

LaneCert Education Group LLC

**1455 Monterey Pass Rd #206,
Monterey Park, CA 91754**

(323)488-0011

www.LaneCert.com/cacampus

STUDENT CATALOG

January 1, 2023 to December 31, 2023

Welcome to LaneCert Education Group LLC and congratulations on choosing to continue your education at one of our campuses. We hope your time at LaneCert Educational Group LLC will be both effective and rewarding. To this end, we would like to inform you of the following rules and procedures of the institution.

If you have any questions regarding these rules and policies, please do not hesitate to inquire with any staff member. Remember, at LaneCert Education Group LLC "THE STUDENT ALWAYS COMES FIRST!"

LaneCert Education Group LLC shall provide our school catalog to any person upon request. Any interested person may receive a flyer for any program offered upon request.

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Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at Address: 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834

- P.O. Box 980818, West Sacramento, CA
95798-0818 Web site Address:
www.bppe.ca.gov
- Telephone and Fax #'s (916) 574-8900 or by fax (916) 263-1897

LANECERT SCHOOL INFORMATION

- LaneCert Educational Group LLC programs do NOT lead to a career field requiring licensure in this state of California.
- Students are not eligible for federal financial aid.
- LaneCert Education Group LLC does not participate in state or federal financial aid.
- LaneCert Educational Group LLC programs are not recognized by the United States Department of Education.
- LaneCert Education Group LLC is NOT accredited by an accrediting agency
- LaneCert Educational Group LLC does not offer its programs to participants of WIOA programs and Veterans.
- LaneCert Education Group LLC does not offer any distance education.
- LaneCert Educational Group LLC believes that education is an investment in the student's vocational future. Together we can work to help them reach their career goals with self-confidence and gain solid practical training and knowledge.
- LaneCert Educational Group LLC programs are not recognized for some employment positions, including, but not limited to, positions with the State of California.

CATALOG INFORMATION

PERIOD OF TIME CATALOG COVERS — §71810(B)(1)

- This catalog covers the period starting on January 1, 2021 ending on December 31, 2021. LaneCert Educational group LLC updates the Student Catalog once a year with changes placed as an addendum.

CATALOG INFORMATION — §94909(A)(3)(B)

- 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 will be provided at the time of signing an enrollment agreement.

CATALOG ADDENDUMS

- From time to time, addendums may be requested. These addendums also cover specific disclosures such as tuition and fees, faculty, performance fact sheets, security and safety publication. These addendums will be clearly marked with an effective date, and will govern student enrolling during the effective period.
- LaneCert Educational Group LLC is a private institution, that is approved to operate by the bureau, and that approval to operate means compliance with state standards as set forth in the CEC and 5, CCR.

HISTORY OR LANECERT

- Jianfeng Liu graduated from USETC in 1987. Jianfeng Majored in Radio Technology and worked as an electronics design engineer for several years. Then, Jianfeng ran his own business for a few years. He was an MBA at Liaoning University in 2001. He was the first generation of Network Engineers in China who received Cisco CCNA, CCNP, and CCIE professional certification when he discovered the opportunity to become a Network Engineer. He immigrated to Canada in 2004. Jianfeng worked as Senior Network Architect and Professional Technical Architect with AT&T for 7 years. Jianfeng has 4 CCIEs (Routing & Switching, Security, Voice and Service Provider CCIE) and his first CCIE is already 16 years old. Jianfeng is the founder of LaneCert Educational Group LLC and has dedicated his time to help Candidates attain IT careers in the network technical support field. Jianfeng Liu has operated LaneCert Inc Dallas Campus since May 6, 2015, and

LaneCert Inc Houston Campus since May 10, 2017. Jianfeng Liu has purchased a campus at 1455 Monterey Pass Rd #206, Monterey Park CA 91754. LaneCert Education Group LLC has attained a Business License Certificate and Certificate of Occupancy by Monterey Park..

HOUSING

- LaneCert Educational Group LLC does not provide any dormitory facilities or housing nor assumes any responsibility to find or assist a student in finding housing.
- Housing availability is located 10 minutes from our school. The approximate cost range please see below.
- **Studio apartments:** \$1,146/month (\$319 higher than \$827 national median)
- **One bedroom apartments:** \$1,364/month (\$417 higher than \$947 national median)
- **Two bedroom apartments:** \$1,752/month (\$577 higher than \$1,175 national median)
- **Three bedroom apartments:** \$2,381/month (\$803 higher than \$1,578 national median)

FINANCIAL HISTORY

- LaneCert Educational Group LLC does not have any pending petition in bankruptcy, is operating as a debtor in possession, or has filed a petition within the preceding five years, nor has 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 (11 U.S.C. Sec. 1101 et seq.). §94909(a)(12)

OWNERSHIP

- LaneCert Educational Group LLC is a privately owned company by Jianfeng Liu.

MISSION STATEMENT

- The Mission of LaneCert Educational Group LLC is to provide adult learners with hands-on training and technological knowledge necessary to achieve success in their chosen vocational field. LaneCert is committed to offering quality education that meets the needs of its students and assisting them in pursuing their educational goals.

GOALS

- To instill, through knowledge, the ability to contribute to society professionally and successfully
- To provide a caring, nurturing learning environment that promotes academic excellence.
- To employ qualified and dedicated faculty members who possess both educational and related experience in the fields they teach. To encourage their continued professional development, and support of the college's mission, purpose, and objectives.
- To support our students in their studies utilizing tutorial services, academic advisement, and employment assistance.
- To provide our students with a facility that offers technologies and equipment relevant to the field of study.
- To remain committed to a culture of academic freedom and collegial engagement.
- To provide programs that meet the needs of the community while consistently reviewing the curriculum ensuring that the applicable skills and knowledge acquired result in Entry-Level and Professional-Level employment.

APPROVALS

Bureau for Private Postsecondary Education

- This institution is a private institution, that it is approved to operate by the bureau, and that approval to operate means compliance with state standards as set forth in the CEC and 5, CCR

APPROVAL DISCLOSURE STATEMENT

- Total Charges for a period of attendance and Estimated schedule of total charges for the entire educational program. These are the same amounts.

PROGRAMS AT MONTEREY PARK

- Description of Instructions for all Programs include Lectures, Videos, and hands on Labs. LaneCert does not have any required internships or externships to complete the training.

• Business Data Analyst Training	• \$3500
• Advanced Business Data Analyst Training	• \$8300
• Business Data Scientist Training	• \$9100
• Senior Business Data Analyst Training	• \$11900
• Big Data Expert Training	• \$21100
• CCNA Enterprise Infrastructure Training	• \$3500
• CCNP Enterprise Infrastructure Training	• \$8300
• CCIE Enterprise Infrastructure Training	• \$9100
• Cisco Network Engineer (Enterprise Infrastructure)	• \$11900
• Cisco Internet Expert (Enterprise Infrastructure)	• \$21100

- An open-enrollment California statute requires that a student, who successfully completes a course of study, be awarded an appropriate diploma or certificate.
- Prospective enrollees are encouraged to visit the school facilities and to discuss personal educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements.

GRIEVANCE - COMPLAINT PROCEDURE

- Communication is one of the most important aspects of effective education. If a student or a member of the public has a question, problem or complaint about any aspect of the training or the administration of the school, please direct the inquiry to the instructor within the same week as the incident. If the problem or complaint involves the instructor and the person does not wish to approach him or her directly, please contact the Campus Director
- If the problem is not resolved within two weeks of the incident to the person's satisfaction by means of open discussion, the person may register a formal complaint in writing addressed to the Chief

Executive Officer. The letter will be reviewed in private by the staff and a written response will be forwarded to the person involved.

- If the problem is still not resolved to the person's satisfaction, a formal meeting will be scheduled after school hours. The meeting will offer the person a chance to voice the complaint or problem to the Chief Executive Officer and any other party involved in the matter. The meeting will be a closed, private meeting and will not be open to the general population. Upon conclusion of the meeting, a formal written response will be given to the person that will recap the proceeds of the meeting and any resolutions that are made to address the complaint or problem.

BPPE (BUREAU OF PRIVATE POSTSECONDARY EDUCATION) COMPLAINT – §94909(A) (3)(B)

- 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 or by completing a complaint form, which may be obtained on the bureau's internet Web site www.bppe.ca.gov. 94909(a)(3)(C)

BPPE Disclosure on Student Questions --- §94909(a)(3)(a)

- Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:
- 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834 P.O. Box 980818, West Sacramento, CA 95798-0818.
- P (916) 574-8900 F (916) 263-1897
- Internet Web site address: www.bppe.ca.gov
- E-mail: bppe@dca.ca.gov

CLASS SESSIONS LOCATION

- All class sessions will be held at 1455 Monterey Pass Rd #206, Monterey Park CA 91754

CAMPUS LOCATIONS

- 1455 Monterey Pass Rd#206, Monterey Park, CA 91754

BUSINESS HOURS

- Regular Business hours are 9:00 AM until 6:00 PM Monday thru Friday.

- The campuses are open for regular instruction: Monday thru Friday from 9:00 am until 6:00 pm.

COURSE SCHEDULES (ACADEMIC CALENDAR)

- LaneCert Education group LLC has an open enrollment policy, which means that students may start a program at the beginning of the next module of the program with a few exceptions please check with an Admissions representative. All programs start a new module every month. All LaneCert classes are taught at our campus. We do not offer distance learning. *§71810(b)(11) §94909(a)(4)*
- Students will be provided with a schedule of modules at the time of enrollment. During orientation, a schedule and syllabus will be provided for the current module.
- Please see an Admissions Representative if you have questions or, to see the next start dates.

NON-DISCRIMINATION STATEMENT

- LaneCert Educational Group LLC reaffirms its commitment to equality of opportunity and pledges that it will not practice or permit discrimination on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

COPYRIGHT INFRINGEMENT POLICY

- Misuse of computing, networking or information resources may result in the loss of computing and/or network access. Additionally, the school may consider prosecution under applicable statutes. Illegal production of software and other intellectual property protected by U.S. copyright law is subject to civil damages and criminal punishment including fines and imprisonment.

LIABILITY DISCLAIMER

- LaneCert Educational Group is not liable, or responsible for the loss of any personal property, or damages to any personal property, or for any personal injury, which may occur while the student is attending LaneCert Educational Group LLC.

STUDENTS WITH DISABILITIES

- LaneCert Educational Group LLC will provide equal access to qualified students with disabilities in all programs, services and activities. Access means that a qualified individual with a disability will not

be excluded from participation in, or be denied the benefits of services, programs or activities, nor will the student be subject to discrimination. With advanced notice, all reasonable and appropriate accommodations will be provided for students who have a qualified disability based on a psychological or medical evaluation.

- In accordance with the Americans with Disabilities Act, accommodation will not be provided (1) for personal devices or services, even though the individual may be a qualified individual with a disability, or (2) that would result in fundamentally altering the nature of a program, or when the academic requirements are essential to a program of study or to meet licensing prerequisites, or (3) may cause undue financial or administrative burdens.
- Interested persons, including individuals with disabilities or organizations representing individuals with disabilities, are invited to submit comments or request additional information regarding LaneCert Education Group LLC's current services, policies and practices.

CONSUMER INFORMATION

- Students who enroll in any of our programs should be aware that most IT employers will run a background check when applying for one of their IT positions.

FACILITY SPECIFICATIONS

- LaneCert Monterey Park campus is equipped with a large reception room, two classrooms, a non-smoking break room, which refrigerator and microwaves. We have Two classrooms that have enough space for each student. The School has a total of 10 programs. The Equipment for instructions that the students will used is various software's. The students will use a laptop that will connect to the School server. This Server will be available for students to gain hands on knowledge and technical skills needed for success in their chosen field.
- Parking is provided to all students at no charge in the designated spaces of the college parking lot. LaneCert Educational Group LLC does not accept responsibility for damage or theft of students' personal belongings in or on Campus or vehicles while parked in the school's parking areas. Students park at their own risk.

DORMITORY FACILITIES

- LaneCert Educational Group LLC does not have dormitory facilities under its control; the availability of housing located reasonably near the institution's facilities are homes or apartments varying in cost.
- LaneCert Education Group LLC assumes no responsibility to find or assist a student in finding housing. §71810(b)(13) Current statistics on housing costs are available at http://www.csac.ca.gov/pubs/forms/grnt_frm/studentexpensebudget.pdf.

LEARNING RESOURCES §71810(b)(10)

- Learning Resources include lectures, lab videos, lab manuals and lab software that is located on the school server. Resources are open 5 days a week during campus hours to all students. Students will access the Learning Resources by logging into their assigned Computer and servers. The Equipment for instruction that will be use are various software's. The lectures are pre-recorded videos that teach the student various lessons. The lab videos are pre-recorded videos that teach the student the hands on labs. The lab manuals are Step by step instructions on how to do the hands on labs. The Lab software (CISCO IOS) enable's the student to practice the labs. Theses Learning resources are accessed by login into the school server with a username and password. The student accessed the school server whenever they start practicing the labs
- LaneCert Educational Group LLC does not have a Library.

PROGRAMS OFFERED

- All Programs start on the first of the month. Program Descriptions are located in the Education Section of this Catalog.

CAMPUS POLICIES

SMOKING POLICY

- LaneCert Educational Group LLC provides its students with a smoke-free environment and smoking is not permitted anywhere in the facility. **THERE IS NO SMOKING ALLOWED IN THE CLASSROOMS, BATHROOMS OR IN THE STUDENT RECEPTION ROOM.**
- Smoking is permitted in designated areas outside the facility. Students who wish to smoke may smoke in the parking lot. All smokers must follow California smoking laws. Please dispose of smoking materials properly.

CODE OF STUDENT CONDUCT

- LaneCert Educational Group LLC strives to provide a professional learning environment for all of its students. Therefore, students are asked to dress for class in attire that would be acceptable in your chosen field. Abusive language and profanity are not allowed.
- LaneCert Educational Group LLC is a "closed" campus. Children and/or guests of enrolled students must check in at the reception desk before being allowed on in classrooms.
- Students are expected to not only adhere to the high standards of scholarship, but also to personal conduct that will not interfere with the learning process of any other student, the classroom presentation by the instructor, or the progress of the class in general. Those students whose conduct reflects discredit upon themselves or the school will be subject to review by the Disciplinary Committee and subject to suspension and/or termination.
- The school administration reserves the right to exercise its judgment to suspend and/or dismiss a student for any of the following reasons:
 - Failure to abide by the rules and regulations of the school
 - Conduct which reflects unfavorably on the school or its students
 - Failure to adhere to Satisfactory Progress policies and excessive absences or tardiness
 - Cheating, or falsifying school records
 - Entering the campus or class rooms under the influence of alcohol, drugs or illegal narcotics of any kind
 - Conduct which interferes with the learning process of other students or the instructional process
 - Conduct that interferes with the progress of the class as a whole
 - Instigation or participation in rebellious activities against the school or its students
 - Sexual harassment of any kind toward students, staff or patients.
 - Theft, vandalism or destruction of student or school property

ANTI-BULLYING POLICY

- This policy applies to all LaneCert Educational Group LLC students, as well as any activity at which you represent the Organization or are participating as a student of LaneCert Educational Group LLC.
- This policy reaffirms LaneCert Educational Group LLC commitment to provide an environment, which reflects the highest level of ethical, respectful and lawful conduct. This policy prohibits conduct, often referred to as bullying, that is intimidating, hostile or verbally or physically abusive.
- LaneCert Education Group LLC defines bullying as repeated, deliberate, abusive behavior, either direct or indirect, whether verbal, physical or psychological, conducted by one or more persons against another person or persons, which negatively affects the bullied party's ability to attend classes or interact with LaneCert Educational Group LLC personnel and other students.
- Bullying may be intentional or unintentional. However, the intention of the alleged bully is irrelevant, and may not be given consideration when determining discipline. LaneCert Educational Group LLC considers the following types of behavior examples of bullying:
- Verbal Bullying: slandering, ridiculing or maligning a person or his/her family; persistent name-calling which is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- Physical Bullying: pushing; shoving; kicking; poking; tripping; assault, or threat of physical assault; damage or deliberately interfering or tampering with someone's personal effects or work equipment including phone, computer, email, Internet, software.
- Gesture Bullying: non-verbal threatening gestures or glances.
- Exclusion: socially or physically excluding or disregarding a person in work-related activities. Additionally, the following examples, while not exhaustive, may constitute or contribute to evidence of bullying:
- Persistent singling out of one person.
- Shouting or the raising of voice at an individual in public and/or in private.
- Public humiliation or reprimands in any form.
- Repeated criticism on matters unrelated or minimally related to the person's performance or description.
- Ignoring/interrupting an individual during class or at a meeting.
- Repeatedly accusing someone of errors, which are not documented.
- Spreading rumors or negative gossip about individuals.
- Encouraging others to disregard instructions.
- Manipulating the ability of someone to do their classwork or job (e.g., overloading, underloading of work, withholding information, and assigning meaningless tasks, knowingly setting deadlines that cannot be met, deliberately giving ambiguous instructions or supplying incorrect information).
- Assigning menial or demeaning tasks not in keeping with the normal responsibilities.
- Consistently taking credit for another person's ideas or accomplishments.

- Refusing reasonable requests for leave without legitimate justification.

STUDENT BULLYING COMPLAINT PROCEDURE

- LaneCert Educational Group LLC encourages any student who believes that he or she has been or is being subjected to bullying to immediately report the incident promptly to his or her instructor, or Campus Director. All students have an obligation to cooperate with any investigation.

VIOLATION

- Any student found to violate this policy may be subject to disciplinary action, up to and including termination of school or employment. Any manager or supervisor who is aware of any possible violation of this policy and fails to take corrective action or notify the Campus Director may be subject to disciplinary action, up to and including termination.

NO RETALIATION

- LaneCert Educational Group LLC will not tolerate any retaliation against any student/employee who reports in good faith known or suspected violations of this policy or who participates in an investigation of a complaint. LaneCert Educational Group LLC recognizes that false accusations can have serious effects on innocent individuals. We trust all of our student/employees will act responsibly to establish and maintain a safe environment.

CURRICULUM & POLICY CHANGES

- LaneCert Educational Group LLC reserves the right to change internal academic and administrative policies, curriculum, program content and any other changes deemed necessary. In keeping with the philosophy of maintaining up-to-date program content, the school reserves the right to modify or change course content and/or the structure of course curricula at any time. Should program content, material, or schedule changes occur during the period of agreement, there will be no extra expense for tuition for current students. When changes occur students will be notified of any changes via posted notices

STUDENT EQUALITY & EQUAL OPPORTUNITIES

- LaneCert Educational Group LLC faculty and staff are committed to actively pursue equality for all LaneCert students of diverse cultures, disabilities, and lifestyles through the implementation of our mission and objectives. LaneCert Educational Group LLC incorporates the ethnic and academic pluralism, which is represented within our community into its educational process. All persons shall have equal access to LaneCert Educational Group LLC programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation.
- LaneCert Educational Group LLC is dedicated to respecting, integrating, and celebrating our students' diverse cultures into all aspects of campus life. LaneCert maintains a professional, handicap accessible, safe environment where students are free to express and share their unique backgrounds and experiences.

CRIME AWARENESS/STATISTICS

- The safety and well-being of our students, faculty, and staff is important. Although the campus is a safe place, crimes do occur. The statistics are published in compliance with the Crime Awareness and Campus Security Act of 1990, which requires that colleges collect, prepare and publish information related to crime and campus security and distribute it to all current and potential students and employees. This report is available to any applicant for enrollment or employment, in hardcopy upon request. See Safety & Security – *Clery Act* Addendum Section 5 for complete reporting.

REPORTING OF EMERGENCY/CRIMINAL OFFENSE OR SAFETY ISSUE

- Students should immediately report any emergency to their instructor or any other staff member. In the event of an incident requiring emergency medical personnel, students are requested to observe the directions of staff members and keep the hallways and doorways clear to allow easy, unrestricted access for paramedics or other emergency personnel. Students are encouraged to report to any staff member any illegal or suspicious activities witnessed on campus grounds or in the parking areas. If a student experiences a criminal act while on campus at LaneCert Educational Group LLC, the student should immediately report the matter directly to the Campus Director or call 911.
- The College's Safety Committee meets regularly to report any safety hazards on campus. To report a safety hazard, please see the Student Service Administrator or report the hazard to the Campus Director.
- All students are requested to complete a Medical Emergency Information form upon enrollment. If there are any changes to the information requested on the form, please see the Student Service

Administrator and update the form. The medical information listed on this form is imperative to paramedics in the event of a medical emergency and may save your life. Please keep us informed of any changes in medical conditions, medications, allergies or related information.

CRIME HELP CONTACT INFORMATION

- Department of Justice Violence Against Women Office -- www.ojp.usdoj.gov/vawo/
- Department of Education World Wide Web site on Campus safety – www.ed.gov/offices/ope/ppi/security.html
- Department of Education Web Site for Financial Aid Professionals – <http://ifap.ed.gov/IFAPWebApp/index.jsp>
- Higher Education Center for Alcohol and other Prevention World Wide Web site – www.edc.org/hec/

SECURITY & ACCESS TO VISITORS

- The Campus is open to students and employees during business and class hours as campus rules and regulations are adhered to. The campus is NOT open to the public. Visitors are subject to campus rules and regulations and must sign-in at the front desk when visiting LaneCert Educational Group LLC campus. Visitors must be accompanied at all times and need to be aware of the following:
- Smoking and Tobacco Products: LaneCert Educational Group LLC is a non-smoking, non-tobacco product environment. Smoking, including the use of electronic cigarettes and the use of all tobacco products are strictly prohibited within the building(s).
- Alcohol and Drugs: The use of alcohol and illegal drugs are not permitted at LaneCert Educational Group LLC. Anyone suspected of using drugs or alcohol will be asked to leave LaneCert Educational Group LLC campus.
- Firearms: Firearms are not permitted on the LaneCert Educational Group LLC campuses
- Pets: Pets are not allowed on campus. Only service animals are allowed on campus all other pets are strictly prohibited from being on campus.
- All visitors must obey the following rules of conduct at all times:
- Follow all verbal instructions and signs;
- Food and drinks are not permitted in classroom/lab areas;
- Do not touch or attempt to operate any machine, device or equipment unless given permission to do so;
- Report all injuries or problems immediately to the Campus Director;
- Photography is strictly prohibited unless approved in advance. If approved in advance, photos will be reviewed before being removed from the facility.

- **Computer Usage:** Anyone bringing a personal computer onto the LaneCert Educational Group campus must receive permission from the Director of Information Technology prior to connecting to LaneCert Educational Group network.

EMERGENCY NOTIFICATION & EVACUATION

- If the Campus Director deems a situation on or off campus constitutes a serious or continuing threat to students and/or employees, a warning may be issued. An emergency or dangerous situation is defined as a threat to the health or safety of persons on the campus. On determination of needed actions all staff and students will be notified.

DRUG AND ALCOHOL

- Each year, the college is required to provide to all enrolled students its Drug Free Schools Act policy and information. The college provides this information to all enrolled students at orientation.

DRUG AND ALCOHOL PREVENTION/AWARENESS POLICY

- LaneCert Education Group LLC is committed to maintaining a Drug and Alcohol free environment for its students and employees. Our culture, driven by a commitment to excellence in all areas, simply has no room for, and is incompatible with, substance abuse in any form. Accordingly, as a matter of policy, our campus prohibits the following: Reporting to campus under the influence of legal prescription or non-prescription drugs, if doing so could impair judgment or motor functions or place persons or property in jeopardy.
- Any violation of these policies will result in appropriate disciplinary action up to and including expulsion, even for a first offense. Violations of the law also will be referred to the appropriate law enforcement authorities.
- Separate from any legal requirements, our school is concerned with the health and well-being of members of our campus community.
- Finally, we ask for your help in keeping our campus free of substance abuse. Please notify management if you become aware of any alcohol or drug-related activity in violation of this Policy.

Various public and private organizations that provide professional counseling regarding drug addiction and rehabilitation are listed below:

ORANGE COUNTY

Addiction Treatment Center	714/530-9350
Recovery	714/543-8481
Child Abuse Hotline	714/289-2222
Victims Program Administration	714/8438900
Sober Living Drug and Alcohol Treatment Center	800/647-0042

LOS ANGELES COUNTY

Alcoholics Anonymous	626/914-1861
Women's and Children's Crisis Hotline	562/945-3939
Suicide Hotline (24 hours)	800/255-6111
Treatment Centers Medical Detoxification	800/996-1051
National Council on Alcoholism and Drug Dependency	213/384-0403

RIVERSIDE COUNTY /SAN BERNARDINO COUNTY

Recovery Center	626/914-1861
Gibson's home	562/945-3939
MFI Recovery Center	877/425-4038

SAN DIEGO COUNTY

American Addiction Center	855/286-6747
Hope by the Sea	877/788-8703
Recovery.org	855/400-4180

SEXUAL HARASSMENT/OFFENSE POLICY

- LaneCert conducts periodic seminars and guest lectures regarding sexual harassment and sex offenses including rape, acquaintance rape and other forcible and non-forcible sex offenses. If a student feels that he/she has been a victim of a sex-related offense or sexual harassment, the following steps should be taken:
 - The incident should immediately be reported to the Campus Director. Students should be aware that it is important to preserve any evidence of a sexual or other criminal offense to aid in providing proof of the offense. A student has the option to notify local law enforcement agencies regarding the offense. If requested, an Executive Staff member will assist the student in doing so.
 - LaneCert maintains information on local counseling and mental health agencies that can assist the student in coping with a sex related offense. To obtain this information, please see the Student Services or the Student Advisor. All inquiries regarding this information will be held in strictest confidence.
 - The college will make every effort to modify the student's academic situation after an alleged sexual offense if requested.

(Campus Director), 1455 Monterey Pass Rd #206, Monterey Park, CA 91754

- If a disciplinary proceeding is initiated, the accuser and the accused parties will be entitled to the same opportunities to have another party present during the proceeding and both the accused and the accuser will be informed of the outcome of any disciplinary proceeding brought alleging a sex related offense. All proceedings arising out of an alleged sexual offense will be private, confidential and limited to the executive management of the college, the accused, the accuser and their other parties to the extent allowed by law.
- The following sanctions may be imposed following a final determination of a disciplinary proceeding regarding rape, acquaintance rape, and other forcible or non-forcible sex offenses:
 - Warning (either verbal or written) documented in the accused student or employee file.
 - If the accused has been previously warned either verbally or in writing for a similar offense, the accused may be immediately terminated from enrollment or employment without the possibility of reinstatement.
 - Immediate termination from enrollment or employment without the possibility of reinstatement.

ADMISSION REQUIREMENTS §94909(a)(8)(a)

MINIMUM REQUIREMENTS

- All programs at LaneCert Education Group LLC are taught at the Monterey Park Campus campuses. We do not offer Distance Education.
- LaneCert Education Group LLC will not deny admission to any person for reasons of race, age, gender, sexual orientation, national origin, ethnic background, religious affiliation, or physical disabilities, but does reserve the right to deny admission to applicants who do not successfully meet admissions requirements.
- To be eligible for admission to LaneCert Educational Group LLC programs, a prospective student must meet the following requirements:
 - Applicants for all programs must be of compulsory age, provide an acceptable High School diploma or GED and complete an Interview with an Admissions Advisor. These requirements will meet the minimum qualifications for enrollment in each educational program.
 - LaneCert Education Group LLC does not accept ability-to-benefit students.
 - Students may enroll on the First day of the month. All scheduled programs start days are on the first day of the month. Each program is designed and taught as a "stand alone" program. All programs are based on clock hours. Therefore, students may begin instruction on the first day of their chosen program, and proceed until all the required lessons have been completed per the individual program requirements.

LaneCert Educational group LLC has not entered into an articulation or transfer agreement with any other college or university.

PROCEDURE FOR ALL STUDENTS

- Prospective students including students with special needs may apply for admission to the college by making an appointment to visit the Admissions Department. Applicants will be interviewed by an Admissions Advisor to ascertain their interests and previous educational and professional experience. LaneCert Educational Group LLC encourages parents or spouses of prospective students to attend this interview. Prospective students and family will then receive a tour of the facility and have an opportunity to ask questions. Students will need to provide a high school diploma or GED. An interview with the Department Director may also be required for some programs.
- The applicant will be admitted to the program at the next available start date depending upon space availability. Seats are assigned on a first come - first serve basis to all qualified students.

STUDENT LOANS

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

FOREIGN STUDENTS/LANGUAGE SERVICES

- LaneCert Education Group LLC does not provide language services or ESL classes. No visa services are provided for students nor does LaneCert Educational Group LLC vouch for student status, and associated charges. The level of English language proficiency required of students must meet the U.S. High School requirements. §71810(b)(3)(4)(5).

ENGLISH AS A SECOND LANGUAGE INSTRUCTION §71810(B)(3)(4)(5).

- LaneCert Education Group LLC instruction is taught only in English. §71810(b)(3)(4)(5).

READMISSION REQUIREMENTS

- All students that have withdrawn from any modules and/or been terminated from school will not be allowed automatic readmission. Any student who wishes to be considered for readmission must submit a written request to the Campus Director for readmission. Readmission will be determined on an individual basis by Campus Director, the Campus Director and the applicable Department Director/Coordinator. A student who has voluntarily dropped from a program or has been dropped due to Academic or Attendance reasons, and has been out of the program for 12 months or longer, must take the entire program over and meet all requirements satisfactorily. Readmission will be subject to demonstration that the conditions that caused the dismissal or withdrawal have been rectified. A student seeking readmission may not be allowed readmission for up to one year depending on the circumstance surrounding the withdrawal or termination and is reviewed on a case-by-case situation.

TRANSFERABILITY OF CREDIT and CREDENTIALS

PROGRAM TRANSFER AND/OR READMIT STUDENTS

- Students who transfer from one program to another must meet the satisfactory progress maximum time frame requirement of the new program. A student who withdraws or terminates and is accepted for readmission must meet maximum time frame requirements for completion with all periods of attendance counted regarding credits attempted versus credits earned. Students readmitted into the same program within twelve months from the last date of attendance will receive academic credit for all previously completed courses. Students must meet Satisfactory
- Academic Progress requirements concerning grades and attendance.
- Satisfactory progress maximum time frame requirement mean that a student has completed the previous program meeting the satisfactory progress.
- Satisfactory progress is measured by completing all required program clock hours and achieving a minimum overall grade of 80 points. 80 points is the same as 80%.
- LaneCert Education Group LLC does not accept credits earned at other institutions or through challenge examinations and achievement tests.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

- “The transferability of credits you earn at LaneCert Education Group LLC is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is 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 would meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending LaneCert Education Group LLC to determine if your certificate will transfer.”
- Students interested in transferring to another institution during or after their enrollment period at LaneCert Education Group LLC are encouraged to request official transcripts for their completed coursework and maintain or request copies of their program syllabus. LaneCert Education Group LLC cannot guarantee the transferability of the credits and/or hours earned at our institution, we do recommend our students and former students are prepared in the event they are interested in continuing their education. *****LaneCert Education Group LLC has not entered into an articulation or transfer agreement with any other college or university.***

TRANSFER OF CREDIT FROM ANOTHER SCHOOL §71770(c)(1)(2)(3)(6)

- LaneCert Educational Group LLC does not accept or award credit for prior experiential learning.

PROGRAM TRANSFER

- All students wishing to transfer from one program to another must request the transfer in writing and receive approval from the campus director prior to transfer.

STRF DISCLOSURE

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

Student Tuition Recovery Fund Rate Change Effective February 8, 2021

The Student Tuition Recovery Fund (STRF) assessment rate has changed from zero (\$0) per one thousand dollars (\$1000) of institutional charges to fifty cents (\$.50) per one thousand dollars (\$1000) of institutional charges.

- “You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.”
- “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 N. MARKET Blvd. Ste 255 Sacramento, CA 95834 P.O. Box 980818 P (916) 574-8900 or F (916) 263-1897.
- To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

- 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.
- 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.
- 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.
- The institution has been ordered to pay a refund by the Bureau but has failed to do so.
- 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.
- 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.
- 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.”
- Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, 94924 and 94925, Education Code.

TUITION PAYMENTS

- LaneCert Education Group LLC accepts several methods of payment including cash or debit card, check, money order or credit card towards student payments.
- LaneCert educational programs are NOT recognized by the United States Department of Education. Students is not eligible for federal financial aid.
- A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.
(§94909(a)(16) §94897(p))

CANCELLATION and REFUND POLICIES §94909(a)(8)(B)

CANCELLATION OF ENROLLMENT Ed Code §94911(e)(2) – Accet Doc 31/29.1(12)

CANCELLATION DUE TO:

- REJECTION OF APPLICANT:
 - If an applicant is rejected for enrollment by LaneCert Education Group LLC, a full refund of all monies minus the registration fee paid will be made to the applicant.
- PROGRAM CANCELLATION:
 - LaneCert Education Group LLC will not cancel a program when students are enrolled. If LaneCert Education Group LLC cancels a program subsequent to a student’s enrollment, LaneCert Education Group LLC will refund all monies paid by the student.
- CANCELLATION PRIOR TO THE START OF CLASS OR NO SHOW:
 - If an applicant accepted by LaneCert Education Group LLC cancels prior to the start of the scheduled classes or never attends class (noshow), LaneCert Education Group LLC will refund all monies paid, less the non-refundable registration fee for the program.
- CANCELLATION AFTER THE START OF CLASS
 - A student who has attended classes may cancel this enrollment agreement on or before the seventh day following the first day of scheduled class. The College will refund any money paid, less the non-refundable registration fee, within 30 calendar days of the notice of cancellation being received.

WITHDRAW FROM THE COURSE

Ed code §94911(e)(3) - Accet Doc 31 BPPE CEC §94909(a)(8)(B)

“The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.”

“To Cancel the enrollment agreement, the student will need to send the email to info@LaneCert.com

- You have the right to withdraw from a course of instruction at any time. If you withdraw from the course of instruction after the seventh day of instruction and prior to completion of up to 60% of the total program hours, the College will provide a prorated tuition refund, less the registration fee within 30 days of your withdrawal (see below for a refund calculation example).

✓ IF THE AMOUNT THAT YOU HAVE PAID IS MORE THAN THE AMOUNT THAT YOU OWE FOR THE TIME YOU ATTENDED, THEN A REFUND WILL BE MADE WITHIN 30 DAYS OF WITHDRAWAL.

✓ IF THE AMOUNT THAT YOU OWE IS MORE THAN THE AMOUNT THAT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO MAKE ARRANGEMENTS TO PAY FOR IT.

Example 1:

- The student enrolled in a 48-week program, starting on January 4th and scheduled to complete on December 10th
- There are two periods of financial obligation, of 24 weeks each.
- The total tuition is \$15,000. Tuition for each period is \$7,500.
- The last date of attendance (LDA) for the student is February 24th.
- The date of determination is March 8th.
 - Number of weeks student attended 8 weeks = 33.3%
 - Number of weeks financially obligated = 24 weeks
 - Pro rata portion completed based on 8 weeks = 33.3%
 - 33.3% of \$7,500 tuition = \$2,500 (earned tuition)
 - 10% of unearned tuition (\$7,500-\$2,500 = \$5,000 unearned) = \$500
 - Owed to institution = \$3,000
 - Student payment = \$7,500
 - Refunded to student by April 22nd = \$4,500

Example 2:

- Step 1** $2075.00 - 75.00 / 400 = 5.00$
- Step 2** $100 * 5.00 = 500.00$
- Step 3** $2225.00 - 500.00 - 225.00 = 1500.00$

** Students who attend more than 60% of the total program hours will be charged 100% tuition and fees.

For the purpose of determining the amount you owe for the time you attended, you shall be deemed to have withdrawn from the course when any of the following occurs:

- You notify the college of your withdrawal or the actual date of intent of withdrawal.
- When you have given notice of cancellation to the Campus of LaneCert Education group LLC you were to attend verbally to your Admissions Advisor. Or, if sent by mail to the address listed with

postage prepaid should be directed to the attention of "Admissions." The notice need not take any particular form and, however expressed, it is effective if it shows that you no longer wish to be bound by this agreement. *Main Phone Number - 682/333-3292*

- The college terminates your enrollment For failure to attend classes in violation of the college's attendance policy. In this case, the date of withdrawal shall be deemed to be the last day of recorded attendance
- Refund amounts are based on a student's last day of attendance.

Example 2:

Step 1 $2075.00 - 75.00 / 400 = 5.00$ Step 2 $100 * 5.00 = 500.00$ Step 3 $2225.00 - 500.00 - 225.00 = 1500.00$

For the purpose of determining the amount you owe for the time you attended, you shall be deemed to have withdrawn from the course when any of the following occurs:

- You notify the school of your withdrawal or the actual date of intent of withdrawal.
- The school terminates your enrollment.
- You fail to attend classes in violation of the school's attendance policy. In this case, the date of withdrawal shall be deemed to be the last day of recorded attendance.

Pro Rata Refund and Calculation of Amount of Tuition Refund

- The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal.

STUDENT'S RIGHT TO CANCEL

Ed Code §94911(e)(1)(2)(3) BPPE CEC §94909(a)(8)(B)

- The student has the right to cancel and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. You have the right to cancel for a course of instruction if notice of cancellation is made prior to or on the first day of instruction.

- Cancellation shall occur when you have given notice of cancellation to the Campus director of LaneCert Education Group LLC listed on the top of the page of this agreement or verbally to the Director of Admissions. The notice of cancellation, if sent by mail to the address listed with postage prepaid should be directed to the attention of "Director of Admissions." The notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that you no longer wish to be bound by this agreement.

CALCULATION OF AMOUNT OF TUITION/EQUIPMENT REFUND

(Per California Private Postsecondary and Vocational Education Reform AcT, Section 94720)

- The institution shall have and maintain the policy set forth in this article for the refund of the unused portion of tuition and fees and other charges if the student does not register for the period of attendance or withdraws at any time prior to completion of the courses, or otherwise fails to complete the period of enrollment. The institutional refund policy for students who have completed 60 percent or less of the course of instruction shall be a pro rata refund.
- The refund shall be calculated as follows:
 1. Deduct a non-refundable registration fee not to exceed \$150 from the total tuition charge.
 2. Divide this figure by the number of hours in the program.
 3. The quotient is the hourly charge for the program.
 4. The amount owed by the student for the purposes of calculating a refund is derived by multiplying the total hours attended by the hourly charge for instruction plus the amount of the non-refundable registration fee specified.
 5. The refund shall be any amount in excess of the figure derived in paragraph (4) that was paid by the student.
- For the purposes of determining the amount you owe for the time you attended, you shall be deemed to have withdrawn from the course when any of the following occurs:
 - a. You notify the school of your withdrawal or the actual date of withdrawal.
 - b. The school terminates your enrollment.
 - c. You fail to attend 40% of your scheduled classes in a 10-week term.

ADDITIONAL COST DISCLOSURE

- Per California regulations governing the operation of our college, we are required to disclose to you any additional charges, fees, or expenses that you may incur while attending school that are NOT INCLUDED in the cost of your program:
 - Housing Costs-The College does not offer housing to any student. You will be responsible for your own Housing.

- Travel expenses to and from school- The college does not provide transportation services to students. You will be responsible for any travel expenses that will result from traveling to and from school.
- Incidental school supplies-The College does not provide incidental supplies as part of the cost of your program. These items include, but are not limited to: writing instruments, notebooks, papers, person computers, physical books or any other supplies or equipment necessary to study. You will be responsible for paying for these items separately
- The College does not provide incidental supplies as part of the cost of your program. These items include, but are not limited to: writing instruments, notebooks, papers, person computers, physical books or any other supplies or equipment necessary to study. You will be responsible for paying for these items separately.

ACADEMIC PROCESSES

DETERMINATION OF THE WITHDRAWAL DATE

- The student’s withdrawal date is the last date of academic attendance as determined by the institution from its attendance records. The withdrawal date for a student who does not return from an approved leave of absence is the date on which the student fails to return, as determined by the institution’s signed documentation.

MAKE-UP Assignments

ALL STUDENTS

- While students are expected to attend all classes and complete all assignments as scheduled, the College does allow students to receive academic credit for make-up assignments and late assignments. Students who are absent from regularly scheduled classes are responsible to turn in required assignments on the day of student returning to class. If a student is absent for a test or quiz he or she must complete the missed quiz or test immediately upon their return to class. Failure to complete the quiz or test upon return to class will result in a “Fail” grade for that test or quiz. Make up assignments will not be counted toward a student’s attendance percentage.

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STUDENT PREPARATION AND BEHAVIOR

- Students are expected to be prepared for class. This means that reading and homework assignments are completed, the student is prepared for discussions and questions during lectures. Sleeping in class will not be tolerated. The student must also be prepared to act in an efficient, caring and professional manner. If an Instructor feels that a student is not prepared in either the lecture or Lab portions of the program, the Instructor has the right to excuse the student from the area or classroom and the student will be required to make up objectives missed. Students are expected to be respectful and attentive during class. If a student's behavior is disruptive to either the Instructor or to fellow students, the Instructor has the right to excuse the student from class and refer them to the Campus Director and the student will be required to make up objectives missed with penalties. Continued negative behavior will result in progressive disciplinary action, which may include termination from the program.

TESTING

DEFINITIONS

Quiz

- A short spoken or written test that accesses small increments of theory knowledge discussed recently.

Test

- A procedure that a student studies for to check the quality, performance, or reliability of (something), especially before putting it into widespread use or practice.

TESTING PROTOCOLS

- Classroom doors will be locked at the beginning of the test and students will not be allowed to enter the room after the test has begun. Students who arrive late and are locked out will be allowed to take an alternate test at the end of that class day only. Failure to take the alternate test on the same day will result in a grade of zero.
- Students will not be allowed to leave class and return during the test. Students who must leave the classroom will be required to turn in the answer sheet and the test will be graded based upon the answers provided at the time the student leaves the classroom.
- Students should make every effort to arrive on time and complete the regular test. Students who are absent on the test day must take an alternate test on the same day that they return to classes. Alternate testing may not be postponed. Desks must be clear of all items prior to testing. Only the following items are allowed: single purpose calculator and pencils. Scratch paper will be provided for calculations.

- Talking of ANY KIND AND FOR ANY REASON is not allowed during the test. Students who are caught talking during a test will be given a zero for the examination regardless of the circumstances. If a student has an issue, she/he should raise his/her hand for assistance by the instructor/TA.
- Due to current messaging technology, all cellular phones and pagers must be turned off and left in a pocket or closed backpack or purse during the test. Students caught with a cellular phone or pager turned on during a test, regardless of where it is located, will receive a zero for the test and be referred to the Disciplinary Committee for termination proceedings
- All tests will be monitored by the instructor and/or teaching assistant. Cheating of any kind including but not limited to crib notes, talking during tests, viewing another student's answer sheet or any other form of cheating witnessed by the instructor or teaching assistant will result in referral to the Disciplinary Committee for termination proceedings. The decision of the Disciplinary Committee in all actions is final and cannot be appealed. Students terminated for cheating or failure to abide by the testing procedures will not be allowed readmission.

ATTENDANCE

Requirements §94909(a)(8)(d)

All Educational Programs

- Students are expected to attend all classes as scheduled. Consistent attendance is imperative to facilitate adequate learning. Students must adhere to the following attendance requirements:
 1. Attendance will be taken at the beginning of each class session. Students who are not present when attendance is taken will be considered tardy. Students who are not in attendance for 60% or more of a class session will be considered absent.
 2. Students must attend a minimum of 80% of the scheduled course hours for each course attempted. Students who fail to attend a minimum of 80% of the scheduled course hours will receive an attendance warning notice-advising student exactly what must be done to be removed.
 3. Students who fail to attend at least one class day out of any 5 consecutive calendar days (excluding LOAs, holidays & scheduled breaks) may be terminated from the program upon review and recommendation of the Department.

EARLY DEPARTURES

- All students are requested to post all appointments they have during school hours with the instructor. The information requested includes: student name, the day/date of the appointment, the time of the appointment, whether the student will be in prior to the appointment, or returning after the appointment.

WARNING & PROBATION §94909(A)(8)(C)

- At the end of each grading period, a student will receive a written attendance warning if their attendance is not meeting the minimum requirement.
- Any student who fails to maintain the minimum cumulative attendance standard for two consecutive grading periods will be placed on Attendance Probation and meet with the Campus Director to develop a plan for deficiencies and improving student's attendance performance. Attendance improvement plan may include options of placing the student on a leave of absence if the circumstances qualify.

LEAVE OF ABSENCE POLICY --§94909(A)(8)(E)

- A Leave of Absence may be granted to students who require one for medical or extreme hardships/legal reasons or military orders. Leaves of Absence are granted on an individual basis and must be requested in writing by the student and approved by the Campus Director.
- Failure to return from a Leave of Absence on the scheduled return date will result in termination from classes. No additional charges will be assessed to a student's account during a Leave of Absence. **Students will be readmitted at the end of a Leave of Absence on a “space available” basis only. If space is not available at the scheduled return date, the student will be terminated and will have to reapply for admission at a later date.**
- Students are encouraged not to take a Leave of Absence since knowledge and skills may decline without continuous use. However, if one is required, please see Campus Director.
- Students are required to follow the following procedures:
- The student must sign and date the leave of absence request and specify a reason for the leave. The reason must be specified in order for the institution to have a reasonable expectation of the student's return within the timeframe of the leave of absence as requested.
- The student must attest to understanding the procedures and implications for returning or failing to return to his/her course of study.
- The institution must document its approval of the leave of absence request in accordance with its published policy.
- The institution may not assess the student any additional charges as a result of the leave of absence.

STUDENT GRIEVANCES/COMPLAINTS

- Complaints are defined as any student concern regarding the school courses, services, or staff. A student who has a concern about a school-related issue is encouraged to schedule a conference with the school director to find resolution. If an issue is not resolved to a student's satisfaction through the conference, the student can file a formal complaint in writing with the school director who will formally investigate the complaint, take appropriate action, and provide a written response to the student by the 10th business day after the day the formal written complaint is received by member of the school faculty or staff. Note: a conference with the director is not required before a student files a formal written complaint.

SATISFACTORY ACADEMIC PROGRESS

(ACCET-Doc18)

Students are required to maintain Satisfactory Academic Progress (SAP) while attending LaneCert Education Group LLC.

- Satisfactory progress is measured by completing all required program clock hours and achieving a minimum overall grade of 80 points. 80 points is the same as 80%.

Student Achievement

- Student Achievement are determined by the completion of all required clock hours and assignments. Students will receive a grade of Pass or Fail when completing Assignments. Each section on the assignments is worth 2, 3 or 4 points. Students must pass all requirements per section in order to receive the points for that section. Points will not be awarded if even one part of the Section's requirements is a fail. The maximum points for all assignments is 100. In order for students to pass the class, the student must have a minimum of 80 points.

WARNING POLICY

- Students may be placed on Warning status for a variety of reasons. Failure to maintain acceptable levels of academic, and/or attendance progress will result in the student being placed on Warning status.
- The acceptable level of Academics is that the student must maintain a grade of 80 to remain in good standing. The acceptable level of attendance is 60 percent of the program clock hours.
- During the time a student is on warning, he/she will be counseled and notified in writing of Warning Status. The terms of the warning will be stated in the warning notification. Failure to complete the terms of warning during the allowable time frame may result in termination from the program.

APPEAL POLICY

- Students have the right to appeal a warning/probation/termination action by the school. To do so, the student must submit a written appeal within two business days to the Campus Director, stating the basis for the appeal and include any relevant documentation to support the request. The appeal will be reviewed and responded to within two business days from the date the appeal was filed.
- Readmission is not **guaranteed** and the decision of the Administration. A written notification of the decision will be sent within 2 days of the college's receipt of the appeal or request for readmission. Please see the "Readmission Requirements" section of the Catalog for further information regarding appeals and the readmission process.
- If the SAP warning probation or termination appeal is favorable to the student, the Student Services Director and Education Coordinator will develop an Academic Plan to ensure that the student is able to meet LaneCert Educational Group LLC academic standards within a specific period of time.

ACADEMIC PROBATION POLICY §94909(A)(8)(C)

- All students are required to make academic progress toward their educational goals. In order to assure that students are both aware of their progress and are successfully completing their courses, the college maintains an academic probation policy. Students are expected to complete the required clock hours and assignments each day in order to remain in good academic standing.
- If a student does not make progress towards meeting the required clock hours and completing all assignments each day the student's enrollment will be terminated. The Campus Director may grant an extension to the student's academic probation if scheduling or other circumstances warrant such action. The student must meet all required clock hours and complete all assignments in every module during the probation extension.

REPEATING A COURSE

- Students may repeat a course as required by the College due to academic or other reasons at the discretion of the Campus Director.
- If a student voluntarily withdraws, *or* receives a grade 79 or less, the student may be allowed to repeat the Term/Module at the discretion of the Campus Director whose decision is final.
- A student may be allowed to repeat a unit of study within a program that the student failed or did not complete, on a space-available basis.

- When grading the student, the grade received when repeating the Term/Module will supersede any previous grade.
- Students repeating will be placed on a waiting list and be considered for reinstatement at the next start date.
- Readmission is not guaranteed and repeating students will be assigned a seat only on a “space available” basis.

GRADING SYSTEM

GRADING BREAKDOWN

- You will be given weekly assignments. The following chart is used for a letter grade:
- *Programs with Letter Grades*

<i>P, F,</i>	Pass, Fail. These grades are given for All programs.
<i>W</i>	Withdrawal. Students who drop/withdraw from a course after the first five days of instruction receive this grade.

STUDENT DISCIPLINARY PROCEDURE

DISCIPLINARY COMMITTEE

- The college maintains a Disciplinary Committee to review and recommend action on student issues or concerns raised. Actions that can be referred to the Disciplinary Committee include, but are not limited to, student behavior issues, student complaints against other students or staff, sexual harassment claims, student actions/behavior on campus or any other serious matter concerning a student’s period of attendance. Referral to the Disciplinary Committee is a serious issue and may result in suspension or termination/expulsion from the college. All Disciplinary Committee meetings are closed and students referred to the Committee for action will be informed in writing of the Committee’s decision within 14 days of the date of referral. All Disciplinary Committee actions are final and there is no appeal process.

STUDENT TERMINATION

- Failure to maintain satisfactory academic or attendance progress levels.
- Failure to achieve minimum passing scores per Grading Policies
- Failure to adhere to the terms of probationary notices.
- Dangerous, abusive, or unprofessional behavior towards school personnel, other students or training site personnel/clients.
- Cheating on class assignments, exams, tests or quizzes.
- Failure to attend classes for three consecutive days per term without notifying the college (excluding LOAs, holidays & scheduled breaks).
- Failure to attend at least one class in any 14-day calendar period (*Core Classes*) (excluding LOAs, scheduled breaks & holidays).
- Failure to return to school on the scheduled return date of a leave of absence.
- Violation of school policies concerning alcohol, drugs, weapons or violence.
- Failure to adhere to the terms of warning notice(s).
- Failure to provide timely tuition payments in accordance with the terms of the enrollment agreement, financing agreements or other instruments of indebtedness.
- Falsification of school records
- Failure to adhere to student conduct guidelines
- All terminations are subject to review. The Department makes final decisions.

STUDENT SERVICES

- The Student Services department is a resource for current students and alumni. Students are encouraged to visit our department with questions in regards to the College's policies and procedures and to receive assistance with the following services.
 - Attendance/Enrollment Verifications
 - Information on Community Services
 - Assistance with Changes to Class Schedules
 - Student ID's
 - Changes to Student Contact Information

STUDENT COUNSELING

- Our current students and alumni may also visit Student Services to pick up their Certificates of Completion. Our mission is to offer students the support and guidance necessary to successfully complete their educational programs. §71810(b)(12)

RECORDS / TRANSCRIPTS

In Accordance with the Family Education Rights and Privacy Act (FERPA)

- All student information contained in the student's academic, administrative, financial aid and placement files are held in strict confidence. Access to student files is limited to staff members and the college's approved and accredited authorities. Students may examine their files at any time during normal school hours. Student files may not be removed from campus grounds for any reason. If a student would like a copy of any of the information contained in their files, or a transcript, a written request may be made to the Student Services Administrator.
- Personal information, counseling notes or financial information contained in students' files will not be released to any outside party other than the student without a signed release by the student. A student's file will be documented each time personal identifiable information is disclosed to persons other than the student. A student may request an amendment to their records. Students may also request a formal meeting with the Campus Director for the amendment is denied to challenge the contents of any educational record on the grounds that the records are inaccurate, misleading or violate the rights of the student. Requests for amendments to a student's educational records or a meeting to challenge the contents of a student's record should be made in writing to the Campus Director.

- The institution shall maintain for a period of 5 years the pertinent student records described in Section 71920 from the student's date of completion or withdrawal. **The transcripts will be maintained indefinitely.** Students are required to notify the college of any changes in their personal information such as changes of address, phone numbers, marital status, name, etc., within ten days of the date of the change to facilitate proper state, federal and licensure documentation. A Change of Address form can be obtained from the Student Services Administrator. §71810(b)(15)

GRADUATION REQUIREMENTS

CERTIFICATE OF COMPLETION

- Certificates of Completion will be awarded to all students who successfully fulfill all graduation requirements. Certificates of Completion will reflect the achievement of those students who graduate. In order to achieve this status, a student must meet the following requirements at the time of graduation:
- The Student will need an overall, pass grade and meet the minimum attendance requirements for the program he or she is enrolled in.

LaneCert Education Group LLC prepares its student for careers according the United States Department of Labor's Standard Occupational Classification codes.

- 15-1210 Computer and Information Analysts
 - 15-1211 [Computer Systems Analysts](#)
 - 15-1212 [Information Security Analysts](#)
- 15-1220 Computer and Information Research Scientists
 - 15-1221 [Computer and Information Research Scientists](#)
- 15-1230 Computer Support Specialists
 - 15-1231 [Computer Network Support Specialists](#)
 - 15-1232 [Computer User Support Specialists](#)
- 15-1240 Database and Network Administrators and Architects
 - 15-1241 [Computer Network Architects](#)
 - 15-1242 [Database Administrators](#)
 - 15-1243 [Database Architects](#)
 - 15-1244 [Network and Computer Systems Administrators](#)
 - 15-1299 [Computer Occupations, All Other](#)

CAREER SERVICES §94909(a)(13)

- LaneCert Education Group LLC provides employment assistance to all qualified graduates at no additional charge. The college does not guarantee employment upon graduation. However, we strive to assist our graduates to become gainfully employed in their program of study. An explanation of the do services available to all eligible graduates follows:
- Placement assistance includes, but is not limited to:
 - Assistance in preparing, updating and customizing résumés for graduates.
 - Instruction in interviewing techniques including "mock" interviews to assist the student in identifying deficiencies in interviewing techniques.
 - Pre-placement interview by the Career Services Department to determine the graduates' employment requirements, preferences and potential prospects.
 - Assistance in locating current job openings and scheduling interviews for the graduate in the field(s) for which the graduate is qualified to work.
 - Follow-up with graduates after employment to insure adequacy and continued employment prospects.
 - All students must provide accurate up-to-date telephone numbers, email and addresses to the Career Services Department to ensure continued assistance.
 - *All students must provide an updated resume prior to completion of program.*

EMPLOYMENT GUARANTEE DISCLAIMER

- *Recruitment: Informational and promotional materials, advertising, and representations made by or on behalf of the institution for recruiting purposes make only justifiable and provable claims regarding the courses, programs, costs, location, instructional personnel, student services, outcomes, and other benefits. All communication with prospective students is ethical and honest. The institution does not state or imply that employment, occupational advancement, and/or certification and licensing are guaranteed.*

FEDERAL LABOR LAWS

- The Fair Labor Standards Act (FLSA) requires employers to prominently post various notices pertaining to specific requirements of the Act in the workplace. These notices are posted in all employee locations. Students may obtain information on Fair Labor Standards www.dol.gov.

CAL OSHA and FEDERAL LABOR LAWS INFORMATION

82-Educational Services (schools, colleges, universities and libraries)

- Public and private sector employers are not required to keep Cal/OSHA injury and illness records for any establishment classified in the following Standard Industrial Classification (SIC) codes, unless they are asked in writing to do so by OSHA, the Bureau of Labor Statistics (BLS), or state agency operating under the authority of OSHA or the BLS. All employers, including those partially exempted by reason of size or industry classification, must report to the Division of Occupational Safety and Health any workplace incident that results in a serious injury, illness, or death, as required - Title 8 Section 342.

1. **General Requirements** -- LaneCert Education Group LLC will furnish places and conditions free from safety and health hazards.
2. **OSHA Regulations** -- LaneCert Education Group LLC will comply with applicable regulations of the Occupational Safety and Health Administration.
3. **Reporting Hazards** -- LaneCert Education Group LLC will respond to reports of hazards on the campus.
4. **Workplace Inspections** -- LaneCert Education Group LLC will insure that each workplace is inspected annually for hazardous conditions. LaneCert Education Group LLC will post Notices of Unsafe or Unhealthful Conditions found during the inspections for a minimum of three business days, or until the hazard is corrected, whichever is later.
5. **Correction of Unsafe Conditions** -- LaneCert Education Group LLC will take prompt action to assure that hazardous conditions are eliminated. Imminent danger conditions will be corrected immediately.
6. **Safety and Protective Equipment** -- LaneCert Education Group LLC will acquire, maintain and require use of appropriate protective and safety equipment.
7. **Safety and Health Training** -- LaneCert Education Group LLC will provide occupational safety and health training.
8. **Reporting Accidents, Injuries and Occupational Illnesses** -- A report of accidental injury/illness for all accidents, injuries or occupational illnesses must be filed with Human Resources.
9. **Safety and Health Committees** -- LaneCert Education Group LLC will support any safety and health committees that are formed from management and employee representatives.

STUDENT RESPONSIBILITIES

- **Compliance with Standards** -- Students shall comply with all OSHA and approved LaneCert Education Group LLC occupational safety and health standards, policies and directives.
- **Safety and Protective Equipment** -- Students shall use appropriate protective and safety equipment when required for training.
- **Reporting Hazards** -- Student and their representatives shall have the right to report unsafe or unhealthful conditions to appropriate officials and to request an inspection of the work area. The name of the person making the report will be kept confidential if requested.
- **Freedom from Fear of Reprisal** -- Students and their representatives are protected from restraint, interference, coercion, discrimination, or reprisal for exercising any of their rights under the LaneCert Education Group LLC Safety and Health Program.
- ***RESPONSIBLE OFFICIALS***
- The Designated Agency Safety and Health Official (DASHO) for LaneCert Education Group LLC is the Human Resources Director. They may be contacted by asking the operator to call them.

CLASSROOM PROTOCOLS

- **Take responsibility for your education** - Instructors are here to create a learning environment. Whether you learn depends on your willingness to listen, ask appropriate questions, and do the work necessary to pass the course. If your academic preparation from high school is weak or if you have been out of school for a period of time, you may have to work harder and seek more help in order to succeed.
- **Attend every class** - You will find that students who attend every class, listen to the instructor and take good notes will be more likely to pass (with a higher grade). If you have an emergency or illness, contact your instructor ahead of time to let her/him know that you will be absent. If you miss a class it is your responsibility to meet with the instructor, outside of regular class time, to determine a plan to make up the missed work.
- **Get to class on time** - Students who walk into the classroom late or leave early distract other students and disrupt the learning environment.
- **Do not have private conversations** - The noise is distracting to other students.
- **Turn cellular phones off** - It is very distracting to hear someone's phone go off in class. Texting in class is prohibited.
- **Do not dominate other students' opportunities to learn by asking too many questions** - It's good to ask questions and make comments, but if you dominate the class time with too many questions and/or comments, the instructor and other students cannot participate in class discussions. When asking questions or making comments, keep them related to the discussion at hand.
- **Respect your instructor** - Openly challenging the instructor's knowledge or authority in the classroom is not proper. If you take issue with the instructor's information or instructional

methods, make sure that your comments are made without confrontation or antagonism. You may want to discuss your issues with her/him privately.

- **Instructors' classroom policies, procedures and teaching styles vary** - Instructors enforce attendance policies. Assignments and classroom activities are at the prerogative of the instructor. Each instructor has the freedom and authority to set the guidelines and policies for their classroom (within the overall policies of the college).
- **Your classmates deserve your respect and support** - Others may have different ideas and opinions from yours, they may ask questions you perceive to be "obvious," but they deserve the same level of respect from you as you wish from them.
- **Come to class prepared** - Students who forget common classroom supplies such as a pencil, paper, books, test materials, etc. usually waste class time. Students who have not completed their assigned homework many times ask questions that could have been answered through their assignments.
- **Turn in your work on time** - It is important to plan ahead. Students who wait until the last minute to do their work usually make lower grades and are more likely to miss deadlines. Study and do your assignments every day. If a problem occurs at the last minute such as a computer malfunction, you will still be prepared.
- **Do not bring children to class** - Children in classrooms are distracting to the instructor, other students, and you. You need to plan ahead for childcare.

STUDENTS ARE EXPECTED TO BE:

- Prepared for class and Labs on a daily basis.
 - a. Homework assignments are completed and the student is prepared for discussion and questions during lecture. If an instructor feels a student is not prepared for lecture, or Lab training, the instructor has the right to excuse the student from class.
- Be respectful and attentive during class. If the student's behavior is disruptive to either the instructor or the fellow students, the instructor has the right to excuse the student from class. Examples of disruptive behavior includes but are not limited to:
 - b. Leaving the classroom between breaks.
 - c. Talking and passing notes during lecture.
 - d. Speaking without raising hand to be recognized by instructor.
 - e. Arriving late or leaving early from class.
- Be considerate for the classroom environment, no food or soda except water in the classroom. Gum chewing is not allowed.
- Be conscious of the school policies on absences and tardiness, defined in the student catalog. These policies will be strictly enforced.

- Conscious of the school's academic policies.
- Cheating of any kind will not be tolerated and is grounds for immediate termination from the program. Examples of cheating include but are not limited to:
 - a. Plagiarism, Crib notes or looking at someone else's work.
 - b. Removing test and Scantron from classroom.
 - c. Sharing test related information with other classes and/or terms.

RESPONSIBILITIES:

- Students who have questions/concerns regarding school policies and procedures should discuss with the instructor privately or make appointment to speak with the Campus director of the program or their designee.

EXCUSED AND UNEXCUSED ABSENCE POLICY

1. Examples of Excused absence

- Illness (absences exceeding three days may require a physician statement).
- Medical/Dental appointments (we highly encourage you to make these appointments outside of school hours).
- Required county/state court appointments.
- Serious family emergency i.e. funeral.
- Family vacation/sporting events.

2. Unexcused absence

- Oversleeping/alarm failure
 - Arriving to school 1 hour after the start of school or checking out more than 10 minutes before the end of the day without an acceptable reasons
 - Leaving school during the regular school day without approval of a school official or other non-emergency situations.
 - Personal grooming appointments (hair, nails, tanning, etc)
 - Shopping/errands
 - Skipping class/leaving campus without following proper procedure
 - Family vacations that have not been pre-approved at home/babysitting
 - Needing sleep or rest
-
- After three unexcused absences students will receive a call from the school to assist in problem-solving and notification of the next steps.

DRESS CODE POLICY

- **In keeping with the philosophy of dressing for success**, we require that all students of LaneCert Education Group LLC dress in attire that would be appropriate for your field of study workplace.
- Students who come to school in attire that is not suitable may not be allowed to attend classes that day and will receive an unexcused absence. The purpose of the dress code is to encourage a professional, business environment for visiting employers and potential externship providers. Students will be counseled regarding dress that appears inappropriate or in direct violation of the dress code. Continued failure to abide by the dress code will result in the student being sent home from classes with an unexcused absence.

GENERAL GUIDELINES

The following guidelines will be required in **all programs**:

- **Dress** – Clothes must be clean and ironed with no stains, tears, rips or wrinkles. No exposed underwear. No jeans, miniskirts or shorts can be worn. Men’s shirts must have a collar. No exposed underwear, midriffs, backs or posterior, no plunging necklines or halter-tops. Appropriate undergarments, must be worn at all times. You may wear a jacket or sweater with no sport or affiliation logos. The jackets should not have hoods attached to them (no “hoodies”) or bandannas, sunglasses or headphones may be worn in class.
- **Shoes** – Shoes must be clean and in good condition. No flip-flops, slippers or extremely high heels.
- **Hair** - Clean, dry hair and well-groomed with professional natural colors, all hair touching the shoulders must be secured off the shoulders and bangs below the eyebrow must be secured to head.
- **Nails/Make-Up**--The length of your nails should not impede progress in typing skills and the colors and design should be professional shades or hues.
- **Jewelry & Body Art** – One pair of earrings only, (one earring in each ear) No hoops. No visible facial, or body piercing and all tattoos must be covered including facial, neck and hands during lecture & Lab days. Jewelry not to exceed excessive amounts such as too many necklaces one is acceptable but must not be visible, bracelets and rings. One watch. One ring on each hand is ok.
- **General Appearance** – wearing appropriate professional dress for your field must be observed at all times. No unauthorized headgear, sunglasses or headphones are allowed in the class. No

gum chewing or smoking is allowed. All "No Smoking" policies must be observed. Good personal hygiene and grooming, including use of a deodorant. No perfume, cologne or aftershave is allowed. Scents in hair spray, deodorant, hand lotions, etc., are at times noticeable and may be offensive to patients.

Any student unwilling to comply with the dress code will be sent home and receive an absence.

FACULTY & ADVISORY BOARD

- LaneCert Education Group LLC instructors have been selected from the professional community where they excel at what they teach. Our Instructors have a combination of at least three years of work-related experience or training or education in the occupation/job title category for which they are hired to teach, and engage in continuing education on an ongoing basis. This provides them with the opportunity to stay current on present and future needs and skills. They know what employers are looking for and are encouraged to convey this information to students. These professionals bring a practical hands-on knowledge of the workplace as well as a talent for teaching. Our Instructors are encouraged to inspire students to achieve personal goals as well as career goals through the attainment of knowledge, skills and self-confidence. Instructors are changed based on LaneCert Educational Group LLC needs and availability.

All EDUCATIONAL PROGRAMS

Business Data Analyst Training

THIS PROGRAM CONSIST OF ONE TRAINING PROGRAM:

- **TOTAL HOURS: 80**

PROGRAM DESCRIPTION:

- Business Data Analyst training is an entry-level program for data analysis in a business environment. There is no prior knowledge required. Companies rely on the creation, accumulation, and analysis of data from their daily operations and transactions. A Business Data Analyst requires basic skills in business processes, company operations, and functions. In addition, a Business Data Analyst should know how to use commercial tools such as Excel and Tableau to examine the data, generate a basic report, uncover business insights and help the business make better decisions.

BUSINESS DATA ANALYST TRAINING: 40 HOURS

- Basic business process and data applications
- Fundamentals in Excel
- Advanced Excel
- Building Report in Excel
- Fundamentals in Data Visualization
- Introduction to Tableau
- Advanced Tableau
- Business Presentation
- Final project

LAB TRAINING 40 HOURS

- Business Analyst

PREFERRED EXPERIENCE:

- High school diploma or the equivalent

CLASS START DATES:

- Classes for day students begin On the first day or the month, with successive classes beginning approximately every six weeks. Class for evening students will begin the same date with successive classes starting approximately every twelve weeks.

TUITION AND FEES:

- Registration \$100.00
- Tuition \$3500.00
- The Student Tuition Recovery Fund (STRF) assessment rate is fifty cents (\$.50) per one thousand dollars (\$1000) of institutional charges.

Total charges for a period of attendance AND an estimated schedule of total charges for the entire educational program. These are the same amount. (Total Cost) = \$3500.00

- The maximum Time frame to complete the required course clock hours is 12 months. To complete the program the student must complete all 80 clock hours.
 - The educational program does not have any final tests or examination and does not have any internship or externship
-
-

Advanced Business Data Analyst Training

THIS PROGRAM CONSIST OF ONE TRAINING PROGRAM:

- **TOTAL HOURS: 220**

PROGRAM DESCRIPTION:

- The Advanced Business Data Analyst training is an intermediate-level program that students will learn data acquisition and analysis skills for business environments. Companies highly rely on the creation and accumulation of data analysis from their daily operations and transaction. Skills related to data analysis in a business setting are most sought after. Advanced Business Data Analyst requires knowledge of the business process, corporate operations, and functions. In addition, Advanced Business Data Analysts should know how to use commercial tools such as Excel and, Tableau to examine the data, generate a basic report, uncover business insights and help the business make good decisions. Lastly, the Advanced Business Data Analyst should also possess programming skills in at least one of these popular languages. For example, Python, R, and SAS. These skills will assist a company in building basic models for their department and conduct predictive analysis of the data.

ADVANCED BUSINESS DATA ANALYST: 100 HOURS

- Advanced business process and data applications
- Fundamentals in SQL
- Advanced SQL
- Fundamentals in Python --- Data processing with Numpy
- Fundamentals in Python --- Data manipulation with Pandas
- Fundamentals in Python --- Data Visualization
- Advanced in Python
- Advanced Modeling
- Final project – Data Ingestion
- Final project – Data Analysis
- Final project – Data Visualization

LAB ADVANCED TRAINING: 120 HOURS

- Advanced Business Analyst: Marketing Case
- Advanced Business Analyst: Operations Case
- Advanced Business Analyst: Sales Case

PREFERRED EXPERIENCE:

- High school diploma or the equivalent
- Completion of Business Data Analyst Training

CLASS START DATES:

- Classes for day students begin On the first day or the month, with successive classes beginning approximately every six weeks. Class for evening students will begin the same date with successive classes starting approximately every twelve weeks.

TUITION AND FEES:

- Registration \$100.00
- Tuition \$8300.00
- The Student Tuition Recovery Fund (STRF) assessment rate is fifty cents (\$.50) per one thousand dollars (\$1000) of institutional charges.

Total charges for a period of attendance AND an estimated schedule of total charges for the entire educational program. These are the same amount. (Total Cost) = \$8300.00

- The maximum Time frame to complete the required course clock hours is 12 months. To complete the program the student must complete all 220 clock hours.
 - The educational program does not have any final tests or examination and does not have any internship or externship
-
-

Business Data Scientist Training

THIS PROGRAM CONSIST OF ONE TRAINING PROGRAM:

- **Total Hours: 260**

PROGRAM DESCRIPTION:

- Business data scientist training is an advanced level program for data acquisition, analysis, and modeling in a business environment.

BUSINESS DATA SCIENTIST: 100 HOURS

- Advanced business process and data applications
- Fundamentals in Python
- Advanced Data Visualization in Python
- Advanced Modeling in Machine Learning --- Unsupervised Learning
- Advanced Modeling in Machine Learning --- Supervised Learning
- Advanced Modeling in Machine Learning --- Model Selection
- Text Mining in Python --- Text Pre-processing
- Text Mining in Python --- Text Mining
- Final project --- Data Ingestion
- Final project --- Data pre-processing
- Final project --- Data Analysis and Model Building
- Final project --- Data Visualization and Presentation

LAB FOR DATA SCIENTIST: 160 HOURS

- Marketing Case
- Operations Case
- Sales Case
- Whole Business Case

PREFERRED EXPERIENCE:

- High school diploma or the equivalent
- Completion of Advanced Business Data Analyst Training

CLASS START DATES:

- Classes for day students begin On the first day or the month, with successive classes beginning approximately every six weeks. Class for evening students will begin the same date with successive classes starting approximately every twelve weeks.

TUITION AND FEES:

- Registration \$100.00
- Tuition \$9100.00
- The Student Tuition Recovery Fund (STRF) assessment rate is fifty cents (\$.50) per one thousand dollars (\$1000) of institutional charges.

Total charges for a period of attendance AND an estimated schedule of total charges for the entire educational program. These are the same amount. (Total Cost) = \$9100.00

- The maximum Time frame to complete the required course clock hours is 12 months. To complete the program the student must complete all 260 clock hours.
 - The educational program does not have any final tests or examination and does not have any internship or externship
-
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Senior Business Data Analyst Training

THIS PROGRAM IS A BUNDLE THAT CONSIST OF TWO TRAINING PROGRAMS:

- **Business Data Analyst Training**
- **Advanced Business Data Analyst**
- **Total Hours: 300**

PROGRAM DESCRIPTION

- The Senior Business Data Analyst training is an intermediate-level program for data acquisition and analysis in a business environment. The Senior Business Data Analyst requires knowledge of the business process, operations, and functions. The Senior Business Data Analyst should also possess programming skills in at least one of these popular languages. For example, Python, R, and SAS. These skills will assist a company with the basic building model to conduct predictive analysis of the data for any company. This course combines the Business Data Analyst Training and the Advanced Business Data Analytics training programs.

BUSINESS DATA ANALYST TRAINING: 40 HOURS

- Basic business process and data applications
- Fundamentals in Excel
- Advanced Excel
- Building Report in Excel
- Fundamentals in Data Visualization
- Introduction to Tableau
- Advanced Tableau
- Business Presentation
- Final project

LAB DATA ANALYST TRAINING: 40 HOURS

- Business Analyst

ADVANCED BUSINESS DATA ANALYST: 100 HOURS

- Advanced business process and data applications
- Fundamentals in SQL
- Advanced SQL
- Fundamentals in Python --- Data processing with Numpy
- Fundamentals in Python --- Data manipulation with Pandas

- Fundamentals in Python --- Data Visualization
- Advanced in Python
- Advanced Modeling
- Final project – Data Ingestion
- Final project – Data Analysis
- Final project – Data Visualization

LAB ADVANCED TRAINING: 120 HOURS

- Advanced Business Analyst: Marketing Case
- Advanced Business Analyst: Operations Case
- Advanced Business Analyst: Sales Case

PREFERRED EXPERIENCE:

- High school diploma or the equivalent

CLASS START DATES:

- Classes for day students begin On the first day or the month, with successive classes beginning approximately every six weeks. Class for evening students will begin the same date with successive classes starting approximately every twelve weeks.

TUITION AND FEES:

- Registration \$100.00
- Tuition 11900.00
- The Student Tuition Recovery Fund (STRF) assessment rate is fifty cents (\$.50) per one thousand dollars (\$1000) of institutional charges.

Total charges for a period of attendance AND an estimated schedule of total charges for the entire educational program. These are the same amount. (Total Cost) = \$11900.00

- The maximum Time frame to complete the required course clock hours is 12 months. To complete the program the student must complete all all 300 clock hours.
 - The educational program does not have any final tests or examination and does not have any internship or externship
-
-

Big Data Expert Training

THIS PROGRAM IS A BUNDLE THAT CONSIST OF THREE TRAINING PROGRAMS:

- **BUSINESS DATA ANALYST TRAINING**
- **ADVANCED BUSINESS DATA ANALYST TRAINING**
- **BUSINESS DATA SCIENTIST TRAINING**
- **TOTAL HOURS: 560**

PROGRAM DESCRIPTION:

- The Big Data Expert training is an Expert-level program for data acquisition and analysis for any business environment. Companies of all sizes rely on the creation and accumulation of analysis of data from their daily operations and transactions. These skills related to data analysis in a business setting are in-demand skills. A Big data expert requires knowledge of all the business processes, corporate operations, and functions. A Big data expert should also possess programming skills in at least one of these popular languages, for example, Python, R, and SAS. These programing skills will build the basic data model for companies that need to conduct predictive analysis of their data. In addition, A Big data expert should also be able to develop advanced modeling of the data and own the entire process till the project is finish. This course combines the Business Data Analyst Training, Advanced business Data Analyst training, and Business data Scientist Training into one complete Big Data Expert Program.

BUSINESS DATA ANALYST TRAINING: 40 HOURS

- Basic business process and data applications
- Fundamentals in Excel
- Advanced Excel
- Building Report in Excel
- Fundamentals in Data Visualization
- Introduction to Tableau
- Advanced Tableau
- Business Presentation
- Final project

LAB DATA ANALYST TRAINING: 40 HOURS

- Business Analyst

ADVANCED BUSINESS DATA ANALYST: 100 HOURS

- Advanced business process and data applications
- Fundamentals in SQL
- Advanced SQL
- Fundamentals in Python --- Data processing with Numpy

- Fundamentals in Python --- Data manipulation with Pandas
- Fundamentals in Python --- Data Visualization
- Advanced in Python
- Advanced Modeling
- Final project – Data Ingestion
- Final project – Data Analysis
- Final project – Data Visualization

LAB ADVANCED TRAINING: 120 HOURS

- Advanced Business Analyst: Marketing Case
- Advanced Business Analyst: Operations Case
- Advanced Business Analyst: Sales Case

BUSINESS DATA SCIENTIST: 100 HOURS

- Advanced business process and data applications
- Fundamentals in Python
- Advanced Data Visualization in Python
- Advanced Modeling in Machine Learning --- Unsupervised Learning
- Advanced Modeling in Machine Learning --- Supervised Learning
- Advanced Modeling in Machine Learning --- Model Selection
- Text Mining in Python --- Text Pre-processing
- Text Mining in Python --- Text Mining
- Final project --- Data Ingestion
- Final project --- Data pre-processing
- Final project --- Data Analysis and Model Building
- Final project --- Data Visualization and Presentation

LAB FOR DATA SCIENTIST: 160 HOURS

- Marketing Case
- Operations Case
- Sales Case
- Whole Business Case

PREFERRED EXPERIENCE:

- High school diploma or the equivalent

CLASS START DATES:

- Classes for day students begin On the first day or the month, with successive classes beginning approximately every six weeks. Class for evening students will begin the same date with successive classes starting approximately every twelve weeks.

Total Charges for a period of attendance and Estimated schedule of total charges for the entire educational program.

TUITION AND FEES:

- Registration \$100.00
- Tuition \$21100.00
- The Student Tuition Recovery Fund (STRF) assessment rate is fifty cents (\$.50) per one thousand dollars (\$1000) of institutional charges.

Total charges for a period of attendance AND an estimated schedule of total charges for the entire educational program. These are the same amount. (Total Cost) = \$21100.00

- The maximum Time frame to complete the required course clock hours is 12 months. To complete the program the student must complete all all 560 clock hours.
 - The educational program does not have any final tests or examination and does not have any internship or externship
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CCNA Enterprise Infrastructure Training

THIS PROGRAM CONSIST OF ONE TRAINING PROGRAM:

- **TOTAL HOURS: 80 HOURS**

PROGRAM DESCRIPTION:

- The CCNA Enterprise Infrastructure Training prepares the students to identify, design, and recommend the best Cisco solutions for small to medium-sized businesses.

NETWORK FUNDAMENTALS: 40 HOURS

- Building a Simple Network
- Establishing Internet Connectivity
- Managing Network Device Security
- Introducing IPv6
- Building a Medium-Sized Network
- Troubleshooting Basic Connectivity
- Wide-Area Networks
- Implementing an EIGRP-Based Solution
- Implementing a Scalable, OSPF-Based Solution
- Network Device Management

LAB FOR CCNA: 40 HOURS

- Enterprise Infrastructure

PREFERRED EXPERIENCE:

- High school diploma or the equivalent

CLASS START DATES:

- Classes for day students begin on the first day of the month, with successive classes beginning approximately every six weeks. Class for evening students will begin the same date with successive classes starting approximately every twelve weeks.

TUITION AND FEES:

- Registration \$100.00
- Tuition \$3500.00
- The Student Tuition Recovery Fund (STRF) assessment rate is fifty cents (\$.50) per one thousand dollars (\$1000) of institutional charges.

Total charges for a period of attendance AND an estimated schedule of total charges for the entire educational program. These are the same amount. (Total Cost) = \$3500.00

- The maximum Time frame to complete the required course clock hours is 12 months. To complete the program the student must complete all 80 clock hours.
 - The educational program does not have any final tests or examination and does not have any internship or externship
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CCNP Enterprise Infrastructure Training

THIS PROGRAM CONSIST OF ONE TRAINING PROGRAM:

- **Total Hours: 220**

PROGRAM DESCRIPTION:

- Cisco Certified Network Professional (CCNP) Enterprise Infrastructure Training validates the ability to plan, implement, verify and troubleshoot local and wide-area enterprise networks and work collaboratively with specialists on advanced security, voice, wireless, and video solutions.

ROUTING, SWITCHING, AND TROUBLESHOOTING : 100 HOURS

- Examining Cisco Enterprise Network Architecture
- Understanding Cisco Switching Paths
- Implementing Campus LAN Connectivity
- Building Redundant Switched Topology
- Implementing Layer 2 Port Aggregation
- Understanding EIGRP
- Implementing OSPF
- Optimizing OSPF
- Exploring EBGp
- Implementing Network Redundancy
- Implementing NAT
- Introducing Virtualization Protocols and Techniques
- Understanding Virtual Private Networks and Interfaces
- Understanding Wireless Principles
- Examining Wireless Deployment Options
- Understanding Wireless Roaming and Location Services
- Examining Wireless AP Operation
- Understanding Wireless Client Authentication
- Troubleshooting Wireless Client Connectivity
- Introducing Multicast Protocols
- Introducing QoS
- Implementing Network Services
- Using Network Analysis Tools
- Implementing Infrastructure Security
- Implementing Secure Access Control
- Understanding Enterprise Network Security Architecture
- Exploring Automation and Assurance Using Cisco DNA Center
- Examining the Cisco SD-Access Solution
- Understanding the Working Principles of the Cisco SD-WAN Solution
- Understanding the Basics of Python Programming
- Introducing Network Programmability Protocols

- Introducing APIs in Cisco DNA Center and vManage

LAB CCNP TRAINING: 120 HOURS

- Examining Cisco Enterprise Network Architecture
- Understanding Cisco Switching Paths
- Implementing Campus LAN Connectivity
- Building Redundant Switched Topology
- Implementing Layer 2 Port Aggregation
- Understanding EIGRP
- Implementing OSPF
- Optimizing OSPF
- Exploring EBGp
- Implementing Network Redundancy
- Implementing NAT
- Introducing Virtualization Protocols and Techniques
- Understanding Virtual Private Networks and Interfaces
- Understanding Wireless Principles
- Examining Wireless Deployment Options
- Understanding Wireless Roaming and Location Services
- Examining Wireless AP Operation
- Understanding Wireless Client Authentication
- Troubleshooting Wireless Client Connectivity
- Introducing Multicast Protocols
- Introducing QoS
- Implementing Network Services
- Using Network Analysis Tools
- Implementing Infrastructure Security
- Implementing Secure Access Control
- Understanding Enterprise Network Security Architecture
- Exploring Automation and Assurance Using Cisco DNA Center
- Examining the Cisco SD-Access Solution
- Understanding the Working Principles of the Cisco SD-WAN Solution
- Understanding the Basics of Python Programming
- Introducing Network Programmability Protocols
- Introducing APIs in Cisco DNA Center and vManage

PREFERRED EXPERIENCE:

- High school diploma or the equivalent
- Completion of CCNA Enterprise Infrastructure Training

CLASS START DATES:

- Classes for day students begin On the first day or the month, with successive classes beginning approximately every six weeks. Class for evening students will begin the same date with successive classes starting approximately every twelve weeks.

TUITION AND FEES:

- Registration \$100.00
- Tuition \$8300.00
- The Student Tuition Recovery Fund (STRF) assessment rate is fifty cents (\$.50) per one thousand dollars (\$1000) of institutional charges.

Total charges for a period of attendance AND an estimated schedule of total charges for the entire educational program. These are the same amount. (Total Cost) = \$8300.00

- The maximum Time frame to complete the required course clock hours is 12 months. To complete the program the student must complete all 220 clock hours.
 - The educational program does not have any final tests or examination and does not have any internship or externship
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CCIE Enterprise Infrastructure Training

THIS PROGRAM CONSIST OF ONE TRAINING PROGRAM:

- **TOTAL HOURS: 260 HOURS**

PROGRAM DESCRIPTION:

- The CCIE Enterprise Infrastructure Training is an architect-level training program that will teach students how to plan, design, implement, and oversee the complete network of any enterprise environment in the world.

IMPLEMENTATION: 100 HOURS

- Implementing EIGRP
- Optimizing EIGRP
- Troubleshooting EIGRP
- Implementing OSPF
- Optimizing OSPF
- Troubleshooting OSPF
- Configuring Redistribution
- Troubleshooting Redistribution
- Implementing Path Control
- Implementing Internal Border Gateway Protocol (IBGP)
- Optimizing BGP
- Implementing MP-BGP
- Troubleshooting BGP
- Exploring MPLS
- Introducing MPLS L3 VPN Architecture
- Introducing MPLS L3 VPN Routing
- Configuring Virtual Routing and Forwarding (VRF)-Lite
- Implementing DMVPN
- Implementing DHCP
- Introducing IPv6 First Hop Security
- Securing Cisco Routers
- Troubleshooting Infrastructure Security and Services
- Troubleshooting with DNA Center Assurance

LAB FOR CCIE: 160 HOURS

- Configure EIGRP Using Classic Mode and Named Mode for IPv4 and IPv6
- Verify the EIGRP Topology Table
- Configure EIGRP Stub Routing, Summarization, and Default Routing

- Configure EIGRP Load Balancing and Authentication
- Troubleshoot EIGRP Issues
- Configure OSPFv3 for IPv4 and IPv6
- Verify the Link-State Database
- Configure OSPF Stub Areas and Summarization
- Configure OSPF Authentication
- Troubleshoot OSPF Issues
- Implement Routing Protocol Redistribution
- Manipulate Redistribution
- Manipulate Redistribution Using Route Maps
- Troubleshoot Redistribution Issues
- Implement PBR
- Configure IBGP and External Border Gateway Protocol (EBGP)
- Implement BGP Path Selection
- Configure BGP Advanced Features
- Configure BGP Route Reflectors
- Configure MP-BGP for IPv4 and IPv6
- Troubleshoot BGP Issues
- Configure Routing with VRF-Lite
- Implement Cisco IOS DMVPN
- Obtain IPv6 Addresses Dynamically
- Troubleshoot DHCPv4 and DHCPv6 Issues
- Troubleshoot IPv4 and IPv6 Access Control List (ACL) Issues
- Configure and Verify Unicast Reverse Path Forwarding (uRPF)
- Troubleshoot Network Management Protocol Issues: Lab 1
- Troubleshoot Network Management Protocol Issues: Lab 2

PREFERRED EXPERIENCE:

- High school diploma or the equivalent
- Completion of CCNP Enterprise Infrastructure Training

CLASS START DATES:

- Classes for day students begin On the first day or the month, with successive classes beginning approximately every six weeks. Class for evening students will begin the same date with successive classes starting approximately every twelve weeks.

TUITION AND FEES:

- Registration \$100.00

- Tuition \$9100.00
- The Student Tuition Recovery Fund (STRF) assessment rate is fifty cents (\$.50) per one thousand dollars (\$1000) of institutional charges.

Total charges for a period of attendance AND an estimated schedule of total charges for the entire educational program. These are the same amount. (Total Cost) = \$9100.00

- The maximum Time frame to complete the required course clock hours is 12 months. To complete the program the student must complete all all 260 clock hours.
 - The educational program does not have any final tests or examination and does not have any internship or externship
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Cisco Network Engineer (Enterprise Infrastructure) Program

THIS PROGRAM IS A BUNDLE THAT CONSIST OF TWO TRAINING PROGRAMS:

- **CCNA Enterprise Infrastructure Training**
- **CCNP Enterprise Infrastructure Training**
- **Total Hours: 300**

PROGRAM DESCRIPTION:

- The Cisco Network Engineer (Enterprise Infrastructure Program) is an intermediate-level in-depth training program that will teach students real-world network engineering and design skills for an enterprise environment.

NETWORK FUNDAMENTALS: 40 HOURS

- Building a Simple Network
- Establishing Internet Connectivity
- Managing Network Device Security
- Introducing IPv6
- Building a Medium-Sized Network
- Troubleshooting Basic Connectivity
- Wide-Area Networks
- Implementing an EIGRP-Based Solution
- Implementing a Scalable, OSPF-Based Solution
- Network Device Management

LAB FOR CCNA: 40 HOURS

- Enterprise Infrastructure

ROUTING, SWITCHING, AND TROUBLESHOOTING : 100 HOURS

- Examining Cisco Enterprise Network Architecture
- Understanding Cisco Switching Paths
- Implementing Campus LAN Connectivity
- Building Redundant Switched Topology
- Implementing Layer 2 Port Aggregation
- Understanding EIGRP
- Implementing OSPF
- Optimizing OSPF
- Exploring EBGp
- Implementing Network Redundancy

- Implementing NAT
- Introducing Virtualization Protocols and Techniques
- Understanding Virtual Private Networks and Interfaces
- Understanding Wireless Principles
- Examining Wireless Deployment Options
- Understanding Wireless Roaming and Location Services
- Examining Wireless AP Operation
- Understanding Wireless Client Authentication
- Troubleshooting Wireless Client Connectivity
- Introducing Multicast Protocols
- Introducing QoS
- Implementing Network Services
- Using Network Analysis Tools
- Implementing Infrastructure Security
- Implementing Secure Access Control
- Understanding Enterprise Network Security Architecture
- Exploring Automation and Assurance Using Cisco DNA Center
- Examining the Cisco SD-Access Solution
- Understanding the Working Principles of the Cisco SD-WAN Solution
- Understanding the Basics of Python Programming
- Introducing Network Programmability Protocols
- Introducing APIs in Cisco DNA Center and vManage

LAB CCNP TRAINING: 120 HOURS

- Examining Cisco Enterprise Network Architecture
- Understanding Cisco Switching Paths
- Implementing Campus LAN Connectivity
- Building Redundant Switched Topology
- Implementing Layer 2 Port Aggregation
- Understanding EIGRP
- Implementing OSPF
- Optimizing OSPF
- Exploring EBGp
- Implementing Network Redundancy
- Implementing NAT
- Introducing Virtualization Protocols and Techniques
- Understanding Virtual Private Networks and Interfaces
- Understanding Wireless Principles
- Examining Wireless Deployment Options
- Understanding Wireless Roaming and Location Services
- Examining Wireless AP Operation
- Understanding Wireless Client Authentication
- Troubleshooting Wireless Client Connectivity

- Introducing Multicast Protocols
- Introducing QoS
- Implementing Network Services
- Using Network Analysis Tools
- Implementing Infrastructure Security
- Implementing Secure Access Control
- Understanding Enterprise Network Security Architecture
- Exploring Automation and Assurance Using Cisco DNA Center
- Examining the Cisco SD-Access Solution
- Understanding the Working Principles of the Cisco SD-WAN Solution
- Understanding the Basics of Python Programming
- Introducing Network Programmability Protocols
- Introducing APIs in Cisco DNA Center and vManage

PREFERRED EXPERIENCE:

- High school diploma or the equivalent

CLASS START DATES:

- Classes for day students begin on the first day of the month, with successive classes beginning approximately every eight weeks. Class for evening students will begin the same date with successive classes starting approximately every sixteen weeks.

TUITION AND FEES:

- Registration \$100.00
- Tuition \$11900.00
- The Student Tuition Recovery Fund (STRF) assessment rate is fifty cents (\$.50) per one thousand dollars (\$1000) of institutional charges.

Total charges for a period of attendance AND an estimated schedule of total charges for the entire educational program. These are the same amount. (Total Cost) = \$11900.00

- To complete the program the student must complete all 300 clock hours.
 - The educational program does not have any final tests or examination and does not have any internship or externship
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Cisco Internet Expert (Enterprise Infrastructure) Program

THIS PROGRAM IS A BUNDLE THAT CONSIST OF THREE TRAINING PROGRAMS

- **CCNA ENTERPRISE INFRASTRUCTURE TRAINING**
- **CCNP ENTERPRISE INFRASTRUCTURE TRAINING**
- **CCIE ENTERPRISE INFRASTRUCTURE TRAINING**
- **TOTAL HOURS: 560**

PROGRAM DESCRIPTION:

- The Cisco Internet Expert (Enterprise Infrastructure Program) is an Architect training program that will teach students how to plan, design, implement, and oversee any network in the universe.

NETWORK FUNDAMENTALS: 40 HOURS

- Building a Simple Network
- Establishing Internet Connectivity
- Managing Network Device Security
- Introducing IPv6
- Building a Medium-Sized Network
- Troubleshooting Basic Connectivity
- Wide-Area Networks
- Implementing an EIGRP-Based Solution
- Implementing a Scalable, OSPF-Based Solution
- Network Device Management

LAB FOR CCNA: 40 HOURS

- Enterprise Infrastructure

ROUTING, SWITCHING, AND TROUBLESHOOTING : 100 HOURS

- Examining Cisco Enterprise Network Architecture
- Understanding Cisco Switching Paths
- Implementing Campus LAN Connectivity
- Building Redundant Switched Topology
- Implementing Layer 2 Port Aggregation
- Understanding EIGRP
- Implementing OSPF
- Optimizing OSPF
- Exploring EBGp

- Implementing Network Redundancy
- Implementing NAT
- Introducing Virtualization Protocols and Techniques
- Understanding Virtual Private Networks and Interfaces
- Understanding Wireless Principles
- Examining Wireless Deployment Options
- Understanding Wireless Roaming and Location Services
- Examining Wireless AP Operation
- Understanding Wireless Client Authentication
- Troubleshooting Wireless Client Connectivity
- Introducing Multicast Protocols
- Introducing QoS
- Implementing Network Services
- Using Network Analysis Tools
- Implementing Infrastructure Security
- Implementing Secure Access Control
- Understanding Enterprise Network Security Architecture
- Exploring Automation and Assurance Using Cisco DNA Center
- Examining the Cisco SD-Access Solution
- Understanding the Working Principles of the Cisco SD-WAN Solution
- Understanding the Basics of Python Programming
- Introducing Network Programmability Protocols
- Introducing APIs in Cisco DNA Center and vManage

Lab CCNP Training: 120 Hours

- Examining Cisco Enterprise Network Architecture
- Understanding Cisco Switching Paths
- Implementing Campus LAN Connectivity
- Building Redundant Switched Topology
- Implementing Layer 2 Port Aggregation
- Understanding EIGRP
- Implementing OSPF
- Optimizing OSPF
- Exploring EBGp
- Implementing Network Redundancy
- Implementing NAT
- Introducing Virtualization Protocols and Techniques
- Understanding Virtual Private Networks and Interfaces
- Understanding Wireless Principles
- Examining Wireless Deployment Options
- Understanding Wireless Roaming and Location Services
- Examining Wireless AP Operation
- Understanding Wireless Client Authentication

- Troubleshooting Wireless Client Connectivity
- Introducing Multicast Protocols
- Introducing QoS
- Implementing Network Services
- Using Network Analysis Tools
- Implementing Infrastructure Security
- Implementing Secure Access Control
- Understanding Enterprise Network Security Architecture
- Exploring Automation and Assurance Using Cisco DNA Center
- Examining the Cisco SD-Access Solution
- Understanding the Working Principles of the Cisco SD-WAN Solution
- Understanding the Basics of Python Programming
- Introducing Network Programmability Protocols
- Introducing APIs in Cisco DNA Center and vManage

IMPLEMENTATION: 100 HOURS

- Implementing EIGRP
- Optimizing EIGRP
- Troubleshooting EIGRP
- Implementing OSPF
- Optimizing OSPF
- Troubleshooting OSPF
- Configuring Redistribution
- Troubleshooting Redistribution
- Implementing Path Control
- Implementing Internal Border Gateway Protocol (IBGP)
- Optimizing BGP
- Implementing MP-BGP
- Troubleshooting BGP
- Exploring MPLS
- Introducing MPLS L3 VPN Architecture
- Introducing MPLS L3 VPN Routing
- Configuring Virtual Routing and Forwarding (VRF)-Lite
- Implementing DMVPN
- Implementing DHCP
- Introducing IPv6 First Hop Security
- Securing Cisco Routers
- Troubleshooting Infrastructure Security and Services
- Troubleshooting with DNA Center Assurance

LAB FOR CCIE: 160 HOURS

- Configure EIGRP Using Classic Mode and Named Mode for IPv4 and IPv6
- Verify the EIGRP Topology Table
- Configure EIGRP Stub Routing, Summarization, and Default Routing
- Configure EIGRP Load Balancing and Authentication
- Troubleshoot EIGRP Issues
- Configure OSPFv3 for IPv4 and IPv6
- Verify the Link-State Database
- Configure OSPF Stub Areas and Summarization
- Configure OSPF Authentication
- Troubleshoot OSPF Issues
- Implement Routing Protocol Redistribution
- Manipulate Redistribution
- Manipulate Redistribution Using Route Maps
- Troubleshoot Redistribution Issues
- Implement PBR
- Configure IBGP and External Border Gateway Protocol (EBGP)
- Implement BGP Path Selection
- Configure BGP Advanced Features
- Configure BGP Route Reflectors
- Configure MP-BGP for IPv4 and IPv6
- Troubleshoot BGP Issues
- Configure Routing with VRF-Lite
- Implement Cisco IOS DMVPN
- Obtain IPv6 Addresses Dynamically
- Troubleshoot DHCPv4 and DHCPv6 Issues
- Troubleshoot IPv4 and IPv6 Access Control List (ACL) Issues
- Configure and Verify Unicast Reverse Path Forwarding (uRPF)
- Troubleshoot Network Management Protocol Issues: Lab 1
- Troubleshoot Network Management Protocol Issues: Lab 2

PREFERRED EXPERIENCE

- High school diploma or the equivalent

CLASS START DATES

- Classes for day students begin On the first day or the month, with successive classes beginning approximately every eight weeks. Class for evening students will begin the same date with successive classes starting approximately every sixteen weeks.

TUITION AND FEES:

- Registration \$100.00
- Tuition \$21100.00
- The Student Tuition Recovery Fund (STRF) assessment rate is fifty cents (\$.50) per one thousand dollars (\$1000) of institutional charges.

Total charges for a period of attendance AND an estimated schedule of total charges for the entire educational program. These are the same amount. (Total Cost) = \$21100.00

- The maximum Time frame to complete the required course clock hours is 12 months. To complete the program the student must complete all 560 clock hours.
 - The educational program does not have any final tests or examination and does not have any internship or externship
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