

# ABCO TECHNOLOGY

COMPUTER LEARNING ACADEMY

2

0

1

5

## CATALOG

JAN 01 - DEC 31, 2015

6733 S SEPULVEDA BLVD #106

LOS ANGELES CA 90045

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

310.216.3067

# TABLE OF CONTENTS

SCHOOL DIRECTOR’S MESSAGE ..... 6

ANY QUESTIONS ABOUT US ..... 6

STATEMENT OF APPROVAL..... 7

ACCREDITED SCHOOL BY ACCSC..... 8

ABCOTechnology’S MISSION STATEMENT ..... 10

RECOMMENDATIONS FOR STUDENTS ..... 10

OUR SCHOOL’S OBJECTIVES..... 10

STATEMENT OF OUR SCHOOL’S HISTORY..... 11

INFORMATION TECHNOLOGY CERTIFICATION VENDORS..... 12

CORPORATE TRAINING SOLUTIONS & ETP ..... 13

ABCOTechnology FACULTY MEMBERS & INSTRUCTORS ..... 14

OUR ORGANIZATION & ADMINISTRATION ..... 14

DISTANCE EDUCATION LEARNING..... 15

ADDRESS FOR YOUR CLASS SESSIONS..... 15

CLASSES SCHEDULES & TIMES ..... 15

METHOD OF INSTRUCTION ..... 15

FACILITY, INSTRUCTIONAL MATERIALS & EQUIPMENT..... 16

ABCOTechnology PROGRAMS ..... 17

STATE LICENSURE REQUIREMENT FOR EACH PROGRAM..... 17

ABCOTechnology COURSES ..... 18

PROGRAM - A+ CERTIFICATION ..... 19

PROGRAM – CERTIFIED INTERNET WEBMASTER ..... 21

PROGRAM – CISCO CERTIFIED NETWORK ASSOCIATE ..... 25

PROGRAM – LINUX PROFESSIONALS..... 27

PROGRAM - MICROSOFT CERTIFIED SOLUTIONS EXPERT..... 29

PROGRAM - MICROSOFT OFFICE USER SPECIALIST ..... 33

PROGRAM – ORACLE DATABASE ADMINISTRATOR ..... 38

PROGRAM – PROGRAMMER..... 41

ACADEMIC POLICIES, STANDARDS & REQUIREMENTS ..... 45

ADMISSIONS REQUIREMENTS..... 46

    ADMISSIONS POLICIES & REQUIREMENTS..... 46

    REQUIRED DOCUMENTATION FOR ADMISSION CONSIDERATION:..... 46

ADMISSIONS REQUIREMENTS FOR INTERNATIONAL STUDENTS ..... 47

ADMISSIONS PROCEDURE..... 47

DISCLOSURES FOR ALL STUDENTS..... 48

HOUSING SERVICES POLICY AND INFORMATION ..... 48

ADMISSIONS - Ability-To-Benefit Test Requirements ..... 49

TRANSFER OF CREDIT TO OTHER INSTITUTIONS ..... 50

TRANSFER OF CREDIT FROM OTHER INSTITUTIONS..... 50

ATTENDANCE REQUIREMENTS AND POLICIES..... 51

LIBRARY & LEARNING RESOURCE SYSTEM..... 51

CLOCK HOURS / CREDIT UNIT ..... 51

SATISFACTORY ACADEMIC PROGRESS POLICY ..... 52

GRADING SYSTEM ..... 52

TRANSCRIPTS..... 52

MAXIMUM COMPLETION TIME FOR PROGRAMS ..... 53

INCOMPLETE COURSES ..... 53

NO DISCRIMINATION/EQUAL OPPORTUNITY SCHOOL..... 54

TUITION POLICY..... 54

PROGRAM/CLASS RE-TAKE POLICY ..... 55

LEAVE OF ABSENCE POLICY ..... 55

TARDINESS & ABSENT POLICIES..... 55

    TARDINESS POLICY:..... 55

    ABSENT POLICY: ..... 55

CONDUCT POLICY ..... 56

DISCIPLINARY POLICY & MISCONDUCTS ..... 56

PROBATION AND TERMINATION POLICIES..... 58

    GROUNDS FOR PROBATION..... 58

    GROUNDS FOR TERMINATION ..... 58

    REINSTATEMENT ..... 58

STUDENT GRIEVANCE POLICY & PROCEDURE ..... 59

DEFINITION..... 59

POLICY ..... 59

PROCEDURE ..... 59

COMPLAINT PROCEDURE ..... 60

STUDENT’S RIGHTS AND RESPONSIBILITIES..... 60

VERBAL COMPLAINTS..... 60

STUDENT’S RIGHT TO CANCEL..... 61

REFUNDS..... 61

PROCEDURE TO CANCEL FROM THE PROGRAM ..... 61

WITHDRAWAL FROM THE PROGRAM..... 61

REFUNDS TERMS & POLICIES ..... 62

REFUND CALCULATIONS ..... 62

REFUND FOR THIRD PARTY FUNDS ..... 63

REFUND FOR STATE FUNDS ..... 63

STUDENT COMPLAINT PROCEDURE BY ACCSC ..... 63

RETENTION OF STUDENT RECORDS / RECORD KEEPING ..... 64

HOLIDAYS FOR THE YEAR 2015 ..... 64

ANY QUESTIONS..... 64

STUDENT SERVICES ..... 65

STUDENT CAREER COUNSELING..... 66

SCHEDULES & CHANGE OF SCHEDULE..... 66

CLASS RE-TAKE REQUEST..... 66

LEAVE OF ABSENCE REQUEST ..... 67

STUDENT RECORD RELEASE REQUEST..... 67

TRANSCRIPT & COPIES OF DIPLOMA REQUEST ..... 67

TEST PROCTORING SERVICES ..... 67

JOB PLACEMENT ASSISTANCE PROGRAM..... 68

DESIGNATED PERSONNEL (JOB DEVELOPMENT COORDINATOR)..... 68

PROGRAM DESCRIPTION AND SPECIFICATION ..... 68

THE STUDENT’S RESPONSIBILITIES..... 68

PLACEMENT ASSISTANCE SERVICES ..... 69

STUDENT SERVICES INQUIRIES..... 69

FINANCIAL INFORMATION ..... 70

TOTAL CHARGES & ESTIMATED SCHEDULE OF TOTAL CHARGES FOR ENTIRE EDUCATIONAL PROGRAM..... 71

AVAILABLE FUNDING PROGRAMS ..... 72

    ABCOTechnology’s IN-HOUSE FINANCIAL PAYMENT PLAN ..... 72

    ABCOTechnology IN-HOUSE TUITION PAYMENT PLAN DISCLOSURES..... 73

    FEDERAL OR STATE FINANCIAL AID PROGRAMS..... 73

    LOAN PROGRAMS ..... 73

    GOVERNMENT FUNDED STUDENT PROGRAMS..... 74

        EMPLOYMENT DEVELOPMENT DEPARTMENT (EDD) WORKSOURCE INVESTMENT ACT (WIA) ..... 74

        CALIFORNIA DEPARTMENT OF REHABILITATION (DOR) ..... 74

        WORKMEN’S COMPENSATION INSURANCE ..... 74

        REFUND POLICY INFORMATION FOR EDD/WIA/DOR/WORKMEN’S COMP ..... 74

        U.S. DEPARTMENT OF VETERANS AFFAIRS ..... 75

        REFUND POLICY FOR VETERANS: ..... 75

PAYMENT METHODS, TERMS AND LOAN POLICIES DISCLOSURES ..... 76

    STUDENT LOANS ..... 76

    GOVERNMENT APPROVALS AND FUNDS..... 76

    SCHEDULE OF PAYMENTS / PAYMENT PLANS ..... 77

BOOKS, SUPPLIES & MATERIALS DISCLOSURES..... 77

    PRIVATE PAY STUDENTS..... 77

    STATE FUNDS ..... 77

    REFUND POLICY FOR BOOKS SUPPLIES & MATERIALS ..... 78

NON APPLICABLE CHARGES ..... 79

OTHER CHARGES ..... 79

HOW TO APPLY FOR ENROLLMENT ..... 80



## SCHOOL DIRECTOR'S MESSAGE

Thank you for your interest in selecting ABCO Technology. We are pleased that you have joined us to prepare for a new career, upgrade your computer skills or explore new opportunities. ABCO Technology is more than a school and training center, which prepares students for a career in the Information Technology field. Congratulations for choosing this demanding and specialized labor market.

This catalog provides all the necessary information required by the prospective student, such as program information and description, prerequisites, admissions and academic policies, student services and job placement assistance.

On behalf of the faculty and staff of ABCO Technology, please let me take this opportunity to welcome you into our technology family!



***Arif Sayed***

**School Director  
ABCO Technology Inc.**

## ANY QUESTIONS ABOUT US



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

**ABCO Technology  
6733 S. Sepulveda Blvd, Suite 106,  
Los Angeles, CA 90045  
Phone number: (310) 216-3067 ext. 202  
Fax number: (310) 216-4311  
Email: [asayed@abcotechnology.com](mailto:asayed@abcotechnology.com)**

## STATEMENT OF APPROVAL



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

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

### Approval Disclosure Statement

*Approved are the following programs:*

Program Name	Hours	Months	Institutional Weeks	Award
A+ Certification	78	3	10	DIPLOMA
Microsoft Certified Solutions Expert	354	11	44	DIPLOMA
Certified Internet Webmaster	234	7	28	DIPLOMA
Oracle Database Administrator	234	7	28	DIPLOMA
Microsoft Office User Specialist	192	6	24	DIPLOMA
Linux+	120	4	16	DIPLOMA
Cisco Certified Network Associate	72	2	8	DIPLOMA
Programmer	690	20	80	DIPLOMA

*Other approvals and memberships include:*

- *Approved Training Provider under Workforce Investment Act (WIA). [www.i-train.org](http://www.i-train.org)*
- *Approved to train Veterans with benefits — Department of Veterans Affairs. [www.va.gov](http://www.va.gov)*
- *Authorized Education Training Center – Comptia. [www.comptia.org](http://www.comptia.org)*
- *Approved Oracle Education Center — Oracle Corporation. [www.oracle.com](http://www.oracle.com)*
- *Authorized Microsoft Registered Partner — Microsoft Learning. [www.microsoft.com/training](http://www.microsoft.com/training)*
- *Accredited Training Center — EC-Council. [www.eccouncil.org](http://www.eccouncil.org)*
- *Member of Los Angeles Better Business Bureau. [www.bbb.org](http://www.bbb.org)*

**ACCREDITED SCHOOL BY ACCSC**

**Since June 2014 ABCO TECHNOLOGY is accredited by ACCSC**

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

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

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

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





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

Our programs are designed to prepare beginners, intermediates and advanced professionals to receive training for either a new career or to advance their skills in an existing one. Our graduates have successfully obtained employment as Network Administrators, Computer repair technicians, Web designers, Web developers, Database Administrators and developers, IT Security Specialist, Programmers using .Net, Java, or PHP, and mobile app developers using Android and IOS.

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

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

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

ABCO Technology is a vocational computer training school specializing in computer training for the Information Technology industry. We work throughout the community to determine what employers need. We aim to produce students who possess those skills and exhibit those qualities. Our desire is to create value, earn trust, deliver results, exceed expectations and empower our students. We continuously study and evaluate student outcomes and institution goal achievements and use these to improve our efforts for our students, staff, employers and the community.

## **RECOMMENDATIONS FOR STUDENTS**



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

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

- 1) Catalog
- 2) School Performance Sheet
- 3) Enrollment Agreement

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

## **OUR SCHOOL'S OBJECTIVES**

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

## **STATEMENT OF OUR SCHOOL'S HISTORY**

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

Our vocational school is an approved Oracle Training Partner, CompTia Authorized training school and an authorized training center for the Certified Ethical Hacker program. During the past 13 years, the school has continued to increase its size through a consistent pattern of growth. For example, in 2003 ABCO Technology trained approximately 60 students and by 2012, the annual student enrollment increased to 180 students.

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

The school is a member of the California Power Collaborative along with other community groups. We anticipate 2013 to be an excellent year for ABCO Technology. Our optimism is based upon 13 years of building a strong foundation coupled with a strong working relationship with the information technology community.

In today's difficult economy, ABCO Technology is placing strong emphasis on job placement. ABCO Technology has established a student placement assistance program which helps school graduates to seek gainful employment.

## **ABCO'S FINANCIAL STANDING**

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

## **INFORMATION TECHNOLOGY CERTIFICATION VENDORS**

ABCO Technology is a computer academy that maintains its partnerships with major Information Technology Certification vendors.

The goals and objectives of ABCO Technology's programs are to train students to prepare to seek gainful employment and certifications with the following vendors:

- ▣ CompTia
- ▣ Microsoft
- ▣ Cisco
- ▣ Oracle
- ▣ Oracle Certified Internet Webmaster
- ▣ Linux Professional Institute

Amongst others

## **CORPORATE TRAINING SOLUTIONS & ETP**

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

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

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

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

#### **Is your Company Eligible for Training?**

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

#### **Is your Employee Eligible for Training?**

All participating employees that wish to obtain training must be:

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



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

**ABCO FACULTY MEMBERS & INSTRUCTORS**

**Mr. Arif Sayed**

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

**Mr. Emmanuel Henshaw**

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

**Mr. Norman Tobin**

Instructor for programs including CompTia and Microsoft Certified System Engineer certification courses. Mr. Tobin has earned Certifications from CompTia and Microsoft and has more than 25 years of work experience in the Information Technology Industry.

**Ms. Fathima Diaz**

Instructor for programs including Certified Internet Web Master, Microsoft Certified Systems Engineer, Microsoft Officer User Specialist and CompTia A+ Certification. Ms. Diaz has earned Certifications from CompTia, Microsoft and other IT vendors. Ms. Diaz has more than 10 years of work experience in Information Technology Industry.

**Mr. Hamid Noorbakhsh**

Instructor for Microsoft Certified IT Professional programming courses. Mr. Noorbakhsh holds a Bachelor's Degree in Science from Kent University and Certifications from Microsoft. Mr. Noorbakhsh has more than 25 years of work experience in the Information Technology Industry.

**Mr. Serghio Gonzalvez**

Instructor for Linux and LPI certifications. Mr. Tapia holds several IT Certifications and has more than 15 years of work experience in Information Technology Industry.

**Mr. Ralph Behar**

Instructions for programs including Microsoft Certified Systems Engineer, Microsoft Certified Database Administrator courses, Microsoft Certified Programming and Oracle Certified Professional courses. Mr. Behar has earned MBA degree from Pepperdine University and a Bachelor in Business Administrations from UCLA Mr. Behar is Microsoft and HP certified. He has more than 25 years of work experience in the Information Technology Industry.

**Mr. Charles Pascal**

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



## **OUR ORGANIZATION & ADMINISTRATION**

Mr. Arif Sayed	Director of ABCOTechnology	asayed@abcotechnology.com
Mrs. Ambreen Ahmed	Director of Student Services	aahmed@abcotechnology.com
Mr. Charles Pascal	School Counselor	cpascal@abcotechnology.com
Mrs. Fathima Diaz	Director of Education	fsethi@abcotechnology.com
Mr. Ralph Behar	Chief Operations Officer	rbehar@abcotechnology.com
Mr. Oscar Diaz	Admissions Officer	oscar.diaz@abcotechnology.com
Mr. Samuel Vaden	Veteran's Representative	samuelvaden@abcotechnology.com

## **DISTANCE EDUCATION LEARNING**

ABCOTechnology DOES NOT offer distance educational learning or distance educational programs at this time. We specialize in Hands-on training and provide all instructional hours and classes at ABCOTechnology Campus.

## **ADDRESS FOR YOUR CLASS SESSIONS**

ABCOTechnology is a vocational training school and has one main campus. It does not have any other branches or satellite campuses at this time.

All class sessions will be held at ABCOTechnology's main campus:

**6733 S. Sepulveda Blvd, Suite 106,  
Los Angeles, CA 90045**

ABCOTechnology may provide an on-site training upon request for corporate training only.

## **CLASSES SCHEDULES & TIMES**

ABCOTechnology has assessed the needs of our students and realized that students require flexibility in schedules for training. As a result, ABCOTechnology offers daytime, evening and weekend classes as follows:

### **Mondays & Wednesdays**

Morning: 10am - 2pm. Afternoon: 2pm - 6pm. Evening: 6.30pm - 10pm.

### **Tuesdays & Thursdays**

Morning: 10am - 2pm. Afternoon: 2pm - 6pm. Evening: 6.30pm - 10pm.

### **Saturdays & Sundays**

Morning: 10am - 2pm. Afternoon: 2pm - 6pm

### **Labs/Practicum**

Monday - Friday: 10am - 6pm.

## **METHOD OF INSTRUCTION**

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

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

### **INTRODUCTION TO OUR FACILITY**

ABC Technology is located at 6733 S. Sepulveda Blvd, Suite 106, Los Angeles, California, 90045. It has an easy access to public transportation and the facility is equipped with classrooms, labs, and administrative offices for student services, all which are well-lighted and air-conditioned. ABCO Technology's total area is approximately 1667 square feet.

### **INSTRUCTIONAL MATERIALS & EQUIPMENT**

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

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

All ABCO classrooms have a maximum of 8 working computers in each class. Our classes have up to 8 students or less and as such each student gets an assigned workstation to work with. This is sufficient as most of our programs use labs which can be conducted on one computer as prescribed by employers and vendors. At ABCO Technology all our programs are taught in an instructor-led training approach. This is an efficient method for presenting a large body of materials to large or small groups of students. It is more interactive and personal as it ensures that everyone gets the same quality information in a comprehensive manner. This approach is found to be more efficient towards having successful graduates and proper student placement. Instructor-led training approach makes use of certain standard materials which are used in every class as instructor aids.

These common materials include:

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

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

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

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

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

# ABCO TECHNOLOGY PROGRAMS

PROGRAM NAME	CLOCK HOURS	DURATION IN MONTHS	DURATION IN WEEKS	MAX COMPLETION TIME	PROGRAM TYPE
A+ Certification	78	3	10	15	Diploma
Certified Internet Webmaster	234	7	28	42	Diploma
Cisco Certified Network Associate	72	2	8	12	Diploma
Linux+	120	4	16	24	Diploma
Microsoft Certified Systems Engineer	354	11	44	66	Diploma
Microsoft Office User Specialist	192	6	24	36	Diploma
Oracle Database Administrator	234	7	28	45	Diploma
Programmer	690	20	80	120	Diploma

## STATE LICENSURE REQUIREMENT FOR EACH PROGRAM

Information Technology has established an in-private industrial based Certification system.

**Graduates of ABCO Technology DO NOT REQUIRE STATE LICENSURE** of any kind.

The manufacturers have chosen through the Certification process to dictate the skill set a candidate may need for employment in particular specialty.

# ABCOTechnology COURSES

NAME OF THE PROGRAM	COURSES WITHIN THE PROGRAM
<b>COMPTIA A+ CERTIFICATION</b>	<ol style="list-style-type: none"> <li>1. CompTia A+ Essentials</li> <li>2. CompTia Practical Applications</li> </ol>
<b>CERTIFIED INTERNET WEBMASTER CERTIFICATION</b>	<ol style="list-style-type: none"> <li>1. CIW – Foundations</li> <li>2. HTML</li> <li>3. Adobe Photoshop (Basic &amp; Advanced Levels)</li> <li>4. Adobe Flash (Basic &amp; Advanced Levels)</li> <li>5. Adobe Dreamweaver (Basic &amp; Advanced Levels)</li> <li>6. Search Engine Optimization</li> <li>7. E-Commerce &amp; Marketing</li> <li>8. JavaScript</li> <li>9. WordPress</li> </ol>
<b>CISCO CERTIFIED NETWORK ASSOCIATE CERTIFICATION</b>	<ol style="list-style-type: none"> <li>1. Cisco Certified Network Associate</li> </ol>
<b>LINUX PROFESSIONAL</b>	<ol style="list-style-type: none"> <li>1. Linux Administrator LPI-1</li> </ol>
<b>MICROSOFT CERTIFIED SOLUTIONS EXPERT 2012 Server Infrastructure</b>	<ol style="list-style-type: none"> <li>1. Microsoft 70-410: Installing &amp; Configuring Windows Server 2012 </li> <li>2. Microsoft 70-411: Administering Windows Server 2012</li> <li>3. Microsoft 70-412: Configuring Advanced Server 2012 Services</li> <li>4. Microsoft 70-413: Designing &amp; Implementing a Server Infrastructure</li> <li>5. Microsoft 70-414: Implementing an Advanced Server Infrastructure</li> </ol>
<b>MICROSOFT OFFICE USER SPECIALIST CERTIFICATION</b>	<ol style="list-style-type: none"> <li>1. Microsoft Office Word - Level 1</li> <li>2. Microsoft Office Word - Level 2</li> <li>3. Microsoft Office Word - Level 3</li> <li>4. Microsoft Office Excel - Level 1</li> <li>5. Microsoft Office Excel - Level 2</li> <li>6. Microsoft Office Excel - Level 3</li> <li>7. Microsoft Office Access - Level 1</li> <li>8. Microsoft Office Access - Level 2</li> <li>9. Microsoft Office Access - Level 3</li> <li>10. Microsoft Office Access - Level 4</li> <li>11. Microsoft Office Power point - Level 1</li> <li>12. Microsoft Office Power point - Level 2</li> <li>13. Microsoft Office Outlook - Level 1</li> <li>14. Microsoft Office Outlook - Level 2</li> <li>15. Microsoft Office Outlook - Level 3</li> </ol>
<b>ORACLE DATABASE ADMINISTRATOR CERTIFICATION</b>	<ol style="list-style-type: none"> <li>1. Introduction to Oracle</li> <li>2. Database Administrator I (Oracle Certified Associate)</li> <li>3. Database Administrator II (Oracle Certified Professional)</li> </ol>
<b>PROGRAMMER</b>	<ol style="list-style-type: none"> <li>1. Introduction to Programming</li> <li>2. Microsoft 70-513: .NET Framework 4, server communication Applications</li> <li>3. Microsoft 70-516: .NET Framework 4, Data Access</li> <li>4. Microsoft 70-515: .NET Framework 4, Web Applications</li> <li>5. Microsoft 70-519: Web Developer 4</li> </ol>

## **PROGRAM - A+ CERTIFICATION**

### **Program Description**

A+ certification validates foundation-level knowledge and skills necessary for a career in PC support. It is the starting point for a career. The international, vendor-neutral certification proves competence in areas such as installation, preventative maintenance, networking, security and troubleshooting. The exam covers maintenance of PCs, mobile devices, laptops, operating systems and printers.



Duration in Months	Clock Hours	Duration in Weeks	Max. Completion Time
3 Months	<b>78 Hours</b>	<b>10 Weeks</b>	<b>15 Weeks</b>

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

- ✓ High School Diploma or equivalent
- ✓ Working knowledge of the PC and the Internet

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

Course Numbers	Course Name	Clock Hours	Duration in Weeks
<b>220-801</b>	<b>CompTia A+ Essentials</b>	<b>38</b>	<b>5 weeks</b>
<b>220-802</b>	<b>Comptia Practical Applications</b>	<b>40</b>	<b>5weeks</b>

### **COURSE DESCRIPTION**

**220-801 - Comptia A+ Essentials:** Covers the fundamentals of computer technology, installation and configuration of PCs, laptops and related hardware, and basic networking. This is the first course required to be completed within the program.

**220-802 - Comptia Practical Applications:** Covers the skills required to install and configure PC operating systems, as well as configuring common features (e.g. network connectivity and email) for mobile operating systems, Android and Apple iOS. **220-801 - Comptia A+ Essentials is the pre-requisite of this course and must be completed prior to this course.**

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

A+ Certification training is intended to provide to the student a non-degree level of education. The program objectives are to enable students to seek an entry level position as Computer Service Technician, Computer Repair Technician, and Desktop Support Technician and to gain the knowledge and understanding of computer operating systems, processors, memory, storage media, applications and peripherals.

### **INSTRUCTIONAL MATERIALS**

Books:

A+® Certification: A Comprehensive Approach for All Exam Objectives

Supplies:

PC Tool Kit, A+ Passport CD, Windows Operating system Evaluation Software, Windows operating system VMware Image on computers.

Materials:

Exam Simulation Question using Exam interface software.

## **PROGRAM - A+ CERTIFICATION**

### **STUDENT LEARNING OUTCOMES:**

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

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

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

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

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

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

Students can further their career by passing the following tests from CompTia and obtain their certification:

Exam 220-701 or Exam 220-801

Exam 220-702 or Exam 220-802

**\*ABCO will conduct training to prepare for latest certification exams. Enrolled students will receive training to pass the exam 220-801 and 220-802 exams offered by CompTia.**



## **PROGRAM – CERTIFIED INTERNET WEBMASTER**

### **PROGRAM DESCRIPTION**

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

<b>Duration in Months</b>	<b>Clock Hours</b>	<b>Duration in Weeks</b>	<b>Max. Completion Time</b>
7 Months	234Hours	28 Weeks	42 Weeks

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

- ✓ High School Diploma or equivalent
- ✓ Working knowledge of the PC and the Internet

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

<b>Course Numbers</b>	<b>Course Name</b>	<b>Course Prerequisite</b>	<b>Clock Hours</b>	<b>Duration in Weeks</b>
CIW 101	Internet Business Foundations	-	24	3Weeks
CIW 102	Hypertext Markup Language (HTML & XHTML)	-	24	2Weeks
CIW 103	Adobe Photoshop - Basic & Advanced		16	2Weeks
CIW 104	Adobe Dreamweaver - Basic & Advanced	CIW102	34	4Weeks
CIW 105	Adobe Flash - Basic & Advanced / J-Query	CIW103	24	3Weeks
CIW 106	Search Engine Optimization (SEO)	-	16	2Weeks
CIW 107	JavaScript	CIW102	32	4 Weeks
CIW 108	E-Commerce & Marketing	CIW101	24	3Weeks
CIW 109	Word Press	CIW102	40	6Weeks

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

## **PROGRAM – CERTIFIED INTERNET WEBMASTER**

### **COURSE DESCRIPTIONS**

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

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

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

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

#### **Adobe Photoshop - Basic & Advanced:**

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

#### **Adobe Dreamweaver - Basic & Advanced:**

Design, build, and upload a website using Dreamweaver. Professional website development using advanced functionality.

#### **Adobe Flash - Basic & Advanced/J-Query:**

Flash: Create and manipulate a wide variety of objects ranging from a simple graphic design to a complex animation sequence, plan, design, and develop complex Flash projects. J-Query: Focuses on helping front-end developers learn how to use J-Query to rapidly build robust, modern, and full-featured web applications.

#### **Search Engine Optimization (SEO):**

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

#### **E-Commerce & Marketing:**

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

#### **JavaScript:**

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

#### **WordPress:**

WordPress is an online, open source website creation tool written in PHP and MySQL. It is blogging and website content management system (or CMS) in existence today.

## **PROGRAM – CERTIFIED INTERNET WEBMASTER**

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

This program will enable students to complete the CIW certification exam at the Associate, Professional and Master levels. Students will have an opportunity to be self-employed, as well as own and manage a web development company seeking client projects to design and develop their websites. Students can obtain employment in an entry level position as Web Masters, Web Designers, Web Developers, and Internet Project Managers, Search Engine Optimization Specialists, and Web Design consultants.

### **STUDENT LEARNING OUTCOMES:**

- Explore the concepts of Information Technology and the Internet.
- Examine how computers communicate across the Internet and the technologies that enable internetworking.
- Examine the various technologies that constitute the World Wide Web.
- Configure the security and privacy settings in Windows® Internet Explorer 7.0.
- Explore multimedia and other components embedded in a web page.
- Identify the different types of databases and the fundamentals of web search engines, Communicate over the web.
- Examine the various aspects of email communication.
- Manage personal information using Microsoft® Office Outlook 2007.
- Explore the services and tools available on the internet.
- Examine the various security issues related to the internet.
- Examine the fundamentals of project management.
- Recognize the components of an HTML file and create such a file.
- Format paragraphs and characters using HTML.
- Link to local files and web pages from their web pages.
- Add graphics and sound to their web pages using HTML.
- Create different kinds of lists to their web page using HTML.
- Create multi-column and multi-row tables using HTML.
- Set background colors and graphics for web pages.
- Evaluate web page design and consider design issues that affect web pages.
- Add links to non-web internet sites from their web pages.
- Control color and typography.
- Create style sheets that cascade according to established guidelines.
- Design content sections using box properties.
- Control your page layouts with CSS positioning, enhance an existing design.
- Create alternate style sheets and link your pages to them to enhance the accessibility and functionality of your websites.
- Getting Started with PHP and MySQL.
- Running the projects and building a weblog, Discussion Forums. Creating a shopping cart.
- Building an online auction site.
- Creating a web-based calendar and Content Management System.
- Building a reusable project & Building a news website.
- Understand the role of client-side scripting in the browser.
- Develop and integrate JavaScript into your web applications.

## **PROGRAM – CERTIFIED INTERNET WEBMASTER**

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

### **INSTRUCTIONAL MATERIALS**

#### **Books**

CIW Foundation Certification  
 HTML For World Wide Web with XHTML  
 Adobe Photoshop - Levels 1 & 2  
 Adobe Dreamweaver - Levels 1 & 2  
 Adobe Flash - Levels 1 & 2  
 Search Engine Optimization (SEO)  
 E-Commerce & Marketing  
 Java Script  
 WordPress

#### **Supplies:**

Adobe Photoshop CS5 Web Premiere Academic Edition CD-Rom  
 Student Data files for each course

#### **Materials:**

Test Preparation Material for Exam ID0-510

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

Internet Webmaster  
 Web Analyst  
 Web Designer  
 Web Developer  
 Applications Developer  
 SEO and Marketing Specialist

### **Requirements to Obtain Certification**

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

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

### **PROGRAM DESCRIPTION**

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

Duration in Months	Clock Hours	Duration in Weeks	Max. Completion Time
2 Months	72Hours	8 Weeks	12 Weeks

### **Courses**

Cisco Certified Network Associate

### **Course Description**

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

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

- ✓ High School Diploma or equivalent and working knowledge of the PC and the Internet
- ✓ Comptia A+ Certification or equivalent
- ✓ Network+ Certification or equivalent (optional)

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

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

### **INSTRUCTIONAL MATERIALS**

Book:

Cisco Certified Network Associate Study guide 640-802

Supplies:

Boson Netsim Simulation Software (for class/lab use)

Materials:

Test Preparation Material for Exam 640-802

Exam Simulation Software

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

### **STUDENT LEARNING OUTCOMES:**

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

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

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

- Senior Systems Administrator
- Network Engineer
- Network Analyst
- WAN Engineer
- Network Technology Specialist

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

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

- 1) Cisco Certified Network Associate - Exam 640-802



## **PROGRAM – LINUX PROFESSIONALS**

### **PROGRAM DESCRIPTION**

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

Duration in Months	Clock Hours	Duration in Weeks	Max. Completion Time
4 Months	120Hours	16 Weeks	24 Weeks

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

- ✓ High School Diploma or equivalent
- ✓ Working knowledge of the PC and the Internet
- ✓ A+ Certification or equivalent.

### **List of Courses in the Program**

Linux+

### **Course Description**

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

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

This program will enable students to obtain entry level positions, as Computer Service Technicians, Internet Network Specialists, System Administrators and Junior Administrators in a Linux/Unix environment.

### **Instructional Materials**

Book:

CompTIA Linux+ Certification, Powered by LPI

Supplies:

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

Materials:

CompTia Linux+ test preparation materials LX-101  
 CompTia Linux+ test preparation materials LX-102  
 Exam Simulation Software

## **PROGRAM – LINUX PROFESSIONALS**

### **Student Learning Outcomes:**

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

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

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

- ✓ Junior Linux Administrator
- ✓ Junior Network Administrator
- ✓ Linux System Administrators
- ✓ Linux database administrator
- ✓ Web Administrator

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

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

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

1. Comptia Exam LX0-101
2. Comptia Exam LX0-102

## **PROGRAM - MICROSOFT CERTIFIED SOLUTIONS EXPERT**

### **PROGRAM DESCRIPTION**

The Microsoft Certified Solutions Expert (MCSE): Server Infrastructure certification validates your ability to build comprehensive server infrastructure solutions. Show that you have the skills needed to run a highly efficient and modern data center, with expertise in identity management, systems management, virtualization, storage, and networking. ABCO Technology has a comprehensive training program for students to prepare learning and obtain skills to become certified in MCSE 2012 Server Infrastructure.

Duration in Months	Clock Hours	Duration in Weeks	Max. Completion Time
11 Months	354Hours	44 Weeks	66 Weeks

### **Prerequisites:**

Before attending this course, students must have:

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

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

Course Numbers	Course Name	Course Prerequisite	Clock Hours	Duration in Weeks
MCS410	<b>Installing and Configuring Microsoft Windows Server 2012</b>	-	66	8Weeks
MCS411	<b>Administering Windows Server 2012</b>	MSC410	72	9Weeks
MCS412	<b>Configuring Advanced Windows Server 2012</b>	MSC411	72	9Weeks
MCS413	<b>Designing and Implementing a Server Infrastructure</b>	MSC412	72	9Weeks
MCS414	<b>Implementing an Advanced Server Infrastructure</b>	MSC413	72	9Weeks

### **COURSE DESCRIPTION**

#### **Microsoft MCS410: Installing and Configuring Microsoft Windows Server 2012**

This course introduces the new Windows Server 2012 administrative interface. It covers the different roles and features that are available with the Windows Server 2012 operating system. It also discusses the various installation and configuration options you can use when deploying and configuring Windows Server 2012.

#### **Microsoft MCS 411: Administering Windows Server 2012**

Learn how to administer Windows Server 2012 with this course. It primarily covers the administration tasks necessary to maintain a Windows Server 2012 infrastructure such as Implementing Server Images, User and Group management with Active Directory Domain Services (AD DS) and Group Policy, Remote Access and Network Policies, Data Security, Monitoring and Update Management.

## **PROGRAM- MICROSOFT CERTIFIED SOLUTIONS EXPERT**

### **Microsoft MCS412 - Configuring Advanced Windows Server 2012 Services**

This course is intended for IT professionals with hands-on experience implementing, managing, and maintaining a Windows Server 2012 infrastructure in an existing enterprise environment, who wish to acquire the skills and knowledge necessary to carry out advanced management and provisioning of services within the Windows Server 2012 environment. Students are typically experienced System Administrators and should have approximately two years of hands-on experience working in a Windows Server 2008 or Windows Server 2012 environment.

### **Microsoft MCS413 - Designing and Implementing a Server Infrastructure**

Candidates for this course have good Windows client and server operating system knowledge and basic AD DS and networking experience in an enterprise/small business (SMB) environment together with application configuration experience. This course is intended for IT professionals who are responsible for planning, designing, and deploying a physical and a logical Windows Server 2012 enterprise Active Directory Domain Services (AD DS) infrastructure including the network services necessary.

### **Microsoft MCS414 - Implementing an Advanced Server Infrastructure**

This course is intended for Information Technology (IT) professionals, who are responsible for planning, designing and deploying a physical and logical Windows Server 2012 enterprise and Active Directory Domain Services (AD DS) infrastructures including the network services. Candidates would typically have experience of previous Windows Server operating systems and have Windows Server 2012 certification

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

With Windows Server 2012, you will find exciting innovations in the areas of virtualization, networking, storage, and user experience. Designing, implementing, configuring, or managing a Windows Server infrastructure or desktops and devices in your organization. Earn recognition from your peers and employers and accelerate your career by achieving a Microsoft Certified Solutions Expert (MCSE) certification. Choose to earn either the MCSE: Server Infrastructure certification or the MCSE: Desktop Infrastructure certification. Student will obtain entry level position.

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

Both the MCSE: Server Infrastructure certification and the MCSE: Desktop Infrastructure certifications require the MCSA: Windows Server 2012 certification as a prerequisite. The MCSE: Server Infrastructure certification focuses on how to design, build, manage, and run a highly efficient data center. The MCSE: Desktop Infrastructure certification focuses on how to deploy and manage desktops and devices, allowing flexible, consistent, and reliable access to corporate services.

The MCSE: Server Infrastructure certification requires the MCSA: Windows Server 2012 certification as a prerequisite. The MCSE: Private Cloud certification requires the MCSA: Windows Server 2008 certification as a prerequisite. The MCSE: Server Infrastructure certification focuses on how to design, build, manage, and run a highly efficient data center. The MCSE: Private Cloud certification focuses on true infrastructure service capability, along with optimally managed application services within the data center.

## **PROGRAM - MICROSOFT CERTIFIED SOLUTIONS EXPERT**

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

### **Student Learning Outcomes:**

- Install and Configure Windows Server 2012.
- Describe AD DS infrastructure, and install and configure domain controllers.
- Manage AD DS objects.
- Automate AD DS administration.
- Describe Internet Protocol Version 4 (IPv4) addressing.
- Describe installing and configuring Dynamic Host Configuration Protocol (DHCP), in addition to managing a DHCP database.
- Describe name resolution for Windows operating system clients and Windows Server servers.
- Describe implementing IPv6 addressing.
- Describe implementing storage configuration options for Windows Server 2012
- Enable and configure file and print services in Windows Server 2012.
- Describe implementing Group Policy.
- Increase security in a Windows Server 2012 infrastructure by using Group Policy Objects, AppLocker, and Windows Firewall.
- Describe Microsoft Virtualization technologies, including Hyper-V.
- Implement a Group Policy infrastructure.
- Manage user desktops with Group Policy.
- Manage user and service accounts.
- Maintain Active Directory Domain Services (AD DS).
- Configure and troubleshoot Domain Name System (DNS).
- Configure and troubleshoot Remote Access.
- Install, configure, and troubleshoot the Network Policy Server (NPS) role.
- Implement Network Access Protection (NAP).
- Optimize file services.
- Configure encryption and advanced auditing.
- Deploy and maintain server images.
- Implement Update Management.
- Monitor Windows Server 2012.
- Implement advanced network services.
- Implement advanced file services.

## **PROGRAM - MICROSOFT CERTIFIED SOLUTIONS EXPERT**

### **INSTRUCTIONAL MATERIALS**

**Books:**

- Microsoft official academic courseware series 70-410: Installing and Configuring Windows Server 2012
- Microsoft official academic courseware series 70-411: Administering Windows Server 2012
- Microsoft official academic courseware series 70-412: Configuring Advanced Windows Server 2012 Services
- Microsoft official academic courseware series 70-413: Designing and Implementing a Server Infrastructure
- Microsoft official academic courseware series 70-414: Implementing an Advanced Server Infrastructure

**Supplies:**

- Microsoft Windows Server 2012 Server Academic Edition Training CD-ROM

**Materials:**

- Microsoft Exam 70-410 test preparation materials
- Microsoft Exam 70-411 test preparation materials
- Microsoft Exam 70-412 test preparation materials
- Microsoft Exam 70-413 test preparation materials
- Microsoft Exam 70-414 test preparation materials
- Exam Simulation Software

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

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

- ✓ Enterprise Engineers
- ✓ Network Engineers
- ✓ Enterprise Messaging Engineers
- ✓ Junior Administrators
- ✓ PC or support technician

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

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

Students must complete the following 5 courses to earn the MCSE server 2012 credential

1. Microsoft Exam 70-410 - Installing and Configuring Windows Server 2012
2. Microsoft Exam 70-411 - Administering Windows Server 2012
3. Microsoft Exam 70-412 - Configuring Advanced Windows Server 2012 Services
4. Microsoft Exam 70-413 - Designing and Implementing a Server Infrastructure
5. Microsoft Exam 70-414 - Implementing an Advanced Server Infrastructure



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

### **PROGRAM DESCRIPTION**

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

Duration in Months	Clock Hours	Duration in Weeks	Max. Completion Time
6 Months	<b>192Hours</b>	<b>24 Weeks</b>	<b>36 Weeks</b>

### **Prerequisites:**

Before attending this course, students must have:

- ✓ High School Diploma or equivalent
- ✓ Working knowledge of the PC and the Internet

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

Course Numbers	Course Name	Course Prerequisite	Clock Hours	Duration in Weeks
<b>MOUS101</b>	Microsoft Office Word – level 1	-	8	1 week
<b>MOUS102</b>	Microsoft Office Word – level 2	MOUS101	16	2 weeks
<b>MOUS103</b>	Microsoft Office Word – level 3	MOUS102	16	2 weeks
<b>MOUS201</b>	Microsoft Office Excel – level 1	-	8	1 week
<b>MOUS202</b>	Microsoft Office Excel – level 2	MOUS201	16	2 weeks
<b>MOUS203</b>	Microsoft Office Excel – level 3	MOUS202	16	2 weeks
<b>MOUS301</b>	Microsoft Office Access – level 1	-	8	1 week
<b>MOUS302</b>	Microsoft Office Access – level 2	MOUS301	16	2 weeks
<b>MOUS303</b>	Microsoft Office Access – level 3	MOUS302	16	2 weeks
<b>MOUS304</b>	Microsoft Office Access – level 4	MOUS303	16	2 weeks
<b>MOUS401</b>	Microsoft Office PowerPoint– level 1	-	8	1 week
<b>MOUS402</b>	Microsoft Office PowerPoint– level 2	MOUS401	16	2 weeks
<b>MOUS501</b>	Microsoft Office Outlook – level 1	-	8	1 week
<b>MOUS502</b>	Microsoft Office Outlook – level 2	MOUS501	16	2 weeks
<b>MOUS503</b>	Microsoft Office Outlook – level 3	MOUS502	16	2 weeks

### **Course Descriptions**

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

You will create, edit, and enhance standard business documents using Microsoft® Office Word 2010. Include special characters, graphical objects, organizing data in tables, proofing documents, controlling the appearance and printing documents.

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

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

Student will create complex documents and build personalized efficiency tools using Microsoft Office Word 2010. Include managing lists, customizing tables and charts, creating customized graphic elements, inserting content using Quick Parts, controlling text flow, automating the Mail Merge, and using templates and macros.

### **Microsoft Office Word - Level 3**

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

### **Microsoft Office Excel - Level 1**

Student will create and edit basic Microsoft Office Excel 2010 worksheets and workbooks including formulas managing multiple sheets and printing.

### **Microsoft Office Excel - Level 2**

Students will use advanced formulas and work with various tools to analyze data in spreadsheets. Include organizing table data, presenting data as charts, and enhancing the look and appeal of workbooks by adding graphical objects.

### **Microsoft Office Excel - Level 3**

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

### **Microsoft Office Access - Level 1**

Students will create and modify new databases and their various objects. Include building structure, managing data, querying a Database, designing forms and generating reports.

### **Microsoft Office Access - Level 2**

Students will improve, customize and join tables. Include creating flexible queries, improving forms and reports, controlling data entry, and sharing Access data with other applications.

### **Microsoft Office Access - Level 3**

Students will create complex Access databases by structuring existing data, writing advanced queries, working with macros, and performing database maintenance.

### **Microsoft Office Access - Level 4**

Students will exchange data with other applications, automate business processes by using VBA code, and secure and share databases.

### **Microsoft Office Power point - Level 1**

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

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

### **Microsoft Office Power point - Level 2**

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

### **Microsoft Office Outlook - Level 1**

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

### **Microsoft Office Outlook - Level 2**

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

### **Microsoft Office Outlook - Level 3**

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

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

Students will be able to apply for an entry level position, accounts, medical billing, insurance agents etc. However, the primary objective of the program is to enable students to seek employment as Administrative Assistants, Executive Assistants, Computer Operators, General Office Supervisors, and Microsoft Office Specialists.

### **INSTRUCTIONAL MATERIALS**

#### Books:

- Microsoft Office Word - Level 1
- Microsoft Office Word - Level 2
- Microsoft Office Word - Level 3
- Microsoft Office Excel - Level 1
- Microsoft Office Excel - Level 2
- Microsoft Office Excel - Level 3
- Microsoft Office Access - Level 1
- Microsoft Office Access - Level 2
- Microsoft Office Access - Level 3
- Microsoft Office Access - Level 4
- Microsoft Office Power point - Level 1
- Microsoft Office Power point - Level 2
- Microsoft Office Outlook - Level 1
- Microsoft Office Outlook - Level 2
- Microsoft Office Outlook - Level 3

#### Supplies:

- Microsoft Office CD-ROM Academic version

#### Materials:

- Microsoft Office test preparation materials

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

### **STUDENT LEARNING OUTCOMES:**

- Review and practice basic MS Office features
- Schedule appointments, request meetings, and filter incoming messages.
- Develop charts to meet audience request.
- Employ features to automatically update chart content from the internet.
- Adopt practice of creating, sorting, and querying tables.
- Demonstrate knowledge and understanding of form and report creation.
- Use macros, switchboards, pivot tables, and pivot charts to produce easily accessible and retrievable reports.
- Employ graphics and work art features to create professional newsletters.
- Create data sources to set up mail merge.
- Build keyboarding speed and accuracy techniques.
- Continue development of document editing and revising.
- Create presentations to aid in audience understanding.
- Devise advanced Excel formulas for creating and maintain significant, easy-to-digest data for diverse audiences.
- Construct financial and logical functions in Excel to calculate office expenses, costs, and earnings.
- Integrate internet research into easily digested Excel worksheets, charts, and graphs to aid in audience understanding.
- Combine Excel functions to link to outside sources and calculate presentation data.
- Formulate advanced Access functions to create and maintain significant, easy-to-digest data.
- Formulate analysis techniques to differentiate and assign data in Access to create specialized reports to aid in audience understanding.
- Synthesize and link data imported from external sources into Access documents to create and maintain continual updates.
- Integrate data from Word, Excel, Access, and PowerPoint in case studies to prepare students for "real world" scenarios.
- Refine proof-reading, editing, and revising techniques.
- Improve communication skills.
- Prioritize workload to accomplish goals and meet deadlines.
- Develop "solutions" that utilize office management skills to produce quality "solutions".

### **Employment Positions upon Completion**

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

- ✓ Administrative Assistant
- ✓ Office Assistant
- ✓ Software Test Engineer
- ✓ Marketing Representative
- ✓ Social Media Specialist

Microsoft Office 2010 gives you powerful tools to express your ideas, solve problems, and connect with people.

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

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

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

1. Microsoft Office Word 2010 - Exam 70-881; Microsoft Office Excel 2010 - Exam 70-882
2. Microsoft Office Power Point 2010 - Exam 70-883; Microsoft Office Outlook 2010 - Exam 70-884
3. Microsoft Office Access 2010 - Exam 70-885

## **PROGRAM – ORACLE DATABASE ADMINISTRATOR**

### **Program Description**

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

Duration in Months	Clock Hours	Duration in Weeks	Max. Completion Time
7 Months	234Hours	28 Weeks	42 Weeks

### **Prerequisites:**

Before attending this course, students must have:

- ✓ High School Diploma or equivalent
- ✓ Knowledge HTML and JavaScript or equivalent
- ✓ Database Fundamentals or equivalent

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

Course Numbers	Course Name	Course Prerequisite	Clock Hours	Duration in Weeks
<b>ORCL1Z0-051</b>	Introduction to Oracle—SQL Fundamentals	-	<b>24</b>	<b>4 weeks</b>
<b>ORCL1Z0-052</b>	Database Administrator I	ORCL1Z0-051	<b>24</b>	<b>12 weeks</b>
<b>ORCL1Z0-053</b>	Database Administrator II	ORCL1Z0-052	<b>24</b>	<b>12 weeks</b>

### **Course Descriptions**

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

This course introduces students to the fundamentals of SQL using Oracle Database 11g database technology. In this course students learn the concepts of relational databases and the powerful SQL programming language. This course provides the essential SQL skills that allow developers to write queries against single and multiple tables, manipulate data in tables, and create database objects.

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

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

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

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

## **PROGRAM – ORACLE DATABASE ADMINISTRATOR**

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

Students will be able to earn the Oracle certification for Oracle Database Administrator at the Associate and Professional Levels from Oracle Corporation. Students will acquire skills to seek entry level positions as Database Administrators, Database Backup Operators, Oracle Database Analysts and Oracle Database Optimizers.

### **INSTRUCTIONAL MATERIALS**

#### Books:

- Oracle 11g - Introduction To SQL - Part I
- Oracle 11g - Introduction To SQL - Part II
- Oracle 11g: Database Administration I - Part I
- Oracle 11g: Database Administration I - Part II
- Oracle 11g: Database Administration II - Part I
- Oracle 11g: Database Administration II - Part II

#### Supplies:

VMware Image of Oracle 11g installed on a Microsoft Windows 2008 Server

#### Materials:

- Test preparation material for exam IZO-051
- Test preparation material for exam IZO-052
- Test preparation material for exam IZO-053

### **STUDENT LEARNING OUTCOMES:**

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



## **PROGRAM – ORACLE DATABASE ADMINISTRATOR**

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

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

- ✓ Oracle Database Administrator
- ✓ System Analyst
- ✓ Database Planner

This program teaches students how to design and create a server using the Optimal Flexible Architecture (OFA), configure logical and physical structures, set up database and user security, add and administer users, monitor and tune main server areas, and handle issues in supporting Oracle® 8i and Oracle 9i databases. Students will develop the fundamental skills necessary to be an effective Oracle DBA.

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

Student may pass the following exams offered by Oracle; to become Oracle Database Administrator Certified Associate and Oracle Database Administrator Certified Professional to further their career:

1. Oracle Exam 1Z0-001
2. Oracle Exam 1Z0-052
3. Oracle Exam 1Z0-053

## **PROGRAM – PROGRAMMER**

### **Program Description**

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

Duration in Months	Clock Hours	Duration in Weeks	Max. Completion Time
20 Months	<b>690Hours</b>	<b>80 Weeks</b>	<b>120 Weeks</b>

### **Prerequisites:**

Before attending this course, students must have:

- ✓ High School Diploma or equivalent
- ✓ Knowledge of HTML and JavaScript or equivalent
- ✓ One year programmer or related experience

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

Course Numbers	Course Name	Course Prerequisite	Clock Hours	Duration in Weeks
<b>PRG 70-010</b>	C++ Programming for Non C Programmers	-	<b>106</b>	<b>14 weeks</b>
<b>PRG 70-513</b>	Windows Communication Foundation Development with Microsoft .NET Framework 4	PRG 70-010	<b>144</b>	<b>16 weeks</b>
<b>PRG 70-515</b>	Web Applications Development with Microsoft .NET Framework 4	PRG 70-513	<b>144</b>	<b>16 weeks</b>
<b>PRG 70-516</b>	Accessing Data with Microsoft .NET Framework 4	PRG 70-515	<b>144</b>	<b>16 weeks</b>
<b>PRG 70-519</b>	Pro: Designing and Developing Web Applications Using Microsoft .NET Framework 4	PRG 70-516	<b>152</b>	<b>18 weeks</b>

### **COURSE DESCRIPTIONS:**

#### **C++ Programming for Non-C Programmers**

This course is a comprehensive hands-on introduction to object-oriented programming in C++ for Non-C programmers. Emphasis is placed on the features of C++ that support effective modeling of the problem domain and re-use of code.

## **PROGRAM – PROGRAMMER**

### **Windows Communication Foundation Development with Microsoft .NET Framework 4 (70-513)**

This course is intended for professional .NET programmers who use Microsoft Visual Studio in a team-based, medium-sized to large development environment. Students should have experience consuming services within their Web and/or Windows client applications and be interested in learning to develop service-oriented applications (SOA) using WCF.

### **Web Applications Development with Microsoft .NET Framework 4 (70-515)**

In this course, students will learn to develop advanced ASP.NET MVC and Web Forms applications using .NET Framework 4 tools and technologies. The focus will be on coding activities that enhance the performance and scalability of the Web site application. ASP.NET MVC will be introduced and compared with Web Forms so that students know when each should/could be used.

### **Accessing Data with Microsoft .NET Framework 4 (70-516)**

This course is intended for professional .NET software developers who use Microsoft Visual Studio in a team-based, medium-sized to large development environment. They will have experience implementing data access and data binding within their Web and/or Windows client applications and are interested in learning to optimize data access code in their applications by using the Entity Framework, LINQ, and ADO.NET.

### **Designing and Developing Web Applications Using Microsoft .NET Framework 4 (70-519)**

This course is designed to test the candidate's knowledge on designing and developing Web applications using Microsoft .NET 4 and Visual Studio 2010.

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

Students will have the skills to complete the Microsoft Certified Professional Developer exams and earn the credential therewith. Students may seek entry level positions as Computer Programmers, Web Programmers, Software Developers, Program Designers and Web Developers.

### **INSTRUCTIONAL MATERIALS**

#### **Books:**

- C++ Programming for Non-C Programmers
- MCTS: .NET Framework 4 , Web Applications
- MCTS: .NET Framework 4, Service Communication Applications
- MCTS: .NET Framework 4, Data Access
- PRO: Designing and Developing Web Applications using Microsoft .NET Framework 4

#### **Supplies:**

- VMware image with Visual Studio 2010 installed on Windows 7 Image
- Web based projects using C# - Student Data Files

#### **Materials:**

- Exam simulation files using VCE – 70-513
- Exam simulation files using VCE – 70-515
- Exam simulation files using VCE – 70-516
- Exam simulation files using VCE – 70-519

## **PROGRAM – PROGRAMMER**

### **STUDENT LEARNING OUTCOMES:**

- Explain the .Net Platform.
- Configure and use Visual Studio .Net.
- Implement Methods.
- Implement encapsulation, inheritance and polymorphism in C#.
- Use C# within the .NET Framework.
- Use Microsoft ADO.NET and LINQ to access and manipulate data in a database.
- Describe the underlying architecture and design of a Web application.
- Apply best practices and make appropriate trade-offs based on business requirements when designing a Web application Develop MVC models and MVC controllers.
- Develop MVC views. Optimize the design of a Web application for discoverability by search engines.
- Write server-side code for Web Forms.
- Optimize data management for Web Forms.
- Ensure quality by debugging, unit testing, and refactoring.
- Secure a Web application.
- Apply Master Pages and CSS for a consistent application UI.
- Develop client-side scripts and services for a responsive, rich, and interactive UI.
- Implement advanced AJAX in a Web application.
- Deploy a Web application.
- Develop a Web application by using Silverlight.
- Implement Service-Oriented Architecture tenets in WCF services.
- Host WCF services in a variety of Windows hosts.
- Define and implement WCF service contracts, data contracts, and message contracts.
- Use multiple endpoints with various messaging patterns.
- Test, troubleshoot, monitor, and diagnose WCF services.
- Ensure service reliability using transactions and message queues.
- Secure WCF services using message and transport security.
- Extend WCF using behaviors, dispatchers, inspectors, and formatters.
- Evaluate a variety of business cases, and then select an appropriate combination of data access technologies and tools most appropriate to each case. Describe the roles of Entity Framework, WCF Data Services, and
- ADO.NET for building and maintaining applications
- Use LINQ on top of these technologies to improve productivity and the quality of their applications.
- Use the tools provided with the Entity Framework to map the conceptual model used by the business logic of an application to the logical data model provided by a database.
- Query an Entity Data Model (EDM) by using common methods such as LINQ to Entities, Entity SQL, and the classes in the Entity Client namespace.
- Perform data modification tasks on data in an EDM.
- Explain the function of the Object Services model implemented by the Entity Framework and the support provided by the Object Services API for addressing the issues faced by enterprise applications that have to handle multiple concurrent users simultaneously accessing the same data.
- Describe best practices for designing and building a scalable, optimized data access layer by using Object Services.

## **PROGRAM – PROGRAMMER**

### **STUDENT LEARNING OUTCOMES – continued**

- Customize and extend entities with their own business logic and use advanced mappings to shape the data model to their business and application requirements.
- Re-use existing business classes in a data access layer built by using the Entity Framework.
- Access offline data or data that has limited availability in client applications
- Design, develop, and consume a simple WCF Data Service.
- Use WCF Data Services to update and delete data and to handle multi-user concerns

### **Employment Positions upon Completion**

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

- ✓ Computer Programmer
- ✓ Software Developer Web Developer
- ✓ Software Developer, Database
- ✓ Software Developer / Business Analyst, Database
- ✓ NET Software Developer / Programmer
- ✓ Software Developer, Client Applications
- ✓ Software Developer / Business Analyst, Web Applications
- ✓ Application Developer

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

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

Students may pass all of the following exams offered by Microsoft to obtain the MCPD: Web Developer 4

1. Microsoft Exam 70-513: Windows Communication Foundation Development with Microsoft .NET Framework 4
2. Microsoft Exam 70-515: Web Applications Development with Microsoft .NET Framework 4
3. Microsoft Exam 70-516: Accessing Data with Microsoft .NET Framework 4
4. Microsoft Exam 70-519: Designing and Developing Web Applications Using Microsoft .NET Framework 4

**ACADEMIC POLICIES,**  
**STANDARDS &**  
**REQUIREMENTS**

## **ADMISSIONS REQUIREMENTS**

ABC Technology certainly wants you to experience an easy application process. Therefore, applicants will have an opportunity to be personally interviewed by a school representative who can help you, the student, pave the way for your career decisions. As an inquiring applicant, you will be given a tour of the campus and receive a catalog describing the course offerings and the school policies. Once it has been determined that you are interested in a specific program of study and that you would like to apply, an ABCO Technology representative will work with you to complete the requirements.

### **ADMISSIONS POLICIES & REQUIREMENTS**

ABC Technology has specific admissions criteria and students must provide documentation they can meet these requirements before the school will accept their application for enrollment. In addition to general admissions criteria certain courses or programs may require additional prerequisites before the student will be granted admissions into the program. The general admissions requirements are stated below and the prerequisites for each program may be obtained either from the admissions office, the school catalog, or from ABCO Technology website at [www.abcotechnology.edu](http://www.abcotechnology.edu)

### **REQUIRED DOCUMENTATION FOR ADMISSION CONSIDERATION:**

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

All applicants **MUST** have minimum High School, GED or GED equivalent education.

Un-Official high school transcript, copy of actual diploma or equivalent, Military DD214 documentation indicating High School equivalent validated, and/or college transcripts (mailed directly from sending institution) showing date of high school graduation.

- High school or postsecondary documentation from a country other than the United States must be translated and evaluated to be at least the equivalent of a U.S. high school diploma or college degree by an agency that is a member of the National Association of Credential
- Evaluation Services (NACES) or Association of International Credential Evaluators (AICE)
- Copy of Two forms of identification which can include any of the following
- Social Security Number
- U.S. Driver's License [Valid]
- U.S. Military ID [Valid]
- Non-Driver's Id issued by the state [United States ID]
- Passport
- Non-Citizen Identification Card
- Health Certificate
- Voter Registration ID



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

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

*Program specific admissions pre-requisites are listed with each program.*

## **ADMISSIONS REQUIREMENTS FOR INTERNATIONAL STUDENTS**

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

## **ADMISSIONS PROCEDURE**

Inquiring applicants are scheduled to visit the school.

- ❖ Inquiring applicants must have a personal interview with an Admission Recruitment Representative.
- ❖ While visiting the school, applicants receive and have the opportunity to complete an application for enrollment. The Admissions Recruitment Representative explains the steps for enrollment requirements.
- ❖ Inquiring applicants receive a tour of the campus, the school's current catalog, and the school performance fact sheets.
- ❖ Inquiring applicants receive an overview and curriculum of the inquired programs.
- ❖ The Financial Services Representative discusses with the inquiring applicants the financial details payment method, terms and plans.
- ❖ Applicants will complete the enrollment with the Admissions Representative. Student must submit their High School Diploma or equivalent, or GED.
- ❖ Upon acceptance into the school, the applicant will complete the agreement that includes the terms of the registration fee and tuition. If the school rejects the applicant, he/she will be notified immediately and all sums paid as part of the program tuition will be fully refunded to the student

## **DISCLOSURES FOR ALL STUDENTS**

- ✚ ABCO Technology offers classes in **ENGLISH LANGUAGE ONLY**
- ✚ ABCO will Not Offer any Program, its courses or instructions other than the English language.
- ✚ ABCO Technology **DOES NOT PROVIDE VISA** Services to prospects and students.
- ✚ ABCO Technology’s minimum admissions requirement also includes a standard level of English language proficiency, which includes reading, writing and speaking of English. ABCO will accept any available documentation of language proficiency, such as the Test of English as a Foreign Language (TOEFL).
- ✚ ABCO Technology **DOES NOT OFFER ONLINE** training or distance study programs. All courses are taught at our institution address: 6733 S. Sepulveda Blvd, Suite 106, Los Angeles, CA 90045 by our highly skilled instructors.

## **HOUSING SERVICES POLICY AND INFORMATION**

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

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

All students who failed to meet minimum requirements related to submission of the copy of high school diploma or an equivalent due to reasons such as: loss of records due to fire or flood, inability to obtain records, homeschooled students, etc.

ABCOTechnology will require students to attempt and pass the Wonderlic Basic Skills Test to evaluate their ability-to-benefit from the program. The test is basis English and Math test, approved by the US Department of Education; the Wonderlic Basic Skills Test measures basic verbal and quantitative skills to assist in student admissions and placement into their respective programs.

All students who failed to meet minimum requirements related to submission of the copy of high school diploma or an equivalent due to reasons such as; loss of records due to fire or flood, inability to obtain records, home schooled students, etc. ABCOTechnology will require students to attempt and pass the Wonderlic Basic Skills Test to evaluate their ability-to-benefit from the program.

### **ABOUT THE TEST:**

The test is basis English and Math test, approved by the US Department of Education; the Wonderlic Basic Skills Test measures basic verbal and quantitative skills to assist in student admissions and placement into their respective programs.

Admissions Representative Conduct the test for all students who failed to produce high school diploma prior to completion of enrollment process.

The tests ABCOTechnology consist of following parts:

- (1) WBST Verbal Form VS-1 (sealed booklet delivered from wonderlic)
- (2) WBST quantitative Form QS-1 (sealed booklet delivered from wonderlic)
- (3) One scantron – to mark answer for both VS-1 and QS-1

Each test is timed for 20 minutes – All answers must be marked with lead pencils. Candidate who attempts these tests will break the seal of booklet and using lead pencils complete all the required personal information fields on booklets and mark the answers on scantron. Candidate may request to take a break in between these tests. After test complete admissions rep will collect all test booklets and scantron and inform student ABCOTechnology will inform him/her with the results after scoring tests. ABCOTechnology scores the test results through the Wonderlic Website.

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

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

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

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

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

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

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

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

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

### **PROVISION TO APPEAL:**

Report from Director of Education may be considered final; however students do have a right to appeal if they think that the evaluation and assessment tests may not done correctly in that case School's Director will review all final reports submitted by the Director of Education and may schedule an interview with the student. Final

decision and award of credit will be completely at Director's discretion. Student will be informed of school's decision.

### **CHARGES TO EVALUATE THE TRANSFER OF CREDIT**

ABCO Technology DOES NOT charge for evaluation and assessments of Transfer of Credits at this time

## **ATTENDANCE REQUIREMENTS AND POLICIES**

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

## **LIBRARY & LEARNING RESOURCE SYSTEM**

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

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

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

## **CLOCK HOURS / CREDIT UNIT**

ABCO Technology ONLY offers clock hours for all its programs and does not convert clock hours for credit hours at this time.

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

## **SATISFACTORY ACADEMIC PROGRESS POLICY**

The progress and evaluation of each student is monitored and graded in intervals at the end of each module throughout the course of the program using individual Progress Reports. The Progress Reports also include the current Cumulative Grade Point Average (CGPA). Grades are based on a combination of objective and subjective evaluations of written and verbal tests/quizzes and practical application. Each module is divided into classroom instruction, written work and lab/practice time.

Programs academic progress will be measured at the end of the first academic evaluation period. The end of the first academic evaluation period year is at the point the student successfully completes ½ of the clock hours (earned a passing grade or otherwise received credit associated with those hours in completed modules) and at least ½ the weeks in the program. To maintain Satisfactory Academic Progress, a student must:

- ✓ Have a Cumulative Grade Point Average (CGPA) of 70% or better.
- ✓ Progress at a satisfactory rate toward completion of their program; at the end of the first academic evaluation period, the student must have successfully completed 66.67% of all coursework attempted in the program.
- ✓ Complete the training programs within 150 percent of the published program lengths

## **GRADING SYSTEM**

Students are evaluated on a regular basis on subject matters. The evaluations are measured on a standard percentile basis and the percentage converted to a letter grade and a point grade. The evaluation form reflects the overall attendance and academic progress of the student. Students must maintain a “C” (70%) average to maintain satisfactory academic status. The grading systems detailed below are the systems utilized in the school.

**A - 90%-100%**

**B - 80%-89%**

**C - 70%-79%**

**F - 69% or below**

## **TRANSCRIPTS**

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

## **MAXIMUM COMPLETION TIME FOR PROGRAMS**

A student is not allowed more than 1.5 times or 150% of the standard length of the program in which to complete the requirements for graduation. The requirements for rate of progress are to ensure that students are progressing at a rate at which they will be able to complete their program within the maximum time frame. If a student does not complete the program within the maximum time frame, the student will be dropped from the program. See section List of Programs, Duration, Clock Hours and maximum completion times for each program.

## **INCOMPLETE COURSES**

Students are required to make up all incomplete assignments and work missed in a course as a result of absences within fourteen (14) days from the end of the course. After fourteen (14) days a failing grade will be assigned to all incomplete or missing work.

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

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

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

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



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

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

## **TUITION POLICY**

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

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

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

## **LEAVE OF ABSENCE POLICY**

ABCOTechnology does not promote leave of absences except for eligible cases. The period of the leave of absence will not begin until the school has approved a written and signed request for an approved leave of absence by the student. A leave of absence period may not exceed 180 days within any 12-month period. ABCOTechnology will grant more than one leave of absence in the event that unforeseen circumstances arise, such as medical reasons affecting the student or a member of student's immediate family, military service requirements, or jury duty, provided that the combined leaves of absence do not exceed 180 days within the 12-month period. The program is required to be completed within 1.5 times of the length of the program. If the student does not return following the leave of absence, ABCOTechnology will terminate the student's enrollment and will apply the school's refund policy in accordance with applicable and published requirements. Students must request for the leave of absence within an appropriate time before the class starts. If the leave is not approved, the student will be dropped from the course and/or program.

## **TARDINESS & ABSENT POLICIES**

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

### **TARDINESS POLICY:**

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

### **ABSENT POLICY:**

All students are required to contact the school and/or instructor in advance, via email and/or phone call, if they are not able to attend class. In case of an emergency, students may request a leave of absence from the course as

per ABCO technology's leave of absence policies. Excessive or continuous absence may result in probation, low grades; provide grounds for disciplinary action and/or termination from the program.

## **CONDUCT POLICY**

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

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

## **DISCIPLINARY POLICY & MISCONDUCTS**

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

### **TYPES OF MISCONDUCTS:**

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

1. **Academic Dishonesty:** All forms of academic misconduct, including but not limited to cheating, fabrication, plagiarism, multiple admissions, knowingly furnishing false information or facilitating academic dishonesty.
2. **Fabrication:** Includes, but is not limited to, falsification or invention of any information or citation in an academic exercise.
3. **Forgery:** An alteration, or misuse of any institution document, record, key, electronic device, or identification. This applies to any individual for whom the institution maintains records regardless of current student status.
4. **Multiple submissions:** Includes, but is not limited to, the re-submission by a student for any course which has been previously submitted for credit in an identical or similar form in one course to fulfill the requirements of a second course, without the informed permission/consent of the instructor of the second course; or the submission by a student of any work submitted for credit in identical or similar form in one course to fulfill the requirements of a concurrent course, without the permission/consent of the instructors of both courses.
5. **Plagiarism:** Includes, but is not limited to, the use of another's words or ideas as if they were one's own. This could be with the intent to deceive or by the omission of the true source, part of or an entire work produced by someone other than the student. It could be obtained by purchase or otherwise,

presented as the student's original work or representing identifiable but altered ideas, data, or writing of another person as if those ideas, data, or writing were the student's original work.

6. **Computers:** Theft or other abuse of computing facilities or computers, including but not limited to unauthorized entry into a file to use, read, or change the contents or for any other purpose, unauthorized transfer of a file, unauthorized use of another individual's identification or password, use of computing facilities to interfere with the work of another student, faculty member, or institution official, or the institution computing system. Violation of the Institution of California or any ABCO Technology acceptable or allowable use policy is also considered a violation.
7. **Cheating:** Includes, but is not limited to, the use of unauthorized materials, information, study aids in any academic exercise, helping another student commit an act of academic fraud, or failure to observe the expressed procedures or instructions of an academic exercise (e.g. Examination instructions regarding alternate seating or conversation during an examination).
8. **Physical abuse:** Including but not limited to rape, sexual assault, sex offenses, other physical assault; threats of violence, or conduct that threatens the health or safety of any person. Knowingly infecting school's computers with viruses is a ground for dismissal.
9. **Unauthorized Conduct:** Unauthorized possession of, receipt of, duplication of, or use of the institution's name, insignia, or seal. Unauthorized entry or use of any institution properties, equipment, resources, or services, selling or distributing course lecture notes, handouts, readers, or other information provided by an instructor, or using them for any commercial purpose, without the express permission of the instructor, or selling commencement tickets.
10. **Miscellaneous:** The following are grounds for immediate termination from school. Use, possess or distribution of alcoholic beverages, controlled substances, firearms, weapons, explosives and/or dangerous chemicals on school premises.

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

## **PROBATION AND TERMINATION POLICIES**

ABCOTechnology has established a list of educational standards, which apply to students and faculty. Violations of these standards will result in student probation. Egregious/repeat offenders may be terminated from their program of study. The following violations may be considered as grounds for probation or termination from ABCOTechnology.

### **GROUND FOR PROBATION:**

At the end of the first academic evaluation period students whose cumulative grade point average (CGPA) falls below 70% and/or they fail to complete 66.67% of all coursework taken in the program at the end of the academic evaluation period, fails to meet Satisfactory Academic Progress(SAP). The end of the first academic evaluation period is at the point the student successfully completes ½ of the program clock hours (earned a passing grade or otherwise received credit associated with those hours in completed modules) and at least ½ the weeks in the program. Students will be notified of their status. Students, who fail to meet SAP, will be placed on an Academic Probation.

Students will be put on Academic Probation at the start of the following module. As part of the probation the student must agree with and sign a written academic plan developed and approved by the appeal committee which documents that the student will be required to attain CGPA and rate of progress milestones by the next evaluation point or designated point in time. The probation period will typically be the duration of one module, during which time the student will be given the opportunity to raise his or her CGPA to a minimum of 70% and/or meet the 66.67% completion requirement. The academic plan will enable the student to return to satisfactory academic progress status. The plan must be of definite duration that may not extend beyond the number of modules remaining in the student's maximum time frame for the program. The student must be able to achieve a 70 cumulative GPA by the end of the academic plan period. Upon completion of the academic plan the student must still be able to complete the program within the maximum time frame. The academic plan must detail courses to be taken and grades expected. The academic plan may also provide expectations related to attendance, remediation, conduct, and other measures intended to lead to academic success.

### **GROUND FOR TERMINATION:**

Failure to meet the stated CGPA and rate of progress milestones at the end of the probation period /evaluation point will result in a permanent dismissal from the program with no right to appeal. Note: A veteran who fails to meet satisfactory academic progress status following one grading period on probation will be reported to the 13 Veterans Administration, and his or her benefits will be terminated. The Veteran will not be permitted to be on probation for more than two terms.

### **REINSTATEMENT:**

A terminated student must re-enroll and have a session with the School Counselor prior to enrollment. The School Director and the Director of Education must approve the enrollment before it takes effect.

## **STUDENT GRIEVANCE POLICY & PROCEDURE**

### **DEFINITION**

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

### **POLICY**

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

### **PROCEDURE**

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

Any student's wishes to file a complaint against ABCOTechnology, its courses, faculty or staff, the complaint must be submitted to ABCOTechnology in writing.

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

The registrar is regularly accessible during normal business hours, Mon-Fri 9:00a.m. Till 6:00 p.m. Students may submit their complaints to the attention of the School's Registrar at the address

**6733 S. Sepulveda Blvd, Suite 106, Los Angeles, CA 90045 or [aahmed@abcotechnology.com](mailto:aahmed@abcotechnology.com) |  
Fax at (310) 216-4311**

## **COMPLAINT PROCEDURE**

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

**Designated Personnel** - ABCO Technology has a designated Student Registrar, to receive and resolve student complaints. The registrar is regularly accessible during normal business hours: Mon-Fri 9:00a.m. till 6:00 p.m.

**Student may submit their complaints to the attention of the School's Registrar at the address:**

**6733 S. Sepulveda Blvd, Suite 106, Los Angeles, CA 90045 or**

**Email: aahmed@abcotechnology.com | Fax at (310) 216-4311**

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

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

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

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



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

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

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

## **REFUNDS**

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

A notice of cancellation shall be in writing, and a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. Notice of Cancellation is enclosed in the student's packet for student's convenience, student may sign and date the notice of cancellation and send directly to the school at the address: Attn: Registrar - 6733 S. Sepulveda Blvd Suite 106, Los Angeles, CA 90045 or fax at 310-216-4311. Student may contact school for a withdrawal or cancellation from the program, via email or by submitting signed notice of cancellation.

### **WITHDRAWAL FROM THE PROGRAM**

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

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

## REFUNDS TERMS & POLICIES

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

## REFUND CALCULATIONS

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

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

**Refund for Books, Supplies and Materials:** Cost of books, supplies and materials is non-refundable after 10days, from the date issued by the school or 10 days after withdrawal, whichever occurs earlier, this policy applies only for private pay student refund calculations. See return policy details and acceptable condition in student enrollment agreement. Students who choose to purchase books from outside vendors must follow a specified vendor refund policy. For purposes of determining a refund, a student shall be considered to have

withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy as stated in catalog. A refund of any credit balance on the student's account must be returned within 45 days after the date of determination as per the student's completion of the withdrawal form or the educational program in which the student was enrolled.

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

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

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

**REFUND FOR STATE FUNDS** - Students who enrolled under the provision of State funding include Workforce investment Act (WIA), Department of Veterans Affairs (VA-chapter31), Department of Rehabilitation (DOR) or third party funding, may receive refund from in accordance with the terms and conditions as set forth by the contracting agency representing the training funds and rights of students.

**STUDENT COMPLAINT PROCEDURE BY ACCSC**

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

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

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

## RETENTION OF STUDENT RECORDS / RECORD KEEPING

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

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

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

**Safekeeping of Records:** All student files are located and kept safe at 6733 S. Sepulveda Blvd, Suite 106, Los Angeles, CA 90045. In addition, all student records are scanned and saved on a file server as part of ABCO Technology record back up and safekeeping policy. The institution maintains a file server that can immediately reproduce exact, legible printed copies of stored records. All students records are accessible and may will be released upon request to authorized personnel.

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

## HOLIDAYS FOR THE YEAR 2015

School opens	January 05, 2015
Martin Luther King Day	January 19, 2015
Super Bowl Day off	February 1, 2015
Presidents Day	February 16, 2015
Good Friday & Weekend	April 3 – April 5, 2015
Memorial Day & Weekend	May 22 – May 25, 2015
Independence day/Weekend	July 4 – July 5, 2015
Labor Day Weekend	Sept 4 – Sept 7, 2015
Veterans Day	Nov 11, 2015
Thanksgiving Weekend	Nov 26 – Nov 30, 2015
Winter Break	Dec 21, 2015 – Jan 3, 2016
School opens for 2016	Jan 4, 2016

## ANY QUESTIONS

“Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 [www.bppe.ca.gov](http://www.bppe.ca.gov) Toll-free telephone number (888) 370-7589 or by fax (916) 263-1897”

# **STUDENT SERVICES**

## **STUDENT CAREER COUNSELING**

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

## **SCHEDULES & CHANGE OF SCHEDULE**

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

## **CLASS RE-TAKE REQUEST**

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

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

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

## **LEAVE OF ABSENCE REQUEST**

A student may request a leave of absence from their program. The student must obtain a Leave of Absence form, which is available from the Admissions Department or Registrar. The form must be submitted in writing. ABCO Technology Registrar will inform students via electronic mail with the decision of ABCO. If leave of absence is not approved, students do have provision to appeal to the school's Director.

## **STUDENT RECORD RELEASE REQUEST**

All students may request any academic documentation that will be delivered electronically or via mail.

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

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

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

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

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

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

## **TEST PROCTORING SERVICES**

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



## **JOB PLACEMENT ASSISTANCE PROGRAM**

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

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

ABCOTechnology employs a designated Job Development Coordinator (JDC), who is available to all students on the campus of ABCOTechnology. The JDC along with the school's counselor assists all students and graduates to find gainful employment. Students may contact the JDC during normal business hours: Mon-Fri 9:00 a.m. till 6:00 p.m. at our campus address located at 6733 S. Sepulveda Blvd, Suite 106, Los Angeles, CA 90045 Email: [aahmed@abcotechnology.com](mailto:aahmed@abcotechnology.com), Fax at (310) 216-4311 or Phone at (310) 216-3067 Ext 204

### **PROGRAM DESCRIPTION AND SPECIFICATION**

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

### **THE STUDENT'S RESPONSIBILITIES**

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

**The JDC will assist and coordinate all student meetings with the School's officials with regards to Job Placement Assistance. This coordination will be achieved via emails/Phone requests or faxes.**

## PLACEMENT ASSISTANCE SERVICES

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

- ❖ **Placement Orientation Meetings:** This is the first meeting the JDC will hold with the student. The purpose for this first meeting is to interview the student, explain the program's path, job placement assistance procedures and the student's responsibilities as a participant of the program.
- ❖ **Placement Assistance Interviews and Evaluations:** Includes: assessment, evaluation, plan of action and creating a successful path for the student to find gainful employment. Job Placement assistance includes obtaining the student's detailed employment history and job skills assessment while ensuring professionalism at all times. The JDC will educate the student on the current labor market and its requirements, as well as provide schedules for future meetings as needed.
- ❖ **Resume writing assistance:** The School Counselor will meet with and assist students to provide resume building assistance.
- ❖ **Career Placement Follow up:** The JDC will assist ABCOTechnology's students with regular and periodic follow-ups.
- ❖ **Job Researching Techniques:** ABCOTechnology's Counselor and the JDC will assist all students with their specific labor market researching techniques, as well as provide all current labor market information. A student may be required to attend job fairs and seminars as a part of their obligations under ABCOTechnology's job placement assistance program.
- ❖ **Interview sessions** – The School Counselor and the JDC will meet with students in order to provide assistance in planning for a possible future job interview. The JDC will discuss and educate students on job specific interview questions and skills.
- ❖ **Job Interview Role Playing:** The School Counselor and the JDC will provide training techniques for successfully completing a job interview.
- ❖ **Placement Assistance Program Disclosure:** ABCOTechnology offers job placement assistance to all the graduating students. These services are NOT a guarantee or a promise for a job. ABCOTechnology does not promise any internal or external internship to any of the students. All services will be provided to assist students in obtaining gainful employment.

## STUDENT SERVICES INQUIRIES

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

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

# FINANCIAL INFORMATION

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

<b>PROGRAM NAME</b>	<b>Registration Fees*</b>	<b>Tuition</b>	<b>Books</b>	<b>Supplies</b>	<b>Materials</b>	<b>Exam Vouchers</b>	<b>TOTAL FEES</b>
<b>A+ Certification</b>	\$125.00	\$2,499.00	\$50.00	\$300.00	\$280.00	\$475.00	\$3,729.00
<b>Certified Internet Webmaster</b>	\$125.00	\$7599.00	\$979.00	\$1,650.00	\$150.00	\$450.00	\$10,953.00
<b>Cisco Certified Network Associate</b>	\$125.00	\$2,880.00	\$150.00	\$233.00	\$180.00	\$300.00	\$3,868.00
<b>Linux Professional</b>	\$125.00	\$4,800.00	\$250.00	\$350.00	\$100.00	\$446.00	\$6,071.00
<b>Microsoft Certified Systems Engineer (MCSE)</b>	\$125.00	\$7699.00	\$940.00	\$950.00	\$455.00	\$800.00	\$10,969.00
<b>Microsoft Office User Specialist</b>	\$125.00	\$3,456.00	\$600.00	\$450.00	\$150.00	\$490.00	\$5,271.00
<b>Oracle Database Administrator</b>	\$125.00	\$6,799.00	\$1,050.00	\$650.00	\$255.00	\$820.00	\$9,699.00
<b>Programmer</b>	\$125.00	\$8500.00	\$950.00	\$0.00	\$157.00	\$1332.00	\$11,064.00

Tuition and Fees are subject to change  
 Registration Fees: A Non-Refundable fee.  
 Cost updated 7/1/2015

**STRF Fees:**

As of January 2015 this ABCO Technology do not collect this fees as part of State of California Requirement.

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

Students with education funded using personal funds: Students may choose to purchase all books, supplies, materials and official exams vouchers from ABCO technology at the cost listed above OR select an option to purchase each item individually from a third party or external vendor. However, the edition and version of books, supplies and materials must exactly match with the requirements of the course. Student need to indicate their choice at the time of enrollment and mark their option on enrollment agreement.

**Students with education funded, using Third Party Funds (Government Funding Programs):**

All qualified students whose training is funded by third party organizations or entities like Workforce Investment Act (WIA), Department of Veterans Affairs (VA), and Department of Rehabilitation (DOR) will/may receive all of the above listed items depending on ABCO Technology’s contract with the respective third party agency funding the student’s education. Student Tuition Recovery funds (STRF) will not be charged. Costs for all books, supplies, learning materials and exam vouchers may be included with the total tuition cost for qualified students receiving funding from these government programs. Each program’s total costs and its itemized breakdowns are pre-defined within the contract with each governmental agency funding the student’s education.

**AVAILABLE FUNDING PROGRAMS**

1. ABCO TECHNOLOGY’S STUDENT TUITION PAYMENT PLAN
2. GOVERNMENT FUNDING PROGRAMS\*
  - Employment Development Department - Work Source Investment ACT (WIA)
  - Department of Rehabilitation
  - Department of Workmen's Compensation Insurance Funding
  - Department of Veteran Affairs

**ABCO TECHNOLOGY’S IN-HOUSE FINANCIAL PAYMENT PLAN**

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

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

- Student must have a job
- Complete a form for financial assessment
- Copies of last pay-stub
- Minimum registration fee \$125

## ABCO TECHNOLOGY IN-HOUSE TUITION PAYMENT PLAN DISCLOSURES

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

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

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

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

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

ABCO Technology Refund policy will be applied as per State requirements as disclosed in this catalog.

## FEDERAL OR STATE FINANCIAL AID PROGRAMS

ABCO Technology is NOT engaged in State or Federal Financial Aid programs or Title IV funding at this time.

## LOAN PROGRAMS

ABCO Technology is NOT engaged in Loan Programs at this time.

**However we may begin loan programs by April 1, 2015. Please check our catalog and website again in April 2015 at [www.abcototechnology.edu](http://www.abcototechnology.edu).**

## GOVERNMENT FUNDED STUDENT PROGRAMS

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

### **EMPLOYMENT DEVELOPMENT DEPARTMENT (EDD) WORKSOURCE INVESTMENT ACT (WIA)**

ABCO Technology will be found on EDD's website as an approved training provider. Students must qualify from their assigned EDD office for the approved training program. An eligibility questionnaire or qualifying brochure can be obtained either from EDD's website

<http://www.edd.ca.gov/unemployment/eligibility.htm> or by calling (866) 333-4606 or (800) 300-5616

### **CALIFORNIA DEPARTMENT OF REHABILITATION (DOR)**

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

### **WORKMEN'S COMPENSATION INSURANCE**

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

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

Refund policy can be found within the "Standard Training Agreement" student must sign with their respective agency at the time of approval of funds. Agreements and refund terms and conditions may vary with each department within the agency. Student must contact their respective counselor or case manager for details.

In case of withdrawals, refunds will be calculated as per State of California BPPE regulations. A written request of refund from student is must. After receiving withdrawal request from student ABCO will formally notify respective counselor/case representative at the related funding government agency. Refunds will be processed after receiving written confirmation of withdrawal from the program from respective department case counselor.

To process refund for third party funding ABCO must require

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

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



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

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

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

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

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

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

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

**Which Chapters are covered?**

ABCOTechnology programs can be offered to a Veteran qualified from any chapter. That includes Chapter 33s and Chapter Non-33s.

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

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

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

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

**REFUND POLICY FOR VETERANS:**

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

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

- Students must discuss the payment options and terms of payment with the Financial Aid Representative prior to signing enrollment agreement.
- A non-refundable registration fee and non-refundable student tuition recovery fund is charged as stated explicitly to the student at the time of enrollment in the program.
- Students are allowed to make payments via check, credit cards, money orders, personal loans, loan guaranteed to student by Federal or State government or third party loans.

### **STUDENT LOANS**

- If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the money's not paid from federal student financial aid program funds.
- If the student is eligible for a loan guaranteed by the Federal or State government and student defaults on loan, both of the following may occur:
  - (a) The Federal or State government or a loan guarantee agency may take action against the student, including applying for income tax refund to which the person (student) is entitled to reduce the balance owed on the loan.
  - (b) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid by the student.

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

**GOVERNMENT APPROVALS AND FUNDS:** The following applies to qualified students only:

- Students, who are funded by the State of California agencies, including Workforce Investment Act (WIA), Department of Rehabilitation (DOR) and Department of Veteran Affairs (VA) for the approved training program, will receive training funds as a result of ABCO Technology's contract with specified governmental agency.
- Students may not be responsible to make payments for the approved and qualified program(s).

In case the student is enrolled in a program(s) for which the funds are not approved or partially approved, the student may be responsible to make payments. Any arrangements made will be considered as amendment of enrollment agreement and must be stated clearly on the enrollment agreement and agreed upon by the student and the designated ABCO Technology school official. In these specified cases, the enrollment agreement and amendment of enrollment will be valid only if agreed upon, dated and signed by the student and ABCO Technology school official.

## SCHEDULE OF PAYMENTS / PAYMENT PLANS:

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

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

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

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

ABCO Technology has implemented two options for the purchase of books, supplies and materials designed to help our students.

### **PRIVATE PAY STUDENTS:**

Students who enroll under this agreement pays using personal funds are offered two options.

- Purchase from ABCO Technology: Students may choose to buy books, supplies and materials from ABCO Technology. The itemized breakdown of its cost is stated in school catalog within the schedule of charges for the program. The cost of books, supplies and materials will be included in the approved total charges due upon enrollment and will be stated on the first page of student's enrollment agreement.
- Purchase directly from vendors: Students may choose to purchase all books, supplies and materials directly from the same vendors ABCO uses, or shop for an approved outside/online vendor. ABCO will provide the list of books with ISBN numbers, versions and all necessary details and vendor resources, these accommodations are offered and adopted to assist and for the convenience of students.

If student chooses to purchase directly from vendor, the total charges on enrollment agreement will not include cost for books, supplies and materials, student is not responsible to make payments for any of the books, supplies or materials. However student is responsible to purchase books before the first day of class.

### **STATE FUNDS**

Students enrolled under State of California funding will be issued all books, supplies and materials purchased for them by ABCO Technology, and in accordance with the terms established by the specified paying governmental agency. The itemized cost breakdown is stated in this catalog within the schedule of charges for the program and will be included in the approved total charges due upon enrollment as stated on the first page of student's Enrollment Agreement.

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

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

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

### **For students who purchase books, supplies & materials from outside vendors:**

Students who choose to purchase books from outside vendor must follow a specified vendor refund policy, buying books from outside vendors is the student's responsibility and is not part of ABCO Technology's contract with student or vendor.

### **State Funds:**

Students who enrolled under the provisions of the State training funds may receive a refund in accordance with the terms and conditions as set forth by the contracting agency that represents the training funds and rights of students.

## **NON APPLICABLE CHARGES**

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

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

## **OTHER CHARGES**

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

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

**2. Late Payment Fees for students with education funded using personal loans/funds:**

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

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

## **HOW TO APPLY FOR ENROLLMENT**

**PH: 310-216-3067**

**Call us, Schedule a meeting,  
Apply to enroll!**



### **Walk-ins Welcome**

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

**Apply & Register online**

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

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



#### **Early Registration Benefits:**

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

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

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

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

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

**6733 SEPULVEDA BLVD, SUITE #106**

**LOS ANGELES, CA 90045**