CIAT CALIFORNIA INSTITUTE OF APPLIED TECHNOLOGY

2025 COURSE CATALOG

JAN 1 - DEC 31

"DREAM BIG. SET GOALS. TAKE ACTION."

ACCET

We have high standards and we believe you should too. CIAT has proudly earned accreditation from the Accrediting Council for Continuing Education & Training (ACCET) listed by the U.S. Department of Education as a nationally recognized accrediting agency.

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refer to the latest catalog from the CIAT website rather than rely on print or electronic document versions that may be out of date.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/

2025_Version 1; Published in January 2025

Jamie Doyle

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

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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 delivering 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 **Bureau for Private Post-Secondary Education at 1747 N. Market Blvd., Ste 225, Sacramento, CA 95833, ww.bppe.ca.gov, toll-free telephone number 888-370 -7589 or by fax 916-263-1897**.

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

Catalog Changes

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

Eligibility

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

Statement of Ownership

California Institute of 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

BPPE Approval

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

Accreditation

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

Other Approvals and Partnerships

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

Campus Locations and Contact Information

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

401 Mile of Cars Way, Suite 100, National City, CA 91950
1717 Louisiana Blvd NE, Suite 208, Albuquerque, NM, 87110

CIAT's has two main campuses, one is located on the ground floor of a three-story office building off of the interstate 5, South of San Diego in National City and the second campus is located off of the interstate 40, Albuquerque in New Mexico. Shopping malls, restaurants, and hotels are within a short drive from each campus. We have large classrooms available, large networking lab facilities and large "quiet study" areas with private desks for student use. There are offices for the staff. More than adequate parking is available and public transportation stops are located directly adjacent to each campus.

Program / Course Schedules

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

For example, 101A course is 75 clock hours in total. Students in a 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 Pacific Time.

Online
Monday – Friday: 8:00AM – 6:00PM

Campus (Open only during 5th week of each term)
Tuesday – Friday: 10:00AM to 2:00PM Tuesday, 6:00PM Wednesday, 6:00PM Thursday, & 4:00PM Friday

Degrees and Certificates Awarded

Upon completion of one of our Degree Programs, the student will receive an Applied Bachelor's Degree and/or Associate of Applied Sciences 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:

- Applied Bachelor's Degree in Computer Information Systems (BACIS)
- Applied Bachelor's Degree in Software Development (BASD)
- Associate of Applied Science in Computer Information Systems (AASCIS)
- Associate of Applied Science in Software Development (ASD)
- Associate of Applied Science in Business Data Analytics (AASBDA)
- Associate of Applied Science in Business Administration (AASBUS)
- Associate of Applied Science in Digital Marketing (AASDM)
- Associate of Applied Science in Healthcare Management (AASHCM)
- Associate of Applied Science in Human Resource Management (AASHRM)
- Associate of Applied Science in Project Management (AASPM)

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 Cisco Network Associate (CCNA)
- Certificate as Cisco Networking Professional, Enterprise (CCNP-ENT)
- Certificate in Software Development (CSD)
- Certificate as Microsoft Office Specialist (MOS)
- Certificate as Computer Technician (CCT)
- Certificate as Networking Technician (CNT)
- Certificate in Cloud Administration (CCA)
- Certificate in Cybersecurity (CC)
- Certificate in IT Project Management (CITPM)
- Certificate in Artificial Intelligence & Machine Learning (CAIML)
- Certificate in Workflow Deployment (CWD)
- Certificate in Database Administration (CDA)
- Certificate in Cloud Infrastructure (CCI)

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 hours 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. At this time CIAT is only accepting students who have successfully completed a minimum associate degree into the Applied Bachelor's Degree program. 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 California 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 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 a Federal Pell Grant or a federal student loan. 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.

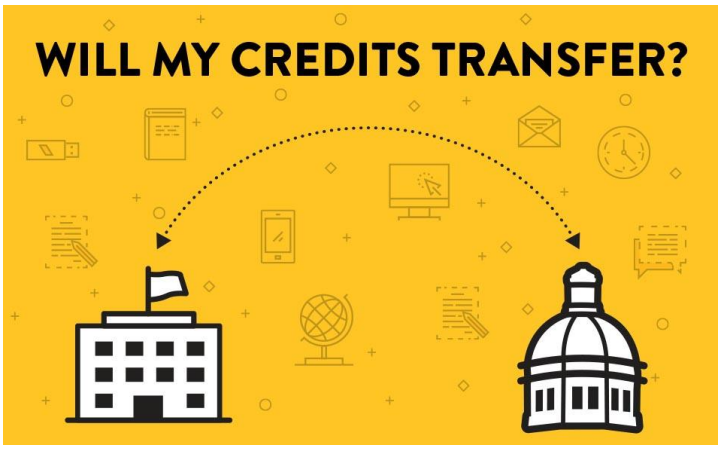
CIAT will only consider for acceptance credit earned at another institution if that institution is accredited by an agency recognized by either the U. S. Department of Education or the Council for Higher Education Accreditation. Credit earned at an institution outside the United States will be considered 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 will accept a maximum of 75% of the credits for transfer credit or a combination of transfer credit and experiential or equivalent credit (including challenge credits). For no student, however, may the credit given for experiential or equivalent credit (including challenge credits) exceed 25% of the credits required for a certificate or degree. CIAT will only consider for acceptance transfer credit from institutions that are accredited by recognized agencies of the U.S. Department of Education and/or provide the current associated industry certification. **Transfer of credit may affect your ability to qualify for Financial Aid.**

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. Veterans will be required to provide their Joint Services Transcript or equivalent from the Air Force and Coast Guard, and all transcripts from all institutions for all college-level courses taken prior to attending CIAT. All transcripts received will be reviewed by the 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.



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 (e.g. Statistics) 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.
   b. All Bachelor-level general education course credit requirements will be satisfied if the student has earned a Bachelor's Degree or higher from an accredited institution.

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

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

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

Transfer of Credits from CIAT

CIAT does not in any way guarantee or promise that credits earned at CIAT will be accepted for transfer by any other institution other than listed institution(s) under Articulation Agreement on pg. 15. 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 a 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 four terms in a semester (20 weeks) and each semester is CIAT's period of attendance. The tuition cost for one period of attendance equals four 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
- Term 4: 4 semester credit course; $2,640

Total Charges for a period of attendance: $10,560.00

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	
BACIS Tech Fee	$1,250.00	One Time
BASD Tech Fee	$1,250.00	One Time
AASCIS Tech Fee	$600.00	One Time
ASD Tech Fee	$600.00	One Time
AASBDA Tech Fee	$600.00	One Time
AASBUS Tech Fee	$600.00	One Time
AASDM Tech Fee	$600.00	One Time
AASHCM Tech Fee	$600.00	One Time
AASHRM Tech Fee	$600.00	One Time
AASPM Tech Fee	$600.00	One Time
CCIS Tech Fee	$450.00	One Time
CCNA/CCNP-ENT Tech Fee	$500.00	One Time
CSD Tech Fee	$300.00	One Time
CNT Tech Fee	$200.00	One Time
CCA Tech Fee	$200.00	One Time
CCT Tech Fee	$200.00	One Time
CCNA Tech Fee	$100.00	One Time
CC Tech Fee	$400.00	One Time
CITPM Tech Fee	$300.00	One Time
CAIML Tech Fee	$350.00	One Time
CWD Tech Fee	$200.00	One Time
CDA Tech Fee	$200.00	One Time
CCI Tech Fee	$200.00	One Time
Equipment Fee (CIS101A/B)	$1,200.00	One Time
Networking Equipment Fee (CIS102A/B)	$150.00	One Time
Cisco Fee (CIS270A/B)	$500.00	One Time
CEH iLab Software (SEC340A/B)	$250.00	One Time
Power BI Lab Fee (BDA105)	$25.00	One Time
Virtual Cloud Lab Fee for courses: CAI105, CIS130, CIS131, CIS220A/B, CLD332	$150.00	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
Tutoring	$-	N/A
Assessment Fees for transfer of credits	$-	No Charge
Fees to transfer credits	$-	No Charge
Student Tuition Recovery Fund	$-	$0.00
Online Library Services	$-	$0.00
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.

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 Applied Bachelor's Degree in Computer Information System program, the maximum amount of scholarships and discounts combined cannot exceed more than $15,000.00 per student. The scholarship will be applied evenly in the last two semesters.

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 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. Apply for federal financial aid,
4. 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 up to $2,500 per student based on the eligibility criteria. All other programs are eligible 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 nonprofit company
2. Work in Green Business certified company; or
3. Work in 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 up to $2,500 per student based on the eligibility criteria. All other Certificate programs are eligible for up to $1250, 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 up to $2,500 per student based on the eligibility criteria. All other Certificate programs are eligible for $400 – $1250, 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. Apply for federal financial aid,
4. 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 up to $2,500 per student based on the eligibility criteria. All other Certificate programs are eligible for $400 – $1250, depending on program length.

New Bachelor's Degree Scholarship

CIAT got you covered! The scholarship offers up to $15,000.00 based on the financial need in the last two years in the Bachelor's Degree program. The CIAT's new Bachelor's Degree scholarship is considered a "last money" scholarships and is designed to supplement military educational benefits or loans 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 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 also meet the eligibility criteria listed below. They must:

1. Show proof of exhausted benefits/loans
2. Show proof of funding gap during the financial consultation

Pell Grant Match Scholarship

CIAT will match the amount students would have qualified for in Pell Grants, with the award funds being equivalent for programs eligible for Title IV funding. CIAT's new Pell Grant Match Scholarship is considered a "last funding" scholarship and is designed for students enrolling in upper division Bachelor's Degree programs to supplement military educational benefits or loans when those funding benefits are exhausted. 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:

1. Be registered in a Bachelor's Degree program,
2. Show proof of exhausted benefits/loans,
3. Show proof of funding gap during the financial consultation.

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 a part-time or full-time employee 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 is 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. If the student has received student financial aid funds, the student is entitled to a refund of the money not paid to CIAT from the student's federal financial aid program funds held by CIAT.

Collection Policy

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

1. 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 aid, 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 (Federal, State, or private), collection of that debt will be in accordance with the lender's policies.

Student Tuition Recovery Fund Disclosures

(a) A qualifying institution shall include the following statement on both its enrollment agreement and school catalog:

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

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

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

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

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

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

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

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

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

Financial Aid Assistance

Under the direction of Vice President of Compliance, Financial Aid Administrators assess students' resources to determine the best method of meeting their financial obligations. Financial Aid Administrators are thoroughly knowledgeable of all funding sources available and are prepared to tailor plans to meet individual students' needs. Eligible Title IV funding programs are as follows:

- Associate of Applied Science in Computer Information Systems (AASCIS)
- Associate of Applied Science in Business Data Analytics (AASBDA)
- Associate of Applied Science in Software Development (ASD)
- Certificate in Computer Information Systems (CCIS)
- Certificate as Cisco Networking Professional, Enterprise (CCNP-ENT)
- Certificate in Software Development (CSD)
- Certificate as Networking Technician (CNT)
- Certificate as Cloud Administrator (CCA)
- Certificate as Computer Technician (CCT)

Only the National City, California Campus is eligible to offer federal student aid at this time. For more information regarding Financial Aid, please contact Financial Aid Department at financialaid@ciat.edu.

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

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

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

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

Eligibility for Title IV Aid Programs

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

- Be a U.S. citizen or eligible non-citizen,
- Be enrolled in a program that leads to a degree,
- Not be in default on any loan under the Title IV programs,
- Not owe a refund on any grant under the Title IV programs,
- Demonstrate financial need as determined by the appropriate agency offering the financial assistance,
- Make satisfactory progress toward an educational objective (See "Satisfactory Academic Progress."),
- Have a high school diploma or recognized equivalent,
- Be enrolled in one of CIAT's Title IV qualified programs.

Dependency Status

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

- You are 24 years or older,
- You are married,
- You will be working on a master's degree,
- You are serving on active duty in the U.S. Armed Forces,
- You are a veteran of the U.S. Armed Forces,
- You have children, and you provide more than half of their support,
- After you turned age 13, both of your parents were deceased,

- You have dependents (other than children or your spouse) who live with you, and you provide more than half of their support,
- You were in foster care since turning age 13,
- You were a dependent or ward of the court since turning age 13,
- You are currently or you were in legal guardianship,
- You are currently or were an emancipated minor,
- You are homeless or you are at risk of being homeless.

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

Dependency Override

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

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

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

Insufficient Justification for a Dependency Override

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

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

Professional Judgement

Professional Judgement is the process of reviewing an individual student's unique circumstances and exercising the discretion to modify the date elements typically used in the Department of Education's evaluation. Professional judgement changes are made when the Financial Aid Administrator determines that the standards used to calculate eligibility for financial aid, based on the family contribution, are inappropriate due to extenuating circumstances. This can occur when adjusting need analysis, overriding dependency status, and other date elements to calculate Student Aid Index (SAI). The SAI was previously known as Expected Family Contribution (EFC).

Modifications to the Federal Methodology (FM) are exclusively executed via adjustments to individual data elements, conducted on a case-by-case basis. Substitutions of data elements that lead to alterations in the family contribution are meticulously recorded withing the student file. These adjustments are then recalculated and generate a valid institutional Student Information Record (ISIR) through correction in Financial Aid Access to Central Processing System (CPS).

While retaining the flexibility to address unique student situations, the Financial Aid Office aims for uniformity in handling students facing comparable unusual circumstances. In instances of uncommon student cases or appeals against award decisions, a committee review is conducted by the Financial Aid Director. The VP of compliance may be brought into consultation for an appeal if deemed appropriate.

CIAT uses a 3rd party Financial Aid Services, Inc. for both corrections to report data and for adjustments resulting from professional judgement. Consequently, when modifications are made to a student's or parent's financial need analysis due to receipt of corrected, updated or enhanced information' single data element changes are entered; and the revised family contribution is automatically recalculated. This updated Student Aid Index (SAI) is utilized for eligibility assessment across all programs. No disbursement is made for Pell Grants until a valid Institutional Student Record (ISIR) is received.

Potential Reasons for Exercise of Professional Judgement

Professional judgement changes exclusively pertain to adjustments in data elements and are applicable to all Title IV programs.

A. **Change of Dependency Status**

- Students seeking a change in dependency status, from dependent to independent, must furnish documentation clearly demonstrating extenuating circumstances regarding their relationship with their parents. Additionally, students raised by family members other than parents may be eligible for a dependency override. It's imperative that all documentation provided is verifiable. Support letters should be sourced from "independent" individuals not directly affiliated with the student, such as counselors, teachers, social workers, or religious leaders. Each document should include the contact information of the author, including their address and phone number(s).

B. **Drop of Income and Income Adjustments**

- All income adjustments must be handled on an individual basis.
- Income adjustments should be specifically aimed at addressing exceptional circumstances where the data elements on the ISIR, primarily based on income from the base year, no longer accurately represent the family's (or student's) capacity to contribute to the student's education.
- When implementing adjustments, it's pertinent to consider any altered circumstances affecting the student's (or family's) current and foreseeable economic status. Factors like job loss or reduction in work hours can be taken into consideration.
- Projections of earnings can be factored into the adjustment process.
- Third-party documentation validating changed circumstances should be utilized whenever feasible to support requests for professional judgment. Additionally, students (and parents) are required to formally submit a request for an assessment of special circumstances.
- Adjustments on all monetary data elements impacting the Student Aid Index (SAI) are permissible by law, including unemployment. However, these adjustments must be duly documented, accompanied by an explanation for the application of professional judgment.

Participating Programs

Federal Programs

CIAT participates in the following financial programs:

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

Application Process for Federal Programs

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

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

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

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

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

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

Determining Financial Need

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

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

The aid students receive from all sources of aid (including non-need-based aid) may not exceed their cost of attendance. Many students may choose only to seek aid for the cost of tuition and fees, since their housing, food, and other basic household costs are supported with ongoing family income.

Course Load & Financial Aid Programs

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

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

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

Federal Programs

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

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

Cost of Attendance and Standard Student Expense

Cost of attendance includes the following items:

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

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

Student Loan Fund Release Policy (Disbursement)

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

If all paperwork, Stafford entrance test, verification and loan funds are received, student loan funds may post to the student's school account within the first two weeks of the first day of the term. However, Department of Education rules allow fourteen (14) days from the first day of the term to return excess payments to students. Any questions regarding delay in financial aid refund after aid has dispersed to the student's statement should be directed to the Financial Aid Office.

Loan Repayment

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

Financial Aid Probation

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

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

Mitigating Circumstances

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

Title IV Code of Conduct

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

Revenue Sharing

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

Accepting Gifts, Goods, and/or Services

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

general public. CIAT financial aid staff may accept informational brochures and can participate in meals, refreshments, and receptions in conjunction with meetings and trainings that contribute to his/her professional development, as well as conference events open to all attendees.

Accepting Philanthropic Contributions

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

Advisory Board Compensation

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

Accepting Compensation for Consulting

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

Lender Staff Assistance

CIAT will not request or accept from any lender any assistance with call center staffing or financial aid office staffing. CIAT may accept, from a lender, professional development training and training materials, educational counseling materials, or staffing services on a short term, nonrecurring basis during emergencies or disasters.

Competitive Rates Based on Loan Volume

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

Lender Affiliated Employment

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

Exit Counseling

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

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

Commemorating Constitution Day

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

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

CANCELLATION AND REFUNDS

Student's Right to Cancel

Any student may cancel his/her enrollment at any time.
Students have the right to cancel the enrollment agreement and receive a refund of charges paid through attendance at the first-class session, or the 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.

No-Starts

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

Certification Exam Fees

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

Refunds

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

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

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

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

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

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

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

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

The 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.

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

ACCET Refund Policy

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

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

Refund Computation Example

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

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

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

Payment of Refunds

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

Reimbursement to Veterans and VA Eligible Persons

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

Withdrawal and Return of Title IV Funds

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

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

TYPE OF WITHDRAWALS:

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

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

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

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

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

Return of Title IV Funds (Earned versus Unearned Aid)

CIAT determines the percentage of Title IV aid ''earned" by the student and to return the unearned portion to the appropriate aid programs. The calculation will be based upon only the amount of the Title IV Aid for which the student is eligible. CIAT performs refund calculations and will return the funds within 45 days of the calculation. The R2T4 calculation process and return of funds is completed by the Finance Department.

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

Withdrawal Before 60%

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

Withdrawal After 60%

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

Calculating Earned Financial Aid

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

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

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

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

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

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

Post-Withdrawal Disbursement

If the student did not receive all of the funds that were earned prior to withdrawing, a post-withdrawal disbursement may be due. If the student is eligible for a post-withdrawal disbursement of a grant, it must be disbursed within 45 days. If the post-withdrawal disbursement includes loan funds, the student must give permission before the funds can be disbursed. Students will be notified within 30 days of the date of the withdrawal determination of any direct loan eligibility, or a parent for a Direct Parent PLUS Loan eligibility. Permission is required to use the post-withdrawal grant disbursement for all other school charges. If a post-withdrawal disbursement from a loan results in a credit balance, the credit balance will be refunded to the student and/or the parent in the case of a Direct Parent PLUS Loan as soon as possible, but no later than 14 days after the credit balance has occurred. The school must return the Title IV funds within 45 days of the date the school determines the student withdrew. *34 CFR §668.22(a) (5) and (6), 34 CFR §668.164 (j) and (h).*

FINANCIAL AID RESOURCES

CIAT Private Financing

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

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

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

- Credit Climb
- Sallie Mae
- Tuition Options

Financial Aid

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

Federal Pell Grant

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

Federal Supplemental Educational Opportunity Grant (FSEOG)

These federal funds are awarded to undergraduate students with exceptional financial need who are pursuing their first undergraduate degree. Priority is given to Federal Pell Grant recipients with zero (0) - 200 Expected Family Contribution (EFC) and on a first come first serve basis.

Federal Direct Student Loan Program Subsidized/ Unsubsidized Student Loans

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

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

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

Parent Loans for Undergraduate Students (PLUS)

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

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

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

Federal Loan Interest Rates

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

Veterans Affairs (VA) Benefits

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

CIAT complies with S.2248-Veterans Benefits and Transition Act of 2018 section 103. CIAT will not assess or implement any late fees for at least 90 days from the date of certification, for any covered individuals which are using Chapter 31, Chapter 33 or Chapter 35 VA Educational Benefits.

Covered individuals must provide the school with the following:

- A Certificate of Eligibility (COE) (a printout of the student's summary of benefits page from eBenefits is enough to meet this requirement),
- Application of enrollment (Course Registration Form) submitted to the Certifying Office so that proper certification can be submitted to the VA.

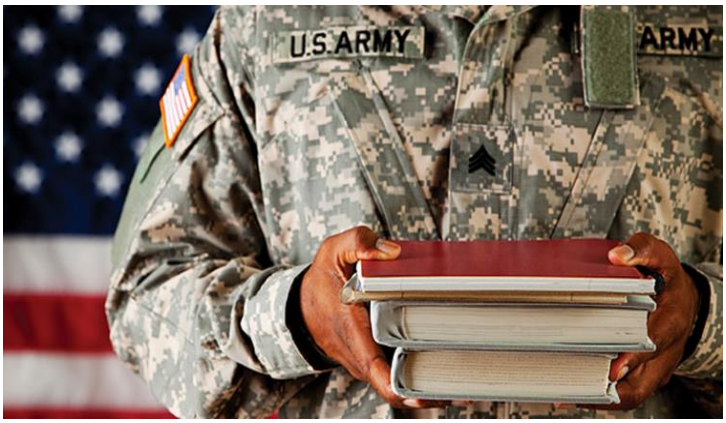
CIAT is approved to offer the following VA Educational Benefits to qualifying veteran students:

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

CIAT is approved to offer the below programs under VA Educational benefits:

- Applied Bachelor's Degree in Computer Information Systems
- Associate of Applied Science in Computer Information Systems
- Associate of Applied Science in Software Development
- Certificate in Computer Information Systems
- Certificate as Cisco Network Associate
- Cisco Certified Network Associate/ Certificate as Cisco Networking Professional, Enterprise
- Certificate in Software Development
- Certificate as Microsoft Office Specialist
- Certificate as Computer Technician
- Certificate as Networking Technician
- Certificate in Cloud Administration

This catalog will be updated to reflect any programs that gain or lose approval for VA Educational Benefits.
GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Website at http://www.benefits.va.gob/gibill.



Tuition Assistance (TA)

The Tuition Assistance (TA) program funds are a unique, distinct source of financial aid available to eligible Service members. Military Tuition Assistance is a benefit paid to eligible members of the Army, Navy, Marines, Air Force, and Coast Guard. Each service has its own criteria for eligibility, obligated service, application processes and restrictions. This money is usually paid directly to the institution by the individual services. Eligible Service members must receive approval from an Educational Service Officer (ESO) or counselor within the Military Service prior to enrolling.

Additionally, active duty members may elect to use the MGIB "top-up" in addition to their service provided TA to cover high cost courses. TA is not a loan; it should be viewed as money the student has earned just like student's base pay.

Tuition Assistance Approval Steps

- Step 1: Inform your command & receive direct authorization from your Educational Service Officer (ESO) or military counselor.
- Step 2: Complete required policy & procedures training.
- Step 3: Define your educational goals through education counseling.
- Step 4: Submit your education plan documents to your college counselor.
- Step 5: Submit TA application in the designed branch Education Portal.

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

Student Orientation

After the 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.

For students who are receiving Federal Student Aids, please refer to Course Load & Financial Aid Programs Pg. 24. For VA purposes, Part time is considered as half-time attendance and will result in a reduction in the housing allowance you may receive if otherwise eligible.

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 four terms in a semester (20 weeks) and each semester is CIAT's payment period. Depending on the student's first term date, he/she's payment period will be determined.

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

Clock Hours vs. Semester Hours

CIAT uses Semester Hours to measure its degree programs and associated courses. This is in keeping with standard practice of most degree granting institutions. Each Semester Hour is equal to 15 lecture hours or 30 lab hours of class time. Most of the courses in our degree program are 4 semester hours (3 semester hours of lecture and 1 semester hour of lab) and thus represent approximately 75 hours of class time. Conversely our courses when offered as part of a Certificate program are set at 75 clock hours. Clock hours are more commonly used when talking about Certificate programs, especially vocational programs. The courses are essentially the same but utilizing the two different credit accounting methods allows us to more easily compare our courses to other

institution's courses when evaluating transfer credits. Most institutions of higher learning expect that their students will spend approximately two hours for each hour of instruction outside the classroom on homework and self-study.

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

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

Class Information

Class Location

Classes are currently held at our main campus at 401 Mile of Cars Way, Suite 100, National City, CA 91950, and our second 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 1-877-559-3621 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.

Annual Campus Safety & Crime Reports

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

Annual Security Report

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

Reporting a Crime

Students and employees should promptly report all criminal actions and emergencies occurring on or around CIAT campus facilities to the Director of Student Services/ Title IX Coordinator, Vice President of Compliance or President either in person or by calling **877-559-3621**. Reporting incidents

of sexual assault, dating violence, domestic violence, and stalking is necessary to ensure victims of such conduct receive appropriate services and information, to track incidents or identify patterns, to protect the campus community from future incidents, and to fulfill CIAT's reporting obligations under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

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

Emergency Response

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

Timely Warning

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

Privacy Policies

Student Records

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

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

OR

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. Vending machines are conveniently located for purchasing snacks and refreshments. All students are asked to treat common areas as they would their place of employment and keep the areas clean.

Library and Librarian Services

CIAT has a resource center on-site, and an online library is available to the student for a modest fee. The City of San Diego provides library services at multiple locations throughout the San Diego area, all available free of charge for all CIAT students. Our Student Services also serves as the Librarian for CIAT and is available to assist all students in locating research and reference materials both online and physically.

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 this parking. However, overnight parking is not permitted, and vehicles left overnight may be towed without notice. There are several marked "Reserved" parking spaces in the front lots. Please do not park in these spaces. Since we share the parking with other complex tenants, the lot may occasionally be full. In that case, parking along the street is available. Do not park in the parking lot for the vacant restaurant east of the school.

Visitors

CIAT welcomes visitors. All students are encouraged to invite parents, friends, and relatives to the school to visit at any time. All visitors must check in 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 Services
401 Mile of Cars Way Suite 100,
National City, CA 91950

OR

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

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

1. Complaints should be submitted in writing and mailed or emailed to the ACCET office. Complaints received by phone will be documented, and the complainant will be requested to submit the complaint in writing.
2. The letter of complaint must contain the following:
   a. Name and location of the ACCET institution;
   b. A detailed description of the alleged problem(s);
   c. The approximate date(s) that the problem(s) occurred;
   d. The name, and title/position of all individual(s) involved in the problem(s), including faculty, staff, and/or other students;
   e. What was previously done to resolve the complaint along with evidence demonstrating that the institution's complaint procedure was followed prior to contacting ACCET;
   f. The name, email address, telephone number and mailing address of the complainant. If the complaint specifically requests that anonymity be maintained, ACCET will not reveal his or her name to the institution involved.
   g. The status of the complainant with the institution (e.g. current student, former student etc.)
3. In addition to the letter of complaint, copies of any relevant supporting documentation should be forwarded to ACCET (e.g., the student's enrollment agreement, the syllabus or course outline, correspondence between the student and the institution).
4. SEND TO: ACCET
   CHAIR, COMPLAINT REVIEW COMMITTEE
   1722 N Street, NW Washington, DC 20036
   Telephone: (202) 955-1113 Fax: (202) 955-1118 or (202) 955-5306
   Email: complaints@accet.org
   Website: www.accet.org

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

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:

California
Bureau For Private Post-Secondary Education
1747 N. Market Blvd., Ste 225
Sacramento, CA 95833
www.bppe.ca.gov/
Phone: 888-370-7589
Fax: 916-263-1897
Complaint Resources

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 hour needs 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 40.

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 threads 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 where 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. It is important for students to understand that Federal Student Assistance (FSA) may be negatively impacted if they fail to apply for a LOA or if the application is denied.

Students who would like to request a LOA must submit a LOA request form two weeks prior to start of 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 for an extension by submitting a new LOA form, and the extension is subject to approval by Student Services. Qualified LOAs that may be granted on a term by term basis are as follows:

- Personal
- Programmatic/ Schedule conflict

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

Leave of Absence (LOA) inquiries and 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 Applied Bachelor's Degrees are 130 semester hours which the student should complete within 175 academic weeks. 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 (90 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 student's 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.
  - **BACIS/BASD:** To be making satisfactory academic progress, a student must attend 7.3 credit hours on a cumulative basis during each evaluation period.
  - **AASCIS/ASD/AASBDA:** To be making satisfactory academic progress, a student must attend 7.6 credit hours on a cumulative basis during each evaluation period.
  - **CCNP-ENT/CCIS/CCA/CNT/CCT:** To be making satisfactory academic progress, a student must attend 8 credit hours on a cumulative basis during each evaluation period.
  - **CCNA:** To be making satisfactory academic progress, a student must attend 150 clock hours on a cumulative basis during the 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 four (4) 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 federal funding, including government grants, loans, or veteran benefits. 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 federal 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.

Students receiving VA educational benefits will be discontinued when the veteran or eligible person ceases to make satisfactory progress at the end of Academic Probation.

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 and/or loss of access to federal funding (Title IV grants, loans, military benefits, etc.). 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. If the student does not regain satisfactory progress status by the subsequent semester, the student will be unable to continue their program utilizing federal funding.

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 Federal Financial Aid, they may submit a written appeal to regain Financial Aid 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 Bachelor's Degree program, 175 academic weeks (3.5 calendar years) in length, must be completed within 262 academic weeks (5.2 calendar years) of the student First Term Date. 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.
- Applied Bachelor's degree in Computer Information Systems (BACIS): 3 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.

Federal Student Aid Recipients

Students using Federal Student Aid must attend an exit interview with the Financial Aid Administrator or complete exit documents sent via email or certified mail within 30 days of the graduation date.

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 lawn 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 to both published and unpublished works. Section 106 of the 1976 Copyright Act generally gives the owner of copyright the exclusive right to do and to authorize others to do the following:

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

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

Drug and Alcohol Abuse Prevention Program

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

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

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

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

Drug Advising

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

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

Eating & Drinking in Classrooms

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

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

Non-Discrimination, Harassment & Sexual Misconduct

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

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

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

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

All reports of discrimination, harassment, sexual misconduct and/or retaliation shall be promptly made to the Title IX Coordinator. The 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
401 Mile of Cars Way Suite 100, National City CA 91950
(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 victim safety and promotes accountability.

Academic Accommodations

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

Retaliation

No member of the CIAT community shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against a person who files a Title IX complaint, serves as a witness, or assists or participates in a Title IX proceeding in any manner. Participants who experience retaliation should report the incident to the 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 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

APPLIED BACHELOR'S DEGREE PROGRAM

Program Length

Since courses are offered as hybrid or 100% online, the length of time it takes to complete an Applied Bachelor's Degree programs length is 175 weeks (35 classes x 5 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 $85,800.00 for the Applied Bachelor's 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.

Externship

This program does not participate in the externship.

Flexible Start Times

CIAT's classroom, guided self-study and online programs offer flexible start opportunities. Classes begin every five weeks.
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.

Delivery Methodology

Full Time students are expected to complete each course within a five-week period (Term). Students in hybrid format will spend 4.5 hours at least two days per week in the classroom attending lectures and getting hands-on instruction. Students in 100% Online format 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.

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:

- Online Video Lessons
- Online Quizzes/Exams
- Certification preparation software
- Live instructor available for conferences and personal sessions
- Online Labs
- 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.

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.

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

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

Credential Awarded Upon Completion

- Applied Bachelor's Degree in Computer Information Systems (BACIS)
- Applied Bachelor's Degree in Software Development (BASD)

Applied Bachelor's Degree in Computer Information Systems (BACIS) – Cloud Concentration

130 Semester Hours (750 Lab Hours; 1575 Lecture Hours)
Length: 175 Weeks; SOC Code: 11-3021
Tuition: $85,800.00 Technology Fees: $1,250.00

Description

The Applied Bachelor's Degree in Computer Information Systems (BACIS) – Cloud Concentration 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 cloud management. This program prepares students for careers in a variety of positions including Information Security Technician, Cyber Security Analysts, Network Administrator, Computer Information Systems Managers and Database Administrator.

As an Applied Bachelor's 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 Bachelor 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, the employment of Computer and Information Systems Manager 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 in 2023, the median annual wage for Computer and Information Systems Manager was $169,510.00 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*, Computer and Information Systems Managers, at https://www.bls.gov/ooh/management/computer-and-information-systems-managers.htm (visited *December 27, 2024*).

Program Objectives

Upon completion of the Applied Bachelor's Degree in Computer Information Systems – Cloud Concentration program, the graduate will be able to:

- Organize the usage of proper security planning, concerns, issues, and risk assessment using NIST, ISO, modern security policies, and best practices.
- Develop security solutions using available technology to prevent or discover vulnerabilities and exploits within enterprise systems.
- Successfully critique existing security measures for weaknesses in design and implementation using current and new unfolding security threats.
- Evaluate Cloud Computing, Cloud economics and the value proposition of utilizing Cloud technologies.
- Design and Construct Cloud infrastructures.
- Construct a secure Cloud-based environment.
- Create new network solutions and/or design improvements on existing networks.
- Evaluate network performance through procedures, utilities, best practices, and effective troubleshooting methods.
- Install, configure, and support network equipment.
- Apply public speaking, critical thinking, problem solving, technical writing, and working knowledge of IT security and organizational ethics to facilitate a career in the IT field.
- Evaluate the historical definitions of technology with their strengths and limitations, and gain understanding in the contemporary perspectives on technology that blur the boundaries of machine and human elements, while applying and analyzing job market awareness, job search, resume writing, and job interviewing for demand positions in the IT field.
- Develop logical reasoning and mathematical analysis skills needed to create algorithms for general Information Technology applications like simulation, mapping, programming, science, and research.

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

- Successfully completing the course(s) at CIAT.
- Transferring units from any of the local community colleges in the San Diego area. Please see the Transfer of Credits section under Admissions of this catalog for further information.
- 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.
- 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.
- 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 Applied Bachelor's Degree in Computer Information Systems – Cloud Concentration, the student must successfully:

1. Complete the 12 core lower division technical courses (48 credit hours) with an overall average GPA of minimum 2.0.
2. Complete 6 core upper division technical courses (24 credit hours) with an overall average GPA of minimum 2.0.
3. Complete 7 upper division technical elective courses (28 credit hours) with an overall average GPA of minimum 2.0.
4. Complete a minimum of 30 semester hours of approved General Education courses with an overall average GPA of minimum 2.0.
5. These courses may be completed by:
   a. Successfully completing the course at California Institute of Applied Technology. A minimum of 65 semester hours must be completed in this manner.
   b. Transferring credit from an accredited institution of higher learning. A maximum of 65 semester hours may be completed in this manner.
   c. Challenge Exam of up to eight courses (32 semester hours). Each successfully challenged course will be subtracted from the allowed transfer credits.
6. Maintain 80% cumulative attendance.
7. Fulfill the industry certification requirements by earning 3 industry certifications or obtaining an approved exemption.

Degree Course Plan

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. This page details the courses needed to complete CIAT's Applied Bachelor's Degree in Computer Information Systems -Cloud Concentration 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

6 Upper Division Core Courses Required
24 Semester Credits

Course Number	Course Name	Lecture Credits	Lab Credits	Total Credits
CIS230A	Introduction to Linux	3	1	4
CIS230B	Linux Administration	3	1	4
CIS270A	Cisco Networking, Part 1	3	1	4
CIS270B	Cisco Networking, Part 2	3	1	4
CIS280A	DevNet Associate, Part 1	3	1	4
CIS280B	DevNet Associate, Part 2	3	1	4

7 Upper Division Cloud Concentration Courses Required
28 Semester Credits

Course Number	Course Name	Lecture Credits	Lab Credits	Total Credits
CIS133	AWS Architecting	3	1	4
CLD330	AWS Operations	3	1	4
CLD331	AWS Security Foundations	3	1	4
CLD332	Microsoft Azure Security Technologies	3	1	4
CLD334	AWS Developing	3	1	4
CLD335	Google Cloud Engineer	3	1	4
CSP400	Senior Project	3	1	4

General Education Minimum 30 Semester Credits Required				
Course Number	Course Name	Lecture Credits	Lab Credits	Total Credits
English Language, Communication and Critical Thinking *6 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
Arts and Humanities *6 Semester Hours minimum required*				
AHS305	Technology, Society, and Culture	3	0	3
AHS310	Professional Practice in Ethics	3	0	3
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
Personal and Professional Development *5 Semester Hours minimum required*				
PPD300	Critical Thinking and Problem Solving	3	0	3
PPD305	Career and Technology	2	0	2
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

Applied Bachelor's Degree in Computer Information Systems (BACIS) – Cybersecurity Concentration

130 Semester Hours (750 Lab Hours; 1575 Lecture Hours)
Length: 175 Weeks; SOC Code: 11-3021
Tuition: $85,800.00 Technology Fees: $1,250.00

Description

The Applied Bachelor's Degree in Computer Information Systems (BACIS) – Cybersecurity Concentration 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 cloud management. This program prepares students for careers in a variety of positions including Information Security Technician, Cyber Security Analysts, Network Administrator, Computer Information Systems Managers and Database Administrator.

As an Applied Bachelor's 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 Bachelor 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, the employment of Computer and Information Systems Manager 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 in 2023, the median annual wage for Computer and Information Systems Manager was $169,510.00 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*, Computer and Information Systems Managers, at https://www.bls.gov/ooh/management/computer-and-information-systems-managers.htm (visited *December 27, 2024*).

Program Objectives

Upon completion of the Applied Bachelor's Degree in Computer Information Systems – Cybersecurity Concentration program, the graduate will be able to:

- Organize the usage of proper security planning, concerns, issues, and risk assessment using NIST, ISO, modern security policies, and best practices.
- Develop security solutions using available technology to prevent or discover vulnerabilities and exploits within enterprise systems.
- Successfully critique existing security measures for weaknesses in design and implementation using current and new unfolding security threats.
- Evaluate Cloud Computing, Cloud economics and the value proposition of utilizing Cloud technologies.
- Design and Construct Cloud infrastructures.
- Construct a secure Cloud-based environment.
- Apply public speaking, critical thinking, problem solving, technical writing, and working knowledge of IT security and organizational ethics to facilitate a career in the IT field.
- Evaluate the historical definitions of technology with their strengths and limitations, and gain understanding in the contemporary perspectives on technology that blur the boundaries of machine and human elements, while applying and analyzing job market awareness, job search, resume writing, and job interviewing for demand positions in the IT field.
- Develop logical reasoning and mathematical analysis skills needed to create algorithms for general Information Technology applications like simulation, mapping, programming, science, and research.

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

- Successfully completing the course(s) at CIAT.
- Transferring units from any of the local community colleges in the San Diego area. Please see the Transfer of Credits section under Admissions of this catalog for further information.
- 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.
- 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.
- 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 Applied Bachelor's Degree in Computer Information Systems – Cybersecurity Concentration, the student must successfully:

1. Complete the 12 core lower division technical courses (48 credit hours) with an overall average GPA of minimum 2.0.
2. Complete 6 core upper division technical courses (24 credit hours) with an overall average GPA of minimum 2.0.

3. Complete 7 upper division technical elective courses (28 credit hours) with an overall average GPA of a minimum 2.0.
4. Complete a minimum of 30 semester hours of approved General Education courses with an overall average GPA of minimum 2.0.
5. These courses may be completed by:
   a. Successfully completing the course at California Institute of Applied Technology. A minimum of 65 semester hours must be completed in this manner.
   b. Transferring credit from an accredited institution of higher learning. A maximum of 65 semester hours may be completed in this manner.
   c. Challenge Exam of up to eight courses (32 semester hours). Each successfully challenged course will be subtracted from the allowed transfer credits.
6. Maintain 80% cumulative attendance.
7. Fulfill the industry certification requirements by earning 3 industry certifications or obtaining an approved exemption.

Degree Course Plan

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. This page details the courses needed to complete CIAT's Applied Bachelor's Degree in Computer Information Systems – Cybersecurity Concentration 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

6 Upper Division Core Courses Required
24 Semester Credits

Course Number	Course Name	Lecture Credits	Lab Credits	Total Credits
CIS230A	Introduction to Linux	3	1	4
CIS230B	Linux Administration	3	1	4
CIS270A	Cisco Networking, Part 1	3	1	4
CIS270B	Cisco Networking, Part 2	3	1	4
CIS280A	DevNet Associate, Part 1	3	1	4
CIS280B	DevNet Associate, Part 2	3	1	4

7 Upper Division Cybersecurity Concentration Courses Required
28 Semester Credits

Course Number	Course Name	Lecture Credits	Lab Credits	Total Credits
CIS133	AWS Architecting	3	1	4
CLD331	AWS Security Foundations	3	1	4
SEC340A	Certified Ethical Hacker, Part 1	3	1	4
SEC340B	Certified Ethical Hacker, Part 2	3	1	4
SEC350A	Advanced Network Security CISSP, Part 1	3	1	4
SEC350B	Advanced Network Security CISSP, Part 2	3	1	4
CSP400	Senior Project	3	1	4

General Education Minimum 30 Semester Credits Required				
Course Number	Course Name	Lecture Credits	Lab Credits	Total Credits
English Language, Communication and Critical Thinking *6 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
Arts and Humanities *6 Semester Hours minimum required*				
AHS305	Technology, Society, and Culture	3	0	3
AHS310	Professional Practice in Ethics	3	0	3
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
Personal and Professional Development *5 Semester Hours minimum required*				
PPD300	Critical Thinking and Problem Solving	3	0	3
PPD305	Career and Technology	2	0	2
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

Applied Bachelor's Degree in Computer Information Systems (BACIS) – Networking Concentration

130 Semester Hours (750 Lab Hours; 1575 Lecture Hours)
Length: 175 Weeks; SOC Code: 11-3021
Tuition: $85,800.00 Technology Fees: $1,250.00

Description

The Applied Bachelor's Degree in Computer Information Systems (BACIS) – Networking Concentration 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 cloud management. This program prepares students for careers in a variety of positions including Information Security Technician, Cyber Security Analysts, Network Administrator, Computer Information Systems Managers and Database Administrator.

As an Applied Bachelor's 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 Bachelor 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, the employment of Computer and Information Systems Manager 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 in 2023, the median annual wage for Computer and Information Systems Manager was $169,510.00 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*, Computer and Information Systems Managers, at https://www.bls.gov/ooh/management/computer-and-information-systems-managers.htm (visited *December 17, 2024*).

Program Objectives

Upon completion of the Applied Bachelor's Degree in Computer Information Systems Program – Networking Concentration, 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:

- Successfully completing the course(s) at CIAT.
- Transferring units from any of the local community colleges in the San Diego area. Please see the Transfer of Credits section under Admissions of this catalog for further information.
- 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.
- 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.
- 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 Applied Bachelor's Degree in Computer Information Systems – Networking Concentration, the student must successfully:

1. Complete the 12 core lower division technical courses (48 credit hours) with an overall average GPA of minimum 2.0.
2. Complete 6 core upper division technical courses (24 credit hours) with an overall average GPA of minimum 2.0.
3. Complete 7 upper division technical elective courses (28 credit hours) with an overall average GPA of minimum 2.0.
4. Complete a minimum of 30 semester hours of approved General Education courses with an overall average GPA of minimum 2.0.
5. These courses may be completed by:

a. Successfully completing the course at California Institute of Applied Technology. A minimum of 36 semester hours must be completed in this manner.
b. Transferring credit from an accredited institution of higher learning. A maximum 94 semester hours may be completed in this manner.
c. Challenge Exam of up to eight courses (32 semester hours). Each successfully challenged course will be subtracted from the allowed transfer credits.

6. Maintain 80% cumulative attendance.
7. Fulfill the industry certification requirements by earning 3 industry certifications or obtaining an approved exemption.

Degree Course Plan

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. This page details the courses needed to complete CIAT's Applied Bachelor's Degree in Computer Information Systems – Networking Concentration 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

6 Upper Division Core Courses Required
24 Semester Credits

Course Number	Course Name	Lecture Credits	Lab Credits	Total Credits
CIS230A	Introduction to Linux	3	1	4
CIS230B	Linux Administration	3	1	4
CIS270A	Cisco Networking, Part 1	3	1	4
CIS270B	Cisco Networking, Part 2	3	1	4
CIS280A	DevNet Associate, Part 1	3	1	4
CIS280B	DevNet Associate, Part 2	3	1	4

7 Upper Division Networking Concentration Courses Required
28 Semester Credits

Course Number	Course Name	Lecture Credits	Lab Credits	Total Credits
NET381A	Implementing and Operating Cisco Enterprise Core Technologies (ENCOR), Part 1	3	1	4
NET381B	Implementing and Operating Cisco Enterprise Core Technologies (ENCOR), Part 2	3	1	4
NET382A	Implementing Cisco SD-WAN Solutions, Part 1	3	1	4
NET382B	Implementing Cisco SD-WAN Solutions, Part 2	3	1	4
NET383A	Implementing Cisco Enterprise Routing and Services, Part 1	3	1	4
NET383B	Implementing Cisco Enterprise Routing and Services, Part 2	3	1	4
NET400	Networking Senior Project	3	1	4

General Education Minimum 30 Semester Credits Required				
Course Number	Course Name	Lecture Credits	Lab Credits	Total Credits
English Language, Communication and Critical Thinking *6 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
Arts and Humanities *6 Semester Hours minimum required*				
AHS305	Technology, Society, and Culture	3	0	3
AHS310	Professional Practice in Ethics	3	0	3
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
Personal and Professional Development *5 Semester Hours minimum required*				
PPD300	Critical Thinking and Problem Solving	3	0	3
PPD305	Career and Technology	2	0	2
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

Applied Bachelor's Degree in Software Development (BASD)

130 Semester Hours (750 Lab Hours; 1575 Lecture Hours)
Length: 175 Weeks; SOC Code: 15-1132, 15-1133
Tuition: $85,800.00 Technology Fees: $1,250.00

Description

The Applied Bachelor's in Software Development Degree provides technical skills required in front-end and back-end programming, including designing, implementing, and maintaining web applications, mobile applications, and database systems. Students will learn the modern high-level programming languages (Python, C#, PHP, JavaScript, SQL, Swift, Java, and more). In addition, the students will learn software design, software methodologies, procedural programming, and object-oriented design.

This program prepares students for various positions, including Software Developer, Database Administrator, Android Engineer, iOS Engineer, Quality Assurance Engineer, Information Technology Analyst, and Data Analyst.

Economic Outlook and Growth of the Industry

The Bureau of Labor Statistics shows that software developers are projected to grow 17 percent from 2023-2033, 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*).

Program Objectives

Upon completion of the Applied Bachelor's Degree in Software Development program, the graduate will be able to:

1. Evaluate software development needs from gathering requirements to selecting technologies appropriate to implement for business needs.
2. Design, debug, build, test, and deploy applications for web and mobile application platforms using modern development environments.
3. Apply best practices for implementing secure software applications.
4. Apply software engineering lifecycles to successfully create basic to complex software solutions that dynamically communicate with databases.
5. Work individually and collaborate with team members to develop quality software products.
6. Utilize common data structures to leverage their efficiency to obtain desired software products.
7. Design and construct relational databases.
8. Analyze business web development needs and develop mobile solutions for those needs.
9. Demonstrate technical knowledge of one or more significant application domains.
10. Understand software project management, life cycles, and work-based schedules, deadlines, and budgets associated with software implementation projects.
11. Evaluate the project's cost, schedule, and performance to ensure feasibility with industry requirements related to the software implantation.
12. Apply public speaking, critical thinking, problem solving, technical writing, and working knowledge of IT security and organizational ethics to facilitate a career in the IT field.
13. Evaluate the historical definitions of technology with their strengths and limitations, and gain understanding in the contemporary perspectives on technology that blur the boundaries of machine and human elements, while applying and analyzing job market awareness, job search, resume writing, and job interviewing for demand positions in the IT field.
14. Ability to construct advanced solutions to everyday problems that positively affect people's lives to create a better, more accessible online environment.
15. Develop logical reasoning and mathematical analysis skills needed to create algorithms for general Information Technology applications like simulation, programming, science, and research.
16. Stay up to date with the software terminology and trends needed in the emerging technology field and evolving software applications.

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

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

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

Graduation Requirements

In order to graduate from California Institute of Applied Technology and receive their Applied Bachelor's Degree in Software Development, the student must successfully:

1. Complete the 12 core lower division technical courses (48 credit hours) with an overall average GPA of minimum 2.0.
2. Complete 6 core upper division technical courses (24 credit hours) with an overall average GPA of minimum 2.0.
3. Complete 7 upper division technical elective courses (28 credit hours) with an overall average GPA of minimum 2.0.
4. Complete a minimum of 30 semester hours of approved General Education courses with an overall average GPA of minimum 2.0.
5. These courses may be completed by:
   a. Successfully completing the course at California Institute of Applied Technology. A minimum of 65 semester hours must be completed in this manner.
   b. Transferring credit from an accredited institution of higher learning. A maximum of 65 semester hours may be completed in this manner.
   c. Challenge Exam of up to eight courses (32 semester hours). Each successfully challenged course will be subtracted from the allowed transfer credits.
6. Maintain 80% cumulative attendance.

Degree Course Plan

This page details the courses needed to complete CIAT's Applied Bachelor's Degree in Software Development 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

6 Upper Division Core Courses Required
24 Semester Credits

Course Number	Course Name	Lecture Credits	Lab Credits	Total Credits
ASD261	Application Security	3	1	4
ASD262	Java Programming	3	1	4
ASD263	SQL and Database Management	3	1	4
ASD264	AWS Cloud	3	1	4
CIS280A	DevNet Associate, Part 1	3	1	4
CIS280B	DevNet Associate, Part 2	3	1	4

7 Upper Division Elective Courses Required
28 Semester Credits

Course Number	Course Name	Lecture Credits	Lab Credits	Total Credits
MAP300A	Android App Development, Part 1	3	1	4
MAP300B	Android App Development, Part 2	3	1	4
MAP301A	iOS Programming, Part 1	3	1	4
MAP301B	iOS Programming, Part 2	3	1	4
MAP302A	App Testing, Part 1	3	1	4
MAP302B	App Testing, Part 2	3	1	4
MAP400	Mobile App Development Senior Project	3	1	4
ADM301A	Application Development with ASP.NET Core, Part 1	3	1	4
ADM301B	Application Development with ASP.NET Core, Part 2	3	1	4
ADM302A	Software Design, Part 1	3	1	4
ADM302B	Software Design, Part 2	3	1	4
ADM400	Web Programming Senior Project	3	1	4
DAP300A	Python for Data Analysis, Part 1	3	1	4
DAP300B	Python for Data Analysis, Part 2	3	1	4
DAP301A	Business Analytics, Part 1	3	1	4
DAP301B	Business Analytics, Part 2	3	1	4
DAP302A	R Programming for Data Analysis, Part 1	3	1	4
DAP302B	R Programming for Data Analysis, Part 2	3	1	4
DAP400	Data Analytics Senior Project	3	1	4

General Education Minimum 30 Semester Credits Required				
Course Number	Course Name	Lecture Credits	Lab Credits	Total Credits
English Language, Communication and Critical Thinking *6 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
Arts and Humanities *6 Semester Hours minimum required*				
AHS305	Technology, Society, and Culture	3	0	3
AHS310	Professional Practice in Ethics	3	0	3
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
Personal and Professional Development *5 Semester Hours minimum required*				
PPD300	Critical Thinking and Problem Solving	3	0	3
PPD305	Career and Technology	2	0	2
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 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 in Software Development (ASD)
- Associate of Applied Science in Business Data Analytics (AASBDA)
- Associate of Applied Science in Business Administration (AASBUS)
- Associate of Applied Science in Digital Marketing (AASDM)
- Associate of Applied Science in Healthcare Management (AASHCM)
- Associate of Applied Science in Human Resource Management (AASHRM)
- Associate of Applied Science in Project Management (AASPM)

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 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 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:

9. Discuss computer operating systems and hardware fundamentals,
10. Perform essential steps in PC installation, configuration, troubleshooting and repair,
11. Install, configure and troubleshoot basic networking hardware, protocols and services,
12. Discuss network infrastructure, cryptography, assessments and audits within networks and networking environments,
13. Perform installation, configuration and troubleshooting of various operating systems and network operating systems,
14. 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,
15. Enhance and examine human thought processes and behaviors in diverse populations, cultures, and technical IT settings,
16. Develop analytical, critical thinking, quantitative and problem-solving skills for subnetting, and probability for estimating risks of downtime/uptime.

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

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

At no charge, we will assist you in completing a credit transfer plan which will identify potential credit transfer paths to complete your general education and other requirements. To request this, contact your Admissions Representative or send an email to 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 of minimum 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 2023-2033, 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 San Diego area. Please see the Transfer of Credits section under Admissions of this catalog for further information.
3. CLEP testing. The College-Level Examination Program® (CLEP) offers you the opportunity to earn qualifying scores on any of the 33 college subject examinations they offer. Check it out at https://clep.collegeboard.org/ and then ask your Admissions Representative how CIAT can assist you in obtaining CLEP credits toward your CIAT Degree.
4. ACE credits from your military training. Available to our veteran students, even if you are not using the GI Bill®, bring us your JST and we will evaluate it for you.
5. Transfer credits from any accredited institution of higher learning in the United States. Bring us your official transcripts and we will evaluate them for available transferrable credits.

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

Graduation Requirements

In order to graduate from California Institute of 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 of minimum 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

Associate of Applied Science in Business Data Analytics (AASBDA)

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 Associate of Applied Science in Business Data Analytics provides foundational skills required to extract, load, and transform (ELT) data into common formats and communicating insight from unstructured data. Students will learn the foundation of data analytics using industry standard tools including Python, SQL, Tableau, and Power BI and managing data centric project lifecycles. This program prepares students for a variety of positions including Business Analyst, Data Analyst, Data Visualization Analyst, Insights Analyst, and Program Analyst.

Economic Outlook and Growth of the Industry

The Bureau of Labor Statistics shows that management analysts are projected to grow 11 percent from 2023-2033, much faster than the average for all occupations. The median annual wage for management analysts was $94,410 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*, Management Analysts, at https://www.bls.gov/ooh/business-and-financial/management-analysts.htm (visited *December 15, 2024*).

Objectives

Upon completion of the degree in Business Data Analytics program, the graduate will be able to:

1. Understand the importance the role of data plays in the business landscape.
2. Construct databases using common data programming languages and ingest unstructured data into a data warehouse setting.
3. Successfully create basic to complex data visualizations using Tableau and Power BI to communicate insight from data sets.
4. Collaborate with other data specialists to define and design a custom software application for use in processing simple to complex data lakes.
5. Evaluate data structures and leverage tools and techniques for cleaning data in preparation for analysis.
6. Design and construct relational databases.
7. Understand data centric project management life cycles and work-based schedules associated with data analytics projects.
8. Evaluate the cost, schedule, and performance of a project to ensure compliance with industry requirements related to the project.
9. Apply public speaking, critical thinking, problem solving, technical writing, and working knowledge of IT security and organizational ethics to facilitate a career in the IT field.
10. Evaluate the historical definitions of technology with their strengths and limitations, and gain understanding in the contemporary perspectives on technology that blur the boundaries of machine and human elements, while applying and analyzing job market awareness, job search, resume writing, and job interviewing for demand positions in the IT field.
11. Develop logical reasoning and mathematical analysis skills needed to create algorithms for general Information Technology applications like simulation, mapping, programming, science, and research.

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

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

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

Graduation Requirements

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

1. Complete the 12 core technical courses (48 semester hours) with an overall average GPA of minimum 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 Business Data Analytics Degree Program.

12 Lower Division Core Courses Required **48 Semester Credits**				
Course Number	Course Name	Lecture Credits	Lab Credits	Total Credits
BDA101A	Data Fundamentals, Part 1	3	1	4
BDA101B	Data Fundamentals, Part 2	3	1	4
BDA102A	Introduction to Databases, Part 1	3	1	4
BDA102B	Introduction to Databases, Part 2	3	1	4
BDA103A	Introduction to Data Visualization, Part 1	3	1	4
BDA103B	Introduction to Data Visualization, Part 2	3	1	4
BDA104	Introduction to Tableau	3	1	4
BDA105	Introduction to Power BI	3	1	4
ASD101A	Python Fundamentals, Part 1	3	1	4
ASD101B	Python Fundamentals, Part 2	3	1	4
BDA106A	Project Fundamentals, Part 1	3	1	4
BDA106B	Project Fundamentals, 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

Associate of Applied Science in Business Administration (AASBUS)

64 Semester Hours (360 Lab Hours; 780 Lecture Hours)
Length: 85 Weeks; SOC Code: 11-3012, 11-3013
Tuition: $42,240.00 Technology Fees: $600.00

Description

The Associate of Applied Science in Business Administration is a comprehensive program designed to equip students with essential skills and knowledge in the field of business administration. This comprehensive degree program focuses on developing foundational skills in business computer applications, communication, accounting, and general management. The program aims to establish a strong base of knowledge in various aspects of business, empowering students to pursue successful careers in the business sector. CIAT understands the importance of staying up to date with the latest technology and current business trends, and the curriculum ensures that students gain exposure to these crucial elements. This prepares them to navigate the ever-evolving business world with confidence and effectiveness.

Throughout the program, students will have the opportunity to develop key business administration techniques, including critical-thinking and decision-making skills. These skills are seamlessly integrated with important communication skills, enabling students to effectively convey their ideas and strategies in a professional setting. To ensure practical applicability, the program incorporates hands-on experience with commonly used business computer applications such as Microsoft Word, Excel, and OneNote. This practical training enhances students' proficiency in using these tools, which are essential for success in the modern business landscape.

The curriculum covers major functional areas of business, organizational theories, and the impact of technology on organizations. Students will explore analytical reasoning and problem-solving techniques to identify and resolve common business issues. They will also gain a solid understanding of financial accounting concepts, enabling them to make informed decisions based on accounting records and financial statements. Furthermore, the program focuses on developing proficiency in data analysis and decision support. By utilizing spreadsheet software and real-world business data, students will learn how to effectively organize, analyze, and present information. This practical skill set is highly valuable in today's data-driven business environment. Students will also understand the legal aspects of employment and labor relations.

Upon completion of the program, students will possess a strong foundation of fundamental business skills, such as managing and driving organizational impact, positioning them to thrive in today's competitive business world. Students will also have the foundation for Microsoft Office Specialist Certification. The program prepares students for entry into management roles in various business settings, including positions such as Manager, Assistant General Manager, Assistant Manager, Assistant Case Manager, Assistant Store Manager, and Customer Relations Manager.

Economic Outlook and Growth of the Industry

The Bureau of Labor Statistics shows that employment of Administrative Services and Facilities Managers is projected to grow 6 percent from 2023 to 2033, faster than average occupations. Administrative Services and Facilities Managers use computer software and skills to plan, direct, coordinate activities, analyze and solve problems that help an organization run efficiently. The median salary in 2023 for Administrative Services and Facilities Managers is $104,900 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*, Administrative Services and Facilities Managers at Administrative Services and Facilities Managers : Occupational Outlook Handbook: : U.S. Bureau of Labor Statistics (bls.gov) *(Visited December 24, 2024)*.

Objectives

Upon completion of the degree in Business Administration program, the graduate will be able to:

1. Develop basic principles of management, covering topics such as planning, organizing, and leading within a business context. It explores management principles with a specific focus on management techniques and strategies.
2. Develop communication skills needed for professional success in today's digital age with documentation, writing processes and communication practices.
3. Utilize common business software applications including Microsoft Windows, Word, OneNote, Outlook, and PowerPoint.
4. Utilize spreadsheet software and data from real-world business situations to organize, analyze and present information.
5. Effectively utilize different types of presentation methods based on audience types to build presentations.
6. Develop foundational accounting principles to navigate accounting records and financial statements to make informed business decisions.
7. Analyze the legal aspects of employment and labor relations.
8. Develop and navigate interpersonal communication in today's complex workforce.
9. Assess impacts in the ever-changing environment of organizations related to communication, technology, teams, decision making processes, and leadership.
10. Evaluate organizational behavior and change management principles.
11. Apply public speaking, critical thinking, problem solving, technical writing, and working knowledge of organizational ethics to facilitate a career in the Business Management field.
12. Develop logical reasoning and mathematical analysis skills needed for general Business Management applications like simulation, mapping, programming, science, and research.
13. Apply the general introduction to micro- and macroeconomics to a career in the business field. Economics concepts include the principles of economics, comparative advantage, opportunity costs, demand and supply, incentives, public sector economics, international trade, GDP, costs of production, money, unemployment, growth and inflation, and monetary and fiscal policy.

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

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

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

Graduation Requirements

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

1. Complete the 12 core technical courses (48 semester hours) with an overall average GPA of minimum 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 Business Administration 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
BAM100A	Management Principles, Part 1	3	1	4
BAM100B	Management Principles, Part 2	3	1	4
BAM102	Introduction to Spreadsheets and Understanding Data	3	1	4
BAM103	Effective Presentations	3	1	4
BAM104	Business Communications	3	1	4
BAM105	Change Management	3	1	4
BAM106	Organizational Behavior for Managers	3	1	4
BAM107A	Managerial Accounting, Part 1	3	1	4
BAM107B	Managerial Accounting, Part 2	3	1	4
BAM109	Navigating the Modern Workforce - Diversity, Culture, Generations	3	1	4
BAM110	Fundamentals of Employment Law	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 *6 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 *3 Semester Hours minimum required*				
MTH105	College Algebra	3	0	3
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 Digital Marketing (AASDM)

64 Semester Hours (360 Lab Hours; 780 Lecture Hours)
Length: 85 Weeks; SOC Code: 13-1161
Tuition: $42,240.00 Technology Fees: $600.00

Description

The Associate of Applied Science in Digital Marketing is a specialized program designed to equip students with the essential skills and knowledge required for a successful career in the field of digital marketing. This program is specifically aligned with industry-standard methodologies and practices, ensuring that students are well-prepared to meet the demands of the marketing field in the digital age.

The program places a strong emphasis on practical application and understanding of digital marketing industry standards in various work settings. Students will have the opportunity to gain hands-on experience and develop a deep understanding of the key principles and practices of digital marketing.

By completing the Associate of Applied Science in Digital Marketing program, students will be equipped with the necessary knowledge and skills to become competent and knowledgeable digital marketing professionals. This program lays the foundation for certifications in digital marketing like HubSpot Email Marketing, Google Digital Marketing & E-Commerce, HubSpot Social Media Marketing, and HubSpot Content Marketing. They will be well-prepared to pursue rewarding careers in various marketing settings, including roles such as Digital Marketing Specialist, Social Media Manager, Content Strategist, Marketing Analyst, and Email Marketing Coordinator.

Economic Outlook and Growth of the Industry

The Bureau of Labor Statistics shows that employment of Advertising, Promotions, and Marketing Managers is projected to grow 8 percent from 2023 to 2033, faster than average occupations. Advertising, Promotions, and Marketing Managers perform tasks in advertising, promotions, and plan programs to generate interest in products or services. Salary ranges for these positions are identified to 123,290 – 149,320 annually. The median annual wage for marketing managers was $156,580 in August 2024, 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*, Advertising, Promotions, and Marketing Managers https://www.bls.gov/ooh/management/advertising-promotions-and-marketing-managers.htm. *(Visited January 06, 2025)*.

Objectives

Upon completion of the degree in Digital Marketing program, the graduate will be able to:

1. Develop a comprehensive and simplified approach to understanding marketing strategies. Students apply building the foundations of digital marketing, creating visibility, attracting customers, and maintaining and strengthening relationships.
2. Assess impacts in the ever-changing environment of organizations related to communication, technology, teams, decision making processes, and leadership.
3. Utilizes concepts on marketing research from audience identification to measuring and tracking. It develops ways of measuring as well as sampling, statistical theory, and data analytics.
4. Utilize common business software applications including Microsoft Windows, Word, OneNote, and Outlook.
5. Utilize spreadsheet software and data from real-world business situations to organize, analyze and present information.
6. Evaluate strategic concepts in digital marketing from visibility of advertising to building stronger customer relationships.
7. Effectively utilize different types of presentation methods based on audience types to build presentations.
8. Utilize successful communication through natural voice in writing and speaking with practical application of communication models.
9. Evaluate social media platforms to market effectively with conceptual frameworks found in social media marketing and develop best practices for social media marketing strategies.
10. Assess performance of marketing investments using industry best practices for assessing everything from brand equity to social media, email performance, and rich media interaction.
11. Develop foundational understanding to web design and development through a combination of both hard skills and soft skills that focus on accessibility and ethics.
12. Utilize a modernized and comprehensive approach for planning, creating, delivering, and optimizing content for businesses.
13. Apply public speaking, critical thinking, problem solving, technical writing, and working knowledge of organizational ethics to facilitate a career in the business field.
14. Develop logical reasoning and mathematical analysis skills needed for general Project Management applications like simulation, mapping, programming, science, and research.
15. Apply the general introduction to micro- and macroeconomics to a career in the business field. Economics concepts include the principles of economics, comparative advantage, opportunity costs, demand and supply, incentives, public sector economics, international trade, GDP, costs of production, money, unemployment, growth and inflation, and monetary and fiscal policy.

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

1. Successfully completing the course(s) at CIAT.
2. Transferring units from any of the local community colleges in the San Diego area. Please see the Transfer of Credits section under Admissions of this catalog for further information.
3. CLEP testing. The College-Level Examination Program® (CLEP) offers you the opportunity to earn qualifying scores on any of the 33 college subject examinations they offer. Check it out at https://clep.collegeboard.org/ and then ask your Admissions

Representative how CIAT can assist you in obtaining CLEP credits toward your CIAT Degree.

4. ACE credits from your military training. Available to our veteran students, even if you are not using the GI Bill®, bring us your JST and we will evaluate it for you.
5. Transfer credits from any accredited institution of higher learning in the United States. Bring us your official transcripts and we will evaluate them for available transferrable credits.

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

Graduation Requirements

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

1. Complete the 12 core technical courses (48 semester hours) with an overall average GPA of minimum 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 Digital Marketing 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
DGM100	Introduction to Marketing	3	1	4
BAM109	Navigating The Modern Workforce – Diversity, Culture, Generations	3	1	4
DGM101	Market Research and Competitive Landscape	3	1	4
BAM102	Introduction to Spreadsheets and Understanding Data	3	1	4
DGM102	Digital Marketing	3	1	4
BAM103	Effective Presentations	3	1	4
BAM104	Business Communications	3	1	4
DGM103	Strategic Social Media Marketing	3	1	4
DGM104	Marketing Metrics and Analytics	3	1	4
DGM105	Introduction to Web Design	3	1	4
DGM106	Content Marketing	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 *6 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 *3 Semester Hours minimum required*				
MTH105	College Algebra	3	0	3
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 Healthcare Management (AASHCM)

64 Semester Hours (360 Lab Hours; 780 Lecture Hours)
Length: 85 Weeks; SOC Code: 11-9111
Tuition: $42,240.00 Technology Fees: $600.00

Description

The Associate of Applied Science in Healthcare Management is a comprehensive program specifically designed to meet the demands of the healthcare industry. This program equips students with the foundational skills necessary for a successful career in healthcare management, focusing on industry standards in medical coding and auditing.

A key aspect of the program is the in-depth coverage of legal and ethical aspects of health information management, including compliance with the Health Insurance Portability and Accountability Act (HIPAA). Students will develop a deep understanding of the complex laws and critical ethical principles that govern health information management, ensuring they are well-equipped to handle sensitive patient data and maintain compliance within healthcare organizations. The program places a strong emphasis on developing professional medical coding skills, including proficiency in CPT®, HCPCS Level II, and ICD-10-CM coding systems. Students will learn to evaluate physician and non-physician provider documentation accurately and comply with regulatory requirements. This skill set improves the revenue cycle of healthcare practices and ensures accurate coding and billing processes. Furthermore, the program focuses on developing expertise in medical record auditing. Students will learn how to apply coding and documentation guidelines to enhance the financial performance of healthcare organizations, ensuring accurate billing and reimbursement processes.

Recognizing the ever-changing environment of healthcare organizations, the program emphasizes crucial skills such as communication, technology, teamwork, decision-making processes, and leadership. Effective communication strategies specific to the healthcare industry are emphasized, enabling students to excel in their interactions with patients, colleagues, and other healthcare professionals.

Technology plays a significant role in healthcare management, and the program explores its applications in various healthcare settings. Students will gain knowledge of electronic health records and learn how to effectively manage patient health records digitally. Additionally, they will develop proficiency in essential software applications like Microsoft Windows, Word, OneNote, Outlook, and PowerPoint. They will also learn to utilize spreadsheet software to analyze real-world business data, enabling them to organize and present information effectively.

By completing the Associate of Applied Science in Healthcare Management program, students will be equipped with the necessary knowledge and skills to become competent and knowledgeable healthcare management professionals. They will be well-prepared to pursue rewarding careers in various healthcare settings. Students will also have the foundation for certifications like the American Academy of Professional Coders (AAPC) Certified Professional Coder (CPC) and AAPC Certified Professional Medical Auditor (CPMA). Graduates of the program will be qualified for a range of job opportunities, including roles such as Medical Auditor, Patient Billing Auditor, Patient Services Representative, Division Program Manager, Program Manager, Client Relationship Manager, Clinical Administrative Assistant, and Medical Office Assistant. These roles are critical in supporting the efficient and effective operation of healthcare organizations, ultimately contributing to the delivery of high-quality patient care.

Economic Outlook and Growth of the Industry

The Bureau of Labor Statistics shows that employment of Medical and Health Services Manager is projected to grow 29 percent from 2023 to 2033, much faster than average occupations. Medical and Health Services Managers use sophisticated computer software to plan, direct, and coordinate the business activities of healthcare providers. Salary ranges for these positions are identified to be 97,490 – 128,740 annually. The median salary in 2023 for Medical and Health Services Manager is $110,680, 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*, Medical and Health Services Managers, at https://www.bls.gov/ooh/management/medical-and-health-services-managers.htm. *(Visited December 15, 2024)*.

Objectives

Upon completion of the degree in Healthcare Management program, the graduate will be able to:

1. Utilize common business software applications including Microsoft Windows, Word, OneNote, Outlook, and PowerPoint.
2. Utilize spreadsheet software and data from real-world business situations to organize, analyze and present information.
3. Assess impacts in the ever-changing environment of organizations related to communication, technology, teams, decision making processes, and leadership.
4. Develop knowledge of medical terminology, essential for effective communication in the healthcare field.
5. Explores the use of technology in healthcare management.
6. Familiarizes students with the electronic management of patient health records.
7. Develops students' understanding of legal and ethical aspects of Health Information Management. Focusing on the complex laws and critical ethical principles that govern health information management (HIM) today and Health Insurance Portability and Accountability Act (HIPPA) compliance.
8. Develop skills of a professional medical coder for services performed by physicians and non-physician providers (e.g., nurse practitioners and physician assistants). Evaluate physician/non-physician provider documentation with proficiency with CPT®, HCPCS Level II, ICD-10-CM, and compliance and regulatory requirements for physician services.

9. Utilize medical record auditing knowledge of coding and documentation guidelines to improve the revenue cycle of nearly all types of healthcare practices.
10. Apply public speaking, critical thinking, problem solving, technical writing, and working knowledge of organizational ethics to facilitate a career in the Healthcare Management field.
11. Develop logical reasoning and mathematical analysis skills needed for general Healthcare Management applications like simulation, mapping, programming, science and research.
12. Apply the general introduction to micro- and macroeconomics to a career in the business field. Economics concepts include the principles of economics, comparative advantage, opportunity costs, demand and supply, incentives, public sector economics, international trade, GDP, costs of production, money, unemployment, growth and inflation, and monetary and fiscal policy.

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

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

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

Graduation Requirements

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

1. Complete the 12 core technical courses (48 semester hours) with an overall average GPA of minimum 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 Healthcare Management 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
HCM100	Healthcare Information Systems	3	1	4
BAM102	Introduction to Spreadsheets and Understanding Data	3	1	4
HCM101	Fundamentals of Electronic Health Records	3	1	4
HCM102A	Medical Terminology for Health Care Professionals, Part 1	3	1	4
HCM102B	Medical Terminology for Health Care Professionals, Part 2	3	1	4
HCM103A	Medical Coding, Part 1	3	1	4
HCM103B	Medical Coding, Part 2	3	1	4
BAM105	Change Management	3	1	4
HCM105A	Medical Record Auditing, Part 1	3	1	4
HCM105B	Medical Record Auditing, Part 2	3	1	4
HCM106	Legal Aspects of Health Information Management	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 *6 Semester Credits minimum required*				
ENG200	Technical Writing	3	0	3
ENG210	Public Speaking	3	0	3
Mathematical Concepts and Quantitative Reasoning *3 Semester Hours minimum required*				
MTH105	College Algebra	3	0	3
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

Associate of Applied Science in Human Resource Management (AASHRM)

64 Semester Hours (360 Lab Hours; 780 Lecture Hours)
Length: 85 Weeks; SOC Code: 13-1071
Tuition: $42,240.00 Technology Fees: $600.00

Description

The Associate of Applied Science in Human Resource Management is a specialized degree program that is tailored to prepare students for a successful career in the field of human resources. This program is designed to meet the specific needs and demands of the modern workforce, equipping students with the knowledge and skills required to excel in the dynamic field of HR. The comprehensive curriculum covers a wide range of courses that delve into different aspects of human resource management. By enrolling in this program, students will gain a deep understanding of HR principles and practices, allowing them to effectively address the challenges faced by organizations in managing their workforce.

Key topics covered in the program include effective onboarding and training, which focuses on ensuring that new employees are seamlessly integrated into the organization and provided with the necessary skills to excel in their roles. Employee retention strategies will also be explored, as it is crucial for organizations to retain top talent in order to thrive in a competitive environment. Ethical management is another important aspect covered in the program, emphasizing the importance of fairness, equity, and compliance in HR practices. Students will gain a strong understanding of employment law and its implications for HR professionals, ensuring that they are well-versed in legal requirements and can navigate potential legal challenges.

Throughout the coursework, students will develop the skills needed to overcome HR challenges and adapt to the evolving demands of the job. This includes building strong communication and interpersonal skills, as well as developing problem-solving and critical-thinking abilities. By acquiring these skills, students will be well-prepared to contribute to organizational success and effectively address human resource issues. A strategic perspective is also emphasized in the program, enabling students to make informed decisions and improve organizational effectiveness. Students will learn how to align HR strategies with broader organizational goals, ensuring that human resource decisions support the overall success of the organization.

Upon completion of the program, students will be qualified for entry-level positions in human resource management or labor relations. Students will also have the foundation for certifications like HRCI Associate Professional in Human Resources (aPHR). This includes a variety of roles such as Human Resources Coordinator, HR Operations Assistant, Human Resources Assistant, HR Administrative Assistant, Assistant HR Manager, Personnel Coordinator, and HR Recruiting Assistant. These roles play a critical function in managing and supporting the organization's workforce, contributing to employee satisfaction and organizational success.

Economic Outlook and Growth of the Industry

The Bureau of Labor Statistics shows that employment of Human Resource Specialists is projected to grow 8 percent from 2023 to 2033, much faster than average occupations. Human Resource Specialists recruit, screen, and interview job applicants and place newly hired workers in jobs. They also may handle compensation and benefits, training, and employee relations. Salary ranges for these positions is identified to be 54,410 – 78,290 annually. The median salary in 2023 for Human Resource Specialists is $74,200, 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*, Human Resource Specialists, at https://www.bls.gov/ooh/business-and-financial/human-resources-specialists.htm. *(Visited December 15, 2024)*.

Objectives

Upon completion of the degree in Human Resource Management program, the graduate will be able to:

1. Develops understanding of the fundamental functions and roles of human resource management.
2. Utilize common business software applications including Microsoft Windows, Word, OneNote, and Outlook.
3. Utilize spreadsheet software and data from real-world business situations to organize, analyze and present information.
4. Effectively utilize different types of presentation methods based on audience types to build presentations.
5. Examines the concept of emotional intelligence and its significance in human resource management.
6. Analyze the legal aspects of employment and labor relations.
7. Examine the process of acquiring and selecting talented individuals for organizations.
8. Develop and navigate interpersonal communication in today's complex workforce.
9. Assess strategic approaches to training and developing employees.
10. Utilize foundational concepts and principles of human resource management and delves deeper into human resource management principles and practices.
11. Evaluate organizational behavior and change management principles.
12. Apply public speaking, critical thinking, problem solving, technical writing, and working knowledge of organizational ethics to facilitate a career in the HR Management field.
13. Develop logical reasoning and mathematical analysis skills needed for general HR Management applications like simulation, mapping, programming, science, and research.
14. Apply the general introduction to micro- and macroeconomics to a career in the business field. Economics concepts include the principles of economics, comparative advantage, opportunity costs, demand and supply, incentives, public sector economics, international trade, GDP, costs of production, money, unemployment, growth and inflation, and monetary and fiscal policy.

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

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

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

Graduation Requirements

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

1. Complete the 12 core technical courses (48 semester hours) with an overall average GPA of minimum 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 Human Resource Management 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
BAM102	Introduction to Spreadsheets and Understanding Data	3	1	4
BAM103	Effective Presentations	3	1	4
HRM102	Emotional Intelligence	3	1	4
HRM103A	Employment and Labor Law, Part 1	3	1	4
HRM103B	Employment and Labor Law, Part 2	3	1	4
HRM104	Talent Acquisition	3	1	4
BAM109	Navigating The Modern Workforce – Diversity, Culture, Generations	3	1	4
HRM105	Strategic Training and Development	3	1	4
HRM100A	Human Resource Management, Part 1	3	1	4
HRM100B	Human Resource Management, Part 2	3	1	4
BAM106	Organizational Behavior for Managers	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 *7 Semester Credits minimum required*				
ENG200	Technical Writing	3	0	3
ENG210	Public Speaking	3	0	3
Mathematical Concepts and Quantitative Reasoning *3 Semester Hours minimum required*				
MTH105	College Algebra	3	0	3
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

Associate of Applied Science in Project Management (AASPM)

64 Semester Hours (360 Lab Hours; 780 Lecture Hours)
Length: 85 Weeks; SOC Code: 13-1082
Tuition: $42,240.00 Technology Fees: $600.00

Description

The Associate of Applied Science in Project Management is a specialized program designed to equip students with the essential skills and knowledge required for a successful career in the field of project management. This program is specifically aligned with industry-standard methodologies and practices, ensuring that students are well-prepared to meet the demands of the project management field. The program places a strong emphasis on practical application and understanding of project management industry standards in various work settings. Students will have the opportunity to gain hands-on experience and develop a deep understanding of the key principles and practices of project management.

The curriculum is carefully crafted to provide a solid foundation in project management principles, business communication, computer applications, and relevant technical skills. Through a range of courses, students will acquire the necessary knowledge and skills to effectively manage projects from start to finish.

Strong communication skills are vital for project managers, and the program focuses on developing these skills. Students will learn how to effectively communicate with stakeholders, manage teams, and ensure clear and concise project documentation. In addition to communication skills, the program also equips students with relevant technical skills. This includes training in utilizing project management software and tools commonly used in the industry. Students will gain hands-on experience with these tools, preparing them to effectively manage projects in a technologically advanced work environment.

By completing this degree program, students will gain a comprehensive understanding of project management principles and best practices. They will learn how to initiate, plan, execute, monitor, and close projects effectively, ensuring successful project outcomes. Students will be well-prepared to pursue entry-level positions in project management or related fields. Students will also have the foundation for certifications like CompTIA Project + and ITIL Foundations. Graduates will be qualified for roles such as Project Manager, Project Coordinator, Assistant Project Manager, and Junior Project Manager. These positions are essential in driving successful project outcomes and ensuring the efficient execution of organizational initiatives.

Economic Outlook and Growth of the Industry

The Bureau of Labor Statistics shows that employment of Project Management Specialists is projected to grow 7 percent from 2023 to 2033, faster than average occupations. Project Management Specialists coordinate the budget, schedule, staffing, and other details of a project.

Salary ranges for these positions are identified to be 91,940 – 107,070 annually. The median salary in 2023 for Project Management Specialist is $98,580, 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*, Operations Research Analysts, at https://www.bls.gov/ooh/business-and-financial/project-management-specialists.htm. *(Visited December 15, 2024)*.

Objectives

Upon completion of the degree in Project Management program, the graduate will be able to:

1. Develop basic principles of management, covering topics such as planning, organizing, and leading within a project management context. It explores management principles with a specific focus on management techniques and strategies.
2. Analyze project management life cycles and methodologies involved in project management, including project initiation, scope definition, and stakeholder analysis.
3. Evaluate the cost, schedule, and performance of a project to ensure compliance with industry requirements related to the project.
4. Develop communication skills needed for professional success in today's digital age with documentation, writing processes and communication practices.
5. Utilize common business software applications including Microsoft Windows, Word, OneNote, Outlook, and PowerPoint.
6. Utilize spreadsheet software and data from real-world business situations to organize, analyze and present information.
7. Develop quantitative analysis methods and decision-making models used in project management, helping students make data-driven decisions and assess project risks.
8. Develop proficiency in using Microsoft Project for project planning, scheduling, and tracking progress. It builds understanding of advanced features of Microsoft Project, such as resource allocation, cost management, and reporting.
9. Assess impacts in the ever-changing environment of organizations related to communication, technology, teams, decision making processes, and leadership.
10. Analyzes change management principles and strategies, including how to identify and address resistance to change within a project environment.
11. Builds a foundation on the management of IT services within a project management context, covering topics such as service delivery, service support, and ITIL (Information Technology Infrastructure Library) best practices.
12. Apply public speaking, critical thinking, problem solving, technical writing, and working knowledge of organizational ethics to facilitate a career in the Project Management field.
13. Develop logical reasoning and mathematical analysis skills needed for general Project Management applications like simulation, mapping, programming, science, and research.
14. Apply the general introduction to micro- and macroeconomics to a career in the business field. Economics concepts include the principles of economics, comparative advantage, opportunity costs, demand and supply, incentives, public sector economics, international trade, GDP, costs of production, money, unemployment, growth and inflation, and monetary and fiscal policy.

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

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

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

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
BAM102	Introduction to Spreadsheets and Understanding Data	3	1	4
BAM100A	Management Principles, Part 1	3	1	4
BAM100B	Management Principles, Part 2	3	1	4
BAM106A	Project Fundamentals, Part 1	3	1	4
BAM106B	Project Fundamentals, Part 2	3	1	4
BAM104	Business Communications	3	1	4
PJM101	Quantitative Decision Making for Project Managers	3	1	4
PJM102A	Microsoft Project, Part 1	3	1	4
PJM102B	Microsoft Project, Part 2	3	1	4
BAM105	Change Management	3	1	4
PJM103	IT Service Management	3	1	4

Graduation Requirements

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

1. Complete the 12 core technical courses (48 semester hours) with an overall average GPA of minimum 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.

General Education
Minimum 16 Semester Credits Required

Course Number	Course Name	Lecture Credits	Lab Credits	Total Credits
English Language, Communication and Critical Thinking *7 Semester Credits minimum required*				
ENG200	Technical Writing	3	0	3
ENG210	Public Speaking	3	0	3
Mathematical Concepts and Quantitative Reasoning *3 Semester Hours minimum required*				
MTH105	College Algebra	3	0	3
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

Degree Course Plan

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

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

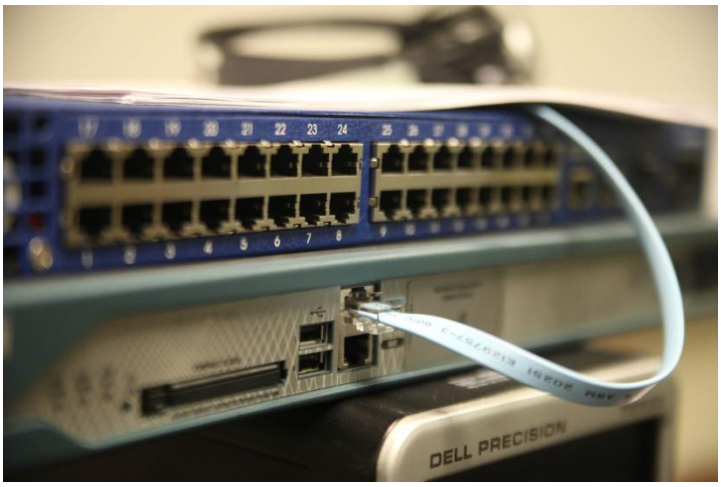
Each course may have a final examination in order to receive a final letter grade, however, there is no cumulative program examination.

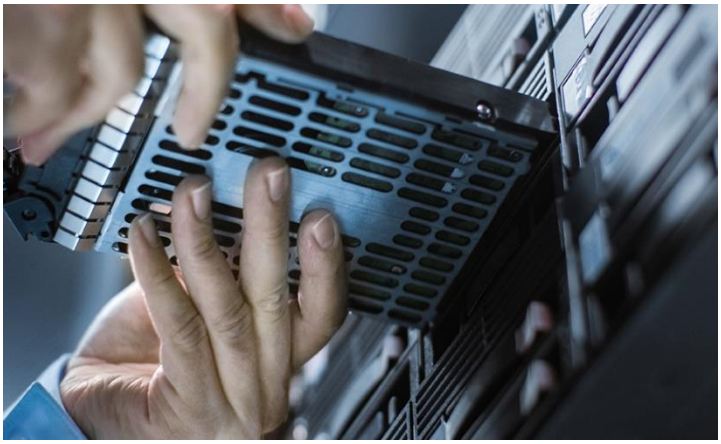
Credential Awarded Upon Completion

1. Certificate in Computer Information Systems (CCIS)
2. Certificate as Cisco Networking Professional, Enterprise (CCNP-ENT)
3. Certificate as Networking Technician (CNT)
4. Certificate as Cloud Administration (CCA)
5. Certificate as Computer Technician (CCT)
6. Certificate as Cisco Certified Network Associate (CCNA)
7. Certificate in Software Development (CSD)
8. Certificate in Microsoft Office Specialist (MOS)
9. Certificate in Cybersecurity (CC)
10. Certificate in IT Project Management (CITPM)
11. Certificate in Artificial Intelligence & Machine Learning (CAIML)
12. Certificate in Workflow Deployment (CIWD)
13. Certificate in Database Administration (CIDA)
14. Certificate in Cloud Infrastructure (CICI)

"Outstanding trade school!! CIAT is "second to none" when it comes to the care for their students. I highly recommend this school to everyone who is considering the technology field. The hospitality and customer service made you feel like family. They are very military friendly and that makes this school flexible for Active Duty as well as Veterans and Retirees. I've been attending for almost two years and my education plan set me up for success."

Simplicio G.





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

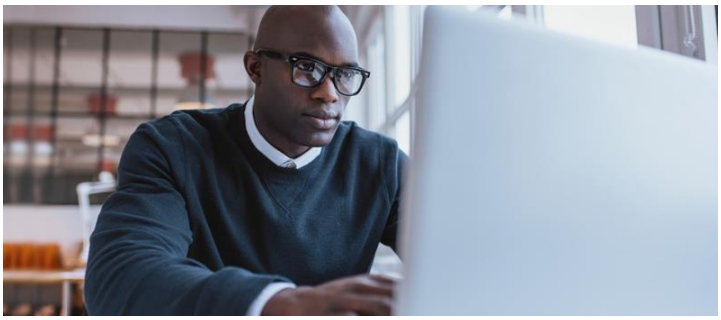
Upon completion of the Certificate in Computer Information Systems, the graduate as Information Security Technician, LAN Administrator, Junior Network Administrator, Technical Support Specialist, and PC Technician will be able to:

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 of minimum 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:

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

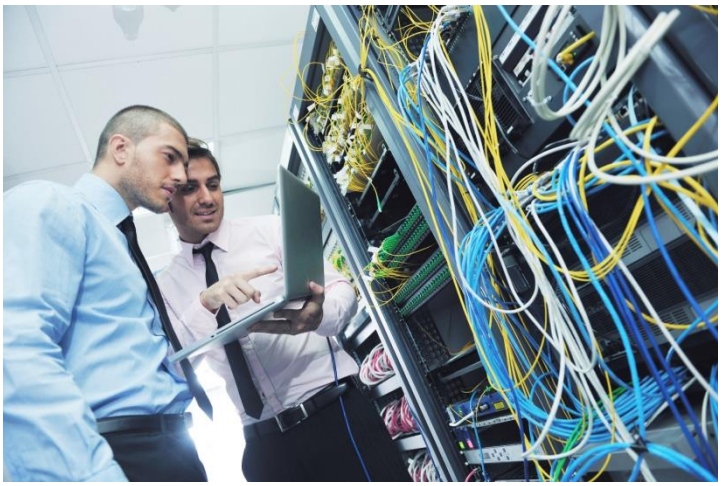
Certificate as Cisco Networking Professional – Enterprise (CCNP-ENT)

40 Semester Credit Hours (300 Lab Hours; 450 Lecture Hours)
Length: 50 Weeks; SOC Code: 15-1142
Tuition: $26,400.00 Technology Fees: $500.00

Description

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

1. Networking Fundamentals, Part 1
2. Networking Fundamentals, Part 2
3. Cisco Configuration, ICND1
4. Cisco Configuration, ICND2
5. Cisco DevNet
6. Implementing and Operating Cisco Enterprise Core Technologies (ENCOR)
7. Implementing Cisco Enterprise Routing and Services



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 33 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 Information Security Analyst was $120,360 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*, Information Security Analysts, at https://www.bls.gov/ooh/computer-and-information-technology/information-security-analysts.htm (visited November 18, 2024).

Program Objectives

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

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

Graduation Requirements

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

1. Complete the nine core courses (40 Semester credit hours) 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 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.

CCNP-ENT Course Plan

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

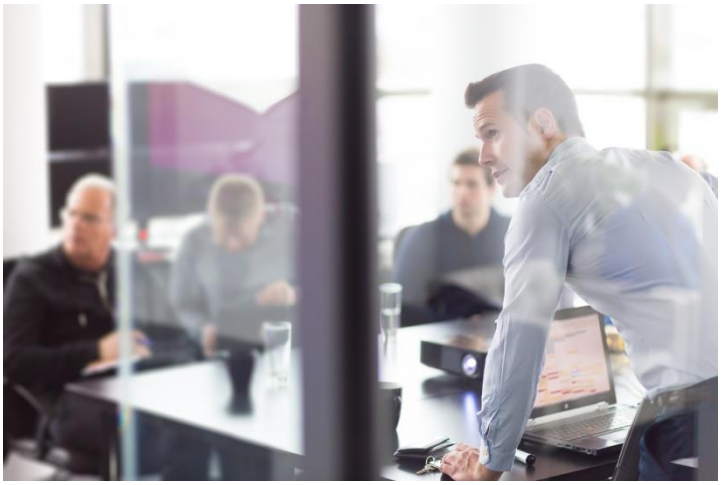
10 Courses Required (40 Semester Credits)		
CIS102A	Networking Fundamentals, Part 1	4
CIS102B	Networking Fundamentals, Part 2	4
CIS270A	Cisco Networking, Part 1	4
CIS270B	Cisco Networking, Part 2	4
CIS280A	DevNet Associate, Part 1	4
CIS280B	DevNet Associate, Part 2	4
NET381A	Implementing and Operating Cisco Enterprise Core Technologies (ENCOR), Part 1	4
NET381B	Implementing and Operating Cisco Enterprise Core Technologies (ENCOR), Part 2	4
NET383A	Implementing Cisco Enterprise Routing and Services, Part 1	4
NET383B	Implementing Cisco Enterprise Routing and Services, 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:
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:

1. Successfully completing the course at California Institute of Applied Technology. A minimum of two courses must be completed in this manner.
2. Transferring credit up to two courses (8 semester credit hours) from an accredited institution of higher learning.
3. Challenge Exam of up to one course. Each successfully challenged course will be 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 in Cloud Administration (CCA)

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

Economic Outlook and Growth of the Industry

According to the Bureau of Labor Statistics, Occupational Outlook Handbook, 2023 edition, Computer Network Systems, Systems and Database Administrators employment expected to grow by 33 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 Information Security Analyst was $120,360 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*, Information Security Analysts, at https://www.bls.gov/ooh/computer-and-information-technology/information-security-analysts.htm (visited *November 18, 2024*).

Program Objectives

Upon completion of the Certificate in Cloud Administration Program, the graduate will be able to:

1. Install, upgrade, and migrate Windows Server in host and compute environments on servers and workloads.
2. Install Windows Server features and roles; install and configure Windows Server Core; manage Windows Server Core installations using GUI and Windows PowerShell.
3. Create, direct, and manage Active Directory services.
4. Install and configure Hyper-V and Virtual Machines.
5. Migrate virtual servers to Microsoft Azure™ cloud.
6. Create, manage, and maintain cloud resources and services in major providers like Microsoft Azure™ and AWS™.
7. Budget expenditures for cloud products provide solutions to today's modern businesses.

Graduation Requirements

In order to graduate from California Institute of Applied Technology and receive their Certificate in Cloud Administration, 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 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.

CCA Course Plan

This table details the courses required for completion of CIAT's Certificate in Cloud Administration Program:

4 Courses Required (16 Semester Credits)		
CIS154	Windows Fundamentals	4
CIS130	Azure Cloud Fundamentals	4
CIS131	Azure Cloud Administration	4
CIS132	AWS Foundations	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

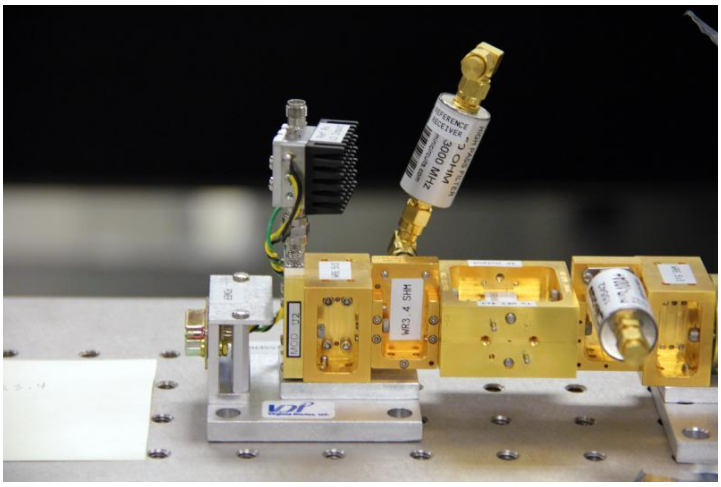
According to the Bureau of Labor Statistics, Occupational Outlook Handbook, 2023 edition, Computer Network Systems, Systems and Database Administrators employment expected to grow by 6 percent from 2023 to 2033, which is much faster than the average for all occupations. Demand for these workers will 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

Certificate as Cisco Certified Network Associate (CCNA)

150 Clock Hours (60 Lab Hours; 90 Lecture Hours)
Length: 10 Weeks; SOC Code: 15-1142
Tuition: $5,272.00 Technology Fees: $100.00

Description

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

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

Economic Outlook and Growth of the Industry

According to the Bureau of Labor Statistics, Occupational Outlook Handbook, 2023 edition, careers in Computer Network Systems, Systems, and Database Administration are evolving, with employment projected to experience a slight shift, decreasing by 3 percent from 2023 to 2033. Despite this, opportunities in the field remain strong for skilled professionals, as technology continues to play a crucial role in every industry.

In 2023, the median annual wage for Network and Computer Systems Administrators was $95,360, highlighting the potential for rewarding careers. Typically, a bachelor's degree is the standard entry-level education for this occupation, opening doors to competitive and high-paying roles in the tech industry.*

*Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Network and Computer Systems Administrators, at https://www.bls.gov/ooh/computer-and-information-technology/network-and-computer-systems-administrators.htm (visited *December 15, 2024*).

Program Objectives

Upon completion of the Certificate as Cisco Certified Network Associate program, the graduate will be able to:

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

Graduation Requirements

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

1. Complete the two core courses (150 clock hours) with an overall average GPA of 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 one course must be completed in this manner.
   b. Transferring credit, up to one course (75 clock hours) from an accredited institution of higher learning.
   c. Challenge Exam of up to one course. Each successfully challenged course will be subtracted from the allowed transfer credits.

CCNA Course Plan

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

2 Courses Required (150 Clock Hours)		
CIS270A	Cisco Networking, Part 1	75
CIS270B	Cisco Networking, Part 2	75

Certificate in Software Development (CSD)

24 Semester Credit Hours (180 Lab Hours; 270 Lecture Hours)
Length: 30 Weeks; SOC Code: 15-1132
Tuition: $15,840.00 Technology Fees: $300.00

Description

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

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

Economic Outlook and Growth of the Industry

According to the Bureau of Labor Statistics, Occupational Outlook Handbook, 2023 edition, Software Developers, Quality Assurance Analysts, and Tester's employment is expected to grow by 17 percent from 2023 to 2033, which is much faster than the average for all occupations. The median annual wage for Software Developer was $130,160, 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*).

Program Objectives

Upon completion of the Certificate 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.

Graduation Requirements

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

1. Complete the six core courses (24 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 four courses (16 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.

CSD Course Plan

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

6 Courses Required (24 Semester Credits)		
ASD101	Python Fundamentals	4
ASD102	Object-Oriented Programming with C++	4
ASD103	Relational Database Management Systems and SQL	4
ASD210	Intermediate Python	4
ASD170	Front-End Development with HTML and CSS	4
ASD190	Internet Architecture with PHP and other OSS	4

Certificate as Microsoft Office Specialist (MOS)

15 Semester Credit Hours (225 Lecture Hours)
Length: 25 weeks; SOC Code: 43-4199, 43-9199
Tuition: $9,975.00

Description

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

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

Economic Outlook and Growth of the Industry

According to the Bureau of Labor Statistics, Occupational Outlook Handbook, 2023 edition, employment in the Administrative field is expected to grow about 1% average growth from 2023 to 2033. Median annual wages of secretaries and administrative assistants were $46,010 in 2023.*

*Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Secretaries and Administrative Assistants, at https://www.bls.gov/ooh/office-and-administrative-support/secretaries-and-administrative-assistants.htm (visited *December 14, 2024*).

Program Objectives

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

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

Graduation Requirements

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

1. Complete the five core courses (15 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 two courses must be completed in this manner.
   b. Transferring credit up to three courses (9 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.

MOS Course Plan

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

5 Courses Required (15 Semester Credits)		
BUS101	Word Processing Fundamentals	3
BUS102	Creating and Using Spreadsheets	3
BUS103	Presentation Applications	3
BUS104	Database Management	3
BUS105	Business and Email Management	3

Certificate in Cybersecurity (CC)

32 Semester Credit Hours (240 Lab Hours; 360 Lecture Hours)
Length: 40 weeks; SOC Code: 15-1212
Tuition: $21,120.00 Technology Fees: $400.00

Description

The Cybersecurity certificate program is designed to equip students with foundational and advanced skills for a career in cybersecurity. The curriculum focuses on key areas such as cybersecurity fundamentals, AWS cloud security, ethical hacking, and advanced network security combining theoretical knowledge with practical real-word application.

This program provides students with the skills and knowledge required to excel in cybersecurity and cloud security, preparing them for industry certifications such as the CompTIA Security+, EC-Council Certified Ethical Hacker (CEH) and ISC2 Certified Information Systems Security Professional (CISSP), as well as advancing their careers in these rapidly evolving fields.

By completing this certificate program, students will gain a comprehensive understanding of foundational and advanced cybersecurity techniques, from securing networking to ethical hacking. They will learn to implement security measures, manage risks, and respond to cyber threats. Students will be well-prepared for roles such as Information Security Analyst, Network Security Analyst, or Incident Response Specialist in various industries.

Economic Outlook and Growth of the Industry

The Bureau of Labor Statistics shows that employment of Information Security Analysts is projected to grow 33% from 2023 to 2033, much faster than average occupations. Information Security Analysts plan and carry out security measures to protect an organization's computer networks and systems. The median salary in 2023 for Information Security Analysts is $120,360, 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*, Information Security Analyst, at https://www.bls.gov/ooh/computer-and-information-technology/information-security-analysts.htm (visited *December 07, 2024*).

Program Objectives

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

1. Appy security protocols and standards to ensure data protection and network security across various platforms.
2. Develop skills to identify, analyze, and mitigate threats in real-world scenarios, using contemporary techniques and tools.
3. Gain proficiency in using AWS-specific security practices, understanding how to secure cloud environments and manage AWS security services.
4. Perform ethical hacking tasks, learning to think like hackers to identify and exploit vulnerabilities within a controlled and ethical framework.
5. Explore advanced network security concepts and practices, preparing for complex security challenges in network environments.
6. Develop and implement comprehensive security policies and procedures that comply with legal and ethical standards.
7. Acquire skills in incident response and crisis management, preparing them to act swiftly and effectively during security breaches.
8. Explore the ethical and legal implications of cybersecurity, ensuring they practice their skills in a professional and ethical manner.

Graduation Requirements

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

1. Complete the eight core courses (32 semester credit hours) with an overall average GPA of minimum 2.0. These courses may be completed by:
   a. Successfully completing the courses at California Institute of Applied Technology. A minimum of four courses must be completed in this manner.
   b. Transferring credit, up to four courses (16 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.

CC Course Plan

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

8 Courses Required (32 Semester Credits)		
CIS220A	Principles of Cybersecurity, Part 1	4
CIS220B	Principles of Cybersecurity, Part 2	4
CIS132	AWS Foundations	4
CLD331	AWS Security Foundations	4
SEC340A	Certified Ethical Hacker, Part 1	4
SEC340B	Certified Ethical Hacker, Part 2	4
SEC350A	Advanced Network Security (CISSP), Part 1	4
SEC350B	Advanced Network Security (CISSP), Part 2	4

Certificate in IT Project Management (CITPM)

24 Semester Credit Hours (180 Lab Hours; 270 Lecture Hours)
Length: 30 weeks; SOC Code: 13-1082
Tuition: $15,840.00 Technology Fees: $300.00

Description

The Certificate in IT Project Management offers a thorough curriculum to equip students for thriving careers in IT project management. Aligned with industry best practices, it ensures students are adept at meeting the field's demands. Emphasizing leadership and communication skills, the program also provides students with a thorough understanding of the principles of project and program management.

The curriculum provides a solid foundation in both predictive and agile project management methodologies. Students will grasp the impact of organizational change management practices on project results and develop the ability to proficiently handle contract and stakeholder negotiations. They will also gain a solid understanding of project risk management.

By completing this certificate program, students will gain a comprehensive understanding of IT project management principles and best practices. They will learn how to evaluate project costs, risks, and performance, ensuring successful project outcomes. Students will be well-prepared to pursue positions in IT project management or related fields. Additionally, students will be equipped with the knowledge necessary to pursue certifications such as the Project Management Institute's PMP, CompTIA Project+, and ITIL Foundations. Graduates will be qualified for roles such as IT Project Manager, Technical Project Manager, Program Manager.

Economic Outlook and Growth of the Industry

The Bureau of Labor Statistics shows that employment of Project Management Specialists is projected to grow 7% from 2023 to 2033, faster than average occupations. Project Management Specialists coordinate the budget, schedule, staffing, and other details of a project. The median salary in 2023 for a Project Management Specialist is $98,580, 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*, Project Manager Specialist, at https://www.bls.gov/ooh/business-and-financial/project-management-specialists.htm (visited *December 15, 2024*).

Program Objectives

Upon completion of the Certificate in IT Project Management program, the graduate will be able to:

1. Demonstrate mastery in project management methodologies, focusing on predictive, adaptive, and hybrid approaches.
2. Initiate and lead projects through completion, managing all phases of the project management life cycle.
3. Evaluate and analyze the costs, risks, and performance of a project at all phases of the project life cycle.
4. Determine which project management methodology to use for a project or portfolio of projects.
5. Identify and prioritize projects in a portfolio focusing on their interrelationships and capacity to deliver on an organization's strategic objectives.
6. Assess and recommend organizational changes to support the project goals, deliverables and outcomes.
7. Effectively conduct contract and stakeholder negotiations to ensure compliance with corporate, procurement and legal standards.

Graduation Requirements

In order to graduate from California Institute of Applied Technology and receive their Certificate in IT Project Management, the student must successfully:

1. Complete the six core courses (24 semester credit hours) with an overall average GPA of minimum 2.0. These courses may be completed by:
   a. Successfully completing the courses at California Institute of Applied Technology. A minimum of three courses must be completed in this manner.
   b. Transferring credit, up to three courses (12 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.

CITPM Course Plan

This table details the courses required for completion of CIAT's Certificate in IT Project Management Program:

6 Courses Required (24 Semester Credits)		
PJM200	IT Project Management Principles	4
PJM201	IT Program Management Principles	4
PJM202	Principles of Agile IT Project Management	4
PJM203	Project Risk Management	4
PJM204	Organizational Change Management	4
PJM205	Negotiation Principles	4

Certificate in Artificial Intelligence & Machine Learning (CAIML)

28 Semester Credit Hours (210 Lab Hours; 315 Lecture Hours)
Length: 35 weeks; SOC Code: 15-0000
Tuition: $18,480.00 Technology Fees: $350.00

Description

The Certificate in Artificial Intelligence and Machine Learning offers a thorough curriculum tailored to equip students for the growing field of AI. Students will learn how to harness the immense potential of generative AI and deep learning through hands-on projects. They will understand how to apply these skills to transform business in a wide array of fields.

The curriculum provides a solid foundation in AI programming, data processing, and model training. Students gain proficiency in machine learning frameworks. They will develop skills in deep learning, computer vision, generative AI, and prompt engineering.

By completing this AI certificate program, students will gain a comprehensive understanding of artificial intelligence solutions, including machine learning, neural networks, and AI-enabled data analysis. They will acquire the skills to develop AI solutions and apply them to real-world problems. Students will be well-prepared for roles such as AI Developer, AI Data Analyst, or AI-Technology Consultant across diverse industries.

Economic Outlook and Growth of the Industry

The Bureau of Labor Statistics shows that employment of Computer and Information Research Scientists is projected to grow 26% from 2023 to 2033, much faster than average occupations. Computer and Information Research Scientists design innovative uses for new and existing computing technology. The median salary in 2023 for Computer and Information Research Scientists is $145,080, 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*, Computer and Information Research Scientists, at https://www.bls.gov/ooh/computer-and-information-technology/computer-and-information-research-scientists.htm (visited *October 22, 2024*).

Program Objectives

Upon completion of the Certificate in Artificial Intelligence & Machine Learning program, the graduate will be able to:

1. Explain the fundamental concepts of artificial intelligence and machine learning, and how they apply in business.
2. Demonstrate an understanding of python language concepts and how to apply them to AI programming.
3. Demonstrate skills in programming fundamentals for working with and analyzing data for machine learning.
4. Describe the essentials of Generative AI, prompt engineering, and ChatGPT.
5. Understand how to select appropriate machine learning algorithms for a given context, programmatically implement the algorithms, and interpret their outcomes.
6. Explain how to use Amazon Web Services (AWS) AI tools to transform business processes.
7. Explain how to use Microsoft Azure AI tools to transform business processes.

Graduation Requirements

In order to graduate from California Institute of Applied Technology and receive their Certificate in Artificial Intelligence & Machine Learning, the student must successfully:

1. Complete the seven core courses (28 semester credit hours) with an overall average GPA of minimum 2.0. These courses may be completed by:
   a. Successfully completing the courses at California Institute of Applied Technology. A minimum of three courses must be completed in this manner.
   b. Transferring credit up to three courses (12 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.

CAIML Course Plan

This table details the courses required for completion of CIAT's Certificate in Artificial Intelligence & Machine Learning Program:

7 Courses Required (28 Semester Credits)		
ASD101A	Python Fundamentals, Part 1	4
ASD101B	Python Fundamentals, Part 2	4
CAI101	Python for Data Science	4
CAI102	Introduction to Artificial Intelligence and Machine Learning, Part 1	4
CAI103	Introduction to Artificial Intelligence and Machine Learning, Part 2	4
CAI104	Introduction to Generative Artificial Intelligence	4
CAI105	Azure AI Fundamentals	4

Certificate in Workflow Deployment (CWD)

16 Semester Credit Hours (120 Lab Hours; 180 Lecture Hours)
Length: 20 weeks; SOC Code: 15-1252
Tuition: $10,560.00 Technology Fees: $200.00

Description

The Certificate in Workflow Deployment offers a comprehensive curriculum designed to prepare students for successful careers in ServiceNow administration, application development, and performance analytics. Aligned with industry best practices, this program ensures students are equipped to meet the demands of the rapidly evolving field of IT service management.

The curriculum provides a solid foundation in ServiceNow Administration, enabling students to master the essential functions and features of the ServiceNow platform. In the Application Development Fundamentals course, students will learn how to develop custom applications on the ServiceNow platform, gaining proficiency in scripting, UI development, and data management. The Performance Analytics course will equip students with the skills needed to analyze and interpret data, allowing them to make informed decisions and drive continuous improvement within their organizations.

By completing this program, students will gain a thorough understanding of ServiceNow principles and best practices. They will learn how to configure and customize the ServiceNow platform, develop robust applications, and utilize performance analytics to enhance service delivery. Students will be well-prepared to pursue positions in ServiceNow administration, development, and analytics. Additionally, they will be equipped with the knowledge necessary to pursue certifications such as ServiceNow Certified System Administrator, ServiceNow Certified Application Developer, and ServiceNow Certified Implementation Specialist. Graduates will be qualified for roles such as ServiceNow Administrator, ServiceNow Developer, and Performance Analytics Specialist.

Economic Outlook and Growth of the Industry

The Bureau of Labor Statistics shows that employment of Software Developers is projected to grow17% from 2023 to 2033, much faster than average occupations. Software developers design computer applications or programs. The median salary in 2023 for Software Developers is $130,160, 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, at https://www.bls.gov/ooh/computer-and-information-technology/software-developers.htm (visited *November 18, 2024*).

Program Objectives

Upon completion of the Certificate in Workflow Deployment program, the graduate will be able to:

1. Demonstrate mastery in configuring ServiceNow applications and modules.
2. Maintain and enhance ServiceNow instances.
3. Write, test, and debug ServiceNow scripts.
4. Develop ServiceNow applications.
5. Manage performance analytics roles.
6. Leverage metrics for reporting and metric-based indicators.
7. Deploying analytics solutions, performing diagnostics, and system administration.

Graduation Requirements

In order to graduate from California Institute of Applied Technology and receive their Certificate in Workflow Deployment, 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 courses 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 be subtracted from the allowed transfer credits.

CWD Course Plan

This table details the courses required for completion of CIAT's Certificate in Workflow Deployment Program:

4 Courses Required (16 Semester Credits)		
SN200	Introduction to ServiceNow	4
SN201	ServiceNow Administration	4
SN202	ServiceNow Scripting	4
SN203	ServiceNow Application Development	4

Certificate in Database Administration (CDA)

16 Semester Credit Hours (120 Lab Hours; 180 Lecture Hours)
Length: 20 weeks; SOC Code: 15-1242
Tuition: $10,560.00 Technology Fees: $200.00

Description

The Certificate in Database Administrator offers a thorough curriculum tailored to equip students for thriving careers in database administration. Aligned with the Oracle Academy courses, it ensures students are adept at meeting the field's demands. Emphasizing problem solving, collaboration, and critical thinking, the program also provides students with the skills to use structured query language (SQL).

The curriculum provides a solid foundation in both database design, data modeling, and database programming with SQL. Students will learn to analyze complex business scenarios and create data models as part of the solution. They will understand the techniques and tools used to design, build, and extract information from databases. Learners will develop skills to implement database designs by creating physical databases using SQL. Students will gain proficiency in using SQL to administer Oracle databases.

By completing this certificate program, students will gain a comprehensive understanding of Oracle database administration. Students will be well-prepared to pursue positions as an Oracle database administrator and as a SQL programmer. Additionally, students will be equipped with the knowledge necessary to pursue the Oracle Foundations Associate, Database Professional Certification. Graduates will be qualified for roles such as Oracle Database Administrator, Database Modeler, Data Analyst, Data Tester, and SQL Developer.

Economic Outlook and Growth of the Industry

The Bureau of Labor Statistics shows that employment of Database Administrators and Architects is projected to grow 9% from 2023 to 2033, faster than average occupations. Database Administrators and Architects create or organize systems to store and secure data. The median salary in 2023 for Database Administrators and Architects is $117,450. 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*, Operations Research Analysts, at https://www.bls.gov/ooh/computer-and-information-technology/database-administrators.htm (visited *December 29, 2024*).

Program Objectives

Upon completion of the Certificate in Database Administration program, the graduate will be able to:

1. Demonstrate an understanding of relational database and data modeling concepts, specifically building and mapping Entity Relationship Diagrams (ERDs).
2. Use Structured Query Language (SQL) to interact with a relational database and manipulate data within the database.
3. Demonstrate the skills required to build Oracle database solutions.
4. Explain the main ideas and purpose of databases, database applications, data integration, database resiliency and security, machine learning, and data management.
5. Analyze complex business scenarios and create data models that represent a conceptual representation of an organization's information.
6. Examine data requirements and design vendor-neutral relational databases and entity relationship diagram models.
7. Demonstrate an understanding of basic SQL syntax and the rules for constructing valid SQL statements to generate report-like output.
8. Describe the characteristics of PL/SQL and how it is used to extend and automate SQL to administer the Oracle database.

Graduation Requirements

In order to graduate from California Institute of Applied Technology and receive their Certificate in Database Administration, 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 courses 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 be subtracted from the allowed transfer credits.

CDA Course Plan

This table details the courses required for completion of CIAT's Certificate in Database Administration Program:

4 Courses Required (16 Semester Credits)		
DBA200	Oracle Database Foundations	4
DBA201	Applied Oracle Database Systems	4
DBA202	Oracle Database Design	4
DBA203	Oracle Database Programming	4

Certificate in Cloud Infrastructure (CCI)

16 Semester Credit Hours (120 Lab Hours; 180 Lecture Hours)
Length: 20 weeks; SOC Code: 15-1299
Tuition: $10,560.00 Technology Fees: $200.00

Description

The Certificate in Cloud Infrastructure offers a curriculum tailored to equip students for thriving careers in the cloud environment. Learners will delve into the infrastructure of clouds, how they work with databases, and understand cloud security, administration, monitoring, and management. The program emphasizes the four primary areas of the Oracle cloud core infrastructure; namely database, solutions, platform and edge, and governance and administration.

By completing this certificate program, students will gain a comprehensive understanding of the Oracle cloud infrastructure. Students will be well-prepared to pursue positions in the Oracle Cloud environment. Additionally, students will be equipped with the knowledge necessary to pursue the Oracle Cloud Infrastructure Associate Certification. Graduates will be qualified for roles such as Oracle Cloud Administrator, Oracle Cloud Developer, and Oracle Cloud Data Engineer.

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 33 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 Information Security Analyst was $120,360 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*, Information Security Analysts, at https://www.bls.gov/ooh/computer-and-information-technology/information-security-analysts.htm (visited *November 18, 2024*).

Program Objectives

Upon completion of the Certificate in Cloud Infrastructure program, the graduate will be able to:

1. Demonstrate an understanding of basic Oracle Cloud Infrastructure concepts.
2. Explain the ideas of Core Infrastructure, Database, Solutions, Platform and Edge, and Governance and Administration.
3. Explain how to secure information in the Oracle cloud.
4. Describe how to monitor and manage the Oracle cloud.
5. Explain advanced topics related to the Oracle cloud.

Graduation Requirements

In order to graduate from California Institute of Applied Technology and receive their Certificate in Cloud Infrastructure, 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 courses 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 be subtracted from the allowed transfer credits.

CCI Course Plan

This table details the courses required for completion of CIAT's Certificate in Cloud Infrastructure Program:

4 Courses Required (16 Semester Credits)		
OCI200	Oracle Cloud Infrastructure and Database	4
OCI201	Oracle Cloud Solution Platform and Edge	4
OCI202	Oracle Cloud Governance and Administration	4
OCI203	Oracle Cloud Advanced Topics	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 new skills, 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-hour 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
Windows 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
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 part 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 part of a two-part class. In this course, students will explore the critical components of network design and security, focusing on key areas such as Network Segmentation, Wide Area Networking, Access Control, and Risk Management. Participants will gain hands-on experience in developing robust strategies for performance optimization and recovery, ensuring the resilience of network infrastructures. Additionally, the course emphasizes the importance of thorough documentation and effective management practices to enhance organizational security and efficiency. By the end of the course, students will be equipped with the knowledge and skills necessary to design, implement, and maintain secure and efficient network systems.

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).

CIS133

AWS Architecting

4 Semester Credits

Course Description

The objectives of this course are aligned to the knowledge and skills described for taking the AWS Certified Solutions Architect – Associate

certification. However, this course is not designed to specifically prepare for the certification, but rather to focus on real world knowledge and experience that an AWS professional should know. Out of class study time would reasonably be expected of the student to earn the AWS Solutions Architect Associate certification.

Prerequisites:
Completion of the CIS132: AWS Foundations or equivalent experience (review the CIS132 course objectives for specific required experience).

CIS220A

Principles of Cybersecurity, Part 1

4 Semester Credits

Course Description

This course is the first of a two-part course that covers a comprehensive range of topics designed to provide IT professionals with a deep understanding of various security threats and defenses. The course introduces essential security concepts, key terms, and the primary threats to networks, including security breaches and denial of service attacks. Students learn to assess the likelihood of attacks and compare security strategies.

The course delves into network communication, covering major protocols, network devices, and how data is transmitted over the Internet. Students learn about cybercrimes such as fraud, identity theft, cyber stalking, denial of service attacks and specific defenses against them. Topics covered include malware, spyware, and how to protect systems using antivirus and antispyware software.

In this course students explore methodologies and tools used by hackers, along with specific attack methods. Additionally, the course covers industrial espionage, its dangers, and protective measures. The course concludes with an overview of encryption basics and modern cryptographic methods, guiding students in selecting appropriate encryption for their organizations.

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

CIS220B

Principles of Cybersecurity, Part 2

4 Semester Credits

Course Description

This course is the second of a two-part course that aims to provide students with practical and theoretical knowledge in protecting and managing network systems. Topics include evaluating and implementing security technologies such as scanners, firewalls, antispyware methods, intrusion detection systems, and honey pots.

This course emphasizes the importance of security policies, teaching students how to create, evaluate, and improve policies for network administration. Students learn about network and vulnerability scanning, including the use of scanning tools and evaluating security consultants. Topics include cyber terrorism and information warfare, focusing on developing cyber detective skills.

This course covers forensic principles, including making forensic copies, using forensic tools, and preparing reports while avoiding common mistakes. The course concludes with an overview on integrating basic systems engineering concepts into cybersecurity, focusing on the use of engineering tools and standards to enhance cybersecurity practices.

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

CIS230A

Introduction to Linux

4 Semester Credits

Course Description

This course covers the commands and skills that a typical Linux end user will use performing IT job functions. The course includes essential topics related to file management, security, automating tasks and processes, connecting securely to Linux systems, and BASH scripting.

Prerequisites:
Completion of CIS102B or equivalent experience (review the CIS102B course objectives for specific required experience).

CIS230B

Linux Administration

4 Semester Credits

Course Description

This course covers the commands and skills that a typical Linux end user will use performing IT job functions. The course includes essential topics related to file management, security, automating tasks and processes, connecting securely to Linux systems, and BASH scripting.

Prerequisites:
Completion of CIS230A: Introduction to Linux.

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.

CIS280A

DevNet Associate, Part 1

4 Semester Credits

Course Description

This course represents the 1st half in a two-part class or the Cisco DevNet Associate certificate exams: 200-901. This course provides most of the core objectives coverage and practical preparation for the first half of the DevNet Associate certification for industry professionals including but not limited to data formats (XML, JSON, YAML), software development methods, version management with Git, exploring API's, Python language as used with CISCO, and constructing code to be used with CISCO devices.

Prerequisites:

Either completion of: CIS102B: Networking Fundamentals, Part 2, or equivalent experience (review the CIS102B course objectives for specific required experience) OR ASD101B: Python Fundamentals, Part 2, or equivalent experience (review the ASD101B course objectives for specific required experience).

CIS280B

DevNet Associate, Part 2

4 Semester Credits

Course Description

This course represents the 2nd half in a two-part class for the Cisco DevNet Associate certification exams: 200-901. This course provides most of the core objectives coverage and practical preparation for the second half of the DevNet Associate certification for industry professionals including but not limited to: Containers, Cloud computing, Jumpstart NetDevOps, Docker and Security, IoT, UCS Director, IOS-XR programmability, Edge computing, ACI Programmability, ACI CNI Plug-in for Kubernetes, Meraki Integrations, Networking, PyATS and VIRL, IOS-XR CLI, and Ansible.

Prerequisites:

Completion of CIS280A: DevNet Associate, Part 1.

CLD330

AWS Operations

4 Semester Credits

Course Description

This course covers all of the topics related to the AWS Certified SysOps Administrator Associate Exam. Topics covered include AWS monitoring, reporting, high availability and security.

Prerequisites:

Completion of CIS133: AWS Architecting or the equivalent experience (review the CIS133 course objectives for specific required experience).

CLD331

AWS Security Foundations

4 Semester Credits

Course Description

This course covers all the topics related to the AWS Certified Security – Specialty Exam. The topics covered include the AWS Identity Access Management, Logging and Monitoring, Infrastructure Security and Data Protection with VPCs.

Prerequisites:

Completion of CIS133: AWS Architecting or the equivalent experience (review the CIS133 course objectives for specific required experience).

CLD332

Microsoft Azure Security Technologies

4 Semester Credits

Course Description

This course provides IT Security Professionals with the knowledge and skills needed to implement security controls, maintain an organization's security posture, and identify and remediate security vulnerabilities. This course includes security for identity and access, platform protection, data and applications, and security operations. Topics include Azure Active Directory, Azure AD Identity Protection, Azure AD Privileged Identity Management, Perimeter Security, Network Security, Host Security, Container Security, Key Vault, Application Security, Storage Security, Database Security, Azure Monitor, Azure Security Center, and Azure Sentinel.

Prerequisites:

Completion of CIS131: Azure Cloud Administration or equivalent experience (review the CIS131 course objectives for specific required experience).

CLD333

AWS Databases

4 Semester Credits

Course Description

This course covers all the topics related to the AWS Certified Database – Specialty Exam. Topics covered include the AWS Database Design, Deployment and Migration, Management and Operations, Monitoring and Troubleshooting and Database Security.

Prerequisites:

Completion of CIS133 or equivalent experience (review the CIS133 course objectives for specific required experience).

CLD334

AWS Developing

4 Semester Credits

Course Description

This course covers all the topics related to the AWS Certified Developer Associate Exam. Topics covered include the AWS Cloud API, Encryption on AWS, Deployment as Code and Serverless Compute.

This course is designed to help students gain technical expertise in development with cloud technologies. The curriculum is delivered through instructor-led or digital lectures, demos, activities, knowledge checks, and hands-on labs. Throughout the course, students will explore a scenario that provides opportunities to build a variety of infrastructures through a guided, hands-on approach. Students have access to lecture materials, online knowledge checks, hands-on labs, and a discount voucher for an AWS Certification exam.

This course helps you to prepare for the AWS Cloud Developer – Associate (Links to an external site) exam. More details about the exam are in the Bridging to Certification module.

Prerequisites:

Completion of CIS133: AWS Architecting or equivalent experience (review the CIS133 course objectives for specific required experience).

CLD335

Google Cloud Engineer

4 Semester Credits

Course Description

This course covers all of the topics related to the Google Cloud Certified Associate Cloud Engineer Exam. Topics covered include the AWS Database Design, Deployment and Migration, Management and Operations, Monitoring and Troubleshooting and Database Security.

Prerequisites:

Completion of CIS133: AWS Architecting or equivalent experience (review the CIS133 course objectives for specific required experience).

SEC340A

Certified Ethical Hacker, Part 1

4 Semester Credits

Course Description

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

Prerequisites:

Completion of CIS120B: Cybersecurity Fundamentals, Part 2.

SEC340B

Certified Ethical Hacker, Part 2

4 Semester Credits

Course Description

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

Prerequisites:

Completion of SEC340A: Certified Ethical Hacker, Part 1.

SEC350A

Advanced Network Security CISSP, Part 1

4 Semester Credits

Course Description

Network security requires an understanding of the technical concepts and the managerial concepts of cybersecurity. The Certified Information Systems Security Professional (CISSP) exam will test your technical, and managerial, knowledge in cybersecurity to meet today's demand for knowledgeable professionals. Candidates for the CISSP exam are typically network security professionals and system administrators with at least four years of direct work experience in two or more of the ten test domains. As the first ANSI ISO accredited credential in the field of information security, CISSP certification provides information security professionals with an objective measure of competence and a globally recognized standard of achievement. SEC350A is part one of a two-part

course to help prepare you for the rigors of the CISSP exam and the world of advanced cybersecurity threats.

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

SEC350B

Advanced Network Security CISSP, Part 2

4 Semester Credits

Course Description

This course represents the 2nd half of a two-part course that focuses on preparing for the CISSP Certification and career of IS/IT Cyber Security management professional. The CISSP Certification is administered by the International Information Systems Security Certification Consortium or (ISC). (ISC) promotes the CISSP exam as an aid to evaluating personnel performing information security functions. Candidates for this exam are typically network security professionals and system administrators with at least five years of direct work experience in two or more of the eight test domains. As the first ANSI ISO accredited credential in the field of information security, the Certified Information Systems Security Professional (CISSP) certification provides information security professionals with not only an objective measure of competence, but a globally recognized standard of achievement. Successfully completing SEC350A and SEC350B will help candidates to prepare for this exam.

Prerequisites:
Completion of SEC350A: Advanced Network Security CISSP, Part 1.

CSP400

Cloud Security Project

4 Semester Credits

Course Description

This course provides an overview of Cloud security architecture. Students will learn the principles and concepts of Cloud security, including how to evaluate and choose cloud services for the organization. The course delves into native cloud security controls, including asset management and protection, identity and access management, vulnerability, network security, and incident response management. Students will learn how to create a Cloud security policy and be able to predict security challenges.

Prerequisites:
Cloud (CLD) Track:
Completion of:

- CIS130 – Azure Cloud Fundamentals
- CIS131 – Azure Cloud Administration
- CIS132 – AWS Foundations
- CIS133 – AWS Architecting
- CLD330 – AWS Operations
- CLD331 – AWS Security Foundations
- CLD332 – Microsoft Azure Security Technologies
- CLD333 – AWS Databases
- CLD334 – AWS Developing
- CLD335 – Google Cloud Engineer

Cybersecurity (SEC) Track:
Completion of:

- CIS133 – AWS Architecting
- CLD331 – AWS Security Foundations
- SEC340A – Certified Ethical Hacker, Part 1
- SEC340B – Certified Ethical Hacker, Part 2
- SEC350A – Advanced Network Security CISSP, Part 1
- SEC350B - Advanced Network Security CISSP, Part 2

OCI200

Oracle Cloud Infrastructure and Database

4 Semester Credits

Course Description

This course provides in-depth understanding of how to manage the Oracle database on-premises and in the cloud. Students learn how to keep databases stable, tuned, and running. The course covers administrative tasks specific to cloud environments, including the Oracle Autonomous Database running in the Oracle Cloud Infrastructure. Topics covered include data optimization, migration, troubleshooting, and how to use tools for analytics. Upon completion of this course students gain skills as an Oracle Database administrator to support data management and cloud computing.

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

OCI201

Oracle Cloud Solution Platform and Edge

4 Semester Credits

Course Description

This course is the first of a two-part course that provides the latest approach to designing, building, deploying and managing applications. Students learn how to take advantage of utility computing of the Oracle Cloud Infrastructure (OCI), emphasizing automation, elasticity, and resilience. The course teaches how to run applications efficiently and securely, and how to manage the infrastructure using native cloud services. This course covers infrastructure automation and cloud native services. It provides an understanding of container engines and kubernetes. Upon completion of this course, students will have a solid understanding of the OCI infrastructure.

Prerequisites:
There are no required prerequisites for this course.

OCI202

Oracle Cloud Governance and Administration

4 Semester Credits

Course Description

This course is the second of a two-part course that provides the latest approach to designing, building, deploying and managing applications. Students learn how to take advantage of utility computing of the Oracle Cloud Infrastructure (OCI), emphasizing automation, elasticity, and resilience. The course teaches how to run applications efficiently and securely, and how to manage the infrastructure using native cloud services. This course covers securing workloads and infrastructure as well as serverless platforms and applications. It provides an understanding of devops and deployment automation. Upon completion of this course, students will have a solid understanding of the OCI infrastructure.

Prerequisites:

Completion of OCI201: Oracle Cloud Solution Platform and Edge.

OCI203

Oracle Cloud Advanced Topics

4 Semester Credits

Course Description

This course covers advanced topics on applying object-relational techniques to large-scale applications or complex schemas. Students will gain an understanding of storage of objects, XML and creating indexes on typeids or attributes. They will learn how to use both system-defined and user-defined constructors and aggregate functions. This course also covers how locators improve the performance of nested tables.

Prerequisites:

There are no required prerequisites for this course.

DBA200

Oracle Database Foundations

4 Semester Credits

Course Description

This course is an overview of databases, database architecture, and data modeling. In this course, students learn the terminology of databases and the database administrator's role. They will understand the purpose of entity relationship diagrams, and how they are used to generate physical databases. This course covers how to develop relationships between database elements so that data can be effectively managed. Students will learn how and when to normalize and denormalize databases. Upon completion of this course, students will have a solid understanding of relational databases and how they are used to manage an organization's information.

Prerequisites:

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

DBA201

Applied Oracle Database Systems

4 Semester Credits

Course Description

This course is an overview of the Oracle database architecture. Students will learn how to produce high-performing, scalable applications that deliver correct results. This course provides an in-depth look at database features, including tables, indexes, data types, sequences, partitioning, data loading, and temporary tables. Students will learn to identify and effectively resolve application performance issues. They will understand how to architect systems that leverage the full power and feature set of Oracle's database engine. Upon completion of this course, students will have a solid understanding of Oracle database features and architecture.

Prerequisites:

There are no required prerequisites for this course.

DBA202

Oracle Database Design

4 Semester Credits

Course Description

This course is an overview of data and database modeling. In this course, students learn how to create a hierarchical data model and how it maps into a relational database. They will understand the functional dependencies of relational data models, and the different normal forms. This course covers entity-relationship methodology, focusing on the cardinality of relationships in ER models. Students will learn patterns and relationships in ER diagrams. Upon completion of this course, students will have a solid understanding of how data is modeled to manage an organization's information.

Prerequisites:

There are no required prerequisites for this course.

DBA203

Oracle Database Programming

4 Semester Credits

Course Description

This course provides in-depth, hands-on experience with the Oracle database programming language, PL/SQL. In this course, students learn how SQL integrates with the PL/SQL language components. They learn how to use control and error handling functions to manipulate data. This course covers advanced topics of procedures and functions. Upon completion of this course, students will have a solid understanding of how to use PL/SQL programming with data in an Oracle database.

Prerequisites:

There are no required prerequisites for this course.

SN200

Introduction to ServiceNow

4 Semester Credits

Course Description

This course introduces students to the core concepts and features of the ServiceNow platform. Students are introduced to navigating a ServiceNow instance and key features including lists, filters, forms, tasks, reporting and the Service Catalog.

Prerequisites:

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

SN201

ServiceNow Administration

4 Semester Credits

Course Description

This course offers an in-depth understanding of the powerful controls available in the base instance, reinforced through comprehensive modules and hands-on labs. These step-by-step labs are designed to help students apply the concepts effectively.

Students will explore the fundamentals of the ServiceNow application, including its definition, application components, and the significance of application scopes and data types. The course delves into the crucial role of reporting, introducing you to development and debugging tools. Students will also analyze ServiceNow's capability to integrate with various third-party applications and data sources.

Additionally, the course covers how to utilize ServiceNow's reporting features to create and distribute reports, providing insights into the current state of instance data, such as the number of open incidents by priority. Students will learn about tools for maintaining data hygiene and the importance of system maintenance to enhance the user experience.

Prerequisites:

Completion of SN200: Introduction to ServiceNow.

SN202

ServiceNow Scripting

4 Semester Credits

Course Description

This course first introduces students to Javascript programming and then explores scripting on the ServiceNow platform. After learning the essentials of Javascript, students dive into client-side scripting, followed by server-side scripting on the ServiceNow platform.

Prerequisites:

Completion of SN200: Introduction to ServiceNow.

SN203

ServiceNow Application Development

4 Semester Credits

Course Description

The ServiceNow Application Development course provides a comprehensive introduction to building and managing applications on the ServiceNow platform. This course is designed for intermediate developers who want to gain practical knowledge and skills in application development within the ServiceNow environment.

Throughout the course, students will learn the core concepts and techniques necessary to develop robust and efficient applications. Students will explore the ServiceNow development environment, understand the key components of an application, and learn how to create, customize, and automate applications using best practices.

Prerequisites:

Completion of SN202: ServiceNow Scripting.

NET381A

Implementing and Operating Cisco Enterprise Core Technologies (ENCOR), Part 1

4 Semester Credits

Course Description

This course represents the 1st half of a two-part class associated with the CCNP and CCIE Enterprise Certifications. The students will gain knowledge of Implementing Cisco Enterprise Network Core Technologies including dual stack (IPv4 and IPv6) architecture, virtualization, infrastructure, network assurance, security and automation. This course helps students to prepare for the ENCOR 350-401 exam.

Prerequisites:

Students must have skills and knowledge required from CIS270A CCNA Part 1 and CIS270B CCNA Part 2 or equivalent.

NET381B

Implementing and Operating Cisco Enterprise Core Technologies (ENCOR), Part 2

4 Semester Credits

Course Description

This course represents the 2nd half of a two-part course associated with the CCNP and CCIE Enterprise Certifications. The students will gain knowledge of Implementing Cisco Enterprise Network Core Technologies including dual stack (IPv4 and IPv6) architecture, virtualization, infrastructure, network assurance, security, and automation. This course helps students to prepare for the ENCOR 350-401 exam.

Prerequisites:

Students must have skills and knowledge required from NET381A Implementing and Operating Cisco Enterprise Core Technologies (Encore) Part 1.

NET382A

Implementing Cisco SD-WAN Solutions, Part 1

4 Semester Credits

Course Description

This course represents the 1st half of a two-part class for Implementing Cisco SD-WAN Solutions (SDWAN300) This course provides in depth training on how to design, deploy, configure, and manage your Cisco Software-Defined WAN (SD-WAN) solution in a large-scale live network, including how to migrate from legacy WAN to SD-WAN. Students will learn best practices for configuring routing protocols in the data center and the branch, as well as how to implement advanced control, data, and application-aware policies.

Prerequisites:

Students must have the skills and knowledge required from NET381A & B – Implementing Operating Cisco Enterprise Core Technologies (Encore) Part 1 and Part 2 or equivalent. In addition, students should have the following knowledge and skills before attending this course:

- Strong understanding of enterprise wide area network design.
- Strong understanding of routing protocol operation, including both interior and exterior routing protocol operation.
- Familiarity with Transport Layer Security (TLS) and IP Security (IPSec).
- General understanding of network fundamentals.
- Completion of the Cisco SD-WAN Operation and Deployment (ENSDW) course or equivalent experience.
- Knowledge of Software-Defined Networking (SDN) concepts as applied to large-scale live network deployments.
- Students must have the skills and knowledge required from CCNP ENCORE and CCNP ENARSI.

NET382B

Implementing Cisco SD-WAN Solutions, Part 2

4 Semester Credits

Course Description

This course represents the 2nd half of a two-part class for Implementing Cisco SD-WAN Solutions (SDWAN300). This course provides in-depth training on how to design, deploy, configure, and manage your Cisco Software-Defined WAN (SD-WAN) solution in a large-scale live network, including how to migrate from legacy WAN to SD-WAN. The course also covers SD-WAN deployment and migration options, placement of controllers, and how to deploy and replace edge devices, and how to configure Direct Internet Access (DIA) breakout.

Prerequisites:

Students must have the skills and knowledge required from NET382A – Implementing Cisco SD-WAN Solutions Part 1. In addition, students should have the following knowledge and skills before attending this course:

- Strong understanding of enterprise wide area network design.
- Strong understanding of routing protocol operation, including both interior and exterior routing protocol operation.
- Familiarity with Transport Layer Security (TLS) and IP Security (IPSec).
- General understanding of network fundamentals.
- Completion of the Cisco SD-WAN Operation and Deployment (ENSDW) course or equivalent experience.
- Knowledge of Software-Defined Networking (SDN) concepts as applied to large-scale live network deployments.
- Students must have the skills and knowledge required from CCNP ENCORE and CCNP ENARSI.

NET383A

Implementing Cisco Enterprise Routing & Services, Part 1

4 Semester Credits

Course Description

This course represents the 1st half of a two-part class that will focus on the implementation and troubleshooting of advanced routing technologies and services including Layer 3, VPN services, infrastructure security, infrastructure services, and infrastructure automation. This course will help prepare students to take the CCNP Enterprise and Cisco Certified Specialist - Enterprise Advanced Infrastructure Implementation certifications.

Prerequisites:

Completion of NET381: Implementing Operating Cisco Enterprise Core Technologies (Encore) and a general understanding of network fundamentals, how to manage network devices, basic knowledge of how to implement LANs, how to secure network devices, and finally, basic knowledge of network automation.

NET383B

Implementing Cisco Enterprise Routing & Services, Part 2

4 Semester Credits

Course Description

This course represents the 2nd half in a two-part class for Implementing Cisco Enterprise Routing and Services, (ENARSI 300-410). This course will focus on the implementation and troubleshooting of advanced routing technologies and services including Layer 3, VPN services, infrastructure security, infrastructure services, and infrastructure automation. This course will help prepare students to take the CCNP Enterprise and Cisco Certified Specialist - Enterprise Advanced Infrastructure Implementation certifications.

Prerequisites:

Completion of NET383A: Implementing Cisco Enterprise Routing and Services and a general understanding of network fundamentals, how to manage network devices, and how to secure network devices. Also, a basic knowledge of how to implement LANs and network automation.

NET400

NET400 Networking Senior Project

4 Semester Credits

Course Description

This course will culminate in the application of classroom knowledge and skills in computer-based technologies to solve real-world problems and to develop research and project management skills. This course focuses on high behavior of networks planning, designing, implementing, and testing. It will cover network architectures, protocols, and performance. Students will work on software and hardware, using available network devices as part of a physical network or simulating the behavior of a network on a network simulator.

NET400 has several goals: To learn about network fundamentals; to work on network designing; to incorporate various topics such as IP connectivity, Network Security fundamental and learning the process of planning a project to completion.

The objective towards meeting these goals is requiring students to design and realize a modest local area network and or Wide area Network with High level of Redundancy, Availability, and Scalability.

This course encourages student enthusiasm, understanding of network operation (on the routing and switching level), student appreciation of the need for thorough testing, initiative in cooperatively troubleshooting the network, and student success in demonstrating functioning networks. The course will integrate many technical topics that students have previously studied. The project goal of designing a network is realistic and the project is modest in terms of necessary equipment and cost.

Prerequisites:

Completion of the following courses:

- NET381A Implementing and Operating Cisco Enterprise Core Technologies (ENCOR) 1
- NET381B Implementing and Operating Cisco Enterprise Core Technologies (ENCOR) 2
- NET382A Implementing Cisco SD-WAN Solutions 1
- NET382B Implementing Cisco SD-WAN Solutions 2
- NET383A Implementing Cisco Enterprise Routing and Services 1
- NET383B Implementing Cisco Enterprise Routing and Services 2

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.

ASD150

Operating System Concepts

4 Semester Credits

Course Description

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

Prerequisites:
There are no required prerequisites for this course.

ASD170

Front-End Development with HTML and CSS

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:
There are no required prerequisites for this course.

ASD190

Internet Architecture with PHP and other OSS

4 Semester Credits

Course Description

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

Prerequisites:
There are no required prerequisites for this course.

ASD210

Intermediate Python

4 Semester Credits

Course Description

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

Prerequisites:
Students must have completed ASD190 with a satisfactory grade. This prerequisite is waived for Certificate Program students.

ASD215

C# Business Programming

4 Semester Credits

Course Description

This course introduces students to how to use Visual Studio IDE to develop Windows Forms applications, focusing on the skills for designing forms and entering code. The course covers a professional subset of the C# language, including all the skills for developing substantial applications. That includes working with numbers, strings, and dates; coding control structures, methods, and event handlers; and working with arrays and collections. It also comprises the best techniques for handling exceptions, validating data, and debugging applications. The students will obtain professional skills for creating and using classes, focusing on the classes and methods available from the .NET platform.

Prerequisites:
Students must have completed ASD190 with a satisfactory grade. This prerequisite is waived for Certificate Program students.

ASD220

Linux Administration and Shell Scripting

4 Semester Credits

Course Description

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

Prerequisites:
Students must have completed ASD190 with a satisfactory grade.

ASD225

Windows Development and Administration

4 Semester Credits

Course Description

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

Prerequisites:
Students must have completed ASD190 with a satisfactory grade.

ASD227

iOS Programming

4 Semester Credits

Course Description

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

Prerequisites:
Students must have completed ASD190 with a satisfactory grade.

ASD230

Open Source Servers

4 Semester Credits

Course Description

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

Prerequisites:
Students must have completed ASD190 with a satisfactory grade.

ASD235

SQL Server, T-SQL, and PL/SQL

4 Semester Credits

Course Description

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

Prerequisites:
Students must have completed ASD190 with a satisfactory grade.

ASD247

Android App Development

4 Semester Credits

Course Description

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

Prerequisites:
Students must have completed ASD190 and/or ASD210 with a satisfactory grade.

ASD255

Web Development with ASP.NET

4 Semester Credits

Course Description

This course provides an introduction to Microsoft's web development technology, ASP.NET MVC. The course material focuses on MVC patterns, including models, views, and controllers, we well as navigation, URL routing, actions, and validation. Other topics include MVC website management, administration, and security. A thorough understanding of C# and the .NET framework is foundational and required for the

acquisition of these more applied concepts. Upon completion of the course students will be able to plan and construct an entire ASP.NET MVC website.

Prerequisites:
Students must have completed ASD190 with a satisfactory grade.

ASD261

Application Security

4 Semester Credits

Course Description

This course will cover DoS attacks, viruses, security policy, scams, spyware, cybercrime and terrorism, and network security. The students become acquainted with the threats posed to a network, as without a realistic idea of what dangers might affect the systems, it cannot be protected effectively. The students will acquire a basic understanding of the terminology used by security professionals and those seeking to compromise security.

Prerequisites:
Programming experience in Python or any other programming language.

ASD262

Java Programming

4 Semester Credits

Course Description

Students will begin by mastering the fundamentals of Java programming, including coding, variables, control structures, and handling arithmetic operations. They'll then progress to advanced topics like coding methods, exception handling, testing, debugging, and working with classes, objects, arrays, and file input/output. The course culminates in an exploration of object-oriented programming, emphasizing inheritance and polymorphism, empowering students to design and create complex Java applications.

Prerequisites:
Programming experience in Python or any other programming language.

ASD263

SQL and Database Management

4 Semester Credits

Course Description

This course empowers students with essential SQL skills and the ability to design and manage relational databases. Beginning with an introduction to SQL and client/server systems, the course covers data retrieval, updates, and advanced SQL skills, including working with views, scripts, stored procedures, functions, and triggers. It equips students with the knowledge and practical skills needed for effective SQL database management and efficient database design.

Prerequisites:
Programming experience in Python or any other programming language.

ASD264

AWS Cloud

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 use cases.

Prerequisites:
Programming experience in Python or any other programming language.

ASD265

Cloud Computing with Microsoft Azure

4 Semester Credits

Course Description

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

Prerequisites:
Students must have completed ASD190 with a satisfactory grade.

ASD290

Ruby on Rails Framework

4 Semester Credits

Course Description

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

Prerequisites:
Students must have completed ASD190 with a satisfactory grade.

CAI101

Python for Data Science

4 Semester Credits

Course Description

This course provides a solid understanding of data science fundamentals using Python. Students will gain an in-depth understanding of data organization and operations on data frames, including using logical operations and pivoting. Upon completing this course, students will have a solid understanding of data science and quantitative computational methods.

Prerequisites:
Completion of ASD101A: Python Fundamentals, Part 1.

CAI102

Introduction to Artificial Intelligence and Machine Learning, Part 1

4 Semester Credits

Course Description

This course is the first of a two-part course in artificial intelligence (AI) and machine learning. Students will gain an in-depth understanding of supervised and unsupervised machine learning algorithms. They will learn how neural networks are used for deep learning. The course covers various image classification methods. Upon completing this course, students will have a solid understanding of AI from a programmatic level.

Prerequisites:
Completion of CIS132: AWS Foundations.

CAI103

Introduction to Artificial Intelligence and Machine Learning, Part 2

4 Semester Credits

Course Description

This course is the second of a two-part course in artificial intelligence (AI) and machine learning. Students will gain an in-depth understanding of various methods used for face and object detection. They will learn how to use AI to recognize poses and hand gestures, and how to manipulate backgrounds. The course covers AI natural language processing and concludes with a look at using AI with Cloud computing. Upon completing this course, students will have a solid understanding of AI and machine learning applications.

Prerequisites:
Completion of CAI102: Introduction to Artificial Intelligence and Machine Learning, Part 1.

CAI104

Introduction to Generative Artificial Intelligence

4 Semester Credits

Course Description

This course provides an in-depth understanding of Generative AI concepts. This course leverages Amazon Web Services (AWS) to apply Gen AI to various business and technical scenarios. This course covers the lifecycle of a Gen AI project, from use case definition, model selection, and fine-tuning to more advanced topics like retrieval-augmented generation, reinforcement learning from human feedback, and model quantization optimization. Upon completing this course, students will have a solid theoretical foundation and practical guidance for implementing Gen AI in real-world applications.

Prerequisites:
Completion of ASD101B: Python Fundamentals, Part 2.

CAI105

Azure AI Fundamentals

4 Semester Credits

Course Description

This course prepares learners for the Microsoft Azure AI Fundamentals certificate. Throughout the course, learners will gain a solid understanding of cloud computing and artificial intelligence (AI) concepts. They will learn about the different types of machine learning (ML) and the advantages and disadvantages of AI and ML. In addition, learners will gain insights into the principles of responsible AI.

Prerequisites:
Completion of ASD101B: Python Fundamentals, Part 2.

ADM300A

Business Programing C#, Part 1

4 Semester Credits

Course Description

This course introduces students to using Visual Studio IDE to develop Windows Forms applications, focusing on the skills for designing forms and entering code. The course covers a professional subset of the C# language, including all the skills for developing substantial applications. That includes working with numbers, strings, and dates; coding control structures, methods, and event handlers; and working with arrays and collections. It also comprises the best techniques for handling exceptions, validating data, and debugging applications. The students will obtain professional skills for creating and using classes, focusing on the classes and methods available from the .NET platform.

Prerequisites:
Students have completed CIS280B with a satisfactory grade and have experience using a keyboard and mouse in a GUI-based OS such as Microsoft Windows or Macintosh and understand how to download and install programs found on the Internet. Having a prior coding experience with any programming language along with databases is required.

ADM300B

Business Programing C#, Part 2

4 Semester Credits

Course Description

This course is a professional subset of the C# language, including all the skills for developing substantial applications. That includes working with LINQ, database programming, entity framework, ADO.NET, DataGridView control methods, and event handlers, and working with arrays and collections. Upon completing this course, the students will obtain professional skills for creating database-driven webpages from the .NET platform.

Prerequisites:
Students have completed ADM300A with a satisfactory grade and have experience using a keyboard and mouse in a GUI-based OS such as Microsoft Windows or Macintosh and understand how to download and install programs found on the Internet. Prerequisite ADM300A.

ADM301A

Application Development with ASP.NET Core, Part 1

4 Semester Credits

Course Description

This course material will be on key ASP.NET Core components, including MVC for HTML generation, ASP.NET Identity, MCV controllers and Views with Razor Syntax, and more including Bootstrap ASP.NET Core code for implementing business logic and data transformations. Handling configuration, routing, controllers, views, and common tasks (including posting forms and presenting data). Upon successful completion of this course the students will be able to create custom business web-applications.

Prerequisites:

Programming experience in Python or any other programming language.

ADM301B

Application Development with ASP.NET Core, Part 2

4 Semester Credits

Course Description

This course is part two over material that will be on key ASP.NET Core components, including MVC for HTML generation, ASP.NET Identity, MCV controllers and Views with Razor Syntax, and more including Bootstrap ASP.NET Core code for implementing business logic and data transformations. Handling configuration, routing, controllers, views, and common tasks (including posting forms and presenting data). Upon successful completion of this course the students will be able to create custom business web-applications.

Prerequisites:

Completion of ADM301A: Application Development with ASP.NET Core, Part 1.

ADM302A

Software Design, Part 1

4 Semester Credits

Course Description

This course centers on software design techniques to advance complex software systems. The students will learn object-oriented analysis and design (OOA/D) through three iterations of two cohesive, start-to-finish case studies. Upon completing this course, the students will apply OOA/D through case studies demonstrating fundamental OO principles and patterns while using the UML in their web applications.

Prerequisites:

Programming experience in Python or any other programming language.

ADM302B

Software Design, Part 2

4 Semester Credits

Course Description

The course will continue to discover how to design a layered architecture and relate the graphical user interface layer to the domain and technical services layers. Learning to apply design patterns, including the popular software development patterns, and using practices will accelerate your mastery of analysis and design. Upon completing this course, the students will understand software processes and concepts and design a solid solution using objects.

Prerequisites:

Completion of ADM302A: Software Design, Part 1.

ADM400

Web Programming Senior Project

4 Semester Credits

Course Description

This course will culminate in applying classroom knowledge and skills in computer-based technologies to solve real-world problems and develop research and project management skills. Students will be provided with a scenario based on a company's needs, create a Plan of Action (POA) and describe this POA in writing and a report.

Prerequisites:

Completion of the following courses:

- DAP300A – Python for Data Analysis, Part 1
- DAP300B – Python for Data Analysis, Part 2
- ADM301A – Application Development with ASP.Net Core, Part 1
- ADM301B – Application Development with ASP.Net Core, Part 2
- ADM302A – Software Design, Part 1
- ADM302B – Software Design, Part 2

Business Data Analytics

BDA101A

Data Fundamentals, Part 1

4 Semester Credits

Course Description

Data Fundamentals, Part 1 is the first in a two-part series that introduces students to the core concepts and practices of data analytics. Through a structured learning approach, students will develop essential skills in data collection, analysis, and interpretation, laying the groundwork for more advanced study. The knowledge gained in this course can be applied towards your efforts to pass the CompTIA Data+ (Exam DA0-001) certification exam and prepare you for entry-level roles in the data analytics field.

Prerequisites:

None.

BDA101B

Data Fundamentals, Part 2

4 Semester Credits

Course Description

Data Fundamentals, Part 2 is the second in a two-part series, continuing from BDA101A to further develop students' understanding of data analytics. In this part, students will refine their analytical skills by tackling more complex data scenarios and applying advanced techniques. The course is designed to solidify your ability to confidently manage and interpret data and enhance your readiness for a professional role in data

analysis. The knowledge gained can continue to be applied towards your effort to pass CompTIA Data+ (Exam DA0-001) certification exam.

Prerequisites:
Completion of BDA101A: Data Fundamentals, Part 1.

BDA102A

Introduction to Databases, Part 1

4 Semester Credits

Course Description

This course provides an initial exploration into the realm of databases. Students are introduced to the fundamentals of relational databases, the various types of databases, and the evolution of databases from file systems. They delve into the components of a database system and the main functions of a database management system (DBMS). Learners are also introduced to data modeling, the concept of business rules and their influence on database design. The course uncovers the basics of relational database models, the use of relational database operators, data redundancy, and indexing. By the end of the course, students will have a robust understanding of the basics of database structures, DBMS, and foundational elements of database design.

Prerequisites:
Completion of BDA101B: Data Fundamentals, Part 2.

BDA102B

Introduction to Databases, Part 2

4 Semester Credits

Course Description

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

Prerequisites:
Completion of BDA102A: Introduction to Databases, Part 1.

BDA103A

Introduction to Data Visualization, Part 1

4 Semester Credits

Course Description

This course provides a comprehensive introduction to the intriguing world of data visualization. The course primarily focuses on the concepts and techniques essential for transforming raw data into insightful visual narratives. Students will gain foundational understanding of the different types of data, how to choose the most appropriate charts and graphs to represent them, and the tools and techniques used to create these visualizations.

Prerequisites:
Completion of BDA102B: Introduction to Databases, Part 2.

BDA103B

Introduction to Data Visualization, Part 2

4 Semester Credits

Course Description

This course continues from BDA103A with a comprehensive introduction to the intriguing world of data visualization. The course primarily focuses on the concepts and techniques essential for transforming raw data into insightful visual narratives. Students will gain foundational understanding of the different types of data, how to choose the most appropriate charts and graphs to represent them, and the tools and techniques used to create these visualizations.

The exploration starts with the basics of analytics and data visualization, and then ventures into the principles of design and color theory that can enhance the clarity and impact of visual presentations. We delve into pre-attentive attributes, Gestalt principles, and decluttering techniques that make visualizations more effective and easier to interpret.

As we progress, we explore how to utilize color effectively to heighten visual impact and improve interpretability. We also delve into advanced techniques to visualize variability and uncertainty in data, drawing on statistical measures and specialized charts.

At the end of the course, students will not only be able to create striking and effective data visualizations but also appreciate the importance of design decisions in conveying clear, persuasive data stories. They will have the knowledge and skills to avoid common pitfalls in visualization design and to choose appropriate visualizations for various types of data and analytical goals.

Prerequisites:
Completion of BDA103A: Introduction to Data Visualization, Part 1.

BDA104

Introduction to Tableau

4 Semester Credits

Course Description

This course introduces students to Tableau, one of the leading data visualization tools in the market. Its importance in today's data-driven world cannot be overstated. As the course progresses, students can expect to acquire valuable skills in data analysis and visualization, developing proficiency in extracting insights and presenting them compelling and intuitively.

Prerequisites:
Completion of BDA103B: Introduction to Data Visualization, Part 2.

BDA105

Introduction to Power BI

4 Semester Credits

Course Description

This course is a high-level introduction to Microsoft's Power BI, a leading tool in business intelligence. Designed to be accessible yet in-depth, the course aims to equip learners with the practical skills needed for data visualization and analytics in a business context. Recognizing data's crucial role in modern decision-making, the course delves into Power BI's functionalities that allow for self-service analytics, thereby democratizing data within an organization. By the end of the course, students can expect to be proficient in navigating the Power BI ecosystem, creating compelling visualizations, and implementing advanced interactivity features, all while understanding best practices in business intelligence. This course offers a mix of theoretical knowledge and hands-on exercises, empowering you to turn raw data into actionable insights.

Prerequisites:

Completion of BDA103B: Introduction to Data Visualization, Part 2.

BDA106A

Project Fundamentals, Part 1

4 Semester Credits

Course Description

This is the 1st part of a two-part course. Students will learn and prepare for general IT project management and prepare for the CompTIA Project+ which is ideal for IT professionals who need to manage smaller, less complex projects as part of their other job duties but still have foundational project management skills. Project+ is versatile because it covers essential project management concepts beyond the scope of just one methodology or framework. Lessons will focus on project management of IT projects with a focus on data building challenges.

Prerequisites:

Completion of BDA104: Introduction to Tableau and BDA105: Introduction to Power BI.

BDA106B

Project Fundamentals, Part 2

4 Semester Credits

Course Description

This is the 2nd part of a two-part course. Students continue learning and preparing for general IT project management and prepare for the CompTIA Project+ which is ideal for IT professionals who need to manage smaller, less complex projects as part of their other job duties but still have foundational project management skills. Project+ is versatile because it covers essential project management concepts beyond the scope of just one methodology or framework. Lessons will focus on project management of IT projects with a focus on data building challenges.

Prerequisites:

Completion of BDA106A: Project Fundamentals, Part 1.

BAM100A

Management Principles, Part 1

4 Semester Credits

Course Description

This comprehensive course, consisting of two parts, serves as an introduction to provide students with a strong foundation in management principles. It covers six essential areas of knowledge, including general management concepts, the managerial environment, planning, organizing, leading, and controlling. Part 1 of the course delves into the first three core areas, namely management fundamentals and planning.

Throughout this course, students will gain a deep understanding of the various functions and styles of management, recognizing their profound influence on corporate culture and the external landscape. The curriculum explores the intricacies of management's planning process, goal setting, and the decision-making procedures employed by managers. By studying these topics, students will acquire the necessary skills to navigate and excel in managerial roles.

Prerequisites:

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

BAM100B

Management Principles, Part 2

4 Semester Credits

Course Description

This course serves as the second part of a two-part series, designed to provide students with exploration of fundamental management concepts across six core areas. These areas encompass general management principles, the managerial environment, planning, organizing, leading, and controlling. Part 2 of the course focuses on the final three core areas, namely organizing, leading, and controlling, delving deeper into their intricacies.

Within this course, students will develop an understanding of organizational structure and gain the necessary skills to effectively manage various aspects such as change, innovation, talent, and diversity within an organization. The curriculum then transitions to the critical topic of leadership, equipping students with strategies to motivate individuals, teams, and employees, while emphasizing the profound impact of communication on organizational dynamics.

Prerequisites:

Completion of BAM100A: Management Principles, Part 1.

BAM102

Introduction to Spreadsheets and Understanding Data

4 Semester Credits

Course Description

This course provides students with a flexible learning experience that transcends specific versions of Office, remaining relevant across platforms like Office 365, Microsoft 365, Office 2021, or Office Online. The course covers essential skills for data management in organizations.

One crucial aspect covered in the course is using Excel worksheets to easily summarize and visualize data. Students learn how to create a worksheet with charts that represent data effectively. Specifically, they work with a budget that includes monthly estimates for income and expenses. Formulas and functions are taught to help students create dynamic worksheets.

The course also explores various topics such as using option buttons, verifying formulas, applying themes, formatting numbers and text, utilizing conditional formatting, adjusting column widths and row heights, spell checking, alternative worksheet displays and printouts, and adding page headers and footers.

Additionally, students are introduced to powerful features of Excel, including its extensive function library and the ability to answer what-if questions. They learn to work with multiple worksheets and workbooks, explore advanced formatting options for pie charts, such as exploding slices and leader lines. Importing data, sorting and querying tables, creating templates, and analyzing and interpreting data are also covered.

Overall, this course equips students with a range of techniques to enhance their ability to create effective worksheets, draw meaningful charts, and leverage Excel's capabilities for data analysis and interpretation.

Prerequisites:

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

BAM103

Effective Presentations

4 Semester Credits

Course Description

This course provides students with a flexible learning experience that transcends specific versions of Office, remaining relevant across platforms like Office 365, Microsoft 365, Office 2021, or Office Online. The course covers essential skills for data management in organizations.

In this course, students will develop valuable skills in Microsoft PowerPoint, a powerful presentation application that enables them to create learning to create engaging presentations to deliver and share with audiences. The course covers a wide range of features and techniques to help students effectively plan, develop, and organize their slides.

Students will learn how to utilize design ideas, format text, incorporate and edit video and audio clips, create tables and charts, apply artistic effects to pictures, animate graphics, and collaborate with others. They will also receive a helpful handout that provides reference notes and serves as review material for the audience during presentations.

A key focus of the course is understanding how graphics can enhance clarity and emphasize important details, catering to diverse audience members with varying backgrounds, reading levels, attention spans, and motivations. Students will explore customizing master layouts for slides, handouts, and speaker notes, which specify the precise placement and style of placeholders, pictures, text boxes, and other elements.

Furthermore, the course instructs students on collaborating with others to refine text, visuals, and design elements within their slides. They will also learn how to effectively incorporate graphics such as tables, charts, graphs, maps, video clips, and smart art, as these elements enhance information retention. Additionally, students will discover the capability to create custom slide shows, allowing them to display specific slides to particular audiences.

By the end of this course, students will have acquired the necessary skills to create compelling PowerPoint presentations, effectively communicate ideas, and captivate their audiences with visually appealing and impactful content.

Prerequisites:

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

BAM104

Business Communications

4 Semester Credits

Course Description

This comprehensive course immerses students in the diverse components and styles of business writing. Through an exploration of communication foundations, students gain a deep understanding of business communication in the digital era and cultivate professionalism by delving into team dynamics, active listening, nonverbal cues, and etiquette. By grasping these essential pillars of business communication, students recognize the significance of intercultural communication and its impact on message reception.

The course further equips students with the skills to skillfully plan and craft effective business messages. They navigate various message types, ranging from concise and digital to formal and informal, while honing their ability to construct positive, negative, and neutral communications. Additionally, students acquire valuable insights into crafting persuasive messages for sales purposes. The course culminates in an exploration of formal and informal writing techniques for business reports and

proposals, enabling students to produce compelling and professional documents.

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

BAM105

Change Management

4 Semester Credits

Course Description

BAM105 provides a comprehensive overview of organization development (OD), covering its background, assumptions, strategies, models, intervention techniques, and other relevant aspects. It starts by exploring the nature of change in OD and the development process. Students will then delve into various stages of OD, including contracting, diagnosing, analyzing, intervention, and reinforcing. You will see that the course emphasizes the importance of understanding the human process and the transformative role that people and talent play in the continuous change process.

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

BAM106

Organizational Behavior for Managers

4 Semester Credits

Course Description

In this course, students will be introduced to the field of organizational behavior and its profound impact on business operations. The course delves into the dynamic nature of organizational environments and how individual behaviors contribute to shaping the overall organization. Students will gain insights into the influence of individual values, perception, and reactions on motivation and reward systems within the workplace.

Furthermore, the course explores the intricate dynamics of social interactions, teams, and groups, and their significant role in the decision-making process within organizations. It also places emphasis on effective communication strategies, particularly in managing conflicts and negotiating in situations where differences or constraints arise.

Additionally, students will explore contemporary perspectives on leadership, delving into the concepts of power, influence, and politics, and their influence on organizational culture. By examining these topics, students will gain a comprehensive understanding of how various factors contribute to organizational behavior and ultimately impact the way business is conducted.

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

BAM107A

Managerial Accounting, Part 1

4 Semester Credits

Course Description

This course serves as an introductory Part 1 to Managerial Accounting, providing students with a solid understanding of the significance of accounting and a comprehensive overview of key concepts in managerial accounting. Through this course, students will acquire fundamental knowledge of cost models and develop practical skills in their application across various scenarios. Additionally, students will explore topics such as cost behavior and forecasting within accounting, as well as dive into important areas like job order costing, overhead application, activity-based costing, process costing, and cost-volume-profit analysis. Once students have the knowledge of cost analysis, the course concludes with the practical application on decision making and how cost behavior affects the information used to make decisions. Overall, this course offers a robust and easily accessible foundation in managerial accounting principles.

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

BAM107B

Managerial Accounting, Part 2

4 Semester Credits

Course Description

This course serves as Part 2 to Managerial Accounting, students delve into profit planning and flexible budgets, exploring the role of budgeting in planning, control, and decision making. Students also learn how to prepare operating and financial budgets, as well as flexible budgets for planning and performance reporting. The course covers standard costing and variance analysis, explaining fundamental elements of a standard cost system and how to calculate and use material, labor, and overhead variances for control. Performance evaluation and decentralization are discussed, including topics like return on investment, residual income, and the role of transfer pricing. Capital investment decisions are examined, with a focus on investment approaches, payback period, net present value analysis, and the role of post audits. The course also covers emerging topics such as enterprise risk management, lean manufacturing, and the international role of management accountants. Additionally, you'll learn about statement of cash flows and financial statement analysis, including common-size analysis and ratio assessment for liquidity, leverage, and profitability. Overall, this course offers a robust and easily accessible foundation in managerial accounting principles.

Prerequisites:
Completion of BAM107A: Managerial Accounting, Part 1.

BAM109

Navigating the Modern Workforce – Diversity, Culture, Generations

4 Semester Credits

Course Description

This immersive course provides students with a comprehensive understanding of the profound impact of communication on our daily lives. It explores how crucial elements like diversity, equity, and inclusion shape organizations and human interactions. Through an exploration of various communication processes, students gain insights into how individuals interpret messages differently. These differences in interpretation assign meaning and perceptions that subsequently influence communication patterns and individual identity.

Building on this foundation, the course delves deeper into the importance of effective listening and explores the multifaceted dimensions of communication. Recognizing the significance of both verbal and nonverbal communication becomes crucial in a diverse workforce that encompasses multiple generations, cultures, and backgrounds.

Expanding the scope, the course then shifts its focus from individual communication to examining relationships and the dynamics within groups, teams, and organizations. Students will explore how effective communication plays a pivotal role in fostering collaboration, navigating conflicts, and promoting synergy within these contexts.

By delving into these topics, students develop a comprehensive understanding of the intricate nature of communication and its far-reaching implications for personal and professional interactions. They will gain the necessary skills to navigate diverse communication landscapes and foster meaningful relationships in various organizational settings.

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

BAM110

Fundamentals of Employment Law

4 Semester Credits

Course Description

This course provides a fundamental overview of the laws that apply to management. It explores the meaning of terms like employee and employer and emphasizes the importance of determining whether an employment relationship exists. Students will learn about employment discrimination, including its various types and the methods used to handle discrimination cases.

Furthermore, the class addresses practical aspects of managing a diverse workforce. It discusses topics such as reasonable accommodations, work-life balance, pay, benefits, safety, and injury. Finally, the course concludes with discussions on employee privacy and terminations.

By the end of the course, students will have gained a solid understanding of these topics and their relevance to human resources practices.

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

DGM100

Introduction into Marketing

4 Semester Credits

Course Description

This course provides students with an introduction to marketing and its impact on the global economy. It explores topics such as defining marketing, understanding the marketing mix variables, creating value through marketing, and analyzing the marketing environment. The importance of building customer relationships and the role of marketing in the global economy are also discussed. The course further delves into planning, implementing, and evaluating marketing strategies, including strategic planning processes, developing marketing objectives, and managing effective implementation. Additionally, it examines the marketing environment, social responsibility, and ethics, including the influence of competitive, economic, political, and sociocultural factors on marketing decisions. The significance of incorporating social responsibility and ethics into strategic planning is emphasized. The course also covers marketing research and analytics, target market segmentation and evaluation, consumer buying behavior, business markets and buying behavior, digital marketing and social networking, integrated marketing communications, advertising and public relations, and personal selling and sales promotion.

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

DGM101

Market Research and Competitive Landscape

4 Semester Credits

Course Description

This course provides students with a comprehensive understanding of marketing research and its practical applications in the business world. Students will learn about the purpose and benefits of marketing research, how it can be tailored to different business orientations, and how to integrate research findings into strategic planning. The course also delves

into the exciting realm of big data, teaching students about its value, data characteristics, and the ethical considerations that come with its usage. The marketing research process is thoroughly explored, covering topics such as applying research, categorizing different types of research, and understanding the various stages and steps involved. Organizational and ethical issues in marketing research are also addressed, including considerations of research conduct, career opportunities, the dynamics between management and researchers, and ethical dilemmas that may arise.

Qualitative research is another key area covered in the course, with a focus on understanding its distinctions from quantitative research, recognizing its strengths, and utilizing digital tools effectively. Students will also delve into the realm of secondary data research, including discussions on reliability, identifying sources, and understanding the impact of single-source data and globalization.

Survey research is explored as a powerful tool for gaining insights into human behavior, with a comprehensive overview of different research methods, error sources, and ethical considerations. Observation techniques, both direct and contrived, are also covered, along with ethical considerations in research involving observation.

Conducting experiments is a critical aspect of marketing research, and students will learn about designing effective experiments, maximizing validity, and ensuring ethical practices. Other important topics covered include measurement, attitude scaling, questionnaire design, sampling techniques, and data analysis.

Finally, the course emphasizes the significance of effectively communicating research results. Students will gain insights into creating report outlines, presenting data visually through charts and tables, and delivering compelling oral presentations.

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

DGM102

Digital Marketing

4 Semester Credits

Course Description

This course is designed to provide students with a comprehensive understanding of digital marketing, focusing on strategy concepts. It emphasizes the practical application of digital marketing principles and how they can be integrated into other marketing and business courses. The course covers various topics, including the digital marketing landscape, building an effective online presence, search engine marketing, social media marketing, display and mobile advertising, email marketing, content marketing, and customer relationship development. By the end of the course, students will have the knowledge and skills to effectively navigate the world of digital marketing and apply strategic approaches to attract and retain customers.

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

DGM103

Strategic Social Media Marketing

4 Semester Credits

Course Description

This course focuses on teaching students how to effectively use popular social media platforms for marketing purposes. It covers the latest developments, best practices, and conceptual frameworks in social media marketing (SMM). SMM has become a crucial aspect of business, offering career opportunities and important benefits to marketers. However, navigating social media can be challenging due to unwritten practices and etiquette. The course explores the rules of engagement in social media and the norms that govern interactions. It also emphasizes the precise targeting of audiences and the wealth of behavioral data available in SMM. The course delves into various social media platforms, their marketing uses and incorporating paid advertising and influencers into the strategy. It teaches the importance of content marketing, including blogging, podcasts, webinars, and storytelling to build a brand. Visual elements such as images and videos are also discussed as powerful marketing tools. The course explores conventional publishing methods adapted for online distribution and the significance of social conversations and virtual communities. It recognizes the impact of the mobile era and the need for appropriate metrics to measure the success of SMM campaigns. The course addresses the selection of tools and organizational challenges associated with managing social media marketing. Lastly, it emphasizes the importance of developing a solid SMM plan to improve the chances of success.

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

DGM104

Marketing Metrics and Analytics

4 Semester Credits

Course Description

This course aims to help students gain a better understanding of measuring marketing performance, increasing return on investment (ROI), and achieving higher profits. It covers various aspects such as brand equity, social media and email performance, and rich media interaction. The course explores the measurement of sponsorships, connects marketing with financial metrics, provides insights for C-suite decision-makers, and introduces better ways to measure omnichannel marketing activities. Additionally, it includes a section on accountability and

standardization in marketing measurement, presenting the advantages, disadvantages, and practical guidance for the covered techniques. Students will also learn how to measure promotions, advertising, distribution, customer perceptions, competitor power, margins, pricing, product portfolios, and salesforces. The course focuses on effectively utilizing web, online, social, and mobile metrics, and building models for optimized planning and decision-making. It delves into attributing purchase decisions in the presence of multiple channels and understanding the relationship between search and distribution, while incorporating new online distribution metrics. Lastly, the course concludes by evaluating marketing's impact on a publicly traded firm's financial objectives, regardless of one's specific marketing role.

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

DGM105

Introduction to Web Design

4 Semester Credits

Course Description

This course provides students with a foundational introduction to beginning web design and development. The text provides a balance of hard skills and soft skills and a focus on accessibility and ethics. It covers HTML 5 and CSS along with web design and publishing to the web. Practice opportunities help students learn and apply the skills they'll use in their careers as web professionals.

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

DGM106

Content Marketing

4 Semester Credits

Course Description

This course provides students with the understanding that no matter what form writing takes, no matter where it's created or shared, content should follow the Formula of Three: High-quality content is packed with clear utility, inspiration, and empathy for the audience. Students learn that utility means you clearly help people do something that matters to them— you help them shoulder their burdens, you ease their pain, you help them make a decision. Inspiration means our work is inspired by data (more on this later) or it's creatively inspired (or both). It's fresh, different, well-written, well-produced, nicely designed—and it feels like it could come only from you. Empathy means you relentlessly focus on your customer. You view the entire world through their eyes. This course empowers any person to write more confidently to create content for any digital media stream.

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

DAP300A

Python for Data Analysis, Part 1

4 Semester Credits

Course Description

This course is designed to introduce students to the fundamental concepts and tools of data science using Python, a powerful and versatile programming language. This course covers the essential techniques for data analysis and visualization, focusing on practical applications and hands-on experience.

Prerequisites:
Programming experience in Python or any other programming language.

DAP300B

Python for Data Analysis, Part 2

4 Semester Credits

Course Description

Building on the foundational skills acquired in Part 1, this course looks further into the advanced techniques and tools of data science using Python. Students will explore more sophisticated data manipulation, analysis, and visualization methods, as well as machine learning algorithms. The focus will be on applying these skills to real-world datasets, enabling students to tackle complex data challenges with confidence and precision.

Prerequisites:
Students have completed DAP300A: Python for Data Analysis, Part 1.

DAP301A

Business Analytics, Part 1

4 Semester Credits

Course Description

This course introduces the essential concepts and tools of business analytics, focusing on how data can drive smarter decision-making. Students will learn to analyze and visualize data, understand different types of data and probability distributions, and apply statistical methods to draw meaningful insights. With hands-on exercises, the course covers everything from data wrangling and descriptive analytics to effective data visualization and foundational probability concepts. By the end, students will have the skills to interpret data accurately, make informed decisions, and present their findings clearly and effectively in a business context.

Prerequisites:
Completion of DAP300B: Python for Data Analysis, Part 2.

DAP301B

Business Analytics, Part 2

4 Semester Credits

Course Description

This course introduces the essential concepts and tools of business analytics, focusing on how data can drive smarter decision-making. Students will learn to analyze and visualize data, understand different types of data and probability distributions, and apply statistical methods to draw meaningful insights. With hands-on exercises, the course covers everything from data wrangling and descriptive analytics to effective data visualization and foundational probability concepts. By the end, students will have the skills to interpret data accurately, make informed decisions, and present their findings clearly and effectively in a business context.

Prerequisites:

Completion of DAP301A: Business Analytics, Part 1.

DAP302A

R Programming for Data Analysis, Part 1

4 Semester Credits

Course Description

This introductory course provides learners with the foundational R programming skills and essential data analysis techniques needed to work effectively with real-world datasets. In Part 1, students will become familiar with the RStudio environment, understand the core components of the R language, and apply the tidyverse toolkit for initial data exploration. Students will gain the ability to perform descriptive data analysis by creating impactful visualizations, importing and cleaning diverse data sources, and preparing datasets for further analysis. By the end of this course, learners will be able to confidently apply R programming principles and descriptive analysis methods to understand and present complex data.

Prerequisites:

Completion of DAP301B: Business Analytics, Part 2.

DAP302B

R Programming for Data Analysis, Part 2

4 Semester Credits

Course Description

Building on the foundations established in Part 1, this course deepens learners' competence in applying R programming to more advanced analytical scenarios. Students will explore hands-on case studies to strengthen their proficiency, working with real-world datasets such as polling data, wildfire statistics, and basketball shot records. Additionally, they will be introduced to the fundamentals of predictive analysis, learning how to implement linear regression and classification models to forecast future outcomes. Finally, Part 2 covers methods for transforming completed analyses into engaging presentations using R Markdown, ensuring that students can effectively communicate their insights to various audiences. Upon completion, learners will possess the practical skills required to both analyze and clearly present complex data-driven findings.

Prerequisites:

Completion of DAP302A: R Programming for Data Analysis, Part 1.

DAP400

Data Analytics Senior Project

4 Semester Credits

Course Description

This course enables students to integrate and apply the full spectrum of knowledge and skills acquired throughout the data analytics program. Building upon their experience with Python, R, and business analytics, learners will tackle a comprehensive project that simulates real-world data challenges. They will refine critical thinking, problem-solving, and analytical techniques as they manage complex datasets, interpret findings, and present actionable insights. Emphasis is placed on communicating results effectively to stakeholders, ensuring that graduates can confidently convey the value of their work in professional settings. By the end of the course, students will have a polished project portfolio piece that demonstrates their readiness for the data-driven demands of modern organizations.

Prerequisites:

Completion of the following courses:

- DAP300A – Python for Data Analysis, Part 1
- DAP300B – Python for Data Analysis, Part 2
- DAP301A – Business Analytics, Part 1
- DAP301B – Business Analytics, Part 2
- DAP302A – R Programming for Data Analysis, Part 1
- DAP302B – R Programming for Data Analysis, Part 2

HCM100

Healthcare Information Systems

4 Semester Credits

Course Description

This course introduces students to today's need for health care providers and organizations across the continuum of care for reliable health care information systems (HCIS) to manage their patient populations effectively while reducing costs and improving the quality of care. This course exposes the students to the language and structure used in healthcare. Students learn about the influences shaping health information technology in the United States, including national, private sector, and government initiatives. The course covers the adoption and advancement of health care information systems (HCIS) and electronic health records (EHRs), focusing on their purposes, content, features, and benefits. It also explores the role of HCIS and information technology (IT) in improving health care delivery, population health, patient experience, and value-based payment systems. The course addresses challenges related to interoperability, health information blocking, usability, and safety concerns. It discusses the importance of IT strategic planning, effective IT governance, and the processes for system selection, implementation, and maintenance. Additionally, the course covers topics such as IT project value realization, patient engagement tools, data

analytics, privacy, security, and emerging technologies like telehealth and artificial intelligence.

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

HCM101

Fundamentals of Electronic Health Records

4 Semester Credits

Course Description

This course explores the growing significance of Information Technology (IT) in healthcare, leading to the emergence of Health Informatics. Health Informatics focuses on utilizing IT to enhance healthcare services, often involving the management of individuals' digital health records known as Electronic Health Records (EHRs). To ensure interoperability among health informatics applications, various standards have been proposed, including structural standards, data content standards, data exchange standards, and security standards. Many countries have initiated national EHR infrastructure programs, which necessitate understanding healthcare standards, coding systems, and frameworks. This course addresses the need for studying existing research and consolidating knowledge in these areas to facilitate the development and promotion of health informatics applications. By providing an overview of Health Informatics Standards, Healthcare Coding Systems, and Standard Healthcare Frameworks, the course equips learners with the foundations necessary for designing and developing interoperable healthcare systems and applications.

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

HCM102A

Medical Terminology for Health Care Professionals, Part 1

4 Semester Credits

Course Description

This medical terminology course provides students with an introduction to the essential language and structure used in the healthcare field. It begins by exploring the origins of medical terminology, including word roots, prefixes, and suffixes. Students learn how these components are combined to form medical terms. The course covers anatomical terminology, familiarizing students with major body systems, organs, and their locations. Students also learn how to build medical words using combining forms, roots, prefixes, and suffixes. The course takes a systems-based approach, delving into various body systems and associated medical terms, diseases, conditions, and treatments. Students also become proficient in understanding and utilizing common medical abbreviations and symbols. Additionally, specialized areas like pharmacology, radiology, pathology, or laboratory procedures may be covered. Emphasis is placed on effective medical documentation and communication skills. Throughout the course, students engage in practice activities, assessments, and interactive resources to reinforce their understanding of medical terminology. By the end of the course, students are equipped with the knowledge and skills necessary to comprehend and communicate medical information accurately in healthcare settings.

Prerequisites:
Completion of SCI120: General Biology.

HCM102B

Medical Terminology for Health Care Professionals, Part 2

4 Semester Credits

Course Description

This is Part 2 of a two part course on medical terminology which provides students with an introduction to the essential language and structure used in the healthcare field. It begins by exploring the origins of medical terminology, including word roots, prefixes, and suffixes. Students learn how these components are combined to form medical terms. The course covers anatomical terminology, familiarizing students with major body systems, organs, and their locations. Students also learn how to build medical words using combining forms, roots, prefixes, and suffixes. The course takes a systems-based approach, delving into various body systems and associated medical terms, diseases, conditions, and treatments. Students also become proficient in understanding and utilizing common medical abbreviations and symbols. Additionally, specialized areas like pharmacology, radiology, pathology, or laboratory procedures may be covered. Emphasis is placed on effective medical documentation and communication skills. Throughout the course, students engage in practice activities, assessments, and interactive resources to reinforce their understanding of medical terminology. By the end of the course, students are equipped with the knowledge and skills necessary to comprehend and communicate medical information accurately in healthcare settings.

Prerequisites:
SCI120: General Biology and HCM102A: Medical Terminology, Part 1.

HCM103A

Medical Coding, Part 1

4 Semester Credits

Course Description

This course provides an introduction to medical coding in the healthcare industry. It is the first part of a two-part series that focuses on medical terminology and common abbreviations used in healthcare. Students will learn the foundations of medical billing and coding, starting with an understanding of medical terminology and anatomy. They will gain knowledge about the different systems, structures, and functions of the human body.

After covering anatomy and terminology, the course will delve into topics like medical compliance and regulation. This includes learning about legal

guidelines such as HIPAA privacy rules, fraud prevention, and coding and billing regulations.

The course will also cover medical coding guidelines and move on to ICD-10-CM Diagnosis Codes and HCPCS Level II. Students will become proficient in assigning accurate diagnosis codes from the ICD-10-CM coding system. They will learn about proper code sequencing, modifier usage, and documentation requirements, which are important for following coding guidelines.

Understanding medical billing and coding will enable students to apply their knowledge to specific coding areas, such as Evaluation and Management Coding and Anesthesia Coding. This allows them to determine the appropriate codes for different medical procedures and services.

Overall, the course provides a foundation in medical coding, covering terminology, anatomy, compliance, coding guidelines, and specific coding topics.

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

HCM103B

Medical Coding, Part 2

4 Semester Credits

Course Description

This course is designed to provide students with a solid foundation in medical coding within the healthcare industry. It is the second part of a two-course series that aims to expand their knowledge of medical terminology and coding. Throughout this course, students will develop a practical understanding of medical terminology and coding.

The primary focus of this course is on the various medical codes used in billing. Specifically, students will learn about coding in different areas such as Integumentary (skin), Musculoskeletal (bones and muscles), Respiratory (lungs), Cardiovascular (heart and blood vessels), Hemic and Lymphatic (blood and lymph systems), Mediastinum and Diaphragm System (chest cavity), Digestive System, Urinary, Male Reproductive, Female Reproductive, Maternity and Delivery, Endocrine System, Nervous System, Surgical Procedures on the Endocrine System, Radiology, Pathology, and Medicine.
By the end of the course, students will have a comprehensive understanding of medical coding in these specific areas. They will be equipped with the knowledge and skills necessary to assign accurate codes for billing purposes, ensuring proper reimbursement and adherence to coding guidelines.

After completion of both Part 1 and Part 2 of the Medical Coding course, students will have the knowledge covered in the Certified Professional Coder (CPC) exam. This exam is a comprehensive examination administered by the American Academy of Professional Coders (AAPC) that assesses the knowledge and skills of individuals seeking certification as medical coders. The exam covers various topics related to medical coding and is designed to evaluate a coder's understanding of medical terminology, anatomy, physiology, and the correct application of coding guidelines and conventions.

Prerequisites:
Completion of HCM103A: Medical Coding, Part 1.

HCM105A

Medical Record Auditing, Part 1

4 Semester Credits

Course Description

This course is Part 1 of 2 and covers a comprehensive range of topics related to medical record auditing, compliance in medical practices, regulatory guidance, documentation basics, the medical record, clinical documentation improvement, and auditing fundamentals. Students will explore the role of the medical record auditor, including the purpose of medical record auditing, the auditor's responsibilities and qualifications, and the importance of certification.

Students will focus on compliance in the medical practice, covering areas such as the patient medical record, fraud and abuse laws, carrier audits, the significance of a compliance plan, the benefits of a compliance plan, recommended compliance plan elements, the National Correct Coding Initiative, coding based on standards of medical or surgical practice, and medically unlikely edits.

The course then delves into regulatory guidance, discussing topics such as the scrutiny of coding and billing practices, external audit triggers, medical record chart audits, recovery audits, government audit programs, the Medicare appeals process, responding to post payment audits and refund requests, audit prevention, performing internal audits, and the corporate integrity agreement.

Students will learn about documentation basics, including the history and purpose of medical record documentation, the medical record as a legal document, progress notes, SOAP notes, operative reports, documentation guidelines, and the impact of documentation on coding. The course explores the medical record itself, covering topics such as its definition, the role of the medical record administrator, medical record accountability, privacy, and release of information, components of the medical record, advance beneficiary notices, record retention, and HIPAA privacy regulations.

The course focuses on clinical documentation improvement, discussing documentation standards, the importance of clinical documentation improvement, establishing a CDI program in the medical office, and the role of the certified documentation improvement practitioner. Part 1 of Medical Record Auditing ends with an introduction to auditing fundamentals, including top coding and documentation errors, the

importance of auditing and analyzing medical records, types of audits, an overview of the audit process, auditing and monitoring guidelines, audit analysis and reporting, and ongoing monitoring.

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

HCM105B

Medical Record Auditing, Part 2

4 Semester Credits

Course Description

This course is Part 2 of 2, covering various aspects of auditing evaluation and management (E/M) services, office medical records, E/M audit case studies in both office and hospital settings, surgical medical records, and auditing diagnostic radiology and physical therapy services. Students will work on auditing evaluation and management services, covering topics such as key components and contributory factors, selecting a level of E/M service, documentation guidelines, medical record documentation importance, medical necessity and diagnosis coding for physician services, error rate testing program, 1995 vs. 1997 documentation guidelines, visits dominated by counseling and/or coordination of care, consultation guidelines, reporting consultations for CMS, nursing visit code reporting, preventive medicine services, preventive services by CMS, hospital observation services, discharge services, prolonged physician services, case management services, physician standby services, care plan oversight, critical care services, neonatal and pediatric critical care services, care management services, transitional care management services, 'incident to' services, split/shared E/M services, and reimbursement issues. Focusing on auditing the office medical record and providing a step-by-step guide to chart auditing.

Students will evaluate and manage audit case study exercises presented as would be done in the office setting for primary care, orthopedics, gastroenterology, pulmonology, general surgery, psychiatry, dermatology, oncology, and cardiology. They will also evaluate and manage audit case study exercises as they would in a hospital setting for primary care, orthopedics, gastroenterology, pulmonology, general surgery, oncology, and cardiology.

The course also concentrates on the surgical medical record, discussing coding based on surgical practice standards, surgery coding rules, CPT global surgery package, CMS surgical package, National Correct Coding Initiative (NCCI), separate procedures, X modifiers, scope procedures vs. open procedures, diagnostic services vs. therapeutic services, add-on codes, stand-alone codes, indented codes, starting the surgical audit process, auditing exercises, and key terms. They will explore auditing diagnostic radiology services, including diagnostic reporting categories, anatomy of a radiology report, diagnosis coding guidelines, starting the radiology audit, and auditing physical therapy services.

By completing this course, students will gain a comprehensive understanding of auditing evaluation and management services, office medical records, surgical medical records, and diagnostic radiology and physical therapy services, equipping them with the necessary knowledge and skills to effectively audit and assess these areas. Students will also have the background for the AAPC Certified Professional Medical Auditor (CPMA) examination.

Prerequisites:
Completion of HCM105A: Medical Record Auditing, Part 1.

HCM106

Legal Aspects of Health Information Management

4 Semester Credits

Course Description

This course covers various aspects of law and ethics in the healthcare field. Students will study the workings of the American legal system, including private and public law, sources of law, branches of government, and quasi-legal requirements. The course provides an overview of ethics, exploring ethical models, concepts, and theories. Students will learn about ethical decision-making processes and challenges in healthcare and health information management contexts. The course then delves into legal and ethical issues central to health information management. Topics covered include patient record requirements, confidentiality, informed consent, access to health information, specialized patient records (e.g., drug and alcohol abuse, mental health), and risk management.

Finally, the course focuses on specialized areas of concern in health information management, such as information systems, electronic health records, health care fraud and abuse, and law and ethics in the workplace. The course also explores emerging legal and ethical trends in information technology.

By the end of this course, students will have a solid understanding of the legal and ethical principles and practices that are essential for success in the healthcare industry.

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

HRM100A

Human Resource Management, Part 1

4 Semester Credits

Course Description

This course is Part 1 of 2 that provides students with a comprehensive understanding of Human Resource Management in today's business environment. This course is grounded in methodologies and application from a premier credentialing organization for the human resources profession, setting the global standard for HR mastery and excellence for the past 40 years. The course provides conceptual frameworks and

practical tools to facilitate easy access to essential practices. Students learn a wide range of topics, including essential skills, knowledge, and methods that define the HR profession's best practices. It provides the latest information on strategies HR professionals can utilize to benefit their organizations and advance their profession.

The course encompasses the fundamental and best practices of the HR profession, enabling professionals to align their organizations accordingly. This comprehensive resource covers the six areas of HR functional expertise: business management and strategy, workforce planning and employment, human resource development, compensation and benefits, employee and labor relations, and risk management.

This course addresses the Core Knowledge Requirements for exams administered by the HR Certification Institute, and offers exam eligibility information, preparation tips, and more for those students looking to attempt the HRCI Associate Professional in Human Resources (aPHR) exam after completing both Human Resource Management 100A and 100B.

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

HRM100B

Human Resource Management, Part 2

4 Semester Credits

Course Description
This course is Part 2 of 2 that provides students with a comprehensive understanding of Human Resource Management in today's business environment. This course is grounded in methodologies and application from a premier credentialing organization for the human resources profession, setting the global standard for HR mastery and excellence for the past 40 years. The course provides conceptual frameworks and practical tools to facilitate easy access to essential practices. Students learn a wide range of topics, including essential skills, knowledge, and methods that define the HR profession's best practices. It provides the latest information on strategies HR professionals can utilize to benefit their organizations and advance their profession.

The course encompasses the fundamental and best practices of the HR profession, enabling professionals to align their organizations accordingly. This comprehensive resource covers the six areas of HR functional expertise: business management and strategy, workforce planning and employment, human resource development, compensation and benefits, employee and labor relations, and risk management. Part 2 focuses on compensation and benefits, employee and labor relations, and risk management.

This course addresses the Core Knowledge Requirements for exams administered by the HR Certification Institute, and offers exam eligibility information, preparation tips, and more for those students looking to attempt the HRCI Associate Professional in Human Resources (aPHR) exam.

Prerequisites:
Completion of HRM100: Human Resource Management, Part 1.

HRM102

Emotional Intelligence

4 Semester Credits

Course Description
This course provides students with an understanding of what Emotional intelligence (EI) is and how it relates to the part of the brain through which we emotionally connect to make sense of thinking and acquiring knowledge. It describes our capacity to recognize and understand emotions as well as to comprehend the feelings and emotions of others. There are 6 levels of emotional efficacy: Against, Despite, With, Harmony, Empowerment, Mastery. It covers various dimensions of emotional intelligence, such as self-mastery, disposition, self-management, influence, developing others, empathy, credibility, team dynamics, collaboration, and innovation. These dimensions encompass aspects like self-assessment, emotional awareness, drive, motivation, understanding others, integrity, team-building, networking, and resourcefulness.

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

HRM103A

Employment and Labor Law, Part 1

4 Semester Credits

Course Description
This course is Part 1 of 2 that provides a comprehensive overview of the laws that apply to human resources practices. It explores the meaning of terms like employee and employer and emphasizes the importance of determining whether an employment relationship exists. Students will learn about employment discrimination, including its various types and the methods used to handle discrimination cases.

The course also covers the different methods used to recruit employees and the hiring process. Topics in this area include recruiting strategies, background checks, references, employment verification, testing, and making hiring and promotion decisions.

Furthermore, the class addresses practical aspects of managing a diverse workforce. It discusses topics such as reasonable accommodations, work-life balance, pay, benefits, safety, and injury. Finally, the course concludes with discussions on employee privacy and terminations.

By the end of the course, students will have gained a solid understanding of these topics and their relevance to human resources practices.

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

HRM103B

Employment and Labor Law, Part 2

4 Semester Credits

Course Description

This course is Part 2 of 2 that provides a comprehensive overview of the laws that apply to human resources practices. It explores the meaning of terms like employee and employer and emphasizes the importance of determining whether an employment relationship exists. Students will learn about employment discrimination, including its various types and the methods used to handle discrimination cases.

The course also covers the different methods used to recruit employees and the hiring process. Topics in this area include recruiting strategies, background checks, references, employment verification, testing, and making hiring and promotion decisions.

Furthermore, the class addresses practical aspects of managing a diverse workforce. It discusses topics such as reasonable accommodations, work-life balance, pay, benefits, safety, and injury. Finally, the course concludes with discussions on employee privacy and terminations.

By the end of the course, students will have gained a solid understanding of these topics and their relevance to human resources practices.

Prerequisites:
Completion of HRM103A: Employment and Labor Law, Part 1.

HRM104

Talent Acquisition

4 Semester Credits

Course Description

This course is divided into four parts that cover different aspects of the recruitment and selection process. Students will learn about recruiting, focusing on topics that include recruitment forecasting, pre-recruitment activities, perspectives of applicants and employers, and recruitment resources. Students will also cover interview preparation, legal considerations, competency questions, additional types of questions, interview components, and types of employment interviews. Students will explore documentation, preemployment testing, references and background checks, social media and hiring, and the selection process. The course concludes by delving into organizational, online employee orientation, and onboarding. The course provides comprehensive coverage of recruitment, interviewing, selection, and orientation processes, preparing students for effective hiring practices.

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

HRM105

Strategic Training and Development

4 Semester Credits

Course Description

This course provides students with the knowledge to develop employee skills and motivation that are critical for an organization's success. Students will understand how human resource development (HRD) has changed and what it takes to ensure that organization members have what it takes to be successful and overcome challenges. This course looks at the challenges that organizations are facing from globalization to an increasingly diverse workforce. Students will learn how to make informed choices about the content of a developmental experience and the methods of delivering it. This course on Human Resource Development covers three main areas. Students will be introduced to the basics of HRD, including an overview of its principles and the factors influencing employee behavior. Additionally, the role of learning in HRD will be explored. The course focuses on practical aspects such as assessing workplace learning needs, designing interventions, implementing them, and evaluating their effectiveness. Students will be exposed to various HRD applications, including onboarding, skills training, coaching, performance management, employee counseling and well-being, career management, management development, organization development and change, as well as diversity and inclusion initiatives beyond traditional diversity training. This course provides a comprehensive understanding of HRD and equips students with the knowledge and skills necessary to effectively develop and manage human resources within organizations.

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

MAP300A

Android App Development, Part 1

4 Semester Credits

Course Description

In this course, the students will learn Android tools, mobile development, and best practices needed to start building Android apps. The student will be introduced to a modern approach to object-oriented programming (OOP) and get ready to implement Android apps. Upon completing the course, students can understand Android apps' functions, variables, class implementation, and application mechanisms.

Prerequisites:
Programming experience in Python or any other programming language.

MAP300B

Android App Development, Part 2

4 Semester Credits

Course Description

In this course, the students will continue learning the advanced techniques of building Android apps with the Kotlin programming language. The study also covers GUI design and layout, actions, views, and other concepts central to Android. The students will create and use activities and fragments in Android and understand their lifecycles, use views to create your app's user interface (UI) following Material Design guidelines. Students build upon the foundations in the previous Kotlin course, developing their understanding of Android-specific technologies, including view, fragments, toasts, the asset manager, and mapping data. Upon completion of the course, the students will be able to implement Android apps.

Prerequisites:

Completion of MAP300A: Android App Development, Part 1.

MAP301A

iOS Programming, Part 1

4 Semester Credits

Course Description

In this course, the students will learn the syntax of Kotlin programming language, and the best practices needed to start building Android apps. The student will be introduced to Kotlin's modern approach to object-oriented programming (OOP) and get ready to implement Android apps. Upon completing the course, students can understand functions, variables, and class implementation and its application mechanisms in Kotlin.

Prerequisites:

Programming experience in Python or any other programming language.

MAP301B

iOS Programming, Part 2

4 Semester Credits

Course Description

In this course, the students will continue learning the advanced techniques of building Android apps with the Kotlin programming language. The study also covers GUI design and layout, actions, views, and other concepts central to Android. The students will create and use activities and fragments in Android and understand their lifecycles, use views to create your app's user interface (UI) following Material Design guidelines. Students build upon the foundations in the previous Kotlin course, developing their understanding of Android-specific technologies, including view, fragments, toasts, the asset manager, and mapping data. Upon completion of the course, the students will be able to implement Android apps.

Prerequisites:

Completion of MAP301A: iOS Programming, Part 1.

MAP302A

App Testing, Part 1

4 Semester Credits

Course Description

This course covers mobile app testing and quality assurance. Students will learn about portable test planning to automation, as well as testing while ensuring comprehensive coverage. Upon completing this course, the students will create tests that reflect future customers' needs and business models.

Prerequisites:

Programming experience in mobile applications.

MAP302B

App Testing, Part 2

4 Semester Credits

Course Description

This course will continue with mobile application techniques. The student will also develop a custom app and select and implement the best testing tools. Discover both functional and nonfunctional approaches to testing. Address mobile's rapid release cycles. Upon completing this course, the students can create a custom app and apply testing strategies learned in this course.

Prerequisites:

Completion of MAP302A: App Testing, Part 1.

PJM101

Quantitative Decision Making for Project Managers

4 Semester Credits

Course Description

This course provides a comprehensive introduction to Management Science and Operations Research. It covers key concepts and terms related to management science and decision-making processes, emphasizing the roles of qualitative and quantitative approaches. The course explores the benefits of modeling in analyzing real situations, including the formulation of mathematical models for cost, revenue, and profit.

Additionally, the course delves into Linear Programming, teaching learners how to identify linear mathematical relationships, create graphs of objective functions and constraints, and interpret solutions that satisfy constraints. Participants will gain the skills to formulate and solve linear programming models, both graphically and using computer software such as Excel Solver. They will also learn about sensitivity analysis, dual values, ranges of optimality and feasibility, and interpreting reduced costs in linear programming.

Furthermore, the course explores the applications of linear programming in various fields such as marketing, finance, operations management, production planning, distribution, staffing, scheduling, and blending problems. Learners will be exposed to advanced linear programming

applications including data envelopment analysis, revenue management, portfolio construction, and game theory.

Overall, this course provides a foundation in Management Science, equipping learners with the knowledge and skills to apply quantitative techniques in decision making across various domains.

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

PJM102A
Microsoft Project, Part 1
4 Semester Credits
Course Description
This course is Part 1 of 2. In this course, students will be introduced to multiple versions of the most popular software application for project managers: Microsoft Project Standard 2021, Professional 2021, and Project Online Editions. This hands-on introduction to Microsoft's project management software walking through how to plan, schedule, manage resources, track progress, and more. Students will learn principles and best practices of project management while mastering Microsoft Project capabilities, calculations, and views. They will understand how task durations, dependencies, and date constraints power the project schedule. The course also teaches the students how to manage human, equipment, and material resources, including availability, cost, and task assignments. Students will adjust the project to optimize for the project finish date, budget, and resource allocation in real world examples. They will also learn how to use Microsoft Project to manage waterfall or agile projects.

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

PJM102B
Microsoft Project, Part 2
4 Semester Credits
Course Description
This course is Part 2 of 2. In this course, students will be introduced to multiple versions of the most popular software application for project managers: Microsoft Project Standard 2021, Professional 2021, and Project Online Editions. This hands-on introduction to Microsoft's project management software walking through how to plan, schedule, manage resources, track progress, and more. Students will learn principles and best practices of project management while mastering Microsoft Project capabilities, calculations, and views. They will understand how task durations, dependencies, and date constraints power the project schedule. The course also teaches the students how to manage human, equipment, and material resources, including availability, cost, and task assignments. Students will adjust the project to optimize for the project finish date, budget, and resource allocation in real world examples. They will also learn how to use Microsoft Project to manage waterfall or agile projects.

Prerequisites:
Completion of PJM102A: Microsoft Project, Part 1.

PJM103
IT Service Management
4 Semester Credits
Course Description
In this course, students will be introduced to the Information Technology Infrastructure Library (ITIL) foundation which is designed to provide students with a comprehensive understanding of IT service management in the digital era. With IT being integral to businesses today, ITIL 4 reflects the rapidly changing and complex environment we live in, incorporating new ways of working and emerging practices. This certification is suitable for entry-level IT professionals seeking a basic understanding of ITIL or aiming to progress within the ITIL 4 certification scheme.

Through the ITIL 4 Foundation course, students will gain knowledge of key elements, concepts, and terminology used in ITIL 4. They will explore the 7 Guiding Principles, 4 Dimensions of Service Management, 34 ITIL Practices, and the new Service Value Chain, which form the core of ITIL 4. The course aims to enable students to understand the common language of IT service management, the importance of value streams in enhancing speed and efficiency, and the significance of considering both external and internal perspectives and stakeholders for holistic value co-creation and service delivery.

Moreover, students will learn how modern IT and digital service organizations can operate more efficiently and effectively. They will acquire the skills to adopt and adapt processes and practices aligned with organizational goals and objectives, manage the pressure to deliver IT-enabled products and services with increased speed to value and speed to market, and navigate the challenges of balancing legacy systems in a volatile, uncertain, complex, and ambiguous (VUCA) landscape.

At completion, students will develop a deep understanding of the fundamental components of ITIL 4, empowering them to apply this knowledge to enhance IT service management practices and contribute to digital transformation initiatives and attempt the ITIL Foundation certification exam.

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

PJM200

IT Project Management Principles

4 Semester Credits

Course Description

This course is an in-depth study of IT project management principles. In this course students learn IT project management methods that create value for the organization and stakeholders. They will understand the relationship between IT portfolios, programs and projects. This course covers how to recognize and respond to systems that interact throughout the project life cycle. Students will learn how to adapt to changes and risks while ensuring quality and delivering value. The course delves deep into analyzing and tailoring methods to ensure delivery of expected outcomes. The course concludes with a look into models, methods, and artifacts used in managing technical projects.

Prerequisites:

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

PJM201

IT Program Management Principles

4 Semester Credits

Course Description

This course identifies program management principles that provide guidance on managing IT programs in organizations. Students will understand the relationships between IT projects and programs, and how technical programs support the organization's strategic goals. The course covers the importance of IT program governance, risk and change management, and the interactions between the program manager and stakeholders. The purpose and characteristics of effective IT program leadership is discussed in depth. The course concludes with a review of the IT program life cycle management phases and their associated activities.

Prerequisites:

There are no required prerequisites for this course.

PJM202

Principles of Agile IT Project Management

4 Semester Credits

Course Description

In this course, students will learn the principles and practices of Agile, and how this approach transforms technical project management. They will learn to develop new ways of thinking and understand how these practices apply to managing software development projects. This course teaches why Agile practices are needed and how they can be adapted to fit a given situation. Students will learn how to develop an adaptive approach to IT project management that blends both Agile and class plan-driven principles and practices. The course teaches the potential roles that an Agile project manager can play, and how to reshape project management skills around these roles.

Prerequisites:

There are no required prerequisites for this course.

PJM203

Project Risk Management

4 Semester Credits

Course Description

In this course students will learn the principles behind identifying and managing risks at the portfolio, program, and project level. They will be able to plan approaches to risk management that shape the decision-making processes across the organization. The course looks at how governance bodies shape the organization's risk appetite and risk threshold. Students will learn the differences between risks, opportunities, and threats, and how each is managed in a systematic approach. Upon completion of the course, students will have a thorough understanding of Enterprise Risk Management (ERM), and how it is used to ensure that the organization achieves its strategic objectives.

Prerequisites:

There are no required prerequisites for this course.

PJM204

Organizational Change Management

4 Semester Credits

Course Description

In this course, students will learn the principles of organizational change management as they relate to project management. IT project managers will understand change management at the individual, team, and organizational levels. Students will evaluate their leadership styles and skill sets and learn how to lead transformational changes. The course looks at how IT project managers can become change agents, and how these qualities affect individual and team performance. The course concludes with an examination of ways IT project managers can navigate through cultural changes required during restructuring, mergers and acquisitions.

Prerequisites:

There are no required prerequisites for this course.

PJM205

Negotiation Principles

4 Semester Credits

Course Description

In this course, students will learn how to be an effective negotiator as an IT project manager. The curriculum covers the strategies and tactics of integrative negotiation, focusing on interactions with various stakeholders. This course teaches the significance of ethics in negotiation, and how perception, cognition, and emotions factor into the negotiation process. Students will learn how to find their negotiation power and use their influence and communication skills to direct negotiations. This

course covers the importance of relationships in negotiations, and how agents, constituents, and audiences affect the negotiation process.

Prerequisites:
There are no required prerequisites for this course.

Office Productivity

BUS101

Word Processing Fundamentals

3 Semester Credits

Course Description

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

- Navigate Basic Microsoft Office
- Create Documents
- Use the Clipboard
- Modify Fonts
- Format Paragraphs
- Format Pages
- Edit Documents
- Insert Illustrations
- Create and Format Tables
- Use Themes, Styles, and Templates
- Manage References
- Manage Headers, Footers, and Sections
- Use Office Collaboration Feature
- Use Macros

Prerequisites:
There are no required prerequisites for this course.

BUS102

Spreadsheets Fundamentals

3 Semester Credits

Course Description

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

- Get Started with Office
- Custom Views and Options
- Introduction to Excel
- Create and Manage Workbooks
- Organize and Enter Data
- Change Properties and Print Worksheets
- Format Cells
- Enter Simple Formulas
- Use Advanced Functions
- Display Data in Charts
- Organize Data in Tables
- Summarize Complex Data

Prerequisites:
There are no required prerequisites for this course.

BUS103

Presentation Applications

3 Semester Credits

Course Description

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

- Get started with Office
- Work with objects
- Be introduced to PowerPoint
- Create and manage presentations
- Format textual content
- Design slides
- Use the Slide Master
- Format SmartArt and shapes
- Format tables and charts
- Format pictures and other media
- Apply animations and transitions
- Deliver presentations

Prerequisites:
There are no required prerequisites for this course.

BUS104

Database Management

3 Semester Credits

Course Description

This course guides students through two scenarios for creating databases. Initially you will create a very simple, standardized database from a template and then go on to create a customized database. Upon completion of the course, you will understand tables, relationships, queries, forms, and reports. Covered topics include:

- Discuss Computer Hardware
- Describe System Software
- Demonstrate knowledge of how MS Office basics
- Discuss and understand features of MS Access
- Define Databases management
- Discuss and apply File Management
- Design and Create Tables
- Discuss Application Software

- Use Simple Queriers
- Understand and implement Networking and User Accounts
- Create and apply Forms
- Work with Databases
- Create and apply Reports
- Discuss and apply Computer Programming concepts and features
- Understand Information Systems
- Discuss Advanced Access Features

Prerequisites:
There are no required prerequisites for this course.

BUS105

Business and Email Management

3 Semester Credits

Course Description

This course shows you how to customize the Outlook user interface, send and respond to emails and meeting requests, manage the calendar, schedule meetings and appointments, organize contacts, create and modify tasks, and use notes. Covered topics include:

- Computer Systems and the Internet
- The Windows Operating System
- File Management
- Networking and System Updates
- Computer Hardware
- Printing from Office Applications
- Getting Started with Office
- Introduction to Outlook
- Sending and Receiving Messages
- Managing Messages
- Working with the Calendar
- Managing Contacts and Group

Prerequisites:
There are no required prerequisites for this course.

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 +

Trujillo, Meagan – Cisco Adjunct

- B.S. in Information Technology, Arizona State University
- Certifications: Cisco Certified DevNet Associate, CompTIA Cybersecurity, Security+, Network+, Linux+

Turner, Amanda – Computer Fundamentals Adjunct

- MBA, California State University, Long Beach
- BA in Communication, University of Hawaii at Manoa
- Certifications: CompTIA A+

Vara, Ricardo – Cloud Computing Adjunct

- M.S. in Applied Computer Science & Technology, Azusa Pacific University
- B.S. in Computer Information Systems, Azusa Pacific University

Varlakov, Jivko – Cybersecurity Adjunct

- B.S. in Computer Science, University of South Florida
- Certificate of Advanced Computer Security, Stanford
- Certifications: CISSP, CompTIA Security+, Network+

Velliquette, Randy - Cloud Computing Adjunct

- M.S. in Cyber Security and Information Assurance, School of Engineering and Computing - National University
- M.S in International Affairs, School of Global Policy and Strategy - University of California, San Diego
- B.S. in Political Science, cum laude - University of Maryland
- Certifications: AWS Cloud Practitioner, CompTIA Network+, CompTIA Security+

Vera, Ricardo – Cloud Computing Adjunct

- M.S. in Computer Science – Azusa Pacific University
- B.S. in Computer Science – Azusa Pacific University

Visarraga, Isaiah – Cloud Computing Adjunct

- M.S. in Cybersecurity, Executive Leadership in Information Assurance, EC Council
- Certifications: AWS Certified DevOps Engineer Professional, AWS Certified Solutions Architect Professional, Microsoft Certified Azure Solutions Architect Expert, Microsoft Certified Azure Administrator Associate, CompTIA Security+

Waddell, Robert – CompTIA Adjunct

- M.S. in Information Technology Management, Golden Gate University
- M.S. Business Administration, Golden Gate University
- B.S. Business Administration, National University
- Certifications: CompTIA A+, Security+

Wagner, Shawn – CompTIA and MOS Adjunct

- Ph.D. (ABD) in Organizational Management – Capella University
- M.B.A. – University of Phoenix
- B.S. in Mechanical Engineering – University of Nevada
- Certifications: CompTIA ITF+

Wann, Amy - General Education Adjunct

- M.S in Chemical & Life Sciences - University of Maryland
  Preliminary Single Subject Teaching Credential in Biological Sciences - University of Redlands
- B.A in Biology - California State University - San Bernardino

Wenzel, Brad – Cloud Computing Adjunct

- M.S. in Engineering Management, Johns Hopkins University
- B.S. in Aeronautics, Embry-Riddle Aeronautical University
- Certifications: Microsoft Azure Solutions Architect Expert, Microsoft Azure Virtual Desktop Specialty, Microsoft Cybersecurity Architect Expert

Wong, Denley – Computer Fundamentals Adjunct

- B.S. in Information Technology, George Mason University
- Certifications: CISSP, CompTIA Security+

Wu, Jenni – Cloud Computing Adjunct

- B.S. Computer Science, University of British Columbia
- Certifications: AWS Certified Solutions Architect, AWS Certified Cloud Practitioner, AWS Certified AI Practitioner

Yao, Author – Business Data Analytics Adjunct

- M.S. in Biomedical Informatics, University of Texas Health Science Center, Houston
- B.S. Health Care Administration, California State University, Long Beach

Zardouzian, Kam – Business Data Analytics Adjunct

- M.S. in Business Analytics, University of California, San Diego
- MBA, University of San Diego
- BBA, University of San Diego

Zhovtanyuk, Vadim – Cisco Adjunct

- M.S. in Electronic Engineering and Physics, Saint-Petersburg State Technical University, Russia
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