

*“Knowledge Creates Confidence – Confidence Creates Success”*

## **And Course Outlines**



#74464470



## **Catalog Date**

***MAY-01-2023 through MAY -31-2024***

**AGI TECHNOLOGY INSTITUTE**

**14075 Hesperia Rd, # 204  
Victorville, CA 92395  
(760) 596-1583 Fax (909) 466-5622  
BPPE # 3303721**

**Website: [agitechnology.com](http://agitechnology.com)**

**Classes will be held at 14075 Hesperia Rd. # 204, Victorville, Ca. 92395**



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



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

Hands-on learning to prepare the Student for a Career in:



- Medical Front Office
- Property Management
- P.C. Repair/A+ Certification
- Cisco Certification-CCNA
- Cisco Certification- CCNP
  - Computer Office Automation

**AGI Technology** offers its training courses in Real time for in class training and On-line for Not in real time via LAB SIM.

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Victorville, CA 92395  
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**The classes will be held at: 14075 Hesperia Rd., Ste. # 204, Victorville, Ca. 92395**

*Revised 4/2023*

## Programs Offered

### Approval Disclosure Statement

AGI Technology Institute is a private Institution, that is approved to operate by the bureau, and that approval to operate means compliance with state standards as set forth in the CEC and 5, CCR. .An institution may not imply that the Bureau endorses programs, or that Bureau approval means the institution exceeds minimum state standards.

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

Our renewal to operate was reviewed by the Bureau for Private Postsecondary Education and extended with a current approval to 2022.

### Real Estate

Property Management	260 Hours
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### Office Procedure

Computer Office Automation	192 Hours
Computer Office Automation - On line	

### Health Care

Medical Front Office	256 Hours
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### Information Technology

P.C. Repair/A+ Certification	200 Hours
P.C. Repair/A+ Certification- On Line	
Cisco Certification - CCNA	200 Hours
Cisco Certification - CCNP	200 Hours

## **MISSION STATEMENT and GOALS**

### **MISSION STATEMENT**

**AGI Technology Institute believes that “Knowledge Creates Confidence, and Confidence Creates Success”.**

AGI Technology Institute's mission is to provide the highest quality of education and training with our offered programs. Our commitment is to prepare the student with the knowledge, and skills to obtain and continue the career ladder through the implementation of our curriculum. Students

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

As well as our offerings of classroom ( Instructor-led), approved programs, we offer on-line (Distance Education) courses to give the student the flexibility to take their class anytime, anywhere.

Our commitment is to prepare students to meet the growing demands, in working with employers, attempting to stay abreast with the current needs of employers in the work force.

### **Goals and Objectives**

AGI Technology Institute's objectives are to equip each student with an entry-level working knowledge of skills required by companies and agencies within and related fields of our courses.

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

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

This catalog contains information on courses, instructors, and policies. We offer hands on and Distance Education instruction. AGI Technology Institute, the facility it occupies and the equipment it uses, fully complies with all local, state, and federal requirements as to fire, safety, building safety and health. AGI Technology Institute is ADA compliant. All classes are held in office space with classrooms adequate to serve 10 students at any time.

## **Program Mission Statement for : Property Management**

AGI Technology Institute Property Management program offers a high quality education to prepare a diverse population of students with entry level skills needed to be competent and confident as Property Manager, Assistant property Managers, Self-storage, Commercial Property Managers.

### **Goals and Objectives**

1. Graduates will have the knowledge and skills to competently perform duties necessary with property management.
2. The property management graduates will be proficient in MS office, general accounting able to prepare rental property, with learned principles for occupancy and more.
3. This is a Diploma program

## **Program Mission Statement for : Computer Office Automation/ and On-Line**

AGI Technology Institute Computer Office Automation program offers a high quality education to prepare a diverse population of students with entry level skills needed to be competent and confident as A Computer Office Automation employee..

### **Goals and Objectives**

1. Graduates will have the knowledge and techniques used in working with Microsoft Office, including Word, Excel, Access and PowerPoint. .
2. Graduates will prepare documents, work with spread sheets, reports as Secretaries, Administrative assistants, data entry clerks
3. This is a Diploma program.

## **Program Mission Statement for : Medical Front Office**

AGI Technology Institutes Medical Front Office program offers a high-quality education to prepare a diverse population of students with entry level skills needed to be competent and confident as a Medical Front Office Assistant, insurance eligibility, Medical Biller, Medical Coder, Medical Receptionist.

### **Goals and Objectives**

1. Graduates will have the knowledge and skills to competently perform duties expected for Medical Front Office ( Biller and Coder).
2. The graduates will be proficient in MS office, Excel, Access, Medical Terminology, Insurance to complete documents using Medical terminology, anatomy, and physiology and Medisoft software to process claims, collections, code Insurance forms for payment.
3. This is a Diploma program

## **Program Mission Statement for : P.C. Repair/A+ Certification and On-Line**

AGI Technology Institute P.C. Repair/A+ Certification program offers a high-quality education to prepare a diverse population of students with entry level skills needed to be competent and confident as a Computer CompTIA A+ professional.

The A+ Certification is the ground floor into the employment for a computer service technician. Develop skills to build and configure hardware, install and update software, and maintain computer networks.

### **Goals and Objectives**

- 1..Graduates will have the knowledge and skills to competently perform duties involved with by identifying computer problems and repairing them. Prepare to pass the CompTIA A+ certification exams.
- 2.The graduate will be prepared to perform the various responsibilities and tasks required for an entry-level computer technician, demonstrate baseline security skills for IT support professionals.
- 3.This is a Diploma program with CompTIA A+ Certification

## **Program Mission Statement for : Cisco Certification- CCNA**

AGI Technology Institute Cisco Certification -CCNA 200-301 Exam. Network fundamentals, basic ethernet, LAN implementation, designing ethernet LANs, Understanding IPV4, implementing and troubleshooting wireless LANs program offers a high-quality education to prepare a diverse population of students with entry level skills needed to be competent and confident.

### **Goals and Objectives**

- 1..Graduates will have the knowledge and skills to take the CCNA 200-201 exam , Network fundamentals, IP connectivity, network access, IP services, security fundamentals, and automation and programmability.
- 2.The graduate will be prepared to work as an Entry-level Network engineer, Network Technician.
- 3.This is a Diploma program

## **Program Mission Statement for :Cisco Certification -CCNP**

AGI Technology Institute Cisco Certified CCNP Network 300-101 exam program offers a high-quality education to prepare a diverse population of students with entry level skills needed to be competent and confident as a manager of complex, networks, working with core technologies, optimizing infrastructure, and keeping applications secure and performing efficiently.

### **Goals and Objectives**

- 1..Graduates will have the knowledge and skills to competently perform duties needed to Implementing based solution design
- 2.The graduate will be prepared to work in Networking with application security.
- 3.This is a Diploma program

## **Class Equipment :**

All programs use computers with Intel Pentium Processor, 4GB RAM, DVD ROM, 200GB Hard Drive running Microsoft Windows software. External devices include Networking equipment, Printer and Scanner. The A+ Repair has workstations( per computer Repair student) available for class repair experience in the classroom and via LabSim for on-line students.

The classroom will accommodate 10 students, each having their own computer, and sharing (3) three printers within the classroom

The facilities includes Audio/Visual equipment, (1) lecture class, and (2) work stations for the P.C. repair/ A+ program.. .

## **MANAGEMENT / STAFF**

### **GOPAL D. CHATURVEDI – DIRECTOR**

Gopal D. Chaturvedi has earned a B.S.E.E. and a MBA from the University of Phoenix. He founded AGI Technology Institute in 2001, with 18 years of experience in managing a computer company and has been working in the computer industry for the last 21 years. Mr. Chaturvedi has experience in mainframe, mini, and microcomputers. Mr. Chaturvedi has been a successful Licensed Real Estate Agent and Loan Processor for Real Estate Agency.

## **INSTITUTE STAFF**

**Gopal Chaturvedi**  
Financial Officer,

Chief Executive Officer, Chief Operating Officer,  
Chief Academic Officer, Campus Director  
**MBA, University of Phoenix**  
**BA Engineering , Pacific State University**

**Gopal Chaturvedi**

Chief Academic Dean

**Gopal Chaturvedi - Instructor**

Property Management  
**State of California - Real Estate Broker**

**Keith Sheffield - Admissions**

**Marina Hall - Instructor**

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

**Keith Sheffield – Instructor**

Cisco Certification - CCNA  
Cisco Certification - CCNP

### **Education**

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

**Michael M. Moore- Instructor**

Computer Office Automation **and** On- line  
P.C. Repair / A+ Certification and On-Line  
Cisco Certification - CCNA  
Cisco Certification - CCNP

Education

CompTIA A+ , Operating systems Fundamentals ,  
Computing MTA Server and Security  
Fundamentals Linux and CompTIA Network +  
CompTIA Security Everest College  
**Calif. State Licensed and Bonded Income  
Tax preparer**

**All faculty members meet the qualifications determined by 94909 (a) (7)**

AGI Technology Institute's Instructors have been chosen from the Professional community as they excel in their field for Instruction. All Faculty are qualified and have met the minimum standards set forth by regulation 5, CCR 71720. Instructors are encouraged to inspire students to achieve career goals through their attainment of knowledge, skills and self-confidence.

Instructors attend continuing education and/or subject upgrade with teaching methodology and professional development skills as they relate to their field.

**AGI TECHNOLOGY UPDATES THIS CATALOG ANNUALLY**

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

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

The transferability of credits you earn at AGI Technology Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the ( diploma or Completion Certificate ) you earn in any "**the educational program**" is also at the complete discretion of the institution to which you may seek to transfer. If the (degree, diploma or Completion Certificate) that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending AGI Technology Institute to determine if your (degree, diploma or Completion Certificate) will transfer.



## **NOTICE OF ACCEPTANCE OR ADMISSION OF STUDENTS FROM OTHER COUNTRIES**

Students abroad who are on an F-1 or M-1 visa. This institution does not offer visa services and will not vouch for a student status.

This institution is not approved by the U.S. Immigration and Customs Enforcement (ICE) to participate in the Student and Exchange Visitor Program (SEVP), and is not authorized to issue an I-20 visa. Therefore, this institution cannot accept applications from students from other countries.

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

### **English language Standards**

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

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

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

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

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

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

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

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the: **Bureau for Private Postsecondary Education at: 1747 North Market, Suite 225, Sacramento, CA 95834, P.O. Box 980818, West Sacramento, Ca. 95798-0818 Web Site: [www.bppe.ca.gov](http://www.bppe.ca.gov), Toll-free telephone number (888) 370-7589 or by fax (916) 263-1897. (916) 574-8900**

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

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

AGI Technology Institute **does not have** dormitory or housing facilities under its control. AGI Technology Institute does not provide housing assistance services to the students. The institute has no responsibility to find or assist a student in finding housing. Residential living in the areas served by AGI Technology Institute may include room or apartment rental or private housing rental with costs ranging from \$1500.00 and up per month.

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

There are ample rental properties in the Fontana, Ontario, and Victorville areas. The range of costs for these facilities vary according to demand at any given period of time. Market value is dependent upon demand. No facilities are recommended or sponsored by this institute.

#### **INSTRUCTIONAL EQUIPMENT:**

AGI Technology Institute has the required equipment for lecture and laboratory practice. The Classroom contains Intel Pentium Processor, 4GB RAM, DVD ROM, 200GB Hard Drive running Microsoft Windows software. External devices include Networking equipment, Printer and Scanner. at a ratio of 1:1, white boards, and reference materials and programs.

The student will have access to software through LabSim for the computer related programs, a system that will have continuous attendance, grades (after the student takes a test with Lab/sim, and Books to support the program. The LabSim component of the program is continuously updated through the team of TestOut, software and demonstrations for the student.

The Property Management course will have software for bookkeeping basics, such as receiving rent payments to handling vendor invoices and accounting software. You will learn the basics for responsibilities of Property Management records.

Medical Front Office program will have ICD 10 manuals to use during class time and a website link to ICD 10 codes on the computer for reference. The software for the Medical Front Office is loaded on the computer and updated, as new regulations are available to allow the student state of the art information for the Medical billing and coding portion of the program. The medical billing (insurance forms) are updated to meet the current industry.

#### **DISTANCE EDUCATION EQUIPMENT:**

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

#### **CLASS SIZE:**

AGI Technology Institute maintains a classroom instructor to student ratio of not more than 10 students per 1 instructor. AGI Technology Institute believes that a small class size allows the student to learn competently, thus leading to a faster return to gainful employment.

The facilities have a Classroom designed for 10 Students, with a Computer for each student and a shared printer per (3) students.

#### **FACILITIES DESCRIPTION:**

##### **Main Campus:**

**14075 Hesperia Rd., # 204 Victorville, CA Satellite is 1,200 sq ft. located in a 2-story facility. The institute includes (2) classrooms, (1) office. The Facility can accommodate 10 students. (1) Restroom, Parking is available for all students at the building premises.**

#### **LIBRARY / RESOURCES**

Our Library/Resource Center contain 2 fully functional computers with full internet access. Computers, as well as supporting text books, and websites that correspond to the programs offered are available for students to utilize anytime the campus is open. Access is available to all Staff, students as well as graduate students. Students are encouraged to utilize the library/resources to enhance their learning experience as well as to promote their job growth.

<http://www.publiclibraries.com/california.htm>).

Students can access the library holdings and web sites related to the programs offered from 10:00 A.M. to 2:00 P.M. Monday through Thursday. The Instructor will have web sites available for other learning resources that are linked to your program.

#### **DISTANCE EDUCATION LIBRARY RESOURCE POLICY**

AGI Technology Institute will instruct distance education on-line students in the techniques to use the on-line materials and research sites upon enrollment. Students and faculty may access materials from <http://www.publiclibraries.com/california.htm>). **9**

Instructions on how to access distance education online reference materials and using the public library systems is available at the above libraries and through LAB Sim for the Computer programs.

### **ADMISSION POLICY:**

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

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

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

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

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

\*\*\*\*Students who do not have a high school diploma or GED, but are 18 years of age may be admitted after passing the **Institutes specific written standards for student admissions for each educational program. Any student who is obviously unqualified or who does not appear to have a reasonable prospect of completing the program will not be accepted for enrollment, in the particular educational program.** This evaluation will also determine interest and most suitable level of training to assess evaluation results, prior education, motivation, placement potential and general aptitude for the chosen career field.

### **DISTANCE EDUCATION ADMISSION POLICY:**

AGI Technology Institute offers distance education on-line programs where the instruction **is not offered in real time via Laksmi.**

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

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

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

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

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

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

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

The on-line student will have an on-line orientation with the Instructor to reinforce the time management checklist, and Career Assessment Questionnaire and discuss the library on-line resources for the student.

During the phone conference the Instructor will answer any questions regarding the course content and the student will also be advised how to use online tools to communicate with their instructor.

The Instructor will advise the student of the zoom time available for the student to contact the Instructor for a one-on-one question,

explanation or clarification of any material. The Instructor and student will discuss the zoom on-line class and how to join and other FAQ to assist the student for successful on-line learning.

## **TRANSFER OF CREDITS**

If you have credits earned at another Institution that you may wish to transfer to a particular program offered by AGI Technology Institute, they will be examined at no additional charge or fee to determine if AGI Technology Institute will accept those credits. An achievement test for a particular program may be given.

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

## **CREDIT FOR PRIOR EXPERIENTIAL LEARNING**

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

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

## **POLICY REGARDING ACCEPTANCE OF CREDITS EARNED THROUGH CHALLENGE EXAMINATIONS:**

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

## **HOURS OF OPERATION:**

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

Morning Session -Monday thru Thursday	10:00 AM to 2:00 PM
Friday- Additional Lab (As needed)	10:00 AM to 2:00 PM

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

## **PARKING:**

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

## **JOB PLACEMENT ASSISTANCE:**

AGI Technology Institute is required by the State of California and various other agencies to track your employment.

AGI Technology Institute maintains a Placement Assistance Department whose function is to **assist** the graduated student in finding employment upon successful completion of their enrollment. Placement services are available for lifetime from the date of graduation.

As the name implies this department **assists** graduates in their job search. The graduate has the prime responsibility to conduct the job search. AGI Technology Institute does not nor will not guarantee a job or starting wage.

With this stated the following are the policies and procedures for the relationship between this department and the graduate:

The student understands that they must comply with all reasonable requests by the placement department in order to conduct a successful job search.

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

The Institute will work with the student to build their resume for the program they have taken.

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

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

## ***HOLIDAY OBSERVANCE:***

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

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

## **STUDENT DRESS AND APPEARANCE:**

Students are preparing for careers in the modern workforce. Now is the time to develop the habit of wearing the appropriate attire that is required on the job. It is important that students be properly dressed in order to make the best possible impression.

By accepting admission to AGI Technology Institute, students agree to conduct themselves within the limits of acceptability to prospective employers. Students are expected to be neat, clean, and dressed consistently with the type of apparel that would be required in the modern business office.

## **STUDENT CONDUCT:**

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

There shall be no Falsification and/or untrue statements made on applications and/or documents  
Insubordination to instructors or staff personnel

Negative behavior and/or attitude including the use of profane or derogatory language.

Unauthorized use of equipment Acts of theft. This applies to both Institute property and personal property of others..

Carrying of a concealed or visible weapon of any type. of Sexually inappropriate conversations, remarks or behavior to any staff or student..

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

## **DRUG AND ALCOHOL POLICY:**

AGI Technology Institute is committed to maintaining a drug-free workplace and a drug-free Institute. The unlawful manufacture, distribution, dispensing, possession, or use of drugs, alcohol, or any other controlled substances is strictly prohibited. As a condition of enrollment our students are required to abide by this policy. AGI Technology Institute cooperates with all local, state, and federal agencies.

## **DISMISSAL POLICY:**

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

The tuition for the course must be paid in full at the time of scheduled graduation or AGI Technology Institute will hold the Diploma of graduation and any certifications until such time as the tuition is paid.



## GRADING AND PROGRESS SYSTEM:

AGI Technology Institute evaluates its students by oral, written, and practical tests and projects each month in the Property Management and Medical Front Office programs..

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

### FOR DISTANCE EDUCATION PROGRAMS

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

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

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

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

A test score of **less than 75% will require a retake** of the test  
AGI Technologies grading system is as follows:

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

Below 75% results in course failure

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

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

### **Student Appeal Policy**

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

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

### **Reinstatement Policy**

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

### **Satisfactory progress is determined as follows:**

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

### **Incomplete Subjects and Remediation:**

Students will be given an opportunity, at the discretion of the Director of AGI Technology Institute and subject to space availability, to repeat, remediate or make-up lost work within 30 days of grade assignment and be credited the higher of any grade(s) earned, or a final, failing grade of ~~F~~+ will be rendered. Failure to make satisfactory progress may result in probation or termination. Satisfactory Progress measurements consist of both a Qualitative Measurement and a Quantitative Measurement.

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

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

### **STANDARDS FOR STUDENT ACHIEVEMENT (DISTANCE EDUCATION PROGRAM)**

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

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

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

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

### **ACADEMIC REVIEW AND APPEAL PROCESS:**

1. A challenge to the record for purposes of changing any of its contents must be requested in writing, stating fully the reason for the challenge.
2. The Director, in consultation with the instructor and the Campus Administrator will review all challenge requests. A determination will be made to either retain the records intact or change them. The student may meet with the Director to review conclusions.
3. Should the student request further review, a disinterested third party with competence in the program will be asked to review the student's records and the findings of the Director and make recommendations to the Director for final action

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

## **ATTENDANCE AND ABSENCE POLICY:**

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

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

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

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

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

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

## **TARDY/LEAVING EARLY:**

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

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

## **SUSPENSION AND DISMISSAL**

AGI Technology Training reserves the right to suspend or dismiss any student whose attendance, professional conduct, or academic performance which does not meet AGI Technology Institute's standards and/or who fails to abide by the rules and regulations. Any student who has been suspended or dismissed may appeal the action by following the student appeal procedures outlined in this catalog.

## **ATTENDANCE PROBATION:**

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

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

The length of attendance probation will be for a minimum of 8 scheduled class sessions.

**During this probationary period, any additional absences may result in suspension or dismissal.**

### **ATTENDANCE PROBATION AND SUSPENSION:**

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

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

### **LEAVE OF ABSENCE:**

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

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

### **STUDENT RECORDS / RIGHT TO PRIVACY:**

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

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

Student transcripts will be kept in the student files and a separate transcript file. Copies of transcripts will be kept on site. Availability of **transcripts will be KEPT for an indefinite period of time.**

Students may request a review of these records by writing to the Institute Director. All reviews will be scheduled during regular Institute business hours under appropriate supervision.

**DISCLOSURE AND RETENTION OF EDUCATION RECORDS:**

Students have the right to inspect, review, and challenge information contained in their education records. Education records are defined as files, materials, and documents, which contain information directly, related to the student and are maintained by the Institution.

Written consent is required before education records may be disclosed to third parties with the exception of regulatory education agencies.

Students wishing to review their file must make an appointment with the Director. All appointments must be made during regular business hours. At no time may the student and or parent remove, destroy and or damage any documents contents in the file.

**COMPLAINT APPEAL PROCEDURE:**

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

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

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

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

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

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

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

**TUITION PAYMENT POLICY:**

All tuition and fees for a specific program are payable in advance unless other arrangements are made with the Institute prior to commencing classes. **NOTE:** A \$100.00 non-refundable Registration Fee is included in cost of all programs. A non-refundable **STRF** fee may be charged if the student is eligible. Eligibility for **STRF** is outlined below.

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

**\*\*\*Policies and Practices regarding EDD Workforce Students:**

AGI Technology Institute is approved and eligible, to enroll students through I-Train, which includes Caljob and ETPL.

The ETPL was established in compliance with Workforce Investment Act of 1998 amended by the Workforce and Opportunity Act (WIOA) of 2014.

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

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

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

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

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

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

**CALIFORNIA STUDENT TUITION RECOVERY FUND (STRF)  
DISCLOSURE**

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

**The Students rights and responsibilities with respect to the Student Tuition Recovery Fund (STRF)**

**It is a state requirement that a student who pays his or her tuition is required to pay a state-imposed assessment for the STRF. This statement shall also describe the purpose and operation of the STRF and the requirements for filing a claim against the STRF.i**

**"The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was**

**enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic**

**Unless relieved of the obligation to do some, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition**

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program."

(b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog;

"It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school.

Questions regarding the STRF may be directed to the: Bureau for Private Postsecondary Education, 1747 North Market, Suite 225, Sacramento, Ca. 95834, (916) 574-8900 or (888) 370-7589.

**To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:**

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in the teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution, or were enrolled in an education program within the 120-day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an education program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.



A student whose loan is revived by a loan holder or debt collector after a period of no collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number

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

## **FINANCIAL AID PROGRAMS**

**A student enrolled in an unaccredited Institution, is not eligible for Federal financial aid programs.**

### **THIRD PARTY PAYERS:**

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

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

### **STUDENT PROTECTION:**

#### **Cancellation, Withdrawal and Refund Rights**

- **You have the right to cancel this enrollment agreement for and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later for educational service, or Books. Cancellation occurs when you give written notice of cancellation at the Institution address shown on the front page of this Catalog or as noted on the Enrollment Agreement. You can do this by mail, in person, by FAX to: Institution Director of AGI Technology 571 N. Mountain Ave., Ste. 118, Upland, CA 91786**
- The notice of cancellation, if mailed, is effective when deposited in the mail, properly addressed with postage prepaid. This notice need not take any particular form; it

needs only to state you wish to cancel the agreement. You will be given two notices of cancellation forms on the first day of class.

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- If the school has given you any books, you shall return them to the school within 30 days following the date of your notice of cancellation. If you fail to return the books in original condition within the 30-day period, the school may charge you for the books, and deduct that cost from any refund that may be due. Once the book(s) are paid for, it is yours to keep without further obligations.
- **You have the right to withdraw from the school at any time. If you withdraw from the course of instruction after the cancellation period as stated paragraph 1, the school will remit a refund less a registration fee or any STRF fee assessed after the seventh day of enrollment prior to 60% of the program at which no refund will be required. The Registration Fee shall not exceed the lesser amount of \$ 100.00.** The refund
- You are obligated to pay only for educational services rendered and unreturned books. The refund shall be the amount you paid for instruction multiplied by fraction. The numerator of which is the number of hours of instruction, which you have not received, but for which you have paid, the denominator of which is the total number of hours of instruction for which you have paid. **up to including 60% of the course. After 60% of the course has been taken, NO REFUND will be due to the student or third party.**

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

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

### Refund Calculation

The refund will be calculated in the following manner:

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

- To this figure is added the registration fee, any STRF fee and the cost of unreturned books.
- This results in the total amount that is owed to the school. If this figure is less than the amount prepaid, a refund will be issued. If this figure is less than the prepaid amount, a refund for the difference will be issued. **24**

An example would look like this:

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

**The calculation:**

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

**(Refund Calculation continued)**

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

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

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

- (A) School terminates your enrollment.
- (B) You fail to attend classes for a 10-day period. You fail to return from a leave of absence,

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

**EQUAL OPPORTUNITY IS THE LAW:**

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

## WHAT TO DO IF YOU BELIEVE YOU HAVE EXPERIENCED DISCRIMINATION

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

Bureau for Private  
Postsecondary Education  
1747 N. Market Blvd. 225  
Sacramento, CA 95834  
(916) 574-8900

Civil rights Center  
Director, Civil Rights Center  
U.S. Department of Labor  
200 Constitution Ave. N.W  
Washington, D.C. 20210

Fax (916) 263-1897

P.O. Box 980818, West Sacramento, Ca. 95798-0818

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

## DISCLOSURES

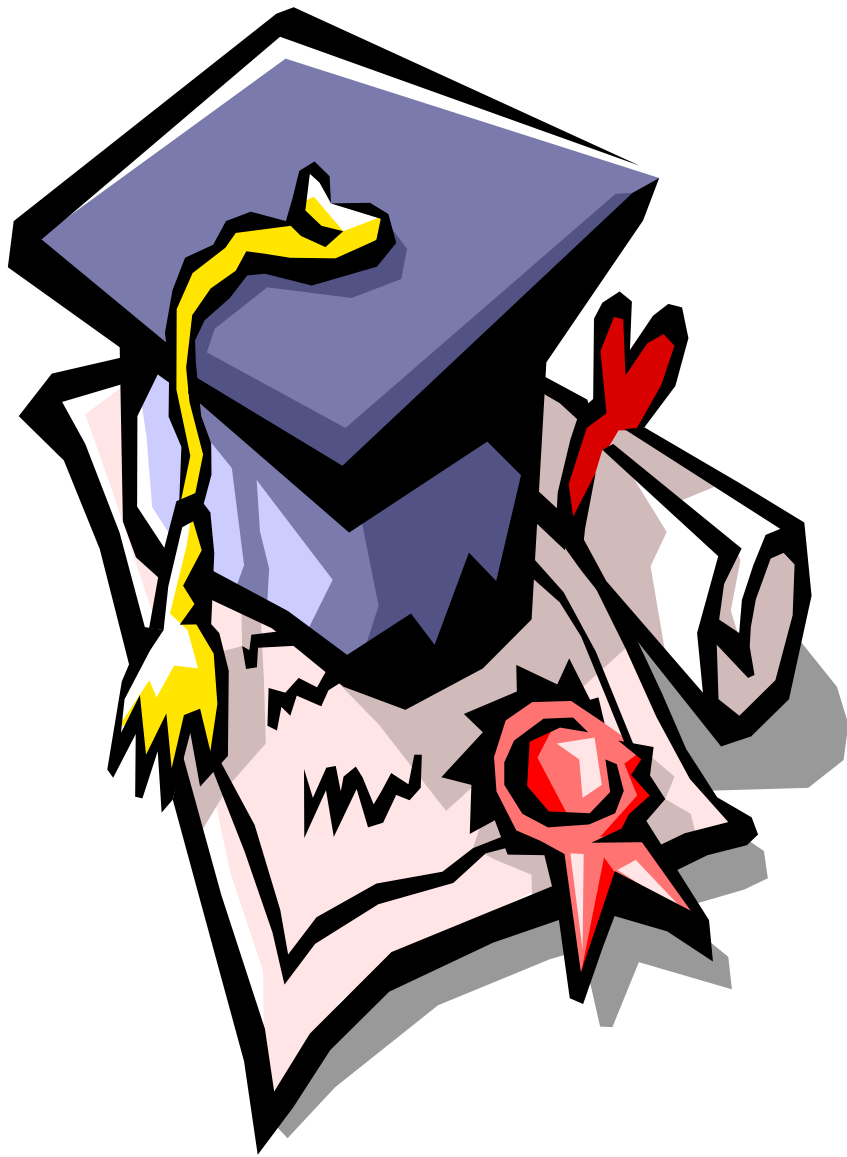
As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the school performance fact sheet, which must be provided to you prior to signing an enrollment agreement.

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

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

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

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



**Property Management:****260 Hours 13 Weeks 17.0 Credit Hours**

<b>Class Title</b>	<b>Description</b>	<b>Class Number</b>	<b>Clock Hours</b>	<b>Credit Hours</b>
Introduction to Computers	The student will learn to operate and move through the windows operating system	COA . 100	30	2.0
Keyboarding	Student will enhance their professional typing skills.	COA . 101	10	2.0
MS Word	Assignments and production work include creation of and formatting of word processing documents as used in the business environment.	COA . 102	30	2.0
MS Excel	Enter and edit data, create simple formulas and graphs in a spreadsheet application.	COA . 103	30	2.0
MS PowerPoint	Learn PowerPoint basics to create, edit and format a slide show presentation.	COA . 104	30	2.0
INNAGO	Create a company, list and reports, invoice, payables, inventory, payroll.	QBS - 100	40	2.7
Property Management	Learn the principles of property management, explore professional management, preparing rental property for occupancy, how to set, rental rates explore the legalities of security deposits, how to draw up lease agreement, how to advertise, set up the process of selecting tenants, how to set up Maintenance management, Eviction and Legal problems, Property Management Insurance, Taxes and accounting systems.	Prop . 100	70	4.7
<b>TOTAL</b>			<b>260</b>	<b>17.4</b>

**(SOC) 11-9141****Description and purpose of course****Overall objective:**

Students will learn Property Management fundamentals for all phases and techniques used in the real estate or managing of individual owners, renters, Storage unit rentals, properties, tenancies, and property management duties in the Property Management industry.

This course provides an overview of property Management fundamentals for the professional, owner or property types covered include office, retail, industrial, condominium, and apartment, leasing, renting, office administration, budgets, building maintainer, vender services,

**A Real Estate License is NOT Required for building rentals . THIS WILL EXCLUDE real estate TRANSACTIONS THAT WOULD REQUIRE A Real Estate License. HOWEVER, IT IS SUGGESTED TO SIT FOR YOUR REAL ESTATE LICENSE TO WORK IN ALL PHASES OF REAL ESTATE.**

In California, you do not need your real estate license to become a property manager. For anyone stepping into managing a property on behalf of the owner, the first requirement is to have a property management license in California. Clearly, you cannot buy, sell, or lease property without a license,

Property Manager responsibilities include setting and collecting rent, handling maintenance requests, filling vacant units and potentially setting the budget for the property. Property managers often take care of property that real estate investors either do not live near or do not wish to personally manage.

Property managers are, first and foremost, responsible for overseeing the ongoing condition of the owner's property(s) and ensuring tenant satisfaction. Other duties such as seeking tenants and managing evictions depend on the contract with the owner. It is the responsibility of the property manager to routinely inspect the building and know its current, as well as deferred maintenance needs. The property manager should have access to skilled specialists for repair and maintenance work, unless the resident manager is personally skilled to perform necessary repairs.

**Emphasis** is placed on maintaining a good relationship with tenants and property owners. Special emphasis is placed on using computerized programs such as Microsoft **Office 2019**, includes Word, Excel and PowerPoint and **INNAGO** management software

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

### **Equipment, Materials, and Textbooks provided:**

Access to a classroom computer for all learning and program software .

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

### **Software and Textbooks**

**Software:** :Current accounting software.- **Innago** management software is used by small and mid-sized property management companies to manage rental income, maintenance,

security, and more. With this platform, business owners can manage their properties and tenants online for improved organization and efficiency.  
This software is an excellent property Management platform for a variety of business sizes.

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The software gives landlords and property managers access to a wide variety of services, including online payments, expense tracking, tenant screening, property maintenance and more.

**Software:** Microsoft Office 2019&365 applications

**Textbook:** Building a Foundation with Microsoft Office 2019 & 365

Authors: Alec Fehl, Alex Scott, Ben Linford, and Ian Ewell \$ 175.00

**Textbook::** The Property Management Tool Kit- ISBN-13: 978-0814473511 Mike  
Beirne \$ 85.00

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

### **Admission Requirements:**

General Education required: High School diploma, or GED or an Established test with Specific standards related to your program, given by the Institute

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

**Course Certificates Awarded: Diploma**



**COMPUTER OFFICE AUTOMATION      192 Hour 9 Weeks 13.0 Credit Hours**

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

(SOC): 15-1232 15-1299

***Description and purpose of course***

**Overall Objective:** Participants will learn all phases and techniques used in working with Microsoft 2019 & 365 software, including Word, Excel, PowerPoint and Access. The student will learn common features and uses of the four Microsoft Office applications.

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

**Equipment, Materials, and Textbooks provided:**

Access to a classroom computer for all learning and program software .

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

**Software and Textbook:**

**Software:** Microsoft Office 2019&365 applications

**Textbook:** Building a Foundation with Microsoft Office 2019&365 applications      \$ 175.00

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

**Admission Requirements:**

General Education required: High School diploma, or GED or an Established test with Specific standards related to your program, given by the Institute

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

**Course Certificates Awarded: Diploma**

**COMPUTER OFFICE AUTOMATION ON- LINE 192 Hour 9 Weeks 13 Credit Hours**

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

(SOC) 15-1232 15-1299

**Description and purpose of course**

**Overall Objective:** Participants will learn all phases and techniques used in working with Microsoft 2019 & 365 software, including Word, Excel, PowerPoint and Access. The student will learn common features and uses of the four Microsoft Office applications.

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

**Equipment, Materials, and Textbooks provided:**

Access to a classroom computer for all learning and program software .

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

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**Software and Textbook:**

**Software:** Microsoft Office 2019&365 applications

**Textbook:** Building a Foundation with Microsoft Office 2019&365 applications \$ 175.00

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

**Admission Requirements:**

General Education required: High School diploma, or GED or an Established test with Specific standards related to your program, given by the Institute

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

**Course Certificates Awarded: Diploma**

**DISTANCE EDUCATION EQUIPMENT::**

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

**\*\*The on-line program will return the response or evaluation of student lessons, projects, or dissertations within 10 days after receipt by the student as evidenced by a dated document kept in the students file.**

**MEDICAL FRONT OFFICE****256 Hours 13 Weeks 15.06 Credit Hours**

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

**(SOC): 43-6013, 43-3021, 43-3011**

## Description and purpose of course

### Overall Objective:

Student will be exposed to and learn all phases and techniques used in working with Microsoft 2019 & 365 includes Word, Excel and Access. In addition, they will be exposed to the different types of medical insurance form, The student will acquire knowledge of medical terminology, anatomy and physiology, as well as commonly used insurance terms. They also learn the techniques used to process all phases of medical billing and insurance claims using a Medical Office Software program. Students will learn coding techniques, scheduling, collection of co-pays, claims completion, and proper front desk protocol.

### Emphasis:

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

### Careers:

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

### Equipment, Materials and Textbooks provided:

Access to our classroom computer for all learning and program software applications.

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

**Software:** Microsoft Office 2019&365 applications

**Textbooks::** Building a Foundation with Microsoft Office 2019 & 365

Authors: Alec Fehl, Alex Scott, Ben Linford, and Ian Ewell \$ 175.00

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

Insurance Handbook for the Medical Office (Text & Workbook), Marilyn Fordney  
ISBN 13-978-03233594400 \$ 110.00

A Short Course in Medical Terminology, Chabner ISBN-13: 978- 323444927 \$75.00

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

**Admission Requirements:**

General Education required: High School diploma, or GED or an Established test with Specific standards related to your program, given by the Institute

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

**Course Certifications Awarded: Diploma**

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

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

**(SOC) : 17-2061, 15-1231, 15-1232 CIP Code 320111****Description and purpose of course****Overall objective:**

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

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

**Emphasis:**

Special emphasis is placed on hands-on learning that includes instruction on troubleshooting, upgrading, diagnosing problems, customer satisfaction, and test preparation.



**Careers:**

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

**Equipment, Materials, and Textbooks provided:**

Access to our classroom computer for all learning and software applications.

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

\*\*\*\*In the PC Repair/A+ Certification course Computers are available in the class setting to Tear down and rebuild if the student chooses to participate in this exercise.

The student builds the computer with the software Provided; however, they can have additional practice in the classroom, instructor led class ONLY...

**Textbook:**

**A+ Certification**, CompTIA Workbook A+ Complete Study Guide- ISBN # 978-1-119-51593-7 \$105.00

**CompTIA Testing (2 exams-included in program cost)**

**A+ Certification** , CompTIA Core A+ 220-1101 \$ 250.00  
and A+ 220-1102 \$ 250.00

**The cost of your Certification is included in your program**

**\*\*Certifications are proctored and evaluated by Pearson Vue for CompTIA ( A world-wide recognized IT Certification.)**

Mode of Instruction: Instructor-led classroom, with lecture, lab, hands-on computer, Test question practice and Certifying for your Exam for Certification **through COMPTIA.**

**Admission Requirements:**

**Microsoft Testing is based on classes successfully completed**

General Education required: High School diploma, or GED or an Established test with Specific standards related to your program, given by the Institute

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

**Course Certifications Awarded: Diploma**

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

**The A+ 1100 certification will be valid for 3 Years, upon the completion of the 1102 Exam.**

**\*\*\*\*The CompTIA 1100 Series certification retires on January 31, 2025. You will no longer be able to earn this certification after this date. Any certifications you earn prior to their retirement dates will continue to appear on your transcript in the Certification Dashboard.**

**P.C Repair/A+ Certification****ON - LINE 200 Hours 10 Weeks 13.0 CH**

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

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

**Description and purpose of course****Overall objective:**

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

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

**Emphasis:**

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

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

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### **DISTANCE EDUCATION EQUIPMENT:**

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

### **Textbook:**

**:A+ Certification**, CompTIA Workbook A+ Complete Study Guide-  
ISBN # 978-1-119-51593-7 \$105.00

### **CompTIA Testing (2 exams-included in program cost)**

**A+ Certification** , CompTIA Core A+ 220-1101 \$ 250.00  
and A+ 220-1102 \$ 250.00

**The cost of your Certification is included in your program**

**\*\*Certifications are proctored and evaluated by Pearson Vue for CompTIA ( A world-wide recognized IT Certification.)**

Mode of Instruction: Instructor-led classroom, with lecture, lab, hands-on computer, Test question practice and Certifying for your Exam for Certification **through COMPTIA.**

### **Admission Requirements:**

**Microsoft Testing is based on classes successfully completed**

General Education required: High School diploma, or GED or an Established test with Specific standards related to your program, given by the Institute

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

**The A+ 1100 certification will be valid for 3 Years, upon the completion of the 1102 Exam.**

**\*\*\*\*The CompTIA 1100 Series certification retires on January 31, 2025. You will no longer be able to earn this certification after this date. Any certifications you earn prior to their retirement dates will continue to appear on your transcript in the Certification**

## Dashboard.

**\*\*The on-line program will return the response or evaluation of student lessons, projects, or dissertations within 10 days after receipt by the student as evidenced by a dated document kept in the students file.**

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### **Cisco Certification- CCNA**

**12 Week 200 HOURS 13.0 Credit Hours**

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

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

### **Description and purpose of course**

#### **Overall Objective:**

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

#### **Emphasis:**

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

#### **Careers:**

The CCNA certification (Cisco Certified Network Associate) indicates a foundation in and apprentice knowledge of networking.

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

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

**Equipment, Materials, and Textbooks provided:**

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

**Textbooks:**

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

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

**EXAM:**

Cisco Routing and Switching exam 200-301 \$150.00

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

**The cost of the test is included in your program**

**\*\*Certifications are proctored and evaluated by Person Vue**

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

**Admission Requirements:**

General Education required: High School diploma, or GED or an Established test with Specific standards related to your program, given by the Institute

**Graduation Requirements for completion: A final test** which includes :Computer Network Concepts The TCP/IP and OSI Networking Models. Fundamentals of LANs, WANs, IP

Addressing and Routing and TCP/IP Transport, Applications & Security Ethernet LAN Switching Concepts; Operating Cisco LAN Switches; Ethernet Switch Configuration and Troubleshooting., Wireless WANSIP addressing; operating Cisco routers; Routing protocol concepts and configuration; and Troubleshooting IP routing, IP addressing; operating Cisco routers; Routing protocol concepts and configuration; and Troubleshooting IP routing, WAN concepts and configurations; Virtual LANs; spanning Tree Protocol and troubleshooting LAN switching, IP routing static and connected routes; VLSM and route Summarizations; IP access control lists and troubleshooting IP routing, Routing Protocol Theory; OSPF; EIGRP and troubleshooting routing protocols, Point to Point WAN; Frame Relay concepts, configuration and troubleshooting and Virtual Private Networks, Network Address Translation; IP Version 6 applications) with a passing score of 75% is required

**Course Certificates Awarded: Diploma**

**Microsoft Testing is based on classes successfully completed:**

## Cisco Certification-CCNP

200 Hours 10 Weeks 13.0 Credit Hours

Course Title	Description	Class Number	Clock Hours	Credit Hours
Module 1 Building Scalable Cisco Internet works	Building Scalable Cisco Internet works	CNP-100	50	3.33
Module 2 Building Cisco Multi-layer Switched Networks	Building Cisco Multi-layer Switched Networks	CNP-101	50	3.33
Module 3 Building Cisco Remote Access Networks	Building Cisco Remote Access Networks	CNP-102	50	3.33
Module 4 Cisco Inter Network Troubleshooting	Cisco Inter network Troubleshooting	CNP-103	50	3.33
	TOTAL		200	13.32

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

Description and purpose of course

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

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

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



**Equipment, Materials, and Textbooks provided:**

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

Textbooks: Cisco CCNP Simplified and CD \$85.00

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

The cost of your test is included in your program

**\*\*Certifications are proctored and evaluated by Person Vue**

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

**Admission Requirements:**

G General Education required: High School diploma, or GED or an Established test with Specific standards related to your program, given by the Institute

**Graduation Requirements for completion: A final test** which includes Building scalable Cisco internet works, Building Cisco Multi-layer switched networks, Building Cisco remote access networks, Cisco inter network troubleshooting

**Microsoft Testing is based on classes successfully completed:**

**Course Certificates Awarded: Diploma**

**SCHEDULE OF TUITION AND FEES**

<b>Name of Program</b>	<b>Registration Fee (Non-Refundable)</b>	<b>Books/ Exam Fee</b>	<b>STRF Fee (Non-Refundable)</b>	<b>Estimated Schedule of Total Charges</b>	<b>Total Charges for a Period of Attendance</b>	<b>Total Charges for the Entire Educational Program</b>
<b>Property Management</b>	<b>\$100.00</b>	<b>\$ 227.00</b>	<b>\$ 15.00</b>	<b>\$6,014.00</b>	<b>\$6,014.00</b>	<b>\$ 6,014.00</b>
<b>Computer Office Automation</b>	<b>\$100.00</b>	<b>\$ 175.00</b>	<b>\$ 12.50</b>	<b>\$5,011.50</b>	<b>\$ 5,011.50</b>	<b>\$ 5,011.50</b>
<b>Medical Front Office</b>	<b>\$100.00</b>	<b>\$ 315.00</b>	<b>\$ 15.00</b>	<b>\$6,060.00</b>	<b>\$6,060.00</b>	<b>\$6,060.00</b>
<b>P.C. Repair/A+ Certification</b>	<b>\$100.00</b>	<b>\$ 605.00</b>	<b>\$ 10.00</b>	<b>\$4,492.50</b>	<b>\$4,492.50</b>	<b>\$4,492.50</b>
<b>Cisco - CCNA</b>	<b>\$100.00</b>	<b>\$ 150.00</b>	<b>\$ 7.50</b>	<b>\$3,007.50</b>	<b>\$3,007.50</b>	<b>\$3,007.50</b>
<b>Cisco - CCNP</b>	<b>\$100.00</b>	<b>\$ 150.00</b>	<b>\$ 7.50</b>	<b>\$3,007.50</b>	<b>\$3,007.50</b>	<b>\$3,007.50</b>

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

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

**THIRD PARTY PAYERS:**

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

**A student enrolled in an unaccredited Institution, is not eligible for Federal financial aid programs.**

## REFUND TABLE

<b>Name of Program</b>	<b>Clock Hours</b>	<b>Tuition Fee</b>	<b>10%</b>	<b>25%</b>	<b>50%</b>	<b>60%</b>
<b>Property Management</b>	<b>260</b>	<b>\$ 5,899.00</b>	<b>\$ 589.90</b>	<b>\$1,474.75</b>	<b>\$ 2,949.50</b>	<b>\$ 3,539.40</b>
<b>Computer Office Automation</b>	<b>192</b>	<b>\$ 4,899.00</b>	<b>\$ 489.90</b>	<b>\$1,224.75</b>	<b>\$2,449.50</b>	<b>\$ 2,939.40</b>
<b>Medical Front Office</b>	<b>256</b>	<b>\$ 5,945.00</b>	<b>\$ 594.50</b>	<b>\$1,486.55</b>	<b>\$ 2,972.50</b>	<b>\$ 3,567.00</b>
<b>P.C. Repair/A+ Certification</b>	<b>200</b>	<b>\$ 4,382.50</b>	<b>\$438.00</b>	<b>\$1,095.00</b>	<b>\$2,191.25</b>	<b>\$ 2,629.50</b>
<b>Cisco Certification-CCNA</b>	<b>200</b>	<b>\$ 4142.50</b>	<b>\$414.25</b>	<b>\$1,035.62</b>	<b>\$2,071.25</b>	<b>\$ 2,485.50</b>
<b>Cisco Certification-CCNP</b>	<b>200</b>	<b>\$ 4142.50</b>	<b>\$414.25</b>	<b>\$1,035.62</b>	<b>\$2,071.25</b>	<b>\$ 2,485.50</b>

**NOTICE OF CANCELLATION**

AGI Technology Institute

\_\_\_\_\_  
FIRST DAY OF CLASS

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

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

Institute Director

AGI Technology Institute

**14075 Hesperia Rd. # 204  
Victorville, Ca. 92395**

NOT LATER THAN \_ \_\_\_\_\_

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

I CANCEL CONTRACT FOR SCHOOL, \_\_\_\_\_  
DATE

\_\_\_\_\_  
STUDENT SIGNATURE

(SIGNATURE IN THIS AREA REPRESENTS CANCELLATION OF CONTRACT)

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

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

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

CONTENTS IN THIS FORM NOT CANCELLING MY ENROLLMENT CONTRACT.

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE

(SIGNATURE IN THIS AREA DOES NOT REPRESENT THE CANCELLATION OF CONTRACT  
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**AGI TECHNOLOGY INSTITUTE**

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

Program of Interest\_\_\_\_\_

Print Name:\_\_\_\_\_

Signature:\_\_\_\_\_

Date:\_\_\_\_\_

