Micro-Easy Vocational Institute Catalog

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January 1st 2018 until December 31st 2018

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Mission Statement

The mission of Micro-Easy Vocational Institute is to prepare students for COMPUTER AND INFORMATION TECHNOLOGY careers that are in high demand for prospective employers in their community.

Students are provided with the knowledge and skills necessary for entry-level career opportunities. Students learn how to evaluate, analyze, and synthesize information to develop critical thinking and problem-solving skills. It is the institute's goal to fulfill the educational expectations of students and to provide the community with professionals capable of meeting the challenges in their chosen field. Our students are taught the vital importance of their commitment to lifelong learning.

Objectives

Micro-Easy Vocational Institute is dedicated to enhancing student competencies by:

- Providing training that is current with technology and modern-day career demands.
- Delivering educational support services that meet student life demands and schedules.
- Integrating into the educational process a better understanding of cultural diversity needs.
- Providing working adults with training opportunities that are flexible and accessible.

Who We Are

Micro-Easy Vocational Institute was established to serve Veteran, eligible low to moderate income, and unemployed residents of Contra Costa and Alameda counties.

We provide computer training upon referral from CalWORKS, EASTBAY Works, Richmond WORKS, Veterans Administration, Department of Rehabilitation (DOR).

CalWORKs - is a welfare program that gives cash aid and services to eligible needy California families. The program serves all 58 counties in the state and is operated locally by county welfare departments. If a family has little or no cash and needs housing, food, utilities, clothing or medical care, they may be eligible to receive immediate short-term help. Families that apply and qualify for ongoing assistance receive money each month to help pay for housing, food, and other necessary expenses.

The amount of a family's monthly assistance payment depends on a number of factors, including the number of people who are eligible and the special needs of any of those family members. The income of the family is considered in calculating the amount of cash aid the family receives.

For more information see www.cdss.ca.gov/calworks/.

EASTBAY Works - connect people with opportunities for employment. Staff at the centers can help job seekers with career planning, job training, and transition solutions to re-enter the workforce. The resource centers offer individuals high-speed Internet access, photocopiers, fax, and telephones for use in the job search- all at no cost.

In the current economy, job seekers need access to a number of tools and resources to get back to work. Resources at America's Job Center of California - EASTBAY Works include career and academic assessment, as well as training and funding resources. Workshops are offered on basic computer skills, social networking, job search, résumé development, and interviewing. Check the EastBayWorks calendar for workshop schedules at each center. Most centers also have an extensive library of books and videos on careers and occupations.

For more information see www.eastbayworks.com.

RichmondWORKS - Since its inception, the Richmond WIB has been actively involved in promoting and overseeing the local workforce system. Through the leadership of its Board and the participation of subcommittee members, we are seeking creative solutions for meeting the current and future needs of both job seekers and employers.

For more information see www.ci.richmond.ca.us/faq.aspx?EID=18.
RichmondWORKS is your One Stop for all your employment needs. Our Career Center offers a comprehensive array of services to assist individuals from entry to advanced level career training opportunities. Call or stop by, and our professional and friendly staff will help you in all of these service areas:

Veterans Administration - VA's Education and Career Counseling program is a great opportunity for Service members and Veterans to get personalized counseling and support to help guide their career paths, ensure the most effective use of their VA benefits, and achieve their goals.

Applying for your VA education benefits can be done in just a few steps:
- Apply online today if you know which benefit you want to use.
- Visit your nearest VA regional office to apply in person.
- Consult with the VA Certifying Official—who is usually in the Registrar's or Financial Aid office—at the school of your choice. This official has application forms and can help you apply.
- Call 1-888-GI BILL-1 (888-442-4551) to have the application mailed to you.

Workers' Compensation - Employees injured between Jan. 1, 2004 and Dec. 31, 2012, who are permanently unable to do their usual job, and whose employer does not offer other work, may qualify for the SJDB. The benefit comes in the form of a non-transferable voucher that can be used to pay for educational retraining or skill enhancement, or both, at state-approved or state-accredited schools. The voucher covers school tuition, fees, books and expenses required by the school for training. No more than 10 percent of the value of the voucher can be used for vocational & return to work counseling. The amount of the voucher varies from $4,000 to $10,000, depending on the permanent disability level.

Employees injured on or after Jan. 1, 2013, who are permanently unable to do their usual job, and whose employer does not offer other work, may also qualify for the SJDB voucher. The voucher amount is $6000 for all permanent disability ratings and can be used for training at a California public school or any other provider listed on the state's eligible training provider list. It can also be used to pay licensing or certification and testing fees, to purchase tools required by a training course, to purchase computer equipment of up to $1,000 and to reimburse up to $500 in miscellaneous expenses. Up to 10 percent or $600 may be used to pay for the services of a licensed placement agency or vocational counselor. No more than 10 percent of the value of the voucher can be used for vocational & return to work counseling.

For more information see www.dir.ca.gov/dwc/sjdb.html.

Micro-Easy Vocational Institute offers:

- Small class sizes;
- Qualified and patient instructors with field experience; □   Applied learning through hands-on training.
- Job placement assistance on successful completion of coursework.

The school welcomes adult students who are interested in acquiring skills or gaining employment in the computer and medical fields. Each of the five courses provides a set of factors to help each student determine if a course of study is right for him or her.

COMPUTER APPLICATIONS is designed for students primarily interested in mastering software applications.This course is developed to strengthen a student's typing and keyboarding skills and to expand their knowledge of specific software navigational commands. This course prepares students for high-end administrative, secretarial, and software support positions.

The A+ TECHNICIAN course provides students with the technical knowledge they need to pursue their A+ certification. The coursework is geared toward the student with a technical aptitude, an average completion level of 9th-grade math, or the consent of the instructor. After acquiring the certification, A+ technicians can work as a bench, maintenance, and computer technicians.

The NETWORK TECHNICIAN course refreshes and builds knowledge for students who possess diagnostic and hardware component repair skills. The student must be computer literate and have some programming experience. Network technicians find employment as network technicians or administrators.

The WEBMASTER course provides students with a basic knowledge of Web design principles and the skills they need to create,launch, and update a Web site; manage a web server. Students must have some programming experience and familiarity with HTML protocol. They can pursue careers as web page designers,webmasters, online marketing support, or social media experts.

Authorization Disclosure Statements

Micro-Easy Vocational Institute is a private postsecondary institute approved to operate by the Bureau for Private Postsecondary Education. Approval to operate signifies that an institution is in compliance with the minimum standards as set forth in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

The Chief Academic Officer is responsible for monitoring new policies and procedures and maintaining the school in compliance with the California Private Postsecondary Education Act of 2009.

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).

Micro-Easy Vocational Institute is not accredited by an accrediting agency recognized by the United States Department of Education

A student enrolled in an unaccredited institution is not eligible for federal financial aid.

Micro-Easy Vocational Institute does not offer loan programs at this time.

Micro-Easy Vocational Institute does not have a pending petition in bankruptcy, and is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had 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.).

Micro-Easy Vocational Institute does not recognize acquired life experience as a consideration for enrollment or granting credit towards any programs.

Micro-Easy Vocational Institute does not accept hours or credits through challenge examinations, achievement test or experiential learning.

Micro-Easy Vocational Institute does not have an articulation agreement or transfer agreement with any other college or university at the present time.

If student obtains a loan to pay for an educational program, the student will have the responsibility of repaying the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal student financial aid program funds.

Micro-Easy Vocational Institute does not admit students from other countries and does not provide visa services or English language services to prospective students and will not vouch for a student's status.

Any questions a student may have regarding this catalog that has not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798-0818. www.bppe.ca.gov Phone: (916) 431-6959 Fax: (916) 263-1897.

Micro-Easy Vocational Institute does not distance education courses.
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.

It is the policy of the institution to always provide a copy of the latest catalog either in writing or electronically on the institution's website (www.micro-easy.com) to prospective students.

The catalog is updated at least once a year or whenever charges to policies take place.

Prior to signing an enrollment agreement, you must be given this catalog and a School Performance Fact Sheet, which you are encouraged to review prior to signing an agreement with the institution. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing an enrollment agreement.

Campus Facilities
The campus and corporate offices are located at 3851 San Pablo Dam Road, El Sobrante, CA 94803. The institute is located a block east of Highway 80 on San Pablo Dam Road on the ground floor of the building. The area of the institute is approximately 1,200 sq. ft. with an entrance into the administrative area and the classroom. The administrative area is divided into a reception area, one administrative office. Restrooms are available in the building. Instruction is provided in the primary classroom. At the present time, the microcomputer classroom is equipped with modern and currently in use systems. Special audio-video equipment and software are used to assist training and enhancing concepts retention. The Computer Repair Lab is equipped with tools and equipment to create conditions found in a regular working environment. Special diagnostic software and reference material are available for student practices. The equipment utilized in the classroom and lab has been selected to provide the student with the opportunity to learn in real working conditions. The facility and equipment used fully comply with all federal, state and local ordinances and regulations, including requirements for fire safety, building safety, handicapped access and health. The facility and equipment used fully comply with all federal, state and local ordinances and regulations, including requirements for fire safety, building safety, handicapped access and health.

Library
The school has a small reference library on campus open to students. Students have access to reference texts and materials used in completing the program of study. Materials are to be used on campus and are available during normal class hours.These texts books provide additional information on essential skills and procedures with bibliographical references and indexes and will complement our program by supporting and reinforcing the instruction given in class and practice. Students are also offered a listing of public libraries within 3 miles of the school.

Office Hours
Business office hours are Monday through Friday from 10:00 AM to 6:00 PM. Class sessions vary and are described in the course information section that accompanies each program. Micro-Easy Vocational Institute observes most major holidays and closes for a summer and winter breaks. A complete listing is provided at the back of this catalog.

Location of Class Sessions
Class session will be held at 3851 San Pablo Dam Road El Sobrante, CA 94803.

GENERAL INFORMATION
ADMISSIONS POLICIES

Language Proficiency
Students applying outside the United States, Canada, United Kingdom, Australia, New Zealand, or other English speaking countries must provide the institutional copy of scores from the Test of English as a Foreign Language (TOEFL). Students who attended non-English speaking secondary education must provide their secondary education records. These records must show courses taken and grades earned and must be translated into English if the original

records are in another language. If a translation is supplied, it should be certified as accurate and correct by an appropriate public or school official, or sponsoring agency or government. The original record should also be included. Certified transcript translation is not allowed to be done by the student, but is required to be performed by a third party (the school that has been applied to is not permitted to provide the translation either).

Students who studied in a language, other than English at the secondary school level or whose native language is not English must take the Test of English as a Foreign Language (TOEFL) examination to determine if the student has sufficient English language skills to complete the institution's programs satisfactorily. Students must have a minimum total score of 500 paper-based, 173 Computer-based 61-internet based.

Testing must be completed prior to signing the ENROLLMENT AGREEMENT. You will be notified of your test results by the testing agency. You must provide a copy of the results of the test.

You must have the proper student visa or the right to work in the United States.

All classes atMicro-Easy Vocational Institute are conducted in English only.

Micro-Easy Vocational Institute does not offer any English as a Second Language program.

Micro-Easy Vocational Institute does not offer any visa services nor does it vouch for any student.

The Application Process
The application for admissions process is as follows:

1) Determine student's primary language. Students who primary is not English must take the TOEFL exam. Those applicants that do not meet the minimum scores will not be enrolled.
2) Complete an admissions application.
3) Complete a personal interview with an admissions representative.
4) Tour the school facilities with an admissions representative.
5) When necessary take an entrance test.
6) Receive and read all required pre-enrollment disclosures.

       ☐ School Catalog with the Program Outline
       ☐ Drug-Free School Disclosure
       ☐ A School Performance Fact Sheet
       ☐ Campus Security Statistics Disclosure
       ☐ Read the Enrollment Agreement before signing
       ☐ Make financial arrangement to cover tuition and fees

The Director has the responsibility to review and approve an enrollment agreement and to ensure that the applicant has met the proper criteria in accordance with admission standards. Applicants who are denied admission are notified promptly, and any fees paid are refunded.

Admission Requirements
To be eligible for admission to the School, a prospective student must meet the following requirements:

☐ Be at least 18 years of age
☐ Be able to read, write, speak and understand the English language (see Language Proficiency above)
☐ If you have graduated from a regionally accredited high school, you will be eligible for admission to MICRO-EASY VOCATIONAL INSTITUTE.
☐ If you have passed The Certificate of Proficiency, based on completion of the High School Proficiency Examination with satisfactory scores, you will be eligible for admission to Micro-Easy Vocational Institute.

- If you have earned The California High School Equivalency Certificate (G.E.D.), you will be eligible for admission to Micro-Easy Vocational Institute.
- If you have an Associate, Bachelor, Master's or Professional Doctoral degree from a national or regional accredited institution, you will be eligible for Enrollment.
- If you do not have a high school transcript or equivalent, you must take the Wonderlic Basic Skills Test™·This must be arranged with an independent test administrator. No further progress in the enrollment process can proceed until the results of the Wonderlic Basic Skills Test™ are received. You may not proceed further until the results of this exam have been received by the school. A graduate of a non-accredited high school, who is at least 18 years of age, or transfer from a non-accredited collegiate institution, may be admitted if the Executive or designee determines the student is capable of profiting from the instruction offered at MICRO-EASY VOCATIONAL INSTITUTE, and they successfully pass the Wonderlic Basic Skills Test™. A minimum Verbal score of 200 and a minimum Math score of 210 are required. If the prospective student fails the second test V-S 2, then she/he may take the test again with a sixty-day waiting period from the date the first/second test was taken in order to take V-S 1 or V-S 2 test again. If the prospective student fails the third test, she/he may take the VS 1/ V-S 2 test within 12 months period.If admitted, you will be on a provisional status and thereafter must comply with all school rules and regulations and remain in good standing as a condition of remaining enrolled at MicroEasy Vocational Institute. Upon completion of 50 hours of work at Micro-Easy Vocational Institute with a minimum grade-point average of 2.0, the full status will be granted.
- Testing must be completed prior to signing the ENROLLMENT AGREEMENT. You will be notified of your test results in person, by mail, email, or by telephone.
- Students applying outside the United States must have Official transcripts from all secondary or postsecondary institutions attended, certifying a grade point average of at least 2.0 (4.0 scale). Foreign transcripts, not in English, must be submitted together with certified English translations.
- Students applying outside the United States, Canada, United Kingdom, Australia, New Zealand, or other English speaking countries must provide the institutional copy of scores from the Test of English as a Foreign Language (TOEFL). Students who attended non-English speaking secondary education must provide their secondary education records. These records must show courses taken and grades earned and must be translated into English if the original records are in another language. If a translation is supplied, it should be certified as accurate and correct by an appropriate public or school official, or sponsoring agency or government. The original record should also be included. Certified transcript translation is not allowed to be done by the student, but is required to be performed by a third party (the school that has been applied to is not permitted to provide the translation either).
- Students who studied in a language, other than English at the secondary school level or whose native language is not English must take the Test of English as a Foreign Language (TOEFL) examination to determine if the student has sufficient English language skills to complete the institution's programs satisfactorily. Students must have a minimum total score of 500 paper-based, 173 Computer-based 61-internet based.
- Testing must be completed prior to signing the ENROLLMENT AGREEMENT. You will be notified of your test results by the testing agency. You must provide a copy of the results of the test.
- You must have the proper student visa or the right to work in the United States. □ TABE assessment exam is required for applicants without an Associate degree or higher □ A computer level assessment.

Enrollment is open-entry/fixed exit. The school is in continuous operation year round. Students may enroll in vocational skills training on any weekday. Each student's completion date is projected at the time of entrance into the course. This date may be adjusted during the course of training if problems of attendance or academic achievement occur.

Each applicant will have an interview with an Admissions Representative, a tour of the facilities will be provided, and the student academic and career goals discussed. Applicants not meeting the above requirements will be denied admission.

Non-Discrimination Policy

Micro-Easy Vocational Institute is non-sectarian and does not discriminate with regard to race, creed, color, national origin, age, sex, disability or marital status in any of its academic program activities, employment practices, or

admissions policies. This policy applies to the hiring of all positions and admission of all students into all programs. Students with special needs such as physical or mental handicaps or learning disabilities are considered for admission provided they meet the entrance requirements. The Director is responsible for accepting students and determining whether applicants, including those with special needs, can benefit from the training.

Procedures for Admissions

Determine student's primary language. Students who primary is not English must take the TOEFL exam. Those applicants that do not meet the minimum scores will not be enrolled.

Present the student with a copy of the 1 BPPE APPROVAL STATUS form and explain the current status of the school. Have the student sign the form. This step is an absolute requirement and must, without exception, be done prior to having you sign the ENROLLMENT AGREEMENT.

You will complete the 2 APPLICATION FORM about your personal, education, and employment history, as well as your area of occupational interest.

The Admissions Representative will conduct an interview using the 3 ADMISSION INTERVIEW form to determine your goals and expectations.

4 REQUEST FOR TRANSCRIPT(if needed). The Admissions Representative will help you fill out this request and explain that until a copy of the transcript has been received, you can be enrolled but cannot start the educational program until the transcript has been received.

You will be given a tour of the school. The Admissions Representative will fill out the 5 TOUR OF SCHOOL form. You and the buying committee, if applicable, will be taken on a tour of the school by the Admissions Representative. This tour includes an explanation of what goes on in each classroom and lab as well as a review of the course equipment and materials. You will be encouraged to talk with students and teachers about the school and its programs. You will sign the 5 TOUR OF SCHOOL form.

You will take the Entrance Examination. After the test is evaluated and graded, the Admissions Representative will discuss the results with you. The Admission Representative will recommend the general and specific courses needed to achieve your educational goals. If additional testing is required (Ability to Benefit, English Proficiency, etc.), must be completed before you may continue with the enrollment process

The Admissions Representative will give you a copy of the CATALOG and go through the catalog with you. The Admissions Representative will fill out the 6 CATALOG RECEIPT form.

You will receive a copy of the 7 SCHOOL PERFORMANCE FACT SHEET for the program in which you wish to enroll. The Admissions Representative will explain each item on the 7 SCHOOL PERFORMANCE FACT SHEET.You must initial each item after it has been discussed. When the 7 SCHOOL PERFORMANCE FACT SHEET has been completed with all of the required initials, you must sign the document.

TheAdmissions Representative will explain that units earned at Micro Easy Vocational Institute most likely will not be transferable to another institution. After this has been explained, you sign the 8 TRANSFERABILITY OF UNITS FORM.

The Admissions Representative will explain and have you sign the 9 FOLLOW UP AGREEMENT. The Admissions Representative will explain the responsibilities that you must report back to the school your employment status and that this is a contract where you agree to give the school the required information. You must sign the 9 FOLLOW UP AGREEMENT.

For those programs that require an externship/clinical/preceptorship, the Admissions Representative will discuss the requirements you must meet to complete your externship/clinical/preceptorship, disclose the number of requests for externship/clinical/preceptorship received by the institution during the immediately preceding calendar year, and the

number of actual placements during that year. You will be asked to sign the 10 EXTERNSHIP REQUIREMENTS form if required.

If you do not have a high school diploma or equivalent, the Admissions Representative will make arrangements for you to take the Wonderlic Basic Skills Test™. This must be arranged with an independent test administrator. No further progress in the enrollment process can proceed until the results of the Wonderlic Basic Skills Test™ are received. You will be given the 11 ABILITY TO BENEFIT TEST form to read and sign.

You will be given a 14 PHYSICAL REQUIREMENTS form to read and sign to signify your knowledge of the physical requirements of the program of instruction in which you are enrolling. This step is an absolute requirement and must, without exception, be done prior to having you sign the ENROLLMENT AGREEMENT. (Only if the program of study requires certain physical requirements.)

The Admission Representative will now present the 15 ENROLLMENT AGREEMENT to you and explain that this is a contract. This is the agreement that will spell out the educational services you have chosen, the time and number of hours required to complete your program of choice. It will show how the educational service will be paid for and the terms of payment you will be responsible for.

The Admissions Representative will explain to you the cancellation and withdrawal policy and the refund policy.

The Admissions Representative will explain the STRF protection.

The Admissions Representative will explain the attendance policy including tardiness.

The Admissions Representative will explain the grading systems and how often you will receive grade reports.

The Admissions Representative will ask "How do you wish to pay for this, cash or check? The Admissions Representative will explain that the school cannot require more than one term or four months of advance payment of tuition at a time. When 50 percent of the program has been offered, the student will be required to pay the balance due. This is not optional. It is the law. At your option, you may pay in full for tuition and fees, including any funds received through institutional loans, after you have been accepted and enrolled and the date of the first class session is disclosed on the 15 ENROLLMENT AGREEMENT.

Fill in the financial details of the chosen program of study. If you need to have, a financial plan approved, have the Admissions Representative make an appointment with the Director to discuss what type of payment plan is available. The Admissions Representative will explain the INSTALLMENT NOTE DISCLOSURE STATEMENT and your responsibilities to pay the agreed to payments on time.

After the financial arrangements have been concluded, The Admissions Representative will explain the balance of the 15 ENROLLMENT AGREEMENT.

The Admissions Representative will explain the non-refundable registration fee and that it must be paid when the 15 ENROLLMENT AGREEMENT is signed. You will be asked if you are ready to sign the 15 ENROLLMENT AGREEMENT. If so, sign and initial the 15 ENROLLMENT AGREEMENT and pay the fees.

You will be provided with copies of all of the forms listed above and pay the non-refundable registration fee.

The Admissions Representative will inform you that the application will be reviewed by the Director and that you will be notified of your acceptance or rejection.

Credit Evaluation and Challenge Procedures

Micro-Easy Vocational Institute does not accept credit from other schools or programs. The institution has not entered into an articulation or transfer agreement with any other school or university at this time. Micro-Easy Vocational Institute does not award credit for experiential learning.

Notice Concerning Transferability of Credits and Credentials Earned at our Institution

The transferability of credits you earn at Micro-Easy Vocational Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the 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 certificate that you earn at this institution is 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 Micro-Easy Vocational Institute to determine if your credits or certificate will transfer.

Professions – Requirements for Eligibility for Licensure

None of the educational services offered lead to occupations that require licensure.

Curriculum changes

The curriculum is structured in terms of clock hours. One clock hour equates to a student completing 60 minutes of lecture, demonstration, hands-on learning, or similar activities per hour. The school reserves the right to modify course content, or to restructure the curriculum in immediate response to the student body or faculty needs. Curriculum changes will not alter the financial obligations of a previously enrolled student.

It will be the responsibility of each student to have all required books and materials before the first class meeting. Students must make an effort to secure the books and materials they need to before starting the program. All incidental supplies are to be furnished by the student, such as paper, pens or pencils.

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ACADEMIC POLICIES

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Attendance Policy

The faculty and staff of the school consider each moment in class imperative for success. When the student is not in the classroom, the information missed cannot be recaptured. Students who are excessively absent (30% or more of classroom hours) will be placed on probation without notice. If the student's attendance does not improve, the student will be dropped from the program. Students will not be readmitted without the approval of the primary instructor and Director. If a student is absent for a test, he/she will be given an opportunity to retest at the earliest convenience of the instructor. Makeup classes may be required at the discretion of the instructor and with the approval of the Director. A student is considered tardy when arriving 10 minutes or more after the start of class or leaving 10 minutes or more before the end of class. Tardiness and early departures are included in the student's attendance record of absences.

Attendance Probation

At least once a week, the Director monitors the student attendance cards of all active students and calls those students that have missed one or two days during that week. Students are required to have an overall attendance rate of 70% or more to meet the minimum attendance requirement of the program. A student who has consecutively missed more than one-third of the scheduled class hours in any given level or module will be put on probation until the end of the next scheduled level or module. A probation letter will be sent to that student.

Grading and Evaluation Procedures

Grade reports are issued to students at the completion of each course. Grading is accomplished by both practical and written methods. Grading standards are as follows:

A = 90% - 100% 4.00 = Excellent

B	=	80% - 89%	3.00	=	Good
C	=	70% - 79%	2.00	=	Satisfactory
D	=	60% - 69%	1.00	=	Poor
F	=	00% - 59%	0.75	=	Failing
P/F	=	Pass / Fail	0.00	=	Credit/No Credit
I	=	00%	=		Incomplete
W	=	00%	=		No Grade Assigned

Grade point average required for certifying completion of each course is a minimum cumulative passing grade of 70%.

Course Retake Policy

The course retake policy is offered to students who have unsuccessfully completed a course and received less than 70%.
The student will be charged tuition at the appropriate rate.

Maximum Time in Which to Complete

Students are not allowed to attempt more than 1.5 times, or 150%, of the number of credits in their program of study. The requirements for the rate of progress are to assure that students are progressing at a rate at which they will complete their programs within the maximum time frame.

Satisfactory Progress Statement

The student will be judged as making satisfactory progress by the following conditions:

Satisfactory progression in registered courses maintaining a cumulative grade point average (GPA) of 2.0 at the midpoint of the program. To avoid academic probation, students must maintain a minimum GPA of 70% or C. Students maintaining a 70% GPA must be counseled by the instructor, which will be noted on the progress report. Students, not meeting said conditions will be scheduled for a conference with the school's director and may result in probation for the student. Students are expected to be prepared and meet the demands of the coursework they have chosen. Students should review the curriculum schedule for each course and ask any questions regarding the curriculum before starting the program.

Students will be notified and given an exact time schedule for courses. Students must immediately notify the school if they are unable to meet at the scheduled time.

Tardiness

Tardiness within any consecutive two-week period can result in the disciplinary action of probation. Chronic tardiness can lead to dismissal. Two tardies are counted as one absence. Students under such restriction will be counseled and monitored to see if their situation improves. Students not responding to probation, counseling or suspension can be dismissed at the discretion of the school's administrator.

Leave Of Absence

Leave of Absence, including military leave, National Guard, The Reserves' annual two-week training, or call for temporary active duty shall be reasonable in duration and shall not exceed 30 school days or 60 calendar days in any 12-month period. Leave shall be for specific and acceptable purposes. A written request for leave must be properly signed and dated by both the student and authorized school administrator, and be placed in the student's individual file within one week of the beginning of the leave. If a student fails to return from leave, he or she is automatically terminated with a refund consummated within 30 days.

Make-Up Work

Make-up work may be required for any absence. It is the responsibility of the student and must be completed after each absence. Students must make personal arrangements with individual instructors to make-up missed work. Hours of make-up work may be substituted as hours of class attendance.

Unofficial Withdrawal

If the student fails to attend school for more than 10 consecutive days, the school will consider the student a drop and automatically withdraw him/her from the program.

Automatic Withdrawal

A student will automatically be withdrawn from the program for the following reasons:

- Failure to attend school for 10 consecutive class days.
- Failure to return from an approved leave of absence on the scheduled return date ☐ Failure to maintain satisfactory progress for two consecutive modules.
- Failure to fulfill financial agreements
- Failing any course in the program twice during the one enrollment period

Probation

If the student has failed to maintain satisfactory progress after the midpoint, the student will be placed on probation for 30 days. At the end of the period, the student will be re-evaluated.

- Student must raise and maintain their average to 80 percent, or
- Have a satisfactory progress report from the instructor.

If the conditions are met, the probationary status will be lifted. Failure to achieve satisfactory progress after the probationary period will result in dismissal from the school unless a special condition is made and documented by the director. Students may appeal their probationary status by submitting an appeals letter to the school's director. All such requests will be evaluated and acted upon promptly.

Student Conduct Requirements

Students are expected to dress and act properly while attending classes. At the discretion of the school administration, a student may be dismissed from school for a serious incident or repeated incidents of an intoxicated or drugged state of behavior, possession of drugs or alcohol upon school premises, possession of weapons upon school premises, behavior creating a safety hazard to other persons at school, disobedient or disrespectful behavior to other students, an administrator, or faculty member, or any other stated or determined infractions of conduct.

Conduct and Personal Appearance

The student must attend classes continuously and complete the required training unless placed on a job prior to the class end.

The student must call the Micro Easy office prior to missing a class. If the student cannot attend a class, he/she is responsible for making up missed assignments.

- Students are required to be courteous and professional to staff and fellow students.
- Beverages and food are not allowed in the training areas.
- Students must pick up and clean after themselves.
- Students should be considerate of others and the facility.
- Students must make personal calls on their cell phones or public pay phone. In the case of emergency or employment-related calls, the student must get permission from staff.

- Students are not permitted to smoke on school premises. If a student needs to smoke, he/she must do so outside the school's premises.
- Students are expected to dress in a clean and tidy manner. When warranted, students will be asked on occasion to dress in more traditional business attire.

Suspension, and Dismissal

Micro-Easy Vocational Institute reserves the right to suspend or terminate any student whose attendance, academic standing, or personal behavior does not comply with the standards, rules, and regulations of the school. Students who have been suspended or terminated may be reinstated only upon approval of the School Director.

Graduation requirements

Students must have received a minimum of 70% GPA and 70% attendance. In addition, all financial arrangement must be met.

Student Records

An official student record will be kept for each student who is admitted to our program. Each student file will include information on enrollment, grades, skill level, attendance, advising, and placement. Each student's financial record about the tuition fees, payments, a refund will be kept. All records will be confidential, and permanent records will be kept permanently. In the event of school closure, student records would be maintained by the appointed custodian of records as required under California education code. A student at his/her request may review their academic or financial records with the campus administration in accordance with the Family Right and Privacy Act of 1974, public Law 93.380 as amended. Students have a right to access to records anytime that the Institution is open during normal business hours. Students desiring to view their records may request to see their records in the school office during normal business hours or may schedule a time to review records that is convenient for both the student and school administration. All transcripts of training will be kept permanently upon completion or withdrawal of the student. Financial payment documents will be kept for a period of at least 5 years after completion or withdrawal of the student. The institution reserves the right to issue transcripts for training for which the student has paid tuition. The institution reserves the right to refuse to issue transcripts for training for which the student has not paid.

STUDENT SERVICES

Instructor Assistance

Instructors are available during instruction periods and during their assigned office hours. Administrative and organizational staff is available during institutional operating hours. All are educated or experienced in the course offerings and in general instructional and learning processes so as to be able to provide tutoring, learning assistance, and academic advisement. Staff is trained to provide academic advisement for the purposes of program success and occupational career progress. Instructors are expected to devote sufficient time to instructional and learning preparation activities. Students are encouraged to request assistance they feel necessary to facilitate the program success and occupational development.

Library

Micro-Easy Vocational Institute offers a variety of different materials and aids to enhance and facilitate the student's learning experience, either in their field of choice or expands their knowledge in other subjects. In order to guide the students and make their study sessions more productive, Micro-Easy Vocational Institute makes these materials available to students, faculty, and staff on site. The Learning Resources Library policy outlines the acquisition, maintenance and use of these materials. The library is available during business hours. If help is needed, contact your instructor.

Definition

The Learning Resources Library consists of books, trade magazines, periodicals and internet access, other printed media, software, tutorials, technical and specification manuals.

All materials of the Learning Resources Library will be readily accessible to students, faculty, and staff free of charge. However, students' requests for any materials will be honored first.

Learning Resources will be stored in classrooms in which the information is relevant. Computer Repair Labs will have computer assembly manuals and specifications, technical journals and other related materials. The Automotive Repair Shop will store the collection of Automobile specifications, Component Locators, diagrams, etc. on site.

Students are always encouraged to use any resource; faculty will be better suited to advise the students and assist them in finding the materials that will answer their questions. However, administrative and clerical staff will have a good understanding of the materials and also assist students as needed.

Procedure For Student Access

The Faculty will make sure all materials are kept in the assigned display location in the areas in which they teach. At the end of the period, instructors will make sure materials are complete.

Curriculum Specialists will maintain an inventory of all materials related to the subjects within their area of expertise. Instructional staff will work with Curriculum Specialists to maintain all materials in good order and make recommendations based on students' needs and interests.

Students, faculty, and staff are expected to take reasonable care of all materials, damaged and/or missing materials must be reported to the instructor, clerical or administrative staff as soon as possible. Only the school director can determine if a charge should be assessed if there is negligence in the use or care Library Resource materials and/or media.

All materials will be accessible first to students and if available, to faculty and staff for use on site in all classroom and office areas. However, it is forbidden to bring books and other printed media to break room or areas where food and beverages are consumed.

Students can make use of all materials on site by requesting them from faculty, clerical or administrative staff. If a student, faculty or staff member wishes to take any media home, it must be checked out first. Clerical and administrative staff will have access to the media check-out log. Preference will be given to students working on related subjects in class. If allowable, materials can be checked out for no more than 7 calendar days.

Advising/Counseling Services

Advisors specialize in matters pertaining to your educational program: School policies, placement/assessment test interpretation, degree requirements, transferability, schedule planning, and graduation checks. Faculty performs ongoing advising. Every effort is made to match degree-seeking students with faculty from areas of particular interest to the individual advisee.

Counselors are professionally trained to address personal issues, resolve academic anxieties, assist students in choosing career fields and majors, and problem solves other academic difficulties. With students on restricted academic or financial aid status, counselors work to develop individual success plans, which address the specific issues inhibiting academic success.

Although counselors often advise students, advisors are not trained to counsel. Please be sure to make clear what kind of assistance you need when requesting an appointment. If you're not sure, someone will be happy to help you decide.

Advisors help students
- Help you pick your classes
- Facilitate educational transactions; e.g., schedules, drop/adds, withdrawals, change of major, waivers, graduation requirements, etc.
- Clarify instructional policies, procedures and requirements
- Provide general information on special services including academic remediation, admission, placement testing, courses of study, and registration
- Interpret placement scores and recommend appropriate classes.

Counselors help students
- Provide short term personal counseling for issues that may interfere with studies
- Facilitate decision making on educational and career goals
- Facilitate School adjustment for in-coming students (homesickness, time management, depression, anxiety)
- Facilitate School adjustment for returning adult students (balancing roles of student, parent, spouse, and/or employee).
- Teach coping skills and stress management
- Provide crisis counseling
- Develop individualized retention interventions
- Interpret career inventories

Student Advising

Micro-Easy Vocational Institute does not provide individual counseling. Institution does provide academic advisement. In those cases where students may require services not provided by Institution, the student will be referred to local services in their area.

Academic advising is a relationship with mutual responsibilities between an advisor and student advisee, for timely consultation, sharing of accurate and complete information, careful listening, critical evaluation and respectful interchange. Academic advising can be facilitated by a professional staff person or a faculty member.

All students are entitled to a quality advising system to be provided by Micro-Easy Vocational Institute. The following factors are characteristic of a quality advising system:

Accessibility to students;
Amount of time spent in advising students;
Familiarity with the requirements of various school programs;
Ability to relate successfully to a wide variety of students for the purpose of advising;
Knowledge of resources available for the meeting of students' needs and the keeping of adequate records.

Local Rehabilitation and Treatment Centers

If students feel that students or someone the students knows has an alcohol or other substance abuse problem or if students just want to learn more about these diseases, there are a number of local centers and agencies who can provide students with the help, information and support that students need. Some of the local rehabilitation and treatment centers are listed below:

Lost or Stolen Property

Micro-Easy Vocational Institute takes every effort to assure that there are no missing personal items, but it is the student's responsibility to see that there are no valuable personal items left about for someone to take. Micro-Easy Vocational Institute cannot be responsible for any lost or stolen student property. All personal items of value should not be brought to school while students attend classes or labs

Career Planning and Placement Services

Micro-Easy Vocational Institute provides career planning and placement services to its students. Students will be encouraged to complete a personal career plan prior to graduation, also, information on job openings are posted. If requested, staff can assist students in the preparation of a resume. Please note that Micro-Easy Vocational Institute does not guarantee jobs for its graduates.

Placement

Micro-Easy Vocational Institute does not and will not guarantee a student that they will be placed with a specific company, in a specific time frame or that they will be earning the desired salary upon graduation. Placement Director is responsible for maintaining all job referral activities and for locating jobs within the local business community. The school will attempt to set up interviews for as many graduates as possible with local businesses and industries. It is the Placement Director's job to develop and maintain a job network in the area. Assist in job search and placement; provide readiness discussions and training in accordance with school policies and contract requirements; search for and develop employment opportunities through personal and media contact with Schools; seek out and develop potential business/industry training contracts that could be serviced by the school.

Micro-Easy Vocational Institute does provide all graduates with assistance regarding placement opportunities, resume preparation, job search assistance, and interview counseling and advising. Micro-Easy Vocational Institute is required

under California law to track placement of its graduates for a period of up to six months upon completion of their program and to verify after employment.

This assistance consists primarily of educating students in developing the ability to successfully perform these tasks as they begin to seek employment:

- Preparing resumes
- Developing job interviewing skills
- Identifying job position openings
- Following up with employers after interviews
- Securing opportunities for advancement once hired
- Developing and utilizing a network of professional contacts who can aid the job search effort

A successful job search is dependent upon the confidence, willingness, and preparedness of the applicant Students and graduates are encouraged not to place restrictions on their job search endeavors regarding location, starting salary, and specific benefits. Any employment students or graduates may obtain through the institutes assistance will, in all probability and likelihood, be an entry-level position.

Placement Assistance

Micro-Easy Vocational Institute provides assistance and guidance for our graduates and/or active students who are seeking employment. Our main purpose is to enable the students, at the completion of the training program, to find jobs and to provide support services to keep their jobs and continue their overall professional development. Furthermore, the MicroEasy Vocational Institute team gladly provides the support skills, and the supportive environment to allow students to feel free to ask for additional information, and to build confidence in their skills.

Micro-Easy Vocational Institute provides graduate students with up-to-date information about current job market surveys. These market surveys are continuously updated by our Micro-Easy Vocational Institute Career Placement Specialist through our extensive employment network.

Micro-Easy Vocational Institute makes no guarantee to the student that employment will be secured upon graduation.

Placement Process

Placement includes two elements: casual placement while the student is attending school and academic and professional career placement after the student graduates. The placement process does not start a month prior to graduation, but with the first contact the student has with the school.

English as a second language statement

The school does not offer English as a second language "ESL" training.

Tutorial Assistance

Micro-Easy Vocational Institute offers tutorial assistance to students from 10am to 5pm Monday through Friday. This tutoring generally falls into three categories:
- Students who need assistance to maintain satisfactory academic progress.
- Students who need assistance with a particular element in the training program.

- Students who desire to obtain training, which exceeds the training curriculum in order to prepare for some higherlevel goal.

Housing

<u>This institution has no responsibility to find or assist a student in finding housing.</u>
This institution does not operate dormitories or other housing facilities. This institution does not provide assistance nor does it have any responsibility to assist students in finding housing. Housing in the immediate area is available in two story walkup and garden apartments. Monthly rent for a one bedroom unit is approximately $1,200 a month. (www.apartmentguide.com)

Non-Discrimination Policy And Procedures

Micro-Easy Vocational Institute is committed to a policy of non-discrimination. This institution provides educational programs, activities, and employment to individuals without regard to marital status, race, color, national origin, sex, sexual orientation or religious creed. The admission procedures for students with mental or physical handicaps are the same as those for non-handicap students. Micro-Easy Vocational Institute endeavors to remove barriers and provide educational and employment opportunities for handicapped persons. This policy of non-discrimination applies to all students, employees, applicants for admission and employment and to all participants in institutionally sponsored activities.

Family Right And Privacy Act

Micro-Easy Vocational Institute complies with the confidentiality and student accessibility provisions of the family Right and Privacy Act of 1974 (PL 93-380, Section 438), commonly known as the Buckley Amendment. Confidentiality of student records is strictly protected. Information on students is not available to anyone without a) written request/release from the student, b) a court order, or c) accreditation agency requirements. However, students, parents of minor students and guardians of "tax dependent" students have the right to inspect and challenge the information contained within the records of a specific student.

Drug And Alcohol Prevention Awareness Policy

Micro-Easy Vocational Institute maintains a strict policy regarding the use of drugs and alcohol. According to the provisions of federal law, information concerning use and misuse of chemicals (including drugs and alcohol) shall be available as well as resource information of all chemical dependency programs in the community. As part of our prevention awareness program, we post notices concerning this matter in a conspicuous place at the school, and this information is regularly distributed to students and staff

Program Changes

Micro-Easy Vocational Institute reserves the right to amend, add, or delete classes, programs, policies, equipment, tuition, fees, staff and/or facilities with prior notice of scheduled changes. Any changes in the duration of our courses, programs or curriculum will be undertaken according to the requirements of the State of California's Bureau for Private Postsecondary and Vocational Education's approval

Calendar And Hours Of Operation

Monday to Friday   10:00 AM to 5:00 PM

Instructional Hours:

Day Schedule	9:00 AM to 2:00 PM (Mon – Thu)
Evening Schedule	5:00 PM to 9:00 PM (Mon-Thu)

Student Grievance Procedure

From time to time, differences in interpretation of school policies will arise among students, faculty, and/or the administration. Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the School Director. When such differences arise, usually a miscommunication or misunderstanding is a major contributing factor. For this reason, we urge both students & staff to communicate any problems that arise directly to the individual (s) involved. If the problem cannot be resolved in this manner, the School Director should be contacted. Normally, the informal procedure of "discussing" differences will resolve the problem. In addition to complaints previously stated and appeals of an academic nature a student has a right to complain to the institution. If a student wishes to file a written complaint, they may do so. All written complaints will be resolved within 10 days and will be sent to the student in writing. If a complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Bureau of Private Postsecondary Education orAgency for Veterans Education. The student may contact the Bureau for further details. Unresolved complaints may be directed to:

<div align="center">

Bureau for Private Postsecondary Education,
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833 www.bppe.ca.gov
Tel (916) 431-6959,
Toll Free (888) 370-7589
Fax (916) 263-1897

By e-mail to: bppe@dca.ca.gov Mailing
address:
Bureau for Private Postsecondary Education P.O.
Box 980818
West Sacramento, CA 95798-0818

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Records Retention Policy

The records shall be maintained in this state. All records are stored in fire resistant file cabinets with additional electronic storage kept at a location outside the school. In addition to permanently retaining a transcript as required by section 94900(b) of the Code, the institution shall maintain for a period of 5 years the pertinent student records described in Section 71920 from the student's date of completion or withdrawal. The institution shall maintain records relating to federal financial aid programs as provided by federal law.

A record is considered current for five years following a student's completion or withdrawal. A record may be stored on microfilm, microfiche, computer disk, or any other method of record storage only if all of the following apply:

1) The record may be stored without loss of information or legibility for the period within which the record is required to be maintained by the Act;
2) For a record that is current, the institution maintains functioning devices that can immediately reproduce exact, legible printed copies of stored records. The devices shall be maintained in reasonably close proximity to the stored records at the institution's primary administrative location in California. For a record that is no longer current, the institution shall be able to reproduce exact, legible printed copies within two (2) business days.
3) The institution has personnel scheduled to be present at all times during normal business hours who know how to operate the devices and can explain the operation of the devices to any person authorized by the Act to inspect and copy records; and
4) Any person authorized by the Act or this chapter to inspect and copy records shall be given immediate access to the document reproduction devices for the purpose of inspecting and copying stored records and shall, upon request, reimburse the institution for the reasonable cost of using the institution's equipment and material to make copies at a rate not to exceed ten cents ($0.10) per page.

5) The institution shall maintain a second set of all academic and financial records required by the Act and this chapter at a different location unless the original records, including records stored pursuant to subdivision (b) of this section, are maintained in a manner secure from damage or loss. An acceptable manner of storage under this subsection would include fire resistant cabinets.
6) All records that the institution is required to maintain by the Act or this chapter shall be made immediately available by the institution for inspection and copying during normal business hours by the Bureau and any entity authorized to conduct investigations.
7) If an institution closes, the institution and its owners are jointly and severally responsible to arrange at their expense for the storage and safekeeping in California of all records required to be maintained by the Act and this chapter for as long as those records must be maintained. The repository of the records shall make these records immediately available for inspection and copying, without charge except as allowed under subdivision (c)(4) of this section, during normal business hours by any entity authorized by law to inspect and copy records.

2018 Schedule of Student Charges

Program Name	Computer Applications	A+ Certified Technician	Network Technician	Web Master
Tuition	$4599.00	$5400.00	$5799.00	$6999.00
Registration Fee*	100.00	100.00	100.00	100.00
STRF Fee*	0	0	0	0
Books	300.00	500.00	560.00	500.00
Supplies	0.00	0.00	0.00	0.00
Total	$4,999.00	$6000.00	$ 6459.00	$7599.00
Total Charges for Period of Attendance**	$3076.31	$3692.31	$3974.77	$5098.46
Total Charges for the Entire Educational Program	$4,999.00	$6000.00	$6459.00	$7599.00

Schedule of Student Charges

Program Name	Business IT for Administrative Asst	Business IT for Intermediate Administrative Asst	Business IT for Customer Service Rep	Business IT for Intermediate Customer Service Rep
Tuition	$3499.00	$3600.00	$3499.00	$ 3599.00
Registration Fee*	100.00	100.00	100.00	100.00
STRF Fee*	0	0	0	0
Books	300.00	250.00	150.00	250.00
Supplies	0.00	0.00	0.00	0.00

Total	$3899.00	$3950.00	$ 2749.00	$3350.00
Total Charges for Period of Attendance**	$3022.22	N/A	$2443.56	N/A
Total Charges for the Entire Educational Program	$3899.00	$3950.00	$3749.00	$3849.00

* Non-Refundable

** "For those programs designed to be four months or longer, an institution shall not require more than one term or four months of advance payment of tuition at a time. The School may require full payment after 50 percent of the program was offered. See catalog pages, (following this page)for details regarding the above limitations".

Note: Prices are subject to change without notice due to fees charged by the bureau, textbooks rates and cost of operation.

The limitations in this section shall not apply to any funds received by an institution through federal and state student financial aid grant and loan programs, or through any other federal or state programs

An institution that provides private institutional loan funding to a student shall ensure that the student is not obligated for indebtedness that exceeds the total charges for the current period of attendance

At the student's option, an institution may accept payment in full for tuition and fees, including any funds received through institutional loans, after the student has been accepted and enrolled and the date of the first class session is disclosed on the enrollment agreement

Student Tuition Recovery Fund

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:
1. 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 either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:
1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.

2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

Cancellation and Refund Policies

You have the right to cancel the enrollment agreement you sign for a course of instruction including any equipment, such as books, materials, and supplies, or any other goods and services included in the agreement, and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Cancellation shall occur when you give written notice of cancellation at the address of the School shown on the top of the front page of the enrollment agreement. You can do this by mail, hand delivery, or telegram. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid. The written notice of cancellation need not take any particular form, and, however expressed, it is effective if it shows that you no longer wish to be bound by your enrollment agreement. You will be given notice of cancellation form with this enrollment agreement and on the first day of class, but if you choose to cancel, you can use any written notice that you wish. If the school has given you any equipment, including books or other materials, you shall return it to the school within 30 days following the date of your notice of cancellation. If you fail to return this equipment, including books, or other materials, in good condition within the 30 day period, the school may deduct its documented cost for the equipment from any refund that may be due you. Once you pay for the equipment, it is yours to keep without further obligation. If you cancel the agreement, the school will refund any money that you paid, less any deduction for equipment not timely returned in good condition, within 30 days after your notice of cancellation is received.

The institutional refund policy for students who have completed 60 percent or less of the course of instruction shall be a pro rata refund. After the end of the cancellation period, you have a right to terminate your studies at this school at any time, and you have the right to receive a refund for the part of the course or program you have paid for and did not receive. You have the right to withdraw from the course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation, the school will remit a refund, less a registration fee $100.00, within 30 days following your withdrawal. You are obligated to pay only for educational services rendered and for unreturned books or equipment.

(A) Deduct a registration fee ($100) and STRF fee($0)from the total tuition charge.
(B) Divide this figure by the number of days in the program.
(C) The quotient is the daily charge for the program.
(D) The amount owed by you for purposes of calculating a refund is derived by multiplying the total days attended by the daily charge for instruction.
(E) The refund would be any amount in excess of the figure derived in (D) that was paid by you.
(F) The refund amount shall be adjusted for equipment, if applicable.

IF THE AMOUNT THAT YOU HAVE PAID IS MORE THAN THE AMOUNT THAT YOU OWE FOR THE TIME YOU ATTENDED, THEN A REFUND WILL BE MADE WITHIN 45 DAYS OF WITHDRAWAL. IF THE AMOUNT THAT YOU OWE IS MORE THAN THE AMOUNT THAT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO MAKE ARRANGEMENTS TO PAY IT.

If you obtain books or equipment, as specified in the enrollment agreement and return them in good condition within 10 days following the date of their withdrawal, the school shall refund the charge for the books or equipment paid by you. If you fail to return books or equipment in good condition within the 10 day period, the school may offset against the refund the documented cost for books or equipment exceeding the prorated refund amount.

Micro-Easy Vocational Institute reserves (and will publish a schedule of changes that will itemize all charges.), the right to change tuition and fees, make curricular changes when necessary, and make substitutions in books and supplies as required

without prior notice. Any changes in tuition or fees will not affect students who are already in attendance or enrolled. Enrollment fees are not refundable.

Payment Policy

At the school's discretion, installment payments may also be arranged. Students assume the responsibility for payment of the tuition costs in full, either through direct payment or through a third party financial plan. All financial arrangements must be made before the beginning of classes. The school will contact students who are delinquent in paying tuition and fees. They will then be counseled and encouraged to make specific arrangements with the school in order to remove their delinquency and remain in good financial standing. Micro-Easy Vocational Institute accepts payment for tuition, books, equipment and other fees through cash payment, VISA, MasterCard, or personal or third party checks.

Unemployed low to moderate income students may qualify for vouchers that equal tuition cost. The school can help students determine if they qualify for a third-party payer i.e. private or public agency. Referrals will be made for approval.

The institute does not guarantee employment, but the school will make a sincere effort toward placement of its graduates. The cost of job search assistance is included in tuition and fees. No additional fee is charged to graduates or employers for use of these services. All students will be required to register with a local East Bay Works One-Stop Center provided by the PIC/Workforce Investment Board (WIB).

<div align="center">PROGRAM DESCRIPTION</div>

A+ Computer Technician

Learn the nuts and bolts of PC computer assembly, installation, support, upgrade, maintenance and repair in this 26 week course. Students will gain a comprehensive knowledge of hands-on PC, and laptop repair skills, and the knowledge they need to pass the A+ Certification examination. (The A+ Certification is administered by the Computing Technology Industry Association (Comp TIA) which certifies the competency of entry-level computer service technicians in the computer industry).
 Successful graduates will have the technical "know how" to apply for positions such as computer support specialist , desktop support technician, network support technicians, computer technicians, computer repair /maintenance technician, bench technician, hardware technicians, Satellite Installation technicians, technical support technician, Information technology technician, and cable technician . After graduation, our students receive job placement assistance through our network of employers, highly proficient alumni, and employment agencies.

Program objectives: The graduate will be able to demonstrate proficiency in:

PC Hardware Assembly; Troubleshooting Hardware and Software problems; hardware and software upgrades; basic electronic fundamentals; computer systems;. wireless network security; basic network Installation and configuration; advanced computer concepts; various Microsoft operating systems. Also. demonstrate professionalism, customer service, and job-readiness skills.

Code	Class Title	Lecture	Lab	Clock Hours
CT101	Computer Terminology	5	9	14
CA101	Computer Assembly	10	20	30

Code	Class Title	Lecture	Lab	Clock Hours
OS104	Operating Systems: DOS, Vista, Win7, Win8, Win10	40	65	105
AD101	Troubleshooting Techniques	50	85	135
TS101	Hardware/Software Upgrades and Configurations	43	55	98
PT102	Printers: Installation and Maintenance	20	28	48
TS103	Introduction to Computer Networks/Wireless Networks	30	40	70
TS105	Preventative Maintenance	10	10	20
Total		208	312	520

Course Length: 26 weeks, 520 clock hours
Completion requirements: Students must have received a minimum of 70% GPA and 70% attendance. In addition,
all financial arrangement must be met.

Computer Application

 All the fundamentals of computer applications are covered in this 26-week course; from basic keyboarding to Microsoft
Office Suite (Word, Excel, PowerPoint, Access, and Outlook).
Students are taught essentials of Windows 10 operating system, Internet research skills, job-readiness skills, office
equipment operations, and intensive hands-on exercises that will give them real life experiences in a small class setting for
hands on instruction. After graduation, our students receive job placement assistance through our network of employers,
employment agencies, and highly proficient alumni.
.
Program objectives: The graduate will be able to:

- Demonstrate proficiency in Computer Concepts.
- Demonstrate proficiency in Windows Operating System Features Demonstrate appropriate communication skills.
- Demonstrate job-readiness skills.
- Demonstrate proficiency in Microsoft Office Suite & Outlook.
- Demonstrate proficiency in operations of computer peripheral equipment.
- Demonstrate proficiency in basic computer terminology & computer parts
- Demonstrate proficiency in operations of Office equipment   Demonstrate proficiency in Internet research/E-mail

Code	Class Title	Lecture	Lab	Clock Hours
KY101	Keyboarding	2	20	22

Code	Class Title			
BE201	Internet-Email and File Attachments	2	10	12
PV101	Introduction to Windows 10 & Office Online .	4	15	19
WP101	Microsoft Word	10	50	60
WP201	Microsoft Word Advanced	10	40	50
ME101	Microsoft Excel	25	60	85
ME102	Microsoft Excel Advanced	20	50	70
PP101	PowerPoint Essentials	20	60	80
DB101	Access Essentials	32	50	82
OTK250	Outlook	5	35	40
Total		130	390	520

Course Length: 26 weeks, 520 clock hours Completion requirements: Students must have received a minimum of 70% GPA and 70% attendance. In addition all financial arrangement must be met.

Business Information Technology for Administrative Assistant

All the fundamentals of computer applications and job readiness skills are covered in this 14-18 week course; from basic keyboarding/Data entry to Microsoft Office Suite (Word, Excel, PowerPoint, Access, and Outlook).   This course teaches a comprehensive set of skills perfect for administrative assistants, office managers, and sales support staff which are in demand by healthcare, manufacturing, and technology industries; and small businesses. Students are taught essentials of Windows 10 operating system, Internet research skills, job-readiness skills, office equipment operations, Database management, business correspondence techniques, and intensive hands-on exercises that will give them real life experiences in a small class setting for hands-on instruction. Certificates of completion are awarded to graduates. After graduation, our students receive job placement assistance through our network of employers, employment agencies, and highly proficient alumni.

Prerequisite: General admission requirements—see the School catalog for details.

 Program objectives: The graduate will be able to demonstrate proficiency in:

- Microsoft Office Suite & Outlook ☐   Windows Operating System Features ☐   Communication skills.
- Job-readiness skills.
- Operations of computer peripheral equipment.
- Computer terminology & computer parts
- Office administration
- Computer applications

Code	Class Title	Lecture	Lab	Clock Hours
KY101	Keyboarding	10	40	50

Code	Class Title	Lecture	Lab	Clock Hours
PV101	Introduction to Windows 10 & Office Online	4	15	19
BE 201	Internet/ E-mail and File attachments	2	10	12
WP101	Microsoft Word	10	50	60
ME101	Microsoft Excel	20	75	95
PP101	PowerPoint Essentials	5	30	35
DB 101	Access Essentials	5	30	35
Total		56	250	306

Course Length: 14-18 weeks; 306 clock hours. Completion requirements: Students must have 70% score in each of the following: GPA, and attendance.   All payments must be current.

Business Information Technology for Intermediate Administrative Assistant (IAA)

This 11 to15-week computer applications course for IAA serves a dual purpose: a refresher course for some and a skill upgrade for others. This course covered from Intermediate to Advanced features of Microsoft Office Suite (Word, Excel, PowerPoint); and Outlook. This course teaches a comprehensive set of computer skills perfect for IAA, managers, sales executives, and clerical staff which are in demand; for healthcare, technology, and manufacturing industries. Students are taught essentials of Windows 10 operating system, job-readiness skills, office equipment operations, and intensive hands-on exercises: that will give them real-life experiences in a small class setting for hands-on instruction.   Certificates of completion are awarded to graduates. After graduation, our students receive job placement assistance through our network of employers, employment agencies, and highly proficient alumni.
Prerequisite: Each applicant must meet Micro-Easy Vocational Institute's general admission requirements. See catalog for details. And, you must have a minimum of two years work experience (current or previous), as an administrative assistant, or other related positions. Otherwise, you can challenge our administrative assistant's course, successfully, with a minimum score of 70%.
Program objectives: The graduate will be able to demonstrate proficiency in:
- Microsoft Office Suite & Outlook □   Windows Operating System Features □   Communication skills.
- Job-readiness skills.
- Operations of computer peripheral equipment.
- Computer terminology & computer parts
- Office administration
- Computer applications—strong background

Code	Class Title	Lecture	Lab	Clock Hours
KY 101	Keyboarding	2	18	20
PV 101	Introduction to Windows operating systems essentials	5	35	40
WP201	Microsoft Word, Advanced	4	36	40

Code	Class Title		Lecture	Lab	Clock Hours
ME101	Microsoft Excel, Advanced		5	40	45
PP101	PowerPoint Essentials		10	20	30
Total			26	149	175

Course Length: 11-15 weeks; 175 clock hours. Completion requirements: Students must have 70% score in each of the following: GPA, and attendance. All payments must be current.

Business Information Technology for Customer Service Representative (CSR)

All the fundamentals of computer applications and job readiness skills are covered in this 14-18 week course; from basic keyboarding/Data entry to Microsoft Office Suite (Word, Excel, and Access).
Students are taught essentials of Windows 10 operating system, Internet research skills, job-readiness skills, office equipment operations, Database management, and intensive hands-on exercises that will give them real-life experiences in a small class setting for hands-on instruction. This course teaches a comprehensive set of skills perfect for CSR, clerical; call center support staff, which is in demand; by Retail, & Manufacturing industries. Certificates of completion are awarded to graduates. After graduation, our students receive job placement assistance through our network of employers, employment agencies, and highly proficient alumni.
Prerequisite: General admission requirements—see the School catalog for details. Program
objectives: The graduate will be able to demonstrate proficiency in:

- Computer Concepts.
- Keyboarding ☐ Communication skills.
- Data entry skills.
- Microsoft Office Suite
- Operation of computer and peripheral equipment.
- Basic computer terminology & computer parts
- Operations of Office equipment ☐ Internet research/E-mail

Code	Class Title	Lecture	Lab	Clock Hours
KY101	Keyboarding	10	40	50
PV101	Internet/ E-mail and File attachments	4	11	15
WP101	Microsoft Word	5	40	45
ME101	Microsoft Excel	10	50	60
PP101	Access Essentials (Data Base)	5	35	40
Total		34	176	210

Course Length: 14-18 weeks; 210 clock hours. Completion requirements: Students must have 70% score in each of the following: GPA, and attendance. All payments must be current.

Business Information Technology for Intermediate Customer Service Representative (ICSR)

All the fundamentals of computer applications are covered in this 10 to14-week ICSR course; from Windows operating system to Microsoft Office Suite (up to Intermediate level). Students are taught essentials of Windows 10 operating system, Internet research skills, Google Docs, job-readiness skills, office equipment operations, and intensive hands-on exercises that will give them real-life experiences in a small class setting for hands-on instruction. This course teaches a

comprehensive set of skills perfect for ICSR, Call Centers Supervisors; which are in demand by retail & manufacturing industries. Certificates of completion are awarded to graduates. After graduation, our students receive job placement assistance through our network of employers, employment agencies, and highly proficient alumni.

Prerequisite: Each applicant must meet Micro-Easy Vocational Institute's general admission requirements. See catalog for details. And, you must have a minimum of two years work experience (current or previous), as a Customer Service Representative, or other related positions. Otherwise, you can challenge our customer service representative's course, successfully, with a minimum score of 70%.

Program objectives: The graduate will be able to demonstrate proficiency in:

- Microsoft Office Suite & Outlook. ☐ Windows Operating System Features ☐ Communication skills.
- Keyboarding/Data Entry, and job-readiness skills.
- Office administration and leadership skills.
- Operations of computer peripheral equipment. ☐ Internet research/E-mail

Code	Class Title	Lecture	Lab	Clock Hours
PV101	Introduction to Windows 10	4	11	15
WP101	Microsoft Word	5	40	45
ME101	Microsoft Excel	10	50	60
PP101	PowerPoint Essentials	5	30	40
Total		34	131	165

Course Length: 10-14 weeks; 165 clock hours. Completion requirements: Students must have 70% score in each of the following: GPA, and attendance. All payments must be current.

Web Page Master

Learn the intricacies of web page design and development in this 26-week course, including a wide variety of editing and programming tools available to you. Additionally, gain knowledge of the technical infrastructure that makes the Internet work with the fundamentals of server configuration and maintenance.

Graduates of the Web Master program will have a working knowledge of Web page design which includes editing, programming, deploying and running CGI programs on a Web server. Develop a career as a Web Administrator, Web Server Technician or Web Engineer.

Program objectives include:

- knowledge of different operating systems.
- Knowledge of web server management
- proficiency in scripting using HTML, CSS, SQL, and JavaScript .
- proficiency in Web Site design development/Maintenance.
- proficiency using specialized web design software.
- knowledge of utilizing SEM/SEO tools
- knowledge of Web programming languages.
- proficiency in Websites performance testing

- understanding of the seven layers of the Open Systems Interface (OSI) model.

Code	Class Title	Lecture	Lab	Clock Hours
W109	Web Page Design Fundamentals	10	24	34
W110	HTML Basics	10	10	20
D115	Web Programming languages	10	63	73
E120	Web Server Administration	15	55	70
E130	Unix Programming	35	153	188
E140	CGI Programming	20	45	65
E150	Scripts Editing Techniques	15	55	70
Total		115	405	520

Course Length: 26 weeks, 520 clock hours Completion
requirements:
Students must have received a minimum of 70% GPA and 70% attendance. In addition, all financial
arrangement must be met.

Network Technician

This 26-week course reinforces the technical knowledge you already possess and provides you with the added skills required
to diagnose,install and manage computer networks effectively. The course will help students gain confidence to re-enter the
workforce and find employment as a Network Technician, Engineer or Administrator

Program objectives include:
- understanding of networked environments.
- understanding of network topologies.
- Installation/Configuration of networks.
- Understanding different types of Network Operating Systems (NOS) □   network administration and
  management activities.
- troubleshooting and maintenance activities.
  a unique simulation software for hands-on skills enhancement.
- professional development skills.
- employability skills.

Code	Class Title	Lecture	Lab	Clock Hours

N101	Fundamentals of Computer Networks	10	24	34
N202	Network Operating Systems	20	89	109
N303	Network Topology	10	34	44
N404	Client/Server Networks	15	70	85
N505	Peer-to-Peer Network	5	44	49
N600	Network Administration	15	54	69
N650	Network Troubleshooting Techniques	10	120	130
Total		85	435	520

Course Length: 26 weeks, 520 clock hours Completion
requirements:
Students must have received a minimum of 70% GPA and 70% attendance. In addition, all financial arrangement must be met.

Course Descriptions

Code	Class Title	Lecture	Lab	Clock Hours
N101	Fundamentals of Computer Networks	10	24	34

From the perspective of network architecture, network principles and related fundamental concepts and methods in digital communication, internetworking and advanced protocols are introduced in this course

Code	Class Title	Lecture	Lab	Clock Hours
N202	Network Operating Systems	20	89	109

This course introduces the practical technologies concerned switches, routers, CSU/DSU and Modems, analyses network structures of local area network and wide area network, and introduces configuration methods of static routing, RIP and OSPF protocols

Code Class Title Lecture Lab Clock Hours N303 Network Topology 10 34 44
This course introduces switching technology, LAN design, VLAN and point-to-point protocols. The goal of this course is to enhance practical skills of students on configuring network protocols, such as RIP、OSPF、DHCP、DNS、CHAP、FTT and NAT, accumulate practical experience of network design and maintenance.

Code Class Title Lecture Lab Clock Hours N404 Client/Server Networks 15 70 85
An Introduction to the basic principles of the design and analysis of modern digital communication systems. Topics include source coding; information theoretic techniques; analog and digital modulation techniques; block, convolutional, and trellis coding techniques; multiuser communications and spread spectrum; multi-carrier techniques and FDM. T

Code Class Title Lecture Lab Clock Hours N505 Peer-to-Peer Network 5 44 49
This course also provides a comprehensive introduction to the development of modern communication systems, including the first generation analog, the second generation TDMA and CDMA, and some representative examples of the third generation systems – WCDMA and UMTS.

Code Class Title Lecture Lab Clock Hours N600 Network Administration 15 54 69

From the perspective of network architecture, technologies and related project design methods, students are required to do a lot of experiments on network installation, configuration and debugging for switches and routers in this course.

Code	Class Title	Lecture	Lab	Clock Hours
N650	Network Troubleshooting Techniques	10	120	130

Students can get familiar with fundamental computer network principles and commonly used protocols via theory teaching and experiment. After this course, they can configure most of switches and routers, and can also design simple network systems.

Code	Class Title	Lecture	Lab	Clock Hours
W109	Web Page Design Fundamentals	10	24	34

Students will learn how to create sites both manually and through the use of website development software. During the course, students will learn about Web design, HTML, XHTML, basic JavaScript, Dynamic HTML, and Cascading Style Sheets (CSS).

Code	Class Title	Lecture	Lab	Clock Hours
W110	HTML Basics	10	10	20

This course presents introductions to many of the basic concepts, issues, and techniques related to designing, developing and deploying websites.

Code	Class Title	Lecture	Lab	Clock Hours
D115	Web Programming	20	53	73

Students will learn how to create sites both manually and through the use of website development software. .

Code	Class Title	Lecture	Lab	Clock Hours
E120	Web Server Administration	15	55	70

This course builds web applications by employing server-side scripts that query relational databases. The student learns and reflects on two- and three-tier software architectures, separation of responsibility, model-view-controller pattern, basic security, and web frameworks. The student will design, code, test, debug, and document programs using a server-based scripting language.

Code	Class Title	Lecture	Lab	Clock Hours
E130	Unix Programming	35	153	188

This course focuses on the principles and techniques of Unix Systems Programming

Code	Class Title	Lecture	Lab	Clock Hours
E140	CGI Programming	20	45	65

This course will show students how to add guest books, page counters, shopping carts and other interactive elements to a website.

Code	Class Title	Lecture	Lab	Clock Hours
E150	Scripts Editing Techniques	15	55	70

This course will show students Scripts Editing Techniques.

Code	Class Title	Lecture	Lab	Clock Hours
KY101	Keyboarding	2	32	34

Keyboard overview, system architecture, CPU's, RAM, ROM, disk storage, displays, printers, software, and accessories. Typing instruction focusing on the numeric row, and ten-key keypads. Emphasis is on accuracy and speed building.

Code	Class Title	Lecture	Lab	Clock Hours
BE201	Internet-Email and File Attachments	2	5	7

This course will show students how to use internet-Email and File Attachments

Code	Class Title	Lecture	Lab	Clock Hours
PV101	Introduction to Windows.	2	38	40

Student starts using the mouse and the windows desktop and the program manager, working in multiple windows, moving and resizing windows. Closing windows, exiting Windows, working with menus, and common dialog boxes. The file menu. Using windows help. Windows Write. Using Fonts, understanding the cursor, drawing with Windows Paintbrush, Cutting and pasting, and Use of the clipboard.

Code	Class Title	Lecture	Lab	Clock Hours
WP101	Microsoft Word	2	68	70

Basic Microsoft Word for Windows: Creating a document; editing a document; Saving a document; Printing options; and Navigation within a document. Using the file menu; Cutting and pasting. Search and replace; Formatting a document; and Using the speller and thesaurus.

Code Class Title Lecture Lab Clock Hours WP201 Microsoft Word Advanced 2 53 55

Using the speller and thesaurus; Creating multiple copies with mail merge. Coordinate usage of the mouse and menu system. Understanding formatting codes and editing using the reveal codes mode.

Code Class Title Lecture Lab Clock Hours ME101 Microsoft Excel 2 98 100

What is a spreadsheet? Creating a spreadsheet;. Entering Numbers; Moving Around in a Spreadsheet; the Formulas in spreadsheets; Saving and Retrieving a spreadsheet; Defining a Range; Printing. How to use the help. Formatting the worksheet; Printing spreadsheets. Use of built-in functions. Basic Graphing.

Code Class Title Lecture Lab Clock Hours ME102 Microsoft Excel Advanced 2 78 80

Special formatting and Editing. Using multiple spreadsheets; Protecting and unprotecting regions of a spreadsheet. Cell data types. WYSYWIG. Functions and Macros. Graphing.

Code Class Title Lecture Lab Clock Hours PP101 PowerPoint Essentials 2 64 66

Creating a simple presentation; Using charts; Using Clip Art; Design Considerations; and Working with service bureaus.

Code Class Title Lecture Lab Clock Hours DB101 Access Essentials 2 66 68

What is a database? Tables. Rows and columns. What is a record? Creating a database; Entering and modifying data. Saving the database; Searching the data; Sorting the data; Creating forms. Creating reports. Printing labels.

Code	Class Title	Lecture	Lab	Clock Hours
CT101	Computer Terminology	20	40	60

This course will show students how to use computer terminology.

Code	Class Title	Lecture	Lab	Clock Hours
CA101	Computer Assembly	5	50	55

This course will show students how to build a computer.

Code	Class Title	Lecture	Lab	Clock Hours
OS104	Operating Systems:	10	65	75

Students study the different operating systems. Compare and contact the similarities and differences.

Code Class Title Lecture Lab Clock Hours AD101 Troubleshooting Techniques 13 85 98

Students study and spend time troubleshooting computers that are not functioning properly and getting them the work again.

Code	Class Title	Lecture	Lab	Clock Hours
TS101	Hard/Software Upgrades/Configurations	10	55	65

Students study both hardware and software configurations to optimize computer performance.

Code	Class Title	Lecture	Lab	Clock Hours

Code	Class Title	Lecture	Lab	Clock Hours
PT102	Printers: Installation and Maintenance	5	50	55

Students learn to set up and install software for printers.

Code	Class Title	Lecture	Lab	Clock Hours
TS103	Introduction to Computer Networks	10	60	70

This course is a basic introduction to computer networking.

Code	Class Title	Lecture	Lab	Clock Hours
TS105	Preventative Maintenance	2	40	42

Student study the different techniques they can use the maintain computer performance and tweak slow computers so as to achieve maximum performance.

Method of instruction

Lecture and practicum; the instructor provide assistance by integrating technology into instruction and emphasizes studentcentered learning and by placing more responsibility on the students to take the initiative for meeting the demands of various learning tasks.

Staff and Faculty Listing

School Director
Kola Onafowode

Student Services and Placement
Liz Arias

Director of Education
Kola Onafowode

Faculty
Kola Onafowode is the instructor (full-time faculty) and has over 30 years' experience in technology. His background stems from prominent positions such as computer and information technology expert, certified A+ /Network instructor, computer educator, network engineer, and entrepreneur; a former computer educator for several institutions including Oakland Unified District, Berkeley Adult, and Contra Costa College. He was the first Computer Repair Instructor hired by Oakland Unified School District, designed the A+ Certified curriculum, educated his students, and managed it for the entire district. He worked as a PC Specialist for John F. Kennedy University, serviced computer equipment and network for all JFK University campuses in San Francisco bay area.

Established his own computer company in 1985 for Computer Sales, Service & Training: managed and secured computer service contracts from major companies such as Sacramento Municipal Utility District. In 2000, he incorporated and expanded the company with a BPPE approved institution (Micro-Easy Vocational Institute) which provides Computer and Information Technology skills, as well as job placement assistance for students. He served as vice president of Richmond Lions Club International and Director of El Sobrante Chamber of Commerce.

Over the years, Kola has inspired and motivated students through training techniques that have proven to be efficient in both education and in the workforce. He continues to provide the most up-to-date curriculum with the assistance of his instructors to meet the job demands of the Computer and Information Technology industry. He is an alumnus of the University of San Francisco with a degree in Information Management Systems.

In addition to Mr. Onafowode, as needed, adjunct faculty are used to teach courses. Adjunct faculty must possess the academic, experiential and professional qualifications to teach, including a minimum of three years of experience, education and training in current practices of the subject area they are teaching. If an instructor does not possess the required three

years of experience, education, and training in the subject area they are teaching; the institution shall document the qualifications the instructor possesses that are equivalent to the minimum qualifications.

Each instructor shall maintain their knowledge by completing continuing education courses in his or her subject area, classroom management or other courses related to teaching.

Adjunct Faculty
Joe McKinley has 20 years of leadership in for-profit and non-profit organizations. He was the Lead Technical Trainer for three years at TechSkills, | San Francisco, CA In this capacity, Mr. McKinley Supervised training team, Manage IT infrastructure, developed training workshop curriculum, mentored and coached hundreds of students; won numerous awards for students retention, completion, and exam certification success.   Instrumental in developing three strategic/tactical work plans over an eight-year period.
He served as Director of training for Stride Center for six years.   Led Stride Center training program growth of over 500% in six years, helped seven organizations launch similar IT training programs in California. Served as a consultant to several non-profit organizations in California, Washington, Michigan, and Illinois

Managed IT infrastructure as Chief Technology Officer, served as CEO of   "EmpowerNet California" Served on several boards including CompTIA Advisory Board Member (2009 – current), Contra Costa County Education to Careers Advisor, Santa Clara County WIB Board advisor. Mr. McKinley also holds IT industry certifications including MCSE, CCNA, and NETWORK+, and a bachelor's degree from Faith Lutheran Seminary, Tacoma, Washington.

Academic Calendar

The school has an open enrollment period, and start dates are contingent upon the number of students enrolled.

January 1	New Year s
January 15	Martin Luther King Jr. Day
February 19	Presidents Day
March 30	Good Friday
May 28	Memorial Day
July 4	Independence Day
September 3	Labor Day
October 8	Columbus Day
November 9	Veterans Day
November 22-23	Thanksgiving
Summer Break:	August 23 to September 7, 2018
Winter Break:	December 24, 2018 to January 4, 2019

Students wishing to be absent on other nationally recognized holidays must request so in writing to the Program Director at least three school days prior to the holiday.

Catalog Disclosure
It is the policy of the institution to always provide a copy of the latest catalog either in writing or electronically on the institution's website (http://www.micro-easy.com) to all prospective students. The catalog is updated at least once a year or whenever changes to policies take place. Prior to signing an enrollment agreement, you must be given a digital copy of this catalog and a School Performance Fact Sheet, which you are encouraged to review prior to signing an agreement with the institution. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing an enrollment agreement.

I have received a digital copy of the school catalog that contains the rules, regulations, course completion requirements, and costs for the specific course in which I have enrolled.

Print Name:
Signature:
Social Security or Student number: