2025 -2026 CATALOG

FOR PERIOD: July 1, 2025 – June 30, 2026

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All announcements herein are subject to revision.

Every effort has been made to ensure the accuracy of the information presented in the ABCO Catalog. However, all courses, course descriptions, curricula, degree requirements, policies, dates, and fees described herein are subject to change or deletion without notice. Any changes made to this catalog will be published in a Catalog Addendum and provided together with this catalog. Any Catalog Addendum constitutes an addendum hereto and is effective as of the effective dates published therein.

ABOUT ABCO

MISSION STATEMENT

ABCO Technology's purpose is to educate students and provide them with opportunities to develop skills, processes, and knowledge required to succeed in their relevant field. We aim to create a hands-on learning experience within a student-centric environment that teaches industry-relevant skills, fosters teamwork, develops critical thinking, and has a transformative impact on students seeking professional success, thereby advancing our communities.

VISION & PURPOSE

Founded to deliver effective, quality education focusing on the application, ABCO Technology will be a leader in producing technological talent by:

- Allowing students to apply their knowledge and reinforce their learning through hands-on instruction;
- Empowering students with the industry-relevant knowledge and skills to seek greater opportunities;
- Supporting a dynamic faculty dedicated to teaching, mentoring, and encouraging students;
- Offering comprehensive curricula that are responsive to the needs of students, employers, and communities.

VALUES

We continually study and evaluate student outcomes and institutional goal achievements, using this information to improve our efforts for the benefit of our students, staff, employers, and the community.

DIVERSITY, EQUITY, AND INCLUSION STATEMENT

ABCO Technology is committed to creating a diverse community that is inclusive, responsive, and supportive of all its students, faculty, and staff. The institute seeks to promote diversity in its many forms, including, but not limited to, ethnicity, gender, age, religion, disability, sexual orientation, place of origin and socioeconomic status.

HISTORY OF THE COLLEGE

ABCO Technology was founded in 2000 by Arif Sayed, with a vision to build an institution that focuses on providing quality education through an application-centered, hands-on teaching approach. ABCO Technology first opened its doors in Culver City, CA with a single classroom and offered diploma programs in the areas of Information Technology.

The institution became approved by the Bureau of Private Post-Secondary Education (BPPE) in 2004 and accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) in 2014.

The institution grew over the years and built a reputation within the community for producing technically qualified graduates.

Since its inception, ABCO has attempted to bridge the positive qualities of multiple types of higher education institutions across the educational spectrum, from trade schools to traditional four year universities. 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, and thereby making the students' learning experience exciting, challenging and fun. The school seeks to develop an educational curricula that meet the academic standards expected of accredited colleges while also infusing a hands-on educational approach that provides an academic experience where conceptual topics are cemented into the learning process through application based lab work.

FINANCIAL STANDING

ABCO Technology is a wholly owned by CEO: Arif Sayed.

ABCO Technology is in good financial standing and has no financial discrepancies. The 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.).

ACCREDITATION

ABCO Technology is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). The U.S. Department of Education recognizes ACCSC as an accrediting agency. ACCSC accredits all programs listed in this catalog as of this catalog's publication date.

AGENCIES & APPROVALS

ABCO Technology is a private institution approved to operate in the State of California by the Bureau for Private Postsecondary Education. Approval to operate means complying with state standards as outlined in the CEC and 5, CRC. Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834, www.bppe.ca.gov, toll free telephone number (888) 370-7589 or by fax (916) 574-8900. As a prospective student, we encourage you to review this catalog before 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.
Additional approvals include:

- ABCO Technology is approved to participate in Title IV - federal student aid programs
- ABCO Technology is approved to participate in veterans' education benefits programs under Title 38 of the GI Bill® for eligible veteran students. 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.

- ABCO Technology is approved by the Department of Rehabilitation (DOR).
- ABCO Technology is approved to provide training for the Workforce Investment Opportunity Act (WIOA)
- ABCO Technology is an authorized Cisco Network Academy.

ARTICULATION AGREEMENTS

ABCO Technology has not entered into any articulation or transfer agreement with any other college or university.

ADMINISTRATIVE STAFF

The administrative staff is responsible for ensuring that ABCO Technology achieves its mission and purpose and maintains its academic and financial integrity as an institution of higher learning. The following are members of the administrative team and office staff:

- Arif Sayed – Owner / College Director
- Fatima Diaz – Associate Director / Director of Education
- Charles Pascal – School Counselor
- Ambreen Ahmed – Director of Student Services
- Sajid Shaikh – Operations Manager
- Hector Martin – Admissions Manager
- Yesenia Ramos – Financial Aid / SCO
- Simona Gustafson – Operations Assistant
- Jamaal Maynard – Admissions Representative

CAMPUS & FACILITIES

ABCO Technology maintains an educational facility comprising 4,800 square feet of classroom and laboratory space. The institution, its facilities, and the equipment it utilizes fully comply with all federal, state, and local ordinances and regulations, including those related to fire, building, and health safety. Instruction is provided on-site at the current facility, offering classes during both day and night hours. The campus includes six classrooms and laboratories. Other school amenities include a student lounge/break room, free parking on campus, and access to high-speed internet. ABCO's classroom equipment and laboratory facilities include:

All classrooms are equipped with up to 15 workstations for on-campus students. A maximum of 15 students can be enrolled in an on–campus classroom, and a maximum of 20 students can be enrolled 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 utilize labs that can be conducted on a single computer, as prescribed by employers and vendors.

All our programs are taught in a live,

instructor-led, synchronous approach. Students can select to attend the programs either residential, hybrid or via distance education modalities. This is an efficient method for presenting a large body of materials to a group of students. Its interactive nature encourages student engagement, ensuring that all students benefit and allowing them to maintain satisfactory academic progress. This approach is found to be more efficient in producing successful graduates and high student placement. An instructor-led training approach makes use of certain standard materials, which are used in every class as instructor aids.

These standard materials include:

- Whiteboard / Writing pad – This is the most "old-fashioned" method. However, it is still found to be effective as instructors use the whiteboard to highlight major points and draw attention towards the main topics and objectives of the lessons being covered.

- Presentations – Our instructors utilize PowerPoint presentations in many of our programs. For many programs, course overheads are provided in the form of presentation slides to assist with program delivery. These overhead slides ease delivery by listing major course points.

- On-campus classrooms are equipped with overhead monitors that allow instructors to connect their computers to the monitors and demonstrate additional labs and materials taught in the classes.

Materials utilized in the programs are easy-to-access courseware. Courseware includes e-books, quizzes, study guides, labs, and assignments. Program course materials are prepared in accordance with the outlines and course objectives prescribed by the major technology industry program vendors, including Microsoft, CompTIA, Cisco, EC-Council, and Oracle. While selecting course materials, we keep in mind that these materials not only focus on theoretical concepts but also cover practical hands-on labs, preparing students with skill sets that relate to real-world job skills and tasks.

LIBRARY

It is the mission of ABCO TECHNOLOGY's library to support the curricular and professional needs of the students, faculty, and administration by continuously developing, acquiring, and maintaining information resources and services. The college continues to expand its core materials to enhance the library experience for students. ABCO Technology's Library and Learning Resource System includes electronic resources, project data available online for download, internet research databases, 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. Most of the learning resources used by instructors and provided to students are available online for student access. Students can use these resources while they

are on the school's campus by accessing the Internet through our network or by gaining access to the school's resources from home. Students are instructed to use these resources during class by their instructors. For more information on how to access the schools' library resources or to obtain external resources, please contact the course instructor or send an email to - studentservices@abcotechnology.edu

ADMISSIONS

ADMISSIONS PROCESS

The Admissions process is a sequence of steps an applicant must complete in order to enroll at the school. The Admissions Process is as follows:

1. Complete an Application for Admissions (available from the ABCO TECHNOLOGY Admissions office or online).

2. The applicant completes an interview with an Admissions representative, during which the student is provided with the most recently published school Catalog and the Student Performance Fact Sheet, specifying the most recently reported completion and placement rates for the applicant's program(s) of interest. The topics discussed at the interview may include, but are not limited to; why the applicant wants to attend college and what they expect to gain by attending college, are the program objectives compatible with the academic and career goals of the applicant, how well the applicant has previously performed academically with the topics that fall under the scope of the program, and are the applicant's career and outcome expectations realistic compared to the performance of the program. Applicants may also be provided a tour of the campus.

3. If the applicant meets all the admissions requirements, they are referred to the school's Financial Aid Office to review the program's cost and any federal and state student aid for which they may be eligible. The school's Financial Aid Office is independent of the Admissions Office. It provides applicants with information on how to apply for federal student aid online (the FAFSA) and any necessary assistance.

4. After the applicant has had time to review the information and subsequently decides to enroll at the college contingent upon meeting the Admissions Requirements, an Enrollment Agreement is furnished and reviewed with the student by an Enrollment Official. The Enrollment Official reviews and confirms the program requirements with the applicant along with the terms of the Enrollment Agreement, which includes the withdrawal and refund policies of the school. The Enrollment Official also confirms with the applicant that they have received the most recently published school Catalog and the Student Performance Fact Sheet, which specifies the most recently reported completion and placement rates for the applicant's specified program(s). The Enrollment Official also reviews the cancellation policy of the Enrollment Agreement with the applicant if they were to decide to cancel their enrollment prior to beginning their schoolwork. After the student signs the Enrollment Agreement, a copy of the said agreement is provided to the applicant and he or she is referred to the Admissions Office to complete any additional required paperwork.

Applicants for programs offered entirely through distance education complete the same admissions process; however, each step is performed online by completing electronic forms and participating in teleconference sessions with representatives from the Admissions and Financial Aid offices. Such applicants must have access to a computer and high speed internet to successfully be able to complete the admissions process.

DISTANCE EDUCATION REQUIREMENTS

Students enrolled in programs that have some or all courses delivered through distance education (i.e., online) must have access to an electronic device, preferably a personal computer with a web camera and microphone installed, as well as a high-speed internet connection, before beginning the program. Applicants must demonstrate computer proficiency with the school's online course delivery system by completing an online course orientation before starting their program.

ENGLISH LANGUAGE PROFICIENCY

All classes are conducted in English.

ADMISSIONS OF THOSE NOT SEEKING A DEGREE OR DIPLOMA

Students wishing to take specific courses but not pursuing a degree or diploma must complete an application for admission. Students must meet the same academic qualifications as those applying for a regular program, or they cannot be admitted.

DISTANCE EDUCATION AVAILABILITY

As of 2022, the Accrediting Commission of Career Schools and Colleges (ACCSC) and the Bureau for Private Postsecondary Education (BPPE) have approved the institution for offering all programs online. Students can complete their training for the approved programs via 100% distance education.

TRANSFER CREDIT & PRIOR LEARNING EVALUATION
TRANSFER OF CREDIT TO ABCO TECHNOLOGY

If a student has credits from courses completed at any other accredited academic institution, they may request that their official transcripts be mailed directly to the ABCO TECHNOLOGY Education Department from the respective academic institution for evaluation of transfer credits toward courses in their Academic Plan. Students may request for transfer credit award both prior to and during their enrollment at the school. The ABCO TECHNOLOGY Education Department evaluates each transfer credit request on a case by case basis and is based on how recent the course(s) were completed, whether or not the course(s) are sufficiently thorough and relevant, and if it can be demonstrated that the student completed the course satisfactorily. The ABCO TECHNOLOGY Education Department may require the student to complete an examination if it cannot determine in its sole and absolute discretion that any of the above mentioned criteria were met for the awarding of transfer credit. The school will maintain a written record of any previous education used to award transfer credit to the student and the school will notify the student if and when transfer credit is awarded. If transfer credit is awarded, the student will not be required to enroll in the course(s) for which they received transfer credit and their program length may be reduced. The total costs associated with the tuition, books, materials and fees for all courses that the student receives transfer credit but has not yet attempted will be reduced from the Total Cost of the students' enrollment. Students must earn at least 65% of the credits needed to

graduate at the school.

TRANSFER OF CREDIT TO ABCO TECHNOLOGY FOR VA STUDENTS

In accordance with the Code of Federal Regulation 21.4253(d)(3), this institution will conduct and maintain a written record of any evaluation of previous education and training for all veterans and eligible persons, grant and record appropriate credit if merited, shorten the program proportionately consistent with the credit received.

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

EXPERIENTIAL LEARNING CREDIT

The Director of Education makes all final determinations to grant or deny experiential learning credit. Currently, ABCO Technology does not offer grants for prior experiential learning.

LATE ADMISSION

Classes start on the date indicated in the Academic Calendar. Late starts (starts that begin after the first class meeting) are considered on an individual basis after assessing the student's ability to complete any missed work. However, students will not be allowed to enter a class after the Add/Drop period without the permission of the Director of Admissions.

RE-ENTRY

An applicant who was a prior student and withdrew or was dismissed from the school may be evaluated and may be required to attend a meeting with the Director of Education prior to beginning the Re-Entry application process. The Director of Education and designated administration members will review the circumstances leading to the students' prior withdrawal or dismissal from the school, which may include but is not limited to violations of the Student Code of Conduct, unsatisfactory academic progress, or lack of attendance. Upon review of

the circumstances leading to the prior students' withdrawal or dismissal, the Director of Education will make a recommendation to the Director of Admissions whether or not to allow the applicant to begin the application process. Suppose the Director of Education recommends not allowing the applicant to begin the application process. In that case, the Director of Admissions may reject any application submitted by the applicant and the applicant will not be allowed to reenroll in the school.

Prior students who were dismissed from the school for reasons that include, but are not limited to, violation of the Student Code of Conduct, unsatisfactory academic progress, lack of attendance, or inability to meet financial obligations to the school may not reapply for admission to the school for a minimum period of six months after the date the school determined the student was withdrawn from the school. The Director of Admissions may waive this restriction for extenuating circumstances that led to the student's dismissal from the school.

Prior students who withdrew from the school due to a Military service obligation are waived from evaluation and may return to their program of study when ready to reenroll in the school.

CANCELED ENROLLMENTS

Any student who does not complete ABCO TECHNOLOGY's enrollment process on time or who cancels his or her enrollment prior to beginning class may have their application canceled. If a new student does not attend during the Attendance Census Period of their first class, their enrollment may be cancelled. In such cases, the student will be entitled to refunds in accordance with the Refund Policy and may be required to repeat the Admissions Process if he or she later decides to seek admission to the school.

NON-DISCRIMINATION POLICY

ABCO Technology does not discriminate based on any legally recognized basis ("protected classes") including, but not limited to: race; color; religion; genetic information; national origin; sex; pregnancy, childbirth, or related medical conditions; age; disability; citizenship status; uniform service member status; or any other protected class under federal, state or local law in any of its programs, activities or employment practices. Any person who believes that he or she has been or is being subjected to discrimination based on the protected classes specified above may submit a written complaint to the President of the school and or may file a written complaint directly with the U.S. Department of Labor, Civil Rights Center, 200 Constitution Avenue N.W., Room N-4123, Washington D.C. 20210.

FINANCIAL AID

GENERAL INFORMATION

In today's society any education after high school will cost time, money and effort. The ABCO Technology Financial Aid Office is committed to providing students and their families with the financial resources they need to finance their education and ensure access to their academic goals. ABCO TECHNOLOGY is an eligible institution participating in federal financial aid programs. Financial aid is available to those who qualify. The U.S. Department of Education has approved ABCO Technology for participation in the following programs:

- Federal Pell Grant
- Federal Supplemental Education Opportunity Grant (FSEOG)
- Federal Direct Subsidized Loan
- Federal Direct Unsubsidized Loan
- Federal Parent Loans to Undergraduate Students (PLUS)
- Federal Work Study (FWS)

FINANCIAL AID ELIGIBILITY

Eligibility for most financial aid programs is based on financial need and several other factors. Your eligibility is determined by the information you provide on the Free Application for Federal Student Aid (FAFSA). Basic eligibility requirements include the following:

- Be a U.S. citizen or eligible non-citizen;
- Be enrolled as a regular student working toward a degree or certificate in an eligible program;
- Maintaining Satisfactory Academic Progress;
- Not owe a refund on a federal grant or be in default on a federal educational loan.

Non-citizens are required to verify eligibility with the Financial Aid Office. Students who are required to register with the Selective Service must register in order to receive financial aid.

Since it is important that you understand the available financial aid programs and your rights and responsibilities under them, the
U.S. Department of Education has prepared a brochure entitled THE GUIDE TO FEDERAL FINANCIAL AID PROGRAMS, which explains these federal programs. You may obtain a copy of this booklet from the Financial Aid Office.

APPLICATION PROCEDURE

The first step in applying for financial aid is to complete the Free Application for Federal Student Aid (FAFSA). This application must be completed every award year and may be completed online at fafsa.ed.gov. FAFSA worksheets are available from the Financial Aid Office to assist students prior to completing the application on the web. In addition to completing the FAFSA, students may be required to submit other supporting documents. The supporting documents vary according to a student's particular situation. For more information, contact the Financial Aid Office. The Financial Aid Administrator reviews the FAFSA and other documents to determine the student's eligibility. The Financial Aid Administrator will review available funds and discuss financial options with the students to finance their education.

FINANCIAL AID AVAILABLE

FEDERAL GRANTS
Federal Pell Grant (FPELL)

Pell Grants are awarded based on financial need and do not require repayment. They are provided by the federal government and are awarded to students who demonstrate the greatest financial need and have completed their application of financial assistance.

Federal Supplemental Educational Opportunity Grant (FSEOG)

Federal Supplemental Education Opportunity Grants are awarded on the basis of financial need and do not have to be repaid. They are provided by the federal government and are awarded to students who demonstrate the greatest financial need and have completed their financial aid application. It is usually available only to those students who also qualify for the Federal Pell Grant.

LOANS
Federal Direct Subsidized Loan

This program is a low interest rate, long-term loan program for undergraduate students who demonstrate financial need. The federal government will pay interest on this loan while the student is enrolled in college at least half-time.

Federal Direct Unsubsidized Loan

This program is a low interest rate, long-term loan program for undergraduate students. This loan is not based on financial need. The student is responsible for the interest during all periods.

Federal Parent Loan for Undergraduate Students (PLUS)

Through the Parent Loan for Undergraduate Students (PLUS) program, parents of undergraduate students may borrow up to the annual cost of attendance minus any financial aid. The Federal PLUS loan program is designed to assist parents of dependent undergraduate students who are unable to meet

their expected parental contribution or have additional financial need that is not met with other financial aid resources. This loan is limited to parents who don't have an adverse credit history.

FEDERAL COLLEGE WORK-STUDY PROGRAM

ABCO TECHNOLOGY participates in the Federal College Work-Study Program with award amounts based on demonstrated need. Work-study is money that students may earn by working a part time job. The program allows students to gain work experience and pay for a part of their educational expenses as they earn their award. Funds for this program come from the federal government, as well as, the school.

FUNDING OPTIONS AVAILABLE TO STUDENTS

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
- Workforce Innovation & Opportunity ACT (WIOA)
- DOD Tuition Assistance
- Payment Plan (interest free)

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

SATISFACTORY ACADEMIC PROGRESS

Satisfactory academic progress is necessary to maintain eligibility for Title IV and state-funded programs. See the Academics section for ABCO Technology's Satisfactory Academic Progress criteria.

NOTICE TO APPLICANTS OF FINANCIAL AID

An offer of financial aid is contingent upon receipt of funds from all funding sources. The Financial Aid Office reserves the right to revise offers of financial aid at any time during the academic year based on availability of funds and/or procedures mandated by the state or federal authorities.

Pursuant to the Privacy Act of 1947, applicants for student financial aid are hereby notified that the disclosure of their Social Security number is required by ABCO TECHNOLOGY to verify the identity of each applicant. If the student receives federal student financial aid funds, the student is responsible for repaying the loan amount plus any interest, less the amount of any refund and is entitled to a refund of the money's not paid from federal student financial aid program funds in accordance with the ABCO Technology Refund Policy.

VERIFICATION OF ENROLLMENT

The Financial Aid Office must verify each student's enrollment in his or her scheduled course of study to release the student's eligible Financial Aid funds. Student acknowledges and verifies his or her enrollment in his or her scheduled course to the Financial Aid Office and the School by attending any single day of the respective scheduled course in the Attendance Census Period or during any period in which the instructor of the course opts to track attendance. An attendance record of P-Present, T-Tardy, or E-Early Leave indicates the student attended the course. The date of the student's verification of enrollment will be the date of the first recorded attendance, indicating that the Student attended the course.

TUITION & FEES

The student is obligated for the Total Cost applicable to each Enrolled Quarter, as aligned with the program cost. The student must pay the school the Applicable Quarter Cost on or before the first day of the course of study in the Enrolled Quarter unless the school agrees in writing to different payment arrangements. Quarter charges are payable in US funds, by check from a US bank, by money order in US funds, by accepted major credit cards, by Federal Financial Aid, and/or by payment arrangements made between the school and the student and/or the school and third party funding agencies sponsoring the student. The total tuition, course fees, books and materials costs for each program of study is listed below. If the tuition and fees change during the publication period of this catalog, a Catalog Addendum will list the revised and effective costs. If the student (1) enrolls in multiple programs, or (2) request to enroll in additional courses outside the curricula of his/her specified program(s), or (3) is awarded transfer credit, or (4) has completed applicable coursework in prior enrollments at the school, the school may adjust the Total Cost to reflect the addition or removal of courses from the students' Academic Plan.

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

** Please see *Student Tuition Recovery Fund* section for more details.

Program	Registration Fees	Books	Tuition Charge	Supplies	Materials	Total Charges	STRF Fee**
A+ Certification	125	558	2499	289	435	**3906**	0
Cisco Certified Network Associate	125	279	2880	289	489	**4062**	0
Cyber Security Professional	125	3720	14650	630	3975	**23100**	0
Microsoft Certified Systems Engineer (MCSE)	125	1116	7699	289	816	**10045**	0
Web Design and Developer	125	2140	16075	495	1175	**20010**	0
Linux Professional	125	279	4800	289	299	**5792**	0
Microsoft Office User Specialist	125	600	3456	289	150	**4620**	0
Programmer	125	1125	8500	529	979	**11258**	0
AAS Cybersecurity and Information Technology specialist	125	4230	20600	560	4250	**29765**	0

CANCELATION & WITHDRAWAL REFUND POLICY

Students have the right to cancel their enrollment on or before the first day of the first class session, or the seventh day after enrollment, whichever is later. If Student exercises the right contained in the immediate preceding sentence, the School shall refund one hundred percent (100%) of the amount paid for institutional charges and registration fees. The student has the right to cancel their enrollment at the School at any time during their enrollment by following the Procedures for Cancellation outlined by the student. If the Student cancels his/her enrollment from the School after the first day of the first class session, or the seventh day after enrollment, whichever is later, the student will be entitled to refunds in accordance with the Refund Policy.

PROCEDURES FOR CANCELLATION BY THE STUDENT

Any cancellation or refund request from a student should be made in writing and mailed to the Director of Student Services, ABCO Technology, 4314 W. Slauson Ave, 2nd Floor, Los Angeles, CA 90043. A written notice of cancellation must include the student's name, address, and last four digits of their Social Security Number. The wording on a written cancellation notice is not critical as long as the student indicates a desire not to be bound by this agreement. A written cancellation notice will be effective within 10 business days after the school receives the notice. If a student's cancellation is effectuated, the student will be entitled to a refund in accordance with the Refund Policy.

REFUND POLICY

If a student cancels his or her enrollment on or before the first day of the first class session, or the seventh day after enrollment, whichever is later, the School shall refund one hundred percent (100%) of the amount paid for institutional charges and enrollment fees. If a student withdraws or is terminated from the school any time after the period described in the immediate preceding sentence, Student shall be entitled to a refund of moneys not paid from federal student financial aid funds for the enrolled quarter for which the student withdraws from the school as described below. The applicable quarter cost for the enrolled quarter for which the Student withdraws from the school shall be as follows:

a) If the student achieves a quarter completion rate of less than or equal to sixty percent (60%) for the respective enrolled quarter, the applicable quarter cost will be prorated with respect to the quarter completion rate, wherein the quarter completion rate is defined as the total number of completed days over the total number of period days for all scheduled courses in the respective enrolled quarter ; or

b) If the student achieves a quarter completion rate of more than sixty percent (60%), the applicable quarter cost shall remain unchanged.

Completed days is defined as the total number of calendar days comprised of the completed calendar days for each scheduled course in the enrolled quarter whereby the completed calendar days for each scheduled course is as follows:

1. If the Student received an 'A-F' grade in the course, the total calendar days from the course start date to the grade date; or

2. If the Student received a 'W' or 'WF' grade in the course, the total calendar days from the course start date to the Students last date of attendance in the course; or

3. If the Student received an 'I' grade in the course and is, the total calendar days from the course start date to the Students last date of attendance in the course;

Period days is defined as the total number of calendar days between the start date and end date of all scheduled courses originally enrolled by the student in the respective enrolled quarter prior to the withdrawal of the student from the respective enrolled quarter. The student's withdrawal date will be the student's last date of completion, which is the last day considered as a completed day within the respective enrolled quarter. If the student did not complete any day in the respective enrolled quarter, then the last date of completion will be the latest date of completion from prior enrolled quarters. If the student has not completed any days while enrolled at the School, then the withdrawal date will be the student's start date.

The Student will:

a) Remain obligated to the School for any nonrefundable fees; and

b) Remain obligated to the School for the adjusted applicable quarter cost for the enrolled quarter for which the student withdraws from the School, as provided in this Refund Policy; and

c) Remain obligated to the School for all applicable quarter costs owed to the School for any previous enrolled quarter attended by the Student; and

d) Remain obligated to the School for all other amounts owed to the School under this Agreement (including any addenda hereto) and/or any other agreement signed by the Student and the School.

If, at the time student withdraws or is terminated from the school, the School has received any monies for tuition, or supplies from or on behalf of student in excess of student's obligation therefore as provided in this Refund section, the school will refund such excess to the appropriate party (ies) as specified below.

If a student withdraws or is terminated from the school, the Student and/or his or her parent(s) may be ineligible under federal law to use some or all of any federal student financial aid for which the Student and/or parent(s) applied. School will refund any government or federal financial aid funds in accordance with current federal laws and regulations. If Student and/or his or her parent(s) are ineligible under federal law to use some or all of any federal student financial aid:

a) Remitted to the school to satisfy student's obligation for tuition and supplies, (1) federal law requires the school to return to the appropriate party (ies) such

unusable aid, (2) the school will advise student of the amount of such unusable aid returned by the school, and (3) Student will be liable for, and immediately pay the school in full, an amount equal to such unusable aid; or

b) Received by student and/or his or her parent(s) and not remitted to the School, (1) federal law requires student and/or his or her parent(s) to repay to the appropriate party (ies) such unusable aid and (2) the School will advise Student and/or his or her parent(s) of the amount of such unusable aid.

Any refund and return or repayment of unusable federal student financial aid required under this refund section will be paid first to eliminate any outstanding balances for any federal student financial aid received by or with respect to Student. The policy applied on the students paid from personal funds or private pay students.

The school will calculate student's refund and will do all of the following: (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 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.

BOOKS, SUPPLIES & MATERIALS

All enrolled students must purchase the required books, supplies, and materials from ABCO Technology. 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. In case of withdrawal, students must return all

- Students are required to purchase all supplies specified for their program at the time of enrollment. Students cannot select which supplies they want to buy.

- Students who receive Transfer Credit will have the Supplies costs for the course(s) they are receiving transfer credit removed from the total Supplies cost. The Supplies costs for the transfer credit course(s) are determined at the

time of enrollment and are final.

- A student cannot return Supplies and cannot receive refunds after receiving the Supplies.

- Student will not be charged for any additional Supplies added to their curriculum. In conjunction, Student will not be refunded for any Supplies removed from the curriculum.

- The payment for the books, supplies and materials will be disbursed evenly in quarters throughout the time of the students' enrollment and integrated into their financial aid funding package. Payment for the quarter's Supplies is due at the time the Students' enrollment is verified.

- Student will receive books, supplies and materials for the course after the first day of the course and only if they are in good financial standing with the School. Student may not receive Supplies for a course prior to the course start date unless approved by the school.

COURSE WITHDRAW & INCOMPLETE CHARGES

Suppose a student receives a withdraw grade ("W" Grade), a withdraw fail ("WF" Grade), or an incomplete grade ("I" Grade) for a course and attended the respective course for at least one (1) day. In that case, the student will be assessed additional charges based on the amount of the respective course(s) quarter credit units. The total amount charged for an incomplete course is equal to the total units of the incomplete course times the cost per unit stated in the student's enrollment agreement. The school reserves the right to waive any course withdrawal or incomplete charge for extenuating circumstances at its absolute and sole discretion.

COURSE ADDITION, FAIL, AND REPEAT CHARGES

If student fails a course and is required to repeat that course to complete his/her program of study or if Student chooses to repeat a course for any reason or if Student chooses to enroll in a course that is not included or required for completion of his/her program of study, the Student will be assessed additional charges for the cost of the added or repeated course(s). The amount that will be charged will be equal to the total units of the course being added or repeated times the cost per unit stated in the students' enrollment agreement.

STUDENT TUITION RECOVERY FUND

The State of California established the Student Tuition Recover 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.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

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 education 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 education al program within the 120 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 education program offered by the institution as to which the Bureau determined there was 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.

FAILURE TO FULFILL FINANCIAL OBLIGATION

Students who do not pay the applicable Quarter Cost on or before the first day of the course of study in the Enrolled Quarter, are not in good financial standing with the school, or who have an outstanding financial obligation to the school may not be eligible to (1) receive an official transcript, and/or (2) receive any books or materials the student is scheduled to receive, and/or (3) receive verification or confirmation of his or her status at the school, including verification requests from third parties, and/or (4) receive placement services, and/or (5) receive student services, and/or (6) receive academic services, which includes access to and use of education facilities. To remain enrolled in a course, a student must be in good financial standing with the school by the end of the Add/drop period for the respective course. If a student is not placed on good financial standing by the end of the Add/Drop Period of a course, then s/he will be dropped from the respective course. If a student is dropped from a course due to financial hardship and is not restored to good financial standing by the end of the respective course term, they may be withdrawn from the school. The determination of whether or not a student is in good financial standing with the school is solely decided by the school consistent with school policies and is based on the funding arrangements with third party agencies or entities, the balance on a student's account, the amount of past due payments, and the length of time the said payments have been past due.

LATE FEES
Billing statements are distributed two (2) weeks ahead of when they are due. Students have a five (5) day grace period after the day the payment is due. If no payment has been received by the end of the grace period, the student may be charged an additional $25 late fee. The school reserves the right to waive or reduce any Late Fee for extenuating circumstances at its sole discretion.

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ACADEMICS

CLASS HOURS & LOCATION

Regular school office hours are Monday through Friday, 9:00 a.m. to 6:00 p.m. Classes are usually scheduled between 8:00 a.m. and 10:30 p.m. Monday through Thursday.
In certain circumstances, classes may be scheduled outside of these times. All in-person courses are conducted at the school, which is located at 4314 W Slauson Avenue 2nd Floor Los Angeles, CA 90043.

DISTANCE EDUCATION DELIVERY

Courses delivered through distance education will be offered *entirely online*. Fully online courses include a combination of participating in live, online teleconference sessions with the course instructor and completing assignments. The system by which online courses are delivered requires students to log in to the student learning portal and demonstrate their learning. Online courses are accessible when the student signs in with their student account using any computer connected to the internet. When signed in, the student has access to the online courseware, including the ability to join live teleconference sessions with the instructor, as well as access to course materials posted by the instructor on the online class webpage, such as assignments, exams, and the course syllabus. The student will also be able to submit assignments and complete examinations online when signed into the online course. When a student submits coursework (e.g., assignments, projects, etc.), the instructor shall provide a response or evaluation within ten (10) days of receipt.

COURSE SEQUENCE, CANCELLATION & CHANGES

The actual sequence in which courses are taken may vary based on scheduling needs. The school reserves the right to revise, add, delete, and/or cancel classes if the proper facilities, equipment, or staff are not available or if the number enrolled is insufficient as determined by the school. Students will be notified of any cancellations. Curriculum changes may impact both current and returning students. If a change occurs, the education department will establish an alternative plan of study that must be completed in lieu of the original requirements. In special circumstances, students may be scheduled for elective courses, which need to be approved by the director of education and director of the school.
Students are scheduled with prerequisite sequences taken into consideration and usually take lower division courses prior to upper division courses. The school reserves the right to modify a students' schedule based on scheduling needs.

SCHEDULE CHANGE REQUESTS

Students may request to have their schedules changed or modified by notifying the school. Schedule change requests may include session changes, change of classes, or any request that is class scheduling related. Students will be notified of the result of the schedule change request within one week. Students must be aware that schedule change requests may extend their projected graduation date and/or may be denied due to scheduling conflicts as determined by the school.

CLASS SIZES

Class sizes will be appropriate to the course of instruction and shall contribute to the achievement of the course objectives. All courses, whether in-person, fully online, generally range between 10 to a maximum of 20 students.

ACADEMIC YEARS, QUARTERS & ACADEMIC STATUS

An Academic Year is a period the student is enrolled in the school, whereby each academic year is equal to three (3) consecutive Enrolled Quarters, which begins with the first Enrolled Quarter. An Enrolled Quarter is a school-defined instructional period of 10 weeks whereby the Student could enroll in at least one course scheduled within the respective quarter. A Quarter Academic Status is the students status for an Enrolled Quarter whereby the students Quarter Academic Status is equal to: (1) Full Time if the Student is scheduled in twelve or more credit units within the respective quarter, or (2) 3/4 Time if the Student is scheduled in nine or more but less than twelve credit units within the respective quarter, or (3) 1/2 Time if the Student is scheduled in six or more but less than nine credit units within the respective quarter, or (4) Less than 1/2 Time if the Student is scheduled in less than six credit units within the respective quarter. A student is considered scheduled for a course in an Enrolled Quarter if s/he is enrolled in a course meeting the following criteria:
(1) that is in progress or has not yet begun, or
(2) Whereby s/he received an 'A-F' grade, or (3) whereby s/he has an attendance record for any of the courses scheduled days, or (4) that ends after another course meeting any of the criteria as mentioned earlier within the Enrolled Quarter.

QUARTER AND CREDIT UNIT DEFINITION

At ABCO Technology, programs are measured in Quarter Credit Units. One (1) Quarter Credit Unit = 15 didactic clock hours, 20 laboratory clock hours or 60 out-of- class work/preparation clock hours as part of a didactic or laboratory based course. One clock hour is equal to 60 minutes where, at minimum, 50 minutes of the clock hour is for instructional activity. Courses may be composed of one or more of the specified clock hour types. For example, a one (1) Quarter Credit Unit didactic based course may be composed of 10 didactic clock hours and 20 out-of-class work/preparation clock hours.
Didactic clock hours may be a combination of asynchronous and synchronous instruction when delivered through a distance education modality. A Quarter is a school defined instructional period of ten (10) weeks whereby the Student enrolls in at least one course within the Quarter. A Students Enrollment Status for an enrolled Quarter is equal to (1) *Full Time* if the Student is enrolled in twelve or more Quarter Credit Units within the respective quarter, or (2) *3/4 Time* if the Student is enrolled in nine or more but less than twelve Quarter Credit Units within the respective quarter, or (3) *1/2 Time* if the Student is enrolled in six or more but less than

nine Quarter Credit Units within the respective quarter, or (4) *Less than 1/2 Time* if the Student is enrolled in less than six Quarter Credit Units within the respective quarter

UPPER & LOWER DIVISION COURSE DESIGNATION

Courses designated at the 100 or 200 level are considered lower division courses. Courses designated at the 300 or 400 lever are considered upper division courses. Upper division courses are usually advanced and/or specialized courses that are beyond the introductory level. These courses often build on the foundation provided from lower division courses.

ACADEMIC FREEDOM

ABCO TECHNOLOGY permits and encourages "academic freedom", or the right to discuss and hold non-standard or traditional viewpoints, allowing the school, teachers, and student's latitude. Academic freedoms are viewed as additions, and may supplement the curriculum, but must not replace it. Faculty has the freedom to take viewpoints that may conflict with the school, its administration and the world in general. A faculty member can articulate or even advocate controversial positions or concepts without any fear of reprisal from anyone associated with the school. The faculty is not allowed to participate in any conduct that would violate the laws of the land or that violate any individual's right to his or her own personal freedoms. Standards of decency and respect must be maintained and observed at all times.

COMPARABLE PROGRAM INFORMATION

Comparable program information related to tuition, fees, and program length is available from:

The Accrediting Commission of Career Schools and Colleges 2101 Wilson Boulevard, Suite 302
Arlington, Virginia, 22201
Website: www.accsc.org

GRADING SYSTEM

Students will be evaluated and assessed using quizzes, exams, lab exercises, projects, written reports, oral reports, and/or presentations. Specific evaluation and assessment criteria are outlined in the syllabi for each course. ABCO TECHNOLOGY uses a traditional A – F (4.0 – 0.0) grading system.

GRADING SYSTEM CHART			
Letter Grade	Grade Point	Percent Equivalent	Indicates
A	4.0	90-100%	Excellent
B	3.0	80-89%	Good
C	2.0	70-79%	Average
D	1.0	60-69%	Poor
F	0.0	0-59%	Fail
I	0.0		Incomplete
W	0.0		Withdraw
WF	0.0		Withdraw Fail

In addition to the grading system, ABCO TECHNOLOGY uses the following designations:

WITHDRAW (W)

A grade designation of W indicates that a student has voluntarily withdrawn from a course after the end of the Add/Drop period and prior to completing 80% of the scheduled clock hours for the course.

WITHDRAW

Students who receive a W grade are subject to the *Course Withdraw and Incomplete Charge* policy stated in this catalog. A grade designation of W:

- Does not contribute to a student's grade point average;
- Does not count as quarter credits units toward a students' degree or diploma completion requirement;
- Counts toward the total number of credits attempted when determining full or part-time status; and
- Counts toward total number of credits attempted for determining the students Satisfactory Academic Progress.

WITHDRAW FAIL (WF)

A grade designation of WF indicates that a student has either (1) voluntarily withdrawn from a course on or after completing 80% of the scheduled clock hours of the course and prior to the last scheduled date of the course, or (2) been administratively withdrawn from a course by the school due to the school imposing student sanctions resulting from the student violating school policies. Students who receive a WF grade are subject to the *Course Withdraw and Incomplete Charge* policy stated in this catalog. A grade designation of WF:

- Contributes to a student's grade point average;
- Does not count as quarter credits units toward a students' degree or diploma completion requirement;
- Counts toward the total number of credits attempted when determining full or part-time status; and
- Counts toward total number of credits attempted for determining the students Satisfactory Academic Progress.

INCOMPLETE (I)

A grade designation of I indicates that a student was enrolled for a course but did not complete the objectives and requirements of the course. An I grade designation additionally indicates that the student was not in attendance at the conclusion of the course as opposed to an F grade which indicates that the student was in attendance but failed to complete the course objectives. Students who receive an I grade are subject to the Course Withdraw and Incomplete Charge policy stated in this catalog. A grade designation of I:

- Contributes to a student's grade point average;
- Does not count as quarter credits units toward a students'

Students who receive an Incomplete Grade (I) in all their enrolled courses during a term must notify the school that they intend to continue their studies and appeal to remain enrolled at the school within the deadline of (1) fourteen days after the end date of the respective courses. The school reserves the right to extend the aforementioned deadlines in its sole and absolute discretion. Students who notify the school that they intend to continue and appeal to remain enrolled at the school must indicate so in writing. The school, in its sole and absolute discretion, will either grant or deny the students appeal to remain enrolled at the school based on the reason(s) the student provides for his or her lack of attendance, the students past attendance patterns and the students past academic history at the school. If the appeal is granted, the student must attend within the Attendance Census Period of their next scheduled course and may not drop during the Add/Drop Period of his/her next scheduled course unless approved or they may be withdrawn from the school. If the student does not appeal to remain enrolled at the school within the applicable deadlines and/or is denied his or her appeal to continue, the student will be withdrawn from the school.

COURSE COMPLETION

A course is considered complete if the student (1) receives an A-D grade in the course, or (2) receives transfer credit for the course.

STUDENT PROGRESS & EVALUATION

Student's progress is generally evaluated at 40%, 80% and 100% completion of each quarter 10 weeks or 5-week module through daily assignments, assessments of hands-on work, quizzes and examinations. Progress is measured by the use of the grade point system.

REPETITION OF COURSES

Students who do not achieve a letter grade of "D" 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. The academic transcript will indicate the repeated course as credits attempted but only the course with the highest grade earned will be calculated into the credits completed and the GPA. Repeated courses are calculated as attempted units when calculating quantitative standards for Satisfactory Academic Progress. However, only the highest grade is used when calculating qualitative standards for satisfactory academic progress. Students should be aware that repeating a course may result in additional charges, may affect the student's projected graduation date, and/or may affect the student's future course schedule.

CORRECTION OF GRADES

All grades are considered final when recorded into the students' transcript. All requests for a grade change must be submitted in writing to the Director of Education.

TEST OUT

ABCO Technology does not have a test-out policy for courses at this time.

INDEPENDENT STUDY

Independent Study is self-directed learning conducted by the student and supervised by a faculty member. Independent Study may require students to read, conduct research, complete written examinations, reports, portfolios, or similar assignments that are designated to measure the student's achieved competency relative to the required subject matter objectives. The supervising faculty member will determine the assessment and grading criteria of independent study materials.

ADD/DROP PERIOD

The Add/Drop period for each course is during the first week of instruction for each respective course. Students wishing to drop from a course within the Add/Drop period must complete and submit all applicable forms to the school by the last day of the Add/Drop

period. Students may drop from a course within the Add/Drop Period without the course appearing as a withdraw grade (W or WF) on the student's transcript. The course will also not be considered attempted for the purposes of Satisfactory Academic Progress if dropped within the Add/Drop period. If a student requests to drop all courses in a term during the Add/Drop Period, then the student will be considered requesting a Leave of Absence (LOA) for the term and the LOA policies outlined in this catalog will apply. If a student requests to drop all courses in a term during the Add/Drop Period and does not meet the Leave of Absence (LOA) policies outlined in this catalog, they will be required to enroll in at least one course for the respective term to remain enrolled in the school.

ATTENDANCE AND TARDINESS

The school expects students to attend all scheduled classes. For courses offered through distance education, the school expects students to participate in all live, teleconference sessions of the respective online course. The school takes attendance for all students for each class during an Attendance Census Period. The Attendance Census Period is during the first week of each scheduled course. After the Attendance Census Period, faculty members will continue to track student attendance for the remainder of the course.
Faculty members who track attendance will bring to the school's attention patterns of absenteeism for a student, at which point the school may hold counseling sessions with the student regarding attendance. If there is no evidence that the student was in attendance after two weeks, the school will attempt to contact the student to hold a counseling session. If the school is unsuccessful at contacting the student, the student may be administratively dropped from all future courses and withdrawn from the school. Attendance for courses offered through distance education is based on participation in the live, teleconference sessions scheduled each week for the respective online course.

The school schedules and enrolls students into courses each term. In order for a student to remain enrolled in a course, he or she must either (1) attend at least one day of the respective course during that Attendance Census Period. Appeals for an Attendance Waiver must state the reason(s) as to why the student will be unable to attend the respective course during the Attendance Census Period and must be submitted prior to the end of the Attendance Census Period. Appeals for an Attendance Waiver are reviewed on a case-by-case basis and may be approved or denied depending on the reason(s) the student is unable to attend and the students past academic performance, which may include, but is not limited to, past attendance patterns. The school may require the student to provide additional documentation to substantiate the reasoning as to why he or she is

unable to attend the respective course during the Attendance Census Period. If a student fails to attend a course during the Attendance Census Period and does not receive approval for an Attendance Waiver, then the student may be dropped from the respective course.

If a student is dropped from all courses in a term due to a lack of attendance, the student must provide a written appeal to remain enrolled in the school. The school, in its sole and absolute discretion, will either grant or deny the students appeal to remain enrolled at the school based on the reason(s) the student provides for his or her lack of attendance, the students past attendance patterns and the students past academic history at the school. If the appeal is granted, the student must attend within the Attendance Census Period of his or her next scheduled course and may not drop during the Add/Drop Period of his or her next scheduled course unless approved or they may be withdrawn from the school. If the student does not appeal to remain enrolled at the school within the applicable deadline and/or is denied his or her appeal to continue, the student will be withdrawn from the school.

INTERRUPTIONS
SCHEDULED BREAKS

Scheduled breaks are institutional based breaks of 5 days or more that either (1) is scheduled for all students based on the Academic Calendar (i.e. holidays), or (2) an individual student may be placed on in the event there is no class available for that student due to scheduling, enrollment conflicts, and/or other reasons as deemed necessary by the college administration. If a student is placed on a scheduled break, he/she will be notified as to the time they are scheduled to return from their scheduled break and resume classes. Students who do not return by the scheduled return date may be withdrawn from the school.

LEAVE OF ABSENCE (LOA)

The purpose of a leave of absence (LOA) is to provide students with the opportunity to leave school for a certain period of time without withdrawing or affecting satisfactory academic progress. An LOA may be granted under the following circumstances:

- The student must present a sound reason as to why he or she is requesting an LOA which include, but are not limited to: medical emergencies, military duty, pregnancy, death of an immediate family member, employment responsibilities, or personal hardships.

- The reason provided for requesting an LOA must carry a reasonable expectation that the student will return from LOA.

- Students must be in good academic standing.

- Requests for LOA must be in writing and include the reason for the request. Students must complete an LOA request form available from the school, sign and date it, and attached any additional supporting documentation if necessary. The LOA request form may also be electronically signed.

- A leave of absence together with any additional leaves must not exceed a total of 180 days in a 12-month period.

- The student will not incur any additional tuition charges during an approved LOA.

LOA requests may take up to two weeks for review and may require the student to attend a counseling session prior to being granted or

denied. Students may extend an approved LOA return date by completing another LOA Form satisfying that the student meets the above mentioned conditions. Students may not extend an approved LOA return date one (1) week prior to the return date unless approved by the Director of Education. In certain cases, students may be required to extend their LOA return date due to class availability. In certain emergency cases, an LOA may be granted by the school if the student meets the above conditions but is unable to complete an LOA form prior to the LOA begin date due to special circumstances. In such cases, a completed LOA form will need to be completed by the student at a later time.

LOA's are generally granted for entire terms. The student must specify the start and end date of his or her LOA request, which generally corresponds to the start date of the term he or she is requesting to begin the leave and the start date of the term he or she is requesting to return from the leave.

Students who do not return by the scheduled return date may be withdrawn from the school. If a student is withdrawn due to not returning from an LOA, the student should be aware that the grace period for any federal loan repayments will begin on their last date of completion prior to the LOA begin date.

CHANGE OF PROGRAM

Students may request to change their enrolled program(s) at any time during their enrollment at the school. Requests for program changes are reviewed and either approved or denied by the ABCO TECHNOLOGY Education Department. Requests for a change of program may include a review of a student's academic history at the school, financial standing at the school, or other relevant information pertaining to the student's progress at the school. Students may be required to complete a secondary interview or additional coursework at the school before the ABCO TECHNOLOGY Education Department decides whether to approve the student's program change request. If a student's change of program request is denied, then the student will not be allowed to change their enrolled program(s).

WITHDRAW FROM THE PROGRAM

Any student wishing to withdraw from the program or cancel their enrollment should follow the "Procedures for Cancellation by Student" stated in the Financial Aid section of this catalog and also stated in the enrollment agreement. If student officially withdraws from the school while enrolled in one or more courses, he/she will be withdrawn from all currently enrolled courses and receive the appropriate withdrawal grade for each respective course.

MAKE-UP POLICY

Students may have circumstances that prevent them from attending a course to attempt at completing an assessment for the course on a designated date and time. Students may request to take a make-up for any missed assessments due to specific circumstances, which include but are not limited to; employment responsibilities, military duty requirements, medical circumstances, and personal emergencies. The school, in its sole and absolute discretion, may grant or deny allowing a student to take a make-up based on (1) the reason why the student was unable to attempt at completing an assessment on the designated date and time, and (2) the date by which the student informed the school or respective faculty member s/he would be unable to attempt at completing the assessment on the designated date and time, and (3) the total number of prior make- up's the student has taken at the school, and (4) the documentation provided, if any, to substantiate the students reason(s) for requesting to take a make-up. Depending on the reasons and circumstances surrounding the request for a make-up exam, the school may require the student to produce documentation substantiating the students' reasons for requesting a make-up and/or may penalize the student by capping the maximum score a student may receive on a make-up. The school reserves the right to verify the accuracy of any documentation provided, which may include contacting any third parties substantiating the reason as to why the student was unable to attend on the designated date and time of the assessment. Students who are denied from taking a make-up may appeal in writing to the Director of Education. The Director of Education will make any final determination as to whether or not the student will be allowed to take a make-up exam and/or whether or not a make-up exam will be penalized.

TRANSCRIPTS, DEGREES & DIPLOMAS

Students may request an official transcript from the ABCO Technology Registrar's Office, provided they are in good financial standing with the school. Official transcripts generally take two weeks to be prepared and cost a fee, which can be obtained by contacting the ABCO TECHNOLOGY Registrar's Office. Students may pick up their official transcript at the ABCO TECHNOLOGY Registrar's Office during normal business hours when ready or request that their official transcripts be mailed for an additional fee. Students may also request that the preparation of their official transcript be expedited for an additional fee.

Diplomas and Degrees will be available for pick up at the ABCO TECHNOLOGY Registrar's Office approximately two weeks after graduation and completion of the Exit Form. There is no cost for the original degree or diploma. Students may request additional copies of their degrees of diplomas for an additional cost by contacting the ABCO TECHNOLOGY Registrar's Office.

ACADEMIC PLAN AND SAP UNITS

A students' Academic Plan is a list of all courses the student is required to complete in order to graduate from the school. The Academic Plan is determined by the school and is based on the curricula of the program(s) for which the student enrolls. A students Academic Plan may change throughout the students enrollment at the school

depending on whether modification are made to a programs curricula as determined by the ABCO TECHNOLOGY Education Department or the student decides to enroll in additional programs or withdraw from a currently enrolled program. The Academic Plan SAP Units is the sum of credit units for all required courses in the students' current and prior, if any, Academic Plan(s) in the students' current enrollment minus courses for which the student did not attempt but has completed based on any of the criteria defined in the Course Completion section of this Catalog.

SATISFACTORY ACADEMIC PROGRESS

To be in good standing with the school and to be eligible to receive Title IV financial aid, students must maintain Satisfactory Academic Progress ("SAP"). Satisfactory Academic Progress consists of:

1. Qualitative Standards - Cumulative grade point average (CGPA) requirements; and
2. Quantitative Standards - Completion rate requirements (Pace).

Students who do not meet the Satisfactory Academic Progress requirements may be withdrawn from the school.

QUALITATIVE STANDARDS – CUMULATIVE GPA REQUIREMENTS

Students must maintain a minimum cumulative GPA of 2.0 to be eligible for graduation. To demonstrate SAP, students must maintain a minimum cumulative GPA of 2.0 at each evaluation point (see below) throughout their enrollment at the school. All courses a student attempts at the school is factored in and calculated into their CGPA.

QUANTITATIVE STANDARDS – COMPLETION RATE REQUIREMENTS (PACE)

To ensure completion of the program within the maximum allowable timeframe, students must achieve and maintain a cumulative completion rate ("Pace") of 60%. Pace is equal to the cumulative number of credits completed divided by the cumulative number of credits attempted.

$$Pace = \frac{Cumulative\ Number\ of\ Credits\ Completed}{Cumulative\ Number\ of\ Credits\ Attempted}$$

Maximum Program Length (150% Rule)

The credit hours attempted must not exceed one and a half (150%) times the students' Academic Plan SAP Units. For example, a student enrolled in a 100-credit hour program cannot attempt more than 150 credit hours. Any student who exceeds the 150% maximum time requirement will not be allowed to graduate from their program of study. Suppose at any point during the student's enrollment it becomes mathematically impossible for the student to complete their program within the maximum program length. In that case, the student will be withdrawn from the school.

Maximum Attempts

Students may only attempt a course three (3) times. If the student cannot complete the course after three attempts, they may be withdrawn from the school. Students can appeal to the Director of Education to attempt a course more than the aforementioned amount as long as the subsequent attempt(s) of the course provides that the student would be able to meet all other SAP requirements.

SATISFACTORY PROGRESS EVALUATION CRITERIA

COUNTING GRADES FOR THE COMPLETION RATE CALCULATION		
Grade	Credits Attempted	Calculated in GPA
A-D	Yes	Yes
F	Yes	Yes
Incomplete (I)	Yes	Yes
Withdraw Fail (WF)	Yes	Yes
Withdraw (W)	Yes	No
Repeated Course	Yes	No

EVALUATION POINTS

Students will be evaluated at the end of each Enrolled Quarter for the duration of their program to determine whether they are meeting SAP requirements. If a student is not meeting SAP requirements at any evaluation point, then they will be placed on Financial Aid Warning or Financial Aid Probation (Academic Probation) depending on the circumstance (see Financial Aid Warning and Financial Aid Probation policies in this Catalog).

MULTIPLE MAJORS

A student may major in more than one program if approved by the Director of Education. If a student majors in more than one program, then the students' Academic Plan required course list will reflect all courses the student will be required to complete in order to graduate from each respective program. If a student changes programs throughout their enrollment, then (1) all previously attempted courses at the school are considered and included in the calculations for both the quantitative and qualitative standards of SAP, and (2) the total required units respective to the 150% Rule includes all units the student needs to complete for their new major and all courses the student previously attempted that was required for their prior major.

FINANCIAL AID WARNING

If a student fails to meet satisfactory academic progress at any evaluation point throughout his/her program, the student will be placed on a Financial Aid Warning Status for a maximum of one
(1) Quarter, effective on the date of evaluation. The student will be notified that they are placed on a Financial Aid Warning Status within two weeks after the date of evaluation. The student is eligible to receive Financial Aid for the quarter in which the student is on a Financial Aid Warning Status. If the student fails to meet all SAP

requirements at the end of the students Financial Aid Warning Status period, the student may be dropped from the school unless he/she appeals to the Director of Education to be placed on Financial Aid Probation. If a student meets all SAP requirements at the end of the students Financial Aid Warning Status period, the student will be restored to good academic standing.

.FINANCIAL AID PROBATION (ACADEMIC PROBATION)

Suppose a student fails to meet satisfactory academic progress at the end of his/her Financial Aid Warning Status period. In that case, he/she may appeal to the Director of Education to be placed on a Financial Aid Probation status ("Academic Probation"). If a student does not appeal to the Director of Education to be placed on Academic Probation, he/she may be withdrawn from the school. Students may only appeal to be placed on Academic Probation for the following reasons:

- Injury or Illness; or
- Death of a relative; or
- Other special circumstances.

Academic Probations can have a maximum length of one (1) Quarter and must include an academic plan developed for the student by the Director of Education in order for the student to be able to meet satisfactory academic progress by the end of the Academic Probation. The academic plan lists the courses the student must complete in the respective Quarter and the minimum grades s/he must achieve in the respective courses. If the student fails to meet the academic plan outlined by the Director of Education, the student will be withdrawn from the school. If a student is granted to be placed on Academic Probation, the student is eligible to receive Financial Aid for the quarter in which the student is on Academic Probation. If the students meets the academic plan outlined by the Director of Education and meets SAP requirements at the end of the Academic Probation period, the student will be restored to good academic standing.

Academic Probation for VA Students

In accordance with the requirements of the Code of Federal Regulations21.4253 (d)(4), the VA educational benefits received by qualifying student will be terminated if the student's CGPA is not at least 2.0 at the end of the student's first academic year (an academic year is three quarters in length) and at the end of each subsequent quarter of the program. A veteran or eligible person may request re-certification for benefits upon reestablishing a 2.0 GPA.

GRADUATION REQUIREMENTS

In order to graduate from a program, whether offered in-person or through distance education:

- The student must pass all classes in the program and complete all course requirements, thus obtaining the total credits required for graduation, and achieve a

minimum GPA of 2.0.

- The student must satisfy all financial obligations to the school.
- The student must meet all satisfactory academic progress requirements and the credit hours attempted must not exceed 1.5 times the credit hours required to complete the program.
- The student must complete an exit interview (see *Exit Interview*).

EXIT INTERVIEW

The exit interview is a process whereby select school departments certify that the student, upon completion of his or her enrollment at the school, has met all obligations pertaining to their respective department's requirements (herein referred to as each departments *exit requirements*). The exit requirements for each department may vary and require the student to complete specific actions depending on the student's individual circumstances or choices. The school communicates the exit requirements to students toward the conclusion of their enrollment. The select school departments that have exit requirements include, but is not limited to, the following: Accounting Department, Financial Aid Department, and Career Services Department.

GRADUATION CEREMONY

The school holds an annual graduation ceremony. Graduates who wish to participate in the graduation ceremony may be required to pay a graduation fee.

POST-WITHDRAWAL GRADUATION

Students who have withdrawn from the school and have twelve (12) or less quarter credit units remaining to complete their program of study may appeal within one (1) year of their withdrawal date to complete the respective remaining coursework at another accredited academic institution and transfer such credit to the school in accordance with the most recent *Transfer Credit Policy*. Appeals to transfer credit to the school after the student has withdrawn from the school are reviewed on a case-by-case basis, depending on the circumstances of the student and the reason for the student's withdrawal from the school. If approved, the student will have a timeframe set by the school to complete all approved coursework at another accredited academic institution and transfer such credit to the school in order to have completed all course requirements and to graduate from his or her program of study. The school reserves the right to deny students seeking transfer credit after being withdrawn from the school for any violation of the *Student Code of Conduct.*

ACADEMIC HONORS & AWARDS

Graduates from degree programs with a GPA of at least 3.7 receive academic honors and awards for their exemplary academic achievements at the school. Academic Honors and Awards are presented at the graduation ceremonies.

STUDENT RECORDS

ABCO TECHNOLOGY maintains records, including attendance, admission information, and academic progress

for a minimum of five (5) years and are made available during normal business hours for inspection as required and per school policy. Students may view the content of their academic files by submitting a written request to the Registrar. Student transcript information shall be maintained indefinitely, including information related to the following: the degree or certificate granted and the date on which that degree or certificate was granted, the courses and units on which the certificate or degree was based, and the grades earned by the student in each of those courses.

PRIVACY ACT

ABCO TECHNOLOGY complies with the Privacy act of 1974 to protect the privacy of the students, educational records, and students' right to inspect and review their academic records.

ACADEMIC CALENDAR

ABCO TECHNOLOGY will provide specific orientation and graduation dates when available. ABCO TECHNOLOGY may change or modify the Academic Calendar at any time. Withdrawal deadlines and Add/Drop periods are dependent on the end dates and meeting sessions of each course and can be found in the course syllabi.

2025 - 2026 START AND END DATES
Courses begin and end on the following dates:

Number	Start Date	End Date
1	August 4, 2025	September 5, 2025
2	September 8, 2025	October 9, 2025
3	October 13, 2025	November 13, 2025
4	November 17, 2025	December 18, 2025
5	January 5, 2026	February 6, 2026
6	February 9, 2026	March 12, 2026
7	March 16, 2026	April 16, 2026
8	April 20, 2026	May 21, 2026
9	May 26, 2026	June 25, 2026
10	June 29, 2026	July 30, 2026

2025 – 2026 SCHOOL HOLIDAYS
There are no courses scheduled for the following holidays:

July 4, 2025	Independence Day
September 1, 2025	Labor Day
November 11, 2025	Veterans Day
November 27, 2025 – November 28, 2025	Thanksgiving
December 22, 2025 – January 2, 2026	Winter Break
January 19, 2026	Martin Luther King Day
February 16, 2026	Presidents Day
May 25, 2026	Memorial Day
June 19, 2026	Juneteenth

FACULTY

Dr. Pete Limon PhD.
Instructor, Cyber Security Degree, Web Design & Developer

Educational Background: 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.

Professional Background: 17 years of experience working as an educator | Associate Dean and Program Chair, and Director of Education, and has held many CompTIA Security+, A+ +, and Network+ 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.

Jason Thompson
Instructor, Cyber Security Degree and Diploma
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.

Greg Capps
Instructor, Cyber Security & Microsoft, CompTIA courses
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.

Sandeep Mishra
Instructor, Programmer & Web Design, and Developer
Educational Background: M.A. Computer Science and Applications, M.A. Master's in Physics (Specialization in Electronics) |
Professional Background: Adjunct Faculty, Lawrence Technological University | Instructor, Global IT Lathrup Village | Instructor, Baker College | Adjunct Faculty, University of Michigan

Brendan Ready
Instructor, Programmer, Web Design and Developer, Microsoft & CompTIA courses
Educational Background: B.A. International Relations, University of San Diego '06 | Cloud Solutions AWS certificate | Programming and Data Management with Python
Professional Background: Chief Technology Officer, Steller Events | Instructor / Freelance, Web Design

Emilio Vallejo
Instructor, Cyber Security Degree & Diploma, Microsoft courses
Educational Background: B.S. Computer Information Technology, Mt. Sierra College '05
Professional Background: Chief Technology Officer, RMI International Security | IT Manager, Case Global | Technical Support Specialist, CKE Restaurants | Database Administrator, Martin Worldwide | Tutor, Freelance

Charles Pascal
Instructor, General Education, Soft skills & capstone courses
Educational Background: M.A. Counseling, Loyola Marymount University | B.A. Political Science, Loyola Marymount University
Professional Background: Teaches a variety of General education, Soft skills and Ecommerce courses including Search Engines, and the web development foundations.

Reginald Lao
Instructor, General Education, Soft skills, & Microsoft courses
Educational Background: M.A. Business Administration, DeVry '07 | Diploma and certifications in Perl, PHP, Java, C++
Professional Background: Data Specialist, Charter Communications | Marketing Director, World Financial Group | Instructor, VYCC | OSHA Trainer, SoCalOSHATraining.org

Arif Sayed
Adjunct Faculty, Cyber Security, Programmer, Microsoft & Cisco
Educational Background: B.S. Computer Science & Electrical Engineering, University of Houston '98 | A.S. Mathematics, San Jacinto College `96 | Certifications in Novell, CompTIA, Cisco, Microsoft and Linux
Professional Background: College Director & Founder, ABCO Technology | Senior Systems Administrator, Image Entertainment | Senior Team Lead, Micro Age | Q & A Engineer Compaq | Adjunct Instructor, Learning Tree, CompUSA

Fatima Diaz
Adjunct Faculty, Web Design and Development, Microsoft courses, and CompTIA courses
Educational Background: AAS. Cyber Security and Information Technology specialist | Microsoft Certified Professional | Certified Internet Webmaster diploma | Microsoft Office specialist | CompTIA A+ | Programming in C, C++, and web scripting with HTML & JavaScript certifications
Professional Background: Associate Director, ABCO Technology | IT Project Manager, Argosoft Solutions | Network Administrator, Hotel L'ermitage | Network Administrator, Mitch Schneider Organization (MSO)

STUDENT SERVICES

GENERAL INFORMATION

ABCO TECHNOLOGY's Student Services Office offers a full range of services to support students as they pursue their academic and professional goals. We are committed to assisting students by providing useful information to help them make informed decisions throughout their collegiate years. It is often much easier to address issues and concerns with the help of the Student Services staff, which is why we encourage students to ask for help and information when needed.

TRANSPORTATION, HOUSING & CHILDCARE

Student Services furnishes information on public transportation, general costs in the area of childcare, and points of interest. ABCO TECHNOLOGY does not have housing facilities, as we do not offer a residential program. However, when given prior notice at least two weeks in advance of the prospective student's start date, ABCO TECHNOLOGY will offer assistance to the student by sharing links and available resources for suitable housing in the local area. ABCO TECHNOLOGY further makes no guarantee of said housing based on availability.

PARKING

ABCO TECHNOLOGY has ample parking for students at no fee. Parking is at your own risk. ABCO TECHNOLOGY takes no responsibility for any loss of property from the parking areas in and around the campus.

TUITION REIMBURSEMENT & ENROLLMENT VERIFICATION

Students may request a letter for tuition reimbursement or enrollment verification from the ABCO TECHNOLOGY Student Services Office.
Verification letters generally take one week to prepare. There is no fee for enrollment verifications unless the request is expedited.

STUDENT ADVISING & COUNSELING

ACADEMIC ADVISING

Student Services and/or a faculty member assigned by the Director of Education provide student advisement in regards to academic matters. Students are first instructed to speak with their assigned instructor in regards to academic advisement. If the academic advisement is beyond that of the instructor's knowledge or expertise, then students may be referred to the Director of Education, School Counselor or the Student Services Office, depending on the students' situation, where a counseling session is usually arranged for students. In general, ABCO TECHNOLOGY staff and faculty have open door policies if students would like to discuss academic related issues.

NON-ACADEMIC ADVISING

Non-academic advisement is done by the Student Services Office as necessary. Advisement may cover areas such as; attendance, student conflict, conduct, and/or other topics that are not financial or academic in nature. Financial advisement of any nature is referred to the Accounting Office or Financial Aid Office.

COUNSELING

The school counselor handles counseling in regards to life skills and coping skills. The Student Services Office maintains an open door and privacy policy for all students requesting advisement pertaining to their personal lives. Should the student require experience beyond the counselor's capabilities, the student may be referred to professional agencies in the local area.

ADVISEMENT FOR DISTANCE EDUCATION STUDENTS

The Student Services Office is committed to providing advising and counseling services to all students, including those enrolled in distance education programs. Student advisement and counseling is available through live teleconference sessions where distance education students have the opportunity to meet virtually in a private, online session to receive academic advisement, non-academic advisement, or any advisement pertaining to personal life hardships. Teleconference sessions are available to conduct during regular business hours for the Student Services Office by appointment.

PLACEMENT SERVICES

The ABCO TECHNOLOGY Placement Office assists students in (1) creating, modifying, and/or rewriting resumes, (2) career-related workshops and/or counseling, and (3) providing job leads. The school maintains job leads from various employers who work with the school. The availability of job leads depends on the open positions available from the employers and how well those positions match candidate backgrounds. The school does not guarantee that it will provide job leads to all graduates. Graduates who do not have any outstanding financial obligations to the School are eligible to receive placement services at any point within a nine (9) month time period that begins on the graduates' date of graduation ("Eligibility Timeframe"). Eligible graduates may contact the ABCO TECHNOLOGY Placement Office to receive placement services. In order for a graduate to receive placement services throughout his/her Eligibility Timeframe, the graduate must actively participate in the placement process, meaning the graduate must (1) respond to, communicate and attend scheduled meetings with his/her assigned placement representative to a degree that satisfies the Placement Representative, (2) complete any placement related assignments in a diligent and proactive fashion, and (3) attend a reasonable amount of workshops provided by ABCO TECHNOLOGY as deemed appropriate by the graduates Placement Representative. Any student or graduate who violates the student code of conduct may be denied placement services as solely decided by the ABCO TECHNOLOGY Placement Office. The school does not make any promise or representation whatsoever to any student or graduate that he/she will obtain employment, whether part-time, training related, or otherwise.

STUDENT CODE OF CONDUCT

Students must demonstrate courtesy and consideration toward the staff, instructors, and other students. The college reserves the right to suspend or dismiss any student whose conduct is inappropriate or demeaning to fellow students, or the school and its reputation.

At the discretion of the school administration, a student may be temporarily or permanently suspended from school for any serious or repeated incident, including but not limited to

- A drugged or intoxicated state of behavior;
- Possession of drugs, alcohol, or weapons upon school premises;
- Physical or verbal behavior creating a safety hazard;
- Disobedience or disrespectful behavior toward an administrator, faculty member, or another student;
- Any verbal, physical or other conduct based on a person's sex, race, color, religion, national origin, age, disability, veteran or marital status that has the purpose or effect of threatening or intimidating or coercing another, or impairing academic performance, career development, or any other aspect of education;
- Academic dishonesty, such as cheating, plagiarism, knowingly furnishing false information or any activity deemed as academic dishonesty by the Director of Education;
- Obstruction or disruption of teaching, administration, disciplinary procedures, or any school-related activity;
- Theft of, or damage to, property of the college;
- Violation of the Computer Use Policy defined in this Catalog;
- Disorderly conduct or led, indecent, or obscene conduct or expression;
- Knowingly making false statements or accusations that damage or undermine the school's reputation;
- Violation of any school directives, such as a *No Contact* directive or *No Trespass* directive;
- Failure to comply with the verbal or written directions of any college official acting in the performance and scope of his/her duty;
- Violation of any of the policies outlined in the school's most recently published Annual Security Report.

DISCIPLINARY ACTION & STUDENT SUSPENSION

In the event that a student violates the Student Code of Conduct, the school may impose any of the following sanctions:

- Educational Sanctions
- Denial of Access to Campus, Resources or Persons
- Suspension (one or more days or one or more terms)
- Expulsion

The school makes a determination as to whether any Student Code of Conduct was violated by performing the appropriate investigations per school policy depending on the type of infraction. The school will determine, in its sole and absolute discretion, as to the sanction(s) to impose on the student, if any, depending on (1) the conclusions of the investigations, and (2) the nature and severity of the infraction, and (3) any prior incidents the student may have had at the school. Incidents leading to any disciplinary action are recorded in writing and filed in the students file.

If the student is temporarily suspended, he or she will be allowed to resume their studies after a certain number of days, as determined by the school. If a student is suspended for a term or expelled, they will receive a "Withdraw Fail" grade ("WF") for all courses in which they are enrolled at the time of the infraction. Suppose the student's grades continue to be unsatisfactory at the end of a probation period. In that case, the school officials and the veterans certifying official will be notified and appropriate actions will be taken.

If a student fails to make Satisfactory Academic Progress, they will no longer be eligible to receive further veteran's education 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 Veterans' education benefits and/or financial aid. Therefore, if a student loses eligibility for Veterans' 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. A student who is expelled from the school may appeal for reinstatement to the Admission Committee for the reason(s) the student believes s/he should be reinstated at the school. The appeal must be made in writing, include any additional documentation to support the student's claims regarding the events that led to the expulsion, and may require the student to attend a counseling session with the Admission Committee.
The Admission Committee, in its sole and absolute discretion, may choose to grant the appeal to reinstate the student at the school or deny it. If the student's appeal is denied, s/he will not be allowed to re-enroll at the school.

COMPUTER USE POLICY

ABCO TECHNOLOGY students are authorized to use the school's computers for course-related work and other educational purposes only. Use of ABCO TECHNOLOGY's resources for other than educational purposes is not permitted. ABCO TECHNOLOGY reserves the right to inspect all information stored on ABCO TECHNOLOGY computers, including programs and data. All students' work, exercises, and information are to be stored on an external device such as a flash drive, not the computer hard drive. The school is not responsible for lost work saved on the hard drive.
The systems provided are for public usage and not restricted to one user.

Instances of system misuse and/or inappropriate usage are in violation of the Student Code of Conduct and may result in removal of privileges to ABCO TECHNOLOGY's computers, suspension or expulsion from the school. Misuse and/or inappropriate usage of ABCO TECHNOLOGY's computer systems include, but are not limited to:

- Unauthorized copying, installing or distributing of software without approval from ABCO TECHNOLOGY;
- Playing games, chatting on the internet, or participating in activities that are not course related;
- Deliberately trying to damage system software or hardware;
- Any attempt to create or import a program that may jeopardize system security or compromises data integrity;
- Viewing any images (i.e., photographs, drawings, paintings, or other derivatives thereof), audio, videos, movies or data that are discriminatory, abusive, profane, harassing, and adult oriented, inappropriate or sexually offensive. When a complaint regarding discriminatory, abusive, profane, harassing, adult oriented, inappropriate or sexually offensive material is received by ABCO Technology, the matter will be turned over to the appropriate Director, office, committee or law enforcement agency.

ABCO TECHNOLOGY reserves the right to limit or deny access to anyone using ABCO TECHNOLOGY computers and/or facilities when privileges are abused.

OWNERSHIP, PRIVACY AND RIGHT OF ACCESS DISCLOSURE

The school owns all school email accounts, including all data transmitted or stored using these accounts, subject to the underlying copyright and intellectual property rights under applicable laws. While the school will make every effort to keep email messages secure, privacy is not guaranteed and students should have no general expectation of privacy in email messages sent through school email accounts. Under certain circumstances, it may be necessary for school officials to access and inspect school email accounts. These circumstances may include, but are not limited to, maintaining the system, investigating security or abuse incidents or investigating violations of school policies. The school reserves the right to access and inspect stored information on school email accounts without the user's consent. All school email users are bound by the school's Acceptable Use Policy.

EXPIRATION OF STUDENT PORTAL ACCOUNTS

Students may leave the school for various reasons, which gives rise to differing situations regarding the length of access privileges or the expiration of accounts. The school does not guarantee access to the student accounts to be active after the student graduates or withdraws from the school. The school will establish policies, which may change from time to time, about the length of time it will allow access to canvas to remain active after a student leaves the school. The most recent policy regarding the expiration of the student portal can be obtained by contacting the Student Services Office.

ACCEPTABLE USE POLICY

This policy outlines the specific requirements for using school accounts and accessing the learning management portal. The school reserves the right to suspend any student's account for violating this policy or any policy outlined in the Student Code of Conduct or Computer Use Policy, as outlined in the most recently published school catalog.

Students given access to the learning portal are expected to use such accounts for academic purposes and protect their accounts from unauthorized use. The exchange of any content below is prohibited:

- Generating unsolicited bulk emails;
- Infringing on or assisting with the infringement on another person's copyright or other property rights;
- Violating or encouraging the violation of any federal or state laws;
- Intentionally distributing viruses, worms, Trojan horses, malware, corrupted files, hoaxes, or other items of a destructive or deceptive nature;
- Generating, posting, uploading or forwarding content that is profane, abusive, harassing, excessively violent, may incite or threaten violence, inappropriate or sexually offensive;
- Sharing access of learning materials with any unauthorized third party.
- Downloading, Copying or sharing materials for unauthorized distribution, thereby violating copyright infringement laws.
- Creating a risk to a person's safety or health, creating a risk to public safety or health, or interfering with an investigation by law enforcement;
- Misrepresenting the identity or misrepresenting the nature of the individual's relationship with the school; or
- Acting as an agent or official of the school or conducting business under the aegis of the school without the school's explicit authorization.

DRESS CODE

The dress code is "Casual, but modest". No offensive statements on clothing are permitted.

SAFETY, FOOD & DRINK POLICY

Students are required to observe all standard safety precautions. Students are not permitted to move any equipment or furniture on the campus. Students are not permitted to have food or drink in any of the buildings, except for water in spill-proof containers.

CELL PHONE USAGE POLICY

Students may not use cell phones in the classroom or in areas marked as for no cell phones usage on the school premises. Unauthorized use of cell phones is in violation of the student code of conduct.

ACCOMMODATIONS FOR DISABLED STUDENTS

Students with disabilities may request for reasonable accommodations to attend school by submitting a request in writing to the Student Services Office stating the following: (1) a description of the nature of the disability, (2) how the disability affects his or her ability to perform in academic activities at the school, and (3) the specific accommodations he or she is requesting the school to make available. For certain cases, the school may request additional documentation that may include, but is not limited to, a recent letter from a medical professional that verifies the disability and provides recommendations for reasonable accommodations. Reasonable accommodations are made available providing the requested accommodations do not cause an undue financial or administrative burden on the school, do not fundamentally alter the school's academic programs, and are not of a personal nature.

CAMPUS CRIME & SECURITY

ABCO TECHNOLOGY publishes an Annual Security Report each year in compliances with the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1988 ("Clery Act"). The most recent ABCO TECHNOLOGY Annual Security Report may be found on the schools website at https://abcotechnology.edu/consumer-disclosures/.

The Annual Security Report contains information in regards to campus security policies and procedures, which includes policies related to alcohol, drugs and weapons, and sexual misconduct. Students are required to follow all policies and procedures as stated in the schools most recently published Annual Security Report.

DRUG FREE SCHOOL

ABCO TECHNOLOGY forbids the use, possession, distribution, or sale of drugs or alcohol by students, faculty, or staff anywhere on college property or at college-sponsored events off campus. Anyone in violation of state, federal or other local regulations, with respect to illegal drugs or alcohol, may be subject to both criminal prosecution and disciplinary action. Students should refer to the school's most recently published Annual Security Report for the school's policies and procedures regarding alcohol and drugs.

STUDENT PROPERTY

No personal property or other property may be brought to the school for repair, troubleshooting or any other reason. ABCO TECHNOLOGY assumes no responsibility for lost property.

LOST & FOUND

Any Student items that are lost or stolen on college property are the responsibility of the student. The college does not take any responsibility for lost or stolen items. Any lost items found should be taken to the Student Services Office where it will be placed in "Lost & Found." Items in the "Lost & Found" are held for a maximum of two (2) weeks at which point they may be donated or destroyed.

UNAUTHORIZED GUESTS

Students are not allowed to bring any unauthorized guests onto the premises without approval from the Student Services Office. Unauthorized guests include, but are not limited to: children, family members, friends, and/or co-workers.

STUDENT COMPLAINT & GRIEVANCE PROCEDURE

Any student wishing to resolve a problem or wishing to register a complaint should first contact his/her instructor. If the problem is not resolved, the student should contact the Student Services Office. 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. Suppose 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. In that case, 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 designated student services to receive and resolve student complaints.

The student services representative is regularly accessible during regular business hours, which are Monday-Friday, 9:00 a.m. until 5:00 p.m. Students may submit their complaints to the attention of the Student Services at the address: 4314 Slauson Ave 2nd Floor Los Angeles, CA 90043

Email: aahmed@abcotechnology.edu

| Fax at (310) 216-4311

If the problem is still unresolved, the student may submit a written complaint to the School Director.

ABCO Technology is accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling students' 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:

**The Accrediting Commission of Career
Schools and Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA, 22201
(703) 247-4212**
www.accsc.org **|** complaints@accsc.org

Any questions a student may have regarding the enrollment agreement or this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834 (www.bppe.ca.gov), Telephone: (916) 574-8900, Fax: (916) 263-1897

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

DIPLOMA PROGRAMS

A+ CERTIFICATION

AWARD .... DIPLOMA
PROGRAM LENGTH... 5 WEEKS
QUARTER CREDIT UNITS .... 5 UNITS

EDUCATIONAL PROGRAM OBJECTIVES & PROGRAM DESCRIPTION

The goal of the A+ Certification Diploma program is to prepare graduates for employment as entry-level IT support technicians and Desktop Support specialists. Students are trained to troubleshoot, maintain, and repair computer equipment. The educational program objectives are as follows:

1. Obtain entry-level employment in fields related to information technology and desktop repair or maintenance.

2. Effectively function as a team member in technical environments.

STUDENT OUTCOMES

The student outcomes of the A+ Certification program are for its graduates to attain the following:

a. Knowledge and understanding of fundamental desktop components and personal computers.

b. Best practices followed by professional computer technicians.

c. An ability to identify, diagnose, and troubleshoot computers.

d. An ability to use techniques, skills and modern technical tools to repair computers.

e. An ability to function as team members in a technical environment.

f. Identify, troubleshoot and manage operating systems.

g. Identify and troubleshoot security for small networks.

MODE OF PROGRAM DELIVERY

This program is delivered in either a hybrid or a distance learning modality. Students decide which modality to complete the program at the time of enrollment, contingent on program availability. Hybrid courses include participating in teleconferences sessions via daily live synchronous sessions with the instructor along with completing certain supervised labs on campus. The student will also be able to submit assignments and complete examinations online when signed into the course.

O*NET SOC OCCUPATIONS

O*NET is a taxonomy of hundreds of occupations and an online resource for occupational information. It is being developed under the sponsorship of the US Department of Labor. To learn more, visit www.onetcenter.org.

The program primarily provides training for the following O*NET SOC Occupation:

15-1121.00 Computer Systems Analyst
11-1151.00 Computer User Support Specialists

In addition to the O*NET SOC Occupation listed above, the program may also provide training for the following additional O*NET SOC Occupations:

15-1134.00 Web Developers

A+CERTIFICATION COURSES

Course Code	Course Title	Pre- requisite	Units
CT220	A+ Hardware Essentials	High School Diploma	2.50
CT225	A+ Operating System Core	CT220	2.50
Total			**5.0**

CISCO CERTIFIED NETWORK ASSOCIATE

AWARD .... DIPLOMA

PROGRAM LENGTH... 4 WEEKS

QUARTER CREDIT UNITS .... 4.5 UNITS

EDUCATIONAL PROGRAM OBJECTIVES & PROGRAM DESCRIPTION

The goal of the Cisco Certified Network Associate Diploma program is to prepare graduates for employment as entry-level computer network specialists, information security analysts, Cisco network administrators, network engineers, or computer support specialists. Students are trained to install, configure, secure, and manage Cisco networks and network services. The educational program objectives are as follows:

1. Obtain entry-level employment in fields related to computer network support, information security analysis, computer user support, or fields that substantially utilize Cisco networks or system administration and proficiency.

2. Effectively function as a team member in technical environments.

STUDENT OUTCOMES

The student outcomes of the Cisco Certified Network Associate program are for its graduates to attain the following:

a. An ability to identify and diagnose network functions and hardware failures for Cisco routers and switches used in business environments.

b. An ability to understand network topologies and IP addressing schemas for LAN and WAN networks.

c. An ability to install, configure, secure and troubleshoot common network services.

d. An ability to install, configure, secure and troubleshoot networking devices commonly used in layer 2 and layer 3 of the OSI model.

e. Determine how to apply ACLs based on network requirements.

f. Configure, verify and troubleshoot VLAN, including OSPF , EIGRP protocols

g. An ability to function as team members in a technical environment.

MODE OF PROGRAM DELIVERY

This program is delivered in either a residential or a distance learning modality. Students decide which modality to complete the program at the time of enrollment, contingent on program availability. When delivered in a residential modality, courses are delivered primarily at the campus. When delivered in a distance learning modality, all courses are delivered online.

O*NET SOC OCCUPATIONS

O*NET is a taxonomy of hundreds of occupations and an online resource for occupational information. It is being developed under the sponsorship of the US Department of Labor. To learn more, visit www.onetcenter.org.

The program primarily provides training for the following O*NET SOC Occupation:

15-1151.00 Computer User Support Specialists

In addition to the O*NET SOC Occupation listed above, the program may also provide training for the following additional O*NET SOC Occupations:

15-1152.00 Computer Network Support Specialist

15-1212.00 Information Security Analysts

15- 1142.00 Network and Computer Systems Administrators

15- 1199.02 Computer Systems Engineer / Architects

49-2011.00 - Computer, Automated Teller, and Office Machine Repairers

CISCO CERTIFIED NETWORK ASSOCIATE COURSES

Course Code	Course Title	Pre- requisite	Units
ICND001	Internetwork Cisco Operating System	CT220 , CT225 or equivalent technology experience	2.00
CCNA100	Cisco Certified Network Associate Advanced	ICND001	2.50
Total			**4.5**

LINUX+

AWARD .... DIPLOMA

PROGRAM LENGTH .... 8 WEEKS

QUARTER CREDIT UNITS .... 7 UNITS

EDUCATIONAL PROGRAM OBJECTIVES & PROGRAM DESCRIPTION

The goal of the Linux+ Diploma program is to prepare graduates for entry-level employment in the network systems administrator, Linux administrators, and Information Security analysts. Students are trained to perform Linux installations and configure network system devices utilizing Linux/Unix systems, including cloud networks. The educational program objectives are as follows:

1. Obtain entry-level employment in Linux administration, network and systems administration, or fields that substantially utilize Linux / Unix operating skills and proficiencies.

2. Effectively function as a team member in technical environments.

STUDENT OUTCOMES

The student outcomes of the Linux+ Diploma are for its graduates to attain the following:

a. An ability to prepare for supporting Linux users and machines.

b. An ability to use techniques, skills, and modern tools to install, repair, and maintain Linux operating systems.

c. Configure Linux services, including security, network connectivity, and file and print services.

d. An ability to install various types of electric motors and motor control systems.

e. An ability to configure security for Linux operating systems.

f. An ability to function as team members in a technical environment.

MODE OF PROGRAM DELIVERY

This program is delivered in either a residential or a distance learning modality. Students decide which modality to complete the program at the time of enrollment, contingent on program availability. When delivered in a residential modality, courses are delivered primarily at the campus. When delivered in a distance learning modality, all courses are delivered online.

O*NET SOC OCCUPATIONS

O*NET is a taxonomy of hundreds of occupations and an online resource for occupational information. It is being developed under the sponsorship of the US Department of Labor. To learn more, visit www.onetcenter.org.

The program primarily provides training for the following O*NET SOC Occupation:

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

LINUX+ COURSES

Course Code	Course Title	Pre-requisite	Units
LNX001	Linux Fundamentals basic	CT220, CT225 or equivalent experience	3.50
LNX005	Linux Advanced fundamentals	LNX001	3.50
Total			**7**

MICROSOFT CERTIFIED SYSTEMS ENGINEER

AWARD .... DIPLOMA

PROGRAM LENGTH .... 20 WEEKS

QUARTER CREDIT UNITS .... 21 UNITS

EDUCATIONAL PROGRAM OBJECTIVES & PROGRAM DESCRIPTION

The goal of the Microsoft Certified Systems Engineer Diploma program is to prepare graduates for employment as Solution Architects, Cloud Administrators, Security Engineers, Applications Developers, DevOps engineers or similar roles. Students are trained to optimize performance, troubleshoot, scale, monitor network environments and repair security of Azure networking solutions. The educational program objectives are as follows:

1. Obtain employment in fields related to the installation, maintenance and administration of Microsoft Azure Cloud networks systems.

2. Effectively function as a team member in technical environments.

STUDENT OUTCOMES

The student outcomes of the Biomedical Technology Diploma are for its graduates to attain the following:

a. An ability to manage core network infrastructure

b. An ability to setup and configure hybrid connectivity.

c. An ability to setup and manage application delivery services.

d. An ability to install, monitor, maintain and troubleshoot and secure access for Microsoft Azure networks.

e. An ability to maintain network security.

f. An ability to function as team members in a technical environment.

MODE OF PROGRAM DELIVERY

This program is delivered in either a hybrid or a distance learning modality. Students decide which modality to complete the program at the time of enrollment, contingent on program availability. Hybrid courses include participating in teleconferences sessions via daily live synchronous sessions with the instructor along with completing certain supervised labs on campus. The student will also be able to submit assignments and complete examinations online when signed into the course.

O*NET SOC OCCUPATIONS

O*NET is a taxonomy of hundreds of occupations and an online resource for occupational information. It is being developed under the sponsorship of the US Department of Labor. To learn more, visit www.onetcenter.org.

The program primarily provides training for the following O*NET SOC Occupation:

15-1151.00 Computer User Support Specialists

15-1142.00 Network and Computer Systems Administrators

15-1199.02 Computer Systems Engineers/Architects

MICROSOFT CERTIFIED SYSTEMS ENGINEER COURSES

Course Code	Course Title	Pre-requisite	Units
MCS900	Microsoft Azure Fundamentals	CT220, CT225 or equivalent technology experience	4.00
MCS104	Microsoft Certified Azure Administrator	MCS900	4.00
MCS400	Designing and Implementing Microsoft Azure Networking Solutions	MCS104	4.50
AWS100	Amazon Web Services Cloud Practitioner	MCS400	4.00
NED100	Network Design and Implementation	MCS104, MCS400, AWS100	4.50
Total			**21**

MICROSOFT OFFICE USER SPECIALIST

AWARD .... DIPLOMA
PROGRAM LENGTH .... 12 WEEKS
QUARTER CREDIT UNITS .... 12 UNITS

EDUCATIONAL PROGRAM OBJECTIVES & PROGRAM DESCRIPTION

The goal of the Microsoft Office User Specialist Diploma program is to prepare graduates for employment in entry–level jobs as executive assistants, administrative assistants, computer operators, office administrators, clerks, data entry, or similar roles. Students are trained in Microsoft Office software, including Word, Excel, PowerPoint, and Outlook. The educational program objectives are as follows:

1. Obtain employment in fields related to the business office assistants, data entry, clerk etc.
2. Effectively function as a team member in technical environments.

STUDENT OUTCOMES

The student outcomes of the Microsoft Office User Specialist Diploma are for its graduates to attain the following:

a. An ability to manage and work with Microsoft Office applications
b. An ability to use and work with Microsoft Word.
c. An ability to use and work with Microsoft Excel.
d. An ability to use and work with Microsoft Outlook.
e. An ability to use and work with Microsoft PowerPoint.
f. An ability to function as team members in a technical environment.

MODE OF PROGRAM DELIVERY

This program is delivered in either a hybrid or a distance learning modality. Students decide which modality to complete the program at the time of enrollment, contingent on program availability. Hybrid courses include participating in teleconferences sessions via daily live synchronous sessions with the instructor along with completing certain supervised labs on campus. The student will also be able to submit assignments and complete examinations online when signed into the course.

O*NET SOC OCCUPATIONS

O*NET is a taxonomy of hundreds of occupations and an online resource for occupational information. It is being developed under the sponsorship of the US Department of Labor. To learn more, visit www.onetcenter.org.

The program primarily provides training for the following O*NET SOC Occupation:

43-6014.00 - Secretaries and Administrative Assistants

49-2011.00 - Computer, Automated Teller, and Office Machine Repairers

MICROSOFT OFFICE USER SPECIALIST COURSES

Course Code	Course Title	Pre-requisite	Units
MOUS101	Word	-	3.00
MOUS201	Excel	-	3.00
MOUS301	PowerPoint	-	3.00
MOUS401	Outlook	-	3.00
Total			**12**

PROGRAMMER

AWARD .... DIPLOMA
PROGRAM LENGTH .... 30 WEEKS
QUARTER CREDIT UNITS .... 40 UNITS

EDUCATIONAL PROGRAM OBJECTIVES & PROGRAM DESCRIPTION

The goal of the Programmer Diploma program is to prepare graduates for entry–level employment as computer programmers, software developers, web developers, business analysts, database developers, or similar roles. Students will develop skills required to design and implement computer software applications:

1. Obtain employment in fields related to computer programming, software development, applications and database development, devOps, network development, and software engineering.

2. Effectively function as a team member in technical environments.

STUDENT OUTCOMES

The student outcomes of the Programmer Diploma are for its graduates to attain the following:

a. An ability to build and design web-based applications.

b. An ability to use Java.

c. An ability to use HTML, CSS & JavaScript.

d. An ability to use Python.

e. An ability to build and deploy Mobile Android applications.

f. An ability to function as team members in a technical environment.

MODE OF PROGRAM DELIVERY

This program is delivered in either a hybrid or a distance learning modality. Students decide which modality to complete the program at the time of enrollment, contingent on program availability. Hybrid courses include participating in teleconferences sessions via daily live synchronous sessions with the instructor along with completing certain supervised labs on campus. The student will also be able to submit assignments and complete examinations online when signed into the course.

O*NET SOC OCCUPATIONS

O*NET is a taxonomy of hundreds of occupations and an online resource for occupational information. It is being developed under the sponsorship of the US Department of Labor. To learn more, visit www.onetcenter.org.

The program primarily provides training for the following O*NET SOC Occupation:

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

15-1122.00 Information Security Analysts

49-2011.00 - Computer, Automated Teller, and Office Machine Repairers

PROGRAMMER COURSES

Course Code	Course Title	Pre-requisite	Units
PRG70 - 001	Introduction to Object-Oriented Programming	-	4.00
PRG70 - 010	Programming with mobile / web based application using HTML, CSS and JavaScript	-	4.00
PRG70-513	Programming with Python – Part I	PRG70-010 / PRG70 - 001	3.50
PRG70-514	Programming with Python – Part II	PRG70-513	3.50
PRG70-515	Programming with Java Fundamentals – Part I	PRG70-001	4.50
PRG70-516	Programming with Java Fundamentals – Part II	PRG70-515	4.00
PRG70-520	Programming for Android Operating System	PRG70-516	4.00
PRG70-525	Building Mobile Applications for Android iOS	PRG70-520	4.50
CPST-070	Capstone Project Design and Overview	PRG70-525	4.00
CPST-075	Capstone Project Design and Overview	CPST-070	4.00
Total			**40**

CYBER SECURITY PROFESSIONAL

AWARD .... DIPLOMA

PROGRAM LENGTH .... 50 WEEKS

QUARTER CREDIT UNITS .... 74 UNITS

EDUCATIONAL PROGRAM OBJECTIVES & PROGRAM DESCRIPTION

The goal of the Cyber Security Professional Diploma program is to prepare graduates for entry–level employment as computer network specialists, information security analysts, network administrators, cyber security specialists, penetration testers, or similar roles. Students will develop skills required to design, develop, monitor, and maintain secure network systems:

1. Obtain employment in fields related to network administration, information security analysts, cyber security specialists, computer user support, or fields that substantially utilize computer network or operating system administration, security, and proficiency.

2. Effectively function as a team member in technical environments.

STUDENT OUTCOMES

The student outcomes of the Cyber Security Professional program are for its graduates to attain the following:

a. An ability to troubleshoot and repair computer and network hardware and operating systems failures for computers and technology used in business network environments.

b. An ability to understand network topologies and IP addressing schemas for LAN and WAN networks.

c. An ability to install, configure, secure, and troubleshoot standard operating systems and network services.

d. An ability to install, configure, secure, and troubleshoot networking devices commonly used in layer 2 and layer 3 of the OSI model.

e. An ability to detect network security vulnerabilities and effectively secure the network environment to prevent security threats and hacker attacks.

f. An ability to function as a team member in a technical environment.

MODE OF PROGRAM DELIVERY

This program is delivered in either a residential or a distance learning modality. Students decide which modality to complete the program at the time of enrollment, contingent on program availability. When delivered in a residential modality, courses are delivered primarily at the campus. When delivered in a distance learning modality, all courses are delivered online.

O*NET SOC OCCUPATIONS

O*NET is a taxonomy of hundreds of occupations and an online resource for occupational information. It is being developed under the sponsorship of the US Department of Labor. To learn more, visit www.onetcenter.org.

The program primarily provides training for the following O*NET SOC Occupation:

15-1151.00 Computer User Support Specialists

15-1152.00 Computer Network Support Specialist

15-1212.00 Information Security Analysts

15-1121.00 Computer Systems Analysts

15-1199.02 Computer Systems Engineers/Architects

49-2011.00 - Computer, Automated Teller, and Office Machine Repairers

CYBER SECURITY PROFESSIONAL COURSES

Course Code	Course Title	Pre-requisite	Units
CS100	Information Technology Foundations	-	3.50
CS120	Computer Hardware & Operating System support A+ Certification	-	4.00
CS125	Computer hardware and Operating System Support Systems Advanced A+ Certification	CS120	3.50
CS130	IT Network Fundamentals - Network+ Certification basic	-	3.50
CS135	IT Network Fundamentals Network+ Advanced	CS130	4.00
CS140	Security Systems Foundation	CS135	3.50
CS145	Security Systems Intermediate	CS140	4.00
CS150	Linux Fundamentals	CS100 or CS125	3.50
CS155	Linux Systems Administration	CS150	4.00
CS170	Cisco Certified Network Associate Part I	CS155 or CS135	3.50
CS175	Cisco Certified Network Associate Part II	CS145 or CS170	4.00
CS220	Security Administration and Ethical Hacking Foundation	CS170	3.50
CS225	Security Administration and Certified Ethical Hacking CEH Advanced	CS140	4.00
CS230	Cyber Security Systems Analyst CySA - Part 1	CS145 or CS220	3.50
CS235	Cyber Security Systems Analyst CySA - Part 1I	CS225	4.00
CS250	Penetration Tester – Part I	CS145 or CS235	3.50
CS255	Penetration Tester – Part II	CS250	4.00
INST100	Soft skills Career Placement and resume Workshop	-	11.00
Total			**74**

WEB DESIGNER & DEVELOPER

AWARD .... DIPLOMA

PROGRAM LENGTH .... 50 WEEKS

QUARTER CREDIT UNITS .... 66 UNITS

EDUCATIONAL PROGRAM OBJECTIVES & PROGRAM DESCRIPTION

The goal of the web designer and developer program is to prepare graduates for entry–level employment as web developers, website designers, web applications developer, UI / UX developers, programmers, graphic designers, QA testers, project managers, AI designers or similar roles in internet, applications and software design and development. Students will develop skills required to design, develop, and secure web-based applications, software, and websites:

1. Obtain employment in fields related to web development, programming, or fields that substantially utilize web-based graphics, animation, or software automation, security, and proficiency.
2. Effectively function as a team member in technical environments.

STUDENT OUTCOMES

The student outcomes of the Web designer and developer program are for its graduates to attain the following:

a. An ability to design and build websites used for either a personal portfolio or e-commerce environments.
b. An ability to design, develop, upgrade, and maintain websites, including web-based applications.
c. An ability to create front-end applications using HTML, CSS, JavaScript, and Photoshop.
d. An ability to create web-based applications using Python and MongoDB.
e. An ability to test the completed websites and applications for quality assurance (QA) and User Interactivity and Experience (UI /UX).
f. An ability to function as a team member in a technical environment.

MODE OF PROGRAM DELIVERY

This program is delivered in either a residential or a distance learning modality. Students decide which modality to complete the program at the time of enrollment, contingent on program availability. When delivered in a residential modality, courses are delivered primarily at the campus. When delivered in a distance learning modality, all courses are delivered online.

O*NET SOC OCCUPATIONS

O*NET is a taxonomy of hundreds of occupations and an online resource for occupational information. It is being developed under the sponsorship of the US Department of Labor. To learn more, visit www.onetcenter.org.

The program primarily provides training for the following O*NET SOC Occupation:

15-1151.00 Computer User Support Specialists

15-1254.00 Web Developers and Web Designers

27-1024.00 Graphic Designers

15-1132.00 Software Developers, Applications

15-1133.00 Software Developers, Systems Software

15-1121.00 Computer Systems Analysts

49-2011.00 - Computer, Automated Teller, and Office Machine Repairers

WEB DESIGNER & DEVELOPER COURSES

Course Code	Course Title	Pre-requisite	Units
WD101	CIW Site Development Associate	-	4.50
WD102A	CIW User Interface Designer Part I	-	3.50
WD102B	CIW User Interface Designer Part II	-	3.50
WD105	Building web applications with TypeScript, Angular, and React	-	2.00
WD103	Adobe Photoshop	-	4.50
WD106	HTML, CSS, JavaScript Web Publishing Part I	-	3.50
WD106B	HTML, CSS, JavaScript Web Publishing Part II	WD106	3.50
WD107A	CIW JavaScript Specialist Part I	WD106B	3.50
WD107B	CIW JavaScript Specialist Part II	WD107A	4.00
WD111	Object Oriented Programming with Python Part I	WD107B	3.50
WD111B	Object Oriented Programming with Python Part II	WD111	3.50
WD113	Databases and the Web Mongo DB for Beginners	WD111B	2.00
WD113B	Databases and the Web MongoDB for Intermediate	WD113	2.00
WD114	Software Testing and Q&A	-	4.00
WD120	Capstone Project Building Response and Design	WD113B, WD114	3.50
WD120B	Capstone Project Building Response and Design	WD120	4.00
INST100	Soft skills Career Placement and resume Workshop	-	11.00
Total			**66**

DEGREE PROGRAMS

ASSOCIATE OF APPLIED SCIENCE CYBER SECURITY AND INFORMATION TECHNOLOGY SPECIALIST (A.A.S)

AWARD .... AAS DEGREE
PROGRAM LENGTH....................................... 15 MONTHS
QUARTER CREDIT UNITS ....   90 UNITS

EDUCATIONAL PROGRAM OBJECTIVES & PROGRAM DESCRIPTION

The goal of the Associate of Applied Science in Cyber Security and Information Technology specialist degree program is to produce well-rounded cybersecurity engineering specialists or technicians prepared for entry-level careers in all industries that hire in areas of information technology and network security. The program combines theoretical knowledge with hands-on technical skills to equip students with the expertise needed to troubleshoot, maintain, and secure a wide range of network-attached computers, services, and devices used to manage the daily operations of a corporate network environment.

The educational program objectives are as follows:

1. Provide students with a comprehensive understanding of networks, computer equipment technology, including principles of computer technology as they apply to network-attached devices.

2. Develop students' proficiency in diagnosing, servicing, and securing computers and networks to ensure optimal performance and compliance with industry standards and regulations.

3. Foster critical thinking and problem-solving skills essential for troubleshooting complex technology / network-related issues in corporate organization settings.

4. Cultivate effective communication and teamwork skills necessary for collaborating with professionals, peers, and other stakeholders in the technology industry.

5. Prepare students to develop and establish career skills in the technology industry, enhancing their career prospects and advancement opportunities in the field.

MODE OF PROGRAM DELIVERY

This program is delivered in either a residential or a distance learning modality. Students decide which modality to complete the program at the time of enrollment, contingent on program availability. When delivered in a residential modality, courses are delivered primarily on campus. When delivered in a distance learning modality, all courses are delivered online.

STUDENT OUTCOMES

The student outcomes of the Associate of Applied Science Cyber Security and Information Technology specialist are for its graduates to attain the following:

1. an ability to apply knowledge, techniques, skills and modern tools of technology to solve well-defined cyber security problems appropriate to the discipline;

2. an ability to design solutions for well-defined technical problems and assist with the design of systems, components, or processes appropriate to the discipline;

3. an ability to apply written, oral, and graphical communication in well-defined technical and non-technical environments; and an ability to identify and use appropriate technical literature

4. an ability to design, develop and effectively manage cybersecurity for computer and network systems in an organization irrespective of the industry; and

5. an ability to function effectively as a member of a technical team.

O*NET SOC OCCUPATIONS

O*NET is a taxonomy of hundreds of occupations and an online resource for occupational information. It is being developed under the sponsorship of the US Department of Labor. To learn more, visit www.onetcenter.org.

The program primarily provides training for the following O*NET SOC Occupation:

15-1151.00 Computer User Support Specialists

15-1152.00 Computer Network Support Specialist

15-1212.00 Information Security Analysts

15-1121.00 Computer Systems Analysts

15-1199.02 Computer Systems Engineers/Architects

15-1142.00 Network and Computer Systems Administrators

49-2011.00 - Computer, Automated Teller, and Office Machine Repairers

ASSOCIATE OF APPLIED SCIENCE (AAS)
CYBER SECURITY & INFORMATION TECHNOLOGY SPECIALIST COURSES

Course Code	Course Title	Pre-requisite	Units
IML100	Mentoring and Leadership in the Technology Workspace	-	4.00
COM101	IT English Composition	-	2.00
CPU110	Basic Word Processing and Spreadsheet	-	2.00
COM120	Technical Writing for IT Professionals	-	3.50
IMA201	Mathematics for Information Technology	-	2.00
CS100	Information Technology Foundations	-	3.50
CS120	Computer Hardware & Operating System support A+ Certification	-	4.00
CS125	Computer hardware and Operating System Support Systems Advanced A+ Certification	CS120	3.50
CS130	IT Network Fundamentals - Network+ Certification basic	-	3.50
CS135	IT Network Fundamentals, Network+ Advanced	CS130	4.00
CS140	Security Systems Foundation	CS135	3.50
CS145	Security Systems Intermediate	CS140	4.00
CS150	Linux Fundamentals	CS100 or CS125	3.50
CS155	Linux Systems Administration	CS150	4.00
CS170	Cisco Certified Network Associate Part I	CS155 or CS135	3.50
CS175	Cisco Certified Network Associate Part II	CS145 or CS170	4.00
CS220	Security Administration and Ethical Hacking Foundation	CS170	4.00
CS225	Security Administration and Certified Ethical Hacking CEH Advanced	CS140	4.00
CS230	Cyber Security Systems Analyst CySA - Part 1	CS145 or CS220	3.50
CS235	Cyber Security Systems Analyst CySA - Part 1I	CS225	4.00
NE200	Microsoft Certified Azure Fundamentals	CS135	4.00
IT100	IT Network Design and Planning Phase 1	-	4.00
IT200	IT Network Design and Planning Phase II	-	4.00
IT250	IT Network Security Implementation Phase III	-	4.00
INSTA100	Soft skills Career Placement and resume Workshop	-	4.00
Total			**90**

COURSE DESCRIPTIONS

The school may modify or waive prerequisite or corequisite requirements as needed.

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

CT220 A+ HARDWARE ESSENTIALS
2.5 UNITS

Covers PC hardware and peripherals, mobile device hardware, networking and troubleshooting hardware, and network connectivity issues. This is the first course required for completion within the program.

CT225 A+ OPERATING SYSTEM CORE
2.5 UNITS

Covers installing and configuring operating systems, including Windows, iOS, Android, mac OS, and Linux. It also addresses security, the fundamentals of cloud computing, and operational procedures.

ICND001 INTERNETWORK CISCO OPERATING SYSTEM
2.0 UNITS

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.

CCNA100 CISCO CERTIFIED NETWORK ADVANCED
2.5 UNITS
PRE-REQUISITE – ICND001

Students will complete advanced troubleshooting and additional lab time than with the previous version of CCNAX, preparing learners for Cisco CCNA certification.

LNX001 LINUX FUNDAMENTALS BASIC
3.5 UNITS
PRE-REQUISITE – CT220, CT225

This course covers fundamentals of Linux system architecture, Installation, and package management, Linux file systems.

LNX005 LINUX ADVANCED
3.5 UNITS
PRE-REQUISITE – LNX001

This course covers advanced functions of 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.

MCS900 MICROSOFT AZURE FUNDAMENTALS
4.0 UNITS
PRE-REQUISITE – CT220, CT225

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.

MCS104 MICROSOFT CERTIFIED AZURE ADMINISTRATOR
4.0 UNITS
PRE-REQUISITE – MCS900

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. 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 configure it to send 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.

MCS400 DESIGNING AND IMPLEMENTING MICROSOFT AZURE DEVOPS ENGINEER
4.5 UNITS
PRE-REQUISITE – MCS104

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 WEB SERVICES CLOUD PRACTITIONER
4.0 UNITS
PRE-REQUISITE – MCS400

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.

MOUS101 WORD
3.0 UNITS

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.

MOUS201 EXCEL
3.0 UNITS

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 everyday Excel tasks, including applying advanced analysis techniques to more complex data sets, troubleshooting errors, collaborating on worksheets, and sharing Excel data with other applications.

MOUS301 POWERPOINT
3.0 UNITS

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 incorporate graphical objects into a presentation and refine them.

MOUS401 OUTLOOK
3.0 UNITS

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. This includes saving and archiving Email, creating a custom Outlook Form, managing contacts and contact information, exporting contacts, and advanced mail merge.

PRG70-001 INTRODUCTION TO OBJECT ORIENTED PROGRAMMING
4.0 UNITS

Get hands-on experience in complex programming with the Programming Logic & Design course and lab. The course offers a comprehensive introduction to current programming languages, featuring clear and approachable code snippets and programs that facilitate a deeper understanding. The course and lab provide easy-to-understand pseudocode, 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.

PRG70-010 PROGRAMMING WITH MOBILE / WEB BASED APPLICATIONS USING HTML, CSS & JAVASCRIPT
4.0 UNITS

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.

PRG70-513 PROGRAMMING WITH PYTHON PART I
3.5 UNITS
PRE-REQUISITE – 70-001 or 70-010

In this course, students will demonstrate their fundamental understanding of Python by writing and debugging code that logically solves a problem.

PRG70-514 PROGRAMMING WITH PYTHON PART II
3.5 UNITS
PRE-REQUISITE – 70-513

In this course, students will demonstrate advanced learning of Python by developing applications and software for web and mobile devices.

PRG70-515 PROGRAMMING WITH JAVA FUNDAMENTALS PART I
4.5 UNITS
PRE-REQUISITE – 70-001

The Java Fundamentals course teaches students to develop the skills necessary 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.

PRG70-516 PROGRAMMING WITH JAVA FUNDAMENTALS PART II
4.0 UNITS
PRE-REQUISITE – 70-515

This Java part II course provides students with knowledge in Java SE enhancements, including improved concurrency utilities and a new file I/O API. The interactive learning resources highlight explanations of advanced Java programming techniques.

PRG70-520 PROGRAMMING FOR ANDROID OPERATING SYSTEM
4.0 UNITS
PRE-REQUISITE – 70-516

The Android Programming course and lab are 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.

PRG70-525 BUILDING MOBILE APPLICATIONS FOR ANDROID IOS
4.5 UNITS
PRE-REQUISITE – 70-520

This course introduces the Android Software Development Kit and the development tools of the trade, and then dives into building cool-looking and fun apps that utilize Android's amazing capabilities. 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.

CPST-070 BUILDING MOBILE APPLICATIONS FOR ANDROID IOS
4.5 UNITS
PRE-REQUISITE – 70-520

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.

WD101 CIW SITE DEVELOPMENT ASSOCIATE
4.5 UNITS

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. Powerful, full-featured, open-source mobile platform that powers phones like the Google Nexus, Motorola Droid, Samsung Galaxy S, and a variety of HTC phones and tablet computers.

WD102A CIW USER INTERFACE DESIGNER PART I
3.5 UNITS

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.

WD102B CIW USER INTERFACE DESIGNER PART II
3.5 UNITS
PRE-REQUISITE – WD102A

The CIW User Interface Designer is the second course in the CIW Interface Design series. In this course, 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 websites for multiple platforms, including mobile, tablet, and desktop.

WD105 BUILDING WEB APPLICATIONS WITH TYPESCRIPT, ANGULAR, AND REACT
2.0 UNITS
PRE-REQUISITE – WD102B

In this course, students will learn to deploy web-based applications using React. React is an open-source JavaScript library for building user interfaces or UI components. Facebook and a community of individual developers and companies maintain it. React can serve as a foundation for developing single-page or mobile applications.

WD103 ADOBE PHOTOSHOP
4.5 UNITS

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 graphics using simple techniques from scratch.
- Finally, any good Photoshop user should know how to put an island inside a bottle!

WD106 HTML, CSS, JAVASCRIPT WEB PUBLISHING PART I
3.5 UNITS
PRE-REQUISITE – WD101

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.

WD106B HTML, CSS, JAVASCRIPT WEB PUBLISHING PART II
3.5 UNITS
PRE-REQUISITE – WD106

In this course, you will learn advanced scripting in HTML and CSS, and include animation effects with JavaScript. Students will learn to develop interactive and responsive mobile-ready web pages that can be scaled on multiple platforms.

WD107A CIW JAVASCRIPT SPECIALIST PART I
3.5 UNITS
PRE-REQUISITE – WD106B

The JavaScript Specialist courses focus on the fundamental concepts of the JavaScript language.

WD107B CIW JAVASCRIPT SPECIALIST PART II
4.0 UNITS
PRE-REQUISITE – WD107A

This course will equip you with the skills to design client-side, platform-independent solutions that significantly enhance the value of your website by providing interactivity and interest.

WD111 OBJECT-ORIENTED PROGRAMMING WITH PYTHON PART I
3.5 UNITS
PRE-REQUISITE – WD107B

The perspective of classes and Object-Oriented Programming in the Python course will teach students how to utilize more complex aspects of object-oriented programming.

WD111B OBJECT-ORIENTED PROGRAMMING WITH PYTHON PART II
3.5 UNITS
PRE-REQUISITE – WD111

The advanced Object-Oriented Programming in Python course will teach students:
- Inheritance
- Composition & Polymorphism
- Attribute Encapsulation
- Variadic Functions
- Decorators
- Comparing and Copying Objects
- Abstract Classes and Metaprogramming
- Advanced Exceptions
- Object Serialization

After completing this course, students will understand composition and inheritance (and when to use each one), along with other advanced features of the language.

WD113 DATABASES & WD MONGO DB FOR BEGINNERS
2.0 UNITS
PRE-REQUISITE – WD111B

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.

WD113B DATABASES & WD MONGO DB FOR INTERMEDIATE
2.0 UNITS
PRE-REQUISITE – WD113

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 searches, registering new users, and posting comments on the site. This includes writing analytical reports, increasing the durability of MFlix's connection with MongoDB, and implementing security best practices.

WD114 SOFTWARE TESTING AND Q&A
4.0 UNITS

Software testing training will help you master Software Testing concepts, including test case development, error guessing techniques, and black-box testing. 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 CAPSTONE PROJECT BUILDING RESPONSE AND DESIGN
3.5 UNITS
PRE-REQUISITE – WD113B, WD114

In the Website Development and Design Capstone project, students will create a comprehensive, responsive, multi-user, data-driven website that addresses a specific problem. We encourage the students to create a website addressing an issue that interests them. However, if the student does not have a project in mind, then the professor will suggest several projects.

WD120B CAPSTONE PROJECT BUILDING RESPONSE AND DESIGN
4.0 UNITS
PRE-REQUISITE – WD120

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

CS100 INFORMATION TECHNOLOGY FOUNDATIONS
3.5 UNITS

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 COMPUTER HARDWARE & OPERATING SYSTEM SUPPORT A+ CERTIFICATION
4.0 UNITS

A+ Certification courses can benefit students in two ways. Whether the student wants to gain employment as desktop support technician or plan to work in a mobile or corporate environment where students have a high level of face-to-face customer interaction, where client communication and client training are essential, 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.

CS125 COMPUTER HARDWARE & OPERATING SYSTEM SUPPORT ADVANCED A+ CERTIFICATION
3.5 UNITS
PRE-REQUISITE – CS120

The advanced course will cover the installation, repair, management, and upgrades of operating systems. This course will teach students the customer service and interaction skills essential for gaining employment as a desktop support technician. Students will complete the CompTIA A+ certification-based objectives and be prepared to attempt the certification exam.

CS130 IT NETWORK FUNDAMENTALS – NETWORK+ BASIC
3.5 UNITS
PRE-REQUISITE – CS125

This course will teach students concepts building on your existing user-level knowledge and experience with personal computer operating systems and networks to present fundamental skills and concepts that students will use on the job in any type of technology based

networking career.

CS135 IT NETWORK FUNDAMENTALS – NETWORK+ ADVANCED
4.0 UNITS
PRE-REQUISITE – CS130

This course is the second part of course CS135. Students will be prepared with advanced concepts in networking and administration for small business networks. All objectives outlined by CompTIA for Network+ certification will be completed in this course.

CS140 SECURITY SYSTEMS FOUNDATION
3.5 UNITS
PRE-REQUISITE – CS135

In this course, students will build on knowledge of professional experience with security fundamentals, networks, and organizational security as they acquire the specific skills required in implementing basic and advanced security services on any type of computer network.

CS145 SECURITY SYSTEMS INTERMEDIATE
4.0 UNITS
PRE-REQUISITE – CS140

This is the second course in the CS140 series and covers the advanced concepts of network security. As students finish this course they will successfully complete all the objectives outlined in the CompTIA Security+ path.

CS150 LINUX FUNDAMENTALS
3.5 UNITS
PRE-REQUISITE – CS145

In this course, students will install Linux, configure the X Window System, and learn to navigate the Linux command-line shell.

CS155 LINUX SYSTEMS ADMINISTRATION
4.0 UNITS
PRE-REQUISITE – CS150

This is the second course in the CS150 series and covers the advanced concepts of Linux administration. Students will install Linux, configure the X Window System, and learn to navigate the Linux command-line shell.

CS170 CISCO CERTIFIED NETWORK ASSOCIATE PART I
3.5 UNITS
PRE-REQUISITE – CS155, CS135

The Interconnecting Cisco Networking Devices: Accelerated (CCNA) courses are a hands-on approach to the course objectives prepared by Cisco for the

CCNAX.

CS175 CISCO CERTIFIED NETWORK ASSOCIATE PART II
4.0 UNITS
PRE-REQUISITE – CS170

Students will cover the objectives from both the ICND1 and ICND2 courses and will focus on tackling the objectives for the CCNAX. These courses, offer fundamental networking knowledge and an advanced look at troubleshooting and introducing security and wireless topics for Cisco routers.

CS220 SECURITY ADMINISTRATION AND ETHICAL HACKING FOUNDATION
4.0 UNITS
PRE-REQUISITE – CS145, CS150

This course covers advanced concepts of network security discipline of Ethical Hacking from a vendor neutral perspective. Students interested in advanced cyber security principles are encouraged to complete this course. In order to benefit from this course students must have a strong background in network security and Linux administration. ABCO highly encourages students to complete the prerequisite courses prior to attempting this class.

CS225 SECURITY ADMINISTRATION AND CERTIFIED ETHICAL HACKING ADVANCED
4.0 UNITS
PRE-REQUISITE – CS220

This is the second course in the CS225 series and covers the advanced concepts of Ethical Hacking. Students will learn to detect network threats and vulnerabilities and be prepared with skills and tools required to secure a network enterprises.

CS230 CYBER SECURITY SYSTEMS ANALYST CYSA – PART I
3.5 UNITS
PRE-REQUISITE – CS225

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. This course covers advanced concepts of network security discipline to combat malware, and advanced persistent threats.

CS235 CYBER SECURITY SYSTEMS ANALYST CYSA – PART II

4.0 UNITS
PRE-REQUISITE – CS230

This is the second course in the CS235 series and covers the advanced concepts of Ethical Hacking. Students will learn to 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 PENETRATION TESTER – PART I
3.5 UNITS
PRE-REQUISITE – CS235

Students will learn the skills to detect vulnerabilities and threats in the network. This course covers advanced concepts of network security discipline to combat malware, and advanced persistent threats and prepares students who are interested in working towards cyber security principles and penetration testing.

CS255 PENETRATION TESTER – PART II
4.0 UNITS
PRE-REQUISITE – CS250

This is the second course in CS250 series and covers the advanced concepts of penetration testing. 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 SOFTSKILLS CAREER PLACEMENT AND RESUME WORKSHOP
11.0 UNITS

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. This course is part of the cyber security professional program.

ILM100 MENTORING AND LEADERSHIP IN THE TECHNOLOGY WORKSPACE
4.0 UNITS

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.

COM101 IT ENGLISH COMPOSITION
2.0 UNITS

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.

CPU110 BASIC WORD PROCESSING AND SPREADSHEET
2.0 UNITS

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.

COM120 TECHNICAL WRITING FOR IT PROFESSIONALS
3.5 UNITS

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 writing.

IMA201 MATHEMATICS FOR INFORMATION TECHNOLOGY
2.0 UNITS

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.

NE200 MICROSOFT CERTIFIED AZURE FUNDAMENTALS
4.0 UNITS
PRE-REQUISITE – CS135

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.

IT100 IT NETWORK DESIGN AND PLANNING PHASE I
4.0 UNITS

This course is intended to re-familiarize students with the IT technologies they have previously been exposed. 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.

IT200 IT NETWORK DESIGN AND PLANNING PHASE II
4.0 UNITS

Students will complete additional assignments and labs to demonstrate their knowledge and skills acquired throughout the cyber security and information technology specialist AAS program.

IT250 IT NETWORK SECURITY IMPLEMENTATION PHASE III
4.0 UNITS
PRE-REQUISITE – IT100, IT200

This is the third and last course in the IT100 & 200 series and finalizes the trio by having students demonstrate the advanced network and security skills learned throughout the cyber security and information technology specialist AAS program.

INST100A SOFTSKILLS CAREER PLACEMENT AND RESUME WORKSHOP
4.0 UNITS

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