"Knowledge Creates Confidence – Confidence Creates Success"

And
Course Outlines

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Catalog Date

November-01-2020 through November-31-2021

Corporate Campus
9087 Arrow Rte., Ste. 100
Rancho Cucamonga, CA 91730
(909) 466-5617
Fax (909) 466-5622
BPPE# 3303721

Satellite Campus
1600 E. Florida Ave., Ste. 305
Hemet, CA 92544
(909) 466-5617
Fax (909) 466-5622
BPPE # 3304001

Satellite Campus
14075 Hesperia Rd, #107
Victorville, CA 92395
(760) 596-1583
Fax (909) 466-5622
BPPE # 36052511

AGI instructors bring corporate-like training to the classroom! This gives students the same Quality training big corporations get!

➤ Small Class Size
➤ 10 Students per Instructor
➤ Individual Workstations
➤ Hands-on Learning
➤ Tool-kits for Technical Training
➤ All Textbooks
➤ Computer Lab
➤ Job Placement Assistance
➤ Tutoring Available

Hands-on learning to prepare the individual for a Career in:
➤ Loan Processor
➤ Medical Front Office
➤ Property Management
➤ P.C. Repair/A+ Certification
➤ Microsoft Certified IT Professional (MCITP)
➤ Cisco Certification CCDA
➤ Cisco Certification-CCNA
➤ Cisco Certification CCNP
➤ Computer Office Automation
➤ Microsoft Certified Professional

For more information on starting a new and exciting career please call our Corporate campus at **(909) 466-5617!**

AGI Technology offers its training courses in San Bernardino and Riverside counties.

Main Campus	**Satellite Campus**	**Satellite Campus**
9087 Arrow Rte., Ste. 100	1600 E. Florida Ave,#305	14075 Hesperia Rd., #207
Rancho Cucamonga, CA 91730	Hemet, CA 92544	Victorville, CA 92395
(909) 466-5617 ~ Fax (909) 466-5622	(909) 466-5617	(760) 596-1583
BPPE # 3303721	BPPE # 3304001	BPPE # 3605251

All programs are approved and may be taught at each of the locations. Call the Main campus for program availablity and dates of class sessions.

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Programs Offered 2020-2021

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Approval Disclosure Statement

AGI Technology Institute is a private Institution, that is approved to operate by the bureau, and that approval to operate means compliance with state standards as set forth in the Education Code. An institution may not imply that the Bureau endorses programs, or that Bureau approval means the institution exceeds minimum state standards.

__Approval to operate indicates that the institution meets minimum state standards as set forth in the California Private Postsecondary Education Act of 2009 and Division 7.5 of the Title 5 of the California Code of Regulations__

Our renewal to operate was reviewed by the Bureau for Private Postsecondary Education and extended with a current approval to 2020.

Real Estate

Loan Processor	**200 Hours**
Property Management	**260 Hours**

Office Procedure

Computer Office Automation	**192 Hours**
Computer Office Automation - On line	
Distance Education	**192 Hours**

Health Care

Medical Front Office	**256 Hours**

Information Technology

P.C. Repair/A+ Certification	**200 Hours**
P.C. Repair/A+ Certification- On Line	
Distance Education	**200 Hours**
Microsoft Certified IT Professional (Server Administrator)	
MCITP	**320 Hours**
Microsoft Certified IT Professional (Server Administrator)	
MCITP- On line Distance Education	**320 Hours**

Microsoft Certified Professional		**420 Hours**
Cisco - CCDA		**200 Hours**
Cisco - CCNA		**200 Hours**
Cisco - CCNP	**1**	**200 Hours**

MISSION STATEMENT and GOALS

MISSION STATEMENT

AGI Technology Institute believes that "Knowledge Creates Confidence, and Confidence Creates Success".

AGI Technology Institute's mission is to provide the highest quality of education and training in Information Technology, and Solar Technology, Real Estate, and Health field. Our commitment is to prepare the student with the knowledge, and skills to obtain and to continue the career ladder though the implementation of our curriculum.

> § Can be trained to be productive in the current work-force
> § Achieve the goals that have been set
> § Become an asset to their new employers

As well as our offerings of classroom approved programs, we offer on-line (Distance Education) courses in Information Technology, to meet the growing technology demands, in working with employers, attempting to stay abreast with the current needs of technology and employer requests.

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Goals and Objectives

AGI Technology Institute's objectives are to equip each student with an entry-level working knowledge of skills required by companies and agencies within and related to the Real Estate, Information Technology, and, Health Field.

As a graduate, you will perform specific entry-level duties immediately upon employment. The student will be prepared to more fully use the specialized training offered.

Our on-line (Distance Education) programs give the student the flexibility to take their class anytime, anywhere.

Each student will find AGI Technology Institute a job-oriented practical program of laboratory practice, which includes "hands-on" experience with the materials and actual scenarios of typical industry requirements.

This catalog contains information on courses, instructors, and policies. We offer hands on and Distance Education instruction. AGI Technology Institute, the facilities it occupies and the equipment it uses, fully complies with all local, state, and federal requirements as to fire, safety, building safety and health. AGI Technology Institute is ADA compliant. All classes, at

all 3 campuses, are held in industrial office centers with classroom space adequate to serve 10 students at any time.

MANAGEMENT STAFF

GOPAL D. CHATURVEDI – DIRECTOR

Gopal D. Chaturvedi has earned a B.S.E.E. and a MBA from the University of Phoenix. He founded AGI Technology Institute in 2001, with18 years of experience in managing a computer company and has been working in the computer industry for the last 22 years. Mr. Chaturvedi has experience in mainframe, mini, and microcomputers. Before starting AGI, he owned a computer repair service business from 1985 to 1998. 2005 - Current Mr. Chaturvedi has been a successful Licensed Real Estate and Loan Processor for Real Estate Agency.

INSTITUTE STAFF

Gopal Chaturvedi Chief Executive Officer, Chief Financial Officer/ Chief Academic Officer

Gloria Baucham, Pharm D Administrator

Marketing & Recruiting Specialist

Maria Cruz Administrative Assistant

Gopal Chaturvedi - Instructor Loan Processor
Property Management

Marina Hall- **Instructor** Medical Front Office

Professional Certification//Course.com
Medical Billing/Coder Credentialed Exam
Medical Billing Manager

Keith Sheffield - Instructor Computer Office Automation `
Computer Office Automation - On-Line Distance
Education
Microsoft Certified IT Professional (Server
Administrator
Microsoft Certified IT Professional (Server
Administrator**) -**On-Line Distance Education
Cisco - Certification CCDA
Cisco - Certification CCNA
Cisco - Certification CCNP
P.C. Repair/A+ Certification
P.C. Repair/A+ Certification **-**On-Line Distance

Education
Microsoft Certified Professional (Core)
A+ (OS Technologies)
MCSA (Microsoft Certified System Associate)
MCSE (Microsoft Certified System Expert)
Online IT Instructor
Online MOS Instructor (Microsoft Office Suite)

Erberth De La Torre- Instructor

Computer Office Automation `
Computer Office Automation - On-Line Distance Education
Microsoft Certified IT Professional (Server Administrator)
Microsoft Certified IT Professional (Server Administrator)) -On-Line Distance Education

Cisco - Certification CCDA
Cisco - Certification CCNA
Cisco - Certification CCNP
P.C. Repair/A+ Certification
   P.C. Repair/A+ Certification -On-Line Distance Education
Microsoft Certified Professional
Professional Certifications/Credentials/Exams
Sunny College - IT Degree-MOP & A+ Certified
MT. SAC - Architectural Drafting

AGI TECHNOLOGY UPDATES THIS CATALOG ANNUALLY

Updates to this catalog are made annually. Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be in the catalog by statue or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog. A copy of the catalog will be provided to each prospective student or interested person and to the perspective student at the time of the initial interview, via email or on our website, and given to each student in the enrollment procedure A copy of the catalog will be provided to each prospective student at the time of the initial interview, via email or on our website.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at AGI Technology Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (diploma or Completion Certificate) you earn in any " the educational program" is also at the complete discretion of the institution to which you may seek to transfer. If the (diploma or Completion Certificate) that you earn at this institution 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 AGI Technology Institute to determine if your (diploma or Completion Certificate) will transfer.

NOTICE OF ACCEPTANCE OR ADMISSION OF STUDENTS FROM OTHER COUNTRIES

Students abroad who are on an F-1 or M-1 visa. This institution does not offer visa services and will not vouch for a student status. This institution is not approved by the U.S. Immigration and Customs Enforcement (ICE) to participate in the Student and Exchange Visitor Program (SEVP), and is not authorized to issue an I-20 visa. Therefore, this institution cannot accept applications from students from other countries.

Educational programs that are offered **do not lead** to positions in a profession, occupation, trade or career field requiring licensure in California.

AGI Technology Institute accepts students with English language proficiency and teaches only in English. AGI Technology Institute does not offer English language services such as ESL.

English language Standards:
The level of English language proficiency required of students accepted to the training will have the ability to read and write English at the level of a graduate of an American high school, as demonstrated by the possession a high school diploma, GED or passage of the California high school proficiency exam, GED or an ABILITY TO BENEFIT TEST.

The student will have a 11th grade level learning ability in English, math, writing and reading skills as evidenced by a school transcript or diploma or GED.

The statue requires that a student, who successfully completes a course of study, be awarded an appropriate diploma or certificate verifying the fact. AGI Technology Institute awards its graduates a diploma/completion certificate as an acknowledgment of their accomplishment and graduation.

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

AGI Technology Institute is an unaccredited institution (Not accredited by an accreditation recognized by the US Dept. of Education) and does not offer Degree programs.

Students enrolled in an unaccredited institution are not eligible for federal financial aid under Title IV funds.

Prospective students or the public may view the school catalog and the school performance fact sheet by going to our website at www.agitechnology.com. In the school website, you can also find the link to the BPPE's Internet web site.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the: **Bureau for Private Postsecondary Education at: 1747 North Market, Suite 225, Sacramento, CA 95834, P.O. Box 980818,**

West Sacramento, Ca. 95798-0818 Web Site: www.bppe.ca.gov, Toll-free telephone number (888) 370-7589 or by fax (916) 263-1897. **(916) 574-8900**

A student or any member of the public may file a complaint at any time about this institution with the Bureau for Private Postsecondary Education **at: 1747 North Market, Suite 225, Sacramento, CA 95834, P.O. Box 980818, West Sacramento, Ca. 95798-0818 Web Site: www.bppe.ca.gov, Toll-free telephone number (888) 370-7589 or by fax (916) 263-1897**.

AGI Technology Institute does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and/or has not had a petition in bankruptcy filed against it 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.).

AGI Technology Institute does not have dormitory or housing facilities under its control. AGI Technology Institute does not provide housing assistance services to the students. The institute has no responsibility to find or assist a student in finding housing Residential living in the areas served by AGI Technology Institute may include room or apartment rental or private housing rental with costs ranging from $1300.00 and up per month.

The availability of housing located reasonably near the institution is the responsibility of the student to seek out and obtain.

There are ample rental properties and properties for rent in the Rancho Cucamonga, Fontana, and Ontario areas. The range of costs for these facilities vary according to demand at any given period of time. Market value is dependent upon demand. At the present time the estimation of the approximate cost or range of cost of housing for rental is between $1,300.00 per month and $1,950.00 per month. No facilities are recommended or sponsored by this institute.

INSTRUCTIONAL EQUIPMENT*:*
AGI Technology Institute has the necessary equipment for lecture and laboratory practice. Classrooms contain Intel Pentium Processor, 4GB RAM,DVD ROM, 200GB Hard Drive running Microsoft Windows software. External devices include Networking equipment, Printer and Scanner. at a ratio of 1:1, audio and video equipment, white boards, and reference materials and programs.

Please review your program in this catalog to see the equipment and materials that will be used for your instruction.

DISTANCE EDUCATION EQUIPTMENT:
Prerequisite for the Distance Education programs are: Information Technology programs use personal computers with Intel Pentium Processor, 4GB RAM, DVD ROM, 200GB Hard Drive running Microsoft Windows software. External devices include Networking equipment, Printer and Scanner.
CLASS SIZE*:*

AGI Technology Institute maintains a classroom instructor to student ratio of not more than 8 students per 1 instructor. AGI Technology Institute believes that a small class size allows the student to learn competently, thus leading to a faster return to gainful employment.

FACILITIES DESCRIPTION:
Main Campus:

AGI Technology Institute has 3 facilities:
Main campus:
Facility # 1: 19087 Arrow Rte., Ste. 100,Rancho Cucamonga, CA, is. 1,200 sq. ft traditional campus facility. The Institute includes (2) classrooms, (1) work station lab, (1) office and a lobby area. The facility can accommodate 10 students. (2) Restrooms, parking is available for all students on the building premises.

Satellite:

Facility # 2: 1600 E. Florida Ave,# 305 Hemet, CA , Satellite is 900 sq. ft campus facility located in a bank building. The institute offers (1) classroom, (1) office and a lobby area. The facility can accommodate 10 students. (2) Restrooms, Parking is available for all students on the building premises.

Satellite:

Facility # 3 14075 Hesperia Rd., #207 Victorville, CA Satellite is 1,200 sq ft. located in a 2-story facility. The institute includes (2) classrooms, (1) office. facility can accommodate 10 students. (2) Restrooms, Parking is available for all students on the building premises.

LIBRARY / RESOURCE CENTERS
Our Library/Resource Center contain 2 fully functional computers with full internet access. Computers, as well as supporting text books, are available for students to utilize anytime the campus is open. Access is available to all Staff, students as well as graduate students. Students are encouraged to utilize the library/resource center to enhance their learning experience as well as to promote their job growth.

AGI Technology Institute Satellites have computer access and can be accessed during training hours
.
* Student can access the library holdings and web sites related to the programs offered from 10:00 A.M. to 2:00 P.M... Monday through Thursday. The Instructor will have web sites available for other learning resources that are linked to your program.

DISTANCE EDUCATION LIBRARY RESOURCE POLICY

AGI Technology Institute will instruct distance education on-line students in the techniques to use the on-line materials and research sites upon enrollment.

Students and faculty may access materials from (http://www.publiclibraries.com/california.htm). Instructions on how to access distance education online reference materials and using the public library systems is available at the above libraries.

Ability to Benefit (ATB) Policy
Students who do not have a high school diploma or GED, but are 18 years of age may be admitted after passing the Ability-to-Benefit test (ATBT conducted by Wonderlic and approved by the US Department of Education) administered by an approved proctor that determines the student's ability to benefit from his/her program of instruction. This test will also determine interest and most suitable level of training to assess test results, prior education, motivation, placement potential and general aptitude for the chosen
career field.
The minimum score required on the Wonderlic ATB test is as follows:
For Loan Processor 14
For Property Management =14
For Computerized Office Automation =14
For Medical Front Office =15
For P.C. Repair/A+ Certification = 17
For Cisco Certification— CCDA = 17

For Cisco Certification—CCNA = 17
For Cisco Certification—CCNP = 17
For Microsoft Certified IT Professional (Server Administrator) (MCITP) =17
For Microsoft Certified Professional (MCSA) =17

ADMISSION POLICY:
Admissions Requirements are based upon the student's ability to meet the requirements of his/her chosen career goal. Strong motivations to learn and a desire to pursue a career are important considerations.

Prospective students should contact AGI Technology Institute to set up an appointment
with an Admissions Representative to receive information about the programs , its curriculum, and admission procedures. The representative will give a tour of the campus, provide detailed information of the programs and policies, discuss the applicant's qualifications, and assist him/her in determining the best way to meet career objectives.

The applicant will complete an application that includes information regarding a brief history of employment areas and which program they are interested in. the facility tour includes an explanation of the program they have chosen to enter, the classroom, equipment and materials they will be using in the program.

As part of the admission procedure, applicants will be asked to:

o Fill out enrollment documents
o Provide copies of social security card and valid driver's license
o Submit an original high school diploma or GED or graduated transcripts from a high school
o Confirm your start date
o Attend a Student Orientation.
o Sign documents acknowledging receipt of disclosure forms.
o Pay a Registration Fee of $100.00.

DISTANCE EDUCATION ADMISSION POLICY:
AGI Technology Institute offers distance education on-line programs where the instruction **is not offered in real time**.

When the student has contacted the Institute to inquire regarding on-line distance programs, the Institute will assist the student to download the catalog, and School Fact Performance sheets from the Institute website.

AGI Technology Institute will contact the student to answer any and all questions on the program, Catalog and School Performance Fact Sheet.

AGI Technology Institute will communicate via a phone conference with the student when accepted and send the enrollment documents, School Fact Performance Sheet, Career Assessment questionnaire and time management documents to the student.

When the Student returns the documents to AGI Technology Institute , The Instructor will discuss the Time Management Checklist and Career Assessment evaluation with the prospective student. The On-Line Instructor will evaluate the student's ability to succeed in a distance education environment and accept or counsel the student based on the discussion.

When the student is accepted, the student will forward the high school diploma or GED, Driver's License and Social Security Card and the deposit of $100.00, AGI Technology Institute will build a file for the on-line student.

The Institution will transmit Books, lessons and materials to the student within seven days via **FEDERAL EXPRESS** after the institution accepts the student for admission and the course **has been paid in full.**

The on-line student will have an on-line orientation with the Instructor to reinforce the time management checklist, and Career Assessment Questionnaire and discuss the library on-line resources for the student. During the phone conference the Instructor will answer any questions regarding the course content and the student will also be advised how to use online tools to communicate with their instructor.

The Instructor will advise the student of the zoom time available for the student to contact the Instructor for a one-on-one question, explanation or clarification of any material. The Instructor and student will discuss the zoom on-line class and how to join and other FAQ to assist the student for successful on-line learning.
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TRANSER OF CREDITS

If you have credits earned at another Institution that you may wish to transfer to a particular program offered by AGI Technology Institute, they will be examined at _no additional charge or fee_ to determine if AGI Technology Institute will accept those credits. An achievement test for a particular program <u>may</u> be given.

Acceptance will be based, but not limited to, the compatibility of these credits to your program of study at AGI Technology Institute . Credit for transfer must be no more than 5 years from completing the coursework at another institute. If accepted, the tuition charges and hours will be adjusted accordingly. No more than 30% of the credits earned at another institution can be accepted by AGI Technology Institute. If a student is dissatisfied with a decision in this matter, they may make a <u>written</u> appeal to the Institute Director.

CREDIT FOR PRIOR EXPERIENTIAL LEARNING

AGI Technology Institute will not award credit for prior experiential learning for any programs offered.

AGI Technology Training <u>does not</u> have signed articulation agreements (or has not entered into an articulation or transfer agreement) with any other college or University.

POLICY REGARDING ACCEPTANCE OF CREDITS EARNED THROUGH CHALLENGE EXAMINATIONS:

AGI Technology Institute does not accept credits earned through challenge examinations.

HOURS OF OPERATION:

Class hours are as follows and are dependent on course taken:

Morning Session -Monday thru Thursday   9:00 AM to 2:00 PM

Friday- Additional Lab (As needed)   9:00 AM to 2:00PM

On-Line Instructors will post their available hours as the class starts.

PARKING:

All students will park in the spaces that are assigned to student parking at the three campuses of AGI Technology Institute.

JOB PLACEMENT ASSISTANCE:

AGI Technology Institute is required by the State of California and various other agencies to track your employment. AGI Technology Institute maintains a Placement Assistance Department whose function is to **<u>assist</u>** the graduated student in finding employment upon

successful completion of their enrollment. Placement services are available for lifetime from the date of graduation.

As the name implies this department **assists** graduates in their job search. The graduate has the prime responsibility to conduct the job search. AGI Technology Institute does not nor will not guarantee a job or starting wage. With this stated the following are the policies and procedures for the relationship between this department and the graduate
.
The student understands that they must comply with all reasonable requests by the placement department in order to conduct a successful job search.

The student understands that they will have to submit a resume to the placement department for use in job search. This resume must be submitted at least one month prior to their graduation date.

The student understands that when an appointment is set with the placement department, they must attend that meeting or make other arrangements with the department.

The student understands that when an appointment is made for the student with a possible employer that appointment must be kept.

The student understands that they must keep the department informed of all placement and job search activities.

The student understands that they must keep the department informed of all employment. This includes the job position; the name, address, and phone number of the employer, the name of the contact person; and the salary received.

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HOLIDAY OBSERVANCE:

AGI Technology Institute does not hold classes on the following holidays: President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day and the day after.

The Institute also schedules a Holiday break period the last two weeks of December, which includes Christmas Day, and New Year's Day. The Institute resumes the day following the New Year's Day observance. Other holidays or service days will be announced at least one week in advance of the day the Institute will be closed.

STUDENT DRESS AND APPEARANCE:

Students are preparing for careers in the modern workforce. Now is the time to develop the habit of wearing the appropriate attire that is required on the job. Prospective employers visit our Institute and some students participate in internship programs at the Institute and on job sites, therefore, it is important that students be properly dressed in order to make the best possible impression.

By accepting admission to AGI Technology Institute , students agree to conduct themselves within the limits of acceptability to prospective employers. Students are expected to be neat, clean, and dressed consistently with the type of apparel that would be required in the modern business office. Students must wear appropriate or suitable dress when attending class. Shirts and shoes are required. No Tank Tops are permitted.

STUDENT CONDUCT:

In order that there is no misunderstanding, AGI Technology Institute reserves the right to place on probation, suspension, or termination any student who violates AGI Technology Institute polices including but not limited to the following:

There shall be no Falsification and/or untrue statements made on applications and/or documents
- Insubordination to instructors or staff personnel
- Negative behavior and/or attitude including the use of profane or derogatory language.
- Unauthorized use of equipment. If you need to use the phone, ask.
- Willful destruction of property.
- Acts of theft. This applies to both Institute property and personal property of others.
- Carrying of a concealed or visible weapon of any type.
- Possession of, use of, and/or being under the influence of any non-prescribed drugs or alcohol.
  Sexually inappropriate conversations, remarks or behavior to any staff or student.

Students who have any questions regarding these policies should address them to the Director in writing. AGI Technology Institute reserves the right to deny readmission to any student terminated for misconduct.

DRUG AND ALCOHOL POLICY:

AGI Technology Institute is committed to maintaining a drug-free workplace and a drug-free Institute. The unlawful manufacture, distribution, dispensing, possession,

or use of drugs, alcohol, or any other controlled substances is strictly prohibited. As a condition of enrollment
our students are required to abide by this policy. AGI Technology Institute cooperates with all local, state, and federal agencies.

**DISMISSAL POLICY*:*

A student may be terminated from the institute for any incident of intoxication or drug abuse. Possession of drugs or alcohol abuse inside school premises or on the Institute grounds, behavior that creates a safety hazard to another student, Administration, or faculty member or any misconduct will also be grounds for termination.

INSTITUTION'S STANDARDS FOR STUDENT ACHIEVMENT (GRADUATION REQUIREMENTS)

In order to graduate, a student must complete all of the course requirements with a 75% cumulative GPA and a maintained 80% attendance. The tuition for the course must be paid in full at the time of scheduled graduation or AGI Technology Institute will hold the certificate of graduation and any certifications until such time as the tuition is paid.

GRADING AND PROGRESS SYSTEM:

AGI Technology Institute evaluates its students by oral, written, and practical tests and projects each month.

ASSIGNMENTS AND GRADING FOR DISTANCE EDUCATION COURSES The institution will provide its response or evaluation within five (5) business days of receipt of the student assignments, lessons, or projects.

FOR DISTANCE EDUCATION PROGRAMS

This institution offers distance educational programs where the instruction is not offered in **real time**. The Institution shall transmit the first lesson and any materials to any student AFTER the seventh day, after the institution accepts the student for admission.

This Institution shall transmit all lessons and other materials to the student if the student (a) has fully paid for the educational program; and (b) after having received the first lesson and initial materials, requests in writing that all of the material be sent. If the Institution transmits the balance of the material as the student requests, the Institution shall remain obligated to provide the other educational services it agreed to provide, such as responses to student inquiries, student and faculty interaction, and evaluation and comments on lessons submitted by the student, but shall not be obligated to pay any refund after all of the lessons and material are transmitted.

Satisfactory academic progress is defined as meeting the minimum standards as set forth in the ACT and by meeting the pre-determined objectives as set by AGI Technology Institute. These pre-determined objectives are outlined in this catalog, the orientation materials and the Institute curriculum.

ORAL / WRITTEN TESTS	25% of grade
PRACTICAL APPLICAITON TESTS	75% of grade

A test score **of less than 75% will require** a **retake** of the test

AGI Technologies grading system is as follows:

A+	100-97%
A	96-93%
A-	92-90%
B+	89-87%
B	86-83%
B-	82-80%
C+	79-77%
C	76-73%
C-	72-75%
D	67-69%

Below 75% results in course failure

Academic Probation Policy-As indicated under the section pertaining to Academic Policy, if a student fails to achieve a cumulative grade point average of 75%, the student will be placed on academic probation until such time as their cumulative grade point average reaches 75% During that probationary period, the student must maintain a cumulative grade point average of 75% of the program. If a student maintains a grade point average of 75% and/or achieves a cumulative grade point average of 75% probation will be removed.

However, if the student fails to maintain an 75% grade point average and/or is unable to achieve a cumulative grade point average within one evaluation period, the student will be dismissed from their program (unless extenuating circumstances are established).

STUDENT APPEAL PROCEDRES

A student, who wishes to appeal any disciplinary action and/or decision made by an Instructor, must submit a letter to Director to be reviewed by an Appeals Board. Students must provide supportive documentation along with their letter in order to support his/her position and any mitigating circumstances that may have existed. This Appeals Board shall consist of three (2) attending members. The student will be notified of the Appeal Board decision within 30 days following the receipt of the student's appeal. The decision of the Director shall be final.

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

REINSTATEMENT POLICY

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A student requesting to be reinstated as an active student, based on whatever reasons or circumstances, should do so in writing. Supportive documentation and/or information concerning any mitigating circumstances should be noted in the request. AGI Technology Training appeals board shall consist of (2) two administrators. The requesting prior student shall be contacted by the Director within 30 days. The decision of the Director will be final.

Satisfactory progress is determined as follows:

> Students will be graded every two weeks. Grades are determined as a compilation of evaluations (written and practical) and such other criteria and observations as the Institute deems appropriate. To achieve satisfactory academic progress, the student must maintain a 75% GPA at all times.

Incomplete Subjects and Remediation:

Students will be given an opportunity, at the discretion of the Director of AGI Technology Institute and subject to space availability, to repeat, remediate or make-up lost work within 30 days of grade assignment and be credited the higher of any grade(s) earned, or a final, failing grade of "F" will be rendered. Failure to make satisfactory progress may result in probation or termination. Satisfactory Progress measurements consist of both a Qualitative Measurement and a Quantitative Measurement. Both the Qualitative Measurement and Quantitative Measurement are measured at the point when the student has attended the scheduled clock hours for each required module of the program in which they are enrolled.

In addition to completion of time frames, to be making satisfactory academic progress, each student must maintain a cumulative minimum grade point average of 75% or better. For determining satisfactory progress, a progress report is given to the student at the end of each test and final for the course. A student achieving a cumulative grade point average below a grade of 75% at the time of evaluation will be placed on academic probation. The Academic Probation will be removed upon the successful completion of the deficiencies that lead to it. Any student dismissed for failure to meet the academic requirements of the Institute, may appeal the dismissal by following the student appeals procedure outlined in this catalog

INSTITUTION'S STANDARDS FOR STUDENT ACHIEVMENT (GRADUATION REQUIREMENTS)

In order to graduate, a student must complete all   course requirements with a 75% cumulative GPA and a maintained 80% attendance. The tuition for the course <u>must</u> be paid in full at the time of scheduled graduation or DK Technology Vocational Institute will hold the certificate of graduation and any certifications until such time as the tuition is paid.

Satisfactory Progress measurements consist of both a Qualitative Measurement and a Quantitative Measurement. Both the Qualitative Measurement and Quantitative Measurement are measured at the point when the student has attended the scheduled clock hours for each required module of the program in which they are enrolled.

STANDARDS FOR STUDENT ACHIEVEMENT (DISTANCE EDUCATION PROGRAM)

Students are required to achieve a level of competence in all coursework, which is consistent with the level of expertise required to perform the job or pass the certification exams for their chosen vocation. In order for students to be considered in good academic standing, they must be making Satisfactory Progress.

Satisfactory Progress measurements consist of both a Qualitative Measurement and a Quantitative Measurement. Both the Qualitative Measurement and Quantitative Measurement are measured at the point when the student has attended the scheduled clock hours for each required module of the program in which they are enrolled.

In addition to completion of time frames, to be making satisfactory academic progress, each student must maintain a cumulative minimum grade point average of 75% or better. For determining satisfactory progress, a progress report is given to the student at the end of each test and final for the course. A student achieving a cumulative grade point average below a grade of 75% at the time of evaluation will be placed on academic probation.

The Academic Probation will be removed upon the successful completion of the deficiencies that lead to it. Any student dismissed for failure to meet the academic requirements of the Institute, may appeal the dismissal by following the student appeals procedure outlined in this catalog

ACADEMIC REVIEW AND APPEAL PROCESS:

1. A challenge to the record for purposes of changing any of its contents must be requested in writing, stating fully the reason for the challenge.

2. The Director, in consultation with the instructor and the Campus Administrator will review all challenge requests. A determination will be made to either retain the records intact or change them. The student may meet with the Director to review conclusions.

3.Should the student request further review, a disinterested third party with competence in the program will be asked to review the student's records and the findings of the Director and make recommendations to the Director for final action

4. Parental access to records is not permitted, unless the student is dependent, in which case all items in numbers 2 and 3 will apply to parents
.

ATTENDANCE AND ABSENCE POLICY:

Full-time attendance without absence is critical to the successful completion of all coursework that is offered by AGI Technology Institute. To maintain satisfactory attendance, students may not be absent for more than 20% of the course hour time. Attendance will be monitored on a continual basis and calculated weekly.

Students not attending at least 80% of their class hours will be placed on attendance probation as stated below.

All absences must be approved in advance. All students will submit their absence requests in writing. If the absence is not anticipated, it shall be the responsibility of the student to report the absence by telephone to AGI Technology Institute.

All absences will be reported to your counselor, employment specialist, and/or any other governing body that has a financial or regulatory interest in the student's progress in training.

If the student misses two (2) consecutive days without prior approval, the student will meet with the Administrator who will advise the student of the impact of the absences on his or her academic progress and the possibility of being placed on attendance probation.

Students who have missed 10 (Ten) consecutive days without prior approval of the Institute and/or counselor will be dropped from the program.

TARDY/LEAVING EARLY:

Students who are tardy or leave early on a persistent basis as determined by the course instructor and administrator will be required to attend a meeting with the administrator. Persistent, non-excused tardiness or leaving early will be converted to absences ((three (3) tardy or leaving early equal one (1) absence) and may result in attendance probation, suspension, and/or termination of enrollment.

Any unused portion of the tuition and fees will be refunded as outlined in the Tuition Refund Policy as stated in this agreement to the agency or third party that has paid the tuition or refunded back to the student, if the student has paid the fee .

SUSPENSION AND DISMISSAL
AGI Technology Training reserves the right to suspend or dismiss any student whose attendance, professional conduct, or academic performance which does not meet AGI Technology Institute's

standards and/or who fails to abide by the rules and regulations. Any student who has been suspended or dismissed may appeal the action by following the student appeal procedures outlined in this catalog.

ATTENDANCE PROBATION:
Any student failing to attend 80% of the scheduled class hours or has two (2) consecutive unexcused absences shall attend a meeting with the administrator of AGI Technology Institute.

If it is determined that these absences have seriously jeopardized the successful completion of the course work, the student will be placed on attendance probation and notified orally and in writing that any further absences will result in attendance suspension as outlined below.

The length of attendance probation will be for a <u>minimum</u> of 8 scheduled class sessions.

During this probationary period, any additional absences <u>may</u> result in suspension or dismissal.
ATTENDANCE PROBATION AND SUSPENSION:

A student will be placed on attendance probation suspension when the Director, in consultation with the instructor and administrator, determines that because of cumulative absences, the student cannot successfully complete the coursework. The student shall be notified in writing of the terms of reinstatement to include completion of assignments, monitoring of missed classes or other work to be determined by the Director of AGI Technology Institute.

A student may be subject to termination of enrollment if the original cause of suspension persists. In this event, any unused portion of tuition and fees will be refunded as outlined in the Refund of Tuition program in this agreement.

LEAVE OF ABSENCE:
Occasionally circumstances arise that require students to interrupt their training. Students may be granted <u>one</u> leave of absence. To be granted a leave of absence you must submit in writing a request to the management of AGI Technology Institute.

This request must outline the circumstances and duration of the requested leave of absence. A leave may not exceed 30
calendar days. Only 1 (one) leave of absence may be granted in a 12-month period. Exceptions to this will be at the discretion of the Director based on individual circumstances.

STUDENT RECORDS / RIGHT TO PRIVACY:

The Federal Right of Privacy Act of 1974 enables all students to review their academic records, including grades, attendance, transcripts, and counseling reports. Student records are <u>confidential</u> and only such agencies or individuals authorized by law are allowed access without written permission from the student.

State law requires that all records be maintained for 5 years. These records will be kept at the Institute to make them accessible to students and graduates. A copy of the records will be kept off site to ensure safety from fire or theft.

Student transcripts will be kept in the student files and a separate transcript file. Copies of transcripts will be kept on site. Availability of **transcripts will be KEPT for an indefinite period of time.**
Students may request a review of these records by writing to the Institute Director. All reviews will be scheduled during regular Institute business hours under appropriate supervision.

DISCLOSURE AND RETENTION OF EDUCATION RECORDS:
Students have the right to inspect, review, and challenge information contained in their education records. Education records are defined as files, materials, and documents, which contain information directly, related to the student and are maintained by the Institution. Written consent is required before education records may be disclosed to third parties with the exception of regulatory education agencies.
Student's wishing to review their file must make an appointment with the Director. All appointments must be made during regular business hours. At no time may the student and or parent remove, destroy and or damage any documents contents in the file.

COMPLAINT APPEAL PROCEDURE:

Students are encouraged, at all times, to verbally communicate their concerns to members of the faculty and administration for amicable solutions. If a student feels that additional action must be taken or that their concerns are not being given the merit they feel is needed, then a written grievance, addressed to the Institute Director, can be submitted.

The written grievance must be submitted to the Institute Director within 48 hours of any incident. The Institute Director will verify that the student has made a verbal attempt to resolve the concern with the instructor or other staff member.

After the student follows the above steps, the Institute Director will call a grievance committee hearing within 24 hours of receipt of report. The grievance committee will consist of the Institute Director, the instructor and/or any other appropriate staff members.

In addition, all persons involved with the incident must be present at the time of the hearing. The committee will hear the evidence and then meet in a closed session to review the evidence and render a decision. The decision of the committee will be communicated immediately.

If the decision is unacceptable to the student, the student must then, within 24 hours of the hearing, send copies of all documents and a cover letter to the Institute Director explaining why the decision is unacceptable.

All complaints will be resolved within 30 days from the receipt of the incident report.

Unresolved complaints by a student or any member of the public may file a complaint at any time about this institution with the: **Bureau for Private Postsecondary Education at: 1747 North Market, Suite 225, Sacramento, CA 95834, P.O. Box 980818, West Sacramento, Ca. 95798-0818 Web Site: www.bppe.ca.gov, Toll-free telephone number (888) 370-7589 or by fax (916) 263-1897**.

TUITION PAYMENT POLICY*:*
All tuition and fees for a specific program are payable in advance unless other arrangements are made with the Institute prior to commencing classes. **NOTE:** A $100.00 non-refundable

Registration Fee is included in cost of all programs. A <u>non-refundable</u> **STRF** fee <u>may </u>be charged if the student is eligible. Eligibility for **STRF** is outlined below.

Students prior to enrollment, may apply for state funds through **EDD Workforce**, if they are eligible. This eligibility is determined by **EDD Workforce and not by this Institute.**

***Policies and Practices regarding I-Train Students:

AGI Technology Institute is approved and eligible, to enroll students through I-Train, which includes Caljob and ETPL.
The ETPL was established in compliance with Workforce Investment Act of 1998 amended by the Workforce and Opportunity Act (WIOA) of 2014.

Technology Institute's rights and responsibilities to the student enrolled through 1-Train, Caljobs or ETPL.

When the student has been approved for educational retraining or skill enhancement or both, the student will receive a voucher and submit it to the Institute for direct payment.

As the student registers for the program, and follows the admission procedures for enrollment, the student agrees to adhere to the policies and procedures of the Institute as listed in this catalog.

These policies include admissions policy, grading and progress policy, academic probation policy, satisfactory progress, institution standards for student achievement, attendance and absence policy, refunds, cancellation and withdrawal rights and any and all other policies and procedures listed in this catalog.

Please read the catalog carefully to understand your rights and procedures of this Institute.

Please review the refund policy as your refund will be returned **to the third party, which is I-Train and/or the agency that has funded your voucher, if a refund is due, prior to 60% of your attended hours of training.

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CALIFORNIA STUDENT TUITION RECOVERY FUND (STRF)

DISCLOSURE

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The following information regarding the Student Tuition Recovery Fund is disclosed to students in accordance with the regulations of the California Bureau for Private Postsecondary Education (BPPE) in this Institution catalog and the enrollment agreement:

"The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss.
Unless relieved of the obligation to do some, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program,

who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.
You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program."
(b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog;
"It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school.

Questions regarding the STRF may be directed to the: Bureau for Private Postsecondary Education, 1747 North Market, Suite 225, Sacramento, Ca. 95834, (916) 574-8900 or (888) 370-7589.
To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in the teach-out plan approved by the Bureau or did not complete a chosen teach=out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution, or were enrolled in an education program within the 120-day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an education program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an involve for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.
A student whose loan is revived by a loan holder or debt collector after a period of no collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery within the original four (4) year period, unless the period has been extended by another act of low.
 However, no claim can be paid to any student without a social security number or a taxpayer identification number."

If a student obtains a loan to pay for the 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 aid funds, the student is entitled to a refund of the money's not paid from federal financial aid funds.

FINANCIAL AID PROGRAMS

Being a non-accredited Institution, AGI Technology Institute does not offer student ability access to any Federal financial aid programs.

THIRD PARTY PAYERS:

If a third-party payer is funding the course taken by the student, the student will follow all additional guidelines stipulated by the third-party payer and the Institute. The student is also reminded that the attendance policy, satisfactory progress, graduation requirement and all other requirements and policies of the Institute will apply even when a third-party payer is responsible for the payment of the tuition.

REFUNDS: Any refunds not completing their program as outlined in the catalog and syllabus, will be considered a drop on the last day of attendance, (please see leave of absence and last day of attendance policy. After attending the program for **60%** of the allotted program length, the refund will not be returned. **Any refund. due will be paid directly to the third-party payer, which will be Caljobs, ETPL or I-Train.**

STUDENT PROTECTION:
Cancellation, Withdrawal and Refund Rights

- **You have the right to cancel this enrollment agreement for and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later for educational service, any equipment or other goods and services. Cancellation occurs when you give written notice of cancellation at the Institution address shown on the front page of this Catalog or as noted on the Enrollment Agreement. You can do this by mail, in person, by FAX to: Institution Director of AGI Technology 9087 Arrow Rte., Ste. 100, Rancho Cucamonga, CA 91730**

- The notice of cancellation, if mailed, is effective when deposited in the mail, properly addressed with postage prepaid. This notice need not take any particular form; it needs only to state you wish to cancel the agreement. You will be given two notices of cancellation forms on the first day of class.

- If the school has given you any books, you shall return them to the school within 30 days following the date of your notice of cancellation. If you fail to return the books in original condition within the 30-day period, the school may charge you for the books, and deduct that cost from any refund that may be due. Once the book(s) are paid for, it is yours to keep without further obligations.

- You have the right to withdraw from the school at any time. If you withdraw from the course of instruction after the cancellation period as stated paragraph 1, the school will remit a refund less a registration fee or any STRF fee assessed after the seventh day of enrollment **prior to 60% of the program** at which no refund will be required. The Registration Fee shall not exceed the lesser amount of $ 100.00. The refund shall be made within 30 days following your withdrawal.

- You are obligated to pay only for educational services rendered and unreturned books. The refund shall be the amount you paid for instruction multiplied by fraction. The numerator of which is the number of hours of instruction, which you have not received, but for which you have paid, the denominator of which is the total number of hours of instruction for which you have paid. **up to including 60% of the course**. **After 60% of the course has been taken, NO REFUND will be due to the student or third party.**

If you obtain books, noted the in this catalog and/or on your Enrollment Agreement, and return them in good condition within 30 days following the date of your withdrawal, the school shall also refund the amount paid by you for the books. If you fail to return the books in good condition within 30 days, the school may retain the documented cost of the listed books that exceeds the refund amount.

The School may retain lesser amount of a pro rata portion as described below (up to 60% of course completion) or the documented cost of the listed books. (For re-enrolled) "the documented cost"). You are liable for the amount, if any by which (the pro rata or documented cost) for books exceeds the refund amount.

Refund Calculation

The refund will be calculated in the following manner:
·   From the total course cost a registration fee, not to exceed $100.00 will be deducted.
·   From the resulting figure the cost of books will be deducted.
        From the resulting figure any STRF assessment that was due will be deducted.
·   This will give you the actual "tuition" figure.·
       This figure is then divided by the total number of hours in the course.
·   The resulting figure is the hourly rate of instruction.
·   The hourly rate is then multiplied by the actual number of hours attended**. UP TO 60% OF THE COURSE TAKEN.**

·   The resulting figure is the actual amount of tuition owed to the school.
·   To this figure is added the registration fee, any STRF fee and the cost of unreturned books.
·   This results in the total amount that is owed to the school. If this figure is less than the amount prepaid, a refund will be issued. If this figure is less than the prepaid amount, a refund for the difference will be issued.

An example would look like this:
The student enrolls in a course that costs $3950.00. This is broken down as: Reg. Fee- $100.00, books -$400.00, tuition -$3450.00. The course is 256 hrs. in length.
You begin classes and are issued your books. The course cost is paid in full. You withdraw after attending 132 hrs. and do not return books.

The calculation:

$3450.00 (tuition) divided by 256 (total hrs.) equals $13.48 (the hourly rate).
$13.48 multiplied by 132 (actual hrs. attended) equals $1778.91 (the amount of tuition owed) plus $400.00 (cost of books issued and not returned) plus $100.00 (Reg. Fee) plus any STRF fee equals $2278.91 (the amount owed school).

 (Refund Calculation continued)

$3,975.00 (amount paid school) minus $2278.91 (amount owed school) equals $1696.09. This is the amount of refund that will be sent to the responsible party.

For the purpose of determining the amount you owe, you shall be deemed to have withdrawn from the course when any of the following occurs:

> You notify School of your withdrawal or the actual date of withdrawal.

> (A)   School terminates your enrollment.

> (B)   You fail to attend classes for a 10-day period. You fail to return from a leave of absence,

> The date of withdrawal shall be deemed to be the last date of recorded attendance. If any portion of your tuition was paid from loan proceeds, the refund will be sent to the lender or agency that guaranteed the loan.

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EQUAL OPPORTUNITY IS THE LAW:

It is against the law for any individual, institution, or government agency, whether it be federal, state or local to discriminate against any other individual in the United States, on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, political affiliation or belief.
WHAT TO DO IF YOU BELIEVE YOU HAVE EXPERIENCED DISCRIMINATION

If you think that you have been subjected to discrimination by any institution or in particular under any program or activity, you may file a complaint within 180 days from the date of the alleged violation with either of the following:

Bureau for Private	Civil rights Center
Postsecondary Education	Director, Civil Rights Center
1747 N. Market Blvd. 225	U.S. Department of Labor
Sacramento, CA 95834	200 Constitution Ave. N.W
(916) 574-8900	Washington, D.C. 20210
Fax (916) 263-1897	

P.O. Box 980818, West Sacramento, Ca. 95798-0818
Web Site Address: www.bppe,ca,gov

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DISCLOSURES

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the school performance fact sheet, which must be provided to you prior to signing an enrollment agreement.

Any question a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the: Bureau for Private Postsecondary Education at: 1747 N. Market Blvd. 225 Sacramento, CA 95798-0818 www. Bppe.ca.gov, (916) 574-8900 or by fax (916) 263-1897 Toll Free (888) 370-7589

A student or any member of the public may file a complaint about this institution with the: Bureau for Private Postsecondary Education 1747 N. Market Blvd. 225 Sacramento, CA 95798-0818, (916) 574-8900 or by fax (916) 263-1897 Toll Free (888) 370-7589
or by completing a complaint form, which can be obtained on the bureau's internet website www.bppe.ca.gov.

Prior to signing your enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing the agreement. These documents contain important policies performance date for this institution. The Institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing the agreement.

Student services provided at AGI include, but are not limited: Admissions counseling, determination of ability to benefit, job placement, Library/Recourse centers.

Loan Processor: **200 HOURS 12 Weeks 13.0 Credit Hours**

Class Title	Description	Class Number	Clock Hours	Credit Hours
Introduction to Computers	The student will learn to operate and move through the Windows Operating System.	COA-100	20	1.33
Keyboarding	Student will enhance their professional typing skills.	COA-101	20	1.33
MS Word	Assignments and production work include creation of, and formatting of, word processing documents as used in the business environment.	COA-102	30	2.0
MS Excel	Enter and edit data, create simple formulas and graphs in a spreadsheet application.	COA-103	30	2.0
MS Access	Learn database basics such as creating and editing, working with tables and queries.	COA-104	30	2.0
QuickBooks	Create a company, lists and reports, invoices, payables, receivables, payroll	QBS-100	20	1.33
Loan Processing	Loan applications, Interview process, Pre-qualifications, Debt ratios, Document Processing, Estimates, Truth-In-Lending, Appraisals, Credit Reports, Red Flags, Credit Scoring, Pricing loans, Rate sheets, Amortization books, Credit Analysis, Tax Returns, Financial Statements, Title Escrow, Property profiles, Preliminary, Title Reports, Closing Statements,	LPR-100	50	3.33
	TOTAL		200	13.32

(SOC) 43- 4131

Description and purpose of course

Overall objective:

Students will be exposed to and learn all phases and techniques used in the initiation, processing, and finalization of mortgage loans. The student will also receive training in various computer programs, including, but not limited to Microsoft applications. No Externship required.

Emphasis:

Emphasis is placed on maintaining a good relationship with lenders and clients. Special emphasis is placed on using computerized programs such as **MS Office, QuickBooks**, and other lending related software.

Careers:

Graduates will be employable as **Successful graduates will be employable as loan Processors, commercial loan collector, loan and credit clerk**, **mortgage-closing clerk, disbursement clerk and mortgage processor.**

Equipment, Materials, and Textbooks provided:

    Access to a classroom computer for all learning.
    All necessary supplies, access to printers, paper, ink and filing supplies.

Learning Microsoft Office 2016, Weixel, Fulton, Pearson Prentice Hall DDC, NY

QuickBooks Pro 2002, An Introduction, Horne, Prentice-Hall, New Jersey

Fundamentals of Loan Processing, Lewis, Capstone Institute, Georgia

Mode of Instruction: Instructor-led classroom, with lecture, lab, hands-on computer

Admission Requirements:

General Education required: High School diploma or wonderlic score of 14

Graduation Requirements for completion: A final test which includes (word, excel. Access, Quick books and loan processor applications) with a passing score of 75% is required

Course Diploma Awarded: Diploma

Property Management: 260 Hours   13 Weeks   17.0 Credit Hours

Class Title	Description	Class Number	Clock Hours	Credit Hours
Introduction to Computers	The student will learn to operate and move through the windows operating system	COA – 100	30	2.0
Keyboarding	Student will enhance their professional typing skills.	COA – 101	30	2.0
MS Word	Assignments and production work include creation of and formatting of word processing documents as used in the business environment.	COA – 102	30	2.0
MS Excel	Enter and edit data, create simple formulas and graphs in a spreadsheet application.	COA – 103	30	2.0
MS PowerPoint	Learn PowerPoint basics to create, edit and format a slide show presentation.	COA – 104	30	2.0
QuickBooks	Create a company, lists and reports, invoice, payables, inventory, payroll.	QBS - 100	40	2.7
Property Management	Learn the principles of property management, explore professional management, preparing rental property for occupancy, how to set, rental rates explore the legalities of security deposits, how to draw up lease agreement, how to advertise, set up the process of selecting tenants, how to set up Maintenance management, Eviction and Legal problems, Property Management Insurance, Taxes and accounting systems.	Prop – 100	70	4.7
	TOTAL		260	17.4

(SOC) 11-9141

Description and purpose of course

Overall objective:

Students will learn all phases and techniques used in the initiation, processing, and finalization of mortgage loans. The student will also receive training in various computer programs, including, but not limited to Microsoft applications. . Emphasis is placed on maintaining a good relationship with lenders and clients. Special emphasis is placed on using computerized programs such as **MS Office, MS Word, MS Excel, QuickBooks**, and Loan Processing.

Emphasis:

Emphasis is placed on maintaining a good relationship with tenants and property owners. Special emphasis is placed on using computerized programs such as **MS Office, QuickBooks**, and other related software.

Careers: Graduates will be employable as Property management clerks, Assistant property managers, and/or building managers.

Equipment, Materials, and Textbooks provided:

Access to a classroom computer for all learning.
All necessary supplies, access to printers, paper, ink and filing supplies.

Learning Microsoft Office 2016, Andrea Mehaffie, Suzanne Wexel, Faithe
ISBN-13: 978-0133390414
The Property Management Tool Kit- ISBN-13: 978-0814473511 Mike Beirne
The ABC's of property management: ISBN 978-1-937832-53-Ken McElroy
Learning Microsoft Office 2017, Weixel, Fulton, Pearson Prentice Hall DDC, NY

Mode of Instruction: Instructor-led classroom, with lecture, lab, hands-on computer

Admission Requirements:

General Education required: High School diploma or wonderlic score of 14

Graduation Requirements for completion: A final test which includes (word, excel, power point, quick books and property management applications) with a passing score of 75% is **required**

Course Certificates Awarded: Diploma

COMPUTER OFFICE AUTOMATION   192 Hour 9 Weeks 13.0 Credit Hours

Course Title	Description	Class Number	Clock Hours	Credit Hours
Introduction to Computers	The student will learn to operate and move through the windows operating system.	COA-100	20	1.33
Keyboarding	Student will enhance their professional typing skills.	COA-101	12	.8
MS Word	Assignments and production work include creation of and formatting of word processing documents as used in the business environment.	COA-102	40	2.67
MS Excel	Enter and edit data, create simple formulas and graphs in a spreadsheet application.	COA 103	40	2.67
MS PowerPoint	Learn PowerPoint basics to create, edit and format a slide show presentation.	COA-104	40	2.67
MS Access	Learn the basics of Data Bases and how to formulate them And e, 29-2072, extract pertinent data from them.	COA-105	40	2.67
	TOTAL		192	12.81

(SOC): 15-1232 15-1299

Description and purpose of course

Overall Objective: Participants will be exposed to and learn all phases and techniques used in working with Microsoft Office, including Word, Excel, Access, and PowerPoint.

Careers: Graduates will be employable either in private or public entities utilizing the skills attained in their course work. They will be employable as receptionists, office clerks, administrative assistants, information clerks, customer service clerks, data entry clerks, and many other rewarding positions.

Equipment, Materials, and Textbooks provided:

Access to a classroom computer for all learning
All necessary supplies, access to printers, paper, ink and filing supplies.

Textbook:

Learning Microsoft Office 2016, Andrea Mehaffie, Suzanne Wexel, Faithe
ISBN-13: 978-0133390414 .$95.00

Certifications MS-MOS - Word $110.00 **A final passing test is required.**
MS-MOS - Excel $110.00 **A final passing test is required**
MS-MOS - Access $110.00 **A final passing test is required**
MS-MOS - PowerPoint $110.00 **A final passing test is required**

The cost of your certifications is included in your program

Microsoft Testing is based on classes successfully completed

**Certifications are proctored and evaluated by CompUSA Test Engine

Mode of Instruction: Instructor-led classroom, with lecture, lab, hands-on computer

Admission Requirements:

General Education required: High School diploma or wonderlic score of 14

Graduation Requirements for completion: A final test which includes (word, excel, access, power point applications) with a passing score of 75% is required

Course Certificates Awarded: Diploma

COMPUTER OFFICE AUTOMATION   DISTANCE EDUCATION

192 Hour 9 Weeks 13 Credit Hours

Course Title	Description	Class Number	Clock Hours	Credit Hours
Introduction to Computers	The student will learn to operate and move through the windows operating system.	COA-100	20	1.33
Keyboarding	Student will enhance their professional typing skills.	COA-101	12	.8
MS Word	Assignments and production work include creation of and formatting of word processing documents as used in the business environment.	COA-102	40	2.7
MS Excel	Enter and edit data, create simple formulas and graphs in a spreadsheet application.	COA 103	40	2.7
MS PowerPoint	Learn PowerPoint basics to create, edit and format a slide show presentation.	COA-104	40	2.7
MS Access/ Outlook	Learn the basics of Data Bases and how to formulate them And extract pertinent data from them.	COA-105	40	2.7
	TOTAL		192	12.93

(SOC) :   (SOC) 15-1232 15-1299

Description and purpose of course

Overall Objective: Participants will be exposed to and learn all phases and techniques used in working with Microsoft Office, including Word, Excel, Access, and PowerPoint.

Careers: Graduates will be employable either in private or public entities utilizing the skills attained in their course work. They will be employable as receptionists, office clerks, administrative assistants, information clerks, customer service clerks, data entry clerks, and many other rewarding positions.

DISTANCE EDUCATION EQUIPTMENT:
Prerequisite for the Distance Education programs are: Information Technology programs use personal computers with Intel Pentium Processor, 4GB RAM, DVD ROM, 200GB Hard Drive running Microsoft Windows software. External devices include Networking equipment, Printer and Scanner.

Textbook:

Learning Microsoft Office 2016, Andrea Mehaffie, Suzanne Wexel, Faithe
ISBN-13: 978-0133390414 .$95.00

Certifications : MS-MOS - Word $110.00 **A final passing test is required**
MS-MOS - Excel $110.00 **A final passing test is required**
MS-MOS -Access $110.00 **A final passing test is required**
MS-MOS - PowerPoint $110.00 **A final passing test is required**

The cost of your certifications is included in your program

**Certifications are proctored and evaluated by CompTIA Test Engine

Microsoft Testing is based on classes successfully completed

Certificates Awarded: Diploma

Mode of Instruction: on-Line, Distance Education, with lecture, lab, hands-on computer
Not in Real Time

Admission Requirements:

General Education required: High School diploma or wonderlic score of 14

Graduation Requirements for completion: A final test which includes (word, Excel,
Access, Power Point applications)with a passing score of 75% is required

Course Certificates Awarded: Diploma

MEDICAL FRONT OFFICE 256 Hours 13 Weeks   15.06 Credit Hours

Class Title	Description	Class Number	Clock Hours	Credit Hours
Introduction to Computers	The students will learn to operate and move through the windows operating system.	COA-100	10	.67
MS Word	Assignments and production work include creation of, and formatting of, word processing documents as used in the business environment.	COA-102	32	2.13
MS Excel	Enter and edit data, create simple formulas and graphs in a spreadsheet application.	COA-103	32	2.13
MS Access	Create, Enter and Utilize various Data Bases in a Database Application.	COA-104	32	2.13
Medical Terminology	Learn medical terms, insurance terms and anatomy and physiology as used in physicians' offices	MFO-100	30	2.0
Medical Insurance/Front Office Procedures	The student will study all forms of medical insurance from private to governmental coverage. They will learn how to complete CMS forms. They will also learn proper front desk protocol, HIPAA, appointment setting, collection of co-pays, etc.	MFO-101	60	4.0
Introduction to Medical Billing	The student will learn to input both patient and insurance information for the purposes of billing, processing claims, pursuing collections, scheduling, printing statements and produce reports. The student will also be introduced to insurance billing and coding.	MFO-102	60	4.0
	TOTAL		256	15.06

(SOC): 29-2098, 43-6013

Description and purpose of course

Overall Objective:

Student will be exposed to and learn all phases and techniques used in working with Microsoft Office Word, Excel and Access. In addition, they will be exposed to the different types of medical insurances. The student will acquire knowledge of medical terminology, anatomy and physiology, as well as commonly used insurance terms. They also learn the techniques used to process all phases of medical billing and insurance claims using a Medical Office Software program. Students will learn coding techniques, scheduling, collection of co-pays, claims completion, and proper front desk protocol.

Emphasis:

Emphasis is placed on maintaining good patient and insurance company relations with healthcare customer service employees. The student will have the fundamental elements of the medical front office: customer service, HIPAA, compliance, medical records, introduction to billing and coding and much more. Special emphasis is placed on using computerized programs.

Careers:

Graduates will be employable as Medical Billers, Insurance Claims Clerks, Medical HR office Representatives, and customer service representatives, Insurance Companies.

Equipment, Materials and Textbooks provided:

Access to our classroom computer for all learning.

All necessary supplies, access to printers, paper, ink and filing supplies.

Textbooks:

Learning Microsoft Office 2016, Andrea Mehaffie, Suzanne Wexel, Faithe ISBN-13: 978-0133390414 $ 95.00

Insurance Handbook for the Medical Office (Text & Workbook), Marilyn Fordney ISBN 13-978-03233594400 $ 85.00

A Short Course in Medical Terminology, Chabner ISBN-13: 978- 323444927 $60.00

Keys to the medical office Front Office: ISBN-13-978-0984539512 Anne Seymour Johnson $45.00

ICD-10-CM, CPT-4 and HCPCS Coding Books (for classroom reference only)

Mode of Instruction: Instructor-led classroom, with lecture, lab, hands-on computer

Admission Requirements:

General Education required: High School diploma or wonderlic score of 15

Microsoft Testing is based on classes successfully completed

Graduation Requirements for completion: A final test which includes (Word, Excel, Access, Power Point, Medical Terminology, Medical insurance office procedures, Medical Billing applications) with a passing score of 75% is required

Course Certifications Awarded: Diploma

PC Repair/A+ Certification　　　　　　　**200 Hours 10 Weeks 13.0 Credit Hours**

Course Title	Description	Class Number	Clock Hours	Credit Hours
Core Hardware	The Student will learn and work with motherboards, memory floppy and hard drives, troubleshooting fundamentals supporting I/O devices, multimedia technology, power supplies, communications, networking fundamentals, and printers	PC-100	80	5.33
Operating Systems	Introduction to operating systems, memory management, file and folder management, supporting Windows 9x, Windows NT workstation, Windows 2000 Professional, Windows XP, Windows networking, networking, internet, printing, virus protection, support and troubleshooting	PC-102	80	5.33
CompTIA Test Preparation	Intense study preparation for the CompTIA A+ Certified Professional Tests	PC-103	40	2.67
	TOTAL		200	13.33 [38]

(SOC) : 11-3021, 17-2061, 15-1231, 15-1232

Description and purpose of course

Overall objective:

CompTIA A+ certified professionals are proven problem solvers. They support today's core technologies from security to cloud to data management and more. CompTIA A+ is the industry standard for launching IT careers into today's digital world.

Participants will be exposed to and work with all phases and techniques used to become proficient in repairing, diagnosing, and troubleshooting the personal computer.

Emphasis:

Special emphasis is placed on hands-on learning that includes instruction on troubleshooting, upgrading, diagnosing problems, customer satisfaction, and test preparation. No Externship required, but voluntary externships are encouraged.

Careers:

Graduates will be employable either in computer stores, private and public companies, repair shops computer assembly and installation companies.

Equipment, Materials, and Textbooks provided:

Access to our classroom computer for all learning.

All necessary supplies, access to printers, paper, ink and filing supplies

Textbook:

:**A+ Certification**, CompTIA Workbook A+ Complete Study Guide- ISBN # 978-1-119-51593-7 $ 85.00

CompTIA Testing (2 exams-included in program cost)

A+ Certification , CompTIA Core A+ 220-1001 and A+ 220-1002 $ 460.00

The cost of your Certification is included in your program

**Certifications are proctored and evaluated by Pearson Vue

Mode of Instruction: Instructor-led classroom, with lecture, lab, hands-on computer

Admission Requirements:

Microsoft Testing is based on classes successfully completed

General Education required: High School diploma or wonderlic score of 17

Graduation Requirements for completion: A final test which includes (Core Hardware, Operating Systems) with a passing score of 75% is required.

Course Certifications Awarded: Diploma

**CompTIA A+ certified professionals are proven problem solvers. They support today's core technologies from security to cloud to data management and more. CompTIA A+ is the industry standard for launching IT careers into today's digital world.

In response to the coronavirus (COVID-19) situation, Microsoft is implementing several temporary changes to our training and certification programs.

**AGI Technology Institute has upgraded this program to meet the most current 1000 series curriculum and exams.

****The CompTIA 900 Series certification retires on January 31, 2021. You will no longer be able to earn this certification after this date. Any certifications you earn prior to their retirement dates will continue to appear on your transcript in the Certification Dashboard.

P.C Repair/A+ Certification DISTANCE EDUCATION   200 Hours 10 Weeks 13.0 CH

Course Title	Description	Class Number	Clock Hours	Credit Hours
Core Hardware	The Student will learn about motherboards, memory floppy and hard drives, troubleshooting fundamentals supporting I/O devices, multimedia technology, power supplies, communications, networking fundamentals, and printers	PC-100	80	5.33
Operating Systems	Introduction to operating systems, memory management, file and folder management, supporting Windows 9x, Windows NT workstation, Windows 2000 Professional, Windows XP, Windows networking, networking, internet, printing, virus protection, support and troubleshooting	PC-102	80	5.33
CompTIA Test Preparation	Intense study preparation for the CompTIA A+ Certified Professional Tests	PC-103	40	2.67
	TOTAL		200	13.33

(SOC) : 11-3021, 17-2061, 15-1231, 15-1232

Description and purpose of course

Overall objective:

CompTIA A+ certified professionals are proven problem solvers. They support today's core technologies from security to cloud to data management and more. CompTIA A+ is the industry standard for launching IT careers into today's digital world.

Participants will be exposed to and work with all phases and techniques used to become proficient in repairing, diagnosing, and troubleshooting the personal computer.

Emphasis:

Special emphasis is placed on hands-on learning that includes instruction on troubleshooting, upgrading, diagnosing problems, customer satisfaction, and test preparation. No Externship required, but voluntary externships are encouraged.

Careers: Graduates will be employable either in computer stores, private and public companies, repair shops computer assembly and installation companies.

DISTANCE EDUCATION EQUIPTMENT:

Prerequisite for the Distance Education programs are: Information Technology programs use personal computers with Intel Pentium Processor, 4GB RAM, DVD ROM, 200GB Hard Drive running Microsoft Windows software. External devices include Networking equipment, Printer and Scanner.

Prerequisite: A+ Certification , CompTIA Core A+ 220-1001 and A+ 220-1002 $ 460.00

Textbook:

:**A+ Certification**, CompTIA Workbook A+ Complete Study Guide- ISBN # 978-1-119-51593-7 $85.00

CompTIA Testing (3 exams-included in program cost)

Microsoft: Installing and Configuring Windows Server 2012 R2—Exam Reference 70-410 :

Microsoft: Configuring Advanced Windows Server 2012-R2-Exam Reference 70-411

Microsoft: Installing and Configuring Windows Server 2012 —Exam Reference 70-412 :

The cost of your exam is included in your program

**Certifications are proctored and evaluated by Person Vue

Mode of Instruction: On-Line Distance Education with lecture, lab, hands-on computer

Admission Requirements:

General Education required: High School diploma or wonderlic score of 17

Microsoft Testing is based on classes successfully completed

Graduation Requirements for completion: A final test which includes (Core Hardware, Operating Systems) with a passing score of 75% is required

Course Certifications Awarded: Diploma

CompTIA A+ certified professionals are proven problem solvers. They support today's core technologies from security to cloud to data management and more. CompTIA A+ is the industry standard for launching IT careers into today's digital world.

In response to the coronavirus (COVID-19) situation, Microsoft is implementing several temporary changes to our training and certification programs.

**AGI Technology Institute has upgraded this program to meet the most current 1000 series curriculum and exams.

****<u>The CompTIA 900 Series certification retires on January 31, 2021. You will no longer be able to earn this certification after this date. Any certifications you earn prior to their retirement dates will continue to appear on your transcript in the Certification Dashboard.</u>

Microsoft Certified IT Professional (Server Administrator) MCITP Certification

320 Hours   16 Weeks 21.0 Credit Hours

Course Title	Description	Class Number	Clock Hours	Credit Hours
Microsoft Windows server environments	Developing and managing Windows Server 2012. Intro to, managing and automating AD DS Admin. / Objects	MCSA-410A	30	2.0
Microsoft Windows server infrastructures	Implementing, configuring and troubleshooting IPv4, IPv6,DNS and DHCP.	MCSA-410B	30	2.0
Microsoft Windows server infrastructures and environments administration	Implementing and managing disks, volumes and storage. Implementing and managing File and Print Services, Group policy and server virtualization. Securing windows servers.	MCSA-410C	30	2.0
Domain Names, ADD Services, User and Service Accounts.	Configuring and troubleshooting Domain Name Systems. Maintaining Active Directory Domain Services. Managing User and Service Accounts.	MCSA-411A	30	2.0
Implementing and Managing Group Policy	Implementing a Group Policy Infrastructure, Managing user desktops with Group Policy	MCSA-411B	20	1.33
Network roles, protection, access and Optimization.	Install, Configure and Troubleshoot Network server role. Implementing NAP/Remote Access. Optimizing File Services.	MCSA-411C	30	2.0
Configuring Encryption, Auditing, Images, Updating, and Managing.	Configuring Encryption and Advanced Auditing. Deploying and Maintaining Server Images. Implementing Update Management. Monitoring Windows Server 2012.	MCSA-411D	30	2.0
Implementing Adv. Network and File Services, and DAC	Configuring, Implementing, Optimizing, Managing, and DHCP features, DNS settings, IPAM, iSCSI storage, BranchCache and DAC.	MCSA-412A	30	2.0
Implementing AD DS	Implementing AD DS Deployments, Service Sites and Replication	MCSA-412B	20	1.33
Implementing and Administering AD RMS, AD FS, and NLB	Implementing and Administering ADRMS, Active Directory Federation Services, and Network Load Balancing.	MCSA-412C	30	2.0
Implementing FC, FC with Hyper-V, and VC DR	Implementing, Configuring, and Maintaining Failover Clustering and Failover Clustering with Hyper-V. Implementing Business Continuity and Disaster Recovery.	MCSA-412D	30	2.0
Test Preparation	Preparation for MCSA Certification Testing (.70-410, 70-411,70-412)	MCSA-101	10	.67
	TOTAL		320	21.33

(SOC):   15-1211, 11-3021, 17-2061, 15-1251, 15-1211, 15-1232

Description and purpose of course:

Overall objective:

Participants will be exposed to and learn all phases and techniques used to design and implement the infrastructure for business solutions based on the Microsoft Windows Server 2016 platform.

Emphasis:

Special emphasis is placed on the student successfully passing all certification examinations to prove to the industry that the individual is knowledgeable in installing, maintaining, upgrading and troubleshooting computer networks using Microsoft products. No Externship required.

Careers:

Graduates will be employable as Network Administrators, Computer and Information Managers, Computer Security Specialists, and Data Recovery Specialists, plus many other exciting opportunities. Graduates can expect to obtain employment in either the public or private sector.

Prerequisite: Enrolling student **must** possess An A+ Certification

Equipment, Materials, and Textbooks provided:

Access to our classroom computer for all learning.

All necessary supplies, access to printers, paper, ink and filing supplies

Textbook: Textbook: CompTIA A+ Complete Study Guide (ISBN: 978-1-119-51593-7)

Exams

Microsoft: Installing and Configuring Windows Server 2012 R2—Exam Reference 70-410 Exam $ 155.0**0 A final passing test is required**

Microsoft: Configuring Advanced Windows Server 2012 R2—Exam Reference 70-411 Exam $ 155.0**0 A final passing test is required**

Microsoft Installing and Configuring Window Server 2012 - Exam References 70-412 Exam $ 155.00

MCP—MCSA 3 Exams $ 465.00 **A final passing test is required**

The cost of your examination is included in your program

Mode of Instruction: Instructor-led classroom, with lecture, lab, hands-on computer

Admission Requirements:

General Education required: High School diploma or wonderlic score of 17

Microsoft Testing is based on classes successfully completed

Graduation Requirements for completion: A final test which includes (MS Windows Server Environments, MS Windows Server Infrastructures, Domain Names, ADD Services, User and Service Accounts, Implementing and Managing Group Policy, Network Roles, Protection, Access and Optimization, Configuring Encryption, Auditing, Images, Updating, and Managing, Implementing Adv. Network and File Services and Dac, Implementing AD DS, Implementing and Administering AD RMS, AD FS, and NLB, Implementing FC, FC with Hyper V, and VC DR applications) with a passing score of 75% is required

**Certifications are proctored and evaluated by Person Vue

Course Certificates Awarded: Diploma

CompTIA A+ certified professionals are proven problem solvers. They support today's core technologies from security to cloud to data management and more. CompTIA A+ is the industry standard for launching IT careers into today's digital world.

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**AGI Technology Institute has upgraded this program to meet the most current 1000 series curriculum and exams.

****The CompTIA 900 Series certification retires on January 31, 2021. You will no longer be able to earn this certification after this date. Any certifications you earn prior to their retirement dates will continue to appear on your transcript in the Certification Dashboard.

Microsoft Certified IT Professional (Server Administrator) MCITP Certification
DISTANCE EDUCATION

320 Hours   16 Weeks 21.0 Credit Hours

Course Title	Description	Class Number	Clock Hours	Credit Hours
Microsoft Windows server environments	Developing and managing Windows Server 2012. Intro to, managing and automating AD DS Admin. / Objects	MCSA-410A	30	2.0
Microsoft Windows server infrastructures	Implementing, configuring and troubleshooting IPv4, IPv6,DNS and DHCP.	MCSA-410B	30	2.0
Microsoft Windows server infrastructures and environments administration	Implementing and managing disks, volumes and storage. Implementing and managing File and Print Services, Group policy and server virtualization. Securing windows servers.	MCSA-410C	30	2.0
Domain Names, ADD Services, User and Service Accounts.	Configuring and troubleshooting Domain Name Systems. Maintaining Active Directory Domain Services. Managing User and Service Accounts.	MCSA-411A	30	2.0
Implementing and Managing Group Policy	Implementing a Group Policy Infrastructure, Managing user desktops with Group Policy	MCSA-411B	20	1.33
Network roles, protection, access and Optimization.	Install, Configure and Troubleshoot Network server role. Implementing NAP/Remote Access. Optimizing File Services.	MCSA-411C	30	2.0
Configuring Encryption, Auditing, Images, Updating, and Managing.	Configuring Encryption and Advanced Auditing. Deploying and Maintaining Server Images. Implementing Update Management. Monitoring Windows Server 2012.	MCSA-411D	30	2.0
Implementing Adv. Network and File Services, and DAC	Configuring, Implementing, Optimizing, Managing, and DHCP features, DNS settings, IPAM, iSCSI storage, BranchCache and DAC.	MCSA-412A	30	2.0
Implementing AD DS	Implementing AD DS Deployments, Service Sites and Replication	MCSA-412B	20	1.33
Implementing and Administering AD RMS, AD FS, and NLB	Implementing and Administering ADRMS, Active Directory Federation Services, and Network Load Balancing.	MCSA-412C	30	2.0
Implementing FC, FC with Hyper-V, and VC DR	Implementing, Configuring, and Maintaining Failover Clustering and Failover Clustering with Hyper-V. Implementing Business Continuity and Disaster Recovery.	MCSA-412D	30	2.0
Test Preparation	Preparation for MCSA Certification Testing (.70-410, 70-411,70-412)	MCSA-101	10	.67
	TOTAL		320	21.33

(SOC) : 15-1211, 11-3021, 15-2061, 15-1251, 15-1211, 15-1232

Description and purpose of course:

Overall objective:

Participants will be exposed to and learn all phases and techniques used to design and implement the infrastructure for business solutions based on the Microsoft Windows Server 2016 platform.

Emphasis:

Special emphasis is placed on the student successfully passing all certification examinations to prove to the industry that the individual is knowledgeable in installing, maintaining, upgrading and troubleshooting computer networks using Microsoft products. No Externship required.

Careers:

Graduates will be employable as Network Administrators, Computer and Information Managers, Computer Security Specialists, and Data Recovery Specialists, plus many other exciting opportunities. Graduates can expect to obtain employment in either the public or private sector.

Prerequisite: Enrolling student **must** possess An A+ Certification

DISTANCE EDUCATION EQUIPTMENT:

Prerequisite for the Distance Education programs are: Information Technology programs use personal computers with Intel Pentium Processor, 4GB RAM, DVD ROM, 200GB Hard Drive running Microsoft Windows software. External devices include Networking equipment, Printer and Scanner.

Textbook: CompTIA A+ Complete Study Guide ISBN: 978-1-119-51593-7

Access to our classroom computer for all learning.

All necessary supplies, access to printers, paper, ink and filing supplies

Exams:

Microsoft: Installing and Configuring Windows Server 2016 R2—Exam Reference 70-410 Exam $ 155.0**0**
A final passing test is required

Microsoft: Configuring Advanced Windows Server 2016 R2—Exam Reference 70-411 Exam $ 155.0**0   A final passing test is required**

Microsoft Installing and Configuring Window Server 2016 - Exam References

70-412 Exam $ 155.00   **A final passing test is required**

Mode of Instruction: On-Line Distance Education, with lecture, lab, hands-on computer

Admission Requirements:

General Education required: High School diploma or wonderlic score of 17

Microsoft Testing is based on classes successfully completed

Graduation Requirements for completion: A final test which includes (MS Windows Server Environments, MS Windows Server Infrastructures, MS Windows Server Infrastructures and environments administrator, Domain Names, ADD Services, User and Service Accounts, Implementing and Managing Group Policy, Network Roles, Protection, Access and Optimization, Configuring Encryption, Auditing, Images, Updating, and Managing, Implementing Adv. Network and File Services and DAC, Implementing AD DS, Implementing and Administering AD RMS, AD FS, and NLB, Implementing FC, FC with Hyper V, and VC DR applications) with a passing score of 75% is required

Microsoft Testing is based on classes successfully completed:

MCP—MCSA 3 Exams $ 465.00 **A final passing test is required**

The cost of your examination is included in your program

**Certifications are proctored and evaluated by Person Vue

Course Certificates Awarded: Diploma

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**AGI Technology Institute has upgraded this program to meet the most current 1000 series curriculum and exams.

****The CompTIA 900 Series certification retires on January 31, 2021. You will no longer be able to earn this certification after this date. Any certifications you earn prior to their retirement dates will continue to appear on your transcript in the Certification Dashboard.

Microsoft Certified Professional (Solutions Expert) 21 Weeks / 420 Hours 28.0 Cl. Hrs.

Class Title	Description	Class Number	Clock Hrs.
Server upgrade, Deployment and Virtual Machine Management.	Planning Server Upgrade and Migration. Planning Implementing a server Deployment Strategy. Planning and Deploying Servers using Virtual Machine Manager.	MCSE-413A	40
IP Configuration, IP Address Management and Name Resolution.	Designing and Maintaining an IP Configuration and Address Management Solution. Designing and Implementing Name Resolution.	MCSE-413B	40
Active Domain Services, AD DS Infrastructure, Group Policy and AD DS Topology.	Design/Implement an AD Active Domain Forest and Infrastructure, An AD DS Unit Infrastructure, Group Policy Strategy, and an AD DS Physical Topology.	MCSE-413C	40
Storage and File Services, Network Protection and RAC	Planning, Designing and Implementing Storage and File, Network Protection and RAC	MCSE-413D-`	40
Management of EDC, and Virtualization Strategy.	Overview of Management in an EDC. Planning and implementing a Server Virtualization Strategy while [preparing Network and storage for Virtualization.	MCSE-414A	40
Planning and Deploying Virtual Machines and Administrative Sols	Planning, implementing, and deploying Virtual Machines and implementing Virtualization Administrative Solutions.	MCSE-414B	40
Server Monitoring Strategy and File Services and Applications	Planning and implementing a server monitoring strategy and implementing high availability for file services and applications.	MCSE-414C	40
High Availability Infrastructure using Failover Clustering and BCS.	Planning and implementing a High Availability Infrastructure using Failover Clustering. Planning and implementing a BCS	MCSE-414D	40
Public Key Infrastructure and Identity Federation Infrastructure.	Planning and implementing a Public Key Infrastructure and Planning and implementing an Identity Federation Infrastructure.	MCSE-414E	40
Data Access for users and devices. Rights Management.	Planning and implementing Data access. Planning and implementing an Information Rights Manage Infrastructure.	MCSE-414F	40
Test Preparation	Preparation for MCSE Certification Testing (.70-413, 70-414)	MCSE-101	20

(SOC): 15-1231, 15-1211, 15-1212, 15-1242, 15-1244

Description and purpose of course:

Overall objective:

> The student will be exposed to and learn all phases and techniques used to Administrate with their expertise in deploying Microsoft Office Cloud and database Administration, infrastructure as well as app development and quality assurance with applications in dynamics of business application software design and implementation of the infrastructure for business solutions based on the Microsoft Windows Server 2016 platform

Emphasis: Special emphasis is placed on the student successfully passing all certification examinations to prove to the industry that the individual is knowledgeable in installing, maintaining, upgrading and troubleshooting computer networks using Microsoft products.

Careers: Graduates will be employable as Network Administrators, Computer and Information Managers, Computer Security Specialists, and Data Recovery Specialists, plus many other exciting opportunities. Graduates can expect to obtain employment in either the public or private sector.

Prerequisite: Enrolling student **must** possess a MCSA Certification

Equipment, Materials, and Textbooks provided:

Access to a classroom computer for all learning

All necessary supplies, access to printers, paper, and ink

Textbooks:

Microsoft: Designing and Implementing a Server Infrastructure—Exam Reference 70-413

Microsoft: Implementing an Advanced Server Infrastructure—Exam Reference 70-414

CompTIA A+ Complete Study Guide (ISBN: 978-1-119-51593-7)

Microsoft Testing is based on classes successfully completed:

Exams:

A+ Certification, MCP—MCSE--3 Exams

Microsoft: Installing and Configuring Windows Server 2016 R2—Exam Reference 70-410 Exam $ 155.00

Microsoft: Configuring Advanced Windows Server 2016 R2—Exam Reference
70-411 Exam $ 155.00
Microsoft Installing and Configuring Window Server 2016 - Exam References
70-412 Exam $ 155.00

MCP—MCSA 3 Exams $ 465.00 **A final passing test is required**

The cost of your examination is included in your program

** Certifications are proctored and evaluated by Pearson Vue

Mode of Instruction: Instructor-led, with lecture, lab, hands-on computer

Admission Requirements:

Microsoft Testing is based on classes successfully completed
General Education required: High School diploma or wonderlic score of 17

Graduation Requirements for completion: A final test which includes; Server upgrade, deployment and virtual machine management, IP configuration, IP address, Management and name resolution, Active domain services, AD DS infrastructure, Group policy and AD DS Topology, Storage and file services, Network protection and RAC, Management of EDC, and Virtualization strategy, Planning and deployment virtual machines and administrative SOLS, Server monitoring strategy and file services and applications, High availability infrastructure using Failover clustering and BCS ,m Public key infrastructure and identity federation infrastructure. Data Access for users and devices rights management,

Graduation Requirements for completion: A final test is required

Course Certificates Awarded: Diploma

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In response to the coronavirus (COVID-19) situation, Microsoft is implementing several temporary changes to our training and certification programs.

This certification retires on January 31, 2021. You will no longer be able to earn this certification after this date. Any certifications you earn prior to their retirement dates will continue to appear on your transcript in the Certification Dashboard.

in the Certification Dashboard.

Cisco Certification (CCDA) Design Associate   200 HOURS 10 Weeks 13.0 Credit Hours

Course Title	Description	Class Number	Clock Hours	Credit Hours
Module 1	Applying a Methodology to Network Design	CCD-100	20	1.33
Module 2	Structuring and Modularizing the Network	CCD-101	20	1.33
Module 3	Designing Basic Campus-Switched Network	CCD-102	20	1.33
Module 4	Designing an Enterprise WAN	CCD-103	20	1.33
Module 5	Designing IP Addressing for the Network	CCD-104	20	1.33
Module 6	Selecting Routing Protocols for a Network	CCD-105	20	1.33
Module 7	Evaluating Security Solutions for the Network	CCD-106	20	1.33
Module 8	Designing Networks for Voice Transport	CCD-107	20	1.33
Module 9	Applying Basic Network Management Design Concepts	CCD-108	20	1.33
Module 10	Test Preparation	CCD-109	20	1.33
	TOTAL		200	13.3

(SOC) : 17-2061, 11-3021,

Description and purpose of course

Overall Objective: Foundation-level Cisco certification. Certifies skills in designing routed and switched LAN, WAM and dial-access network.

Emphasis: Such as security, converged networks, and quality of service (QoS), virtual private networks (VPN) and broadband technology. No Externship required.

Careers: The CCDA certification (Cisco Certified Design Associate) indicates a foundation or apprentice knowledge of network design for the Cisco Internet work Infrastructure. CCDA certified professionals can design routed and switched network infrastructures involving LAN, WAN, and dial access services for businesses and organizations,

Equipment, Materials, and Textbooks provided:

Access to a classroom computer for all learning
All necessary supplies, access to printers, paper, ink and filing supplies.

Textbook

CISCO CCDA Simplified and Workbook – Anthony Bruno ISBN-13: 978-1587144547$ 85.00

The cost of your examination is included in your program

**Certifications are proctored and evaluated by Person Vue

Certification Exam: Encon Exam 350-401 $ 155.00

Mode of Instruction: Instructor-led, with lecture, lab, hands-on computer

Admission Requirements:

General Education required: High School diploma or wonderlic score of 17

Graduation Requirements for completion: A final test which includes (Applying a methodology to Network Design, Structuring and Modularizing the Network, Designing Basic Campus-Switched Network Designing an Enterprise WAN, Designing IP Addressing for the Network Selecting Routing Protocols for a Network, Selecting Routing Protocols for a Network, Evaluating Security Solutions for the Network , Designing Networks for Voice Transport Network, Applying Basic Network Management Design Concept applications) with a passing score of 75% is required

 Course Certificates Awarded: Diploma

Microsoft Testing is based on classes successfully completed:

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In response to the coronavirus (COVID-19) situation, Microsoft is implementing several temporary changes to our training and certification programs.

**AGI Technology Institute has upgraded this program to meet the most current 1000 series curriculum and exams.
****The CompTIA 900 Series certification retires on January 31, 2021. You will no longer be able to earn this certification after this date. Any certifications you earn prior to their retirement dates will continue to appear on your transcript in the Certification Dashboard.

Cisco Certification (CCNA) Network Associate 12 Week 200 HOURS 13.0 Credit Hours

Course Title	Description	Class Number	Clock Hours	Credit Hours
Module 1	Introduction to Computer Networking Concepts; The TCP/IP and OSI Networking Models. Fundamentals of LANs, WANs, IP Addressing and Routing and TCP/IP Transport, Applications & Security.	CCN-100	15	1.0
Module 2	Ethernet LAN Switching Concepts; Operating Cisco LAN Switches; Ethernet Switch Configuration and Troubleshooting	CCN-101	15	1.0
Module 3	Wireless WANS	CCN-102	15	1.0
Module 4	IP addressing; operating Cisco routers; Routing protocol concepts and configuration; and Troubleshooting IP routing	CCN-103	20	1.33
Module 5	WAN concepts and configurations; Virtual LANs; spanning Tree Protocol and troubleshooting LAN switching	CCN-104	20	1.33
Modular 6	IP routing static and connected routes; VLSM and route Summarizations; IP access control lists and troubleshooting IP routing	CCN-105	20	1.33
Module 7	Routing Protocol Theory; OSPF; EIGRP and troubleshooting routing protocols	CCN-105	20	1.33
Module 8	Point to Point WAN; Frame Relay concepts, configuration and troubleshooting and Virtual Private Networks	CCN-106	20	1.33
Module 9	Network Address Translation; IP Version 6	CCN-107	15	1.0
Module 10	Tests Preparation		40	2.66
	TOTAL		200	13.31

(SOC): 17-2061, 11-3021,

Description and purpose of course

Overall Objective:
Apprentice-level certification for installing, configuring, and operation LAN, WAN and dial-access services for small networks.

Emphasis:
Such as security, converged networks, and quality of service (QoS), virtual private networks (VPN) and broadband technology. No Externship required.

Careers:
The CCNA certification (Cisco Certified Network Associate) indicates a foundation in and apprentice knowledge of networking. CCNA certified professionals can install,

configure, and operate LAN, WAN, and dial access services
for small networks (100 nodes or fewer), including but not

limited to use of these protocols: IP, IGRP, Serial, Frame Relay, IP RIP, Ethernet,
Access Lists.

Equipment, Materials, and Textbooks provided:

Access to a classroom computer for all learning
All necessary supplies, access to printers, paper, ink and filing supplies.

Textbooks:
Cisco CCNA Routing and Switching and CD 200-125- Wendell Odom (ISBN) -13-978-013451440 $ 85.00

Cisco CCNA Command Guide: A Comprehensive Beginner's Guide from A-Z for CCNA and Computer Networking- Stuart Nicholas ISBN-13: 979-8619751314 $ 95.00

EXAM:
Cisco Routing and Switching exam $150.00

Cisco Certification: **A final passing test is required**

The cost of the test is included in your program

**Certifications are proctored and evaluated by Person Vue

Mode of Instruction: Instructor-led, with lecture, lab, hands-on computer

Admission Requirements:

General Education required: High School diploma or wonderlic score of 17

Graduation Requirements for completion: A final test which includes (Computer Network Concepts The TCP/IP and OSI Networking Models. Fundamentals of LANs, WANs, IP Addressing and Routing and TCP/IP Transport, Applications & Security Ethernet LAN Switching Concepts; Operating Cisco LAN Switches; Ethernet Switch Configuration and Troubleshooting., Wireless WANSIP addressing; operating Cisco routers; Routing protocol concepts and configuration; and Troubleshooting IP routing, IP addressing; operating Cisco routers; Routing protocol concepts and configuration; and Troubleshooting IP routing, WAN concepts and configurations; Virtual LANs; spanning Tree Protocol and troubleshooting LAN switching, IP routing static and connected routes; VLSM and route Summarizations; IP access control lists and troubleshooting IP routing, Routing Protocol Theory; OSPF; EIGRP

and troubleshooting routing protocols, Point to Point WAN; Frame Relay concepts, configuration and troubleshooting and Virtual Private Networks, Network Address Translation; IP Version 6 applications) with a passing score of 75% is required

Course Certificates Awarded: Diploma

Microsoft Testing is based on classes successfully completed:

CompTIA A+ certified professionals are proven problem solvers. They support today's core technologies from security to cloud to data management and more. CompTIA A+ is the industry standard for launching IT careers into today's digital world.

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Cisco Certification (CCNP) Network Professional 200 Hours 10 Weeks13.0 Credit Hours

Course Title	Description	Class Number	Clock Hours	Credit Hours
Module1 Building Scalable Cisco Internet works	Building Scalable Cisco Internet works	CNP-100	50	3.33
Module 2 Building Cisco Multi-layer Switched Networks	Building Cisco Multi-layer Switched Networks	CNP-101	50	3.33
Module 3 Building Cisco Remote Access Networks	Building Cisco Remote Access Networks	CNP-102	50	3.33
Module 4 Cisco Inter Network Troubleshooting	Cisco Inter network Troubleshooting	CNP-103	50	3.33
	TOTAL		200	13.32

(SOC): 17-2061, 11-3021

Description and purpose of course

Overall Objective: Mid-level Cisco Professional Certification. CCNPs can install, configure and troubleshoot LAN, WAN and dial-access services for enterprise organizations with networks from 100 to more than 500 nodes.

Emphasis: Such as security, converged networks, and quality of service (QoS), virtual private networks (VPN) and broadband technology. No Externship required.

Careers: The CCNP certification (Cisco Certified Network Professional) indicates advanced or journeyman knowledge of networks. With a CCNP, a network professional can install, configure, and troubleshoot local and wide area networks for enterprise organizations with networks from 100 to more than 500 nodes. The content emphasizes topics such as security, converged networks, quality of service (QoS), virtual private networks (VPN) and broadband technologies

Equipment, Materials, and Textbooks provided:

      Access to a classroom computer for all learning
      All necessary supplies, access to printers, paper, ink and filing supplies.

Textbooks: Cisco CCNP Simplified and CD $85.00

  Encon Exam   350-401 $ 155.00   A final passing test is required

The cost of your test is included in your program

**Certifications are proctored and evaluated by Person Vue

Mode of Instruction: Instructor-led, with lecture, lab, hands-on computer

Admission Requirements:

General Education required: High School diploma or wonderlic score of 17

Graduation Requirements for completion: A final test which includes (Building Scalable Cisco Internet works , Building Cisco Multi-layer Switched Networks, Building Cisco Remote Access Networks, Cisco Inter network Troubleshooting applications) with a passing score of 75% is required

Microsoft Testing is based on classes successfully completed:

Course Certificates Awarded: Diploma

CompTIA A+ certified professionals are proven problem solvers. They support today's core technologies from security to cloud to data management and more. CompTIA A+ is the industry standard for launching IT careers into today's digital world.

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SCHEDULE OF TUITION AND FEES

Name of Program	Clock Hours	Registration Fee (Non-Refundable) and STRF Fee (Non-Refundable)	Tuition & Textbook Fee	Estimated Schedule of Total Charges	Total Charges for a Period of Attendance	Total Charges for the Entire Educational Program
Loan Processing	200	$100.00/0	$ 5,850.00	$ 5,950.00	$ 5,950.00	$ 5,950.00
Property Management	260	$100.00/0	$ 5,899.00	$ 5,999.00	$ 5,999.00	$ 5,999.00
Computer Office Automation	192	$100.00/0	$ 4,899.00	$ 4,999.00	$ 4,999.00	$ 4,999.00
Medical Front Office	256	$100.00/0	$5,945.00	$6,045.00	$6,045.00	$6,045.00
P.C. Repair/A+ Certification	200	$100.00/0	$4,380.00	$4,480.00	$4,480.00	$4,480.00
Microsoft Certified IT Professional (MCITP)	320	$100.00/0	$6,400.00	$6,500.00	$6,500.00	$6,500.00
Cisco-CCDA	200	$100.00/0	$2,900.00	$3,000.00	$3,000.00	$3,000.00
Cisco - CCNA	200	$100.00/0	$2,900.00	$3,000.00	$3,000.00	$3,000.00
Cisco-CCNP	200	$100.00/0	$2,900.00	$3,000.00	$3,000.00	$3,000.00
Microsoft Certified Professional Certification (MCSA)	420	$100.00/0	$ 8,060.00	$ 8,165.00	$ 8,165.00	$ 8,165.00

THE CHARGES INDICATING THE PERIOD OF ATTENDANCE IS THE SAME AS THE ENTIRE EDUCATIONAL PROGRAM.

***AGI Technology Institute is approved and eligible, to enroll students through I-Train, which includes Caljob and ETPL. (See Page 18-19 for the Policies and Practices regarding I-Train Students with vouchers). See Page 18 for detailed Policies and Practices.

THIRD PARTY PAYERS:

If a third-party payer is funding the course taken by the student, the student will follow all additional guidelines stipulated by the third-party payer. The student is also reminded that the graduation requirements policy of the Institute will apply even when a third-party payer is responsible for the payment of the tuition. Any refunds due will be paid directly to the third-pa AGI Technology Institute **DOES NOT** participate in federal financial aid programs,

REFUND TABLE

Name of Program	Clock Hours	Tuition Fee	10%	25%	50%	60%
Loan Processing	200	$ 5,850.00	$ 585.00	$1,462.50	$2,925.00	$3,510.00
Property Management	260	$ 5,899.00	$ 585.00	$1,474.75	$2,949.50	$3,539.40
Computer Office Automation	192	$ 4,899.00	$ 489.90	$1,224.75	$2,449.50	$2,939.40
Medical Front Office	256	$5,945.00	$ 594.50	$1,486.25	$ 2,972.50	$3,567.00
P.C. Repair/A+ Certification	200	$4,380.00	$438.00	$1,095.00	$2,190.00	$2,628.00
Microsoft Certified IT Professional (MCITP)	320	$6,400.00	$640.00	$1,600.00	$3,200.00	$3,840.00
Cisco-CCDA	200	$2,900.00	$290.00	$725.00	$1,450.00	$1,740.00
Cisco - CCNA	200	$2,900.00	$290.00	$725.00	$1,450.00	$1,740.00
Cisco-CCNP	200	$2,900.00	$290.00	$725.00	$1,450.00	$ 1,740.00
Microsoft Certified Professional	420	$8,060.00	$ 806.00	$2,015.00	$4,030.00	$ 4,836.00

NOTICE OF CANCELLATION

AGI Technology Training

_____ _____
FIRST DAY OF CLASS

"YOU MAY CANCEL YOUR CONTRACT FOR ENROLLMENT (AGREEMENT) AND OBTAN A REFUND OF CHARGES PAID THROUGH ATTENDANCE AT THE FIRST-CLASS SESSION OR THE SEVENTH DAY AFTER ENROLLMENT, WHICHEVER IS LATER AS DESCRIBED IN THE NOTICE OF CANCELLATION FORM.

TO CANCEL THE CONTRACT FOR SCHOOL, MAIL OR DELIVER A SIGNED AND DATED COPY OF THIS CANCELLATION NOTICE OR ANY OTHER WRITTEN NOTICE TO:

AGI Technology Training
9087 Arrow Rte. Ste. 100
Rancho Cucamonga, Ca. 91730

NOT LATER THAN _ _____

     MIDNIGHT OF ATTENDANCE AT THE FIRST-CLASS SESSION OR THE SEVENTH DAY AFTER ENROLLMENT, WHICHEVER IS LATER ,

I CANCEL CONTRACT FOR SCHOOL, _____
DATE

_____
STUDENT SIGNATURE

(SIGNATURE IN THIS AREA REPRESENTS CANCELLATION OF CONTRACT)

IF YOU HAVE ANY COMPLAINTS, QUESTIONS, OR PROBLEMS WHICH YOU CANNOT WORK OUT WITH THE SCHOOL, WRITE OR CALL:

BUREAU FOR PRIVATE POSTSECONDARY VOCATIONAL EDUCATION
1747 NORTH MARKET, SUITE 225
SACRAMENTO, CALIFORNIA 95834
916-431-6959 FAX (916) 263-1897

I,_____ BY SIGNING ON THE LINE BELOW, I AM ONLY STATING MY UNDERSTANDING OF THE

CONTENTS IN THIS FORM NOT CANCELLING MY ENROLLMENT CONTRACT.

_____   _____
STUDENT SIGNATURE   DATE

 (SIGNATURE IN THIS AREA DOES NOT REPRESENT THE CANCELLATION OF CONTRACT

AGI TECHNOLOGY INSTITUTE

I have received a copy of the Catalog Which contain the rules, regulations, course completion requirements, and costs for the specific course in which I have enrolled and I have received an enrollment agreement and the School Fact Performance report prior to my enrollment.

Program of Interest_____

Print Name:_____

Signature:_____

Date:_____