

# ABCO TECHNOLOGY

INFORMATION TECHNOLOGY COLLEGE

## CATALOG

July 1, 2024 - June 30, 2025

July 1, 2024 - June 30, 2025

4314 Slauson Ave 2nd Floor  
Los Angeles CA 90043  
[www.abcotechnology.edu](http://www.abcotechnology.edu)  
310.216.3067

## Updates

Updates to faculty members – Pages 9 - 10

Updates to program duration chart – Page 13

Updates to academic calendar and holiday schedule – Pages 14 – 15

Removal of STRF Fees – Page 103

# Table of Contents

## Table of Contents

Table of Contents .....	1
SCHOOL DIRECTOR'S MESSAGE .....	4
STATEMENT OF APPROVAL .....	5
ACCREDITED SCHOOL BY.....	6
ABCO TECHNOLOGY'S MISSION STATEMENT .....	7
OUR SCHOOL'S OBJECTIVES .....	7
STATEMENT OF OUR SCHOOL'S HISTORY .....	8
ABCO FACULTY MEMBERS & INSTRUCTORS .....	10
ADDRESS FOR YOUR CLASS SESSIONS .....	12
FACILITY, INSTRUCTIONAL MATERIALS, & EQUIPMENT.....	13
ABCO TECHNOLOGY PROGRAM DURATION CHART .....	14
DEGREE PROGRAM .....	14
CLASSES SCHEDULES & TIMES.....	15
GENERAL HOURS OF OPERATION .....	15
ACADEMIC CALENDAR .....	15
HOLIDAY SCHEDULE 2024 - 2025 .....	16
PROGRAM MEASUREMENTS.....	16
ABCO TECHNOLOGY PROGRAMS AND COURSES .....	18
PROGRAM - A+ CERTIFICATION.....	18
PROGRAM – CERTIFIED INTERNET WEBMASTER.....	21
PROGRAM – CISCO CERTIFIED NETWORK ASSOCIATE .....	25
PROGRAM – LINUX+.....	27
PROGRAM - MICROSOFT CERTIFIED SYSTEMS ENGINEER .....	29
PROGRAM - MICROSOFT OFFICE USER SPECIALIST.....	34
PROGRAM – ORACLE DATABASE ADMINISTRATOR .....	37
Program DescriptionPROGRAM – PROGRAMMER.....	39
PROGRAM – Cyber Security Professional.....	42
PROGRAM – Web Designer and Developer .....	48
AAS - Cybersecurity and Information Technology specialist .....	54
ACADEMIC POLICIES STANDARDS REQUIREMENTS .....	62
ADMISSIONS REQUIREMENTS .....	63
DISCLOSURES FOR ALL STUDENTS.....	68

HOUSING SERVICES POLICY AND INFORMATION .....	68
TRANSFER OF CREDIT TO OTHER INSTITUTIONS.....	69
TRANSFER OF CREDIT FROM OTHER INSTITUTIONS .....	69
ATTENDANCE REQUIREMENTS AND POLICIES .....	71
LIBRARY & LEARNING RESOURCE SYSTEM .....	73
SATISFACTORY ACADEMIC PROGRESS POLICY .....	73
MAXIMUM TIME FRAME .....	74
SECOND COURSE OF STUDY .....	74
GENERAL GRADUATION REQUIREMENTS .....	77
GRADING SYSTEM .....	77
GRADING SCALE .....	78
TRANSCRIPTS .....	78
TUITION POLICY .....	80
TARDINESS & ABSENT POLICIES .....	81
TYPES OF MISCONDUCTS:.....	82
Disciplinary Procedures .....	84
FRAUD POLICY.....	86
STUDENT GRIEVANCE POLICY & PROCEDURE.....	88
COMPLAINT PROCEDURE.....	89
STUDENT’S RIGHTS AND RESPONSIBILITIES .....	89
STUDENT’S RIGHT TO CANCEL .....	90
REFUNDS.....	90
RETENTION OF STUDENT RECORDS / RECORD KEEPING .....	95
STUDENT SERVICES.....	96
STUDENT CAREER COUNSELING.....	97
SCHEDULES & CHANGE OF SCHEDULE .....	97
CLASS RE-TAKE REQUEST .....	97
LEAVE OF ABSENCE.....	98
TRANSCRIPT & COPIES OF DIPLOMA REQUEST.....	100
TEST PROCTORING SERVICES .....	100
JOB PLACEMENT ASSISTANCE PROGRAM.....	100
PLACEMENT ASSISTANCE SERVICES .....	101
TUITION AND FEES SCHEDULE OF TOTAL CHARGES FOR ENTIRE EDUCATIONAL PROGRAM .....	104
AVAILABLE FUNDING PROGRAMS.....	107

## SCHOOL DIRECTOR'S MESSAGE

I want to personally thank you for your consideration and interest in joining our learning community at ABCO Technology. Congratulations on taking the first step toward your great transformation. ABCO's faculty and staff are committed to supporting you on that new direction. Our focus is on supporting your success and helping you finish your chosen program. Investing in your higher education may be one of the wisest decisions you can make to create a bright future for you and the ones you love. We are privileged to be a part of your decision.

This catalog provides all the necessary information for prospective students to make an informed decision about our school. The catalog contains program information and description, course pre-requisites, admissions and academic policies, student services, and job placement assistance offered at the school.

Please know that your success is as important to us as it is to you. If you're committed to your future, the faculty and staff of ABCO Technology will be your partners throughout your entire journey. Congratulations on joining the team of students and future alumni of ABCO Technology.

Best Regards,

**Arif Sayed**

**School Director  
ABCO Technology Inc.**

## ANY QUESTIONS ABOUT US



**For any questions regarding the material contained in this catalog, please feel free to contact:**

**ABCO Technology  
4314 Slauson Ave 2<sup>nd</sup> Floor  
Los Angeles CA 90043  
Phone number: (310) 216-3067  
Fax number: (310) 216-4311  
Email: [asayed@abcotechnology.edu](mailto:asayed@abcotechnology.edu)**

## STATEMENT OF APPROVAL



ABCO Technology is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations. Institutional approval must be reappraised every five years and is subject to continuing review. California statutes require that a student who successfully completes a course of study be awarded an appropriate diploma or certificate verifying the fact.

### *Other approvals and memberships include:*

Approval to Operate by: Bureau for Private Post-Secondary Education

Approved by the U.S. Department of Higher Education for TITLE IV Funding

Accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC)

Approved for the training of veterans and eligible persons under the provisions of Title 38, United States Code.

Approved by Workforce Innovation and Opportunity Act (WIOA)

Approved by Department of Rehabilitation (DOR),

Authorized Cisco Network Academy

CompTIA Authorized Training Partner,

EC- Council Authorized Training Center

## ACCREDITED SCHOOL BY

### Accredited Commission of Career Schools & Colleges (ACCSC)

**Since June 2014, ABCO TECHNOLOGY has been accredited by ACCSC**

Accrediting Commission of Career Schools and Colleges - a national accrediting agency by United States Department of Education

ABCO Technology is accredited for all its programs. Through the accreditation process, ACCSC assesses the effectiveness of an institution's educational programs by evaluating the infrastructure that supports the delivery of programs as well as educational outcomes, including the rates of student achievement such as student graduation and graduate employment. Each of these factors is evaluated within the context of an institution's stated mission.

For more information, you may find us at the ACCSC website [www.accsc.org](http://www.accsc.org)



ABCO Technology is an accredited computer training academy that offers diploma programs for individual students, professionals, and companies to learn different areas of Information Technology and seek gainful employment. Our school has been serving Southern California since 2000. Our programs will empower students to prepare for certifications for Microsoft, Cisco, Oracle, CompTIA and other leading vendors in the IT job market. Please contact our school directly or visit our website for additional information.

Our programs are designed to prepare beginners, intermediates, and advanced professionals to receive training for either a new career or to advance their skills in an existing one. Our graduates have successfully obtained employment as network administrators, computer repair technicians, web designers, web developers, database administrators and developers, IT security specialist, programmers using .Net, Java, or PHP, and mobile app developers using Android and IOS.

As a computer training academy, we work throughout the community to determine what employers need. We aim to produce students who possess those skills and exhibit those qualities. Our desire is to create value by delivering results and exceeding employers' expectations. We continuously study and evaluate student outcomes and institutional goal achievements and use this information to improve our efforts for our students,

faculty, staff, employers, and the community.

As a prospective student, you are encouraged to contact us to discuss your career options, review our catalog and student performance fact sheet, and visit our campus to view our classrooms and training methods. Upon graduation, we provide job placement assistance to all students. Funding options are available to those who qualify.

## ABCO TECHNOLOGY'S MISSION STATEMENT

ABCO Technology's purpose is to educate our students and provide them with opportunities to develop skills, processes and knowledge required to succeed in the Information Technology industry. Our mission is to bridge the gap between a traditional classroom and the workplace and empower our graduates to contribute to the community by providing an effective educational experience. We research and work with the community to determine the industry demands and the skillset employers want in their employees. We aim to produce graduates that can exhibit those qualities. Our desire is to create value, earn trust, deliver results, exceed expectations, and empower our students. We continuously study and evaluate student outcomes and institution goal achievements and use this information to improve our efforts for our students, staff, employers, and the community.

## RECOMMENDATIONS FOR STUDENTS



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

## ALL STUDENTS SHOULD TAKE TIME TO READ, REVIEW & UNDERSTAND:

1. School Catalog
2. School Performance Fact Sheet
3. Enrollment Agreement

**Please make an informed choice which will benefit your career!**

## OUR SCHOOL'S OBJECTIVES

- Providing our students a quality education by focusing on the importance of labor market trends and technology advancement
- Establishing a comfortable educational environment by providing students spacious classrooms with realistic work environment settings to enable them to succeed
- Having the most qualified administrative staff and educational instructors with appropriate work experience and educational background
- Encouraging external projects, employer visits, and evaluation of classrooms and teaching methods to better prepare students in a competitive labor market



## STATEMENT OF OUR SCHOOL'S HISTORY

ABC Technology was founded on the principal that education combined with practical training would help bridge the skills gap between the workforce and individuals. Since its inception in the year 2000, ABCO has helped business leaders and individuals incorporate the efficiency of leading tech software into their workplaces through hands-on training combined with practical instruction.

The school began technical vocational training on August 1, 2000, in a campus located in Culver City California. Its founder Arif Sayed, believed in maintaining small class-size, providing individualized instructor-led training which led to practical job skills and certifications. In the year 2003, ABCO Technology received its approval to operate by the Bureau for Private Post-Secondary Vocational Education (BPPVE), and in 2010 the approval from SAA Department of Veterans Affairs to allow veterans to utilize VA education benefits to enroll in programs. In 2012; our esteemed board members joined with an impressive group of advisory committee members started to re-evaluate our programs to ensure that the curriculum stays relevant to the dynamic and evolving workplace. This institutional evaluation and planning led to a remarkable change in our program delivery methods, providing a thorough structure to our syllabi and overall school's operations and systematic organization. The revamping of school policies and procedures encouraged our founder to apply for accreditation and we were accredited in the year 2014; by the Accrediting Commission of Career Schools and Colleges (ACCSC).

By combining best practices implemented by the leading technology vendors, along with the insight shared by the advisory board our continued implementation of relevant technology provides for an effective learning model thereby making the students' learning experience exciting, challenging and fun.

ABC Technology has grown in its size, quality and innovation, and new advancements both in student learning and operations are being written every day by ABCO's staff, faculty, alumni, students, and the remarkable advisory board as they are an integral part of our growth and development.

## ABC's FINANCIAL STANDING

ABC Technology is in good financial standing and is not in any financial discrepancies. This institution has no pending petition in bankruptcy, is not operating as a debtor in possession, has never filed a petition within the preceding five years, nor has it had a petition in bankruptcy filed against the school 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.).

## CORPORATE TRAINING SOLUTIONS & ETP

### CORPORATE AND EMPLOYERS TRAINING SOLUTION PROVIDER (TRAINING FOR CORPORATE CLIENTS DOES NOT APPLY TO OUR ACCREDITATION)

ABCO Technology is also a training solution provider for companies and organizations. We offer customized training to companies according to their needs and requirements. We can develop tailored curriculums from software used in a particular organization/format. ABCO Technology is an approved institute by the State of California Employment Training Panel. This type of education funding serves employers and corporations ONLY. ABCO Technology is providing training solutions to companies.

**What is ETP?** The Employment Training Panel (ETP) provides funding to employers to assist in upgrading the skills of their workers through training that leads to well paid, long-term jobs. The ETP was created by California State Legislature and is funded entirely by California employers through a special payroll tax. ETP is a business and labor-supported state agency that funds the costs of vocational training.

**How It Works?** ABCO Technology staff is available to assist all employers in discovering available funds for training, applying for funds, and other aspects of participation. Businesses determine their own training needs and ABCO Technology will provide training to their employees. ETP is funded by a tax on employers which is collected alongside the Unemployment Insurance Tax. ETP receives no General Fund support. The program is funded by the Employment Training Tax paid by California employers and targets firms threatened by out-of-state competition or those who compete in the global economy. The program is performance-based. ABCO Technology will track all the proof that training hours for the participating employers have been completed and that trainees have been retrained in well-paying jobs for a specific period of time. ETP especially provides assistance to small businesses and employers in high unemployment areas of the state.

#### Is your Company Eligible for Training?

- Your company must have a valid State Tax ID number or CEAN number.
- Your company must pay Employment Training Tax (ETT) to the State of California to be eligible for this free computer training. Most companies pay this tax automatically.
- An in-kind contribution from the **employer** - all employees must get paid their regular hourly wages while in training.

#### Is your Employee Eligible for Training?

All participating employees that wish to obtain training must be:

- Must be employed for at least 90 days before the start of training.
- Must stay employed 90 days after the last day of training is complete.
- Must earn at least \$16/hour at the job. You may count any health benefits from the same employers. (Per hour earning requirement varies in different counties of California. For details please contact ABCO).
- Must be a full-time employee i.e. 35 hours or more average per week.
- Must complete at least 24 hours of training for Advanced Technology programs or courses, and a minimum 8 hours of training for Computer Basic Skills (Microsoft Office) Courses. This is required to be completed within a 120-day period.
- You must be paid regular wages while in training.

**ABCO's ETP Specialist will assist with more details.**



## ABC FACULTY MEMBERS & INSTRUCTORS

**Mr. Arif Sayed** – *School Director & Instructor for the Programs:*

Certified Internet Web Master, Oracle Database Administrator, Programmer and Microsoft Certified System Engineer Programs. Mr. Sayed has earned a Bachelor's in Computer Engineering from University of Houston, Certifications in CompTIA, Oracle Database, CIW and Microsoft. Mr. Sayed has more than 25 years of work experience in the Information Technology Industry.

**Dr. Pete Limon PhD.** – *Faculty head & Instructor*

Cyber Security Professional, Web Design and Developer, AAS Programs.

Dr. Limon holds a BA (Sports Medicine), MS in Software Engineering, MBA and MS in Business Information Systems. He holds a PhD. in and hold a doctorate in Computer Science specializing in Information Assurance. Dr. Pete has over 17 years of experience working as an educator. He has worked as an Associate Dean and Program Chair, and Director of Education and has held many CompTIA Security plus, A +, and Network plus certification boot camps. He has an active CCNA, S+ and will be recertifying my CEH in January 2022. He has over 18 years of field experience and adding. He has and continues to teach courses in database management, various programming languages, software engineering, and networking and cyber security.

**Ms. Fatima Diaz** – *Director of Education & Instructor for programs:*

Certified Internet Web Master, Microsoft Certified Systems Engineer, Microsoft Officer User Specialist and CompTIA A+ Certification Programs. Ms. Diaz has earned Certifications from CompTia, Microsoft, and other IT vendors. Ms. Diaz has more than 15 years of work experience in the Information Technology industry.

**Mr. Charles Pascal** – *School Counselor & Instructor*

Mr. Pascal is the school counselor for ABCO Technology's student body. Mr. Pascal also teaches a variety of Ecommerce courses including Search Engines, Ecommerce, and the CIW Foundation Certification Fundamentals. Mr. Pascal teaches students how to pass a variety of FCC license exams including: General Radio Telephone Commercial Operators License, RADAR, GMDSS, & Morse code. Mr. Pascal acts as the official spokesmen for ABCO Technology with respect to media and student inquiries, which extend beyond the range of normal classroom questions.

**Mr. Greg Capps** - *Instructor for the Programs:*

CompTIA A+ certification, CompTIA Network+ Certification, CompTIA Security+ Certification and Microsoft Certified Systems Engineer Programs. Mr. Capps has over 15+ years of experience working in the Information Technology industry. He is certified in all areas of his training.

**Mr. Jason Thompson** - *Instructor for the Programs:*

CompTIA A+ certification, CompTIA Network+ Certification, CompTIA Security+ Certification, Linux and Cisco Certified Network Associate Programs. Mr. Thompson has over 10+ years of experience working in the Information Technology industry. He is certified in all areas of his training.

**Mr. Sandy Mishra** - *Instructor for the Programs:*

Programmer, and Certified Internet Webmaster. Mr. Mishra has a master's in computer science and application. He has been working in the industry as a programmer and applications developer since past 20 years. He has been a trainer at colleges and universities since past 12 years. Overall, he is an experienced programmer and developer. His expertise lies in teaching Java, Python and Android application development. He is well trained and certified to teach Web Development and Programming classes.

**Mr. Emilio Vallejo - Instructor for Programs:**

Cybersecurity and Information Technology Professional, Microsoft Certified Systems Engineer, A+ Certification, Cisco Certified Network Associate. Mr. Vallejo, has a bachelor’s in cybersecurity and several diplomas in security and network administration. In addition, Mr. Vallejo has several decades of Information Technology experience of working in IT industry.

**Mr. Brendan Ready - Instructor for the Programs:**

Web Design and Developer, Programmer, Certified Internet Webmaster and Cyber Security. Mr. Ready, holds a baccalaureate degree in Arts and application. He has been working in the industry as a programmer, applications developer and security administrator. Overall, he is an experienced programmer and developer.

**Mr. Bradford Bridge - Instructor for the Programs:**

Cyber Security, Web Design and Developer, Programmer, Certified Internet Webmaster. Mr. Bridge, holds a master’s degree in Software Engineering and Bachelor’s degree in Business Marketing along with several certifications in Oracle, Cisco, Linux and Microsoft Server. Mr. Bridge has been instructing with several colleges and universities including courses in Cyber Security, Programming courses. Additionally, Mr. Bridge has worked as an IT Administrator for several decades.

**Mr. Reginald B Lao - Instructor for the Programs:**

Microsoft Office, General Education courses and Soft skills courses. Mr. Lao, holds a Master’s degree in Business Administration and several certifications in Computer Information Systems, Perl, Java and C++. He has been providing instruction to several employers and corporate companies with computer readiness skills, career coaching and other technology programs. Overall, Mr. Lao is an experienced instructor.

**ADMINISTRATIVE STAFF**

<b>Mr. Arif Sayed</b>	<b>School Director</b>	<a href="mailto:asayed@abcotechnology.edu">asayed@abcotechnology.edu</a>
<b>Dr. Pete Limon</b>	Faculty Head	<a href="mailto:petelimon@abcotechnology.edu">petelimon@abcotechnology.edu</a>
<b>Ms. Fatima Diaz</b>	Director of Education / SCO	<a href="mailto:fsethi@abcotechnology.edu">fsethi@abcotechnology.edu</a>
<b>Mr. Charles Pascal</b>	School Counselor	<a href="mailto:cpascal@abcotechnology.edu">cpascal@abcotechnology.edu</a>
<b>Ms. Ambreen Ahmed</b>	Director of Student Services / SCO	<a href="mailto:aahmed@abcotechnology.edu">aahmed@abcotechnology.edu</a>
<b>Ms. Simona Gustafson</b>	Operations Assistant	<a href="mailto:gussim@abcotechnology.edu">gussim@abcotechnology.edu</a>
<b>Ms. Yesenia Ramos</b>	Financial Aid Advisor / SCO	<a href="mailto:yeseniaramos@abcotechnology.edu">yeseniaramos@abcotechnology.edu</a>
<b>Mr. Hector Martin</b>	Admissions Manager	<a href="mailto:hmartin@abcotechnology.edu">hmartin@abcotechnology.edu</a>
<b>Mr. Raul Tobar</b>	Admissions Representative	<a href="mailto:raultobar@abcotechnology.edu">raultobar@abcotechnology.edu</a>

## **DISTANCE EDUCATION LEARNING**

As of 2022, The Accrediting Commission of Career Schools and Colleges (ACCSC) and the Bureau for Private Postsecondary Education (BPPE) has approved the institution for all programs to be offered online. Students can now enroll and complete their training for the approved programs either 100% on-campus or via 100% distance education.

## **ADDRESS FOR YOUR CLASS SESSIONS**

ABC Technology is a vocational training school and has one main campus. It does not have any other branches or satellite campuses at this time. All on –campus class sessions will be held at the address listed below -

**4314 Slauson Ave 2<sup>nd</sup> Floor Los Angeles CA 90043**

ABC Technology may provide an on-site training upon request for corporate clients only.

## **METHOD OF INSTRUCTION**

**All programs and their modules or courses are taught in a live instructor-led, hands-on training method of instruction.**

## **STATE LICENSURE REQUIREMENT FOR EACH PROGRAM**

**Information Technology has established an in-private industrial based certification system. Graduates of ABCO Technology DO NOT REQUIRE STATE LICENSURE of any kind**  
**The manufacturers have chosen through the certification process to dictate the skill set a candidate may need for employment in a particular specialty.**

## **FACILITY, INSTRUCTIONAL MATERIALS, & EQUIPMENT**

### **INTRODUCTION TO OUR FACILITY**

ABCO Technology is located at 4314 Slauson Ave 2nd Floor, Los Angeles CA 90043. It has an easy access to public transportation. The facility is equipped with classrooms, labs, and administrative offices for student services, all which are well-lighted and air-conditioned. ABCO Technology's total area is approximately 4800 square feet.

### **INSTRUCTIONAL MATERIALS & EQUIPMENT**

All classrooms are equipped with computers and other equipment required to perform hands-on training for each student's use during class lecture times, lab hours, and practicum hours.

### **MAXIMUM NUMBER OF STUDENTS IN A CLASSROOM**

All ABCO classrooms are equipped with up to 15 workstations for on - campus students. A maximum of up to 15 students can be enrolled in an on – campus classroom and a maximum of up to 20 students in an online class. Students attending via distance education need access to a working electronic device with a stable internet connection. This is sufficient as most of our programs use labs which can be conducted on one computer as prescribed by employers and vendors. At ABCO Technology, all our programs are taught in a live instructor-led training approach. This is an efficient method for presenting a large body of materials to a groups of students. It is more interactive and encourages engagement which ensures all students benefits and allows them to maintain their satisfactory academic progress. This approach is found to be more efficient towards having successful graduates and a high student placement. An instructor-led training approach makes use of certain standard materials which are used in every class as instructor aids. These common materials include:

- Whiteboard / Writing pad – This is the most “old-fashioned” method, but it is still found to be effective as instructors use the whiteboard to highlight major points and draw attention towards main topics and objectives of the lessons being covered.
- PowerPoint Presentations – Our instructors use PowerPoint presentations in many programs. For many programs, course overheads are provided in the form of PowerPoint slides to assist with program delivery. These overhead slides ease delivery by listing major course points.
- On- campus classrooms are equipped with overhead projectors / monitors to allow instructors to connect their computers with the overhead projectors / monitors to demonstrate additional labs / materials that are taught in the classes.

Additionally, course materials used in our programs are in the form of courseware books. Exam preparation materials directly correspond to learning outcomes laid out for each program by the respective vendors and industry standards of the subject matter. Program course materials are prepared by following the outlines and course objectives as prescribed by the major industry program vendors such as Microsoft, CompTIA, Cisco, EC- Council and Oracle. While selecting course materials, we keep in mind that these materials not only focus on the theoretical concepts, but also cover the practical hands-on labs and prepare the students with skillsets which relate to the real world job skills and tasks.

**Program specific instructional materials are listed with each program description.**

**ADA COMPLIANCE** ABCO Technology does not discriminate against qualified individuals with a disability in its programs, services, or activities. We are committed to providing access and reasonable accommodations to students, faculty, and staff with disabilities in compliance with the American with Disabilities Act of 1990 (ADA) and corresponding State and Federal laws. ABCO Technology is in compliance with ADA physical access requirements, including physical accessibility to building interiors, restroom, and paths of travel.

## ABCO TECHNOLOGY PROGRAM DURATION CHART

PROGRAM NAME	QUARTER CREDIT HOURS	DURATON IN WEEKS	MAX COMPLETION TIME**	CREDENTIAL
A+ Certification	5	5 weeks	7 weeks	Diploma
Certified Internet Webmaster	13.5	13 weeks	20 weeks	Diploma
Cisco Certified Network Associate	4.5	4 weeks	6 weeks	Diploma
Linux+	7	8 weeks	10 weeks	Diploma
Microsoft Office User Specialist	12	12 weeks	16 weeks	Diploma
Oracle Database Administrator	14	13 weeks	20 weeks	Diploma
Microsoft Certified Systems Engineer	21	20 weeks	30 weeks	Diploma
Programmer	40	30 weeks	45 weeks	Diploma
Cybersecurity Professional	74	50 weeks	75 weeks	Diploma
Web Design and Developer	66	50 weeks	75 weeks	Diploma

### DEGREE PROGRAM

PROGRAM NAME	CREDIT HOURS	DURATION	MAX COMPLETION TIME**	CREDENTIAL
Cybersecurity and IT Professional Associate of Applied Science	90 Credits	1.5 Years	2 Years	Applied Associate Degree (AAS)

\* **Programs are qualified as Full Time as attendance exceeds 18 hours – 24 hours per week.**

\*\* **Maximum completion time** is 150% of the entire duration. The exact maximum completion date will be calculated on Enrollment Agreement.

## CLASSES SCHEDULES & TIMES

ABCO Technology has assessed the needs of our students and realized that students require flexibility in schedules for training. We offer daytime, evening, and weekend classes as follows:

Days of the week	
<b>Daytime Morning</b>	Monday to Thursday (8AM – 12:30PM)
<b>Daytime Afternoon</b>	Monday to Thursday (1PM – 5:30PM)
<b>Evening</b>	Monday to Thursday (6PM – 10:30PM)
<b>Weekend</b>	Saturday, Sunday (8AM – 3:00PM), Monday (6:00PM – 10:00 PM)

## GENERAL HOURS OF OPERATION

ABCO Technology’s general operating hours are 9:00 am – 5:00 pm, Monday through Friday. Certain areas within ABCO may open sooner and stay open later. Please refer to the class schedules and general business hours for areas accessed by students, faculty and staff.

**General College Business Hours:**

Monday – Thursday – 9:00 am – 5:00 pm (On Campus)

Friday – 9:00 am – 5:00 pm (Remote)

Instructors, faculty members, and lab assistants assigned to classes are available to students during their scheduled class timings. All other staff members are available to students during the general college business hours listed above. To reach the staff outside of these hours please call the main campus at (310) 216-3067.

## ACADEMIC CALENDAR

ABCO Technology has established an academic calendar of 912 Hours / 38 weeks for a regular student full time. Each quarter represents two five-week terms during which courses are offered.

Terms	Start date	End Date	Terms	Start Date	End Date
Term 1	7/1/2024	8/1/2024	Term 6	1/06/2025	2/06/2025
Term 2	8/5/2024	9/5/2024	Term 7	2/10/2025	3/13/2025
Term 3	9/9/2024	10/10/2024	Term 8	3/17/2025	4/17/2025
Term 4	10/14/2024	11/14/2024	Term 9	4/21/2025	5/22/2025
Term 5	11/18/2024	12/19/2024	Term 10	5/27/2025	6/26/2025



## HOLIDAY SCHEDULE 2024 - 2025

ABCO Technology will observe the following holidays -

<b>Independence Day</b>	July 4, 2024
<b>Labor Day</b>	September 2, 2024
<b>Veterans Day</b>	November 11, 2024
<b>Thanksgiving</b>	November 28 – November 29, 2024
<b>Winter Break</b>	December 23 <sup>rd</sup> – January 3, 2025
<b>Martin Luther King Day</b>	January 20, 2025
<b>Presidents Day</b>	February 17, 2025
<b>Memorial Day</b>	May 26, 2025
<b>Independence Day</b>	July 4, 2025

## PROGRAM MEASUREMENTS

### Definition of a Quarter Credit Hour

One quarter credit hour equals 30 units comprised of the following academic activities:

- One clock hour in a didactic learning environment = 2 units
- One clock hour in a supervised laboratory setting of instruction = 1.5 units
- One hour of out-of-class work and/or preparation for the didactic learning environment or supervised laboratory setting of instruction that are designed to measure the student’s achieved competency relative to the required subject matter objectives = 0.5 unit

A **didactic learning environment** is one that is led by a qualified faculty member for the intention of teaching and learning and can be in a classroom or laboratory setting of instruction.

A **supervised laboratory setting of instruction** is one where students engage in discussion and/or the practical application of information presented in the didactic portion of the program or discovered through out-of-class work/preparation (e.g., practical application settings, clinical settings, etc.) under the supervision of a qualified school faculty member.

**Out-of-class work/preparation** is that which students engage in as a means to prepare for the didactic learning environment or supervised laboratory setting of instruction and must be articulated through a course syllabus.

**Term** is classified as a 10 -13weeks period in which students will complete courses and earn their relevant credits as defined within the approved programs. Each term will be scheduled in subsequent upcoming quarter, in line with the academic calendar. Students can start the program during a scheduled Term 1 or 2 within the quarter.

### CLOCK HOURS

**Clock hours are defined as follows:** A clock hour is a minimum of 50 minutes in which lectures, demonstrations, and similar class activities are conducted.

### NON-CREDIT, REMEDIAL COURSEWORK:

Students enrolled in ABCO Technology are not offered non-credit or remedial coursework.

## **CATALOG COPIES AND REVISIONS**

Each prospective student is provided an electronic copy of the ABCO Technology catalog as an attachment prior to enrollment. The school catalog is also published on our school website.

Students are required to read and comply with the policies of this catalog. The catalog may include an addendum, which contains important information and changes to the catalog since the last publishing. Upon request, ABCO Technology will provide a paper copy of the catalog, along with its addendum(s).

# ABCO TECHNOLOGY PROGRAMS AND COURSES

## PROGRAM - A+ CERTIFICATION

### Program Description

This course is required if your job responsibilities include entry-level computer service technician support duties. This course is taught in 2 modules. Student is required to complete both modules in order to become a certified A+ Technician through CompTIA. In the first module students will learn to build a computer, identify computer components and troubleshoot the hardware and systems. In the second module students will learn to provide desktop support to computers running Microsoft Windows.

### Pre-requisites for the Program:

- ✓ High school diploma or equivalent
- ✓ Working knowledge of the PC and the Internet

### Duration

All courses within this program will earn the respective quarter credit hours.

Quarter Credits
5

### List of Courses within the Program

Course ID	Course Title	Prerequisite	Quarter Credit Hours
CT220	A+ Hardware Essentials	High School Diploma	2.5
CT225	A+ Operating System Core	CT220	2.5
	<b>A+ CERTIFICATION</b>		<b>5.00</b>

### COURSE DESCRIPTION

Each course within the program contains several streams of content. Your transcript will list the course names within the stream.

**A+ Hardware Essentials:** Covers PC hardware and peripherals, mobile device hardware, networking and troubleshooting hardware, and network connectivity issues. This is the first course required to be completed within the program. **A+ Operating System Core:** Covers installing and configuring operating systems including Windows, iOS, Android, Apple OS X, and Linux. It also addresses security, the fundamentals of cloud computing, and operational procedures. - **A+ Hardware Essentials is the pre-requisite of this course and must be completed prior to this course.**

### EDUCATIONAL PURPOSE AND OBJECTIVES:

A+ Certification training is intended to provide to the student a non-degree level of education. The program objectives are to enable students to seek an entry level position as computer service technician, computer repair technician, and desktop support technician and to gain the knowledge and understanding of computer operating systems, processors, memory, storage media, applications, and peripherals.

### INSTRUCTIONAL MATERIALS

**Books:**

e-books and Courseware

**Supplies:**

Simulator for lab design configurations.

**Materials:**

- Exam Preparation kit, the kit includes additional study guides, study questions, voucher.

**STUDENT LEARNING OUTCOMES:**

- Identify the components of standard desktop personal computers
- Identify fundamental components and functions of personal computer operating systems
- Identify best practices followed by professional personal computer technicians
- Install and configure computer components
- Maintain and troubleshoot peripheral components
- Troubleshoot system components
- Install and configure operating systems
- Identify network technologies
- Maintain and troubleshoot installations of Microsoft Windows
- Support laptops and portable computing devices and printers
- Identify personal computer security concepts

**Employment Positions upon Completion:**

Upon successful completion of the program, students will be able to seek gainful employment in the following positions:

- Field service technician
- PC or IT support technician
- Entry-level IT administrator
- IT support specialist

**Standard Occupational Code (SOC) from Department of Labor:**

15-1121.00 Computer System Analyst 15-

1134.00 Web Developers

## **PROGRAM – CERTIFIED INTERNET WEBMASTER**

### **PROGRAM DESCRIPTION**

The CIW certification program validates job-role skills competency for entry-level job seekers and seasoned professionals alike. Candidates can earn CIW certificates in various Information Technology (IT) job roles, from the foundational CIW Associate certification, continuing to CIW Professional and specialization certifications, and up to advanced-level Master CIW certifications. CIW Designers develop and maintain web sites using authoring and scripting languages, create content and digital media, and employ standards and technologies for both business-to-business and business-to-consumer E-commerce web sites. CIW Designer certification can lead to a successful career as a web designer, creative director, web marketing/business specialist, or art director.

### **Program Pre-requisites:**

- ✓ High school diploma or equivalent
- ✓ Working knowledge of the PC and the Internet

### **Duration**

All courses within this program will earn the respective quarter credit hours.

Quarter Credits
<b>13.50</b>

### **List of Courses within the Program**

Course Number	Course Name	Pre-requisite	Quarter Credit Hours
<b>CIW 101</b>	CIW Internet Business Foundations	High School Diploma	2.00
<b>CIW 102</b>	HTML, CSS & JavaScript Web Publishing	High School Diploma	4.50
<b>CIW 103</b>	Adobe Photoshop	CIW101	3.00
<b>CIW106</b>	Social Media Optimization with E-Commerce & Website Marketing	CIW102	1.00
<b>CIW 109</b>	Building a Website using WordPress	CIW102	3.00
	<b>CERTIFIED INTERNET WEBMASTER</b>		<b>13.50</b>

### **COURSE DESCRIPTIONS**

Course within the program contains several streams of content. Your transcript will list the course names within the stream. For more information, refer to the course curriculum or discuss with the Director of Education

#### **CIW Internet Business Foundation:**

An introduction to the fundamentals of the Internet and its related technologies in the business environment, computer communication across the Internet and technologies that enable internetworking, World Wide Web, and embedded web component. This is the first course of the program.

### **HTML CSS & JavaScript Web Publishing**

Basics of creating web pages using HTML, Advance HTML elements and techniques, and creation of customizable tables, nested tables, and forms. JavaScript is a course that provides experienced web application developers with the fundamentals of the JavaScript programming language, with a focus on using JavaScript as a client-side language for web-based applications.

### **Adobe Photoshop**

Customization using tools for selecting parts of images, Learn to use layers, apply layer effects, and filters for creating special effects. (You will learn how to customize images using tools for selecting parts of images, how to use layers, how to apply layer effects, and how to use filters for creating special effects.) Use painting tools and blending modes to enhance the appearance of your designs. Finally, you will save images in both print and web formats, enhance your ability to create accurate masks and image effects, retouch images, work with video files, automate repetitive tasks, and integrate with other Adobe applications.

### **Social Media Optimization with E-Commerce & Website Marketing:**

The fundamentals of crawling and indexing web based content, adding non-web content directly into the index through feeds, and serving the search results. This course teaches configuration of the Google Search Appliance for indexing content and serving results.

### **Building a website using WordPress:**

WordPress is an online, open source website creation tool mainly written in PHP and MySQL and encompasses additional scripting website scripting languages. Students will learn to compile and compose their entire website utilizing the CMS system within WordPress.

### **EDUCATIONAL PURPOSE AND OBJECTIVES:**

This program will enable students to complete the CIW certification exam at the Associate, Professional and Master levels. Students will have an opportunity to be self-employed, as well as own and manage a web development company seeking client projects to design and develop their websites. Students can obtain employment in an entry level position as web masters, web designers, web developers, and Internet project managers, search engine optimization specialists, and web design consultants.

### **STUDENT LEARNING OUTCOMES:**

- Explore the concepts of Information Technology and the Internet
- Examine how computers communicate across the Internet and the technologies that enable internetworking
- Examine the various technologies that constitute the World Wide Web
- Configure the security and privacy settings in Windows® Internet Explorer
- Explore multimedia and other components embedded in a web page
- Identify the different types of databases, the fundamentals of web search engines, and communicate over the web
- Examine the various aspects of email communication
- Explore the services and tools available on the Internet
- Examine the various security issues related to the Internet
- Examine the fundamentals of project management
- Recognize the components of an HTML file and create such a file
- Format paragraphs and characters using HTML
- Link to local files and web pages from their web pages
- Add graphics and sound to their web pages using HTML

- Create different kinds of lists to their web page using HTML
- Create multi-column and multi-row tables using HTML
- Set background colors and graphics for web pages
- Evaluate web page design and consider design issues that affect web pages
- Add links to non-web internet sites from their web pages
- Control color and typography
- Create style sheets that cascade according to established guidelines
- Design content sections using box properties
- Control your page layouts with CSS positioning, and in turn enhance an existing design
- Create alternate style sheets and link your pages to them to enhance the accessibility and functionality of your websites
- Running projects and building a weblog discussion forums, and a shopping cart
- Building an online auction site
- Creating a web-based calendar and Content Management System
- Building a reusable project & a news website
- Understand the role of client-side scripting in the browser
- Develop and integrate JavaScript into your web applications
- Use JavaScript operators, expressions, control, and data structures
- Implement cross browser JavaScript using the Document Object Model
- Understand JavaScript's effective use in form field validation
- Manipulate text strings through a variety of useful JavaScript methods o
- Extract data from JavaScript programs to interact with server-side code
- Crawling and serving web content
- One box modules, indexing with feeds
- Reporting, securing, and modifying XSLT style sheets.
- Explore the types of applications you can build, how the user interface can be used, and how to create Flash
- Add audio to a movie

## **INSTRUCTIONAL MATERIALS**

### **Books:**

- eBooks HTML, CSS & JavaScript Web Publishing
- eBooks Teach yourself visually WordPress
- eBooks Adobe Photoshop courseware and labs
- eBooks Social Media Strategist

### **Supplies:**

Courseware supports the last two versions of every browser (Microsoft Edge, Chrome, Safari, and Firefox). It is recommended that you update to the newest version of whatever browser you are using, as well as the most up-to-date Flash plug-in. JavaScript must be enabled in your browser. The school has six classrooms and labs with 15 computers in each room exceeding the basic hardware and software requirements. The school will monitor the allocation of resources and the projected enrollment over the next two years, and plan to increase its resources through the institution's assessment and improvement plan.



**Materials:**

- Exam Preparation kit, the kit will include the additional study guide, study questions along with an exam voucher for each certification exam.

**Employment Positions upon Completion:** Upon successful completion of the program, students will be able to seek gainful employment in the following positions:

- Internet webmaster
- Web analyst
- Web designer
- Web developer
- Applications developer
- SEO and Marketing specialist

**Standard Occupational Code (SOC) from Department of Labor:**

15-1121.00 Computer System Analyst

15-1134.00 Web Developers

## **PROGRAM – CISCO CERTIFIED NETWORK ASSOCIATE**

### **PROGRAM DESCRIPTION**

The Cisco Certified Network Associate certification (CCNA) is the first step towards becoming a Cisco certified expert. Students will be equipped to install, configure, and operate LAN, WAN, and Dial Access services for small networks, employing the use of a wide variety of protocols including IP, IGRP, Serial, AppleTalk, Frame Relay, IP RIP, VLAN, RIP, Ethernet, and Access. The Cisco Certified Network Associate (CCNA) presents important networking fundamentals like using terminology and technologies that are explained and illustrated using text and graphics animation.

### **Duration**

All courses within this program will earn the respective quarter credit hours.

Quarter Credits
4.5

### **List of Courses within the Program**

Course Number	Course Name	Pre-requisite	Quarter Credit Hours
<b>ICND001</b>	Internetwork Cisco Operating System	CT220 , CT225 or equivalent technology experience	2.00
<b>CCNA100</b>	Cisco Certified Network Advanced	ICND001	2.50
<b>CISCO CERTIFIED NETWORK ASSOCIATE</b>			<b>4.50</b>

### **Course Description**

Course within the program contains several streams of content. Your transcript will list the course names within the stream. For more information, refer to the course curriculum or discuss with the Director of Education

Learn how to install, operate, configure, and verify a basic IPv4 and IPv6 network, including configuring a LAN switch, configuring an IP router, identifying basic security threats, understanding redundant topologies, troubleshooting common network issues, connecting to a WAN, configuring EIGRP and OSPF in both IPv4 and IPv6, understanding wide-area network technologies, and getting familiar with device management and Cisco licensing. Learners will encounter more troubleshooting and more lab time than with the previous version of CCNAX, preparing learners for Cisco CCNA certification.

### **Pre-requisites in the Program:**

- ✓ High school diploma or equivalent and working knowledge of the PC and the Internet
- ✓ CompTIA A+ Certification or equivalent
- ✓ Network+ Certification or equivalent (optional)

### **EDUCATIONAL PURPOSE AND OBJECTIVES:**

Upon successful program completion which includes earning passing grades, qualified students will earn a diploma. As part of the program, knowledge and skills learned will prepare the students to attempt the CCNA exam. However, certification is not a requirement for graduation.

**INSTRUCTIONAL MATERIALS:**

**Book:** eBook Cisco Certified Network Associate Study guide

**Supplies and Materials:** Simulator , Cisco Packet Tracer Software

**STUDENT LEARNING OUTCOMES:**

- Describe how networks function, identifying major components, functions of network components, and the
- Open System Interconnection (OSI) reference model
- Using the host-to-host packet delivery process, describe issues related to increasing traffic on an Ethernet
- LAN and identify switched LAN technology solutions to Ethernet networking issues
- Describe the reasons for extending the reach of a LAN and the methods that can be used with a focus on RF
- wireless access through networks using TCP/IP
- Describe the function of Wide Area Networks (WANs) and the major devices of WANs and configure PPP
- encapsulation, static and dynamic routing, PAT and RIP routing
- Use the command-line interface to discover neighbors on the network and manage the router's startup and configuration
- Review how to configure and troubleshoot a small network
- Describe the reasons for connecting networks with routers and how routed networks transmit data
- Expand the switched network from a small LAN to a medium-sized LAN with multiple switches, supporting
- VLANs, trunking, and spanning tree
- Describe routing concepts as they apply to a medium-sized network and discuss considerations when implementing routing on the network
- Configure, verify, and troubleshoot OSPF
- Configure, verify, and troubleshoot EIGRP
- Determine how to apply ACLs based on network requirements and how to configure, verify, and troubleshoot
- ACLs on a medium sized network
- Describe when to use NAT or PAT on a medium-sized network and configure NAT or PAT on routers
- Identify and implement the appropriate WAN technology based on network requirements

**Employment Positions upon Completion:**

Upon successful completion of the program, students will be able to seek gainful employment in the following positions:

- Senior systems administrator
- Network engineer
- Network analyst
- WAN engineer
- Network technology specialist

**Standard Occupational Code (SOC) from Department of Labor:**

15-1151.00 Computer User Support Specialists

15-1142.00 Network and Computer Systems Administrators

15-1199.02 Computer Systems Engineers/Architects

15-1122.00 Information Security Analysts

## PROGRAM – LINUX+

### PROGRAM DESCRIPTION

The Linux+ certification is primarily vendor-based from CompTIA and LPI. The student learning outcomes are consistent with the skills requirements and objectives of the program as stated by CompTIA, LPI, and several employers within the community. They reflect the required occupational and academic knowledge, skills, and competencies.

### Duration

All courses within this program will earn the respective quarter credit hours.

Quarter Credits
7

### List of Courses within the Program

Course Number	Course Name	Pre-requisite	Quarter Credit Hours
<b>LNX001</b>	Linux Fundamentals basic	CT220 , CT225 or equivalent technology experience	3.50
<b>LNX005</b>	Linux Advanced fundamentals	LNX001	3.50
	<b>LINUX+</b>		<b>7.00</b>

### **Course Description**

Course within the program contains several streams of content. Your transcript will list the course names within the stream.

#### **LNX001 & LNX005 – Linux Fundamentals and Advanced**

These courses cover system architecture, Linux Installation and package management, GNU and Unix commands, devices, Linux file systems, and file system hierarchy standard. Additionally, the course covers shells, scripting and data management, user interfaces and desktops, administrative tasks, essential system services, networking fundamentals, and security.

### **EDUCATIONAL PURPOSE AND OBJECTIVES:**

This program will enable students to obtain entry level positions as computer service technicians, internet network specialists, system administrators, and junior administrators in a Linux/Unix environment.

### **Instructional Materials**

Book:

E-courseware - Linux+

Supplies:

Program Simulator

Materials:

Study guide, exam kit

**Student Learning Outcomes:**

- Investigate information about Linux that can help you prepare for supporting Linux users and machines
- Work with user and group accounts
- Work with the Linux file system
- Manipulate various types of Linux files
- Change ownership and permissions for Linux files and directories
- Work with Linux printing services
- Work with Linux packages
- Work with many of the configuration files and commands that make up the Linux environment
- Work with jobs and processes
- Compare the services critical to running the Linux operating system to those services that can be run to enhance or expand system performance
- Configure Linux services related to internet use
- Configure Linux services for providing users with network connectivity
- Investigate basic security issues in Linux
- Work with the hardware commonly associated with Linux machines
- Install the Linux operating system

**Employment Positions upon Completion:**

Upon successful completion of the program, students will be able to seek gainful employment in the following positions:

- ✓ Junior Linux administrator
- ✓ Junior network administrator
- ✓ Linux system administrators
- ✓ Linux database administrator
- ✓ Web administrator

**Standard Occupational Code (SOC) from Department of Labor:**

- 15-1151.00 Computer User Support Specialists
- 15-1142.00 Network and Computer Systems Administrators
- 15-1199.02 Computer Systems Engineers/Architects
- 15-1122.00 Information Security Analysts

## PROGRAM - MICROSOFT CERTIFIED SYSTEMS ENGINEER

### PROGRAM DESCRIPTION

This program validates that you have the skills needed to run a highly efficient and modern data center, identity management, systems management, virtualization, storage, and networking. The program focuses on a skill level and validates the ability to design and build technology solutions in the cloud and on premises, which may include integrating multiple technology products and versions. Rapid growth in cloud services has created a surge in demand for people who know how to administer and manage cloud-based server and networking environments. Land the skills and preparation you need to earn your certifications for some of the most in demand cloud services in the IT world: Microsoft Azure and Amazon Web Services. Students will learn how to manage Windows Server Operating System, how to operate a Microsoft Azure-based cloud infrastructure environment, become a DevOps Engineer by developing a security and compliance plan and how to manage AWS Cloud, security best practices, core AWS services and common uses cases.

### Duration

All courses within this program will earn the respective quarter credit hours.

Quarter Credits
21

### List of Courses within the Program

Course Number	Course Name	Pre-requisite	Quarter Credit Hours
MCS900	Microsoft Azure Fundamentals	CT220 , CT225 or equivalent technology experience	4.00
MCS104	Microsoft Certified Azure Administrator	MCS900	4.00
MCS400	Microsoft Certified DevOps Engineer Expert	MCS104	4.50
AWS100	Amazon Web Services Cloud Practitioner	MCS400	4.00
NED100	Network Design and Implementation	MCS104, MCS400, AWS100	4.50
	<b>MICROSOFT CERTIFIED SYSTEMS ENGINEER</b>		<b>21.00</b>

### Prerequisites:

Before attending this course, students must have:

- A good understanding of networking fundamentals
- An understanding and experience configuring security and administration tasks in an enterprise environment
- Experience supporting or configuring Microsoft Windows clients
- Have basic Windows Server operating system knowledge and experience

- CompTIA A+ Certification program or have equivalent experience

### **COURSE DESCRIPTION**

Courses within the program contain several streams of content. Your transcript will list the course names within the stream.

#### **Microsoft MCS900: Microsoft Azure Fundamentals:**

This course will provide foundational level knowledge on core Azure concepts; core Azure services; core solutions and management tools; general security and network security; governance, privacy, and compliance features; Azure cost management and service level agreements. This class will also provide students with hands-on labs and assignments.

#### **Microsoft MCS 104: Microsoft Certified Azure Administrator**

This course teaches IT Professionals how to manage their Azure subscriptions, secure identities, administer the infrastructure, configure virtual networking, connect Azure and on-premises sites, manage network traffic, implement storage solutions, create and scale virtual machines, implement web apps and containers, back up and share data, and monitor your solution. Over time, as you deploy more Microsoft Azure resources, you will find that you need a centralized way to monitor performance and usage of these resources. In this course, students will discover Azure Monitor, Azure Metrics and Logs, Azure action groups, and functions in preparation for Microsoft Azure Administrator exam. Begin by navigating through Azure Monitor and identify what data are collected and how baselines are useful. Then learn how to use Azure Monitor to view metrics, to run log queries, and to configure a performance metric alert. Examine how to use the Azure portal to create a monitor action group and how to use it to configure an SMS alert. You will also learn how to configure diagnostic settings on a virtual machine (VM); create a function with log analytics in the Azure portal, and use Azure Advisor to identify unused resources.

#### **Microsoft MCS400 – Designing and Implementing Microsoft Azure DevOps Engineer**

Students will learn how to plan for DevOps, use source control, scale Git for an enterprise, consolidate artifacts, design a dependency management strategy, manage secrets, implement continuous integration, implement a container build strategy, design a release strategy, set up a release management workflow, implement a deployment pattern, and optimize feedback mechanisms.

#### **AWS100: Amazon Certified Cloud Practitioner**

This AWS Certified Cloud Practitioner certification path is intended for individuals who are looking to build and validate overall understanding of the AWS Cloud. This path is useful for individuals in technical, managerial, or financial roles who work with the AWS Cloud. Becoming an AWS Certified Cloud Practitioner is a recommended step toward achieving an AWS Associate certification.

#### **NED100: Network Design and Implementation**

This course is intended to build the student's practical skillset based on the IT technologies they have learned throughout the program. In addition to designing, building and securing IT networks and systems, students will have an opportunity to troubleshoot general and specific network issues faced in the real workplace.

### **EDUCATIONAL PURPOSE AND OBJECTIVES:**

Rapid growth in cloud services has created a surge in demand for people who know how to administer and manage cloud-based server and networking environments. Land the skills and preparation you need to earn your certifications for some of the most in demand cloud services in the IT world: Microsoft Azure and Amazon Web Services. Learn how to manage Windows Server Operating System, how to operate a Microsoft Azure-based cloud infrastructure environment, become a DevOps Engineer by developing a security and compliance plan and how to manage AWS Cloud, security best practices,

core AWS services and common uses cases.

This program covers 5 classes –

1. AZ – 900: Microsoft Certified: Azure Fundamentals
2. AZ-104: Microsoft Certified: Azure Administrator Associate
3. AZ- 400: Microsoft Certified: DevOps Engineer Expert
4. AWS Certified Cloud Practitioner certification.
5. Network Design and Implementation

Typically, learners pursuing this certification path should have some familiarity with Windows Server or have completed the A+ certification training.

### **Skills learned as part of the program**

1. Understand Windows Server Operating System, its virtualization and uses and how they apply to the cloud.
2. Understand the fundamentals of the Azure cloud products and their uses in modern enterprise networks and data systems.
3. Understand the function of Azure Administrator Associate.
4. Know how to operate a MS Azure-based cloud infrastructure and implement, monitor and maintain MS Azure solutions.
5. Be familiar with major services related to Compute, Storage, and Network & Security.
6. Develop a Site Reliability Engineering (SRE) strategy
7. Develop an instrumentation strategy
8. Define and implement a continuous delivery and release management strategy
9. Understand the value of the AWS Cloud, security best practices, core AWS services and common uses cases.

### **Certifications upon program completion**

1. Microsoft Certified : Azure Administrator Associate
2. Microsoft Certified : DevOps Engineer Expert
3. AWS Certified Solutions Architect : Associate

Certifications that require recertification are not "versioned," in the sense that they do not reference a product version in the certification name and may cover multiple versions of the technology.

### **Student Learning Outcomes:**

- Describe core Azure concepts
- Describe core Azure services
- Describe core solutions and management tools on Azure
- Describe general security and network security features
- Azure cost management and service level agreements
- Navigate through Azure Monitor and identify what data is collected and how baselines are useful
- Use Azure Monitor to view metrics
- Use Azure Monitor to run log queries
- Use Azure Monitor to configure a performance metric alert
- Use the Azure portal to create a monitor action group
- Use Azure Monitor to configure an SMS alert
- Configure diagnostic settings on a virtual machine



- Use Azure Advisor to identify unused resources
- Plan for the transformation with shared goals and timelines
- Select a project and identify project metrics and KPIs
- Create a team and agile organization structure
- Describe the benefits of using Source Control
- Migrate from TFVC to Git
- Scale Git for Enterprise DevOps
- Recommend artifact management tools and practices
- Abstract common packages to enable sharing and reuse
- Migrate and consolidate artifacts
- Migrate and integrate source control measures
- Plan for secure development practices and compliance rules
- Implement and manage build infrastructure
- Explain why continuous integration matters
- Implement continuous integration using Azure DevOps
- Manage code quality including: technical debt, Sonar Cloud, and other tooling solutions
- Manage security policies with open source, OWASP, and White Source Bolt
- Implement a container strategy including how containers are different from virtual machines and how micro services use containers
- Implement containers using Docker
- Inspect open source software packages for security and license compliance to align with corporate standards
- Configure build pipeline to access package security and license rating
- Configure secure access to package feeds
- Manage security and compliance
- Differentiate between a release and a deployment
- Define the components of a release pipeline
- Explain things to consider when designing your release strategy
- Choose a release management tool
- Explain the terminology used in Azure DevOps and other Release Management Tooling
- Describe what a Build and Release task is, what it can do, and some available deployment tasks
- Deploy to an environment securely using a service connection
- Embed testing in the pipeline
- Implement Canary Release
- Implement Progressive Exposure Deployment
- Configure crash report integration for client applications
- Develop monitoring and status dashboards
- Implement routing for client application crash report data
- Implement tools to track system usage, feature usage, and flow
- Integrate and configure ticketing systems with development team's work management
- Implement a mobile DevOps strategy
- Define what the cloud is and how it works
- Describe the AWS Cloud value proposition
- Describe the basic global infrastructure of the cloud
- Compare the different methods of interacting with AWS
- Describe and differentiate between AWS service domains
- Given a scenario, identify an appropriate solution using AWS Cloud services
- Describe the Well-Architected Framework
- Describe basic AWS Cloud architectural principles
- Explain the Shared Responsibility model
- Describe security services with the AWS cloud
- Define the billing, account management, and pricing models for the AWS platform

- Identify future services and developments built on the cloud

## **INSTRUCTIONAL MATERIALS**

### **Books:**

Ebook - AZ – 900: Microsoft Certified: Azure Fundamentals  
Ebook - AZ-104: Microsoft Certified: Azure Administrator  
Ebook - Associate AZ- 400: Microsoft Certified: DevOps EBook –  
Ebook - Engineer Expert AWS Certified Cloud Practitioner certification.

### **Supplies:**

- Microsoft and Amazon E-Courseware

### **Materials:**

- Exam preparation software and materials

### **Employment Positions upon Completion:**

Upon successful completion of the program, students will be able to seek gainful employment in the following positions:

- Enterprise engineers
- Network engineers
- Enterprise messaging engineers
- Junior administrators
- PC or support technician

By earning an MCSE certification, you distinguish yourself as a skillful IT professional and prove job -role capabilities to effectively work with Microsoft technologies.

### **Standard Occupational Code (SOC) from Department of Labor:**

15-1151.00 Computer User Support Specialists  
15-1142.00 Network and Computer Systems Administrators  
15-1199.02 Computer Systems Engineers/Architects

## PROGRAM - MICROSOFT OFFICE USER SPECIALIST

### **PROGRAM DESCRIPTION**

The Microsoft Office User Specialist certification is primarily vendor-based from Microsoft. The student learning outcomes are consistent with the skills requirements and objectives of the program as stated by Microsoft and several employers within the community. They reflect the required occupational and academic knowledge, skills, and competencies.

### **Duration**

All courses within this program will earn the respective quarter credit hours.

Quarter Credits
12

### **List of Courses within the Program**

Course Number	Course Name	Pre-requisite	Quarter Credit Hours
MOUS101	Word	-	3.00
MOUS201	Excel	MOUS101	3.00
MOUS301	PowerPoint	MOUS201	3.00
MOUS401	Outlook	MOUS301	3.00
	<b>MICROSOFT OFFICE USER SPECIALIST</b>		<b>12.00</b>

### **Prerequisites:**

Before attending this course, students must have:

- ✓ High school diploma or equivalent
- ✓ Working knowledge of the PC and the Internet

### **Course Descriptions:**

Course within the program contains several streams of content. Your transcript will list the course names within the stream.

#### **Microsoft Office Word**

Students will learn to create, edit, and enhance standard business documents using Microsoft® Office Word. Student's will create complex documents and build personalized efficiency tools using Microsoft Office Word. This includes managing lists, customizing tables and charts, and creating customized graphic elements.

#### **Microsoft Office Excel**

Students will learn the skills to create and edit Microsoft Office Excel worksheets and workbooks. This includes using formulas, managing multiple sheets, and printing. Students will use advanced formulas and work with various tools to analyze data in spreadsheets. This involves organizing table data, presenting data as charts, and enhancing the look and appeal of workbooks by adding graphical objects. Students will automate some common Excel tasks: apply advanced analysis techniques to more complex data sets, troubleshoot errors, collaborate on worksheets, and share Excel data with other applications.

### **Microsoft Office Power Point**

Students will explore the PowerPoint environment and create a presentation by formatting text on slides to enhance clarity. To enhance the visual appeal, students will add graphical objects to a presentation and modify them. Students will enhance a presentation by using features that will transform it into a powerful means of communication. This includes customizing the PowerPoint interface to suit requirements, using features to create dynamic and visually appealing presentations, and finalizing a presentation and securing it to authenticate its validity.

### **Microsoft Office Outlook**

Students will use Outlook to compose and send email, schedule appointments and meetings, manage contact information, schedule tasks, and create notes. Students will customize the Outlook environment, calendar, and mail messages, and will also track, share, assign, and quickly locate various Outlook items. Students will work with the advanced features of Outlook. This includes saving and archiving Email, creating a custom Outlook Form, managing contacts and contact information, exporting contacts, and advanced mail merge.

### **EDUCATIONAL PURPOSE AND OBJECTIVES:**

Students will be able to apply for an entry level position, accounts, medical billing, insurance agents etc. However, the primary objective of the program is to enable students to seek employment as administrative assistants, executive assistants, computer operators, general office supervisors, and Microsoft Office specialists.

### **INSTRUCTIONAL MATERIALS**

#### **Books**

- Microsoft Office Word
- Microsoft Office Excel
- Microsoft Office Power point
- Microsoft Office Outlook

#### **Supplies**

Simulator

#### **Materials**

- Exam study kit for Word, Excel, PowerPoint, Outlook

### **STUDENT LEARNING OUTCOMES:**

- Review and practice basic MS Office features
- Schedule appointments, request meetings, and filter incoming messages
- Develop charts to meet audience request
- Employ features to automatically update chart content from the internet
- Adopt practice of creating, sorting, and querying tables
- Demonstrate knowledge and understanding of form and report creation
- Use macros, switchboards, pivot tables, and pivot charts to produce easily accessible and retrievable reports
- Employ graphics and work art features to create professional newsletters
- Create data sources to set up mail merge
- Build keyboarding speed and accuracy techniques
- Continue development of document editing and revising
- Create presentations to aid in audience understanding
- Devise advanced Excel formulas for creating and maintaining significant, easy-to-digest data

- Construct financial and logical functions in Excel to calculate office expenses, costs, and earnings
- Integrate internet research into easily digested Excel worksheets, charts, and graphs
- Combine Excel functions with links to outside sources and calculate presentation data

**Employment Positions upon Completion**

Upon successful completion of the program, students will be able to seek gainful employment in the following positions:

- ✓ Administrative assistant
- ✓ Office assistant
- ✓ Software test engineer
- ✓ Marketing representative
- ✓ Social media specialist

Microsoft Office gives you powerful tools to express your ideas, solve problems, and connect with people.

**Standard Occupational Code (SOC) from Department of Labor:**

43-6014.00 Secretaries and Administrative Assistants

## PROGRAM – ORACLE DATABASE ADMINISTRATOR

### **Program Description**

The Oracle Database Administrator certification is primarily vendor-based from Oracle. The student learning outcomes are consistent with the skills requirements and objectives of the program as stated by Oracle and several employers within the community. They reflect the required occupational and academic knowledge, skills, and competencies.

### **Prerequisites:**

Before attending this course, students must have:

- ✓ High school diploma or equivalent
- ✓ Knowledge of HTML and JavaScript or equivalent
- ✓ Database Fundamentals or equivalent

### **Duration**

All courses within this program will earn the respective quarter credit hours.

Quarter Credits
<b>14</b>

### **List of Courses within the Program**

Course Number	Course Name	Pre-requisite	Quarter Credit Hours
<b>ORCL60</b>	Intro to SQL Part I	-	3.00
<b>ORCL65</b>	Intro to SQL Part II	ORCL60	2.50
<b>ORCL70</b>	Database Administration Part I	ORCL65	4.00
<b>ORCL75</b>	Database Administration Part II	ORCL70	4.50
	<b>ORACLE DATABASE ADMINISTRATOR</b>		<b>14.00</b>

### **Course Descriptions:**

Course within the program contains several streams of content. Your transcript will list the course names within the stream.

#### **Introduction to Oracle - SQL Fundamentals Parts I & II**

These courses introduce students to the fundamentals of SQL using Oracle Database technology. Students will learn the concepts of relational databases and the powerful SQL programming language. Courses provide the essential SQL skills that allow developers to write queries against single and multiple tables, manipulate data in tables, and create database objects.

#### **Database Administrator I (Oracle Certified Associate)**

Designed to provide a firm foundation in basic database administration, this course is the first step towards success as an Oracle professional. In this class, students learn how to install and maintain an Oracle database. Students will gain a conceptual understanding of the Oracle database architecture and how its components work and interact with one another.

#### **Database Administrator II (Oracle Certified Professional)**

This course takes the database administrator beyond the basic tasks covered in the first workshop. The student begins by

gaining a much deeper understanding of possibly the most important job of a DBA - backup and recovery. The concepts and architecture that support backup and recovery, along with the steps of how to carry it out in various ways and situations, are covered in detail. This includes how to define and test your own backup and recovery scenarios.

**EDUCATIONAL PURPOSE AND OBJECTIVES:**

Students will acquire skills to seek entry level positions as database administrators, database backup operators, Oracle Database analysts, and Oracle Database optimizers.

**Standard Occupational Code (SOC) from Department of Labor:**

15-1141.00 Database Administrators

15-1121.00 Computer Systems Analysts

**INSTRUCTIONAL MATERIALS**

Books:

- Oracle - Introduction to SQL Parts I & II –
- Part II Oracle: Database Administration I –
- Part I Oracle: Database Administration I –
- Part II Oracle: Database Administration II -

Supplies:

- Simulator for design configuration, hands-on labs and preparation

Materials:

- Study guides, labs and exam prep kits.

**STUDENT LEARNING OUTCOMES:**

- Install system, startup, and shutdown an Oracle database
- Explain the internal architecture of data, memory, and process structures
- Administer a security policy for the database
- Configure a basic backup & recovery strategy
- Control physical storage of tables and indexes
- Build efficient databases with clusters and bitmap indexes
- Back and recover a database (and its parts) with RMAN (command-line and Enterprise Manager)
- Use flashback technology to view past states of data and to revert either objects or the entire database back to a past state
- Identify burdensome database sessions and poorly performing SQL
- Configure the Oracle Database for optimal recovery
- Configure the database instance such that resources are appropriately allocated among sessions and tasks
- Schedule jobs to run inside or outside of the database
- Use compression to optimize database storage and duplicate a database

**Employment Positions upon Completion:**

This program teaches students how to design and create a server using the Optimal Flexible Architecture (OFA), configure logical and physical structures, set up database and user security, add and administer users, monitor and tune main server areas, and handle issues in supporting Oracle® databases. Upon successful completion of the program, students will be able to seek gainful employment in the following positions:

- ✓ Oracle Database administrator

- ✓ System analyst
- ✓ Database planner

## **PROGRAM – PROGRAMMER**

### **Program Description**

The programmer track is designed to provide students with skills required to design and implement computer software applications. Students will learn how to design, develop and implement programming applications for both web and mobile based systems. Students will obtain the skills and knowledge of windows and web application technologies and learn to implement data access using the web. Students will work with multiple programming platforms and environments to build their applications including Microsoft, Java, AWS and Python etc.

### **Prerequisites:**

Before attending this course, students must have:

- ✓ High school diploma or equivalent

### **Duration**

All courses within this program will earn the respective quarter credit hours.

Quarter Credits
<b>40</b>

### **List of Courses within the Program**

Course Number	Course Name	Pre - requisite	Quarter Credit Hours
<b>PRG70-001</b>	Introduction to Object Oriented Programming	-	4.00
<b>PRG70-010</b>	Programming with mobile / web based application using HTML, CSS and JavaScript	PRG70-001	4.00
<b>PRG70-513</b>	Programming with Python – Part I	PRG70-010	3.50
<b>PRG70-514</b>	Programming with Python – Part II	PRG70-513	3.50
<b>PRG70-515</b>	Programming with Java Fundamentals – Part I	PRG70-001	4.50
<b>PRG70-516</b>	Programming with Java Fundamentals – Part II	PRG70-515	4.00
<b>PRG70-520</b>	Programming for Android Operating System	PRG70-516	4.00
<b>PRG70-525</b>	Building Mobile Applications for Android iOS	PRG70-520	4.50
<b>CPST-070</b>	Capstone Project Design and Overview	PRG70-525	4.00
<b>CPST-075</b>	Capstone Project Design and Overview	CPST-070	4.00
<b>TOTAL</b>			<b>40.00</b>



## **COURSE DESCRIPTIONS:**

Course within the program contains several streams of content. Your transcript will list the course names within the stream.

### **Introduction to Object Oriented Programming**

Get hands-on experience in complex programming with the Programming Logic & Design course and lab. The course provides a vivid introduction to current programming languages with clear and approachable code snippets and programs for better understanding. The course and lab offer easy-to-understand pseudo code, flowcharts, and other tools. It illustrates how to design the logic of programs with a firm emphasis on logical thought processes and models. Using Programming Logic & Design will assist you in dealing with language-specific coding and introductory programming concepts.

### **Programming with web based application using HTML, CSS and JavaScript**

Learn web design concepts and techniques with the HTML, CSS & JavaScript Web Publishing course. The HTML & CSS course is designed for web developers and professionals who want to learn HTML, CSS, and other languages to improve their websites. This HTML, CSS, & JavaScript online course focuses on topics such as building tables, designing forms, integrating multimedia, using responsive Web design, and more.

### **Programming with Python Part I & II**

In this course, students will demonstrate that they can recognize, write, and debug Python code that will logically solve a problem.

### **Java Programming Part I & II**

The core Java Fundamentals course will teach students to develop the skills required to program in Java. The Java course provides competency in all concepts of Java programming and includes topics such as objects, classes, inheritance, exceptions, assertions, logging, and generic programming. This Java course provides students with knowledge in Java SE enhancements including improved concurrency utilities and new file I/O API. The interactive learning resources highlight explanations of advanced Java programming techniques.

### **Programming for Android Operating System**

The Android Programming course and lab is designed for Android developers who want to start developing applications using Google's Android SDK. The lab can be mapped to any course, textbook, or training, therefore, adding value and a hands-on component to training. The Android Programming course covers the necessary topics to help you understand the underlying architecture of the SDK and to appreciate why things are done in certain ways.

### **Building Mobile Applications**

This course introduces the Android software development kit and development tools of the trade, and then dives into building cool-looking and fun apps that put Android's amazing capabilities to work. Android is the powerful, full-featured, open source mobile platform that powers phones like Google Nexus, Motorola Droid, Samsung Galaxy S, and a variety of HTC phones and tablet computers.

### **Capstone Project Design and Overview I & II**

The capstone project includes the evaluation of the competencies and performance tasks, which define an Associate Android Developer (Fundamental Application Components, Application User Interface (UI) and User Experience (UX), Persistent Data Storage, Enhanced System Integration and Testing and Debugging).

You will demonstrate your understanding of the fundamental application components of programming for Android, how to build clean and compelling user interfaces, using view styles and theme attributes to apply a consistent look and feel across an entire application. Your app will connect with the internet sharing preferences and files, SQLite databases, content providers, libraries as ORM or Realm. You will design, plan, build and publish in the Google Play store your own Android Application.

## **EDUCATIONAL PURPOSE AND OBJECTIVES:**

## **INSTRUCTIONAL MATERIALS**

### **Books**

- Ebook - HTML, CSS and JavaScript
- Ebook - Introduction to Object Oriented Programming
- Ebook - Java Programming
- Ebook - Programming with Python
- EBooks - Programming for Android iOS Building 8 Mobile Applications

### **Supplies**

- Simulator

### **Materials**

- study guides with exam kits

## **STUDENT LEARNING OUTCOMES:**

Upon completion of this program, students will be proficient in the following skills -

- Build and Design Web applications using HTML, CSS and JavaScript
- Design state management and the site structure
- Plan for cross-browser and / or form factors
- Design data presentation and interaction plan for data validation
- Plan for operational security
- Design an authentication and authorization model plan for minimizing attack surfaces
- Choose a testing methodology
- Programming with Python
- Programming with Java
- Access offline data or data that has limited availability in client applications. Design, develop, and consume a simple Data Service.
- Describe the underlying architecture and design of a Web application.
- Apply best practices and make appropriate trade-offs based on business requirements when designing a Web application.
- Optimize the design of a Web application for discoverability by search engines.
- Secure a Web application.
- Apply Master Pages and CSS for a consistent application UI.
- Develop client-side scripts and services for a responsive, rich, and interactive UI.
- Deploy a Web application.
- Develop a Web application by using Silver light.
- Ensure service reliability using transactions and message queues Secure WCF services using message and transport security
- Extend WCF using behaviors, dispatchers, inspectors, and formatters

## **Employment Positions upon Completion**

Upon successful completion of the program, students will be able to seek gainful employment in the following positions:

- ✓ Computer programmer
- ✓ Software developer web developer
- ✓ Software developer, database
- ✓ Software developer / business analyst, database
- ✓ Software developer / web client applications
- ✓ Application developer

**Standard Occupational Code (SOC) from Department of Labor:**

- 15-1121.00 Computer Systems Analysts
- 15-1132.00 Software Developers, Applications
- 15-1133.00 Software Developers, Systems Software
- 15-1134.00 Web Developers
- 15-1141.00 Database Administrators
- 15-1151.00 Computer User Support Specialists
- 15-1142.00 Network and Computer Systems Administrators
- 15-1199.02 Computer Systems Engineers/Architects
- 15-1122.00 Information Security Analysts

## **PROGRAM – Cyber Security Professional**

**Program Description**

Students enrolled in this program will focus on learning the skills that validate their ability to design and build secure technology solutions for the virtual cloud and on premises networks, which may require integrating multiple technology products and versions. A cybersecurity professional monitors, maintains and secures the company's network systems, troubleshoots network systems when necessary and makes improvements to the network. This program is beneficial for individuals looking for IT employment in positions such as Systems Security Analyst, Cyber Security specialist, Penetration Tester, Network Administrator, Network Engineer, field service technician, Tech support specialists and Systems Architect.

**Prerequisites:**

- Before attending this course, students must have:
- High school diploma or equivalent
  - Knowledge of basic computer end-user skills

**Duration**

All courses within this program will earn the respective quarter credit hours.

Quarter Credits
<b>74</b>

**List of Courses within the Program**

Course Number	Course Name	Pre-requisite	Quarter Credit Hours
<b>CS100</b>	Information Technology Foundations	-	3.50
<b>CS120</b>	Computer Hardware & Operating System support A+ Certification	CS100	4.00
<b>CS125</b>	Computer hardware and Operating System Support Systems Advanced A+ Certification	CS120	3.50
<b>CS130</b>	IT Network Fundamentals - Network+ Certification basic	CS125	3.50
<b>CS135</b>	IT Network Fundamentals Network+ Advanced	CS130	4.00

<b>CS140</b>	Security Systems Foundation	CS135	3.50
<b>CS145</b>	Security Systems Intermediate	CS140	4.00
<b>CS150</b>	Linux Fundamentals	CS145	3.50
<b>CS155</b>	Linux Systems Administration	CS150	4.00
<b>CS170</b>	Cisco Certified Network Associate Part I	CS155, CS130 or relevant Tech experience	3.50
<b>CS175</b>	Cisco Certified Network Associate Part II	CS170	4.00
<b>CS220</b>	Security Administration and Ethical Hacking Foundation	CS140	3.50
<b>CS225</b>	Security Administration and Certified Ethical Hacking CEH Advanced	CS220	4.00
<b>CS230</b>	Cyber Security Systems Analyst CySA - Part I	CS225	3.50
<b>CS235</b>	Cyber Security Systems Analyst CySA - Part II	CS230	4.00
<b>CS250</b>	Penetration Tester – Part I	CS235	3.50
<b>CS255</b>	Penetration Tester – Part II	CS250	4.00
<b>INST100</b>	Soft skills Career Placement and resume Workshop	-	11.00
<b>Cyber Security Professional</b>			<b>74</b>

**COURSE DESCRIPTIONS:**

Note: ABCO Technology strives to deliver students the most up to date course possible. The content listed in the following course descriptions are subject to change based on the current technology. Students should always refer to the course syllabus for up to date course content. A course within the program contains several streams of content. Your transcript will list the course names within the stream.

**CS100 - IT Foundations**

This course focuses on the essential IT skills and knowledge needed to perform tasks commonly performed by advanced end-users and entry-level IT professionals. This is also intended for candidates who are advanced end users and/or are considering a career in Information Technology. The course serves as a valuable pre-requisite for individuals seeking to obtain advanced IT certifications such as A+, Network+ etc.

**CS120 & CS125 - A+ Certification basic and advanced**

A+ Certification courses can benefit you in two ways. Whether you work or plan to work in a mobile or corporate environment where you have a high level of face-to-face customer interaction, where client communication and client training are important, or in an environment with limited customer interaction and an emphasis on hardware activities, this course provides the background knowledge and skills you will require to be a successful A+ technician. It can also assist you if you are preparing to take the CompTIA A+ certification examinations, in order to become a CompTIA A+ Certified Professional.

### **CS130 & CS135 - Network+ Certification basic and advanced**

Network+ Certification courses build on your existing user-level knowledge and experience with personal computer operating systems and networks to present fundamental skills and concepts that you will use on the job in any type of networking career. If you are pursuing a CompTIA technical certification path, the CompTIA A+ certification is an excellent first step to take before preparing for the CompTIA Network + certification.

### **CS140 & CS145 - Security+ Certification basic and advanced**

Security+ is the primary course you will need to take if your job responsibilities include securing network services, devices, and traffic in your organization. You can also take these courses to prepare for the CompTIA Security+ certification examination. In these courses, you will build on your knowledge of and professional experience with security fundamentals, networks, and organizational security as you acquire the specific skills required in implementing basic and advanced security services on any type of computer network.

### **CS150 & CS155 - Linux Fundamentals and Administration**

Students will install Linux, configure the X Window System, and learn to navigate the Linux command-line shell. Students will also learn fundamental and advanced concepts common to Linux: the kernel, Linux file system, boot process and run levels, shell scripting, and editing text files.

### **CS170 & CS175 - Cisco Certified Network Associate Part I & II**

The Interconnecting Cisco Networking Devices: Accelerated (CCNA) courses are a hands-on approach to CCNAX exam preparation. Students will cover the objectives from both the ICND1 and ICND2 courses and will focus on tackling the objectives for the CCNAX exam. These courses, offer fundamental networking knowledge and an advanced look at troubleshooting and introducing security and wireless topics.

### **CS220 & CS225 – Security Administration and Ethical Hacking foundation and CEH advanced**

This program certifies individuals in the specific network security discipline of Ethical Hacking from a vendor neutral perspective. A Certified Ethical Hacker is a skilled professional who understands and knows how to look for the weaknesses and vulnerabilities in target systems and uses the same knowledge and tools as a malicious hacker

### **CS230 & CS235 – Cyber Security Systems Analyst CySA - Part I & Part II**

As attackers have learned to evade traditional signature-based solutions, such as firewalls and anti-virus software, an analytics-based approach within the IT security industry is increasingly important for organizations. Cyber Security Analyst applies behavioral analytics to networks to improve the overall state of security through identifying and combating malware and advanced persistent threats (APTs), resulting in an enhanced threat visibility across a broad attack surface. It will validate an IT professional's ability to proactively defend and continuously improve the security of an organization.

### **CS250 & CS255 – Penetration Tester Part I & II**

Penetration Tester assesses the most up-to-date penetration testing, and vulnerability assessment and management skills necessary to determine the resiliency of the network against attacks.

### **INST100 - Soft skills Career Placement**

This course teaches students how to define career aspirations, develop career goals, create career strategies, identify personal preferences, develop skills for career advancement, explore career options, and evaluate a career. Students will also define the stages of career development, learn how to excel at work, market personal skills, remain competitive, maintain productivity, develop self-discipline, develop a professional image, identify the advantages and disadvantages of self-study and formal education, and maintain performance and morale. Course

activities also cover how to network for career advancement, seek career guidance, develop a career network, network effectively, communicate effectively, build beneficial working relationships, and define mentoring and coaching.

### **EDUCATIONAL PURPOSE AND OBJECTIVES:**

Upon successful program completion and earning maintaining SAP students will earn a DIPLOMA..

### **JOB POSITIONS**

Upon successfully graduating from the program, students are eligible to apply for the following job positions:

- Systems Administrator
- Systems Engineer
- Systems Architect
- Systems Security Analyst
- Penetration Tester
- Cyber Security Engineer
- Cyber Security Specialist
- Certified Ethical Hacker
- Cisco Certified Network Administrator
- Network Administrator
- IT support specialist

### **INSTRUCTIONAL MATERIALS**

#### Books:

- EBooks and courseware for the following courses:
  - A+ Certification
  - Network+
  - Security+
  - Linux Administration
  - Cisco Certified Network Associate
  - Certified Ethical Hacker
  - Cyber Security Analyst
  - Penetration+

#### Supplies:

- Simulator

Materials:

- Study guides with exam kits for all courses
- Whiteboard / Writing Pad – This is the most “old-fashioned” method, but it is still found to be effective as instructors use the whiteboard to highlight major points and draw attention towards main topics and objectives of the lessons being covered.
- PowerPoint Presentations – Our instructors use PowerPoint presentations in many Programs. For many programs, course overheads are provided in the form of PowerPoint slides to assist with program delivery. These overhead slides ease delivery of course by listing major course points.
- Online courseware will be utilized for each course included within the program. It is an e-learning platform, established to implement "we learn by doing" and interactivity is the key to effective learning. The virtual environment allows students to "learn by doing" and encourages safe exploration and experimentation.

**STUDENT LEARNING OUTCOMES:**

Upon completion of this program, students will be proficient in the following skills –

- Identify the basic components of network theory.
- Identify the major network communications methods.
- Identify network data delivery methods
- List and describe network media and hardware components
- Identify the major types of network implications.
- Identify the components of a TCP/IP network implementation.
- Identify the major services deployed on TCP/IP networks.
- Identify the characteristics of a variety of network protocols.
- Identify the components of a LAN implementation
- Identify the components of a WAN implementation.
- Identify the major issues and technologies in network security.

- Identify the components of a remote network implementation.
- Identify the fundamental concepts of computer security.
- Identify security threats and vulnerabilities.
- Manage data, application, and host security.
- Implement network security.
- Identify and implement access control and account-management security measures
- Manage certificates.
- Identify and implement compliance and operational security measures.
- Manage risk.
- Troubleshoot and manage security incidents.
- Plan for business continuity and disaster recovery
- Describe the structural components of Linux and what distinguishes a distribution of Linux
- Describe Open Source Software and distinguish between GNU and GPL
- Create installation boot diskettes. Install Linux distribution(s).
- Install and configure XFree86.
- Describe how to get online help.
- Configure fundamental system hardware.
- Use fdisk or cfdisk to create, edit, and delete disk partitions.
- Use LILO to manage boot options.
- Boot the system, change run levels, and shut down or reboot the system.
- Describe the Linux hierarchical file system and the role of key directories in organizing system files.
- Work effectively on the Linux command line using common shell commands, streams, pipes, filters, and redirection.
- Developing the hacker's mind
- Network surveying
- Port scanning
- System identification/OS fingerprinting
- Vulnerability research and verification
- Service identification
- Internet application testing
- Document grinding
- Recognizing security issues within an organization
- Performing legal assessments on remote/foreign networks
- Examining an organization for weaknesses as through the eyes of an industrial spy or a competitor
- Implementing the right tools for each task of the Methodology
- Competitive Intelligence
- Exploiting vulnerabilities remotely
- Examining appropriate countermeasures to thwart malicious hacking

**Standard Occupational Code (SOC) from Department of Labor:**

15-1121.00 Computer Systems Analysts  
15-1151.00 Computer User Support Specialists  
15-1142.00 Network and Computer Systems Administrators  
15-1199.02 Computer Systems Engineers/Architects  
15-1122.00 Information Security Analysts



## PROGRAM – Web Designer and Developer

### Program Description

In this program students will learn how to write syntactically correct web scripts and learn coding to create interactive experiences for websites. Mastering the range of technologies covered in this program will allow you to develop high quality web sites that, work seamlessly on mobile, tablet, and large screen browsers. During the capstone you will develop a professional-quality web portfolio demonstrating your growth as a web developer and your knowledge of accessible web design. This will include your ability to design and implement a responsive site that utilizes tools to create a site that is accessible to a wide audience, including those with visual, audial, physical, and cognitive impairments.

### Prerequisites:

Before attending this course, students must have:

- High school diploma or equivalent
- Knowledge of basic computer end-user skills

### Duration

All courses within this program will earn the respective quarter credit hours.

Quarter Credits
<b>66</b>

### List of Courses within the Program

Course Number	Course Name	Pre-requisite	Quarter Credit Hours
<b>WD101</b>	CIW Site Development Associate	-	4.50
<b>WD102A</b>	CIW User Interface Designer Part I	WD101	3.50
<b>WD102B</b>	CIW User Interface Designer Part II	WD102A	3.50
<b>WD105</b>	Building web applications with Typescript Angular and React	WD102B	2.00
<b>WD103</b>	Adobe Photoshop	-	4.50
<b>WD106</b>	HTML CSS JavaScript Web Publishing Part I	WD105	3.50
<b>WD106B</b>	HTML CSS JavaScript Web Publishing Part II	WD106	3.50
<b>WD107A</b>	CIW JavaScript Specialist Part I	WD106B	3.50
<b>WD107B</b>	CIW JavaScript Specialist Part II	WD107A	4.00
<b>WD111</b>	Object Oriented Programming with Python Part I	WD107B	3.50
<b>WD111B</b>	Object Oriented Programming with Python Part II	WD111	3.50

<b>WD113</b>	Databases and the Wb Mongo DB for Beginners	WD111B	2.00
<b>WD113B</b>	Databases and the Wb Mongo DB for Intermediate	WD113	2.00
<b>WD114</b>	Software Testing and Q&A	-	4.00
<b>WD120</b>	Capstone Project Building Response and Design	WD113B, WD114	3.50
<b>WD120B</b>	Capstone Project Building Response and Design	WD120	4.00
<b>INST100</b>	Soft skills Career Placement and resume Workshop	-	11.00
<b>Web Design and Developer</b>			<b>66.00</b>

**COURSE DESCRIPTIONS:**

Note: ABCO Technology strives to deliver students the most up to date course possible. The content listed in the following course descriptions are subject to change based on the current technology. Students should always refer to the Course Syllabus for up to date course content.

**WD101 - CIW Site Development Associate**

The CIW Site Development Associate course teaches you essential Web page development skills. You will learn to develop Web sites using Hypertext Markup Language version 5 (HTML5) and Cascading Style Sheets (CSS). You will learn to write code manually, as well as use graphical user interface (GUI) authoring tools. You will also work with images, create hyperlinks, and add tables, forms, video and audio to your Web pages. If you want the knowledge and skills to design or improve Web sites, this course is for you.

**WD102A & WD102B – CIW User Interface Designer (UI) Part I & II**

The CIW User Interface Designer is the second course in the CIW Web and Mobile Design series. In this course, you will learn about the strategies and tactics necessary to design user interfaces, with particular emphasis on creating user interfaces for mobile devices. You will study how to apply essential usability concepts, including clarity, ease of use, simplicity, and detectability. You will learn how information obtained from the client, sales, and marketing is utilized to design and develop compelling visual experience Web sites for multiple platforms, including mobile, tablet, and desktop.

**WD105 - Building Web Applications with Typescript, Angular, and React**

React is an open-source JavaScript library for building user interfaces or UI components. It is maintained by Facebook and a community of individual developers and companies. React can be used as a base in the development of single-page or mobile applications.

**WD103 - Adobe Photoshop**

You will learn the Photoshop 'secret sauce' whereby we will magically enhance our background and when necessary completely remove people from images. By the end of this course you'll possess super skills!

- Learn the skills to mask anything... including the dreaded hair.
- Using your amazing new masking skills, you will be able to clear-cut images.
- You will learn how to make type interactive.
- Together we will look at popular current visual styles and learn the tools and tricks necessary to recreate them.
- There is a fun section where you will learn how to distort, transform and manipulate images.
- We will create our own graphics using simple techniques from scratch.
- Finally - any good Photoshop user should know how to put an island inside a bottle!

### **WD106 & WD106B - HTML, CSS & JavaScript Web Publishing**

HTML is the foundation of all web pages. It defines the structure of a page, while CSS defines its style. HTML and CSS are the beginning of everything you need to know to make your first web page! Learn both and start creating amazing websites.

### **WD107A & WD107B – CIW JavaScript Specialist Part I & II**

The *JavaScript Specialist* courses focus on the fundamental concepts of the JavaScript language. This course will empower you with the skills to design client-side, platform-independent solutions that greatly increase the value of your Web site by providing interactivity and interest. You will learn how to use JavaScript to communicate with users, modify the Document Object Model (DOM), control program flow, validate forms, animate images, create cookies, change HTML on the fly, and communicate with databases.

### **WD111 & WD111B - Object oriented programming with Python Part I & II**

The Advanced Perspective of Classes and Object-Oriented Programming in Python course will teach you how to utilize more complex aspects of object-oriented programming. We're going to cover:

- Inheritance
- Composition & Polymorphism
- Attribute Encapsulation
- Variadic Functions
- Decorators
- Comparing and Copying Objects
- Abstract Classes and Metaprogramming
- Advanced Exceptions
- Object Serialization
- After completing this course, you'll understand composition and inheritance (and when to use each one), along with other advanced features of the language.

### **WD113 & WD113B - Databases and the Web - Mongo DB for Beginners and Intermediate**

These courses will teach you how to use MongoDB as the database for a Java application. You will play the role of a back-end developer for a Java application, where your job is to implement the application's communication with MongoDB. Using the Java driver you will read and write data to the database, use the aggregation framework, manage the configuration of the database client, and create a robust application by handling exceptions and timeouts. You'll build the back-end for a movie-browsing application called MFlix. Using the MongoDB Java Driver, you will implement MFlix's basic functionality. This includes basic and complex movie searches, registering new users, and posting comments on the site. You will also add more features to the MFlix application. This includes writing analytical reports, increasing the durability of MFlix's connection with MongoDB, and implementing security best practices.

### **WD114 – Software Testing and O&A**

Software testing training will help you master Software Testing concepts such as test cases development, error guessing techniques, and black-box techniques, etc. As part of this Software Testing online course, you will also master configuration management, defect management, and risk management and will work on real-life projects.

### **WD120 & WD120B - Capstone Project Building Response and Design**

For your Responsive Website Development and Design Specialization Capstone Project, you will create a complete, responsive, multi-user, data-driven website which aims to solve a particular problem. We encourage you to create a website addressing a problem that you are interested in! However, if you don't have an idea of your own, we have several that we will suggest in the course.

In the capstone project, you will: 1. Develop a complete website using the full range of skills learned during the specialization 2. Work through a structured process from idea generation to product delivery 3. Document and receive feedback on the development of your project from an idea to a fully functional piece of software in a series of structured assignments including peer interactions

### **INST100 - Soft skills Career Placement & Resume Workshops**

This course teaches students how to define career aspirations, develop career goals, create career strategies, identify personal preferences, develop skills for career advancement, explore career options, and evaluate a career. Students will also define the stages of career development, learn how to excel at work, market personal skills, remain competitive, maintain productivity, develop self-discipline, develop a professional image, identify the advantages and disadvantages of self-study and formal education, and maintain performance and morale. Course activities also cover how to network for career advancement, seek career guidance, develop a career network, network effectively, communicate effectively, build beneficial working relationships, and define mentoring and coaching.

### **CLASSES INCLUDED AS PART OF PROGRAM**

- CIW: Site Development Associate
- CIW: User Interface Designer (UI)
- Building Web Applications with Typescript, Angular, and React
- Adobe Photoshop
- HTML, CSS & JavaScript Web Publishing
- CIW: JavaScript Specialist (1D0-735)
- Object Oriented programming with Python
- Databases and the Web - MongoDB 4 for Beginners
- Art of Software Testing QA
- Capstone Project – Building a responsive website with server side data
- Soft skills Career Placement & Resume Workshops

### **EDUCATIONAL PURPOSE AND OBJECTIVES:**

This program will enable students to complete the following modules necessary to obtain a position as a Web Designer and Developer or Software Web Programmer.

### **JOB POSITIONS**

Upon successfully graduating from the program, students are eligible to apply for the following job positions:

- Web Designer
- System Analyst
- Database Administrator
- Database Designer
- UI UX Designer
- Project Manager
- Web Applications Developer
- Software QA Tester
- Graphics Designer
- Web Developer

### **INSTRUCTIONAL MATERIALS**

#### **Books:**

- eBooks - Site Development Associate
- eBooks - User Interface Designer (UI)
- eBooks - Building Web Applications with Typescript, Angular, and React
- eBooks - Adobe Photoshop
- eBooks - HTML, CSS & JavaScript Web Publishing
- eBooks JavaScript Specialist

- eBooks - Object Oriented programming with Python
- eBooks - Databases and the Web - Mongo DB 4 for Beginners
- eBooks - Art of Software Testing QA

**Supplies:**

- Simulator
- Online Courseware supports the last two versions of every browser (Microsoft Edge, Chrome, Safari, and Firefox). It is recommended that you update to the newest version of whatever browser you are using, as well as the most up-to-date Flash plug-in. JavaScript must be enabled in your browser. The school has six classrooms and labs with 15 computers in each room exceeding the basic hardware and software requirements. The school will monitor the allocation of resources and the projected enrollment over the next two years, and plan to increase its resources through the institution's assessment and improvement plan.

**Materials:**

- Study guides with exam preparation kits for courses:
  - CIW: Site Development Associate
  - CIW: User Interface Designer (UI)
  - CIW: JavaScript Specialist
  - Object Oriented programming with Python
- PowerPoint Presentations – Our instructors use PowerPoint presentations in many Programs. For many programs, course overheads are provided in the form of PowerPoint slides to assist with program delivery. These overhead slides ease delivery of course by listing major course points.
- Overhead Projectors – Our classrooms are equipped with Overhead projectors to allow instructors to connect their computers with the overhead projector and demonstrate labs that are taught in classes.
- Ucertify courseware will be utilized for each course included within the program. It is an e-learning platform, established to implement "we learn by doing" and interactivity is the key to effective learning. The virtual environment allows students to "learn by doing" and encourages safe exploration and experimentation.

**STUDENT LEARNING OUTCOMES:**

Upon completion of this program, students will be proficient in the following skills –

- Explore the concepts of Information Technology and the Internet
- Examine how computers communicate across the Internet and the technologies that enable internetworking
- Examine the various technologies that constitute the World Wide Web
- Configure the security and privacy settings in Windows® Internet Explorer
- Explore multimedia and other components embedded in a web page

- Identify the different types of databases, the fundamentals of web search engines, and communicate over the web
- Examine the various aspects of email communication
- Explore the services and tools available on the Internet
- Examine the various security issues related to the Internet
- Examine the fundamentals of project management
- Recognize the components of an HTML file and create such a file
- Format paragraphs and characters using HTML
- Link to local files and web pages from their web pages
- Add graphics and sound to their web pages using HTML
- Create different kinds of lists to their web page using HTML
- Create multi-column and multi-row tables using HTML
- Set background colors and graphics for web pages
- Evaluate web page design and consider design issues that affect web pages
- Add links to non-web internet sites from their web pages
- Control color and typography
- Create style sheets that cascade according to established guidelines
- Design content sections using box properties
- Control your page layouts with CSS positioning, and in turn enhance an existing design
- Create alternate style sheets and link your pages to them to enhance the accessibility and functionality of your websites
- Running projects and building weblog discussion forums, and shopping carts
- Building an online auction site
- Creating a web-based calendar and Content Management System
- Building a reusable project & a news website
- Understand the role of client-side scripting in the browser
- Develop and integrate JavaScript into your web applications
- Use JavaScript operators, expressions, control, and data structures
- Implement cross browser JavaScript using the Document Object Model
- Understand JavaScript's effective use in form field validation
- Manipulate text strings through a variety of useful JavaScript methods
- Extract data from JavaScript programs to interact with server-side code
- Crawling and serving web content
- One box modules, indexing with feeds
- Reporting, securing, and modifying XSLT style sheets.
- Explore the types of applications you can build, how the user interface can be used, and how to create Flash
- Animate graphics using different techniques

**Standard Occupational Code (SOC) from Department of Labor:**

- 15-1121.00 Computer Systems Analysts
- 15-1151.00 Computer User Support Specialists
- 15-1254.00 Web Developers and Web Designers
- 27-1024.00 Graphic Designers

# AAS - Cybersecurity and Information Technology specialist

Occupational Associate Degree in Applied Science

## Program Description

The occupational associate degree for Cybersecurity and Information Technology specialist will benefit people who want to be part of the exciting world of cybersecurity and information technology. In the modern workplace, Cybersecurity, and Information Technology (IT), that is effective and reliable is crucial for all aspects of business. This career path is for people who like to plan, coordinate, and direct the implementation and support of the information technology systems that drive modern enterprise. Graduates of this program will work in positions where they will monitor and maintains the company's network systems and troubleshoots network systems when necessary and makes improvements to the network.

Our program will prepare students to learn the knowledge and skills needed to excel at the job role. This program focuses on a skill level and validates the ability to design and build technology solutions in the cloud and on premises, which may include integrating multiple technology products and versions. This program would be beneficial for individuals looking for IT employment in positions such as technical support specialist, Systems Security Analyst, Cyber Security specialist, Penetration Tester, Network Administrator, Network Engineer, field service technician, Systems Architect, and IT support specialist.

## Maximum Students

ABCO Technology will hold a maximum of 15 students per campus classroom and up to 20 for online classes or laboratory for each course within the program.

## Duration

All courses within this program will earn the respective quarter credit hours.

Quarter Credits
<b>90</b>

## Prerequisites:

Before attending this course, students must have:

- High school diploma or equivalent
- Knowledge of basic computer end-user skills

Course Number	Course Name	Course Prerequisite	Credit Hours
<b>IML100</b>	Mentoring and Leadership in the technology workspace	High School Diploma	<b>4.0</b>
<b>COM101</b>	IT English Composition	High School Diploma	<b>2.0</b>
<b>CPU110</b>	Basic Word Processing and Spreadsheet	High School Diploma	<b>2.0</b>
<b>COM120</b>	Technical Writing for IT Professionals	COM101 or CPU110	<b>3.5</b>
<b>IMA201</b>	Mathematics for Information Technology	ITS100	<b>2.0</b>

<b>CS100</b>	Information Technology Foundations	ITS100	<b>3.5</b>
<b>CS120</b>	Computer Hardware & Operating Systems support - A+ Certification	CS100	<b>4.0</b>
<b>CS125</b>	Computer Hardware & Operating Systems support Advanced - A+ Certification	CS120	<b>3.5</b>
<b>CS130</b>	IT Network Fundamentals - Network+ Certification Basic	CS100	<b>3.5</b>
<b>CS135</b>	IT Network Fundamentals - Network+ Certification Advanced	CS130	<b>4.0</b>
<b>CS140</b>	Security Systems Foundation	CS100	<b>3.5</b>
<b>CS145</b>	Security Systems Intermediate	CS140	<b>4.0</b>
<b>CS150</b>	Linux Fundamentals	CS145	<b>3.5</b>
<b>CS155</b>	Linux Systems Administration	CS150	<b>4.0</b>
<b>CS170</b>	Cisco Certified Network Associate Part I	CS135 & CS150	<b>3.5</b>
<b>CS175</b>	Cisco Certified Network Associate Part II	CS170	<b>4.0</b>
<b>CS220</b>	Security Administration and Ethical Hacking Foundation	CS145 & CS175	<b>4.0</b>
<b>CS225</b>	Security Administration and Certified Ethical Hacking - CEH Advanced	CS220	<b>4.0</b>
<b>CS230</b>	Cyber Security Systems Analyst CySA - Part I	CS225	<b>3.5</b>
<b>CS235</b>	Cyber Security Systems Analyst CySA - Part II	CS230	<b>4.0</b>
<b>NE200</b>	Microsoft Certified Azure Fundamentals	CS135	<b>4.0</b>
<b>IT100</b>	IT Network Design and Planning Phase I		<b>4.0</b>
<b>IT200</b>	IT Network Design and Planning Phase II		<b>4.0</b>
<b>IT250</b>	IT Network Security Implementation Phase III		<b>4.0</b>
<b>INST100</b>	<b>Soft skills Career Placement and Resume Workshops</b>	<b>IT250</b>	<b>4.0</b>

**COURSE DESCRIPTIONS:**

**Note:** We strive to deliver students the most current and up to date courses possible. The content listed in the following course descriptions are subject to change based on the current technology. Students should always refer to the course syllabus for up-to-date course content. A course within the program contains several streams of content. Your transcript will list the course names within the stream.

**1. Mentoring and Leadership in the IT workspace**

This course has potential for our students because it teaches students how to become leaders and manage the technology workspace. Upon completion of this course students will learn to assess and analyze the cases occurring within technology companies with leadership issues and how they overcame some of the issues. Again, we are looking at the development of personal skills, which needs to be a part of a leader's agenda.

**2. Information Technology Foundations**

This course focuses on the essential IT skills and knowledge needed to perform tasks commonly performed by advanced end-users and entry-level IT professionals. This is also intended for candidates



who are advanced end users and/or are considering a career in Information Technology. The course serves as a valuable pre-requisite for individuals seeking to obtain advanced IT certifications such as A+, Network+ etc.

**3. Basic Word Processing and Spreadsheets**

Students will learn the basic concepts and skills they will need to successfully use Microsoft Word and Microsoft Excel in the workplace. Through hands-on exercises that simulate an actual workplace, students will learn to create and edit simple documents as well as how to create and utilize basic spreadsheets.

**4. Computer Hardware & Operating Systems Support basic & advanced - A+ Certification**

A+ Certification course can benefit you in two ways. Whether you work or plan to work in a mobile or corporate environment where you have a high level of face-to-face customer interaction, where client communication and client training are important, or in an environment with limited customer interaction and an emphasis on hardware activities, this course provides the background knowledge and skills you will require to be a successful A+ technician. It can also assist you if you are preparing to take the CompTIA A+ certification examinations, in order to become a CompTIA A+ Certified Professional.

**5. IT Network Fundamentals basic & advanced - Network+ Certification**

Network+ Certification Course builds on your existing user-level knowledge and experience with personal computer operating systems and networks to present fundamental skills and concepts that you will use on the job in any type of networking career. If you are pursuing a CompTIA technical certification path, the CompTIA A+ certification is an excellent first step to take before preparing for the CompTIA Network + certification.

**6. IT Systems Security Foundations basic & advanced - Security+ Certification**

Security+ is the primary course you will need to take if your job responsibilities include securing network services, devices, and traffic in your organization. You can also take this course to prepare for the CompTIA Security+ certification examination. In this course, you will build on your knowledge of and professional experience with security fundamentals, networks, and organizational security as you acquire the specific skills required in implementing basic security services on any type of computer network.

**7. Linux Systems Administration basic & advanced**

Students will install Linux, configure the X Window System, and learn to navigate the Linux command-line shell. Students will also learn fundamental concepts common to Linux: the kernel, Linux file system, boot process and run levels, shell scripting, and editing text files.

**8. Network Administration with Cisco Routing and Switching – CCNA Parts I & II**

The Interconnecting Cisco Networking Devices: Accelerated (CCNA) course is a hands-on approach to CCNAX exam preparation. Students will cover the objectives from both the ICND1 and ICND2 courses and will focus on tackling the objectives for the CCNAX exam. The CCNAX combines into one course the ICND1, which offers fundamental networking knowledge and ICND2, which will provide an advanced look at troubleshooting and introducing security and wireless topics.

**9. Security Administration & Ethical Hacking and advanced - CEH**

The Certified Ethical Hacker Program certifies individuals in the specific network security discipline of Ethical Hacking from a vendor neutral perspective. A Certified Ethical Hacker is a skilled professional who understands and knows how to look for the weaknesses and vulnerabilities in target systems and uses the same knowledge and tools as a malicious hacker

### **10. Cyber Security Systems Analyst – CySA Parts I & II**

As attackers have learned to evade traditional signature-based solutions, such as firewalls and anti-virus software, an analytics-based approach within the IT security industry is increasingly important for organizations. Cyber Security Analyst applies behavioral analytics to networks to improve the overall state of security through identifying and combating malware and advanced persistent threats (APTs), resulting in an enhanced threat visibility across a broad attack surface. It will validate an IT professional's ability to proactively defend and continuously improve the security of an organization.

### **11. Microsoft Certified: Azure Fundamentals**

Azure Fundamentals certification is an opportunity to prove knowledge of cloud concepts, Azure services, Azure workloads, security and privacy in Azure, as well as Azure pricing and support. Candidates should be familiar with the general technology concepts, including concepts of networking, storage, compute, application support, and application development.

### **12. IT Security and Network Implementation Parts I, II & III**

This course is intended to re-familiarize students with the IT technologies they have previously been exposed to. In addition to designing, building and securing IT systems, students will have an opportunity to troubleshoot general and specific issues faced in the real workplace.

### **13. IT English Composition**

This course is designed to introduce students to the fundamental principles of writing for information technology professionals. Students will write journal entries, project update reports, scope documents, functional documents, and a research paper. Both APA and MLA document styles will be examined, as well as how to properly use punctuation. Correct use of grammar and spelling will also be emphasized.

### **14. Technical Writing for IT Professionals**

This course provides instruction on the basics of technical-oriented writing as a transactional process. Students will learn the purposes and importance of technical writing in business as well as how to write clear, concise, and legibly. The student will also learn sentence structure, how to use the parts of speech accurately, capitalization, and punctuation. These writing skills will be applied to technical documents and invoice writing.

### **15. Mathematics for Information Technology**

At the completion of this course, students will be able to use binary and other number systems in order to work with MAC addressing, IP addressing, and communication protocols. Students will be able to plot math equations, and use Boolean logic to solve problems

### **16. Soft skills Career Placement and Resume Workshops**

This course teaches students how to define career aspirations, develop career goals, create career strategies, identify personal preferences, develop skills for career advancement, explore career options, and evaluate a career. Students will also define the stages of career development, learn how to excel at work, market personal skills, remain competitive, maintain productivity, develop self-discipline, develop a professional image, identify the advantages and disadvantages of self-study and formal education, and maintain performance and morale. Course activities also cover how to network for career advancement, seek career guidance, develop a career network, network effectively, communicate effectively, build beneficial working relationships, and define mentoring and coaching.

## **EDUCATIONAL PURPOSE AND OBJECTIVES:**

Upon successfully graduating from this program, students will awarded an **Associate of Applied Science Occupational associate degree in Cybersecurity and Information Technology specialist.**

### **Graduation Requirements**

To maintain satisfactory status leading to graduation, all students must complete the following requirements:

1. All applicants for graduation must submit an application for graduation to the Director of Student Services four weeks prior to completion of his/her program of study.
2. Have a minimum cumulative grade point average of 2.00 for all courses.
3. Abide by all ABCO Technology rules and regulations.
4. Maintain a creditable attendance and department record and settle all financial obligations to the school.
5. Complete the minimum number of credit hours required in the degree program.
6. Successfully complete all courses with a "C" or better.

### **Standard Occupational Code (SOC) from Department of Labor:**

- 15-1121.00 Computer Systems Analysts
- 15-1151.00 Computer User Support Specialists
- 15-1142.00 Network and Computer Systems Administrators
- 15-1199.02 Computer Systems Engineers/Architects
- 15-1122.00 Information Security Analysts

### **JOB POSITIONS**

Upon successfully graduating from the program, students are eligible to obtain the following entry-level gainful employment:

- Systems Administrator
- Systems Engineer
- Systems Architect
- Systems Security Analyst
- Penetration Tester
- Cyber Security Engineer
- Security Administrator
- Cyber Security Specialist
- Certified Ethical Hacker
- Cisco Certified Network Administrator
- Network Administrator
- Computer Operator
- Web Administrator
- IT support specialist

### **INSTRUCTIONAL MATERIALS**

**Books:**

Courseware and EBooks for the following courses:

- IT Foundations
- A+ Certification
- Network+
- Security+
- Linux Administration
- Cisco Certified Network Associate
- Certified Ethical Hacker (EC Council)
- Cyber Security Analyst
- Microsoft Azure
- Technical Writing

**Supplies:**

- Simulator for Lab Configurations
- Ucertify labs supports the last two versions of every browser (Microsoft Edge, Chrome, Safari, and Firefox). It is recommended that you update to the newest version of whatever browser you are using, as well as the most up-to-date Flash plug-in. JavaScript must be enabled in your browser. The school has six on campus classrooms and labs with 15 computers in each room exceeding the basic hardware and software requirements. The school will monitor the allocation of resources and the projected enrollment over the next two years, and plan to increase its resources through the institution's assessment and improvement plan.

**Materials:**

- Study guides and exam kits for the following courses:
  - IT Foundations
  - A+ Certification
  - Network+
  - Security+
  - Linux Administration
  - Cisco Certified Network Associate
  - Certified Ethical Hacker (EC Council)
  - Cyber Security Analyst
  - Microsoft Azure
- Whiteboard – This is the most “old-fashioned” method, but it is still found to be effective as instructors use the whiteboard to highlight major points and draw attention towards main topics and objectives of

the lessons being covered.

- PowerPoint Presentations – Our instructors use PowerPoint presentations in many Programs. For many programs, course overheads are provided in the form of PowerPoint slides to assist with program delivery. These overhead slides ease delivery of course by listing major course points.
- Overhead Projectors – Our classrooms are equipped with Overhead projectors to allow instructors to connect their computers with the overhead projector and demonstrate labs that are taught in classes.
- Ucertify courseware will be utilized for each course included within the program. It is an e-learning platform, established to implement "we learn by doing" and interactivity is the key to effective learning. The virtual environment allows students to "learn by doing" and encourages safe exploration and experimentation.

### **STUDENT LEARNING OUTCOMES:**

Upon completion of this program, students will be proficient in the following skills –

- Identify the basic components of network theory.
- Identify the major network communications methods.
- Identify network data delivery methods
- List and describe network media and hardware components
- Identify the major types of network implications.
- Identify the components of a TCP/IP network implementation.
- Identify the major services deployed on TCP/IP networks.
- Identify the characteristics of a variety of network protocols.
- Identify the components of a LAN implementation
- Identify the components of a WAN implementation.
- Identify the major issues and technologies in network security.
- Identify the components of a remote network implementation.
- Identify the fundamental concepts of computer security.
- Identify security threats and vulnerabilities.
- Manage data, application, and host security.
- Implement network security.
- Identify and implement access control and account-management security measures
- Manage certificates.
- Identify and implement compliance and operational security measures.
- Manage risk.
- Troubleshoot and manage security incidents.
- Plan for business continuity and disaster recovery
- Describe the structural components of Linux and what distinguishes a distribution of Linux
- Describe Open Source Software and distinguish between GNU and GPL
- Create installation boot diskettes. Install Linux distribution(s).
- Install and configure XFree86.
- Describe how to get online help.
- Configure fundamental system hardware.
- Use fdisk or cfdisk to create, edit, and delete disk partitions.
- Use LILO to manage boot options.
- Boot the system, change run levels, and shut down or reboot the system.
- Describe the Linux hierarchical file system and the role of key directories in organizing system files.
- Work effectively on the Linux command line using common shell commands, streams, pipes, filters, and redirection.
- Developing the hacker's mind
- Network surveying
- Port scanning

- System identification/OS fingerprinting
- Vulnerability research and verification
- Service identification
- Internet application testing
- Document grinding
- Recognizing security issues within an organization
- Performing legal assessments on remote/foreign networks
- Examining an organization for weaknesses as through the eyes of an industrial spy or a competitor
- Implementing the right tools for each task of the Methodology
- Competitive Intelligence
- Exploiting vulnerabilities remotely
- Examining appropriate countermeasures to thwart malicious hacking

**ACADEMIC POLICIES  
STANDARDS  
REQUIREMENTS**

## ADMISSIONS REQUIREMENTS

### ADMISSION OVERVIEW

ABCO Technology certainly wants students to experience an easy application process. Therefore, applicants will have an opportunity to be interviewed by a school representative who can help them pave the way for their career decisions. An inquiring applicant will connect with the representative and receive a catalog describing the course offerings and the school policies. Once it has been determined that the student is interested in a specific program of study and would like to apply, an ABCO Technology admissions representative will work with the student to complete the requirements.

### ADMISSIONS / ENROLLMENT POLICIES and REQUIREMENTS

ABCO Technology is proud to provide educational opportunities and welcomes all applicants for admission.

ABCO Technology has specific admissions criteria and students must provide documentation that they can meet these requirements before the school will accept their application for enrollment. In addition to general admissions criteria, certain courses or programs may require additional prerequisites before the student will be granted admission into the program. All students may apply Monday through Friday 9:00am to 5:00pm except on major holidays. Students interested in admissions must meet with the admissions representative and then the school certifying official (veterans only). Students who wish to apply in-person and visit the campus must contact the school during normal business hours and schedule an appointment with their admissions representative. In-person applicants will be provided with a tour of the campus, and all applicants will be required to complete the application for enrollment. The admissions representative will explain the admissions policies and procedures to the student. Student will be provided with the school catalog which includes all academic / student policies, code of conduct, program description, duration, course outlines and total charges. Student is then scheduled for an entrance exam (if applicable). Student may opt to meet with the financial aid representative and the school certifying official (veterans only) to discuss the program charges.

The general admissions requirements for all students are stated below and the prerequisites for each program may be obtained either from the admissions office, the school catalog, or from the ABCO Technology website.

### ADMISSIONS PROCEDURES

The following admissions process has been implemented for all students:

- The applicant meets with an admissions representative to discuss the programs that are available and, together with the help of the admissions representative, define the educational objectives of the applicant.
- On-campus applicants are provided a tour of the facility.
- Student must submit their high school diploma, GED, or GED equivalent education along with proof of prior education.
- Upon acceptance into the school, the applicant will complete the agreement that includes the terms of the registration fee and tuition. If the school rejects the applicant, he/she will be notified immediately and all sums paid (if any) as part of the program tuition will be fully refunded to the student

### Required Documentation for Admission consideration:

The following documentation is required from the student in order to be admitted into ABCO Technology programs:

- All applicants MUST have minimum high school, GED, or GED equivalent education.
  - High school transcript, copy of actual diploma or equivalent, Military DD214 documentation indicating high school



equivalent validation, and/or college transcripts (mailed directly from sending institution) showing the date of high school graduation.

- High school or postsecondary documentation from a country other than the United States must be translated and evaluated to be at least the equivalent of a U.S. high school diploma or college degree by an agency that is a member of the National Association of Credential Evaluation Services (NACES) or Association of International Credential Evaluators (AICE).
- Be at least 17 years of age. If a student is under the age of 18, they will be required to have a parent or legal guardian counter-sign enrollment forms.
- Fill out the ABCO Technology's application and pay a \$250 registration fee.
- Complete an interview with an Admissions Representative.
- Pass a computer and internet speed assessment to ensure technology minimums are met.
- For transfer credit evaluation, submit official transcripts, Joint Service Transcripts [veterans], from past colleges and universities recognized by the Department of Education.
- Complete an online introductory assessment course – “UCertify” – to demonstrate ability to navigate online coursework.
- Copy of two forms of identification which can include any of the following:
  - Social Security Number
  - U.S. Driver's License [Valid]
  - U.S. Military ID [Valid]
  - Non-Driver's ID issued by the State [United States ID]
  - Passport
  - Non-Citizen Identification Card
  - Health Certificate
  - Voter Registration ID

### **Computer Technical Requirements**

Students applying to ABCO Technology are required to have a working electronic device or computers that meets minimum requirements.

- High-speed Internet service with a minimum of 50 Mbps down and 2.5 Mbps up is required (1.5 Mbps down and 1.5 Mbps up is recommended).
- All enrollees will be required to complete an assessment. To participate in an online class, the student should have knowledge of and be able to:
  - Log on to an Internet Service Provider (ISP) and use the World Wide Web to locate information.
  - Send and receive emails and attachments.
  - Set up audio and video capability with a computer using a headset and Webcam.
  - Use word-processing programs such as Microsoft Word®.
  - Download, save, and browse files.

As an added precaution, ABCO Technology recommends students have access to a spare computer and alternative internet access in case of severe technical issues incurred by viruses, hardware failure, etc. It is also advisable to regularly back up computer systems to an external drive.

\*Computers are the sole property and responsibility of students, and the institution cannot be held liable for damage to students' computers or other hardware and software.

**Applicants are notified of their acceptance when all materials, documents, and credentials have been received and the processing is complete.**

Students, who do not possess a high school diploma and are beyond the age of compulsory attendance in the state of California, are classified under the Ability to benefit criteria. ABCO Technology admits students with a valid high school diploma or equivalent as stated within its policies and procedures. ABCO Technology does not admit students under the Ability to benefit criteria at this time.

Meeting minimum requirements does not guarantee an admission to ABCO Technology. The school reserves the right to refuse admission prior to or following enrollment if the applicant becomes ineligible as determined by the policies of the ABCO Technology management team or the School Director. Final acceptance or denial is determined by the School Director, subject to the applicant's right of appeal or request for consideration as a special exception.

## **PROCEDURES TO ENFORCE AND VALIDATE ADMISSIONS POLICY**

After the admissions representative receives the application and when the admissions documentation is secured, the school has established the following procedures to complete the admissions process:

- The admissions representative reviews the student's admissions documentation to ensure that the documents are complete.
- The school counselor or academic advisor verifies the high school diploma or equivalent document submitted by the student. Verification of high school diploma is performed via telephone or the Internet through the school/college website.
- If the high school diploma is from a foreign country, the student must submit a verified and evaluated copy. The evaluated copy must be from the agency that is a member of the National Association of Credential Evaluation Services (NACES) or Association of International Credential Evaluators (AICE).
- High school diploma equivalency certificate from a US State Education Board or Military Agency (form DD214 indicating "High School Graduate" is considered as an acceptable form of high school diploma equivalent.)
- Bachelor's/Master's Degree or a college transcript from a US college or university indicating that the student is a high school graduate, or the admissions representative must verify through the school's website that a high school diploma is a required admissions document of the respective college/university. The college / university must be a United States – State Approved Institution or Accredited School.

Upon verification of the admissions documentation, a student file checklist is completed by the admissions representative and the completed file with the checklist is submitted to the registration and academic department for verification that all documentation is complete, after which the student meets with the academic department to review and assess prior education to determine if any courses completed at an acceptable university are eligible for a transfer. An updated program plan will then be provided to the student in accordance with the transfer of credit policy and admission is either granted or denied. If the school rejects the applicant, he/she will be notified immediately and all sums paid as part of the program tuition will be fully refunded to the student.

The school's main business office is open Monday through Thursday from 9:00 a.m. to 5:00p.m and you can connect

with us via website or phone Monday – Friday from 9am – 5pm. In addition to meeting the admissions requirements listed above, it is highly recommended that you meet with the financial aid representative to review and make the financial arrangements to cover course tuition and the registration fees since it is the last step to process your application.

### **Admissions Policy for Applicants with Felony Convictions**

ABCO Technology does not accept admissions applications from prospective students with out-standing, Unsolved felony convictions. ABCO Technology does not believe that students should make a substantial investment of time, money, and incur any potential debt if the ability to secure employment in the field of training is unlikely. If you have a felony conviction, please disclose that information to your admissions coordinator so they can provide further assistance.

### **Re-Entry Students**

In some cases, students wishing to re-enter may be required to appeal for readmission. This appeal must be approved by an appeals committee comprised of faculty and/or staff as deemed appropriate by ABCO Technology’s management team. Re-entering students may be required to complete competency testing to determine their ability level before being approved for re-entry. Students may be required to repeat previous modules or courses for which they received credit if they cannot demonstrate competency. These modules or courses may not be eligible for Title IV funding or veterans education benefits. All current and prior coursework will be counted towards the maximum time frame of the program. The ability to re-enter ABCO Technology is on a seat availability basis. Students who drop or cancel voluntarily and who wish to reenter may do so upon meeting with the Director of Education or applicable Program Director under the following conditions:

- The student does not have any pending conduct or behavioral issues which will impede campus operations, security, or lab practice and job placement.
- The student has resolved all financial issues to the satisfaction of the Financial Aid Office.
- There is seat availability to accommodate the student’s re-entry into the next module or course.
- The student participates in academic advisement with the Program Director if there are issues with SAP, grades or attendance.

Students in good standing who drop due to scheduling or availability of a course or module or session change need only the signature of the Director of Education to be approved for the re-entry.

### **Statement of Non-Discrimination**

ABCO Technology does not discriminate on the basis of race, color, religion, national or ethnic origin, sex, sexual orientation, gender identity or status, marital, parental, familial, veteran, military service status, age, or disability. ABCO Technology complies with all local, state, and federal laws barring discrimination. Accordingly, equal opportunity for employment and admission shall be extended to all applicants. All inquiries or complaints regarding these laws and regulations should be directed to the campus director, who will apprise students of the procedures available for resolving complaints relating to alleged unlawful discriminatory actions.

### **School Program and Policy Changes**

ABCO Technology, at its discretion, may make reasonable changes in program content, materials, and equipment as it deems necessary in the interest of improving student educational experiences. ABCO Technology reserves the right to make changes in organizational structure, policy, and procedures as circumstances dictate. When

class size and curriculum permit, classes may be combined to provide meaningful instruction, training, and contribute to the level of interaction among students.

When federal, state, accreditation, or professional policy or standard changes occur, ABCO Technology is required to make appropriate changes and will attempt to minimize the effects of any change on current students.

### **Students Seeking Reasonable Accommodations**

In accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA) as Amended, ABCO Technology abides by the regulation that “no otherwise handicapped individual” shall be excluded from participation in the programs and services offered by ABCO Technology “solely by reason of the disability”. A student is eligible for consideration for accommodations and/or auxiliary aid and services if the student has a disability and has consulted with the campus director who has determined that the functional limitations of the disability require such accommodation, auxiliary aid, and/or services.

ABCO Technology is committed to providing reasonable accommodations including auxiliary aid and/or services to qualified individuals with a disability, unless providing such accommodations would result in undue burden or fundamentally alter the nature of the relevant program, benefit, or service provided by ABCO Technology. Reasonable requests for accommodation must be based upon documentation that meets ABCO’s published criteria and does not create “undue hardship”. Undue hardship is defined as an action requiring significant difficulty or expense when considered in light of factors such as the school’s size, financial resources, and the nature and structure of its academic and student service operations. Requests for accommodation must not compromise academic requirements essential to proper completion of courses and programs. Under this definition, courses and programs need not be substantially altered or academically compromised to match the specific needs of disabled individuals. To receive accommodations, students must provide appropriate documentation from a licensed healthcare provider. Students who believe they are in need of accommodations should contact the Student Affairs office. Accommodations are not provided retroactively. Students should submit requests with supporting documentation at least six weeks prior to the beginning of the first day of classes or as soon as practical.

### **Pregnancy**

Applicants to ABCO Technology’s programs who are pregnant at the time of enrollment must provide authorization from their attending physician prior to starting the program.

### **Experiential Learning**

ABCO Technology does not grant academic credit for experiential learning. As applicable, prior education and training for all veterans and eligible persons is evaluated for transfer credit.

### **English Instruction**

All instruction at ABCO Technology is delivered in English. Students must be able to read, write, speak, understand, and communicate in English.

### **Advanced Placement**

ABCO Technology does not award academic credit for advance placement testing.

***Program specific admissions prerequisites are listed with each program.***

## ADMISSIONS REQUIREMENTS FOR INTERNATIONAL STUDENTS

- International students will be granted admission if they are able to submit to the school documentation which meets the School's general admission requirements along with program prerequisites.
- High school documentation from a country other than the United States must be translated, evaluated to US high school diploma, and certified to be at least the equivalent of a U.S. high school diploma by an agency that is a member of the National Association of Credential Evaluation Services (NACES) or Association of International Credential Evaluators (AICE).
- ABCO Technology, through its advertising literature, documentation, and material on its website, makes NO claim and NO guarantee that admissions to ABCO Technology will grant any international students a United States Visa. International students who enter into the United States on their own with a legal status will be granted admissions if they meet the ABCO Technology's general admissions requirements.

## DISCLOSURES FOR ALL STUDENTS

ABCO Technology offers classes in the **ENGLISH LANGUAGE ONLY**

ABCO will Not Offer any program, its courses, or instructions other than the English language.

ABCO Technology **DOES NOT PROVIDE VISA** services to prospects and students.

- ✚ ABCO Technology's minimum admissions requirement also includes a standard level of English language proficiency, which includes reading, writing, and speaking of English. ABCO will accept any available documentation of language proficiency, such as the Test of English as a Foreign Language (TOEFL) with a score of 45 or higher on the online test and a score of 500 or higher on the written exam.
- ✚ ABCO Technology is now approved to offer distance education in addition to on-campus.

## HOUSING SERVICES POLICY AND INFORMATION

ABCO Technology has **NO** dormitory facilities under its control.

- ABCO Technology does not maintain housing for students, nor does it make specific recommendations regarding housing. However, public housing accommodations are available in the community. The availability of housing located reasonably near the institution has an approximate value between \$950.00 to \$1,300.00 dollars per month for a one bedroom in accordance with the Higher Education Opportunity Act.

## ADMISSIONS - Ability-To-Benefit Test Requirements

Students, who do not possess a high school diploma and are beyond the age of compulsory attendance in the state of California, are classified under the Ability to benefit criteria. ABCO Technology admits students with a valid high school diploma or equivalent as stated within its policies and procedures. ABCO Technology does not admit students under the Ability to benefit criteria currently.

## TRANSFER OF CREDIT TO OTHER INSTITUTIONS

### NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

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

## TRANSFER OF CREDIT FROM OTHER INSTITUTIONS

### TRANSFER OF CREDIT/AWARD OF CREDIT

At present, ABCO Technology does not authorize transfer credits from other schools through contractual agreements or articulation agreements. Students with previous postsecondary education from a regionally or nationally accredited school may be eligible to receive credit for previous courses. Applicants requesting transfer credits for comparable undergraduate and graduate level courses completed in a country other than the United States must have their transcripts evaluated by an outside credential evaluation company.

The school policy to award transfer of credit will be based on the credit evaluation or an assessment test may be provided to the student. Transfers will be allowed at the sole discretion of the school management. However, students must complete 65% of the program at ABCO Technology to be considered for graduation.

ABCO Technology will maintain a written record of the previous education and training of veterans and eligible persons. The record will clearly indicate that credit has been granted, if appropriate, with the training period shortened proportionately and the student notified accordingly.

**Note: ABCO Technology does not grant credit for prior experiential learning.**

### PROCESS OF EVALUATION OF TRANSFER OF CREDIT

ABCO Technology primarily offers vendor-based programs. Most of the curriculum and syllabi are developed from leading vendors in the IT industry. Many post-secondary schools offering computer education have developed similar programs from the same vendors. However, some schools have either modified the

curriculum or updates are not fairly applied. ABCO Technology performs a topic-by-topic evaluation of the curriculum completed at the other schools. In some cases, if the Director of Education does not find satisfactory evidence of course completion, the Director may request an additional assessment test from the student to determine the transfer of credit. The school has the right to deny the transfer of credit if the school does not find satisfactory evidence of course completion by the student from the other school. The student has the right to appeal the decision of transfer of credit by the Director of the Education, at which point the school administration will review and make the decision. The school Director will make the final decision. The Director of Education will provide a detailed report along with a comparison report of the student's course topics to the admissions for enrollment.

Students requesting a transfer evaluation must submit the following:

1. Complete and submit the prior credit evaluation form.
2. Official (sealed) transcript from previous University(s)
3. Catalog from previous University(s) with course description or course syllabus outlining course objectives for the course that the student completed (if requested)
4. Joint Service Transcripts (veterans only)

VA applicants must submit official transcripts from all previously attended postsecondary education and training institutions before the start date of the course, or within 30 days of the student's enrollment start date, whichever comes first.

Military students must submit all official transcripts within 30 days of the students start date of their first course. An updated evaluation and program plan will be provided no later than 60 days after the start of the first course.

In awarding transfer credits, ABCO Technology considers the comparability of the nature, content, and level of the learning experience to the program offered by ABCO Technology in light of the student's education goals. An official copy of the student's transcript must be on file with ABCO Technology. Transfer credit evaluation for General Education and Core classes are primarily based on the *competencies* achieved, by the student in previously completed coursework and whether the competencies reasonably align with the coursework and the program into which the credit is to be transferred.

The Director of Education or Lead Faculty evaluates the units completed by the student at other institutions and will submit a decision regarding the award of transfer credits. Students will receive results of the evaluation from the Registrar's office within 30 business days of the receipt of the official transcript.

Once the official transfer credit evaluation is completed, students are responsible for reviewing their progress reports and notifying the Registrar's office of any perceived discrepancies between credits completed and credits applied in transfer.

### Time Limitations on Transfer Credit

To ensure graduates develop current knowledge and an accurate understanding of relevant information, theories, and practices to help them prepare to pursue opportunities in their technology field, ABCO Technology may use discretion when accepting transfer credits. General Education and Core courses completed over the 5 years duration may be accepted at the discretion of the School Director and the Director of Education. An official copy of the student's transcript must be on file with ABCO Technology.

## PROVISION TO APPEAL

Report from Director of Education may be considered final; however, students do have a right to appeal if they think that the evaluation requires a secondary review. The School's Director will review all final reports submitted by the Director of Education and may schedule an interview with the student. The final decision and award of credit will be completely at Director's discretion. The student will be informed of school's decision.

## CHARGES TO EVALUATE THE TRANSFER OF CREDIT

ABCO Technology DOES NOT charge for evaluation and assessments of transfer of credits at this time

# ATTENDANCE REQUIREMENTS AND POLICIES

ABCO Technology emphasizes the need for all students to attend classes on a regular and consistent basis. Regular attendance and punctuality will help students develop good habits and attitudes necessary to compete in a highly competitive job market. Attendance is recorded on a daily basis and excellent attendance may enhance a student's employability. All students must maintain regulatory attendance in order to obtain success in all programs. This policy is designed to assist you in accomplishing your educational goals as well as fully preparing you for the professional environment. Failure to attend the classes based on the required time may result in incomplete assignments, coursework and thereby effect the student's overall grades. This will affect the student's ability to seek gainful employment, and as a result, ABCO Technology has established the school's attendance policy to ensure that students meet the program objectives and gain the required knowledge, skills, and competencies. ABCO Technology does not differentiate between an excused and a non-excused absence. Except in unusual instances, students will be automatically withdrawn after missing 14 consecutive calendar days. Each student is directly responsible to the individual instructor and/or Program Director for absences and for making up work missed. Hours of makeup work will not be accepted as hours of class time. Online course attendance is achieved when the student has submitted an academic related activity within the online classroom (discussion board postings, written assignments, group work, quizzes, and exams). These submissions are recorded in the ABCO Technology's online learning management system.

After a student has been absent for 3% of the instructional hours, the instructor will council the student. When a student has been absent for 5% of the instructional hours for the course, the instructor will refer the student to the department head for additional counseling. Financial Aid will be impacted after a student is absent 15% of the given term. A student that has been absent for 20% or more will receive a failing grade. This grade will be averaged in with other course-related grades for the student's final grade. A student who is consecutively absent and non- responsive for 14 calendar days will be terminated from the program.

A student is considered tardy if he or she is not in the classroom at the designated starting time. 3 tardies – student will be warned by instructor and/or department head. 6 tardies – the instructor will refer the student to the Director of Education. A student is marked absent for the day if he or she is tardy beyond 30 minutes in the classroom after the designated starting time.

An attendance record for each student is maintained at the institution.



## Online Participation Statement

To be successful in an online course, students must log into the online classroom a minimum of 3 days per week and spend at least 18 hours per week on course work. This includes reading, completing assignments, attending the classroom sessions, posting to discussion forums, submitting projects and writing assignments and labs, and completing assessments. Most but not all weekly assignments are due on Sundays by 11:59 pm Pacific Standard Time. For online courses, students should expect no more than 48 hours between the receipt of your lessons, projects, or assignments and the response or evaluation by your instructor.

## Attendance Policies

### Absence

Absence will be considered excused under the following circumstances: illness, death, or birth in the immediate family, and other valid reasons substantiated in writing and at the discretion of the school director. All other absences will be considered unexcused. Students are required to contact the school in advance via email and /or phone and notify the Veterans Representative and / or the Instructor if they are not able to attend a class. In case of a long term emergency students may request a Leave of Absence from the course as per ABCO Technology's Leave of Absence policies. Excessive or continuous absences may result in probation, low grades, and grounds for disciplinary action which may result in termination from the program.

### Tardiness

All students' resident and distance education are expected to be in every scheduled class. If a student knows that he/she will be more than 30 minutes late past the scheduled class time, they must phone the school and notify the instructor or a school official of their absence. Students are required to provide a reason for the tardiness and the class instructor has the full authority to accept or deny the tardiness. Students with 3 or more unaccepted tardy may provide grounds for disciplinary actions, including low grades, probation and or termination from the program.

### Interruption for Unsatisfactory Attendance/unexcused absences

Students who have not maintained the required minimum attendance average of 80 percent class will be placed on probation. If the student does not improve the attendance average to the required minimum by the end of the probationary period, the student will be terminated from the training program. VA will be notified accordingly. Students are not allowed more than one probation period. The probation period for programs that are 2 quarter units or less is one week, and the probation period for longer programs is two weeks.

### Cutting Classes

Students must complete all coursework as well as attend all required classes in order to be in good standing academically. After four unexcused absences the student will be dropped from the course.

### Make-Up Work

Students must make-up the missed classes on his/her own time with the instructor's approval. However, hours of make-up work cannot be accepted as hours of class attendance.

## **LIBRARY & LEARNING RESOURCE SYSTEM**

ABCO Technology's Library and Learning Resource System includes electronic resources, project data available online for download, internet research databases and blogs, and subscription to technology websites and web forums. As all programs taught at ABCO Technology relate to technology vendors, most of our learning resources used by instructors and given to students are available on the internet for student access.

### **PROCEDURE TO ACCESS LEARNING RESOURCES**

Most of our learning resources used by instructors and provided to students are available through the Internet for student access. Students can use these resources while they are on the school's campus by accessing the Internet through our network or gain access to the school's resources from home. In addition to online resources, for each program, ABCO Technology has installed and prepared lab stations that have exam preparation software which will assist students to prepare for certification exams if they choose to take them. These tests can be used as an assessment tool to check the student's progress and how much knowledge they have retained from class. Students are directed to use these resources while they are in class by their instructors. The learning center also contains projects students must complete in order to graduate certain courses. All these resources are available to students attending on-campus as well as online.

### **ASSESSMENT BEFORE ADMISSIONS**

All students are required to complete an assessment before they are admitted to ABCO Technology's programs of study. The assessment for introductory programs may be conducted in the form of a scheduled meeting conducted by the program / faculty head or director of education with the student to identify the basic computer skills needed to benefit from the desired program. The assessment will cover foundational knowledge of the proposed course of study. After the meeting if further assessment of language skills and computer proficiency is needed; the student will then be scheduled for an assessment exam. The exam will test the student's ability to read and write effectively in the English Language will also be tested due to the fact our technical courses require intensive reading and lab assignments. Assessment test will be conducted using a multiple choice format on a computer. The assessment is designed to ensure that a potential student will have the ability to benefit from the training provided by ABCO Technology's faculty and staff. All students are required to complete the assessment prior to their first day of enrollment. Students with written assessment are required to achieve a passing score of 70% is required. The test will determine areas of strengths and weaknesses, which will assist our instructors to provide the highest quality of hands-on training, which will allow the student to compete effectively in the job market with their particular set of acquired skills. Assistive Technologies will be provided for all students with disabilities.

### **SATISFACTORY ACADEMIC PROGRESS POLICY**

The progress and evaluation of all students, including full-time, part-time, and educational programs established by the school, is monitored and graded in intervals at the end of each module throughout the course of the program using individual progress reports. The progress reports also include the current Cumulative Grade Point Average (CGPA).

Grades are based on a combination of objective and subjective evaluations of written and verbal tests/quizzes, attendance, and practical application. Each module is divided into classroom instruction, class participation, written work, assignment completion, quizzes and lab/practice time.

Programs academic progress will be measured at the end of the first payment period or each quarter whichever is earlier. The end of the quarter is at the point the student successfully completes two five week terms (earned a passing grade or otherwise received credit associated with those hours in completed modules) and at least 25%, 50%, and 75% of the duration in the program. To maintain satisfactory academic progress, a student must:

**Qualitative – Grade Point Average Requirement**

Number of -Terms in Attendance	Required GPA at the End of Period For....	
	Diploma Programs	Associate Degree Program
1	1.00	1.00
2	1.50	1.50
3	2.00	1.75
4	2.00	2.00
5	2.00	2.00
6	2.00	2.00

**MAXIMUM TIME FRAME**

Students are expected to complete their program within 150% of the published length of the program (or 1.5 times the number of hours in their program). Calculations help assure that students will complete their programs within the maximum time frame.

**SECOND COURSE OF STUDY**

All attempted credits from a prior program will be evaluated and may or might not transferred to the second program. Student will need to apply and go through the complete admissions and enrollment process for the second program. All SAP conditions apply to the new program.

## EFFECT OF TRANSFER CREDIT ON SAP

Transfer credit awarded by ABCO Technology has no effect on CGPA calculations for SAP. Transfer credits are also included in the maximum time frame calculation.

## EFFECT OF PROGRAM CHANGE ON SAP

Students who change programs will only have credits and grades that are applicable to the new program (including transfer credits) calculated in SAP and maximum time frame. Any credits that were previously taken that are not part of the student's new program of study will not be used in the calculations.

## WARNING AND PROBATION PERIODS

Every student will have their CGPA calculated after each grading period, the first grading period in which a student falls below the minimum SAP standards outlined above, the student will be placed on SAP Warning. If the student meets or exceeds the standards the following grading period, the student will be moved to SAP Met. If not, the student will be moved to SAP Probation. Should the student wish to remain enrolled and receiving Federal Financial Aid or VA education benefits, the student must successfully complete the appeal process.

A student that has progressed to SAP Probation will be moved to SAP Met if the student proceeds to meet or exceed the standards the following grading period. If not, the student will be moved to SAP Dismissal and will be dismissed from ABCO Technology unless the conditions of an academic plan were successfully met.

Students will be dismissed at the end of any grading period in which it has been determined that it is mathematically impossible for the student to meet the minimum requirements.

While in SAP Warning status, the student is considered to be making academic progress, and will remain eligible to receive Federal Financial Aid. While in SAP Probation or SAP Dismissal (with an approved appeal and/or academic plan), the student is considered to be making academic progress and will remain eligible to receive Federal Financial Aid. Students not making Satisfactory Academic Progress (SAP) are required to participate in any advising and tutoring that is considered necessary by ABCO Technology. Failure to participate may result in dismissal regardless of CGPA.

Students on SAP Probation, SAP Dismissal, and who have been dismissed for exceeding maximum time frame are not eligible to change programs.

## Suspension and Re-instatement of Military Benefits

### Conditions for Interruption for unsatisfactory progress

Progress will be monitored on a weekly basis for short term programs. Progress will be monitored on a term by term basis for longer programs. If the student's grades are unsatisfactory at the end of given evaluation period, the student will be placed on probation. If the student's grades continue to be unsatisfactory at the end of a probation period, the school officials and the Veterans Administration will be notified and appropriate actions will be taken. If a student who fails to make Satisfactory Academic Progress, they will no longer be eligible to receive further Veteran's benefits and/or financial aid without following the procedure for filing a SAP appeal and entering into an approved SAP contract. Any student who fails to meet the terms of their SAP contract will be disqualified from

receiving further Veteran's benefits and/or financial aid. Therefore, if a student loses eligibility for Veteran's benefits and/or federal financial aid the student must pay for the ineligible payment period using non-federal financial aid funds. If, after the ineligible payment period, the student meets all SAP criteria, the student's Veteran's benefits and/or financial aid eligibility will be re-established.

## **APPEAL PROCESS**

Any student who has been placed on SAP Probation or SAP Dismissal may appeal if special or mitigating circumstances exist. All appeals must be submitted in writing within seven (7) calendar days (excluding holidays and breaks) of receiving notification of the dismissal. All appeals must explain the circumstances which affected academic performance and how the circumstance has been resolved so that it will not have any future effect on the student's academic progress. Additional documentation may be required. The decision of ABCO Technology is final and may not be further appealed.

## **REINSTATEMENT**

A student may appeal to return to ABCO Technology if they were previously dismissed for not meeting SAP. The appeal should include information about the circumstances which affected academic performance and how the circumstance has been resolved so it will not have any future effect on the student's academic progress. The student should also include reasons for why they should be readmitted. Many factors will be reviewed when determining whether or not a student should be readmitted, including academic performance, attendance, life changes, and account balance.

## **STUDENT APPEAL PROCEDURE**

Students have the right to appeal decisions made and policies enforced by ABCO Technology. Appeal considerations will be based on the student's overall attendance record, academic progress, professional development, instructor recommendations, and, if applicable, the circumstances surrounding the occurrences that resulted in excessive absences or failure to maintain satisfactory academic progress. A student must submit a written letter to the School Director to be reviewed by an Appeal Board. The Appeal Board shall consist of three (3) attending members. Students must provide supporting documentation along with their letter in order to support his/her position and any mitigating circumstances that may have existed. The student will be notified of the Appeal Board's decision within 7-10 business days following the receipt of the student's appeal. The decision of the Appeal Board will be final.

## **PROCESS FOR STUDENTS WITH DENIED APPEALS**

The student must remain out of school for 6 months following the module in which the appeal was denied. The student may request an additional appeal for reinstatement. The student must demonstrate accomplishment of changes that show a level of college readiness that can reliably predict success. Decisions regarding reinstatement to ABCO

Technology will take into consideration factors such as grades, attendance, account balance, conduct, and the student's commitment to complete the program within the maximum time frame allowed pursuant to ABCO Technology's policy on Satisfactory Academic Progress. Dismissed students who are reinstated will sign a new Enrollment Agreement and will be charged tuition consistent with the existing published rate at the time of reinstatement. Students who are reinstated under these circumstances will return of Financial Aid Probation (FAP) status and may receive aid for one payment period. The student will be required to fulfill a specific academic plan. Students on Academic/Financial Aid Probation are eligible to receive Title IV funds while on probation, if they are otherwise, eligible. Students who successfully bring up their CGPA at the end of the probation period will be removed from probation and returned to regular status. If the student does not meet the SAP requirements, the student will be dismissed and will not be eligible for appeal.

## GENERAL GRADUATION REQUIREMENTS

To be eligible for graduation, a student must:

- Pass all modules or courses
- Complete all required training hours and meet all objectives evidenced by satisfactory evaluations
- Complete the program within maximum time frame allowed
- Be in good financial standing with ABCO Technology and attend all graduate/financial aid exit interviews
- Pass the program's exit examination, if applicable

**ACADEMIC CREDENTIALS AWARDED UPON GRADUATION FOR EACH PROGRAM:  
DIPLOMA and APPLIED ASSOCIATES DEGREE**

## GRADING SYSTEM

Progress and quality of student work in programs are measured by a system of letter grades and grade percentages, as shown in the grading scale below.

Progress reports can be requested by students upon completion of each term / quarter.

Grades are based on the quality of work as shown by learning deliverables as indicated on the module or course syllabus.

## GRADING SCALE

ABCO uses letter grades as follows;

Program					
Letter Grade	Percentage	Passing	Included in Credits	Included In GPA	Quality Points
A	90-100	Yes	Yes	Yes	4.00
B	80 - 89	Yes	Yes	Yes	3.00
C	70 -79	Yes	Yes	Yes	2.00
D	60-69 Fail	No	Yes	Yes	0.00
F	0-59 Fail	NO	Yes	Yes	0.00
I P	Incomplete	No	Yes	NO	N/A
TC	Pass	Yes	Yes	NO	N/A
W	Transfer of Credit	Yes	Yes	NO	N/A
**	Withdraw	No	Yes	NO	N/A
	Repeated	No	Yes	NO	N/A

The longest program is used here to give an example of the grading system.

### **Incomplete Grades**

An "incomplete" cannot be given as a final grade. At the end of a module or course, a student's failure to complete the required class work, assignments, and/or tests will result in a failing grade.

### **Withdrawal Grades**

A student who withdraws after attending any portion of a module or course will receive a grade of "W", or Withdrawal, on their transcript. The "W" grade is a permanent mark with no grade points assigned. A "W" grade for the module or course will not be included in the calculation of the CGPA for SAP. Withdrawal credits are counted as attempted, but not earned, and will be included in the calculation of the rate of progression in determining SAP.

### **REPEATED MODULES OR COURSES**

Students who do not achieve a letter grade of "C" or better in any course or module are considered to have failed that course or module and must repeat it. When students repeat a failed course or module, the grade received is used to calculate the cumulative GPA. Both the original and repeat attempts will be counted in rate of progress calculations. If repeating the course or module is required, the length of the program must not exceed 150 percent of the published program length. Students may repeat a failed course or module only once. Additionally, the ability to repeat a course or module is on a "seat availability" basis. A student's training may be interrupted if the course or module to be repeated is not available until a later date. Repeated modules or courses may possibly affect a student's financial aid.

## TRANSCRIPTS

A transcript will be issued to students from the registrar's office at the end of the program with the details, including program names, course names, completion dates, and Cumulative Grade Point Average (CGPA) awarded to the student for each course within the program. See Grading System and Percentage for more details.

### **INCOMPLETE COURSES**

Students are required to make up all incomplete assignments and work missed in a course as a result of absences within fourteen (14) days from the end of the course. After fourteen (14) days, a failing grade will be assigned to all incomplete or missing work. All incomplete assignments must be completed within the maximum time frame for that program to receive a grade for that course.

## **MAKE-UP WORK / GRADES AND PERCENTAGE**

The students may be assigned additional make-up work to cover absences up to 2 days per month. Arrangements to take any tests missed because of absences must be made with the instructor; however, absences will remain on record. This is a re-test policy that requires full student compliance. For more information on Satisfactory Academic Progress Requirements, please contact Student Services.

## **FAILED TO MEET SATISFACTORY ACADEMIC PROGRESS**

Students on probation who fail to meet the school's satisfactory academic progress by the conclusion of the probationary period will be terminated at the discretion of the institution.



## **NO DISCRIMINATION/EQUAL OPPORTUNITY SCHOOL**

ABCO Technology does not discriminate against any student applying for admissions on the basis of disability, race, color, religion, sex, national origin, age, veteran status, genetic information, gender identity, or gender expression / sexual orientation regarding administration of educational policies, programs, or activities. This policy also applies to student loan programs. ABCO Technology ensures that all applicants receive the same quality of information and services across all departments located within the school. Any genetic information will be under strict confidentiality and part of safe record keeping policy. Inquiries or complaints of related matters should be directed to ABCO Technology's School Director. If the complaint is not resolved to the student's satisfaction within the school's administration, the complaint should be further directed to the California Department of Social Services Civil Rights Bureau.

## **TUITION POLICY**

It is the policy of the institution for all students enrolled in similar/same curriculums to charge the same amount of tuition for all enrollments in accordance with the published tuition rates, tuition costs, and charges, including all costs associated with the training of a student, specific to the catalog in effect at the time of a student's completion of their enrollment agreement. All tuition and fees due to ABCO Technology must be agreed upon by the student within the student enrollment agreement made between the student and the school by the published start date for the enrolled period. ABCO Technology or any of its admissions representatives, admissions officers, and any and all staff affiliated with the school will not participate or offer any seasonal, holiday, promotional, or special tuition discounts to prospective or enrolled students as an inducement to take a course or enroll in a program as such discounts or sales are not bona-fide. Any employee who participates in such an action will be subject to disciplinary proceedings as determined by the school's management team.

## **PROGRAM/CLASS RE-TAKE POLICY**

A student who fails a course must repeat that course and pass with a score of 70% or better in order to graduate. Students may repeat a failed course only once. Additionally, the ability to repeat a course is based on seat availability basis and if and when the same course is being taught again. (See the Maximum Completion Time as contained within this catalog). All requests must be in writing using ABCO's Class Retake Request Form. ABCO Technology will carefully consider the student's request for a class re-take and will inform the student of an approval/disapproval. Program class re-take request will not be approved if the student has attended the program classes twice. Students may request to re-take a full program of more than 3 months; however, an approval of such requests is at the complete discretion of the School's Director.

## **TARDINESS & ABSENT POLICIES**

All students must arrive on time for all scheduled classes, labs, and practicum. Attendance will be marked as “Tardy” if student arrives 20 minutes after scheduled class start time. Attendance will be marked as “Absent” if student arrives 30 minutes after scheduled class start time.

### **TARDINESS POLICY:**

Students are required to contact the school and/or instructor via phone call and/or email at least 30 minutes prior to the class start time if they are running late. Students are also required to provide the reason for being late for a scheduled class. A class instructor has complete authority to excuse the reason and may not mark the student’s attendance as tardy. The student must make-up the missed portion of the class in additional lab hours or practicum time with the instructor’s approval and instructions. Three (3) unexcused student tardy may result in probation, low grades or termination from the school. 2 excused tardy are grounds for low grades and disciplinary action.

### **ABSENT POLICY:**

All students are required to contact the school and/or instructor in advance, via email and/or phone call, if they are not able to attend class. In case of an emergency, students may request a leave of absence from the course as per ABCO Technology’s leave of absence policies. Excessive or continuous absence may result in probation, low grades, provide grounds for disciplinary action, and/or termination from the program.

### **CONDUCT POLICY**

At all times when on school premises or while attending online, students shall conduct themselves in an orderly and considerate manner and shall appear for classes in a coherent and receptive condition. Disruptive behavior, including but not limited to cheating, harassment, fighting, use of profanity, and stealing, is not acceptable and may lead to probation or termination from ABCO Technology.

- Use of cell phones is not permitted during any class or lab sessions and should be kept to a minimum.
- Children or other visitors are not allowed in class or on campus at any time.

### **DISCIPLINARY POLICY & MISCONDUCTS**

The Director of ABCO Technology may impose disciplinary action for violation of, or an attempt to violate, any policies and/or regulations of ABCO Technology. The lack of intent to commit a violation is not a factor in determining if a violation occurred. However, the lack of intent may be considered a mitigating factor in determining the appropriate sanction if it has been determined that a violation has occurred. Violations or attempted violations include, but are not limited to, the following types of misconduct.

## **TYPES OF MISCONDUCTS:**

Students indulging in the following types of misconduct are subject to immediate disciplinary action and/or termination:

1. **Academic Dishonesty:** This includes all forms of academic misconduct, such as cheating, fabrication, and plagiarism, multiple admissions, knowingly furnishing false information, or facilitating academic dishonesty.
2. **Fabrication:** Includes, but is not limited to, falsification or invention of any information or citation in an academic exercise.
3. **Forgery:** An alternation or misuse of any institutional document, record, key, electronic device, or identification. This applies to any individual for whom the institution maintains records regardless of current student status.
4. **Multiple submissions:** Includes, but is not limited to, the re-submission by a student for any course which has been previously submitted for credit in an identical or similar form in one course to fulfill the requirements of a second course, without the informed permission/consent of the instructor of the second course; or the submission by a student of any work submitted for credit in identical or similar form in one course to fulfill the requirements of a concurrent course, without the permission/consent of the instructors of both courses.
5. **Plagiarism:** Includes, but is not limited to, the use of another's words or ideas as if they were one's own. This could be with the intent to deceive or by the omission of the true source. This could also mean that part of or an entire work is used that is produced by someone other than the student. It could be obtained by purchase or otherwise, but is presented as the student's original work or representing identifiable but altered ideas, data, or writing of another person as if those ideas, data, or writing were the student's original work.
6. **Computers:** Theft or other abuse of computing facilities or computers, including but not limited to unauthorized entry into a file to use, read, or change the contents or for any other purpose, unauthorized transfer of a file, unauthorized use of another individual's identification or password, use of computing facilities to interfere with the work of another student, faculty member, institution official, or the institution computing system. Violation of the Institution of California or any ABCO Technology acceptable or allowable use policy is also considered a violation.
7. **Cheating:** Includes, but is not limited to, the use of unauthorized materials, information, or study aids in any academic exercise, helping another student commit an act of academic fraud, or failure to observe the expressed procedures or instructions of an academic exercise (e.g. examination instructions regarding alternate seating or conversation during an examination).
8. **Physical abuse:** Including but not limited to rape, sexual assault, sex offenses, other physical assault, and threats of violence, or conduct that threatens the health or safety of any person. Knowingly infecting school's computers with viruses is a ground for dismissal.
9. **Unauthorized Conduct:** Unauthorized possession, receipt, duplication, or use of the institution's name, insignia, or seal. Unauthorized entry or use of any institution properties, equipment, resources, or services, selling or distributing course lecture notes, handouts, readers, or other information provided by an instructor, using them for any commercial purpose without the express permission of the instructor, or selling commencement tickets.

**10. Miscellaneous:** The following are grounds for immediate termination from school.

1. Any conduct that threatens the health or safety of oneself or another individual. Threats to commit self-harm and/or actual incidents of self-harm by any student are a violation of this code.
2. Harassment or bullying by any means of any individual, including coercion and personal abuse. Harassment or bullying includes but is not limited to written or verbal acts or uses of technology that have the effect of harassing or intimidating a person.
3. Any form of unwanted sexual attention or unwanted sexual contact.
4. Violations by a guest of a student on school property. Students are responsible for the actions of their guests.
5. Theft, attempted theft, vandalism/damage, or defacing of school property or the property of another student, faculty, or staff member.
6. Interference with the normal operations of the school (e.g., disruption of teaching and administrative functions, disciplinary procedures, pedestrian or vehicular traffic, or other school activities).
7. Use of cell phones and pagers during scheduled classroom times.
8. Unauthorized entry into, or use of, school facilities.
9. Extortion.
10. Violation of school safety regulations, including but not limited to setting fires, tampering with fire safety and/or firefighting equipment, failure to exit during fire drill, or turning in false fire alarms and bomb threats.
11. Breach of peace on school property or at any school-sponsored or supervised program.
12. Use, sale, possession, or distribution of illegal or controlled substances, drugs, or drug paraphernalia on school property or at any function sponsored or supervised by the school. Being under the influence of illegal or controlled substances on school property or at any school function is also prohibited.
13. Use, sale, possession, or distribution of alcoholic beverages on school property or at any function sponsored or supervised by the school. Being under the influence of alcohol on school property or at any school function is also prohibited.
14. Possession or use of firearms, explosives, dangerous chemicals, or other weapons on school property or at school-sponsored functions.
15. Smoking in classrooms or other school buildings or areas unless designated as a smoking area.
16. Failure to satisfy school financial obligations.
17. Failure to comply with direction of school officials, faculty, staff, or security officers who are acting in the performance of their duties.
18. Failure to identify oneself when on school property.
19. Violation of federal, state, or local laws and school rules and regulations on school property or at school-sanctioned or school-sponsored functions.
20. Any form of “hazing” and any act that endangers the safety of a student or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. “Hazing” includes any method of initiation or pre-initiation into a student club or any pastime or amusement engaged in with respect to such a club that causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any student or other person attending the school.
21. Any in-school or off-campus act considered inappropriate or as an example of misconduct that adversely affects the interests of ABCO Technology and/or its reputation.

22. Any violation of the institution's policies on the responsible use of technology, including but not limited to:
- The theft or abuse of a computer, email, Internet, or Intranet resources
  - Unauthorized entry into a file to use, read, or change the contents of or for any other purpose
  - Unauthorized transfer of a file
  - Unauthorized downloading of copyrighted materials in violation of the law
  - Unauthorized use of another individual's identification and/or password
  - Use of computing facilities to interfere with the work of another student, faculty member, or school official
  - Use of computing facilities to send obscene or abusive messages
  - Use of computing facilities to interfere with normal operation of the school's computing system
23. Abuse of the ABCO Technology disciplinary system, including but not limited to:
- Failure to obey the summons of a disciplinary body or school official
  - Falsification, distortion, or misrepresentation of information before a disciplinary body or school official
  - Disruption or interference with the orderly conduct of a disciplinary proceeding
  - Attempting to influence the impartiality of a member of a disciplinary body prior to and/or during the course of the disciplinary proceeding
  - Verbal or physical harassment and/or intimidation of a member of a disciplinary body prior to, during, and/or after the disciplinary proceeding
  - Failure to comply with the sanction(s) imposed under the student conduct policy
  - Influencing or attempting to influence another person to commit an abuse of the disciplinary system
24. Harassment or bullying based on sex, race, color, national origin, religion, sexual orientation, age, disability, or any other criteria protected by state, federal, or local law.

ABCO Technology reserves the right to make all the administrative and educational decisions as to whether the code of conduct had been violated. All cases are reviewed individually.

## **Disciplinary Procedures**

### Complaint

1. Any member of ABCO Technology (e.g., faculty, staff, or student) may file a complaint against any student for misconduct or for otherwise being in violation of ABCO Technology policies. The complaint shall be prepared in writing and directed to the Director of Student Affairs, or designee. Complaints should be submitted as soon as possible after the alleged violation occurred.
2. The Director of Student Affairs or a designee shall review and investigate the complaint to determine if the allegations have merit, to identify violations of the student conduct policy, and to impose sanctions for such violations.
3. Unless otherwise provided by law, ABCO Technology generally will not disclose the name of the person making the complaint to the accused student ("student") unless it determines in its sole discretion that the circumstances warrant it.

## Notification and Adjudication

1. Within a reasonable period of time after the complaint is received, the Director of Student Affairs or his or her designee will notify the student of the complaint and the alleged violation of the student conduct policy. This notification may be in written form or through oral communication. The student will meet with the Director of Student Affairs or his or her designee to discuss the complaint and alleged violation. The Director of Student Affairs or his or her designee will render and communicate the decision to the student.
2. If a good faith effort has been made to contact the student to discuss the alleged violation and the student fails to appear for the meeting, the Director of Student Affairs or his or her designee may make a determination of violations of ABCO Technology policies on the basis of the information available and impose sanctions for such violations. This decision shall be communicated to the student.
3. The Director of Student Affairs or his or her designee's determination shall be made on the basis of whether it is more likely than not that the student violated a rule, regulation, or policy of ABCO Technology.

## Procedures Regarding Student Dismissals

When the Administration proposes to dismiss/expel a student from ABCO Technology, the following procedures should apply unless the student elects to forego them.

1. The charges against the student shall be presented to the student in written form, including the time, place, and nature of the alleged offense(s). A time shall be set for a hearing not less than two or more than fifteen calendar days after the student has been notified of the charges and his or her proposed dismissal from school. Maximum time limits for scheduling of hearings may be extended at the discretion of the Director of Student Affairs or his or her designee.
2. Hearings shall be conducted by the Director of Student Affairs or his or her designee (herein referred to as the "hearing officer") and may also include faculty, staff, and students according to the following guidelines:
  - Hearings normally shall be conducted in private.
  - Admission of any person to the hearing shall be at the discretion of the Director of Student Affairs or his or her designee.
  - In hearings involving more than one student, the hearing officer, in her or her discretion, may permit the hearing concerning each student to be conducted separately.
  - The complaining party (which may be a member of the Administration) and the student may present witnesses at the hearing. Those witnesses may be questioned by the hearing officer.
  - Pertinent records, exhibits, and written statements may be accepted as evidence for consideration by the hearing officer at his or her discretion.
  - All procedural questions are subject to the final decision of the hearing officer.
  - After the hearing, the hearing officer shall determine whether the student has violated the rules, regulations, or policies that the student is charged with violating. The hearing officer will issue a written determination. If the hearing officer determines that a violation has occurred, the hearing officer's determination will also address whether dismissal from ABCO Technology is an appropriate sanction for the offense(s).
  - The hearing officer's determination shall be made on the basis of whether it is more likely than not that the student violated a rule, regulation, or policy of ABCO Technology.
  - The hearing officer shall provide the student with a copy of the determination, including information regarding the student's right of appeal therefrom.

## FRAUD POLICY

### Student or Parent Fraud

There are difficult situations where students and/or parents purposefully misrepresent information in hopes of obtaining additional assistance. The Financial Aid Office is required to have a policy of referral when confronted with actual or suspected cases of fraud and abuse. Fraudulent situations should be reported to the hotline of the US Department of Education Inspector General at **1-800-MISUSED**.

### Policy for Student or Parent Fraud

Students and parents who willfully submit fraudulent information will be investigated to the furthest extent possible. All cases of fraud and abuse will be reported to the proper authorities. Examples of financial aid fraud include, but are not limited to:

- Falsified documents or forged signatures on an institutional application, documents submitted for verification of information on the application, or loan promissory notes
- False statements of income
- False statements of citizenship
- Use of false or fictitious names or aliases, addresses, or Social Security Numbers, including deliberate use of multiple Social Security Numbers
- False claims of independent status
- Patterns of misreported information from one year to the next

### Procedure for Student or Parent Fraud

If, in a financial aid staff member's judgment, there has been intentional misrepresentation, false statements, or alteration of documents which have resulted or could result in the awarding or disbursement of funds for which the student is not eligible, the case shall be referred to the School President for possible disciplinary action. After investigating the situation, if the School President believes there is a fraudulent situation, all information must be forwarded to the Office of Inspector General of the US Department of Education or the local law enforcement agency.

The School Director reviews the student's aid file with the appropriate financial aid staff member and if the decision is made by the Director to pursue the possibility of denying or canceling financial aid, a written request to make an appointment is sent to the student via registered mail. If the student does not make an appointment, the School Director may:

- Not process a financial aid application until the situation is resolved satisfactorily
- Not award financial aid
- Cancel financial aid
- Determine that financial aid will not be processed for future years

All processing of the application or disbursement of funds shall be suspended until the School President has made a determination as to whether the student shall be required to make an appointment.

### Referrals

If ABCO Technology suspects that a student, employee, or other individual has misreported information and/or

altered documentation to increase student aid eligibility or to fraudulently obtain federal funds, we will report those suspicions and provide any evidence to ED's Office of Inspector General (OIG). The Financial Aid Advisor has the authority to make referrals to the OIG regarding Title IV fraud.

The OIG Web site at allows TFC to: <http://www2.ed.gov/about/offices/list/oig/hotline.html?src=rt>

Your report may be made anonymously to: **Inspector General's Hotline**  
**Office of Inspector General**  
**U.S. Department of Education**  
**400 Maryland Avenue, S.W.**  
**Washington, D.C. 20202-1500**  
**Fax: (202) 245-7047**

- Complete a special complaint form on-line
- Call the toll-free number (1-800-MIS-USED)
- Call an OIG office in our area (a list of offices and telephone numbers are provided)



## STUDENT GRIEVANCE POLICY & PROCEDURE

### DEFINITION

The purpose of this policy is to set out the guidelines and standards for the filing of a formal grievance by a student against a faculty or staff member. A grievance may arise out of a decision reached or action taken in the course of official duty by a member of the faculty or staff. Any student has the right to file a grievance. The Grievance Policy is applicable to situations not covered by the school's Academic Integrity Policy, Program Certification Policy, or Sexual Harassment Policy.

### POLICY

ABCO Technology promotes an educational environment that values communication, respect of others, and fairness among its students, faculty, and staff members. ABCO Technology recognizes that the student may have a concern or issue that necessitates a prompt and fair resolution. Complaints are acknowledged on an individual basis. However, if a complaint shall arise, the students are required to contact their instructor and address their issue(s) and involved parties. If the problem remains unresolved, they may address it to the Admissions Representative, Administration, and Chief of Operations. If at any time, a complaint is not resolved within a reasonable amount of time after a report was made in writing to the School Administrator and Program Instructor, then students have a right to approach the School Director, who will investigate and resolve the complaint. If at any time the student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Bureau for Private Postsecondary Education Department of Consumer Affairs.

### PROCEDURE

Prior to the filing of a formal grievance, a student has the right to engage in informal discourse or negotiation privately with the faculty, staff member, or the immediate supervisor of the staff member, who is the Director of Education. If this avenue has been exhausted without providing a satisfactory conclusion, and the student desires to file a formal grievance against a faculty or staff member, the following course of action should be taken: If any student's wishes to file a complaint against ABCO Technology, its courses, faculty, or staff, the complaint must be submitted to ABCO Technology in writing.

**Designated Personnel** - ABCO Technology has a designated Student Registrar to receive and resolve student complaints.

The registrar is regularly accessible during normal business hours, which are Mon-Fri 9:00a.m. until 5:00 p.m. Students may submit their complaints to the attention of the School's Registrar at the address

**4314 Slauson Ave 2nd Floor Los Angeles CA 90043**

**Email: [aahmed@abcototechnology.edu](mailto:aahmed@abcototechnology.edu) | Fax at (310) 216-4311**

## **COMPLAINT PROCEDURE**

Any student, who wishes to file a complaint against ABCO Technology, its courses, faculty, or staff, must submit the complaint to ABCO Technology in writing.

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4314 Slauson Ave 2nd Floor Los Angeles CA 90043 or Email: aahmed@abcotechnology.edu |

## **STUDENT'S RIGHTS AND RESPONSIBILITIES**

1. Student has a right to state his/her complaint to the program instructor.
2. Student may lodge a complaint\* in writing (via email/letter/ABCO Technology's complaint form) and submit it to instructor, administrator, admissions representative, or counselor.
3. Student has a right to submit the written complaint directly to the school's registrar.
4. Student is required to state his/her complaint clearly, sign, and date the complaint form. Students may propose a solution(s) \*\* to their complaint and state those in the complaint form.
5. ABCO Technology will respond to the student's complaint in writing within 10 days from the date the complaint was received.
6. ABCO Technology's designated personnel (registrar) will take actions which may include, but will not be limited to, meeting(s) and interviewing involved individuals, reviewing all documents, conducting an investigation, holding an informal hearing, or other appropriate investigative activity.
7. ABCO Technology will propose resolution to the student within a 25-day period after receiving the complaint. The student will be informed of the proposed resolution in writing (via email or letter).
8. Student has a right to disagree with ABCO Technology's proposed resolution. In such case, the student may directly contact the Chief Academic Officer, Chief of Operations, and the Director of ABCO Technology seeking the resolution of the filed complaint.
9. ABCO Technology and its officers will take all possible actions to resolve the complaint within 30 days after receiving it from the student.

### **VERBAL COMPLAINTS:**

Please note that a verbal complaint does not qualify under this provision for any actions from ABCO Technology. All complaints must be submitted in writing so that they can be addressed in a timely manner. ABCO may either resolve the verbal complaint in an appropriate manner or, after thorough investigation, reject the verbal complaint.

**Registrar's Authority and Duties:** Registrar's authority and duties include: record a summary of the complaint, find its resolution and the reasons for the complaint, place a copy of the complaint summary and its resolution, along with any other related documents, in the student's file, and make an appropriate and dated entry in student complaints log. For any unresolved complaints, the registrar has the authority to recommend possible solutions to resolve the student's complaint to the Director of the School. **"A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the Bureau's internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov)."**

## **STUDENT'S RIGHT TO CANCEL**

Without any penalty or obligations, 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. Each student that wishes to cancel should submit a notice of cancellation that shall be in writing and a withdrawal will be effectuated by the student's written notice or by the student's conduct, such as a student's lack of attendance. ABCO will provide a pro rata refund of nonfederal student financial aid program moneys paid for institutional charges to students who have completed 60 percent or less of the period of attendance. ABCO will refund 100% of the amount paid for institutional charges, less a registration fee not to exceed \$250 and \$10 for veterans only, if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.

## **REFUNDS**

### **PROCEDURE TO CANCEL FROM THE PROGRAM**

A notice of cancellation shall be in writing, and a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. Notice of Cancellation is enclosed in the student's packet for student's convenience, student may sign and date the notice of cancellation and send directly to the school at the address: Attn: Registrar – 4314 Slauson Ave 2nd Floor Los Angeles CA 90043 or fax at 310-216-4311. Student may contact school for a withdrawal or cancellation from the program, via email or by submitting signed notice of cancellation.

### **WITHDRAWAL FROM THE PROGRAM**

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in the current payment period in your program through the last day of attendance. The refund will be less a registration or administration fee not to exceed \$250.00 and \$10 for veterans only, and less any deduction for equipment not returned in good condition, within 45 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund. For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress, failure to abide by the rules and regulations of the institution, absences in excess of maximum set forth by the institution, and/or failure to meet financial obligations to the school.
- The student has failed to attend class for fourteen [14] consecutive days.
- The student fails to return from a leave of absence.

## REFUNDS TERMS & POLICIES

The policy applied on the students paid from personal funds or private pay students. Following refund procedures applies: (1) upon receipt of the notice of cancellation from student, ABCO Technology will send student a written acknowledgment of student's withdrawal or cancellation from the program. (2) ABCO Technology will calculate student's refund and will do all of the following: (a) ABCO shall advise each student that a notice of cancellation shall be in writing, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. (b) ABCO will refund 100 percent of the amount paid for total charges due upon enrollment, less a registration charges as per the first page of the student's enrollment agreement, not to exceed two hundred fifty dollars (\$250) or ten dollars (\$10) for veterans, if notice of cancellation is made through attendance at the first class session, or the seventh class day after enrollment, whichever is later. (c) The bureau may adopt by regulation a different method of calculation for instruction delivered by other means, including, but not necessarily limited to, distance education. (d) The institution shall have a refund policy for the return of unearned total charges due upon enrollment if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. (e) ABCO will inform student within 45 days with the details of the refund moneys owed and the itemized breakdown of refund. All refund will be paid in 45 days of student's cancellation or withdrawal from the program.

## REFUND CALCULATIONS

ABCO will make refunds that are no less than the refund policies. ABCO will not enforce any refund policy that is not specified in the catalog, and will refund all institutional charges upon a student's withdrawal. In cases of withdrawal from the program, refunds will be calculated from the total charges due upon enrollment as on the first page of the enrollment agreement. A pro rata refund shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows:

- (1) The amount owed equals the daily charges for the program - (total charges due upon enrollment, divided by the number of days in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal.
- (2) Except as provided, all amounts paid by the student in excess of what is owed as calculated in subdivision (1) shall be refunded.
- (3) Except as provided, all amounts that the student has paid will be subject to refund. - ABCO will deduct non-refundable registration fees (not to exceed \$250.00) or ten dollars (\$10) for veterans and the student tuition recovery funds as stated on the first page of the student's enrollment agreement.

**Refund for Books, Supplies and Materials:** In case of withdrawal, students must return all

issued books, supplies, and materials within 10 days period from the date of issuance. All book, supplies, and materials must be in good, acceptable condition, must be not marked, torn, damaged, or copied in any form or manner. ABCO Technology administration will evaluate the condition of returned items. In case of any non-acceptable findings, the student will not be awarded the refund for that item. Cost of books, supplies, and materials is non-refundable after 10 days from the date issued by the school or 10 days after withdrawal, whichever occurs earlier. This policy applies for refund calculation purposes only. No exchange of any item will be awarded in case the student decides to change the program or course of study.

\*If a student has received federal financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

\*If a student has received a third party loans for training and enrolled at ABCO technology, upon withdrawal from the program, ABCO Technology is not responsible for any interest student may owe at the time of withdrawal.

### Withdrawal or Transfer

A student who wishes to transfer to another school or otherwise withdraw from enrollment must notify the Office of Student Services by turning in a completed Withdrawal Form. ABCO Technology cannot advise on which courses may transfer to another school as this decision is always at the discretion of the receiving institution.

### Administrative Withdrawal

Students who do not maintain continuous enrollment by registering for classes each term or petitioning for a Leave of Absence will be considered inactive and will be administratively withdrawn from ABCO Technology. Students who are administratively withdrawn from the school and wish to return may contact the Office of Admission to apply for readmission. A request for a leave of absence must be made in writing. This request must include the date, reason for the student's request, and the student's signature. Because an approved leave of absence is dependent upon the school's reasonable expectation that the student will return from the leave the student's petition must include a date of return. Normally, a leave of absence is granted for a maximum of one term. The student may petition for an extension of one additional term. If after two terms the student does not return from the leave, the student will be withdrawn from the program and her/his record closed.

To re-enter the program, the student must reapply through the Office of Admission.

- Term 1: The student must petition and receive approval from the Office of Student Services for a leave of absence.
- Term 2: The student must petition and receive approval from the Director of Education for an extension of the leave.
- Term 3: If the student does not return, s/he is withdrawn from the program and record closed. The student must reapply to enroll.

Students who do not follow the process outlined above and fail to enroll in subsequent terms will be administratively withdrawn from ABCO Technology. Students may take a maximum of two leaves of absence in any twelve-month period. Taking a leave of absence will impact a student's Title IV federal financial aid, and students utilizing financial aid must contact the Office of Financial Aid when applying for and returning from a Leave of Absence.

**REFUND FOR THIRD PARTY FUNDS** - Students who enrolled under the provision of State funding include Workforce investment Act (WIA), Department of Veterans Affairs (VA), Department of Rehabilitation (DOR) or third party funding, may receive refund from in accordance with the terms and conditions as set forth

by the contracting agency representing the training funds and rights of students.

**REFUND FOR STATE FUNDS** - Students who enrolled under the provision of state funding including Workforce Investment Act (WIA), Department of Veterans Affairs(VA) , Department of Rehabilitation (DOR), or third party funding may receive refund from in accordance with the terms and conditions as set forth by the contracting agency representing the training funds and rights of students.

**DETERMINATION OF THE WITHDRAWAL DATE**

The student's withdrawal date is the last date of academic attendance as determined by the school from its attendance records. The withdrawal date for a student who does not return from an approved leave of absence is set retroactively to the last date of attendance, as determined by the institution's attendance records.

**RETURN OF TITLE IV FUNDS POLICY**

Effective 10/7/2000, all Financial Aid (Title IV) recipients who withdraw and have completed 60 percent or less of the payment period for which they have been charged are subject to the new federal refund regulations per 34 CFR 668, 682 and 685, published November 1, 1999. If a 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 borrowed plus interest, less the amount of any refund.

If the student is eligible for a loan guaranteed or insured by the state or federal government and the student defaults on the loan:

The federal 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, and

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.

Federal regulations state that the amount of a Title IV refund is based on the percentage of Title IV funds earned by the student at the time of withdrawal. In order to determine whether Title IV funds must be returned, ABCO Technology must calculate the following:

1. To determine the percentage of the payment period completed, the number of days\* completed in the payment period is divided by the total days\* in the payment period. (The number of hours scheduled through the last date of attendance in the payment period is divided by the total hours in the payment period) \*Days = calendar days for purposes of this formula, and therefore include weekends and holidays. Only scheduled breaks of 5 days or more, and approved leave of absences are excluded.
2. The net amount of Title IV funds disbursed, and that could have been disbursed for the payment period, is multiplied by the percentage of the payment period completed. The result is the amount of earned Title IV aid.
3. The earned aid is subtracted from the aid that was actually disbursed to, or on behalf of the student.
4. ABCO Technology will return the lesser of the total earned aid or the unearned institutional charges for the payment period.
5. Unearned aid is allocated back to the Title IV programs in the following order as specified by law:
  - a. Unsubsidized Direct Loan Program
  - b. Subsidized Direct Loan Program
  - c. Direct PLUS Program

If excess funds remain after repaying all outstanding loan amounts, the remaining excess shall be credited in the following order:

Federal Pell Grant Program

Other assistance awarded under this titles for which return of funds are required

**STUDENT COMPLAINT PROCEDURE BY ACCSC**

Schools accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

**Accrediting Commission of Career Schools & Colleges  
2101 Wilson Boulevard, Suite 302  
Arlington, VA 22201  
(703) 247-4212  
[www.accsc.org](http://www.accsc.org)**

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting (name/position) or online at [www.accsc.org](http://www.accsc.org).

## RETENTION OF STUDENT RECORDS / RECORD KEEPING

**Confidentiality & Release of Student Records:** All student records are kept on file. Files are kept confidential and are made available to the student and school administration for approved purposes only.

**Each student's academic and financial records are maintained as separate files. All student records will remain on-site for 5 years and transcripts kept permanently.**

ABCO Technology will not release educational or financial records to unauthorized persons without prior written consent from a student.

**Safekeeping of Records:** All student files are located and kept safe at 4314 Slauson Ave 2nd Floor Los Angeles CA 90043. In addition, all student records are scanned and saved offsite on the cloud and a file server as part of ABCO Technology record back up and safekeeping policy. The institution maintains a file server that can reproduce exact, legible printed copies of stored records. All students' records are accessible and may / will be released upon request to authorized personnel.

**Disaster Recovery:**

The file server is backed up every night. 3 tapes per month are stored off-site at different locations.

### **ANY QUESTIONS**

“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 North Market Blvd., Suite 225  
Sacramento, CA 95834



# **STUDENT SERVICES**

## **STUDENT CAREER COUNSELING**

A full-time school counselor is available to enroll students and to discuss their interests, aptitudes, previous work experience, and abilities. The counselor meets with newly enrolled students and discusses their career goals and objectives. Counseling services include: resolving career issues, overcoming obstacles which could possibly hold back their development, assisting students in completing their programs, preparing for exams, and obtaining gainful employment. The school counselor will help students resolve their grievances and attempt to achieve complaint resolution. The counselor may determine if the student has a learning disability. If the student needs accommodations to continue his/her training, the counselor will work with the student. The counselor may contact state vocational services and obtain necessary accommodations. The student may need to adjust her/his training hours or classroom conditions as needed.

## **SCHEDULES & CHANGE OF SCHEDULE**

All students choose their class schedules at the beginning of their enrollment into their chosen program of study. However, if needed, students may request a change in their class schedule. Schedule change requests must be received in writing (email/mail/fax) a minimum of one week before class starts with attention to the School Admissions Officer and the Director of Student Services. The request must have a valid reason for the schedule change. ABCO Technology will attempt to accommodate these requests to comply with individual student's needs.

## **CLASS RE-TAKE REQUEST**

Any student may request a re-take of the program he/she enrolled in.

- For all the programs with less than a 3 month duration, re-take of the whole program can be requested (A+ and CCNA).
- For all the programs with more than a 3 month duration, re-take of a maximum of two modules from the program can be requested.

ALL requests must be received by admission personnel within a six month period from the date of the last attendance. The schedules for the class re-takes will drive from the available list of class schedules. Students must submit their request in writing attention to ABCO Technology's Admissions Representative, who will forward it to the director of ABCO. All requests will be reviewed in detail and a decision will be made by the school's officials. Students may request to re-take more than two classes of a program they enrolled in. ABCO Technology may offer re-enrollment in the program and provide training at a discounted price, which will be determined by the school's official. Program / class re-take request will not be approved if the student has attended the program / classes twice with unsatisfactory progress in class, misconduct, and lack of attendance. Re-take courses will not be certified in the VA system for education benefits and will not be eligible for title IV funds. Students will be informed with the school's decision in writing within ten days from the date the request was received. If students disagree with the school's decision, they may choose to further advance their requests attention to the school's director. Students under government-funded programs may also appeal/plea for such requests, however, their respective counselors will be informed of the student's attendance, progress, and achievements at all times.

## **LEAVE OF ABSENCE**

A leave of absence (LOA) may be granted in the case of extenuating circumstances that may require students to interrupt their education. The LOA must be requested in handwritten form by the student and approved by the institution, in accordance with the institution's LOA procedure.

Examples of extenuating circumstances that may qualify a student for LOA include:

- Military duty
- Serious injury or illness of a student that prevents the student from attending school
- Serious injury or illness of a family member that prevents the student from attending school
- Death in the immediate family
- Maternity
- Jury duty
- Extenuating circumstances as approved by the Director of Education

## **EFFECT OF LEAVE OF ABSENCE ON STUDENT FINANCIAL AID**

ABCO's LOA policy is mandated by federal regulation for federal student aid recipients. *This impacts students who receive Title IV federal financial aid (Federal Pell Grants, Federal Stafford Subsidized or Unsubsidized Loans, Federal Parent Loans) or who want to have a federal student loan deferred from payment while in school.* A student on an approved LOA will be considered enrolled at ABCO Technology and would be eligible for an in-school deferment for student aid loans. Students will not receive disbursements of Title IV student loan financial aid funds during an approved LOA. It is important to note that federal financial aid and in-school deferment may be negatively impacted if a student fails to apply for the LOA within the guidelines stipulated or if the application is denied. A student who fails to return from an approved LOA may be subject to impacts on both student loan repayment terms as well as the grace period of any aid. If a student does not return from an approved LOA, the student will be treated as a withdrawn student effective the first day of the leave and a return calculation of federal student aid will be performed. All LOA approvals for students receiving financial aid must be submitted via e-form on the student portal to the Registrar's Office.

## **LEAVE OF ABSENCE PROCEDURE**

Students must submit a hand-written request for a LOA to Student Services. Student Services and the Director of Education will review the student's eligibility for a LOA and ensure that all information and documentation has been provided.

There must be a reasonable expectation that the student will return from the LOA in the period indicated in order for a LOA to be granted. The student will be informed, in writing, of the decision to grant or deny the request for LOA by the Director of Education.

Prior to the beginning of a LOA, the student must meet with the Financial Aid Department to determine the financial aid implications of taking a LOA.

## **ADDITIONAL PROVISIONS**

Students may not exceed 180 calendar days on LOA within a continuous 12 month period.

If an LOA occurs anytime during a module or course in progress, students may be required to retake those courses in their entirety. Students will receive a W grade for such modules or courses.

Students will not be eligible for any financial aid while on LOA and may be required to complete additional financial aid documents. Students who fail to return from LOA on the scheduled date will be dismissed from the program. This may impact a student's loan repayment obligations.

If a student who has received Title IV loans fails to return from a LOA, the federal loan grace period begins retroactively from the date the leave began (see above Effect of Leave of Absence on Student Financial Aid). If students do not return following the LOA period, the institution must apply its refund policy in accordance with state and federal guidelines (see above Effect of Leave of Absence on Student Financial Aid).

The Department of Veterans Affairs will be notified immediately if a Veterans Affairs student is granted a LOA. Student must provide medical documentation or attestation stating the student is unable to attend school and the date on which the student is expected to return to school.

Jury Duty: Students selected to serve on a jury are eligible to request a LOA. Students must provide official court documents stating the time of service required of the student prior to a LOA being granted.

Extenuating circumstances: Students encountering other extenuating circumstances not listed above may apply for a LOA by providing documentation of the circumstances. The determination of whether these circumstances are appropriate grounds for a LOA are at the discretion of the institution.

The institution will provide students with a tentative schedule based on the estimated return date.

Schedules cannot be guaranteed and students may have to return to a different session depending on course availability.

## **Participation Policy**

Student participation will be assessed primarily through student interactions within the learning management system. Interactions are defined as submission of assignments or contributions in the discussion board. Students who miss more than two weeks of activity during the term will miss significant learning opportunities which will very likely result in a failing grade (see syllabus for expectations and accompanying grading rubric) or administrative withdrawal from the course. Students who fail to participate prior to the eighth day of the term may be administratively dropped from their course

## **TERMINATION POLICY**

A student is subject to termination for violating any of the following:

Failure to maintain satisfactory academic progress

Failure to comply with the institution's attendance policy

Failure to comply with the institution's conduct policy

- Failure to meet financial obligations to the institution
- Failure to fully comply with program, clinical, and/or externship requirements
- Failure of the same course or module twice
- Violation of any of the conditions as set forth and agreed to in the Enrollment Agreement
- Failure to return from a LOA.

## **STUDENT RECORD RELEASE REQUEST**

All students may request any academic documentation that will be delivered electronically or via mail. Student records are retained for a minimum of up to five years. All requests must be received in writing with the following minimum information:

1. Full name (first & last)
2. Program of study
3. The month and year last class attended

## **TRANSCRIPT & COPIES OF DIPLOMA REQUEST**

All transcript requests must be received in writing with the following minimum information:

1. Full name (first & last)
2. Program of study
3. The month and year of last class attended

All graduating students will receive an original Certificate of Completion from their respective program. In addition, ABCO will retain a copy of the certificate for the student's record. These copies can be requested for a minimum of up to five years. A request must be made in writing via electronic mail to the school's official or school's Director of Student Services.

## **TEST PROCTORING SERVICES**

ABCO Technology is an authorized Pearson VUE Testing Center. Any student may take their certification exam offered by the Pearson VUE Testing Center at ABCO Technology's campus. ABCO Technology students may choose to take their certification exam at ABCO Technology. In order to schedule an exam, students may contact ABCO Technology's Test Center Administrator or visit Pearson VUE's website at [www.pearson.com](http://www.pearson.com). ABCO is open to any student needing to take a certification exam.

## **JOB PLACEMENT ASSISTANCE PROGRAM**

ABCO Technology's Job Placement Assistance Program has been designed to provide help in finding gainful employment for its undergraduate students and graduates from their program of study. Our staff will help students search for solid job opportunities.

## DESIGNATED PERSONNEL (JOB DEVELOPMENT COORDINATOR)

ABCO Technology employs a designated Job Development Coordinator (JDC) who is available to all students on the campus of ABCO Technology. The JDC, along with the school's counselor, assists all students and graduates to find gainful employment. Students may contact the JDC during normal business hours.

Email: [aahmed@abcotechnology.edu](mailto:aahmed@abcotechnology.edu), Fax at (310) 216-4311, or Phone at (310) 216-3067 Ext 213

## PROGRAM DESCRIPTION AND SPECIFICATION

ABCO Technology's Job Placement Assistance Program is free to all students, graduates, and employers who hire ABCO Technology's students. ABCO Technology will attempt to understand each candidate's specific needs and requirements for job or career placement and therefore has designated the JDC to work with each job seeking candidate on an individual basis. The JDC will provide assistance by evaluating student expectations, job skills, job search techniques, resume writing, provide guidance with up-to-date job market information, and fulfill the student's requirements to the best of the JDC's ability. The sole purpose of the Job Placement Assistance Program is to assist ABCO's graduate and undergraduate students with efficient research to find gainful employment. One of our primary goals is to increase student placement percentages.

## THE STUDENT'S RESPONSIBILITIES

The success of this program is based upon the collaborative efforts of the JDC and the job seeking student. All candidates are required to share and exchange job search and placement information with ABCO Technology's JDC. Students are required to authorize the JDC at ABCO Technology to share and exchange job seeking and employment opportunities with employers. This will include, but not limited to, all of the information from the candidate's resumes, progress reports, test results, school records, and ability to perform evaluation exercises if required. The JDC may advise a student to obtain additional training if required. In order to obtain employment, all students are required to follow the JDC's instructions along with the program's guidelines.

**The JDC will assist and coordinate all student meetings with the school's officials with regards to job placement assistance. This coordination will be achieved via emails, phone requests, or faxes.**

## PLACEMENT ASSISTANCE SERVICES

ABCO Technology's designated JDC provides job placement assistance to all undergraduate students and graduates who enroll in ABCO Technology's Job Placement Assistance Program. Placement assistance services include, but may not be limited to, all of the following:

- ❖ **Placement Orientation Meetings:** This is the first meeting the JDC will hold with the student. The purpose for this first meeting is to interview the student, explain the program's path, job placement assistance procedures, and the student's responsibilities as a participant of the program.
- ❖ **Placement Assistance Interviews and Evaluations:** This includes assessment, evaluation, plan of action, and creating a successful path for the student to find gainful employment. Job placement assistance includes obtaining the student's detailed employment history and job skills assessment while ensuring

professionalism at all times. The JDC will educate the student on the current labor market and its requirements, as well as provide schedules for future meetings as needed.

- ❖ **Resume writing Assistance:** The school counselor will meet with and assist students to provide resume building assistance.
- ❖ **Career Placement Follow up:** The JDC will assist ABCO Technology's students with regular and periodic follow-ups.
- ❖ **Job Researching Techniques:** ABCO Technology's counselor and the JDC will assist all students with their specific labor market researching techniques, as well as provide all current labor market information. A student may be required to attend job fairs and seminars as a part of their obligations under ABCO Technology's Job Placement Assistance Program.
- ❖ **Interview Sessions** – The school counselor and the JDC will meet with students in order to provide assistance in planning for a possible future job interview. The JDC will discuss and educate students on job specific interview questions and skills.
- ❖ **Job Interview Role Playing:** The school counselor and the JDC will provide training techniques for successfully completing a job interview.
- ❖ **Placement Assistance Program Disclosure:** ABCO Technology offers job placement assistance to all the graduating students. These services are NOT a guarantee or a promise for a job. ABCO Technology does not promise any internal or external internship to any of the students. All services will be provided to assist students in obtaining gainful employment.

## STUDENT SERVICES INQUIRIES

For additional information about ABCO Technology, questions, or concerns with regard to the contents of this catalog, school's information, admissions requirements, policies, regulations, or procedures, please feel free to contact us via phone call, fax, email, walk-in, or mail. All inquiries will be directed to ABCO Technology's administration, faculty, and director, who will respond within a reasonable time.

**Contact us at: Phone:** (310) 216-3067; **Fax:** (310) 216-4311; **Email:** [aahmed@abcotechnology.edu](mailto:aahmed@abcotechnology.edu)

# **FINANCIAL INFORMATION**



## TUITION AND FEES SCHEDULE OF TOTAL CHARGES FOR ENTIRE EDUCATIONAL PROGRAM

PROGRAM NAME	Registration Fee*	Tuition	Books	Supplies	Materials	STRF Fee	TOTAL FEES
A+ Certification	\$125.00	\$2,499.00	\$558.00	\$289.00	\$435.00	\$0.00	\$3,906.00
Certified Internet Webmaster	\$125.00	\$7,599.00	\$979.00	\$239.00	\$450.00	\$0.00	\$9,392.00
Cisco Certified Network Associate	\$125.00	\$2,880.00	\$279.00	\$289.00	\$489.00	\$0.00	\$4,062.00
Cyber Security Professional	\$125.00	\$14,650.00	\$3,720.00	\$630.00	\$3,975.00	\$0.00	\$23,100.00
Microsoft Certified Systems Engineer (MCSE)	\$125.00	\$7,699.00	\$1,116.00	\$289.00	\$816.00	\$0.00	\$10,045.00
Web Design and Developer	\$125.00	\$16,075.00	\$2,140.00	\$495.00	\$1,175.00	\$0.00	\$20,010.00
Linux Professional	\$125.00	\$4,800.00	\$279.00	\$289.00	\$299.00	\$0.00	\$5,792.00
Microsoft Office User Specialist	\$125.00	\$3,456.00	\$600.00	\$289.00	\$150.00	\$0.00	\$4,620.00
Oracle Database Administrator	\$125.00	\$6,799.00	\$529.00	\$289.00	\$799.00	\$0.00	\$8,541.00
Programmer	\$125.00	\$8,500.00	\$1,125.00	\$529.00	\$979.00	\$0.00	\$11,258.00
Cybersecurity and Information Technology Professional (Applied Associate Degree)	\$125.00	\$20,600.00	\$4,230.00	\$560.00	\$4,250.00	\$0.00	\$29,765.00

\* - Student Tuition Recovery Funds (STRF) is a State imposed Fee.

1. UPDATES CALIFORNIA CODE OF REGULATIONS §76215: Effective April 1, 2024, the Student Tuition Recovery Fund (STRF) assessment rate will change from two dollars and fifty cents (\$2.50) per one thousand dollars (\$1,000) of institutional charges to zero dollar (\$0.00) per one thousand dollars (\$1,000) of institutional charges. (5, CCR section 76120). Institutions will still be required to complete and submit all STRF Assessment Reporting Forms on a quarterly basis and maintain specified student information for STRF-eligible students

\* Registration Fees: are non-refundable | \$10 (non-refundable only) for veteran's Registration Fees

## STRF FEE UPDATES: A State of California imposed Fee:

Effective April 1, 2024, the Student Tuition Recovery Fund (STRF) assessment rate will change from two dollars and fifty cents (\$2.50) per one thousand dollars (\$1,000) of institutional charges to zero dollar (\$0.00) per one thousand dollars (\$1,000) of institutional charges. (5, CCR section 76120). Institutions will still be required to complete and submit all STRF Assessment Reporting Forms on a quarterly basis and maintain specified student information for STRF-eligible students.

“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. 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.”

76215 (B) “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 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:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

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

## Books, Supplies and Materials

The following updated student policy concerning books, supplies, materials, and exam vouchers is in effect. **All students will be required to purchase books, supplies, and materials through Abco Technology** at the cost of books, supplies, and materials listed within the school catalog. This policy will apply to all students without exceptions. Abco Technology will ensure that all books, supplies, and materials will be purchased for students at cost. For purposes of quality control, students will not be allowed to purchase their materials from external third-party sources. There will be no exceptions to this policy.

The majority of employers require that students take the certification exams upon completion of their training program. Passing the vendor certification examinations are the student’s responsibility. Abco Technology will provide students with information regarding test dates, locations, and fees whenever possible. Students who choose to participate in the certification examinations are responsible for paying the appropriate sponsoring organizations. Contact the school for more information.

## Students with Education Funded, Using Third Party Funds (Government Funding Programs):

All qualified students whose training is funded by third party organizations or entities like Workforce Investment Act (WIA), Department of Veterans Affairs (VA), and Department of Rehabilitation (DOR) will/may receive all of the above listed items depending on Abco Technology’s contract with the respective third party agency funding the student’s education. Student Tuition Recovery Funds (STRF) fee will be charged as per the California Code of Regulations effective Feb 8, 2021. 5, CCR 76020. *Student Tuition Recovery Fund (STRF). (a) The fund exists to relieve or mitigate economic losses suffered by a student while enrolled at a qualifying institution, who at the time of enrollment is or was a California resident or was enrolled in a California residency program, if the student enrolled in the institution and the student or a third-party payer, prepaid tuition, paid or is deemed to have paid the assessment and suffered economic loss as a result of any of the conditions specified in section 94923 of the Code or due to an institution losing its eligibility to receive a third-party payer benefit such as Cal Grant, Pell Grant, or veterans’ financial aid programs under Title 38 of the Code of Federal Regulations; 5, CCR 76130. Collection and Submission of Assessments (a) (1) A qualifying institution shall collect the assessment from each student in an educational program at the time it collects the first payment from or on behalf of the student at or after enrollment. The assessment shall be collected for the entire period of enrollment, regardless of whether the student pays the institutional charges in increments.*

Costs for all books, supplies, learning materials, may be included with the total tuition cost for qualified students receiving funding from these government programs. Each program’s total costs and its itemized breakdowns are pre-defined within the contract with each governmental agency funding the student’s education.

## AVAILABLE FUNDING PROGRAMS

### ABCO TECHNOLOGY'S STUDENT TUITION PAYMENT PLAN

#### GOVERNMENT APPROVALS & FUNDINGS:

The following applies to all students who qualify: applicants may qualify for tuition and other financial assistance through various public and private training or re-training agencies. These agencies include: the Veterans Administration, California Department of Rehabilitation, private rehabilitation agencies and insurance companies, the GAIN Program, the State Employment Development Department (EDD), and Workforce Innovation & Opportunity Act (WIOA) programs. All public and private agencies have certain requirements for eligibility:

- Department of Veteran Affairs
- Department of Workmen's Compensation Insurance Funding
- Department of Rehabilitation
- Employment Development Department – Workforce Innovation & Opportunity ACT (WIOA)
- **Federal Financial Aid (Title IV Funding)**
- **Federal Student Loans Program (Direct Subsidized and Direct Un-Subsidized Loans)**

### ABCO TECHNOLOGY'S STUDENT TUITION PAYMENT PLAN

Students who enroll in programs offered by ABCO Technology may need financial assistance with their courses. ABCO Technology's student tuition financing program offers 0% interest and it is available to all students who qualify upon request. ABCO Technology's tuition payment plan program includes an assessment of a student's financial needs.

Students may request an in-house payment plan at the time of enrollment so they can distribute their payments throughout their course of study. Students will be granted a tuition payment option if they qualify. The qualification process is determined by the student's current financial need and ability to make payments. Applicants must meet with the financial aid representative to discuss the payment options. The financial aid representative may request financial documents to determine the tuition monthly payment plan amount.

- Student must have a job
- Complete a form for financial assessment
- Copies of last pay-stub
- Minimum registration fee \$125.00

### ABCO TECHNOLOGY IN-HOUSE TUITION PAYMENT PLAN DISCLOSURES

The minimum portion of the total tuition fees for their program will be discussed and paid in full to complete their enrollment.

1. Payment installments duration and dates for each payment will be discussed and agreed to by the student.
2. Students requesting a payment plan must complete and sign ABCO Technology's payment plan form along with their enrollment agreement.

3. Any student receiving in-house financing is not obligated for indebtedness beyond the total tuition fees for their entire period of program and attendance.
4. **Late payment penalties** - Students will be charged a late payment fee of \$35 if a payment is late for more than 7 days beyond the scheduled date. No penalties will be charged for early payments.

**ABCO Technology’s student financing programs do not supersede California’s Code of Education 94899.5.**

1. For programs whose duration is less than 4 months, students may pay full tuition before the first day of class.
2. For programs duration more than 4 months, students must make payments in advance, which may be up to 4 months.
3. At 50 percent of the program completion, ABCO may require full payment for the entire period of the student’s program.

ABCO Technology reserves the right to invoice, demand, or take legal actions to collect due balance payments. ABCO Technology Refund Policy will be applied as per state requirements as disclosed in this catalog.

**GOVERNMENT APPROVALS & FUNDINGS**

**U.S. DEPARTMENT OF VETERANS AFFAIRS**

“Institution is approved by the California State Approving Agency to enroll veterans and other eligible persons”.  
**REIMBURSEMENT TO VETERANS AND ELIGIBLE PERSONS:** For information or for resolution of specific payment problems, the veteran should call the DVA nationwide toll free number at 1-888-442- 4551.

**GI Bill®** is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>

The U.S. Department of Veterans Affairs recognizes and approves all the programs offered at ABCO Technology. ABCO Technology is a fully qualified training provider for Information Technology certification career programs for veterans with Chapter 33 and all non-33 including Voc. Rehab (Chapter 31) benefits in the Los Angeles area.

School catalog is available from the ABCO Technology Veteran Account Executive. Any student may find **ABCO at U.S Department of Veterans Affairs Website** or visit <http://inquiry.vba.va.gov/weamspub/buildViewOrg.do>

Veteran information related to regulations, chapter information, forms and policies related to academics, refund and withdrawal, etc., are available at **Web Automated Reference Material System (WARMS) U.S. Department of Veterans website.**

**Which Chapters are covered?**

ABCO Technology programs can be offered to a veteran qualified from any chapter. That includes Chapter 33s and Chapter Non-33s.

**What is the Vocational Rehabilitation (Chapter 31) and Employment Program?**

The Vocational Rehabilitation and Employment (VR&E) Program is authorized by Congress under Title 38,

Code of Federal Regulations, Chapter 31. It is also referred to as the Chapter 31 program.

The mission of VR&E is to help veterans with service-connected disabilities to prepare for, find, and keep suitable jobs. More information can be found on ABCO Technology's website or check your eligibility at the Department of Veterans Affairs.

**Veteran Information Hot line: (888) 442-4541**

A designated School Certifying Official (SCO) will be available during campus normal business hours.

#### REFUND POLICY FOR VETERANS:

ABCO Technology has and maintains a policy for refund of the unused portion of tuition, fees, and other charges in the event the veteran or eligible person fails to enter the course or withdraw, or is discontinued there from at any time prior to the completion. The amount charged to a Veteran for tuition, fees, and other charges does not exceed the approximate pro rata portion of the total charges of Tuition, Fees and other charges, that the length of the completed portion of the course should bear to its total length. The maximum allowable non-refundable registration fee for Veterans is \$10.00 USD.

#### WORKMEN'S COMPENSATION INSURANCE

Students may check their eligibility for available workmen's compensation funding from the California Department of Workmen's Compensation on their website located at: <http://www.dir.ca.gov/dwc/> or call them at (800) 736-7401 for recorded information that will help injured workers, employers, and others understand California's workers' compensation rules and regulations. The information will describe the rights and responsibilities of workers and employers under the current system.

#### CALIFORNIA DEPARTMENT OF REHABILITATION (DOR)

ABCO Technology is an approved provider of training on the California Department of Vocational Rehabilitations list of training venders. We are committed to providing training for DOR clients to help persons with a disability achieve fulfilling and gainful employment. ABCO Technology is dedicated to the principles of employment, independence, and equality for all Californians with disabilities. Vocational training may differ for each candidate depending upon their special needs along with their independent plan for employment, which is drafted by the student and their rehabilitation counselor. Students who plan to receive training assistance from the California Department of Vocational Rehabilitation should provide ABCO Technology's Admissions Representative contact information for their rehabilitation counselor.

#### **EMPLOYMENT DEVELOPMENT DEPARTMENT (EDD) / WORKFORCE INNOVATION &**

#### **OPPURTUNIOTY ACT (WIOA)**

ABCO Technology will be found on EDD's website as an approved training provider. Students must qualify from their assigned EDD office for the approved training program. An eligibility questionnaire or qualifying brochure can be obtained either from EDD's website <https://www.doleta.gov/wioa/> or by contacting [DOL.WIOA@dol.gov](mailto:DOL.WIOA@dol.gov).

#### **REFUND POLICY - INFORMATION FOR EDD/WIOA/DOR/WORKMEN'S COMP**

Refund policy can be found within the "Standard Training Agreement" that the student must sign with their

respective agency at the time of approval of funds. Agreements and refund terms and conditions may vary with each department within the agency. Student must contact their respective counselor or case manager for details. In case of withdrawals, refunds will be calculated as per State of California BPPE regulations. A written request of refund from student is a must. After receiving a withdrawal request from the student, ABCO will formally notify respective counselor/case representative at the related funding government agency. Refunds will be processed after receiving written confirmation of withdrawal from the program from respective department case counselor.

To process refund for third party funding, ABCO must require:

Written request of withdrawal from the program from student

Verification of student withdrawal from the program of enrollment must be received from funding agency counselor/case representative.

All refund will be issued to student in 45 days from the date of written refund request received from student.

## **FEDERAL FINANCIAL AID (Title IV Funding)**

ABCO Technology offers a wide variety of state-approved and federal financial aid options to students, if they qualify. The federal financial aid includes FAFSA or Title IV Funding.

### **Federal Pell Grants**

Federal financial aid or Title IV funding is available to those who qualify. For further details on eligibility and types of aid, please review the current and updated information about government loans by visiting the following websites: <https://studentaid.ed.gov/sa/eligibility> or <https://studentaid.ed.gov/sa/types>

### **Student Loan Process**

**To apply for financial aid (Pell Grant), please apply at Free Application for Federal Student Aid (FAFSA) at the website: <https://fafsa.ed.gov/>**

**You are required to create your FSA ID at <https://fsaid.ed.gov/npas/index.htm>**

### **Federal Student Loans Program (Direct Subsidized and Direct Un-Subsidized Loans)**

ABCO Technology offers Loan Programs: Direct Subsidized Loans and Direct Un-Subsidized Loans to those who qualify. For further details on loan programs, please review the information on our website [www.abcotechnology.edu](http://www.abcotechnology.edu) or <https://studentaid.ed.gov/sa/types/loans/subsidized-unsubsidized>

**To apply for student loans, please complete your application at the website**

**<https://studentloans.gov/myDirectLoan/index.action>**

### **Parent PLUS Loans:**

Based on your eligibility, you may apply for Parent PLUS loans, provided by Federal Financial Aid Programs. For complete and updated information and application, please visit

**<https://studentloans.gov/myDirectLoan/index.action>**

### **SCHEDULE OF PAYMENTS / PAYMENT PLANS:**

Students who request for in-house financing with ABCO or payment plan and make payments through the use of personal funds agree to make payments throughout the duration of their educational program. Any payment plan/schedule of payments MUST be approved, agreed upon, and signed by the student and ABCO Technology school official, and students are required to make payments accordingly.

#### **94917. Enforceability of Loans**

A note, instrument, or other evidence of indebtedness relating to payment for an educational program is not enforceable by an institution unless, at the time of execution of the note, instrument, or other evidence of indebtedness, the institution held an approval to operate.

## **PAYMENT METHODS, TERMS, AND LOAN POLICIES DISCLOSURES**

Students must discuss the payment options and terms of payment with the financial aid representative prior to signing enrollment agreement.

A non-refundable registration fee is charged, as stated explicitly to the student at the time of enrollment in the program.

Students are allowed to make payments via check, credit cards, money orders, personal loans, loan guaranteed to student by federal or state government, or third party loans.

### **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 moneys not paid from federal student financial aid program funds.

If the student is eligible for a loan guaranteed by the federal or state government and student defaults on loan, both of the following may occur:

- (a) The federal or state government or a loan guarantee agency may take action against the student, including applying for income tax refund to which the person (student) is entitled to reduce the balance owed on the loan.
- (b) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid by the student.

**Note:** You may assert against the holder of the promissory note you signed in order to finance the cost of the educational program.



## **BOOKS, SUPPLIES, & MATERIALS DISCLOSURES for All ENROLLED STUDENTS:**

Purchase from ABCO Technology: All enrolled students must purchase the required books, supplies, and materials from ABCO Technology. The itemized breakdown of its cost is stated in the school catalog within the schedule of charges for the program. The cost of books, supplies, and materials will be included in the approved total charges due upon enrollment and will be stated on the first page of the student's enrollment agreement.

### **STATE FUNDS:**

All students enrolling at ABCO Technology will be issued the required books, supplies, and materials purchased for them by ABCO Technology. This policy will be applied for all students enrolling at ABCO Technology without exceptions.

### **REFUND POLICY FOR BOOKS, SUPPLIES, & MATERIALS**

In case of withdrawal, students must return all issued books, supplies, and materials within 10 days period from the date of issuance. All book, supplies, and materials must be in good, acceptable condition, must be not marked, torn, damaged, or copied in any form or manner. ABCO Technology administration will evaluate the condition of returned items. In case of any non-acceptable findings, the student will not be awarded the refund for that item. Cost of books, supplies, and materials is non-refundable after 10 days from the date issued by the school or 10 days after withdrawal, whichever occurs earlier. This policy applies for refund calculation purposes only. No exchange of any item will be awarded in case the student decides to change the program or course of study.

### **State Funds:**

Students who enrolled under the provisions of the state training funds may receive a refund in accordance with the terms and conditions as set forth by the school refund policy, and will be returned to the appropriate funding agency.

## NON APPLICABLE CHARGES

ABCO Technology **WILL NOT** charge for the following services:

- 1) Proctoring a scheduled exam at ABCO – Pearson VUE Testing Center
- 2) Walk-in scheduling and proctoring of an exam at ABCO - Pearson VUE Testing Center
- 3) Assessment/entrance test at the time of enrollment
- 4) Maximum allowable class make-up work charges (requires one-on-one instructor time)
- 5) Unlimited lab use during the period of enrollment or after graduation (from available schedules)
- 6) Transcripts requests (official or unofficial) (One time only)
- 7) Resume review/job placement assistance
- 8) ABCO Technology DOES NOT have any charges toward evaluation and assessments of Transfer of Credits.

## Other Charges

ABCO Technology **WILL/MAY** charge for the following:

1. **Class make-up work charges** - Class make-up hours with the instructor's assistance is allowed up to a maximum of four (4) hours. After four hours have elapsed, the instructor will evaluate if additional time is required by the student to completely grasp the missed instructional material. In such cases, hourly charges will be applied toward the student's tuition for not more than \$50.00/hour. Class make-up hourly charges will vary between different programs and its courses, reflecting the basic skills to advance IT level requirements for each program of study.

**2. Late payment fees for students with education funded using personal loans/funds:**

ABCO Technology defines late payments when a student has failed to make his/her payment or is more than 7 days late from the scheduled payment date. A late payment fee of \$35.00 applies on all late payments. Waiver of any of these fees is at the complete discretion of school's director.

**3. Transcripts requests** - Second time request or request to send transcripts directly to some other institution. \$15.00 will be charged to process such a request.

**ABC TECHNOLOGY COLLEGE**

4314 Slauson Ave 2nd Floor Los Angeles CA 90043

I have received a copy of the school catalog, which contains the rules, regulations, course completion requirements, and costs for the specific course in which I have enrolled.

Print Name (Veterans of Eligible Person): \_\_\_\_\_

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

Enrolled By: \_\_\_\_\_

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

## HOW TO APPLY FOR ADMISSIONS

**PH: 310-216-3067**

Call us, schedule a meeting, and apply to enroll!



### Walk-ins Welcome

Meet our representative(s)

Monday – Thursday between 10am-  
5pm Apply to enroll!

## Apply & Register Online

**[www.abcotechnology.edu](http://www.abcotechnology.edu)**

Email: [Info@abcotechnology.edu](mailto:Info@abcotechnology.edu)

### Early Registration Benefits:

Students may sign up in advance either by phone or online to reserve a place in class and to choose preferred available schedule. All information regarding the intended course of study will be provided to student at the time of inquiry and before enrollment along with supporting documents as mentioned within this catalog. Please refer to the catalog or call the school for more information.

To sign up, please use the contact information below:



**TEL: (310) 216-3067**

**FAX: (310) 216-4311**

**E-MAIL: [INFO@ABCOTECHNOLOGY.EDU](mailto:INFO@ABCOTECHNOLOGY.EDU)**

**4314 Slauson Ave 2nd Floor**

**Los Angeles CA 90043**