CIAT CALIFORNIA INSTITUTE OF
APPLIED TECHNOLOGY

2025
COURSE
CATALOG

JAN 1 - DEC 31

"DREAM BIG. SET GOALS. TAKE ACTION."

Contact Us   (877) 559-3621   ciat.edu   info@ciat.edu

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refer to the latest catalog from the CIAT website rather than rely on print or electronic document versions that may be out of date.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

Letter from the President / CEO

Welcome to California Institute of Applied Technology (CIAT)!

CIAT's Degree and Certificate programs teach the skills and practical knowledge required to gain employment or advance in the field of Information Technology.

CIAT was established in 2008 and continues to innovate year after year. We strive to provide students with a unique and innovative approach to higher education – one that prepares you with the technical skills to meet the demands of today's competitive workforce.

As a small, fast-growing school, we pride ourselves in providing personalized attention and building thoughtful relationships with students to help you reach your career milestones.

As you are committed to improving your knowledge, skills, and career opportunities, we are committed to supporting you each day. We encourage regular feedback from students. Feel free to reach out to me directly if you have an idea that would support your academic goals or would like to pay a compliment to one of our team members: <feedback@ciat.edu>

Thank you for choosing CIAT! We will do everything in our power to assist you in achieving your goals.

Jamie Doyle

President/Founder

Jamie Doyle

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OVERVIEW

Why Choose CIAT?

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

CIAT Mission Statement

California Institute of Applied Technology is committed to deliver innovative educational programs and personalized solutions to empower students for rewarding careers.

Catalog

Any questions a student may have regarding this catalog or the institution, that have not been satisfactorily answered by the institution, may be directed to the **New Mexico Higher Education Approval at 2044 Galisteo Street Ste 4, Santa Fe, NM 87505; 505-476-8400; HigherED.Info@hed.mn.gov**.

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

Catalog Changes

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

Statement of Ownership

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

Bankruptcy

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

Accreditation, Approvals and Affiliations

New Mexico Higher Education Approval

California Institute of Applied Technology is a private institution approved to operate by the New Mexico Higher Education Approval. Approval to operate means the institution is compliant with the minimum standards contained in the New Mexico Higher Education.

Accreditation

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

Other Approvals and Partnerships

1. Member of Microsoft IT Academy
2. Member of Cisco Networking Academy
3. CompTIA Authorized Academy
4. VMware Academy
5. Member of EC-Council
6. Member of the Albuquerque City Chamber of Commerce

Campus Locations and Contact Information

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

1717 Louisiana Blvd NE Ste 208, Albuquerque, NM, 87110

The campus offers a modern and accessible learning environment in the heart of the city. Located near the bustling Uptown area, it provides students with proximity to popular attractions such as the ABQ Uptown shopping center, Coronado Center, and a variety of dining and entertainment options. This prime location enhances the student experience by combining quality education with convenient access to local amenities.

Program / Course Schedules

CIAT's 5-week terms are designed to accommodate students who have full time jobs and family commitments by balancing the resident and IDL requirements to better suit your scheduling and learning needs.

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

Schedules for courses offered during 2025 can be obtained from an Admissions Advisor by calling 877-559-3621 or emailing info@ciat.edu.

Hours of Operation and Availability

CIAT offers both online and on campus administration hours. Closed Sundays and Major Holidays. Office hours are as follows. All times are Mountain Standard Time.

Online
Monday – Friday: 9:00AM – 7:00PM

Campus (Open only during 5th week of each term)
Tuesday – Friday: 11:00AM to 3:00PM Tuesday;
                                    to 7:00P Wednesday
                                    to 7:00PM Thursday
                                    to 7:00PM Friday

Degrees and Certificates Awarded

Upon completion of one of our Degree Programs, the student will receive an Associate of Applied Science Degree for the program in which they enrolled. Please note that CIAT is participating in ACCET's pilot to approve applied Bachelor's Degree programs in advance of ACCET's application for an expansion of scope. For more information, please see the Degree Programs section of this catalog. The following programs are offered during 2025:

- Associate of Applied Science in Computer Information Systems (AASCIS)
- Associate of Applied Science in Software Development (ASD)

Upon completion of one of our Certificate Programs, the student will receive a Certificate of Program Completion for the program in which they enrolled. Please see the Certificate Programs section of this catalog for information on the certificate to be awarded and the courses included in the various programs. The following programs are offered during 2025:

- Certificate in Computer Information Systems (CCIS)
- Certificate as Computer Technician (CCT)
- Certificate as Networking Technician (CNT)

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

CIAT Continuing Education and Professional in IT is 40 hours in length and is conducted on a five-day, eight-hour-per-day basis, unless other arrangements are made. The CE&P course is charged at the rate of $2,640 per 40-hour course plus associated exam and technology fees.

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

Student Portal

The CIAT Student Portal, powered by Microsoft Dynamics, allows students to track their course registrations, grades, and attendance and should be utilized to monitor academic progress throughout the program. Students can access the Student Portal at any time through the internet with a unique user ID and password. Students will be provided with a username and initial password after completing their enrollment.

No changes to a student's academic record can be made through the Student Portal. Please email studentservicesteam@ciat.edu or call 877-559-3621 to report any information that you believe is incomplete, inaccurate, or incorrect, or to ask for an explanation of the information presented to request assistance.

ACADEMIC CALENDAR 2025

	Term Information	Day of the Week
January 6	**Term #1 – First day of classes**	Monday
January 20	Martin Luther King Day – Campus Closed	Monday
February 8	Term #1 – Last day of classes	Saturday
February 10	**Term #2 – First day of classes**	Monday
February 17	Presidents' Day – Campus Closed	Monday
March 15	Term #2 – Last day of classes	Saturday
March 16 – 23	Academic Break	Sunday – Sunday
March 24	**Term #3 – First day of classes**	Monday
April 26	Term #3 – Last day of classes	Saturday
April 28	**Term #4 – First day of classes**	Monday
May 26	Memorial Day – Campus Closed	Monday
May 31	Term #4 – Last day of classes	Saturday
June 1 – 8	Academic Break	Sunday – Sunday
June 9	**Term #5 – First day of classes**	Monday
June 19	Juneteenth – Campus Closed	Thursday
July 4	Independence Day – Campus Closed	Friday
July 12	Term #5 – Last day of classes	Saturday
July 14	**Term #6 – First day of classes**	Monday
August 16	Term #6 – Last day of classes	Saturday
August 17 – August 24	Academic Break	Sunday – Sunday
August 25	**Term #7 – First day of classes**	Monday
September 1	Labor Day – Campus Closed	Monday
September 27	Term #7 – Last day of classes	Saturday
September 29	**Term #8 – First day of classes**	Monday
November 1	Term #8 – Last day of classes	Saturday
November 3	**Term #9 – First day of classes**	Monday
November 11	Veterans Day – Campus Closed	Tuesday
November 23-28	Thanksgiving Break – Campus Closed	Monday – Saturday
December 13	Term #9 – Last day of classes	Saturday
December 15 – 19	Academic Break	Monday - Friday
December 20 – January 4	Christmas & New Year Break – Campus Closed	Saturday - Sunday

ADMISSIONS

Admission Requirements

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

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

CIAT will accept as a recognized equivalent of secondary education a GED, passing score on the New Mexico High School Proficiency Exam, a DD214 that indicates high school equivalency, a degree issued to the student that indicates the high school graduation, a certificate issued for home schooling at the secondary level regulated by the state or documentation of completion of an Associate's Degree, Bachelor's Degree, or Master's Degree. CIAT bans high-pressure recruitment tactics for the purpose of securing enrollments. In addition, CIAT prohibits providing a commission or bonuses to individuals or entities based on securing enrollment or financial aid.

How to Apply for Admission:

- Complete the CIAT Application for Admission.
- Complete a formal interview with an Admissions Advisor via phone, video call, or in person.
- Submit proof of high school completion or equivalent.
- Complete a financial aid consultation to review all your options for managing your educational investment.
- Submit government issued proof of identity with signature, photo and date of birth (government ID, driver's license, or passport with picture).
- Submit unofficial transcripts for all college level education courses completed or pass a Scholastic Level Exam at the minimum required score or higher (required if you have earned less than six college-level semester credit hours from another accredited institution).
- Sign and submit CIAT Enrollment Agreement.

Scholastic Level Exam

A Scholastic Level Exam (SLE) is required for all students enrolling in our Degree and Certificate Programs, when they have less than 6 college-level semester credit hours or two AP exam scores with 3 or above, to ensure that each and every student at CIAT can successfully meet the challenges found within a college level learning environment. A minimum passing SLE score is 21 for Associate of Applied Science in Software Development and

Certificate in Software Development programs and for all other programs, the minimum passing SLE score is 17. Students are only allowed to take the SLE a maximum of three (3) times within a 5-week period. Students who fail all three exams will need to wait for the next enrollment cycle. Students enrolling in Professional Development Boot Camps/Seminars are not required to take the SLE even if they do not have prior college-level credits.

Identity Verification

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

Student Visas

CIAT does not provide I-20s or any other form of Visa assistance for foreign students.

Language Requirements

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

Test of English as a Foreign Language

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

Academic Progress Requirement

A grade of C or better must be achieved in the first course upon acceptance into the program to remain eligible to continue. Earning a grade lower than a C will result in enrollment cancellation. Reapplication and re-entry into the program may be pursued through the Readmission Process in a future semester. For more information on the readmission process, see details on page 16.

Acceptance Criteria

We strongly believe that everyone with the right motivation and commitment to building a career deserves a shot at success. However, immediate acceptance is not always guaranteed. Acceptance may be

immediate or deferred based on previous academic history.

Immediate Acceptance: A prospective student must comply with one of the following evaluation criteria to qualify for immediate acceptance:

- 6+ completed college credits with a GPA > 2.0
- High school GPA > 2.0

Deferred Acceptance: If a student does not meet the eligibility criteria for immediate acceptance, student may be offered a deferred acceptance with recommended pathway options, such as:

- Appeal to CIAT Admissions Committee with a personal statement explaining prior academic performance and career motivation,
- Elevate their GPA at a community college prior to re-applying,
- Take the first industry certification exam on their own,
- Return to previous college to repeat classes for an improved grade.

CIAT Readiness Course (CRC):

New students are enrolled in a CIAT Readiness Course (CRC) prior to starting their first class. The CIAT Readiness Course is designed to prepare students with the resources to successfully complete their first term. Students who do not complete the CRC may be required to change their start date to ensure their success. Returning students are not required to complete the CRC. Topics in these modules include (but are not limited to):

- Navigating through Canvas
- Submitting discussions posts and replies
- Monitoring your grades
- Ordering your textbooks
- Live class participation

Students with Disabilities

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

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

Non-Discrimination Policy

CIAT adheres to a strict policy of non-discrimination. We will not discriminate for or against any applicant on the basis race; color; religion; sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity); national origin (including Limited English Proficiency [LEP]); age; disability; political affiliation or belief; or, for beneficiaries, applicants, and participants only on the basis of either citizenship status or participation.

Students with Criminal Records

Applicants for jobs in the IT field may be subject to pre-employment screenings such as, but not limited to, criminal background checks, drugs and/or alcohol testing, physical and/or psychological examinations as credit checks. Unsatisfactory screening results may result in denial of an offer for a position in the field. The university does not believe that students should make a substantial investment of time and money if the ability to secure employment in the field of study is unlikely. Therefore, applications by those with felony convictions may be denied; however, exceptions may be warranted for those individuals who can demonstrate to CIAT that their goals, experience, and desire to become employed in the field of study are significant enough to overcome the challenges relating to their criminal background.

Exceptions are given at CIAT's sole discretion. Individuals who wish to be considered shall write a minimum of a 500-word essay explaining their circumstances, what has changed, and how their goals, experience, and desire to become employed in the field are deserving of an exception. CIAT will present the facts to the admissions board and provide an answer within 30 days of submission. In addition, individuals who have been convicted and are subject to an involuntary civil commitment upon completion of a period of incarceration for that offense may have limited eligibility for funding. Therefore, applicants who wish to be considered must also prove they can pay their tuition and living expenses while in the program.

To submit your petition:

1. Schedule an appointment with an Admissions Representative by contacting admissions@ciat.edu,
2. Complete the Pre-Application, and Enrollment Application and sign receipt of Gainful Employment Disclosures,
3. The applicant must submit a minimum of a 500-word essay explaining their circumstances, what has changed, and how their goals, experience, and desire to become employed in the field are deserving of an exception,
4. The applicant is also required to complete an interview with a CIAT Admissions Advisor via phone or video conference,
5. Once all the above steps have been completed, the Admissions Advisor will present the facts to the admissions board. This process may take up to 30 days,
6. Once the decision has been made, the applicant will be notified via email/phone.

Transfer of Credits to CIAT

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

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

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

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

CIAT allows students to transfer up to 75% of the required credits for a certificate or degree program. This includes transfer credits, certification credits, and equivalent credits (such as challenge credits). However, no more than 25% of the total credits required for the program can be earned through equivalent credits (including challenge credits). CIAT will only consider for acceptance transfer credit from institutions that are accredited by recognized agencies of the U.S. Department of Education and/or provide the current associated industry certification.

It is the student's responsibility to ensure that CIAT receives an official transcript from all attended colleges where transfer credits are to be provided. Students are encouraged to submit official transcripts within the first 90 days of enrollment to ensure their course registrations can be accurately planned. Pending transfer credits provided during the enrollment consultation will be used to support a student's financial projection and course registration plan until official transcripts are received. A student will be ineligible to graduate if official transcripts are not provided for pending transfer credit.

Students wishing to transfer credit to CIAT should have official transcripts sent directly from the accredited institution to CIAT. All transcripts received will be reviewed by the CIAT Records Department for transfer credit.

Credit will only be transferred from courses equivalent to those offered by CIAT. The Registrar will provide a written report of the action taken for each transcript or JST submitted. Students have the right to challenge the decision of the Registrar to accept or deny credit. To do so the student must submit the challenge in writing within 30 days of receiving notice of the results of their transcript review. They must state what they are challenging and provide specifics of why they are challenging the decision. The Registrar will review the challenge and reply in writing within 10 business days. In case of a continued dispute of the results by the student, the student will have 10 business days to respond in writing. The dispute will then be forwarded to the President of CIAT for final review and resolution. The decision of the President is final.

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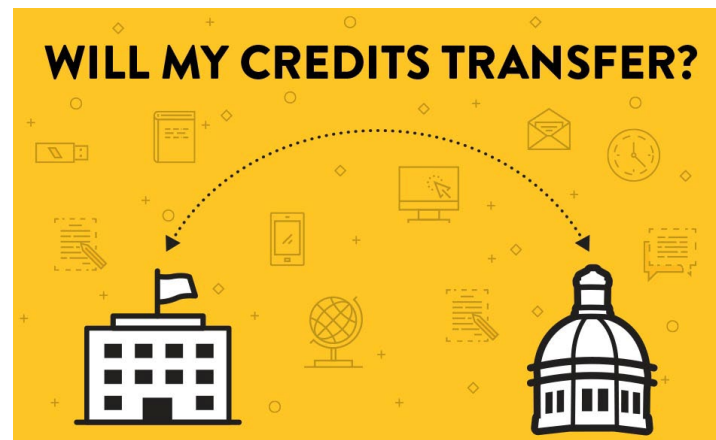
For CIAT courses that lead to one of our Certificates or Degrees, credit will be considered for transfer only if:

1. For all courses:
   a. The student must have achieved a grade of C- or better.
   b. For courses where no letter or numeric grade is given, such as ACE recommendations, a grade of P will be given. Note that a grade of T for transfer is recorded on the students CIAT transcript and transferred grades are not considered for the student's GPA at CIAT.
   c. The course must be a minimum of 3 Semester Hours or 45 Clock Hours.
   d. The course must be equivalent to the CIAT course for which credit will be given.
2. For core classes and technical electives:
   a. The course transferred must be substantially the same as the corresponding CIAT technical course.
   b. The course must have been completed within a seven-year period prior to the student's program start date or the student must request a written appeal and demonstrate technical knowledge and skills that meet the course and certification objectives, or:

c. Transfer credit may be awarded based on documentation of active industry certification(s) for corresponding CIAT course(s). Transfer credit will not be awarded for inactive industry certifications.

3. For General Education Classes:

   a. In some cases, 3 credit general education courses may be used to satisfy a 4-credit course if the course transferred meets the substantial learning outcome requirements for the corresponding CIAT general education course.

   b. AP exam scores with 3 or higher within the four (4) year period prior to the student's Program start date.

   c. The laboratory credits may be transferred for courses under Scientific Inquiry and Quantitative Reasoning.

4. Transfer Credit may also be given for:

   a. CLEP Exams

   b. DANTES Exams

   c. ACE Recommended Credit on JST's

5. Degree Bulk Transfer Credit may be awarded in the following cases:

   a. All Associate-level general education course credit requirements will be satisfied if the student has earned an Associate's Degree or higher from an accredited institution.

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

There is no charge to the student for the evaluation and recording of transfer credits. It is possible that students receiving financial assistance may have their financial assistance reduced by the amount that their tuition and other fees are reduced at CIAT by transferring in credits.

Transfer of Credits from CIAT

CIAT does not in any way guarantee or promise that credits earned at CIAT will be accepted for transfer by any other institution other than listed institution(s) under Articulation Agreement on pg. 16. It is strictly the decision of the receiving institution to accept or deny transfer of credits. Students desiring to transfer to another institution may ask for guidance and counseling from Student Services concerning their proposed transfer. Official Transcripts must be sent by mail to the Registrar's Office of the receiving school upon receipt of a request in writing signed by the student. There is no charge for the first transcript sent to an institution on behalf of the student. A nominal fee of $5.00 will be charged for all subsequent transcripts sent to the same school for the same student. It is up to the receiving school to pay this fee to CIAT. They may seek payment from the student based on their policies. Official Transcripts will be forwarded within 5 business days of receipt of an authorized request from the student. Please email, transcripts@ciat.edu to request official/unofficial transcripts.

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

Experiential Credit

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

Credit is not awarded for life or work experience at CIAT. Credit is only awarded based on measurable learning outcomes. Students with extensive experience are recommended to challenge for credit. See Course Challenge for Credit policy below:

1. College credit will be awarded only for college level learning.

2. Credit will be awarded only for learning that has a balance, appropriate to the subject, between theory and practical application.

3. The determination of competence levels and of credit awards will be made by appropriate subject matter and academic experts.

4. Credit will be appropriate to the academic context in which it is accepted.

5. There is no cost to evaluate experiential credit.

Course Challenge for Credit

Students may challenge up to 25% of CIAT's courses by successfully passing the course final examination on their first attempt. Retakes of tests taken as a challenge test are not allowed. Students taking a challenge test and failing will be required to take the full course to achieve credit for the course. CIAT charges $0.00 per challenge exam. The number of challenge exams will follow the number of industry certification exams required to be certified. For example, for CompTIA A+, there are two parts to the exam (220-1101 and 220-102), therefore you will need to take two challenge exams.

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

Transfer Credit Appeal

Students have the right to challenge the decision of the CIAT Records Department to accept or deny transfer credit. For technical course transfer credit, a student can petition to request transfer credit for courses taken over 7 years. The student must submit the challenge in writing within 30 days of receiving notice of the results of their transcript review. They must state what they are challenging and provide specifics of why they are challenging the decision. The Registrar will review the challenge and reply in writing within 10 business days. In case of a continued dispute of the results by the student, the student will have 10 business days to respond in writing. The dispute will then be forwarded to

the Dean of Education for final review and resolution. The decision of the Dean of Education is final.

Notice Concerning Transferability of Credits and Credentials Earned at our Institution

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

Articulation Agreements

An Articulation Agreement is a formal agreement between two participating schools detailing the process by which credits and degrees at one institution may transfer or are equivalent to the other institution. These are designed to help students make a smooth transition from one school to the next educational level without experiencing delays, duplication of courses or loss of credit. Level of articulation agreements from CIAT would be Associate (2-year) Degree to a Bachelor's (4-year) Degree. Articulated schools are listed:

- **DeVry University**
- **Excelsior College**
- **Grantham University**
- **United States University**

Agreement Highlights:

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

Substitution of Courses

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

Due to difference in academic curriculum standards, for students that do not have the current associate industry certification but have taken a

similar course from an accredited institution will need to demonstrate knowledge by taking the "Challenge for Credit Exam" with CIAT within 90 days from the start date of the first term in the program. Please see Admissions for more information.

Sequence of Classes

CIAT's Programs are designed to provide the student with the skills and knowledge that is in demand by employers. The programs are intended to sequence the student through the basics and then into more advanced topics that build upon the previous courses taken.

Students enrolled in the Bachelor's Degree programs are required to select a concentration track upon enrollment. The concentration track name will not be displayed on your official transcript or diploma. Students are strongly encouraged to remain in the pre-selected concentration to benefit from student cohort support and optimal instruction paths. Certificate and Associate's Degree students do not have concentration track options and will be scheduled to take courses in a predetermined best sequence.

Students must successfully complete all the courses in a program to receive the certificate for that program. Some of the programs offer electives of the student's choice as part of the Program/Degree. These electives will be scheduled for completion after the student has completed the "core" courses of the program.

To switch tracks once during your enrollment period, the student:

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

All requests to take courses out of sequence must be approved by the Student Services Director. Approved changes will take effect at the start of the next regularly scheduled Term.

Leave of absences may be required due to course availability or inability to meet academic performance requirements. Continuous course availability cannot be guaranteed.

Readmission Process

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

Requirements for Consideration:

- Schedule an appointment with an Admissions Representative.
- Complete the Pre-Application, and Enrollment Application and sign receipt of Gainful Employment Disclosures.
- The applicant must submit an essay with a minimum of 250 words detailing his/her academic and career goals, how CIAT can assist with attaining these goals, and if any obstacles were encountered during the previous enrollment (i.e. academic, personal and/or scheduling difficulties), how such obstacles to academic success will be addressed and overcome given the opportunity for re-enrollment at CIAT. This requirement is waived for any re-entry students with a previously high academic standing with GPA 3.0 or higher and no SAP violation.
- Applicants are also required to schedule and complete an in-person or over-the-phone interview with the Director of Admissions.

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

Depending on the number of readmission attempts, individuals may need to complete a 3-term waiting period and CIAT Readiness Course to be considered for readmission.

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

Upon approval of re-admission, any eligible completed coursework from the applicant's first enrollment with a grade of "C" or better will be transferred to the applicant's second enrollment. Please see Transfer Credit Policy for more details.

All individuals approved for re-entry must pass the first class with C or better upon return. Final grades of C- or lower during the first class after re-entry may result in administrative withdrawal and there may be up to a 10-term (12-month) waiting period prior to being eligible for consideration of re-enrollment.
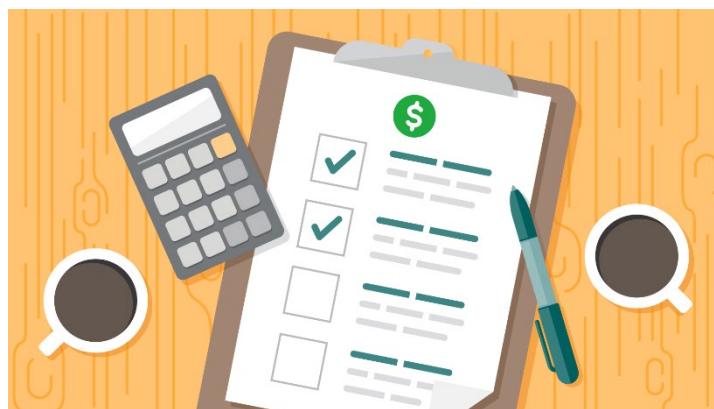
FINANCIAL INFORMATION

Tuition and Fees

Tuition

Tuition for CIAT non-degree programs and individual courses is charged at the rate of $660.00 per unit (1 Semester Hour, 15 Lecture Clock Hours or 30 Lab Clock Hours). This cost is the same for all technical courses and does not include any labs or separate lab courses required by the basic course. Laboratory fees per program will be listed under Laboratory/Technology Fees below. The Microsoft Office classes are charged at a flat rate of $1995.00 per course. The cost for each program is different, depending on the number of courses included in the program. The degree program includes General Education courses which are also charged at the rate of $660.00 per Unit. Total program costs are specified in the program description section of this catalog.

Any repeat of the course may be charged with the tuition for the course.

Tuition, fees, and charges are subject to change by administrative, or legislative, and changes become effective on the date enacted.

There are three terms in a semester (15 weeks) and each semester is CIAT's period of attendance. The tuition cost for one period of attendance equals three terms. For example:

- Term 1: 4 semester credit course; $2,640
- Term 2: 4 semester credit course; $2,640
- Term 3: 4 semester credit course; $2,640

Total Charges for a period of attendance: $7,920.00

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

Books, Virtual Labs and Other Materials

Textbooks are not included as a part of tuition and the student is responsible for purchasing the books. The cost of books varies with each course. Book costs approximately from $20.00 to $200.00 per course. Students will receive a textbook list and curriculum which provides all information required to obtain needed learning resources. Some books

are only available through an official source such as Microsoft and EC-Council. Those that are commercially available can be purchased by the student in lieu of buying them from CIAT. Book costs constantly change, so, any costs for books mentioned in this catalog are based on the best estimate of actual cost at the time this catalog was created. Please check our website https://www.ciat.edu/textbook-list/ for the latest costs for books.

Software

Any software required for a course will be provided by CIAT. This software is provided under licenses that allow for its use only in pursuit of the course. Any other use by the student is in violation of copyright laws and may subject the student to disciplinary action by CIAT and/or other authorities.

Supplies

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

Tools

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

Certification Exams

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

Technology Fees

Accessing technology is a required component of your course. The technology fee will be applied to the student's account as a one-time fixed cost at the beginning of the program. Tuition and fees will be prorated when determining a refund and follow the Cancellation and Refund policy on page 26.

Equipment Fees

Accessing physical computer parts and delivery for hands-on "Build your own computer" lab project is a required component of your CIS101A/B courses. The equipment fee will be applied to the student's account as a one-time fixed cost at the beginning of the program. Tuition and fees will be prorated when determining a refund and follow the Cancellation and Refund policy on page 26.

Fee Chart

Technology Program Names	Fees	
AASCIS Tech Fee	$600.00	One Time
ASD Tech Fee	$600.00	One Time
CCIS Tech Fee	$450.00	One Time
CNT Tech Fee	$200.00	One Time
CCT Tech Fee	$200.00	One Time
CEH iLab Software (SEC340A/B)	$250.00	One Time
Cisco Fee (CIS270A/B)	$500.00	One Time
Networking Equipment Fee (CIS102A/B)	$150.00	One Time
Equipment Fee (CIS101A/B)	$1,200.00	One Time

Fees	Per Unit	Per Class
Technology Classes	$660.00	$2,640.00
MS Office Classes	$-	$1,995.00
General Education Classes (4unit)	$660.00	$2,640.00
General Education Classes (3unit)	$660.00	$1,980.00
Registration Fee	$-	No Charge
Lab supplies or kits	$-	No Charge
Uniforms or other protective clothing	$-	N/A
CEH iLab Software	$250.00	One time
Tutoring	$-	N/A
Assessment Fees for transfer of credits	$-	No Charge
Fees to transfer credits	$-	No Charge
Online Library Services	$-	$0.00
Official Transcript	$10.00	N/A
Dual Certificate/Degree	$50.00	N/A
Experiential Learning Review	$-	No Charge
Late LOA Request Fee	$50.00	Per LOA
Challenge Exam	$0.00	Per Exam

Down Payment Policy

Down Payment: A mandatory down payment of $500 is required upon enrollment for students with an investment balance.

- **Refundable Portion:** The $500 down payment towards tuition is refundable if the student cancels their enrollment or does not start the program. The refundable portion will be processed in accordance with the institution's cancellation policy.

This policy ensures that prospective students are committed to their enrollment while providing financial flexibility in the event of cancellation.

- If the total investment balance is under $500, then the remaining balance will be due as a down payment.
- The down payment can be split into 2x $250 monthly payments if needed.

Payment of Fees

Tuition and fees must be paid in full at least 14 business days prior to the start of class. Tuition includes class instruction and required materials and may be paid using a major credit card, debit card, or check. All students will be informed of available State and Federal grants first before packaging or arranging private student loans or alternative financing

programs. If you are using education benefits, funding documentation (such as tuition vouchers, approved purchase orders or other approved forms of payment), are also due 14 business days prior to the start of class. Ultimately, it is the student's responsibility for payment of tuition regardless of whether a third party is funding their education. Once your tuition has been received, you will receive a welcome email with login instructions from your instructor. The tuition for each program is located next to the course description in this School Catalog.

Private Loans

Sallie Mae

Sallie Mae is a company that offers private student loans to help you pay for college and other education costs. They provide loans for different levels of study, including undergraduate and graduate programs. Besides loans, Sallie Mae offers tools and resources to help you plan and manage your education expenses. By using Sallie Mae, you can get financial support to cover tuition, housing, and other costs, making your higher education journey more affordable.

Meritize

Meritize is a platform that offers student loans based on academic merit and achievements rather than solely on credit scores. It partners with educational institutions to provide financing options that reward students for their academic performance and potential future earnings. By using Meritize, students can access competitive loan terms, build their credit history, and potentially lower their interest rates over time. This approach aims to support students in financing their education while rewarding their academic success and career prospects.

Tuition Options

Tuition Options provides financing solutions that allow students and families to manage educational expenses through affordable monthly payments. They offer flexible payment plans that can cover tuition, fees, and other related costs not covered by traditional financial aid. By using Tuition Options, students can avoid large upfront payments and spread the cost of education over time. This helps make higher education more accessible and manageable, enabling students to focus on their studies without financial stress.

Direct Payments

CIAT offers internal payment plans without interest, provided students complete payment within the program length. This allows students to budget their educational expenses effectively without additional financial strain. By opting for CIAT's payment plans, students can focus on their studies without worrying about accumulating interest charges, making higher education more affordable and accessible. This flexibility in payment options ensures that students can achieve their academic and career goals without unnecessary financial burdens.

Discounts and Scholarships

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

For the Associate's Degrees and Certificate programs, scholarship awards will be applied evenly every term depending on the length of the program. For example, a $1,250 scholarship for a program containing 8 classes as does our CCIS program, $312.50 will be applied to each class, totaling $2,500 total.

The discounts and scholarships do not have monetary value and CIAT can only apply the scholarships and discounts to students' accounts. Discounts and/or Scholarships cannot be combined. Students enrolled in Associate of Applied Science Degrees are eligible for up to $2,500 per student based on the eligibility criteria. All other certificate programs are eligible for up to $1,250 per student. Please contact a CIAT Admissions Representative for the latest information.

Discounts

Active Military TA Discount

TA discount is available for any active-duty military personnel. Tuition rates are discounted to $250.00 per unit for all IT and General Education courses while the student remains in active-duty military status. Students must show proof of active-duty status by providing LES documentation upon enrollment. Students may be asked to resubmit or re-verify their active-duty status each term to maintain the discount. Students entering a Certificate or Degree program will be required to secure a secondary funding source if a projected tuition balance remains after applying the estimated annual Active-Duty Tuition Assistance funds.

Course Cost Waivers

Course cost waivers are provided as a benefit to CIAT graduates enrolling in the Applied Bachelor's Degree in Computer Information Systems (BACIS). Students may elect to waive the cost of equivalent classes that were previously taken in the Associate of Applied Science Degree in Computer Information Systems. Students are by default opted-in to all eligible course cost waivers. Students may elect to opt-out to support academic, industry certification, or financial goals. All CIAT graduates are required to complete the full credit requirements of the new 2020 BACIS due to curriculum updates.

CIAT Scholarships

CIAT provides merit and need-based scholarships to help make sure your education is as affordable as possible. Eligibility criteria, application procedures, and deadlines may vary. Most scholarship awards will be applied evenly throughout the program. The CIAT Graduate Scholarship and Bachelor's scholarship will be applied at the end of the student's program after all primary funding limits have been reached. The range of scholarship awards varies based on program length.

How To Apply For A CIAT Scholarship

1. Complete the online Scholarship Application,

2. Submit the required documentation for your selected scholarship,
3. Submit a 500-word personal statement covering the following:
   a. Why did you select technology as your career?
   b. How is CIAT going to help you achieve your personal and career goals?
   c. Where do you see yourself in 5 years?

Scholarship application, documentation, and personal statement may be submitted to your Admissions Advisor or to scholarships@ciat.edu.

Transfer Scholarship

CIAT is offering a scholarship for any student transferring from another accredited institution prior to earning an Associate's Degree or higher.

Additionally, if your college or career school closed while you were enrolled, or soon after you withdrew, we can help. The previous school must have been an accredited college for CIAT to accept transfer credits. If the school is closed, the school is required to make accommodations for you to access your academic records indefinitely. Your school must communicate information about your academic transcripts once the location has been determined.

Scholarship Award: Up to $2,500, depending on the number of credits earned.

Eligible Programs: Associate's Degrees

College Prep Scholarship

College Prep Scholarships of up to $2,500 per person are available to recent high school graduates. Applicants must meet all the eligibility criteria listed below. They must:

1. Be a recent high school graduate and enrolled in CIAT within 12 months,
2. Have minimum CGPA (Cumulative Grade Point Average) of 3.5 from high school,
3. Be a U.S. citizen or eligible non-citizen.

Applicants must submit an official high school transcript to scholarships@ciat.edu.

Eligible programs: Students enrolled in Associate of Applied Science Degrees, or Certificate programs with minimum 8 courses are eligible for up to $2,500 per student based on the eligibility criteria. All other programs are eligible for up to $1,250 per student.

Industry Scholarship

Industry Scholarships of up to $2,500 per person are available to those who are working for the company that use business as a tool for positive social change and that employ environmentally responsible processes. Applicants must meet one or more of the criteria listed below. They must:

1. Work in a nonprofit company
2. Work in Green Business certified company; or

3. Work in a high technology company
4. Be utilizing employer tuition assistance or tuition reimbursement funds
5. Currently employed in an IT position
6. Previously employed in an IT position, unemployed within the last 12 months

Applicants must submit proof of employment (recent paystub), company background and current job description to scholarships@ciat.edu.

Eligible programs: Students enrolled in Associate of Applied Science Degrees, or Certificate programs with minimum 8 courses are eligible for up to $2,500 per student based on the eligibility criteria. All other Certificate programs are eligible for up to $1,250, depending on program length.

Women in Technology Scholarship

Women working in science, tech, engineering, and math (STEM) careers currently represent a mere 20% of the job force. This gender gap has been a longstanding issue within the tech community. As a result, CIAT's Women in Technology Scholarship is designed to support students who self-identify as female to help bridge this divide. Women in Technology Scholarships of up to $2,500 per student are available. Let's shatter the glass ceiling together!

Eligible programs: Students enrolled in Associate of Applied Science Degrees, or Certificate programs with minimum 8 courses are eligible for up to $2,500 per student based on the eligibility criteria. All other Certificate programs are eligible for $400 – $1,250, depending on program length.

Presidential Tuition Scholarship

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

1. Educationally and economically disadvantaged persons who have been historically underrepresented at higher education institutions,
2. Single parents with demonstrated financial need,
3. Persons with a verified disability and financial need

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

1. Provide income verification that meets the financial qualification criteria (income criteria varies based on family size),
2. Submit official transcript,
3. Be a U.S. citizen or eligible non-citizen.

Eligible programs: Students enrolled in Associate of Applied Science Degrees, or Certificate programs with minimum 8 courses are eligible for up to $2,500 per student based on the eligibility criteria. All other Certificate programs are eligible for $400 – $1,250, depending on program length.

CIAT Graduate Scholarship

The CIAT Graduate Scholarship is eligible for students who have completed one CIAT degree program and are enrolling in a secondary degree program (not eligible for certificate programs) for up to $7,500. CIAT's new scholarship is considered a "last funding" scholarship and is designed to supplement military educational benefits when those funding benefits are exhausted during the current CIAT degree program. This scholarship is not intended to replace federal and state financial aid, employer tuition assistance, or student income. This financial need scholarship will only be used to help fund up to the last few courses in a student's academic degree program, helping bridge the gap to degree completion. Concurrent receipt of this scholarship and Chapter 30, Chapter 31, Chapter 33, Chapter 35 or Active-Duty Tuition Assistance is not allowed. This scholarship will be applied evenly in the last two semesters in the program. Applicants must submit a 500-word essay and required documentation using the application form below:

- Show proof of exhausted tuition benefits
- Show proof of funding gap during the financial consultation

Eligibility Criteria: Associate's Degrees

Frontline Heroes Scholarship

CIAT's Frontline Heroes Scholarship of up to $2,500 in tuition assistance is available for students who are working as part-time or full-time employees in healthcare, police, fire services, or public services. Applicants must submit proof of employment (recent paystub) and current job description. Applicants must also submit a 500-word personal statement covering the following:

- Why did you select Technology as your career?
- How is CIAT going to help you achieve your personal and career goals?
- Where do you see yourself in 5 years?

Eligibility Criteria: Students enrolled in Associate's or Bachelor's Degree programs are eligible for up to $2,500 per student based on the eligibility criteria. This scholarship is designed to support students in financial need after employer tuition assistance and federal grants are applied. Concurrent receipt of this scholarship and Chapter 30, Chapter 31, Chapter 33, Chapter 35, Active-Duty Tuition Assistance, and other CIAT scholarships are not permitted.

Academic Achievement & Early Placement "Booster" Scholarship

CIAT's Academic Achievement & Early Placement "Booster" Scholarship of up to $2,500 in tuition assistance is available for the most dedicated students committed to succeeding in their academic and employment goals. CIAT will invest in your success. To be accepted, students must apply during their initial enrollment. The scholarship will be awarded upon degree completion and will be applied to the final semester of tuition given the student has satisfied the following criteria throughout the program:

- Cumulative GPA 3.0+
- Attendance 90% & GPA 2.5+

- Achieve early IT placement (prior to graduation)

Applicants must also submit a 500-word personal statement covering the following:

- Why did you select Technology as your career?
- How is CIAT going to help you achieve your personal and career goals?
- Where do you see yourself in 5 years?
- What personal strategies do you have in place to ensure your academic success?

Eligibility Criteria: Valid for students enrolled in Associate or Bachelor Degree programs starting April 2023 – November 2023. Students are eligible to receive up to $2,500 and may be combined with one other CIAT scholarship. This scholarship is designed to support students in financial need after employer tuition assistance and federal grants are applied. Concurrent receipt of this scholarship and Chapter 30, Chapter 31, Chapter 33, Chapter 35, Active-Duty Tuition Assistance are not permitted. If a student applies for the Academic Achievement Scholarship and does not meet the criteria upon graduation, the student's financial balance will be updated, and the scholarship will be removed. To satisfy the early IT placement scholarship criteria, the student must complete the CIAT employment verification form and receive confirmation by the CIAT Career Services Department.

Repayment of Loans

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

Collection Policy

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

1. Students are responsible for paying their student account balances in full by the payment deadline, whether they have received statement notification or not. Students should adhere to the billing due to date to avoid having their registration suspended. Students with unresolved account balances will be unregistered.
2. All balance and payment notifications are sent to students' CIAT e-mail addresses. Students are responsible for maintaining their correct e-mail addresses with the College.
3. Student accounts not covered by financial assistance, or an approved payment plan may accrue monthly finance charges on the unpaid balance.
4. If a student account obtains a balance later in the semester, a balance hold will be added to the account which will block students from participating in registration for future semesters.

5. Students who leave CIAT with an outstanding balance may be reported to a collection agency and will be responsible for all collection fees and interest charges.

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

CANCELLATION AND REFUNDS

Student's Right to Cancel

Any student may cancel his/her enrollment at any time.

Students have the right to cancel the enrollment agreement and receive a refund of charges paid through attendance at the first-class session, or the last day of the first term after enrollment as a trial period, whichever is later. For refund calculations, after the first term period, the amount of the course completed shall be:

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

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

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

Refund requests can be submitted to CIAT via **email** at financialaid@ciat.edu.
The following sample table shows the refund amount you would be entitled to after completing a period of instruction:

Program	Tuition	20%	33.3%	60%	75%
CCIS	$21,120.00	$16,896.00	$14,087.04	$8,448.00	$0.00
Single Class	$2,640.00	$2,212.00	$1,760.88	$1,056.00	$0.00

All refunds will be processed within 45 calendar days of receiving your written request for withdrawal.
Example: If a course is 5 weeks and the tuition is $2,640, divide $2,640 by 5 to get the cost per week of $528.00. If you attended 2 weeks, you would owe $1,056.00 (2 x 528.00). Therefore, you would receive a refund of $1,584.00.

Involuntary Withdrawal

Involuntary withdrawal is when the student is forced to drop from the course by the school. This can be due to the student's misconduct, failure to maintain Satisfactory Academic Progress, lack of attendance or cancellation of the course or program by the institution.

For those students forced to drop by the school for misconduct, failure to maintain SAP or lack of attendance, their refund will be calculated in the same manner as a voluntary withdrawal.

Cooling-off Period

Students have the right to cancel the enrollment agreement contract without penalty or obligation and within five days after executing the contract. Students wishing to cancel their enrollment during the cooling-off period must submit a written notice to:

CIAT Attention: Admissions Department
1717 Louisiana Blvd NE Ste 208, Albuquerque, NM,
87110 Fax: 858-505-9650 | Email: admissions@ciat.edu

No-Starts

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

Certification Exam Fees

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

Refunds

Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance. When comparing with the New Mexico Higher Education refund policy, **the ACCET refund calculation is most beneficial to the student.**

If an applicant never attends class (no-show) or cancels the contract prior to the class start date, all refunds due will be made within forty-five (45) calendar days of the first scheduled day of class or the date of cancellation, whichever is earlier. The refund calculation will be calculated based on the following criteria:

- The Date of Determination (DOD) will be established based off the date of withdrawal or termination request.
- Pro rata refund calculation is a calculation that is based off the total number of days completed in a payment period divided by the total number of days in the payment period and stated as a percentage. If the total number of days completed is greater than 60%, then the school has earned 100% of the payment period (no refund will be granted for the payment period the refund calculation is being processed for). Any leaves of absence (LOA) will be deducted from the payment period the student is currently in.
- If the pro rata refund calculation is less than 60%, then the percentage that was earned will be stated in a dollar amount and the unearned amount will be refunded back to the appropriate funding source.

- In New Mexico, refunds will be processed within 45 days of the DOD.
- The calculation most beneficial to the student will be used.

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

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

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

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

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

The technology and equipment fees will be applied to your account as a one-time fixed cost at the beginning of the program. **From the withdrawal date of determination, all equipment needs to be returned to CIAT within 30 calendar days for a prorated refund.** If the complete equipment is not returned, the equipment fees will be charged in full, and no refund is due. All tuition and fees will be prorated when determining a refund and follow the Cancellation and Refund policy.

ACCET Refund Policy

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

a. During the first week of classes, tuition charges withheld will not exceed 10 percent (10%) of the stated tuition up to a maximum of $1,000. When determining the number of weeks completed by the student, the institution will consider a partial week the same as if a whole week were completed, provided the student was present at least one day during the scheduled week.

b. After the first week and through fifty percent (50%) of the period of financial obligation, tuition charges retained will not exceed a pro rata portion of tuition for the training period

completed, plus ten percent (10%) of the unearned tuition for the period of training that was not completed. (See example.)

c. After fifty percent (50%) of the period of financial obligation is completed, the institution may retain the full tuition.

Refund Computation Example

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

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

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

Payment of Refunds

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

TYPE OF WITHDRAWALS:

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

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

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

- The date the student died if the student passed away during the course.
- The last date that the student attended class.
- The student must inform in a timely fashion, in person or by email if personal appearance is not possible.

- The student failed to attend classes for 14 consecutive days and fail to inform the Academy that they are not withdrawing. The date of determination would be 14 days from the last date of attendance.

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

Withdrawal Before 60%

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

Withdrawal After 60%

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

Scholarships

CIAT offers many different Scholarship opportunities for students who qualify. Unlike student loans, scholarships do not have to be repaid. See Scholarships section in the catalog for information on eligibility and submission requirements for CIAT scholarships, Pg. 18.

STUDENT INFORMATION

Academic Assistance

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

Advising

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

School Staff Appointments

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

Student Orientation

After the enrollment process is complete, Student Services will ensure that the student can attend New Student Orientation. This event will review success strategies, course readiness, and resources available at CIAT. New Student Orientation is mandatory for all students, as well as the successful completion of the CIAT Readiness Course. For those not able to attend the New Student Orientation, there will be a recording available to watch and review.

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

Academic Schedule

Flexible Start Times

CIAT's classroom, guided self-study and online programs offer flexible start opportunities. Classes begin every five weeks. Please see the Academic Calendar in this catalog for actual start dates during the time period covered by this catalog.

Upon enrollment, an Admissions Advisor will work with you to create a schedule that honors your work and family commitments while still achieving your educational objectives in the shortest practical timeframe. If your circumstances change for any reason, your schedule can be revised to meet your needs. Please contact us for more information.

Course Duration – Full Time or Part Time

Full Time students are expected to complete each course within a five-week period (Term). Students will spend 4.5 hours at least two days per week in the classroom attending lectures and getting hands-on instruction. Online students can expect to receive synchronous and asynchronous time in face-to-face interaction with your online instructor. Additional time will be spent each week on homework, discussion questions, projects, quizzes, exams, labs and other types of lectures. For more information on Online, please refer to Interactive Distance Learning (IDL) Pg. 33.

Bootcamp classes are fast paced intensive courses for those with extensive prior experience and who need a fast track to Certification and/or Licensing for Professional Development. They normally run for 8 hours a day, 5 days per week, Monday through Friday. Students may enroll for no more than four consecutive Boot Camps as a Professional Development student. Professional Development students completing all the required courses, with successful certification, to qualify for a Program Certificate from CIAT, may petition the Registrar for issuance of that

Certificate. Upon approval by the Registrar and the President, the student will receive the appropriate Certificate of Program Completion.

Payment Period

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

Clock Hours vs. Semester Hours

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

Class Information

Class Location

Classes are currently held at our main campus at 1717 Louisiana Blvd NE Ste 208, Albuquerque, NM, 87110, and online. You will be advised of the classroom being used when you register for your courses. Onsite classes at your location may be arranged for Professional Development courses. Minimum class sizes may be imposed to cover the expense of providing onsite classes. Please contact an Admissions Representative for further information.

Classroom Facilities and Equipment

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

Class Size

An average class size for any class or lab at CIAT is 15 students, and maximum 30 students in class.

Interactive Distance Learning (IDL)

Online learning is different from classroom-delivered instruction and there are advantages and disadvantages to each. The advantages of IDL are rapidly gaining as technology enables students learning at a distance to feel more connected than ever before. Students must be self-motivated, have an up-to-date computer, a high-speed Internet

connection, and a distraction-free place to study. Faculty and student interaction will be available by online video conference, LMS discussion boards, email, phone, and chat. CIAT classes use a combination of all or some of the following to provide quality distance learning:

1. Online Video Lessons
2. Online Quizzes/Exams
3. Certification preparation software
4. Live instructor available for conferences and personal sessions
5. Online Labs
6. Discussion questions

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

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

Minimum Hardware & Software Requirements

Every student is required to have a personal computer to successfully complete their coursework. To support your career readiness, the hardware and software requirements are designed to mimic equipment that you are likely to use in the workforce. Successful completion of coursework, virtual labs, certification exams, and coding assignments require a personal computer that meets the minimum hardware and software requirements outlined.

When purchasing a personal computer, many retailers will provide student discounts with proof of enrollment.

ITEM	RECOMMENDED SPECIFICATION
Hardware	• PC Laptop, Notebook, or Desktop with USB, Ethernet ports, & 100GB of free hard drive space • Macs, Chromebooks, iPads, tablets, or mobile devices are NOT supported
Processor (CPU)	• Intel i5 or better • AMD A12 or better
Operating System (OS)	• 64-bit Microsoft Windows 10 or newer (Mac OS and Linux are not supported)
RAM (Memory)	• 8 GB or higher
Browsers	• Chrome 83 or newer • Firefox 78 or newer • Edge 83 or newer

Study Suggestions

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

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

Certification Testing

CIAT Certification Exam Policy

Many CIAT programs teach the skills employers require on-the-job. To validate these skills, you are encouraged to take any associated industry certification exams. The taking and passing of industry certification exams is not required for completion of your Program but is highly recommended to improve your success at finding employment in the IT industry.

CIAT will provide students with a certification exam voucher per course upon successfully passing the course and completing two Designated Practice Exams (DPE) at a 90% pass rate or higher. Once the certification exam voucher has been delivered, students are encouraged to schedule and take the certification exam within 15 business days. Students have up to 180 days after graduation to request certification exam vouchers and participate in CIAT's Unlimited Certification Attempt policy.
CIAT's Unlimited Certification Exam Attempt policy allows for students to retake most industry certification exams at no extra cost. The following are single-attempt exams and are not eligible for a retake voucher: CEH, CASP+, CISSP, Cisco DevNet, CCNP ENCOR (350-401), CCNP SD-WAN (300-415), and CCNP Enterprise Routing and Services (300-410).

After two failed attempts for the same exam, students are required to attend a tutoring/test prep session before receiving an additional complimentary exam voucher. Signed documentation of the test preparation will be required prior to issuing the certification exam voucher. Each exam attempt will require the above steps.

Certification exam vouchers are not provided for courses where transfer credit or challenge exam credit is applied. Certification voucher benefits and test preparation support terminate immediately upon withdrawal from the program. If a student is granted readmission to complete their certificate or degree program, all certification voucher benefits, and test preparation support will be reactivated.

Students with documented disability accommodations on file in their student record will receive extended time to request and take DPEs, up to 270 days after graduation.

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

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

Students forfeit the right to the same complimentary certification exam vouchers for violating the rules for at-home testing and/or missing their scheduled exam for any reason. Students must pay for the missed exam out of pocket before moving onto receiving the next complimentary certification exam vouchers. If you need to cancel or reschedule your exam, you must do so 24 hours before your scheduled exam time.

Types of Awards

Honor Roll

Students who achieve scholastic distinction in a standard quarterly in a year, as evidenced by a grade point average of 3.80 or higher in at least 12 semester credit hours in a semester, with no grades of "D+", "D", "D-", "F", "W", "I" or "NC".

President's List

Students who achieve scholastic distinction in a standard quarterly in a year, as evidenced by a grade point average of 4.00 in at least 12 semester credit hours in a semester, with no grades of "D+", "D", "D-", "F", "W", "I" or "NC".

Certified Guru

Students who pass one industry certification distinction in a standard quarterly in a year will be recognized as a Certified Guru.

Graduation with Honors Cum Laude

At graduation, AAS degree candidates with a 3.50 to 3.70 cumulative Grade Point Average (GPA) will receive special recognition as graduating with Honors Cum Laude.

Graduation with Honors Magna Cum Laude

At graduation, AAS degree candidates with a 3.71 to 3.90 cumulative Grade Point Average (GPA) will receive special recognition as graduating with Honors Magna Cum Laude.

Graduation with Honors Summa Cum Laude

At graduation, AAS degree candidates with a 3.91 to 4.0 cumulative Grade Point Average (GPA) will receive special recognition as graduating with Honors Summa Cum Laude.

No degree candidate shall be eligible for graduation with any Honors listed above if, at the time of graduation, disciplinary action has been taken against the student by CIAT.

Dual Certificate/Degree

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

Transcripts

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

Changes to Programs and Courses

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

Career Development

CIAT offers Career Development to all students and graduates, up to 180 days post-graduation, pursuing employment in their field of study. The Career Services Advisor utilizes online job platforms as well as employer partnerships to keep abreast of current employment opportunities to which graduates may be referred. Although no institution can guarantee employment, CIAT makes every effort to help ensure that each graduate is prepared to effectively compete in the job market as they pursue their new career.

Career Services

Policy for Career Coaching and Support

The California Institute of Applied Technology (CIAT) is committed to providing personalized career coaching and comprehensive support to students and graduates in their job search and professional development. While CIAT cannot guarantee employment, our Career Services team is dedicated to equipping students with the skills and resources needed to navigate their career journey successfully. CIAT faculty and staff ensure

that no guarantees of employment are made or implied in any advertising, brochures, lectures, or communications with students or graduates.

Career Services Offered

CIAT's Career Services team provides a range of personalized coaching and support to help students and graduates achieve their career goals. The following services are available:

Resume and Cover Letter Assistance: Our Career Services team offers guidance on creating effective resumes and cover letters. Students can utilize our online resume development platform, SkillsFirst, to create or review their document, as well as submit their documents to an advisor for detailed recommendations for revision and improvement.

Job Search Resources: CIAT utilizes several resources to assist students with the job search process, including exclusive access to our online job search platform, Handshake. All students are provided with access to Handshake within their first term and can engage with the platform throughout the duration and graduation from their program.

Interview Preparation: Students can schedule practice interviews with the Career Services team to build their confidence and refine their interviewing skills. Distance learning students can take advantage of this service through scheduled video appointments via Microsoft Teams.

Internship Opportunities: When internships are available, the Career Services team works closely with employers to facilitate these opportunities for students. Information about internships is shared via email or other means of communication to ensure students are informed of relevant opportunities.

Career Development Guidance: Our Career Services team provides insights into current industry trends, career paths, and in-demand skills in the technology field. Students are encouraged to reach out to Career Services at any time via email or phone for additional guidance and support.

Employment Status Verification: Students are expected to submit their career information to Career Services via email, telephone, or Employment Status submission form within 30 days of graduation.

Privacy Policies

Student Records

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

required by law or with approval of the student upon written request. The request must be made in writing to CIAT Student Services:

> CIAT, Attention: Student Services
> 1717 Louisiana Blvd NE Ste 208,
> Albuquerque, NM, 87110

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

Student Addresses

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

Social Security Numbers

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

Policy on Student Names

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

Confidential Information

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

Family Educational Rights and Privacy Act (FERPA) of 1974

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

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

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

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

SERVICES

Books and Classroom Supplies

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

Computer Lab with Internet Access

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

Common Areas

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

Library and Librarian Services

CIAT has an online library available to the student for a modest fee. Our Student Services also serves as the Librarian for CIAT and is available to assist all students in locating research and reference materials both online and physically.

Housing Facilities

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

Medical Services

No medical services are provided by CIAT.

Parking

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

Visitors

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

Services for Students with Disabilities

The Rehabilitation Act

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

Section 504 states (as amended):

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

Disability Services Policy Statement

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

or other students. A student is eligible for consideration for accommodations and/or auxiliary aids and services if the student has a disability and the Director of Student Services has met with the student, consulted with the Vice President of Compliance, and determined that the functional limitations of the disability require such accommodation, auxiliary aids and/or services.

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

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

Individuals with visual impairments must be provided with the "Equal Opportunity is the Law" notice and the "Complaint & Incident Report Policy" notice in alternative formats (e.g., by being read aloud and then provided in audio format to be retained by the employee and applicant). A record that such notice has been given to the employee and applicant in an alternative format shall be included as a part of the employee's and applicant's file.

Definition of Disability

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

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

Otherwise Qualified Applicant

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

Determining Appropriate Accommodations

Students with disabilities who are seeking accommodations at CIAT should schedule an individual meeting with the Director of Student Services.

Once appropriate documentation has been submitted, reasonable and appropriate accommodations will be implemented based on the student's specific disability and the functional impact of the disability on the student's daily activities and academic obligations.

Disability Grievance Procedure

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

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

Complaint Procedures

If a student believes that CIAT is not in compliance, she or he may file a written complaint with the Office of Civil Rights and/or the New Mexico Higher Education Department:

U.S. Department of Education Office for Civil Rights

Lyndon Baines Johnson Dept. of Education Bldg.

400 Maryland Avenue, SW

Washington, D.C. 20202-1100

Telephone: 800-421-3481

Fax: 202-453-6012; TDD: 800-735-2922

Email: OCR@ed.gov

To file a complaint online: https://ocrcas.ed.gov/

COMPLAINTS AND GRIEVANCES

CIAT Grievance Policy

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

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

CIAT
ATTN: Student Servicies
1717 Louisiana Blvd NE Ste 208, Albuquerque, NM, 87110

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

Include:
- Full name
- Address
- Phone number
- Date of request
- Signature
- Reason for complaint or grievance

ACCET Grievance Policy

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

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

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

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

g. The status of the complainant with the institution (e.g. current student, former student etc.)

3. In addition to the letter of complaint, copies of any relevant supporting documentation should be forwarded to ACCET (e.g., the student's enrollment agreement, the syllabus or course outline, correspondence between the student and the institution).

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

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

State Agency Grievance Policy

CIAT must provide its students or prospective students with contact information for filling complaints with its State approval or licensing entity. Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the following:

New Mexico
New Mexico Higher Education Department
2044 Galisteo Street Ste 4
Santa Fe, NM 87505
www.hed.mn.gov/
Phone: 505-476-8400
Email: HigherED.Info@hed.mn.gov
Complaint Resources

ACADEMIC STANDARDS

Attendance Policy

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

All classes consist of online work and assessments completed by all students and classroom sessions for those that are available to attend. Classroom assignments will be completed during these sessions that provide hands-on experience for the student. Students with approved excused absences may be given an option to complete make-up assignments at the discretion of the instructor.

Attendance Rules

1. Absence –Students are highly encouraged to not miss more than 2 sessions a term. Students will receive an attendance warning if the cumulative attendance percentage is below 80% upon the semester evaluation period.

2. Tardiness – Hybrid Students will be considered tardy anytime they arrive 15 minutes late during the scheduled in-class session during the 5th week of the term. Those who arrive after 15 minutes will not be allowed to participate in class and will be marked as absent unless make-up hours are approved by the instructor. Online students submitting discussion threads within one working day (24 hours) of the deadline date will be marked tardy. Submitting discussion threads 24 hours after the deadline will be considered absent unless make up hours are approved by the instructor.

3. Interruption for Unsatisfactory Attendance – Students must maintain a cumulative attendance rate of 80% measured at the end of each semester. A student with less than 80% attendance will receive an attendance warning for the next semester. Failure to raise the cumulative attendance rate for two subsequent semesters in a row will require an academic appeal prior to continuing. Students who do not meet the attendance requirements for three consecutive semesters may be subject to administrative withdrawal.

4. Make-Up Work – Make-up hours need to be comparable to the content, time, and delivery of the classes missed. Hours of makeup work cannot be accepted as hours of class attendance. It requires an interaction from the instructor.

5. Leave of Absence - Under certain conditions a Leave of Absence (LOA) may be granted but limited to 180 calendar days in any 12-month period or one-half the published program length, whichever is shorter. Such conditions may include military deployment, medical leave, and employment orders. Please review Leave of Absence policy on page 41.

Minimum Standards of Attendance

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

1. Attendance at an academically relevant event (includes physically attending class).

2. Submitting an interactive discussion thread in Canvas by the deadline (IDL learning).
   a. Attendance check-in points for discussion threads: Weeks 1 -4: Tuesday (1st post), Thursday (1st reply), Saturday (2nd reply)
   Week 5: Tuesday (1st post), Wednesday (1st reply), Thursday (2nd reply)

3. Completing an instructor approved prearranged make-up assignments.

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

Tracking Attendance

Attendance is reported on a regular basis by the instructor. CIAT has a Student Portal where you can log in and check attendance and other

items. It will be your responsibility to monitor your attendance to ensure you are meeting the 80% standard. When available, you may be able to make up a missed session. See your instructor or Student Services to request this.

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

Make Up Hours
Make-up hours must be prearranged with the instructor and must be completed outside of normally scheduled class hours but within the class term.

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

Leave of Absence
CIAT understands that life events may require a student to modify class enrollment and schedules. Under limited conditions a Leave of Absence (LOA) may be granted for up to 50% of their program length, but no more than 180 days in any 12-month period, whichever is least. A student on an approved LOA will be considered enrolled at CIAT.

Students who would like to request a LOA must submit a LOA request form two weeks prior to start of the following term. Students requesting a LOA after the deadline may be charged with an administrative fee in the amount of $50.00 to the student account. Students must request a LOA with formal documentation to studentservicesteam@ciat.edu that justifies the request such as:

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

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

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

- Personal
- Programmatic/ Schedule conflict

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

Leave of Absence (LOA) inquiries must be requested by the student to their dedicated Student Success Advisor by phone, chat, or email. Upon approval, the student must sign and acknowledge the start of a Leave of Absence (LOA) and return of a Leave of Absence (LOA).

Grading and Evaluation Criteria
An average of each course grade is calculated to determine your GPA for a program. Please refer to your course syllabus for information regarding the grading criteria for each course. The minimum passing grade to earn course completion credit and progress to the next course is D-. However, students must maintain a cumulative GPA of 2.0 or higher each semester period to maintain eligibility for graduation (see: Satisfactory Academic Progress Policy).

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

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

Incomplete (I) – A grade of "I" may only be issued when a student has attended and completed at least 45% of the course sessions and is unable to complete the requirements due to uncontrollable and unforeseen circumstances. If a student doesn't complete the class, an Incomplete will become a permanent F.

Withdrawal (W) – Approved withdrawal from a course during the second through the fourth weeks of the term is recorded as a "W" grade and the

date of the withdrawal is noted. The withdrawal is a permanent mark with no grade points assigned. A student may receive a maximum of one "W" per course.

Pass and No Pass (P and NP) – Upon completion of a Boot Camp course, students will receive a grade of Pass or No Pass. Boot Camp courses are NOT applicable toward a degree or certificate programs.

Satisfactory Academic Progress (SAP) Policy

Time to Complete

California Institute of Applied Technology's Associate of Applied Science degrees are 64 semester hours which the student should complete within 85 academic weeks. Our Certificate in Computer Information Systems (CCIS) program is 36 Credit hours that the student should complete within 45 academic weeks (85 academic weeks for part-time students). The actual calendar weeks will be more, depending on the number of break weeks (Thanksgiving and Christmas/New Year) that occur during the students' Program. Other sub-sets of our basic Certificate Program are offered with varying amounts of clock hours for the student to complete, again within a maximum of five weeks for each full-time course taken (10 weeks for each part-time course). And a maximum of 5 days are allowed for grading of assignments in a distance education course.

Measuring Satisfactory Academic Progress

All students enrolled in CIAT Certificate and Degree programs are required to make quantitative and qualitative progress toward their program completion.

- **Quantitative Progress** is measured by the pace of successful credits completed each semester. All students must complete their program within 150% of the program length. Depending on the program, the 150% will be calculated.
  - **AASCIS/ASD:** To be making satisfactory academic progress, a student must attend 7.6 credit hours on a cumulative basis during each evaluation period.
  - **CCIS/CNT/CCT:** To make satisfactory academic progress, a student must attend 8 credit hours on a cumulative basis during each evaluation period.
- **Qualitative Progress** is measured by the cumulative GPA earned each semester. All students must maintain a 2.0 GPA or higher on a 4.0 scale to maintain eligibility to graduate from their program.

A schedule for the student is established at the beginning of any program. There are three (3) five-week terms in a semester evaluation period. At the conclusion of each semester period, a student's grades and progress are evaluated. If a student fails to meet the quantitative or qualitative progress requirements listed above, the student will be assigned one of the following three SAP statuses:

Stage 1: Warning

If a student fails to meet the requirements for Satisfactory Academic Progress (SAP), the student is placed on a **Warning** status for the next semester. A Warning status does not impact a student's academic standing, future course registration, or tuition funding. Rather, it is utilized to remind students about CIAT's academic requirements. A registration hold will NOT be placed on the student record. The student will be advised to reserve an academic counseling session to receive extra help and support throughout the next semester.

Stage 2: Probation

At the completion of the second subsequent semester, if a student fails to meet the requirements for Satisfactory Academic Progress (SAP), the student will be placed on **Academic Probation**. A student must attend an academic counseling session, a financial consultation, and submit a written appeal to continue with the program. A registration hold will be placed on the student record until these support measures have been completed. At this stage, the student is at risk of losing access to federal tuition funding, including government grants, loans, and/or military benefits, if their SAP status at the end of the next semester does not improve.

Stage 3: Financial Hold

At the completion of the third subsequent semester, if a student fails to meet the requirements for Satisfactory Academic Progress (SAP), the student will be placed on a **Financial Hold** and will be unable to continue their program utilizing private funding, including grants and private loans. A registration hold will be placed on the student record until a secondary funding source has been arranged. If a student successfully meets the requirements for Satisfactory Academic Progress at the end of the fourth subsequent semester, the financial hold will be lifted, and the student will be eligible to regain funding.

Incomplete grades are not given, and students must repeat any classes in which they earn less than a 60% (below D-) average. Students may repeat any classes in which they earned less than 70% (C-). If a course is repeated within the same program of study and earns a passing grade, the lowest grade will be excluded from the student's GPA calculations. Repeated courses may adversely affect a student's satisfactory academic progress in terms of the maximum time frame. Students who withdraw from the program will receive a grade of 0% in each class interrupted by the withdrawal. All interrupted classes must be repeated upon readmission to the institution.

Appeal Process

A student placed on academic probation must submit a written appeal to continue with the program. This step in the academic support process is designed for CIAT to evaluate your readiness and commitment to continuing with your education and identify areas where our Student Success team can help you get back on track.

Your appeal letter will be reviewed by our Student Services Director. If approved, you'll be required to improve your academic performance by the end of the following semester evaluation period. If you do not meet the minimum academic requirements by the end of your next semester evaluation period, you may be at risk of academic suspension. The student

will be sent the written decision within ten days of the Institute's receipt of the appeal.

Students reinstated upon appeal are on probationary status for the next evaluation period, during which time they must meet the terms and conditions set out in the academic advising sessions. At the end of the evaluation period, and at the end of every evaluation period thereafter, the student's academic status will be reviewed. The student may continue on probation as long as they meet the terms of the academic plan approved at the time the student's appeal was granted, until such time as satisfactory academic progress status is regained.

Returning Students

Students who withdrew from a CIAT Certificate or Degree program (by will or by academic withdrawal) and who are applying for Re-Admissions into the same program will be assigned the same SAP Stage (Stage 1 – 3) upon their entry previously documented on their student record. If a student was placed on SAP Stage 3 (Financial Hold) and lost access to Financial Assistance, they may submit a written appeal to regain Financial Assistance eligibility upon re-entry. CIAT extraordinary circumstances will be considered, including but not limited to the death of an immediate relative, a serious illness or accident requiring medical intervention, significant, unexpected family obligations, catastrophic loss (e.g., flood, fire, etc.), or extreme personal crisis.

Students who are applying for Re-Admissions into a different program will have no SAP status designated. See Transfer Credit policy for more details.

Maximum Time Frame

All program requirements must be completed within a maximum time frame of 1.5 times the normal program length, as measured in calendar time. The Associate's Degree programs, 85 academic weeks (1.6 calendar years) in length, must be completed within 127 academic weeks (2.5 calendar years) of the students First Term Date. The Certificate programs, 40 academic weeks (8 months) in length, must be completed within 60 academic weeks (1.2 calendar years) of the students First Term Date. This maximum time permitted includes any time spent on an authorized Leave of Absence but does not include scheduled school break periods.

Failure to Complete a Program

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

Transfer and Readmitted Students

Transfer students from outside the institution will be evaluated qualitatively only on the work completed while at the Institute.
The maximum time frame is reduced for transfer or readmitted students, based upon the remaining length of the program in which they enroll. If

the student transfers in 90 hours towards a 450-hour program and therefore must complete 360 hours at the Institute, then (360/450 hours = 80%), the maximum time frame is 48 weeks (60 weeks x 80%, rounded up) x 150% or 72 weeks.

Scheduling

CIAT's Programs are designed to provide the student with the skills and knowledge that is in demand by employers. The programs are intended to sequence the student through the basics and then into more advanced topics that build upon the previous courses taken. For more information on scheduling, please see page 15, under Sequence of Classes.

Students are expected to make satisfactory academic progress (SAP). Satisfactory Academic Progress is defined as satisfactorily completing courses and programs within the agreed upon schedule.

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

Course Repeat Policy

Students may repeat a CIAT course for the following reasons:

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

The following rules apply to repeating courses:

1. Standard tuition and fees apply to each course repeat attempt.
2. Upon failure of a course, a student will be registered in the same course, if available, the subsequent term to provide the opportunity for GPA improvement. The student must acknowledge the request to repeat the course by signing a Course Repeat form with each attempt.
3. If the repeat course is unavailable the subsequent term, the student will be registered for an alternate course that meets the program requirements.
4. If a student fails the same course after three attempts, they will be placed on a required one-term leave of absence and may be subject to administrative withdraw from the program.
5. A student may submit a written appeal for a fourth and final attempt. The written appeal must address the mitigating circumstances behind the repeat course failures and what steps the student will take to regain positive academic standing. The Student Services Director will review and approve or deny the appeal request.

6. Withdrawals (W) do not count towards the total eligible attempts.
7. A maximum of four attempts is allowed for each course within a program.
8. If a student reaches 150% of their program length, they will be administratively withdrawn from the program.

Extension Policy

A student may find the need to request an extension if unable to complete a course within the course schedule. Extensions will be given only for justifiable reasons. Under no circumstances will an extension be granted that extends the students' program length beyond 150% of the allowed length for the program.

Failure to Complete a Program

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

Graduation Requirements

To graduate, students must:
1. Complete all required classes.
2. Achieve a minimum GPA of 2.0 on a 4.0 scale.
3. Maintain 80% cumulative attendance.
4. Fulfill the industry certification requirements for select programs (details below, effective for new enrollments starting from September 2024).

Industry Certifications

CIAT values industry certifications for IT career advancement. Students are encouraged to prepare for and attempt all eligible certification exams. A minimum number of earned industry certifications is required for select programs:

- Certificate in Computer Information Systems (CCIS): 1 required.
- Associate of Applied Science in Computer Information Systems (AASCIS): 2 required.

Certification Requirement Exemptions

Students may request an exemption from the certification graduation requirement by:

- Completing job verification with the CIAT Career Services department, demonstrating employment in an eligible IT position.

- Submitting documentation of an active industry IT certification (from the list of CIAT-supported industry certifications) earned before enrollment.

Future Graduate Module

During the final course, students will be registered into the Future Graduate Module in Canvas. This 4-step process ensures a smooth transition from active student status to graduate, covering financial reviews, employment verification (if applicable), scheduling Career Services assistance, sharing feedback, and updating contact information.

Diploma or Certificate of Completion

Upon completing all program requirements, students will receive their Diploma or Certificate of Completion within six weeks of verification by the Registrar. Students can request a printable PDF certificate, which will take one week to process. The diploma/certificate will be ready for pick-up or mail delivery within 90 days of verification. Only one printed copy will be provided, but additional email copies can be requested at any time, with a one-week response time.

STUDENT CONDUCT

Dismissal or Probation

Standard Code of Conduct

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

1. Cheating, plagiarism, or false representation of another's work as one's own.
2. Forgery, alteration or counterfeiting of documents.
3. Use of false identification.
4. Falsifying information/records.
5. Unauthorized use or misuse of CIAT equipment.
6. Unauthorized access, use or alteration of computer hardware, software, or data.
7. Obstruction or disruption of the educational process.
8. Engaging in, inciting, or arming someone for a public disturbance involving an assemblage of three or more persons.
9. Disturbance of the peace on CIAT premises or within the building complex that CIAT shares, including the parking lots and adjacent areas.
10. Unwanted personal contact (whether physical, verbal, written, face-to-face, telephonic, electronic, or by other means that:
    a. A student knows or should know is unwanted;
    b. Is communicated directly to one or more specific student(s), Student Group(s), faculty, or staff;
    c. Constitutes severe and/or pervasive, and objectively offensive, conduct, and
    d. Does not constitute speech protected by the First Amendment to the U.S. Constitution (e.g., speech in a public forum on a matter of public concern).

11. Assault, battery, or any threat of force or violence, physical or verbal, upon a CIAT student, staff member or visitor.
12. Theft of, or damage to, or threat of damage to, property of CIAT or a CIAT student, staff member or visitor.
13. Unauthorized entry into CIAT premises.
14. Unlawful use, possession, sale, or distribution of a controlled substance on CIAT property including attendance at CIAT or a CIAT function while under the influence of a controlled substance.
15. Unlawful use, possession, sale, or distribution of alcoholic beverages on CIAT property including attendance at CIAT or a CIAT function while under the influence of alcohol.
16. Disorderly conduct on CIAT premises, including, but not limited to, inappropriate, disrespectful, insulting, and/or obscene language, lewd, indecent, or obscene conduct.
17. Possession of any type of object that can reasonably be assumed to be a weapon or explosive device on CIAT premises.
18. Violation of any CIAT policies listed in this catalog.

Additionally, the following occurrences shall also be grounds for discipline, up to and including, termination of enrollment:
1. Non-payment of tuition
2. Expired enrollment period (if applicable)
3. Failure to complete a program
4. Lack of attendance
5. Missed Assignments

Consequences for Violations

Whenever it has been determined that good cause exists for student discipline, CIAT shall notify the student in writing and start the investigation within 14 days. The student must attend a disciplinary hearing to ensure due process rights. This hearing shall be conducted by the Campus Security Officer who shall have the right to dismiss the charge(s) of misconduct or recommend appropriate disciplinary action. The President shall review the recommended disciplinary action and then either affirm, modify or dismiss the disciplinary action within 30 days from the date of the hearing.

Disciplinary Actions

Disciplinary Actions may include:
1. Verbal warning
2. Written warning
3. Written reprimand
4. Removal by the instructor – Suspension from the class for good cause, for the remainder of the day's class and at the instructor's choice the next class meeting also. The instructor's decision is final and may not be appealed.
5. Probation for a specified period of time
6. Suspension for a specified period of time
7. Termination of enrollment (expulsion) at CIAT, with or without the possibility of readmission

8. Criminal prosecution – CIAT will refer to the local authorities for prosecution any criminal activity that occurs on CIAT premises. This is in addition to any other disciplinary action taken.

Cell Phone Use Policy

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

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

Intellectual Property Rights Policy

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

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

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

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

Computer Network and Internet Acceptable Use Policy for Students

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

1. Reporting Misuse of the Network: In addition to following the terms of this Policy, you should report any misuse of the Network to an instructor or to an administrator at CIAT. Misuse means any violation of this policy, such as commercial use of these resources, criminal activity, inappropriate content of e-mail sent to you by someone, or any other use that is not included in this policy but has the intent or effect of harming another or another's property.

2. Term of Permitted Use: Access to the Network is a privilege, not a right, and as such it may be suspended or revoked by CIAT at any time for any reason. CIAT may also limit access depending on student and staff schedules, equipment availability, or other constraints.

3. Uses or activities that are unrelated to legitimate CIAT purposes: Users may not, during the school day, access the Internet for purposes of personal shopping, buying or selling items, connecting with a personal web site or weblog that is not part of a class project, receiving or posting messages to web sites or blogs not part of a class project, participating in any type of gaming activity, engaging in social or hobby activities during class time, engaging in or supporting any kind of business or other profit-making activity, or for general recreational web browsing unless it is during non-class time. (Examples: Amazon, eBay, Expedia, Facebook, Drudge Report, dating services, chat rooms, poker web sites, CNN, ESPN, Halo.)

4. Netiquette: All users must abide by the rules of Network etiquette. Among the uses and activities that violate Network etiquette and constitute a violation of this Policy are the following:
   a. Using inappropriate language, including swearing, vulgarities or other language that is suggestive, obscene, profane, abusive, belligerent, harassing, defamatory or threatening.
   b. Using the Network to make, distribute or redistribute jokes, stories or other material that would violate this Policy or the District's harassment or discrimination policies, including material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, sexual orientation or other protected characteristics.
   c. Forwarding or redistributing the private message of an e-mail sender to third parties or giving the sender's e-mail address to third parties without the permission of the sender.
   d. Creating technical difficulties for others, such as sending e-mail attachments that are too large to be accommodated by the recipient's system.
   e. Attempting to reach Internet sites blocked by the software on school computers or to "hack" into other accounts or restricted information.
   f. Using the Network in a manner inconsistent with the expectations of CIAT conduct of students. When using the Network, students should remember that they are representing themselves and their school to others.
   g. Students are expected to act in a responsible, ethical and legal manner in accordance with CIAT policy, accepted rules of network etiquette, and federal and state laws.

5. Unacceptable uses: Among the uses and activities that are known to be unacceptable and constitute a violation of this Policy are the following:
   a. Offering for sale or use or soliciting the purchase or provision of any substance the possession of or use of is prohibited by law.
   b. Creating, copying, viewing, transmitting, downloading, uploading or seeking sexually explicit, obscene or pornographic materials.
   c. Creating, copying, viewing, transmitting, downloading, or uploading any materials that include the design or information for the purposes of creating an explosive device, materials in furtherance of criminal activities or terrorist acts, threatening materials or any other materials that violate or encourage others to violate the law or CIAT policy.
   d. Unauthorized copying, modifying, intruding, or attempts to copy, modify or intrude, into the folders, files, data, work, Networks, passwords or computers of others, or intercepting communications intended for others.
   e. Copying, downloading, uploading or transmitting student information, other confidential information or trade secrets.
   f. Downloading and saving music or images, unless given permission by an instructor.
   g. Engaging in harassment, stalking, or other repetitive unwanted communication, or using the Internet in support of such activities
   h. Engaging in or supporting any kind of business or other profit-making activity.

6. Uses or activities that cause damage to property: Among such uses or activities are the following:
   a. Uploading, downloading, creating or transmitting a computer virus, worm, Trojan horse, "hacking" software or

other harmful component or corrupted data, or vandalizing the property of another. Vandalism includes any attempt to hack, alter, harm, destroy or interfere with the normal operation of software, hardware, and data of another user, other CIAT resources, or the use of the CIAT Network to do any of the same acts on the Internet or outside Networks.

b. Uploading, downloading, copying, redistributing or republishing copyrighted materials without permission from the owner of the copyright. Even if materials on the Network are not marked with the copyright symbol, you should assume that they are protected under copyright laws unless there is explicit permission on the materials to use them.

c. Commercial uses. At no time may the Network or the Internet be accessed (including sending e-mail) for purposes of engaging in or supporting any kind of business or other profit-making activity. You may not sell or buy anything over the Internet, and you may not solicit or advertise the sale of any goods or services (whether to one recipient or many, such as "junk e-mail").

Copyright Policy and Procedures

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

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

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

For further information about copyright, write to the Copyright Office at 101 Independence Avenue S.E., Washington, D.C. 20559-6000.

Drug and Alcohol Abuse Prevention Program

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

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

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

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

Eating & Drinking in Classrooms

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

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

Non-Discrimination, Harassment & Sexual Misconduct

CIAT is an equal opportunity institution providing educational and employment opportunities, programs, and services, and therefore prohibits discrimination, harassment, and retaliation. CIAT complies with all requirements of the regulations implementing Title VI, Title IX, Section

504 of the Rehabilitation Act of 1973, and the Age Discrimination in Employment Act of 1975. This policy applies equally to all members of the CIAT community: students, faculty, administrators, staff, contract employees and visitors.

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

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

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

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

Taban Oglesby, Director of Student Services
1717 Louisiana Blvd NE, Ste 208, Albuquerque, NM, 87110
(619) 419-0137
email: tbustani@ciat.edu

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

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

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

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

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

Sanctions

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

Smoke & Tobacco Free Campus Policy

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

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

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

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

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

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

Video / Audio Taping

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

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

CIAT PROGRAMS

ASSOCIATE OF APPLIED SCIENCE PROGRAMS

Program Length

Since courses are offered as hybrid or 100% online, the length of time it takes to complete an Associate's Degree Program length is 85 weeks. Please check the Program Length section of each program to determine the actual allocated time to complete each program.

Tuition and Fees

Tuition is charged at the rate of $660.00 per semester hour (unit) for technical courses, plus certification exams, which are optional but highly recommended. There are associated lab fees and for detail see under Technology Fees, Page 17. The tuition for General Education courses is also $660.00 per unit. The full tuition can be up to $49,500.00 for the Degree Program, if all courses, including GE are taken at CIAT. General Education courses may be taken concurrently with technical courses. This could increase the cost per year but will also shorten the time required to obtain your degree.

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

Examination

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

CIAT's Philosophy for General Education

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

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

- Intellectual skills
- Information Technology
- Affective and creative capabilities
- Critical thinking
- Positive social attitudes
- Appreciation for cultural diversity that present effective learners and good citizens

Credential Awarded Upon Completion

- Associate of Applied Science Degree in Computer Information Systems (AASCIS)
- Associate of Applied Science Degree in Software Development (ASD)

Associate of Applied Science Degree in Computer Information Systems – (AASCIS)

64 Semester Hours (360 Lab Hours; 780 Lecture Hours)
Length: 85 Weeks; SOC Code: 15-1142
Tuition: $42,240.00 Technology Fees: $600.00

Description

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

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

Economic Outlook and Growth of the Industry

According to the U.S. Department of Labor statistics, employment of computer network support specialists is expected to grow by 6 percent from 2023 to 2033, which is faster than the average for all occupations. Demand for these workers will increase as organizations continue to adopt and integrate increasingly sophisticated technologies and as the need for information security grows. According to bls.gov in 2023, the median annual wage for Computer Support Specialist was $60,810.00. Entry requirements vary for computer support specialists. Network support specialists typically need an associate's degree.*

*Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Computer Support Specialists,
at Computer Support Specialists : Occupational Outlook Handbook: : U.S. Bureau of Labor Statistics (visited *December 15, 2024*).

Program Objectives

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

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

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

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

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

Graduation Requirements

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

1. Complete the 12 core technical courses (48 semester hours) with an overall average GPA minimum of 2.0.
2. Complete a minimum of 16 semester hours of approved General Education courses with an overall average GPA of minimum 2.0.
3. These courses may be completed by:
   a. Successfully completing the course at California Institute of Applied Technology. A minimum of 32 semester hours must be completed in this manner.
   b. Transferring credit from an accredited institution of higher learning. A maximum of 32 semester hours may be completed in this manner.

c. Challenge Exam of up to four courses (16 semester hours). Each successfully challenged course will be subtracted from the allowed transfer credits.
4. Maintain 80% cumulative attendance.
5. Fulfill the industry certification requirements by earning 2 industry certifications or obtaining an approved exemption.

Degree Course Plan

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

12 Lower Division Core Courses Required 48 Semester Credits				
Course Number	Course Name	Lecture Credits	Lab Credits	Total Credits
CIS100A	Computer Fundamentals	3	1	4
CIS100B	Tech+ Fundamentals	3	1	4
CIS154	Windows Fundamentals	3	1	4
CIS101A	Computer Hardware Fundamentals	3	1	4
CIS101B	Computer Operating Systems	3	1	4
CIS102A	Networking Fundamentals, Part 1	3	1	4
CIS102B	Networking Fundamentals, Part 2	3	1	4
CIS120A	Cybersecurity Fundamentals, Part 1	3	1	4
CIS120B	Cybersecurity Fundamentals, Part 2	3	1	4
CIS130	Azure Cloud Fundamentals	3	1	4
CIS131	Azure Cloud Administration	3	1	4
CIS132	AWS Foundations	3	1	4

General Education Minimum 16 Semester Credits Required				
Course Number	Course Name	Lecture Credits	Lab Credits	Total Credits
English Language, Communication and Critical Thinking *3 Semester Credits minimum required*				
ENG200	Technical Writing	3	0	3
ENG201	Science Fiction and Technology	3	0	3
ENG210	Public Speaking	3	0	3
Mathematical Concepts and Quantitative Reasoning *7 Semester Hours minimum required*				
MTH105	College Algebra	3	0	3
MTH140	Statistics	3	0	3
MTH201	Pre-Calculus	4	0	4
MTH205	Calculus 1	4	0	4
MTH210	Calculus 2	4	0	4
Social and Behavioral Sciences *3 Semester Hours minimum required*				
SBS110	Introduction to Psychology	3	0	3
SBS120	Sociology	3	0	3
SBS201	Economics	3	0	3
Natural Physical Sciences *3 Semester Hours minimum required*				
SCI120	General Biology	3	0	3
SCI130	Principles of Chemistry	3	0	3
SCI140	General Physics	3	0	3

Associate of Applied Science in Software Development (ASD)

64 Semester Hours (360 Lab Hours; 780 Lecture Hours)
Length: 85 Weeks; SOC Code: 15-1132, 15-1133
Tuition: $42,240.00   Technology Fees: $600.00

Description

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

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

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

C	Python	Swift
C++	C#	Linux Bash
SQL	.NET Framework	
HTML	T-SQL	PHP
CSS	ASP.NET MVC	PowerShell
JavaScript	Java	Node JS

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

- Microsoft Visual Studio; SQL Studio
- Microsoft PowerShell
- Oracle MySQL SQ Lite; Linux; Apache
- Oracle MySQL
- Git and GitHub
- Android & Android Studio
- iOS

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

Economic Outlook and Growth of the Industry

The Bureau of Labor Statistics shows that software developers are projected to grow 17 percent from 2023 to 2033, much faster than the average for all occupations. Employment of web developers is projected to grow 8 percent. According to bls.gov in 2023, the median annual wage for Software Developer was $92,750 with a bachelor's degree being the typical entry-level education for this occupation.*

*Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Software Developers, Quality Assurance Analysts, and Testers,
at https://www.bls.gov/ooh/computer-and-information-technology/software-developers.htm (visited *November 18, 2024*).

Objectives

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

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

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

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

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

Graduation Requirements

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

1. Complete the 12 core technical courses (48 semester hours) with an overall average GPA minimum of 2.0.
2. Complete a minimum of 16 semester hours of approved General Education courses with an overall average GPA of minimum 2.0.
3. These courses may be completed by:
   a. Successfully completing the course at California Institute of Applied Technology. A minimum of 32 semester hours must be completed in this manner.
   b. Transferring credit from an accredited institution of higher learning. A maximum of 32 semester hours may be completed in this manner.
   c. Challenge Exam of up to four courses (16 semester hours). Each successfully challenged course will be subtracted from the allowed transfer credits.

Degree Course Plan

This page details the courses needed to complete CIAT's Associate of Applied Science in Software Development Degree Program.

12 Lower Division Core Courses Required 48 Semester Credits				
Course Number	Course Name	Lecture Credits	Lab Credits	Total Credits
ASD101A	Python Fundamentals, Part 1	3	1	4
ASD101B	Python Fundamentals, Part 2	3	1	4
ASD102A	Web Development with HTML, CSS, JavaScript, Part 1	3	1	4
ASD102B	Web Development with JavaScript, jQuery, Part 2	3	1	4
ASD103A	Object-Oriented Data Structures using Python, Part 1	3	1	4
ASD103B	Object-Oriented Data Structures using Python, Part 2	3	1	4
ASD104A	Web Applications with PHP and MySQL, Part 1	3	1	4
ASD104B	Web Applications with PHP and MySQL, Part 2	3	1	4
ASD105	Linux Administration and Shell Scripting	3	1	4
ASD106	Windows & PowerShell	3	1	4
ASD107A	Foundations of Software Engineering, Part 1	3	1	4
ASD107B	Foundations of Software Engineering, Part 2	3	1	4

General Education Minimum 16 Semester Credits Required				
Course Number	Course Name	Lecture Credits	Lab Credits	Total Credits
English Language, Communication and Critical Thinking *3 Semester Credits minimum required*				
ENG200	Technical Writing	3	0	3
ENG201	Science Fiction and Technology	3	0	3
ENG210	Public Speaking	3	0	3
Mathematical Concepts and Quantitative Reasoning *7 Semester Hours minimum required*				
MTH105	College Algebra	3	0	3
MTH140	Statistics	3	0	3
MTH201	Pre-Calculus	4	0	4
MTH205	Calculus 1	4	0	4
MTH210	Calculus 2	4	0	4
Social and Behavioral Sciences *3 Semester Hours minimum required*				
SBS110	Introduction to Psychology	3	0	3
SBS120	Sociology	3	0	3
SBS201	Economics	3	0	3
Natural Physical Sciences *3 Semester Hours minimum required*				
SCI120	General Biology	3	0	3
SCI130	Principles of Chemistry	3	0	3
SCI140	General Physics	3	0	3

CERTIFICATE PROGRAMS

General Information on Certificate Programs

Program Length

The length of time it takes to complete any Certificate program can vary depending on the student's course load (It is based on 5 weeks per course). Please check the Program Length section of each Program to determine the actual allocated time to complete each program.

Tuition and Fees

Tuition is charged at the rate of $660.00 per 1 credit hour, 15 lecture clock hour units or 30 lab clock hour units. For the Microsoft Office programs, tuition is charged at a flat rate of $1995.00 per course.

Examination

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

Credential Awarded Upon Completion

1. Certificate in Computer Information Systems (CCIS)
2. Certificate as Networking Technician (CNT)
3. Certificate as Computer Technician (CCT)
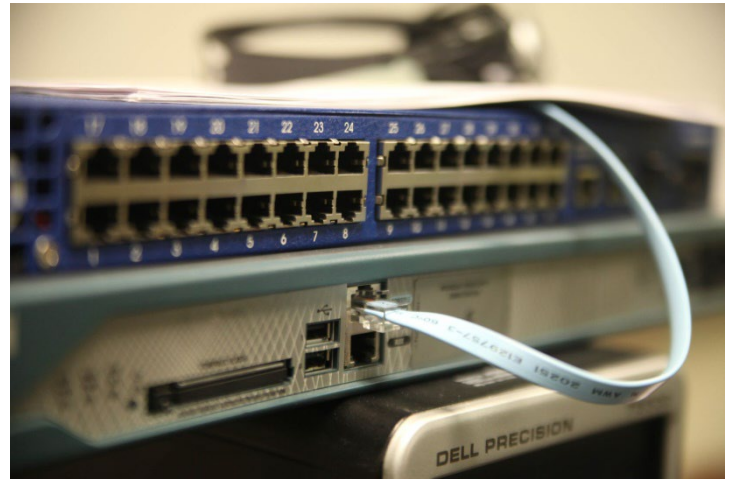
Certificate in Computer Information Systems (CCIS)

36 Semester Hours (270 Lab Hours; 405 Lecture Hours)
Length: 45 Weeks; SOC Code: 15-1142
Tuition: $23,760.00   Technology Fees: $450.00

Description

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

Economic Outlook and Growth of the Industry

According to the U.S. Department of Labor statistics, employment of computer systems is expected to grow by 17 percent from 2023 to 2033, which is much faster than the average for all occupations. Demand for these workers will increase as organizations continue to adopt and integrate increasingly sophisticated technologies and as the need for information security grows. According to bls.gov, median annual wages of networking and PC administrative personnel systems were $106,900 in 2023, with a bachelor's degree being the typical entry-level education for this occupation.*

*Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Network and Computer Systems Administrators, at https://www.bls.gov/ooh/management/computer-and-information-systems-managers.htm (visited *December 17, 2024*).

Program Objectives

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

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

Graduation Requirements

In order to graduate from California Institute of Applied Technology and receive their Certificate in Computer Information Systems, the student must successfully:

1. Complete the nine core courses (36 Credit hours) with an overall average GPA minimum of 2.0. These courses may be completed by:
   a. Successfully completing the course at California Institute of Applied Technology. A minimum of three courses must be completed in this manner.
   b. Transferring credit, up to five courses (20 Semester Credit hours) from an accredited institution of higher learning.
   c. Challenge Exam of up to two courses. Each successfully challenged course will be subtracted from the allowed transfer credits.
2. Maintain 80% cumulative attendance.
3. Fulfill the industry certification requirements by earning 1 industry certification or obtaining an approved exemption.
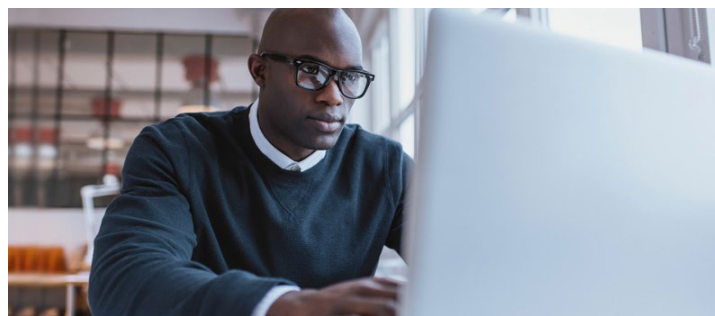
CCIS Course Plan

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

9 Core Courses Required (36 Semester Credits)		
CIS100A	Computer Fundamentals	4
CIS100B	Tech+ Fundamentals	4
CIS154	Windows Fundamentals	4
CIS101A	Computer Hardware Fundamentals	4
CIS101B	Computer Operating Systems	4
CIS102A	Networking Fundamentals, Part 1	4
CIS102B	Networking Fundamentals, Part 2	4
CIS120A	Cybersecurity Fundamentals, Part 1	4
CIS120B	Cybersecurity Fundamentals, Part 2	4

Certificate as Networking Technician (CNT)

16 Semester Credit Hours (120 Lab Hours; 180 Lecture Hours)
Length: 20 Weeks; SOC Code: 15-1122
Tuition: $10,560.00   Technology Fees: $200.00

Description

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

Economic Outlook and Growth of the Industry

According to the Bureau of Labor Statistics, Occupational Outlook Handbook, 2023 edition, Computer Network Systems, Systems and Database Administrators employment expected to grow by 6 percent from 2023 to 2033, which is much faster than the average for all occupations. Demand for these workers will increase as organizations continue to adopt and integrate increasingly sophisticated technologies and as the need for information security grows. According to bls.gov, the median annual wages of Computer Support Specialist was $60,810 in 2023.*

*Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Computer Support Specialists,
at https://www.bls.gov/ooh/computer-and-information-technology/computer-support-specialists.htm (visited *December 15, 2024*).

Program Objectives

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

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

Graduation Requirements

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

1. Complete the four core courses (16 Semester Credit Hours) with an overall average GPA of a minimum of 2.0. These courses may be completed by:

   a. Successfully completing the course at California Institute of Applied Technology. A minimum of two courses must be completed in this manner.

   b. Transferring credit up to two courses (8 semester credit hours) from an accredited institution of higher learning.

   c. Challenge Exam of up to one course. Each successfully challenged course will subtracted from the allowed transfer credits.

CNT Course Plan

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

4 Courses Required (16 Semester Credits)		
CIS102A	Networking Fundamentals, Part 1	4
CIS102B	Networking Fundamentals, Part 2	4
CIS270A	Cisco Networking, Part 1	4
CIS270B	Cisco Networking, Part 2	4

Certificate as Computer Technician (CCT)

16 Semester Credit Hours (120 Lab Hours; 180 Lecture Hours)
Length: 20 weeks; SOC Code: 15-1152
Tuition: $10,560.00   Technology Fees: $200.00

Description

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

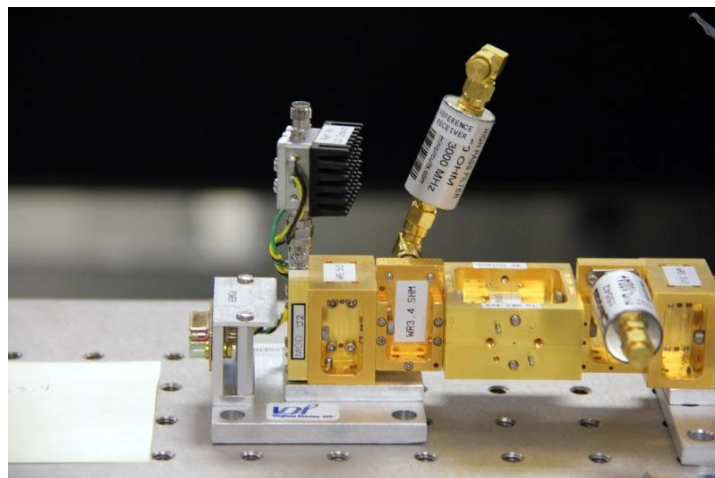### Economic Outlook and Growth of the Industry

According to the Bureau of Labor Statistics, Occupational Outlook Handbook, 2023 edition, Computer Network Systems, Systems and Database Administrators employment expected to grow by 6 percent from 2023 to 2033, which is much faster than the average for all occupations. Demand for these workers will increase as organizations continue to adopt and integrate increasingly sophisticated technologies and as the need for information security grows. According to bls.gov, the median annual wages of Computer Support Specialists was $60,810 in 2023.*

*Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Computer Support Specialists,
at https://www.bls.gov/ooh/computer-and-information-technology/computer-support-specialists.htm (visited *December 15, 2024*).

Program Objectives

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

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

Graduation Requirements

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

1. Complete the four core courses (16 Semester Credit Hours) with an overall average GPA of minimum 2.0. These courses may be completed by:
   a. Successfully completing the course at California Institute of Applied Technology. A minimum of one course must be completed in this manner.
   b. Transferring credit, up to two courses (8 semester credit hours) from an accredited institution of higher learning.
   c. Challenge Exam of up to one course. Each successfully challenged course will be subtracted from the allowed transfer credits.

CCT Course Plan

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

4 Courses Required (16 Semester Credits)		
CIS100A	Computer Fundamentals	4
CIS100B	Tech+ Fundamentals	4
CIS101A	Computer Hardware Fundamentals	4
CIS101B	Computer Operating Systems	4

CONTINUING EDUCATION AND PROFESSIONAL DEVELOPMENT(CEPD) IT COURSES

40 Hours; Length: 1 week or 5 weeks
Tuition: $2,640.00

About CEPD IT Courses

CIAT Continuing Education and Professional Development (CEPD) IT Courses are taught by experienced, certified instructors in a lecture and lab environment. They are designed for experienced personnel who wish to gain general knowledge, learn a new skill, brush up on skills, enrich their understanding about a wide range of topics, develop personal interests and/or pass a certification exam.

Upon completion of a course, students will receive a grade of Pass or No Pass. Professional Development Seminar/Workshop is a noncredit classes which are NOT applicable toward a degree or certificate programs. Upon completion of Professional Development course , students will earn a noncredit avocational certificate of completion.

Length of Courses

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

Fees

All Boot Camp workshops are charged at the rate of $2,640 per 40-hour course plus associated Lab Kit fee and exam fee, per person.

Schedule

Schedules are posted on the CIAT website.

Individual Enrollment

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

Corporate and Military Enrollments

To enroll one or more employees in a CIAT Boot Camp, contact CIAT's Corporate and Military Advisor at 619-795-6440. We accept credit cards, and approved purchase orders. You can email to info@ciat.edu or fax 858-505-9650 as well. We ask for 14 days' notice for enrollment in public classes however enrollments can be made up until the first day of class on a space available basis.

Contract and Customized Training-Testing

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

Seminar / Boot Camp Refund Policy

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

Attendance Requirements

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

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

Completing the Workshop

Once complete, the student will receive a certificate of completion within one week of completing the course. Students desiring to complete the certification exam may take the exam at the San Diego campus or any Pearson-VUE testing center as planned or desired.

Continuing Education Units

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

Course Listing

At CIAT, our Continuing Education and Professional Development (CEPD) IT courses encompass a wide range of individual courses offered within our approved degree and certificate programs. Below is an example of some of the programs available, but please note that this list is not exhaustive.

For a complete schedule of upcoming CEPD IT courses and their timings, we encourage you to contact a CIAT admissions representative. They will be happy to provide you with detailed information and assist you in finding the courses that best meet your professional development needs.

Avocational Course Listing	
Computer Fundamentals	40
Tech+ Fundamentals	40
Computer Hardware Fundamentals	40
Computer Operating Systems	40
Networking Fundamentals, Part 1	40
Networking Fundamentals, Part 2	40
Cybersecurity Fundamentals, Part 1	40
Cybersecurity Fundamentals, Part 2	40
Windows Fundamentals	40
Azure Cloud Fundamentals	40
Azure Cloud Administration	40

INDIVIDUAL COURSE DESCRIPTIONS

Networking

CIS100A
Computer Fundamentals
4 Semester Credits
Course Description
This foundational course equips learners with the essential study and technical skills required for success at CIAT. The curriculum covers an introduction to the educational ecosystem and offers strategic insights into effective academic practices. Students will explore the intricacies of modern computing with hands-on experience in Windows, along with practical exposure to Microsoft Word, Excel, Teams, and PowerPoint. Besides technical proficiency, the course nurtures a reflective and analytical mindset, enhancing students' ability to engage with academic materials critically. By the end of this program, students will be proficient in essential software applications and possess the educational experience needed to excel in their future coursework at CIAT.

Prerequisites:
A Windows-based PC that meets the requirements outlined on the following web page: https://www.ciat.edu/student-resources/system-requirements/.

CIS100B
Tech+ Fundamentals
4 Semester Credits
Course Description
This course focuses on the essential IT skills and knowledge needed to perform tasks commonly performed by advanced end-users and entry-level IT professionals. The information can be applied towards your efforts to pass the CompTIA FCO-U71 Exam.

Prerequisites:
Completion of CIS100A: Computer Fundamentals.

CIS154
Windows Fundamentals
4 Semester Credits
Course Description
This course is an Introduction to Microsoft's Windows operating system. Students will learn to navigate and utilize common applications and Microsoft's current web browser, navigate through the Windows directory structure, create user accounts, manage devices, understand the basics of Windows Security and configure and personalize the Windows operating system environment. Through hands-on exercises and practical assignments, students will be prepared to use Windows in both a business and personal environment.

Prerequisites:
Completion of CIS100B: Tech+ Fundamentals or equivalent experience (review the CIS100B course objectives for specific required experience).

CIS101A
Computer Hardware Fundamentals
4 Semester Credits
Course Description
This course represents the 1st half of a two-part class that focuses on a step-by-step approach for learning the fundamentals of supporting and troubleshooting computer hardware and software in a modern IT environment. This information can be applied towards your efforts to pass the CompTIA A+ Core 1 Exam.

Prerequisites:
Completion of CIS100B: Tech+ Fundamentals or equivalent experience (review the CIS100B course objectives for specific required experience) OR completion of CIS154: Windows Fundamentals or equivalent experience (review the CIS154 course objectives for specific required experience).

CIS101B
Computer Operating Systems
4 Semester Credits
Course Description
This course represents the 2nd half of a two-part course that focuses on a step-by-step approach for learning the fundamentals of supporting and troubleshooting computer hardware and software in a modern IT environment. This information can be applied towards your efforts to pass the CompTIA A+ Core 2 Exam.

Prerequisites:
Completion of CIS101A: Computer Hardware Fundamentals.

CIS102A
Networking Fundamentals, Part 1
4 Semester Credits
Course Description
This course represents the 1st half of a two-part class. This introductory course provides a foundational understanding of networking, covering essential topics such as Addressing, Network Infrastructure, and Documentation. Students will delve into various networking Protocols and learn about the different types of Cabling and Wireless Networking technologies. Additionally, the course will explore Network Architecture, Cloud Computing, and automation enabling participants to comprehend how various components interact within a network. Through practical exercises and theoretical insights, learners will develop the skills necessary to design and troubleshoot basic network systems, laying the groundwork for more advanced studies in the field.

Prerequisites:
Completion of CIS101A: Computer Hardware Fundamentals and CIS101B: Computer Operating Systems or equivalent technical help support experience (review the CIS101A and CIS101B course objectives for specific required experience).

CIS102B

Networking Fundamentals, Part 2

4 Semester Credits

Course Description

This course represents the 2nd half of a two-part class that focuses on IP networking, common network and Internet communication protocols, network and Internet services and applications, security and risk, Wide Area Networking technologies and protocols, connectivity of LANs and WANs, WAN virtualization technologies, network monitoring, network management and change management.

Prerequisites:

Completion of CIS102A: Networking Fundamentals, Part 1.

CIS120A

Cybersecurity Fundamentals, Part 1

4 Semester Credits

Course Description

This course teaches the knowledge needed to begin a career in the rapidly expanding and changing field of Information Technology Cyber Security. After completion of this course students will be able to identify the differences between cyber-based threats, attacks, and vulnerabilities. Differentiate between the differing types of malware, compare and contrast the various types of social engineering, application/service and cryptographic attacks. This class will also teach students the technologies and tools associated with cyber security and use appropriate software tools to assess the security posture of an organization. Finally, this course will teach the different architecture and design concepts for network security, hardware/firmware security and operating system security.

Prerequisites:

Completion of CIS102B: Networking Fundamentals, Part 2.

CIS120B

Cybersecurity Fundamentals, Part 2

4 Semester Credits

Course Description

This course continues teaching the knowledge needed to begin a career in the rapidly expanding and changing field of Information Technology Cyber Security as started in CIS120A. After completion of this course students will be able to identify the differences between cyber-based threats, attacks, and vulnerabilities. Differentiate between the differing types of malware, compare and contrast the various types of social engineering, application/service and cryptographic attacks. This class will also teach students the technologies and tools associated with cyber security and use appropriate software tools to assess the security posture of an organization. Finally, this course will teach the different architecture and design concepts for network security, hardware/firmware security and operating system security.

Prerequisites:

Completion of CIS120A: Cybersecurity Fundamentals, Part 1.

CIS130

Azure Cloud Fundamentals

4 Semester Credits

Course Description

This course is designed to give students a view of Azure Cloud by introducing the fundamentals of Azure cloud products, and their use in modern enterprise networks and data systems.

Prerequisites:

Completion of CIS154: Windows Fundamentals or equivalent experience (review the CIS154 course objectives for specific required experience).

CIS131

Azure Cloud Administration

4 Semester Credits

Course Description

This course is designed to guide students through mastering Azure Cloud core services and solutions. This dynamic program is designed to empower professionals with the knowledge and skills needed to navigate and harness the capabilities of Azure's diverse set of services. Students will master topics such as security, identity management, and DevOps, monitoring, integration services, governance, and cloud development in Azure.

Prerequisites:

Completion of CIS130: Azure Cloud Fundamentals.

CIS132

AWS Foundations

4 Semester Credits

Course Description

This course covers topics related to entry level Cloud users. Topics covered include the value of the AWS Cloud, security best practices, core AWS services and common uses cases.

Prerequisites:

Completion of CIS102B: Networking Fundamentals, Part 2, or equivalent experience (review the CIS102B course objectives for specific required experience).

CIS270A

Cisco Networking, Part 1

4 Semester Credits

Course Description

This course represents the 1st half of a two-part course for entry-level network support positions, the starting point for many successful careers in networking. Cisco professionals have the knowledge and skill to install, operate, and troubleshoot a small enterprise branch network, including basic network security. This information can be applied to your efforts to pass the Cisco Certified Network Associate Exam.

Prerequisites:

Completion of CIS102B: Networking Fundamentals, Part 2, or equivalent experience (review the CIS102B course objectives for specific required experience).

CIS270B

Cisco Networking, Part 2

4 Semester Credits

Course Description

CIS270B - Cisco Networking, Part 2, represents the second of two sessions. Students will gain knowledge, skills, and comprehension. TCP/IP, network access and security, IP connectivity, IP services, routing protocols, and automation and programmability are a small part of the topics the students will cover. This information can be applied to your efforts to pass the Cisco Certified Network Associate Exam.

Prerequisites:

Completion of CIS270A: Cisco Networking, Part 1.

Software Development

ASD101A

Python Fundamentals, Part 1

4 Semester Credits

Course Description

This course introduces students to basic concepts in programming and common baseline computer science topics. The focus of the course will be primarily in Python using the IDLE development environment. Students establish a foundational knowledge base and aptitude required for pursuing more advanced computer science studies. Python language concepts like data types, variables, program control, functions, dictionaries, and modules will be presented. Additional topics introduced include text editors, IDEs, compilers, program development workflows and nested loops. Upon completion of the course students will be able to understand how to create, modify, and maintain basic Python programs to provide software-based solutions.

Prerequisites:

A Windows-based PC that meets the requirements outlined on the following webpage: https://www.ciat.edu/student-resources/system-requirements/.

ASD101B

Python Fundamentals, Part 2

4 Semester Credits

Course Description

This course introduces students to essential programming concepts applied to any programming language. From the previous section of this course, ASD101A students should be already familiar with Python language concepts like data types, variables, program control, and functions. This course will introduce the following topics: exceptions, lists, tuples, dictionaries, string operations, sets, classes, and Object-Oriented

Programming. Upon completion of the course, students will be able to understand how to create, modify, and maintain Python programs to provide software-based solutions.

Prerequisites:

Completion of ASD101A: Python Fundamentals, Part 1.

ASD102A

Web Development with HTML, CSS, JavaScript, Part 1

4 Semester Credits

Course Description

This course provides an introduction to the fundamentals of two of the most widely adopted technologies in the world today: HTML and CSS. Topics explored include HTML structure, syntax and usage, CSS styling and layout, and website design. Upon completion of the course students will be able to understand how modern websites are built, as well as be able to write their own, and add functionality as found throughout the Internet.

Prerequisites:

Completion of ASD101B: Python Fundamentals, Part 2.

ASD102B

Web Development with JavaScript, jQuery, Part 2

4 Semester Credits

Course Description

This course covers client-side scripting, using JavaScript and jQuery, the classic JavaScript library. The students will learn jQuery skills, including creating slide shows, image swaps, carousels, accordions, and forms. The students will add to their JavaScript skills as they work with date and time objects, exceptions and regular expressions, browser objects, web storage, arrays, maps, and your own objects. In addition, the following concepts will be covered: the module pattern of JavaScript, and ES modules, using Ajax with the Fetch API and Promise objects; and be able to get started with server-side scripting using JavaScript and Node.js. Upon completing this course, the students will master the JavaScript and jQuery skills that every web developer should have.

Prerequisites:

Completion of ASD102A: Web Development with HTML, CSS, JavaScript, Part 1 and ASD101B: Python Fundamentals, Part 2.

ASD103A

Object-Oriented Data Structures Using Python, Part 1

4 Semester Credits

Course Description

This course introduces students to intermediate concepts in programming and computer science topics. The focus of the course will be primarily Python programming using an IDE. Students build on previously solidified knowledge and gain leverage for better understanding of advanced computer science studies. Python concepts like classes, linked list, stack, searching and sorting algorithms, objects, constructors, inheritance, and polymorphism will be presented. Upon completion of the course students will be able to understand how to create, modify, and maintain Python programs to provide Object-Oriented Design with an emphasis on problem-solving, theory, and software engineering principles.

Prerequisites:

Completion of ASD101B: Python Fundamentals, Part 2.

ASD103B

Object-Oriented Data Structures Using Python, Part 2

4 Semester Credits

Course Description

This course introduces students to intermediate concepts in programming and computer science topics. Students build on previously solidified knowledge and gain leverage for better understanding of advanced computer science studies. Python concepts like queue, linked list, list, trees, graph, set and dictionary will be presented. Upon completion of the course students will be able to understand how to create, modify, and maintain Python programs to provide Object-Oriented Design with an emphasis on problem-solving, theory, and software engineering principles.

Prerequisites:

Completion of ASD103A: Object-Oriented Data Structures using Python, Part 1.

ASD104A

Web Applications with PHP and MySQL, Part 1

4 Semester Credits

Course Description

This course introduces students to web development and dynamic concepts in building custom applications that implement the MVC pattern. The primary focus is on PHP and MySQL, two of today's most popular open-source tools for server-side web programming. The student will learn to build and design relational databases and MySQL syntax. Upon completion of the course, students will be able to understand how to use PHP syntax and develop, modify, and maintain PHP applications to provide solutions and apply MVC patterns.

Prerequisites:

Completion of ASD102B: Web Development with JavaScript, jQuery, Part 2.

ASD104B

Web Applications with PHP and MySQL, Part 2

4 Semester Credits

Course Description

This course offers content on developing web pages using user-defined functions, cookies, sessions, arrays, and Object-Oriented Design with an emphasis on software engineering principles and how to build dynamic database-driven websites with PHP and MySQL and take software development skills to the professional level. Upon completing this course, the students will master the PHP and MySQL skills every web developer should have.

Prerequisites:

Completion of ASD104A: Web Applications with PHP and MySQL, Part 1.

ASD105

Linux Administration and Shell Scripting

4 Semester Credits

Course Description

This course focuses on the Linux operating system. It covers such topics and skills such as overview of Linux, features, troubleshooting tools and tips, installation, editions, and settings. In addition, the students will learn about Shell Scripting for common technical tasks.

Prerequisites:

Completion of ASD101B: Python Fundamentals, Part 2.

ASD106

Windows & PowerShell

4 Semester Credits

Course Description

This course focuses on the Windows operating system. It covers such topics and skills such as Overview of Windows, features and editions, troubleshooting tools and tips, installation and upgrade process, editions, and settings. In addition, the students will learn about PowerShell language for common technical tasks.

Prerequisites:

Completion of ASD101B: Python Fundamentals, Part 2.

ASD107A

Foundations of Software Engineering, Part 1

4 Semester Credits

Course Description

This course introduces the basics of Software Engineering and how to select the most appropriate develop process model, make a selection for the most appropriate development methodology/model, understand and be able to apply the Unified Process Model, learn about the human aspects of software engineering (e.g., team concerns/issues), gathering software requirements and be able to create project documentation. In addition, students will have an opportunity to work in a team to design and implement a software application while enhancing their software development skills. Upon completion of this course, the student will be able to contribute to a custom application and organize the basics of organizing a projects development lifecycle, application of UML.

Prerequisites:

Completion of ASD104B: Web Applications with PHP and MySQL, Part 2.

ASD107B

Foundations of Software Engineering, Part 2

4 Semester Credits

Course Description

This course introduces the basics of Software Engineering related to project planning and estimation, requirements analysis, program design, construction, testing, maintenance and implementation, and software quality. Upon completion of the course the students will be able to enhance their software engineering and programming style by applying periodic reviews, documentation, thorough testing, and ease of

maintenance. In addition, students will have an opportunity to work in a team to design and implement a software application while enhancing their software development skills. Upon completion of this course, the student will be able to create a custom application for their portfolio.

Prerequisites:

Completion of ASD107A: Foundations of Software Engineering, Part 1.

General Education Courses

ENG200
Technical Writing

3 Semester Credits

Course Description:

This course provides a general overview of the techniques and methods used to produce high-quality technical writing. Students will come to understand the various environments in which crafting clear and concise documents is paramount and how to integrate this knowledge in professional, multi-cultural settings. Additionally, they will obtain practical experience by reading, analyzing, and writing different types of technical documentation in the form of reports, procedures, and more.

Prerequisites:

There are no required prerequisites for this course.

ENG201
Science Fiction and Technology

3 Semester Credits

Course Description:

This course offers a comprehensive overview of the science fiction genre of literature and how it has shaped advancements in technology, as well as the morals that govern them. Students will become more familiar with the change in narrative frameworks with each literary movement and learn about the authors who created them. Along with developing an understanding of how the Writing Process can enhance writing projects, this course will guide students into utilizing literary criticism, further enhancing their knowledge of how scholars can approach scientific literature from multiple perspectives.

Prerequisites:

There are no required prerequisites for this course.

ENG210
Public Speaking

3 Semester Credits

Course Description:

Provides guided practice in public speaking and metacognitive skills development. Develops capabilities in speech resource material organization, outlining, presenting, and using tools effectively to reach the audience. Gains experience in public speaking.

Prerequisites:

There are no required prerequisites for this course.

Mathematical Concepts and Quantitative Reasoning

MTH105
College Algebra

3 Semester Credits

Course Description:

The topics will include, but is not limited to, exponential function, logarithmic functions, systems of linear equations, matrices, and sequences.

Prerequisites:

There are no required prerequisites for this course.

MTH140
Statistics

3 Semester Credits

Course Description

This course will include, but is not limited to, the following concepts:

- Histograms
- Average and Standard Deviation
- Normal Approximation for Data
- Correlation
- Regression

Activities will include solving problems and using appropriate technological tools.

Prerequisites:

Completion of MTH105: College Algebra.

MTH201
Pre-Calculus

4 Semester Credits

Course Description:

This course prepares you to take advanced courses in Calculus. Topics include concepts of Euclidean Geometry involving points, lines, circles, and quadrilaterals. This course will also focus on the study of angles, trigonometry of angles and the practical applications of the laws of sines and cosines.

Prerequisites:

Completion of MTH105: College Algebra.

MTH205
Calculus 1

4 Semester Credits

Course Description:

The design of this course is to develop the subject of differential calculus. Topics include functions, limits, derivatives, and differentiation rules.

Prerequisites:

Completion of MTH201: Pre-Calculus.

MTH210

Calculus 2

4 Semester Credits

Course Description:

Calculus-2 is a continuation of Calculus-1, covering applications of derivatives. Topics will also include antiderivatives and definite integrals.

Prerequisites:

MTH205 or equivalent prior course.

Arts and Humanities

AHS305

Technology, Society, and Culture

3 Semester Credits

Course Description:

Provides guided practice in examining concepts of the history of technology, science, and technology studies (STS) and development of technology with its impacts on gender, community, society, globalization, and interpersonal communication. Develops awareness of design, innovation, and labor in technical contexts. Concepts and theories in technology are brought to life.

Prerequisites:

There are no required prerequisites for this course.

AHS310

Professional Practice in Ethics

3 Semester Credits

Course Description:

Information Technology ethics overview including users, workers, organizations, and society. The impacts of social media, Internet lawsuits, and security on Information Technology organizations and society.

Prerequisites:

There are no required prerequisites for this course.

Natural Physical Sciences

SCI120

General Biology

3 Semester Credits

Course Description:

This course introduces students to the foundational concepts of biology through our accessible and comprehensive Biology course. Tailored for beginners, it aims to not only instill a solid understanding of biology's fundamental principles but also cultivate critical thinking abilities essential for confidently navigating scientific knowledge.

Prerequisites:

There are no required prerequisites for this course.

SCI130

Principles of Chemistry

3 Semester Credits

Course Description:

This course is designed for general education purposes and for students in programs that require a chemistry background. Topics include dimensional analysis, the periodic table, atomic theory, bonding, molecules and nomenclature, solutions, chemical reactions, mass relationships, acid–base theory, galvanic cells, and applications of modern chemistry.

Prerequisites:

There are no required prerequisites for this course.

SCI140

General Physics

3 Semester Credits

Course Description:

This course introduces the student to classical and modern principles of Physics, from Mechanics and Thermodynamics to Sound, Electricity, Magnetism, Optics and Atomic physics. The students will gain a deeper understanding of the physical concepts of the world around them and are motivated and encouraged to learn of current and emerging practical applications based on the theories introduced in this course.

Prerequisites:

There are no required prerequisites for this course.

Social and Behavioral Sciences

SBS110

Introduction to Psychology

3 Semester Credits

Course Description:

This course provides an overview of psychology, including the origins of psychology, research methods, lifespan development, sensation and perception, learning and memory, cognition, personality, social processes, and mental illness.

Prerequisites:

There are no required prerequisites for this course.

SBS120

Sociology

3 Semester Credits

Course Description:

This course introduces the scientific study of human social behavior. Presents the latest data and insights on behaviors, beliefs, issues, and trends on national and global levels from a sociological perspective. Themes covered include diversity, the application of sociology to everyday life, the impact of media, the importance of a global perspective, and social and global change.

Prerequisites:

There are no required prerequisites for this course.

SBS201

Economics

3 Semester Credits

Course Description:

Provides an overview of economic concepts and an introduction to basic economic analysis, along with its applications and implications. Topics explored include how markets work, market efficiency and market failure, firm and consumer behavior, and policy issues such as taxation and international trade.

Prerequisites:

There are no required prerequisites for this course.

Personal and Professional Development

PPD300

Critical Thinking and Problem Solving

3 Semester Credits

Course Description:

Provides guided practice in the conventions of reasoning, critical thinking, and interpersonal communication. Develops essential skills in the understanding of the conceptual framework for arguments and gains awareness of how perspectives are used with the culture, values, and value systems in argumentation. Uses the nature and types of evidence in the processes of collaboration and review used in communication. Expands upon the skills of ethics and responsibility in communication.

Prerequisites:

There are no prerequisites for this course.

PPD305

Career and Technology

2 Semester Credits

Course Description:

Provides guided practice in use of technology to develop a social presence, how to gain interviews, and how to establish resumes online. Provides information to acquire current skills in resume and cover letter writing. Develops knowledge of language that demonstrates self-awareness for

interview and resume. Strengthens awareness of current job market and organizations hiring for Information Technology.

Prerequisites:

There are no prerequisites for this course.

ACADEMIC AND ADMINISTRATIVE LISTING

MANAGEMENT LISTING

PRESIDENT

Doyle, Jamie – President / CEO
- Certificate – Music Performance, Musicians Institute
- Pilots Licenses – PPL, SEL
- Advanced Ground Instructor
- FAA Airframe & Power Plant License- A&P
- FAA Inspection Authorization
- FCC General Radiotelephone Operators License

VICE PRESIDENT

Barrera, Kirsten – Vice President, Strategy and Analytics
- M.S.Ed. in Learning Design and Technology, Purdue University
- B.A. in Communication, Information Technology, Santa Clara University

Park, Claire – Vice President, Compliance
- M.Ed. in College Counseling and Student Development, Point Loma Nazarene University
- B.A. in Human Development and Education Studies, University of California, San Diego
- VA Certifying Official
- Member of Accrediting Council for Continuing Education and Training (ACCET) on-site team evaluator

DIRECTORS

de Oliveira, Flavio – Director of Human Resources
- B.S. in Psychology, Alliant International University
- Associate degree in History, San Diego Mesa College
- Associate degree in Spanish, San Diego Mesa College
- Associate degree in Social and Behavioral Science, San Diego Mesa College
- Professional in Human Resources (PHR), HR Certification Institute
- Professional in Human Resources (SPHR), HR Certification Institute
- Professional Certificate in Human Resources Management, San Diego State University

Feldhege, Zach – Director of Admissions
- B.S. in Business Management, Salem University
- Associate of Science in Computer Technology, Heald College

Funk, Dan – Director of Marketing
- B.S. in Marketing, Florida State University
- Design Media Certificate, University of California, San Diego

Kingston, Melissa – Dean of Education
- M.Ed. with a concentration in Teaching Learning, and Evaluation, University of Ottawa
- B.A. in Business Administration, Carleton University

Lackey, Jill – Director of Career Services
- M.S. in Educational Counseling, Emphasis in Student Affairs, California State University, Bakersfield
- B.A. in Mass Communication, Emphasis in Public Relations, California State University, Bakersfield

LeQuin, Beth – Head of Accounting
- M.A. in Theology & Ministry, Boston College
- MBA, Loyola College in Maryland
- B.A. in Economics, Emory University

Oglesby, Taban – Director of Student Services
- M.A. in Business Administration, Independence University
- M.A. in Education, National University
- B.A in Liberal Studies, San Diego State University

Qopi, Bashar – Director of IT
- B.S. in Computer Engineering, University of Baghdad
- Certifications: CCNA, CCNP, CCSI, and CWNA

Tadeo, Rosa (Ysela) – Director of Financial Aid
- A.A. in Digital Arts, The Art Institute of California

MANAGERS

Agustin, Loida – Admissions Manager

Anderson, Natasha – Associate Dean of Education – Software Development

Handy, Mark - Admissions Manager

Loerop, Jacquelyn – Admissions Manager

Muheim, Jean-Pierre – IT Manager

Rothwell, William "Bo" – Associate Dean of Education

Sticka, Stephen – Registrar

Sturdevant, Kara – Academic Partnerships Manager

Summers, Stephanie – Admissions Manager

ADMINISTRATION LISTING

ACCOUNTING

Castro, Angelica- Accounts Receivable/Payable Clerk

Frye, Brandy – Accounts Receivable/Payable Clerk

Gigante, Rica – Accounts Receivable/Payable Clerk

Madrigal, Kikey – Junior Accountant

Pick, Madison – Accounts Receivable/Payable Clerk

Roman, Veronica – Accounts Receivable/Payable Clerk

ADMISSIONS

Ancheta, Rhea – Admissions Advisor III

Dillon, Sasha – Admissions Advisor II

Doan, Vu – Admissions Advisor II

Ferguson, Amber – Admissions Advisor

Finney, Brooke – Senior Admissions Advisor

Gana, Tony – Admissions Advisor

Gomez, Marcelo – Admissions Advisor

Hancock, Joseph – Admissions Advisor III

Herrera, Monica – Admissions Advisor

Khoshabeh, Cathy – Admissions Advisor

Larson, Ryan – Admissions Advisor III

Lerma, Katherine – Admissions Advisor II

Manus, Mandy – Admissions Advisor

Matheson, Ian – Admissions Advisor II

Moreno, Aaron – Admissions Advisor

Ochoa, Leslie – Admissions Advisor

Powell, Jerrell – Admissions Advisor

Rivas, Max – Admissions Advisor

Rojo, Edmundo – Admissions Advisor

Salido, Ashley – Admissions Advisor

Singer, Bianca – Admissions Advisor

Stephens, Shelsey – Admissions Advisor

Sturdevant, Noah – Admissions Advisor II

Taylor, Terrance – Admissions Advisor II

Thiel, Rachel – Admissions Advisor II

Thomason, Becca – Admissions Advisor

Torres, Michael – Senior Admissions Advisor

Vasquez, Elizabeth – Admissions Advisor III

Webb, Douglas – Admissions Advisor

CAREER SERVICES

Camarena, David – Career Services Advisor

Dien, Maria – Career Services Advisor

Jose, Josie – Career Services Advisor

Penner, Christina – Career Development Coordinator

Young, Sydney – Career Services Advisor

COMPLIANCE

Vukovich, Talia – Compliance Coordinator

FINANCIAL AID

Ahmed, Mirane – Financial Enrollment Coordinator

Collins, Summer – Financial Aid Coordinator / SCO

Extein, Yana – Financial Aid Advisor

Faiez, Bibi – Financial Aid Advisor

Garcia, Melanie – Financial Enrollment Coordinator

Hadjiconstantis, Stefenia – Financial Aid Advisor

Hancock, Bryana – Financial Aid Coordinator / SCO

Kaleopa, Arlene – Financial Aid Advisor

Layug, Loving – VA/Financial Aid Coordinator / SCO

Luallin, Jennifer – Senior Financial Aid Coordinator / SCO

Pak, Katie – Senior Financial Aid Advisor

Riggert, Bridget – Financial Aid Coordinator / SCO

Roman, Tony – Financial Aid Coordinator / SCO

Saucedo, Kerry – Financial Aid Advisor

Sibbet, Logan – Financial Aid Advisor

HUMAN RESOURCES

Croughwell, Abby – HR Specialist

Nush, Reanna – Senior HR Coordinator

Shook, Taylor – Senior Talent Acquisition Specialist

IT

Bryan, Jason – Technical Support Coordinator

Doyle, Brennan – IT Support Analyst

Gehan, Ahmed – Business Analyst

Harper, Jim – Jr. System Administrator

Hudgins, Theresa – Data Coordinator

McFarland, Clayton – Software Developer

Parker, Quincy – Help Desk Technician

Ugaban, Jonathan – Senior Logistics Coordinator

Wiggs, Marcus – Federal Work Study Student Position

MARKETING

Doyle, Rylee – Marketing Coordinator

Evans, Kaylee – Marketing Communications Specialist

Green, Mary – Academic Partnerships Liaison

Knight, Amy – Creative Manager

Mui, Jason – Content Design Coordinator

Olivas, Gabrielle – Learning & Development Coordinator

Rumaldo, Julio – SEO Coordinator

Tarazi, Kevin – Academic Partnerships Liaison

Voss, Emma – Marketing Analyst

STUDENT SERVICES

Alexander, Erin – Senior Student Success Advisor

Arce, Candace – Student Success Advisor

Brancheau, Ed – Records Specialist

Cruz, Vianka – Enrollment Coordinator

Dominquez, Diego – Federal Work Study Student Position

Eberhart, Donald – Senior Enrollment Coordinator

Groccia, Cozey – Student Success Advisor

Hunt, Christine – Records Evaluator

Lorin, Christiana – Records Evaluator

Marin, Elva – Records Evaluator

Monteilh, Alayna – Enrollment Coordinator

Munoz, Daniel – Records Evaluator

Ramirez, Heather – Senior Student Success Advisor

Scheier, Susannah – Records Evaluator

Tauanuu, Norah – Senior Records Evaluator

Watson, Andrea – Student Success Advisor

FULL-TIME FACULTY

Abohebeish, Eman – New Program Development Manager
- B.S. in Electrical Engineering, California State Polytechnic University
- Certifications: Project Management Professional (Project Management Institution), Scrum Master (CSM)

Behboodi, Asghar – CompTIA and Cisco Instructor
- M.S. Software Engineering, National University
- B.S. in Business Marketing with Minor in Electronics, Northeastern University
- Certifications: CompTIA A+, CCNA

Erakat, Nasser – CompTIA Instructor
- B.S. in Information Technology, University of Phoenix
- Certifications: CompTIA A+, Security+

Galligan, Patrick – Faculty Coordinator
- M.Ed., Loyola University Chicago
- B.A. in Broadcasting, Columbia College Chicago
- Certifications: Microsoft Office Specialist 2019 – Word, Excel, PowerPoint, Outlook, Access

Kent, Bonnie – LMS / Instructional Specialist
- M.A. in Organizational Management, Ashford University
- B.A. Communication Studies, Biola University

Luallin, Brent – Senior LMS / Instructional Specialist
- M.S. in Information Systems Management, Coleman College
- B.S. in Computer Electronics Technology, Coleman College
- Certifications: MCSA, MCP and CompTIA Security+

Reyes, Francis – CompTIA Instructor
- M.S. in E-Commerce, National University
- Certifications: CompTIA Network+

Rothwell, William "Bo" – Associate Dean of Education – Cloud Computing
- B.S. in Computer Science, El Dorado College
- Certifications: CompTIA A+, Network+, Linux+, AWS Solutions Architect Associate, AWS SysOps Administrator Associate

Sanjiv, Rema – General Education Instructor / SME
- M.S. in Computer Engineering, San Jose State University
- B.S. in Electronics and Communication, Kerala, India
- Teaching Credential in Mathematics, National University

Toth, Carolyn – General Education / SME
- M.S. in Psychology with Specialization in Counseling, Capella University
- B.S. in Human Services Management, University of Phoenix

Velazquez, Jose – CompTIA Instructor
- B.S. in Business Administration, California State Polytechnic University
- Certifications: CompTIA Network+

ADJUNCT FACULTY

Algarin, Antiono - Cybersecurity Adjunct
- M.B.A., University of Maryland Global Campus
- M.S. in Cyber Security, University of Maryland University College
- Certifications: CompTIA Security+

Allison-Aipa, Timothy – Data Analytics Adjunct
- Ph.D. in Organizational Philosophy, Alliant International University
- M.A. in Organizational Psychology, Alliant International University
- B.A. in Psychology, California State University, Fullerton

Amaro, Jose – CompTIA Adjunct
- M.S in Information Technology (Cybersecurity), California Lutheran University
- MBA, California State University, Channel Islands
- B.A. in Business Administration, California State University, Northridge
- Certifications: CompTIA ITF+

Ammann, Kenneth – Cloud Computing Adjunct
- B.A. in Economics, University of Southern California
- B.A. in East Asian Area Studies, University of Southern California
- Certifications: Microsoft Azure AI Engineer Associate, Azure Solution Expert and Azure Data Engineer Associate

Anderson, Natasha – Associate Dean of Education – Software Development
- M.S. in Database and Web Programming, California State University, Fullerton

Ang, Robert - CompTIA Adjunct
- B.A. in Business Economics with a Minor in Computer Programming, University of California, Los Angeles
- Certifications: CompTIA Network+, Security+

Arca, Rommel – CompTIA Adjunct
- M.S. in Human Resource Development, Villanova University
- B.A. in Political Science, MSU
- AS. In Computer Information Systems – Networking Concentration, California Institute of Arts & Technology
- Certifications: CompTIA Network+, Security+

Asis, Ace – Cybersecurity Adjunct
- M.S. in Cybersecurity, Western Governors University
- Certifications: CompTIA Security+, Network+, A+, CCNP, CCNA

Bassili, John - CompTIA Adjunct
- B.S. in Cybersecurity and Information Assurance, Western Governors University
- B.S. Biology Cum Laude, California Polytechnic University, Pomona
- Certifications: CompTIA A+

Bautista, Frances – Business Data Analytics Adjunct
- M.S. of Public Health/Healthcare Administration, National University
- B.A. of Liberal Studies/Sociology, University of California, Riverside

Blas, Phil – CompTIA Adjunct

- M.S. Information Management Systems, Kellar Graduate Schools, California
- B.S. Technical Management, DeVry University, California
- Certifications: CompTIA ITF+

Bobryk-Ozaki, Terrence – Cloud Computing Adjunct

- M.S. Cybersecurity and Information Assurance, Western Governors University
- B.S. Network Systems, Western Governors University
- Certifications: AWS Certified Cloud Practitioner, AWS Certified SysOps Administrator – Associate, Linux+, Network+, Server+, Security+, Project+

Borunda, Ramon – Cloud Computing Adjunct

- MBA, California State University, San Marcos
- B.S. Computer Information Systems, California State University, San Marcos
- Certifications: AWS Cloud Practitioner

Brown, Doug – Software Development Adjunct

- M.S. in Electrical Engineering, New Mexico State University, Las Cruces
- B.S. in Physics, New Mexico State University, Las Cruces

Bruckner, Dalton – Cybersecurity Adjunct

- B.S. in Cybersecurity, American Military University
- Certifications: CompTIA Network+, Security+

Callaghan, Matthew – Cybersecurity Adjunct

- B.S. in Information Technology, University of Phoenix, San Diego
- Certifications: CompTIA Security+

Casillas, Omar - Cloud Computing Adjunct

- B.S. in Molecular, Cell, and Developmental Biology - University of California, Los Angeles
- Certifications: Microsoft Azure Administrator Associate

Cevallos, Javier – Cloud Computing Adjunct

- M.S. in Integrated Design, Business, and Technology, University of Southern California, Iovine and Young Academy
- B.S. Business Administration, San Francisco State University, San Francisco
- Certifications: Microsoft Certified Azure AI Fundamentals, DevOps Engineer Expert, Azure Administrator Associate, Solutions Associate Cloud Platform, Microsoft Specialist Architecting Azure Solutions and Implementing Azure Infrastructure Solutions

Chan, Simon – Computer Fundamentals Adjunct

- BBA Supply Chain Management, Texas A&M University
- Credentials: CompTIA Security+, Network+

Chapman, Bianca – General Education Adjunct

- M.F.A. in Creative Writing and Literature, San Diego State University
- M.A. in Organizational Leadership, University of the Rockies
- B.A in Theatre Arts and Creative Writing, Dillard University

Cherry, Henry – OS Fundamentals Adjunct

- B.S. in Management Information Systems, Azusa Pacific University
- Certifications: Microsoft Certified Systems Engineer

Chheda, Chetan – CompTIA Linux Adjunct

- B.S. in Electronic Engineering, University of Mumbai, India
- Certifications: Architecting on AWS Training

Christle, Bettina – General Education Adjunct

- B.S. in Chemistry, Karlsruhe Institute of Technology, Germany
- Postdoctoral researcher at University of California, Berkeley

Contreras, Gary – Cybersecurity Adjunct

- B.S. in Business Management, University of Phoenix
- Certifications: CISSP

Copeland, Dane – CompTIA Linux Adjunct

- B.A in Psychology, University of California, San Diego
- Certifications: CompTIA Linux+

Cox, Bryson – CompTIA Adjunct

- B.A. in Communication, California State University, San Marcos
- Certifications: CompTIA A+, Network+

Cuellar, Anita – OS Fundamentals Adjunct

- Executive MBA in Strategic Leadership and Ops Management, Quantic School of Business and Technology
- B.S. in Management Information Systems and Business Management, Menlo College, Atherton, California
- A.S. in Travel Marketing and Hospitality, Los Medanos College
- Certifications: Apple Certified Support Professional, Google IT Support Professional

Datta, Santanu – Business Data Analytics Adjunct

- B.S. in Computer Science and Engineering, University of Kalyani, India
- Certifications: ITIL, Six Sigma Green Belt, Oracle Hyperion, Data Warehouse & Business Intelligence

Diangson, James – Software Development Adjunct

- B.S. in Business Administration, San Francisco State University

Dobrin, Laona – General Education and Computer Fundamentals Adjunct

- M.S. in Chemistry, Northern Arizona University
- B.S. in Chemistry, Northern Arizona University

Duong, Nam – CompTIA Adjunct

- MBA in IT Management, Western Governors University
- B.S. Cybersecurity and Information Assurance, Western Governors University
- Certifications: CompTIA A+, Network+, Security+

Duque, Ricardo - Cisco Adjunct

- B.S. in Electronic Engineering, Universidad Nacional de Colombia
- Certifications: Cisco Certified DevNet Professional, Cisco CCNA, Cisco CCNP

Escobedo, David – CompTIA Adjunct

- B.A. Investment Economics, California State University, Stanislaus
- Certifications: CompTIA Network+, Security+, Security Analytics Professional, Cisco Certified Network Associate Routing and Switching

Fabian, Anthony – CompTIA Adjunct

- B.S. in Computer Information Technology, Point Loma Nazarene University
- A.S. in Cybersecurity, Mira Costa College, Oceanside
- Certifications: CompTIA Fundamentals, A+, Network+, Security+, AWS Cloud Practitioner

Ferrera, Michael - CompTIA Adjunct

- M.S. in Management Information Systems, Colorado Technical University
- B.S. in Information Technology, Colorado Technical University
- Certifications: CompTIA Network+, CISSP, AWS Cloud Practitioner

Fontenot, Asmar – Cloud Computing Adjunct

- B.S. Electrical Engineering, University of California, San Diego
- Certifications: Azure Administrator Associate

Fooks, Lambert – Cloud Computing Adjunct

- Ph.D. in Education, Capella University
- M.S. in Instructional Technology (eLearning), National University
- B.A. in Visual & Performing Arts (Multimedia/Audio/Video), California State University
- Certifications: Microsoft Azure Administrator Associate

Francis, Dexter – Software Development Adjunct

- Ph.D. in Information Technology, Capella University, Minneapolis
- MBA, University of Phoenix, Jacksonville
- B.S. in Electrical Engineering, University of Florida
- Certifications: Community College Teaching Certificate, California State University Dominguez Hills

Franklin, Carlee – General Education Adjunct

- M.A. English Composition & Literature, California State University, San Bernardino
- B.A. Creative Writing & Literature, University of California, Santa Barbara

Gravatt, Steve – Computer Fundamentals Adjunct

- MBA in Information Technology, Western Governors University
- B.S. in Information Technology, Western Governors University
- A.S. Health Sciences and Biology and Mechanical Design, Napa Valley College
- Certifications: CompTIA Cloud Essentials+, Network+, Project+, Security+, A+

Guzman, Esteban – OS Fundamentals Adjunct

- B.S. Business Administration, California State Polytechnic University Pomona

Hamachi, Aaron – Cisco Adjunct

- M.S Information Security and Assurance – Western Governors University
- B.S Information Technology – Network Design and Management – Western Governors University
- Certifications: Cisco Certified DevNet Associate (DEVNET Associate), Cisco Certified Network Associate (CCNA), Cisco Certified Specialist – Enterprise Core, Cisco Certified Network Professional - Security (CCNP)

Harper, Steed – CompTIA Adjunct

- M.S. in Information Systems – Coleman University
- B.S. in Digital Entertainment and Game Design – ITT Technical Institute

Hayes, Jimmy - Cloud Computing Adjunct

- B.S. in Business Administration – Information & Decision Systems - San Diego State University
- Certifications: AWS Certified Solutions Architect, AWS Certified DevOps Engineer, AWS Certified Security, AWS Certified Database, AWS Certified Data Analytics

Hemnani, Shekhar – Cloud Computing Adjunct

- M.S. in Computer Science, Networking – University of Texas
- B.S. in Computer Science - Mumbai University
- Certifications: AWS Certified Solution Architect Associate, AWS Certified SysOps Associate, AWS Certified Developer Associate, AWS Certified Advanced Security Specialty, AWS Certified Advanced Network Specialty

Hernandez, Robert – CompTIA Linux and Software Development Adjunct

- B.S. in Computer Information Systems, Chapman University

Im, Edward – Software Development Adjunct

- BA Business Economics, University of California, Riverside
- Certifications: Python Stack Black Belt, MEAN Stack Black Belt

Iqbal, Javeria – Software Development Adjunct

- P.D. in Computer Science – International University of Malaysia
- MS Computer Science – Max Planck Institute of Computer Science

Itoga, Daisuke - Cloud Computing Adjunct

- MBA, University of California, Berkeley
- Certifications: Associate Cloud Engineer, Google Cloud

Kelly, Jamario – Cybersecurity Adjunct

- M.S. in Computer Information Systems – Bellevue University
- B.S. in Software Development – Bellevue University
- Certifications: CompTIA Security+, CISSP

Kennedy, Sean – CompTIA Adjunct

- B.A. in Computer Information Technology – Point Loma Nazarene University
- Certifications: CompTIA A+, Network+, Security+

Kpaduwa, Uche – Cloud Computing Adjunct
- B.A. in Theater University of California, Riverside
- Certifications: AWS, Cisco

Lathrop, Joseph – Business Data Analytics and Cloud Computing Adjunct
- B.A. in Business Administration - University of LaVerne
- Certifications: AWS Database Specialty, AWS Solution Architect Associate, AWS Sysops Administrator Associate

Lam, Thomas – CompTIA Adjunct
- B.A.in English – University of California, Riverside
- Certifications: CompTIA A+, CompTIA Network+

Lee, Michelle – Business Data Analytics Adjunct
- BA in Economics, University of California, Irvine

Leong, Robert – Computer Fundamentals Adjunct
- B.S. Molecular, Cell, and Developmental Biology, University of California, Santa Cruz
- Certifications: CompTIA Security+, Network+

Limoges, Kevin – CompTIA Adjunct
- B.S. Information Systems and Technology, California State University, San Bernardino
- Certifications: CompTIA ITF+

Loftis, Devin – Computer Fundamentals Adjunct
- MBA, University of Memphis
- B.S. Computer Science and Mathematics, University of Memphis

Mansouri, Amin – Cloud Computing Adjunct
- M.S. Cyber Security and Information Assurance, National University
- B.S. Computer Engineering, Shiraz University
- Certifications: AWS Certified Developer Associate, AWS Certified DevOps Engineer, AWS Certified Solutions Architect Professional, AWS Certified Security Specialty

Marquez, Carl – CompTIA Adjunct
- M.S in Educational Technology, National University
- B.S. in Kinesiology, San Diego State University
- Certifications: CCNA

Martin, Michael – Cybersecurity and Cloud Computing Adjunct
- B.S. in Computer Engineering, University of Massachusetts, Dartmouth
- Certifications: CompTIA Security+, Microsoft AZ900

Mason, Steven – Cisco Adjunct
- B.S. in Information Technology – ITT Technical Institute
- Certifications: Cisco CCNA, CompTIA Network+

McGregor, Rebecca – Computer Fundamentals Adjunct
- MBA Business Intelligence, Southern New Hampshire University
- B.S. Mathematics, Oregon State University
- Certifications: CompTIA ITF

McGregor, Jaina - CompTIA Adjunct
- M.S. in Leadership Concentration: Leading and Managing Technical Projects - Northeastern University, Boston, Massachusetts
- B.S. in Business Information Systems - Oregon State University, Corvallis, Oregon
- Certifications: CompTIA IT Fundamentals

McGuire, Chris – Cybersecurity Adjunct
- B.S in Computer Science – University of California, San Diego
- Certifications: Certified Information Systems Security Professional (CISSP), EC Council- Certified Ethical Hacker (CEH), CompTIA Security+

Mendoza, Hector – CompTIA Adjunct
- M.S. Cybersecurity, California State University, San Marcos
- B.S. Information Systems, Hawaii Pacific University
- Certifications : CompTIA Network+, Security+

Miller, Natalie – CompTIA Adjunct
- B.S in Computer Science – California Polytechnic State University
- Certifications: CompTIA Security+

Miller, Phil – Cloud Computing Adjunct
- M.S. in Management Information Systems – National University
- B.S. in Computer Science – San Diego State University
- Certifications: AWS Certified Cloud Practitioner, AWS Solutions Architect- Associate, CompTIA Security+, Certified Information Systems Security Professional (CISSP)

Miller, Quentin – Software Development Adjunct
- M.A. in Business Administration – University of Phoenix
- B.S. in Operations Management – Remington College
- A.S in Computer Network Technologies – Remington College

Mohn, Daniel – General Education Adjunct
- MBA in Finance and Management, Argosy University, Seattle
- B.S. in Workforce Education and Development, Southern Illinois University

Mueller, Lance – Cybersecurity Adjunct
- M.S. in Cyber Security Operations & Leadership, University of San Diego
- B.S. in Cybersecurity & Information Assurance, Western Governors University
- Certifications: CompTIA Security+, CISSP

Mukhopadhyay, Debsankar – Software Development Adjunct
- M.S in Engineering, University of Kansas
- M.S in Computer Science, University of Missouri – Kansas City

Newsom, William – Cloud Computing Adjunct
- B.A. in Government – California State University, Sacramento

- Certifications: AWS Cloud Practitioner, AWS Solutions Architect Associate

O'Brian, Cole – Software Development Adjunct

- M.S. in Data Science, University of Alabama, Birmingham
- B.S. in Data Science, University of Alabama, Birmingham

Patino, Luis - CompTIA Adjunct

- B.S. in Cybersecurity and Information Assurance - Western Governor's University
- Certifications: CompTIA A+, CompTIA Network+, CompTIA Security+

Pellegrini, Eva – Computer Fundamentals Adjunct

- M.S. in Cybersecurity and Information Assurance, Western Governors University
- MBA in Accounting and Financial Management, Keller Graduate School of Management/DeVry University
- B.S. in Business, DeVry University
- Certifications: CompTIA Security+, Project+, CISSP, CISM, ISACA, CEH (EC-Council), CHFI (EC-Council)

Pena, Marcelino – Business Data Analytics Adjunct

- M.A. in Demographic and Social Analysis – University of California, Irvine
- B.A. in Mathematics – St. Olaf College

Pham, Dzung – Cloud Computing Adjunct

- B.S. in Computer Science, University of Tulsa
- Certifications: AWS Solutions Architect Professional, DevOps Engineer Professional Security Specialty, Azure Solutions Architect Expert

Popgeorgiev, Nikolay – Cisco Adjunct

- M.S. Information Technologies,
- Certifications: Cisco DevNet Professional, CCIE, CCSI, PMP

Porter, Christopher – CompTIA Adjunct

- B.S. in Business Administration, California State University, San Bernardino
- Certifications: CompTIA A+

Powers, David – Cloud Computing Adjunct

- B.S. Computer Science, California Lutheran University
- Certifications: AWS Certified Developer-Associate, AWS Certified Solutions Architect-Associate

Prestia, Vincent – CompTIA Adjunct

- M.S. in Business Administration, Nova Southeastern University
- B.S. Information Technology, Western Governors University
- Certifications: CompTIA Network+, Security+, Project+, A+

Pryor, Justin – CompTIA Adjunct

- B.S. Information Technology, Arizona State University
- Certifications: CompTIA A+, Security+, Network+

Pugh, William – Cloud Computing Adjunct

- B.S. in Military History, United States Air Force Academy
- Certifications: AWS Certified Cloud Practitioner, AWS Certified Specialty, AWS Certified Solutions Architect – Associate, AWS Certified SysOps Administrator – Associate, AWS Security Specialty, AWS Machine Learning Specialty, CompTIA Network+, Security+

Quesada, Lawrence – OS Fundamentals Adjunct

- M.S. in Business Administration, Walden University
- B.S. in Computer Applications, De La Salle University
- Certifications: CompTIA A+, Server+

Quinn, Katelynn – Cybersecurity Adjunct

- M.S. Cybersecurity, Webster University
- MBA, National University
- B.S. Environmental Science, American Military University
- Certifications: CompTIA Security+, Network+, AWS Cloud Practitioner

Rao, Nikhil – Business Data Analytics Adjunct

- M.S. in Development Practice - University of California, Berkeley
- B.S. in Environmental Economics and Policy - University of California, Berkeley

Rath, Abhisek – Cloud Computing Adjunct

- M.B.A – University of California, Los Angeles
- Certifications: AWS Certified Cloud Practitioner

Rey, Louis – Software Development Adjunct

- M.S. in Electrical Engineering – San Diego State University
- B.S. in Electrical Engineering – San Diego State University

Rivas, Jacob – Adjunct

- BS in Business Administration and Management Information Systems, California State University, San Jose

Rivera, Andres – CompTIA Adjunct

- BA in Business Administration, California State University, Fullerton
- Certifications: CompTIA A+, Network+

Robles, Jovan – CompTIA Adjunct

- B.S. Computer Science, California College San Diego
- Certifications: CompTIA Network+, Security+

Roopkumar, Samson – Computer Fundamentals Adjunct

- M.S. Computer Science, Florida State University

Saleh, Ahmed- CompTIA and Cybersecurity Adjunct

- M.S. in Computer Science – James Madison University
- Certifications: IT Fundamentals

Sammour, Maen – Cloud Computing Adjunct

- MBA Business, Western Governors University
- B.S. in Electrical Engineering, Yarmouk University, Jordan
- Certifications: Microsoft Azure Fundamentals

Sanchez, Alfonso – General Education Adjunct
- MA in English, National University
- B.A. in Early Childhood Education

Sardano, Donald – Cybersecurity Adjunct
- B.S. Cybersecurity and Information Assurance, Western Governors University
- Certifications: CompTIA Network+, Security+, A+

Sebetich, Adam – Cloud Computing Adjunct
- B.S. in Informatics and Information Assurance and Cybersecurity, University of Washington
- Certifications: Microsoft Azure Administrator Associate, DevOps Engineer Associate

Sevilla, Marcelo – General Education and Computer Fundamentals Adjunct
- M.S. in Computational Science (In Progress) – San Diego State University
- B.S. in Mathematics – San Diego State University

Shahbazian, Andy – Cloud Computing Adjunct
- M.S. in Computer Science, California State University
- B.A. in Business Management, University of California, Los Angeles
- Certifications: AWS Certified Cloud Practitioner, AWS Certified Solutions Architect, AWS Speaker Certification

Shariff, James – Cybersecurity Adjunct
- M.S. in Cybersecurity and Information Assurance, Western Governors University
- B.S. Business Finance, National University
- Certifications: Certified Ethical Hacker (EC-Council), ISC2 CISSP, CompTIA Security+

Shoe, Christopher – Software Development Adjunct
- MBA, Mid-America Christian University
- BFA, New School University,

Shorter, Mellonise – Computer Fundamentals Adjunct
- M.S. in Cybersecurity and Information Assurance, National University
- B.A. Computer Technology, California State University, Dominiguez Hills
- Certifications: CompTIA Security+

Siddeeq, Debalina – General Education Adjunct
- M.S. in Chemical Engineering, Georgia Institute of Technology
- B.S. in Chemical Engineering, Georgia Institute of Technology

Singh, Rajvinder – Software Development Adjunct
- M.S. in Information Systems and Technology, Claremont Graduate University

Smith, Brad - CompTIA Adjunct
- B.A. in Political Science - University of California – Berkeley

- Certifications: CompTIA A+

Smith, Taylor - Cloud Computing Adjunct
- M.B.A - University of Redlands
- M.A. in Management - University of Redlands
- B.A. in Economics - University of Minnesota
- Certifications: AWS Certified Cloud Practitioner, AWS Certified Solutions Architect

Sorace, Robert – Cisco Adjunct
- M.S. in Information Technology, Capella University
- B.S. in Information Technology, University of Phoenix
- Certifications: Cisco Certified Network Associate (CCNA), Cisco Certified DevNet Associate

Sorush, Seddiq - Programming Adjunct
- B.S. in Technology (Electronics Engineering) (BTech) - The University of Pune, India

Spear, William – CompTIA Adjunct
- B.S. in Psychology, California Lutheran University
- Certifications: CompTIA A+, Network+, Security+

Splan, Curtis – CompTIA Adjunct
- M.S. Management Information Systems, University of Florida
- B.A. Psychology, University of Nevada
- Certifications: Project+, Security+, Network+, A+

Struck, Joshua – Cloud Computing Adjunct
- M.S. in Information Systems & Assurance, University of New Mexico
- B.A. Business Administration, University of New Mexico
- Certifications: AWS Certified Solutions Architect – Associate, CompTIA Security+, ITIL V4, Certified Ethical Hacker, CASP+

Terapak, Steve - Cloud Computing Adjunct
- B.S. in Computer Science - West Virginia University
- Certifications: AWS Cloud Practitioner, Microsoft Azure Administrator

Terhorst, John - General Education Adjunct
- M.S. in Chemistry – Yale University

Thatikonda, Karthik – Cisco Adjunct
- M.S. in Electrical Engineering, Wichita State University
- Bachelor of Technology, Electronics and Communications Engineering, Jawaharlal Nehru Technological University, India
- Certifications: Cisco Certified Network Associate, Cisco Certified Network Professional, AWS Certified Solutions Architect

Toor, Forrest – Cybersecurity Adjunct
- B.S. Cybersecurity and Computer Networks
- Certifications: CompTIA Security+

Torres, Enoc - Cybersecurity Adjunct

- B.S. in Cyber Security and Information Assurance - Western Governors University
- Certifications: CompTIA Security +, CompTIA Network +

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