ICOHS COLLEGE

01/01/2025-12/31/2026

CATALOG

1770 4th Ave, San Diego, CA 92101
www.icohs.edu | info@icohs.edu | PHONE: (858) 581-9460
AFTER HOURS EMERGENCY: (858) 381-7205

CAMTC School Code: SCH0055

Rev. 09/01/2025

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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.

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

The school catalog is available digitally to all interested parties, including prospective students, via the website (link at bottom of front cover). The catalog can also be made available in hard copy and/or link sent to prospective students, or other interested parties, via email, upon request.

ICOHS College is a private non-profit institution approved to operate by the California Bureau for Private Postsecondary Education and the Accrediting Council for Continuing Education and Training (ACCET).

ICOHS College does not have a pending petition in bankruptcy, does not operate as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

Educational Excellence and Accreditation

As a prospective member of our vibrant learning community, we invite you to explore our comprehensive catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which will be provided to you prior to signing an enrollment agreement. Our catalog, 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, where students are inspired to build strong relationships, fostering a sense of balance and growth as they pursue their fullest potential.

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.

- **Computer 2 Kids (C2K)**
  ICOHS College partners with C2K to provide IT training, certification preparation, and career counseling for C2K staff, volunteers, and interns. Through grant support, this collaboration bridges the digital divide and fosters career growth.

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.

- **DOR**
  Partnering with DOR to provide educational support and career development services for individuals with disabilities.

  Focused on job training, skills enhancement, and creating pathways to meaningful employment opportunities.

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

In addition, ICOHS College provides students access to a digital library, tailored to the needs of each program. Our digital learning resources are accessible 24/7, enabling students to learn and conduct research conveniently from any location.

We ensure students receive detailed guidance on how to access and utilize these resources during orientation and throughout their time at ICOHS College.

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.

Faculty and Qualifications

At ICOHS College, we are committed to providing high-quality education through a team of qualified faculty and staff. Our instructors bring a wealth of academic expertise and practical experience to ensure students receive both theoretical knowledge and hands-on training in their respective fields. All faculty members meet or exceed the educational and professional qualifications required by industry standards and regulatory bodies.

The full list of staff can be seen by clicking [here](#).

To maintain the highest level of instructional quality, ICOHS College continuously reviews faculty qualifications, ensuring alignment with program requirements and accreditation standards. Additionally, our administrative and support staff are well-trained to assist students in every aspect of their educational journey, from enrollment to career placement.

We believe that the success of our students is directly linked to the quality of our faculty and staff, and we are dedicated to upholding these standards to foster a learning environment that promotes academic achievement and career success.

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.

2025 Academic Calendar

2025 ACADEMIC CALENDAR

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

ACADEMIC SESSIONS:

Session 1	1/6-2/9
Session 2	2/10-3/16
Session 3	3/17-4/20
Session 4	4/21-5/25
Session 5	5/26-6/29
Session 6	6/30-8/3
Session 7	8/4-9/7
Session 8	9/8-10/12
Session 9	10/13-11/16
Session 10	11/17-12/21
Session 10b	12/22-1/4

HOLIDAYS:

Jan 1	New Year's Day
Jan 20	Martin Luther King Day
Feb 17	President's Day
May 26	Memorial Day
Jul 4	Independence Day
Sep 9	Labor Day
Nov 11	Veteran's Day
Nov 27	Thanksgiving
Dec 25	Christmas

ORIENTATIONS:

Session 1	12/12 (2024)	Session 6	6/27
Session 2	2/7	Session 7	8/1
Session 3	3/14	Session 8	9/5
Session 4	4/18	Session 9	10/10
Session 5	5/23	Session 10	11/14

*Friday before the start of a new session

GRADUATIONS:

1st Graduation	4/25
2nd Graduation	8/8
3rd Graduation	12/19

MAKE-UP DAYS:

1st Make-up day	1/24
2nd Make-up day	2/21
3rd Make-up day	6/6
4th Make-up day	7/11
5th Make-up day	9/5
6th Make-up day	11/14

NO SCHOOL SESSION START ORIENTATION MAKE-UP DAY GRADUATION

Tuition & Fees Schedule

PROGRAM	Program Tuition*	Application Fee* (non-refundable)	Tech Fee*	Educational Materials & Supplies*	Estimated Total Charges*
Professional Massage Therapy	$13,230.00	$75.00	$315.00	$1,411.00	$15,031.00
Holistic Health Practitioner (Without PMT modules)	$12,100.00	$75.00	$270.00	$1,658.00	$14,103.00
Holistic Health Practitioner (Include PMT modules)	$25,960.00	$75.00	$585.00	$2,106.00	$28,726.00
Cybersecurity Specialist	$24,300.00	$75.00	$450.00	$3,448.00	$28,273.00
IT Network Specialist	$24,300.00	$75.00	$450.00	$2,418.00	$27,243.00
IT Systems Admin	$24,300.00	$75.00	$450.00	$3,624.00	$28,449.00
AI Business Technology	$12,600.00	$75.00	$450.00	$1,667.00	$14,792.00
AI Business Management	$12,600.00	$75.00	$450.00	$3,414.00	$16,539.00
AI Medical Billing and Coding	$12,600.00	$75.00	$450.00	$4,509.00	$17,634.00
Associate of Science in Integrative Health (Without PMT & HHP modules)	$13,800.00	$75.00	$450.00	$1,539.00	$15,864.00
Associate of Science in Integrative Health (Include PMT & HHP modules)	$32,112.00	$75.00	$945.00	$3,145.00	$36,277.00
Associate of Science in AI Medical Billing and Coding	$15,897.00	$75.00	$765.00	$5,554.00	$22,291.00
Associate of Science in Cyber Security	$30,278.00	$75.00	$630.00	$3,448.00	$34,431.00
Associate of Science in Information Technology	$35,100.00	$75.00	$720.00	$2,781.00	$38,676.00

*All prices are effective September 1, 2025 and subject to change without notification. Tuition rates for students who sign an enrollment agreement before this date will remain fixed at the rates in effect at the time of signing.

Continuing Education (CE) – Standalone Courses

Course Modules *(Standalone Courses)*	Course Module Tuition*	Application Fee* (non-refundable)	Tech Fee*	Educational Materials & Supplies*	Estimated Total Charges*
A+ - Module I [ITF 100, PC 101, PC 102]	$7,290	$75	$135	$559.00	$8,059.00
Network+ - Module II [NET 101, NET 102, CD 101]	$7,290	$75	$135	$432.00	$7,932.00
Security+ - Module III [SP 101]	$2,430	$75	$45	$592.00	$3,142.00
Server+ - Module IV [SIS 101, SN 102, SI 103]	$7,290	$75	$135	$363.00	$7,863.00
CCNA - Module V [RS 101, RS 102, RS 103]	$7,290	$75	$135	$435.00	$7,935.00
Cybersecurity - Module VI [CSA 102, CLD 101, PEN 101]	$7,290	$75	$135	$1,465.00	$8,965.00

*All prices are effective September 1, 2025** and subject to change without notification. Tuition rates for students who sign an enrollment agreement before this date will remain fixed at the rates in effect at the time of signing.

Test Preparatory Course Fees

Course Name/Code	Test Prep Course Tuition*	Application Fee* (non-refundable)	Tech Fee*	Educational Materials & Supplies*	Estimated Total Charges*
A+ Test Prep CA 101	$4,860.00	$75	$90	$559.00	$5,584.00
Network+ Test Prep CN 101	$2,430.00	$75	$45	$432.00	$2,982.00
Security+ Test Prep CS 101	$2,430.00	$75	$45	$592.00	$3,142.00
Server+ Test Prep CK 101	$2,430.00	$75	$45	$363.00	$2,913.00
Cloud+ Test Prep CC 101	$2,430.00	$75	$45	$363.00	$2,913.00
CySA+ Test Prep CY 101	$2,430.00	$75	$45	$457.00	$3,007.00
PenTest+ Test Prep CP 101	$2,430.00	$75	$45	$457.00	$3,007.00

*All prices are effective September 1, 2025 and subject to change without notification. Tuition rates for students who sign an enrollment agreement before this date will remain fixed at the rates in effect at the time of signing.

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 January 1, 2025 and subject to change without notification.
Note: *Future Tuition & Fees Schedule to be released subsequently every year. Available at 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 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 admission 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. If credentials are obtained abroad, an English translation must be provided. Additionally, for students using financial aid, credentials obtained abroad must be evaluated for their equivalency in the USA to meet FAFSA eligibility.
- 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. We currently do not offer Visa services.
- 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 IT Programs: Applicants must be 18 years or older.
- For VA Applicants: For VA Applicants: Submission of transcripts or certificates from all institutions where VA benefits were previously utilized.

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 to assess program suitability, providing an overview of ICOHS College, program details, educational goals, delivery options, a facility tour, class audit, and an admissions consultation. During this appointment, the primary requirements for admission are gathered, including the online application, photo ID, proof of high school graduation or GED equivalency, and the IDL Readiness Survey.
3. Funding options are explored simultaneously
4. Accepted students are notified and provided with an Enrollment Agreement Form together with other admissions documents to review and sign.
5. Orientation and session start details are communicated by Admissions and Student Services

Student Requirements for Online/Hybrid Programs

- Basic computer and internet skills.
- Proficiency in using email for college correspondence.
- Access to reliable high-speed internet.

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
- Mail: ICOHS College, 1770 4th Ave. San Diego, CA 92101

Re-Enrollment

Students seeking readmission to ICOHS College must submit a formal request to the Admissions Office. The Admissions Committee, in consultation with relevant faculty members, will evaluate each request on a case-by-case basis. Factors considered include the student's prior academic performance, adherence to college policies, and reasons for withdrawal.

Readmission Criteria and Process

- *Application for Readmission*: Students who have withdrawn, been dismissed, or taken an extended leave of absence must complete a readmission application, accompanied by any

required supporting documentation explaining the circumstances that led to their departure and how they plan to succeed upon returning.

- *Retention of Credits:* Previously completed courses with passing grades and credits earned will be retained. However, students may be required to retake any course where there has been a significant curriculum update or if more than five years have elapsed since the course was completed. Courses with failing or incomplete grades must be repeated.

- *Evaluation of Academic Standing:* The student's academic standing at the time of withdrawal, including grades and Satisfactory Academic Progress (SAP), will be reviewed. Students who were not in good academic standing must meet with an academic advisor to create a success plan that includes remedial steps, additional support, or conditional enrollment.

- *Financial Aid and Tuition:* Readmitted students are subject to current tuition rates and applicable fees at the time of readmission. Students must meet with the Financial Aid Office to reassess eligibility for financial aid and determine how previous withdrawals may affect their aid status. Title IV funding will only be available once the student meets the eligibility criteria for satisfactory academic progress (SAP).

- *Academic and Conduct Probation*: In some cases, students may be readmitted under academic or conduct probation. During this probationary period, students must meet specific conditions, such as maintaining a minimum GPA, attending mandatory advising sessions, or completing additional coursework.

- *Maximum Timeframe for Completion:* Students must be aware that readmission does not reset the maximum timeframe for program completion as outlined in the Satisfactory Academic Progress (SAP) policy. The time spent away from the institution will be counted toward the maximum allowable timeframe for degree completion.

- *Notification of Decision:* Students will be notified of the decision within 14 business days of submitting their request. The decision will outline any conditions of readmission, including academic probation or required support services.

Notice Concerning Transferability of Credits (BPPE)

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

- *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.

Our institution does not have any articulation or transfer agreements with other colleges or universities. We will evaluate credits earned at other institutions or through challenge examinations and achievement tests on a case-by-case basis to determine if they meet our program requirements. However, we do not accept prior experiential learning as a basis for awarding credit. Prospective students are encouraged to provide official transcripts or documentation for review during the admissions process.

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. In addition to these scholarships, we also offer international scholarships to support students from around the globe. To be considered, applicants are required to submit a completed application and a thoughtful essay.

To foster diversity and expand our global reach, ICOHS College has established the *International Global Scholarship*. This scholarship is designed to attract talented students from around the world to our IT Certificate and Associate Degree programs. For more information and eligibility requirements, please contact the Admissions Office to promote diversity and have a global presence, the International Global Scholarship has been established to attract students from all over the world for our IT certificate and Associate programs. Please contact the admissions office for further details.

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.
- It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, California, 95834, (916) 574-8900 or (888) 370-7589.
  To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:
  1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
  2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
  3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
  4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
  5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans. To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

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

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

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 or 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

At ICOHS College, we are committed to creating a respectful, inclusive, and professional learning environment where students can thrive academically and personally. The Student Code of

Conduct and Ethics outlines the standards of behavior expected from all students. These standards are designed to promote integrity, responsibility, and mutual respect within the ICOHS community. Adherence to these policies is critical for maintaining the quality of education, fostering a safe environment, and preparing students for professional success.

This policy applies to all students, both on-campus and in virtual environments, and violations may result in disciplinary actions, including suspension, probation, or dismissal from ICOHS College

Core Values of the Student Code of Conduct and Ethics (Online and On-Campus)

Respect
Every member of the ICOHS College community is expected to respect the rights and dignity of others. Harassment, discrimination, and intimidation of any kind are prohibited.

Integrity
Academic integrity is central to the educational mission of ICOHS College. Cheating, plagiarism, falsification of records, and other forms of dishonesty are violations of our community's trust.

Professionalism
Students are expected to conduct themselves professionally at all times, both in and out of the classroom, as part of their preparation for entering the workforce.

Responsibility
Students are responsible for understanding and complying with ICOHS College policies, procedures, and guidelines, as well as with local, state, and federal laws.

Community Engagement
ICOHS College values a strong sense of community. Students are encouraged to contribute positively to the College and the broader society, upholding ethical standards that reflect well on themselves and the institution.

Student Conduct Expectations

ICOHS College students are expected to meet the following standards of behavior. Violations of these expectations may lead to disciplinary action, including immediate suspension, probation, or dismissal.

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.

Respect for Diversity

ICOHS College values diversity and expects students to demonstrate cultural sensitivity and respect for differences in race, ethnicity, gender, religion, and other identities.

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.

Attendance

Students are expected to maintain regular attendance in all classes and adhere to the college's attendance policy. Absences must be documented and reported in accordance with college procedures.

Tardiness

Repeated tardiness is considered unprofessional and may result in disciplinary action. Students arriving late should enter the classroom quietly and avoid disrupting the class.

Make-Up Work

Students are responsible for completing any missed coursework due to absence, in accordance with ICOHS College guidelines.

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.

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.

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.

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

DISCIPLINARY PROCEDURES

ICOHS College is committed to addressing violations of the Student Code of Conduct and Ethics in a fair and transparent manner. The following procedures will be followed for any conduct violations:

- *Incident Reporting*: Any member of the ICOHS College community can report an incident by completing an Incident Report Form and submitting it to Student Services. Student Services will review the report, interview the respective parties, and gather any necessary documentation.

- *Investigation*: A thorough investigation will be conducted, which may include interviews, written statements, and the collection of evidence. If the issue cannot be resolved informally, the case will be referred to the Disciplinary Committee.

- *Disciplinary Committee*: The Disciplinary Committee, consisting of Administrative Staff and volunteer Faculty members, will convene to discuss the incident. The Committee will review all relevant materials and interview those involve. A resolution will be identified based on the severity of the violation. Resolutions may include written warnings, probation, suspension, or dismissal.

Notification of Decision
Student Services will notify all involved parties of the Disciplinary Committee's decision in writing within 7 business days of the hearing.

Appeals Process

Students have the right to appeal disciplinary decisions. Appeals must be submitted in writing to the Dean of Academics within 14 days of the decision. Appeals will be reviewed, and a final decision will be communicated within 30 days.

COMPLIANCE WITH FEDERAL AND STATE LAWS

- ICOHS College complies with all applicable federal and state laws, including:
- Title IX: Prohibiting sex-based discrimination, harassment, and sexual misconduct.
- ADA (Americans with Disabilities Act): Ensuring reasonable accommodations for students with disabilities.
- FERPA (Family Educational Rights and Privacy Act): Protecting the privacy of student educational records.

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 fee or by completing a complaint form, which can be obtained on the Bureau's website, 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, 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

STUDENT RECORDS

ICOHS College adheres to the Family Educational Rights and Privacy Act (FERPA), which provides eligible students (18 years or older or attending a postsecondary institution) certain rights regarding their education records.

Student Rights Include:

- Access to Records:
  Students have the right to inspect and review their education records within 45 days of submitting a request. Requests should be submitted in writing to the Registrar's Office, and arrangements will be made for access. If the requested records are not maintained by the office, the student will be directed to the appropriate official.

- Amendment of Records:
  Students may request an amendment to records they believe are inaccurate or misleading. Requests must be submitted in writing to the Registrar, specifying the desired changes and

reasons. If ICOHS College denies the request, the student will be notified and informed of their right to a hearing.

- Disclosure of Records:
  ICOHS College will not disclose personally identifiable information (PII) from a student's education records without written consent, except under FERPA-authorized circumstances. Disclosures without consent may include:
  - o School Officials with legitimate educational interests.
  - o Officials at other schools where the student intends to enroll.
  - o Federal, state, and local authorities in connection with audits or evaluations of education programs.
  - o Financial aid purposes to determine eligibility, amount, or conditions.
  - o Parents of a dependent student (for IRS purposes).
  - o Judicial orders or subpoenas, health/safety emergencies, or accrediting organizations.
  - o Directory information unless a student opts out of such disclosures.

- Right to File a Complaint:
  Students have the right to file a complaint with the U.S. Department of Education if ICOHS College fails to comply with FERPA. Complaints may be directed to:

  Family Policy Compliance Office
  U.S. Department of Education
  400 Maryland Avenue, SW
  Washington, DC 20202

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 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.

STUDENT SERVICES AND CAREER SUPPORT

Student success is one of ICOHS College's core values and competencies. At ICOHS College, we provide academic counseling, computer and technology support, and personal support that includes but not limited to student services office and on campus meditation room.

Certification Preparation

ICOHS College's curriculum is designed with career development in mind. Students are required to complete several courses within their programs to assist with job placement and career training. The Career Development course helps students learn about general business concepts, communication, marketing, business planning, resume writing and interviewing.

Career Planning

ICOHS College offers lifetime job placement assistance. We offer our students resume and cover letter review and support, mock interviews, and access to our list of partners and companies that want to hire them! So regardless of how long ago a student has graduated, they can always return to ICOHS College for job placement assistance. The Career Services Department aids include professional advice, skills, and strategies for career planning such as:

- Registration assistance for the MBLEx and technology exams
- Applying for massage and technology certifications
- Refining a resume and cover letter
- Job Search Strategies
- Setting up interviews with employers

- Role-playing interview scenarios
- Community outreach opportunities
- Networking opportunities

Though lifetime placement assistance is provided, it is understood that ICOHS College does not and cannot promise or guarantee neither employment nor level of income or wage rate to any student or graduate. Before pursuing a program at ICOHS College, student understands and acknowledges that self employment is a common vocational objective after completion of the academic programs.

Student Assistance and Relief

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling 858-581-9460 ext 861 or by visiting www.icohs.edu.

Housing Information

Currently, our institution does not have dormitory facilities under its control and does not offer on-campus housing. While housing is available reasonably near our facilities, the institution does not take responsibility for finding or assisting students in locating housing. The estimated cost of housing near the institution varies depending on location, size, and type, with average monthly rents ranging from $1,500.00 - $3,000.00. Students are encouraged to explore housing options independently to find accommodations that suit their needs and budget.

Laptop Repair Service

The IT Department provides laptop repair services for students. Repairs are free for issues caused by manufacturer defects, normal wear and tear, or hardware failures not caused by misuse. Costs may apply for damage resulting from negligence, misuse, intentional harm, or loss. All repairs must adhere to the Student Laptop Repair Policy, and students are required to bring their laptop to the IT Department for assessment before any repairs are authorized. For more information, please contact the IT Department at 858-581-9460 or visit www.icohs.edu.

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. To qualify to practice massage in California, students must successfully complete the program, pass the CAMTC licensure requirements, and obtain certification. 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	Credit Hours	Lecture		Lab	
				Clock	Credit	Clock	Credit
HHF 101	Fundamentals of Massage	90	6.25	35	3.50	55	2.75
SCI 101	Anatomy and Deep Tissue Palpation	90	7.75	65	6.50	25	1.25
SCI 102	Science of Movement	90	7.75	65	6.50	25	1.25
WMM 101	Western Modalities	90	6.00	30	3.00	60	3.00
SCI 103	Body Systems	90	7.75	65	6.50	25	1.25
EMM 101	Eastern Modalities	90	6.00	30	3.00	60	3.00
CD 101	Career Development	90	9.00	90	9.00	0	0.00
TOTAL		**630**	**50.50**	**380**	**38.00**	**250**	**12.50**

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. To qualify to practice massage in California, students must successfully complete the program, pass the CAMTC licensure requirements, and obtain certification. 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	Credit Hours	Lecture		Lab	
				Clock	Credit	Clock	Credit
HEA 102	Healing Applications	90	6.75	45	4.50	45	2.25
EMM 102	Advanced Eastern Modalities	90	6.75	45	4.50	45	2.25
WMM 102	Advanced Western Modalities	90	6.75	45	4.50	45	2.25
NUT 103	Integrative Nutrition and Health	90	7.80	66	6.60	24	1.20
NUT 200	Advanced Nutrition	90	7.80	66	6.60	24	1.20
PRA 200	Practical Holistic Training	100	8.65	73	7.30	27	1.35
TOTAL		**550**	**44.50**	**340**	**34.00**	**210**	**10.50**

EASTERN TRACK

Code	Program Courses	Clock Hours	Credit Hours	Lecture		Lab	
				Clock	Credit	Clock	Credit
HEA 102	Healing Applications	90	6.75	45	4.50	45	2.25
EMM 102	Advanced Eastern Modalities	90	6.75	45	4.50	45	2.25
EMM 200	Shiatsu	90	6.75	45	4.50	45	2.25
NUT 103	Integrative Nutrition and Health	90	7.80	66	6.60	24	1.20
NUT 200	Advanced Nutrition	90	7.80	66	6.60	24	1.20
PRA 200	Practical Holistic Training	100	8.65	73	7.30	27	1.35
TOTAL		**550**	**44.50**	**340**	**34.00**	**210**	**10.50**

WESTERN TRACK

Code	Program Courses	Clock Hours	Credit Hours	Lecture		Lab	
				Clock	Credit	Clock	Credit
HEA 102	Healing Applications	90	6.75	45	4.50	45	2.25
WMM 102	Advanced Western Modalities	90	6.75	45	4.50	45	2.25
WMM 200	Deep Tissue and Stretching	90	6.75	45	4.50	45	2.25
NUT 103	Integrative Nutrition and Health	90	7.80	66	6.60	24	1.20
NUT 200	Advanced Nutrition	90	7.80	66	6.60	24	1.20
PRA 200	Practical Holistic Training	100	8.65	73	7.30	27	1.35
TOTAL		**550**	**44.50**	**340**	**34.00**	**210**	**10.50**

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: 15-1211.00
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	Credit Hours	Lecture		Lab	
				Clock	Credit	Clock	Credit
ITF 100	IT Fundamentals	90	6.75	45	4.50	45	2.25
PC 101	PC Hardware	90	7.15	53	5.30	37	1.85
PC 102	PC Software	90	6.50	40	4.00	50	2.50
NET 101	Introduction to Networking	90	6.50	40	4.00	50	2.50
NET 102	Advanced Networking Concepts	90	6.50	40	4.00	50	2.50
CD 101	Career Development	90	7.25	55	5.50	35	1.75
SP 101	Security Professional	90	6.75	45	4.50	45	2.25
CND 101	Certified Network Defender	90	5.85	27	2.70	63	3.15
CHF 101	Computer Hacking Forensics Investigator	90	7.85	67	6.70	23	1.15
SIS 101	Server+	90	7.00	50	5.00	40	2.00
TOTAL		**900**	**68.10**	**462**	**46.20**	**438**	**21.90**

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.

Credential: Certificate
CIP Code: 11.1001
O-Net Number: 15-1211.00
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	Credit Hours	Lecture		Lab	
				Clock	Credit	Clock	Credit
ITF 100	IT Fundamentals	90	6.75	45	4.50	45	2.25
PC 101	PC Hardware	90	7.15	53	5.30	37	1.85
PC 102	PC Software	90	6.50	40	4.00	50	2.50
NET 101	Introduction to Networking	90	6.50	40	4.00	50	2.50
NET 102	Advanced Networking Concepts	90	6.50	40	4.00	50	2.50
CD 101	Career Development	90	7.25	55	5.50	35	1.75
SP 101	Security Professional	90	6.75	45	4.50	45	2.25
RS 101	Introduction to Networks	90	7.05	51	5.10	39	1.95
RS 102	Switching, Routing, and Wireless Essentials	90	7.10	52	5.20	38	1.90
RS 103	Enterprise Networking, security, and Automation	90	7.10	52	5.20	38	1.90
TOTAL		900	68.65	473	47.30	427	21.35

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: 15-1212.00
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	Credit Hours	Lecture		Lab	
				Clock	Credit	Clock	Credit
ITF 100	IT Fundamentals	90	6.75	45	4.50	45	2.25
PC 101	PC Hardware	90	7.15	53	5.30	37	1.85
PC 102	PC Software	90	6.50	40	4.00	50	2.50
NET 101	Introduction to Networking	90	6.50	40	4.00	50	2.50
NET 102	Advanced Networking Concepts	90	6.50	40	4.00	50	2.50
CD 101	Career Development	90	7.25	55	5.50	35	1.75
SP101	Security Professional	90	6.75	45	4.50	45	2.25
CLD 101	Cloud Administration	90	7.15	53	5.30	37	1.85
PEN 101	Penetration Testing Fundamentals	90	6.70	44	4.40	46	2.30
CSA 102	Cybersecurity Analyst	90	7.00	50	5.00	40	2.00
TOTAL		900	68.25	465	46.50	435	21.75

AI Business Management

The AIBM Program equips professionals and students with essential project management skills, blending AI, cloud computing, and business strategy. Designed for those looking to lead and optimize digital transformation initiatives, it provides a structured approach to managing technology-driven projects while enhancing strategic decision-making.

Credential: Certificate
CIP Code: 52.1301
O-Net Number: 15-1199.09
Maximum Student to Teacher Ratio 25:1
Lab 15:1
Program offered Hybrid or Online
Program completes in approximately 12 months

Code	Program Courses	Clock Hours	Credit Hours	Lecture		Lab	
				Clock	Credit	Clock	Credit
AM 100	Unveiling the Power of Cloud Computing	90	6.30	36	3.60	54	2.70
AM 101	Unlocking the Power of Data	90	6.30	36	3.60	54	2.70
AP100	Skills for Modern Project Managers	90	7.65	63	6.30	27	1.35
AI 902	AI, Data, and the Digital Era	90	7.65	63	6.30	27	1.35
AI 903	Certified AI Practitioner: Build, Deploy, Master	90	7.65	63	6.30	27	1.35
BI 102	Data Analytics and Visualization Foundations	90	6.30	36	3.60	54	2.70
PM 100	AI-Powered Project Management Foundations	90	7.65	63	6.30	27	1.35
PM 101	Advanced AI Strategies for Project Managers	90	6.30	36	3.60	54	2.70
PM 102	PMP Exam Prep & AI for Enterprise Project Leadership	90	7.65	63	6.30	27	1.35
CAP 201	AIBM Capstone	90	6.75	45	4.50	45	2.25
TOTAL		**900**	**70.2**	**504**	**50.4**	**396**	**19.8**

AI Business Technology

The AI Business Technology program at ICOHS College prepares students to integrate AI into business operations. Combining AI, machine learning, and business strategy, the program emphasizes hands-on learning with tools like Microsoft Azure, Power BI, and Excel. Core courses cover AI fundamentals, data analysis, and business applications, culminating in a Capstone Project. Graduates can pursue roles such as AI Solutions Architect, Data Analyst, Business Intelligence Analyst, AI Project Manager, and more, bridging technology and business for real-world impact.

Credential: Certificate
CIP Code: 11.0101
O-Net Number: 15-1199.08
Maximum Student to Teacher Ratio 25:1
Lab 15:1
Program offered Hybrid or Online
Program completes in approximately 12 months

Code	Program Courses	Clock Hours	Credit Hours	Lecture		Lab	
				Clock	Credit	Clock	Credit
ABT100	IT Foundations	90	6.30	36	3.60	54	2.70
AI 100	Foundations of AI & Business Integration	90	6.30	36	3.60	54	2.70
BIS 101	Intro to AI and Machine Learning	90	6.30	36	3.60	54	2.70
EXD 101	Excel Skills for Modern Data Analysis	90	7.65	63	6.30	27	1.35
BIS 102	Intermediate AI Concepts and Neural Networks	90	7.65	63	6.30	27	1.35
BIS 103	Ethics in the Age of AI	90	7.65	63	6.30	27	1.35
BI 101	Power BI and Business Intelligence Essentials	90	6.30	36	3.60	54	2.70
BIS 104	AI-360: From Basics to Business	90	6.30	36	3.60	54	2.70
MAR 101	Mastering Modern Marketing	90	7.65	63	6.30	27	1.35
CAP 200	AIBT Capstone	90	6.75	45	4.50	45	2.25
TOTAL		**900**	**68.85**	**477**	**47.7**	**423**	**21.15**

AI Medical Billing and Coding

The AI-Enhanced Medical Billing and Coding (AIMB) program at ICOHS College prepares students for careers in healthcare revenue cycle management by combining core coding systems (CPT®, ICD-10, HCPCS) and compliance training with hands-on experience in AI-powered automation, EHR, and advanced billing software. Through labs, simulations, and a capstone project, graduates gain the skills to improve accuracy, streamline processes, and drive innovation in medical billing and coding.

Credential: Certificate
CIP Code: 51.0713
O-Net Number: 29-2071.00
Maximum Student to Teacher Ratio 25:1
Lab 15:1
Program offered Hybrid or Online
Program completes in approximately 12 months

Code	Program Courses	Clock Hours	Credit Hours	Lecture		Lab	
				Clock	Credit	Clock	Credit
MBC 101	Medical Terminology, Anatomy, & Physiology	90	7.20	54	5.40	36	1.80
MBC 102	CPT and ICD-10-CM	90	7.20	54	5.40	36	1.80
MBC 103	ICD-10-PCS and HCPCS Coding Systems	90	7.20	54	5.40	36	1.80
MBC 104	Legal, Ethic and Compliance	90	7.65	63	6.30	27	1.35
MBC 105	Medical Insurance	90	7.65	63	6.30	27	1.35
MBC 106	Electronic Health Records and Billing Software	90	6.75	45	4.50	45	2.25
CD 101	Career Development	90	7.65	63	6.30	27	1.35
AI 100	Foundations of AI in Healthcare	90	6.30	36	3.60	54	2.70
BI 101	Business Intelligence for Health Data	90	7.20	54	5.40	36	1.80
CAP 202	Capstone Project	90	6.75	45	4.50	45	2.25
TOTAL		**900**	**71.55**	**531**	**53.1**	**369**	**18.45**

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: Associate Degree
CIP Code: 11.0901
O-Net Number: 15-1211.00
Maximum Student to Teacher Ratio 25:1
Lab 15:1
Program offered Online, Hybrid, or On-Campus
Program completes in approximately 21 months

Code	Program Courses	Clock Hours	Credit Hours	Lecture		Lab	
				Clock	Credit	Clock	Credit
PC 101	PC Hardware	90	7.15	53	5.30	37	1.85
PC 102	PC Software	90	6.50	40	4.00	50	2.50
NET 101	Introduction to Networking	90	6.50	40	4.00	50	2.50
NET 102	Advanced Networking Concepts	90	6.50	40	4.00	50	2.50
CD 101	Career Development and Study Skills	90	7.40	58	5.80	32	1.60
SP 101	Security Professional	90	6.75	45	4.50	45	2.25
RS 101	Introduction to Networks	90	7.05	51	5.10	39	1.95
RS 102	Switching, Routing, and Wireless Essentials	90	7.10	52	5.20	38	1.90
RS 103	Enterprise Networking, Security, and Automation	90	7.10	52	5.20	38	1.90
SIS 101	Server Install and Storage	90	7.00	50	5.00	40	2.00
CND 101	Certified Network Defender	90	5.85	27	2.70	63	3.15
CHF 101	Computer Hacking Forensics Investigator	90	7.85	67	6.70	23	1.15
GE 101	Critical Thinking	55	4.50	35	3.50	20	1.00
GE 102	Business Communication	55	4.50	35	3.50	20	1.00
GE 103	Business Math	55	4.50	35	3.50	20	1.00
GE 104	Introduction to Business	55	4.50	35	3.50	20	1.00
TOTAL		**1300**	**100.75**	**715**	**71.50**	**585**	**29.25**

Associate of Science in Cyber Security

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: Associate Degree
CIP Code: 11.1003
O-Net Number: 15-1211.00
Maximum Student to Teacher Ratio 25:1
Lab 15:1
Program offered Hybrid or Online
Program completes in approximately 18 months

Code	Program Courses	Clock Hours	Credit Hours	Lecture		Lab	
				Clock	Credit	Clock	Credit
ITF 100	IT Fundamentals	90	6.75	45	4.50	45	2.25
PC 101	PC Hardware	90	7.15	53	5.30	37	1.85
PC 102	PC Software	90	6.50	40	4.00	50	2.50
NET 101	Introduction to Networking	90	6.50	40	4.00	50	2.50
NET 102	Advanced Networking Concepts	90	6.50	40	4.00	50	2.50
CD 101	Career Development	90	7.25	55	5.50	35	1.75
SP101	Security Professional	90	6.75	45	4.50	45	2.25
CLD 101	Cloud Administration	90	7.15	53	5.30	37	1.85
PEN 101	Penetration Testing Fundamentals	90	6.70	44	4.40	46	2.30
CSA 102	Cybersecurity Analyst	90	7.00	50	5.00	40	2.00
GE 101	Critical Thinking	55	4.50	35	3.50	20	1.00
GE 102	Business Communication	55	4.50	35	3.50	20	1.00
GE 103	Business Math	55	4.50	35	3.50	20	1.00
GE 104	Introduction to Business	55	4.50	35	3.50	20	1.00
TOTAL		**1120**	**86.25**	**605**	**60.5**	**515**	**25.75**

Associate of Science in Integrative Health

The objective of this program is to provide students with a comprehensive education that integrates conventional healthcare with holistic wellness practices. Building on the foundations of massage therapy and holistic health, the program includes advanced studies in business, leadership, coaching, nutrition, artificial intelligence in healthcare, and business intelligence.

Graduates of this program will be prepared for diverse careers in integrative medical clinics, wellness centers, spas, corporate wellness programs, and private practice. Students who wish to practice massage in California must successfully complete the program, meet the California Massage Therapy Council (CAMTC) licensure requirements, and obtain certification.

> Credential: Associate Degree
> CIP Code: 51.3306
> O-Net Number: 29-1199.03
> Maximum Student to Teacher Ratio 25:1
> Lab 15:1
> Program offered Hybrid or Online
> Program completes in approximately 27 months

Code	Program Courses	Clock Hours	Credit Hours	Lecture		Lab	
				Clock	Credit	Clock	Credit
HHF 101	Fundamentals of Massage	90	6.25	35	3.50	55	2.75
SCI 101	Anatomy and Deep Tissue Palpation	90	7.75	65	6.50	25	1.25
SCI 102	Science of Movement	90	7.75	65	6.50	25	1.25
WMM 101	Western Modalities	90	6.00	30	3.00	60	3.00
SCI 103	Body Systems	90	7.75	65	6.50	25	1.25
EMM 101	Eastern Modalities	90	6.00	30	3.00	60	3.00
CD 101	Career Development	90	6.75	45	4.50	45	2.25
HEA 102	Healing Applications	90	6.75	45	4.50	45	2.25
EMM 102	Advanced Eastern Modalities	90	6.75	45	4.50	45	2.25
WMM 102	Advanced Western Modalities	90	6.75	45	4.50	45	2.25
NUT 103	Integrative Nutrition and Health	90	7.80	66	6.60	24	1.20
AI 100	Foundations of AI in Healthcare	90	6.30	36	3.60	54	2.70
BI 101	Business Intelligence for Health Data	90	7.20	54	5.40	36	1.80
MAR 101	Mastering Modern Marketing	65	6.00	55	5.50	10	0.50
ACE 101	Leadership, Coaching and Emotional Intelligence	65	6.00	55	5.50	10	0.50
ACE 102	Holistic Coaching Practicum	65	6.00	55	5.50	10	0.50
GE 101	Critical Thinking	60	6.00	60	6.00	0	0.00
GE 102	Business Communication	60	6.00	60	6.00	0	0.00
GE 103	Business Math	60	6.00	60	6.00	0	0.00
GE 104	Introduction to Business	60	6.00	60	6.00	0	0.00
CAP 204	Integrative Practice Capstone	25	2.00	15	1.50	10	0.50
TOTAL		**1630**	**133.80**	**1046**	**104.60**	**584**	**29.20**

Associate of Science in AI Medical Billing and Coding

The Associate of Science in AI Medical Billing and Coding at ICOHS College prepares students for leadership roles in healthcare revenue cycle management. Building on the certificate curriculum, it combines core billing and coding competencies (CPT®, ICD-10-CM, ICD-10-PCS, HCPCS) with AI applications, business intelligence, and EHR systems. Students also develop skills in marketing, communication, business math, and leadership, equipping them with a multidisciplinary foundation for today's healthcare industry.

Credential: Associate Degree
CIP Code: 51.0713
O-Net Number: 29-2071.00
Maximum Student to Teacher Ratio 25:1
Lab 15:1
Program offered Hybrid or Online
Program completes in approximately 22 months

Code	Program Courses	Clock Hours	Credit Hours	Lecture		Lab	
				Clock	Credit	Clock	Credit
MBC 101	Medical Terminology, Anatomy, & Physiology	90	7.20	54	5.40	36	1.80
MBC 102	CPT and ICD-10-CM	90	7.20	54	5.40	36	1.80
MBC 103	ICD-10-PCS and HCPCS Coding Systems	90	7.20	54	5.40	36	1.80
MBC 104	Legal, Ethic and Compliance	90	7.65	63	6.30	27	1.35
MBC 105	Medical Insurance	90	7.65	63	6.30	27	1.35
MBC 106	Electronic Health Records and Billing Software	90	6.75	45	4.50	45	2.25
CD 101	Career Development	90	7.65	63	6.30	27	1.35
AI 100	Foundations of AI in Healthcare	90	6.30	36	3.60	54	2.70
BI 101	Business Intelligence for Health Data	90	7.20	54	5.40	36	1.80
CAP 202	Capstone Project	90	6.75	45	4.50	45	2.25
MAR 101	Mastering Modern Marketing	65	6.00	55	5.50	10	0.50
ACE 101	Leadership, Coaching and Emotional Intelligence	65	6.00	55	5.50	10	0.50
ACE 102	Holistic Coaching Practicum	65	6.00	55	5.50	10	0.50
GE 101	Critical Thinking	60	6.00	60	6.00	0	0.00
GE 102	Business Communication	60	6.00	60	6.00	0	0.00
GE 103	Business Math	60	6.00	60	6.00	0	0.00
GE 104	Introduction to Business	60	6.00	60	6.00	0	0.00
TOTAL		1335	113.55	936	93.60	399	19.95

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 for academic evaluation:
- A: 4.0 (90-100%)
- B: 3.0 (80-89%)
- C: 2.0 (70-79%)
- D: 1.0 (60-69%)
- F: 0.0 (59% and below)

A minimum cumulative GPA of 2.0 ("C") is required for course completion and graduation.

Incompletes: An "I" (Incomplete) grade is assigned when required coursework is not completed by the end of the session. Students who receive an "I" have a one-week extension to complete the coursework. Failure to submit the missing work within this time will result in the grade converting to an "F," affecting the student's GPA. Incompletes do not affect GPA until converted into a final grade.

Withdrawals: Students who withdraw from a course before reaching 90% of the course attendance requirement will receive a "W" grade, which does not affect their GPA. Withdrawals after the 90% attendance mark result in an "F" grade, which negatively impacts the GPA. Students must notify their instructor and the Registrar in writing of their intention to withdraw.

Repeated Courses: Students who receive an "F" or "W" in a course are required to retake the course. Only the new grade earned in the repeated course will be factored into the GPA, though all attempts will remain on the transcript.

Credit Transfer: Credits transferred from other institutions are counted toward the total number of hours/credits required for graduation but are not included in the calculation of the student's GPA. Transfer credits are evaluated based on ICOHS College's transfer policies and program requirements.

Completion Time: Students are required to complete all courses within the designated time frame. Failure to do so may impact financial aid eligibility, particularly for Title IV-funded students. Students in clock-hour programs must complete all required clock hours to qualify for graduation and remain eligible for financial aid.

Graduation Requirements

To graduate and receive a certificate or degree from ICOHS College, students must:

- Complete all required coursework
- Maintain a minimum cumulative GPA of 2.0 (C).
- Achieve a minimum 90% attendance rate.
- Fulfill any outstanding financial obligations to the institution.
- Complete exit counseling for students receiving Title IV financial aid.

Attendance Policy

ICOHS College enforces a rigorous attendance policy to ensure student engagement and success. Students must maintain at least 90% attendance in all courses to meet academic standards and remain eligible for financial aid, including Title IV funds. Attendance is monitored closely, and absences must be documented.

Key Attendance Provisions

- *Recording and Tracking Attendance:* Instructors are responsible for accurately recording attendance, including tardies and early departures, in 15-minute increments. Completed attendance rosters are submitted to the Registrar, who audits and updates attendance data weekly to ensure compliance with academic and financial aid requirements.
- *Absences:* Absences are permitted only for specific, documented reasons, including medical issues, family emergencies, jury duty, and other approved events. Documentation must be provided to the instructor, who is responsible for reporting these to the Registrar's Office. Absences exceeding 10% of the course must be made up.
- *Make-Up Work:* Students must complete make-up work for missed classes. The Academics Department provides criteria for the type of make-up work allowed, and students may be eligible to make up a maximum of 18 hours in a 5-week session. Students in clock-hour programs must complete all required hours; failure to do so may result in a recalculation of Title IV funds, potentially requiring repayment of unearned financial aid.
- *Attendance Appeals:* Students who believe there is a discrepancy in their recorded attendance may submit a written appeal to the Academics Department within 30 days of the recorded date. The appeal will be reviewed, and adjustments will be made if justified.
- *Administrative Withdrawal:* Students who do not show academic progress for 14 consecutive days will be administratively withdrawn from the program. For students receiving Title IV financial aid, this may result in the recalculation and potential repayment of unearned aid.
- *Student Notification:* Students are informed of the attendance policy during orientation, and they can access their attendance records via the Student Portal. The attendance policy is also outlined in the School Catalog and syllabi for each course.
- *Massage Students:* Attendance and/or graduation from a California Massage Therapy Council approved school does not guarantee certification by CAMTC. Applicants for certification shall meet all requirements as listed in California Business and Professions Code section 4600 et. seq.

LEAVE OF ABSENCE

The Leave of Absence (LOA) policy at ICOHS College allows students to temporarily step away from their studies for valid reasons while maintaining their enrollment status. LOAs are granted for military duty, serious illness, family emergencies, and other documented reasons.

Key LOA Provisions

- *Requesting an LOA*
  Students must submit a written LOA request form before the start of the requested leave. The request should include the reason for the leave and the anticipated return date. If unforeseen circumstances prevent advance notice, documentation explaining the delay must be submitted, and a signed request should be collected as soon as possible. LOAs cannot be requested retroactively, meaning that the leave request must be processed before or during the leave period.

- *Duration and Frequency of LOA*
  Students may take multiple LOAs, but their total duration must not exceed 180 days within a 12-month period or half the program length, whichever is shorter. Each LOA is granted in 5-week increments, and any extension requires new documentation.

- *Financial Aid Considerations*
  An LOA may affect financial aid eligibility. Students who take an LOA must meet with the Financial Aid Office to discuss the impact on loan deferments, aid disbursements, and any necessary notifications to lending institutions. Title IV recipients must be aware that failure to return from an LOA within the approved time frame may lead to withdrawal from the program. In such cases, a Return of Title IV Funds (R2T4) calculation will be performed, which may result in the student having to repay unearned financial aid.

- *Impact on Program Progress*
  Students must notify ICOHS. College of their intention to return at least two weeks prior to the start of the next session. Depending on the timing and duration of the LOA, students may be required to restart a course or resume from where they left off, as determined by the Dean of Academics or the Registrar. The length of an LOA should not disrupt the program's curriculum or impede the student's ability to complete the program within the maximum allowable timeframe.

- *VA Students*
  VA students must provide copies of military deployment orders, if applicable. LOAs for VA students are reported to the VA, and benefits may be adjusted based on attendance status. The school will report the last date of attendance to the VA for all LOAs, withdrawals, and completions.
  VA students are responsible for ensuring that their leave aligns with VA benefits policies, particularly in cases of military training or deployment. Any violation of attendance requirements may result in adjustments to or termination of VA benefits.

- *Break Pay and Military Deployment*
  The VA no longer authorizes break pay. VA students who anticipate being absent for more than 14 consecutive class days must submit an LOA request. For active-duty or selected reserve students, copies of military training or deployment orders must be provided to the school for VA notification purposes.

- *Documentation Requirements:*
  LOA requests must be submitted in writing, detailing the specific reason for the leave and the anticipated return date. Documentation supporting the reason for the leave, such as medical notes or military orders, must be provided.

- *Approval of LOA:*
  LOA requests are subject to review and approval by the institution. The Dean of Academics or the Registrar will evaluate the request to ensure it does not impede academic progress or disrupt the curriculum. Approval will be based on the student's academic standing, attendance, and ability to complete the program within the required time frame.

- *Failure to Return:*
  If a student does not return from an LOA within the designated time frame, they will be considered withdrawn from the program. In such cases, ICOHS College will perform any necessary calculations for Title IV refunds and notify the student of their repayment obligations.

- *Communication and Continuity:*
  Students on LOA must remain in contact with the institution to provide updates on their expected return. Failure to maintain communication may result in withdrawal from the program.

SATISFACTORY ACADEMIC PROGRESS

The Satisfactory Academic Progress (SAP) policy ensures that students are making sufficient progress toward completing their program. SAP is evaluated at regular intervals, and both academic performance (GPA) and attendance are considered.

SAP Requirements for Financial Aid Recipients

- *Qualitative Measure (GPA*): Students must maintain a minimum cumulative GPA of 2.0 ("C").

- *Quantitative Measure (Pace of Completion)*: Students must successfully complete at least 67% of cumulative credits/clock hours attempted. For clock-hour programs, SAP is evaluated based on the number of clock hours completed versus scheduled. All required clock hours must be completed within the specified timeframe to remain eligible for Title IV aid.

  Example: If a student attempts 12 credits but only completes 8, their completion rate is 66%, which falls below the required 67% pace.

- *Attendance (for Clock Hour Programs):* Students in clock-hour programs must maintain at least 90% attendance to meet SAP standards.

- *Maximum Time Frame:* Students must complete their program within 150% of the published program length.

SAP Evaluation

SAP is evaluated at designated points during the program (25%, 50%, 75%, 100% increments). Title IV funding eligibility is tied to SAP, and students who fail to meet SAP standards may be placed on academic warning, probation, or dismissal.   If SAP is not met, students will be placed on _Financial Aid Warning_, which allows students to continue receiving financial aid while they attempt to meet SAP standards.

Warning Period_:_ During the warning period, students are expected to improve both their GPA and completion rates to meet SAP standards by the end of the next evaluation period.

Hybrid and Distance Learning

Our institution offers interactive distance learning through our Learning Management System, where students complete assignments and readings online. Assignments are due weekly by 11:59 PM on Sundays, and submissions are instant through the online platform. Grading is automated and immediate for applicable assignments, allowing students to view their results and feedback right after submission. This ensures prompt evaluation and supports a seamless learning experience.

Consequences for Not Meeting SAP Standards

- _Academic Probation:_ If a student fails to meet SAP after the Financial Aid Warning period, they may be placed on Financial Aid Probation only if they successfully appeal. During this probationary period, the student must meet specific conditions outlined in an Academic Learning Plan developed in conjunction with the Dean of Academics or the Registrar.

- _Loss of Aid:_ If the student fails to meet the SAP standards during the probationary period, they will lose eligibility for Title IV funding until SAP standards are met again. This could require the student to continue without federal financial aid, relying on alternative funding sources.

- _SAP Notification:_ Students will receive a written notification via email or the student portal if they fail to meet SAP standards. The notification will explain their status (e.g., Financial Aid Warning, Probation, Loss of Aid) and outline the steps required to regain compliance. This notification process ensures students are aware of their financial aid standing and academic performance.

Financial Aid and Title IV

Students not meeting SAP may continue to receive Title IV funds during a Financial Aid Warning period. However, failure to meet SAP by the end of this period will result in Financial Aid Probation or loss of aid eligibility unless the student successfully appeals. Appeals are considered for special circumstances, and if approved, the student will be placed on academic probation with conditions for improvement.

VA Student Course Repetition

VA students are allowed to repeat a course for which they received a non-passing grade. However, repeating a course multiple times may result in overpayment or adjustments to VA benefits.

Appeals and Re-enrollment

Students can appeal SAP decisions based on documented special circumstances (e.g., illness, family emergency). If the appeal is approved, the student will be placed on academic probation

and monitored for progress. Students re-enrolling within 180 days are considered to be in the same payment period for financial aid purposes. Re-enrollment after 180 days is treated as new enrollment, with possible credit transfer.

Withdrawals, Incompletes, and Course Repeats

- *Withdrawals (W):* Withdrawals are recorded and included in the total attempted credits but do not impact the GPA. Excessive withdrawals may impact on a student's ability to meet the 67% completion rate required for SAP.

- *Incompletes (I*): If a student receives an "Incomplete" and fails to complete the course within the required timeframe (as determined by the academic calendar), the grade will convert to an "F," negatively impacting the GPA and completion rate. Incomplete grades must be resolved before the next SAP evaluation to avoid further academic consequences.

- *Course Repeats*: Students are permitted to repeat failed courses, and only the highest grade earned will be used in the GPA calculation. However, repeated courses count toward the total attempted credits, which affects the completion rate and may lengthen the student's program, impacting the 150% maximum timeframe.

- *Transfer Credits:* Transfer credits that are accepted toward a student's program of study are counted as both attempted and completed credits when calculating SAP. While transfer credits do not affect GPA, they will count toward the completion rate and maximum timeframe.

WHO TO CONTACT

Executive Director	Kieu.vo@icohs.edu
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Financial Aid	financialaid@icohs.edu
Student Services and Career	studentservices@icohs.edu
Registrar	registrar@icohs.edu
Business Office	businessoffice@icohs.edu
IT	it@icohs.edu
Canvas Support	canvassupport@icohs.edu

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: *None*

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: *HHF 101 or SCI 101*

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: *HHF 101 or 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: *HHF 101 or 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: *HHF 101 or 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: *HHF 101 or SCI 101*

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.

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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.

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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.

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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 Cyber Security, 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.

AI Business Management

AM 100 - Unveiling the Power of Cloud Computing

Prerequisites: *None*

This course offers a comprehensive exploration of cloud computing, focusing on the foundational concepts, underlying technologies, and architectural principles that enable computing as a service. You will delve into the history and evolution of cloud computing, gain an understanding of various service and deployment models, and discover the technologies driving the cloud, such as virtualization, containers, and serverless computing. This course will equip you with the skills to design, implement, and maintain robust, scalable, and secure cloud-based systems while staying up-to-date with the latest technology innovations.

AM 101 - Unlocking the Power of Data

Prerequisites: *None*

This course provides a comprehensive introduction to data analytics, aligning with the competencies covered in the CompTIA Data+ certification. Students will gain hands-on experience in mining, manipulating, visualizing, and reporting data to derive meaningful insights. The course emphasizes the application of fundamental statistical methods, enabling students to analyze complex datasets effectively. Additionally, students will learn best practices for maintaining data governance and quality standards throughout the entire data life cycle. By the end of the course, students will be equipped with the skills necessary to support data-driven decision-making in a variety of business and technology environments.

AP 100 - Skills for Modern Project Managers

Prerequisites: *AM 101 or equivalent*

This course provides a comprehensive introduction to the essential principles of project management. Students will learn about the key properties of projects, including their phases, schedules, roles, and responsibilities. You will explore the different tools and techniques used in managing project costs and controls, as well as gain an understanding of how Agile methodology can enhance flexibility and project outcomes. The course also dives into the core concepts of managing project constraints, such as time, scope, and resources, and the strategies to mitigate risks effectively. Communication and change management will be addressed to ensure you can lead and influence project stakeholders, making adjustments as required. Finally, you will familiarize yourself with common project management tools and documentation critical to successful project execution.

AI 902 - AI, Data, and the Digital Era

Prerequisites: *AM 101 or equivalent*

This course delves into the profound impact of artificial intelligence (AI) and big data on transforming industries and society. Explore the evolution of digital consciousness, digital identities, and the role of the Internet of Things (IoT) in shaping the connected world. Learn how machine learning (ML) and deep learning (DL) technologies can be used to write algorithms that drive innovation, from enhancing customer experience to optimizing healthcare and transportation systems. This course provides you with the skills to harness AI and big data for real-world solutions that are shaping the future.

AI 903 - Certified AI Practitioner: Build, Deploy, Master

Prerequisites: *None*

This course provides hands-on experience and in-depth knowledge to prepare learners for the CertNexus AIP-110 exam, equipping them with essential artificial intelligence (AI) and machine learning (ML) skills applicable across industries. With a cloud-based, interactive lab environment, students will engage in real-world AI problem-solving and practical applications.

BI 102 - Data Analytics and Visualization Foundations

Prerequisites: *AI 902 or equivalent*

Prepare for the IIBA - CBDA certification exam with this comprehensive course designed to equip you with the essential technical skills for effective business data analytics. Learn the importance of data-driven decision-making and how to apply business analytics techniques across various industries. This hands-on course covers data collection, cleaning, analysis, interpretation, and visualization, allowing you to develop a data strategy that drives actionable insights at the strategic level.

PM 100 - AI-Powered Project Management Foundations

Prerequisites: *BI 102 or equivalent*

This course introduces the evolution of artificial intelligence (AI) in project management, focusing on how AI tools, including ChatGPT, can enhance project planning, execution, and delivery. It covers foundational AI concepts, predictive project management approaches, and the integration of AI in Agile and hybrid project methodologies. Students will explore the capabilities of AI to improve decision-making, streamline workflows, and optimize project communication.

PM 101 - Advanced AI Strategies for Project Managers

Prerequisites: *PM 100 or equivalent*

This course dives deeper into advanced techniques for integrating AI, particularly ChatGPT, into project management workflows. It focuses on enhancing decision-making, fine-tuning AI models, and managing the ethical and privacy implications of AI in project environments. You'll explore practical applications such as prompt engineering, security measures, and customizing AI for organizational benefits, all while emphasizing the harmonious relationship between AI and human talent in project management.

PM 102 - PMP Exam Prep & AI for Enterprise Project Leadership

Prerequisites: *PM 101 or equivalent*

This foundational course is designed to help you prepare for the PMI Certified Associate in Project Management (CAPM)® exam, a globally recognized certification for aspiring project managers. Aligned with the PMBOK® Guide - Seventh Edition, the course provides essential knowledge in core project management principles, tools, techniques, and the five project management process groups: initiating, planning, executing, monitoring & controlling, and closing. You'll develop a strong understanding of project management concepts, terminology, and essential skills to confidently pass the CAPM® exam and start your project management career.

CAP 201 - AIBM Capstone

Prerequisites: *PM 102 or equivalent*

Building upon the foundational project management knowledge, this advanced course delves into adaptive methodologies, business analysis, and the integration of multiple project frameworks. The course helps you refine your skills in project work and delivery, with a focus on adaptive approaches such as Agile, Scrum, and Kanban. Learn how to manage uncertainty, track performance, and utilize business analysis frameworks to improve project outcomes. This course will prepare you for final CAPM® exam preparation with in-depth knowledge of both predictive and adaptive project management approaches.

AI Business Technology

ABT100 - IT Foundations

Prerequisites: *None*

This course provides a foundational understanding of essential IT concepts, aligning with the competencies covered in the CompTIA Tech+ certification. Students will explore core computing principles, data representation, and troubleshooting methodologies. The course covers IT infrastructure, including setting up peripheral devices and securing basic wireless networks. Additionally, students will gain insight into operating systems, software applications, and application architecture. Fundamental programming concepts, database structures, and data management techniques are also introduced. Security principles, including confidentiality, integrity, and availability, will be emphasized to ensure best practices for secure computing. By the end of the course, students will have a well-rounded understanding of IT fundamentals, preparing them for further study and entry-level roles in technology-driven industries.

AI 100 - Foundations of AI & Business Integration

Prerequisites: *None*

This course provides a foundational understanding of Artificial Intelligence (AI), including its defining characteristics and how it differs from traditional computing and human intelligence. Students will explore practical applications of AI, learning how to craft effective AI prompts and utilize various AI tools in real-world scenarios. The course also addresses critical ethical and legal considerations, particularly in the use of generative AI, to help minimize risks and ensure responsible AI implementation. Additionally, students will develop communication and collaboration skills to effectively engage in AI-related discussions and projects. Privacy and security concerns related to AI technology will be explored, equipping students with the knowledge to navigate the evolving AI landscape responsibly and securely.

BIS 101 - Intro to AI and Machine Learning

Prerequisites: *None*

This course provides an in-depth exploration of Artificial Intelligence (AI) and its transformative impact on modern business operations. Students will gain a strong foundation in machine learning (ML), neural networks, and natural language processing (NLP), learning how to apply AI-driven solutions to real-world challenges such as data analysis, customer service automation, and predictive analytics. The course covers key AI methodologies, including supervised, unsupervised, and reinforcement learning, and teaches students how to build and implement ML algorithms like decision trees, k-nearest neighbors, and regression models. By the end of the course, students will have the practical skills to develop AI-powered business applications, optimize machine learning models, and extract valuable insights from large datasets.

EXD 101 - Excel Skills for Modern Data Analysis

Prerequisites: *None*

This course is designed to provide a comprehensive introduction to Microsoft Excel, fully aligned with the MO-200 exam objectives to help students prepare for certification. Covering both fundamental and advanced Excel skills, the course enables learners to navigate workbooks, perform data entry and formatting, and utilize essential formulas and functions. Students will explore advanced data analysis techniques, including PivotTables, Power Pivot, and What-If Analysis, to extract meaningful insights. Additionally, the course covers data visualization tools, automation with macros, and methods for importing and exporting data. By the end of this course, students will have the confidence and proficiency to work efficiently in Excel, analyze data, create insightful reports, and support informed decision-making in professional settings.

BIS 102 - Intermediate AI Concepts and Neural Networks

Prerequisites: *AI 100, BIS 101 or equivalent*

This course offers a comprehensive introduction to Artificial Intelligence (AI) and its strategic applications in modern enterprises. Students will gain hands-on experience with machine learning (ML), neural networks, and natural language processing (NLP) to solve real-world business challenges such as data analysis, customer service automation, and predictive analytics. The course covers key AI methodologies, including supervised, unsupervised, and reinforcement learning, while teaching students how to build and implement ML algorithms such as decision trees, k-nearest neighbors, and regression models. By the end of the course, students will have the skills to design AI-powered solutions, optimize machine learning models, and extract valuable insights to drive business success.

BIS 103 - Ethics in the Age of AI

Prerequisites: *AI 100 or equivalent*

This course provides a deep exploration of the ethical, philosophical, and societal considerations surrounding Artificial Intelligence (AI). Students will examine fundamental ethical theories and their application to AI, including consequentialism, deontological ethics, and virtue ethics. The course delves into AI's impact on individuals and society, addressing key topics such as AI governance, bias in algorithms, online content moderation, and AI's role in shaping the future of work. Students will also analyze debates on AI personhood, moral agency, and the ethical implications of superintelligence. By the end of the course, students will have a critical understanding of AI ethics and be equipped to engage in responsible AI development and policy discussions.

BI 101 - Power BI and Business Intelligence Essentials

Prerequisites: *EXD 100 or equivalent*

This hands-on course provides the essential skills needed to analyze, visualize, and report data using Microsoft Power BI and Power Pivot in Excel. Students will learn to connect multiple data sources, build robust data models, create interactive dashboards, and apply advanced data analysis techniques. The course covers key topics such as data transformation, DAX (Data Analysis Expressions), and best practices for performance optimization. By the end of this course, students will be able to extract valuable insights, enhance decision-making, and stay competitive in the data-driven industry.

BIS 104 - AI-360: From Basics to Business

Prerequisites: *BIS 102 or equivalent*

This course provides a comprehensive introduction to Artificial Intelligence (AI) and its transformative impact on business. Students will explore key AI concepts, including machine learning (ML), deep learning, natural language processing (NLP), and computer vision. The course covers practical applications of AI in areas such as customer behavior prediction, marketing optimization, and product development. In addition to preparing students for the AIZ-110 certification exam, this course equips them with hands-on skills in data analysis, AI algorithms, and ethical AI considerations.

MAR 101 - Mastering Modern Marketing

Prerequisites: *BIS 102 or equivalent*

This course provides a comprehensive introduction to social media marketing (SMM), covering the evolution of digital platforms and their strategic use in business. Students will learn how to create and execute effective social media campaigns, define target audiences, and leverage content marketing strategies. The course explores practical aspects of SMM, including setting up

a content calendar, producing engaging visual and video content, utilizing analytics, and integrating automation tools. By the end of this course, students will be equipped to launch and manage a successful business social media presence.

CAP 200 - AI & Cloud Business Solutions Capstone

Prerequisites: *BI 101, BIS 102, BIS 104, MAR 101 or equivalent*

This capstone project provides a comprehensive, hands-on approach to integrating AI with business strategy, utilizing skills across multiple domains such as IT support, data analysis, AI modeling, ethics, and social media marketing. It allows students to tackle a real-world business challenge and create a data-driven solution that leverages AI to improve marketing efforts, optimize customer engagement, and drive business growth. The deliverables will showcase their ability to not only implement AI tools but also consider the broader ethical implications and align strategies with business goals.

AI Medical Billing and Coding

MBC 101 Medical Terminology, Anatomy, & Physiology

Prerequisites: *None*

MBC 101 provides a foundational understanding of medical language, anatomy, and physiology essential for accurate medical billing and coding. Over 90 immersive clock hours, students learn to identify body systems, anatomical structures, and physiological functions while mastering medical terminology used in clinical documentation. This course equips students with the vocabulary and knowledge required to interpret health records and prepare accurate medical codes.

MBC 102 CPT and ICD-10-CM

Prerequisites: *MBC 101 or equivalent*

MBC 102 introduces students to the Current Procedural Terminology (CPT®) and ICD-10-CM coding systems, critical tools for accurate healthcare documentation and insurance claims processing. Students learn to assign procedure and diagnosis codes based on clinical data, applying guidelines that ensure compliance with industry standards. With 90 clock hours of lecture and lab work, the course emphasizes hands-on practice with coding scenarios to prepare students for real-world healthcare environments.

MBC 103 ICD-10-PCS and HCPCS Coding Systems

Prerequisites: *MBC 101, MBC 103 or equivalent*

MBC 103 builds on previous coding foundations by exploring ICD-10-PCS for inpatient procedure coding and HCPCS for ancillary services, supplies, and non-physician procedures. Through 90 clock hours of interactive learning, students develop the skills to navigate these complex code sets and apply them accurately in diverse clinical and billing contexts. Practical exercises ensure students are prepared for advanced coding roles in hospital and specialty care settings.

MBC 104 Legal, Ethic and Compliance

Prerequisites: *MBC 101 or equivalent*

MBC 104 provides a comprehensive overview of healthcare laws, ethical practices, and compliance standards affecting medical billing and coding professionals. Students examine HIPAA regulations, fraud prevention measures, and payer-specific guidelines, gaining the skills to ensure accuracy and integrity in clinical documentation and billing processes. This 90-hour course emphasizes real-world case studies to prepare students for navigating the legal and ethical

dimensions of healthcare.

MBC 105 Medical Insurance

Prerequisites: *MBC 101 or equivalent*

MBC 105 offers an in-depth exploration of medical insurance systems and reimbursement processes within the U.S. healthcare industry. Over 90 clock hours, students learn about private insurance plans, Medicare, Medicaid, and managed care systems while mastering the workflows required for claim submission, adjudication, and payment processing. This course prepares students to confidently manage revenue cycle operations and optimize reimbursement accuracy.

MBC 106 Electronic Health Records and Billing Software

Prerequisites: *MBC 101 or equivalent*

MBC 106 introduces students to Electronic Health Records (EHR) and advanced billing software used in modern healthcare environments. Through 90 clock hours of lecture and lab practice, students gain hands-on experience using EHR systems, coding platforms, and AI-powered billing tools. This course emphasizes data accuracy, security, and interoperability, preparing students to excel in digital healthcare operations.

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*

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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.

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.

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.

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.

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.

Associate of Science in Cyber Security

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*

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NET 102 Advanced Networking Concepts

Prerequisites: *NET 101 or equivalent*

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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 Cyber Security, 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 Integrative Health

ACE 101 Leadership, Coaching and Emotional Intelligence

Prerequisites: *None*

ACE 101 introduces students to the core principles of effective leadership, coaching methodologies, and emotional intelligence in wellness and healthcare environments. Through 65 clock hours of dynamic instruction, students develop the skills needed to guide clients, foster collaboration, and lead with empathy. The course emphasizes self-awareness, communication strategies, and motivational techniques designed to support both personal and professional growth within integrative health and medical settings.

ACE 102 Holistic Coaching Practicum

Prerequisites: *ACE 101 or equivalent*

Building on the foundations established in ACE 101, ACE 102 offers students practical experience in holistic coaching methodologies. Over 65 immersive clock hours, students engage in real-world scenarios, role-playing, and supervised coaching sessions to refine their ability to support clients' physical, emotional, and lifestyle goals. This practicum strengthens professional communication skills and prepares students to apply integrative wellness strategies in diverse healthcare and coaching contexts.

CAP 204 Integrative Practice Capstone

Prerequisites: *HHF 101, SCI 101, SCI 102, WMM 101, SCI 103, EMM 101, CD 101, HEA 102, PRA 200 or equivalent*

CAP 204 is a culminating experience designed to synthesize students' knowledge and practical skills acquired throughout the Integrative Health program. Over 25 focused clock hours, students complete an evidence-based capstone project that demonstrates their ability to integrate holistic health practices, coaching strategies, AI-driven tools, and business principles. This project highlights each student's readiness to enter the wellness field as a confident, skilled, and forward-thinking professional.

Associate of Science in AI Medical Billing and Coding

CAP 202 Capstone Project

Prerequisites: *MBC 101, MBC 102, MBC 103, MBC 104, MBC 105, MBC 106 or equivalent*

CAP 202 serves as the culminating experience for the program, allowing students to integrate their knowledge of medical billing, coding, compliance, and AI-enhanced technologies. Over 90 intensive clock hours, students complete a comprehensive project simulating real-world healthcare billing and coding scenarios. This capstone highlights each student's ability to apply advanced coding principles, analyze healthcare data, and propose solutions that optimize revenue cycle performance.

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