SCHOOL CATALOG

OHIO PROFESSIONAL TRAINING CENTER (OPTC)

7333 E LIVINGSTON AVE
REYNOLDSBURG OH 43068
(216) 632-5940

Catalog 2023 – 2024
Volume I

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HISTORY

For certain IT disciplines, certifications can be your best way to showcase proficiency. Ohio Professional Training Center was form to offer you a variety of IT certification courses that may boost your qualifications or your workforce to get certified immediately and efficiently. With our professional IT instructors, we can help boost your credibility and marketability. Level-up your IT skills by learning with us.

Our mission is to deliver the highest standard of IT education to help students and professionals develop their knowledge and skills in computer programming, networking, and servicing

ACCREDITATION AND APPROVALS

OPTC is Approved and Regulated by Ohio Workforce Inventory Education Training (WIET).

FACILITIES AND EQUIPMENT

OPTC classes will be provided mostly online at with about 2% of students attending class on side at 7333 E Livingston Ave, Reynoldsburg OH 43068. This is accessible to persons with disabilities and includes a classroom, with up to date (no more than two years old) computers and monitors, and a repair lab modeled from computer/network support working environments and supplied with standard tools and computer diagnostic equipment of the industry. The rest of the building space is dedicated to the student break room and administrative offices.

BOARD OF TRUSTEES
Jenarius Taku

Administration

Jenarius Taku, Owner and Director

Faculty and Staff

Jenarius Taku …...Instructor

Current Certification and training:
> B.S., Computer Science, University of Buea; BBA, Kokkola University Finland
> Associate of Science in Network Administration
> Certificates: CCNA Routing and switching CCNA Security, CCNP R&S, ITIL4
> Foundation, Terraform by HashiCorp Professional, AWS Solutions Architect,
> CompTIA A+ and CompTIA Security, RHSCA

Deepak Wanjale... Instructor

Current Certification and training:
Microsoft Certified Trainer (MCT), Microsoft Azure Security Technologies, Microsoft Azure Architect Technologies, Microsoft Certified Azure Administrator, Microsoft Certified Azure Fundamentals, Microsoft Certified Professional (Exchange server 2016), AWS Certified Solutions Architect - Associate (SAA), AWS Certified SysOps Administrator - Associate (SOA), Microsoft Certified Solution Associate MCSA (Office 365), Microsoft Certified Professional (Exchange server 2013), Microsoft Certified IT Professional (Enterprise Messaging Administrator Exchange 2007), Microsoft Certified IT Professional (Enterprise Messaging Administrator Exchange 2010), Microsoft Certified System Administrator 2003 (Exchange 2003), Symantec Certified Specialist (SCS): Enterprise Vault 10.0 for Exchange Microsoft Certified Technology Specialist (Windows 2008), Microsoft Certified System Administrator 2003 (MCSA 2003), ITIL V3 Certified (Foundation Certificate in IT Service Management), Cisco Certified Network Associate (CCNA)

Abongjoh Anita...Registrar, Executive Assistant

Elvis Atabong.. Office Assistant

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TUITION AND FEES

Program	Tuition	Books/supplies	Registration	Total
Linux (RedHat) Certified System Administrator (RHCSA)	$5,900.00	$800.00	$100	$6800
AWS Certified Developer (DevOps) - Associate Certification	$4,999.00	$200	$100	$5399
Amazon Web Services (AWS) Solution Architect	$3,999.00	$50.00	$100	$4249
Introduction to Cloud Computing	$4,800.00	$160.00	$100.00	$5110

** Single subjects making up this program may be taken individually at a cost of $720.00 per course hour. Entrance requirements for each single subject will be demonstration of skills or completion of the prerequisite test.

HOLIDAYS TO BE OBSERVED

Martin Luther King Day

Presidents' Day   Labor Day
Good Friday   Veteran's Day
Memorial Day   Thanksgiving Day
                                 Independence Day

ENROLLMENT PERIODS

Enrollment periods are the four calendar weeks prior to the first day of classes for each program term.

PROGRAM TERM DATES FOR 2023 – 2024

Fall 2022 ---

Six Weeks 1: September 16 – October 25—n/a
Six Weeks 2: November 4 – December 14 -- n/a

Twelve Weeks: September 16 – December 14 n/a

Winter 2022 ---

Six Weeks 1: January 6 – February 14
Six Weeks 2: February 24 – April 4

Twelve Weeks: January 6 – April 4

Spring 2023 ---

Six Weeks 1: April 14 – May 23
Six Weeks 2: June 2 – July 11

Twelve Weeks: April 14 – July 11

Summer 2023 ---

Six Weeks 1: July 28 – September 5
Six Weeks 2: September 15 – October 24

Twelve Weeks: July 28 – October 24

DAILY CLASS SCHEDULE

Day students will attend class Monday through Friday between 8:00 AM and 5:00 PM for approximately six weeks (see Program Term Dates above). Class for evening students will be Monday through Friday from 6:00 PM to 10:00 PM for approximately 8 weeks. For day students, a ten-minute break will be taken for the last ten minutes of each hour, and lunch will be from 12:00 PM to 1:00 PM. For evening students, there will be no mealtime, and a ten-minute break will be taken for the last ten minutes of each hour.

OFFICE HOURS

Office hours are 8:00 AM to 5:00 PM Monday through Friday, excepting the days school will be closed. When classes are not in session, the office will be closed for lunch from 11:45 AM to 1:00 PM.

COURSE TIME HOURS

A course time hour is at least 50 minutes of instruction during a 60-minute period.

ADMISSION REQUIREMENTS

Individuals applying courses are required to:
a. interview with an admission counselor/administrator.
b. be at least 17 years of age (applicants under the age of 18 require written permission from a parent or legal guardian to enroll); and
c. present proof of secondary education (high school diploma or GED certificate) or,

d. some work experience and demonstrated some level of understanding of the computing.

CREDIT FOR PREVIOUS EDUCATION, TRAINING, OR EXPERIENCE

An enrolling student will not be granted credit for prior education, training, or experience for any of the courses we teach. These courses are hands-on training and require every enrolled student to have this real time experience which will help in getting a job at the end of our training.

Transfer of Credit

At this time, OPTC is not accredited to any institution, Once accredited, and credit earned at OPTC are transferrable to all schools accredited to. This section will be updated as necessary.

Once accredited to any school, a student will need to contact all school OPTC is accredited to, determine if the credit of the course in question offered by OPTC could be transferred to those institutions.

CANCELLATION POLICY

A full refund will be made to any student who cancels the enrollment contract within 5 days (until midnight of the 5th day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed except that the school may retain not more than $100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

CANCELATION AND REFUND POLICY

If for any reason an applicant is not accepted by the school, the applicant is entitled to a refund of all monies paid.

Five-Day Cancellation: An applicant who provides written notice of cancellation within five days (excluding Saturday, Sunday, and federal and state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. No later than 30 days of receiving the notice of cancellation, the school shall provide the 100% refund.

Other Cancellations: An applicant requesting cancellation more than five days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid, minus the registration fee of $100.

Refund after the commencement of classes:

1. Procedure for withdrawal/withdrawal date:
   A. A student choosing to withdraw from the school after the commencement of classes is to provide written notice to the Director of the school. The notice is to indicate the expected last date of attendance and be signed and dated by the student.

B. For a student who is on authorized Leave of Absence, the withdraw date is the date the student was scheduled to return from the Leave and failed to do so.

C. A student will be determined to be withdrawn from the institution if the student has not attended any class for 10 days

D. All refunds will be issued within 30 days of the determination of the withdrawal date.

2. Tuition charges/refunds:
A. Before the beginning of classes, the student is entitled to a refund of 100% of the tuition, minus the registration fee of $100.
B. After the commencement of classes, the tuition refund, minus the registration fee of $100 will be determined as follows:

% of the clock hours attempted:	Tuition refund amount:
10% or less	90%
More than 10% and less than or equal to 20%	80%
More than 20% and less than or equal to 30%	70%
More than 30% and less than or equal to 40%	60%
More than 40% and less than or equal to 50%	50%
More than 50%	No Refund is required

The percentage of the clock hours attempted is determined by dividing the total number of clocks hours elapsed from the student's start date to the student's last day of attendance, by the total number of clock hours in the program.

3. Books, supplies: There will be no refund on books if already ordered and received by the student.

If not already ordered, refund will be issued within 30 days of the date of student notification, or date of school determination (withdrawn due to absences or other criteria as specified in the school catalog), or in the case of a student not returning from an authorized Leave of Absence (LOA), within 30 days of the date the student was scheduled to return from the LOA and did not return.

4. **Refund Policy for Students Called to Active Military Service**

A student at the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States may elect one of the following options for each program in which the student is enrolled:

(a) if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal.

(b) a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or

(c) the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:

(1) satisfactorily completed at least 90 percent of the required coursework for the program; and

(2) demonstrated sufficient mastery of the program material to receive credit for completing the program.

The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s) within 60 days after the effective date of termination.

OPTC TRAINING PROGRAMS

Course/Programs offered at OPTC:

OPTC offers a wide range of courses. Refer to the catalog below for current courses offered by OPTC. The table below list the program/course number, program title, lecture hours and lab hours.

Courses Outline

Program #	Program Title	Lecture Hrs.	Lab Hrs.	Ext	Total Hrs.
OPTC 101	Amazon Web Services Solution Architect	12.5	29.2	00	41.5
OPTC 102	AWS Certified DevOps Engineer	15.1	32.9	00	48
OPTC 103	Introduction to Cloud Computing	14	20	10	44
OPTC 104	RHCSA (Red Hat Certified System Administrator) certification	15	25	00	40

Each academic programs: what can be referred to as "semester credit hour" is equal to a minimum course time of 15 hours of classroom lecture, 25-30 hours of laboratory experience, or 45 hours of externship.

The approximate time required to complete these programs is approximately six weeks for both day and evening students.

Upon successful completion of the program, the student will receive a Certificate of Completion in Computer and Network Technician.

OPTC 101 – Amazon Web Services

Solution Architect

Subject Hours: 41.5 course time hours (12.3 hours lecture,29.2 hours lab, 00 hours externship)

Prerequisites: None

Subject Description: The industry-recognized AWS Certified Solutions Architect - Associate (SAA) showcases knowledge and skills in AWS technology across a wide range of AWS services. The focus of this certification is on the design of cost and performance optimized solutions, demonstrating a strong understanding of the AWS Well-Architected Framework. This certification enhances the career profile and earnings of certified professionals and increases their credibility and confidence in stakeholder and customer interactions.

OPTC 102 – AWS Certified DevOps Engineer

Subject Hours: 48 course time hours (15.1 hours lecture, 32.9 hours lab)

Prerequisites: AWS Certified DevOps Engineer - Professional is intended for individuals with two or more years of experience provisioning, operating, and managing AWS environments. Before you take this exam, we recommend you have:

- Experience developing code in at least one high-level programming language; building highly automated infrastructures; and administering operating systems

- Understanding of modern development and operations processes and methodologies

- Ability to implement and manage continuous delivery systems and methodologies on AWS

- Ability to implement and automate security controls, governance processes, and compliance validation

- Ability to define and deploy monitoring, metrics, and logging systems on AWS

Subject Description: The AWS Certified DevOps Engineer course curriculum is the steppingstone to a career which is rich in work of app development, web development, data sciences, machine learning and artificial intelligence. With the necessary prerequisites of software installation ability and some experience in programming and Linux, OPTC student can make great strides in their career with the support of DevOps course curriculum. The course is designed to offer deep insights and knowledge into various tools such as Ansible, Puppet, Nagios, Jenkins and Docker, terraform, ansible. With the adept learning of DevOps course syllabus, our student will be able to become a trained practitioner in the integration and monitoring of software throughout their development cycle...

OPTC 103 – Introduction to Cloud Computing

Subject Hours: 44 course time hours (14 hours lecture, 20 hours lab, 10 project)

Prerequisites: High school diploma or equivalent. Basic computer literacy.

Subject Description: Explore the fundamentals of cloud computing in our program. Gain hands-on experience with major platforms, understand service models, and tackle real-world projects. Prepare for the future of technology with practical skills and in-depth insights.

OPTC 104 – RHCSA (Red Hat Certified System Administrator) certification

Subject Hours: 40 course time hours (13 hrs. lecture, 27 hrs. lab,)

Prerequisites: Recommended: Have either taken Red Hat System Administration I (RH124) and Red Hat System Administration II (RH134) or the RHCSA Rapid Track course (RH199). Student can still enroll in this course without this pre-requisite.

Subject Description: The performance-based Red Hat Certified System Administrator (RHCSA) training will prepare the students in areas of system administration common across a wide range of environments and deployment scenarios. The training provides the foundation for system administration across all Red Hat® products. operations to security and network teams.

GRADING POLICY

A student's final numeric grade for a program will be compiled from the grades earned by the student for work assigned and then weighted by the instructor according to the proportions shown in the "basis of grades" sections of the subject syllabus provided to students by their instructors. To determine the student's final average for course completion, the subject numeric grades are converted to grade points based on a 4.00 scale using the table below:

Numeric Grade	Letter Grade	Grade Points
90 - 100	A	4.00
80 - 89	B	3.00
70 - 79	C	2.00
60 – 69	D	1.00
Below 60	F	0.00
*Incomplete	I	0.00
**Withdrawal	W	0.00

SATISFACTORY PROGRESS

To remain in good standing, the student must maintain at least a minimum grade point average of 2.00 with no more than one subject class grade below 70.

Progress will be evaluated at the end of classes for each program (3 to 10 days depending on the program). Written numeric grade reports for each subject will be provided to students by the second school day after the completion of classes for the program. Certificate of completion will be provided to a student and or student's sponsors if applicable

ACADEMIC PROBATION

A student who is not making satisfactory progress as defined above at the completion of a subject class will be placed on academic probation for the next subject class. If a student on academic probation achieves satisfactory progress for the subsequent subject class but does not achieve the required grades to meet overall satisfactory progress for the course, the student may be continued on academic probation for one more subject class. If a student on academic probation fails to achieve satisfactory progress for the first probationary subject class, the student's enrollment will be terminated. The enrollment of a student who fails to achieve overall satisfactory progress for the program at the end of two successive subject classes will be terminated.

When a student is placed on academic probation, the school will counsel the student prior to the student returning to class. The date, action taken, and terms of probation will be clearly indicated in the student's permanent file.

After one six-week term has elapsed, a student whose enrollment was terminated for unsatisfactory progress may reenroll in a subsequent term in the next 12 calendar months. Such reenrollment does

not circumvent the approved refund policy.

The school will place a student who returns after his/her enrollment was terminated for unsatisfactory progress on academic probation for the next subject class of the term. The school will advise the student of this action, and it will be documented in the student's file. If the student does not demonstrate satisfactory progress at the end of this probationary period, that student's enrollment will be terminated.

*Incomplete: An "I" for Incomplete is assigned when all the work of a subject class cannot be completed due to circumstances beyond the control of the student. The student may complete the work by the end of the term, or the student can notify the school registrar for readmission for one opportunity to complete the work in a subsequent term beginning no later than 12 calendar months after the end of the term in which the student was assigned the "I". There will be no additional administrative or tuition fees charged for students who exercise this option; however, there may be additional fees for books, supplies, and/or tool kit.

**Withdrawal: Under Texas Education Code §132.061(f), a student who is obligated for the full tuition and is withdrawing for an appropriate reason unrelated to the student's academic status may request a grade of "I" for incomplete.

A "W" for Withdrawal indicates that the student officially withdrew or was administratively withdrawn from the subject class. A student with a grade of "W" cannot complete the course of study and will be issued a refund in accordance with the refund policy below.

REMEDIAL WORK AND REPEATED COURSES

RCT does not offer remedial work. When a subject class is repeated, the higher grade for the repeated subject class will be considered in the determination of the student's grade average for the course of study.

ATTENDANCE POLICY AND MAKE-UP WORK

Students are expected to attend all lectures, labs, and to be punctual in attending classes. Instructors will maintain a positive record of attendance for the evening classes and for both the morning and afternoon sessions of the day classes. A tardy is defined as arriving in the classroom or online after the designated time for the beginning of the class or for the continuation of class after breaks. Five tardies to class will be counted as one absence. The students are responsible for what they missed, and instructor will not go back to cover topics already covered, However, there may be room for make-up work by assistant lecturer but not guaranteed.

MAKE-UP WORK

No more than 5% of the total course time hours for a program may be made up. Make-up work shall:
> (1) be supervised by an instructor approved for the class being made up;
> (2) require the student to demonstrate substantially the same level of knowledge or competence expected of a student who attended the scheduled class session.
> (3) be completed within two weeks of the end of the grading period during which the absence occurred.
> (4) be documented by the school as being completed, recording the date, time, duration of the make-up session, and the name of the supervising instructor; and
> (5) be signed and dated by the student to acknowledge the make-up session.

Note: Make-up of missed hours must be arranged with the assistant site supervisor. Make-up time for absences during the live classes is limited to 1 hours. This time may be further limited due to supervised make-up work earlier in the term.

Leave of Absence
The school director may grant a leave of absence after determining that good cause is shown. A student may have no more than two leaves of absence in a 12-month calendar period and may be on leave of absence no more than 60 calendar days during that period. School attendance records will clearly define the dates of the student's leave of absence. A written statement of the reason(s) leave of absence was granted, signed by both the student and the school director indicating approval, will be placed in the student's permanent file.

STUDENT CONDUCT EXPECTATIONS

OPTC students are expected to behave in a manner that will create a safe and orderly academic environment for themselves and others. Students found in violation of these conduct expectations will be subject to disciplinary action which may include written warning, suspension, dismissal, and/or referral to law enforcement officials. Below is a partial list of inappropriate behaviors that will be subject to disciplinary action. This list is not all-inclusive.

1. Academic dishonesty, including any form of plagiarism, cheating, falsification of records, or collaboration with others to defraud

2. Actions that disrupt teaching, learning, administration, or interfere with the rights of others

3. Non-compliance with the directives of school faculty and staff

4. Violation of written policies, rules, or procedures

5. Theft of any kind, and related behaviors such as possessing stolen property or using the property of others without their permission

6. Damage to property or destruction of property

7. Creation of unsafe conditions

8. Carrying out a false alarm or creating an emergency such as a fire or a bomb threat

9. Hurting others, threatening others, or engaging in behavior that may result in harm to others

10. Selling, consuming, and/or possessing alcoholic beverages

11. Possessing or using drugs not prescribed for the student by a physician; selling any drugs; possessing or using illegal drugs or narcotics

12. Possessing a firearm or other deadly or dangerous weapons such as knives, knuckles, clubs, baseball bats, and hammers while on the property of the school or in any part of the school building

13. Sexual harassment in any form by students or any member of the administration, faculty, or staff is prohibited. The school is committed to creating and maintaining an environment for all school personnel and students that is free of harassment, forced sexual activity, or any other sexual communication or conduct that interferes with performance in the classroom or the workplace

Sexual Harassment Defined
Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when

a. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,

b. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals, or

c. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Reenrollment after Dismissal for Violation of Student Conduct Expectations
After one six-week term has elapsed, a student whose enrollment was terminated for violation of student conduct expectations that did not result in the involvement of law enforcement officials will have one opportunity for reenrollment in a subsequent term in the next 12 calendar months.

GRADUATION REQUIREMENTS

A Certificate of Completion in the respective program will be awarded to each student who completes all the subjects of each course of study, participates in 90% (36 hours) of the externship, maintains at least a minimum grade point average of 2.00, and has no more than one subject class grade below 70.

A student who has completed the course of study but does not meet course completion requirements can contact the registrar to for one opportunity to repeat subject classes with unsatisfactory grades in a subsequent term beginning no later than 12 calendar months after the end of the term in which the student was originally enrolled. There could be an additional administrative or tuition fees charged for students who exercise this option especially if the student willfully did not attend the class in question

PLACEMENT SERVICES

Job placement assistance is available at no charge for all students who are awarded the Certificate of Completion in in the respective programs of study. OPTC will invites area employers to participate in a campus job fair at the end of each program.
Students will also meet potential employers during the Employment Skills, to be started in spring of 2023.Job notices from businesses seeking qualified entry-level IT positions in the respective areas of studies will be posted on the bulletin board in the student break room and updated at least weekly or once available.

REVISED OCTOBER 2022

STUDENT COMPLAINTS
(Grievance Procedure)

Complaints are defined as any student concern regarding the school programs, 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.

Notification of Complaint to the Ohio Workforce Commission

A student who is dissatisfied with the school director's response can file a complaint with the State Board of Career Colleges and Schools:

35 E Gay St # 403, Columbus, OH 43215
Phone: (614) 466-2752

READMISSION

Timelines and conditions for reenrollment are described under the following titles of this catalog: Attendance Policy, Grading Policy/Incomplete, Course Completion Requirements, and Student Conduct Expectations. Students wishing to be readmitted and enrolled should contact the school registrar (614-887-6022 or 216-632-5940).

If the student enrolls to repeat a subject that is no longer offered, the school director will select an appropriate substitute subject for the student to meet that part of the program requirement.

True and Correct Statement

I hereby certify that the statements and information in this catalog are true and correct to the best of my knowledge and belief.

_____
Jenarius Taku.

REVISED OCTOBER 2023