

# ABCO COLLEGE OF TECHNOLOGY

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## SCHOOL CATALOG

**July 2017 - June 2018**

July 1, 2017 - June 30, 2019

11222 S La Cienega Blvd Suite #588

Inglewood, CA 90304

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## SCHOOL DIRECTOR'S MESSAGE

Welcome to AABCO Technology, a College of Technology. We congratulate you upon your decision to take these first steps into the dynamic world of information technology. From the moment you enroll to the day you graduate from your program of study, you will become a part of a close and committed team whose primary goal is to educate and train you to join the next generation of technology professionals.

Since our school's inception in 2000, our institution has been dedicated to providing high quality training and education that prepares students to perform the real-world tasks demanded by an ever-growing and changing technology job market. Whether you're here to refresh your skill sets, or to take that initial leap into this high-demand job market, we're here to help you succeed.

This catalog will provide you with information about our programs, courses, pre-requisites, admissions and academic policies, student services, and the job placement assistance we offer at our college.

Welcome to our Abco family!

**Arif Sayed**

**School Director  
Abco Technology Inc.**



## QUESTIONS



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

Abco Technology  
11222 S. La Cienega Blvd Suite 588  
Inglewood Ca 90304  
Phone number: (310) 216-3067  
Fax number: (310) 216-4311  
Email: [asayed@Abcotechnology.edu](mailto:asayed@Abcotechnology.edu)

## STATEMENT OF APPROVAL



Abco Technology has been granted institutional approval to operate by the State of California **Bureau for Private Postsecondary Education**.

Abco Technology is a private for-profit institution. The Bureau's approval means that this institution and its operation are in compliance with the standards established under law for occupational instruction by private postsecondary education institutions. This approval does not imply any endorsement or recommendation by the State of California. Institutional approval must be reapproved every five years and is subject to continuing review. California statutes require that a student who successfully completes a course of study be awarded an appropriate diploma or certificate verifying this fact.

### Approval Disclosure Statement

*The following programs are approved:*

Program Name	Hours	Award
A+ Certification	78	DIPLOMA
Certified Internet Webmaster	234	DIPLOMA
Cisco Certified Network Associate	72	DIPLOMA
Linux+	120	DIPLOMA
Microsoft Certified Systems Engineer	354	DIPLOMA
Microsoft Office User Specialist	192	DIPLOMA
Oracle Database Administrator	234	DIPLOMA
Programmer	690	DIPLOMA

*Other approvals and memberships include:*

- Approved Training Provider under Workforce Investment Act (WIA). [www.i-train.org](http://www.i-train.org)
- Approved to train Veterans eligible to receive VA benefits — Department of Veterans Affairs. [www.va.gov](http://www.va.gov)
- Authorized Education Training Center – CompTIA. [www.comptia.org](http://www.comptia.org)
- Approved Oracle Education Center — Oracle Corporation. [www.oracle.com](http://www.oracle.com)
- Authorized Microsoft Registered Partner — Microsoft. [www.microsoft.com/training](http://www.microsoft.com/training)
- Accredited Training Center — EC Council. [www.eccouncil.org](http://www.eccouncil.org)
- Member of Los Angeles Better Business Bureau. [www.bbb.org](http://www.bbb.org)
- Members of Certified Internet Webmaster – CIW Academy.

## ACCREDITED BY ACCSC

Since June 2014, Abco Technology has been accredited by the Accrediting Commission of Career Schools and Colleges – a national accrediting agency recognized by the United States Department of Education.

Through the accreditation process, ACCSC assesses the effectiveness of an institution's educational programs by evaluating the infrastructure that supports the program delivery as well as the educational outcomes, which include rates of student achievement such as student graduation and graduate employment. Each of these factors are evaluated within the context of an institution's stated mission.

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

<b>Program</b>	<b>Clock-Hours</b>	<b>Credit-Hours</b>	<b>Award</b>	<b>Code</b>	<b>Description</b>
<b>A+ Certification</b>	78	0	Diploma	1535	Information Technology
<b>Certified Internet Web Master</b>	234	0	Diploma	1565	Information Technology
<b>Cisco Certified Network Associate</b>	72	0	Diploma	1550	Information Technology
<b>Linux+</b>	120	0	Diploma	1540	Information Technology
<b>Microsoft Certified Systems Engineer</b>	354	0	Diploma	1545	Information Technology
<b>Microsoft Office User Specialist</b>	192	0	Diploma	1545	Information Technology
<b>Programmer</b>	690	0	Diploma	1599	Information Technology
<b>Oracle Database Administrator</b>	234	0	Diploma	1599	Information Technology

## **ABCO TECHNOLOGY'S MISSION STATEMENT**

Abco Technology is an accredited college of information technology that offers diploma programs for individual students, working professionals, and companies. Our school has been serving Southern California since 2000. Our programs empower students by helping to prepare them for certifications exams issued by Microsoft, Cisco, Oracle, CompTIA and other leading vendors in the IT industry.

Our programs are strategically designed to train students from beginners to advanced IT professionals – whether they're breaking into a new career, or advancing their current skill sets. Our graduates have gone on to accept positions as network administrators, computer repair technicians, web designers, web developers, database administrators and developers, IT security specialists, programmers, and mobile app developers for both Android and IOS.

As a computer training academy, we work with key players in the local job market to better understand what employers need from their IT professionals. Our goal is to produce students who possess and exhibit the skills and qualities that employers agree are in high-demand. We also continuously study and evaluate student outcomes to fully understand how we can better help our students meet the demands they'll encounter on the job.

## **RECOMMENDATIONS FOR STUDENTS**

We encourage students to contact us to discuss their career options, review our catalog and student performance fact sheet, and visit our campus to view our classrooms and training methods. Prior to enrollment, please take time to review the following documents:

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

We are here to help you with any questions you might have pertaining to any of these documents.

## OUR SCHOOL'S OBJECTIVES

- Providing our students with a high quality education that covers the latest in technological advancement and current trends in the job market.
- Establishing an engaging educational experience by teaching students within a simulated work environment.
- Having the most qualified administrative staff and educational instructors who have worked within the IT industry.
- Encouraging external projects so that students can build a work portfolio and demonstrate their skills to potential employers.

## STATEMENT OF OUR SCHOOL'S HISTORY

Abco Technology joined the Information Technology vocational training community in 2000 when it opened under the name Compurep Associates. In 2003, Compurep Associates changed its name to Abco Technology. Following the name change, Abco Technology became a Prometric testing center. In 2004, the school received approval to operate in the State of California through a certificate of approval by California's BPPVE. In 2005, Abco Technology was granted approval by the California Employment Development Department as an authorized training provider. In 2008, the school received authorization to enroll veterans who are eligible for benefits from the Department of Veterans Administration.

Our vocational school is an approved Oracle Training Partner, CompTIA authorized training school, and an authorized training center for the Certified Ethical Hacker program. Over the past 13 years, our school has consistently grown its student body and number of graduates. In 2003 Abco Technology trained approximately 60 students, and by 2012, the annual student enrollment increased to 180 students.

At this time, Abco Technology is an approved vendor for California's Department of Vocational Rehabilitation, EDD, and California's Employment Training Panel.

We place a strong emphasis on job placement and have established a student placement assistance program which helps school graduates to seek gainful employment.



## **ABCO TECHNOLOGY'S FINANCIAL STANDING**

Abco Technology is in good financial standing and is not in any financial discrepancies. This institution has no pending petition in bankruptcy, is not operating as a debtor in possession, has never filed a petition within the preceding five years, nor has it had a petition in bankruptcy filed against the school within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

## **INFORMATION TECHNOLOGY CERTIFICATION VENDORS**

Abco Technology maintains partnerships with major information technology certification vendors. Our programs' goals and objectives are to help prepare students for the tasks that will be required of them while working in the IT field, and to help prepare them for certification exams offered through the following vendors:

- CompTIA
- Microsoft
- Cisco
- Oracle
- Certified Internet Webmaster
- Linux Professional Institute
- Among others

## CORPORATE TRAINING SOLUTIONS & ETP

### CORPORATE TRAINING SOLUTION PROVIDER

**(Our accreditation does not extend to our corporate training solutions.)**

Abco Technology provides training for external companies and organizations. We offer customized training solutions to companies according to their individual needs and requirements, including curriculums for highly specialized software used within an organization. Abco Technology is an approved trainer by the State of California Employment Training Panel. This type of education funding only serves employers and corporations.

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

**How It Works?** Abco Technology staff is available to assist employers in discovering available funds for training, applying for funds, as well as assisting with other aspects of program participation. Businesses determine their own training needs and Abco Technology will provide training to their employees. ETP is funded by a tax on employers which is collected alongside the Unemployment Insurance Tax. The program is funded by the Employment Training Tax paid by California employers and targets firms threatened by out-of-state competition or those who compete in the global economy. The program is performance-based. Abco Technology will track the proof that full training hours for the participating employers have been completed and that trainees have been retrained in well-paying jobs for a specific period of time.

#### Eligibility Requirements for ETP Participation

- Your company must have a valid State Tax ID number or CEAN number.
- Your company must pay Employment Training Tax (ETT) to the State of California. Most companies pay this tax automatically.
- Your company must provide an in-kind training contribution (all employees must get paid their regular hourly wages while in training).
- Employees must be employed for at least 90 days before the start of training.
- Employees must stay employed 90 days after the last day of training is complete.
- Employees must earn at least \$16/hour. (Per hour earning requirement varies in different counties of California.
- Employees must work an average of 35 hours or more per week.
- Employees must complete at least 24 hours of training for Advanced Technology programs or courses, and a minimum 8 hours of training for Basic Computer Skills Courses (i.e. Microsoft Office). This is required to be completed within a 120-day period.
- Employees must be paid regular wages while in training.

## ABCO FACULTY MEMBERS & INSTRUCTORS

### **Arif Sayed** – *School Director & Program Instructor:*

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

### **Fatima Diaz** – *Director of Education & Program Instructor:*

Certified Internet Web Master, Microsoft Certified Systems Engineer, Microsoft Officer User Specialist and CompTIA A+ Certification Programs. Ms. Diaz has earned Certifications from CompTIA, Microsoft, and several other IT vendors. Ms. Diaz has more than 10 years of work experience in the Information Technology industry.

### **Charles Pascal** – *School Counselor & Instructor*

Mr. Pascal is the school counselor for Abco Technology's student body. Pascal has a Master of Arts in Counseling degree from Loyola Marymount University at Los Angeles. Mr. Pascal also teaches a variety of Ecommerce courses including Search Engines, Ecommerce, and the CIW Foundation Certification Fundamentals. Mr. Pascal helps students prepare for a variety of FCC license exams including: General Radio Telephone Commercial Operators License, RADAR, GMDSS, & Morse code. Mr. Pascal acts as the official spokesperson for Abco Technology with respect to media and student inquiries, which extend beyond the range of normal classroom questions.

### **Ralph Behar** – *Program Instructor*

Microsoft Certified Systems Engineer, Microsoft Certified Database Administrator courses, Microsoft Certified Programmer, and Oracle Certified Professional Programs. Mr. Behar has earned an MBA degree from Pepperdine University and a Bachelor in Business Administration from UCLA. Mr. Behar is Microsoft and HP certified. He has more than 25 years of work experience in the Information Technology industry.

### **Sam Arif** – *Program Instructor:*

Microsoft Certified Systems Engineer, CompTIA A+ certification and Cisco Certified Network Associate Programs. Mr. Arif is certified in the CompTIA and Microsoft Programs. He has also earned a train-the-trainer certificate as well. He runs an established consultation business and has over 30 years of professional IT experience.

### **Emmanuel Henshaw** – *Program Instructor:*

Microsoft Certified Systems Engineer, Cisco Certified Network Associate, and Cisco Certified Network Professional certification courses. Mr. Henshaw holds Certifications from Microsoft, Cisco CCNA, CCNP, and CCIE. Mr. Henshaw has more than 20 years of work experience in the Information Technology industry.

## ABCO FACULTY MEMBERS & INSTRUCTORS

### **Aritra Bhattacharya** – *Program Instructor:*

Programmer, Database Administrator and Certified Internet Webmaster. Mr. Bhattacharya is an experienced programmer and developer as well as a certified trainer. Mr. Bhattacharya has over 7 years' experience within the IT industry working as a programmer and developer. He is well trained and certified to teach Web Development and Programming classes.

### **Greg Capps** – *Program Instructor:*

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

### **Paul Akhigbe** – *Program Instructor:*

CompTIA A+ certification, CompTIA Network+ Certification, CompTIA Security+ Certification, and Cisco Certified Network Associate Programs. Mr. Akhigbe has over 20+ years of experience working in the Information Technology industry. He is certified in all relevant training areas.

### **Hasan Al Sabonchi** – *Program Instructor:*

Programmer, and Certified Internet Webmaster. Mr. Sabonchi is an experienced programmer and developer as well as a certified trainer. He has over 13+ years' experience within the IT industry working as an applications programmer and developer. He is well trained and certified to teach web development and programming classes.

## OUR ORGANIZATION & ADMINISTRATION

<b>Arif Sayed</b>	School Director	<a href="mailto:asayed@Abcotechnology.edu">asayed@Abcotechnology.edu</a>
<b>Ralph Behar</b>	Chief Operations Officer	<a href="mailto:rbehar@Abcotechnology.edu">rbehar@Abcotechnology.edu</a>
<b>Fatima Diaz</b>	Director of Education	<a href="mailto:fsethi@Abcotechnology.edu">fsethi@Abcotechnology.edu</a>
<b>Charles Pascal</b>	School Counselor	<a href="mailto:cpascal@Abcotechnology.edu">cpascal@Abcotechnology.edu</a>
<b>Ambreen Ahmed</b>	Director of Student Services	<a href="mailto:aahmed@Abcotechnology.edu">aahmed@Abcotechnology.edu</a>
<b>Simona Gustafson</b>	IT Administrator & Enrollment Rep.	<a href="mailto:gussim@Abcotechnology.edu">gussim@Abcotechnology.edu</a>
<b>Nicole Green</b>	Admissions Representative	<a href="mailto:ngreen@Abcotechnology.edu">ngreen@Abcotechnology.edu</a>
<b>Yesenia Ramos</b>	Financial Aid Representative	<a href="mailto:yeseniaramos@abcotechnology.edu">yeseniaramos@abcotechnology.edu</a>
<b>Dennis Browning</b>	IT Assistant	<a href="mailto:dennisb@Abcotechnology.edu">dennisb@Abcotechnology.edu</a>

## DISTANCE EDUCATION LEARNING

Abco Technology does not offer distance educational programs at this time. We specialize in hands-on training and provide all instructional hours and classes at our Abco Technology campus.

## ADDRESS

Abco Technology is a vocational training school and has one main campus. It does not have any other branches or satellite campuses at this time. All class sessions will be held at Abco Technology's main campus:

**11222 South La Cienega Blvd Suite 588**  
**Inglewood CA 90304**

For corporate training, Abco Technology may provide an on-site training upon request.

## METHOD OF INSTRUCTION

The programs and their modules or courses listed above have an instructor-led, hands-on classroom training method of instruction.

## STATE LICENSURE REQUIREMENT FOR EACH PROGRAM

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

## FACILITY, INSTRUCTIONAL MATERIALS, & EQUIPMENT

### INTRODUCTION TO OUR FACILITY

Abco Technology is located at 11222 S. La Cienega Blvd Suite 588 Inglewood CA 90304. Our location is easily accessible via public transportation. The facility is equipped with classrooms, labs, and administrative offices for student services, all of which are well-lighted and climate controlled. Abco Technology's total area is approximately 4800 square feet.

### INSTRUCTIONAL MATERIALS & EQUIPMENT

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

### MAXIMUM NUMBER OF STUDENTS IN A CLASSROOM

Class sizes do not exceed 15 students. This is sufficient as most of our programs use labs which can be conducted on one computer as prescribed by employers and vendors. At Abco Technology, all of our programs are taught following an instructor-led training approach. This is an efficient method for presenting a large body of materials to large or small groups of students. It is more interactive and personal as it ensures that everyone gets the same quality information in a comprehensive manner. This approach is found to be more efficient towards having successful graduates and proper student placement. An instructor-led training approach makes use of certain standard materials which are used in every class as instructor aids.

These common materials include:

- Computers equipped with high speed internet access for each student in the classroom
- Whiteboard – This is the most “old-fashioned” method, but it is still found to be effective as instructors use the whiteboard to highlight major points and draw attention towards main topics and objectives of the lessons being covered.
- PowerPoint Presentations – Our instructors use PowerPoint presentations in many programs. For many programs, course overheads are provided in the form of PowerPoint slides to assist with program delivery. These overhead slides ease delivery by listing major course points.
- Overhead Projectors – Our classrooms are equipped with overhead projectors to allow instructors to connect their computers with the overhead projectors and demonstrate labs that are taught in the classes.

Additionally, course materials used in our programs are in the form of courseware books. Exam preparation materials directly correspond to learning outcomes laid out for each program by the respective vendors and industry standards of the subject matter.

Program course materials are carefully selected through the course materials suggested by major program vendors such as Microsoft, Cisco, and Oracle. While selecting course materials, we keep in mind that these materials not only cover the theoretical concepts but also cover hands-on labs or guide towards practical concepts and knowledge that relate to real world job related skills and tasks.

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

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

## ABCO TECHNOLOGY PROGRAMS

PROGRAM NAME	CLOCK HOURS	DURATION IN WEEKS	DURATION IN MONTHS	MAX COMPLETION TIME**	PROGRAM TYPE
A+ Certification	78	4 weeks	1 month	7 weeks (2 months)	Diploma
Certified Internet Webmaster	234	13 weeks	3 months	20 weeks (5 months)	Diploma
Cisco Certified Network Associate	72	4 weeks	1 month	6 weeks (1.5 months)	Diploma
Linux+	120	6 ½ weeks	2 months	11 weeks (3 months)	Diploma
Microsoft Office User Specialist	192	10 ½ weeks	3 months	17 weeks (4 months)	Diploma
Oracle Database Administrator	234	13 weeks	3 months	20 weeks (5 months)	Diploma
Microsoft Certified Systems Engineer	354	19 ½ weeks	5 months	30 weeks (7 months)	Diploma
Programmer	690	29 weeks	7-9 months	44-59 weeks (11-14 months)	Diploma

\* All Programs can be offered as full time i.e. 24hrs/week or as part time i.e. 18hrs/week

\*\* **Maximum completion time** is 150% of the entire duration. The exact maximum completion date will be calculated on a student's enrollment agreement.

## CLASSES SCHEDULES & TIMES

At Abco Technology, we understand that students' demanding schedules can benefit from a flexible training schedule, which is why our school offers daytime, evening, and weekend classes, as outlined below:

### **Tuesday, Wednesday, & Thursday**

Morning: 8.00am - 1pm, Afternoon: 1:00pm – 6.30pm, Evening: 6.30pm – 10.30pm

### **Saturday, Sunday, & Monday**

Saturday - Sunday 8.00am – 2.00pm, Monday 6.00pm – 10.00pm

### **Saturday, Sunday, & Friday**

Saturday - Sunday 2.00pm – 7.00pm, Friday 6.00pm – 10.00pm

**Labs/Practicum** Friday 9.00am - 10.00pm

## ACADEMIC CALENDAR

Abco Technology has established an academic calendar of 912 Hours/38 weeks for a regular full time schedule. Full time is defined as 24 hours per week including lectures and labs. Part time is defined as 18 hours per week including lectures and labs. All program durations are calculated based on the academic calendar schedule.



## ABCO TECHNOLOGY PROGRAMS AND COURSES

PROGRAM NAME	COURSES WITHIN EACH PROGRAM
A+ Certification	<ol style="list-style-type: none"> <li>1. CompTIA A+ Essentials</li> <li>2. CompTIA Practical Applications</li> </ol>
Certified Internet Webmaster	<ol style="list-style-type: none"> <li>1. CIW – Foundations</li> <li>2. Programming with HTML &amp; CSS</li> <li>3. Adobe Photoshop</li> <li>4. Search Engine Optimization</li> <li>5. E-Commerce &amp; Marketing</li> <li>6. Programming with JavaScript</li> <li>7. Designing a website using WordPress</li> </ol>
Cisco Certified Network Associate	<ol style="list-style-type: none"> <li>1. Cisco Intra-network Associate for Routers and Switches</li> </ol>
Microsoft Certified Systems Engineer (MCSE)	<ol style="list-style-type: none"> <li>1. Installing and Configuring Windows Server</li> <li>2. Administering Windows Server</li> <li>3. Configuring Advanced Server Services</li> <li>4. Designing and Implementing a Server Infrastructure</li> </ol>
Microsoft Office User Specialist (MOUS)	<ol style="list-style-type: none"> <li>1. Microsoft Office Word - Level 1</li> <li>2. Microsoft Office Word - Level 2</li> <li>3. Microsoft Office Word - Level 3</li> <li>4. Microsoft Office Excel - Level 1</li> <li>5. Microsoft Office Excel - Level 2</li> <li>6. Microsoft Office Excel - Level 3</li> <li>7. Microsoft Office Power point - Level 1</li> <li>8. Microsoft Office Power point - Level 2</li> <li>9. Microsoft Office Outlook - Level 1</li> <li>10. Microsoft Office Outlook - Level 2</li> <li>11. Microsoft Office Outlook - Level 3</li> </ol>
Linux Certification	<ol style="list-style-type: none"> <li>1. Linux Server Fundamentals and Administration</li> </ol>
Oracle Database Administration	<ol style="list-style-type: none"> <li>1. Introduction to Oracle SQL Fundamentals I</li> <li>2. Introduction to Oracle SQL Fundamentals II</li> <li>3. Database Administrator I (Oracle Certified Associate)</li> <li>4. Database Administrator II (Oracle Certified Professional)</li> </ol>
Programmer	<ol style="list-style-type: none"> <li>1. Introduction to Programming with HTML, CSS &amp; JavaScript</li> <li>2. Basic &amp; Advanced Python Programming</li> <li>3. Programming with Java</li> <li>4. Building Mobile Applications using Android</li> <li>5. Developing 8 Mobile Applications for Android</li> <li>6. Internet Marketing using SMO &amp; SEO</li> </ol>

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

## **PROGRAM - A+ CERTIFICATION**

### **PROGRAM DESCRIPTION**

A+ certification validates foundation-level knowledge and skills necessary for a career in PC support. IT certifications prove competence in areas such as installation, preventative maintenance, networking, security, and troubleshooting. The exam covers maintenance of PCs, mobile devices, laptops, operating systems, and printers.

Duration in Months	Clock Hours	Fulltime	Part-Time	Duration in Weeks	Max. Completion Time	
1 Months	78 Hours	24 Hours / Week	18 Hours Per Week	4 Weeks	6 Weeks	150%

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

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

### **List of Courses Within the Program:**

Course Numbers	Course Name
220-901	CompTIA A+ Essentials
220-902	CompTIA A+ Practical Applications

### **COURSE DESCRIPTION**

**CompTIA A+ Essentials:** Covers PC hardware and peripherals, mobile device hardware, networking and troubleshooting hardware, and network connectivity issues. This is the first course required to be completed within the program.

**CompTIA Practical Applications:** Covers installing and configuring operating systems including Windows, iOS, Android, Apple OS X, and Linux. It also addresses security, the fundamentals of cloud computing, and operational procedures. - **CompTIA A+ Essentials is the pre-requisite for this course and must be completed prior to this course.**

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

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

**INSTRUCTIONAL MATERIALS**

- Books: A+® Certification: A Comprehensive Approach for All Exam Objectives
- Supplies: PC Tool Kit, A+ Passport CD, Windows Operating System Evaluation Software, Windows operating system VMware Image on computers. (All computers in classroom labs have been setup with these supplies. Students will be able to use these supplies in the classroom).
- Materials: Virtual Labs and simulation software

**STUDENT LEARNING OUTCOMES:**

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

**Employment Positions upon Completion:**

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

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

A+ Certification is part of the certification track for corporations such as Microsoft, HP and Cisco. Other technology companies, including Dell, Intel, Lenovo and Ricoh, have also made A+ certification mandatory for their service technicians. The U.S. Department of Defense and the Department of Homeland Security requires A+ Certification as a required qualification for participating in their computer forensics program.

**CompTIA A+ Certification Requirements**

Exam 220-1001

Exam 220-1002

**\*Abco Technology provides high-quality training and materials designed to help students prepare for CompTIA 220-1001 and 220-1002 certification exams.**

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

15-1121.00 Computer System Analyst

15-1134.00 Web Developers

## **PROGRAM – CERTIFIED INTERNET WEBMASTER**

### **PROGRAM DESCRIPTION**

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

Duration in Months	Clock Hours	Fulltime	Part-time	Duration in Weeks	Max. Completion Time
3 Months	234 Hours	24 Hours / Week	18 Hours Per Week	13 Weeks	20 Weeks 150%

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

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

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

Course Numbers	Course Name	Course Prerequisite
CIW 101	Internet Business Foundations	-
CIW 102	Programming with HTML & CSS (HTML & XHTML)	-
CIW 103	Adobe Photoshop	-
CIW 106	Search Engine Optimization (SEO)	-
CIW 107	Programming with JavaScript	CIW102
CIW 108	E-Commerce & Marketing	CIW101
CIW 109	Designing a Website using WordPress	CIW102

- Indicates the course has no prerequisites and can be completed in any order within the program

### **COURSE DESCRIPTIONS**

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

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

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

**Hypertext Markup Language (HTML & XHTML):**

Basics of creating web pages using HTML, Advance HTML elements and techniques, and creation of customizable tables, nested tables, and forms.

**Adobe Photoshop:**

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

**Search Engine Optimization (SEO):**

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

**E-Commerce & Marketing:**

E-Commerce Strategies and Practices course teaches you how to conduct business online and manage the technical issues associated with constructing an E-commerce web site. You will learn about the similarities and differences between traditional and electronic commerce and will explore Ecommerce technologies at various levels of sophistication.

**JavaScript:**

JavaScript is a course that provides experienced web application developers with the fundamentals of the JavaScript programming language, with a focus on using JavaScript as a client-side language for web-based applications.

**WordPress:**

WordPress is an online, open source website creation tool written in PHP and MySQL.

**EDUCATIONAL PURPOSE AND OBJECTIVES:**

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

**STUDENT LEARNING OUTCOMES:**

- o Explore the concepts of Information Technology and the Internet
- o Examine how computers communicate across the Internet and the technologies that enable internetworking
- o Examine the various technologies that constitute the World Wide Web
- o Configure the security and privacy settings in Windows® Internet Explorer
- o Explore multimedia and other components embedded in a web page
- o Identify the different types of databases, the fundamentals of web search engines, and communicate over the web
- o Examine the various aspects of email communication
- o Explore the services and tools available on the Internet
- o Examine the various security issues related to the Internet
- o Examine the fundamentals of project management
- o Recognize the components of an HTML file and create such a file
- o Format paragraphs and characters using HTML
- o Link to local files and web pages from their web pages
- o Add graphics and sound to their web pages using HTML
- o Create different kinds of lists to their web page using HTML
- o Create multi-column and multi-row tables using HTML
- o Set background colors and graphics for web pages
- o Evaluate web page design and consider design issues that affect web pages
- o Add links to non-web internet sites from their web pages
- o Control color and typography
- o Create style sheets that cascade according to established guidelines
- o Design content sections using box properties
- o Control your page layouts with CSS positioning, and in turn enhance an existing design
- o Create alternate style sheets and link your pages to them to enhance the accessibility and functionality of your websites
- o Running projects and building weblog discussion forums, and shopping carts
- o Building an online auction site
- o Creating a web-based calendar and Content Management System
- o Building a reusable project & a news website
- o Understand the role of client-side scripting in the browser
- o Develop and integrate JavaScript into your web applications

- o Use JavaScript operators, expressions, control, and data structures
- o Implement cross browser JavaScript using the Document Object Model
- o Understand JavaScript's effective use in form field validation
- o Manipulate text strings through a variety of useful JavaScript methods o  
Extract data from JavaScript programs to interact with server-side code
- o Crawling and serving web content
- o One box modules, indexing with feeds
- o Reporting, securing, and modifying XSLT style sheets.
- o Explore the types of applications you can build, how the user interface can be used, and how to create Flash
- o Animate graphics using different techniques
- o Work with movie clips
- o Add audio to a movie

## **INSTRUCTIONAL MATERIALS**

### **Books**

CIW Foundation Certification  
HTML For World Wide Web with HTML  
Search Engine Optimization (SEO),  
E-Commerce & Marketing  
Java Script, WordPress, J-Query

### **Supplies:**

Adobe Creative Suite Image  
Student Data files for each course

**(All computers in classroom labs have been setup with these supplies. Students will be able to use these supplies in the classroom.)**

### **Materials:**

Lab Simulation software for WordPress, HTML and JQuery

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

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

### **Requirements to Obtain Certification**

1. Student may obtain a certification for Certified Internet Webmaster by taking an Exam ID0-510.

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

15-1121.00 Computer System Analyst  
15-1134.00 Web Developers



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

### **PROGRAM DESCRIPTION**

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

Duration in Months	Clock Hours	Fulltime	Part-time	Duration in Weeks	Max. Completion Time
1 Months	72 Hours	24 Hours / Week	18 Hours Per Week	4 Weeks	6 Weeks 150%

### **Courses**

Cisco Certified Network Associate

### **Course Description**

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

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

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

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

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

Students will be enabled to complete the CCNA exam and earn the credential of a Cisco Certified Network Associate. In addition, students will acquire skills to be employed at an entry level position, technology specialists, IT field engineers, WAN engineers, and WAN administrators.

## **INSTRUCTIONAL MATERIALS**

### **Books:**

- Cisco Certified Network Associate Study guide

### **Supplies:**

- Boson Netsim Simulation Software (All computers in classroom labs have been setup with these supplies. Students will be able to use these supplies in the classroom.)

### **Materials:**

- Lab simulation software for CCNA

## **STUDENT LEARNING OUTCOMES:**

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

## **Employment Positions upon Completion:**

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

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

**Requirements to Obtain Certification from Cisco:**

Students may further their career and pass the following examinations offered by Cisco:

- Cisco Certified Network Associate -

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

15-1151.00 Computer User Support Specialists

15-1142.00 Network and Computer Systems Administrators

15-1199.02 Computer Systems Engineers/Architects

15-1122.00 Information Security Analysts

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

## PROGRAM – LINUX +

### PROGRAM DESCRIPTION

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

Duration in Months	Clock Hours	Fulltime	Part-Time	Duration in Weeks	Max. Completion Time
2 Months	120 Hours	24 Hours / Week	18 Hours Per Week	6 1/2 Weeks	11 Weeks 150%

### Pre-requisites in the Program:

- High school diploma or equivalent
- Working knowledge of the PC and the Internet
- A+ Certification or equivalent

### List of Courses in the Program

Linux+

### **Course Description**

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

### EDUCATIONAL PURPOSE AND OBJECTIVES:

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

### Instructional Materials

#### **Book:**

- CompTIA Linux+ Certification, Powered by LPI

#### **Supplies:**

- VMware Image of Linux Operating System
- Red Hat Enterprise Linux 5 Rescue CD - simulation software

#### **Materials:**

- Lab simulation software for Linux

**Student Learning Outcomes:**

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

**Employment Positions upon Completion:**

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

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

A widely-recognized Linux certification ensures that junior level IT professionals have a means of demonstrating their Linux skills to potential employers while assuring customers that they are receiving support services from highly skilled and knowledgeable professionals. Certification in CompTIA Linux+ powered by LPI, attained by passing CompTIA exams LX0-101 and LX0-102, enables candidates to become certified in LPIC-1 as well, enabling further participation in the LPI programs.

**Requirements to Obtain Certification from CompTIA:**

Student may pass the following exams offered by CompTIA in order to become certified in LPIC-1 to further advance their careers:

- CompTIA Linux Exam

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

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

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

## **PROGRAM - MICROSOFT CERTIFIED SYSTEMS ENGINEER**

### **PROGRAM DESCRIPTION**

The Microsoft Certified Systems Engineer (MCSE): Server Infrastructure certification validates your ability to build comprehensive server infrastructure solutions and show that you have the skills needed to run a highly efficient and modern data center with expertise in identity management, systems management, virtualization, storage, and networking.

Duration in Months	Clock Hours	Fulltime	Part-Time	Duration in Weeks	Max. Completion Time
5 Months	354 Hours	24 Hours / Week	18 Hours Per Week	19 1/2 Weeks	30 Weeks 150%

### **Prerequisites:**

Before attending this course, students must have:

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

### **List of courses within the program:**

Course Numbers	Course Name	Course Prerequisite
MCS740	<b>Installing and Configuring Microsoft Windows Server</b>	-
MCS741	<b>Administering Windows Server</b>	MSC740
MCS742	<b>Configuring Advanced Windows Server</b>	MSC741
MCS744	<b>Designing and Securing a Server Infrastructure</b>	MSC742

### **COURSE DESCRIPTION**

#### **Microsoft MCS740: Installing and Configuring Microsoft Windows Server**

This course introduces the new Windows Server administrative interface. It covers the different roles and features that are available with the Windows Server operating system. It also discusses the various installation and configuration options you can use when deploying and configuring Windows Server.

#### **Microsoft MCS 741: Administering Windows Server**

Learn how to administer Windows Server with this course. It primarily covers the administration tasks necessary to maintain a Windows Server infrastructure such as Implementing Server Images, User and Group management with Active Directory Domain Services (AD DS) and Group Policy, Remote Access and Network Policies, Data Security, and Monitoring and Update Management.

**Microsoft MCS742 - Configuring Advanced Windows Server Services**

This course is intended for IT professionals with hands-on experience implementing, managing, and maintaining a Windows Server infrastructure in an existing enterprise environment who wishes to acquire the skills and knowledge necessary to carry out advanced management and provisioning of services within the Windows Server environment. Students are typically experienced system administrators and should have approximately two years of hands-on experience working in a Windows Server environment.

**Microsoft MCS744 - Designing and Implementing a Server Infrastructure**

Candidates for this course should have good Windows client and server operating system knowledge and basic AD DS and networking experience in an enterprise/small business (SMB) environment along with application configuration experience. This course is intended for IT professionals who are responsible for planning, designing, and deploying a physical and a logical Windows Server enterprise and an Active Directory Domain Services (AD DS) infrastructure including the network services necessary.

**EDUCATIONAL PURPOSE AND OBJECTIVES:**

With Windows Server you will find exciting innovations in the areas of virtualization, networking, storage, user experience, and designing, implementing, configuring, or managing a Windows Server infrastructure or desktops and devices in your organization. Earn recognition from your peers and employers and accelerate your career by achieving a Microsoft Certified Systems Engineer (MCSE) certification. Choose to earn either the MCSE: Server Infrastructure certification or the MCSE: Desktop Infrastructure certification. Students will obtain entry level position.

The Microsoft Certified Systems Engineer credential focuses on a skill level and validates the ability to design and build technology solutions in the cloud and on premises, which may include integrating multiple technology products and versions. The Microsoft Certified Systems Engineer credential requires recertification every three years. The Microsoft Certified Systems Engineer credential focuses on a job role and covers one version of a single technology.

Both the MCSE: Server Infrastructure certification and the MCSE: Desktop Infrastructure certification requires the MCSA: Windows Server certification as a prerequisite. The MCSE: Server Infrastructure certification focuses on how to design, build, manage, and run a highly efficient data center. The MCSE: Desktop Infrastructure certification focuses on how to deploy and manage desktops and devices, allowing flexible, consistent, and reliable access to corporate services. The MCSE: Server Infrastructure certification requires the MCSA: Windows Server certification as a prerequisite. The MCSE: Private Cloud certification requires the MCSA: Windows Server certification as a prerequisite. The MCSE: Server Infrastructure certification focuses on how to design, build, manage, and run a highly efficient data center. The MCSE: Private Cloud certification focuses on true infrastructure service capability, along with optimally managed application services within the data center.

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

**Student Learning Outcomes:**

- Install and Configure Windows Server
- Describe AD DS infrastructure and install and configure domain controllers
- Manage AD DS objects
- Automate AD DS administration
- Describe Internet Protocol Version 4 (IPv4 and v6)
- Describe installing and configuring Dynamic Host Configuration Protocol (DHCP) in addition to managing a DHCP database
- Describe name resolution for Windows Operating System clients and Windows Server servers
- Describe implementing IPv6 addressing
- Describe implementing storage configuration options for Windows Server
- Enable and configure file and print services in Windows Server
- Describe implementing Group Policy
- Increase security in a Windows Server infrastructure by using Group Policy Objects, AppLocker, and Windows Firewall
- Describe Microsoft Virtualization technologies (including Hyper-V)
- Implement a Group Policy infrastructure
- Manage user desktops with Group Policy
- Manage user and service accounts
- Maintain Active Directory Domain Services (AD DS)
- Configure and troubleshoot Domain Name System (DNS)
- Configure and troubleshoot Remote Access
- Install, configure, and troubleshoot the Network Policy Server (NPS) role
- Implement Network Access Protection (NAP)
- Optimize file services
- Configure encryption and advanced auditing
- Deploy and maintain server images
- Implement Update Management
- Monitor Windows Server
- Implement advanced network services
- Implement advanced file services



## **INSTRUCTIONAL MATERIALS**

### **Books:**

- Microsoft official academic courseware series: Installing and Configuring Windows Server
- Microsoft official academic courseware series: Administering Windows Server
- Microsoft official academic courseware series: Configuring Advanced Windows Server Services
- Microsoft official academic courseware series: Designing and Implementing a Server Infrastructure

### **Supplies:**

- Microsoft Windows Server Class Image

### **Materials:**

- Exam preparation software and materials

## **Employment Positions upon Completion:**

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

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

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

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

15-1151.00 Computer User Support Specialists

15-1142.00 Network and Computer Systems Administrators

15-1199.02 Computer Systems Engineers/Architects

## **Requirements to Obtain Certification from Microsoft:**

Students must complete the following 4 courses to earn the MCSE Server credential:

1. Microsoft Exam 70-740 - Installing and Configuring Windows Server
2. Microsoft Exam 70-741 - Administering Windows Server
3. Microsoft Exam 70-742 - Configuring Advanced Windows Server Services
4. Microsoft Exam 70-744 - Designing and Implementing a Server Infrastructure

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

## **PROGRAM - MICROSOFT OFFICE USER SPECIALIST**

### **PROGRAM DESCRIPTION**

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

Duration in Months	Clock Hours	Fulltime	Part-Time	Duration in Weeks	Max. Completion Time
3 Months	<b>192 Hours</b>	<b>24 Hours / Week</b>	<b>18 Hours Per Week</b>	<b>10 1/2 Weeks</b>	<b>17 Weeks 150%</b>

### **Prerequisites:**

Before attending this course, students must have:

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

### **List of courses within the program:**

Course Numbers	Course Name	Course Prerequisite
<b>MOUS101</b>	Microsoft Office Word – level 1	-
<b>MOUS102</b>	Microsoft Office Word – level 2	MOUS101
<b>MOUS103</b>	Microsoft Office Word – level 3	MOUS102
<b>MOUS201</b>	Microsoft Office Excel – level 1	-
<b>MOUS202</b>	Microsoft Office Excel – level 2	MOUS201
<b>MOUS203</b>	Microsoft Office Excel – level 3	MOUS202
<b>MOUS401</b>	Microsoft Office PowerPoint– level 1	-
<b>MOUS402</b>	Microsoft Office PowerPoint– level 2	MOUS401
<b>MOUS501</b>	Microsoft Office Outlook – level 1	-
<b>MOUS502</b>	Microsoft Office Outlook – level 2	MOUS501
<b>MOUS503</b>	Microsoft Office Outlook – level 3	MOUS502

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

### **Microsoft Office Word - Level 1**

You will create, edit, and enhance standard business documents using Microsoft® Office Word. Include special characters, graphical objects, organizing data in tables, proofing documents, and printing documents.

### **Microsoft Office Word - Level 2**

Student will create complex documents and build personalized efficiency tools using Microsoft Office Word. This includes managing lists, customizing tables and charts, and creating customized graphic elements.

**Microsoft Office Word - Level 3**

Students will create, manage, revise, and distribute documents.

**Microsoft Office Excel - Level 1**

Students will create and edit basic Microsoft Office Excel worksheets and workbooks. This includes using formulas, managing multiple sheets, and printing.

**Microsoft Office Excel - Level 2**

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.

**Microsoft Office Excel - Level 3**

Students will automate some common Excel tasks: apply advanced analysis techniques to more complex data sets, troubleshoot errors, collaborate on worksheets, and share Excel data with other applications.

**Microsoft Office Power Point - Level 1**

Students will explore the PowerPoint environment and create a presentation by formatting text on slides to enhance clarity. To enhance the visual appeal, students will add graphical objects to a presentation and modify them.

**Microsoft Office Power point - Level 2**

Students will enhance a presentation by using features that will transform it into a powerful means of communication. This includes customizing the PowerPoint interface to suit requirements, using features to create dynamic and visually appealing presentations, and finalizing a presentation and securing it to authenticate its validity.

**Microsoft Office Outlook - Level 1**

Students will use Outlook to compose and send email, schedule appointments and meetings, manage contact information, schedule tasks, and create notes.

**Microsoft Office Outlook - Level 2**

Students will customize the Outlook environment, calendar, and mail messages, and will also track, share, assign, and quickly locate various Outlook items.

**Microsoft Office Outlook - Level 3**

Students will work with the advanced features of Outlook. This includes saving and archiving Email, creating a custom Outlook Form, managing contacts and contact information, exporting contacts, and advanced mail merge.

**EDUCATIONAL PURPOSE AND OBJECTIVES:**

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

**INSTRUCTIONAL MATERIALS****Books:**

- Microsoft Office Word - Level 1
- Microsoft Office Word - Level 2
- Microsoft Office Word - Level 3
- Microsoft Office Excel - Level 1
- Microsoft Office Excel - Level 2
- Microsoft Office Excel - Level 3
- Microsoft Office Power point - Level 1
- Microsoft Office Power point - Level 2
- Microsoft Office Outlook - Level 1
- Microsoft Office Outlook - Level 2
- Microsoft Office Outlook - Level 3

**Supplies:**

- Microsoft Office Class Image
- Class Data Files

**Materials:**

- Lab simulation software for Word, Excel, PowerPoint, and Outlook

**STUDENT LEARNING OUTCOMES:**

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

**Employment Positions upon Completion**

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

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

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

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

43-6014.00 Secretaries and Administrative Assistants

**Requirements to Obtain Certification from Microsoft:**

Students may pass **one** certification exam in order to earn a MOS certification to further their career and take additional exams to achieve expert certifications.

1. Microsoft Office Word - Exam 70-881; Microsoft Office Excel - Exam 70-882
2. Microsoft Office Power Point - Exam 70-883; Microsoft Office Outlook - Exam 70-884
3. Microsoft Office Outlook - Exam 70-885

## **PROGRAM – ORACLE DATABASE ADMINISTRATOR**

### **Program Description**

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

Duration in Months	Clock Hours	Fulltime	Part-Time	Duration in Weeks	Max. Completion Time
3 Months	234 Hours	24 Hours / Week	18 Hours Per Week	13 Weeks	20 Weeks 150%

### **Prerequisites:**

Before attending this course, students must have:

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

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

Course Numbers	Course Name	Course Prerequisite
ORCL1Z0-051	Introduction to Oracle—SQL Fundamentals	-
ORCL1Z0-052	Database Administrator I	ORCL1Z0-051
ORCL1Z0-053	Database Administrator II	ORCL1Z0-052

### **Course Descriptions**

#### **Introduction to Oracle - SQL Fundamentals**

This course introduces students to the fundamentals of SQL using Oracle Database technology. In this course, students learn the concepts of relational databases and the powerful SQL programming language. This course provides the essential SQL skills that allow developers to write queries against single and multiple tables, manipulate data in tables, and create database objects.

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

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

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

This course takes the database administrator beyond the basic tasks covered in the first workshop. The student begins by gaining a much deeper understanding of possibly the most important job of a DBA - backup and recovery. The concepts and architecture that support backup and recovery, along with the steps of how to carry it out in various ways and situations, are covered in detail. This includes how to define and test your own backup and recovery scenarios.

**EDUCATIONAL PURPOSE AND OBJECTIVES:**

Students will be better prepared for the Oracle certification exam for Oracle Database Administrator at the associate and professional levels from Oracle Corporation. Students will acquire skills to seek entry level positions as database administrators, database backup operators, Oracle Database analysts, and Oracle Database optimizers.

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

15-1141.00 Database Administrators

15-1121.00 Computer Systems Analysts

**INSTRUCTIONAL MATERIALS****Books:**

- Oracle - Introduction to SQL
- Part I Oracle - Introduction to SQL
- Part I Oracle: Database Administration I
- Part II Oracle: Database Administration I
- Part II Oracle: Database Administration II

**Supplies:**

- VMware Image of Oracle installed on a Server operating system

**Materials:**

- Lab simulation software

**STUDENT LEARNING OUTCOMES:**

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

**Employment Positions upon Completion:**

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

- Oracle Database administrator
- System analyst
- Database planner

This program teaches students how to design and create a server using the Optimal Flexible Architecture (OFA), configure logical and physical structures, set up database and user security, add and administer users, monitor and tune main server areas, and handle issues in supporting Oracle® 12C and Oracle 16C databases. Students will develop the fundamental skills necessary to be an effective Oracle DBA.

**Requirements to Obtain Certification from Oracle:**

Student may pass the following exams offered by Oracle to become Oracle Database Administrator Certified Associates and Oracle Database Administrator Certified Professionals to further their careers:

- Oracle Exam 1Z0-001
- Oracle Exam 1Z0-052
- Oracle Exam 1Z0-053

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



## PROGRAM – PROGRAMMER

### Program Description

The Programmer certification is primarily vendor-based from Microsoft. The Programmer certification validates a comprehensive set of skills necessary to deploy, build, optimize, and operate applications successfully by using Microsoft Visual Studio and the Microsoft .NET Framework. The student learning outcomes are consistent with the skills requirements and objectives of the program as stated by Microsoft and several employers within the community. They reflect the required occupational and academic knowledge, skills, and competencies.

Duration in Months	Clock Hours	Fulltime	Part-Time	Duration in Weeks	Max. Completion Time
7-9 Months	690 Hours	24 Hours / Week	18 Hours Per Week	29 Weeks	59 Weeks 150%

### Prerequisites:

Before attending this course, students must have:

- High school diploma or equivalent
- Knowledge of HTML and JavaScript or equivalent
- One year programmer or related experience

### List of Courses within the Program:

Course Numbers	Course Name	Course Prerequisite
<b>PRG 70-010</b>	Introduction to Programming – HTML, CSS & JavaScript	-
<b>PRG 70-513</b>	Programming with Python	PRG 70-010
	Programming with Java	
<b>PRG 70-515</b>	Developing Mobile Applications using Android	PRG 70-513
<b>PRG 70-516</b>	Building 8 Mobile Applications for Android	PRG 70-515
<b>PRG 70-519</b>	Internet Marketing using SMO & SEO	PRG 70-516
	Building a Mobile App Project	

**COURSE DESCRIPTIONS:**

This program validates job-role skills competency for entry-level job seekers and seasoned professionals alike. Application developers use programming languages and source code to create software that meets client requirements. Developers may work with multiple programming languages and operating systems. This program will give you the knowledge you need to create dynamic database-driven applications and websites using the latest technologies. You will use multiple tools and technologies to develop state-of-the-art web applications. The course is broken into multiple modules, each module designed to teach you all the fundamentals of developing and maintaining database-driven applications and websites.

App Developers develop and maintain Web applications using authoring and scripting languages, create content and digital media, and employ standards and technologies for both business-to-business and business-to-consumer e-commerce web sites. Developer certification can lead to a successful career as a website developer; applications developer, programmer, Web marketing/ business specialist.

**CLASSES INCLUDED AS PART OF PROGRAM**

- Intro to Web Programming – HTML & CSS, JavaScript & Object-Oriented Training
- Programming using Python
- Programming using Java
- Learning Android Platform and Building Android Applications.
- Marketing your website using Social Media Optimization (SMO)
- Marketing your website using Search Engine Optimization (SEO)
- Practical Labs & Portfolio Design

**EDUCATIONAL PURPOSE AND OBJECTIVES:**

This program will enable students to complete the following modules necessary to obtain a position as an applications developer.

**JOB POSITIONS**

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

- Web Developer
- Programmer
- Mobile Apps Developer
- Website Developer
- Ecommerce Designer
- Search Engine Optimizer
- Web Applications Developer

**INSTRUCTIONAL MATERIALS****Books:**

- Intro to Web Development using HTML, CSS & JavaScript
- Python Programming
- Java Programming
- Internet Marketing SEO & SMO
- Android App Development

**Supplies:**

- VMware image with Eclipse, Python, Web Scripts Installed
- Web based projects - Student Data Files

**(All computers in classroom labs have been setup with these supplies. Students will be able to use these supplies in the classroom.)**

**Materials:**

- Lab simulation software for Programming

**STUDENT LEARNING OUTCOMES:**

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

- Supporting and securing access to data by properly using authentication, access control and encryption for an organization.
- Applying core concepts and protocols such as IPv4, IPv6, DHCP and subnets to setup and support wired and wireless networks.
- Working with Mobile, Server and traditional operating systems from Android and iOS to Windows and Linux.
- Utilizing the basics of Virtualization, Cloud Computing, Desktop Imaging and deployment to support today's infrastructures.
- Following and using decision trees for diagnosing, resolving and documenting common hardware and software issues across a variety of devices.
- Technical Support: Applying principles of customer service to help resolve IT issues.
- Explore the concepts of Information Technology and the Internet.
- Examine how computers communicate across the Internet and the technologies that enable internetworking.
- Examine the various technologies that constitute the World Wide Web.
- Explore multimedia and other components embedded in a web page.
- Identify the different types of databases and the fundamentals of web search engines, Communicate over the web.
- Examine the various aspects of email communication.
- Explore the services and tools available on the internet.
- Examine the various security issues related to the internet.
- Examine the fundamentals of project management.
- Recognize the components of an HTML file and create such a file.
- Format paragraphs and characters using HTML.
- Link to local files and web pages from their web pages.
- Add graphics and sound to their web pages using HTML.
- Create different kinds of lists to their web page using HTML.
- Create multi-column and multi-row tables using HTML.
- Set background colors and graphics for web pages.
- Evaluate web page design and consider design issues that affect web pages.
- Add links to non-web internet sites from their web pages.
- Control color and typography.
- Create style sheets that cascade according to established guidelines.
- Design content sections using box properties.
- Control your page layouts with CSS positioning, enhance an existing design.
- Create alternate style sheets and link your pages to them to enhance the accessibility and functionality of your websites.
- Running the projects and building a weblog, Discussion Forums. Creating a shopping cart.
- Building an online auction site.
- Creating a web-based calendar and Content Management System.
- Building a reusable project & Building a news website.
- Understand the role of client-side scripting in the browser.
- Develop and integrate JavaScript into your web applications.

- Use JavaScript operators, expressions and control and data structures.
- Implement cross browser JavaScript using the Document Object Model.
- Understand JavaScript's effective use in form field validation.
- Manipulate text strings through a variety of useful JavaScript methods.
- Designing logos and web images using Adobe Photoshop
- Extract data from JavaScript programs to interact with server-side code.
- Crawling and serving web content.
- One box modules, indexing with feeds.
- Reporting, security, modifying XSLT style sheets.
- Explore the types of applications you can build, how the user interface can be used.
- Set up Python and develop a simple application.
- Declare and perform operations on simple data types, including strings, numbers, and dates.
- Declare and perform operations on data structures, including lists, ranges, tuples, dictionaries, and sets.
- Write conditional statements and loops.
- Define and use functions, classes, and modules.
- Manage files and directories through code.
- Deal with exceptions.
- Create and manage custom classes.
- Control program flow by writing code to respond to specific criteria.
- Implement object-oriented programming techniques to create reusable and reliable programs.
- Work with Java utility class libraries.
- Use the capabilities of the Java I/O package to read and write data to external files or media.
- Use collection APIs in Java to manage data.
- Use generics to enforce compile-time type checking.
- Use multi-threaded programs to help handle multiple tasks concurrently.
- Manage Java applications for memory efficiency and create distributable versions of a Java application.

**Employment Positions upon Completion**

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

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

Whether you are new to technology, changing jobs, or a seasoned IT professional, becoming certified demonstrates to customers, peers, and employers that you are committed to advancing your skills and taking on greater challenges.

**Requirements to Obtain Certification:**

Successfully passing the following exams:

- Oracle Java Fundamentals
- CIW – Internet Marketing

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

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

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

ACADEMIC POLICIES  
STANDARDS  
REQUIREMENTS

# ADMISSIONS REQUIREMENTS

## **ADMISSION OVERVIEW**

Abco Technology wants students to experience an easy application process. Therefore, applicants will have an opportunity to be personally interviewed by a school representative who can help them map out their career pathways. An inquiring applicant will be given a tour of the campus and receive a catalog describing the course offerings and the school policies. Once it has been determined that the student is interested in a specific program of study and would like to apply, an Abco Technology representative will work with the student to complete the requirements.

## **ADMISSIONS POLICIES and REQUIREMENTS**

Abco Technology is proud to provide educational opportunities within Southern California and welcomes all applicants for admission. Application for enrollment can be obtained from our school campus.

Abco Technology has specific admissions criteria and students must provide documentation that demonstrates they can meet these requirements before the school will accept their application for enrollment. In addition to general admissions criteria, certain courses or programs may have prerequisites before the student will be granted admission into the program. The general admissions requirements are stated below and the prerequisites for each program may be obtained either from the admissions office, the school catalog, or from the Abco Technology website.

## **Admissions Procedure**

The following admissions process has been implemented for all students:

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



## **Required Documentation for Admission consideration:**

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

All applicants **MUST** have minimum high school, GED, or GED equivalent education.

- High school transcript, copy of actual diploma or equivalent, Military DD214 documentation indicating high school equivalent validation, and/or college transcripts (mailed directly from sending institution) showing the date of high school graduation.
- High school or postsecondary documentation from a country other than the United States must be translated and evaluated to be at least the equivalent of a U.S. high school diploma or college degree by an agency that is a member of the National Association of Credential Evaluation Services (NACES) or Association of International Credential Evaluators (AICE).
- Copy of two forms of identification which can include any of the following:
  - Social Security Number
  - U.S. Driver's License [Valid]
  - U.S. Military ID [Valid]
  - Non-Driver's ID issued by the State [United States ID]
  - Passport
  - Non-Citizen Identification Card
  - Health Certificate
  - Voter Registration ID

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

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

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

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

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

- The admissions representative reviews the student's admissions documentation to ensure that the documents are complete.
- The admissions representative verifies the high school diploma or equivalent document submitted by the student. Verification of high school diploma is performed via telephone or the Internet through the school/college website.
- If the high school diploma is from a foreign country, the admissions representative sends the diploma or equivalent document for translation and evaluation to the agency selected by the school. This agency must be a member of the National Association of Credential Evaluation Services (NACES) or Association of International Credential Evaluators (AICE). All fees due by the said agency are paid by the school.
- High school diploma equivalency certificate from a US State Education Board or Military Agency (form DD214 indicating "High School Graduate" is considered as an acceptable form of high school diploma equivalent.)
- Bachelor's/Master's Degree or a college transcript from a US college or university indicating that the student is a high school graduate, or the admissions representative must verify through the school's website that a high school diploma is a required admissions document of the respective college/university. The college/university must be a United States – State Approved Institution or Accredited School.
- Upon verification of the admissions documentation, a student file checklist is completed by the admissions representative and the completed file with the checklist is submitted to the director of education or the school director to verify that all documentation is complete, after which admission is granted or denied. If the school rejects the applicant, he/she will be notified immediately and all sums paid as part of the program tuition will be fully refunded to the student.

Abco Technology's admission procedures require that all applications be submitted in person. The school's main campus admissions office is open Monday through Friday from 9:00 a.m. to 6:00 p.m. In addition to meeting the admissions requirements listed above, it is highly recommended that students make financial arrangements to cover course tuition and the registration fees since it is the last step to process their applications.

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

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

## **Re-enrolling Students**

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

- The student has no conduct or behavioral issues which will impede campus operations, security, or lab practice and job placement.
- The student resolves any financial issues to the satisfaction of the financial aid office.
- There is seat availability to accommodate the student's re-entry into the next module or course.
- The student participates in academic advisement with the program director if there are issues with grades or attendance.

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

## **Statement of Non-Discrimination**

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

## **School Program and Policy Changes**

Abco Technology, at its discretion, may make reasonable changes to program content, materials, and equipment as it deems necessary in the interest of improving student educational experiences. Abco Technology reserves the right to make changes in organizational structure, policy, and procedures as circumstances dictate. When class size and curriculum permit, classes may be combined to provide meaningful instruction, training, and contribute to the level of interaction among students.

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

## **Students Seeking Reasonable Accommodations**

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

Abco Technology is committed to providing reasonable accommodations including auxiliary aid and/or services to qualified individuals with a disability, unless providing such accommodations would result in undue burden or fundamentally alter the nature of the relevant program, benefit, or service provided by Abco Technology. To request auxiliary aid or services, please contact the student services coordinator. Students should submit requests with supporting documentation at least six weeks prior to the beginning of the first day of classes or as soon as practical.

## **Pregnancy**

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

## **Experiential Learning**

Abco Technology does not grant academic credit for experiential learning. As applicable, previous education and training for all veterans and eligible persons is evaluated on a case-by-case basis for transfer credit.

## **English Instruction**

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

## **Notice Concerning Transferability of Credits and Credentials Earned at Abco Technology**

The transferability of credits you earn at Abco Technology is at the complete discretion of the institution to which you seek to transfer. Acceptance of the degree, diploma, or certificate you earn in your educational program at Abco is also at the complete discretion of the institution to which you seek to transfer. If the credits, degree, diploma, or certificate that you earn at Abco are not accepted at the institution to 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 Abco will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Abco Technology to determine if your credits, diploma, or certificate will transfer.

## **Advanced Placement**

Abco Technology does not award academic credit for advanced placement testing. Program-specific admissions prerequisites are listed with each program.

## **ADMISSIONS REQUIREMENTS FOR INTERNATIONAL STUDENTS**

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

## **DISCLOSURES FOR ALL STUDENTS**

- Abco Technology offers classes in the **ENGLISH LANGUAGE ONLY**.
- Abco will Not Offer any program, its courses, or instructions other than the English language.
- Abco Technology **DOES NOT PROVIDE VISA** services to prospects and students.
- Abco Technology's minimum admissions requirement also includes a standard level of English language proficiency, which includes reading, writing, and speaking of English. Abco will accept any available documentation of language proficiency, such as the Test of English as a Foreign Language (TOEFL) with a score of 45 or higher on the online test and a score of 500 or higher on the written exam.
- Abco Technology **DOES NOT OFFER ONLINE** training or distance study programs. All courses are taught at our institution address: 11222 S. La Cienega Blvd. Suite 588, Inglewood CA 90304 by our highly skilled instructors.

## **HOUSING SERVICES POLICY AND INFORMATION**

- Abco Technology has **NO** dormitory facilities under its control.
- Abco Technology does not maintain housing for students, nor does it make specific recommendations regarding housing. However, public housing accommodations are available in the community. The availability of housing located reasonably near the institution has an approximate value between \$950.00 to \$1,300.00 dollars per month for a one bedroom in accordance with the Higher Education Opportunity Act.

## **ADMISSIONS - Ability-To-Benefit Test Requirements**

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

## **TRANSFER OF CREDIT TO OTHER INSTITUTIONS**

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

The transferability of credits you earn at Abco Technology is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in The Educational Program is also at the complete discretion of the institution to which you may seek to transfer. If the diplomas that you earn at Abco Technology are not accepted at the institution to 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 may seek to transfer after attending Abco Technology to determine if your diploma will transfer.

## **TRANSFER OF CREDIT FROM OTHER INSTITUTIONS**

### **TRANSFER OF CREDIT/AWARD OF CREDIT**

Abco Technology does not authorize transfer credits from other schools through contractual agreements or articulation agreements at this time. However, students that have completed a portion of our programs at other state-approved or accredited schools may be allowed to transfer credits. The school policy to award transfer of credit will be based on the credit evaluation or an assessment test may be provided to the student. Transfers will be allowed at the sole discretion of the school management. However, students must complete 65% of the program at Abco Technology to be considered for graduation. **Note: Abco Technology does not grant credit for prior experiential learning.**

### **PROCESS OF EVALUATION OF TRANSFER OF CREDIT**

Abco Technology primarily offers vendor-based programs. Most of the curriculum and syllabi are developed from leading vendors in the IT industry. Many post-secondary schools offering computer education have developed similar programs from the same vendors. However, some schools have either modified the curriculum or updates are not fairly applied. As a result, Abco Technology performs a topic by topic evaluation of the curriculum completed at the other schools. The other schools' reputation is also taken into consideration. In some cases, if the Director of Education does not find satisfactory evidence of course completion, the Director may request an additional assessment test from the student to determine the transfer of credit. The school has the right to deny the transfer of credit if the school does not find satisfactory evidence of course completion by the student from the other school. The student has the right to appeal the decision of transfer of credit by the Director of Education, at which point the management team will review and make the decision. The School Director will make the final decision. The Director of Education will provide a detailed report along with a comparison report of the student's course topics to the admissions for enrollment.

**PROVISION TO APPEAL:**

Report from the Director of Education may be considered final; however, students do have a right to appeal if they think that the evaluation and assessment tests may not have been done correctly. In that case, the School's Director will review all final reports submitted by the Director of Education and may schedule an interview with the student. The final decision and award of credit will be completely at Director's discretion. The student will be informed of the school's decision.

**CHARGES TO EVALUATE THE TRANSFER OF CREDIT**

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

**ATTENDANCE REQUIREMENTS AND POLICIES**

Abco Technology emphasizes the need for all students to attend classes on a regular and consistent basis. Regular attendance and punctuality will help students develop good habits and attitudes necessary to compete in a highly competitive job market. Attendance is recorded daily and good attendance may enhance a student's employability. The student must attend all class sessions in order to be successful in any academic program. This policy is designed to assist you in accomplishing your goals as well as preparing you for the professional environment you will encounter in your field of choice. Failure to attend the classes may result in incomplete assignments and coursework. This will affect the student's ability to seek gainful employment, and as a result, Abco Technology has established the school's attendance policy to ensure that students meet the program objectives and gain the required knowledge, skills, and competencies.

After a student has been absent for 3% of the course clock hours, the instructor will counsel the student. When a student has been absent for 5% of the clock hours for the course, the instructor will refer the student to the department head for additional counseling. Financial Aid will be impacted after a student has been absent for 15% of the clock hours for a given payment period.

A student that has been absent for 20% or more of the program's course clock hours will receive a failing grade for attendance. This grade will be averaged in with other course-related grades for the student's final grade. A student who is absent for 14 consecutive calendar days (including Saturday and Sunday) will be terminated from the program.

A student is considered tardy if he or she is not in the classroom at the designated starting time. After three tardies, the student will be warned by their instructor and/or department head. After six tardies, the instructor will refer the student to the Director of Education. A student will be marked absent for the day if he or she arrives 30 minutes after the start of class.

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

## **LIBRARY & LEARNING RESOURCE SYSTEM**

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

## **PROCEDURE TO ACCESS LEARNING RESOURCES**

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

## **ASSESSMENT EXAM BEFORE ADMISSIONS**

All students are required to complete an assessment exam before they are admitted to Abco Technology's programs of study. This assessment exam directly relates to their computer skills. The exam will cover foundational knowledge of the proposed course of study, which will assist our instructors in modifying vendor course curriculums. The potential student's ability to read and write effectively in the English language will also be tested due to the fact our technical courses require intensive reading and lab assignments. Assessment tests will be conducted using a multiple-choice format on a computer.

The assessment test is designed to ensure that a potential student will have the ability to benefit from the training provided by Abco Technology's faculty and staff.

All students are required to complete the assessment exam prior to their first day of enrollment. A passing score of 70% is required. If a student receives a score of less than 70%, a meeting with the school director is required to determine the best course of action for that student. The test will determine areas of strengths and weaknesses, which will assist our instructors to provide the highest quality of hands-on training, which will allow the student to compete effectively in the job market with their particular set of acquired skills. Assistive Technologies will be provided for all students with disabilities.



## SATISFACTORY ACADEMIC PROGRESS POLICY

The progress and evaluation of all students, including full-time, part-time, and educational programs established by the school, is monitored and graded in intervals at the end of each module throughout the course of the program using individual progress reports. The progress reports also include the current Cumulative Grade Point Average (CGPA). Grades are based on a combination of objective and subjective evaluations of written and verbal tests/quizzes, attendance, and practical application. Each module is divided into classroom instruction, written work, and lab/practice time.

Diploma programs (clock hour) academic progress will be measured at the end of the first payment period. The end of the first payment period year is at the point the student successfully completes  $\frac{1}{2}$  of the clock hours (earned a passing grade or otherwise received credit associated with those hours in completed modules) and at least 25%, 50%, and 75% of the program's duration. To maintain satisfactory academic progress, a student must:

- Have a cumulative grade point average (CGPA) of 70% or better.
- Progress at a satisfactory rate toward completion of their program; at the end of the first payment period, the student must have successfully completed 66.67% of attempted clock hours.
  - Attempted clock hours are the hours a student attends each payment period.
  - Transfer clock hours accepted toward the student's program are included in both the attempted clock hours and completed clock hours.
  - Grades of incomplete are counted as attempted but not completed. If a student subsequently completes the course requirements and wants to request a recalculation for the percentage completed, the student must notify the financial aid office.
- Complete the training programs within 150 percent of the published program lengths (see Maximum Completion Time).

## **MAXIMUM TIME FRAME**

Students are expected to complete their program within 150 percent of the published length of the program (or 1.5 times the number of hours in their program). Calculations help ensure that students will complete their programs within the maximum time frame. For example, for a program with 690 clock hours, a student must complete a total of 690 clock hours before attempting 1035 clock hours ( $690 \times 150\% = 1035$ ).

## **SECOND COURSE OF STUDY**

All attempted hours from a prior program will not count towards the second program, unless they are needed for that program. A student pursuing a second program at Abco is not eligible to receive financial aid for the second program, as Abco Technology is approved for only a single program. If a student qualifies for additional forms of financial aid, they may enroll in a second program as a new enrolled student. All SAP conditions apply to the new program.

## **EFFECT OF TRANSFER CREDIT ON SAP**

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

## **EFFECT OF PROGRAM CHANGE ON SAP**

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

## **WARNING AND PROBATION PERIODS**

Every student will have their CGPA calculated after each grading period,

- The first grading period in which a student falls below the minimum SAP standards outlined above, the student will be placed on SAP Warning. If the student meets or exceeds the standards the following grading period, the student will be moved to SAP Met. If not, the student will be moved to SAP Probation. Should the student wish to remain enrolled and receiving Federal Financial Aid, the student must successfully complete the appeal process.
- A student that has progressed to SAP Probation will be moved to SAP Met if the student proceeds to meet or exceed the standards the following grading period. If not, the student will be moved to SAP Dismissal and will be dismissed from Abco Technology unless the conditions of an academic plan were successfully met.

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

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

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

## **APPEAL PROCESS**

Any student who has been placed on SAP Probation or SAP Dismissal may appeal if special or mitigating circumstances exist.

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

## **REINSTATEMENT**

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

## **STUDENT APPEAL PROCEDURE**

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

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

The student must remain out of school for 6 months following the module in which the appeal was denied. The student may request an additional appeal for reinstatement. The student must demonstrate changes that show a level of college readiness that can reliably predict success. Decisions regarding reinstatement to Abco Technology will take into consideration factors such as grades, attendance, account balance, conduct, and the student's commitment to complete the program within the maximum time frame allowed pursuant to Abco Technology's policy on Satisfactory Academic Progress. Dismissed students who are reinstated will sign a new Enrollment Agreement and will be charged tuition consistent with the existing published rate at the time of reinstatement. Students who are reinstated under these circumstances will return of Financial Aid Probation (FAP) status and may receive aid for one payment period. The student will be required to fulfill a specific academic plan. Students on Academic/Financial Aid Probation are eligible to receive Title IV funds while on probation, if they are otherwise eligible. Students who successfully raise their CGPA at the end of the probation period will be removed from probation and returned to regular status. If the student does not meet the SAP requirements, the student will be dismissed and will not be eligible for appeal.

## GENERAL GRADUATION REQUIREMENTS

To be eligible for graduation, a student must:

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

## **PROGRAM MEASUREMENT**

### **CLOCK HOURS**

Abco Technology measures its programs in clock hours, as delineated in the program information.

**Clock hours are defined as follows:**

- A clock hour is a minimum of 50 minutes in which lectures, demonstrations, and similar class activities are conducted.

### **Maximum Students in a Typical Classroom**

- The number of students in a classroom or laboratory may vary based upon programmatic requirements, number of instructors, and instructional assistants assigned to the class.
- Typical classroom lecture settings include up to 8 students. Typical laboratory settings range from approximately 8 to 10 students.

### **Non-Credit, Remedial Coursework**

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

## **ACADEMIC CREDENTIALS AWARDED UPON GRADUATION FOR EACH PROGRAM: DIPLOMA**

## **GRADING SYSTEM**

Progress and quality of student work in the diploma programs are measured by a system of letter grades and grade percentages, as shown below. Progress reports are issued to students at the completion of each module for diploma programs or each term for degree programs. Grades are based on the quality of work as shown by learning deliverables as indicated on the module or course syllabus.

## **GRADING SCALE**

Abco uses letter grades as follows;

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

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

### **Incomplete Grades**

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

### **Withdrawal Grades**

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

### **REPEATED MODULES OR COURSES**

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

## **TRANSCRIPTS**

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

## **INCOMPLETE COURSES**

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

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

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

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

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

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

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

## **TUITION POLICY**

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

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

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

## **TARDINESS & ABSENCE POLICIES**

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

### **TARDINESS POLICY:**

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

**ABSENCE POLICY:**

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

**CONDUCT POLICY**

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

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

**DISCIPLINARY POLICY & MISCONDUCTS**

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

**TYPES OF MISCONDUCT:**

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

1. **Academic Dishonesty:** This includes all forms of academic misconduct, such as cheating, fabrication, plagiarism, multiple admissions, knowingly furnishing false information, or facilitating academic dishonesty.
2. **Fabrication:** Includes, but is not limited to, falsification or invention of any information or citation in an academic exercise.
3. **Forgery:** An alteration or misuse of any institutional document, record, key, electronic device, or identification. This applies to any individual for whom the institution maintains records regardless of current student status.
4. **Multiple submissions:** Includes, but is not limited to, the re-submission by a student for any course which has been previously submitted for credit in an identical or similar form in one course to fulfill the requirements of a second course, without the informed permission/consent of the instructor of the



second course; or the submission by a student of any work submitted for credit in identical or similar form in one course to fulfill the requirements of a concurrent course, without the permission/consent of the instructors of both courses.

5. **Plagiarism:** Includes, but is not limited to, the use of another's words or ideas as if they were one's own. This could be with the intent to deceive or by the omission of the true source. This could also mean that part of or an entire work is used that is produced by someone other than the student. It could be obtained by purchase or otherwise, but is presented as the student's original work or representing identifiable but altered ideas, data, or writing of another person as if those ideas, data, or writing were the student's original work.
6. **Computers:** Theft or other abuse of computing facilities or computers, including but not limited to unauthorized entry into a file to use, read, or change the contents or for any other purpose, unauthorized transfer of a file, unauthorized use of another individual's identification or password, use of computing facilities to interfere with the work of another student, faculty member, institution official, or the institution computing system. Violation of the Institution of California or any Abco Technology acceptable or allowable use policy is also considered a violation.
7. **Cheating:** Includes, but is not limited to, the use of unauthorized materials, information, or study aids in any academic exercise, helping another student commit an act of academic fraud, or failure to observe the expressed procedures or instructions of an academic exercise (e.g. examination instructions regarding alternate seating or conversation during an examination).
8. **Physical abuse:** Including but not limited to rape, sexual assault, sex offenses, other physical assault, and threats of violence, or conduct that threatens the health or safety of any person. Knowingly infecting school's computers with viruses is a ground for dismissal.
9. **Unauthorized Conduct:** Unauthorized possession, receipt, duplication, or use of the institution's name, insignia, or seal. Unauthorized entry or use of any institution properties, equipment, resources, or services, selling or distributing course lecture notes, handouts, readers, or other information provided by an instructor, using them for any commercial purpose without the express permission of the instructor, or selling commencement tickets.
10. **Miscellaneous:** The following are grounds for immediate termination from school. Use, possession, or distribution of alcoholic beverages, controlled substances, firearms, weapons, explosives, and/or dangerous chemicals on school premises.

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

## **FRAUD POLICY**

### **Student or Parent Fraud**

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

### **Policy for Student or Parent Fraud**

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

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

### **Procedure for Student or Parent Fraud**

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

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

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

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

## Referrals

If Abco Technology suspects that a student, employee, or other individual has misreported information and/or altered documentation to increase student aid eligibility or to fraudulently obtain federal funds, we will report those suspicions and provide any evidence to ED's Office of Inspector General (OIG). The Financial Aid Advisor has the authority to make referrals to the OIG regarding Title IV fraud.

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

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

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

## STUDENT GRIEVANCE POLICY & PROCEDURE

### DEFINITION

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

### POLICY

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

### PROCEDURE

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

If any student wishes to file a complaint against Abco Technology, its courses, faculty, or staff, the complaint must be submitted to Abco Technology in writing.

**Designated Personnel** - Abco Technology has a designated Student Registrar to receive and resolve student complaints. The registrar is regularly accessible during normal business hours, which are Mon-Fri 9:00a.m. until 6:00 p.m. Students may submit their complaints to the attention of the School's Registrar to:

**11222 S. La Cienega Blvd Suite 588 Inglewood CA 90304**

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

## STUDENT'S RIGHTS AND RESPONSIBILITIES

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

### VERBAL COMPLAINTS:

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

**Registrar's Authority and Duties:** Registrar's authority and duties include: record a summary of the complaint, find its resolution and the reasons for the complaint, place a copy of the complaint summary and its resolution, along with any other related documents, in the student's file, and make an appropriate and dated entry in student complaints log. For any unresolved complaints, the registrar has the authority to recommend possible solutions to resolve the student's complaint to the Director of the School.

**"A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the Bureau's internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov)."**

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

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

## **REFUNDS**

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

A notice of cancellation shall be in writing, and a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. Notice of Cancellation is enclosed in the student's packet for student's convenience, student may sign and date the notice of cancellation and send directly to the school at the address: Attn: Registrar – 11222 S. La Cienega Blvd Suite 588 Inglewood CA 90304 or fax at 310-216-4311. Student may contact school for a withdrawal or cancellation from the program, via email or by submitting a signed notice of cancellation.

### **WITHDRAWAL FROM THE PROGRAM**

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

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

## **REFUNDS TERMS & POLICIES**

The policy applied on the students paid from personal funds or private pay students. Following refund procedures applies: (1) Upon receipt of the notice of cancellation from a student, Abco Technology will send student a written acknowledgment of student's withdrawal or cancellation from the program. (2) Abco Technology will calculate student's refund and will do all of the following:

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

## **REFUND CALCULATIONS**

Abco will make refunds that are no less than the refund policies. Abco will not enforce any refund policy that is not specified in the catalog, and will refund all institutional charges upon a student's withdrawal. Any discounts given to students are non-refundable. 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. In addition, any specified tuition amount(s) in amendments of the student's enrollment agreement or prior accommodations provided and agreed upon by the student and school official are also non-refundable.

### Refund for Books, Supplies and Materials:

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

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

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

### REFUND FOR THIRD PARTY FUNDS

Students who enrolled under the provision of State funding include Workforce investment Act (WIA), Department of Veterans Affairs (VA), Department of Rehabilitation (DOR) or third party funding, may receive refund from in accordance with the terms and conditions as set forth by the contracting agency representing the training funds and rights of students.

### REFUND FOR STATE FUNDS

Students who enrolled under the provision of state funding including Workforce Investment Act (WIA), Department of Veterans Affairs (VA-chapter 31), Department of Rehabilitation (DOR), or third-party funding may receive a refund from in accordance with the terms and conditions as set forth by the contracting agency representing the training funds and rights of students.

### DETERMINATION OF THE WITHDRAWAL DATE

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

### RETURN OF TITLE IV FUNDS POLICY

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



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

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

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

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

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

- Federal Pell Grant Program
- Other assistance awarded under this title for which return of funds are required

### **STUDENT COMPLAINT PROCEDURE BY ACCSC**

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

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

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

## **RETENTION OF STUDENT RECORDS / RECORD KEEPING**

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

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

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

**Safekeeping of Records:** All student files are located and kept safe at 11222 S. La Cienega Blvd Suite 588 Inglewood CA 90304. In addition, all student records are scanned and saved on a file server as part of Abco Technology's record back up and safekeeping policy. The institution maintains a file server that can immediately reproduce exact, legible printed copies of stored records. All students' records are accessible and may / will be released upon request to authorized personnel.

### **Disaster Recovery:**

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

## **STUDENT HOLIDAYS FOR THE YEAR\* 2019 - 2020**

Independence Day/Weekend	July 4, 2019
Labor Day Weekend	August 30, – September 2, 2019
Constitution Day	September 17, 2019
Veterans Day	November 11, 2019
Thanksgiving Weekend	November 28 – December 1, 2019
Winter Break	December 20, 2019 – January 1, 2020
Abco re-opens for 2019	January 2, 2020
New Classes Start for 2019	January 5, 2020
Martin Luther King Day	January 20, 2020
Presidents Day	February 17, 2020
Good Friday - Easter Sunday	April 10 - 12, 2020
Memorial Day Weekend	May 22 – May 25, 2020

*\* Abco will not conduct classes for our students on holidays. However; Abco's offices for enrollment, registration and administration may remain open on certain days. Please contact us to confirm office hours 310-216-3067.*

## **ANY QUESTIONS**

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

2535 Capitol Oaks Drive, Suite 400

Sacramento, CA 95833

[www.bppe.ca.gov](http://www.bppe.ca.gov)

Toll-free telephone number (888) 370-7589 or by fax (916) 263-1897”

# STUDENT SERVICES

## **STUDENT CAREER COUNSELING**

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

## **SCHEDULES & CHANGE OF SCHEDULE**

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

## **CLASS RE-TAKE REQUEST**

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

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

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

## **LEAVE OF ABSENCE**

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

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

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

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

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

## **LEAVE OF ABSENCE PROCEDURE**

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

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

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

## **ADDITIONAL PROVISIONS**

- Students may not exceed 180 calendar days on LOA within a continuous 12-month period.
- If an LOA occurs anytime during a module or course in progress, students may be required to retake those courses in their entirety. Students will receive a W grade for such modules or courses.
- Students will not be eligible for any financial aid while on LOA and may be required to complete additional financial aid documents.
- Students who fail to return from LOA on the scheduled date will be dismissed from the program. This may impact a student's loan repayment obligations.
- If a student who has received Title IV loans fails to return from a LOA, the federal loan grace period begins retroactively from the date the leave began (see above Effect of Leave of Absence on Student Financial Aid).
- If students do not return following the LOA period, the institution must apply its refund policy in accordance with state and federal guidelines (see above Effect of Leave of Absence on Student Financial Aid).
- The Department of Veterans Affairs will be notified immediately if a Veterans Affairs student is granted a LOA.
- Student must provide medical documentation or attestation stating the student is unable to attend school and the date on which the student is expected to return to school.
- Student must provide medical documentation or attestation stating the student must be available to care for the family member and the date the student is expected to return to school.
- Jury Duty: Students selected to serve on a jury are eligible to request a LOA. Students must provide official court documents stating the time of service required of the student prior to a LOA being granted.
- Extenuating circumstances: Students encountering other extenuating circumstances not listed above may apply for a LOA by providing documentation of the circumstances. The determination of whether these circumstances are appropriate grounds for a LOA are at the discretion of the institution.
- The institution will provide students with a tentative schedule based on the estimated return date.
- Schedules cannot be guaranteed and students may have to return to a different session depending on course availability.

## **TERMINATION POLICY**

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

- Failure to maintain satisfactory academic progress
- Failure to comply with the institution's attendance policy
- Failure to comply with the institution's conduct policy
- Failure to meet financial obligations to the institution
- Failure to fully comply with program, clinical, and/or externship requirements
- Failure of the same course or module twice
- Violation of any of the conditions as set forth and agreed to in the Enrollment Agreement
- Failure to return from an LOA

## **STUDENT RECORD RELEASE REQUEST**

Any student may request any academic documentation that will be delivered electronically or via mail.

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

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

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

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

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

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

## **TEST PROCTORING SERVICES**

Abco Technology is an authorized Pearson Testing Center. Any student may take their certification exam offered by the Pearson Testing Center at Abco Technology's campus. Abco Technology students graduating from their programs including: CompTIA, Cisco, Oracle, CIW and other certifications may choose to take their certification exam at Abco Technology. In order to schedule an exam, students may contact Abco Technology's Test Center Administrator or visit Pearson's website at [www.pearson.com](http://www.pearson.com). Abco is open to any student needing to take a certification exam. The certification must be a listed vendor on Pearson's website at [www.pearson.com](http://www.pearson.com) at different locations.

## **JOB PLACEMENT ASSISTANCE PROGRAM**

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

## **DESIGNATED PERSONNEL (JOB DEVELOPMENT COORDINATOR)**

Abco Technology employs a designated Job Development Coordinator (JDC) who is available to all students on the campus of Abco Technology. The JDC, along with the school's counselor, assists all students and graduates in finding gainful employment. Students may contact the JDC during normal business hours: Mon-Fri 9:00 a.m. till 6:00 p.m. at our campus address located at 11222 S. La Cienega Blvd; Suite 588 Inglewood CA 90304 Email: [aahmed@Abcotechnology.edu](mailto:aahmed@Abcotechnology.edu), Fax at (310) 216-4311, or Phone at (310) 216-3067 Ext 204.



## PROGRAM DESCRIPTION AND SPECIFICATION

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

## THE STUDENT'S RESPONSIBILITIES

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

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

## PLACEMENT ASSISTANCE SERVICES

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

- **Placement Orientation Meetings:** This is the first meeting the JDC will hold with the student. The purpose for this first meeting is to interview the student, explain the program's path, job placement assistance procedures, and the student's responsibilities as a participant of the program.
- **Placement Assistance Interviews and Evaluations:** This includes assessment, evaluation, plan of action, and creating a successful path for the student to find gainful employment. Job placement assistance includes obtaining the student's detailed employment history and job skills assessment while ensuring professionalism at all times. The JDC will educate the student on the current labor market and its requirements, as well as provide schedules for future meetings as needed.
- **Resume writing Assistance:** The school counselor will meet with and assist students to provide resume building assistance.

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

## STUDENT SERVICES INQUIRIES

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

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

# FINANCIAL INFORMATION

## **TOTAL CHARGES & ESTIMATED SCHEDULE OF TOTAL CHARGES FOR ENTIRE EDUCATIONAL PROGRAM**

<b>PROGRAM NAME</b>	<b>Registration Fees*</b>	<b>Tuition</b>	<b>Books</b>	<b>Equipment</b>	<b>Exam Vouchers</b>	<b>TOTAL FEES</b>
A+ Certification	\$125.00	\$2,499.00	\$50.00	\$280.00	\$475.00	\$3,429.00
Certified Internet Webmaster	\$125.00	\$7599.00	\$979.00	\$150.00	\$450.00	\$9,303.00
Cisco Certified Network Associate	\$125.00	\$2,880.00	\$150.00	\$180.00	\$300.00	\$3,635.00
Linux Professional	\$125.00	\$4,800.00	\$250.00	\$100.00	\$446.00	\$5,721.00
Microsoft Certified Systems Engineer (MCSE)	\$125.00	\$7699.00	\$688.00	\$455.00	\$800.00	\$9,767.00
Microsoft Office User Specialist	\$125.00	\$3,456.00	\$600.00	\$150.00	\$490.00	\$4,821.00
Oracle Database Administrator	\$125.00	\$6,799.00	\$1,050.00	\$355.00	\$820.00	\$9,149.00
Programmer	\$125.00	\$8500.00	\$950.00	\$157.00	\$1332.00	\$11,064.00

**Tuition and Fees** are subject to change. Student Tuition Recovery Fund (STRF) Fee is currently at \$0.00

Registration Fees: A non-refundable fee

Registration Fee for veterans is \$10.00

**STRF Fees:**

As of January 2015, Abco Technology does not collect this fee as part of the State of California requirement.

**Books, Supplies, Materials, and Certification Exam Vouchers Fees:**

The following updated student policy concerning books, supplies, materials, and exam vouchers is in effect.

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

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

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

All qualified students whose training is funded by third party organizations or entities like Workforce Investment Act (WIA), Department of Veterans Affairs (VA), and Department of Rehabilitation (DOR) will/may receive all of the above listed items depending on Abco Technology's contract with the respective third party agency funding the student's education. Student Tuition Recovery Funds (STRF) fee will be charged at \$0.00. Costs for all books, supplies, learning materials, and exam vouchers may be included with the total tuition cost for qualified students receiving funding from these government programs. Each program's total costs and its itemized breakdowns are pre-defined within the contract with each governmental agency funding the student's education.

## **AVAILABLE FUNDING PROGRAMS**

**ABCO TECHNOLOGY'S STUDENT TUITION PAYMENT PLAN****GOVERNMENT APPROVALS & FUNDING:**

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

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

### ABCO TECHNOLOGY'S STUDENT TUITION PAYMENT PLAN

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

Students may request an in-house payment plan at the time of enrollment so they can distribute their course 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 pay. Applicants must meet with Abco Technology's 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 of \$125

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

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

1. Payment installments duration and dates for each payment will be discussed and agreed to by the student.
2. Students requesting a payment plan must complete and sign Abco Technology's payment plan form along with their enrollment agreement.
3. Any student receiving in-house financing is not obligated for indebtedness beyond the total tuition fees for their entire period of program and attendance.
4. **Late payment penalties** - Students will be charged a late payment fee of \$35 if a payment is late for more than 7 days beyond the scheduled date. No penalties will be charged for early payments.

## **Abco Technology's student financing programs do not supersede California's Code of Education 94899.5.**

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

Abco Technology reserves the right to invoice, demand, or take legal actions to collect due balance payments.

Abco Technology's Refund Policy will be applied as per state requirements as disclosed in this catalog.

## **GOVERNMENT APPROVALS & FUNDINGS**

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

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

Veteran Information Bulletin is available from the Abco Technology Veteran Account Executive. Any student may find **Abco at U.S Department of Veterans Affairs Website** or visit

<http://inquiry.vba.va.gov/weamspub/buildViewOrg.do>

Any veteran can find information related to their benefits at Veterans Benefits or

<http://www.benefits.va.gov/benefits/>

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

### **Which Chapters are Covered?**

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

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

The Vocational Rehabilitation and Employment (VR&E) Program is authorized by Congress under Title 38, Code of Federal Regulations, Chapter 31. It is also referred to as the Chapter 31 program.

The mission of VR&E is to help veterans with service-connected disabilities to prepare for, find, and keep suitable jobs. More information can be found on Abco Technology's website or check your eligibility at the Department of Veterans Affairs. Veterans please refer to our **VETERANS INFORMATION BULLETIN** which is designed specifically to conform to Veteran Administration requirements.

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

**REFUND POLICY FOR VETERANS:**

Please refer to Veteran Information Bulletin provided to you at the time of enrollment or contact the school's Veterans Representative. You may choose to contact your counselor/case manager at your respective education benefits department.

During the course of conducting student training in information technology, Abco Technology has affiliated itself with several student tuition funding programs, which are listed below.

**WORKMEN'S COMPENSATION INSURANCE**

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

**CALIFORNIA DEPARTMENT OF REHABILITATION (DOR)**

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

**EMPLOYMENT DEVELOPMENT DEPARTMENT (EDD) / WORKFORCE INNOVATION & OPPURTUNIOTY ACT (WIOA)**

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

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

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



To process a refund for third party funding, Abco requires:

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

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

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

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

### **Federal Pell Grants**

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

### **Student Loan Process**

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

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

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

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

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

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

### **Parent PLUS Loans:**

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

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

**SCHEDULE OF PAYMENTS / PAYMENT PLANS:**

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

**94917. Enforceability of Loans**

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

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

- Students must discuss their payment options and terms of payment with the financial aid representative prior to signing enrollment agreement.
- A non-refundable registration fee is charged, as stated explicitly to the student at the time of enrollment in the program.
- Students are allowed to make payments via check, credit cards, money orders, personal loans, loan guaranteed to student by federal or state government, or third-party loans.

**STUDENT LOANS**

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

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

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

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

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## **BOOKS, SUPPLIES, & MATERIALS DISCLOSURES**

### **All ENROLLED STUDENTS:**

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

### **STATE FUNDS:**

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

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

#### **For students who purchase books, supplies, & materials from Abco Technology:**

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

#### **State Funds:**

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

## **NON APPLICABLE CHARGES**

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

- 1) Proctoring a scheduled exam at Abco - Pearson Testing Center
- 2) Walk-in scheduling and proctoring of an exam at Abco - Pearson Vue Testing Center
- 3) Assessment/entrance test at the time of enrollment
- 4) Ability-to-Benefit test (for applicants without high school diploma or an equivalent) proctoring at the time of enrollment
- 5) Maximum allowable class make-up work charges (requires one-on-one instructor time)
- 6) Unlimited lab use during the period of enrollment or after graduation (from available schedules)
- 7) Class/program re-takes from available scheduled classes (if requests are made within 6 months from the date of last attendance)
- 8) Transcripts requests (official or unofficial) (One time only)
- 9) Resume review/job placement assistance
- 10) Abco Technology DOES NOT have any charges toward evaluation and assessments of Transfer of Credits.

## **Other Charges**

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

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

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

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

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

## HOW TO APPLY FOR ADMISSIONS

**PH: 310-216-3067**

Call us, schedule a meeting,  
apply to enroll!



### **Walk-ins Welcome**

Meet our representative  
Mon – Fri between 10am- 6pm  
Apply to enroll!

**Apply & Register Online**  
**[www.Abcotechnology.edu](http://www.Abcotechnology.edu)**

**Email: [Info@Abcotechnology.edu](mailto:Info@Abcotechnology.edu)**



### **Early Registration Benefits:**

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

**To sign up, please use the contact information below:**

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

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

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

**11222 S. LA CIENEGA BLVD; SUITE 588**

**INGLEWOOD CA 90304**

# ABCO COLLEGE OF TECHNOLOGY

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## SCHOOL CATALOG

**July 2018 - June 2019**

July 1, 2018 - June 30, 2019

11222 S La Cienega Blvd Suite #588

Inglewood, CA 90304

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

310.216.3067



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## SCHOOL DIRECTOR'S MESSAGE

Welcome to AABCO Technology, a College of Technology. We congratulate you upon your decision to take these first steps into the dynamic world of information technology. From the moment you enroll to the day you graduate from your program of study, you will become a part of a close and committed team whose primary goal is to educate and train you to join the next generation of technology professionals.

Since our school's inception in 2000, our institution has been dedicated to providing high quality training and education that prepares students to perform the real-world tasks demanded by an ever-growing and changing technology job market. Whether you're here to refresh your skill sets, or to take that initial leap into this high-demand job market, we're here to help you succeed.

This catalog will provide you with information about our programs, courses, pre-requisites, admissions and academic policies, student services, and the job placement assistance we offer at our college.

Welcome to our Abco family!

**Arif Sayed**

**School Director  
Abco Technology Inc.**



## QUESTIONS



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

Abco Technology  
11222 S. La Cienega Blvd Suite 588  
Inglewood Ca 90304  
Phone number: (310) 216-3067  
Fax number: (310) 216-4311  
Email: [asayed@Abcotechnology.edu](mailto:asayed@Abcotechnology.edu)

## STATEMENT OF APPROVAL



Abco Technology has been granted institutional approval to operate by the State of California **Bureau for Private Postsecondary Education**.

Abco Technology is a private for-profit institution. The Bureau's approval means that this institution and its operation are in compliance with the standards established under law for occupational instruction by private postsecondary education institutions. This approval does not imply any endorsement or recommendation by the State of California. Institutional approval must be reapproved every five years and is subject to continuing review. California statutes require that a student who successfully completes a course of study be awarded an appropriate diploma or certificate verifying this fact.

### Approval Disclosure Statement

*The following programs are approved:*

Program Name	Hours	Award
A+ Certification	78	DIPLOMA
Certified Internet Webmaster	234	DIPLOMA
Cisco Certified Network Associate	72	DIPLOMA
Linux+	120	DIPLOMA
Microsoft Certified Systems Engineer	354	DIPLOMA
Microsoft Office User Specialist	192	DIPLOMA
Oracle Database Administrator	234	DIPLOMA
Programmer	690	DIPLOMA

*Other approvals and memberships include:*

- Approved Training Provider under Workforce Investment Act (WIA). [www.i-train.org](http://www.i-train.org)
- Approved to train Veterans eligible to receive VA benefits — Department of Veterans Affairs. [www.va.gov](http://www.va.gov)
- Authorized Education Training Center – CompTIA. [www.comptia.org](http://www.comptia.org)
- Approved Oracle Education Center — Oracle Corporation. [www.oracle.com](http://www.oracle.com)
- Authorized Microsoft Registered Partner — Microsoft. [www.microsoft.com/training](http://www.microsoft.com/training)
- Accredited Training Center — EC Council. [www.eccouncil.org](http://www.eccouncil.org)
- Member of Los Angeles Better Business Bureau. [www.bbb.org](http://www.bbb.org)
- Members of Certified Internet Webmaster – CIW Academy.

## ACCREDITED BY ACCSC

Since June 2014, Abco Technology has been accredited by the Accrediting Commission of Career Schools and Colleges – a national accrediting agency recognized by the United States Department of Education.

Through the accreditation process, ACCSC assesses the effectiveness of an institution's educational programs by evaluating the infrastructure that supports the program delivery as well as the educational outcomes, which include rates of student achievement such as student graduation and graduate employment. Each of these factors are evaluated within the context of an institution's stated mission.

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

<b>Program</b>	<b>Clock-Hours</b>	<b>Credit-Hours</b>	<b>Award</b>	<b>Code</b>	<b>Description</b>
<b>A+ Certification</b>	78	0	Diploma	1535	Information Technology
<b>Certified Internet Web Master</b>	234	0	Diploma	1565	Information Technology
<b>Cisco Certified Network Associate</b>	72	0	Diploma	1550	Information Technology
<b>Linux+</b>	120	0	Diploma	1540	Information Technology
<b>Microsoft Certified Systems Engineer</b>	354	0	Diploma	1545	Information Technology
<b>Microsoft Office User Specialist</b>	192	0	Diploma	1545	Information Technology
<b>Programmer</b>	690	0	Diploma	1599	Information Technology
<b>Oracle Database Administrator</b>	234	0	Diploma	1599	Information Technology

## **ABCO TECHNOLOGY'S MISSION STATEMENT**

Abco Technology is an accredited college of information technology that offers diploma programs for individual students, working professionals, and companies. Our school has been serving Southern California since 2000. Our programs empower students by helping to prepare them for certifications exams issued by Microsoft, Cisco, Oracle, CompTIA and other leading vendors in the IT industry.

Our programs are strategically designed to train students from beginners to advanced IT professionals – whether they're breaking into a new career, or advancing their current skill sets. Our graduates have gone on to accept positions as network administrators, computer repair technicians, web designers, web developers, database administrators and developers, IT security specialists, programmers, and mobile app developers for both Android and IOS.

As a computer training academy, we work with key players in the local job market to better understand what employers need from their IT professionals. Our goal is to produce students who possess and exhibit the skills and qualities that employers agree are in high-demand. We also continuously study and evaluate student outcomes to fully understand how we can better help our students meet the demands they'll encounter on the job.

## **RECOMMENDATIONS FOR STUDENTS**

We encourage students to contact us to discuss their career options, review our catalog and student performance fact sheet, and visit our campus to view our classrooms and training methods. Prior to enrollment, please take time to review the following documents:

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

We are here to help you with any questions you might have pertaining to any of these documents.

## OUR SCHOOL'S OBJECTIVES

- Providing our students with a high quality education that covers the latest in technological advancement and current trends in the job market.
- Establishing an engaging educational experience by teaching students within a simulated work environment.
- Having the most qualified administrative staff and educational instructors who have worked within the IT industry.
- Encouraging external projects so that students can build a work portfolio and demonstrate their skills to potential employers.

## STATEMENT OF OUR SCHOOL'S HISTORY

Abco Technology joined the Information Technology vocational training community in 2000 when it opened under the name Compurep Associates. In 2003, Compurep Associates changed its name to Abco Technology. Following the name change, Abco Technology became a Prometric testing center. In 2004, the school received approval to operate in the State of California through a certificate of approval by California's BPPVE. In 2005, Abco Technology was granted approval by the California Employment Development Department as an authorized training provider. In 2008, the school received authorization to enroll veterans who are eligible for benefits from the Department of Veterans Administration.

Our vocational school is an approved Oracle Training Partner, CompTIA authorized training school, and an authorized training center for the Certified Ethical Hacker program. Over the past 13 years, our school has consistently grown its student body and number of graduates. In 2003 Abco Technology trained approximately 60 students, and by 2012, the annual student enrollment increased to 180 students.

At this time, Abco Technology is an approved vendor for California's Department of Vocational Rehabilitation, EDD, and California's Employment Training Panel.

We place a strong emphasis on job placement and have established a student placement assistance program which helps school graduates to seek gainful employment.

## **ABCO TECHNOLOGY'S FINANCIAL STANDING**

Abco Technology is in good financial standing and is not in any financial discrepancies. This institution has no pending petition in bankruptcy, is not operating as a debtor in possession, has never filed a petition within the preceding five years, nor has it had a petition in bankruptcy filed against the school within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

## **INFORMATION TECHNOLOGY CERTIFICATION VENDORS**

Abco Technology maintains partnerships with major information technology certification vendors. Our programs' goals and objectives are to help prepare students for the tasks that will be required of them while working in the IT field, and to help prepare them for certification exams offered through the following vendors:

- CompTIA
- Microsoft
- Cisco
- Oracle
- Certified Internet Webmaster
- Linux Professional Institute
- Among others

## CORPORATE TRAINING SOLUTIONS & ETP

### CORPORATE TRAINING SOLUTION PROVIDER

**(Our accreditation does not extend to our corporate training solutions.)**

Abco Technology provides training for external companies and organizations. We offer customized training solutions to companies according to their individual needs and requirements, including curriculums for highly specialized software used within an organization. Abco Technology is an approved trainer by the State of California Employment Training Panel. This type of education funding only serves employers and corporations.

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

**How It Works?** Abco Technology staff is available to assist employers in discovering available funds for training, applying for funds, as well as assisting with other aspects of program participation. Businesses determine their own training needs and Abco Technology will provide training to their employees. ETP is funded by a tax on employers which is collected alongside the Unemployment Insurance Tax. The program is funded by the Employment Training Tax paid by California employers and targets firms threatened by out-of-state competition or those who compete in the global economy. The program is performance-based. Abco Technology will track the proof that full training hours for the participating employers have been completed and that trainees have been retrained in well-paying jobs for a specific period of time.

#### Eligibility Requirements for ETP Participation

- Your company must have a valid State Tax ID number or CEAN number.
- Your company must pay Employment Training Tax (ETT) to the State of California. Most companies pay this tax automatically.
- Your company must provide an in-kind training contribution (all employees must get paid their regular hourly wages while in training).
- Employees must be employed for at least 90 days before the start of training.
- Employees must stay employed 90 days after the last day of training is complete.
- Employees must earn at least \$16/hour. (Per hour earning requirement varies in different counties of California.
- Employees must work an average of 35 hours or more per week.
- Employees must complete at least 24 hours of training for Advanced Technology programs or courses, and a minimum 8 hours of training for Basic Computer Skills Courses (i.e. Microsoft Office). This is required to be completed within a 120-day period.
- Employees must be paid regular wages while in training.

## ABCO FACULTY MEMBERS & INSTRUCTORS

### **Arif Sayed** – *School Director & Program Instructor:*

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

### **Fatima Diaz** – *Director of Education & Program Instructor:*

Certified Internet Web Master, Microsoft Certified Systems Engineer, Microsoft Officer User Specialist and CompTIA A+ Certification Programs. Ms. Diaz has earned Certifications from CompTIA, Microsoft, and several other IT vendors. Ms. Diaz has more than 10 years of work experience in the Information Technology industry.

### **Charles Pascal** – *School Counselor & Instructor*

Mr. Pascal is the school counselor for Abco Technology's student body. Pascal has a Master of Arts in Counseling degree from Loyola Marymount University at Los Angeles. Mr. Pascal also teaches a variety of Ecommerce courses including Search Engines, Ecommerce, and the CIW Foundation Certification Fundamentals. Mr. Pascal helps students prepare for a variety of FCC license exams including: General Radio Telephone Commercial Operators License, RADAR, GMDSS, & Morse code. Mr. Pascal acts as the official spokesperson for Abco Technology with respect to media and student inquiries, which extend beyond the range of normal classroom questions.

### **Ralph Behar** – *Program Instructor*

Microsoft Certified Systems Engineer, Microsoft Certified Database Administrator courses, Microsoft Certified Programmer, and Oracle Certified Professional Programs. Mr. Behar has earned an MBA degree from Pepperdine University and a Bachelor in Business Administration from UCLA. Mr. Behar is Microsoft and HP certified. He has more than 25 years of work experience in the Information Technology industry.

### **Sam Arif** – *Program Instructor:*

Microsoft Certified Systems Engineer, CompTIA A+ certification and Cisco Certified Network Associate Programs. Mr. Arif is certified in the CompTIA and Microsoft Programs. He has also earned a train-the-trainer certificate as well. He runs an established consultation business and has over 30 years of professional IT experience.

### **Emmanuel Henshaw** – *Program Instructor:*

Microsoft Certified Systems Engineer, Cisco Certified Network Associate, and Cisco Certified Network Professional certification courses. Mr. Henshaw holds Certifications from Microsoft, Cisco CCNA, CCNP, and CCIE. Mr. Henshaw has more than 20 years of work experience in the Information Technology industry.



## ABCO FACULTY MEMBERS & INSTRUCTORS

### **Aritra Bhattacharya** – *Program Instructor:*

Programmer, Database Administrator and Certified Internet Webmaster. Mr. Bhattacharya is an experienced programmer and developer as well as a certified trainer. Mr. Bhattacharya has over 7 years' experience within the IT industry working as a programmer and developer. He is well trained and certified to teach Web Development and Programming classes.

### **Greg Capps** – *Program Instructor:*

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

### **Paul Akhigbe** – *Program Instructor:*

CompTIA A+ certification, CompTIA Network+ Certification, CompTIA Security+ Certification, and Cisco Certified Network Associate Programs. Mr. Akhigbe has over 20+ years of experience working in the Information Technology industry. He is certified in all relevant training areas.

### **Hasan Al Sabonchi** – *Program Instructor:*

Programmer, and Certified Internet Webmaster. Mr. Sabonchi is an experienced programmer and developer as well as a certified trainer. He has over 13+ years' experience within the IT industry working as an applications programmer and developer. He is well trained and certified to teach web development and programming classes.

## OUR ORGANIZATION & ADMINISTRATION

<b>Arif Sayed</b>	School Director	<a href="mailto:asayed@Abcotechnology.edu">asayed@Abcotechnology.edu</a>
<b>Ralph Behar</b>	Chief Operations Officer	<a href="mailto:rbehar@Abcotechnology.edu">rbehar@Abcotechnology.edu</a>
<b>Fatima Diaz</b>	Director of Education	<a href="mailto:fsethi@Abcotechnology.edu">fsethi@Abcotechnology.edu</a>
<b>Charles Pascal</b>	School Counselor	<a href="mailto:cpascal@Abcotechnology.edu">cpascal@Abcotechnology.edu</a>
<b>Ambreen Ahmed</b>	Director of Student Services	<a href="mailto:aahmed@Abcotechnology.edu">aahmed@Abcotechnology.edu</a>
<b>Simona Gustafson</b>	IT Administrator & Enrollment Rep.	<a href="mailto:gussim@Abcotechnology.edu">gussim@Abcotechnology.edu</a>
<b>Nicole Green</b>	Admissions Representative	<a href="mailto:ngreen@Abcotechnology.edu">ngreen@Abcotechnology.edu</a>
<b>Yesenia Ramos</b>	Financial Aid Representative	<a href="mailto:yeseniaramos@abcotechnology.edu">yeseniaramos@abcotechnology.edu</a>
<b>Dennis Browning</b>	IT Assistant	<a href="mailto:dennisb@Abcotechnology.edu">dennisb@Abcotechnology.edu</a>

## DISTANCE EDUCATION LEARNING

Abco Technology does not offer distance educational programs at this time. We specialize in hands-on training and provide all instructional hours and classes at our Abco Technology campus.

## ADDRESS

Abco Technology is a vocational training school and has one main campus. It does not have any other branches or satellite campuses at this time. All class sessions will be held at Abco Technology's main campus:

**11222 South La Cienega Blvd Suite 588**  
**Inglewood CA 90304**

For corporate training, Abco Technology may provide an on-site training upon request.

## METHOD OF INSTRUCTION

The programs and their modules or courses listed above have an instructor-led, hands-on classroom training method of instruction.

## STATE LICENSURE REQUIREMENT FOR EACH PROGRAM

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

## FACILITY, INSTRUCTIONAL MATERIALS, & EQUIPMENT

### INTRODUCTION TO OUR FACILITY

Abco Technology is located at 11222 S. La Cienega Blvd Suite 588 Inglewood CA 90304. Our location is easily accessible via public transportation. The facility is equipped with classrooms, labs, and administrative offices for student services, all of which are well-lighted and climate controlled. Abco Technology's total area is approximately 4800 square feet.

### INSTRUCTIONAL MATERIALS & EQUIPMENT

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

### MAXIMUM NUMBER OF STUDENTS IN A CLASSROOM

Class sizes do not exceed 15 students. This is sufficient as most of our programs use labs which can be conducted on one computer as prescribed by employers and vendors. At Abco Technology, all of our programs are taught following an instructor-led training approach. This is an efficient method for presenting a large body of materials to large or small groups of students. It is more interactive and personal as it ensures that everyone gets the same quality information in a comprehensive manner. This approach is found to be more efficient towards having successful graduates and proper student placement. An instructor-led training approach makes use of certain standard materials which are used in every class as instructor aids.

These common materials include:

- Computers equipped with high speed internet access for each student in the classroom
- Whiteboard – This is the most “old-fashioned” method, but it is still found to be effective as instructors use the whiteboard to highlight major points and draw attention towards main topics and objectives of the lessons being covered.
- PowerPoint Presentations – Our instructors use PowerPoint presentations in many programs. For many programs, course overheads are provided in the form of PowerPoint slides to assist with program delivery. These overhead slides ease delivery by listing major course points.
- Overhead Projectors – Our classrooms are equipped with overhead projectors to allow instructors to connect their computers with the overhead projectors and demonstrate labs that are taught in the classes.

Additionally, course materials used in our programs are in the form of courseware books. Exam preparation materials directly correspond to learning outcomes laid out for each program by the respective vendors and industry standards of the subject matter.

Program course materials are carefully selected through the course materials suggested by major program vendors such as Microsoft, Cisco, and Oracle. While selecting course materials, we keep in mind that these materials not only cover the theoretical concepts but also cover hands-on labs or guide towards practical concepts and knowledge that relate to real world job related skills and tasks.

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

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

## ABCO TECHNOLOGY PROGRAMS

PROGRAM NAME	CLOCK HOURS	DURATION IN WEEKS	DURATION IN MONTHS	MAX COMPLETION TIME**	PROGRAM TYPE
A+ Certification	78	4 weeks	1 month	7 weeks (2 months)	Diploma
Certified Internet Webmaster	234	13 weeks	3 months	20 weeks (5 months)	Diploma
Cisco Certified Network Associate	72	4 weeks	1 month	6 weeks (1.5 months)	Diploma
Linux+	120	6 ½ weeks	2 months	11 weeks (3 months)	Diploma
Microsoft Office User Specialist	192	10 ½ weeks	3 months	17 weeks (4 months)	Diploma
Oracle Database Administrator	234	13 weeks	3 months	20 weeks (5 months)	Diploma
Microsoft Certified Systems Engineer	354	19 ½ weeks	5 months	30 weeks (7 months)	Diploma
Programmer	690	29 weeks	7-9 months	44-59 weeks (11-14 months)	Diploma

\* All Programs can be offered as full time i.e. 24hrs/week or as part time i.e. 18hrs/week

\*\* **Maximum completion time** is 150% of the entire duration. The exact maximum completion date will be calculated on a student's enrollment agreement.

## CLASSES SCHEDULES & TIMES

At Abco Technology, we understand that students' demanding schedules can benefit from a flexible training schedule, which is why our school offers daytime, evening, and weekend classes, as outlined below:

### **Tuesday, Wednesday, & Thursday**

Morning: 8.00am - 1pm, Afternoon: 1:00pm – 6.30pm, Evening: 6.30pm – 10.30pm

### **Saturday, Sunday, & Monday**

Saturday - Sunday 8.00am – 2.00pm, Monday 6.00pm – 10.00pm

### **Saturday, Sunday, & Friday**

Saturday - Sunday 2.00pm – 7.00pm, Friday 6.00pm – 10.00pm

**Labs/Practicum** Friday 9.00am - 10.00pm

## ACADEMIC CALENDAR

Abco Technology has established an academic calendar of 912 Hours/38 weeks for a regular full time schedule. Full time is defined as 24 hours per week including lectures and labs. Part time is defined as 18 hours per week including lectures and labs. All program durations are calculated based on the academic calendar schedule.

## ABCO TECHNOLOGY PROGRAMS AND COURSES

PROGRAM NAME	COURSES WITHIN EACH PROGRAM
A+ Certification	<ol style="list-style-type: none"> <li>1. CompTIA A+ Essentials</li> <li>2. CompTIA Practical Applications</li> </ol>
Certified Internet Webmaster	<ol style="list-style-type: none"> <li>1. CIW – Foundations</li> <li>2. Programming with HTML &amp; CSS</li> <li>3. Adobe Photoshop</li> <li>4. Search Engine Optimization</li> <li>5. E-Commerce &amp; Marketing</li> <li>6. Programming with JavaScript</li> <li>7. Designing a website using WordPress</li> </ol>
Cisco Certified Network Associate	<ol style="list-style-type: none"> <li>1. Cisco Intra-network Associate for Routers and Switches</li> </ol>
Microsoft Certified Systems Engineer (MCSE)	<ol style="list-style-type: none"> <li>1. Installing and Configuring Windows Server</li> <li>2. Administering Windows Server</li> <li>3. Configuring Advanced Server Services</li> <li>4. Designing and Implementing a Server Infrastructure</li> </ol>
Microsoft Office User Specialist (MOUS)	<ol style="list-style-type: none"> <li>1. Microsoft Office Word - Level 1</li> <li>2. Microsoft Office Word - Level 2</li> <li>3. Microsoft Office Word - Level 3</li> <li>4. Microsoft Office Excel - Level 1</li> <li>5. Microsoft Office Excel - Level 2</li> <li>6. Microsoft Office Excel - Level 3</li> <li>7. Microsoft Office Power point - Level 1</li> <li>8. Microsoft Office Power point - Level 2</li> <li>9. Microsoft Office Outlook - Level 1</li> <li>10. Microsoft Office Outlook - Level 2</li> <li>11. Microsoft Office Outlook - Level 3</li> </ol>
Linux Certification	<ol style="list-style-type: none"> <li>1. Linux Server Fundamentals and Administration</li> </ol>
Oracle Database Administration	<ol style="list-style-type: none"> <li>1. Introduction to Oracle SQL Fundamentals I</li> <li>2. Introduction to Oracle SQL Fundamentals II</li> <li>3. Database Administrator I (Oracle Certified Associate)</li> <li>4. Database Administrator II (Oracle Certified Professional)</li> </ol>
Programmer	<ol style="list-style-type: none"> <li>1. Introduction to Programming with HTML, CSS &amp; JavaScript</li> <li>2. Basic &amp; Advanced Python Programming</li> <li>3. Programming with Java</li> <li>4. Building Mobile Applications using Android</li> <li>5. Developing 8 Mobile Applications for Android</li> <li>6. Internet Marketing using SMO &amp; SEO</li> </ol>

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

## **PROGRAM - A+ CERTIFICATION**

### **PROGRAM DESCRIPTION**

A+ certification validates foundation-level knowledge and skills necessary for a career in PC support. IT certifications prove competence in areas such as installation, preventative maintenance, networking, security, and troubleshooting. The exam covers maintenance of PCs, mobile devices, laptops, operating systems, and printers.

Duration in Months	Clock Hours	Fulltime	Part-Time	Duration in Weeks	Max. Completion Time	
1 Months	78 Hours	24 Hours / Week	18 Hours Per Week	4 Weeks	6 Weeks	150%

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

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

### **List of Courses Within the Program:**

Course Numbers	Course Name
220-901	CompTIA A+ Essentials
220-902	CompTIA A+ Practical Applications

### **COURSE DESCRIPTION**

**CompTIA A+ Essentials:** Covers PC hardware and peripherals, mobile device hardware, networking and troubleshooting hardware, and network connectivity issues. This is the first course required to be completed within the program.

**CompTIA Practical Applications:** Covers installing and configuring operating systems including Windows, iOS, Android, Apple OS X, and Linux. It also addresses security, the fundamentals of cloud computing, and operational procedures. - **CompTIA A+ Essentials is the pre-requisite for this course and must be completed prior to this course.**

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

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

**INSTRUCTIONAL MATERIALS**

- Books: A+® Certification: A Comprehensive Approach for All Exam Objectives
- Supplies: PC Tool Kit, A+ Passport CD, Windows Operating System Evaluation Software, Windows operating system VMware Image on computers. (All computers in classroom labs have been setup with these supplies. Students will be able to use these supplies in the classroom).
- Materials: Virtual Labs and simulation software



**STUDENT LEARNING OUTCOMES:**

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

**Employment Positions upon Completion:**

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

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

A+ Certification is part of the certification track for corporations such as Microsoft, HP and Cisco. Other technology companies, including Dell, Intel, Lenovo and Ricoh, have also made A+ certification mandatory for their service technicians. The U.S. Department of Defense and the Department of Homeland Security requires A+ Certification as a required qualification for participating in their computer forensics program.

**CompTIA A+ Certification Requirements**

Exam 220-1001

Exam 220-1002

**\*Abco Technology provides high-quality training and materials designed to help students prepare for CompTIA 220-1001 and 220-1002 certification exams.**

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

15-1121.00 Computer System Analyst

15-1134.00 Web Developers

## **PROGRAM – CERTIFIED INTERNET WEBMASTER**

### **PROGRAM DESCRIPTION**

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

Duration in Months	Clock Hours	Fulltime	Part-time	Duration in Weeks	Max. Completion Time
3 Months	234 Hours	24 Hours / Week	18 Hours Per Week	13 Weeks	20 Weeks 150%

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

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

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

Course Numbers	Course Name	Course Prerequisite
CIW 101	Internet Business Foundations	-
CIW 102	Programming with HTML & CSS (HTML & XHTML)	-
CIW 103	Adobe Photoshop	-
CIW 106	Search Engine Optimization (SEO)	-
CIW 107	Programming with JavaScript	CIW102
CIW 108	E-Commerce & Marketing	CIW101
CIW 109	Designing a Website using WordPress	CIW102

- Indicates the course has no prerequisites and can be completed in any order within the program

### **COURSE DESCRIPTIONS**

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

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

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

**Hypertext Markup Language (HTML & XHTML):**

Basics of creating web pages using HTML, Advance HTML elements and techniques, and creation of customizable tables, nested tables, and forms.

**Adobe Photoshop:**

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

**Search Engine Optimization (SEO):**

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

**E-Commerce & Marketing:**

E-Commerce Strategies and Practices course teaches you how to conduct business online and manage the technical issues associated with constructing an E-commerce web site. You will learn about the similarities and differences between traditional and electronic commerce and will explore Ecommerce technologies at various levels of sophistication.

**JavaScript:**

JavaScript is a course that provides experienced web application developers with the fundamentals of the JavaScript programming language, with a focus on using JavaScript as a client-side language for web-based applications.

**WordPress:**

WordPress is an online, open source website creation tool written in PHP and MySQL.

**EDUCATIONAL PURPOSE AND OBJECTIVES:**

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

**STUDENT LEARNING OUTCOMES:**

- o Explore the concepts of Information Technology and the Internet
- o Examine how computers communicate across the Internet and the technologies that enable internetworking
- o Examine the various technologies that constitute the World Wide Web
- o Configure the security and privacy settings in Windows® Internet Explorer
- o Explore multimedia and other components embedded in a web page
- o Identify the different types of databases, the fundamentals of web search engines, and communicate over the web
- o Examine the various aspects of email communication
- o Explore the services and tools available on the Internet
- o Examine the various security issues related to the Internet
- o Examine the fundamentals of project management
- o Recognize the components of an HTML file and create such a file
- o Format paragraphs and characters using HTML
- o Link to local files and web pages from their web pages
- o Add graphics and sound to their web pages using HTML
- o Create different kinds of lists to their web page using HTML
- o Create multi-column and multi-row tables using HTML
- o Set background colors and graphics for web pages
- o Evaluate web page design and consider design issues that affect web pages
- o Add links to non-web internet sites from their web pages
- o Control color and typography
- o Create style sheets that cascade according to established guidelines
- o Design content sections using box properties
- o Control your page layouts with CSS positioning, and in turn enhance an existing design
- o Create alternate style sheets and link your pages to them to enhance the accessibility and functionality of your websites
- o Running projects and building weblog discussion forums, and shopping carts
- o Building an online auction site
- o Creating a web-based calendar and Content Management System
- o Building a reusable project & a news website
- o Understand the role of client-side scripting in the browser
- o Develop and integrate JavaScript into your web applications

- o Use JavaScript operators, expressions, control, and data structures
- o Implement cross browser JavaScript using the Document Object Model
- o Understand JavaScript's effective use in form field validation
- o Manipulate text strings through a variety of useful JavaScript methods o
  - Extract data from JavaScript programs to interact with server-side code
- o Crawling and serving web content
- o One box modules, indexing with feeds
- o Reporting, securing, and modifying XSLT style sheets.
- o Explore the types of applications you can build, how the user interface can be used, and how to create Flash
- o Animate graphics using different techniques
- o Work with movie clips
- o Add audio to a movie

## **INSTRUCTIONAL MATERIALS**

### **Books**

CIW Foundation Certification  
HTML For World Wide Web with HTML  
Search Engine Optimization (SEO),  
E-Commerce & Marketing  
Java Script, WordPress, J-Query

### **Supplies:**

Adobe Creative Suite Image  
Student Data files for each course

**(All computers in classroom labs have been setup with these supplies. Students will be able to use these supplies in the classroom.)**

### **Materials:**

Lab Simulation software for WordPress, HTML and JQuery

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

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

### **Requirements to Obtain Certification**

1. Student may obtain a certification for Certified Internet Webmaster by taking an Exam ID0-510.

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

15-1121.00 Computer System Analyst  
15-1134.00 Web Developers

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

### **PROGRAM DESCRIPTION**

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

Duration in Months	Clock Hours	Fulltime	Part-time	Duration in Weeks	Max. Completion Time
1 Months	72 Hours	24 Hours / Week	18 Hours Per Week	4 Weeks	6 Weeks 150%

### **Courses**

Cisco Certified Network Associate

### **Course Description**

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

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

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

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

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

Students will be enabled to complete the CCNA exam and earn the credential of a Cisco Certified Network Associate. In addition, students will acquire skills to be employed at an entry level position, technology specialists, IT field engineers, WAN engineers, and WAN administrators.

## **INSTRUCTIONAL MATERIALS**

### **Books:**

- Cisco Certified Network Associate Study guide

### **Supplies:**

- Boson Netsim Simulation Software (All computers in classroom labs have been setup with these supplies. Students will be able to use these supplies in the classroom.)

### **Materials:**

- Lab simulation software for CCNA

## **STUDENT LEARNING OUTCOMES:**

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

## **Employment Positions upon Completion:**

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

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

**Requirements to Obtain Certification from Cisco:**

Students may further their career and pass the following examinations offered by Cisco:

- Cisco Certified Network Associate -

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

15-1151.00 Computer User Support Specialists

15-1142.00 Network and Computer Systems Administrators

15-1199.02 Computer Systems Engineers/Architects

15-1122.00 Information Security Analysts

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



## PROGRAM – LINUX +

### PROGRAM DESCRIPTION

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

Duration in Months	Clock Hours	Fulltime	Part-Time	Duration in Weeks	Max. Completion Time
2 Months	120 Hours	24 Hours / Week	18 Hours Per Week	6 1/2 Weeks	11 Weeks 150%

### Pre-requisites in the Program:

- High school diploma or equivalent
- Working knowledge of the PC and the Internet
- A+ Certification or equivalent

### List of Courses in the Program

Linux+

### **Course Description**

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

### EDUCATIONAL PURPOSE AND OBJECTIVES:

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

### Instructional Materials

#### **Book:**

- CompTIA Linux+ Certification, Powered by LPI

#### **Supplies:**

- VMware Image of Linux Operating System
- Red Hat Enterprise Linux 5 Rescue CD - simulation software

#### **Materials:**

- Lab simulation software for Linux

**Student Learning Outcomes:**

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

**Employment Positions upon Completion:**

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

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

A widely-recognized Linux certification ensures that junior level IT professionals have a means of demonstrating their Linux skills to potential employers while assuring customers that they are receiving support services from highly skilled and knowledgeable professionals. Certification in CompTIA Linux+ powered by LPI, attained by passing CompTIA exams LX0-101 and LX0-102, enables candidates to become certified in LPIC-1 as well, enabling further participation in the LPI programs.

**Requirements to Obtain Certification from CompTIA:**

Student may pass the following exams offered by CompTIA in order to become certified in LPIC-1 to further advance their careers:

- CompTIA Linux Exam

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

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

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

## **PROGRAM - MICROSOFT CERTIFIED SYSTEMS ENGINEER**

### **PROGRAM DESCRIPTION**

The Microsoft Certified Systems Engineer (MCSE): Server Infrastructure certification validates your ability to build comprehensive server infrastructure solutions and show that you have the skills needed to run a highly efficient and modern data center with expertise in identity management, systems management, virtualization, storage, and networking.

Duration in Months	Clock Hours	Fulltime	Part-Time	Duration in Weeks	Max. Completion Time
5 Months	<b>354 Hours</b>	<b>24 Hours / Week</b>	<b>18 Hours Per Week</b>	<b>19 1/2 Weeks</b>	<b>30 Weeks 150%</b>

### **Prerequisites:**

Before attending this course, students must have:

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

### **List of courses within the program:**

Course Numbers	Course Name	Course Prerequisite
<b>MCS740</b>	<b>Installing and Configuring Microsoft Windows Server</b>	-
<b>MCS741</b>	<b>Administering Windows Server</b>	<b>MSC740</b>
<b>MCS742</b>	<b>Configuring Advanced Windows Server</b>	<b>MSC741</b>
<b>MCS744</b>	<b>Designing and Securing a Server Infrastructure</b>	<b>MSC742</b>

### **COURSE DESCRIPTION**

#### **Microsoft MCS740: Installing and Configuring Microsoft Windows Server**

This course introduces the new Windows Server administrative interface. It covers the different roles and features that are available with the Windows Server operating system. It also discusses the various installation and configuration options you can use when deploying and configuring Windows Server.

#### **Microsoft MCS 741: Administering Windows Server**

Learn how to administer Windows Server with this course. It primarily covers the administration tasks necessary to maintain a Windows Server infrastructure such as Implementing Server Images, User and Group management with Active Directory Domain Services (AD DS) and Group Policy, Remote Access and Network Policies, Data Security, and Monitoring and Update Management.

**Microsoft MCS742 - Configuring Advanced Windows Server Services**

This course is intended for IT professionals with hands-on experience implementing, managing, and maintaining a Windows Server infrastructure in an existing enterprise environment who wishes to acquire the skills and knowledge necessary to carry out advanced management and provisioning of services within the Windows Server environment. Students are typically experienced system administrators and should have approximately two years of hands-on experience working in a Windows Server environment.

**Microsoft MCS744 - Designing and Implementing a Server Infrastructure**

Candidates for this course should have good Windows client and server operating system knowledge and basic AD DS and networking experience in an enterprise/small business (SMB) environment along with application configuration experience. This course is intended for IT professionals who are responsible for planning, designing, and deploying a physical and a logical Windows Server enterprise and an Active Directory Domain Services (AD DS) infrastructure including the network services necessary.

**EDUCATIONAL PURPOSE AND OBJECTIVES:**

With Windows Server you will find exciting innovations in the areas of virtualization, networking, storage, user experience, and designing, implementing, configuring, or managing a Windows Server infrastructure or desktops and devices in your organization. Earn recognition from your peers and employers and accelerate your career by achieving a Microsoft Certified Systems Engineer (MCSE) certification. Choose to earn either the MCSE: Server Infrastructure certification or the MCSE: Desktop Infrastructure certification. Students will obtain entry level position.

The Microsoft Certified Systems Engineer credential focuses on a skill level and validates the ability to design and build technology solutions in the cloud and on premises, which may include integrating multiple technology products and versions. The Microsoft Certified Systems Engineer credential requires recertification every three years. The Microsoft Certified Systems Engineer credential focuses on a job role and covers one version of a single technology.

Both the MCSE: Server Infrastructure certification and the MCSE: Desktop Infrastructure certification requires the MCSA: Windows Server certification as a prerequisite. The MCSE: Server Infrastructure certification focuses on how to design, build, manage, and run a highly efficient data center. The MCSE: Desktop Infrastructure certification focuses on how to deploy and manage desktops and devices, allowing flexible, consistent, and reliable access to corporate services. The MCSE: Server Infrastructure certification requires the MCSA: Windows Server certification as a prerequisite. The MCSE: Private Cloud certification requires the MCSA: Windows Server certification as a prerequisite. The MCSE: Server Infrastructure certification focuses on how to design, build, manage, and run a highly efficient data center. The MCSE: Private Cloud certification focuses on true infrastructure service capability, along with optimally managed application services within the data center.

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

**Student Learning Outcomes:**

- Install and Configure Windows Server
- Describe AD DS infrastructure and install and configure domain controllers
- Manage AD DS objects
- Automate AD DS administration
- Describe Internet Protocol Version 4 (IPv4 and v6)
- Describe installing and configuring Dynamic Host Configuration Protocol (DHCP) in addition to managing a DHCP database
- Describe name resolution for Windows Operating System clients and Windows Server servers
- Describe implementing IPv6 addressing
- Describe implementing storage configuration options for Windows Server
- Enable and configure file and print services in Windows Server
- Describe implementing Group Policy
- Increase security in a Windows Server infrastructure by using Group Policy Objects, AppLocker, and Windows Firewall
- Describe Microsoft Virtualization technologies (including Hyper-V)
- Implement a Group Policy infrastructure
- Manage user desktops with Group Policy
- Manage user and service accounts
- Maintain Active Directory Domain Services (AD DS)
- Configure and troubleshoot Domain Name System (DNS)
- Configure and troubleshoot Remote Access
- Install, configure, and troubleshoot the Network Policy Server (NPS) role
- Implement Network Access Protection (NAP)
- Optimize file services
- Configure encryption and advanced auditing
- Deploy and maintain server images
- Implement Update Management
- Monitor Windows Server
- Implement advanced network services
- Implement advanced file services

## **INSTRUCTIONAL MATERIALS**

### **Books:**

- Microsoft official academic courseware series: Installing and Configuring Windows Server
- Microsoft official academic courseware series: Administering Windows Server
- Microsoft official academic courseware series: Configuring Advanced Windows Server Services
- Microsoft official academic courseware series: Designing and Implementing a Server Infrastructure

### **Supplies:**

- Microsoft Windows Server Class Image

### **Materials:**

- Exam preparation software and materials

## **Employment Positions upon Completion:**

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

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

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

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

15-1151.00 Computer User Support Specialists

15-1142.00 Network and Computer Systems Administrators

15-1199.02 Computer Systems Engineers/Architects

## **Requirements to Obtain Certification from Microsoft:**

Students must complete the following 4 courses to earn the MCSE Server credential:

1. Microsoft Exam 70-740 - Installing and Configuring Windows Server
2. Microsoft Exam 70-741 - Administering Windows Server
3. Microsoft Exam 70-742 - Configuring Advanced Windows Server Services
4. Microsoft Exam 70-744 - Designing and Implementing a Server Infrastructure

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

## PROGRAM - MICROSOFT OFFICE USER SPECIALIST

### PROGRAM DESCRIPTION

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

Duration in Months	Clock Hours	Fulltime	Part-Time	Duration in Weeks	Max. Completion Time
3 Months	192 Hours	24 Hours / Week	18 Hours Per Week	10 1/2 Weeks	17 Weeks 150%

### Prerequisites:

Before attending this course, students must have:

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

### List of courses within the program:

Course Numbers	Course Name	Course Prerequisite
MOUS101	Microsoft Office Word – level 1	-
MOUS102	Microsoft Office Word – level 2	MOUS101
MOUS103	Microsoft Office Word – level 3	MOUS102
MOUS201	Microsoft Office Excel – level 1	-
MOUS202	Microsoft Office Excel – level 2	MOUS201
MOUS203	Microsoft Office Excel – level 3	MOUS202
MOUS401	Microsoft Office PowerPoint– level 1	-
MOUS402	Microsoft Office PowerPoint– level 2	MOUS401
MOUS501	Microsoft Office Outlook – level 1	-
MOUS502	Microsoft Office Outlook – level 2	MOUS501
MOUS503	Microsoft Office Outlook – level 3	MOUS502

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

### Microsoft Office Word - Level 1

You will create, edit, and enhance standard business documents using Microsoft® Office Word. Include special characters, graphical objects, organizing data in tables, proofing documents, and printing documents.

### Microsoft Office Word - Level 2

Student will create complex documents and build personalized efficiency tools using Microsoft Office Word. This includes managing lists, customizing tables and charts, and creating customized graphic elements.

**Microsoft Office Word - Level 3**

Students will create, manage, revise, and distribute documents.

**Microsoft Office Excel - Level 1**

Students will create and edit basic Microsoft Office Excel worksheets and workbooks. This includes using formulas, managing multiple sheets, and printing.

**Microsoft Office Excel - Level 2**

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.

**Microsoft Office Excel - Level 3**

Students will automate some common Excel tasks: apply advanced analysis techniques to more complex data sets, troubleshoot errors, collaborate on worksheets, and share Excel data with other applications.

**Microsoft Office Power Point - Level 1**

Students will explore the PowerPoint environment and create a presentation by formatting text on slides to enhance clarity. To enhance the visual appeal, students will add graphical objects to a presentation and modify them.

**Microsoft Office Power point - Level 2**

Students will enhance a presentation by using features that will transform it into a powerful means of communication. This includes customizing the PowerPoint interface to suit requirements, using features to create dynamic and visually appealing presentations, and finalizing a presentation and securing it to authenticate its validity.

**Microsoft Office Outlook - Level 1**

Students will use Outlook to compose and send email, schedule appointments and meetings, manage contact information, schedule tasks, and create notes.

**Microsoft Office Outlook - Level 2**

Students will customize the Outlook environment, calendar, and mail messages, and will also track, share, assign, and quickly locate various Outlook items.

**Microsoft Office Outlook - Level 3**

Students will work with the advanced features of Outlook. This includes saving and archiving Email, creating a custom Outlook Form, managing contacts and contact information, exporting contacts, and advanced mail merge.



**EDUCATIONAL PURPOSE AND OBJECTIVES:**

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

**INSTRUCTIONAL MATERIALS****Books:**

- Microsoft Office Word - Level 1
- Microsoft Office Word - Level 2
- Microsoft Office Word - Level 3
- Microsoft Office Excel - Level 1
- Microsoft Office Excel - Level 2
- Microsoft Office Excel - Level 3
- Microsoft Office Power point - Level 1
- Microsoft Office Power point - Level 2
- Microsoft Office Outlook - Level 1
- Microsoft Office Outlook - Level 2
- Microsoft Office Outlook - Level 3

**Supplies:**

- Microsoft Office Class Image
- Class Data Files

**Materials:**

- Lab simulation software for Word, Excel, PowerPoint, and Outlook

**STUDENT LEARNING OUTCOMES:**

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

**Employment Positions upon Completion**

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

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

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

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

43-6014.00 Secretaries and Administrative Assistants

**Requirements to Obtain Certification from Microsoft:**

Students may pass **one** certification exam in order to earn a MOS certification to further their career and take additional exams to achieve expert certifications.

1. Microsoft Office Word - Exam 70-881; Microsoft Office Excel - Exam 70-882
2. Microsoft Office Power Point - Exam 70-883; Microsoft Office Outlook - Exam 70-884
3. Microsoft Office Outlook - Exam 70-885

## **PROGRAM – ORACLE DATABASE ADMINISTRATOR**

### **Program Description**

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

Duration in Months	Clock Hours	Fulltime	Part-Time	Duration in Weeks	Max. Completion Time
3 Months	234 Hours	24 Hours / Week	18 Hours Per Week	13 Weeks	20 Weeks 150%

### **Prerequisites:**

Before attending this course, students must have:

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

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

Course Numbers	Course Name	Course Prerequisite
ORCL1Z0-051	Introduction to Oracle—SQL Fundamentals	-
ORCL1Z0-052	Database Administrator I	ORCL1Z0-051
ORCL1Z0-053	Database Administrator II	ORCL1Z0-052

### **Course Descriptions**

#### **Introduction to Oracle - SQL Fundamentals**

This course introduces students to the fundamentals of SQL using Oracle Database technology. In this course, students learn the concepts of relational databases and the powerful SQL programming language. This course provides the essential SQL skills that allow developers to write queries against single and multiple tables, manipulate data in tables, and create database objects.

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

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

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

This course takes the database administrator beyond the basic tasks covered in the first workshop. The student begins by gaining a much deeper understanding of possibly the most important job of a DBA - backup and recovery. The concepts and architecture that support backup and recovery, along with the steps of how to carry it out in various ways and situations, are covered in detail. This includes how to define and test your own backup and recovery scenarios.

**EDUCATIONAL PURPOSE AND OBJECTIVES:**

Students will be better prepared for the Oracle certification exam for Oracle Database Administrator at the associate and professional levels from Oracle Corporation. Students will acquire skills to seek entry level positions as database administrators, database backup operators, Oracle Database analysts, and Oracle Database optimizers.

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

15-1141.00 Database Administrators

15-1121.00 Computer Systems Analysts

**INSTRUCTIONAL MATERIALS****Books:**

- Oracle - Introduction to SQL
- Part I Oracle - Introduction to SQL
- Part I Oracle: Database Administration I
- Part II Oracle: Database Administration I
- Part II Oracle: Database Administration II

**Supplies:**

- VMware Image of Oracle installed on a Server operating system

**Materials:**

- Lab simulation software

**STUDENT LEARNING OUTCOMES:**

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

**Employment Positions upon Completion:**

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

- Oracle Database administrator
- System analyst
- Database planner

This program teaches students how to design and create a server using the Optimal Flexible Architecture (OFA), configure logical and physical structures, set up database and user security, add and administer users, monitor and tune main server areas, and handle issues in supporting Oracle® 12C and Oracle 16C databases. Students will develop the fundamental skills necessary to be an effective Oracle DBA.

**Requirements to Obtain Certification from Oracle:**

Student may pass the following exams offered by Oracle to become Oracle Database Administrator Certified Associates and Oracle Database Administrator Certified Professionals to further their careers:

- Oracle Exam 1Z0-001
- Oracle Exam 1Z0-052
- Oracle Exam 1Z0-053

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

## PROGRAM – PROGRAMMER

### Program Description

The Programmer certification is primarily vendor-based from Microsoft. The Programmer certification validates a comprehensive set of skills necessary to deploy, build, optimize, and operate applications successfully by using Microsoft Visual Studio and the Microsoft .NET Framework. The student learning outcomes are consistent with the skills requirements and objectives of the program as stated by Microsoft and several employers within the community. They reflect the required occupational and academic knowledge, skills, and competencies.

Duration in Months	Clock Hours	Fulltime	Part-Time	Duration in Weeks	Max. Completion Time
7-9 Months	690 Hours	24 Hours / Week	18 Hours Per Week	29 Weeks	59 Weeks 150%

### Prerequisites:

Before attending this course, students must have:

- High school diploma or equivalent
- Knowledge of HTML and JavaScript or equivalent
- One year programmer or related experience

### List of Courses within the Program:

Course Numbers	Course Name	Course Prerequisite
<b>PRG 70-010</b>	Introduction to Programming – HTML, CSS & JavaScript	-
<b>PRG 70-513</b>	Programming with Python	PRG 70-010
	Programming with Java	
<b>PRG 70-515</b>	Developing Mobile Applications using Android	PRG 70-513
<b>PRG 70-516</b>	Building 8 Mobile Applications for Android	PRG 70-515
<b>PRG 70-519</b>	Internet Marketing using SMO & SEO	PRG 70-516
	Building a Mobile App Project	

**COURSE DESCRIPTIONS:**

This program validates job-role skills competency for entry-level job seekers and seasoned professionals alike. Application developers use programming languages and source code to create software that meets client requirements. Developers may work with multiple programming languages and operating systems. This program will give you the knowledge you need to create dynamic database-driven applications and websites using the latest technologies. You will use multiple tools and technologies to develop state-of-the-art web applications. The course is broken into multiple modules, each module designed to teach you all the fundamentals of developing and maintaining database-driven applications and websites.

App Developers develop and maintain Web applications using authoring and scripting languages, create content and digital media, and employ standards and technologies for both business-to-business and business-to-consumer e-commerce web sites. Developer certification can lead to a successful career as a website developer; applications developer, programmer, Web marketing/ business specialist.

**CLASSES INCLUDED AS PART OF PROGRAM**

- Intro to Web Programming – HTML & CSS, JavaScript & Object-Oriented Training
- Programming using Python
- Programming using Java
- Learning Android Platform and Building Android Applications.
- Marketing your website using Social Media Optimization (SMO)
- Marketing your website using Search Engine Optimization (SEO)
- Practical Labs & Portfolio Design

**EDUCATIONAL PURPOSE AND OBJECTIVES:**

This program will enable students to complete the following modules necessary to obtain a position as an applications developer.

**JOB POSITIONS**

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

- Web Developer
- Programmer
- Mobile Apps Developer
- Website Developer
- Ecommerce Designer
- Search Engine Optimizer
- Web Applications Developer

**INSTRUCTIONAL MATERIALS****Books:**

- Intro to Web Development using HTML, CSS & JavaScript
- Python Programming
- Java Programming
- Internet Marketing SEO & SMO
- Android App Development

**Supplies:**

- VMware image with Eclipse, Python, Web Scripts Installed
- Web based projects - Student Data Files

**(All computers in classroom labs have been setup with these supplies. Students will be able to use these supplies in the classroom.)**

**Materials:**

- Lab simulation software for Programming



**STUDENT LEARNING OUTCOMES:**

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

- Supporting and securing access to data by properly using authentication, access control and encryption for an organization.
- Applying core concepts and protocols such as IPv4, IPv6, DHCP and subnets to setup and support wired and wireless networks.
- Working with Mobile, Server and traditional operating systems from Android and iOS to Windows and Linux.
- Utilizing the basics of Virtualization, Cloud Computing, Desktop Imaging and deployment to support today's infrastructures.
- Following and using decision trees for diagnosing, resolving and documenting common hardware and software issues across a variety of devices.
- Technical Support: Applying principles of customer service to help resolve IT issues.
- Explore the concepts of Information Technology and the Internet.
- Examine how computers communicate across the Internet and the technologies that enable internetworking.
- Examine the various technologies that constitute the World Wide Web.
- Explore multimedia and other components embedded in a web page.
- Identify the different types of databases and the fundamentals of web search engines, Communicate over the web.
- Examine the various aspects of email communication.
- Explore the services and tools available on the internet.
- Examine the various security issues related to the internet.
- Examine the fundamentals of project management.
- Recognize the components of an HTML file and create such a file.
- Format paragraphs and characters using HTML.
- Link to local files and web pages from their web pages.
- Add graphics and sound to their web pages using HTML.
- Create different kinds of lists to their web page using HTML.
- Create multi-column and multi-row tables using HTML.
- Set background colors and graphics for web pages.
- Evaluate web page design and consider design issues that affect web pages.
- Add links to non-web internet sites from their web pages.
- Control color and typography.
- Create style sheets that cascade according to established guidelines.
- Design content sections using box properties.
- Control your page layouts with CSS positioning, enhance an existing design.
- Create alternate style sheets and link your pages to them to enhance the accessibility and functionality of your websites.
- Running the projects and building a weblog, Discussion Forums. Creating a shopping cart.
- Building an online auction site.
- Creating a web-based calendar and Content Management System.
- Building a reusable project & Building a news website.
- Understand the role of client-side scripting in the browser.
- Develop and integrate JavaScript into your web applications.

- Use JavaScript operators, expressions and control and data structures.
- Implement cross browser JavaScript using the Document Object Model.
- Understand JavaScript's effective use in form field validation.
- Manipulate text strings through a variety of useful JavaScript methods.
- Designing logos and web images using Adobe Photoshop
- Extract data from JavaScript programs to interact with server-side code.
- Crawling and serving web content.
- One box modules, indexing with feeds.
- Reporting, security, modifying XSLT style sheets.
- Explore the types of applications you can build, how the user interface can be used.
- Set up Python and develop a simple application.
- Declare and perform operations on simple data types, including strings, numbers, and dates.
- Declare and perform operations on data structures, including lists, ranges, tuples, dictionaries, and sets.
- Write conditional statements and loops.
- Define and use functions, classes, and modules.
- Manage files and directories through code.
- Deal with exceptions.
- Create and manage custom classes.
- Control program flow by writing code to respond to specific criteria.
- Implement object-oriented programming techniques to create reusable and reliable programs.
- Work with Java utility class libraries.
- Use the capabilities of the Java I/O package to read and write data to external files or media.
- Use collection APIs in Java to manage data.
- Use generics to enforce compile-time type checking.
- Use multi-threaded programs to help handle multiple tasks concurrently.
- Manage Java applications for memory efficiency and create distributable versions of a Java application.

**Employment Positions upon Completion**

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

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

Whether you are new to technology, changing jobs, or a seasoned IT professional, becoming certified demonstrates to customers, peers, and employers that you are committed to advancing your skills and taking on greater challenges.

**Requirements to Obtain Certification:**

Successfully passing the following exams:

- Oracle Java Fundamentals
- CIW – Internet Marketing

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

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

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

ACADEMIC POLICIES  
STANDARDS  
REQUIREMENTS

# ADMISSIONS REQUIREMENTS

## **ADMISSION OVERVIEW**

Abco Technology wants students to experience an easy application process. Therefore, applicants will have an opportunity to be personally interviewed by a school representative who can help them map out their career pathways. An inquiring applicant will be given a tour of the campus and receive a catalog describing the course offerings and the school policies. Once it has been determined that the student is interested in a specific program of study and would like to apply, an Abco Technology representative will work with the student to complete the requirements.

## **ADMISSIONS POLICIES and REQUIREMENTS**

Abco Technology is proud to provide educational opportunities within Southern California and welcomes all applicants for admission. Application for enrollment can be obtained from our school campus.

Abco Technology has specific admissions criteria and students must provide documentation that demonstrates they can meet these requirements before the school will accept their application for enrollment. In addition to general admissions criteria, certain courses or programs may have prerequisites before the student will be granted admission into the program. The general admissions requirements are stated below and the prerequisites for each program may be obtained either from the admissions office, the school catalog, or from the Abco Technology website.

## **Admissions Procedure**

The following admissions process has been implemented for all students:

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

## **Required Documentation for Admission consideration:**

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

All applicants **MUST** have minimum high school, GED, or GED equivalent education.

- High school transcript, copy of actual diploma or equivalent, Military DD214 documentation indicating high school equivalent validation, and/or college transcripts (mailed directly from sending institution) showing the date of high school graduation.
- High school or postsecondary documentation from a country other than the United States must be translated and evaluated to be at least the equivalent of a U.S. high school diploma or college degree by an agency that is a member of the National Association of Credential Evaluation Services (NACES) or Association of International Credential Evaluators (AICE).
- Copy of two forms of identification which can include any of the following:
  - Social Security Number
  - U.S. Driver's License [Valid]
  - U.S. Military ID [Valid]
  - Non-Driver's ID issued by the State [United States ID]
  - Passport
  - Non-Citizen Identification Card
  - Health Certificate
  - Voter Registration ID

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

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

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

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

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

- The admissions representative reviews the student's admissions documentation to ensure that the documents are complete.
- The admissions representative verifies the high school diploma or equivalent document submitted by the student. Verification of high school diploma is performed via telephone or the Internet through the school/college website.
- If the high school diploma is from a foreign country, the admissions representative sends the diploma or equivalent document for translation and evaluation to the agency selected by the school. This agency must be a member of the National Association of Credential Evaluation Services (NACES) or Association of International Credential Evaluators (AICE). All fees due by the said agency are paid by the school.
- High school diploma equivalency certificate from a US State Education Board or Military Agency (form DD214 indicating "High School Graduate" is considered as an acceptable form of high school diploma equivalent.)
- Bachelor's/Master's Degree or a college transcript from a US college or university indicating that the student is a high school graduate, or the admissions representative must verify through the school's website that a high school diploma is a required admissions document of the respective college/university. The college/university must be a United States – State Approved Institution or Accredited School.
- Upon verification of the admissions documentation, a student file checklist is completed by the admissions representative and the completed file with the checklist is submitted to the director of education or the school director to verify that all documentation is complete, after which admission is granted or denied. If the school rejects the applicant, he/she will be notified immediately and all sums paid as part of the program tuition will be fully refunded to the student.

Abco Technology's admission procedures require that all applications be submitted in person. The school's main campus admissions office is open Monday through Friday from 9:00 a.m. to 6:00 p.m. In addition to meeting the admissions requirements listed above, it is highly recommended that students make financial arrangements to cover course tuition and the registration fees since it is the last step to process their applications.

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

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

## **Re-enrolling Students**

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

- The student has no conduct or behavioral issues which will impede campus operations, security, or lab practice and job placement.
- The student resolves any financial issues to the satisfaction of the financial aid office.
- There is seat availability to accommodate the student's re-entry into the next module or course.
- The student participates in academic advisement with the program director if there are issues with grades or attendance.

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

## **Statement of Non-Discrimination**

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

## **School Program and Policy Changes**

Abco Technology, at its discretion, may make reasonable changes to program content, materials, and equipment as it deems necessary in the interest of improving student educational experiences. Abco Technology reserves the right to make changes in organizational structure, policy, and procedures as circumstances dictate. When class size and curriculum permit, classes may be combined to provide meaningful instruction, training, and contribute to the level of interaction among students.

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



## **Students Seeking Reasonable Accommodations**

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

Abco Technology is committed to providing reasonable accommodations including auxiliary aid and/or services to qualified individuals with a disability, unless providing such accommodations would result in undue burden or fundamentally alter the nature of the relevant program, benefit, or service provided by Abco Technology. To request auxiliary aid or services, please contact the student services coordinator. Students should submit requests with supporting documentation at least six weeks prior to the beginning of the first day of classes or as soon as practical.

## **Pregnancy**

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

## **Experiential Learning**

Abco Technology does not grant academic credit for experiential learning. As applicable, previous education and training for all veterans and eligible persons is evaluated on a case-by-case basis for transfer credit.

## **English Instruction**

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

## **Notice Concerning Transferability of Credits and Credentials Earned at Abco Technology**

The transferability of credits you earn at Abco Technology is at the complete discretion of the institution to which you seek to transfer. Acceptance of the degree, diploma, or certificate you earn in your educational program at Abco is also at the complete discretion of the institution to which you seek to transfer. If the credits, degree, diploma, or certificate that you earn at Abco are not accepted at the institution to 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 Abco will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Abco Technology to determine if your credits, diploma, or certificate will transfer.

## **Advanced Placement**

Abco Technology does not award academic credit for advanced placement testing. Program-specific admissions prerequisites are listed with each program.

## **ADMISSIONS REQUIREMENTS FOR INTERNATIONAL STUDENTS**

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

## **DISCLOSURES FOR ALL STUDENTS**

- Abco Technology offers classes in the **ENGLISH LANGUAGE ONLY**.
- Abco will Not Offer any program, its courses, or instructions other than the English language.
- Abco Technology **DOES NOT PROVIDE VISA** services to prospects and students.
- Abco Technology's minimum admissions requirement also includes a standard level of English language proficiency, which includes reading, writing, and speaking of English. Abco will accept any available documentation of language proficiency, such as the Test of English as a Foreign Language (TOEFL) with a score of 45 or higher on the online test and a score of 500 or higher on the written exam.
- Abco Technology **DOES NOT OFFER ONLINE** training or distance study programs. All courses are taught at our institution address: 11222 S. La Cienega Blvd. Suite 588, Inglewood CA 90304 by our highly skilled instructors.

## **HOUSING SERVICES POLICY AND INFORMATION**

- Abco Technology has **NO** dormitory facilities under its control.
- Abco Technology does not maintain housing for students, nor does it make specific recommendations regarding housing. However, public housing accommodations are available in the community. The availability of housing located reasonably near the institution has an approximate value between \$950.00 to \$1,300.00 dollars per month for a one bedroom in accordance with the Higher Education Opportunity Act.

## **ADMISSIONS - Ability-To-Benefit Test Requirements**

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

## **TRANSFER OF CREDIT TO OTHER INSTITUTIONS**

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

The transferability of credits you earn at Abco Technology is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in The Educational Program is also at the complete discretion of the institution to which you may seek to transfer. If the diplomas that you earn at Abco Technology are not accepted at the institution to 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 may seek to transfer after attending Abco Technology to determine if your diploma will transfer.

## **TRANSFER OF CREDIT FROM OTHER INSTITUTIONS**

### **TRANSFER OF CREDIT/AWARD OF CREDIT**

Abco Technology does not authorize transfer credits from other schools through contractual agreements or articulation agreements at this time. However, students that have completed a portion of our programs at other state-approved or accredited schools may be allowed to transfer credits. The school policy to award transfer of credit will be based on the credit evaluation or an assessment test may be provided to the student. Transfers will be allowed at the sole discretion of the school management. However, students must complete 65% of the program at Abco Technology to be considered for graduation. **Note: Abco Technology does not grant credit for prior experiential learning.**

### **PROCESS OF EVALUATION OF TRANSFER OF CREDIT**

Abco Technology primarily offers vendor-based programs. Most of the curriculum and syllabi are developed from leading vendors in the IT industry. Many post-secondary schools offering computer education have developed similar programs from the same vendors. However, some schools have either modified the curriculum or updates are not fairly applied. As a result, Abco Technology performs a topic by topic evaluation of the curriculum completed at the other schools. The other schools' reputation is also taken into consideration. In some cases, if the Director of Education does not find satisfactory evidence of course completion, the Director may request an additional assessment test from the student to determine the transfer of credit. The school has the right to deny the transfer of credit if the school does not find satisfactory evidence of course completion by the student from the other school. The student has the right to appeal the decision of transfer of credit by the Director of Education, at which point the management team will review and make the decision. The School Director will make the final decision. The Director of Education will provide a detailed report along with a comparison report of the student's course topics to the admissions for enrollment.

**PROVISION TO APPEAL:**

Report from the Director of Education may be considered final; however, students do have a right to appeal if they think that the evaluation and assessment tests may not have been done correctly. In that case, the School's Director will review all final reports submitted by the Director of Education and may schedule an interview with the student. The final decision and award of credit will be completely at Director's discretion. The student will be informed of the school's decision.

**CHARGES TO EVALUATE THE TRANSFER OF CREDIT**

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

**ATTENDANCE REQUIREMENTS AND POLICIES**

Abco Technology emphasizes the need for all students to attend classes on a regular and consistent basis. Regular attendance and punctuality will help students develop good habits and attitudes necessary to compete in a highly competitive job market. Attendance is recorded daily and good attendance may enhance a student's employability. The student must attend all class sessions in order to be successful in any academic program. This policy is designed to assist you in accomplishing your goals as well as preparing you for the professional environment you will encounter in your field of choice. Failure to attend the classes may result in incomplete assignments and coursework. This will affect the student's ability to seek gainful employment, and as a result, Abco Technology has established the school's attendance policy to ensure that students meet the program objectives and gain the required knowledge, skills, and competencies.

After a student has been absent for 3% of the course clock hours, the instructor will counsel the student. When a student has been absent for 5% of the clock hours for the course, the instructor will refer the student to the department head for additional counseling. Financial Aid will be impacted after a student has been absent for 15% of the clock hours for a given payment period.

A student that has been absent for 20% or more of the program's course clock hours will receive a failing grade for attendance. This grade will be averaged in with other course-related grades for the student's final grade. A student who is absent for 14 consecutive calendar days (including Saturday and Sunday) will be terminated from the program.

A student is considered tardy if he or she is not in the classroom at the designated starting time. After three tardies, the student will be warned by their instructor and/or department head. After six tardies, the instructor will refer the student to the Director of Education. A student will be marked absent for the day if he or she arrives 30 minutes after the start of class.

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

## **LIBRARY & LEARNING RESOURCE SYSTEM**

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

## **PROCEDURE TO ACCESS LEARNING RESOURCES**

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

## **ASSESSMENT EXAM BEFORE ADMISSIONS**

All students are required to complete an assessment exam before they are admitted to Abco Technology's programs of study. This assessment exam directly relates to their computer skills. The exam will cover foundational knowledge of the proposed course of study, which will assist our instructors in modifying vendor course curriculums. The potential student's ability to read and write effectively in the English language will also be tested due to the fact our technical courses require intensive reading and lab assignments. Assessment tests will be conducted using a multiple-choice format on a computer.

The assessment test is designed to ensure that a potential student will have the ability to benefit from the training provided by Abco Technology's faculty and staff.

All students are required to complete the assessment exam prior to their first day of enrollment. A passing score of 70% is required. If a student receives a score of less than 70%, a meeting with the school director is required to determine the best course of action for that student. The test will determine areas of strengths and weaknesses, which will assist our instructors to provide the highest quality of hands-on training, which will allow the student to compete effectively in the job market with their particular set of acquired skills. Assistive Technologies will be provided for all students with disabilities.

## SATISFACTORY ACADEMIC PROGRESS POLICY

The progress and evaluation of all students, including full-time, part-time, and educational programs established by the school, is monitored and graded in intervals at the end of each module throughout the course of the program using individual progress reports. The progress reports also include the current Cumulative Grade Point Average (CGPA). Grades are based on a combination of objective and subjective evaluations of written and verbal tests/quizzes, attendance, and practical application. Each module is divided into classroom instruction, written work, and lab/practice time.

Diploma programs (clock hour) academic progress will be measured at the end of the first payment period. The end of the first payment period year is at the point the student successfully completes  $\frac{1}{2}$  of the clock hours (earned a passing grade or otherwise received credit associated with those hours in completed modules) and at least 25%, 50%, and 75% of the program's duration. To maintain satisfactory academic progress, a student must:

- Have a cumulative grade point average (CGPA) of 70% or better.
- Progress at a satisfactory rate toward completion of their program; at the end of the first payment period, the student must have successfully completed 66.67% of attempted clock hours.
  - Attempted clock hours are the hours a student attends each payment period.
  - Transfer clock hours accepted toward the student's program are included in both the attempted clock hours and completed clock hours.
  - Grades of incomplete are counted as attempted but not completed. If a student subsequently completes the course requirements and wants to request a recalculation for the percentage completed, the student must notify the financial aid office.
- Complete the training programs within 150 percent of the published program lengths (see Maximum Completion Time).

## **MAXIMUM TIME FRAME**

Students are expected to complete their program within 150 percent of the published length of the program (or 1.5 times the number of hours in their program). Calculations help ensure that students will complete their programs within the maximum time frame. For example, for a program with 690 clock hours, a student must complete a total of 690 clock hours before attempting 1035 clock hours ( $690 \times 150\% = 1035$ ).

## **SECOND COURSE OF STUDY**

All attempted hours from a prior program will not count towards the second program, unless they are needed for that program. A student pursuing a second program at Abco is not eligible to receive financial aid for the second program, as Abco Technology is approved for only a single program. If a student qualifies for additional forms of financial aid, they may enroll in a second program as a new enrolled student. All SAP conditions apply to the new program.

## **EFFECT OF TRANSFER CREDIT ON SAP**

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

## **EFFECT OF PROGRAM CHANGE ON SAP**

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

## **WARNING AND PROBATION PERIODS**

Every student will have their CGPA calculated after each grading period,

- The first grading period in which a student falls below the minimum SAP standards outlined above, the student will be placed on SAP Warning. If the student meets or exceeds the standards the following grading period, the student will be moved to SAP Met. If not, the student will be moved to SAP Probation. Should the student wish to remain enrolled and receiving Federal Financial Aid, the student must successfully complete the appeal process.
- A student that has progressed to SAP Probation will be moved to SAP Met if the student proceeds to meet or exceed the standards the following grading period. If not, the student will be moved to SAP Dismissal and will be dismissed from Abco Technology unless the conditions of an academic plan were successfully met.

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

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

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

## **APPEAL PROCESS**

Any student who has been placed on SAP Probation or SAP Dismissal may appeal if special or mitigating circumstances exist.

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

## **REINSTATEMENT**

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

## **STUDENT APPEAL PROCEDURE**

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

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

The student must remain out of school for 6 months following the module in which the appeal was denied. The student may request an additional appeal for reinstatement. The student must demonstrate changes that show a level of college readiness that can reliably predict success. Decisions regarding reinstatement to Abco Technology will take into consideration factors such as grades, attendance, account balance, conduct, and the student's commitment to complete the program within the maximum time frame allowed pursuant to Abco Technology's policy on Satisfactory Academic Progress. Dismissed students who are reinstated will sign a new Enrollment Agreement and will be charged tuition consistent with the existing published rate at the time of reinstatement. Students who are reinstated under these circumstances will return of Financial Aid Probation (FAP) status and may receive aid for one payment period. The student will be required to fulfill a specific academic plan. Students on Academic/Financial Aid Probation are eligible to receive Title IV funds while on probation, if they are otherwise eligible. Students who successfully raise their CGPA at the end of the probation period will be removed from probation and returned to regular status. If the student does not meet the SAP requirements, the student will be dismissed and will not be eligible for appeal.



## GENERAL GRADUATION REQUIREMENTS

To be eligible for graduation, a student must:

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

## **PROGRAM MEASUREMENT**

### **CLOCK HOURS**

Abco Technology measures its programs in clock hours, as delineated in the program information.

**Clock hours are defined as follows:**

- A clock hour is a minimum of 50 minutes in which lectures, demonstrations, and similar class activities are conducted.

### **Maximum Students in a Typical Classroom**

- The number of students in a classroom or laboratory may vary based upon programmatic requirements, number of instructors, and instructional assistants assigned to the class.
- Typical classroom lecture settings include up to 8 students. Typical laboratory settings range from approximately 8 to 10 students.

### **Non-Credit, Remedial Coursework**

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

## **ACADEMIC CREDENTIALS AWARDED UPON GRADUATION FOR EACH PROGRAM: DIPLOMA**

## **GRADING SYSTEM**

Progress and quality of student work in the diploma programs are measured by a system of letter grades and grade percentages, as shown below. Progress reports are issued to students at the completion of each module for diploma programs or each term for degree programs. Grades are based on the quality of work as shown by learning deliverables as indicated on the module or course syllabus.

## **GRADING SCALE**

Abco uses letter grades as follows;

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

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

### **Incomplete Grades**

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

### **Withdrawal Grades**

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

### **REPEATED MODULES OR COURSES**

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

## **TRANSCRIPTS**

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

## **INCOMPLETE COURSES**

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

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

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

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

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

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

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

## **TUITION POLICY**

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

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

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

## **TARDINESS & ABSENCE POLICIES**

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

### **TARDINESS POLICY:**

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

## **ABSENCE POLICY:**

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

## **CONDUCT POLICY**

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

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

## **DISCIPLINARY POLICY & MISCONDUCTS**

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

### **TYPES OF MISCONDUCT:**

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

1. **Academic Dishonesty:** This includes all forms of academic misconduct, such as cheating, fabrication, plagiarism, multiple admissions, knowingly furnishing false information, or facilitating academic dishonesty.
2. **Fabrication:** Includes, but is not limited to, falsification or invention of any information or citation in an academic exercise.
3. **Forgery:** An alteration or misuse of any institutional document, record, key, electronic device, or identification. This applies to any individual for whom the institution maintains records regardless of current student status.
4. **Multiple submissions:** Includes, but is not limited to, the re-submission by a student for any course which has been previously submitted for credit in an identical or similar form in one course to fulfill the requirements of a second course, without the informed permission/consent of the instructor of the

second course; or the submission by a student of any work submitted for credit in identical or similar form in one course to fulfill the requirements of a concurrent course, without the permission/consent of the instructors of both courses.

5. **Plagiarism:** Includes, but is not limited to, the use of another's words or ideas as if they were one's own. This could be with the intent to deceive or by the omission of the true source. This could also mean that part of or an entire work is used that is produced by someone other than the student. It could be obtained by purchase or otherwise, but is presented as the student's original work or representing identifiable but altered ideas, data, or writing of another person as if those ideas, data, or writing were the student's original work.
6. **Computers:** Theft or other abuse of computing facilities or computers, including but not limited to unauthorized entry into a file to use, read, or change the contents or for any other purpose, unauthorized transfer of a file, unauthorized use of another individual's identification or password, use of computing facilities to interfere with the work of another student, faculty member, institution official, or the institution computing system. Violation of the Institution of California or any Abco Technology acceptable or allowable use policy is also considered a violation.
7. **Cheating:** Includes, but is not limited to, the use of unauthorized materials, information, or study aids in any academic exercise, helping another student commit an act of academic fraud, or failure to observe the expressed procedures or instructions of an academic exercise (e.g. examination instructions regarding alternate seating or conversation during an examination).
8. **Physical abuse:** Including but not limited to rape, sexual assault, sex offenses, other physical assault, and threats of violence, or conduct that threatens the health or safety of any person. Knowingly infecting school's computers with viruses is a ground for dismissal.
9. **Unauthorized Conduct:** Unauthorized possession, receipt, duplication, or use of the institution's name, insignia, or seal. Unauthorized entry or use of any institution properties, equipment, resources, or services, selling or distributing course lecture notes, handouts, readers, or other information provided by an instructor, using them for any commercial purpose without the express permission of the instructor, or selling commencement tickets.
10. **Miscellaneous:** The following are grounds for immediate termination from school. Use, possession, or distribution of alcoholic beverages, controlled substances, firearms, weapons, explosives, and/or dangerous chemicals on school premises.

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

## **FRAUD POLICY**

### **Student or Parent Fraud**

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

### **Policy for Student or Parent Fraud**

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

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

### **Procedure for Student or Parent Fraud**

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

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

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

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

## Referrals

If Abco Technology suspects that a student, employee, or other individual has misreported information and/or altered documentation to increase student aid eligibility or to fraudulently obtain federal funds, we will report those suspicions and provide any evidence to ED's Office of Inspector General (OIG). The Financial Aid Advisor has the authority to make referrals to the OIG regarding Title IV fraud.

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

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

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



## STUDENT GRIEVANCE POLICY & PROCEDURE

### DEFINITION

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

### POLICY

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

### PROCEDURE

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

If any student wishes to file a complaint against Abco Technology, its courses, faculty, or staff, the complaint must be submitted to Abco Technology in writing.

**Designated Personnel** - Abco Technology has a designated Student Registrar to receive and resolve student complaints. The registrar is regularly accessible during normal business hours, which are Mon-Fri 9:00a.m. until 6:00 p.m. Students may submit their complaints to the attention of the School's Registrar to:

**11222 S. La Cienega Blvd Suite 588 Inglewood CA 90304**

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

## STUDENT'S RIGHTS AND RESPONSIBILITIES

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

### VERBAL COMPLAINTS:

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

**Registrar's Authority and Duties:** Registrar's authority and duties include: record a summary of the complaint, find its resolution and the reasons for the complaint, place a copy of the complaint summary and its resolution, along with any other related documents, in the student's file, and make an appropriate and dated entry in student complaints log. For any unresolved complaints, the registrar has the authority to recommend possible solutions to resolve the student's complaint to the Director of the School.

**"A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the Bureau's internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov)."**

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

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

## **REFUNDS**

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

A notice of cancellation shall be in writing, and a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. Notice of Cancellation is enclosed in the student's packet for student's convenience, student may sign and date the notice of cancellation and send directly to the school at the address: Attn: Registrar – 11222 S. La Cienega Blvd Suite 588 Inglewood CA 90304 or fax at 310-216-4311. Student may contact school for a withdrawal or cancellation from the program, via email or by submitting a signed notice of cancellation.

### **WITHDRAWAL FROM THE PROGRAM**

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

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

## REFUNDS TERMS & POLICIES

The policy applied on the students paid from personal funds or private pay students. Following refund procedures applies: (1) Upon receipt of the notice of cancellation from a student, Abco Technology will send student a written acknowledgment of student's withdrawal or cancellation from the program. (2) Abco Technology will calculate student's refund and will do all of the following:

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

## REFUND CALCULATIONS

Abco will make refunds that are no less than the refund policies. Abco will not enforce any refund policy that is not specified in the catalog, and will refund all institutional charges upon a student's withdrawal. Any discounts given to students are non-refundable. 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. In addition, any specified tuition amount(s) in amendments of the student's enrollment agreement or prior accommodations provided and agreed upon by the student and school official are also non-refundable.

### Refund for Books, Supplies and Materials:

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

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

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

### REFUND FOR THIRD PARTY FUNDS

Students who enrolled under the provision of State funding include Workforce investment Act (WIA), Department of Veterans Affairs (VA), Department of Rehabilitation (DOR) or third party funding, may receive refund from in accordance with the terms and conditions as set forth by the contracting agency representing the training funds and rights of students.

### REFUND FOR STATE FUNDS

Students who enrolled under the provision of state funding including Workforce Investment Act (WIA), Department of Veterans Affairs (VA-chapter 31), Department of Rehabilitation (DOR), or third-party funding may receive a refund from in accordance with the terms and conditions as set forth by the contracting agency representing the training funds and rights of students.

### DETERMINATION OF THE WITHDRAWAL DATE

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

### RETURN OF TITLE IV FUNDS POLICY

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

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

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

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

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

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

- Federal Pell Grant Program
- Other assistance awarded under this title for which return of funds are required

### **STUDENT COMPLAINT PROCEDURE BY ACCSC**

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

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

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

## **RETENTION OF STUDENT RECORDS / RECORD KEEPING**

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

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

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

**Safekeeping of Records:** All student files are located and kept safe at 11222 S. La Cienega Blvd Suite 588 Inglewood CA 90304. In addition, all student records are scanned and saved on a file server as part of Abco Technology's record back up and safekeeping policy. The institution maintains a file server that can immediately reproduce exact, legible printed copies of stored records. All students' records are accessible and may / will be released upon request to authorized personnel.

### **Disaster Recovery:**

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

## **STUDENT HOLIDAYS FOR THE YEAR\* 2019 - 2020**

Independence Day/Weekend	July 4, 2019
Labor Day Weekend	August 30, – September 2, 2019
Constitution Day	September 17, 2019
Veterans Day	November 11, 2019
Thanksgiving Weekend	November 28 – December 1, 2019
Winter Break	December 20, 2019 – January 1, 2020
Abco re-opens for 2019	January 2, 2020
New Classes Start for 2019	January 5, 2020
Martin Luther King Day	January 20, 2020
Presidents Day	February 17, 2020
Good Friday - Easter Sunday	April 10 - 12, 2020
Memorial Day Weekend	May 22 – May 25, 2020

*\* Abco will not conduct classes for our students on holidays. However; Abco's offices for enrollment, registration and administration may remain open on certain days. Please contact us to confirm office hours 310-216-3067.*

## **ANY QUESTIONS**

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

2535 Capitol Oaks Drive, Suite 400

Sacramento, CA 95833

[www.bppe.ca.gov](http://www.bppe.ca.gov)

Toll-free telephone number (888) 370-7589 or by fax (916) 263-1897”



# STUDENT SERVICES

## **STUDENT CAREER COUNSELING**

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

## **SCHEDULES & CHANGE OF SCHEDULE**

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

## **CLASS RE-TAKE REQUEST**

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

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

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

## **LEAVE OF ABSENCE**

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

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

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

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

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

## **LEAVE OF ABSENCE PROCEDURE**

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

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

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

## **ADDITIONAL PROVISIONS**

- Students may not exceed 180 calendar days on LOA within a continuous 12-month period.
- If an LOA occurs anytime during a module or course in progress, students may be required to retake those courses in their entirety. Students will receive a W grade for such modules or courses.
- Students will not be eligible for any financial aid while on LOA and may be required to complete additional financial aid documents.
- Students who fail to return from LOA on the scheduled date will be dismissed from the program. This may impact a student's loan repayment obligations.
- If a student who has received Title IV loans fails to return from a LOA, the federal loan grace period begins retroactively from the date the leave began (see above Effect of Leave of Absence on Student Financial Aid).
- If students do not return following the LOA period, the institution must apply its refund policy in accordance with state and federal guidelines (see above Effect of Leave of Absence on Student Financial Aid).
- The Department of Veterans Affairs will be notified immediately if a Veterans Affairs student is granted a LOA.
- Student must provide medical documentation or attestation stating the student is unable to attend school and the date on which the student is expected to return to school.
- Student must provide medical documentation or attestation stating the student must be available to care for the family member and the date the student is expected to return to school.
- Jury Duty: Students selected to serve on a jury are eligible to request a LOA. Students must provide official court documents stating the time of service required of the student prior to a LOA being granted.
- Extenuating circumstances: Students encountering other extenuating circumstances not listed above may apply for a LOA by providing documentation of the circumstances. The determination of whether these circumstances are appropriate grounds for a LOA are at the discretion of the institution.
- The institution will provide students with a tentative schedule based on the estimated return date.
- Schedules cannot be guaranteed and students may have to return to a different session depending on course availability.

## **TERMINATION POLICY**

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

- Failure to maintain satisfactory academic progress
- Failure to comply with the institution's attendance policy
- Failure to comply with the institution's conduct policy
- Failure to meet financial obligations to the institution
- Failure to fully comply with program, clinical, and/or externship requirements
- Failure of the same course or module twice
- Violation of any of the conditions as set forth and agreed to in the Enrollment Agreement
- Failure to return from an LOA

## **STUDENT RECORD RELEASE REQUEST**

Any student may request any academic documentation that will be delivered electronically or via mail.

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

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

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

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

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

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

## **TEST PROCTORING SERVICES**

Abco Technology is an authorized Pearson Testing Center. Any student may take their certification exam offered by the Pearson Testing Center at Abco Technology's campus. Abco Technology students graduating from their programs including: CompTIA, Cisco, Oracle, CIW and other certifications may choose to take their certification exam at Abco Technology. In order to schedule an exam, students may contact Abco Technology's Test Center Administrator or visit Pearson's website at [www.pearson.com](http://www.pearson.com). Abco is open to any student needing to take a certification exam. The certification must be a listed vendor on Pearson's website at [www.pearson.com](http://www.pearson.com) at different locations.

## **JOB PLACEMENT ASSISTANCE PROGRAM**

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

## **DESIGNATED PERSONNEL (JOB DEVELOPMENT COORDINATOR)**

Abco Technology employs a designated Job Development Coordinator (JDC) who is available to all students on the campus of Abco Technology. The JDC, along with the school's counselor, assists all students and graduates in finding gainful employment. Students may contact the JDC during normal business hours: Mon-Fri 9:00 a.m. till 6:00 p.m. at our campus address located at 11222 S. La Cienega Blvd; Suite 588 Inglewood CA 90304 Email: [aahmed@Abcotechnology.edu](mailto:aahmed@Abcotechnology.edu), Fax at (310) 216-4311, or Phone at (310) 216-3067 Ext 204.

## PROGRAM DESCRIPTION AND SPECIFICATION

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

## THE STUDENT'S RESPONSIBILITIES

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

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

## PLACEMENT ASSISTANCE SERVICES

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

- **Placement Orientation Meetings:** This is the first meeting the JDC will hold with the student. The purpose for this first meeting is to interview the student, explain the program's path, job placement assistance procedures, and the student's responsibilities as a participant of the program.
- **Placement Assistance Interviews and Evaluations:** This includes assessment, evaluation, plan of action, and creating a successful path for the student to find gainful employment. Job placement assistance includes obtaining the student's detailed employment history and job skills assessment while ensuring professionalism at all times. The JDC will educate the student on the current labor market and its requirements, as well as provide schedules for future meetings as needed.
- **Resume writing Assistance:** The school counselor will meet with and assist students to provide resume building assistance.

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

## STUDENT SERVICES INQUIRIES

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

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

# FINANCIAL INFORMATION



## **TOTAL CHARGES & ESTIMATED SCHEDULE OF TOTAL CHARGES FOR ENTIRE EDUCATIONAL PROGRAM**

<b>PROGRAM NAME</b>	<b>Registration Fees*</b>	<b>Tuition</b>	<b>Books</b>	<b>Equipment</b>	<b>Exam Vouchers</b>	<b>TOTAL FEES</b>
A+ Certification	\$125.00	\$2,499.00	\$50.00	\$280.00	\$475.00	\$3,429.00
Certified Internet Webmaster	\$125.00	\$7599.00	\$979.00	\$150.00	\$450.00	\$9,303.00
Cisco Certified Network Associate	\$125.00	\$2,880.00	\$150.00	\$180.00	\$300.00	\$3,635.00
Linux Professional	\$125.00	\$4,800.00	\$250.00	\$100.00	\$446.00	\$5,721.00
Microsoft Certified Systems Engineer (MCSE)	\$125.00	\$7699.00	\$688.00	\$455.00	\$800.00	\$9,767.00
Microsoft Office User Specialist	\$125.00	\$3,456.00	\$600.00	\$150.00	\$490.00	\$4,821.00
Oracle Database Administrator	\$125.00	\$6,799.00	\$1,050.00	\$355.00	\$820.00	\$9,149.00
Programmer	\$125.00	\$8500.00	\$950.00	\$157.00	\$1332.00	\$11,064.00

**Tuition and Fees** are subject to change. Student Tuition Recovery Fund (STRF) Fee is currently at \$0.00

Registration Fees: A non-refundable fee

Registration Fee for veterans is \$10.00

**STRF Fees:**

As of January 2015, Abco Technology does not collect this fee as part of the State of California requirement.

**Books, Supplies, Materials, and Certification Exam Vouchers Fees:**

The following updated student policy concerning books, supplies, materials, and exam vouchers is in effect.

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

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

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

All qualified students whose training is funded by third party organizations or entities like Workforce Investment Act (WIA), Department of Veterans Affairs (VA), and Department of Rehabilitation (DOR) will/may receive all of the above listed items depending on Abco Technology's contract with the respective third party agency funding the student's education. Student Tuition Recovery Funds (STRF) fee will be charged at \$0.00. Costs for all books, supplies, learning materials, and exam vouchers may be included with the total tuition cost for qualified students receiving funding from these government programs. Each program's total costs and its itemized breakdowns are pre-defined within the contract with each governmental agency funding the student's education.

## **AVAILABLE FUNDING PROGRAMS**

**ABCO TECHNOLOGY'S STUDENT TUITION PAYMENT PLAN****GOVERNMENT APPROVALS & FUNDING:**

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

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

### **ABCO TECHNOLOGY'S STUDENT TUITION PAYMENT PLAN**

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

Students may request an in-house payment plan at the time of enrollment so they can distribute their course 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 pay. Applicants must meet with Abco Technology's 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 of \$125

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

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

1. Payment installments duration and dates for each payment will be discussed and agreed to by the student.
2. Students requesting a payment plan must complete and sign Abco Technology's payment plan form along with their enrollment agreement.
3. Any student receiving in-house financing is not obligated for indebtedness beyond the total tuition fees for their entire period of program and attendance.
4. **Late payment penalties** - Students will be charged a late payment fee of \$35 if a payment is late for more than 7 days beyond the scheduled date. No penalties will be charged for early payments.

## **Abco Technology's student financing programs do not supersede California's Code of Education 94899.5.**

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

Abco Technology reserves the right to invoice, demand, or take legal actions to collect due balance payments.

Abco Technology's Refund Policy will be applied as per state requirements as disclosed in this catalog.

## **GOVERNMENT APPROVALS & FUNDINGS**

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

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

Veteran Information Bulletin is available from the Abco Technology Veteran Account Executive. Any student may find **Abco at U.S Department of Veterans Affairs Website** or visit

<http://inquiry.vba.va.gov/weamspub/buildViewOrg.do>

Any veteran can find information related to their benefits at Veterans Benefits or

<http://www.benefits.va.gov/benefits/>

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

### **Which Chapters are Covered?**

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

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

The Vocational Rehabilitation and Employment (VR&E) Program is authorized by Congress under Title 38, Code of Federal Regulations, Chapter 31. It is also referred to as the Chapter 31 program.

The mission of VR&E is to help veterans with service-connected disabilities to prepare for, find, and keep suitable jobs. More information can be found on Abco Technology's website or check your eligibility at the Department of Veterans Affairs. Veterans please refer to our **VETERANS INFORMATION BULLETIN** which is designed specifically to conform to Veteran Administration requirements.

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

**REFUND POLICY FOR VETERANS:**

Please refer to Veteran Information Bulletin provided to you at the time of enrollment or contact the school's Veterans Representative. You may choose to contact your counselor/case manager at your respective education benefits department.

During the course of conducting student training in information technology, Abco Technology has affiliated itself with several student tuition funding programs, which are listed below.

**WORKMEN'S COMPENSATION INSURANCE**

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

**CALIFORNIA DEPARTMENT OF REHABILITATION (DOR)**

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

**EMPLOYMENT DEVELOPMENT DEPARTMENT (EDD) / WORKFORCE INNOVATION & OPPURTUNIOTY ACT (WIOA)**

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

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

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

To process a refund for third party funding, Abco requires:

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

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

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

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

### **Federal Pell Grants**

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

### **Student Loan Process**

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

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

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

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

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

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

### **Parent PLUS Loans:**

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

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

**SCHEDULE OF PAYMENTS / PAYMENT PLANS:**

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

**94917. Enforceability of Loans**

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

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

- Students must discuss their payment options and terms of payment with the financial aid representative prior to signing enrollment agreement.
- A non-refundable registration fee is charged, as stated explicitly to the student at the time of enrollment in the program.
- Students are allowed to make payments via check, credit cards, money orders, personal loans, loan guaranteed to student by federal or state government, or third-party loans.

**STUDENT LOANS**

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

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

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

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

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## **BOOKS, SUPPLIES, & MATERIALS DISCLOSURES**

### **All ENROLLED STUDENTS:**

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

### **STATE FUNDS:**

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

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

#### **For students who purchase books, supplies, & materials from Abco Technology:**

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

#### **State Funds:**

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



## **NON APPLICABLE CHARGES**

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

- 1) Proctoring a scheduled exam at Abco - Pearson Testing Center
- 2) Walk-in scheduling and proctoring of an exam at Abco - Pearson Vue Testing Center
- 3) Assessment/entrance test at the time of enrollment
- 4) Ability-to-Benefit test (for applicants without high school diploma or an equivalent) proctoring at the time of enrollment
- 5) Maximum allowable class make-up work charges (requires one-on-one instructor time)
- 6) Unlimited lab use during the period of enrollment or after graduation (from available schedules)
- 7) Class/program re-takes from available scheduled classes (if requests are made within 6 months from the date of last attendance)
- 8) Transcripts requests (official or unofficial) (One time only)
- 9) Resume review/job placement assistance
- 10) Abco Technology DOES NOT have any charges toward evaluation and assessments of Transfer of Credits.

## **Other Charges**

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

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

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

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

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

## HOW TO APPLY FOR ADMISSIONS

**PH: 310-216-3067**

Call us, schedule a meeting,  
apply to enroll!



### **Walk-ins Welcome**

Meet our representative  
Mon – Fri between 10am- 6pm  
Apply to enroll!

**Apply & Register Online**

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

**Email: [Info@Abcotechnology.edu](mailto:Info@Abcotechnology.edu)**



### **Early Registration Benefits:**

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

**To sign up, please use the contact information below:**

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

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

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

**11222 S. LA CIENEGA BLVD; SUITE 588**

**INGLEWOOD CA 90304**