

# IC@HS

COLLEGE



01/01/2024 - 12/31/2025

# CATALOG

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## GENERAL INFORMATION

### Welcome to ICOHS College

Located in the heart of San Diego at 1770 4th Avenue, ICOHS College is a hub of holistic education, dedicated to nurturing the dreams and ambitions of each student. Our mission is to guide you on a journey that fosters balance in body, mind, and spirit, equipping you with the knowledge and skills for a fulfilling career and life.

### Educational Excellence and Accreditation

As a prospective member of our vibrant learning community, we invite you to explore our comprehensive catalog. This resource, available digitally on our website and in print upon request, offers a detailed overview of our academic offerings and institutional standards. ICOHS College prides itself on meeting the rigorous criteria set by the California Bureau for Private Postsecondary Education and the Accrediting Council for Continuing Education and Training (ACCET). Our compliance with these standards ensures a high-quality educational experience that aligns with the best practices in postsecondary education.

### Financial Integrity and Transparency

Our commitment to integrity extends to our financial practices. ICOHS College has maintained a strong financial position, free from any pending bankruptcy petitions or related financial distress in the past five years. This stability allows us to focus on delivering the best educational experience to our students.

### A Journey of Professional and Personal Growth

At ICOHS College, we believe in a holistic approach to education. Our programs are not just about academic achievement; they are about personal and professional growth. We encourage our students to develop deep connections, engage in lifelong learning, and find joy in their educational journey. Our curriculum is designed to not only impart essential skills in your chosen field but also to empower you with the knowledge to build and sustain a successful career.

### A Community of Passion and Excellence

Our students often share that their time at ICOHS College is more than just an education—it's a transformative experience that ignites passion and purpose. As you embark on this exciting chapter, know that an education at ICOHS College offers more than a degree; it offers a pathway to a life of fulfillment and success.

### History of the School

Founded in 1984 by Doug Peterson as the Institute of Health Sciences, ICOHS College has evolved significantly over the decades, always with an eye on the future of holistic health education. Initially focusing on Eastern and Western massage techniques, nutrition, herbalism, and other holistic health modalities, the institution quickly became a beacon of learning in the community. In 1990, under the visionary leadership team, and the Board of Directors, the institution was renamed The School of Healing Arts. This change reflected a deepened commitment to community-oriented holistic health, broadening the scope and impact of its programs. The transformative journey continued, and in 2015, the Board of Directors, recognizing the evolving needs of the community and the world at large, re-envisioned the

institution's role.

This led to a pivotal change: The School of Healing Arts became ICOHS College, a name that symbolizes integration, community, and holistic studies, aligning perfectly with our mission to provide education that is both meaningful and relevant.

2018 marked another milestone in our progressive journey. ICOHS College expanded its curriculum to include Information Technology (IT) programs, acknowledging the increasing importance of technology in every aspect of professional and personal life. This addition demonstrated our commitment to providing comprehensive education that equips students for the ever-changing demands of the job market.

Today, ICOHS College stands as a private non-profit 501(c)(3) institution, guided by a forward-thinking Board of Directors including Kieu L. Vo, Ronald M. Sahmel, and Dr. Lucy Scantlebury. Our operations and strategic direction are governed with an eye towards the future, ensuring that we remain at the forefront of holistic education.

As we continue our journey, ICOHS College remains dedicated to its founding principles while embracing innovations and advancements in education and holistic health practices. We are committed to preparing our students not just for the careers of today, but for the opportunities of tomorrow, fostering a community of learners who are ready to make a meaningful impact in the world.

## **Mission Statement**

ICOHS College is committed to providing education and professional career training that is Relevant, Practical, and Meaningful. Education is facilitated in a dynamic, compassionate, and personalized environment whereby students are inspired through the pursuit of a path of balance to reach their fullest growth potential.

Creating a dynamic, compassionate, and personalized learning environment is at the heart of the institution. Our approach in reaching this goal equates to our core values.

The cornerstones on which ICOHS College were founded are:

- **Students Come First**

The curriculum is designed to fulfill the state requirements and best prepare students for the workplace. ICOHS College is committed to helping individuals discover and develop their unique gifts and talents.

- **Quality And Relevant Education**

Students are encouraged to evaluate their learning styles, their gifts and graces and their personality profiles. Students are also encouraged to understand their dreams and fears while developing their personal and professional skills.

- **Compassionate And Encouraging Environment**

ICOHS College is committed to providing ongoing support to individuals that are committed to owning and growing their own private practices or businesses.

- **Service And Giving Back**

ICOHS College is actively involved in volunteerism as a way of providing service and showing gratitude to the community.

## School Affiliations of ICOHS College

ICOHS College, adhering to high standards, is proud to be recognized and approved by several prestigious organizations, ensuring compliance with state and national standards in our operations and educational offerings.

### Accrediting and Educational Standards Organizations

- **Accrediting Council for Continuing Education & Training (ACCET)**
  - School Code: 1474
  - Recognized by the U.S. Secretary of Education, ACCET accreditation ensures that ICOHS College adheres to the highest standards of educational quality, ethical practices, and student success.
- **California Bureau For Private Postsecondary Education (BPPE)**
  - School Code: 3705371

Approval by BPPE signifies compliance with the minimum standards of the California Private Postsecondary Education Act of 2009 and related regulations.

- **U.S. Department of Education**
  - School Code: OPE ID 04265500
  - Eligible for programs like Direct Loans, Federal Pell Grants, FSEOG, Direct PLUS, and the Federal Work Study Program.
- **Department of Veteran Affairs (VA)**
  - School Code: 34001105
  - Approved for training Veterans and eligible persons under various VA education benefit programs. Chapters: 31, 33, 35, 36, 38.
- **U.S. Immigration and Customs Enforcement Student and Exchange Visitor Program (SEVP)**
  - SEVIS SND214F00378000
  - Authorized to issue Form I-20 for M-1 student visas.

### Professional and Industry Associations

- **American Massage Therapy Association (AMTA)**
  - School Code: 83676
  - Over 25 years of affiliation, participating in the AMTA's Council of Schools (COS).
- **Federation of State Massage Therapy Boards (FSMTB)**
  - School Code: 022240-00
  - Aligned with FSMTB for the Massage & Bodywork Licensing Examination (MBLEx).
- **California Massage Therapy Council (CAMTC)**
  - School Code: SCH0055
  - Compliant with CAMTC's requirements for massage therapy education and certification.
- **National Certification Board of Therapeutic Massage and Bodywork (NCBTMB)**
  - Approved continuing education provider and "Assigned School".

## Technology and IT Certifications

- **CompTIA**
  - Participating in CompTIA's Academic Partner Program, enhancing IT education and certification opportunities for students.
- **EC-Council**
  - Affiliated with EC-Council to provide up-to-date training and certifications in various cybersecurity and IT disciplines.

## Veterans and Service Members Support

- **Department of Defense (DOD)**
  - School Code: DoD Number 34001105
  - Compliant with DOD MOU for educating service member students, ensuring access to informed decisions about Tuition Assistance benefits.
- **Vocational Rehabilitation and Employment Services (VR&E)**
  - Working closely with VR&E for job training of Veterans and Service members.

## Truth and Candor

At ICOHS College, our faculty and staff uphold the highest standards of integrity in all aspects of our operations. We are dedicated to ensuring transparency, honesty, and accuracy in our communications with students, accrediting agencies, and the public. Our policies and procedures are meticulously designed to eliminate errors in our communication, reflecting our commitment to clear and truthful interactions.

## Flexible and Diverse Program Schedules

ICOHS College operates on a 5-week term system, comprising 10 terms annually, plus an additional winter intersession term. Our schedule is designed to accommodate students who balance full-time employment with their studies, offering both morning and evening courses. To cater to diverse learning preferences, classes are available in various formats: online, onsite, and hybrid (a combination of online and onsite).

## Campus Location and State-of-the-Art Facilities

Located near the vibrant areas of Balboa Park and Downtown San Diego, ICOHS College offers a conducive learning environment at our campus on 1770 4th Avenue, San Diego, CA 92101. Our thoughtfully designed space is equipped with an array of facilities to support and enhance the student experience:

- General and Specialized Classrooms
- Advanced Computer Lab
- Massage Practice Rooms
- Comfortable Student Kitchen and Lounge
- Student Massage Clinic
- Zen Meditation Room for mindfulness and relaxation
- On-site Coffee Shop for refreshments and socializing

The campus is also outfitted with modern audio-visual equipment, professional massage tables, comprehensive lab equipment, and comfortable study areas, ensuring a rich educational experience.

## Class Schedules

### Morning Schedule (Tuesday – Thursday):

- 9:30 A.M. to 4:00 P.M. including breaks

### Evening Schedule (Monday – Thursday):

- 5:45 P.M. to 10:15 P.M. including breaks

## Administrative Office Hours

### Monday – Thursday:

- 8:30 A.M. to 6:00 P.M.

### Friday:

- 8:30 A.M. to 6:00 P.M.

## 2024 Academic Calendar



# 2024 ACADEMIC CALENDAR

1770 4TH AVENUE • SAN DIEGO, CA 92101 • 858.581.9460 • INFO@ICOHS.EDU

**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	29		

**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				

### ACADEMIC SESSIONS:

<span style="background-color: #4a7ebb; color: white; padding: 2px;">Session 1</span> 1/2-2/4	<span style="background-color: #4a7ebb; color: white; padding: 2px;">Session 7</span> 7/29-9/1
<span style="background-color: #e69d00; color: white; padding: 2px;">Session 2</span> 2/5-3/10	<span style="background-color: #e69d00; color: white; padding: 2px;">Session 8</span> 9/3-10/6
<span style="background-color: #4a7ebb; color: white; padding: 2px;">Session 3</span> 3/11-4/14	<span style="background-color: #4a7ebb; color: white; padding: 2px;">Session 9</span> 10/7-11/10
<span style="background-color: #e69d00; color: white; padding: 2px;">Session 4</span> 4/15-5/19	<span style="background-color: #e69d00; color: white; padding: 2px;">Session 10</span> 11/12-12/15
<span style="background-color: #4a7ebb; color: white; padding: 2px;">Session 5</span> 5/20-6/23	<span style="background-color: #e69d00; color: white; padding: 2px;">Session 10b*</span> 12/16-12/31
<span style="background-color: #4a7ebb; color: white; padding: 2px;">Session 6</span> 6/24-7/28	<small>*Winter Intersession</small>

### HOLIDAYS:

<b>Jan 1</b> New Year's Day	<b>Sep 2</b> Labor Day
<b>Jan 15</b> Martin Luther King Day	<b>Nov 11</b> Veteran's Day
<b>Feb 19</b> President's Day	<b>Nov 28</b> Thanksgiving
<b>May 27</b> Memorial Day	<b>Dec 25</b> Christmas
<b>Jul 4</b> Independence Day	

### ORIENTATIONS:

<b>Session 1</b> 12/15 (2023)	<b>Session 6</b> 6/21
<b>Session 2</b> 2/2	<b>Session 7</b> 7/26
<b>Session 3</b> 3/8	<b>Session 8</b> 8/30
<b>Session 4</b> 4/12	<b>Session 9</b> 10/4
<b>Session 5</b> 5/17	<b>Session 10</b> 11/8

\*Friday before the start of a new session

### GRADUATIONS:

<b>for Session 1-2</b> 3/8
<b>for Session 3-5</b> 6/21
<b>for Session 6-8</b> 10/4
<b>for Session 9-10</b> 12/13

\*Quarterly

■ NO SCHOOL   ■ SESSION START   ■ ORIENTATION    GRADUATION



## Tuition & Fees Schedule

PROGRAM	Clock Hours	Program Tuition*	Application Fee* (non-refundable)	Tech Fee*	Educational Materials & Supplies*	Estimated Total Charges*
Professional Massage Therapy	630	\$13,230.00	\$75.00	\$315.00	\$1,456.00	<b>\$15,076.00</b>
Holistic Health Practitioner	1180	\$24,780.00	\$75.00	\$585.00	\$2,192.00	<b>\$27,632.00</b>
Holistic Health Practitioner	550	\$11,550.00	\$75.00	\$270.00	\$1,705.00	<b>\$13,600.00</b>
Cybersecurity Specialist	900	\$24,300.00	\$75.00	\$450.00	\$2,976.00	<b>\$27,801.00</b>
IT Network Specialist	900	\$22,500.00	\$75.00	\$450.00	\$2,359.00	<b>\$25,384.00</b>
IT Systems Admin	900	\$22,500.00	\$75.00	\$450.00	\$2,950.00	<b>\$25,975.00</b>
Associate of Science in Information Technology	1300	\$32,500.00	\$75.00	\$720.00	\$2,711.00	<b>\$36,006.00</b>

\*All prices are effective March 11, 2024 and subject to change without notification.

## Continuing Education (CE) – Standalone Courses

Course Modules (Standalone Courses)	Clock Hours	Course Module Tuition*	Application Fee* (non-refundable)	Tech Fee*	Educational Materials & Supplies*	Estimated Total Charges*
<b>A+ Module I</b> [ITF 100, PC 101, PC 102]	270	\$8,370.00	\$75.00	\$135.00	\$542.00	<b>\$9,122.00</b>
<b>Network+ - Module II</b> [NET 101, NET 102, CD 101]	270	\$8,370.00	\$75.00	\$135.00	\$352.00	<b>\$8,932.00</b>
<b>Security+ - Module III</b> [SP 101]	90	\$2,790.00	\$75.00	\$45.00	\$444.00	<b>\$3,354.00</b>
<b>Server+ - Module IV</b> [SIS 101, SN 102, SI 103]	270	\$8,370.00	\$75.00	\$135.00	\$352.00	<b>\$8,932.00</b>
<b>CCNA - Module V</b> [RS 101, RS 102, RS 103]	270	\$8,370.00	\$75.00	\$135.00	\$623.00	<b>\$9,203.00</b>
<b>Cybersecurity - Module VI</b> [CSA 102, CLD 101, PEN 101]	270	\$8,370.00	\$75.00	\$135.00	\$1,240.00	<b>\$9,820.00</b>

\*All prices are effective March 11, 2024 and subject to change without notification.

## Test Preparatory Course Fees

Course Name/Code	Clock Hours	Test Prep Course Tuition*	Application Fee* (non-refundable)	Tech Fee*	Educational Materials & Supplies*	Estimated Total Charges*
<b>A+ Test Prep</b> CA 101	180	4,500.00	\$50.00	\$90.00	\$542.00	<b>\$5,182.00</b>
<b>Network+ Test Prep</b> CN 101	90	\$2,250.00	\$50.00	\$45.00	\$352.00	<b>\$2,697.00</b>
<b>Security+ Test Prep</b> CS 101	90	\$2,250.00	\$50.00	\$45.00	\$444.00	<b>\$2,789.00</b>
<b>Server+ Test Prep</b> CK 101	90	\$2,250.00	\$50.00	\$45.00	\$352.00	<b>\$2,697.00</b>
<b>Cloud+ Test Prep</b> CC 101	90	\$2,430.00	\$50.00	\$45.00	\$352.00	<b>\$2,877.00</b>
<b>CySA+ Test Prep</b> CY 101	90	\$2,430.00	\$50.00	\$45.00	\$444.00	<b>\$2,969.00</b>
<b>PenTest+ Test Prep</b> CP 101	90	\$2,430.00	\$50.00	\$45.00	\$444.00	<b>\$2,969.00</b>

\*All prices are effective March 11, 2024 and subject to change without notification.

## Miscellaneous Fees

MISCELLANEOUS FEES	COST
Unofficial Transcripts	\$15
Continuing Education Units Transcripts	\$15
Official Transcripts	\$35
SOHA Official Transcripts Request	\$55
Duplicate Certificate	\$65
Make-up Fee	\$35/hour
Express Mail - US (non-refundable)	\$65
Late Payment Fee	\$55
International Student Processing Fee	\$2,500
Credit Transfer Fee (non-refundable)	\$4/hour (up to \$100)

\*All prices are effective March 11, 2024 and subject to change without notification.

**Note:** *Future Tuition & Fees Schedule to be released subsequently every year. Available at [www.icohs.edu/disclosures](http://www.icohs.edu/disclosures)*

## Terms and Methods of Payment

### Initial Payment Terms and Funding Arrangements

At ICOHS College, tuition and fees for each program are charged to the student's account at the start of their educational journey. Although immediate payment is not obligatory at this stage, it is essential for students to establish their funding plans promptly. Failure to arrange funding at the program's commencement may result in an administrative hold on the student's account, which will be lifted once satisfactory payment plans are confirmed.

### Flexible Payment Options

We offer a variety of payment options for the convenience of our students. Once a student is accepted and enrolled, with the first class session date set as per the enrollment agreement, they have the option to pay their tuition and fees in full. ICOHS College accepts the following payment methods:

- Cash, check, master card, or visa

### Managing Delinquent Payments

In situations where a student falls behind in their tuition payments, our Business Office will initiate contact to discuss and resolve the issue. Prompt communication and the arrangement of a suitable payment plan are crucial. If satisfactory arrangements are not made, this may impact on the student's ability to continue attending classes or, in certain cases, lead to dismissal from the college.

# ADMISSIONS POLICY AND ENROLLMENT PROCESS

## ENROLLMENT PROCESS AND REQUIREMENTS

### Admissions

ICOHS College is dedicated to admitting applicants who demonstrate the potential for successful completion of training and gainful employment in their chosen industry. We encourage interested individuals to visit our campus or attend an Open House for a comprehensive understanding of what we offer. Each applicant will have a personalized interview with an Admissions Representative, who will provide a detailed tour of our facilities and ensure that ICOHS College is the right fit for the applicant's educational and career goals.

### Acceptance and Denial Process

Following the interview and application process, applicants will receive either an acceptance or a denial letter. Our selection criteria are based on the applicant's ability to complete the program successfully and align with the mission statement and core values of ICOHS College. Applicants who receive a denial letter may appeal against the decision by writing to the Executive Director, explaining why student should be reconsidered. A committee will be formed to review such appeals.

### Admission Requirements

Prospective students must meet the following criteria to be eligible for admission:

- Completion of an interview with an admissions and financial aid representative or a Veteran School Certifying Official for eligibility assessment.
- Submission of a completed online application.
- Possession of a High School diploma, GED, or completion of post-secondary education, along with official high school attestation.
- Presentation of government-issued identification, such as a driver's license or passport.
- For Interactive Distance Learning (IDL) applicants: Completion of an IDL Readiness Survey and Acknowledgement Form.
- For International Students: Submission of financial documents for student visa, proof of English proficiency (TOEFL score of 79 or equivalent), and evaluation of foreign transcripts by an approved evaluator.
- For Massage Programs: Applicants must be 18 years or older and disclose any violations of the California Massage Therapy Act that may affect their qualification for state certification.
- For VA Applicants: Submission of all college transcripts.

### English Proficiency

ICOHS College does not offer English-as-a-Second-Language instruction. All courses are conducted in English, and students are required to demonstrate proficiency in English for educational and communication purposes.

## Enrollment Procedure

The enrollment process at ICOHS College is systematic and consistent across all programs:

1. Admissions Representatives review all inquiries from various sources.
2. An initial appointment is scheduled for program suitability assessment, along with a Financial Aid Representative or Veteran School Certifying Official.
3. The appointment covers an overview of ICOHS College, program details, educational goals, delivery mode, facility tour, and admissions consultation.
4. Financial Aid options are explored simultaneously.
5. Eligible students submit an online application and Readiness Survey (for IDL programs).
6. Accepted students are notified and provided with an Enrollment Agreement Form to sign.
7. Orientation and session start details are communicated by Student Services and Academics Departments.

## Student Requirements for Online/Hybrid Programs

- Basic computer and internet skills.
- Proficiency in using email for college correspondence.
- Access to high-speed internet (minimum 25Mbps).

## Provision for Students with Accommodation Requirements

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, ICOHS College is committed to providing equal access to educational opportunities. To request accommodation, students should submit a written request to Admissions Department. ICOHS College may require diagnostic documentation for reasonable accommodation consideration. Determinations are made within 14 days of submission.

### *Contact for Admissions Team*

- Telephone: 858-581-9460 ext. 400
- Email: [admissions@icohs.edu](mailto:admissions@icohs.edu)
- Mail: ICOHS College, 1770 4th Ave. San Diego, CA 92101

## Re-Enrollment

Students seeking readmission will be evaluated by the Admissions Committee and Faculty (as needed). Readmitted students retain previous grades and hours for completed courses and may be subject to current tuition rates. Incomplete or failed courses must be repeated.

## Notice Concerning Transferability of Credits (BPPE)

- **Credit Transfer Form:** Students seeking credit transfer must submit this form, available from the Admissions Office.
- **Required Documentation:** An official transcript and additional documentation like course descriptions and syllabi are necessary for credit evaluation.
- **Academic Team Assessment:** The team evaluates the equivalence of prior courses to ICOHS College's offerings. Transfer is limited to courses with a minimum 'C' grade or 2.0 GPA, though exceptions may apply.

- **Time Frame for Eligible Courses:** Typically, courses completed within the last five years are eligible for transfer. For professionals actively practicing in the field, this period extends to ten years.
- **Notification of Transfer Credit Status:** Students are informed within 14 days of submission.

### **CAMTC Specific Transfer Credit Requirements for Massage Therapy Programs**

- **Eligibility for Transfer:** Only courses from CAMTC-approved schools are considered for transfer into ICOHS College's Professional Massage Therapist and Holistic Health Practitioner programs.
- **Coursework Standards:** The State of California mandates a minimum of 500 hours of training (onsite and hybrid delivery) including at least 100 hours covering Anatomy, Physiology, Contraindications, Health & Hygiene, and Business & Ethics.

### **Transfer of Credits for Veteran Administration Students at ICOHS College**

ICOHS College is committed to supporting our veteran students and ensuring their transition into our programs is smooth and beneficial. To this end, we adhere to the following process for the evaluation and transfer of credits for students receiving VA benefits:

1. **Submission of Transfer Credit Form:** VA students are required to complete and submit a Transfer Credit Form to the School Certifying Official (SCO) at ICOHS College.
2. **Providing Transcripts:** All transcripts for post-secondary education and military training must be provided. While unofficial transcripts may be submitted initially, they are only acceptable if they do not include transferable credits from the external institution. Official transcripts should be provided as soon as possible to facilitate the credit transfer process.
3. **Effect on Federal Aid and VA Certification:** Be aware that the acceptance of transfer credits can impact your federal financial aid and VA certification. It is important to consider this when submitting your previous coursework for evaluation.
4. **Notification of Credit Evaluation:** The SCO will review the provided documentation and inform you of the credit evaluation findings within five school days of receipt.
5. **Mandatory Evaluation of Previous Credits:** Prior to starting your chosen program, it is essential that all your previous academic credits, including military credits, are evaluated for potential transfer.
6. **Importance of Timely Submission:** It is crucial that you provide the required documents - the Prior Credit Evaluation Form, military and college transcripts, and Certificate of Eligibility - to the SCO within 30 days of your program's start date. Failure to do so may lead to a temporary termination of certification until the necessary paperwork is submitted.
7. **Information on VA Benefits:** For more details on the education benefits available through the VA, please visit the official U.S. Government website at [VA GI Bill® Benefits](#).

ICOHS College values the service and dedication of our veteran students and is committed to providing the support needed to maximize their educational benefits and opportunities.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA).

### **General Policies**

- **Acceptance of Credits:** Credits are only accepted from institutions recognized by the U.S. Department of Education or the Council for Higher Education Accreditation.

- **Transfer Credit Limitations:** A maximum of 33% of a program's coursework can be transferred, with the possibility of a higher percentage for internal transfers within ICOHS College.
- **Appeal Process:** Students have 14 days to appeal credit transfer decisions.

### Challenge Exams for Credit

- **Eligibility:** Students can request credit through Challenge Examinations, which include oral, written, and/or practical tests, before enrollment.

### Definition of Clock Hour to Credit Conversion

At ICOHS College, we employ the Carnegie Method for converting clock hours into quarter credit hours, ensuring a standardized approach for both academic purposes and compliance with Title IV Federal Financial Aid requirements.

### Conversion for Academic Purposes

- **Lecture Hours:** These are instructional hours focused on theory or introducing new principles.
  - Conversion to Quarter Credits: Every 10 lecture hours equate to 1 quarter credit. This is calculated by dividing the total lecture hours by 10.
- **Laboratory Hours:** These hours are dedicated to developing and reinforcing practical skills related to a previously introduced theory or principle, under supervised conditions.
  - Conversion to Quarter Credits: For laboratory hours, 20 hours of instruction are required to award 1 quarter credit. This is calculated by dividing the total laboratory hours by 20.

### Conversion for Title IV Federal Financial Aid

- **Quarter Credit Hours Definition:** For financial aid purposes, ICOHS College measures credit hours based on the amount of time a student engages in academic activity. This includes courseware, labs, hands-on work, lectures, and homework.
  - Calculation Method: 25 clock hours of academic engagement are needed to award 1 quarter credit. This is calculated by dividing the total program allowable homework hours by 25.

### Application of the Carnegie Method

- ICOHS College applies these conversion standards across all programs to maintain consistency and uphold educational integrity. This method ensures that our credit hour allocations are in line with federal guidelines and accurately reflect the educational outcomes.



## FINANCIAL AID

### EMBARKING ON YOUR FINANCIAL AID JOURNEY

Navigating financial aid can seem overwhelming, but at ICOHS College, we're here to guide you through every step. We provide various financial aid options to help you manage your education costs effectively.

#### Federal Aid programs

We participate in several federal aid programs like Federal Pell Grants, FSEOG, and Direct Loans (both unsubsidized and subsidized). Start your journey by completing the FAFSA to see if you qualify.

#### Federal Pell Grants:

**Overview:** This is a form of financial aid provided by the federal government that does not need to be repaid.

**Eligibility:** Primarily awarded to undergraduate students who display exceptional financial need.

**Amount:** The amount of aid can vary each year and is dependent on factors such as the student's financial need, cost of attendance, and full-time or part-time enrollment status.

**Application:** Students apply through the Free Application for Federal Student Aid (FAFSA).

#### Federal Supplemental Educational Opportunity Grants (FSEOG):

**Overview:** These are grants for undergraduate students with exceptional financial need.

**Eligibility:** Like Pell Grants, these do not have to be repaid. However, not all schools participate in this program.

**Amount:** The amount awarded depends on the student's need, the availability of FSEOG funds at the institution, and the funding policies of the institution.

**Application:** Students must complete the FAFSA to be considered. Early application is encouraged as funds are limited.

#### Direct Loans (Subsidized and Unsubsidized):

##### Subsidized Loans:

**Overview:** These loans are offered to undergraduate students with financial need. The U.S. Department of Education pays the interest on a Direct Subsidized Loan while the student is in school at least half-time, for the first six months after the student leaves school, and during a period of deferment.

**Eligibility:** Determined by the FAFSA and the student's school.

**Repayment:** Begins after a grace period following graduation, leaving school, or dropping below half-time enrollment.

##### Unsubsidized Loans:

**Overview:** These loans are available to both undergraduate and graduate students; there is no requirement to demonstrate financial need.

**Eligibility:** Eligibility is not based on financial need, and the student is responsible for paying the interest during all periods.

**Repayment:** Interest accrues while the student is in school and during grace and deferment periods.

## **FAFSA (Free Application for Federal Student Aid):**

**Overview:** The FAFSA is the primary step in the financial aid process. It is used to determine the student's eligibility for federal financial aid, including grants, loans, and work-study programs.

**Application Process:** Students must complete the FAFSA annually to be eligible for federal student aid. It requires information about the student's and their family's financial situation.

## **Military Benefits**

For our veteran community and their families, we're proud to offer benefits under the GI Bill® and other VA programs. These benefits can be a great help, especially for those transitioning into new career paths.

### **Post-9/11 GI Bill®:**

**Eligibility:** Available to individuals with at least 90 days of aggregate service after September 10, 2001, or individuals discharged with a service-connected disability after 30 days.

**Benefits:** Covers tuition and fees, a monthly housing allowance, and a stipend for books and supplies. The benefits are tiered based on the amount of creditable service.

### **Montgomery GI Bill®:**

**Active Duty (MGIB-AD):** For those who have served at least two years on active duty.

**Selected Reserve (MGIB-SR):** For members of the Reserve elements of the Army, Navy, Air Force, Marine Corps, and Coast Guard, as well as the Army National Guard and the Air National Guard.

**Benefits:** Provides a set amount of funds for up to 36 months of education benefits, which can be used for degree and certificate programs, flight training, apprenticeship/on-the-job training, and correspondence courses.

### **Reserve Educational Assistance Program (REAP):**

**Eligibility:** For members of the Reserve components called to active duty in response to a war or national emergency, as declared by the President or Congress.

**Benefits:** Provides education and training benefits to eligible members of the Reserve components.

### **Veterans Educational Assistance Program (VEAP):**

**Eligibility:** Available to veterans who made contributions from their military pay to participate in this education benefit program.

**Benefits:** The government matches contributions on a 2-for-1 basis. This benefit can be used for degree, certificate, correspondence, apprenticeship/on-the-job training programs, and vocational flight training programs.

## Survivors and Dependents Educational Assistance Program (DEA):

**Eligibility:** For dependents (spouse or children) of veterans who are permanently and totally disabled due to a service-related condition, or who died while on active duty or as a result of a service-related condition.

**Benefits:** Offers education and training opportunities to eligible dependents, which may include degree programs, certificate courses, apprenticeships, and on-the-job training.

For the most current and comprehensive information, it's imperative for individuals to visit the official U.S. Department of Veterans Affairs website at <https://www.benefits.va.gov/gibill>. As these programs are subject to changes in legislation and policy, the VA website remains the most reliable source for up-to-date information. Including these details in your catalog will significantly aid veterans and their dependents in understanding and accessing the education benefits available to them.

## Private Student Loans

In partnership with trusted loan providers like Sallie Mae, we offer private loan options to suit a variety of financial backgrounds and needs. This is a private, credit-based loan that is subject to approval by Sallie Mae.

For more information on the terms and conditions of this loan, visit <https://www.salliemae.com/student-loans/career-training-smart-option-student-loan/>

## Scholarships

ICOHS College is committed to supporting its students through our institutional scholarship program. Every quarter, we award a total of 35 scholarships to students who demonstrate exceptional merit and need. To be considered for these scholarships, applicants are required to submit a completed application and a thoughtful essay.

The selection process is thorough and deliberate, overseen by the ICOHS Scholarship Committee, which ensures a fair and comprehensive evaluation of all candidates. Students seeking additional details or assistance with the application process are advised to reach out to their Financial Aid Administrator for personalized support and guidance.

## Personalized Financial Aid Guidance

Our team is ready to assist you in finding the right financial aid option. We offer personalized consultations to help you build a manageable education plan.

## California State Grants

ICOHS College participates in California State Grant programs, providing additional financial aid opportunities to eligible students residing in California. The California Student Aid Commission offers the Cal Grant C program specifically for students pursuing vocational and technical education, as well as the Cal Grant B program which can also be utilized by vocational students. To be eligible for these grants, students must meet specific requirements and adhere to a deadline-driven application process. The first step is to complete the Free Application for Federal Student Aid (FAFSA) before the March 2nd deadline each year.

Additionally, the Chafee Grant is available for individuals who were in foster care. Eligible applicants are those who were a dependent or ward of the court and living in foster care between the ages of 16 and 18. To qualify, applicants must not have reached their 22nd birthday as of July 1st of the award year. This grant is particularly beneficial for former foster youth seeking vocational training.

For detailed information about these state grants and to understand the full range of eligibility criteria, students are encouraged to visit the California Student Aid Commission's website at <http://www.csac.ca.gov/>. Our financial aid office is also available to assist with any questions and to guide students through the application process.

### ***Eligibility Requirements:***

Eligibility typically depends on factors like residency, financial need, academic achievement, and enrollment in an eligible program.

The selection process involves evaluating these criteria in line with state guidelines.

Students interested in these grants should complete relevant state financial aid applications in addition to the FAFSA.

## **Payment Plan with TFC**

- Partnering with TFC for loan programs tailored to qualified applicants.
- Offers a "pay as you go" monthly payment option, immune to tuition hikes.
- Accepts cash, check, MasterCard, and VISA.

## **Financial Aid Disclosure**

Financial aid is only available for those who qualify, and options vary based on individual eligibility. We're committed to helping you find the best way to fund your education at ICOHS College.

### **Late Payment Fees**

- Late fees of \$25 for payments not made by the first day of the term.
- Continued overdue balances may lead to administrative withdrawal and collection action.

### **Application for Federal Financial Aid**

- Complete the Free Application for Federal Student Aid (FAFSA).
- Submit federal income tax returns or a non-filing statement.
- Financial aid applications must be renewed annually. Parental information required unless independent status is established.

### **Loan Repayment Responsibility**

- Loans, plus interest, must be repaid. Refunds are issued for unutilized federal aid.
- Defaulting on loans can lead to severe consequences, including credit damage and wage garnishment.

### **Veterans Assistance and GI Bill®**

- Approved courses for veterans' enrollment.

- Students must submit a Certificate of Eligibility (COE) and a written request for entitlement usage.
- No penalties imposed for awaiting VA fund disbursement.
- Visit [VA Benefits](#) for more information on veterans' education benefits.

### Scholarship Application and Selection Process

- Application requirements include enrollment in an ICOHS College program and an essay submission.
- Selection based on the application, essay, and financial aid package.
- Scholarships are credited towards tuition and awarded towards the end of the program.

**Note:** All financial aid and scholarship options are subject to eligibility and availability of funds. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA).

## CANCELLATIONS, WITHDRAWALS, AND REFUNDS

### Cancellation Policy

- **General Cancellation:** Within 14 days after enrollment or before the start of the program, students can cancel for a full refund, minus non-refundable fees up to \$200.
- **Program Cancellation by ICOHS College:** If the college cancels a program after enrollment, students receive a full refund within 45 days.
- **Rejection of Applicant:** Applicants, including those with visa rejections, who are not admitted, get a full refund.
- **No-Show:** Students failing to attend during the cancellation period get a full refund, less non-refundable fees.

### Withdrawal Policy

- **Withdrawal Process:** Students may withdraw post-cancellation period by informing ICOHS College.
- **Pro-Rated Refund:** For withdrawals before completing 60% of the financial obligation period, a pro-rated refund is given.
- **Effective Date of Withdrawal:** The Date of Determination (DoD) is when the college acknowledges the student's withdrawal.
- **Absence as Withdrawal:** Absence for 14 continuous days without academic progress is treated as a withdrawal.

### Refund Calculation

- **Example:** For tuition of \$19,000 for a 1000-hour program (\$19/hour), withdrawing after 130 hours incurs a charge of \$2,470 (130 hours x \$19/hour). The refund would be \$16,530 (\$19,000 - \$2,470).

### Title IV Fund Management and Refunds

- **Return to Title IV (R2T4):** The R2T4 policy calculates aid earned based on attendance, returning unearned funds to Title IV programs.

- **R2T4 for Withdrawals:** Applied to Title IV recipients, determining the amount of assistance earned.
- **Post-Withdrawal Disbursements:** Managing disbursements for charges and expenses, with notification to students/parents to accept or decline funds.
- **Notifications and Overpayments:** Informing students about grant overpayments and directing to Debt Resolution Services for unresolved cases.

### Loan Repayment and Exit Counseling

- **Loan Repayment Responsibility:** Students with loans are responsible for their repayment, including interest.
- **Loan Exit Counseling:** Required within 30 days of the Date of Determination, providing repayment information and timelines.

### Student Tuition Recovery Fund (STRF)

- **Purpose:** Assists California residents with losses from school closure or other events.
- **Eligibility:** California residents who prepaid tuition and meet specific criteria.
- **Application:** Within four years of the qualifying event, with proof of payment to the school.

### Administrative Processes

- **Refund Processing:** Conducted within 45 days of withdrawal notification, with no administrative fees.
- **Consideration for Withdrawn Students:** Possible disbursement of earned Title IV funds for pre-disbursement withdrawals.
- **Credit Hour Calculation for Refund:** Based on the ratio of completed to total clock hours in the payment period.

### Federal vs State/Accreditation Refund Requirements

- **Federal Refund:** Compliance with Return of Title IV funds.
- **State/Accreditation Refund:** Adherence to ACCET prorated refund requirements, potentially leading to a balance owed by the student.

### Notice to Students

- **Withdrawal Consequences:** Withdrawal (official or unofficial) may trigger repayment obligations for financial aid recipients.
- **R2T4 and Institutional Refund Policy:** Separate processes; the R2T4 does not dictate the school's refund policy.
- **Unpaid Charges:** Possible debt to the school for unpaid charges if federal funds are returned.
- **Transcript Release:** Contingent upon settlement of outstanding tuition/fee charges.

For comprehensive guidance, students are encouraged to consult the ICOHS College Financial Aid Office and/or Business Office.

# STUDENT INFORMATION

## STUDENT RIGHT TO KNOW

### Pre-Enrollment Information Access

At ICOHS College, we ensure that all prospective students receive the most current pre-enrollment information at the time of enrollment. This crucial information includes the latest graduation, placement, and licensure rates from our most recent award year. Additionally, this information is readily accessible on our website for convenient reference.

### Non-Discrimination Policy

ICOHS College upholds a steadfast commitment to non-discrimination in all aspects of our admissions process and access to our programs. We embrace diversity and ensure equality irrespective of age, race, ethnic origin, color, gender, disability, sexual orientation, religion, or national origin. In compliance with Section 504 and 34 Code of Federal Regulations, all admissions decisions are made based on individual merit, without discrimination based on disability, gender, sexual orientation, marital status, age, religion, creed, race, national, or ethnic origin, or any other status protected by law. This commitment extends to all facets of our operations, including admissions, employment, financial agreements, and all other areas within ICOHS College. Our School's administration is responsible for ensuring compliance with Section 504 requirements as mandated by 34 C.F.R. § 104.7(a).

### Equal Opportunity and Accommodations for Service Members

ICOHS College is an equal opportunity employer and educational program. We assure that no service members of the armed forces will be denied admission for reasons related to their service.

### Accommodation Requests

To request accommodations, auxiliary aids, or services- prospective students should contact our Admissions Department and current students should contact Student Services:

- Email: [Admissions@icohs.edu](mailto:Admissions@icohs.edu) or [studentservices@icohs.edu](mailto:studentservices@icohs.edu)
- Phone: 858.581.9460 (ext: 400 for Admissions) , (ext: 861 for Student Services)

The Admissions Department and/or Student Services will respond to accommodation requests within two weeks of receipt.

### Inclusive Support for Students with Disabilities

ICOHS College is committed to supporting students with disabilities and physical requirements, ensuring they have equal access to our educational programs. Students seeking accommodation or specialized support are encouraged to reach out to the Admissions Department for assistance.

The most current pre-enrollment information is given upon enrollment. This will include the graduation, placement, and licensure rates for the most recent award year. This information may also be found on the website: <https://icohs.edu>

## **STUDENT CODE OF CONDUCT AND ETHICS**

The ICOHS College is a community committed to fostering the core values of the institution. We expect our community members to honor the Code of Conduct and Ethics.

In addition, to the ICOHS College Code of Conduct and Ethics, ICOHS College requires students to meet certain conduct and employability standards. These rules of conduct are like those of a work environment. Violation of the school's rules of conduct may lead to suspension, probation, or termination from ICOHS College.

Violations include but are not limited to discrimination, dishonesty, disrespectful conduct toward others, cheating, plagiarism, unprofessional behavior, use of profanity, insubordination, harassment (physical, verbal, emotional or intimidation), violence or threats of violence, violation of safety rules and use of or being under the influence of alcohol or drugs on campus. These and other negative behaviors that jeopardize the wellbeing of our learning community may include a Zero Tolerance for violence or threats of violence in any form (verbal or physical), any violation will be grounds for immediate dismissal from the school.

### **Drugs/Alcohol**

The ICOHS College maintains a drug and alcohol-free environment. The unlawful possession of, use, being under the influence of, or distribution of illicit or non-prescribed prescription drugs is strictly prohibited. Violations of state, federal or local regulations with respect to illegal drugs or alcohol are subject to criminal prosecution and campus disciplinary action including termination. A list of drug and alcohol prevention/awareness programs are available to students through the Student Services department.

### **Integrity**

Academic cheating, plagiarism, unauthorized copying, exam theft or sharing all indicate a lack of academic integrity and are subject to campus disciplinary action including termination.

### **System and Network Security**

Students may not attempt to circumvent user authentication or security of any host, network, or account. This restriction includes, but is not limited to, accessing data not intended for the student, logging into a server or account the student is not expressly authorized to access, or probing the security of other networks. Students may not attempt to interfere with service to any user, host, or network. This restriction includes, but is not limited to, "flooding" of networks, deliberate attempts to overload a service, and attempts to "crash" a host. Students may not use any kind of program/script/ command, or send messages of any kind, which are designed to interfere with a user's terminal session, by any means, locally or by the Internet. Students who violate systems or network security may incur criminal or civil liability. ICOHS College will cooperate fully with investigations of violations of systems or network security, including cooperating with law enforcement authorities in the investigation of suspected criminal violations.

### **Respect Students and Staff**

Please treat others the way you want to be treated. We trust our students to use their good common sense and good judgment in helping us to make a pleasant classroom environment. This



includes but is not limited to refraining from the use of profanity, not being insubordinate and not harassing others.

### **Being On Time**

Being late is unprofessional and disrespectful to oneself and others. Do your best to be on time. However, sometimes it is unavoidable. In these instances, enter class as quietly as possible and take the nearest seat to the door.

### **Electronic Recording**

Electronic recording is only permitted with individual instructor's approval for the express purpose of enhancing the student's learning ability. Any recordings are for personal use only and may not be shared or publicly displayed without express written consent of the Executive Director or Compliance Officer.

### **Copyright Infringement Prevention Policy**

It is the policy of the ICOHS College to respect the copyright protections given by federal law to owners of print, digital materials, and software. It is against school policy for faculty, staff, or students to use school equipment or services to access, use, copy or otherwise reproduce, or make available to others any copyright-protected materials or software except as permitted under copyright law (especially with respect to "fair use") or specific license.

As a general matter, copyright infringement occurs when a copyrighted work is reproduced, distributed, performed, publicly displayed, or made into a derivative work without the permission of the copyright owner.

Copyright laws are designed to protect the creator of original works, which are creative expressions, from others using and profiting from their work, without permission. It is the policy and practice of ICOHS College to encourage creativity and original thinking of our students and staff while protecting the creativity and original thinking of others. Users who violate this policy are subject to disciplinary action as appropriate under the circumstances. Such disciplinary action may include termination, expulsion, and other legal actions. For more information, please see the website of the US Copyright Office, [www.copyright.gov](http://www.copyright.gov).

### **Please Note:**

- The software provided through ICOHS College for use by faculty, staff, and students may be used only on computing equipment as specified in the various software licenses.
- ICOHS College regards violation of this policy as a serious matter, and any such violation is without its consent and is subject to disciplinary action. Violations can result in loss of computing privileges, among other sanctions.
- In order to inform and discourage copyright violations the Copyright Protections Policy is posted at every copy machine on campus.

### **Discrimination & Harassment**

ICOHS College does not accept discriminatory or harassing behavior in word, deed or conduct directly or indirectly, such as cyber-bullying. ICOHS College does not tolerate sexual

harassment or discrimination or harassment in any form including, but not limited to harassment and/or discrimination based on any of the following: race, ethnicity, class, culture, gender, sexual, orientation or identity, age, ability or disability, or religion.

### **Illicit Materials**

Pornography, 'hate group' websites or anything else generally considered offensive will not be tolerated and training could be terminated.

### **Cell Phones**

Cell phones should not be used in the classroom or hands-on lab unless the instructors have permitted their use. If a student needs to answer a cell phone, please answer it outside the classroom or hands-on lab. All cell phones should be muted before entering the classroom.

### **Smoking Areas**

ICOHS College is a smoke free zone. Do not smoke within 25 feet of the campus.

### **Weapons Free Zone**

ICOHS College has zero tolerance for any weapon on campus. Weapons are defined as items that can cause death or injury, including but not limited to firearms, knives, and tasers. Students who violate this policy will be immediately terminated from the program.

### **Photo Release**

ICOHS College staff members take photographs of students on a variety of occasions. These include photographs taken of each individual when they begin orientation at ICOHS College and photographs of classroom and ICOHS College activities (e.g., classroom instruction, volunteer events and social events). Individual photographs are used for several reasons:

- To confirm a student's identity
- To assist ICOHS College staff members in keeping student records accurately filed
- To create a student ID card
- To share our program with prospective students and other community members

Such photographs are property of ICOHS College and are to be used solely for school business purposes. On occasion, photographs may be displayed (e.g. on the bulletin board) to inform students and staff of ICOHS College activities. Many of the photographs include more than one person.

When photographing ICOHS College activities in the classroom, it is expected that the group being photographed will be advised in advance, and that anyone not wishing to be photographed will be excluded from the views being photographed. When students are included in such photographs, it should not be assumed that the agreement to be in the photograph constitutes permission to use the photograph in published materials.

### **Cleanliness**

We ask that students help keep ICOHS College facilities clean by not eating in the classrooms. At ICOHS College, the student lounge includes a refrigerator and microwave for student use. After each class, please dispose of trash and wipe down the tables and all equipment. Practicing professional and responsible skills in school will carry over into the workplace.

## **Procedure for Children Attending Class**

ICOHS College asks that students, instructors, and employees of ICOHS College do not bring children to class or work.

## **Procedure for Pets Attending Class**

ICOHS College asks that students, instructors, and employees of ICOHS College do not bring pets to class or work. Exceptions may be made for service animals.

## **Disciplinary Committee**

In the case that an issue arises (violation of code of conduct/ethics or other school policies) at ICOHS College, the following procedures are to be followed:

- An incident report should be completed by the respective parties.
- Student Services will collect all incident reports.
- Student Services will interview respective parties and ask for a written account of the occurrence.
- All interviews and conversations will be clearly documented.
- If the issue is deemed “unresolvable” then the issue will go to the disciplinary committee (may consist of Administrative Staff and volunteer Faculty members) to discuss the issue. A disciplinary committee will form, meet, and discuss the occurrence. As an outcome of this meeting, a resolution will be identified. The meeting will be documented by a member of the disciplinary committee and provided to Student Services.
- If necessary, a follow-up to the disciplinary committee meeting will occur.
- Student Services will inform all involved parties of the resolution.

## **Unfair Business Practices as Related to Massage**

Business Professional Code Disclaimer

Pursuant to California Business and Professions Code section 4611, it is an unfair business practice for a person to do any of the following:

1. To hold himself or herself out or to use the title of “certified massage therapist” or “certified massage practitioner,” or any other term, such as “licensed,” “certified,” “CMT,” or “CMP,” in any manner whatsoever that implies or suggests that the person is certified as a massage therapist or massage practitioner, unless that person currently holds an active and valid certificate issued by CAMTC.
2. To falsely state or advertise or put out any sign or card or other device, or to falsely represent to the public through any print or electronic media, that he or she or any other individual is licensed, certified, or registered by a governmental agency as a massage therapist or massage practitioner.

## **Dress Code**

ICOHS College students dress in a manner that reflects employability standards. Students are to dress in a business casual professional manner. At minimum male students should wear slacks or dress denim and appropriate shirts with collar. Female students should wear dresses, skirts, slacks or dress denim and appropriate shirts/blouses. Dress denim is defined as no holes, no

sagging, no tears and fitting appropriately. Students may not wear hats, shorts, cutoffs, tank tops, screen tee- shirts, sweats or pajamas, flip flops, or slippers. Hair is to be clean and neat at all times. Style should not interfere with job performance. Beards and mustaches must be clean and neatly trimmed. Hygiene and Draping (HHP and PMT Programs)

During massage training students are in very close proximity to and touching fellow students, it is important to be clean and free from possibly offensive odors such as cigarettes, onions, garlic, etc. Regular bathing and use of deodorant is encouraged. Dressing and undressing will take place under a Drape. During massage practice all students and instructors will practice appropriate draping procedures to assure that the private areas of all recipients remain respectfully covered, and just those parts being worked on are exposed. Professional draping techniques will be taught and practiced; assuring that the genitals, gluteal cleavage, and female breasts always remain covered.

Not Allowed	Allowed
Shorts (no shorter than three inches above the knee)	Shorts
See-through Clothes	Scrubs
Derogatory Graphic Tees	Jeans
Pajamas	Polo Style Shirts
House Slippers	Collared Shirts
Ripped Jeans	Vests/Sweaters
Exposed Midriffs or Cleavage	ICOHS College Shirt

## COMPLAINT AND GRIEVANCES PROCEDURE

Should a problem arise, ICOHS College will work with students to find a resolution. The complainant may prepare a letter with the following information regarding the complaint:

- Complainant's full name, mailing address, and other means of contacting him/her (e.g. telephone, fax number, e-mail address, etc.);
- Name, address and telephone number of the organization and/or the individual the complaint is being filed against (respondent);
- A clear, concise statement of the facts describing the complaint(s), including the date(s) the alleged violation(s) occurred;
- If known, the provisions under the law, regulations, grant, or contract believed to have been violated;
- A description of the attempts made to resolve the matter with the organization and/or the individual where the alleged violation occurred;
- Complainant's requested remedy; and
- Complainant's signature, and in the case of a minor, the parent or guardian's signature.

**Please Note:**

- The absence of any of the requested information will not be a basis for dismissing the complaint. A grievance or complaint may be amended to correct inaccuracies and add additional information any time up to the time of the Hearing. Grievances or complaints may not be amended to add new issues. The one (1) year time period in which a grievance or complaint may be filed is not extended for grievances or complaints that are re-filed with amendments.
- When the complainant is a minor (17 years and under), a parent or legal guardian must sign the complaint and must attend any formal hearings. In this event, decisions will be issued to the parent/ guardian with a copy to the minor.
- The official filing date of the complaint is the date the written complaint is received by ICOHS College. Upon receiving the Complaint Form, the School will make every effort to find a fair solution and will notify the involved parties of the resolution within two (2) weeks. Formal reports will be promptly investigated and resolved. ICOHS Executive Leadership will interview the appropriate parties.
- If, after hearing the response, the student does not feel that the resolution is appropriate, an appeal may be requested by sending a letter to the Executive Director. Should a complaint involve harassment or discrimination of any kind, in accordance with the Clery Act of 1972 and Title IX regulations and other federal laws, the schools' Title IX Coordinator will assist with documentation and investigation of allegations; as well as provide necessary counseling and support referrals. ICOHS College prohibits sexual misconduct, this policy applies to all members of the ICOHS College community including: students, faculty, administrators, guest speakers, vendors, contractors.

Any questions a student may have regarding this policy or catalog that have not been satisfactorily answered by the institution may be directed to the

**Bureau for Private Postsecondary Education**

1747 North Market, Suite 225, Sacramento, CA 95834, or  
P.O. Box 980818, West Sacramento, CA 95798-0818,  
Or by calling 888-370-7589, by faxing 916-263-1897.

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

Students in the PMT and HHP programs or any member of the public with questions that have not been satisfactorily answered by the school or who would like to file a complaint about this school may contact the:

**California Massage Therapy Council**

One Capitol Mall, Suite 800, Sacramento, CA 95814,  
Or by [www.camtc.org](http://www.camtc.org), or phone (916) 669-5336, or fax (916) 669-5337.

## Notice To Students: ACCET Complaint Procedure

This institution 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 issues or 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 institution's catalog or otherwise available from the institution, upon request. 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 institution's formal student complaint procedure, and the problems or issues have not been resolved, the student has the right and is encouraged to take the following steps:

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

## STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

- The right to inspect and review the student’s education records within 45 days after the day the School receives a request for access. A student should submit to the Office of the Registrar a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. A student who wishes to ask ICOHS College to amend a record should write to the Office of the Registrar and clearly identify the part of the record the student wants changed and specify why it should be changed. If ICOHS College decides not to amend the record as requested, ICOHS College will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to provide written consent before ICOHS College discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent. ICOHS College discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by the School in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the School 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 PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the School. Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. ICOHS College will make a reasonable attempt to notify each student of these disclosures.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by ICOHS College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

## Family Policy Compliance Office

U.S. Department of Education  
400 Maryland Avenue, SW Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student:

- To other school officials, including teachers, within ICOHS College whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a) (1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial assistance for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" under § 99.37. (§ 99.31(a)(11))



- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
- To the public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))

To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

## Retention Of Student Records

Students' complete files, including application documents for the ICOHS College, SEVIS I-20 documents, financial statements, academic progress reports, and other documents, are kept in a secured electronic format.

Campus Café is the primary secure cloud-based student information system where documents are uploaded to each student profile. Features include tracking, status, content management, reporting, and auditing among others. Campus Café can be used to create a single record of the entire student lifecycle, from applicant to alumni, and it manages workflow across various college operations.

Microsoft SharePoint is a secure cloud-based platform used to collaborate and share files and information, streamlining collaboration and project management. It provides a secure platform for team members to exchange files and share information. Student records are securely kept in the online departmental file libraries accessed only by authorized users.

Canvas LMS is a reliable web-based software that allows institutions to manage digital learning, educators to create and present online learning materials and assess student learning, and students to engage in courses and receive feedback about skill development and learning achievement. Student grades and attendance are initially recorded here before being recorded in Campus Café. ICOHS College maintains an internal local network server. Documents are archived and purged once a year into our local network storage.

## Change Of Name

Any student who experiences a name change during their program at ICOHS College must submit a written request. They must show official documentation of the name change (driver's license, social security card, passport, etc). The name change will be reflected on all official documents following the request.

## Transcripts and Certificates

Students may request a transcript or a duplicate certificate via the online Transcript Request Form at [www.icohs.edu](http://www.icohs.edu) for a fee. (\$15.00 fee for unofficial transcripts, \$35.00 fee for official transcripts, and a \$65.00 fee for a duplicate diploma/certificate). Allow seven (7) business days

for preparation. ICOHS College will notify the students when their request is available for pickup. The student must satisfy all financial obligations before any records are released. If students have any questions, please contact the Registrar.

## **Teachout**

In the event of unforeseen circumstances, should ICOHS College have to close as a School, a teach-out plan will be implemented. ICOHS College would no longer accept new students but would continue to offer courses to those currently enrolled for one year in San Diego. Students who are not able to complete their training program within this time frame due to personal schedule conflicts will be directed to other institutions that may offer similar programs.

# ACADEMIC PROGRAMS AND INFORMATION

## ACADEMIC PROGRAMS

### Professional Massage Therapy

The objective of the Professional Massage Therapy program is to offer students an education in massage therapy which exceeds the minimum requirements to obtain certification through the California Massage Therapy Council (CAMTC) to work as a Massage Therapist in the State of California. Education and professional career training provided by integrating a balance of Western and Eastern holistic health principles and practices. Students will learn in-depth about the body and effective methods for applying a variety of massage and bodywork techniques for supporting the health and well-being of future clients. Upon completion of certification, graduates will be qualified to work in franchised massage clinics, day spas, hotels, fitness centers, chiropractors' offices, health clubs, etc. or in their own private practice.

**Self-employment is a common vocational objective after completion of the academic program.**

Credential: Certificate  
 CIP Code 51.3501  
 O-Net Number 31-9011.00  
 Maximum Student to Teacher Ratio 25:1  
 Program Offered: On-Campus, Hybrid  
 Program completes in approximately 8 months

CODE	PROGRAM COURSES	CLOCK HOURS	LECTURE	LAB
HHF 101	Fundamentals of Massage	90	35	55
SCI 101	Anatomy and Deep Tissue Palpation	90	65	25
SCI 102	Science of Movement	90	65	25
WMM 101	Western Modalities	90	30	60
SCI 103	Body Systems	90	65	25
EMM 101	Eastern Modalities	90	30	60
CD 101	Career Development	90	90	0
<b>TOTAL</b>		<b>630</b>	<b>380</b>	<b>250</b>

## Holistic Health Practitioner

The objective of this program is to focus on the interconnectedness of physical, psychological, social, spiritual, and environmental well-being, and how that integrates aspects of Eastern and Western medicine to promote, maintain, and optimize wellness, while providing a higher level of education for those wishing to further enhance their credibility in the profession. Graduates of this program will be qualified to meet licensing requirements to practice as a Holistic Health Practitioner to obtain the City of San Diego HHP Permit; or may continue to practice as a state certified Massage Therapist. The State of California does not issue certification or licensure for Holistic Health Practitioner or Nutrition/Herbal Consultant or related occupations. Graduates may work in wellness centers, integrative medical clinics, hospitals, rehabilitation centers, corporate wellness programs, health resorts, health clubs, luxury spas, chiropractic/acupuncture offices, health food stores, or in their own practice. The total number of clock hours for the HHP program is 1180 clock hours.

**Self-employment is a common vocational objective after completion of the academic program.**

Credential: Certificate  
 CIP Code 51.3306  
 O-Net Number 31-9011.00  
 Maximum Student to Teacher Ratio 25:1  
 Clinic 15:1  
 Program Offered: On-Campus, Hybrid  
 Program completes in approximately 15 months

Students must complete the Professional Therapy Program before selecting their track.

### ***HOLISTIC TRACK***

CODE	PROGRAM COURSES	CLOCK HOURS	LECTURE	LAB
HEA 102	Healing Applications	90	45	45
EMM 102	Advanced Eastern Modalities	90	45	45
WMM 102	Advanced Western Modalities	90	45	45
NUT 103	Integrative Nutrition and Health	90	66	24
NUT 200	Advanced Nutrition	90	66	24
PRA 200	Practical Holistic Training	100	73	27
<b>TOTAL</b>		<b>550</b>	<b>340</b>	<b>210</b>

**EASTERN TRACK**

CODE	PROGRAM COURSES	CLOCK HOURS	LECTURE	LAB
HEA 102	Healing Applications	90	45	45
EMM 102	Advanced Eastern Modalities	90	45	45
EMM 200	Shiatsu	90	45	45
NUT 103	Integrative Nutrition and Health	90	66	24
NUT 200	Advanced Nutrition	90	66	24
PRA 200	Practical Holistic Training	100	73	27
<b>TOTAL</b>		<b>550</b>	<b>340</b>	<b>210</b>

**WESTERN TRACK**

CODE	PROGRAM COURSES	CLOCK HOURS	LECTURE	LAB
HEA 102	Healing Applications	90	45	45
WMM 102	Advanced Western Modalities	90	45	45
WMM 200	Deep Tissue and Stretching	90	45	45
NUT 103	Integrative Nutrition and Health	90	66	24
NUT 200	Advanced Nutrition	90	66	24
PRA 200	Practical Holistic Training	100	73	27
<b>TOTAL</b>		<b>550</b>	<b>340</b>	<b>210</b>

## IT Systems Administrator

The IT Systems Administrator Program will provide students with the skills and knowledge to pursue certifications and careers in computer and network-related administration. Being able to trouble-shoot and manage software are primary objectives of the certificate program. Students will understand security measures, antivirus, intranet, software installation, technical support for hardware and software. The IT Systems Administrator program prepares the student with a comprehensive set of skills necessary to become employable in network and systems administration. The student will develop the technical and professional skills needed to be an efficient worker in today's computerized workplace.

Credential: Certificate  
 CIP Code 11.1001  
 O-Net Number 31-9011.00  
 Maximum Student to Teacher Ratio 25:1  
 Lab 15:1  
 Program offered Online, Hybrid, or On-Campus  
 Program completes in approximately 12 months

CODE	PROGRAM COURSES	CLOCK HOURS	LECTURE	LAB
ITF 100	IT Fundamentals	90	45	45
PC 101	PC Hardware	90	53	37
PC 102	PC Software	90	40	50
NET 101	Introduction to Networking	90	40	50
NET 102	Advanced Networking Concepts	90	40	50
CD 101	Career Development	90	55	35
SIS 101	Server+	90	50	40
CND 101	Certified Network Defender	90	27	63
CHF 101	Computer Hacking Forensics Investigator	90	67	23
SP 101	Security Professional	90	45	45
<b>TOTAL</b>		<b>900</b>	<b>462</b>	<b>438</b>

## IT Network Specialist

The IT Network Specialist Program teaches students how to install, configure, and administer the networking equipment and network services that are common in LAN and WAN environments. The program completes in approximately 12 months. The IT - Network Specialist program will teach you how to:

- Install and manage network operating systems,
- Install and troubleshoot client and server computer hardware and software.
- Manage various types of directory services.
- Implement network and user security.
- Monitor network event logs for problem resolution.
- Install, configure, and troubleshoot network hardware.

CIP Code 11.1001

O-Net Number 15-1152.00

Maximum Student to Teacher Ratio 25:1

Lab 15:1

Program offered Online, Hybrid, or On-Campus

Program completes in approximately 12 months

CODE	PROGRAM COURSES	CLOCK HOURS	LECTURE	LAB
ITF 100	IT Fundamentals	90	45	45
PC 101	PC Hardware	90	53	37
PC 102	PC Software	90	40	50
NET 101	Introduction to Networking	90	40	50
NET 102	Advanced Networking Concepts	90	40	50
CD 101	Career Development	90	55	35
RS 101	Introduction to Networks	90	51	39
RS 102	Switching, Routing, and Wireless Essentials	90	52	38
RS 103	Enterprise Networking, security, and Automation	90	52	38
SP 101	Security Professional	90	45	45
<b>TOTAL</b>		<b>900</b>	<b>473</b>	<b>427</b>

## Cyber Security Specialist

The objective of this certificate program is to prepare students to manage computer operations and control systems configurations from a specific site or network hub. Students will have the concepts to safeguard organizational data. Advance understanding in cyber threats, information assurance, and digital crime investigation as part of the IT program. Students should understand IT prior to enrolling in this certificate program.

Credential: Certificate  
 CIP Code 11.1006  
 O-Net Number 15-1232.00  
 Maximum Student to Teacher Ratio 25:1  
 Lab 15:1  
 Program offered Online, Hybrid, or On-Campus  
 Program completes in approximately 12 months

CODE	PROGRAM COURSES	CLOCK HOURS	LECTURE	LAB
ITF 100	IT Fundamentals	90	45	45
PC 101	PC Hardware	90	53	37
PC 102	PC Software	90	40	50
NET 101	Introduction to Networking	90	40	50
NET 102	Advanced Networking Concepts	90	40	50
CD 101	Career Development	90	55	35
SP101	Security Professional	90	45	45
CLD 101	Cloud Administration	90	53	37
PEN 101	Penetration Testing Fundamentals	90	44	46
CSA 102	Cybersecurity Analyst	90	50	40
<b>TOTAL</b>		<b>900</b>	<b>465</b>	<b>435</b>



## Associate of Science in Information Technology

The Associate of Science degree in information technology focuses on CompTIA certifications and Cisco CCNA. Students will learn the technology courses prior to taking the general education courses in critical thinking, business communications, business math, and introduction to business. Students will have a strong knowledge of installing and managing network operating systems, troubleshoot both hardware and software systems, and manage various aspects of directory services.

Credential: Degree  
 CIP Code 11.0901  
 O-Net Number 15-1121.00  
 Maximum Student to Teacher Ratio 25:1  
 Lab 15:1  
 Program offered Online, Hybrid, or On-Campus  
 Program completes in approximately 21 months

Class Code	Program Courses	Clock Hours	LECTURE		LAB		Quarter Credits
			Clock	Credit	Clock	Credit	
PC101	PC Hardware	90	53	5.30	37	1.85	7.15
PC 102	PC Software	90	40	4.00	50	2.50	6.50
NET 101	Introduction to Networking	90	40	4.00	50	2.50	6.50
NET 102	Advanced Networking Concepts	90	40	4.00	50	2.50	6.50
CD 101	Career Development and Study Skills	90	58	5.80	32	1.60	7.40
SP 101	Security Professional	90	45	4.50	45	2.25	6.75
SIS 101	Server Install and Storage	90	50	5.00	40	2.00	7.00
SN 102	Server Networking	90	27	2.70	63	3.15	5.85
SI 103	Server Identity	90	67	6.70	23	1.15	7.85
RS101	Introduction to Networks	90	51	5.10	39	1.95	7.05
RS102	Switching, Routing, and Wireless Essentials	90	52	5.20	38	1.90	7.10
RS103	Enterprise Networking, Security, and Automation	90	52	5.20	38	1.90	7.10
GE 101	Critical Thinking	55	35	3.50	20	1.00	4.50
GE 102	Business Communication	55	35	3.50	20	1.00	4.50
GE 103	Business Math	55	35	3.50	20	1.00	4.50
GE 104	Introduction to Business	55	35	3.50	20	1.00	4.50
<b>TOTAL</b>		<b>1300</b>	<b>715</b>	<b>71.5</b>	<b>585</b>	<b>29.25</b>	<b>100.75</b>

## ACADEMIC STANDARDS

ICOHS College maintains high academic standards to ensure the quality of education. Our grading system is numeric, and students must meet attendance requirements. We offer incompletes for late coursework and withdrawals with grade consequences. Repeated courses are allowed with only the new grade affecting GPA. Credit transfers are accepted but not factored into GPA. Timely completion of courses is essential. Certain programs may require a pass/fail grading system for progression. Graduation requirements include successful completion of coursework, a 2.0 GPA, 90% attendance, tuition payment, and financial aid exit counseling. Attendance is strictly monitored and tracked, and the 10% absences must be documented. Absences surpassing this must be made up.

### Grading and Evaluation Criteria

ICOHS College uses a numeric grading scale (A: 4.0, B: 3.0, C: 2.0, D: 1.0, F: 0.0) for academic evaluation.

**Incompletes:** An "I" grade is assigned if all required coursework isn't submitted by the end of the 5-week session. It doesn't affect GPA. These students are eligible for a one-week extension immediately after the session to complete this coursework or they will receive a failing grade, "F".

**Withdrawals:** Withdrawals before the 80% attendance mark of a session will result in a "W" grade; after that, it's an "F" and affects GPA.

**Repeated Courses:** Courses with "F" or "W" must be retaken. Only the new grade counts in GPA.

**Credit Transfer:** Transfer hours are included in the total hours but not GPA calculation.

**Completion Time:** Courses must be completed within the designated time frame.

### Graduation Requirements

To graduate and receive a certificate, students must complete all coursework, maintain a minimum 2.0 GPA, have 90% attendance, fulfill any remaining balances, complete financial aid exit counseling.

### Attendance Policy

ICOHS College maintains a rigorous attendance policy to ensure students' engagement and success. The minimum acceptable attendance rate is 90%. Tardies and early departures are recorded and can affect the overall cumulative average. Absences are allowed for specific reasons, but documentation is required. Attendance is recorded meticulously, and time is measured in 15-minute increments. Students can appeal attendance data discrepancies within 30 days. If a student surpasses 27 hours of absences (30%) in a 5-week session, they automatically fail the course. Students are informed of the policy during orientation, and make-up work is essential for progression.

1. **Recording and Tracking Attendance:** Instructors are responsible for recording attendance, including tardies and early departures, using a 15-minute increment system. Completed attendance rosters are submitted to the Registrar, who audits and updates the attendance data weekly.
2. **Absences:** Students must notify their instructor of their absence due to specific reasons. Documentation is required. Instructors are responsible for collecting and reporting these documentations.
3. **Make-Up Work:** Instructors determine the methods and details of make-up work for students who miss classes based on the criteria provided by the Academics Department. Students are responsible for completing these assignments, and instructors ensure they align with the missed content. Students are eligible to apply makeup work for a maximum of 18 hours in a 5-week session.
4. **Appeals:** If students disagree with attendance data, they can submit written appeals to the Academics Department within 30 days of the recorded date.
5. **Administrative Withdrawal:** The Registrar tracks the attendance and academic progress of students. Students with no Academic Progress for 14 consecutive days will be administratively withdrawn.
6. **Student Notification:** Apart from the School Catalog, students are informed of the attendance policy during orientation and can access their attendance records via the Student Portal.

## LEAVE OF ABSENCE

The Leave of Absence (LOA) policy at ICOHS College allows students to temporarily step away from their studies while maintaining their student status. LOAs are granted for valid reasons such as:

- Military Duty
- Serious Illness
- Jury Duty
- Family Emergencies
- Death of a Relative.

Ideally students should request LOAs in advance, however, they may request it within the session. No LOAs may be requested retroactively. Failure to return after an LOA will result in withdrawal from the program. Students must communicate their intent to return at least 2 weeks prior to the start of the session. Failure to do so can result in a withdrawal from the program.

### Allowable Length

Multiple LOAs may be granted, but their total duration should not exceed 180 days within a 12-month period or half the published program length, whichever is shorter. An approved LOA may be extended, provided it meets the necessary requirements, and the student's maximum time frame will be adjusted accordingly. An LOA may only be taken in 5-week increments. If an LOA is to be extended, new documentation and requests must be provided.

## **Financial Aid Awareness**

Students on approved LOAs need to be aware of potential impacts on financial aid. The Financial Aid Representative will meet with the students to discuss loan obligations, potential changes to their aid package, deferment options, notifications to lending institutions, and other related matters. It's crucial for students to understand these implications.

## **Requesting a Leave of Absence**

To request an LOA, students must submit a request form or direct written documentation. This documentation should include the specific reason for the leave and the anticipated return date. It's important to note that the LOA request must be completed before the leave's start date. In cases where unforeseen circumstances prevent advance notice, the reason for the delay must be documented, and a signed request should be collected later.

## **Approval and Duration**

LOAs are subject to approval by the institution and must not impede a student's progress or disrupt the institution's curriculum. The length and frequency of LOAs should be reasonable within this context. The Dean of Academics or the Registrar will determine if a student needs to restart a course or continue from where they left off.

## **Veteran Student Information**

VA students receiving educational benefits should note that these benefits are based on the number of certified clock hours. The school is required to monitor and report enrollment status to the VA. Any violation of the attendance policy can lead to adjustments or termination of VA benefits. This includes reporting the last date of attendance for various situations, such as official withdrawals, administrative withdrawals, and course completion.

## **Break Pay and Military Deployment**

The VA no longer authorizes break pay. VA students who anticipate being absent for more than 14 consecutive scheduled class days must request an LOA. Additionally, active-duty and selected reserve VA students should provide copies of their military training or deployment orders, and the school will process the necessary notifications to the VA.

# **SATISFACTORY ACADEMIC PROGRESS**

## **Withdrawals, Incompletes, & Repeats**

Withdrawals, incompletes, and course repeats are considered in SAP evaluations. Repeated courses are calculated with the highest earned GPA.

## **Maximum Timeframe**

Students must complete their programs within a maximum of 150% of the program length.

## Consequences for Not Meeting SAP

Students not meeting SAP are notified and placed on academic warning, probation, or recommended for dismissal based on their progress, GPA, attendance, and conduct.

## Appeal Process

Students can appeal SAP determinations based on special circumstances. An appeal hearing is conducted, and if successful, the student is placed on academic probation.

## Re-Admitted Students

Re-enrollment within 180 days is considered a continuation of the same payment period. Re-enrollment after 180 days is treated as a new enrollment with possible credit transfer.

## Incomplete Grades and Course Repeats

Incomplete grades are assigned for unfinished coursework, and course repeats are allowed under specific conditions.

**Student Academic Progress Policy Overview:** ICOHS College's Satisfactory Academic Progress (SAP) policy ensures that students make satisfactory progress toward graduation in terms of both GPA and attendance. SAP is evaluated periodically and divided into increments. Consequences for not meeting SAP include academic warning, probation, and possible dismissal. Students can appeal decisions based on special circumstances. Financial aid implications are discussed, and course repeats are allowed under certain guidelines. The policy also addresses VA student course repetition and re-enrollment scenarios.

**QUANTITATIVE AND QUALITATIVE FACTORS:** Students need a minimum cumulative GPA of "C" (70%) and a minimum cumulative attendance rate of 90%.

**EVALUATION SCHEDULE:** Evaluation periods or increments are based on program length and are used for both financial aid and academic purposes. They should not exceed 50% of the program's length for financial aid and 25%, 50%, or 75% for academic purposes.

**DISBURSEMENT OF TITLE IV WITH UNSATISFACTORY SAP:** Students not meeting SAP can still receive Title IV, HEA program funds under certain provisions, including financial aid warning and probation.

**VA STUDENT COURSE REPETITION NOTICE:** The VA permits one course repetition for failed or non-passing grades. Multiple repeats may result in overpayments.

## WHO TO CONTACT

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## COURSE DESCRIPTIONS

### Professional Massage Therapy

#### **HHF 101 Fundamentals of Massage**

**Prerequisites:** *None*

HHF 101 is an immersive, foundational course designed to introduce students to the core principles and practices of massage therapy. Over 90 clock hours, students will explore the rich history of massage, understand its role in contemporary health care, and develop essential skills for practice. Emphasizing both theoretical knowledge and practical application, this course covers a broad spectrum of topics, including the ethics of touch, professional standards, therapeutic relationships, and the fundamentals of Swedish massage techniques.

#### **SCI 101 Anatomy and Deep Tissue Palpation**

**Prerequisites:** *HHF101*

Students undertake a detailed exploration of muscles, bones, and joints of the human body. Emphasis is placed on the relationships among muscle attachments, bony landmarks, and prominent joint structures. Students begin to learn about human movement with relation to levers and their association to planes of movement. The laboratory portion of the course will include palpation, pin, and stretch, and drawing on the body and students learn and practice on-site chair massage.

#### **SCI 102 Science of Movement**

**Prerequisites:** *HHF101*

This course builds on and complements the muscular and skeletal anatomy with a more advanced look into the movement of the body in relation to levers and their association to planes of movement. Concurrently the tissues involved in movement, including the actions and attachments of skeletal muscles along with the biomechanics, posture, and gait assessment within a massage therapist's scope of practice.

#### **WMM 101 Western Massage Modalities**

**Prerequisites:** *HHF101, SCI 101, SCI 102*

Western Modalities provides a comprehensive look at the variety of techniques and practices that make up Western massage therapy. With an emphasis on scientific understanding and hands-on skill development, this course dives into the intricacies of myofascial and deep tissue approaches, stretching techniques, and neuromuscular bodywork. Students will explore the science of movement, fascial systems, and the physiological responses of the body to massage therapy.

#### **SCI 103 Body Systems and Special Populations**

**Prerequisites:** *HHF101, SCI 101, SCI 102*

Delve deep into the world of therapeutic massage with an emphasis on understanding the intricacies of the human body's systems. This course offers a comprehensive exploration of the physiological and pathological aspects of various body systems, teaching students how to tailor their massage techniques to accommodate a range of conditions and needs. With a combination of theory and hands-on lab sessions, students will acquire a holistic understanding of the body, enabling them to provide specialized care to their future clients. From skeletal and muscular

systems to unique considerations for special populations and pregnancy, this course is essential for those looking to elevate their massage therapy expertise.

### **EMM 101 Eastern Massage Modalities**

**Prerequisites:** *HHF101, SCI 101, SCI 102*

Eastern Modalities offers a dynamic and experiential introduction to the ancient art of Eastern massage techniques, with a special emphasis on Tui Na. This course explores the rich traditions of Eastern bodywork, delving into the underlying philosophies and practical applications. Students will engage in hands-on learning to master a variety of techniques such as Tui Na manipulations, cupping, and moxibustion. This immersive course is designed to equip students with the knowledge and skills necessary to integrate these ancient practices into modern therapeutic settings.

### **CD101 Career Development**

**Prerequisites:** *HHF101*

CD 101 is a comprehensive course designed to equip students with essential business and professional skills tailored for a successful career in massage therapy. This course covers a range of topics from business acumen to ethical standards, preparing students to excel in various professional settings.

## **Holistic Health Practitioner**

### **HEA 102 Holistic Healing Applications**

HEA 102 dives into the profound domain of Advanced Holistic Health and Healing Practices, extending a comprehensive exploration into the intricate realms of aromatherapy, herbalism, and Reiki, layered upon a foundational understanding of holistic health principles. This course, structured over a span of 5 weeks and comprising 90 clock hours, melds theoretical comprehension with practical expertise, shaping a learning environment that bridges knowledge and application.

### **EMM 102 Energy Therapies**

EMM 102 provides an immersive exploration into the realm of energy therapies, with a primary focus on Reiki up to Level II and a foundational understanding of energy medicine. Across a 5-week, 90-hour hybrid course, students will delve into the intrinsic world of chakras, energy flow, and Reiki healing while also exploring energy medicine's broader applications. Balancing theory and practice, the course ensures students can apply energetic principles and Reiki techniques in various contexts, adhering to ethical and safe practices.

### **EMM 200 Shiatsu**

EMM 200 delves deeply into the art and science of Shiatsu, an influential form of massage therapy rooted in Eastern healing traditions. This course offers a comprehensive exploration of Shiatsu, blending theoretical knowledge with hands-on practice.

### **NUT 103 Integrative Nutrition and Wellness**

Throughout this course, students engage in an in-depth exploration of advanced nutritional therapies and their role in optimizing health. The curriculum is structured to empower students with the knowledge and tools needed to design and implement tailored nutrition plans that address the unique health goals, dietary preferences, and needs of individuals. Key areas of focus include ethical decision-making in nutritional counseling, effective client communication, and



comprehensive nutritional assessments. Students will refine their skills in establishing and maintaining productive client relationships, ensuring ongoing success in their professional practice.

### **NUT 200 Advanced Nutrition**

NUT 200 delves into the specialized domain of sports nutrition with a unique emphasis on plant-based diets. The course explores the foundational principles, advanced strategies, and practical applications of fueling athletic performance with plant-derived nutrition. Students will learn to craft personalized nutrition plans, understand the role of essential nutrients, and navigate the diverse landscape of plant-based sports nutrition. By the end of this course, participants will be equipped with the knowledge and skills to support athletes, fitness enthusiasts, and themselves in achieving peak performance while adhering to a plant-based diet.

### **WMM 102 Advanced Western Modalities**

Throughout the course, students will gain mastery in Reflexology, learning to identify and stimulate specific reflex points to promote overall health and wellness. The Seated Massage module equips students with techniques ideal for short, effective treatments in various settings, including corporate or event environments. The Pregnancy Massage segment focuses on safe and effective techniques tailored for expectant mothers, emphasizing comfort, safety, and the unique needs of this client group.

### **WMM 200 Advanced Body Techniques**

This course explores advanced bodywork techniques, including deep tissue massage, therapeutic stretching, and myofascial release. Students will gain hands-on experience and theoretical knowledge to integrate these modalities into their practice, ensuring effective treatment for various musculoskeletal conditions. Students will delve deep into the world of advanced bodywork, mastering the techniques and theories behind deep tissue massage, therapeutic stretching, and myofascial release. Through both classroom instruction and hands-on labs, students will learn how to assess client needs, develop tailored treatment plans, and execute advanced techniques with precision and confidence.

### **PRA 200 Practical Holistic Training and Entrepreneurship**

This course delves into the intricate facets of business development tailored for holistic health. This course offers a blend of business theory and practical applications, ranging from understanding basic business concepts to more advanced topics such as marketing, financial planning, and resource allocation. Students will also engage in lab sessions geared towards real-world application, culminating in a simulated business launch. By the end of the course, students will have a well-rounded understanding of the entrepreneurial landscape in the holistic health realm and be prepared to embark on their own business ventures.

## **IT Systems Administrator**

### **ITF 100 Fundamentals**

**Prerequisites:** *None*

This course provides students the IT Fundamentals. Students learn foundational concepts related to computer hardware and software, networking, databases, programming, information systems, and data security. The course includes a number of hands-on labs to reinforce the concepts students are learning.

## **PC 101 Hardware**

**Prerequisites:** *None*

Students will learn computer components and specifications, how to troubleshoot PC Hardware problems and understand how to solve computer maintenance issues. This course is designed to prepare you to pass the CompTIA A+ Core 1 certification. The CompTIA A+ Certification is the preferred qualifying credential for technical support and IT operational roles.

## **PC 102 Software**

**Prerequisites:** *PC 101 or equivalent*

Students will learn to install various operating systems, understand software concepts, such as, creating, managing, and troubleshooting virtual machines, while implementing various operating systems parameters in Microsoft and Linux environments. Students will learn how to troubleshoot software issues, understand operating system security postures, and understand how to solve computer software issues. This course is designed to prepare you to pass the CompTIA A+ Core 2 certification. The CompTIA A+ Certification is the preferred qualifying credential for technical support and IT operational roles.

## **NET 101 Introduction to Networking**

**Prerequisites:** *PC 102 or equivalent*

This course covers all the objectives of the CompTIA Network+ certification test. The topics of focus will include networking devices, media, media specifications, networking theory, troubleshooting, policies, basic security, network operations, TCP/IP protocols, and tools.

## **NET 102 Advanced Networking Concepts**

**Prerequisites:** *NET 101 or equivalent*

This course covers the second half of the objectives of the CompTIA Network + certification test. The topics of focus will include networking devices, media, media specifications, networking theory, troubleshooting, policies, basic security, network operations, TCP/IP protocols, and tools. This course will prepare students to take the CompTIA Network+ certification exam.

## **CD 101 Career Development**

**Prerequisites:** *None*

Course objectives and coverage include introduction to career services, goal setting, advanced resume, and cover letter, understanding the hiring process, networking and social media, job searching and the market, interview prep and salary worth, understanding how to answer common questions, mock interview and the follow up process.

## **SIS 101 Server+**

**Prerequisites:** *None*

This course can benefit you in two ways. If you intend to pass the CompTIA Server+ certification examination, this course can be a significant part of your preparation. But certification is not the only key to professional success in the field of server management. Today's job market demands individuals with demonstrable skills, and the information and activities in this course can help you build your sysadmin skill set so that you can confidently perform your duties in any entry-level server administration role.

## **CND 101 Certified Network Defender**

**Prerequisites:** *None*

Course The Certified Network Defender (CND) cyber security training program was developed as a result of extensive market research and surveys to give students a detailed understanding and the hands-on ability to act in real-life situations involving network defense.

This course instructs entry-level and junior-level network security administrators on Defense-in-Depth network security preparedness. It covers the protect, detect, and respond approach to network security. Hands-on labs, based on major network security tools and techniques, give network administrators real-world experience on current network security technologies and operations.

The study kit provides over 10 GB of network security best practices, assessments, and protection tools. The kit also contains templates for various network policies and several white papers for additional learning.

## **CHF 101 Computer Hacking Forensics Investigator**

**Prerequisites:** *None*

This class is designed to provide the participants with the necessary skills to perform an effective digital forensics investigation. The course presents a methodological approach to computer forensics, including searching and seizing, chain-of-custody, acquisition, preservation, analysis, and reporting of digital evidence. It is a comprehensive course covering major forensic investigation scenarios that enables students to acquire necessary hands-on experience on various forensic investigation techniques and standard forensic tools necessary to successfully carry out a computer forensic investigation leading to the prosecution of perpetrators.

## **SP 101 Security Professional**

**Prerequisites:** *NET 102 or equivalent*

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. Even in a troubled economy, most businesses plan to maintain or increase their investment in security.

## **IT Network Specialist**

### **ITF 100 Fundamentals**

**Prerequisites:** *None*

This course provides students the IT Fundamentals. Students learn foundational concepts related to computer hardware and software, networking, databases, programming, information systems, and data security. The course includes a number of hands-on labs to reinforce the concepts students are learning.

### **PC 101 Hardware**

**Prerequisites:** *None*

Students will learn computer components and specifications, how to troubleshoot PC Hardware problems and understand how to solve computer maintenance issues. This course is designed to

prepare you to pass the CompTIA A+ Core 1 certification. The CompTIA A+ Certification is the preferred qualifying credential for technical support and IT operational roles.

### **PC 102 Software**

**Prerequisites:** *PC 101 or equivalent*

Students will learn to install various operating systems, understand software concepts, such as, creating, managing, and troubleshooting virtual machines, while implementing various operating systems parameters in Microsoft and Linux environments. Students will learn how to troubleshoot software issues, understand operating system security postures, and understand how to solve computer software issues. This course is designed to prepare you to pass the CompTIA A+ Core 2 certification. The CompTIA A+ Certification is the preferred qualifying credential for technical support and IT operational roles.

### **NET 101 Introduction to Networking**

**Prerequisites:** *PC 102 or equivalent*

This course covers all the objectives of the CompTIA Network+ certification test. The topics of focus will include networking devices, media, media specifications, networking theory, troubleshooting, policies, basic security, network operations, TCP/IP protocols, and tools.

### **NET 102 Advanced Networking Concepts**

**Prerequisites:** *NET 101 or equivalent*

This course covers the second half of the objectives of the CompTIA Network+ certification test. The topics of focus will include networking devices, media, media specifications, networking theory, troubleshooting, policies, basic security, network operations, TCP/IP protocols, and tools. This course will prepare students to take the CompTIA Network + certification exam.

### **CD 101 Career Development**

**Prerequisites:** *None*

Course objectives and coverage include introduction to career services, goal setting, advanced resume and cover letter, understanding the hiring process, networking and social media, job searching and the market, interview prep and salary worth, understanding how to answer common questions, mock interview and the follow up process.

### **SP 101 Security Professional**

**Prerequisites:** *NET 102 or equivalent*

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### **RS 101 Introduction to Networks**

**Prerequisites:** *NET 102 or equivalent*

This course teaches knowledge and skills related to network fundamentals, LAN switching technologies, routing technologies, infrastructure services, and infrastructure maintenance. is the course that develops the knowledge and abilities to achieve Cisco Certified Entry Network Technician (CCENT) . The CCENT certification is a tangible first step in achieving other associate-

level certifications. CCENT certified professionals have the knowledge and skill to install, operate, and troubleshoot a small enterprise branch network, including basic network security. The Cisco certification validates the skills required for entry-level network support positions, the starting point for many successful careers in networking.

### **RS 102 Routing, Switching, And Wireless Essentials**

**Prerequisites:** *RS 101 or equivalent*

RS102 is the second of three courses that make up Cisco Certified Network Associate (CCNA). This course covers a breadth of topics, including network fundamentals, network access, IP connectivity, IP services, security fundamentals. In addition, CCNA includes security and automation and programmability. This course provides the foundation for achieving further CISCO certification.

### **RS 103 Enterprise Networking, Security, and Automation**

**Prerequisites:** *RS 102 or equivalent*

RS103 is the third of three courses that make up Cisco Certified Network Associate (CCNA). This course covers a breadth of topics, including security, automation, and programmability. This course is the final in a three-part preparation for CISCO certification.

## **Cyber Security Specialist**

### **ITF 100 Fundamentals**

**Prerequisites:** *None*

This course provides students the IT Fundamentals. Students learn foundational concepts related to computer hardware and software, networking, databases, programming, information systems, and data security. The course includes a number of hands-on labs to reinforce the concepts students are learning.

### **PC 101 Hardware**

**Prerequisites:** *None*

Students will learn computer components and specifications, how to troubleshoot PC Hardware problems and understand how to solve computer maintenance issues. This course is designed to prepare you to pass the CompTIA A+ Core 1 certification. The CompTIA A+ Certification is the preferred qualifying credential for technical support and IT operational roles.

### **PC 102 Software**

**Prerequisites:** *PC 101 or equivalent*

Students will learn to install various operating systems, understand software concepts, such as, creating, managing, and troubleshooting virtual machines, while implementing various operating systems parameters in Microsoft and Linux environments. Students will learn how to troubleshoot software issues, understand operating system security postures, and understand how to solve computer software issues. This course is designed to prepare you to pass the CompTIA A+ Core 2 certification. The CompTIA A+ Certification is the preferred qualifying credential for technical support and IT operational roles.

### **NET 101 Introduction to Networking**

**Prerequisites:** *PC 102 or equivalent*

This course covers all the objectives of the CompTIA Network+ certification test. The topics of

focus will include networking devices, media, media specifications, networking theory, troubleshooting, policies, basic security, network operations, TCP/IP protocols, and tools.

### **NET 102 Advanced Networking Concepts**

**Prerequisites:** *NET 101 or equivalent*

This course covers the second half of the objectives of the CompTIA Network+ certification test. The topics of focus will include networking devices, media, media specifications, networking theory, troubleshooting, policies, basic security, network operations, TCP/IP protocols, and tools. This course will prepare students to take the CompTIA Network + certification exam.

### **CD 101 Career Development**

**Prerequisites:** *None*

Course objectives and coverage include introduction to career services, goal setting, advanced resume and cover letter, understanding the hiring process, networking and social media, job searching and the market, interview prep and salary worth, understanding how to answer common questions, mock interview and the follow up process.

### **SP 101 Security Professional**

**Prerequisites:** *NET 102 or equivalent*

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. Even in a troubled economy, most businesses plan to maintain or increase their investment in security.

### **CLD 101 Cloud Administration**

**Prerequisites:** *PC 101, PC 102, Net 101, Net 102, SP 101 or equivalent*

Students will gain knowledge of cloud environments and be able to apply this knowledge to the management and installation of cloud systems and infrastructure. Students will engage with cloud networks, storage, network security, maintenance and performance. Students will be able to troubleshoot and supervise a cloud environment and implement disaster recovery, if necessary.

### **CSA 102 Cybersecurity Analyst**

**Prerequisites:** *PC 101, PC 102, Net 101, Net 102, SP 101 or equivalent*

Students will learn to expand on their cybersecurity knowledge to assess, analyze, and respond to different cybersecurity threats. They will gain knowledge of necessary software and systems used to resolve threats and learn techniques to protect different operating systems from cybersecurity vulnerabilities and establish necessary firewalls and security monitoring.

### **PEN 101 Penetration Testing Fundamentals**

**Prerequisites:** *PC 101, PC 102, Net 101, Net 102, SP 101 or equivalent*

The PenTest Fundamentals course prepares students for vulnerability assessment and penetration testing. A tenant of CyberSecurity, penetration testing skills allow students to understand legal and compliance requirements of penetration testing, plan and scope a testing engagement, analyze results and provide a written report with proposed remediation techniques. This course prepares students to take the CompTIA PenTest+ exam for industry certification.

## Associate of Science in Information Technology

### PC 101 Hardware

**Prerequisites:** *None*

Students will learn computer components and specifications, how to troubleshoot PC Hardware problems and understand how to solve computer maintenance issues. This course is designed to prepare you to pass the CompTIA A+ Core 1 certification. The CompTIA A+ Certification is the preferred qualifying credential for technical support and IT operational roles.

### PC 102 Software

**Prerequisites:** *PC 101 or equivalent*

Students will learn to install various operating systems, understand software concepts, such as, creating, managing, and troubleshooting virtual machines, while implementing various operating systems parameters in Microsoft and Linux environments. Students will learn how to troubleshoot software issues, understand operating system security postures, and understand how to solve computer software issues. This course is designed to prepare you to pass the CompTIA A+ Core 2 certification. The CompTIA A+ Certification is the preferred qualifying credential for technical support and IT operational roles.

### NET 101 Introduction To Networking

**Prerequisites:** *PC 102 or equivalent*

This course covers all the objectives of the CompTIA Network+ certification test. The topics of focus will include networking devices, media, media specifications, networking theory, troubleshooting, policies, basic security, network operations, TCP/IP protocols, and tools.

### NET 102 Advanced Networking Concepts

**Prerequisites:** *NET 101 or equivalent*

This course covers the second half of the objectives of the CompTIA Network+ certification test. The topics of focus will include networking devices, media, media specifications, networking theory, troubleshooting, policies, basic security, network operations, TCP/IP protocols, and tools. This course will prepare students to take the CompTIA Network + certification exam.

### GE 100 Career Development and Study Skills

**Prerequisites:** *None*

Course objectives and coverage include introduction to career services, goal setting, advanced resume and cover letter, understanding the hiring process, networking and social media, job searching and the market, interview prep and salary worth, understanding how to answer common questions, mock interview and the follow up process.

### SIS 101 Server Install and Storage

**Prerequisites:** *NET 102 or equivalent*

This course can benefit you in two ways. If you intend to pass the CompTIA Server+ certification examination, this course can be a significant part of your preparation. But certification is not the only key to professional success in the field of server management. Today's job market demands individuals with demonstrable skills, and the information and activities in this course can help you build your sysadmin skill set so that you can confidently perform your duties in any entry-level server administration role.

- Understand server administration concepts.
- Understand virtualization and cloud computing.
- Understand physical and network security concepts.
- Manage physical inventory and assets.

## **SN 102 Server Networking**

**Prerequisites:** *SIS 101 or equivalent*

This course can benefit you in two ways. If you intend to pass the CompTIA Server+ certification examination, this course can be a significant part of your preparation. But certification is not the only key to professional success in the field of server management. Today's job market demands individuals with demonstrable skills, and the information and activities in this course can help you build your sysadmin skill set so that you can confidently perform your duties in any entry-level server administration role.

- Manage server hardware.
- Configure storage management.
- Install and configure an OS.
- Troubleshoot OS, application, and network configurations.

## **SI 103 Server Identity**

**Prerequisites:** *SN 102 or equivalent*

This course can benefit you in two ways. If you intend to pass the CompTIA Server+ certification examination, this course can be a significant part of your preparation. But certification is not the only key to professional success in the field of server management. Today's job market demands individuals with demonstrable skills, and the information and activities in this course can help you build your sysadmin skill set so that you can confidently perform your duties in any entry-level server administration role.

- Maintain and manage servers post-installation.
- Manage data security.
- Manage service and data availability.
- Decommission servers.

## **RS 101 Introduction to Networks**

**Prerequisites:** *NET 102 or equivalent*

This course teaches knowledge and skills related to network fundamentals, LAN switching technologies, routing technologies, infrastructure services, and infrastructure maintenance. Is the course that develops the knowledge and abilities to achieve Cisco Certified Entry Network Technician (CCENT) . The CCENT certification is a tangible first step in achieving other associate-level certifications. CCENT certified professionals have the knowledge and skill to install, operate, and troubleshoot a small enterprise branch network, including basic network security The Cisco certification validates the skills required for entry-level network support positions, the starting point for many successful careers in networking.

## **RS 102 Routing, Switching, and Wireless Essentials**

**Prerequisites:** *RS 101 or equivalent*



RS102 is the second of three courses that make up Cisco Certified Network Associate (CCNA). This course covers a breadth of topics, including network fundamentals, network access, IP connectivity, IP services, security fundamentals. In addition, CCNA includes security and automation and programmability. This course provides the foundation for achieving further CISCO certification.

### **RS 103 Enterprise Networking, Security, and Automation**

**Prerequisites:** *RS 102 or equivalent*

RS103 is the third of three courses that make up Cisco Certified Network Associate (CCNA). This course covers a breadth of topics, including: security, automation, and programmability. This course is the final in a three-part preparation for CISCO certification.

## **General education courses**

### **GE101 Critical Thinking**

**Prerequisites:** *successful completion of the certificate level courses*

Students will be able to comprehend, analyze, and create inductive and deductive arguments. This course presents a variety of topics essential to a student's development in critical thinking in additions to arguments, such as informal fallacies, modes of persuasion, perspective and bias, language and meaning, culminating in the development of reasonable strategies for belief formation. \*This is an elective course. Students may substitute for

### **GE102 Business Communication**

**Prerequisites:** *successful completion of the certificate level courses*

Students will be able to develop all types of business communication including letters, memos, electronic communication, written reports, oral presentations, and interpersonal communication. The course also includes topics of resumes, application letters, interviewing tips, and employment follow-up documents. Prerequisite(s): Successful completion of the certificate level courses.

### **GE103 Business Math**

**Prerequisites:** *successful completion of the certificate level courses*

Students will be able to apply math fundamentals to business applications. Topics include a basic math review, business statistics, profit calculations, payroll, banking, interest calculations, insurance, taxes, and other business topics. Prerequisite(s): Successful completion of the certificate level courses.

### **GE104 Introduction to Business**

**Prerequisites:** *successful completion of the certificate level courses*

Students will be able to understand business in an increasingly global society with an introduction to business terminology, concepts, environments, systems, strategies, and current issues. Topics include an overview of the business environment, business ethics, entrepreneurship, global business, management, marketing, production, information systems, and financial elements of business. Prerequisite(s): Successful completion of the certificate level courses.

## **Test preparatory courses**

Test preparation courses, commonly referred to as "Test Prep", cover the most current examination areas. They provide practice in proven study techniques using the latest technology

tools from our academic partners.

### **CA 101 A+ Test Prep**

**Prerequisites:** *A+ Instructor Led Program or Training Course (recommended/optional)*

Students will receive an online test preparation companion tool featuring an adaptive question-first design quickly assessing what students already know and what they still need to learn. Once ready, students will demonstrate their knowledge on a timed practice test complete with performance-based questions. Support is provided by real time analytics providing personalized remediation and feedback. This test prep course helps students master information quickly, recall it when it counts, and test with confidence covering topics across all CompTIA A+ Core Series certification test objectives including:

- Hardware
- Software Troubleshooting
- Troubleshooting
- Operating Systems
- Networking
- Security
- Mobile Devices
- Virtualization & Cloud Computing
- Operational Procedures

### **CN 101 Network+ Test Prep**

**Prerequisites:** *Network+ Instructor Led Program or Training Course (recommended/optional)*

Students will receive an online test preparation companion tool featuring an adaptive question-first design quickly assessing what students already know and what they still need to learn. Once ready, students will demonstrate their knowledge on a timed practice test complete with performance-based questions. Support is provided by real time analytics providing personalized remediation and feedback. This test prep course helps students master information quickly, recall it when it counts, and test with confidence covering topics across all CompTIA Network+ certification test objectives including:

- Networking Fundamentals
- Network Implementations
- Network Operations
- Network Security
- Network Troubleshooting

### **CS 101 Security+ Test Prep**

**Prerequisites:** *Security+ Instructor Led Program or Training Course (recommended/optional)*

Students will receive an online test preparation companion tool featuring an adaptive question-first design quickly assessing what students already know and what they still need to learn. Once ready, students will demonstrate their knowledge on a timed practice test complete with performance-based questions. Support is provided by real time analytics providing personalized remediation and feedback. This test prep course helps students master information quickly, recall it when it counts, and test with confidence covering topics across all CompTIA Security+ certification test objectives including:

- Threats, Attacks, & Vulnerabilities
- Technologies & Tools
- Risk Management
- Architecture & Design
- Cryptography & PKI
- Identity & Access Management

### CK 101 Server+ Test Prep

**Prerequisites:** *Server+ Instructor Led Program or Training Course (recommended/optional)*

Students will receive an online test preparation companion tool featuring an adaptive question-first design quickly assessing what students already know and what they still need to learn. Once ready, students will demonstrate their knowledge on a timed practice test complete with performance-based questions. Support is provided by real time analytics providing personalized remediation and feedback. This test prep course helps students master information quickly, recall it when it counts, and test with confidence covering topics across all CompTIA Server+ certification test objectives including:

- Server Hardware Installation & Management
- Server Administration
- Security & Disaster Recovery
- Troubleshooting

### CC 101 Cloud+ Test Prep

**Prerequisites:** *Cloud+ Instructor Led Program or Training Course (recommended/optional)*

Students will receive an online test preparation companion tool featuring an adaptive question-first design quickly assessing what students already know and what they still need to learn. Once ready, students will demonstrate their knowledge on a timed practice test complete with performance-based questions. Support is provided by real time analytics providing personalized remediation and feedback. This test prep course helps students master information quickly, recall it when it counts, and test with confidence covering topics across all CompTIA Cloud+ certification test objectives including:

#### Cloud Architecture & Design

- Operations & Support
- Cloud Security
- Troubleshooting
- Cloud Deployment

### CY 101 CySA+ Test Prep

**Prerequisites:** *Cloud+ Instructor Led Program or Training Course (recommended/optional)*

Students will receive an online test preparation companion tool featuring an adaptive question-first design quickly assessing what students already know and what they still need to learn. Once ready, students will demonstrate their knowledge on a timed practice test complete with performance-based questions. Support is provided by real time analytics providing personalized remediation and feedback. This test prep course helps students master information quickly, recall it when it counts, and test with confidence covering topics across all CompTIA CySA+ certification

test objectives including:

- Threat and Vulnerability Management
- Software and Systems Security
- Compliance and Assessment
- Security Operations and Monitoring

### **CP 101 PenTest+ Test Prep**

**Prerequisites:** *PenTest+ Instructor Led Program or Training Course (recommended/optional)*

Students will receive an online test preparation companion tool featuring an adaptive question-first design quickly assessing what students already know and what they still need to learn. Once ready, students will demonstrate their knowledge on a timed practice test complete with performance-based questions. Support is provided by real time analytics providing personalized remediation and feedback. This test prep course helps students master information quickly, recall it when it counts, and test with confidence covering topics across all CompTIA PenTest+ certification test objectives including:

- Planning & Scoping
- Information Gathering & Vulnerability Identification
- Attacks & Exploits
- Reporting & Communication
- Penetration Testing Tools