
Students must have completed ASD202 with a satisfactory grade

ASD 235

SQL Server, T-SQL and PL/SQL 75 hours; 4 units

Description
This course provides an in-depth treatment of Microsoft's relational database management system, SQL Server, as well as Microsoft's proprietary flavor of SQL technology, T-SQL and PL/SQL. The course material builds upon prior coursework with SQL, and explores topics including T-SQL queries, query tuning, multi-table queries, grouping, pivots, and recursive queries. Upon completion of the course students will be confident performing detailed and complex SQL and RDBMS operations in a Microsoft environment.

Course Objectives
After successful completion of this course, students will be able to:

- CO1: Understand Oracle PL/SQL architecture
- CO2: Understand basic block structures
- CO3: Discuss variables and handling data in blocks
- CO4: Understand Language Fundamentals and control structures
- CO5: Use Error Management i.e. Cursor and Exceptions.
- CO6: Design procedures and functions
- CO7: Create PL/SQL packages
- CO8: Discuss and handle dependencies, privileges and compilation
- CO9: Discuss data base triggers and packages
- CO10: Understand Dynamic SQL

Prerequisites:
Students must have completed ASD225 with a satisfactory grade

ASD 247

Android App Development 75 hours; 4 units

Description
This course introduces students to concepts in Android programming including GUI design and layout, actions, views, and other concepts central to Android apps. Students build upon the foundations provided in previous courses, developing their understanding of Android specific technologies including fragments, toasts, the asset manager, and array adapters. Upon completion of the course students will be able to understand how to create and modify production-quality Android apps.

Course Objectives

- CO1: Discuss Android application development environment
- CO2: Understand usage of Android user interface basic elements including but not limited to TextView, ImageView, and Button controls
- CO3: Design and text Android user input including but not limited to variables, and operations
- CO4: Apply themes, and layout controls, and logical controls
- CO5: Implement and test Android project for applications using list elements, arrays, web browsers, and multiple decision structures
- CO6: Implement audio in Android Apps
- CO7: Discuss and apply techniques working with images, including display images in a GridView
- CO8: Implement use of DatePicker
- CO9: Navigate with a Master/Detail Flow Activity
- CO10: Create Android Apps with animation elements
- CO11: Understand different types of persistent data
- CO12: Discuss tasks required for preparing Android App for publishing

Prerequisites:
Students must have completed ASD190 with a satisfactory grad

ASD 255

Web Development with ASP.NET 75 hours; 4 units

Description

This course provides an introduction to Microsoft's web development technology, ASP.NET MVC. The course material focuses on MVC patterns, including models, views, and controllers, we well as navigation, URL routing, actions, and validation. Other topics include MVC website management, administration, and security. A thorough understanding of C# and the .NET framework is foundational and required for the acquisition of these more applied concepts. Upon completion of the course students will be able to plan and construct an entire ASP.NET MVC website

Course Objectives

After successful completion of this course, students will be able to:

- CO1: Understand HTTP and Web APIs
- CO2: Explore and set up a new Web API project
- CO3: Understand the processing architecture
- CO4: Understand Application Objectives and Resource Models
- CO5: Describe Media Type Selection and Design
- CO6: Build the API
- CO7: Implement API improvements and Clients Builds.
- CO8: Understand the HTTP programming model and Web Hosting
- CO9: Describe Controllers, Routing, Formats and Model binding
- CO10: Design an HTTPClient Class
- CO11: Understand Security issues

Prerequisites:

Students must have completed ASD235 with a satisfactory grade

ASD 260

MEAN Stack Development 75 hours; 4 units

Description

This course provides an introduction to full stack open source web development using MongoDB, Ember.JS, Angular.JS, and Node.JS, otherwise known as the MEAN stack. Students will be exposed to the entire MEAN stack, and then follow up with an in-depth look at Node.JS. Topics covered include non-relational databases, back-end frameworks, authentication, templating, application data, and deployment. Upon completion of the course students will be able to build full stack, single-page applications using the MEAN stack.

Course Objectives

After successful completion of this course, students will be able to:

- CO1: Understand Java Script Primer
- CO2: Using Events, Listeners, Timers, and Callbacks in Node.js
- CO3: Handle I/O and Access the File System from Node.js
- CO4: Implement HTTP and Socket Services in Node.js
- CO5: Understand NoSQL and MongoDB
- CO6: Start and manipulate MongoDB Docs in Node.js
- CO7: Use Mongoose for Structured Schema and Validation
- CO8: Implement Express in Node.js
- CO9: Implement Express Middleware
- CO10: Apply Type Script
- CO11: Use Angular components, expressions, data binding and built-in directives

Prerequisites:

Students must have completed ASD230 with a satisfactory grade

ASD 265

Cloud Computing with Microsoft Azure 75 hours; 4 units

Description

This course introduces students to cloud hosting and services from the perspective of Microsoft Azure. This course is unique in that we step away from programming and focus on these technologies more form an IT perspective. Students will learn about configuration and management of Azure, web hosting, SQL in the cloud, and monitoring and diagnostics. Upon completion of the course students will be able to host and manage Microsoft Cloud Services.

Course Objectives

After successful completion of this course, students will be able to:

- CO1: Understanding aspects of modern virtual computing
- CO2: Use Oracle Virtual Machine virtualization
- CO3: Use VMware Workstation virtualization
- CO4: Discuss Data Center Virtualization and Computing
- CO5: Be able to work with Microsoft Hyper-V
- CO6: Use Virtual Machine Manager
- CO7: Work with VMware vSphere
- CO8: Work with VMware vCenter Server
- CO9: Implement a Virtual Desktop Infrastructure
- CO10: Discuss and understand use of Cloud Services

Prerequisites:

Students must have completed ASD235 with a satisfactory grade

ASD 267

Virtual Reality 75 hours; 4 units

Description

This course introduces students to 2 technology platforms: Unity 3D and Google VR, developing previously established content concerning C# and Android apps. Students develop their understanding of VR topics including 3D space, assets, movement and animation, and interactivity, as well as VR-specific concepts including VR builds, gaze, VR rendering, and world space. Upon completion of the course students will be able to understand how to create and modify production-quality VR apps ready for deployment to online content distribution channels.

Course Objectives

After successful completion of this course, students will be able to:

- CO1: Understand VR Computing Platforms and Applications
- CO2: Understand VR hardware like Oculus Rift incl. its SDK

- CO3: Understand VR hardware like Google Cardboard incl. its SDK
- CO4: Implement Graphics and coordinate systems
- CO5: Design necessary geometries like meshes, polygons, light, materials and textures
- CO6: Build and run a VR application
- CO7: Use the Oculus Mobile SDK
- CO8: Set up a Unity3D environment
- CO9: Deploy Applications for Gear VR
- CO10: Create a Web based VR

Prerequisites:
Students must have completed ASD227 with a satisfactory grade

ASD 277

Internet of Things 75 hours; 4 units

Description
This course introduces students to embedded computer systems and the Internet of Things. Upon completion of the course students will be able to understand how to create small-scale IoT-enabled hardware and software projects which make information available from remote locations.

Course Objectives
After successful completion of this course, students will be able to:

- CO1: Understand the IoT landscape
- CO2: Understand IoT system architecures
- CO3: Establish data and time bases
- CO4: Describe IoT device design space and the associated cost structure
- CO5: Understand platform design
- CO6: Perform event driven system analysis
- CO7: Describe industrial use of IoT
- CO8: Understand System and Network security
- CO9: Design reliable IoT applications
- CO10: Perform Security testing for IoT systems

Prerequisites:
Students must have completed ASD210 with a satisfactory grade

ASD 280

Django Framework 75 hours; 4 units

Description
This course introduces students to the popular Python web framework Django. Students build upon the foundations provided in previous courses, with special attention to Django topics including models, queries, views, forms, templates, tags, filters, testing, documentation, asynchronous programming, security, deployment, Platforms as a Service, continuous integration, and debugging. Upon completion of the course students will be able to understand how to implement full-stack, production-quality Django websites.

Course Objectives
After successful completion of this course, students will be able to:

- CO1: Understand DRY principle and install Django Framework and start a project
- CO2: Understand Django URLs and Views
- CO3: Create and manage Django Templates
- CO4: Use Jinja templates in Django
- CO5: Manage Django Applications
- CO6: Create Django Forms
- CO7: Describe Django Models
- CO8: Perform Django Model Queries
- CO9: Create Django Model Forms and Class views
- CO10: Manage Django Unsers
- CO11: Understand Django Admin Management

Prerequisites:
Students must have completed ASD215 with a satisfactory grade

ASD 290

Ruby on Rails Framework 75 hours; 4 units

Description
This course explores Ruby and Ruby's web development framework, Ruby on Rails. Topics covered include Ruby syntax, variables, control structures, methods, classes, blocks, and DSLs. Additionally the course focuses on Ruby on Rails topics, including static pages, layouts, models, authentication, CRUD patterns, accounts and passwords, and deployment. Upon completion of the course students will be able to design and build Ruby on Rails websites for use in production environments.

Course Objectives
After successful completion of this course, students will be able to:

- CO1: Program basics, classes, variables, methods and procedures
- CO2: Create HTML content and control model views
- CO3: Create and populate a data base incl. all associations
- CO4: Generate Flash Messages and a scaffold
- CO5: Generate Routes
- CO6: Use bundlers and gems
- CO7: Create Forms
- CO8: Create Cookies and sessions
- CO9: Perform functional and integration tests
- CO10: Create active jobs
- CO11: Configure the email server

Prerequisites:
Students must have completed ASD230 with a satisfactory grade

ASD 295

Augmented Reality 75 hours; 4 units

Description
This course introduces students to the emergent world of Augmented Reality, using Microsoft's HoloLens. Students build upon all previous course content, specifically content involving C#, Windows development,

and Unity, to develop their understanding of holographic computing topics including holographic objects, spatial mapping, spatial sound, gaze, gestures, and voice control. Upon completion of the course students will be able to understand how to create and modify Microsoft HoloLens augmented reality apps.

Course Objectives

After successful completion of this course, students will be able to:

- CO1: Describe the features of the Microsoft HoloLens
- CO2: Use the Windows 10 user interface
- CO3: Use the Universal Windows Platform
- CO4: Understand the Development Edition
- CO5: Start the HoloLens Development
- CO6: Choose a project
- CO7: Form a project team
- CO8: Create a Hologram with Unity and Visual Studio
- CO9: Start a development with Unity and Visual Studio incl. C#
- CO10: Build the Origami sample application
- CO11: Build the Holograms 240 Shared application

Prerequisites:

Students must have completed ASD277 OR ASD265 with a satisfactory grade.

Office Productivity

BUS 101

Word Processing Fundamentals 45 hours; 3 units

Course Description

This course shows you how to create documents using templates; customize your document using themes, page layouts, and tables; add images and multimedia to your document; work with document revisions; and protect and finalize your document.

Covered topics include:

1. Navigate Basic Microsoft Office
2. Create Documents
3. Use the Clipboard
4. Modify Fonts
5. Format Paragraphs
6. Format Pages
7. Edit Documents
8. Insert Illustrations
9. Create and Format Tables
10. Use Themes, Styles, and Templates
11. Manage References
12. Manage Headers, Footers, and Sections
13. Use Office Collaboration Feature
14. Use Macros

Prerequisites:

There are no required prerequisites for this course.

Certification:

This course prepares the student to successfully attain the Microsoft Office Specialist, Word certification by successfully passing the Microsoft Word certification exam. Taking this exam is optional and may involve extra cost to the student. Successful completion of the course does not require the student to attempt and/or pass this licensing exam.

BUS 102

Spreadsheets Fundamentals 45 hours; 3 units

Course Description

In this course you will gain a fundamental understanding of the Excel environment and the ability to complete tasks independently. You will learn the correct application of the principal features of Excel. You will learn to create and edit a workbook with multiple sheets for a variety of purposes and situations. Examples include professional-looking budgets, team performance charts, sales invoices, and exercise logs.

Covered topics include:

1. Get Started with Office
2. Custom Views and Options
3. Introduction to Excel
4. Create and Manage Workbooks
5. Organize and Enter Data
6. Change Properties and Print Worksheets
7. Format Cells
8. Enter Simple Formulas
9. Use Advanced Functions
10. Display Data in Charts
11. Organize Data in Tables
12. Summarize Complex Data
13.

Prerequisites:

There are no required prerequisites for this course.

Certification:

This course prepares the student to successfully attain the Microsoft Office Specialist, Excel certification by successfully passing the Microsoft Excel certification exam. Taking this exam is optional and may involve extra cost to the student. Successful completion of the course does not require the student to attempt and/or pass this licensing exam.

BUS 103

Presentation Applications 45 hours; 3 units

Course Description

This course guides students through typical PowerPoint use and shows them how to get the most out of PowerPoint features to work effectively and efficiently with templates, themes, and styles.

Covered topics include:

1. Get started with Office
2. Work with objects
3. Be introduced to PowerPoint
4. Create and manage presentations
5. Format textual content
6. Design slides
7. Use the Slide Master
8. Format SmartArt and shapes
9. Format tables and charts
10. Format pictures and other media
11. Apply animations and transitions
12. Deliver presentations

Prerequisites:

There are no required prerequisites for this course.

Certification:

This course prepares the student to successfully attain the Microsoft Office Specialist, Power Point certification by successfully passing the Microsoft Power Point certification exam. Taking this exam is optional and may involve extra cost to the student. Successful completion of the course does not require the student to attempt and/or pass this licensing exam.

BUS 104

Database Management 45 hours; 3 units

Description

This course guides students through two scenarios for creating databases. Initially you will create a very simple, standardized database from a template and then go on to create a customized database. Upon completion of the course, you will understand tables, relationships, queries, forms and reports.

Covered topics include:

1. Discuss Computer Hardware
2. Describe System Software
3. Demonstrate knowledge of how MS Office basics
4. Discuss and understand features of MS Access
5. Define Databases management
6. Discuss and apply File Management
7. Design and Create Tables
8. Discuss Application Software
9. Use Simple Queriers
10. Understand and implement Networking and User Accounts
11. Create and apply Forms
12. Work with Databases
13. Create and apply Reports
14. Discuss and apply Computer Programming concepts and features
15. Understand Information Systems
16. Discuss Advanced Access Features

Prerequisites:

There are no required prerequisites for this course.

Certification:

This course prepares the student to successfully attain the Microsoft Office Specialist, Access certification by successfully passing the Microsoft Access certification exam. Taking this exam is optional and may involve extra cost to the student. Successful completion of the course does not require the student to attempt and/or pass this licensing exam.

BUS 105

Business and Email Management 45 hours; 3 units

Description

This course shows you how to customize the Outlook user interface, send and respond to emails and meeting requests, manage the calendar, schedule meetings and appointments, organize contacts, create and modify tasks, and use notes.

Covered topics include:

1. Computer Systems and the Internet
2. The Windows Operating System
3. File Management
4. Networking and System Updates
5. Computer Hardware
6. Printing from Office Applications
7. Getting Started with Office
8. Introduction to Outlook
9. Sending and Receiving Messages
10. Managing Messages
11. Working with the Calendar
12. Managing Contacts and Group

Prerequisites:

There are no required prerequisites for this course.

Certification:

This course prepares the student to successfully attain the Microsoft Office Specialist, Outlook certification by successfully passing the Microsoft Outlook certification exam. Taking this exam is optional and may involve extra cost to the student. Successful completion of the course does not require the student to attempt and/or pass this licensing exam.

Media Arts – Graphic Design

GRD 101

Introduction to Graphic Design 45 hours; 3 units

Description

Students learn basic principles and theories behind graphic design, those of which are fundamental to becoming a designer. Comprehending and employing the principles of typography and color theory can strengthen the impact of your message. This course covers graphic design best-practices. Students will also learn about the history of, and current trends in, graphic design.

Course Objectives

1. Demonstrate a thorough understanding of the elements of graphic design
2. Students will learn what it means to Design on the Grid
3. Understand basic elements of typography and color theory
4. Use technology such as Photoshop and Illustrator
5. Read, communicate and understand the language of graphic design

Course Availability: GRD101

This course is offered only as an online course during the time period covered by this catalog. Start dates are arranged by consultation with the instructor to meet the needs of the student.

GRD 102

Image Manipulation 45 hours; 3 units

Description

Students will learn basic concepts in image manipulation through working with Adobe Photoshop. Building on key graphic design foundations introduced in GRD101, the student will gain comfort working in the Photoshop environment by completing assigned projects and exercises. The course will cover, but not be limited to: document setup, understanding color mode, and working with layers, working with masks, using the grid, applied color theory, scaling, resolution standards, and more.

Course Objectives

1. Demonstrate a gaining proficiency using Adobe Photoshop tools
2. Work with images: create, and modify
3. Work with photographs: restoring and retouching
4. Working with Brushes, Symbols, and Layers
5. Demonstrate precision with the Pen Tool
6. Integrating Photoshop and Illustrator Files for Web Use
7. Read, communicate and understand the language of graphic design

Course Availability: GRD102

This course is offered only as an online course during the time period covered by this catalog. Start dates are arranged by consultation with the instructor to meet the needs of the student.

GRD 103

Digital Illustration 45 hours; 3 units

Description:

This course introduces the student to basic concepts in digital illustration through working with Adobe Illustrator. Building on key graphic design foundations introduced in GRD101, and GRD102 the student will gain comfort working in the Illustrator environment by completing assigned projects, and exercises. The course will cover, but not be limited to: document setup, vector graphic vs. raster graphics, value studies, logo creation, info-graphics, schematic illustration and more. While the course will focus primarily on gaining proficiency with Illustrator, students will be introduced to other useful programs in the Adobe Suite of products.

Course Objectives

1. Discuss Illustrator workspace features
2. Create text and gradients
3. Create Drawings and compositions
4. Implement distortion and transformation of objects
5. Work with Layers, patterns and brushes
6. Utilize Gradient Meshes, Envelopes, and Blends
7. Implement recoloring, transparency, effects, and graphic styles
8. Create and design graphics and 3D objects
9. Prepare documents for Prepress and Printing
10. Draw with Symbols
11. Prepare graphics for Web

Course Availability: GRD103

This course is offered only as an online course during the time period covered by this catalog. Start dates are arranged by consultation with the instructor to meet the needs of the student.

GRD 201

Graphic Design for Print 45 hours; 3 units

Description:

This course introduces the student to advanced concepts in digital prepress production through working with Adobe InDesign. Building on key graphic design foundations introduced in GRD101, GRD102, and GRD103 the student will gain comfort working in the InDesign environment by completing assigned projects and exercises. The course will cover, but not be limited to: document setup, printing standards and techniques, ink, paper types, use of black and white in print, color, typography, and more. While the course will focus primarily on gaining

proficiency with InDesign, students will be introduced to other useful programs and practices.

Course Objectives

1. Discuss and explore InDesign navigation, tools and features
2. Understand how to work with text
3. Set up a document in InDesign
4. Work with frames
5. Apply colors
6. Handle images in InDesign documents
7. Use InDesign tools to create graphics
8. Use Tabs and Tables
9. Make Books, Table of Contents, and Indexes
10. Prepare, package, and export documents to print

Course Availability: GRD201

This course is offered only as an online course during the time period covered by this catalog. Start dates are arranged by consultation with the instructor to meet the needs of the student.

GRD 202

Graphic Design for the Web 45 hours; 3 units

Description:

This course introduces the student to advanced concepts in graphic design for the web, working with Adobe Photoshop, Illustrator, and InDesign. Building on key graphic design foundations introduced in GRD101, GRD102, GRD103, and GRD201 the student will enhance their skills and experience developing graphics for online use. The course will cover, but not be limited to: slicing, online document formats, size and resolution standards, online advertising formats, interactive graphics, scalable vector graphics, and simple animations. While the course will focus primarily on gaining mastery of Photoshop, Illustrator, and InDesign, students will be introduced to other useful programs and practices.

Course Objectives

1. Understand screen sizes and resolutions
2. Design with a purpose and a content strategy
3. Use Photoshop to customize images for Web
4. Create responsive graphics
5. Create wireframes on a grid
6. Use Web friendly colors
7. Develop a UI kit
8. Create a webpage mockup
9. Create image sprites
10. Implement optimization of images for Web
11. Integrate different Adobe Application to design Web graphics

Course Availability: GRD202

This course is offered only as an online course during the time period covered by this catalog. Start dates are arranged by consultation with the instructor to meet the needs of the student.

GRD 301

Portfolio Creation 45 hours; 3 units

Description:

This course focuses on creating your portfolio. The course content builds on key graphic design foundations introduced in GRD101, GRD102, GRD103, GRD201 and GRD202. The student employs the skills and experience from previous classes in designing and developing their own portfolio. The course will cover, but not be limited to: print and web document setup, size and resolution standards, prepress, color matching, and presentation skills. While the course will focus primarily on portfolio production and gaining mastery of InDesign, students will be introduced to other useful programs and practices.

Course Objectives

1. Identify Portfolio scope and online hosting
2. Create Online Professional Graphic Design Portfolio
3. Explore Business Opportunities
4. Build-up Professional Network
5. Make a business start-up proposal

Course Availability: GRD301

This course is offered only as an online course during the time period covered by this catalog. Start dates are arranged by consultation with the instructor to meet the needs of the student.

Media Arts Web Design

WEB 101

Introduction to Web Design 45 hours; 3 units

Description:

Introduction to Web Design is a survey of web design and development techniques and technologies, fundamental concepts, terms, and best practices involved in professional web design. At the end of the course, they will create a basic HTML page utilizing the concepts learned

Course Objectives

1. Discuss and implement a practical approach to web design using a blend of traditional development guidelines with current technologies and trends, including responsive web design
2. Explain web design principles, roles, and required skills

3. Understand the web design concepts and techniques that are essential to planning, creating, testing, publishing, and maintaining web sites
4. Understand and apply web development planning process
5. Discuss the relationship between page length, content placement, and usability
6. Explain web topography and effective use of webpage images
7. Identify ways to effectively use interactive elements including multimedia and animated elements
8. Discuss the importance of testing, maintaining and evaluating a published website

Course Availability: WEB101

This course is offered only as an online course during the time period covered by this catalog. Start dates are arranged by consultation with the instructor to meet the needs of the student.

WEB 102

Responsive Web Design 45 hours; 3 units

Description:

In this course students learn a mobile first approach to web design. The course will build on the foundations provided in Introduction to Web Design, including but not limited to: HTML5, CSS3, and responsive design best practices. Upon completion of this course the student will be able to build both responsive websites, and sites optimized for specific mobile devices on both the Android, and iOS platforms. Students will also learn how to test, debug and publish their work.

Course Objectives

1. Discuss and apply web authoring tools
2. Build a webpage template with HTML5
3. Enhance a website with links and images
4. Apply CSS styles to webpages
5. Design for mobile devices
6. Design for tablets and desktop devices
7. Improve web design with new layouts
8. Design tables and forms
9. Embed audio and video
10. Create interactivity with social media using JavaScript
11. Publish and promote a website
12. Maintain a website

Course Availability: WEB102

This course is offered only as an online course during the time period covered by this catalog. Start dates are arranged by consultation with the instructor to meet the needs of the student.

WEB 103

Intermediate Web Design 45 hours; 3 units

Description:

In this course students build upon the foundations provided in previous courses, developing their skills as website designers by focusing on developing their programming, and design skills. The course introduces social media design concepts in addition to basic content management system setup using WordPress. Upon completion of this course the student will be able to setup, and customize a WordPress based website, and seamlessly integrate social media into their page designs.

Course Objectives

1. Discuss and understand WordPress basics features and tools/dashboard
2. Set up WordPress
3. Establish your publishing routine
4. Incorporate and manage media content
5. Work with WordPress Plugins and Themes
6. Customize WordPress pages
7. Understand use of Content Management System in WordPress
8. Implement hosting of multiple sites
9. Perform upgrades, back ups, and migration tasks on WordPress

Course Availability: WEB103

This course is offered only as an online course during the time period covered by this catalog. Start dates are arranged by consultation with the instructor to meet the needs of the student.

WEB 201

Programming for the Web 45 hours; 3 units

Description:

This course covers core and advanced skills involved in using PHP and MySQL to design and support dynamic web sites according to established standards. The scope of this course supports today's business needs and allows students to learn practical skills to create database-enabled web applications. Advanced PHP programming concepts enable web developers to implement and maintain dynamic databases and securely process web forms of various complexity using PHP programming and MySQL database environment. Moreover, the course introduces other popular Open Source Software (OSS) solutions.

Course Objectives

1. Understanding PHP syntax and programming structure
2. Create code using variables and constants, expressions and operations
3. Using functions and control structures including decisions and repetitive statements in PHP code
4. Discuss use of include and require statements
5. Using and Manipulating strings
6. Understand and use regular expressions
7. Interact with and process user input
8. Build XHTML Web forms and process submitted data
9. Display dynamic data based on a URL token
10. Working with Files and Directories
11. Understand and be able to manipulating Arrays in PHP code
12. Use arrays in Web forms
13. Understand the basics of databases and MySQL
14. Create MySQL database table

15. Modify user privileges and database records
16. Demonstrate mastery skills in using phpMyAdmin for MySQL database management
17. Manipulating, record and retrieve MySQL Databases with PHP
18. Understand and manage state information using cookies, sessions and hidden form fields
19. Understand object-oriented (OO) programming concepts
20. Developing object-oriented (OO) PHP
21. Use objects in PHP scripts: work with class member functions
22. Discuss popular open-source software used for Web applications development

Course Availability: WEB201
This course is offered only as an online course during the time period covered by this catalog. Start dates are arranged by consultation with the instructor to meet the needs of the student.

WEB 202

User Interface Design & Mobile Development 45 hours; 3 units

Description:
Time to put yourself in the shoes of the visitor and really start designing for the best possible user experience. Take your learning's from previous courses, and craft intuitive, thoughtful designs that demonstrate an understanding of your audience. This course builds on the student's basic understanding of programming for the web and the "mobile first" development approach to build a fully functioning web application. The course introduces concepts related to scalability, debugging, UI/UX, and more. Upon completion of the course students will be able to understand how to create, and modify, basic web applications.

Course Objectives

1. Discuss and implement UI design guiding principles
2. Apply fluid layout and media queries to support UI for multiple devices
3. Discuss UX best practices for web page navigation
4. Apply responsive CSS styles and media queries to webpages
5. Design responsive media for multiple devices
6. Discuss and implement UI design planning and workflow
7. Understand core principle of usability across multiple devices
8. Implement user testing

Course Availability: WEB202
This course is offered only as an online course during the time period covered by this catalog. Start dates are arranged by consultation with the instructor to meet the needs of the student.

WEB 301

Online Portfolio Creation 45 hours; 3 units

Description:
This course focuses on developing the student's portfolio, and their presentation skills. The course is a culmination of the program, allowing the student the opportunity to collect and refine their work into one package for presentation to future clients and/or employers. Upon completion of the course students will have a completed portfolio website.

Course Objectives

1. Identify Portfolio scope and online hosting
2. Create Online Professional Web Development Portfolio
3. Explore Business Opportunities
4. Build-up Professional Network
5. Make a business start-up proposal

Course Availability: WEB301
This course is offered only as an online course during the time period covered by this catalog. Start dates are arranged by consultation with the instructor to meet the needs of the student.

General Education Courses

ENG 100

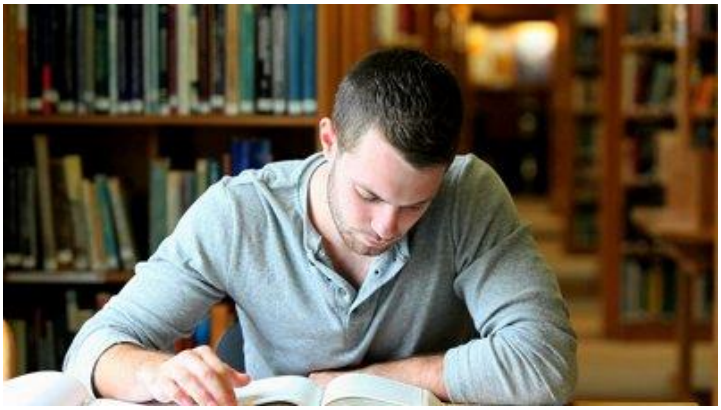
College Reading and Composition 45 hours; 3 units

Course Description:
Provides a foundation for the level of critical thinking necessary for college and professional success. Emphasis is on language skills and the processes of input, synthesis, and expression.

Objectives: Upon successful completion of this course, the student will have:

1. Developed deep learning practices founded on active reading and using reasoning and evidence in a clear, well-structured manner
2. Approached academic and professional writing as a disciplined process
3. Advanced writing skills through attention to clarity, unity, coherence, and development
4. Gained practice in the skills needed to participate in discourse beyond the classroom

Prerequisites:
There are no prerequisites for this course.



ENG 101

English Composition 45 hours; 3 units

Course Description:

Provides guided practice in the conventions of academic writing, critical thinking, and informational literacy. Develops essential writing skills, including organizing, developing, and supporting ideas. Writing-centered practice includes prewriting, blogging, collaborative writing, peer review, sentence and paragraph construction, and the research writing process. Analyze a variety of texts and their rhetorical structures, arguments and themes. Identify main ideas, types of evidence, organizational patterns, rhetorical strategies, and fact vs. opinion. Type of texts: critical, informative, argumentative, analytical and fictional.

Course Objectives: Upon successful completion of this course, the student will have:

1. Analyzed and interpreted published texts
2. Become proficient in academic writing situations, making appropriate rhetorical choices according to audience and purpose
3. Gained practice in collaborative authorship, and developed other life-long, practical writing skills
4. Located, evaluated, and synthesized credible source material, and applied ethical standards for the use of source information

Prerequisites:

There are no prerequisites for this course.

ENG 201

Literature and the Art of the Narrative 45 hours; 3 units

Course Description:

This course explores the ways in which writers use different media to tell stories and relate cultural and universal experiences to readers. Media represented in this course include a short story, a graphic novel, a television series, a film, a video game, and a novel. The course provides guided practice in analyzing and discussing narrative techniques through collaborative authorship, peer review, blogging, and out-of-class written projects.

Course Objectives: Upon successful completion of this course, the student will have:

1. An understanding of narrative theory and will have engaged with texts at a sophisticated and empathetic level
2. Analyzed narrative techniques across different forms in order to boost one's own abilities in authorship
3. Written informative/explanatory texts to examine and convey complex ideas and information clearly and accurately through the effective selection, organization, and analysis of content
4. Drafted and executed a comparative literary analysis essay, demonstrating proficiency in critical thinking and the ability to articulate a supported argument with attention to correctness in grammar, word choice, mechanics, and formatting

Prerequisites:

ENG101 or equivalent transferred course.

MTH 101

Intermediate Algebra 45 hours; 3 units

Course Description:

Mathematics is based on rules and logic and this course will help students achieve their goal of higher education by improving their algebraic skills and critical thinking. This course will include, but is not limited to, the following concepts:

1. Basic concepts of Algebra
2. Polynomials
3. Linear and Quadratic equations
4. Functions and their Graphs
5. Slopes and Lines

Activities will include solving problems and using appropriate technological tools.

Course Objectives: Upon successful completion of this course, the student should be able to:

1. Apply algebraic properties and problem-solving strategies to simplify or solve polynomial, radical, and rational expressions.
2. Create and interpret graphs of equations.
3. Solve linear equations in one variable
4. Solve rational equations.
5. Solve quadratic equations using different methods.
6. Given the text, evaluate and graph functions.
7. Determine the equation of parallel and perpendicular lines

MTH 105

College Algebra 45 hours; 3 units

Course Description:

This course is a continuation of CIAT's Intermediate Algebra, MTH101. The topics will include, but is not limited to Exponential and Logarithmic Functions

1. Systems of Linear Equations
2. Matrices and Determinants
3. Sequences and Probability

Activities will include solving problems and using appropriate technological tools.

Course Objectives: Upon successful completion of this course, the students should be able to:

1. Perform operations using the properties of logarithmic functions.
2. Solve logarithmic and exponential equations.
3. Solve Systems of linear equations in two variables
4. Solve Linear Systems using Matrices
5. Solve problems involving sequences.
6. Solve problems involving counting, permutations, combinations, and probability.

Prerequisites:
MTH101 or equivalent prior course.

MTH 110

Plane Geometry 45 hours; 3 units

Course Description:
This is an introductory course in Euclidean geometry. Through the use of definitions, and theorems the student is encouraged to write proofs using deductive reasoning. Where possible, critical thinking skills are invoked to solve real world applications.

Course Objectives: After completing this course, the student should gain an understanding of parallel and perpendicular lines, congruence, properties of triangles, three dimensional concepts, conics, angles, polygons, circles, area, perimeter, surface area and volume.

1. Lines, Angles and Triangles
2. Quadrilaterals and Circles
3. Areas of Polygons and Circles
4. Analytic Geometry

Prerequisites:
MTH105 or equivalent prior course.

MTH 120

Trigonometry 45 hours; 3 units

Course Description: This course will include, but is not limited to, the following concepts:

1. Trigonometric Functions
2. Analytic Trigonometry
3. Polar Coordinates
4. Vectors

Activities will include solving problems and using appropriate technological tools.

Course Objectives: Upon successful completion of this course, the students should be able to:

1. Convert between radians and degrees and determine length of circular arc.
2. Use right triangles to evaluate trigonometric functions.
3. Use right triangle trigonometry to solve applied problems
4. Use fundamental trigonometric identities
5. Use Sum and Difference Formulas for Sine, Cosine and Tangent.
6. Use Double Angle and Power Reducing Formulas.
7. Use Law of Sines and Law of Cosines to solve application problems.

Prerequisites:
MTH105 or equivalent prior course.

MTH 140

Statistics 60 hours; 4 units

Course Description: This course will include, but is not limited to, the following concepts:

1. Histograms
2. Average and Standard Deviation
3. Normal Approximation for Data
4. Correlation
5. Regression

Activities will include solving problems and using appropriate technological tools.

Course Objectives: Upon successful completion of this course, the student should be able to:

1. Collect, organize, analyze and display real-life data with the help of frequency tables and histograms.
2. Determine the mean, median, quartiles, inter-quartile range, variance, standard deviation of a given raw data set.
3. List key characteristics of normal distribution.
4. Draw the scatter plot for a given set of raw data to show correlation.
5. Determine the least squared line of regression.

Prerequisites:
MTH120 or equivalent prior course.

SCI 120

General Biology 45 hours; 3 units

Course Description:
This introductory course explores the principles of life, evolution, biodiversity and ecology. It provides the student an understanding of each of these principles as they apply to plants and animals alike. A basic appreciation of genetics provides the key to understanding life, and its many processes that are vulnerable to outside forces.

Course Objectives: After completing this course, the student should gain a full understanding of key concepts in Biology that go beyond rote memorization. This course will guide the student when making important decisions in life that require an understanding of biology and the processes of science.

1. Understand the principles of cellular life

2. Understand the structure of DNA, Cell reproduction and Genomics
3. Understand the principles of Evolution and Biodiversity
4. Understand plant structure and conservation biology

SCI 130

Principles of Chemistry 45 hours; 3 units

Course Description:

This introductory course explores the principles of life, evolution, biodiversity and ecology. It provides the student an understanding of each of these principles as they apply to plants and animals alike. A basic appreciation of genetics provides the key to understanding life, and its many processes that are vulnerable to outside forces.

Course Objectives

After completing this course, the student should gain a full understanding of key concepts in Biology that go beyond rote memorization. This course will guide the student when making important decisions in life that require an understanding of biology and the processes of science.

1. Understand the modern model of the atom
2. Understand chemical bonding, structure and function, and reactions
3. Understand ideal gases, acids and bases
4. Understand carbon and polymers

SBS 110

Introduction to Psychology 45 hours; 3 units

Course Description:

This course provides an overview of psychology, including the origins of psychology, research methods, lifespan development, sensation and perception, learning and memory, cognition, personality, social processes, and mental illness.

Course Objectives

1. Demonstrate familiarity with the major concepts, theoretical perspectives, and empirical findings in psychology
2. Be able to describe how psychological evidence is acquired through the use of the scientific method
3. Identify and illustrate the basic ethical principles that govern research, discuss the development of research ethics over time with reference to key events, and evaluate the extent to which psychological research conforms to current ethical standards
4. Understand how differences in human behavior are shaped by biological, social, personal, and cultural background and experiences

Prerequisites:

There are no prerequisites for this course.

SBS 120

Sociology 45 hours; 3 units

Course Description:

Provides an introduction to the scientific study of human social behavior. Presents the latest data and insights on behaviors, beliefs, issues, and trends on national and global levels from a sociological perspective. Themes covered include diversity, the application of sociology to everyday life, the impact of media, the importance of a global perspective, and social and global change.

Course Objectives: Upon successful completion of this course, the student will be able to:

1. Explain the key concepts of social relations, social interaction, social structure, and social change
2. Demonstrate a critical understanding of the interplay of the one's own life and the larger social dynamics that influence experience, behavior, opportunity, choices, and social reality
3. Describe the theoretical perspectives and research methodologies used by sociologists
4. Exhibit a greater awareness of sociological issues including class, race, gender, religion, crime, globalization, and health care

SBS 130

History 45 hours; 3 units

Course Description:

This course covers American history from Reconstruction through present times with a focus on analysis and interpretation of varying historical perspectives and assumptions.

Course Objectives: Upon successful completion of this course, the student will be able to:

1. Identify the important people and the major events, issues, ideas, and movements that have shaped the American consciousness
2. Analyze and interpret history from multiple historical and political sources and perspectives
3. Evaluate the development of American economic and foreign policies and explore how the U.S. emerged as a global power
4. Appreciate the diverse struggles in America for democracy and justice

ACADEMIC AND ADMINISTRATIVE LISTING

MANAGEMENT LISTING

PRESIDENT

Doyle, Jamie – President / CEO

1. Certificate – Music Performance, Musicians Institute
2. Pilots licenses – PPL, SEL
3. Advanced Ground Instructor
4. FAA Airframe & Power Plant License-A&P
5. FAA Inspection Authorization
6. FCC General Radiotelephone Operators License

VICE PRESIDENT

Park, Claire – Vice President, Compliance

1. M.Ed. in College Counseling and Student Development– Point Loma Nazarene University
2. B.A. in Human Development and Education Studies – University of California, San Diego
3. VA Certifying Official
4. Member of Accrediting Council for Continuing Education and Training (ACCET) on-site team evaluator

DIRECTORS

Barrera, Kirsten – Director of Marketing

1. M.S.Ed in Learning Design and Technology – Purdue University
2. B.A in Communication, Information Technology in Santa Clara University

Kingston, Melissa – Director of Education

1. M.Ed with a concentration in Teaching Learning, and Evaluation – University of Ottawa
2. B.A in Business Administration – Carleton University

Ramirez, Joe – Director of Admissions

1. M.A. in Organizational Management – National University
2. B.S. in Administration and Management – Excelsior College

MANAGERS

De Oliveira, Flavio – Human Resource Manager

1. B.S. in Psychology – Alliant International University
2. Professional in Human Resources (PHR) – HR Certification Institute

Howell, Anna – Student Services Manager

1. A.A. in Medical Office Management – Bryant & Stratton Business School

Joiner, Christy – Lead Instructor

1. M.A in Economics – Southern Illinois University
2. B.S in Economics – Southern Illinois University

Turner, Robert – FA / VA Finance Manager

1. Certification: Department of Labor, Apprenticeship Program for Office Manager - 2006

ADMINISTRATION LISTING

ADMISSION

Finney, Brooke – Admissions Representative

Gonzales, Erika – High School Admissions

Torres, Mike – Admissions Representative

Vasquez, Elizabeth – Admissions Representative

BUSINESS & ADMINISTRATIVE

Deihm, Gina – Human Resources Coordinator

Lu, Helen – Executive Assistant

Mahoney, Alison – Receptionist

Sepulveda, Amanda – Receptionist

FINANCE

Daniels, Andre – VA/Financial Aid Administrator

Fortin, Vanessa – Senior Accountant

Lam, Julie – Accountant

Veneracion, Marvin – VA Certifying Official

IT

Abdullah, Fatima – IT Support Analyst

Hall, Robert – Desktop Support Technician

Sanchez, Elizabeth – Systems Analyst

Parker, Quincy – IT Support

MARKETING

Matus, Zenia – Marketing Coordinator

RECORDS

Brancheau, Ed – Registrar

Montano, Shantal – Records Specialist

Mikesell, Richard – Education Specialist

ACADEMIC ADVISORS

Cross, Wayne – Academic Advisor

STUDENT SERVICES

Leyva, Priscilla – Career Services Coordinator

Sanchez, Alyssa – Student Services Coordinator

FULL-TIME FACULTY

Abdullah, Saddam – CompTIA/ Cisco Instructor

- B.S in Computer Science – Open University
- Certifications: CompTIA A+, Security+, CCNA

Bhatt, Bipin – General Education Instructor

- M.S. in Healthcare Administration – Independence University
- B.S. in Respiratory Therapy – California College San Diego
- Certifications: CompTIA A+, Security+, CCNA

Del Rosario, Rick – CompTIA Instructor

- M.Ed – Northcentral University
- M.S in IT – Coleman University
- B.S. in Electronics Engineering – ITT Technical Institute

Doroudian, Alan – CompTIA Instructor

- B.E. in Mechanical Engineering- Concordia University
- A.S. in Electronics Engineering Technology – DeVry University
- Certifications: CompTIA A+, Network+, Security+

Hawkins, Ryan – CompTIA Instructor

- B.S. in Computer Networks – Coleman University
- Certifications: CompTIA A+, Network+

Lachenmayr, Kirsten – CompTIA Instructor

- M.A in Liberal Studies – Fort Hays State University
- M.S in Information Systems – University of Phoenix
- B.S in Psychology – Kansas State University
- Certifications: CompTIA A+, MCP, MCP+1, MCSE

Romero, Sheila – Microsoft Server Instructor

- M.S. in Electronic Commerce – National University
- B.S. in Information Technology Management – National University
- A.AS. in Electronic Engineering Technology – Community College of the Air Force
- Certification: ACQ101, ACQ201A, CLE0004, MCSE, CompTIA Security+, MCP+IIS, HSD, ICOM DB

Martin, Randy – Online Instructor

1. A.S. in Electronic Technology – Drury College
2. Certifications: CompTIA A+, Security+, Healthcare IT, MCT, MCSA, MCPS, CCNA, CCENT

Mendell, Michael – CompTIA Instructor

- M.Ed. – University of Phoenix
- B.A. in Management – University of Phoenix
- B.S. in Computer Information Science – Coleman University
- Certification: CCNA

Peisl, Tatiana – Curriculum Development

- M.S. in Mathematics – Kyrgyz State University
- M.S. in Information Systems & Management – University of Phoenix

Sanjiv, Rema – Content Developer / Instructor

- M.S in Computer Engineering – San Jose State University
- B.S in Electronics and Communication – Kerala, India
- Teahing Credential in Mathematics – National University

Sears, Laila – Security Instructor

- M.S in Cyber Security and Information Assurance with a Specialization in Ethical Hacking and Penetration Testing – National University
- B.S in Information Systems – ITT Technical Institute
- A.S in Computer Network Systems – ITT Technical Institute

Stangl, Thomas – CompTIA Adjunct

- M.Ed in Curriculum and Teacher Development – NorthCentral University
- B.S. in Electronics Technology – ITT Technical Institute
- A.S. in Electronics Technology – ITT Technical Institute
- Certifications: CompTIA A+

Waters, Jim – CompTIA Instructor

- B.A. in Vocational Education – San Diego State University
- Certifications: CompTIA A+, Network+, CCNA

ADJUNCT FACULTY

Al Ajrawi, Shams – Programming Adjunct

- M.S. in Electrical & Computer Engineering – University of California, San Diego
- M.S. in Computer & IT Engineering – University of Technology
- B.S. in Computer & IT Engineering – University of Technology
- Certifications: MCITP and CCNA

Arca, Rommel – CompTIA Adjunct

- M.S. in Human Resource Development – Villanova University
- B.A in Political Science – MSU
- AAS. In Computer Information Systems-Networking Concentration – California Institute of Arts & Technology

Babaian, Tony – Programming Adjunct

- B.S. in Electrical Engineering – Southern Illinois University
- Licenses: Professional Engineering License in the state of California

Behboodi, Ashgar – CompTIA and Server Adjunct

- M.S. in Software Engineering – National University
- B.S. in Business Marketing with minor in Electronics – Northeastern University

Bridge, Bradford – CompTIA Adjunct

- M.S. in Software Engineering – National University
- B.S. in Business Marketing with minor in Electronics – Northeastern University

Byrd, Jerrid – CompTIA Adjunct

- M.S. in Cyber Security Engineering – University of San Diego
- B.S. in Information Technology & Advanced Networking – University of Phoenix
- Certifications: CompTIA Net+, Sec+ and Cybersecurity Analyst+

Carruth, Aubrey – Microsoft Office Adjunct

- M.A in Early Childhood Education – Walden University
- B.A in Human Development – University of California, Davis
- Credentials: Multiple Subject Teaching

Chapman, Bianca – General Education Adjunct

- M.A in Creative Writing and Literature – San Diego State University
- M.A in Organizational Leadership – University of the Rockies
- B.A in Theatre Arts and Creative Writing – Dillard University

Coleman, Richard – General Education Adjunct

- M.S in Military Science – Marine Corps University
- B.A in Business Administration – Ohio Wesleyan University

Cordova, Lucas – Programming Adjunct

- M.S. in Software Development & Management – Rochester Institute of Technology
- B.S. in Computer Science – University of New Mexico

Davis, Fawn – Microsoft Server Adjunct

- M.B.A. Specialization in Organizational Leadership – National University
- B.S. in Business Administration – San Diego State University
- A.S in Business Administration – Grossmont College

Ehrman, Jeff – Cyber Security Adjunct

- M.B.A. – University of Phoenix
- Certifications: Certified Information Systems Security Professional (CISSIP)

Farley, Jennifer – Cisco Adjunct

- B.S in Business Marketing – Montclair State University
- Certifications: CCNA

Fowler, Joshua – Microsoft Server Adjunct

- B.A in Psychology – Johns Hopkins University
- Certifications: MCP, CompTIA Sec+, A+ and Net+

Harper, Steed – CompTIA Instructor

- M.S in Information System Management – Coleman University
- B.S in Digital Entertainment & Game Design – ITT Technical Institute
- A.S in Information Technology Multimedia – ITT Technical Institute

Holladay, Richard – Cisco Instructor

- Ph.D in Music Theory and Analysis – Ohio State University
- M.A in Music Theory and Analysis – Ohio State University
- Certifications: CCNA, JNCIA-Junos, CCNA Security, CCNP

Houshian, Bijan – Online Adjunct

- M.A. in Business Management – National University
- B.A. in Electrical Engineering – California State University, Fullerton
- Certifications: CCNA, CompTIA Network+, A+ and MCSE

Jones, Abigail – Microsoft Office Adjunct

- B.A in Linguistics – University of California, San Diego
- B.A in International Sociology – University of California, San Diego

Jones, Blair – General Education Adjunct

- B.A in Logic/Philosophy – San Francisco State University

Ledgister, Michael – CompTIA Instructor

- M.Sc. in Software Development – National University
- B.Sc in Information System Security – American Military University, West Virginia
- Certifications: CompTIA A+, Network+, and Security+

Lee, Erik – Cisco Adjunct

- Certifications: CCA, MCP, MCSA, MCSE, CCNA, CCDA, IPTX, FXSE, CAWLFS, CISS, CCVP and CCIE

Matthews, John – CompTIA and Cisco Adjunct

- B.S. in Technical Management – DeVry University
- A.S. in Network Systems Administration – ITT Technical Institute

Marquez, Carl – Online Adjunct

- M.S in Educational Technology – National University
- B.S. in Kinesiology – San Diego State University
- Certifications: CCNA

Payneward, Lizette – Media Arts Adjunct

- B.S. in Media Arts – Art Institute of California

Peisl, Martin – CompTIA Adjunct

- Ph.D. in Electrical Engineering – Technical University Munich
- M.S. in Electrical Engineering, Computer Science and Electro physics – Technical University Munich

Phillippi, Don – CompTIA Adjunct

- M.S. in Instructional Technology – National University
- B.S. in Workforce Education – Southern Illinois University Carbondale
- Certifications: CompTIA A+, Network+, Security+, MCP, Windows 7

Ryan, Steve – Microsoft Office Adjunct

- M.A. in English Literature – City College of New York
- B.A. in English Literature – The College of Staten Island

Toth, Carolyn – General Education Adjunct

- M.S. in Psychology with Specialization in Counseling – Capella University
- B.S. in Human Services Management – University of Phoenix