Vista IT

Training

Vista IT Training

441 W Pomona Blvd. Monterey Park CA 91754
Office: (626) 872-2922   Fax: (626) 872-2933
www.vistait.com
info@vistait.com

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

Licensed by the California BPPE
School Code #86815186

Table of Contents

3 School Location

Vista IT Training
441 W Pomona Blvd. Monterey Park, CA 91754
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4 BPPE License

Vista IT Training is a private institution, that it is approved to operate by the bureau, and that approval to operate means compliance with state standards as set forth in the CEC and 5, CCR

5 Questions

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 N. Market Blvd. Ste 225 Sacramento CA 95834, P.O. Box 980818, West Sacramento, CA 95708-0818. www.bppe.ca.gov, Telephone and Fax #'s (888) 370-7589, (916) 574-8900 or by fax (916) 263-1897

6 Review Documents

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.
Pursuant to CEC § 94909(a)(3)(B)

6-1 Office of Student Assistance and Relief
The Office of Student Assistance and Relief is available to support prospective students, current student or past students of private postsecondary educational institutions in making inform decisions, understanding their right, and navigating available services and relief options. The office may be reached by calling (888) 370-7589, option #5 or by visiting https://osar.bppe.ca.gov/
Pursuant to CEC § 94909(a)(3)(D)

7 Complaints

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.

8 Address of Instructional Location

Vista IT Training
441. W Pomona Blvd. Monterey Park, CA 91754

9 Programs

Both the schedule of total charges for a period of attendance and an estimated schedule of total charges for the entire educational program. Pursuant to CEC § 94909(a)(9)

All programs are on site in a classroom using computers.

Course Name & US Department of Labor's SOC codes	Course Description Class Name or Class Number (Hours)	Course Length (Hrs.)	Tuition (Dollars)
Cisco Certified Network Associate (CCNA)	Cisco certification validates an individual's achievement, so it increases the student's professional credibility by ensuring high standards of technical expertise. The Cisco Certified Network Associate	36	$1,100

May be leads to employment as a Network Administrator. **SOC codes: 15-1231**	(CCNA) certification indicates knowledge of networking for the small office/home office market and the ability to work in small businesses or organizations whose networks have fewer than 100 nodes. Students who complete this course will be eligible to take an exam for CCNA		
Certified Wireless Network Administrator (CWNA) **May be leads to employment as a Network Administrator.** **SOC codes: 15-1231**	Certified Wireless Network Administrator (CWNA) certification. It is the base certification for Enterprise Wi-Fi within the CWNP family of certifications and a springboard toward earning your security, design, analysis and network expert certifications. Students who complete this course will be eligible to take an exam for CWNA	30	$850
CompTIA Certified Preparation: A+ **May be leads to employment as a Computer Support Specialist.** **SOC codes: 15-1232**	Vista IT Training offers a variety of courses that provide real-world skills to entry-level computer service technicians and networking professionals around the world. Delivered in a classroom setting, our CompTIA programs help a wide range of IT professionals get certified in the CompTIA testing program of their choice. A+ Certification is a testing program sponsored by CompTIA that certifies the knowledge and technical competency of entry-level computer service technicians. A+ Certification is a non-vendor, non-product specific certification program. It provides industry-recognized and valuable credentials that may open doors with prospective employers or lead to job advancement opportunities. The program is supported by major computer hardware and software vendors, distributors, resellers, and publications. Students who complete this course will be eligible to take an exam for A+	30	$850
CompTIA Certified Preparation: Network+ **May be leads to employment as a Computer Support Specialist.**	Vista IT Training offers a variety of courses that provide real-world skills to entry-level computer service technicians and networking professionals around the world. Delivered in a classroom setting, our CompTIA programs help a wide range of IT professionals get certified in the CompTIA testing program of their choice. Network+ Certification is a testing program sponsored by CompTIA that is geared toward technicians with 18 to 24 months' experience in the IT industry. Network+ Certification is a non-vendor, non-product specific certification program that validates your knowledge as	30	$850

SOC codes: 15-1231	a networking professional and demonstrates a wide range of skills required in today's network environments. The program was developed with the support of major computer hardware and software vendors, distributors, resellers, and publications in the industry. Students who complete this course will be eligible to take an exam for Network+		
CompTIA Certified Preparation: Linux+ **May be leads to employment as a Computer Support Specialist.** **SOC codes: 15-1232**	Vista IT Training offers a variety of courses that provide real-world skills to entry-level computer service technicians and networking professionals around the world. Delivered in a classroom setting, our CompTIA programs help a wide range of IT professionals get certified in the CompTIA testing program of their choice. Linux+ Certification is a testing program sponsored by CompTIA that certifies the knowledge and technical competency of entry-level computer service technicians. Linux+ Certification is a non-vendor, non-product specific certification program. CompTIA Linux+ Powered by LPI certifies foundational skills and knowledge of Linux system administration. With Linux being the central operating system for much of the world's IT infrastructure, Linux+ is an essential credential for individuals working in IT. Students who complete this course will be eligible to take an exam for Linux+	30	$850
CompTIA Certified Preparation: Security+ **May be leads to employment as a Computer Support Specialist.** **SOC codes: 15-1212**	Vista IT Training offers a variety of courses that provide real-world skills to entry-level computer service technicians and networking professionals around the world. Delivered in a classroom setting, our CompTIA programs help a wide range of IT professionals get certified in the CompTIA testing program of their choice. Security+ is a vendor-neutral, security certification program that enables individuals to acquire the initial skills needed for an Information Security Professional and to gain Security+ certification. Students who complete this course will be eligible to take an exam for Security+	30	$850
Computer Basics: Beginning **Does not lead to employment.**	Quickly teach students exactly what they need to know about using the latest version of Windows — one step at a time! You'll learn how to: customize the way your PC looks and works; browse the Web; send/receive e-mail; run programs and play games; and more.	20	$360

SOC codes: 15-1231			
Computer Basics: Intermediate **Does not lead to employment.** SOC codes: 15-1231	Quickly teach students exactly what they need to know about using the latest version of Windows — one step at a time! You'll learn how to: manage files and folders; share digital photos and create slide shows – even make a movie; hook up printers; and more.	20	$360
Computer Basics: Advanced **Does not lead to employment.**	Quickly teach students exactly what they need to know about using the latest version of Windows — one step at a time! You'll learn how to: hook up printers, wireless routers, and other devices; burn CD-ROMs and DVDs; configure privacy and security settings; perform easy tune-up, fix some common problems; and more.	20	$360
Microsoft Certified Solutions Developer (MCSD) – Web Application **May be leads to employment as a Computer Software Engineer (Applications)** SOC codes: 15-1252	The Microsoft Certified Solutions Developer (MCSD) credential provides industry recognition for professional developers who build powerful applications using Microsoft Visual Studio. Responsibilities include implementing requirements, developing, testing, deploying and maintaining department-level applications components, Web or desktop clients, or back-end data services by using Microsoft tools and technologies. Using Microsoft development tools, technologies and platforms, the MCSD is qualified to design and develop custom business solutions. Classes: 70-480 (30hr), 70-486 (30hr), 70-487 (30hr) Students who complete this course will be eligible to take an exam for MCSD	90	$2,700
Microsoft Certified Solutions Associate (MCSA) – SQL Server **Mat be leads to employment as a Database Administrator.** SOC codes: 15-1242	Microsoft Certified Solutions Associate (MCSA) Certification credential is the premier certification for professionals who implement and administer Microsoft SQL Server™ databases. By earning the premier Database Administrator credential, individuals are demonstrating that they have the skills necessary to lead organizations in the successful design, implementation and administration of Microsoft SQL Server databases. Classes: 70-762 (30hr), 70-765 (30hr) & 70-768 (30hr) Students who complete this course will be eligible to take an exam for MCSA-SQL	90	$2,700
Microsoft Certified Solutions Expert (MCSE) – Windows Server	The Microsoft Certified Solutions Expert (MCSE): Server Infrastructure certification validates that you have the skills needed to run a highly efficient and modern data center, with expertise in identity	150	$2,999

Mat be leads to employment as a Systems Administrator, Network Administrator. **SOC codes: 15-1244**	management, systems management, virtualization, storage, and networking. Classes: 70-410 (30hr), 70-411 (30hr), 70-412 (30hr), 70-413 (30hr), & 70-414 (30hr) Students who complete this course will be eligible to take an exam for MCSE		
Microsoft Word **Does not lead to employment.**	The Office Applications Training program is globally recognized as the standard for demonstrating desktop skills with the Microsoft® Office System of business productivity applications, such as Microsoft Word, Excel, PowerPoint, and Outlook. Microsoft Office Word is becoming a basic requirement at modern office work. This course provides a systematical review for anyone who would comprehensively learn essential tools and techniques of Microsoft Office Word. And you'll discover the new features of menus, tools, and resources to help you get more done and work more effectively in your office, at home, or on the road.	24	$360
Microsoft Excel **Does not lead to employment.**	The Office Applications Training program is globally recognized as the standard for demonstrating desktop skills with the Microsoft® Office System of business productivity applications, such as Microsoft Word, Excel, PowerPoint, and Outlook. Microsoft Office Excel is becoming a basic requirement at modern office work. This course provides a systematical review for anyone who would comprehensively learn essential tools and techniques of Microsoft Office Excel. And you'll discover the new features of menus, tools, and resources to help you get more done and work more effectively in your office, at home, or on the road.	24	$360
Microsoft PowerPoint **Does not lead to employment.**	The Office Applications Training program is globally recognized as the standard for demonstrating desktop skills with the Microsoft® Office System of business productivity applications, such as Microsoft Word, Excel, PowerPoint, and Outlook. Microsoft Office PowerPoint is becoming a basic requirement at modern office work. This course provides a systematical review for anyone who would comprehensively learn essential tools and techniques of Microsoft Office PowerPoint. And you'll discover the new features of menus, tools, and resources to help you get more done and work more effectively in your office, at home, or on the road.	24	$360

Microsoft Outlook **Does not lead to employment.**	The Office Applications Training program is globally recognized as the standard for demonstrating desktop skills with the Microsoft® Office System of business productivity applications, such as Microsoft Word, Excel, PowerPoint, Access and Outlook. Microsoft Office Outlook is becoming a basic requirement at modern office work. This course provides a systematical review for anyone who would comprehensively learn essential tools and techniques of Microsoft Office Outlook. And you'll discover the new features of menus, tools, and resources to help you get more done and work more effectively in your office, at home, or on the road.	24	$360
Oracle Certified Professional (OCP) **Mat be leads to employment as a Database Administrator.** **SOC codes: 15-1242**	The Oracle Certified Professional (OCP) Program gives you a distinct advantage in an intensely competitive marketplace. By demonstrating a high level of competence using Oracle products, you will earn an industry-recognized, job-role related credential that can help distinguish you as a proven performer. Being an OCP gives you more visibility and greater access to the industry's most challenging opportunities. Classes: 1Z0-007 (18hr), 1Z0-031 (18hr), 1Z0-032 (18hr), 1Z0-033 (18hr) Please Note: In order to maintain a high level of quality associated with the OCP credential and to protect the investment of candidates who obtain the credential, Oracle requires candidates to complete a hands-on course. To meet the Oracle9i Hands-on Course Requirement, candidates must attend their chosen course at an Oracle University training center or at an Oracle Authorized Education Center or Authorized Partner. Students who complete this course will be eligible to take an exam for OCP	72	$2,520
Current IT Developments **Does not lead to employment.** **SOC codes: 15-1211**	Research methods and technologies in current IT Developments. Instructors' presentations covering current topics, research advances, updating of concepts and verifications of principles of Information Technology. (Examples: Crystal Reports, Migrating from Windows NT Server 4.0 to Windows Server 2003/2008, Case Study of ASP .NET, Enterprise Security Issues for Owners /Managers, and Wireless Security) C++	18	$1,080

Website and Graphic Designs **Mat be leads to employment as a Web page and Graphic Designer.** **SOC codes: 15-1255**	This course will prepare students to create Internet Web pages for personal and business purposes. Students will learn basic internet concepts, using an Internet browser, and Web pages creation. Emphasis is placed on learning Microsoft FrontPage, using and editing graphic files, and creating various types of Web pages. This course also teaches the skills necessary to create business graphics for Web pages. Topics include graphic file format used on Web pages, designing various Web components with a graphical editor, such as Dreamweaver and Flash, and using graphical elements in the design of Web pages. Prerequisite: Familiar with Microsoft Office user interface or its equivalent. Classes: Beginner (24h), Intermediate/Advanced (24h)	48	$960
Java Programming (I) **May be leads to employment as a Java programmer** **SOC codes: 15-1252**	This course provides students with the knowledge and skills necessary for object-oriented programming of advanced Java applications. In this course, students learn the Java programming language syntax and object-oriented concepts, as well as more sophisticated features of the Java runtime environment, such as support for GUIs, multithreading, and networking. This course covers the prerequisite knowledge for preparation for the Sun Certified Programmer for the Java™ Platform (SCJP) examination. Students who complete this course will be eligible to take an exam for Java	30	$850

10 Professions – Requirements for Eligibility for Licensure
None of the educational services offered lead to occupations that require licensure.

11 Faculty

Mr. Ho, Oscar K.
> MCAD, MCDBA, OCP, Linux+
> Master of Science in Computer Science, University of Texas A & M at Commerce
> Bachelor of Science in Chemical Engineering, National Taiwan University (Taipei, Taiwan)

Mr. Yung, Brian S.
> CCNA, CCNP, MCSE, MCP, Security+, A+
> Bachelor of Science in Mechanical Engineering, Feng Chia University (Taichung, Taiwan)
> Bachelor of Science in Electric Engineering, St. John's & Mary's Institute of Technology (Taipei, Taiwan)

Mr. Wang. Duke
> Sun Certified Java Programmer
> Bachelor of Science in Instructional Technology, Shanghai Normal University

12 Admissions Policies (general)
The general criteria for admission are:

1. Student must have graduated from high school, or earned a GED and be at least 18 years of age.
2. Student must achieve a qualifying score on the school's entrance test.
3. At the student's option, this institution accepts payment for all applicable fees, as per the current published fee schedule prior to the issuance of an enrollment contract.
4. This institution does not award credit for satisfactory completion of CLEP or other comparable examinations. This institution does not award credit for experiential learning.
5. No Ability to Benefit Students will be admitted. At least a high school graduation or its equivalent—passing of 12th grade, is required.
6. This institution has not entered into an articulation or transfer agreement with any other college or university.

13 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. For a 5 weeks curriculum if students choose to drop the course after a week the remaining 4 weeks of tuition will be refunded back. If student drops the course after half of course completed the remaining tuition for the other half will still be refunded. Cancellation is effective on the date written notice of cancellation is sent. The institution shall make the refund as per the calculation consistent with the California Code of Regulations. If the institution delivered the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the materials.

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.

How to Cancel

A notice of cancellation shall be in writing, and a withdrawal 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 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. The institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars ($250).

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

The amount owed to the student equals the institutional charge for the instruction divided by the total number of clock hours in the period of attendance multiplied by the number of clock hours the student has not attended prior to withdrawal. No refunds are due once the student has received 60% of the clock hours of instruction in any given period of attendance.

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.

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 N. Market Blvd. Ste 225 Sacramento CA 95834, P.O. Box 980818, West Sacramento, CA 95708-0818. www.bppe.ca.gov, Telephone and Fax #'s (888) 370-7589, (916) 574-8900 or by fax (916) 263-1897

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

14 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 grade point average will be monitored at the end of each enrollment period as the grades are posted. Should the student's GPA fall below that required for graduation, a student may be placed on academic probation. This will result in a formal advisory, which will be sent to the student by mail, explaining the reason for the probation. After the completion of the currently enrolled term, the student will have two additional terms to bring his or her grade point average up to or exceeding 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.

15 Attendance Policy – All Programs

This institution requires that a student attend a minimum of 80% of scheduled class, laboratory and other such assigned hours.

16 Leaves of Absence

Should circumstances be such that a leave of absence is to be requested, a student must submit an application for a leave of absence. At the discretion of the Chief Academic Officer, a leave may be granted for a reasonable time, as warranted by the circumstances. If a student repeatedly resorts to the use of a leave of absence, and if such applications show a pattern of delays, or should the issuance of a leave of absence be such that it would significantly interfere with the planned completion of a program of study, the Chief Academic Officer may, in his/her sole discretion, dismiss a student from the program and issue the appropriate refunds as may be required.

17 Total Charges: Tuition & Fees

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

Course	Total Hrs.	Tuition for Partial Attendance (Under 3 Total Hrs.)	Tuition	Books & Equipment	Registration Fee	STRF Fee	Total	Total for Partial Attendence (Under 3 Total Hrs.)
Cisco Certified Network Associate (CCNA)	36	$61.11	$1,100	$38.95	$35.00	$0	$1,173.95	$135.06
Certified Wireless Network Administrator (CWNA)	36	$47.22	$850	$54.95	$35.00	$0	$939.95	$137.17
CompTIA Certifications Preparation: A+	30	$56.67	$850	$54.95	$35.00	$0	$939.95	$146.62
CompTIA Certifications Preparation: Network+	30	$56.67	$850	$47.50	$35.00	$0	$932.50	$139.17
CompTIA Certified Preparation: Linux+	30	$56.67	$850	$47.50	$35.00	$0	$932.50	$139.17
CompTIA Certifications Preparation: Security+	30	$56.67	$850	$24.95	$35.00	$0	$909.95	$116.62
Computer Basics: Beginners	20	$36.00	$360	$13.50	$35.00	$0	$408.50	$84.50
Computer Basics: Intermediate	20	$36.00	$360	$13.50	$35.00	$0	$408.50	$84.50
Computer Basics: Advanced	20	$36.00	$360	$25.50	$35.00	$0	$420.50	$96.50
Microsoft Certified Solutions Developer (MCSD) – Web Application	90	$60.00	$2,700	$87.00	$35.00	$0	$2,822.00	$182.00
Microsoft Certified Solutions Associate (MCSA) – SQL Server	90	$60.00	$2,700	$119.98	$35.00	$0	$2,854.98	$214.98
Microsoft Certified Solutions Expert (MCSE) – Windows Server	150	$39.99	$2,999	$234.45	$35.00	$0	$3,268.45	$309.44
Microsoft Office Applications: Word	24	$30.00	$360	$16.50	$35.00	$0	$411.50	$81.50
Microsoft Office Applications: Excel	24	$30.00	$360	$16.50	$35.00	$0	$411.50	$81.50
Microsoft Office Applications: PowerPoint	24	$30.00	$360	$16.50	$35.00	$0	$411.50	$81.50
Microsoft Office Applications: Outlook	24	$30.00	$360	$15.95	$35.00	$0	$410.95	$80.95
Oracle Certified Professional (OCP)	72	$70.00	$2,520	$90.95	$35.00	$0	$2,645.95	$195.95
Current IT Developments	18	$120.00	$1,080	N/A	$35.00	$0	$1,115.00	$155.00
Website and Graphics Designs	48	$40.00	$960	$16.50	$35.00	$0	$1,011.50	$91.50
Java Programming	30	$56.67	$850	N/A	$35.00	$0	$885.00	$91.67

18 Policies and Procedures Regarding Financial Aid (Title IV)

The school does not provide either State or Federal financial aid.

19 Loan Repayment

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 moneys not paid from federal student financial aid program funds.

20 Financial Stability – Bankruptcy History

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 last five years. It 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

21 Placement Services

This institution does not provide placement assistance.

22 STRF Disclosure

STRF Fee (California Residents, Non refundable, $2.5.00 per $1,000.00 of tuition)
§ 76215. Student Tuition Recovery Fund Disclosures.
(a) A qualifying institution shall include the following statement on both its enrollment agreement and school catalog:

"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."

(b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog:

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

To be eligible for STRF, you must be a California resident or 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.

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, 94924 and 94925, Education Code.

23 NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

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

25-1 Beginning and End Dates

January 1, 2022 through December 31, 2022

25-2   Mission, All Programs, & Training Outcomes

The mission of this institution is to provide a high quality educational experience to each enrolled student. Our goal is to have each student acquire the essential attributes and skills necessary to obtain employment as IT professionals. Our programs provide focused and intensive training to prepare students for careers as Network and Computer Systems Administrators, Application Software Programmers, Database Administrators, and other IT professions. Part of our mission is to convey to students the importance of continuing education.

25-3   Visa Related Services

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

25-4 Language Proficiency

The following apply to students for whom English is not their primary language:
For a student whose high school or equivalent coursework was not completed in English, and for whom English was not a primary language, we will seek a score of 500 on the paper-test, 163 on the computer test and 61 on the Internet-based test (iBT) on a TOEFL. The TOEFL 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, the TOEFL requirement does not apply to students who have completed coursework, in English, at the college level.

25-5 Language of Instruction

Instructions will be given in no language other than English.

25-6   Financial Aid

The school does not provide either State or Federal financial aid.

25-7   Experiential Credit

This institution does not award credit for prior experiential learning.

25-8   Grades and Standards for Student Achievement - Satisfactory Progress

Grades are awarded on a traditional A, A-, B+, B, B- ... F system. The minimum passing grade is a D-. The minimum allowable grade point average to maintain satisfactory progress is a C, or 2.0.

In calculating a student's grade point average, the following policy applies:

A	4 Grade Points	A-	3.67 Grade Points
B+	3.33 Grade points	B	3 Grade Points
B-	2.67 Grade Points	C+	2.33 Grade Points
C	2 Grade Points	C-	1.67 Grade points
D+	1.33 Grade Points	D	1 Grade Point
D-	0.67 Grade Points	F	0.00 Grade Points

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

I Incomplete   If the course has not been completed, the instructor may grant an I on 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.

Withdraw   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. The student may withdraw from any course before the end of the term. At the end of the term, the instructor may withdraw the student from the course 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.

25-9   Description of the Facilities & Type of Equipment Used for Instruction

Located in a one-story building in the downtown area of Monterey Park, Vista IT Training consists of 2,400 square feet. The school has an office, a library, and a computer-based training classroom. Ample parking is available on the premises. Personal computers, network computers and servers along with standard peripherals are utilized. The school also provides both wired and wireless high-speed Internet access.

25-10 Library Resources

The school's library is stocked with various IT-related reference books, periodicals and multi-media materials. In addition, students can avail themselves of the PCs in the school's computer lab to conduct research on the Internet. Students can borrow those material in Library room when they are in school.

25-12 Student Services

This institution does not provide orientations, 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 institution will provide assistance in identifying appropriate professional assistance in the student's local community but does not offer personal counseling assistance.

25-13 Student Housing

- This institution does not operate dormitories or other housing facilities. This institution does not provide assistance to students in finding housing.
- Hilton hotels is in Los Angeles/ San Gabriel.   An estimation of the range of cost is $300 to $550 per room.
- A statement that the program is "non- residential" does not satisfy this subparagraph.

25-14 Student Grievance Procedures

This institution is dedicated to fair dealing and professional conduct. Should any student have a complaint, the student is asked to discuss the matter directly with an instructor or administrator. That instructor or administrator will engage in an informal process endeavoring to settle the dispute in good faith. That informal process will involve three steps: 1: an effort to define the problem, 2: an effort to identify acceptable options for resolution, and 3: an attempt to resolve the conflict through the application of one or more of those options for resolution. The student may thereafter choose to file a written complaint directly with the institution's Chief Academic Officer who will work to resolve the matter. The Chief Academic Officer is the individual designated to resolve student complaints. That individual will investigate all formal (written) complaints, endeavor to resolve all such complaints, and record an entry into the institution's official log. The formal process will involve 1. The student's submission of a written description of the specific allegations and the desired remedy, accompanied by any available documentary items. The filing deadline is 60 days after the beginning date of the term following that in which the dispute(s) occurred or are alleged to have occurred. 2. The student may terminate the formal process should, in the interim, the informal process produce a satisfactory resolution. 3. The Chief Academic Officer will notify all parties involved of the receipt and nature of the grievance. If a policy is being grieved, the administrator responsible for the policy will be notified. 4. A timeline for resolution will be delivered to the principles by the Chief Academic Officer. 5. Interested parties will communicate with the CAO in order to make recommendations to resolve the grievance. 6. The party responsible for implementing the selected method of resolution will notify the principals of the decision reached. In the event that a student does not agree to the resolution proposed, the student retains the right to file a complaint with the Bureau for Private Postsecondary Education, Sacramento, CA.

25-15 Student Records and Transcripts

Student records for all students are kept for five years. Transcripts 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 transcript of grades earned. The first copy of the official transcript is provided at no charge. Subsequent copies are available upon advance payment of the transcript fee of $25.00 for two copies. 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 institution are paid current.

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 institution. 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 within10 days after meeting with both the chair of the department in which the student is enrolled 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

Vista IT Training is committed to assuring full academic freedom to all faculty. Confident in the qualifications and expertise of its faculty members, the college encourages its faculty members 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 institution, methods for which the institution has received oversight approval.

Vista IT Training 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 address 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.

English as a Second Language Instruction

This institution does not provide ESL instruction.

Accreditation

This institution is not accredited by an agency recognized by the United States Department of Education (USDE), and this Institution's students are therefore not eligible for federal financial aid programs.

The institution or any of its degree programs are not accredited by an accrediting agency recognized by the United States Department of Education. Please know the limitations of the degree program, including, but not limited to, all of the following:

(A) Whether a graduate of the degree program will be eligible to sit for the applicable licensure exam in California and other states.
(B) A degree program that is unaccredited or a degree from an unaccredited institution is not recognized for some employment positions, including, but not limited to, positions with the State of California.
(C) That a student enrolled in an unaccredited institution is not eligible for federal financial aid programs

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