

# **SAN DIEGO TECHNOLOGY INSTITUTE**

**4283 El Cajon Blvd. Ste 110, San Diego, CA 92105  
Office: (619) 231-5990**

## **Course Catalog**

**Catalog of Courses  
January 1, 2024 to December 31, 2024**

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## **Institutional Mission and Objectives**

San Diego Technology Institute is dedicated to providing the highest quality of education that is needed to prepare graduates for career positions in Information Technology. Our long-standing network of employers keeps the institute informed of industry trends and business needs and we revise the curricula as technology changes. In addition to teaching technology skills, the institute's comprehensive training program also assists students to develop the soft skills and customer-centered approach that employers value. It is our vision to guide our students along a pathway of lifelong learning, technical competence, ongoing personal career development to increase future earning potential, along with upward mobility in the field. Our instruction gives students the skills needed to respond to technical problems and make a positive impact on their professional success. Soft skills, such as workplace attitudes and behaviors, are also instilled in our students during the technical learning experience.

## **Instructional Location**

4283 El Cajon Blvd. Suites 110 and 115B  
San Diego, CA 92105

## **Description of the Facilities & Type of Equipment Used for Instruction**

San Diego Technology Institute is located at 4283 El Cajon Boulevard. Suite. 110, San Diego, California 92105. A-DA leases several suites on the first floor occupying 4,599 sq. ft. within the two-story building

that was constructed in 1946 and is managed by the San Diego State University Foundation. There is a separate administrative wing for accounting, operations, the Executive Director's office and conference room for meetings with community partners, employers, funders and the Board of Directors. No education takes place in the administrative area.

Two additional suites contain two classrooms and a learning lab/classroom, seven staff offices, the front desk/reception area and employee lunch area. Both suites contain storage areas. The two main classrooms (24' x 17.5' and 26.5' x 14.5') each contain 14 workstations with software and learning materials access, along with a Smart Board and overhead projector for classroom presentations and lectures. The classroom/learning lab (18' x 14.5') contains 8 additional computer workstations as well as an area for hands on activities. Additionally, the school has 8 laptops for use.

There are men's and women's restrooms on each of the two floors in the building. The elevator, classrooms, restrooms and the facilities in their entirety are accessible to persons with disabilities. A-DA is a former vendor of the California Department of Rehabilitation and our site was approved to meet their accessibility standards. El Cajon Boulevard is a major transit corridor and there is a bus stop near the school's main entrance. Students that drive may park in the lot in the back of the building. Anyone who needs a disabled parking space will be given access to the disabled parking stalls in the parking structure that is adjacent to the building and reserved for employees.

## **LIST OF EQUIPMENT**

Students will require a laptop or desktop computer with broadband Internet access (DSL, cable or other).

### **System Recommendations**

Operating Systems: Mac OS 10.2 or higher, Windows 10 or higher

8 GB RAM minimum

1 TB hard drive or equivalent

Web Browser: Chrome, Internet Explorer 8.0 or higher, Firefox 3.0 or higher, Safari 4.0 or higher

Email: Outlook, Outlook Express, Mac Mail, Eudora, Entourage, Hotmail., Gmail, Yahoo

Microsoft Word, Excel, PowerPoint is recommended for optimal performance.

Classroom computers are equipped so that students can participate in all learning activities.

## **Library Resources**

Although San Diego Technology Institute does not have a library, the school provides all the learning resources to support each educational program. Learning Management Systems (LMS) and Virtual Learning Environments (VLE) have become increasingly common in education. While there is a time and place for face-to-face learning, increasingly learning and courses are being conducted through digital channels. This environment offers increased flexibility for students to access training.

We recognize that all individuals do not learn at the same pace. The learning styles that work best varies from student to student. Our VLE includes video lessons which can be repeated multiple times to improve comprehension. Text lessons offer information in another learning style. Real-life scenarios give students opportunities to apply skills to specific situations without requiring fancy equipment. Furthermore, the CompTIA exams all have scenario-based questions and these simulations help students prepare for that portion of the exam. Also included in our VLE are exam preparation questions that help students prepare for taking the actual CompTIA exams. Instructors are able to assess test readiness that indicates if the student knows that material well and is ready to take the test with a likelihood of passing.

Because this learning platform includes multiple learning resources for students, an outside library is not needed. At San Diego Technology Institute, all the classrooms have computers with Internet access. At time of enrollment, each student is provided with login credentials that will give them access to all of their course materials 24/7. Further, these same login credentials allow students to immediately access to a wealth of online resources that are at their disposal on the learning platform, such as the free Professor Messer online videos for CompTIA A+, Network+ and Security+, free Cybrary courses for their CompTIA courses and other cybersecurity learning assets, and topic-specific YouTube videos. All classrooms have computers with Internet access and can be used as open study labs when classes are not in session. Classes are scheduled for Mondays through Thursdays and no classes are held on Fridays. All the classrooms can be used as study areas for any student who needs extra study time on Fridays.

## **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

The transferability of credits you earn at San Diego Technology 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 you leave San Diego Technology Institute to determine if your certificate will transfer.

### **Application Process**

The application for admissions process is as follows:

- Complete an admissions application.
- Complete a personal interview and distance education assessment with an admissions representative
- When necessary take a level or entrance test.
- Receive and read all required pre-enrollment disclosures.
  - School Catalog with the Program Outline
  - Drug Free School Disclosure
  - A School Performance Fact Sheet
  - Read the Enrollment Agreement before signing
- Make financial arrangement to cover tuition and fees
- Sign the enrollment agreement

The Chief Academic Officer has the responsibility to provide oversight of the enrollment agreements 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 refunded

### **Admissions Policies & Recognition of Credits**

- High school diploma, or GED
- At least 18 years of age
- Pass a Basic Skills Assessment
  - For those without an Associate Degree or higher
- Pass a PC skills assessment for class placement recommendation

- This institution does not award credit for satisfactory completion of CLEP or other comparable examinations
- This institution does not award credit for experiential learning
- This institution does not accept credits earned at other institutions.
- No Ability to Benefit Students will be admitted
- This institution has not entered into an articulation or transfer agreement with any other institution

## **HOLIDAY SCHEDULE**

A-DA observes the holidays listed below. Classes are not held on those days.

- New Year's Day
- President's Day
- A-DA's Incorporation Day
- Memorial Day
- Fourth of July
- Labor Day
- Veterans Day
- Thanksgiving Day and day after
- Christmas

San Diego Technology Institute is closed for approximately 10 days around the Christmas holidays including the period between Christmas Day and New Year's Day. The exact dates change slightly from year to year. Instructors will inform students of upcoming holidays.

## **Visa Related Services**

This institution does not admit students from other countries, so no visa related services are offered.

## **Language Proficiency**

The following applies to students for whom English is not their primary language and all classes will be taught in English.

For a student whose high school or equivalent coursework was not completed in English, and for whom English was not a primary language, the student must attain qualifying score of 97 on the CELSA. This requirement does not apply to students who have received their high school diploma or the equivalent at an academic institution which has provided the instruction in the English language. Similarly, this requirement does not apply to students who have completed coursework, in English, at the college level.

## **Language of Instruction**

Instructions will be given in no language other than English.

## **English as a Second Language Instruction**

This institution does not provide ESL instruction.

## **Accreditation Status**

This institution 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.

## **STRF Disclosure**

### **Student Tuition Recovery Fund Disclosures.**

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

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.”

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

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

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

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

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

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

## **Privacy Act**

It is this institution's intent to carefully follow the rules applicable under the Family Education Rights and Privacy Act. It is our intent to protect the privacy of a student's financial, academic and other school records. We will not release such information to any individual without having first received the student's written request to do so, or unless otherwise required by law.

## **Student Conduct**

Students are expected to behave professionally and respectfully at all times. Students are subject to dismissal for any inappropriate or unethical conduct or for any act of academic dishonesty. Students are expected to dress and act accordingly while attending this institute. At the discretion of the school administration, a student may be dismissed from school for reasons including, but not limited to:

- Coming to class in an intoxicated or drugged state.
- Possession of drugs or alcohol on campus.
- Possession of a weapon on campus.
- Behavior creating a safety hazard to other person(s).
- Disobedient or disrespectful behavior to other students, an administrator or instructor.
- Stealing or damaging the property of another.

Any students found to have engaged in such conduct will be asked to leave the premises immediately. Disciplinary action will be determined by the Chief Executive Officer of this institution and such determination will be made within 10 days after meeting with both the Chief Academic Officer and the student in question.

## **Nondiscrimination Policy**

This institution is committed to providing equal opportunities to all applicants to programs and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees on the basis of race, color, religion, religious beliefs, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual. Please direct any inquiries regarding this policy, if any, to the Chief Operations Officer who is assigned the responsibility for assuring that this policy is followed.

## **Academic Freedom**

San Diego Technology Institute is committed to assuring full academic freedom to all faculty/instructors. Confident in the qualifications and expertise of its instructors, the institute encourages its instructors to exercise their individual judgments regarding the content of the assigned courses, organization of topics and instructional methods, providing only that these judgments are made within the context of the course descriptions as currently published, and providing that the instructional methods are those official sanctioned by the institute, methods for which the institute has received oversight approval.

San Diego Technology Institute encourages instructors and students to engage in discussion and dialog. Students and faculty members alike are encouraged to freely express views, however controversial, as long as they believe it would advance understanding in their specialized discipline or sub-disciplines.

## **Sexual Harassment**

This institution is committed to providing a work environment that is free of discrimination, intimidation and harassment. In keeping with this commitment, we believe that it is necessary to affirmatively confront this subject and express our strong disapproval of sexual harassment. No one associated with this institution

may engage in verbal abuse of a sexual nature; use sexually degrading or graphic words to describe an individual or an individual's body; or display sexually suggestive objects or pictures at any facility or other venue associated with this institution. Students are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy.

### **Student's Right to Cancel**

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. A notice of cancellation for the current term or from the school shall be in writing and submitted to the school administrative office. Cancellation is effective on the date written notice of cancellation is sent to the school administrative office at 4283 El Cajon Blvd., Ste 110, San Diego, CA 92105 or by email to [able@able2work.org](mailto:able@able2work.org). If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

A withdrawal for the current term or from the school may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. The institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable registration fee and Learning Materials fee.

The institution shall issue a refund for unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. The institution shall pay or credit refunds within 45 days of a student's cancellation or withdrawal.

### **Refund Policy**

If the student cancels an enrollment agreement or withdraws during a period of attendance, the refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. A pro rata refund pursuant to section 94919(c) or 94920(d) or 94927 of the code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows:

The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days that a student attended, or was scheduled to attend, prior to withdrawal.

For purposes of determining a refund, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in this institution's catalog.

If an institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. This institution shall refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled.

### **Policies and Procedures Regarding Financial Aid**

This institution does not participate in any federal or state financial aid programs. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.



## **Financial Aid Disclosures**

This institution does not participate in any federal or state financial aid programs. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

The institution does not provide financial aid directly to its students in the form of a monthly payment plan. All fees must be made before the beginning of classes.

## **Grades and Standards for Student Achievement - Satisfactory Progress**

### **Evaluation Method**

**Student Assessment:** Students will be assessed based upon quizzes, exams and simulation exercises and will receive grades of Pass/No Pass. The Learning Management System (LMS) used is an integrated system with multiple functionalities which is able to track the submission of assignments, as well as the submission and grading of the exams. Student must have a score of at least 70% in order to receive a grade of “pass.”

### **Grading System Standard**

Evaluation of student achievement will be based on meeting the objectives for each program.

If the student has not completed the coursework and earned a grade at the end of the program, the instructor may issue one of the following grades.

**I Incomplete** If the program has not been completed, the instructor may grant up to a two-month extension of the term, at no additional tuition cost, when the student is making satisfactory progress and the instructor believes that an extension of time will permit satisfactory completion. At the end of this period, a final grade must be recorded.

**W Withdraw** The student may withdraw from any program before the end of the term. At the end of the term, the instructor may withdraw the student from the program and issue a W when the instructor believes the student's progress is insufficient to warrant an extension. A student who withdraws or is administratively withdrawn must retake the course and is responsible for a new tuition payment for that course of study.

## **Attendance Policy – All Programs**

Students are expected to attend all classes in each Program they enroll in. If a student misses over 30% of a Program, they will be withdrawn from the Program.

Since much of the online coursework is asynchronous, meaning that many of the assignments, projects, assessments, and presentations can be completed at any time before the due date, traditional standards of attendance do not apply for most online courses. The curriculum requires students to participate in a number of learning activities each week, and completion of those activities by a specified due date is the online equivalent of attending class at a traditional brick and mortar school. Students who do not turn in their work by the published due date or participate in academic activities in a timely manner will be considered absent for the week.

To assure timely communication, students must respond to each of their instructor's inquiries within 10 days. The instructor will evaluate and respond to student lessons or projects within 10 days of receipt by the institution.

If instructors wish to give feedback on student's assignments, they will respond within 10 days as well.

If a student is enrolled in an online/blended course, the student must demonstrate regular and substantive interaction with the instructor. Regular and substantive interaction is defined as completing one of the

following academically related activities once a week in order to be marked as having attended and actively participating:

- Submit a graded unit assignment or exercise
- Attempt quiz or module exam
- Attend the scheduled weekly classroom/zoom instructional session

Logging into a course and clicking on resources will not count as having participated. Reading discussion boards, and reading or viewing course resources, though academically important, are not measured or counted as student attendance.

### **Academic Probation and Dismissal Policies**

The Chief Academic Officer may place a student on academic probation if the student is not making satisfactory academic progress as per this institution's published policy. The student's academic progress will be monitored at the end of each module as the grades are posted. Should the student's pass/fail percentage fall below that required for completion, a student may be placed on academic probation. This will result in a formal advisory, which will be sent to the student by mail or email, explaining the reason for the probation. If the student wishes to appeal the formal advisory, the student is to submit a written request for an administrative academic review to the school main campus: San Diego Technology Institute, 4283 El Cajon Blvd. Ste. 110, San Diego, CA 92105. After the completion of the current module, the student will have two additional modules to bring his or her pass/fail percentage up to or in excess of the minimum standard of the institution. Thereafter, the student's failure to achieve satisfactory academic progress may result in dismissal from the program. The Chief Academic Officer will offer assistance in locating a suitable tutor, should such service be requested by the student. Any student seeking a tutor is financially responsible for the cost of all such tutoring.

Violations of the Harassment or Discrimination Policy of this institution will become part of the student's record. Depending on the severity and/or frequency of the violation(s), the instructors or administrative staff may take disciplinary action, including administrative withdrawal from the institute. A student who has become subject to disciplinary action may submit an appeal to the Chief Academic Officer per the Institute's Grievances Policy.

### **Leaves of Absence**

It is the policy of the school to not grant a Leave of Absence to students.

### **Student Grievance Procedures – Student Rights**

Most problems or complaints that students may have with the school or its administrators can be resolved through a personal meeting with the student's instructor. If, however, this action does not resolve the matter to the satisfaction of the student, he/she may submit a written complaint to the main campus: San Diego Technology Institute. 4283 El Cajon Blvd. Ste 110, San Diego, CA 92105. The written complaint must contain a statement of the nature of the problem, the date the problem occurred, the names of the individuals involved, copies of documents if any, which contain information regarding the problem, evidence demonstrating that the institution's complaint procedure was properly followed, and the student's signature. The student can expect to receive a written response within ten business days. The CAO will verify that the student has made an attempt to resolve the incident or complaint. If the student has followed the above three steps, the CAO will call a grievance session and include all of the concerned parties. Each party involved may be asked to present their version of the incident prior to all parties being present. The person against whom the complaint is filed shall receive written notice which shall include the initial report, the factual allegations, a list of witnesses and evidence. Each party involved may be asked to present their

version of the incident prior to all parties being present. The CAO will then issue a statement to all parties within 48 hours of the grievance meeting conclusion. If the decision is unacceptable to the student, the student must, within 48 hours, send written copies of all documents and a cover letter to the CAO explaining why they believe the decision is unacceptable. The school has the right to suspend the student until the problem is resolved if the student does not follow the proper grievance procedures.

Continued unresolved complaints may be directed to:

**Bureau for Private Postsecondary Education**

P.O. Box 980818

West Sacramento, CA 95798-0818

Phone: (916) 574-8900

Web site: [www.bppe.ca.gov](http://www.bppe.ca.gov)

## **Student Services**

This institution does not provide airport reception services, housing assistance or other services. Further, this institution maintains a focus on the delivery of educational services. Should a student encounter personal problems which interfere with his or her ability to complete coursework, this institute will provide assistance in identifying appropriate professional assistance in the student's local community but does not offer personal counseling assistance.

## **Placement Services**

San Diego Technology Institute recognizes that the ultimate goal of career training programs is having the program graduates obtain jobs in their chosen career field. The program prepares students for their future jobs with job readiness activities that are built into class sessions and one-on-one counseling with staff members. Labor Market Information research skills, resume assistance and social media are covered in addition to electronic job search and applications. This training reinforces the soft skills that are identified by employers as essential to effective job performance.

Employers who participate on the Business Advisory Council provide resume review, interview practice and coaching on job search and job advancement at the quarterly meetings that students are invited to attend. Job search assistance and referrals to local companies are offered through our Business Service Team. These companies see the value of the school's IT training to upskill their workforce. Our program provides free referrals of qualified candidates, greatly simplifying their talent recruitment process. We have discussed our training with local companies to get their input on our training curriculum and have confirmed how valuable tying our training to the attainment of IT certifications is, particularly the Department of Defense contractors.

To further support our connections with employers, San Diego Technology Institute has engaged support from the San Diego Cyber Center of Excellence (CCOE). As a CCOE member, San Diego Technology Institute will be able to network with member companies who all have IT/cybersecurity positions at CCOE functions. Students are introduced to CCOE's Journeys career mapping tool and their job board.

Placement rates and wages can be found in the school's Fact Sheet in the catalogue.

## **Student Housing**

This institution has no responsibility to find or assist a student in funding housing.

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 \$1,500 a month. ([www.apartmentguide.com](http://www.apartmentguide.com))

### **Student Records and Transcripts**

Student records for all students are kept for five years. Transcripts and Certificates granted and the dates they were granted, are kept permanently. Students may inspect and review their educational records. To do so, a student should submit a written request identifying the specific information to be reviewed. Should a student find, upon review, that records that are inaccurate or misleading, the student may request that errors be corrected. In the event that a difference of opinion exists regarding the existence of errors, a student may ask that a meeting be held to resolve the matter. Each student's file will contain student's records including a copy of the signed enrollment agreement, school performance fact sheet, completion certificate granted, transcript of grades earned, high school diploma or GED, copies of all documents signed by the student including contract, instruments of indebtedness and document related to financial aid, leave of absence documents, financial ledger, refund information as applicable, complaints received from the student or student advisories related to academic progress. Transcripts will only be released to the student upon receipt of a written request bearing the student's live signature. No transcript will be issued until all tuition and other fees due the institute are paid current.

### **Professions – Requirements for Eligibility for Licensure**

Certification is a goal of these programs. No approval is required to provide this training or for a student to take the CompTIA certification exam associated with their program.

**CompTIA CERTIFICATION Students'** CompTIA certification is based upon their successful passing of the requisite CompTIA certification examination(s) and their compliance with the terms of this Agreement.

<https://www.comptia.org/testing/testing-policies-procedures/test-policies/comptia-candidate-agreement>

## Charges: Tuition & Fees

All fees are subject to change from time to time, without notice.

Program Name	Tuition	Registration Fee*	STRF*	Learning Materials (\$149 for one course or \$349 for all courses for 12 months) (non-refundable)	Total Program Charges
A+	\$2,500	\$250	\$2.50	\$149/\$349	\$2,901.50 / \$3,101.50
Network +	\$2,500	\$250	\$2.50	\$149/\$349	\$2,901.50 / \$3,101.50
Security +	\$2,500	\$250	\$2.50	\$149/\$349	\$2,901.50 / \$3,101.50
Linux +	\$2,500	\$250	\$2.50	\$149/\$349	\$2,901.50 / \$3,101.50
Cybersecurity Analyst +	\$3,500	\$250	\$2.50	\$149/\$349	\$3,901.50 / \$4,101.50

- \*Non-Refundable
- \*STRF fee - \$.50 cents per \$1,000 of institutional charges
- \*\* LabSim Fee \$349 for all courses for 12 months (non-refundable)

Program Name	Total Charges for the Current Period of Attendance	Estimated Total Charges for the Entire Educational Program
A+	\$2,901.50 / \$3,101.50	\$2,901.50 / \$3,101.50
Network +	\$2,901.50 / \$3,101.50	\$2,901.50 / \$3,101.50
Security +	\$2,901.50 / \$3,101.50	\$2,901.50 / \$3,101.50
Linux +	\$2,901.50 / \$3,101.50	\$2,901.50 / \$3,101.50
Cybersecurity Analyst +	\$3,901.50 / \$4,101.50	\$3,901.50 / \$4,101.50

## Faculty

**Eddie Lintz**

[eddie@able2work.org](mailto:eddie@able2work.org)

B.S. in Computer Science

M.S. Business Information Systems classes

7 years of job-related experience

2 years IT teaching experience

## Programs

<b>Name of Program</b>	A +
<b>Program Description</b>	Learn computer assembly, installation, support, upgrade, maintenance and repair in this 16-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. <i>(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).</i>
<b>Program Objectives</b>	Upon successful completion of this course, students will be able to: <ul style="list-style-type: none"> <li>• Identify the hardware components of personal computers and mobile digital devices.</li> <li>• Identify networking and security fundamentals.</li> <li>• Install, configure, and troubleshoot display devices.</li> <li>• Install and configure peripheral components.</li> <li>• Manage system components.</li> <li>• Manage data storage.</li> <li>• Identify the hardware and software requirements for client environment configurations.</li> <li>• Identify network technologies.</li> <li>• Install and configure networking capabilities.</li> <li>• Support mobile digital devices.</li> <li>• Support printers and multifunction devices.</li> </ul>
<b>Total Clock Hours</b>	96 Hours
<b>Is an Externship or Internship Required?</b>	No
<b>Graduation Requirements</b>	To complete this program a student must complete all prescribed modules of the program and earn a grade of “pass”.
<b>Job Classification</b>	This educational program is designed to prepare students for employment as a computer support specialist, desktop support technician, network support technicians, computer technicians, computer repair /maintenance technician, bench technician, hardware technicians, technical support technician, Information Technology technician, and cable technician. SOC CODE 15-1232
<b>Final Tests or Exams</b>	Yes. Students are evaluated through one final exam.

### Detailed outline of subject matter to be addressed

- 1.0: Computing Overview
- 2.0: PC Technician Responsibilities
- 3.0: System Components
- 4.0: Peripheral Devices
- 5.0: Storage
- 6.0: Networking
- 7.0: Wireless Networking
- 8.0: Printing
- 9.0: Mobile Devices
- 10.0: System Implementation
- 11.0: File Management
- 12.0: System Management

- 13.0: Security

<b>Name of Program</b>	<b>Network +</b>
<b>Program Description</b>	This 10-week course builds technical knowledge regarding computer network concepts, installation and configuration, media and topologies, management, and security that is required to diagnose, install and manage computer networks effectively. Students will gain the knowledge to pass the CompTIA Network+ Certification examination and the course will help students gain confidence to find employment as a Network Technician, Engineer or Administrator. This exam aids individuals in understanding network operations for those who are looking to take the Security+ exam.
<b>Program Objectives</b>	Upon successful completion of this course, students will understand: <ul style="list-style-type: none"> <li>• Basics of networking theory, concepts and networking methods</li> <li>• Basics of networking data delivery</li> <li>• Networking media, cabling and hardware</li> <li>• Networking protocols and the OSI model</li> <li>• Networking Operating Systems</li> <li>• TCP/IP fundamentals</li> <li>• Networking security, including preventing and responding to incidents</li> </ul>
<b>Total Clock Hours</b>	60 Hours
<b>Is an Externship or Internship Required?</b>	No.
<b>Graduation Requirements</b>	To complete this program a student must complete all prescribed modules of the program and earn a grade of “pass”.
<b>Job Classification</b>	Successful graduates will have the technical “know how” to apply for positions such as support specialist, desktop support technician, network support technicians, computer technicians, computer repair /maintenance technician, bench technician, hardware technicians, technical support technician, Information Technology technician, and cable technician. SOC 15-1231
<b>Final Tests or Exams</b>	Yes. Students are evaluated through one final exam.

**Sequential and detailed outline of subject matter to be addressed**

0.0: Introduction  
 1.0: Networking Basics  
 2.0: Cables and Connectors  
 3.0: Networking Devices  
 4.0: Ethernet  
 5.0: IP Configuration  
 6.0: Switch Management  
 7.0: Routing  
 8.0: Firewalls  
 9.0: Network Customization  
 10.0: Wireless Networking  
 11.0: Wide Area Networks (WANs)  
 12.0: Network Policies and Procedures  
 13.0: Network Security  
 14.0: Network Hardening

15.0: Network Management

16.0: Network Optimization

<b>Name of Program</b>	<b>Security +</b>
<b>Program Description</b>	Security+ training provides an excellent introduction to the security field. Preparing students to take the CompTIA Security+ certification, this course teaches students to assess the security of computer systems, recommend and implement solutions to improve security, build their awareness of laws and policies related to security and identify and respond to security events and incidents. Many jobs in our region require this certification and it is in demand for a wide range of IT positions. This course provides a solid foundation for those who wish to develop a career in cybersecurity.
<b>Program Objectives</b>	Upon successful completion of this course, students will be able to: <ul style="list-style-type: none"><li>• Identify the fundamental concepts of computer security</li><li>• Identify security threats and vulnerabilities</li><li>• Manage data, application, and host security</li><li>• Implement network security</li><li>• Identify and implement access control and account management security measures</li><li>• Manage certificates</li><li>• Identify and implement compliance and operational security measures</li><li>• Manage risk</li><li>• Troubleshoot and manage security incidents</li><li>• Plan for business continuity and disaster recovery</li></ul>
<b>Total Clock Hours</b>	60 Hours
<b>Is an Externship or Internship Required?</b>	No
<b>Graduation Requirements</b>	To complete this program a student must complete all prescribed modules of the program and earn a grade of “pass”. The institution will return student lessons or projects that are mailed within 10 days of receipt.
<b>Job Classification</b>	This course is intended for students wishing to prepare for the CompTIA Security+ Certification Exam. Because security is vital to all levels and job roles within an organization, it will benefit Desktop Support Specialists, Help Desk, IT Specialists, PC support analysts, application developers and those in many other roles in the IT industry. For those interested in working within the defense sector, this certification is a basic requirement for all support technicians. SOC 15-1299
<b>Final Tests or Exams</b>	Yes. Students are evaluated through one final exam.

**Sequential and detailed outline of subject matter to be addressed**

- 1.0: Introduction
- 2.0: Threats, Attacks, and Vulnerabilities
- 3.0: Physical
- 4.0: Networks and Hosts Design and Diagnosis
- 5.0: Devices and Infrastructure
- 6.0: Identity, Access, and Account Management
- 7.0: Cryptography and PKI



- 8.0: Wireless Threats
- 9.0: Virtualization, Cloud Security, and Securing Mobile Devices
- 10.0: Securing Data and Applications
- 11.0: Security Assessments
- 12.0: Incident Response, Forensics, and Recovery
- 13.0: Risk Management
- 14.0: Governance and Compliance

<b>Name of Program</b>	<b>Linux +</b>
<b>Program Description</b>	The CompTIA Linux+ certification provides a basic foundation for individuals to work and maintain Linux installations. Linux+ certification is valuable for those new to or currently working with the Linux operating system.
<b>Program Objectives</b>	<p>Upon successful completion of this course, students will be able to:</p> <ul style="list-style-type: none"> <li>• Identify basic Linux concepts and perform basic Linux tasks</li> <li>• Manage user and group accounts</li> <li>• Manage partitions and the Linux file system</li> <li>• Manage various files in Linux</li> <li>• Work with Linux permissions and ownership</li> <li>• Print files</li> <li>• Manage packages</li> <li>• Manage kernel services</li> <li>• Work with the Bash shell and shell scripts</li> <li>• Manage jobs and processes</li> <li>• Manage system services</li> <li>• Configure network services</li> <li>• Configure basic Internet services</li> <li>• Implement measures to secure a Linux system</li> <li>• Manage hardware associated with Linux systems</li> <li>• Troubleshoot Linux system issues</li> <li>• Install the Linux operating system</li> <li>• Configure the GUI</li> </ul>
<b>Total Clock Hours</b>	60 Hours
<b>Is an Externship or Internship Required?</b>	No.
<b>Graduation Requirements</b>	To complete this program a student must complete all prescribed modules of the program and earn a grade of “pass”.
<b>Job Classification</b>	<p>Successful graduates will have the technical “know how” to apply for positions such as Linux Systems Administrator, Associate Linux Systems Engineer, Linux Systems Engineer and Red Hat Linux Administrator. Some other job titles that may require Linux skills include:</p> <p>computer support specialist, enterprise desktop support technician, network support technicians, computer technician., technical support technician, and Information Technology technician. SOC 15-1244</p>
<b>Final Tests or Exams</b>	Yes. Students are evaluated through one final exam.

**Sequential and detailed outline of subject matter to be addressed**

- 0.0: Linux Pro Introduction
- 1.0: Linux Overview

- 2.0: Using Linux
- 3.0: Installation and Localization
- 4.0: Boot and Shutdown
- 5.0: Graphical User Interfaces and Desktops
- 6.0: Software Installation
- 7.0: Users and Groups
- 8.0: Disk and File System Management
- 9.0: Hardware Installation
- 10.0: Processes and System Services
- 11.0: System Monitoring
- 12.0: Networking
- 13.0: Cloud and Virtualization
- 14.0: Scripting and Automation
- 15.0: Security

<b>Name of Program</b>	<b>Cybersecurity Analyst +</b>
<b>Program Description</b>	CompTIA's Cybersecurity Analyst+ training teaches students to apply behavioral analytics to improve the overall state of IT security, providing critical knowledge and skills that are required to prevent, detect and combat cybersecurity threats. The TestOut CyberDefense Pro course will be used to prepare students to take the CySA+ exam.
<b>Program Objectives</b>	Upon successful completion of this course, students will be able to: <ul style="list-style-type: none"> <li>• Manage risks and vulnerabilities</li> <li>• Configure and use threat detection tools</li> <li>• Understand roles, responsibilities, and the security framework</li> <li>• Perform data analysis and interpret the results to identify areas of concern</li> <li>• Avoid, prevent, and respond to security incidents</li> <li>• Contain and eradicate threats</li> <li>• Understand security architecture, policies, and procedures</li> <li>• Better secure and protect applications and systems</li> </ul>
<b>Total Clock Hours</b>	60 Hours
<b>Is an Externship or Internship Required?</b>	No.
<b>Graduation Requirements</b>	To complete this program a student must complete all prescribed modules of the program and earn a grade of "pass".
<b>Job Classification</b>	This educational program is designed to prepare students for employment as IT Security Analyst, Security Operations Center (SOC) Analyst, Vulnerability Analyst, Cybersecurity Specialist, Threat Intelligence Analyst, Incident Response Handler, Threat Hunter, Applications Security Analyst, Compliance Analyst, and Security Engineer. SOC CODE 15-1299
<b>Final Tests or Exams</b>	Yes. Students are evaluated through one final exam.

#### **Detailed outline of subject matter to be addressed**

- 1.0: Threat Analysis
- 2.0: Risk Mitigation
- 3.0: Social and Physical Security
- 4.0: Reconnaissance

- 5.0: Enumeration
- 6.0: Vulnerability Management
- 7.0: Identity Access Management Security (IAM)
- 8.0: Cybersecurity threats
- 9.0: Infrastructure Security
- 10.0: Wireless and IOT Security
- 11.0: Infrastructure Analysis
- 12.0: Software Assurance
- 13.0: Data Analysis
- 14.0: Incident Response

## **REQUIRED DISCLOSURES**

- The policy of this institution is to update the official school catalog annually, in January of each year.
- Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.
- This institution makes its current catalog and current program brochures available to the public at no charge. Individuals who wish to obtain a copy can make arrangements by simply calling the school's office.
- This institution is a private institution. The school was granted institutional approval to operate by the Bureau of Private Post-Secondary Education (BPPE) and the California Department of Consumer Affairs (DCA). The Bureau's approval means compliance with state standards set forth in CEC and 5, CCR. This approval does not mean that: (1) the institution or its educational programs are endorsed or recommended by the state or by the bureau. Nor that (2) the approval to operate indicates that the institution exceeds minimum state standards as set forth in this chapter.
- This institution has not had a pending petition in bankruptcy, is not operating as a debtor in possession and has not filed a bankruptcy petition within the preceding five years nor has 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.
- 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.
- If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds.
- Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 North Market, Suite 225 Sacramento, CA 95834, P.O. Box 980818, West Sacramento, CA 95798, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll free telephone number (888) 370-7589 Fax (916) 263-1897.
- A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site [www.bppe.ca.gov](http://www.bppe.ca.gov).