

Advanced Computer Training and Certification at its best..



Catalog January 1st to December 31st 2012
www.abcotechnology.com



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DIRECTOR'S MESSAGE

*Thank you for your interest in selecting ABCO Technology. We are pleased that you have joined us to either 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.*

*“ABCO Technology is a Private institution and is licensed to operate by the
The Bureau for Private Postsecondary Education (‘Bureau”).*

An approval to operate by Bureau means compliance with State standard as set forth in California Education Code and that the Bureau has determined and certified that the institution meets the minimum standards for integrity, financial stability, and educational quality, including the instruction by qualified faculty and the appropriate assessment of students’ achievements prior to, during, and at the end of its programs”.

This catalog provides all the necessary information required by the prospective student, such as program information and description, pre-requisites, 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
Director

Presents the Catalog for January 2012 - December 2012



MISSION STATEMENT

ABCO Technology is a computer training school and an institution engaged in providing job training for all types of applications and software used in the real world job environment. ABCO caters to all individual ranging from beginner level computer user to IT professionals.

ABCO Technology graduates are prepared to take on the challenges they will face in today's job market.

ABCO's mission is multiple. We endeavor to make our students employable in the field of Information Technology as Network Engineers, Web Design & Developers, Database Administrators and Programmers. Our desire is to create value, earn trust, deliver results, exceed expectation and empower people.

Effective this year, ABCO Technology is working with key members and industry professionals within our community to specifically improve & develop placement assistance and job development coordination.

APPROVED / LICENSED TO OPERATE BY BUREAU

ABCO Technology is a Private institution and is licensed to operate by the Bureau for Private Postsecondary Education (BPPE). An approval to operate by Bureau means compliance with State standard as set forth in California Education Code.

QUESTION ?

Any question a student may have regarding this catalog that has not been clear to you or not been satisfactorily answered, please feel free to contact;

Director of ABCO Technology
6733 S. Sepulveda Blvd; Suite 106,
Los Angeles, CA 90045

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REVIEW DOCUMENTS PRIOR TO SIGNING

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.

CLASS SESSIONS

ABCO Technology is a vocational training school. All class sessions will be held at ABCO Technology main branch, ABCO Technology does not have any other branches or satellite campus. All class sessions will be held at the address 6733 S. Sepulveda Blvd; Suite 106, Los Angeles, CA 90045. ABCO Technology may offer on-site training upon request as part of the corporate training solution provider or a consultant.

ABCO Technology Catalog Contents

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Introduction

ABC Technology is a vocational school offering training in the field of Information Technology. We are located approximately 2 miles north of the Los Angeles Airport, in California.

Information Technology Training Provider:

ABC Technology is a private institution and is providing job training for applications used in the workplace, and at home. ABCO Technology is a proud member of the Better Business Bureau and licensed to operate by the California Bureau for Private Post Secondary Education (BPPE). We provide hand-on training in the field of Information Technology, to all qualified student. Our programs and curriculums are designed for students to obtain certifications from CompTia, Microsoft, Oracle, Cisco and other leading vendors of the IT industry, and seek gainful employment as Network Administrators, Database Developers, Programmers, Web Design and Developers and Systems Engineers. Our training includes all levels which range from the beginner to the experienced IT professional.

ABCO Technology has a proud history of serving southern California community since the year 2000 providing placement assistance to our graduates.

ABCO Technology is authorized to provide training to qualified students from:

- 1)Department of Veterans Affairs (VA-Chapter 31):
- 2)California EDD
- 3)California Department of Rehabilitation - (DOR):

Training Solution Provider: ABCO Technology is also a training solution provider for companies and organizations. We offer customized training to companies according to their need and requirements. We can develop tailored curriculums from software used in a particular organization.

Distance Education Learning: ABCO Technology 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 ABCO Technology Campus.





Enrollment Process

Offering accurate information to students who are tempting to establish their information technology career goals is a primary objective of ABCO Technology's recruiting process. Our recruiters are trained to provide students a variety of options, explain information technology career paths and listen intensely to the prospective students to determine if our courses will match their needs.

When the prospective student has considered their alternatives and made an informed choice the admissions process will begin. Students must meet ABCO technology's established admissions criteria to gain acceptance into our programs.

ABCO Technology has specific admissions criteria and students must demonstrate through documentation that they can meet these specific requirements for acceptance into our programs. 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 perquisites for each program may be obtained from our admissions office, school catalog, and from the ABCO Technology website at www.abcotechnology.com

Required Documents and Materials for Admissions Consideration:

- Completed Application for Admission*
- Application Fee (\$125)*
- Official high school diploma or equivalent.*
- Technical Assessment Test results of the desired Program*
- Copy of Two forms of identification*

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. Meeting minimum requirements does not guarantee admission to ABCO Technology. 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. A special Exception is considered when an applicant does not meet established criteria for admissions but demonstrates a strong counterbalancing strength and the promise of success in school. Applicants are notified of their acceptance when all materials, documents and credentials have been received and the processing is complete.

Classes & Timings: ABCO Technology has assessed the needs of our students and realized that students will require a flexibility in schedules for training as a result ABCO technology offers conducts our classes day time, evening and weekends at the following times;

Mondays / Wednesdays- Morning, 10am - 2pm, Afternoon 2pm - 6pm, Evening time 6.30pm - 10pm.
Tuesdays/ Thursdays- Morning, 10am - 2pm, Afternoon 2pm - 6pm, Evening time 6.30pm - 10pm.
Saturdays/ Sundays- Morning, 10am - 2pm, Afternoon 2pm - 6pm
Labs / Practicum- Monday through Friday, 10am - 6pm.

ABCO TECHNOLOGY - FACULTY

Faculty members at ABCO Technology

Mr. Arif Sayed

will be providing instructions for programs include 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 working experience in Information Technology Industry.

Mr. Emmanuel Henshaw

will be providing instructions for programs include Microsoft Certified Systems Engineering, Cisco Certified Network Associate, Cisco Certified Network Professional Certification Courses. Mr. Henshaw holds Certifications from Microsoft, Cisco CCNA, CCNP and CCIE. Mr. Henshaw has earned more than 20 years of working experience in IT Industry.

Mr. Norman Tobin

will be providing instructions for programs include CompTia and Microsoft Certified System Engineer Certification courses. Mr. Tobin has earned Certifications from CompTia and Microsoft and had more than 25 years of working experience in IT Industry.

Ms. Fathima Diaz

will be providing instructions for programs include 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 working experience in Information Technology Industry.

Mr. Hamid Noorbakhsh

will be providing instructions in the programs include Microsoft Certified IT Professional programming courses. Mr. Noorbakhsh holds a Bachelors' Degree in Science from Kent University and Certifications from Microsoft. Mr. Noorbakhsh has more than 25 years of working experience in IT Industry.

Mr. Dwight Harm, will be providing instruction in Sun Java certifications and Programming courses. Mr. Harm has Bachelors of Computer Science Degree and certifications from Sun Java and Microsoft Programming. Mr. Harm has over more than 25 years of working experience in IT Industry.

Mr. Ralph Behar

will be providing instructions for programs include 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 Bachelors in Business Administrations from UCLA. Mr. Behar is Microsoft and HP certified. Mr. Behar has more than 25 years of work experience in the Information Technology Industry.

Mr. Charles Taylor

will be providing instructions for Programmer Certification and the Certified Internet Webmaster courses. Mr. Taylor holds Certifications for programming and Designing. Mr. Taylor has experience of working as Senior web applications developer for Northrop Grumman Space Technology and more than 18 years of working experience in IT Industry.

Mr. Eric Tapia will be providing instructions for Linux,LPI certifications. Mr. Tapia holds several IT Certifications and has more than 15 years of working experience in Information Technology Industry.

ABCO TECHNOLOGY - PROGRAMS OVERVIEW

PROGRAM NAME	CLOCK HOURS	DURATION IN MONTHS	PROGRAM TYPE
A+ Certification	78	3	Non Degree / Diploma
Certified Internet Webmaster	234	7	Non Degree / Diploma
Cisco Certified Network Associate	72	2	Non Degree / Diploma
Linux Professional	120	4	Non Degree / Diploma
Microsoft Certified Information Technology Specialist (MCITP)	354	10	Non Degree / Diploma
Microsoft Office Specialist	192	6	Non Degree / Diploma
Oracle Database Administrator	234	7	Non Degree / Diploma
Programmer	690	20	Non Degree / Diploma

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

Required books, supplies and materials are not included in the tuition cost. Private pay students may choose to purchase their own books, supplies and materials from ABCO Technology or from outside vendors, separately. Purchased items are non refundable/non-returnable after 10 days from the date student receive all items from ABCO Technology. Tuition fees does not include testing costs for certifications, licensures, and/or credential examinations.

ABCO Technology - 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.

Duration:

2 Months

Clock Hours:

78

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.
- Maintain and troubleshoot installations of Microsoft Windows.
- Identify network technologies.
- Install and manage network connections.
- Support laptops and portable computing devices.
- Support printers.
- Identify personal computer security concepts.
- Support personal computer security.

Pre-requisites:

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

ABCO Technology - A+ Certification



Instruction Method:

Instructor-led Classroom Training.

Graduation Requirements:

Students will be considered graduates from this program after completing the following requirements:

- ABCO expects students to attend all scheduled class activities. At a minimum, students must be present in each course of the program for at least 80% of their scheduled class activities to receive credit for the course, (unless, in the opinion of the school, mitigating circumstances were present. For computational purposes, a partial absence (tardy or early departure) will be considered a 1-hour absence. A student absent in excess of 25% of a course will be advised by the Director of Education, who will evaluate and verify the circumstances causing the missed classes and determine the appropriate action.
- Students will be required to successfully complete all class work and labs and submit to their respective instructor for each course of the program.

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 support technician
- Entry-level IT administrator

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—CompTia A+ Essentials

Exam 220-702—CompTia Practical Applications.

Program Description:

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



Duration:
234

Clock Hours:
7 Months

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 Re-Usable Project



- Building a News Website
- Understand the role of client-side scripting in the browser
- Develop and integrate JavaScript into your Web applications
- Use JavaScript operators, expressions and control and data structures
- Implement cross browser JavaScript using the Document Object Model
- Understand JavaScript's effective use in form field validation
- Manipulate text strings through a variety of useful JavaScript methods
- 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 movies.
- 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.

Pre-requisites:

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

Graduation Requirements:

Students will be considered graduates from this program after completing the following requirements:

- ABCO expects students to attend all scheduled class activities. At a minimum, students must be present in each course of the program for at least 80% of their scheduled class activities to receive credit for the course, (unless, in the opinion of the school, mitigating circumstances were present. For computational purposes, a partial absence (tardy or early departure) will be considered a 1-hour absence. A student absent in excess of 25% of a course will be advised by the Director of Education, who will evaluate and verify the circumstances causing the missed classes and determine the appropriate action.
- Students will be required to successfully complete all class work and labs and submit to their respective instructor for each course of the program.

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 Designer
- Web Developer
- Web Analyst
- Applications Developer
- SEO and Marketing Specialist

Overall the CIW Certification is one of the most widely recognized certifications for web development and Design

ABCO Technology - 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, Access. The Cisco Certified Network Associate (CCNA) presents important networking fundamentals like using terminology and technologies are explained and illustrated using text and graphics animation.



Duration:

2 months

Clock Hours:

72 Hours.

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.
- Describes the reasons for connecting networks with routers and how routed networks transmit data 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.
- 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.

Pre-requisites:

- High School Diploma or equivalent and working knowledge of the PC and the Internet
- CompTia A+ Certification or equivalent
- Network+ Certification or equivalent

ABCO Technology - Cisco Certified Network Associate

Instruction Method:

Instructor-led Classroom Training



Graduation Requirements:

Students will be considered graduates from this program after completing the following requirements:

- ABCO expects students to attend all scheduled class activities. At a minimum, students must be present in each course of the program for at least 80% of their scheduled class activities to receive credit for the course, (unless, in the opinion of the school, mitigating circumstances were present. For computational purposes, a partial absence (tardy or early departure) will be considered a 1-hour absence. A student absent in excess of 25% of a course will be advised by the Director of Education, who will evaluate and verify the circumstances causing the missed classes and determine the appropriate action.
- Students will be required to successfully complete all class work and labs and submit to their respective instructor for each course of the program.

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 s offered by Cisco.

- Cisco Certified Network Associate - Exam 640-802

ABCO Technology - Linux Professional

Program Description:

This program is designed to certify the competency of IT professionals using the Linux operating system and its associated tools. It is designed to be distribution neutral, following the Linux Standard Base and other relevant standards and conventions.



Duration

4 Months

Clock Hours

120 Hours

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

Pre-requisites:

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

Instruction Method:

Instructor-led Classroom Training.



Graduation Requirements:

Students will be considered graduates from this program after completing the following requirements:

- ABCO expects students to attend all scheduled class activities. At a minimum, students must be present in each course of the program for at least 80% of their scheduled class activities to receive credit for the course, (unless, in the opinion of the school, mitigating circumstances were present. For computational purposes, a partial absence (tardy or early departure) will be considered a 1-hour absence. A student absent in excess of 25% of a course will be advised by the Director of Education, who will evaluate and verify the circumstances causing the missed classes and determine the appropriate action.
- Students will be required to successfully complete all class work and labs and submit to their respective instructor for each course of the program.

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 a 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:

CompTia Exam LX0-101

CompTia Exam LX0-102

ABCO Technology - Microsoft Certified Information Technology Professional

Program Description:

Microsoft Certified Information Technology Specialist (MCITP)

Formerly known as {Microsoft Certified Systems Engineer (MCSE)}



This certification helps validate that an individual has the comprehensive set of skills necessary to perform a particular job role, such as the Systems Engineer certifications build on the technical proficiency measured in the Microsoft Certified Technology Specialist (MCTS) certifications. Earn an MCSE: certification to demonstrate your skills in Windows infrastructure design and your readiness to excel in working with Windows Servers. Network Administrators and Engineers are recognized among their peers and managers as leaders in Windows infrastructure design. Earn an MCSE certification, distinguishing you as an IT professional committed to excellence in working with Windows Servers.

Duration:

11 Months

Clock Hours:

354 Hours

Student Learning Outcomes:

- Describe the features and functionality of Active Directory Domain Services.
- Perform secure and efficient administration of Active Directory.
- Manage users and service accounts.
- Manage groups.
- Manage computer accounts.
- Implement a Group Policy infrastructure.
- Manage User Desktops with Group Policy.
- Manage enterprise security and configuration by using Group Policy settings.
- Secure administration.
- Improve the security of authentication in an AD DS Domain.
- Configure Domain Name System.
- Administer AD DS domain controllers.
- Manage sites and Active Directory Replication.
- Monitor, maintain and back up directory Service to ensure Directory Service continuity.
- Manage multiple domains and forests
- Plan and configure an IPv4 network infrastructure.
- Implement DHCP within their organization.
- Configure and troubleshoot DNS.
- Configure, transition to, and troubleshoot IPv6.
- Configure and troubleshoot Routing and Remote Access.
- Install, configure, and troubleshoot the Network Policy Server Role service.
- Implement Network Access Protection.
- Implement security features within Windows Server 2008 and Windows Server 2008 R2.
- Implement security features within Windows Server 2008 and Windows Server 2008 R2 that help to secure network communications.
- Configure and troubleshoot file and print services.
- Enable and configure services to optimize branch office data access.
- Control and monitor network storage.
- Recover data on Windows Server 2008 and Windows Server 2008 R2 servers.
- Monitor Windows Server 2008 and Windows Server R2 network infrastructure services.
- Configuring Storage for Windows Server 2008 and Windows Server 2008 R2 Applications
- IIS Web Applications

ABCO Technology - Microsoft Certified Information Technology Specialist

- IIS FTP and SMTP Services
- IIS Server and SSL Management
- Microsoft SharePoint Foundation
- Windows Streaming Media Service
- Provide an overview of the lab scenario.
- Create a design for the Active Directory Domain Services (AD DS) forest and forest trust deployment.
- Design an AD DS domain and Domain Name Service (DNS) integration design.
- Design AD DS sites and AD DS replication.
- Create an AD DS domain controller deployment plan.
- Create an AD DS domain administration design and partially implement the design.
- Create an AD DS Group Policy design and implement some components of that design.
- Design and implement AD DS security policies that meet security requirements.
- Design and implement a PKI deployment by using Active Directory Certificate Services (AD CS).
- Design an Active Directory Rights Management Services (AD RMS) solution and deploy RMS for internal users.



Pre-requisites:

- High School Diploma or equivalent., working knowledge of the PC and the Internet.
- CompTia A+ Certification or relevant industry experience.
- Understanding of basic principles of networking fundamentals.

Instruction Method:

Instructor-led Classroom Training

Graduation Requirements:

- Students will be considered graduates from this program after completing the following requirements:
- ABCO expects students to attend all scheduled class activities. At a minimum, students must be present in each course of the program for at least 80% of their scheduled class activities to receive credit for the course, (unless, in the opinion of the school, mitigating circumstances were present. For computational purposes, a partial absence (tardy or early departure) will be considered a 1-hour absence. A student absent in excess of 25% of a course will be advised by the Director of Education, who will evaluate and verify the circumstances causing the missed classes and determine the appropriate action.
 - Students will be required to successfully complete all class work and labs and submit to their respective instructor for each course of the program.

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 MCITP certification, you distinguish yourself as an IT professional with the skills and proven job-role capabilities to effectively work with Microsoft technologies.

ABCO Technology - Microsoft Office Specialist

Program Title: Microsoft Office Specialist (MOS)
{Formerly known as: Microsoft Office User Specialist}



Program Description:

Discover the only performance-based certification that validates the skills needed to get the most out of Microsoft Office. Whether you want to drive your career or increase your productivity on the job, earning the Microsoft Office Specialist (MOS) certification demonstrates the valuable expertise you need to succeed.

Duration:

6 Months

Clock Hours:

192 Hours

Student Learning Outcomes:

- Review 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 proofreading, 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"

Pre-requisites:

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

ABCO Technology - Microsoft Office Specialist

Program Title: Microsoft Office Specialist (MOS)
{Formerly known as: Microsoft Office User Specialist}



Instruction Method:

Instructor-led Classroom Training

Graduation Requirements:

Students will be considered graduates from this program after completing the following requirements:

- ABCO expects students to attend all scheduled class activities. At a minimum, students must be present in each course of the program for at least 80% of their scheduled class activities to receive credit for the course, (unless, in the opinion of the school, mitigating circumstances were present. For computational purposes, a partial absence (tardy or early departure) will be considered a 1-hour absence. A student absent in excess of 25% of a course will be advised by the Director of Education, who will evaluate and verify the circumstances causing the missed classes and determine the appropriate action.
- Students will be required to successfully complete all class work and labs and submit to their respective instructor for each course of the program.

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.

Requirements to Obtain Certification from Microsoft:

Students may pass one certification exam in order to earn a MOS certification to further their career.

Microsoft Office Word 2010 - exam 70-881

Microsoft Office Excel 2010 - exam 70-882

Microsoft Office Power Point 2010 - exam 70-883

Microsoft Office Outlook 2010 - exam 70-884

Microsoft Office Access 2010 - exam 70-885

Program Description:

An Oracle database certification equips individuals to install, maintain, troubleshoot, and fine-tune all aspects of an Oracle database. Oracle certified database administrators keep an Oracle database environment running at maximum efficiency.



Duration:

7 Months

Clock Hours:

234 Hours.

Student Learning Outcomes:

- Install, 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

Pre-requisites:

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

ABCO Technology - Oracle Database Administrator

Instruction Method:

Instructor-led Classroom Training



Graduation Requirements:

Students will be considered graduates from this program after completing the following requirements:

- ABCO expects students to attend all scheduled class activities. At a minimum, students must be present in each course of the program for at least 80% of their scheduled class activities to receive credit for the course, (unless, in the opinion of the school, mitigating circumstances were present. For computational purposes, a partial absence (tardy or early departure) will be considered a 1-hour absence. A student absent in excess of 25% of a course will be advised by the Director of Education, who will evaluate and verify the circumstances causing the missed classes and determine the appropriate action.
- Students will be required to successfully complete all class work and labs and submit to their respective instructor for each course of the program.

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.

Oracle Exam 1Z0-001

Oracle Exam 1Z0-052

Oracle Exam 1Z0-053

ABCO Technology - Programmer



Program Description:

The Programmer certification validates a comprehensive set of skills that are necessary to deploy, build, optimize, and operate applications successfully by using Microsoft Visual Studio and the Microsoft .NET Framework.

Duration:

20 Months

Clock Hours:

690 Hours

Student Learning Outcomes:

- Think logically and critically to solve problems, explain conclusions, and evaluate evidence or critique the thinking of self and others.
- Identify, analyze, and document the requirement specifications for typical software projects and design techniques to create a solution to the problem.
- Apply software development techniques that use the correct syntax and semantics of a programming language to write the source code to implement and test/debug a specified design.
- Exhibit professional behavior and work habits, demonstrate the ability to work in teams, and effectively communicate project design.
- Demonstrate knowledge of fundamental computer science concepts in areas such as history of programming languages and computing, software design, operating systems, networks, information management systems, and professional and ethical responsibilities.
- Critically examine the basic concepts of computer organization and architecture, CPU, computer memory, I/O fundamentals, and machine language.
- Investigate functions, relations, sets, simple proof techniques, Boolean algebra, propositional logic, digital logic, elementary number theory, and the fundamentals of counting.
- Demonstrate ability to use Internet tools and network protocols to implement client/server applications.

Pre-requisites

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

ABCO Technology - Programmer

Instruction Method:

Instructor-led Classroom Training



Graduation Requirements:

Students will be considered graduates from this program after completing the following requirements:

- ABCO expects students to attend all scheduled class activities. At a minimum, students must be present in each course of the program for at least 80% of their scheduled class activities to receive credit for the course, (unless, in the opinion of the school, mitigating circumstances were present. For computational purposes, a partial absence (tardy or early departure) will be considered a 1-hour absence. A student absent in excess of 25% of a course will be advised by the Director of Education, who will evaluate and verify the circumstances causing the missed classes and determine the appropriate action.
- Students will be required to successfully complete all class work and labs and submit to their respective instructor for each course of the program.

Employment Positions upon Completion

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

- Microsoft Certified Professional Developer
- Applications Developer
- Systems Analyst
- Programmer
- Software QA Engineer

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 certification and further their career

Microsoft Exam 70-511- Windows Applications Development with Microsoft .NET Framework 4

Microsoft Exam 70-513 - Windows Communication Foundation Development with Microsoft .NET Framework 4

Microsoft Exam 70-516 - Accessing Data with Microsoft .NET Framework 4

Microsoft Exam 70-518 - Pro: Designing and Developing Windows Applications Using Microsoft .NET Framework 4

Microsoft Exam 70-519 - Designing and Developing Web Applications Using Microsoft .NET Framework 4

Schedule of Charges - A+ Certification

Tuition	\$2,036.00
Registration (non-refundable)	\$125.00
Books	\$150.00
Supplies	\$300.50
Materials	\$280.00
<u>Sub Total Charges</u>	<u>\$2,891.50</u>
STRF* (non-refundable)	\$7.50
CompTia official Exams cost (Optional)	\$446.00
<u>TOTAL CHARGES</u>	<u>\$3345.00</u>

STRF* As per California Code of Regulation §76215(a). Students must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if applies on you. See details on page 41

Itemized breakdown of books, supplies, materials and certification exams:

List of Book for A+ Certification are as follows:

· CompTia A+ Certification passport	\$150.00
Total books cost	\$150.00

List of Supplies for A+ Certification Course are as follows:

· Microsoft Windows 7 Professional Training CD-ROM	\$150.00
· VM Ware Workstation CD-ROM.	\$150.50
Total supplies cost	\$300.50

List of Materials for A+ Certification are as follows:

· Test Preparation Material for Exam 220-701	\$140.00
· Test Preparation Material for Exam 220-702	\$140.00
Total materials cost	\$280.00

CompTia A+ Certification Exams are as follows:

· CompTia A+ Essentials - Exam code 220-701	\$223.00
· CompTia A+ Practical Applications - Exam code 220-702	\$223.00
Total Exams cost	\$446.00

Private pay students: may choose to purchase all books, supplies, materials and/or CompTia official exams from ABCO technology at the cost listed on next page, or student may choose to purchase each item individually from an third party external vendor. However the edition and version of books, supplies and materials must exactly match as listed within this catalog.

Third party funds: All qualified students whose training is funded by third party organizations or entities like Workforce Investment Act (WIA), Department of Veterans Affairs (VA), 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 education. However the Student Tuition Recovery funds (STRF) will not be charged.

Schedule of Charges - Certified Internet Webmaster

Tuition	\$3,476.50
Registration (non-refundable)	\$125.00
Books	\$2,525.00
Supplies	\$1,950.00
Materials	\$800.00
<u>Sub Total Charges</u>	<u>\$8,876.50</u>
STRF* (non-refundable)	\$22.50
CIW official Exams cost (Optional)	\$200.00
<u>TOTAL CHARGES</u>	<u>\$9,099.00</u>

STRF* As per California Code of Regulation §76215(a). Students must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if applies on you. See details on page 41_

See itemized breakdown of books, supplies, materials and certification exams on next page

Private pay students: may choose to purchase all books, supplies, materials and/or Certified Internet Webmaster official exams from ABCO technology at the cost listed on next page, or student may choose to purchase each item individually from an third party external vendor. However the edition and version of books, supplies and materials must exactly match as listed within this catalog.

Third party funds: All qualified students whose training is funded by third party organizations or entities like Workforce Investment Act (WIA), Department of Veterans Affairs (VA), 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 education. However the Student Tuition Recovery funds (STRF) will not be charged.

Schedule of Charges - Certified Internet Webmaster

Itemized breakdown of books, supplies, materials and certification exams

List of books required for Certified Internet Webmaster Program are as follows:

· CIW Foundation Certification	\$350.00
· HTML For World Wide Web With XHTML And CSS	\$225.00
· Adobe Dreamweaver - Levels 1 & 2	\$388.23
· Adobe Flash - Levels 1 & 2	\$438.21
· Adobe Photoshop - Levels 1 & 2	\$388.19
· PHP 5	\$200.00
· Java Script Basic and Advanced	\$200.00
· E-Commerce & Marketing	\$277.80
· Search Engine Optimization (SEO)	\$57.57
Total cost for books	\$2,525.00

List of supplies required for Certified Internet Webmaster Program are as follows:

· Adobe Photoshop CS5 Web Premiere Academic Edition CD-ROM	\$1,950.00
Total cost for supplies	\$1,950.00

List of materials required for Certified Internet Webmaster Program are as follows:

· Test Preparation Material for Exam	\$800.00
Total cost for materials	\$800.00

Certified Internet Webmaster Certifications Exams are as follows:

· Web Foundations Associate Exams ID0-510	\$200.00
Total cost for exams	\$200.00

Schedule of Charges - Cisco Certified Network Associate

Tuition	\$2,036.50
Registration (non-refundable)	\$125.00
Books	\$150.00
Supplies	\$300.00
Materials	\$280.00
<u>Sub Total Charges</u>	<u>\$2,891.50</u>
STRF* (non-refundable)	\$7.50
Cisco official Exams cost (Optional)	\$250.00
<u>TOTAL CHARGES</u>	<u>\$3,149.00</u>

Itemized breakdown of books, supplies, materials and certification exams

List of books for Cisco Certified Network Associate Program are as follows:

· Cisco Certified Network Associate Study guide 640-802	\$150.00
Total cost for books	\$150.00

List of supplies for Cisco Certified Network Associate Program are as follows:

· Boson Netsim Simulation Software	\$300.00
Total cost for supplies	\$300.00

List of materials for Cisco Certified Network Associate Program are as follows:

· Test Preparation Material for Exam 640-802	\$140.00
· Exam Simulation Software	\$140.00
Total cost for materials	\$280.00

Cisco Certification Exam as follows:

· Cisco Certified Network Associate Exam 640-802	\$250.00
Total cost for Exams	\$250.00

STRF* As per California Code of Regulation §76215(a). Students must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if applies on you. See details on page 41

Private pay students: may choose to purchase all books, supplies, materials and/or Microsoft official exams from ABCO technology at the cost listed on next page, or student may choose to purchase each item individually from an third party external vendor. However the edition and version of books, supplies and materials must exactly match as listed within this catalog.

Third party funds: All qualified students whose training is funded by third party organizations or entities like Workforce Investment Act (WIA), Department of Veterans Affairs (VA), 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 education. However the Student Tuition Recovery funds (STRF) will not be charged.

Schedule of Charges - Linux Professional

Tuition	\$2,156.00
Registration (non-refundable)	\$125.00
Books	\$200.00
Supplies	\$350.00
Materials	\$60.00
<u>Sub Total Charges</u>	<u>\$2,891.00</u>
STRF* (non-refundable)	\$7.50
Linux Professional official Exam cost (Optional)	\$446.00
<u>TOTAL CHARGES</u>	<u>\$3,344.50</u>

STRF* As per California Code of Regulation §76215(a). Students must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if applies on you. See details on page 41

Itemized breakdown of books, supplies, materials and certification exams

List of books required for Linux Professional program are as follows:

• CompTIA Linux+ Certification, Powered by LPI	\$200.00
Total cost for books	\$200.00

List of supplies required for Linux Professional program are as follows:

• Debian GNU/Linux - software	\$350.00
Total cost for supplies	\$350.00

List of materials required for Linux Professional program are as follows:

• CompTia Linux+ test preparation materials	\$60.00
Total cost for materials	\$60.00

CompTia Linux Professional powered by LPI Exams

• CompTia Linux+ - LX-101	\$223.00
• CompTia Linux+ - LX-102	\$223.00
Total cost for exams	\$446.00

Private pay students: may choose to purchase all books, supplies, materials and/or CompTia official exams from ABCO technology at the cost listed on next page, or student may choose to purchase each item individually from an third party external vendor. However the edition and version of books, supplies and materials must exactly match as listed within this catalog.

Third party funds: All qualified students whose training is funded by third party organizations or entities like Workforce Investment Act (WIA), Department of Veterans Affairs (VA), 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 education. However the Student Tuition Recovery funds (STRF) will not be charged.

Schedule of Charges - Microsoft Certified Information Technology Professional

Tuition	\$6,201.93
Registration (non-refundable)	\$125.00
Books	\$610.00
Supplies	\$950.00
Materials	\$530.00
<u>Sub Total Charges</u>	<u>\$8,416.93</u>
STRF* (non-refundable)	\$20.00
Microsoft official Exams cost (Optional)	\$750.00
TOTAL CHARGES	\$9,186.93

STRF* As per California Code of Regulation §76215(a). Students must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if applies on you. See details on page 41

See itemized breakdown of books, supplies, materials and certification exams on next page

Private pay students: may choose to purchase all books, supplies, materials and/or Microsoft official exams from ABCO technology at the cost listed on next page, or student may choose to purchase each item individually from an third party external vendor. However the edition and version of books, supplies and materials must exactly match as listed within this catalog.

Third party funds: All qualified students whose training is funded by third party organizations or entities like Workforce Investment Act (WIA), Department of Veterans Affairs (VA), 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 education. However the Student Tuition Recovery funds (STRF) will not be charged.

Schedule of Charges - Microsoft Certified Information Technology Professional

List of books for Microsoft Certified Information Technology Professional are as follows:

• Microsoft 70-640: Windows Sever Active Directory Configuring	\$120.00
• Microsoft 70-642: Windows Server Network Infrastructure, Configuring	\$125.00
• Microsoft 70-643: Windows Server Applications Infrastructure, Configuring	\$125.00
• Microsoft 70-647: Windows Server Enterprise Administrator	\$120.00
• Microsoft 70-680: Enterprise Desktop Support Technician 7	\$120.00
Total cost for books	\$610.00

List of Supplies for Microsoft Certified Information Technology Professional are as follows:

• Microsoft Windows Server 2008 Server Academic Edition Training CD-ROM	\$750.00
• Microsoft Windows 7 Professional Academic Edition CD- ROM	\$200.00
Total cost for supplies	\$950.00

List of Materials for Microsoft Certified Information Technology Professional are as follows:

• Microsoft Exam 70-640 test preparation materials	\$100.00
• Microsoft Exam 70-642 test preparation materials	\$100.00
• Microsoft Exam 70-643 test preparation materials	\$110.00
• Microsoft Exam 70-647 test preparation materials	\$110.00
• Microsoft Exam 70-680 test preparation materials	\$110.00
Total cost for materials	\$530.00

Microsoft Certification Exams are as follows

• MCITP Exam 70-640	\$150.00
• MCITP Exam 70-642	\$150.00
• MCITP Exam 70-643	\$150.00
• MCITP Exam 70-647	\$150.00
• MCITP Exam 70-680	\$150.00
Total cost for MCITP Exams	\$750.00

Itemized breakdown of books, supplies, materials and certification exams:

See details for Private pay students and Third part funded training at previous page.

Schedule of Charges - Microsoft Office Specialist

Tuition	\$2,270.00
Registration (non-refundable)	\$125.00
Books	\$525.00
Supplies	\$450.00
Materials	\$420.00
<u>Sub Total Charges</u>	<u>\$3,790.00</u>
STRF* (non-refundable)	\$10.00
Microsoft Office Specialist official Exam cost (Optional)	\$156.00
<u>TOTAL CHARGES</u>	<u>\$3,956.00</u>

STRF* As per California Code of Regulation §76215(a). Students must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if applies on you. See details on page 41

See itemized breakdown of books, supplies, materials and certification exams on next page

Private pay students: may choose to purchase all books, supplies, materials and/or Microsoft official exams from ABCO technology at the cost listed on next page, or student may choose to purchase each item individually from an third party external vendor. However the edition and version of books, supplies and materials must exactly match as listed within this catalog.

Third party funds: All qualified students whose training is funded by third party organizations or entities like Workforce Investment Act (WIA), Department of Veterans Affairs (VA), 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 education. However the Student Tuition Recovery funds (STRF) will not be charged.

Schedule of Charges - Microsoft Office Specialist

Itemized breakdown of books, supplies, materials and certification exams

List of books required for Microsoft Office Specialist program are as follows

· Microsoft Office Word - Level 1	\$35.00
· Microsoft Office Word - Level 2	\$35.00
· Microsoft Office Word - Level 3	\$35.00
· Microsoft Office Excel - Level 1	\$35.00
· Microsoft Office Excel - Level 2	\$35.00
· Microsoft Office Excel - Level 3	\$35.00
· Microsoft Office Access - Level 1	\$35.00
· Microsoft Office Access - Level 2	\$35.00
· Microsoft Office Access - Level 3	\$35.00
· Microsoft Office Access - Level 4	\$35.00
· Microsoft Office Power point - Level 1	\$35.00
· Microsoft Office Power point - Level 2	\$35.00
· Microsoft Office Outlook - Level 1	\$35.00
· Microsoft Office Outlook - Level 2	\$35.00
· Microsoft Office Outlook - Level 3	\$35.00
Total cost for books	\$525.00

List of supplies required for Microsoft Office Specialist program are as follows

· Microsoft Office CD-ROM Academic version	\$450.00
Total cost for supplies	\$450.00

List of materials required for Microsoft Office Specialist program are as follows

· Microsoft Office test preparation materials	\$420.00
Total cost for materials	\$420.00

Microsoft Certification Exams are as follows

· Microsoft Office Exam* -	\$156.00
Total cost for exams	\$156.00

** Students must pass any one exam from Word, Excel, Power point, Outlook or Access to become a Microsoft Office Specialist.*

Schedule of Charges - Oracle Database Administrator

Tuition	\$6,754.00
Registration (non-refundable)	\$125.00
Books	\$1,050.00
Supplies	\$450.50
Materials	\$497.00
<u>Sub Total Charges</u>	<u>\$8,876.50</u>
STRF* (non-refundable)	\$22.50
Oracle official Exams cost (Optional)	\$765.00
<u>TOTAL CHARGES</u>	<u>\$9,664.00</u>

STRF* As per California Code of Regulation §76215(a). Students must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if applies on you. See details on page 41.

See itemized breakdown of books, supplies, materials and certification exams on next page

Private pay students: may choose to purchase all books, supplies, materials and/or Oracle official exams from ABCO technology at the cost listed on next page, or student may choose to purchase each item individually from an third party external vendor. However the edition and version of books, supplies and materials must exactly match as listed within this catalog.

Third party funds: All qualified students whose training is funded by third party organizations or entities like Workforce Investment Act (WIA), Department of Veterans Affairs (VA), 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 education. However the Student Tuition Recovery funds (STRF) will not be charged.

Schedule of Charges - Oracle Database Administrator

Itemized breakdown of books, supplies, materials and certification exams

List of books for Oracle Database Administrator Program are as follows:

· Oracle 11g - Introduction To SQL - Part I	\$175.00
· Oracle 11g - Introduction To SQL - Part II	\$175.00
· Oracle 11g: Database Administration I - Part I	\$175.00
· Oracle 11g: Database Administration I - Part II	\$175.00
· Oracle 11g: Database Administration II - Part I	\$175.00
· Oracle 11g: Database Administration II - Part II	\$175.00

Total cost for books \$1,050.00

List of supplies for Oracle Database Administrator Program are as follows:

· Oracle 10g Enterprise Academic Edition CD-ROM	\$450.50
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Total cost for supplies \$450.50

List of materials for Oracle Database Administrator Program are as follows:

· Test preparation material for exam IZ0-051	\$124.25
· Test preparation material for exam IZ0-052	\$124.25
· Test preparation material for exam IZ0-053	\$124.25
· Test preparation material for exam IZ0-058	\$124.25

Total cost for materials \$497.00

Oracle Certification Exam as follows:

· Oracle Exam IZ0-051	\$175.00
· Oracle Exam IZ0-052	\$245.00
· Oracle Exam IZ0-053	\$245.00
· Oracle Exam IZ0-058	\$100.00

Total cost for exams \$765.00

Schedule of Charges - Programmer

Tuition	\$7,009.00
Registration (non-refundable)	\$125.00
Books	\$377.50
Supplies	\$925.00
Materials	\$440.00
<u>Sub Total Charges</u>	<u>\$8,876.50</u>
STRF* (non-refundable)	\$22.50
Microsoft official Exam cost (Optional)	\$750.00
<u>TOTAL CHARGES</u>	<u>\$9649.00</u>

STRF* As per California Code of Regulation §76215(a). Students must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if applies on you. See details on page 41.

See itemized breakdown of books, supplies, materials and certification exams on next page

Private pay students: may choose to purchase all books, supplies, materials and/or Microsoft official exams from ABCO technology at the cost listed on next page, or student may choose to purchase each item individually from an third party external vendor. However the edition and version of books, supplies and materials must exactly match as listed within this catalog.

Third party funds: All qualified students whose training is funded by third party organizations or entities like Workforce Investment Act (WIA), Department of Veterans Affairs (VA), 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 education. However the Student Tuition Recovery funds (STRF) will not be charged.



ABCO Technology Policies & Regulations

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ABCO TECHNOLOGY - Policies & Regulations

Admissions Policies

ABCO Technology is proud to provide educational opportunities within Southern California and welcomes all applicants for admission. Apply online at <http://www.abcotechnology.com> or use the school paper application available from our ABCO Technology campus.

ABCO 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 from the admissions office, school catalog, and from the ABCO Technology website.

Required Documents and Materials for Admission Consideration:

- Completed Application for Admission
- Application Fee (\$125)
- Official high school and/or college transcripts (mailed directly from sending institution) showing date of graduation and successful completion of high school testing requirements or equivalent.
- Technical Assessment Test of the desired Program(s)
- Financial Statement (if applicable)
- Officially Translated and evaluated Transcripts (if applicable)
- Copy of Two forms of identification

An applicant who has attended another School in the interim period must have an official transcript sent to ABCO Technology from each institution attended.

PROCEDURE FOR ENROLLMENT-

- Inquiring applicant is scheduled to visit the school.
- Inquiring applicant must have a personal interview with an admission recruitment representative.
- While visiting the school applicant receives a tour of the campus, completes an application for enrollment & admissions recruitment representative explains the steps for enrollment requirements, receives an overview and curriculum of the inquired programs.
- Inquiring applicant is scheduled for entrance examination. (if applicable).
- Inquiring applicant will discuss the financial details/ payment method, terms and plan with Financial services representative.
- Applicant will complete the enrollment with admissions representative.

*As a Corporate Training Solution provider ABCO technology may provide the onsite Corporate training in Information technology Courses and Certification.

Admissions Policies

DISCLOSURES FOR INQUIRING STUDENTS FROM OTHER COUNTRIES -

- ABCO Technology offers classes in English language only.
- ABCO Technology does not provide Visa Services to prospects and students.
- ABCO Technology's minimum admissions requirement also include a standard level of English language proficiency , which include 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 will Not Offer any Program its courses or instructions other than the English language.
- 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.

*As a Corporate Training Solution provider ABCO technology may provide the onsite Corporate training in Information technology Courses and Certification.

TRANSFER OF CREDIT: ABCO Technology is currently not in an agreement or an articulation with any other college or university for transfer of credit(s) earned.

Award of Credit

ABCO Technology does not follow the credit hour method at this time. All vocational programs are set on duration in hours and award of credit is based upon attendance and class participation. Students are performing the labs in class with the instructor. The duration of each course includes the lecture and lab hours.

Student Tuition Recovery Funds (STRF)- Schedule of Charges Disclosures

As per California Code of Regulation §76215(a). Students must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies on the student.

- 1 - You are a student, who is a California resident and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
- 2 - Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

Under §76215(b), California Code of Regulations the State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education. You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

- 1 - The school closed before the course of instruction was completed.
- 2 - The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
- 3 - The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost.
- 4 - There was a decline in the quality of the course of instruction within 30 days before the school closed or, if the decline began earlier than 30 days prior to closure, the period of decline determined by the Bureau.
- 5 - An inability to collect on a judgment against the institution for a violation of the Act.

*Student Tuition Recovery Funds must be paid upon enrollment and is non refundable. STRF is approximately \$2.5 on every \$1000.00. It will be calculated by the Admissions Representative at ABCO Technology, STRF is not negotiable and non-refundable.

State Training Funds: Third party training funds or Student who qualified for State Training Fund and whose training charges are fully paid by the governmental agency are not eligible for STRF. ABCO will not charge STRF for these qualified students.

ABCO TECHNOLOGY - Policies & Regulations

Facility, Equipment & Learning Resource System

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

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. Each classroom is designed to have seating for up to 8 students in a class. All classroom computers are equipped with high speed internet access for training. Each classroom contains a high definition large screen television for presentations. ABCO Technology total square foot is approximately – 1667 Sq ft.

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 law. ABCO Technology is in compliance with ADA physical access requirements, include physical accessibility of building interiors, restroom and paths of travel.

Learning Resource System:

ABCO Technology's 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. Students can avail these resources while they are on –site at ABCO's facility by accessing the Internet on our computers or access the resources from home. In addition to these 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 one. These tests can be used as an assessment tool to check the knowledge they have learned and retained from class. Students are directed towards these resources while they are in class by their instructors.

Financial Aid & Housing

Financial Aid Services:

ABCO Technology DO NOT participate in any Federal Financial Aid program at this time

Housing Services: ABCO Technology has NO dormitory facilities under its control. ABCO Technology has no responsibility to find or assist inquiring student to locate housing, or assist in any transaction or finalizing the arrangement of costs. Students are responsible to obtain all information from personal and available online resources and make possible arrangements accordingly.

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 had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

- 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 funds are 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, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid 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 all of the claims and defenses that you promissory note.

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(s), 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 student is enrolled in a program(s) for which the funds are not approved or partially approved student may be responsible to make payments, any arrangement) will be considered as amendment of enrollment agreement and must be stated clearly on the enrollment agreement and agreed 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, dated and signed by the student and ABCO Technology school official.

SCHEDULE OF PAYMENTS / PAYMENT PLANS - Students who request 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 and signed by the student and ABCO Technology school official and students are required to make payments accordingly.

Late Payment Fees: - ABCO Technology defines late payments as if student fails to make his/her payment three (3) day late from the scheduled payment date. A late payment fees of \$35.00 applies on all late payments. ”

Disclosures - Books, Supplies & Materials

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 as private paying students (bureau) are offered two options.

- Students may choose to buy books, supplies and materials from ABCO Technology, the itemized breakdown of its cost is stated in school catalog within schedule of charges for the program. The itemized cost breakdown is stated in this catalog; within the schedule of charges for the program. The cost of books, supplies and materials will be included in the approved Total Charges and will be stated on the first page of student's enrollment agreement.
- Student may choose to shop from an approved outside/online vendors, who has been researched by ABCO Technology. ABCO will provide the list of recommended vendors. These accommodation are created for the convenience of students.

All private pay students must mark their choices on their Enrollment agreement which also requires student's signatures and date. Students may request to receive the itemized cost breakdown of books, supplies and materials from admissions representative prior to choose their options.

STATE FUNDS: Students enrolled under State of California funding will have their books, supplies and materials purchased for them by ABCO Technology, 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 as stated on the first page of student's enrollment agreement.

REFUND POLICY FOR BOOKS SUPPLIES & MATERIALS.

Private Pay Students:

For student who chooses to buy books, supplies and materials from ABCO Technology:

In case of withdrawal, students must return all issued books, supplies and materials within 10days period from the date of issuance. All book, supplies and materials must be in good acceptable condition, items must be not marked, torn, damaged or copied any form or manner. ABCO Technology administration will evaluate the condition of returned items, in case of any non-acceptable findings student will not be awarded with refund for specified item(s). 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 student decides to change the program or course of study.

For students who chooses to buy books, supplies and 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 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 State training funds may receive a refund from in accordance with the terms and conditions as set forth by the contracting agency who represents the training funds and rights of students.

ABCO TECHNOLOGY - Policies & Regulations

Notice Concerning Transferability of Credits & Credentials Earned at ABCO

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

Attendance Policy

Students must maintain more than Eighty Percent of attendance in order to graduate from their enrolled program. In cases involving students missing classes, students may retake the course by submit a request in writing, agreed to attend all classes, and understand that the retake of program is subject to available class schedules, offered by ABCO Technology.

Program /Class Re-take Policy

Any student may request a re-take of one (1) class from the program of enrolled. If a program consists of one class, a student may request to retake the complete program. they enrolled in. Such request is valid only if made within a six months period from the date of the last class. Students must submit their request in writing with attention to ABCO Technology's Admission Representative and copy to school's Registrar. ABCO Technology will carefully consider the student's request for a class retake and may decide to offer the program at no additional cost. . Program class retake request will not be approved if the student has attended the Program class twice. If a student wishes to re-take more than one classes of a program they enrolled in, ABCO technology may offer Re-Enrollment in the program and provide training at a discount price, which will be determined by the school's official. ABCO Technology will inform student with the school's decision in writing within ten days from the date the request was received.

Leave of Absence Policy

Student may request a leave of absence from the program they enrolled in. Students must obtain leave of absence form available from Admission Department or Registrar and submit their request in writing. The period of the leave of absence may not begin until the student has submitted and the school has approved a written and signed request for an approved leave of absence. A leave of absence period may not exceed 180 days within any 12-month period. ABCO Technology 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. If the student does not return following the leave of absence, ABCO Technology will terminate student's enrollment and will apply the school's refund policy in accordance with applicable and published requirements. Student must request for the leave of absence within an appropriate time before the class starts and if his/her leave is not approved the student will be dropped from their course and/or program.

Grading System and Transcripts

As a vocational school ABCO will use following grading system based upon required attendance, progress reports, projects and assignments. Instructors will assign projects, labs and exercises to students as part of the curriculum. Class attendance and all required classes and coursework are the factorization on receiving a grade. Program class work at ABCO Technology is measured by the number of clock hours student attends at ABCO. This includes instructional, labs and practicum hours. This takes into account for evaluation purposes, the amount of time a student has spent in a program and the knowledge student has attained. This knowledge will be evaluated by the instructor of the program at ABCO Technology, Instructors will also assign grades at the completion of each course within each program based on following criteria:

- Attendance (minimum attendance requires is 80%)
- Student Progress (professionalism, class participation, home assignments)

TRANSCRIPTS:

A transcript will be issued to students from Registrar's office at the end of the program with the details of include program names, course names, completion dates and others.

<u>Grade</u>	<u>Definition</u>
P =	Pass
I=	Incomplete
F =	Fail

A Grade of "Pass" defines that student successfully complete and met all requirements to complete the program course he/she enrolled.

A status of "Incomplete" indicates the student has not complete the required program or its course, it reflects the lack of attendance in class, class participation is poor, assignments and project not submitted in time and slow progress. Such students are required to complete all class work and assignments, attend and complete additional labs and practicum hours and if required may retake the program course to attain the required training.

An "Incomplete" is converted to a final mark of "Fail " as appropriate, if the full requirements of the course are not satisfied by the student within the approved time period after the date of the Incomplete.

ABCO TECHNOLOGY - Policies & Regulations

Student Grievance Procedure

ABCO Technology promotes an educational environment that values communication, respect of others and fairness among its students, faculty and staff members. ABCO Technology recognizes that the student may have a concern or issue(s) that necessitates a prompt and fair resolution. Complaints are acknowledged on individual basis. However if a complaint shall arise, the student are required to contact their instructor and address their issue(s) and involved parties. If the problem remains unresolved you may address it to admissions representative, administration, and Chief of Operations. If complain is not resolved within a reasonable amount of time although report was made in writing to the school administrator and program instructor, then student have a right to approach school director, who will investigate and resolve the complain.

Satisfactory Academic Policy

All students will have to demonstrate satisfactory academic progress towards completing their program with ABCO Technology. They will do this by demonstrating to the instructor that the objectives taught in class can be successfully performed. Student's must complete all coursework as well as attend all required classes in order to be in good standing academically. At the end of each program course all students are required to submit the "Program Course Evaluation forms" which will consist and grade the training provided and objectives achieved in class.

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 30minutes after scheduled class start time.

Tardiness:

Students are required to contact school and or instructor, via phone call and/or email, at least 30 minutes prior to the class start time and inform with their status in case they are running late.

Student also required to provide the reason for being late in scheduled class. A class instructor has complete authority to excuse the reason and may not mark 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 will may result in probation, low grades or may be terminated from school. Students with 2 excused tardiness may provide grounds for low grades and disciplinary action.

Absent Policy:

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

Disciplinary Policy & Misconducts

The director at ABCO Technology, may impose disciplinary action for violation of, or an attempt to violate any policies and or regulations at 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:

- **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.
- **Fabrication:** Includes, but is not limited to, falsification or invention of any information or citation in an academic exercise.
- **Forgery:** An alteration, or misuse of any institution document, record, key, electronic device, or identification, applies to any individual for whom the institution maintains records, regardless of current student status.
- **Multiple submissions:** Includes, but is not limited to, the resubmission by a student for any course which has been previously submitted for credit in the 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.
- **Plagiarism:** Includes, but is not limited to, the use of another's words or ideas as if they were one's own; including but not limited to representing, either 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, obtained by purchase or otherwise, as the student's original work; or representing the identifiable but altered ideas, data, or writing of another person as if those ideas, data, or writing were the student's original work.
- **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; use of computing facilities to interfere with a Institution computing system. Violation of the Institution of California or any ABCO Technology acceptable or allowable use policy is also considered a violation.
- **Cheating:** Includes, but is not limited to, the use of unauthorized materials, information, study aids in any academic exercise; or helping another student commit an act of academic fraud; or the failure to observe the expressed procedures or instructions of an academic exercise (e.g. examination instructions regarding alternate seating or conversation during an examination).

Disciplinary Policy & Misconducts

TYPES OF MISCONDUCT—Continues..

- **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 also a ground for dismissal.
- **Unauthorized Conduct:** Unauthorized possession of, receipt of, duplication of, or use of the institution's name, insignia, or seal. Unauthorized entry to, possession of, receipt of, 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, Selling commencement tickets.
- **Miscellaneous:** The following are grounds for immediate termination from school. Use, possession, or distribution of alcoholic beverages, controlled substances, firearms, weapons, explosives and/or dangerous chemicals on school premises.

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

Probation and Termination Policies

ABCO Technology has established a set of educational standards. If these educational guidelines or standards are violated, a student may be placed on probation or possibly terminated from the program. The following violations may be considered as grounds for probation or termination from ABCO Technology.

Grounds for probation: If a student fails to meet attendance requirements, demonstrates continued unsatisfactory progress, or is responsible for disruptive conduct while in class will result in enforcement of probation or termination from ABCO Technology. A student with three consecutive absences will result in probation if the absences are accompanied by failure to contact the school for three consecutive class sessions. When the lack of contact by a student is an issue, ABCO Technology will attempt to contact the student via telephone and E-mail. In case of absenteeism and no contact is made within seven (7) days, ABCO will send student a probation warning through certified mail. If a student returns to class and successfully completes the course work, ABCO Technology's director and faculty will conduct a review of student's attendance and class progress, and will may discontinue the probation status, a student will be notified in writing of the school's decision.

Grounds for termination: If a student commits a felony or misdemeanor within the premises of ABCO Technology or has received two probation notices within a six month period either of these violations will result in immediate termination from the program. The student's enrollment status will be deemed as a withdrawal from the program. of study and school will apply the refund policy in accordance with applicable and published requirements. School's Registrar will release the all probation and or termination notices to such students via certified mail and email and will maintain all documentations and notices in the student's confidential file. Access to this file will be treated as confidential documents.

Complaint Procedure & Policies

Any students 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 at aahmed@abcotechnology.com | Fax at (310) 216-4311.**

PROCEDURE: 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 them in the complaint form.
- 5 - ABCO Technology will responds to the student's complaint in writing within 10 days from the date the complaint was received.
- 6 - ABCO Technology 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 25days period after receiving the complaint. 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 student may contact directly to 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 30days after receiving it from the student.

Verbal Complaints: Please note a verbal complaint does not qualify under this provision for any actions from ABCO Technology all complaints must be submitted in writing so they can be addressed in the appropriate timely manner. ABCO may either resolve the verbal in an appropriate manner or after through 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 an unresolved complaints the Registrar has the authority to recommend possible solutions to resolve the student's complaint to the Director of 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."

*Complaint form is included in the student packet and easily available from front desk, Admissions Representative, Registrar or instructor. **ABCO Technology will consider and may approve any proposed solution or may provide another reasonable resolution for the student's complaint.

Student's Right to Cancel

A Student has a right to cancel the enrollment agreement/contract without any penalty or obligations and obtain a refund of charges paid through the attendance at the First Class Session or the Seventh day after enrollment, whichever is later, as described under Refund Policy in this catalog.

Refund Policy

PROCEDURE TO CANCEL FROM THE PROGRAM:

Students are required to submit written Notice of Cancellation as enclosed in this catalog and student's packet, student may sign and date the notice of cancellation and send it to school, at the address below

ABCO Technology - Attn Registrar - 6733 S. Sepulveda Blvd Suite 106, Los Angeles, CA 90045 or
Fax at 310-216-4311.

Student may contact school and request a withdrawal or cancellation from the program, via email or by submitting signed notice of cancellation.

REFUND PROCEDURE, TERMS & POLICIES

As per the California code of regulation §94920. The policy applied on the students paid from personal funds or Private pay students.

Following refund procedures applies;

- 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.
- ABCO Technology will calculate student's refund based upon California code of Regulations §94920, and California Code of Regulation Act 71750 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 institutional charges, less a registration charges as per the first page of student's enrollment agreement, not to exceed two hundred fifty dollars (\$250), 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 institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund.
 - (e) ABCO will inform student within 45 days with the details of the refund moneys owed and the itemized breakdown of refund.

All refund will be paid in 45 days of student's cancellation or withdrawal from the program

***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 Policy

REFUND CALCULATIONS:

ABCO shall make refunds that are no less than the refunds required under the Act and California Code of Regulations 71750

- ABCO will not enforce any refund policy that is not specified in catalog as required pursuant to section 94909(a)(8)(B) of the Code, and will refund all institutional charges upon a student's withdrawal.
- A pro rata refund pursuant to section 94920(d) of the Code 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 institutional charge, 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 for in subdivision (a)(3) of this section, all amounts paid by the student in excess of what is owed as calculated in subdivision (1) shall be refunded.
 - (3) Except as provided in section 76120, all amounts that the student has paid will be subject to refund.
- ABCO will deduct non-refundable registration fees (not to exceed \$250.00) and the student tuition recovery funds as stated on the first page of 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 10 days 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, who choose to buy books, supplies and materials from ABCO Technology. See policy details of refundable book, supplies and materials conditions on page 44.

Students who choose to purchase books from outside vendor must follow a specified vendor refund policy, and is part of ABCO Technology's contract with vendor.

For purposes of determining a refund under the Act and this section, 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 stated in its catalog.

An institution shall refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled.

***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.

Miscellaneous Student Information & School Policies

STUDENT RECORDS / RECORDKEEPING:

Confidentiality & Release of Student's Records: All student records are kept on file. Files are confidential and are made available to 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 onsite 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 Ste 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.

PROFESSIONAL DRESS CODE STANDARD: Important part of the training at the ABCO Technology includes the development of professional attitudes and behaviors. Prospective employers seek employees who maintains positive additions to their companies. Therefore, ABCO Technology have created "work-like" environment in which our students can grow and develop according to these professional expectations. Learning how to communicate and deal with different situations, coping with frustration, skills to solving problems, disciplining oneself and dressing professionally are just few of the ingredients that go into the makeup of a "professional". In these areas we have high standards because we commit to prepare our students for the highest expectations of employers.

HOLIDAYS:

For the year 2012, ABCO Technology is closed on following Holidays and will not conduct training.

- New Year's holidays January 1st 2012—January 9th 2012
- School Re-opens January 10th 2012
- Martin Luther King's Day January 17th 2012
- President's Day February 21st 2012
- Memorial Day weekend May 28th 2012—May 30th 2012
- Independence Day weekend July 2nd 2012—July 4th 2012
- Labor Day weekend September 3rd 2012—September 5th 2012
- Veteran's Day November 11th 2012
- Thanksgiving November 24th 2012—November 27th 2012
- Christmas holiday December 24th 2012—December 30th 2012
- New Year's Eve December 31st 2012
- New Year's holidays January 1st 2013—January 6th 2013
- School Re-opens January 7th 2013

Additional Student Services Job Placement Assistance Program -

ABCO Technology Job Placement Assistance program has been designed to provide assistance in establishment of employment of its students and graduates, to search and seek better job opportunities.

Designated Personnel (JDC) - ABCO Technology has a designated Job Development Coordinator (JDC), is easily assessable at ABCO Technology, to assist all students and graduates in seeking a gainful employment. Student may contact JDC during normal business hours, Mon-Fri 9:00a.m. till 6:00 p.m. at the address 6733 S. Sepulveda Blvd; Suite 106, Los Angeles, CA 90045, Email at fsethi@abcotechnology.com, Fax at (310) 216-4311 or Phone at (310) 216-3067 ext 254

Program Description and Specification: ABCO Technology's Job Placement Assistance Program is free of charge to all students, its graduates and employers who hire ABCO Technology's students.

ABCO Technology understands each candidate's specific needs and requirements for placement and therefore has designated JDC to work with each job seeking candidate, one on one bases, and provide assistance by evaluating their expectations, job skill assessments, job search technique assistance, resume building assistance, guidance with up-to date job market information and fulfill all requirements of ABCO technology Job Placement Assistance program. The sole purpose of this program is assist ABCO's graduate and students with successful and gainful employment and to attain an increase in student's placement.

Candidate's Responsibilities: The success of this program is based upon combined efforts of JDC and job seeking candidates. All candidates and required to share, provide and exchange job search and placement relevant information with JDC. Candidates are also required to authorize JDC at ABCO technology to share and exchange job seeking and employment relevant information with employers; this will include but will not be limited to all the information of candidate's resume, progress reports, test results, school records and ability to perform evaluation details if required. JDC may advise candidate to obtain additional training if required. To obtain employment all candidates are required to follow JDC's instructions and program guidelines.

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

- **Placement Orientation Meeting:** First meeting of JDC will conduct with the Candidate. The purpose is to Interview job seeking candidate, explain the program path, assistance procedures and candidate's responsibilities
- **Placement Assistance Interviews and Evaluation:** Includes Assess, Evaluate, Plan and establish a successful path for the candidate to seek employment. It also includes candidate's detailed employment history, job skills assessment and professionalism. JDC will also educate candidate with the current Job market and its requirements, as well as provide schedules for future meetings as required.
- **Resume building assistance** JDC will meet student and provide resume building assistance.

ABCO TECHNOLOGY - Additional Student Services

Additional Student Services Job Placement Assistance Program

Placement Assistance Services:

- **Placement Follow ups:** JDC will assist all candidates with regular and required follow-ups.
- **Job Searching Techniques:** JDC will assist candidate with their specified job market and job searching techniques, as well as provide all up-to date information in regards. A candidate may required to attend job fairs and seminars.
- **Interview sessions** - JDC will meet job seeking candidate and provide assistance in planning, possible job interview. JDC will also discuss and educate candidate with job specific interview questions.
- **Job Interview Role Playing:** Training techniques for job interviews.

Additional Student Services Authorized Prometric Testing Center

ABCO Technology is an authorized Prometric testing proctor, any candidate may take all the certificate exams and test offered by prometric at ABCO Technology. This includes the certification exam for the courses and programs offered at ABCO Technology, student may take vendor specific certification exams required for their course at ABCO Technology.

Additional Inquiries

If any inquiring student need additional information about ABCO Technology, have questions or concerns in-regards to the contents of this catalog, school's information, admission's requirements, policies, regulations or procedures, please feel free to contact us via phone call, fax, email, walk-in or mail. All inquiries will be directed to ABCO Technology's Administration, Faculty and Director and will be responded and answered within a reasonable time.

Contact us at Phone (310) 216-3067, Fax (310) 216-4311, Email: info@abcotechnology.com.

Physical address at 6733 S. Sepulveda Blvd, Suite 106, Los Angeles, CA 90045.

You may visit our web address: www.abcotechnology.com

OR

Any question a student may have regarding this Catalog that have not been satisfactorily answered by the institution may be directed to Bureau for Private Post Secondary Education

2535 capital Oaks Drive, Suite 400

Sacramento, CA 95833

www.bppe.ca.gov

Phone number: (916) 431-6959

Fax number: (916) 263-1897

Begin your Registration

You may choose any one of the following options to begin your registration process:



1. Online Registration:

Visit our Website at www.abcotechnology.com
And register online 24 hours a day with either Credit Card or Pay Pal.



3. Fax Registration:

(310) 216-4311.
with either Credit Card or Pay Pal.



2. Phone Registration:

(310) 216-3067. We accept phone Registrations with either Credit Card or Pay Pal.



4. Walk-in Registration:

Our office is open Monday through Friday, 8am to 5pm at
6733 Sepulveda Blvd. #106,
Los Angeles, California, 90045.



The screenshot shows a web browser window displaying the ABCO Technology logo in the top left corner. The main heading of the page is "Enrollment - Form". Below the heading is a registration form with the following fields:

- First Name : *
- Middle Name :
- Last Name : *
- Date of Birth : (mm/dd/yyyy) *
- Email : *
- Address :
- Country : ▼
- City : ▼
- Zip Code :
- Home Contact No : *
- Cell Contact No : *

At the bottom of the form is a red "Next" button.



Registration

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 the 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.com

6733 Sepulveda Blvd, Suite #106

Los Angeles, CA 90045