

# California Institute of Arts & Technology

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*School Catalog*

*January 1, 2011*

*to*

*December 31, 2011*

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## Why CIAT

### Campus Location and Contact Information

8745 Aero Dr. Suite 106  
San Diego, CA 92123

Phone: 1-877-559-3621  
FAX: 1-866-236-2176

### Letter from CEO

Welcome to the California Institute of Arts & Technology (CIAT)!

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

Courses teach the skills and practical knowledge required to gain employment or advance in the Information Technology, Telecommunications or Arts fields. You will receive personalized attention from a small school whose mission is to help you achieve success.

We know you have a choice when deciding where to learn, and hope that you will consider achieving your goals with us.

Sincerely,



Jamie Doyle  
President/CEO

### Mission Statement

The California Institute of Arts and Technology was founded on the vision of helping individuals obtain the specialized training needed to pursue a career in Information Technology, Telecommunications, and the Arts. Offered in online, classroom, and hybrid format, our courses utilize the latest technologies to provide personalized attention to each student, culminating in the degree or certification required for long-term individual success.

### Institutional Objectives

- Offer innovative methods of course delivery addressing the needs of geographically diverse student populations.
- Develop quality online and hybrid curricula through the best use of technology to enhance learning and student/instructor interaction.
- Support a highly qualified faculty, degreed, certified, and experienced in their field of instruction.
- Work with industry leaders to provide up-to-date skills employers require.

## Introduction

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.

California Institute of Arts & Technology is a private institution that is approved to operate by the State of California's Bureau for Private Postsecondary Education. 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:

Bureau for Private Postsecondary Education  
2535 Capitol Oaks Drive, Suite 400  
Sacramento, CA 95833

Phone: 916-431-6959 or 888-370-7589  
Email: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)  
Web: [www.bppe.ca.gov](http://www.bppe.ca.gov)

## Administration & Faculty

### **JAMIE DOYLE – 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

### **STEVEN W. LINTHICUM – Director of Education/Instructor**

Juris Doctorate – University of Pacific, McGeorge School of Law  
Bachelor of Science – Arizona State University, College of Engineering  
California Preliminary Designated Subjects Vocational Educational Teaching Credential: Full Time  
Certified Information Systems Security Professional (CISSP)  
Microsoft Certified Systems Engineer (MCSE) [NT3.5 (Ret.), NT4.0 & Windows 2000 (security Specialization)]  
Microsoft Certified Systems Administrator (MCSA) [Windows 2000 (Security Specialization)]  
Microsoft Certified Trainer (MCT)  
Certified Technical Trainer (CTT+)  
Cisco Certified Network Associate (CCNA)  
Cisco Certified Academy Instructor (CCAI)  
CompTIA A+ Computer Technician Certification  
CompTIA Network+ Certification  
CompTIA Security+ Certification  
CompTIA HTI+ Certification  
CompTIA iNet+ Certification  
CompTIA IT Project+ Certification  
Citrix Certified Administrator (CCA)  
Citrix Certified Enterprise Administrator (CWNA)  
Certified Wireless Network Administrator (CWNA)  
Certified Wireless Network Trainer (CWNT)

**STEPHEN PRUSINSKI – Chief Academic Officer/Instructor**

Masters of Science (MIS) - Information Systems, University of Phoenix  
 Bachelor of Science – Workforce Education and Development, Southern Illinois University  
 Associate of Science – Aviation Management, San Diego Mesa College  
 Multi-Subject Teaching Program - University of Phoenix  
 Certified Networking Systems Administrator – Associated Technical College  
 Certified Fiber Optics Technician – Fiber Optics Association  
 FCC General Radio Telephone Operators License with RADAR endorsement  
 US Navy Retired – Aviation Electricians Mate, Naval Aircrew, Master Training Specialist

**Richard Gormley – Controller**

California State University at Los Angeles  
 BSBA-Accounting Beta Alpha Psi Scholarship Award  
 Professional Certified Public Accountant, California/Reciprocity in Nevada

**Richard N. Mikesell –Operations Manager/Student Services**

Bachelor of Science in Business Administration (In Process)  
 Associate of Arts in Mathematics and Physics, Palomar College  
 FCC Commercial Examiner/Test Center Manager  
 Certified Fiber Optics Instructor, FOA  
 CompTIA A+  
 CompTIA Security+  
 US Navy Retired Chief Warrant Officer (CWO-4), Surface Warfare Officer

**Faculty – Computer Information Systems****STEVEN W. LINTHICUM – Director of Education/Instructor**

Juris Doctorate – University of Pacific, McGeorge School of Law  
 Bachelor of Science – Arizona State University, College of Engineering  
 California Preliminary Designated Subjects Vocational Educational Teaching Credential: Full Time  
 Certified Information Systems Security Professional (CISSP)  
 Microsoft Certified Systems Engineer (MCSE) [NT3.5 (Ret.), NT4.0 & Windows 2000 (security Specialization)]  
 Microsoft Certified Systems Administrator (MCSA) [Windows 2000 (Security Specialization)]  
 Microsoft Certified Trainer (MCT)  
 Certified Technical Trainer (CTT+)  
 Cisco Certified Network Associate (CCNA)  
 Cisco Certified Academy Instructor (CAI)  
 CompTIA A+ Computer Technician Certification  
 CompTIA Network+ Certification  
 CompTIA Security+ Certification  
 CompTIA HTI+ Certification  
 CompTIA iNet+ Certification  
 CompTIA IT Project+ Certification  
 Citrix Certified Administrator (CCA)  
 Citrix Certified Enterprise Administrator (CWNA)  
 Certified Wireless Network Administrator (CWNA)  
 Certified Wireless Network Trainer (CWNT)

**STEPHEN PRUSINSKI – Chief Academic Officer/Instructor**

Masters of Science (MIS) - Information Systems, University of Phoenix  
 Bachelor of Science – Workforce Education and Development, Southern Illinois University  
 Associate of Science – Aviation Management, San Diego Mesa College  
 Multi-Subject Teaching Program - University of Phoenix  
 Certified Networking Systems Administrator – Associated Technical College  
 Certified Fiber Optics Technician – Fiber Optics Association  
 FCC General Radio Telephone Operators License with RADAR endorsement  
 US Navy Retired – Aviation Electricians Mate, Naval Aircrew, Master Training Specialist

**Byron Gray – Instructor**

Bachelor of Science in Information Technology Management, National University  
 Microsoft Certified System Engineer (MCSE)  
 Microsoft Certified System Administrator (MCSA)  
 CompTIA A+  
 CompTIA Network+  
 Navy Retired

**Adjunct Faculty****Antonio Guerrero - Instructor**

Microsoft Certified System Engineer (MCSE) [ID# 6271133]  
 Microsoft Certified System Administrator: Messaging (MCSA: Messaging) [ID# 6271133]  
 Microsoft Certified Professional (MCP) [ID# 6271133]  
 Cisco Certified Network Associate (CCNA) [ID#: CSCO10352363]  
 CompTIA A+, Network+, and Security+ [ID#: COMP1060384]  
 Dell Certified Systems Expert (DCSE) in: Dell Servers, Point of Sale systems (POS), Wireless, Lead Deployment Tech, and Client Soft skills .  
 C-Tech Copper Network Cabling Specialist [ID#: 33-04-0190-0002]  
 Integrating Mac OS X into a Windows Environment (Learning Tree International)  
 Certified Competent Communicator (Toastmasters International)  
 Sandler Sales Institute Presidents Club

**Advisory Board Members**

Jamie Doyle – CEO/President	Ted Jordan – IT Professional/Instructor
Stephen Prusinski – CAO	Jim Cronia – Business Owner
Steve Linthicum – Director of Ed.	Terry Moore – L3
Richard Mikesell – Associate Director	Mark Wager – HP
Antonio Guerrero – IT Professional/Instructor	

**Accreditations and Approvals**

- California Institute of Arts and Technology is a State of California Chapter S corporation. The President is the Chief Operating Officer and has legal control of the corporation.
- CIAT is approved to operate through the California Bureau of Private Postsecondary Education.

- Member of Microsoft IT Academy
- CompTIA Authorized Academy
- Official Prometric and VUE Testing Centers
- California EDD WIA Approved

Microsoft® IT Academy  
Program Member



## Admissions

### Admission Requirements

A student accepted for enrollment in a degree program must be in possession of a high school diploma or its equivalent or must have successfully completed 12 college-level semester credits in subjects applicable to the intended degree. Also, with the 12 college-level semester credits, the student must have attained a “C” or higher for each course at an accredited postsecondary institution. 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 a degree 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. The applicant must be able to read and speak English effectively and also be able to use a computer keyboard and mouse to navigate in the Windows environment.

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 <http://www.toeflgoanywhere.org/>. Students who desire to register and take the TOEFL online exam may do so through our Prometric Test Center. High School Diplomas and College Transcripts not in English are not accepted by CIAT.

### How to Enroll

1. Complete the CIAT Enrollment Agreement
2. Submit a copy of High School diploma or equivalency documentation
3. Submit proof of identity and age (copy of government-issued ID, Driver’s License, or Passport with picture)
4. Submit payment via credit card, check, money order, approved purchase order or voucher

### Tuition and Fees

Tuition is charged in advance for each course. For online programs, once your tuition is paid, you will receive a welcome email with log-in instructions including an introduction email from your instructor. If you are attending an onsite program, you will receive a welcome email with class date, time and location. The cost of each class is located next to the course description in this catalog.

The following details an example of what the student is to expect:

Cost of Tuition	\$1995.00
Library Fees	100.00
Books and Materials	135.00
*Non-Refundable STRF Fee	5.00
<b>Total Costs</b>	<b>\$2235.00</b>

\* According to STRF regulations (CCR 76120), CIAT must collect an assessment of two dollars and fifty cents (\$2.50) per one thousand dollars (\$1,000) of institutional charges, rounded to the nearest thousand dollars, from each student. For institutional charges of one thousand dollars (\$1,000) or less, the assessment is two dollars and fifty cents (\$2.50). For more information see Cancellation and Refunds in this catalog.

Tuition and fees for courses that are transferred into a Certificate or Degree program will be deducted from the total tuition.

## Cancellation and Refunds

### Student's Right to Cancel

You can cancel your enrollment at any time. Students, who cancel their enrollment within 5 days of enrolling, will receive a full refund of tuition, regardless if any lessons have been submitted.

Students completing at no more than 50% of course assignments shall receive:

- |    |  |
|----|--|
| a) | Up to and including 10% of the course,<br>90% of the refundable tuition.     |
| b) | Between 10% and 25% completed, 75%<br>of the refundable tuition              |
| c) | Between 25% and 50% of the course,<br>50% of the refundable tuition.         |
| d) | After student completes more than one<br>half of a course, no refund is due. |

*The amount of the course completed shall be the ratio of completed required lesson assignments received by the institution for the evaluation of the total lesson assignments required to complete the course.*

All requests for cancellation must be made in writing and submitted to CIAT at the following:

By hand, mail or package service to:  
California Institute of Arts & Technology  
ATTN: Student Services  
8745 Aero Drive, Suite 106  
San Diego, CA 92123

By FAX or Email to:  
FAX: 1-866-237-2176  
Email: info@calarttech.com

Include:

- Full name
- Address
- Phone number
-

- Date of request
- Signature
- Reason

The following chart shows examples of refunds:

Tuition	Scheduled Days	Daily Rate	Training Days Transpired	Tuition Earned	Refund Amount
\$1,000.00	5	\$200.00	2	\$400.00	\$600.00
\$1,995.00	10	\$199.50	5	\$997.50	\$997.50

All refunds will be paid within 30 days of your written request.

**STRF Non-Refundable Charges**

According to STRF regulations (CCR 76120), CIAT must collect an assessment of two dollars and fifty cents (\$2.50) per one thousand dollars (\$1,000) of institutional charges, rounded up to the nearest thousand dollars, from each student. For institutional charges of one thousand dollars (\$1,000) or less, the assessment is two dollars and fifty cents (\$2.50).

- Unless a student has a separate agreement to repay the third party, a student whose costs are paid to the institution by third-party payer shall not pay the STRF assessment to the qualifying institution. (CCR 76120)
- CIAT shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first class session, or the seventh class day after enrollment, whichever is later in accordance to sections 94919(d) and 94920(b) of the California Private Postsecondary Education Act Of 2009, the assessment is non-refundable.

**Our Policies**

**Schedule**

Business Hours: 8:00 AM to 4:00 PM Pacific Time Monday thru Friday Closed Saturdays, Sundays and Major Holidays

Online Instructor Availability: 8:00 AM to 4:00 PM Pacific Time Monday thru Friday Closed Saturdays, Sundays and Major Holidays

A schedule of programs can be obtained from an Admissions advisor by calling 1-877-559-3621 or emailing [info@calarttech.com](mailto:info@calarttech.com). You can also find a schedule of upcoming courses by visiting [www.calarttech.com/schedule](http://www.calarttech.com/schedule). Online courses are scheduled on an open-in, open-out basis. Online programs must be completed within one year, general education courses notwithstanding.

# Academic Calendar for 2011

## Academic Calendar for 2011

JANUARY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

MARCH						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

JULY						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

AUGUST						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Date	Event/Holiday
1 Jan	New Years Day
3 Jan	New Years Day (Observed)
4 Jan	Session A Class Starts
17 Jan	Martin Luther King Holiday
7 Feb	Session B Class Starts
23 Feb	Presidents Day Holiday
7 Mar	Session A Class Starts

Date	Event/Holiday
30 May	Memorial Day Holiday
6 Jun	Session B Class Starts
4 Jul	Independence Day Holiday
5 Jul	Session A Class Starts
1 Aug	Session B Class Starts
5 Sep	Labor Day Holiday
6 Sep	Session A Class Starts

Date	Event/Holiday
11 Nov	Veteran's Day Holiday
24 Nov	Thanksgiving Day Holiday
25 Nov	Day after Thanksgiving Holiday
5 Dec	Session B Class Starts
24 Dec	Christmas Eve
25 Dec	Christmas Day
26 Dec	Christmas Holiday (Observed)

## Financial Aid

CIAT does not participate in federal or state financial aid at this time.

## Grading and Academic Progress

### Academic Progress

Students are expected to make satisfactory academic progress. Prior to enrollment, you will receive a program outline. Once your program begins, you will be expected to progress through the program on the agreed-upon schedule. If you have a hardship, you can apply for an extension.

### Grading

Grading is as follows:

A – 90% to 100%

B – 80% to 89%

C – 70% to 79%

Fail – 69% and below

I – Incomplete

W - Withdrawal

### Attendance

Any attendance situations should be discussed with the instructor. In certain circumstances, it may be possible to make up a missed course by obtaining permission from the instructor, such as deployment schedules, family issues, etc. A student may elect to take a Leave of Absence (LOA) for up to 6 months during the program; although there is no guarantee that an LOA will be granted. Students are expected to conduct themselves in a professional manner throughout the program.

If a student is unable to complete a course, they must immediately contact their Admissions Representative or the instructor. In the case of an “Incomplete” grade, the student will have twelve (12) months from the ending of the class to change the grade from “I” to a letter grade. After that period, the grade will automatically revert to a “Fail”.

Degree students are given a period of three years to complete the program notwithstanding the general education requirements. Certificate students are given a period of two years to complete the program. All students must complete a minimum of 70% on all quizzes and exams to be considered for graduation. For each course, the final grade is the average of the post and final exams. Instructors will monitor student online and/or classroom activity to ensure optimum scores are obtained and provide direction for improvement.

Classroom: Due to the nature of the accelerated classroom environment, students must ensure that they attend every class session. In the event that the student must miss a session such as military duty, illness, job related functions, etc., he or she may contact their instructor (prior to the missed day) for make-up of missed assignments. More than one day absence will require permission from the Chief Academic Officer and may constitute a drop from the course or retaking the course missed.

## Drop and Leave of Absence

Under certain conditions a Leave of Absence (LOA) may be granted for up to one year. Such conditions may include military deployment, maternity leave, death of a family member or similar circumstances. A student may option to take online courses as an alternative to an LOA.

You may request a leave of absence or to drop/withdraw at any time. Address these requests in any of the following methods to:

By hand, mail or package service to:

California Institute of Arts & Technology

ATTN: Student Services

8745 Aero Drive, Suite 106

San Diego, CA 92123

Voice: 1-877-559-3621 Ext. 7010

By FAX or Email to:

FAX: 1-866-237-2176

Email: info@calarttech.com

Include:

- Full name
- Address
- Home number
- Date of request
- Signature
- Reason

## Dismissal or Probation

CIAT reserves the right to cancel an enrollment or place the student on probationary status for any of the following reasons:

- Cheating
- Non-payment of tuition
- Expired enrollment period (if applicable)
- Falsifying information
- Failure to complete a program
- Lack of attendance
- Missed Assignments
- Disruption, misconduct or other non-compliance issues

Students placed on probation will receive a letter of warning on the first offence, with an entry of the offence and subsequent letter entered in the student's school records. Subsequent offences may lead to

dismissal. Cheating, non-payment of tuition and falsifying information may also be considered as cause for immediate dismissal without probation.

## Academic Honesty and Integrity

Students are expected to conduct themselves in a mature, professional, and ethical manner. Students may be terminated or disqualified from their program of study for any of the following reasons:

- Failure to maintain the tuition payment agreement
- Plagiarism of other's work
- Failure to submit work according to the standards specified in the manuals and instructions provided by the University
- Falsification of records, transcripts, or coursework documents submitted for review or credit
- Providing false identification, bribery, manipulation or intimidation to proctor before, during or after testing
- Deceit, fraud, cheating, theft, unethical or disruptive behavior, forgery or vandalism
- Failure to demonstrate reasonable and successful academic progress: Once your program begins, you will be expected to progress through the program on the agreed-upon schedule. If you have a hardship, you can apply for an extension.

## 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:

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

The Policy covers all types of intellectual property, including, in particular, works protected by copyright, patent and trade secret laws. Should you have any questions, please contact your admissions representative or email us at [info@CalArtTech.com](mailto:info@CalArtTech.com).

## 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. College Transcripts not in English will not be accepted by CIAT.

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 <http://www.toeflgoanywhere.org/>. Students who desire to register and take the TOEFL online exam may do so through our Prometric Test Center.

## Student Visas

CIAT Does not provide Visa assistance for foreign students at this time. However we will verify attendance to interested parties upon request and/or with student authorization.

## Complaints or Grievances

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

California Institute of Arts & Technology  
 ATTN: Student Services  
 8745 Aero Drive, Suite 106  
 San Diego, CA 92123

Phone: 1-877-559-3621  
 FAX: 1-866-237-2176  
 Email: [info@calarttech.com](mailto:info@calarttech.com)

Include:

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

**NOTE:** A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 1-888-370-7589 or by completing a complaint form, which can be obtained on the Bureau's Internet Web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

## Job Placement Assistance

CIAT offers job placement assistance to graduates. Students can send an email to [studentservices@calarttech.com](mailto:studentservices@calarttech.com) to request assistance. Some of our services include:

- Resume writing
- Internet job search resources
- Interviewing tips
- Internships with local companies (when available)

## Online Learning

Online learning is obviously different from classroom-delivered instruction. There are advantages and disadvantages to both. However, the disadvantages of online learning are rapidly declining as technology enables students learning at a distance feel connected. CIAT classes use a combination of all or some of the following to provide quality distance learning:

- Online quizzes
- Certificate preparation software
- Additional learning content (real time and recorded for future viewing)
- Bulletin/discussion boards
- Live instructor available for conferences and personal sessions
- Learn on your own schedule from any internet connection

## Hybrid Learning

CIAT also offers, at the student's option, hybrid learning. This format has all the benefits of distance learning, combined with the advantages of traditional classroom learning, which provides the best of both worlds. Instead of using virtual labs, students enrolled in a hybrid class will work in a live lab and/or classroom setting with a qualified instructor after you have completed the online portion. You are expected to complete the entire online class prior to attending the classroom portion. Hybrid classes are offered at our San Diego campus or onsite at your location for larger groups. Please contact a CIAT Admissions Advisor for more information about onsite training options.

## Certificate Testing

Many CIAT programs teach the skills employers require on-the-job. To validate these skills, you are encouraged to take any associated industry certificate exams. The taking and passing of industry certification exams is not required for completion of your Degree or Certificate Program. CIAT is an approved Prometric and Pearson-VUE test center. Testing is offered at our San Diego campus and onsite for groups. Certification testing is at an additional cost. For a schedule of fees, visit [Prometric.com](http://Prometric.com) or [PearsonVue.com](http://PearsonVue.com).

## Proctored Exams

Students enrolled in the Associate Degree and Certificate programs will be required to take Proctored Exams throughout the course to include Moodle, Online Expert final exams and, at your option, vendor related exams such as Microsoft and CompTIA. Students must present identification (ID) prior to each proctored exam. Identification will include a government issued picture ID, such as a valid driver's license, Identification Card or Passport plus one signature ID such as a credit/debit card. Students may arrange to have their exam proctored at CIAT or at another accredited college or university, a public library, military base education office, Prometric/PearsonVue test center, etc. Please see Proctor Information on the home page of our Moodle website, <https://www.calarttech.com/moodle/>.

## Books, Virtual Labs and Other Materials

Textbooks are an additional expense. Students can buy them in the CIAT store, or from any other source. The cost of books varies with each course and will be provided to you prior to enrollment. Book

costs range from \$50.00 to \$200.00 per course. There is no cost for lab and other materials (if applicable). Degree and certificate students will receive a textbook list and curriculum which provides all information required to obtain needed learning resources. An online resource library is available in Moodle. A link can be found on the home page and each course. You must have an account in order to access the library resources. See your admissions representative for more information or you may email student services at [info@calarttech.com](mailto:info@calarttech.com).

*Note:* We provide library resources specific to IT while students use other college libraries for general education-specific courses.

### **Transfer of Credits**

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/test-out credits). For no student, however, may the credit given for experiential or equivalent learning (including challenge/test out credits) exceed one-fourth of the credits required for a degree.

CIAT may accept transfer credit from institutions that are accredited by recognized agencies of the U.S. Secretary of Education. Students wishing to transfer credit to CIAT should have official transcripts sent directly from the accredited institution to CIAT. All transcripts received will be reviewed for transfer credit. Credit will only be transferred from courses equivalent to those offered by CIAT or approved general education courses taken at an institution accredited by an accrediting agency recognized by the U.S. Secretary of Education and/or the Council for Higher Education Accreditation (CHEA). At this time, CIAT has not entered into any articulation or transfer agreements with any other college or university.

### **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.**

- College credit will be awarded only for college level learning
- Credit will be awarded only for learning that has a balance, appropriate to the subject, between theory and practical application
- The determination of competence levels and of credit awards will be made by appropriate subject matter and academic experts
- Credit will be appropriate to the academic context in which it is accepted

### **Test-Out (Challenge) for Credit**

Students may test-out up to 25% of CIAT's courses. The exams can be CIAT's final Textbook exam located in Moodle or third party certification exams, such as a Microsoft, CompTIA or Cisco. CIAT charges a nominal fee of \$100.00 per test-out exam. Students enrolling and requesting credit based on

certification exams more than one year old must take the CIAT final Textbook exam. If the student fails the exam, they must take the full course.

### **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 degree or certificate you earn is also at the complete discretion of an institution to which you may seek to transfer. If the credits, degree 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 of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting the institution to which you may seek to transfer after attending CIAT to determine if your credits, degree or certificate will transfer.

### **Tuition and Payment of Fees**

Tuition and payment of any applicable fees is due at the time of enrollment. If you are using education benefits, employer-sponsored tuition or any other means to pay your tuition and fees, all required funding documentation (such as tuition vouchers, approved purchase orders or other approved forms of payment), is due prior to the start of class. Ultimately, it is the student's responsibility for any and all payment of tuition regardless of whether a third part is funding their education. 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.

### **Discounts and Scholarships**

CIAT is not currently offering any scholarships to students enrolling in our certificate or degree program. Any scholarships or discounts offered will be posted on the CIAT website. Please check the website before enrolling for any available scholarships or discounts. Any such offers may be discontinued at any time without notice. Please contact a CIAT Admissions Representative for the latest information.

CIAT regularly offers partial scholarships and/or discounts to the following groups on an as-needed basis. Please contact a CIAT Admissions Representative for the latest information.

- Active Duty Military, Veterans and their spouses
- WIA-EDD
- Economically disadvantaged
- Union-Members
- Teachers
- Students actively enrolled in another accredited program

Note: As-needed is defined as students who are in one of the above groups, who can demonstrate that their source of funding does not fully cover the cost of tuition, books and fees. Check with an enrollment advisor as to the availability and amount of scholarships. Any scholarship that is offered will be offered unilaterally to members of a given group. CIAT does not guarantee a scholarship will be available or that an individual will qualify.

When discounts and/or scholarships are offered toward the tuition of a full certificate or degree program, any cancelation prior to completing the entire program will result in the student being charged the full catalog price for the portion of the program attended prior to calculating any refund that may be due.

### **Student Tuition Recovery Fund for California Students**

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who students were attending certain schools regulated by the Bureau for Private Postsecondary Education. You may be eligible for STRF if you are a California resident, prepaid your tuition, paid the STRF assessment and suffered an economic loss as a result of any of the following:

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

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student, who is a California resident and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident.

2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

### **STRF Non-Refundable Charges**

According to STRF regulations (CCR 76120), CIAT must collect an assessment of two dollars and fifty cents (\$2.50) per one thousand dollars (\$1,000) of institutional charges, rounded up to the nearest thousand dollars, from each student. For institutional charges of one thousand dollars (\$1,000) or less, the assessment is two dollars and fifty cents (\$2.50).

- Unless a student has a separate agreement to repay the third party, a student whose costs are paid to the institution by third-party payer shall not pay the STRF assessment to the qualifying institution. (CCR 76120)
- CIAT shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first class session, or the seventh class day after enrollment, whichever is later in accordance to sections 94919(d) and 94920(b) of the California Private Postsecondary Education Act Of 2009, the assessment is non-refundable.

### **Housing Facilities**

CIAT does not provide housing facilities, but will assist students in finding accommodations for the duration of the course. Hotel accommodations are widely available locally with an average cost of \$100 to \$125 per guest, per night depending on season.

### **Classroom Facilities and Equipment**

Classes are instructed at the CIAT campus, online, or at the customer's location. The main campus, located in San Diego, CA, has classrooms with seating up to 20 per each and a testing facility with four test stations offering hundreds of exams through the Prometric and PearsonVue network.

Each student is supplied with a computer and ample desk space. There is a media center with access to the internet, a printer, over 9000 online books, hardcopy reference books, office supplies and a telephone/fax.

Computer projectors are used to deliver PowerPoint and other media presentations. Additional equipment includes computer routers, cabling, hand tools, consumable items such as connectors, fiber optic Labs, wireless, virtual labs, software and hardware for presentation and other aides.

### **Student Records**

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 upon request. The request must be made in writing to CIAT Student Services:

CIAT, Attn: Student Services  
8745 Aero Drive, Suite 106  
San Diego, CA 92123.

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

### **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.)

### **Identity Verification**

We use proctored exams for identity of students.

### **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:

- Institutions must have written permission from the student in order to release any information from a student's educational record.
- Institutions may disclose directory information in the student's educational record without the student's consent.
- 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.
- Institutions should give the student ample opportunity to submit a written request that the school refrain from disclosing directory information about them.
- Institutions must not disclose non-directory information about students without their written consent except in very limited circumstances.
- Institutions should notify students about their rights under FERPA through annual publications.
- 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 a written consent from the student before disseminating educational records to third parties.

## Degree/Certificate Programs

### Associate of Science Degree in Computer Information Systems – Networking Concentration

60 Semester Hours

Approximate Charges			
Refundable Charges			
Program Name	Length	Tuition	Books and Materials
Associates of Science in Computer Information Systems – Networking Concentration	36 months	\$17,090.00	\$865.00
Online Library Services	36 months		\$300.00
			Tests not included
<b>Total Charges Program Charges</b>			\$18,255.00
Non-Refundable Charges			
Item	Cost		
Student Tuition Recovery Fund (CA residents only)	\$47.50		
<b>Total Non-Refundable Charges</b>			\$47.50
<b>Total Charges</b>			\$18,302.50

### Program Objective

Upon completion of the Associate of Science in Computer Information Systems with Networking Concentration Program, the graduate will be able to:

- Develop requisite skills in Information Technology
- Describe fundamentals and theory of computer networking systems and how they are applied in various business situations
- Provide network security for day to day business operations
- Manage a network and networking environment using Microsoft Windows Server
- Describe network architecture including wireless, wired and fiber optic cabling
- Design and implement Microsoft networks

General Education in this program, the graduate will be able to develop the following:

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

## Description

Successful graduates will be fully prepared and qualified for positions as network administrators, systems and other network personnel. Many of the skills and competencies that will be acquired in the program can be applied to the CompTIA A+, Network+, Security+, Cisco CCNA, Microsoft MCSA, MCSE, MCDBA, Fiber Optic, and other certifications. Certification exams are optional and not included in cost estimates.

**Note:** CIAT does not provide general education courses at this time. The student must obtain general education courses from an accredited institution such as a community college.

## Certificate in Computer Information Systems – Networking Concentration

1800 Clock Hours

Approximate Charges			
Refundable Charges			
Program Name	Length	Tuition	Books and Materials
Certificate in Computer Information Systems – Networking Concentration	24 months	\$15,095.00	\$865.00
Online Library Services	12 months		\$100.00
<b>Total Charges Program Charges</b>			<b>\$16,060.00</b>
Non-Refundable Charges			
Item	Cost		
Student Tuition Recovery Fund (CA residents only)	\$42.50		
<b>Total Non-Refundable Charges</b>			<b>\$42.50</b>
<b>Total Charges</b>			<b>\$16,102.50</b>

## Program Objective

Upon completion of the Certificate in Computer Information Systems with Networking Concentration Program, the graduate will be able to:

- Develop requisite skills in Information Technology
- Describe fundamentals and theory of computer networking systems and how they are applied in various business situations
- Provide network security for day to day business operations
- Manage a network and networking environment using Microsoft Windows Server
- Describe network architecture including wireless, wired and fiber optic cabling
- Design and implement Microsoft networks

## Description

Students will be fully prepared and qualified for positions as network administrators, systems and other network personnel. Many of the skills and competencies that will be acquired in the program can be applied to the CompTIA A+, Network+, Security+, Cisco CCNA, Microsoft MCSA, MCSE, MCTS, MCITP, Fiber Optic, and other certifications. Certification exams are optional and not included in cost estimates. Students must fulfill all requirements of the CIS A.S. Degree or Certificate. A certificate is designed to provide vocational skills; it is not equivalent to an A.A. or A.S. degree.

## Admissions Requirements

- Age 18 years or older
- High School diploma or GED equivalent
- Able to read, write and speak English

## How to Enroll

1. Complete a degree/certificate program  
Enrollment Agreement
2. Submit a copy of High School Diploma  
or equivalency documentation
3. Submit Official Accredited College  
Transcripts (degree program only)
4. Submit proof of identity and age (valid  
copy of government-issued ID, Driver's License or Passport with a picture)
5. Submit payment via credit card, check,  
money order, approved purchase order or voucher
6. Pass a standard entrance exam

**NOTE:** All programs are offered in the hybrid or online formats

## Degree Course Schedule

This page details the courses needed to complete CIAT's Computer Information Systems Degree Program.

<b>Required Courses</b>		
<i>25 Semester hours required. All courses are required.</i>		
Code	Title	Semester Hours
CIS-100	Computer Operating Systems & Hardware Fundamentals (Satisfies Critical Thinking general education requirement)	5
CIS-101	Networking Fundamentals	5
CIS-102	Network Security	5
* CIS-103	Managing a Microsoft Windows Server 2003 Environment (70-290)	5
* CIS-104	Managing a Microsoft Windows Server 2003 Network (70-291)	5
<b>Elective Courses</b>		
<i>20 Semester hours Required. Select any 4 courses.</i>		
Code	Title	Semester Hours
CIS-105	Configuring Windows 7	5
* CIS-106	Microsoft Windows Server 2003 Active Directory (70-294)	5
* CIS-107	Planning a Microsoft Windows Server 2003 Network (70-293)	5
* CIS-108	Installing, Configuring, and Administering Microsoft Windows XP (70-270)	5
* CIS-109	Microsoft Exchange Server 2003 Administration (70-284)	5
CIS-110	Designing Security for a Microsoft Windows Server 2003 Network (70-298)	5
CIS-111	Microsoft Windows Vista (70-620)	5
CIS-112	Cisco Certified Network Associate (CCNA)	5
CIS-113	Certified Ethical Hacker (CEH)	5
CIS-114	Certified Information Systems Security Professional (CISSP)	5
CIS-115	Linux+	5
TC-100	Fiber Optic Technician (Classroom Only)	5
TC-101	FCC General Radiotelephone Operator (Classroom Only)	2
TC-102	FCC RADAR Endorsement (Classroom Only)	1
<b>** General Education Courses</b>		
<i>15 Semester hours Required from an accredited college (CIAT does not provide General Education Courses)</i>		
Title		Semester Hours
English (English 101 or equivalent)		3
Social Science (Social Skills, Political Science)		3
Oral Communications Skills (Public and/or Business Speaking)		3
Mathematics (Algebra 1)		3
Multi-cultural Studies (Anthropology, Foreign Language)		3
<b>Total Semester Hours</b>		<b>60</b>

\* Optional – Course can be substituted for 2008 server track of same or like subject matter.

\*\* Must complete each General Education course with a "C" or better

## 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.

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

## Certificate Course Schedule

This page details the courses required to complete CIAT's Computer Information Systems Certificate Program.

<b>Code</b>	<b>Title</b>	<b>Clock Hours</b>
CIS-100	Computer Operating Systems & Hardware Fundamentals	225
CIS-101	Networking Fundamentals	225
CIS-102	Network Security	225
*CIS-103	Managing a Microsoft Windows Server 2003 Environment	225
*CIS-104	Managing a Microsoft Windows Server 2003 Network	225
CIS-105	Configuring Microsoft Windows 7	225
*CIS-107	Planning a Microsoft Windows Server 2003 Network	225
TC-100	Fiber Optic Technician (Classroom Only)	225
	<b>Total</b>	<b>1800</b>

\* Optional – Course can be substituted for 2008 server track of same or like subject matter.

## Required Degree Courses

### Computer Operating Systems & Hardware Fundamentals

*Course: CIS-100      Semester Hours: 5      Clock Hours: 225      Tuition: \$1995*

#### Course Description:

This Course teaches the skills required to be an entry-level computer hardware and operating system technician. Completion of this course proves competence in areas such as installation, preventative maintenance, networking, security and troubleshooting as well as customer service and communication skills needed by today's technicians in working with clients. It provides the fundamentals of computer technology, networking and security, communication skills and professionalism now required of all entry-level IT professionals. It also features a "hands-on" orientation, focused on scenarios in which troubleshooting and tools must be applied to resolve problems.

Specific topic coverage includes:

- PC and Notebook Hardware
- Operating Systems
- Networking and Printing
- PC Support
- Supporting Windows
- Supporting Networks
- Supporting PC Hardware

**Networking Fundamentals***Course: CIS-101**Semester Hours: 5**Clock Hours: 225**Tuition: \$1995*

This Course teaches the skills required to be an entry-level computer network technician. Completion of this course provides the technician with competency to manage, maintain, troubleshoot, install, operate and configure basic network infrastructure, describe networking technologies, basic network design principles, and adherence to wiring standards and the use of network testing tools.

Although not a prerequisite, it is recommended that prospective students have at least nine months of experience in network support or administration or academic training along with completion of CIS-100.

*Specific Topics include:*

- Network Fundamentals
- Addressing and Protocols
- Security and Authentication
- Installation and Implementation
- Management, Monitoring, Troubleshooting

**Network Security***Course: CIS-102**Semester Hours: 5**Clock Hours: 225**Tuition: \$1995*

This Course teaches the skills required to be an entry-level computer and network security technician. Completion of this course identifies the student as a knowledgeable professional in the field of security, one of the fastest-growing fields in IT. Security threats are increasing in number and severity and the gap between the need for security professionals and qualified IT personnel is the largest of any IT specialty, according to a 2008 study. Even in a troubled economy, most businesses plan to maintain or increase their investment in security.

Although not a prerequisite, it is recommended that students have at least two years of technical networking experience with an emphasis on security, along with completion of CIS-100 and CIS-101.

*Specific topics include:*

- Systems Security
- Network Infrastructure
- Access Control
- Assessments & Audits
- Cryptography
- Organizational Security

**Managing a Microsoft Windows Server 2003 Environment***Course: CIS-103**Semester Hours: 5**Clock Hours: 225**Tuition: \$1995*

This course is designed to prepare you for managing a server environment. It prepares the student for the challenges faces a Microsoft networking professional. Lectures, projects and exercises reinforce skills as they are learned.

Specific topics include:

- Introduction to Windows Server 2003
- Managing Hardware Devices
- Implementing and Managing Groups
- Managing Access to Files, Disk and Data Storage
- Advanced File System Management
- Implementing and managing Printing
- Implementing and Using Group Policies
- Administering a Server
- Monitoring Server Performance
- Managing and Implementing Backups and Disaster Recovery
- Administering Web Resources
- Security Basics for Windows Server 2003

**Managing a Microsoft Windows Server 2003 Network***Course: CIS-104**Semester Hours: 5**Clock Hours: 225**Tuition: \$1995*

This course is designed to prepare you for managing a server network. It prepares the student for the challenges faced as a Microsoft networking professional. Lectures, projects and exercises reinforce skills as they are learned.

*Specific Topics include:*

- Configuring a Network Interface
- Implementing Dynamic Host Configuration Protocol (DHCP)
- Managing and Monitoring DHCP
- Configuring Name resolution
- Implementing and Managing the DNS Service and WINS
- Securing Network Traffic
- Remote Access
- Internet Authentication Service
- Routing
- Security Templates
- Troubleshooting Network Connectivity

## Elective Degree Courses

### Configuring Microsoft Windows 7

*Course: CIS-105*

*Semester Hours: 5*

*Clock Hours: 225*

*Tuition: \$1995*

Completion of this course will enable you to operate within computing environments that use Microsoft Windows 7 as a desktop operating system in an enterprise environment. Candidates should have at least one year of experience in the IT field, including experience implementing and administering any Windows Client operating system in a networked environment.

Specific topics include:

- Installing, Upgrading and Migrating to Windows 7
- Deploying Windows 7
- Configuring Hardware and Applications
- Configuring Network Connectivity
- Configuring Access to Resources
- Configuring Mobile Computing
- Monitoring and Maintaining Systems that Run Windows 7
- Configuring Backup and Recovery Options

**Configuring Windows Server 2003 Active Directory***Course: CIS-106**Semester Hours: 5**Clock Hours: 225**Tuition: \$1995*

This course is designed to prepare the student for the challenges faced as a Microsoft networking professional. Lectures, projects and exercises reinforce skills as they are learned.

*Specific topics include:*

- Introduction to Active Directory
- Name Resolution and DNS
- Active Directory Design Philosophy, Architecture and Replication
- Active Directory Logical and Physical Design
- Operations Masters
- Active Directory Authentication and Security
- Managing Users, Groups and Resources
- Group Policy for Corporate Policy
- Deploying and Managing Software with Group Policy
- Monitoring and Optimizing Active Directory
- Disaster Recovery

**Planning a Microsoft Windows Server 2003 Network***Course: CIS-107**Semester Hours: 5**Clock Hours: 225**Tuition: \$1995*

This course is designed to prepare you for the challenges you will face as a Microsoft networking professional. Lectures, projects and exercises reinforce skills as they are learned.

*Specific Topics Include:*

- Overview of Planning a Windows Server 2003 Network
- TCP/IP Architecture
- Planning and Configuring Routing and Switching
- Planning, Configuring and Troubleshooting DHCP and WINS
- Planning a DNS Strategy
- Managing and Troubleshooting DNS
- Planning and Managing Certificate Services and IP
- Security (IPSec)
- Planning Network Access
- Planning and Implementing Server Availability
- Planning Server and Network Security
- Problem Recovery

## **Installing and Configuring Microsoft Windows XP**

*Course: CIS-108*

*Semester Hours: 5*

*Clock Hours: 225*

*Tuition: \$1995*

The purpose of this course is to offer all the critical information students need to successfully move into a role as an IT professional and support Windows XP in a business environment. Many hands-on exercises are included, which allow students to practice skills as they are learned.

### *Specific Topics Include:*

- Installing a Windows Desktop Operating System
- Implementing and Conducting Administration of Resources
- Implementing, Managing, Monitoring and Troubleshooting Hardware Devices and Drivers
- Monitoring and Optimizing System Performance and Reliability
- Configuring and Troubleshooting the Desktop Environment
- Implementing, Managing and Troubleshooting Network Protocols and Services
- Configuring , Managing and Troubleshooting Security

**Microsoft Exchange Server 2003 Administration***Course: CIS-109**Semester Hours: 5**Clock Hours: 225**Tuition: \$1995*

This course covers Microsoft Exchange Server 2003 Administration. It will empower students to successfully move into a role as an IT professional and administer a Server 2003 network in a business environment. And its hands-on approach will also prepare students to face the real-life challenges of a Microsoft Networking Professional. Projects and exercises reinforce skills as they are learned.

*Specific topics include:*

- Microsoft Exchange Server 2003 and Active Directory
- Planning a Microsoft Exchange Server 2003 Infrastructure
- Configuring a Microsoft Exchange Server 2003 Infrastructure
- Installing Exchange Server Clusters and Front-End and Back-End Servers
- Managing Recipient Objects and Address Lists
- Public Folders
- Virtual Servers
- SMTP Protocol Configuration and Management
- Microsoft Exchange Server 2003 Security
- Backup and Restore
- Monitoring Microsoft Exchange Server 2003
- Troubleshooting Microsoft Exchange Server 2003

**Designing Security for a Microsoft Windows Server***Course: CIS-110**Semester Hours: 5**Clock Hours: 225**Tuition: \$1995*

This course is designed to prepare the student for the challenges faced as a Microsoft Networking Professional providing support in the field of network security in a business environment. Lectures, reviews, and exercises reinforce skills as they are learned.

*Specific topics include:*

- Designing a Secure Network and Framework
- Securing Servers Based on Function
- Designing a Secure Public Key Infrastructure
- Securing the Network Management Process
- Securing Network Services and Protocols
- Securing Internet Information Services
- Securing VPN and Extranet Communications
- Securing Active Directory
- Securing Network Resources
- Securing Network Clients

## Microsoft Windows Vista

Course: CIS-111

Semester Hours: 5

Clock Hours: 225

Tuition: \$1995

The purpose of this course is to offer all the critical information students need to successfully move into a role as an IT professional and support Windows Vista in a business environment. Many hands-on exercises are included, which allow students to practice skills as they are learned. This two-part course provides students with the knowledge and skills to install and configure Windows Vista desktops. It focuses on four main areas: installing, securing, networking and browsing. By the end of the course, the student will know how to install and configure a Windows Vista desktop that is secure on the network, and ready for browsing.

*Specific topics include:*

- Introducing Windows Vista
- Installing Windows Vista
- Configuring System Settings
- Working with Disks
- Working with Users and Groups
- Working with Drivers and Printers
- Configuring Network Connectivity
- Configuring Windows Vista Security
- Configuring Windows Vista Applications
- Optimizing Windows Vista Performance
- Troubleshooting Windows Vista
- Working with Mobile Computers

## Cisco Certified Network Associate

Course: CIS-112

Semester Hours: 5

Clock Hours: 225

Tuition: \$1995

Cisco Certified Network Associate (CCNA) validates the ability to install, configure, operate and troubleshoot medium-size routed and switched networks, including implantation and verification of connections to remote sites in a WAN. CCNA curriculum includes basic mitigation of security threats, introduction to wireless networking concepts, technology and performance based skills.

*Specific topics include:*

- Internetworking
- Ethernet and Data Encapsulation
- Introduction to TCP/IP
- Easy Subnetting
- Variable Length Subnet Masks (VLSMs)
- Cisco's Internetworking Operating System (IOS)
- Managing a Cisco Network
- IP Routing
- Enhanced Interior Gateway Routing Protocol (EIGRP) and Open Shortest Path First (OSPF)
- Layer 2 Switching and Spanning Tree Protocol (STP)
- Virtual Local Area Networks (VLANs)
- Security
- Network Address Translation (NAT)
- Cisco's Wireless Technologies
- Internet Protocol Version 6 (IPv6)
- Wide Area Networks

## Certified Ethical Hacker

Course: CIS-113

Semester Hours: 5

Clock Hours: 225

Tuition: \$2595

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, DoS Attacks, Buffer Overflows and Virus Creation. Upon completion of the course the student will have hands on knowledge and experience in Ethical Hacking.

**Note:** This course is currently only available as a classroom, instructor-led course. The online version is under development. Please check with a CIAT Admission's Representative for additional information on availability.

*Specific Topics include:*

- Ethics and Legal Issues
- Footprinting
- Scanning
- Enumeration
- System Hacking
- Trojans and Backdoors
- Sniffers
- Denial of Service
- Social Engineering
- Session Hijacking
- Hacking Web Servers
- Web Application Vulnerabilities
- Web Based Password Cracking Techniques
- SQL Injection
- Hacking Wireless Networks
- Virus and Worms
- Physical Security
- Hacking Linux
- IDS, Firewalls and Honeypots
- Buffer Overflows
- Cryptography
- Penetration Testing Methodologies

## Certified Information Systems Security Professional

Course: CIS-114

Semester Hours: 5

Clock Hours: 225

Tuition: \$2595

### The Certification That Inspires Utmost Confidence

If you plan to build a career in information security (one of today's most visible professions) and if you have at least five full years of experience in information security, the CISSP® credential should be your next career goal.

The CISSP® was the first credential in the field of information security, accredited by the ANSI (American National Standards Institute) to ISO (International Standards Organization) Standard 17024:2003. CISSP® certification is not only an objective measure of excellence, but a globally recognized standard of achievement.

The CISSP® credential also qualifies for DOD 8570 level II/III requirements. Don't yet have the necessary experience? If you're working on building your experience right now, you may earn the Associate of (ISC)<sup>2</sup> designation by passing the required CISSP exam.

As an (ISC)<sup>2</sup> Affiliate school, CIAT's CISSP® program is taught by (ISC)<sup>2</sup> faculty and using (ISC)<sup>2</sup> curriculum. To give you the best possible chance of passing your exam the first time, CIAT will include a month of advance study and mentoring online with our staff CISSP® certified instructor. You will have access to about 1500 questions that will help you prepare for the exam. As an option, the CISSP® exam will be held immediately following the course (exam price not included in cost of tuitions – approximately \$450). Certification is not required for successful completion of this course.

**Note:** This course is currently only available as a classroom, instructor-led course. The online version is under development. Please check with a CIAT Admission's Representative for additional information on availability.

*Specific topics include:*

- Access Control
- Application Development Security
- Business Continuity and Disaster Recovery Planning Cryptography
- Information Security Governance and Risk Management
- Legal, Regulations, Investigations and Compliance
- Operations Security
- Physical (Environmental) Security
- Security Architecture and Design

- Telecommunications and Network Security

## Linux+

Course: CIS-115

Semester Hours: 5

Clock Hours: 225

Tuition: \$1995

**CompTIA Linux+ is a high-stakes, vendor-neutral certification that validates the fundamental knowledge and skills required of junior Linux administrators.**

CIAT's Linux+ course validates the fundamental knowledge and skills required of junior Linux administrators. It covers areas such as system architecture; Linux installation and package management; GNU and UNIX commands; devices, Linux file systems, and File System Hierarchy Standard. Professionals who pass the Linux+ course can work at the Linux command line, perform maintenance tasks, assist users, and install and configure workstations. Earning a Linux+ designation can be a stepping stone to vendor-specific training, such as Oracle Certified Associate and Novell SUSE Linux programs. Certification is not required for successful completion of this course.

**Note:** This course is currently only available as a classroom, instructor-led course. The online version is under development. Please check with a CIAT Admission's Representative for additional information on availability.

### *Specific Topics Include:*

- GNU and UNIX commands
- Devices, Linux File Systems, File System Hierarchy Standard
- Linux Installation and Package Management
- System Architecture
- Networking Fundamentals
- Administrative Tasks
- Shells, Scripting and Data Management
- Essential System Services
- Security

A new benefit for Linux+ students is that they may choose, at the time they take the exams, to have their exam record forwarded to the Linux Professional Institute. Successful completion of the Linux+ course enables candidates to become certified in LPIC-1 as well, enabling further participation in the LPI program if the candidate chooses. Any choice to forward a Linux+ exam record to LPI is made solely by the candidate.

## Windows Server 2008 Active Directory

Course: CIS-116

Semester Hours: 5

Clock Hours: 225

Tuition: \$1995

This course is intended for information technology (IT) professionals who work in the complex computing environment of medium to large companies. The student should have at least one year of experience implementing and administering Windows Server 2008 R2 in an environment that has the following characteristics:

- 250 to 5,000 or more users
- multiple physical locations, multiple domain controllers
- network services and resources such as messaging, databases, file and print, firewalls, Internet access, an intranet, Public Key Infrastructure, remote access, remote desktop, virtualization, and client computer management
- connectivity requirements such as connecting branch offices and individual users in remote locations to corporate resources, and connecting corporate networks

### Specific topic coverage includes:

- Configuring Domain Name System (DNS) for Active Directory
- Configuring the Active Directory Infrastructure
- Configuring Active Directory Roles and Services
- Creating and maintaining Active Directory objects
- Maintaining the Active Directory environment
- Configuring Active Directory Certificate Services

The program is offered in two formats; **Online E-Course**, and **Classroom Instructor-Led** at our San Diego campus. Have a group? CIAT can provide hands-on training with on-site certification testing at the end of your course.

## Windows Server 2008 Network Infrastructure

Course: CIS-117

Semester Hours: 5

Clock Hours: 225

Tuition: \$1995

The Microsoft Certified Technology Specialist (MCTS) on Windows Server 2008 credentials are intended for information technology (IT) professionals who work in the complex computing environment of medium to large companies. The MCTS candidate should have at least one year of experience implementing and administering Windows Server 2008 R2 in an environment that has the following characteristics:

- 250 to 5,000 or more users
- multiple physical locations, multiple domain controllers
- network services and resources such as messaging, databases, file and print, firewalls, Internet access, an intranet, Public Key Infrastructure, remote access, remote desktop, virtualization, and client computer management
- connectivity requirements such as connecting branch offices and individual users in remote locations to corporate resources, and connecting corporate networks

### Specific topic coverage includes:

- Configuring Addressing and Services
- Configuring Names Resolution
- Configuring Network Access
- Configuring File and Print Services
- Monitoring and Managing a Network Infrastructure

The program is offered in two formats; **Online E-Course**, and **Classroom Instructor-Led** at our San Diego campus. Have a group? CIAT can provide hands-on training with on-site certification testing at the end of your course.

## **Windows Server 2008 Applications Infrastructure**

*Course: CIS-118*

*Semester Hours: 5*

*Clock Hours: 225*

*Tuition: \$1995*

The Microsoft Certified Technology Specialist (MCTS) on Windows Server 2008 credentials are intended for information technology (IT) professionals who work in the complex computing environment of medium to large companies. The MCTS candidate should have at least one year of experience implementing and administering Windows Server 2008 R2 in an environment that has the following characteristics:

- 250 to 5,000 or more users
- multiple physical locations, multiple domain controllers
- network services and resources such as messaging, databases, file and print, firewalls, Internet access, an intranet, Public Key Infrastructure, remote access, remote desktop, virtualization, and client computer management
- connectivity requirements such as connecting branch offices and individual users in remote locations to corporate resources, and connecting corporate networks

Specific topic coverage includes:

- Deploying Servers
- Configuring Remote Desktop Services
- Configuring a Web Services Infrastructure
- Configuring Network Application Services

The program is offered in two formats; Online E-Course, and Classroom Instructor-Led at our San Diego campus. Have a group? CIAT can provide hands-on training with on-site certification testing at the end of your course.

## Windows Server 2008 Server Administrator

Course: CIS-119

Semester Hours: 5

Clock Hours: 225

Tuition: \$1995

A server administrator is responsible for the operations and day-to-day management of an infrastructure of servers for an enterprise organization. Windows server administrators manage the infrastructure, Web, and IT application servers. The Windows server administrators use scripts and batch files written by others or those that they occasionally write themselves to accomplish tasks on a regular basis. They conduct most server management tasks remotely by using Terminal Server or administration tools installed on their local workstation. A server administrator's primary tasks include:

- Managing the server operating system, file, and directory services
- Software distribution and updates
- Profiling and monitoring assigned servers
- Troubleshooting

Server administrators also support engineering projects. Server administrators are responsible for server builds and configuration. Their job role involves 60 percent operations, 20 percent engineering, and 20 percent support tasks.

### Specific topic coverage includes:

- Planning for Server Deployment
- Planning for Server Management
- Monitoring and Maintaining Servers
- Planning Application and Data Provisioning
- Planning for Business Continuity and High Availability

The program is offered in two formats; **Online E-Course**, and **Classroom Instructor-Led** at our San Diego campus. Have a group? CIAT can provide hands-on training with on-site certification testing at the end of your course.

**Fiber Optic Technician**

*Course: TC-100 Semester Hours: 5 Clock Hours: 225 Tuition: \$2295 Exam: \$150*

**Description:**

This course includes a full hands-on lab including fusion and mechanical splicing.

Taught in classroom environment only.

**Objective:**

Provided with the textbook, presentation and labs, the student will be able to perform the duties as a Fiber Optic Installer (FOI) and Fiber Optic Technician (FOT) according to the Electronic Technicians Association (ETA).

Specific topics include:

- Principles of Fiber Optic Transmission
- Basic Principles of Light
- Optical Fiber Construction and Theory
- Optical Fiber Characteristics
- Advantages of Fiber over Copper
- Fiber Optic Cables
- Sources
- Detectors
- Connectors
- Passive Components
- Splicing
- Cable Installation and Hardware
- Fiber Optic Link
- Measurement and Testing
- Link and Cable Testing

**Note:** This course is currently only available as a classroom, instructor-led course. The online version is under development. Please check with a CIAT Admission's Representative for additional information on availability.

### **FCC General Radiotelephone Operator (GROL)**

*Course: TC-101 Semester Hours: 2 Clock Hours: 90 Tuition: \$1000 Exam: \$150*

Get your GROL certification today and start your new career as a radio operator. This course covers radio communication procedures and electronics technology related to Elements 1 and 3 of the Federal Communications Commission General Radiotelephone Operator's requirements. An FCC GROL is required to adjust, maintain or internally repair FCC licensed radiotelephone transmitters in the aviation, maritime, and international fixed public radio services. Taught in classroom environment only.

*Specific Topics include:*

**Element 1** – Basic Radio laws and operating practice with which every maritime radio operator should be familiar. To pass, an examinee must correctly answer at least 18 out of 24 questions.

**Element 3** – Electronic fundamentals and techniques required to adjust, repair and maintain radio transmitters and receivers. The exam consists of question from the following categories: operating procedures, radio wave propagation, radio practice, electrical principles, circuit components, practical circuits, signals and emissions and antennas and feed lines. To pass, an examinee must correctly answer at least 57 out of 76 questions.

*Prerequisites:*

- Basic Electricity/Electronics knowledge
- At least 18 years old
- Eligible for employment in the United States
- Able to receive and transmit spoken messages in English
- Must pass two written multiple-choice exams totaling 100 questions

**Note:** This course is currently only available as a classroom, instructor-led course. The online version is under development. Please check with a CIAT Admission's Representative for additional information on availability.

**FCC RADAR Endorsement**

*Course: TC-102 Semester Hours: 1 Clock Hours: 45 Tuition: \$500 Exam: \$150*

This course covers RADAR systems and applied technology. Includes specialized theory and practice applicable to the proper installation, servicing and maintenance of ship RADAR equipment in general use for marine navigation purposes. To pass, an examinee must correctly answer at least 38 out of 50 questions. Taught in classroom environment only.

Prerequisites:

- Course TC-101, or passing grades from FCC Elements 1 & 3 exams

**Note:** This course is currently only available as a classroom, instructor-led course. The online version is under development. Please check with a CIAT Admission's Representative for additional information on availability.

## Testimonials

Are you still not sure about enrolling with California Institute of Arts & Technology? Read some testimonials from our satisfied students below. At CIAT, we pride ourselves on making sure our students have the materials and training needed to pass their exams on the first try. In our work with getting major defense contractors DOD 8570 compliant, our students had a **97.5% passing rate**. With results like this, it's no wonder CIAT is the first choice for students looking for guaranteed IT certification. Below you can read some testimonials from some of our satisfied students:

"The training was outstanding in preparing me for taking the CompTIA Security+ Certification exam. Steve Linthicum is an excellent instructor and is obviously an expert in the IT field. I would love to take more courses that he teaches."

**Franklin G.**

"Too bad this survey only goes to *Excellent*. Steve L. was certainly at the *Head of the Class!*"

**Rodney A.**

"Of all the other training material I had (books, sample tests, review guides); your class gave me the best insight as to what was needed to pass the Security+ test."

**Eric W.**

"Steve does a great job of teaching in a way that helps the students remember the material. He really is a great instructor. I have already taken two courses from him and would take more given the opportunity."

**Scott M.**

"I was 100% confident that I would pass the exam. I will be much more confident working with Windows XP in the future. The course was well worth the time spent on it. The instructor kept my attention throughout the course with knowledgeable explanations of the material. The instructor's knowledge and experience was evident throughout the course. I passed the exam – all expectations met"

**Alan P.**

“This course was excellent. The labs did an excellent job of helping me learn the material. I was able to take the source code with me and extend on them for more personal learning. The instructor was extremely helpful and knowledgeable on the material. I will definitely look for my next training course with CIAT.”

**Gerald B.**