

# **The Stride Center**

## **Information Technology Career Training and Job Placement**

### **Course Catalog**



[HARNESSING TECHNOLOGY & CHANGING LIVES](#)

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## Introduction

Thank you for considering The Stride Center for your technical and career training needs.

The Stride Center's vision is that all men and women in our community, regardless of barriers to success will achieve economic self-sufficiency through prosperous, vibrant, meaningful careers. As an innovative social enterprise our mission is to empower men and women facing barriers to employment to achieve economic self-sufficiency. We provide a comprehensive career development program that includes job skills training, credentials, career coaching, work experience and job placement assistance.

The Stride Center's vision and mission highlight our focus on creating social and economic self-sufficiency through a sustainable career. We are organized to provide the life skills training along with education in the technology field that is critical to social progress and individual success.

The Stride Center provides training in the growing and important field of technology. As a student you have options when it comes to where you will receive your training. If you are looking for the quickest way to get certified in the most sought after areas of technology with the least amount of money coming out of your pocket, then The Stride Center program is for you. As a The Stride Center student you will receive your training in a supportive environment with a strong success rate as well as the professional job/life skills employers look for.

Employers list professional skills right alongside technical skills as what they are looking for when they hire. The Stride Center knows this and prepares you accordingly. You will receive top notch technical training, but you will also be fully trained in the softer professional skills that are needed to land your first job, achieve financial rewards in the workplace and build a successful career that will last a lifetime.

The Stride Center students are part of The Stride Center Family, a family that includes graduates, staff, instructors and financial donors who support, encourage and mentor one another on a daily basis celebrating together during times of success and helping one another during times of need.

Our support of your job ambitions doesn't end the day you graduate or even after we've helped you secure your first job. We are confident about the ability and integrity of our students and we know each one personally. That's why we offer graduates lifetime job placement assistance using our extensive network of employer contacts to work on your behalf. The Stride Center is like a big happy family, each helping the other to succeed; except this is a family you choose to join and want to remain connected to.

## Program Introduction

The Stride Center's entire focus is on preparing students for careers in information technology. There are four critical components to the comprehensive workforce development program at The Stride Center:

**1. Education & Credential:** At the core of The Stride Center's workforce development program, is our training component. Students will acquire high quality technical skills; industry recognized certifications, and a host of professional, life and career development skills essential for job seekers in today's competitive workforce environment. At present, The Stride Center offers certification training in IC3-Internet Core Computing, A+ (CompTIA Computer Technician), Network + (CompTIA Network Certification), MCTS (Microsoft Certified Technology Specialist), Server Plus and Security Plus.

**2. Experience:** The second component of our workforce development program involves creating opportunities for work experience. We have found that the highest quality training is made exponentially more effective when combined with the opportunity to actually perform the work. So, The Stride Center created two social venture programs, Relia Tech and ReUse Tech, aimed at creating opportunities for students to engage in paid and unpaid internship and shadowing programs, as well as for graduates to be hired as part time and full time staff.

**3. Equipment:** For our students who do not have computer equipment of their own, The Stride Center helps them acquire (at no cost) the equipment they need through Re-Use Tech, our computer refurbishment social venture, where we are committed to ensuring that no one be denied access to technology because of a lack of equipment or training.

**4. Placement:** All our students receive one on one job placement assistance. In keeping with our self-sufficiency model, The Stride Center teaches our students to manage their own careers and find their own jobs on the open job market. Our career development manager works with each student to develop clear career goals and job attainment strategies. In addition to working with our students to search for jobs matching their skills, The Stride Center has employment relationships with numerous Bay Area companies, which we leverage to secure excellent jobs for our graduates. We currently have formal "hiring partner" relationships with six local and national corporations in including Wells Fargo Bank, Sybase Corp and CBX Technologies.

## **Faculty Qualifications**

The Stride Center's instructors and staff are uniquely qualified to provide the robust and comprehensive training and supportive services we promise. All of our training staff are certified in the courses they teach and are dedicated to helping our students meet their personal and professional goals in the information technology field.

### **Nico van Dongen – Director of Training**

Nico van Dongen has successfully empowered individuals and creative communities with visionary leadership in Art, Design, Media and Branding, both as a hands-on designer, and mentor to others. His student focus approach derives from years of classroom experience and a deep commitment to creative excellence and education.

### **Darby Patterson – Program Manager - Sacramento Satellite Office**

Darby Patterson is a longtime Sacramento resident who has consulted on several projects in the Sacramento Region, worked in state government and as a journalist. Darby has excellent relationships with the business community and within local government. She works seamlessly with the media and is able to promote programs such as the Stride Center. In 2009, she launched a distance learning Stride Center A+ certification program with the goal of establishing a permanent Stride presence in California's capital. She was the former editor in chief of a national trade magazine that focused on the use of technology in government and in the mid-1990s, was a lobbyist/advocate for a regional nonprofit job training program. Darby is a commissioner on the County's Adult and Aging Commission and serves in a volunteer capacity on other boards. She has B.A. Degrees from UC Santa Barbara where she graduated with highest honors.

### **Isaias Leiva – Training Manager**

Isaias Leiva started teaching computer fundamentals at stride center in January of 2006. He revolutionized The Stride Center's curriculum and substantially increased the success rate of students.

Isaias has served as a training manager for stride since November of 2009 and has developed effective student tracking systems among many other contributions. He currently manages curriculum development, instructors, and student's progress for the entire organization. Isaias has also been responsible for the deployment of stride's online portal "Moodle" and is currently co-authoring a national computer lab book. He is a professor at City College of San Francisco's CNIT department and holds the following certifications: IC3, IC3 Authorized Instructor, BPPE Approved Instructor, MOS, CompTiA A+, Network +, Microsoft MCDST and an AS in CNIT.

### **Rachelle Forbes – Training Department Administrator**

Rachelle Forbes has been employed with The Stride Center since 2005. Rachelle had worked in the travel industry for over ten years which created the transition to obtain skills towards an Office Administrator position. She enrolled as a student in March 2004, and has taken all classes that The Stride Center has to offer, as well as received several industry standard certifications: Microsoft Office Specialist Word 2003 and Excel 2003, A+ and MCDST. In 2005 Rachelle joined The Stride Center as the Office Manager. Rachelle earned her Bachelor of Arts Degree in Speech and Communications from San Francisco State University.

## **Faculty Qualifications- cont'd**

### **Willie Lockett – A+ Instructor – Oakland Campus**

Willie Lockett's background spans over 20 years of Information Technology Service Delivery in the corporate arena, as well significant contributions to the community service sector. He has worked as a Project Manager for Kaiser Permanente. His Help Desk management and Network Administration experience rounds out his IT background and helps provide insight to students seeking careers in IT. Willie is a graduate of the University of San Francisco, with a B.S. in Information Technology Management.

### **Norman Trudeau – A+ Instructor – Concord Campus**

Norman Trudeau has spent the past 40 years working in the IT industry. Working over 20 years in Mainframes and moving on to Telecommunications. Norman has been a Network coordinator, Senior Teleprocessing Analyst and Manager for a Fortune 500 company in the financial district of San Francisco. Norman has been involved in teaching in the IT industry for over 20 years, most notably A+ and networking. Norman was Technical Training Coordinator involved in setting up and critiquing technical classes covering a wide variety of subjects to include programming and computer operations. He has taught at both public and private institutions such as Chabot College and Silicon Valley College and Martinez Unified School District. Norman is A+ certified.

### **Ben Gill – A+ Instructor – San Pablo Campus**

Ben Gill holds a California Career Technical Education Credential in Information Technology. He is also a alumnus of The Stride Center. Ben holds several IT industry certifications such as CompTIA A+, CompTia Network +, Microsoft Certified Desktop Support Technician (MCDTS), Microsoft Certified Professional (MCP) and Cisco Certified Network Associate (CCNA).

### **Daniel Rivas – A+ Instructor- Redwood City Campus**

I have been working in the computer industry for 20 years, some of the jobs I have done over these years are: Computer Repair Technician, Field Services Engineer, Laser Printer Repair Technician, Computer Trainer/Mentor, and Network Administrator, obtained an AS degree in computer Technology, Certified by CompTIA as A+ Technician, MCSE by Microsoft CCNA by Cisco Systems and VCP by VMware.

### **Bruce Weaver- A+ and Advance Courses Instructor- Sacramento Campus and Online Courses.**

Bruce began his career as an intern during high school and has 20 years I.T. experience in the field. He progressed from PC Service Center Technician to Service Manager in Sacramento before expanding his horizons. He was recruited to assist in designing and managing the manufacturing processes for a Michigan-based PC manufacturer. He stayed on to supervise the training of new technicians. After the plant closure his professional network enabled him to be recruited to teach computer courses for the United Auto Workers Union. Bruce holds ICT industry certifications with CompTIA A+, CompTIA Network + and CompTIA Security Plus

# **Student Qualifications and Expectations**

## **Qualifications**

Students entering The Stride Center's career training and placement program are required to meet the following minimum qualifications:

1. Complete an application for admission.
2. Read at a 10<sup>th</sup> grade level.
3. Complete a 250 word written essay.
4. Commit to working with The Stride Center for job placement upon program completion.
5. Commit to adhering to the Student Expectations, listed below.

## **Expectations**

Students of The Stride Center career training and placement program are expected to meet expectations clearly laid out standards for attendance, punctuality, dress and ethics. The standard student pledge will be signed by each student at time of enrollment, and include the following key areas of agreement:

1. All students will arrive at class on time, and will adhere to the school timeliness standard.
2. All students will avoid excessive absences and adhere to the school attendance standard.
3. All students agree to wear The Stride Center shirts and dress in clearly prescribed "business casual" attire.
4. Adhere to class rules and regulations for computer use and class room maintenance.
5. Treat fellow students and instructors with respect.
6. All students agree to provide a minimum of 24 hours volunteer work over the course of their studies with The Stride Center.

## ***Entrance Testing Requirements***

All students are required to undergo the following standard entrance tests:

1. TABE (Testing Adult Basic Education) with a passing score of 8.0 or higher.
2. Computer Aptitude Test (No minimum passing score.)

## **Grading and Assessment Policy**

The Stride Center uses an alphabetical grading system. The final grade for a course will be based on the assignments completed and the scores for the student received on the tests administered during the session. In order to receive a passing grade in the course, students must achieve a minimum score of 75%.

Any student who has attended class the entire quarter and received a passing grade in the tests administered, but failed to complete all class assignments by the end of the quarter may, at the instructor's discretion, receive an "incomplete" for that course. The student must complete all the course assignments by the end of the first week of the following session in order to receive a passing grade. Any student failing to complete the unfinished course work within the required time will receive a grade of "F".

A "W" will be recorded as the grade for any student withdrawing from a course before the end of the third week. A "W" does not earn credits or grade points. Any student withdrawing from a course between the fourth and twelfth weeks will receive a grade of "F" for that course.

## **English as a Second Language Instruction**

The Stride Center does not provide English as a second language instruction.

# Computer Literacy Basics Course Overview

## Computer Literacy Basics

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### IC3 Certification

**Organization/Company:** Certiport

**Certification:** Internet and Computing Core Certification

**Required Exams:** 3

**Exam 1:** Computing Fundamentals

**Exam 2:** Key Applications

**Exam 3:** Living Online

**Exam Format:** Linear

**Expiration:** N/A

**Duration:** Mon – Thurs

IC<sup>3</sup> certification helps you learn and demonstrate Internet and digital literacy through a worldwide industry standard. To become IC<sup>3</sup> certified, you must pass the following three exams. Each exam takes less than an hour to complete.

**Computing Fundamentals:**

- Computer Hardware
- Computer Software
- Using an Operating System

**Key Application:**

- Common Program Functions
- Word Processing Functions
- Spreadsheet Functions
- Presentation Software Functions

**Living Online:**

- Networks and the Internet
- Electronic Mail
- Using the Internet
- The Impact of Computing and the Internet on Society

Lecture	56 hrs.
Labs	112 hrs.
Life Skills Training	20 hrs.
Test Preparation	36 hrs.
	224 Total Hours

Those who complete the course and pass the certification exam receive a credential recognized worldwide. The skills and knowledge measured by the IC3 exams were derived from an industry-wide job task analysis.

**Course Tuition: \$2695.00**

## **A+ Preparation Certification Course Overview**

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### **A+ Certification**

**Organization/Company:** CompTIA

**Certification:** A+ Certification

**Required Exams:** 2

**Exam 1:** A+ Hardware Technologies (220-701)

**Exam 2:** A+ Operating Systems Technologies (220-702)

**Exam Format:** Linear

**Expiration:** N/A

**Class Hours:** Monday-Friday 6:00 P.M – 9:00P.M.

The A+ course is designed for individuals who are seeking an IT career in technical support. It is recommended that before beginning the A+ training that applicants have some foundational knowledge of computer technologies and the aptitude to learn a large volume of information in a relatively short period of time. The learning objectives include two components; Hardware specifications such as motherboards, processors, hard drive technologies and memory modules, and Software specifications and operating systems such as Windows 98, NT 4.0, Windows 2000 and XP as well as Linux. There are two exams that make up the A+ Certification; 1 each for hardware and software.

The class spans a period of 22 weeks and requires 330 hours of class time. The class hours are divided between:

<b>Lecture</b>	<b>23%</b>
<b>Labs</b>	<b>23%</b>
<b>Life Skills Training</b>	<b>18%</b>
<b>Online Career Building</b>	<b>18%</b>
<b>Test Preparation</b>	<b>18%</b>

Those who complete the course and pass CompTIA's A+ certification exam receive a credential recognized worldwide as the only vendor neutral standard for computer service technicians. The skills and knowledge measured by the A+ exams were derived from an industry-wide job task analysis. CompTia is a global trade association that for more than 22 years has provided research, networking and partnering opportunities to its 20,000 members in 102 countries.

**Complete course cost: \$3995.00**

## **MCTS-Microsoft Certified Technology Specialist Course Overview**

### **Microsoft Certified Technology Specialist**

**Organization/Company: Microsoft**

**Certification: Microsoft Certification: MCTS (Microsoft Certified Technology Specialist)**

**Required Exams: 1**

**Exam 1: MCTS: Windows 7 – Configuration Exam: 70-680**

**Class Hours: Mon – Wed 6 PM – 9 PM**

The MCTS Course is designed for individuals who are seeking an IT positions in Desktop Support. By earning this certification, you can prove your ability to successfully implement, build on, troubleshoot, and debug Windows 7 Operating Systems. The MCTS is a Microsoft Certification which is recognized worldwide.

<b>Lecture</b>	<b>40%</b>
<b>Labs</b>	<b>50%</b>
<b>Test Preparation</b>	<b>10%</b>

### **Measured Skills:**

This exam measures your ability to accomplish the technical tasks listed below. The percentages indicate the relative weight of each major topic area on the exam.

<b>Installing, Upgrading &amp; Migrating to Windows 7</b>	<b>14%</b>
<b>Deploying Windows</b>	<b>13%</b>
<b>Configuring Hardware &amp; Applications</b>	<b>14%</b>
<b>Configuring Network Connectivity</b>	<b>14%</b>
<b>Configuring Access to Resources</b>	<b>13%</b>
<b>Configuring Mobile Computing</b>	<b>10%</b>
<b>Monitoring &amp; Maintaining Systems that run W7</b>	<b>11%</b>
<b>Configuring Backup &amp; Recovery Options</b>	<b>11%</b>

The MCTS Course will be held at The Stride Center Broadway Headquarters in Downtown Oakland. This course may be tech-enhanced which means that portion of the work load may be Online. Students will be required and expected to conduct some labs outside the outlined class hours. Open lab hours will be announced in class.

**Complete course cost: \$2695.00**

## Network Plus Course Overview

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### Network+ Certification

**Organization/Company:** CompTIA

**Certification:** Network+

**Required Exams:** 1

**Exam:** N10-002

**Exam Format:** Linear

**Expiration:** N/A

**Class Hours:** Mon-Wed 6 PM - 9 PM

The Stride Center Networking course is designed for IT Professionals with at least one year of combined technical experience or training. The course supplements the foundational teachings of the CompTIA® A+® Certification course and builds on the networking fundamentals established with both A+® and Microsoft's MCP® class. The ideal candidate for this class is a student who desires to know advanced networking topics.

This class also serves as a very good foundation for a Cisco CCNA® networking certification. Students will learn a variety of topics including the 7 layer OSI networking Model, which is a must for anyone pursuing any Cisco learning track.

The class is an 11 week 100 hour class and the vendor exam associated with it covers 4 major learning domains:

1.0	Media and Topologies	20%
2.0	Protocols and Standards	20%
3.0	Network Implementation	25%
4.0	Network Support	35%
Total Student Participation		100%

During the 11-week term students will learn to identify a wide variety of network topologies, cables and connectors. They will also learn to use and configure networking devices such as routers and hubs. They will configure networking protocols such as TCP/IP, SMTP and HTTP. There are components that include platform integration as well as network support. Troubleshooting tools such as ping, trace, and ipconfig are covered in detail.

**Course Cost: 2695.00**

# Security Plus Course Overview

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## Security+ course

**Organization/Company:** CompTiA

**Certification:** Security+

**Required Exams:** 1

**Exam:** SY0-201, JK0-015

**Class Hours:** Hybrid Online / Classroom

CompTiA Security+ certification designates knowledgeable professionals in the field of security, one of the fastest-growing fields in IT. Candidate job roles include security architect, security engineer, security consultant/specialist, information assurance technician, security administrator, wireless administrator and network administrator. Organizations that employ CompTiA Security+ certified staff include Booz Allen Hamilton, HP, IBM, Motorola, Symantec, Telstra, Hitachi, Ricoh, Lockheed Martin, Unisys, Hilton Hotels Corp. and General Mills. The U.S. Department of Defense also recognizes CompTiA Security+.

Lecture (Online & in person Participation)	40%
Labs	50%
Test Preparation	10%

### Measured Skills:

This exam measures your ability to accomplish the technical tasks listed below. The percentages indicate the relative weight of each major topic area on the exam.

System Security	21%
Network Infrastructure	20%
Access Control	17%
Assessments & Audits	15%
Cryptography	15%
Organizational Security	12%
Total Student Participation	100%

The Security + Course will be offered as a hybrid / Online course. Those who complete the course are expected to take and pass the JK0-015 industry certification exam which is recognized industry wide as well as worldwide as an industry neutral certificate.

**Course Tuition 2695.00**

## **Server Plus Course Overview**

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### **Server+ course**

**Organization/Company:** CompTiA

**Certification:** Server+

**Required Exams:** 1

**Exam:** SK0-003

**Class Hours:** Hybrid Online / Classroom

This test will certify that the successful candidate has the knowledge and skills required to build, maintain, troubleshoot and support server hardware and software technologies. The successful candidate will be able to identify environmental issues; understand and comply with disaster recovery and physical / software security procedures; be familiar with industry terminology and concepts; understand server roles / specializations and interaction within the overall computing environment.

<b>Online and Classroom Attendance</b>	<b>10%</b>
<b>Labs/Projects</b>	<b>20%</b>
<b>Quizzes</b>	<b>20%</b>
<b>Threaded Participation (online)</b>	<b>15%</b>
<b>Test Preparation</b>	<b>10%</b>
<b>Final Exam</b>	<b>25%</b>
<b>Total Student Participation</b>	<b>100%</b>

### **Measured Skills:**

This exam measures your ability to accomplish the technical tasks listed below. The percentages indicate the relative weight of each major topic area on the exam.

<b>System Hardware</b>	<b>21%</b>
<b>Software</b>	<b>19%</b>
<b>Storage</b>	<b>14%</b>
<b>IT Environment</b>	<b>11%</b>
<b>Disaster Recovery</b>	<b>11%</b>
<b>Troubleshooting</b>	<b>24%</b>
<b>Total</b>	<b>100%</b>

The Server + Course will be offered as a hybrid / Online course. Those who complete the course are expected to take and pass the SK0-003 industry certification exam which is recognized industry wide as well as worldwide as an industry neutral certificate.

**Course Tuition 2695.00**

## Sample of Enrollment Agreement

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### Enrollment Agreement for A+ Certification Preparation Course

The Stride Center, 1212 Broadway, Suite 400, Oakland, CA 94612 510-234-1300  
Agreement made this (\_\_\_\_\_) day of (\_\_\_\_\_) 2012, between The Stride Center, and

Last Name	First Name	Middle Initial	
Address	City	State	Zip Code
Telephone Number	Message Number		

**If you have any complaints, questions or problems which you cannot work out with the school, write or call the Council for Private Postsecondary and Vocational Education:  
400 "R" Street, Suite 5000, Sacramento, CA 95814-6200 (916) 445-3427.**

This agreement is a legally binding instrument when signed by the student and accepted by the school. Your signature on this agreement acknowledges that you have been given reasonable time to read and understand it and that you have been given: (a) a written statement of the refund policy including examples of how it applies, and (b) a catalog including a description of the course instruction including all material facts concerning the school and the program or course of instruction which are likely to affect your decision to enroll. Immediately upon signing this agreement, you will be given a copy of it to retain.

This agreement is for the course:

**Course Title: A+ Certification Preparation Course**

Start Date: **TBA**

Projected Completion Date: **TBA**

A total of **330 hours** are required to complete the course.

**BUYER'S RIGHT TO CANCEL.** The student has a right to cancel this enrollment agreement and obtain a refund. To cancel this agreement and receive a refund, you should provide a written notice to Barrie Hathaway, Executive Director, The Stride Center, 1212 Broadway St., Suites 400, Oakland, CA 94612.

**Refund Information.** The student has a right to a full refund of all charges minus the amount of \$50 for the application fee if he or she cancels this agreement prior to or on the first day of instruction.

In addition, the student may withdraw from a course after instruction has started and receive a pro-rata refund for the unused portion of the tuition and other refundable charges, provided, the student has completed 60% or less of the instruction.

The school will also refund any money collected for sending to a third party on the student's behalf such as a testing or application fee. If the school cancels or discontinues a course, the school will make a full refund of all charges. Refunds will be paid within 30 days of cancellation or withdrawal.

**FEES AND CHARGES.** The student is responsible for the following fees and charges:

**Course Title:** A+ Computer Technician Training

Application	\$ <u>100.00</u> (non-refundable)
Tuition	\$ <u>3595.00</u>
Equipment	\$ <u>0</u>
Textbooks	\$ <u>100.00</u> (non-refundable)
Uniforms	\$ <u>50.00</u> (non-refundable)
Other	\$ <u>150.00</u> (voucher nonrefundable)
<b>TOTAL CHARGES</b>	<b>\$ <u>3995.00</u></b>

**The Total Amount for All Fees, Charges, & Services The Student Is Obligated To Pay For The Course Is: \$ INSERT AMOUNT HERE**

***YOU ARE RESPONSIBLE FOR THIS AMOUNT. FAILURE TO PAY ANY FEES AND/OR COMPLETE VOLUNTEER HOURS MAY HINDER YOUR OPPORTUNITY TO COMPLETE THE COURSE OR SCHEDULE A VENDOR EXAM.***

**SCHEDULE OF PAYMENTS**

**All fees are due before testing.** <sup>1</sup> Unless previous arrangements have been made.

My signature below certifies that I have read, understood, agreed to my rights and responsibilities. The institution's cancellation and refund policies have been clearly explained to me, and that I understand that if I should drop from training, I will remain responsible for payment of tuition as outlined above.



## **STUDENT VOLUNTEER COMMITMENT**

The Stride Center is committed to the concept of giving back to the community that has provided services to the community. Our commitment to give back is defined by each student agreeing to give at least 20 hours of community service for each class enrolled. This commitment may be fulfilled at the non-profit organization of choice for each student. The Stride Center staff will monitor the process and keep of record of service performed. Any student who does not meet the volunteer requirements will not be allowed to graduated or receive a course completion certificate.

## **NOTICE OF STUDENT INDEBTEDNESS**

If the student obtains a loan to pay for the course of instruction, the student will have the responsibility to repay the full amount of the loan plus any interest, less the amount of any refund.

If the student is eligible for a loan guaranteed or reinsured by the state or federal government and the student defaults on the loan: The federal or state government or the loan guarantee agency can take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan. The student may not be eligible for any other federal financial assistance for education at a different school or for government housing assistance until the loan is repaid.

## **STUDENT TUITION RECOVERY FUND**

The Student Tuition Recovery Fund (STRF) was established by the Legislature to protect any California resident who attends a private postsecondary institution from losing money if you prepaid tuition and suffered a financial loss as a result of the school closing, failing to live up to its enrollment agreement, or refusing to pay a court judgment.

To be eligible for STRF, you must be a "California resident" and reside in California at the time of enrollment agreement is signed or when you receive lessons at a California mailing address from an approved institution offering correspondence instruction. Students who are temporarily residing in California for the sole purpose of pursuing an education, specifically those who hold student visas, are not considered a "California resident"

To qualify for STRF reimbursement you must file a STRF application within one year of receiving notice from the Bureau that the school is closed. If you do not receive notice from the Bureau, you have four years from the date of closure to file a STRF application. If a judgment is obtained you must file a STRF application within two years of the final judgment.

It is important that you keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the monies paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary and Vocational Education, 400 R Street, Suite 5000, Sacramento, CA 95814.

# Student Enrollment Questionnaire

## Student Enrollment Questionnaire:

1. How many weeks does the IC3 class take to complete?
  - A. 22 wks
  - B. 33 wks
  - C. 27 wks
  
2. How many days of the week and how many hours will the A+ classes meet?
  - A. 4 days/ 4 hours
  - B. 5 days/ 4 hours
  - C. 4 days/3 hours
  - D. 5 days/ 3 hours
  
3. How often will you have homework?
  - A. Daily
  - B. Weekly
  - C. Never
  
4. How many times will you be tested on your knowledge?
  - A. Daily
  - B. Weekly
  - C. Never
  
5. Should you enroll in A+ if you don't want to work in IT?
  - A. Yes
  - B. No
  
6. Will you be guaranteed a job once you graduate from the Stride Center?
  - A. Yes
  - B. No
  
7. Is participation in our life and professional skills development curriculum optional?
  - A. Yes
  - B. No
  
8. How many hours are you expected to do volunteer work?
  - A. 15 hours
  - B. 20 hours
  - C. 25 hours
  
9. What is the benefit of doing an internship?  

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10. What are the benefits of participating in life skills and professional development?  

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11. What is the purpose of regular one-on-one coaching sessions with a Student Relations Manager?  

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12. Why is completing certification exam within two weeks after your course important?  

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# Student Pledge

## Stride Center Student Pledge

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Name: \_\_\_\_\_ Date: \_\_\_\_\_

**I will be on time:** By being late I slow down the whole class and waste other people's time and money. If I am going to be late I agree to call my instructor before the scheduled time of class, and not disrupt the class as I enter the room. I understand that excessive tardiness may result in my being removed from the program permanently.

**I will not miss classes:** The instructors put a lot of time into preparation for teaching. I will show them the respect I would want if I were teaching. I will communicate with my instructor any foreseen tardy or absence.

**I will work with fellow students as a team.** It will make the class more fun.

**I will not web surf during lectures or access pornography sites at all.** I will stay focused on the important work while in class and play on my own time.

**I will treat the instructor and my fellow students with respect.** We all are in this together.

**I will NOT engage in sexual harassment.** Sexual harassment is defined as:

- A. Inappropriate comments about body parts
- B. Sexually explicit jokes
- C. Physically blocking or impeding another's movement
- D. Unwelcome physical advances or contact

**I will keep the machines and lab in excellent shape.** If a machine has a problem, I will report it immediately to the instructor. I will not eat, drink or smoke while in the computer lab or in the lobby.

**I will clean up after myself.** I will not litter and promise to keep the entire facility clean, including labs, classrooms, meeting rooms and restrooms.

**I will help the instructor and other students who need it.** The more we help each other out, the quicker we can ALL complete the course activities.

**I will be clean and legal at all times.** I will not use or be under the influence of alcohol or drugs at the training site, and will not bring weapons or other illegal items to the training site. I will represent The Stride Center in a positive way at all times, and understand my role as a Stride Center ambassador.

**I will give back.** I agree to volunteer with The Stride Center (and its external partners) as part of my expected completion of the program by committing to 20 hrs of volunteer work.

**I will commit 100% of myself to this program.** I will work hard and complete my selected course. I will stay focused and not be distracted by outside influences. I will complete all required assignments and will maintain a positive and team-oriented attitude at all times.

## Student Pledge – cont'd

### Policy for absences:

IC3 3 allowed, 4<sup>th</sup> is automatic dismissal

A+ 5 allowed, 6<sup>th</sup> is automatic dismissal

Advanced Courses: 3 allowed, 4<sup>th</sup> is automatic dismissal

### LATE

IC3 3<sup>rd</sup> = suspension, 4<sup>th</sup> = dismissal

A+ 5<sup>th</sup> = suspension, 6<sup>th</sup> = dismissal

Advanced Courses 3<sup>rd</sup> = suspension, 4<sup>th</sup> = dismissal

Any unexcused absence will grant a written warning.

Dismissed students may request a face-to-face meeting with the Training Manager

Excused absence is expected absence reported to the instructor time stamped by phone or email before class begins. 1 minute late is considered **LATE!** (Excused absence still counts toward your total absences; it does not absorb you of the above stated outline)

### INSUBORDINATION

**Any act of disrespect towards staff, or refusal to participate in class activities as lead by instructor or substitute instructor is NOT TOLERATED.**  
**Insubordination will result in disciplinary action up to and including expulsion.**

### LEAVE OF ABSENCE

If student provides leave of absence notice **within 7 days of leaving**, Leave of Absence will be granted. All enrollment fees will be credited to the next enrollment cycle only, no refunds will be granted for students requesting Leave of Absence.

### OUT OF UNIFORM - NOT ALLOWED!!

Students out of uniform may be sent home and/or given a write up warning. No exceptions. Zero tolerance.

Students may appeal any disciplinary action in writing to the instructor who will pass it on to the Training Manager for a binding decision within 48 hours.

# Student Dress Code Policy

## Stride Center Dress Code Policy

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### Professional Student Dress Code

The Stride Center takes pride in the reputation as a professional organization with the highest quality candidates for IT jobs. The dress code is an element that directly affects the student experience and job opportunities. The dress and personal appearance of students should be a positive reflection on the student, school and the community. The following guidelines concerning dress and appearance are to be followed at school, as well as after-school functions (example: field trips and any other scheduled event.) Uniform dress code is checked and enforced on all school days and events.

### Appropriate Business Casual Attire includes:

- Khaki pants or similar trousers, Slacks, Dockers, Skirts or dresses. Pants must be worn at appropriate waist level. Be sure to purchase pants that are an appropriate size, not too large or too small.
- Pants must NOT GATHER around the ankles - NO MORE THAN AN INCH OR TWO over the top of the shoe \_\_\_\_ (initial), a belt must be worn with pants and pants must be clean at all times.
- Stride Center uniform shirt: Black for all Courses
- All shirts must be clean. \_\_\_\_ (initial)
- All shirts **MUST** be tucked **COMPLETELY** in the pants. Shirts must not blouse over the top of the pants \_\_\_\_ (initial)
- Non- Stride Center attire may not be worn on top of the uniform shirts. If it is cold, a long sleeve thermal shirt may be worn **UNDER** the Stride Center polo shirt. \_\_\_\_ (initial)
- Stride Center polo shirts - 2 bottom buttons must be buttoned \_\_\_\_ (initial)

### Each student will receive:

- Computer Literacy Basics IC3 – 3 shirts
- A+ Preparation Course – 4 Shirts
- Advanced Courses – 2 Shirts
- Dress/business casual shoes (enclosed, no open toes or open heels), must be worn with socks, hosiery or nylons
- Skirts that are above the knee in length must be worn with nylons.

### INAPPROPRIATE Attire Includes:

- Denim or denim-looking clothing (includes pants/trousers, skirts or dresses) \_\_\_\_ (initial)

- Baggy, sagging pants \_\_\_\_ (initial)
- Pants that are too big and not properly fitted, are NOT PERMITTED
- Pants are not to gather and bunch around the top of shoes (dress code is strictly enforced)
- T-shirts, sleeveless shirts, shorts or sweatpants
- Nylon sweat suits, Vinyl, Spandex, see through or mesh materials
- Miniskirts (mini skirts are defined as any skirt that is more than two inches above the knee or above the tip of the fingers when arms are extended) \_\_\_\_ (initial)
- Leggings \_\_\_\_ (initial)
- Athletic shoes of any type, hiking boots, tennis shoes, sneakers, sport sandals
- Caps, beanies, or hats of any kind; sunglasses or shades

The Stride Center dress code is tailored in such a manner that relates to the normal guidelines set by most professional companies and is referred to as business casual. Students abusing the dress code will be penalized appropriately (warned and sent home to change, non-compliance will be considered late).

**A Note on Grooming:**

Strong perfumes and colognes should be avoided. Make-up should be minimal and conservative. Facial hair should be shaved or trimmed neatly. Nails should be well manicured and trimmed. Nail polish should be clear or subtle shades.

**Jeans and shorts are not to be worn!**

Your signature below signifies that you understand and are willing to abide by all the above stated rules and parameters of professional attire as a student of the Stride Center and a graduate ready to go to work in a professional environment.

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Student Signature

Date

## Photo Release Form

# Photo Release Form

I hereby give The Stride Center permission to take photographs of me or photographs in which I may be involved with others for purpose of promoting the goals of The Stride Center.

I hereby release and discharge The Stride Center from any and all claims arising out of use of the resulting photos.

I hereby allow The Stride Center exclusive, non-commercial rights to use the resulting photos related to this release in its promotional materials, either alone or in combination with other images.

I hereby allow The Stride Center to use the resulting photos related to this release in across all platforms of media delivery either now existing or yet to be invented.

I am above the age of 18. I have read the foregoing document and fully understand its contents.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print name: \_\_\_\_\_

Address: \_\_\_\_\_