COVID-19, SCHOOL'S CONTINGENCY PLAN

December 1, 2020

Re: **COVID – 19, Distance Education Delivery**

Dear Students, Faculty, and Staff:

The Accrediting Commission of Career Schools and Colleges (ACCSC) approved the Learnet Academy's for the five programs to be offered fully online; in a residential and hybrid format on October 30, 2020. As a result, we can continue to teach the Distance Education programs with the permanent distance education approval from 2021 year.

As you are no doubt aware, the Novel Coronavirus ("Coronavirus") is still seriously spreading within in the United States. As a result, Learnet Academy understands that school should extend the distance education delivery until 06/18/2021, end of 1st Quarter term 2021. Due to the fluid nature of this difficult situation, this plan may be subject to change, and we will continue to monitor the COVID-19 situation and will adjust its plan and act as needed, to adhering to the concurrent federal and state agencies' instruction.

Which Program?
All approved programs will be provided online in a residential and hybrid format until 06/18/2021, end of 2nd Quarter Term 2021.

Title, and Credential	CONTACT HOURS / WEEKS			ACADEMIC CREDIT HOURS	Total Credits Awarded
	Lecture/Lab Hours	Weeks	Total Clock Hours	Lecture/Lab	
(1) Computer Information Technology Administrator (CITA), *Certificate**	480/240	36	720	-	-
(2) Computer Office User Specialist (COUS), *Certificate*	240/120	18	360	-	-
(3) Computer Information Infrastructure (CII), *Certificate**	480/240	36	720	-	-
(4) Computer Information Systems (CIS), *Certificate*	240/120	18	360	-	-
(5) Real Estate and Finance Salesperson, *Certificate*	360	15	360	-	-
(6) General Contractor, *Certificate*	360	15	360	-	-
(7) Computer Business Applications, *Academic Associate's Degree**	800/200	96	1000	80/10	90 credits
(8) Business Administration : Real Estate Concentration, *Academic Associate's Degree**	940/40	96	980	94/2	96 credits
(9) **Bachelor of Business Administration, *Bachelor's Degree*	1640/320	192	1960	165/15	180 credits
(10) Master of Business Administration, *Master's Degree**	420/120	96	540	42/6	48 credits
The below two language program are not within the school's scope of accredited programs with the Accrediting Commission of Career Schools and Colleges (ACCSC):					
(11) English as a Foreign Language (EFL), *Diploma*	960	48	960	-	-
(12) TOEFL iBT (Test Of English as a Foreign Language iBT), *Diploma*	480	24	480	-	-

**These five programs are approved to offer fully online or residential or hybrid.*

Learnet Academy will utilize an online instructional methodology. Students interact with the curriculum, their peers, and their faculty member through the LMS. Students are required to log-in to the LMS three times per week. Attendance is counted when a student completes an academically relevant activity. Academically relevant activities include such things as responding to a faculty post, submitting an assignment, watching a video lecture, replying to a student post, or taking a quiz.

Learnet Academy has practiced to shift to distance learning, online since March 2020. The didactic teaching for lectures is delivered with the video streaming of Zoom Webinar with Google Hangouts/Classroom, YouTube, Skype, Facebook live, video conference Skype, and Zoom Webinar for interactive teaching with student interaction.

Effective Date and Returning to Normal Operations Date for Residential Programs Only
We will inform the periodic updates to the students as follows:
Effective Date: from 03/30/2020 to 06/18/2021, until end of 2nd quarter term 2021.
Returning to Normal Operations Date: 06/28/2021

Delivery Method
Most of delivery methods are live videoconferencing using Zoom Webinar with Google Hangouts/Classroom, YouTube, Skype, and Facebook live, depends on faculty's option.

Management Oversight
Student's attendance record and homework will be monitored by faculty through the Zoom program. Students can join classes virtually, from any device, boosting attendance and retention. Simple user management and single sign-on make video a seamless component of the learning experience.

Technology Support
Zoom and Google Hangouts/Classroom Program provide an appropriate technology support.

When students have technical difficulties, Zoom and Google Hangouts/Classroom support Live Training Webinars and Video Tutorial for upcoming live training or access recent recordings for Zoom Meetings, Webinars, Chatting Rooms, and Administrators.

If the student do not have access to the internet, they can go to Spectrum broadband & Wi-Fi access for 60 days for 2 households with K12 and/college students who do not have Spectrum Broadband subscription by calling the 1-844-488-8395 to enroll and installations will be waived for new student household.

Access to Faculty
The students are provided with their faculty's contact information on the first day of each quarter term during the orientation, in case if they have any questions to contact the faculty or to access their online courses.

Educational Resources
The information technology in the library is available 24 hours/7 days a week to the students and faculty by utilizing a digital library. The library and all its contents comprise the school's Learning Resource System, in addition to the education department and its faculty. There are three major components to this academic LRS: 1) Library World Online Public Access Catalog (OPAC), 2) Library Information Resource Network (LIRN) and LexisNexis®, and 3) Our collection of e-books. The students and faculty can also use the web-based research and information literacy resources to access Safari Books, Microsoft Learning, Microsoft MSDN Library and Microsoft IT Imagine Academy .

The Online Public Access Catalog (OPAC), is called Learnet Academy Library World, the title of the vendor we use in order to have and use this OPAC, so that students and faculty can view the contents of our physical cataloged collection online, place books on hold and check out books. The second component of the library is Library Information Resource Network (LIRN) and LexisNexis®. LIRN and LexisNexis is a collection of databases housing magazine, newspaper, and journal articles, many of which are peer reviewed from accredited sources in full-text form. The third component of the library is e-books. Learnet Academy's e-books are found 'here' through Learnet's website; these are in pdf file format and can be emailed to patrons upon request. LIRN also has a collection of e-books called e-brary.

Learnet Academy remains open to a range of flexible and creative solutions to support students, staff, faculty, and public health and safety, to adhering to the concurrent federal and state agencies; ACCSC, DOE, BPPE, VA, SEVP, WIA instruction.

Best Regards,

Tia Shin
Executive Director