



# PC AGE Career Institute

Catalog  
2016 – 2017

Jersey City, Iselin, Parsippany, Clifton, New Jersey  
PCAGE.edu

Approved by the New Jersey Department of Education &  
New Jersey Department of Labor and Workforce Development  
Accredited by ACICS (Accrediting Council for Independent Colleges and Schools)  
Approved for Veteran's Training



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The provisions of this Catalog are not to be regarded as an irrevocable contract between the student and PC AGE. This Catalog has attempted to present information regarding admission requirements and the general rules and regulations of the institute in as accurate and up-to-date fashion as possible. This does not, however, preclude the possibility of changes taking place during the academic year. If such changes occur, they will be publicized through normal channels and will be included in the next edition of the Catalog.



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# General Information

## Mission Statement

With a sincere desire to help people improve their lives through education, PC AGE's mission is to provide world-class career education for employment/career advancement in Information Technology (IT) within a relatively short time.

Following program is offered:  
Internetwork Engineering (Certificate)

Educational programs offered at PC AGE Career Institute (PC AGE) are validated by ACICS, a national accrediting agency listed by the US Secretary of Education. PC AGE is licensed by the U.S. Department of Education, New Jersey Department of Education & New Jersey Department of Labor and Workforce Development and approved by the New Jersey Department of Military and Veterans Affairs. The training center is a private co-educational school incorporated in the State of New Jersey. PC AGE provides equal opportunities to all students without regard to race, color, religion, national origin, gender, or age.

To implement and support our mission, we have the following five main guidelines:

- 1- Enroll only those students who can benefit from the training. This is accomplished by using the aptitude test for the IT program as the entrance requirement. All employees specifically student services, financial aid officer and instructors are supposed to identify students who should not be in school and inform management about them as early as possible. Our two-week cancellation policy allows us to cancel any non-serious students as well as gives a student the chance to cancel his/her enrollment agreement without a penalty if he/she feels this training is not for him/her.
- 2- Provide students with a world class education. This is accomplished by using an up-to-date curriculum and support resources and equipment, hiring highly qualified instructors, and continuing to develop better learning materials.
- 3- Prepare students for the industry certifications so they can qualify for competitive wage jobs in a relatively short-time. All courses are designed by keeping the relative certification objectives in mind. All IT instructors are required to be certified by CompTIA, Microsoft, and/or Cisco depending on the course they are teaching. Test fee for three industry certifications (CompTIA A+ (2), Microsoft Certified Professional Windows Desktop OS (1), and Microsoft Certified Professional Windows Server OS (1)); 4 exams are included in the tuition to encourage students to take the tests.
- 4- Assist students in job search in the training related field.
- 5- Graduate/Employer Satisfaction: Survey current students, graduates, and employers to make sure that the students are satisfied with the services and skills they have learned at the school and employers are satisfied with performance of the graduates at the job.

Our mission statement is wholly based on career-related education to prepare for employment, so all our supporting guidelines are aimed at achieving that goal. For example, one of our supporting guidelines is



to prepare students for industry certification. We gear our training for certification which is helpful to attain a job, especially for career changers. We work with our employer base to ensure that our graduates will have a high rate of success in the field.

We have designed our mission primarily for career changers and the Internetwork Engineering program serves all our supporting objectives. Our current focus is to continue to improve all aspects of delivery. The Institute provides the resources needed to accomplish its mission. We currently have four locations which primarily support residential program. We have good equipment for classroom delivery and also for online instruction. The physical plant, including Extensions provides sufficient space for classrooms, a library and computer lab, and administrative offices. All facilities are conducive to learning and have support tools such as IT infrastructure and library resources. PC AGE faculty is qualified and certified to teach our courses. Each faculty member meets ACICS requirements and New Jersey Department of Education/Labor requirements certification to teach in his/her respective discipline(s) at an approved school. Academic leadership is provided through a qualified President and Director of Education. The Institute's financial statements indicate that it has adequate financial resources to securely deliver its educational programs and services.

To serve its adult commuter students, many of whom work or have other adult obligations, the Institute offers a short-term career training of about one year and online courses to supplement the in-class instructor-led training as well as tutoring on as needed.

### **Vision Statement**

To be recognized as a top IT institution in our markets that really cares about the success of its students and provides them a life changing education and career.

### **Local Market Needs Assessment**

With the increase in utilization of technology, the demand for IT professionals is also increasing. The Department of Labor Statistics show IT professions among the fastest growing. This fact is obvious by the jobs openings at the local newspapers and online job sites such as Monster.com, Dice.com and Indeed.com.

**Computer Networking is #3** among the fastest-growing occupations between 2014 and 2024. Employment of network and computer systems administrators is expected to increase by 13 percent from 2014 to 2024, as fast as the average for all occupations. Computer networks are an integral part of business, and demand for these workers will increase as firms continue to invest in modern technologies. The increasing adoption of mobile technologies means that more establishments will use the Internet to conduct business online. This growth translates into a need for systems administrators who can help organizations use technology to communicate with employees, clients, and consumers. Growth will also be driven by the increasing need for information security.

- *Bureau of Labor Statistics, Aug 2016*

There were 1.5 million Cybersecurity job openings in May 2017



- Cybersecurity market is expected to grow from **\$75 billion in 2015 to \$101 billion** by 2020
- More than +200,000 Cybersecurity jobs in the US are unfilled
- Demand is projected to rise to **6 million** globally by 2019
- *Harvard Business Review May 04, 2017*

We use Department of Labor statistics, job openings at the local newspapers and online job sites, and other Business magazines (such as BusinessWeek and Economist) and Education industry magazine such as Education Review, and relationships with other schools to find out the demand areas in the Education field. Our market area is primarily the states of New Jersey and New York, specifically within a 50-mile radius of our four campuses.

#### Demand Occupations List – All of NJ

In Demand?	Occupation	2015 Employment	Avg. Beginning Salary	Avg. Salary	Avg. Experienced Salary	Online Job Postings
YES	Network and Computer Systems Administrators	10,210	\$70,480	\$93,780	\$116,030	5,970
YES	Computer Systems Analysts	14,270	\$74,180	\$98,640	\$119,670	10,850
YES	Computer and Information Systems Managers	13,990	\$121,370	\$160,670	\$185,720	1,840
YES	Computer User Support Specialists	13,580	\$43,780	\$58,070	\$68,230	6,750
YES	Software Developers, Applications	40,940	\$74,250	\$99,320	\$119,680	38,100
YES	Computer Programmers	15,170	\$65,240	\$91,310	\$111,390	4,970
YES	Computer Occupations, All Other	8,890	\$58,740	\$87,280	\$109,440	42,580

Source: [http://careerconnections.nj.gov/careerconnections/prepare/skills/demand/demand\\_occupations\\_list.shtml](http://careerconnections.nj.gov/careerconnections/prepare/skills/demand/demand_occupations_list.shtml)

### How to Get the Most out of PC AGE A message from Zafar Khizer, President

**Welcome to PC AGE.** We are pleased to offer you a world-class career education in the field of Information Technology. We design our programs and services to meet your needs. Our commitments to excellence and student focus makes PC AGE a very unique training institute. We strive to exceed your expectations.

#### What do we expect from our students?

Training at PC AGE is like going to college for a degree. You attend classes and learn from the instructor, but in addition to the classes and the supervised labs, you also need to put in a lot of your own time – on average, at least fifteen to twenty hours a week for a full-time program. To be successful, you must attend school regularly, complete distance-learning sessions on time, study the provided materials, perform all hands-on exercises and take the actual certification exams, where applicable.

Our educational system is designed to make you think and learn by working on your own. We will provide help and guidance, but the real responsibility to learn is on you. This is like going to college. It is difficult. It requires commitment and hard work.





## How should you study?

Our courses are very fast-paced. The courses have been designed to teach the maximum amount of material in a minimum amount of time. In the beginning, it may be difficult, but there are hundreds of thousands of people in the world who have successfully completed their certifications. If they can do it, you can do it. And once you complete the program, the rewards are life-long. Here are suggestions on how to get the most out of our courses:

Study before the class. Read the book and think about what you will be learning from this class. Focus on the training objectives. While studying at home, write down your questions; then ask them in class.

During the course, several techniques that you can use to increase retention and understanding are: study the book, perform the hands-on exercises, and research other reference books. Keep up with your studies. If you do not do your homework on a timely basis, it will only get increasingly difficult.

To take a certification exam (if applicable) for any course, try to take the exam immediately upon finishing the course. This is only possible if you study while taking the course. If you do not start studying for the exam as soon as the course starts, you will be unable to get the full benefit of the course.

Remember that going to school is a major responsibility. Your studies should be your top priority.

## Legal Control

PC AGE is owned by Zafar Khizer who is also CEO/CAO and President of the companies.

## Institutional History

PC AGE is an accredited by ACICS (Accrediting Council for Independent Colleges and Schools) and Federal Title IV eligible institute that provides career education for the Information Technology (IT). Currently PC AGE has four locations in Jersey City, Iselin, Parsippany and Clifton.

Zafar Khizer and his wife Arifa Khizer established PC AGE in 1991. He holds a Master's degree in Computer Science from New Jersey Institute of Technology (NJIT) and is the author of 17 computer books. Some of his books have been used in universities and colleges including New York University. Arifa Khizer has a BS in Electrical Engineering from N.E.D University of Engineering and Technology and an MS in Biomedical Engineering from NJIT and over 20 years of experience in the school business.

Since the very beginning, PC AGE has been focusing on IT certification training to working adults. It has a solid foundation – that includes an excellent team of employees, unparalleled technical expertise and training curriculum, excellent reputation, and a copyrighted scientifically validated computer aptitude test.

PC AGE graduates may transfer up to 30 credits to Thomas Edison State University (TESU.) TESU and our other partner colleges reserve right to change their policy about acceptance of credits earned at PC AGE. PC AGE has no control, does not guarantee and is not responsible about number of credits accepted



by our partner colleges.

### Major Past Accomplishments

- In 1999, PC AGE was one of the 500 fastest growing private companies in the U.S. (*Inc. Magazine's Inc. 500* winner, 1999) and the only career institute that made this list at that time. In 2011, PC AGE was once again ranked in the Inc 500/5000 list.
- PC AGE has won *Business News NJ's* Finest award in 1999 and 2000.
- PC AGE's founder and owner, Zafar Khizer was selected for the 40 Under 40 (New Jersey's 40 most successful young business people) list by *Business News New Jersey* in 1999.
- Several articles and success stories about PC AGE are published in all three major newspapers of New Jersey; Star-Ledger, Bergen Record, and Home News Tribune.
- PC AGE's MCSA (Microsoft Certified Systems Engineer) computer based training (CBT) and test preparation software (TestMaster) have received excellent reviews from industry magazines such as *Microsoft Certified Professional Magazine (MCP)*. These certification products have been sold in over 40 countries to thousands of people.

### Program Offered

Internetwork Engineering – 960 hours

The curriculum may be revised periodically to incorporate new advancements in Information Technology. PC AGE reserves the right to modify this curriculum (including textbooks) at any time without notice.

### Educational Objectives

Students who graduate from the Internetwork Engineering program are trained for entry-level positions in the network-engineering field. Job titles include Network Administrator, PC/Network Support, PC/Network Technician, and PC/Network Help Desk. Network Administrators oversee a group of personal computers tied into a Local Area Network (LAN), a Wide Area Network (WAN), or other multi-user systems. They set up, maintain, and automate user environments. Network Administrators support and troubleshoot DOS/Windows computers, and support and troubleshoot networks. The Internetwork Engineering program prepares you for the following certification exams: CompTIA A+, Network+, Security+, CompTIA Advanced Security Practitioner and Linux+, Microsoft MCSA, Cisco CCENT/CCNA and EC-Council Certified Ethical Hacker (CEH). When you successfully pass the corresponding Microsoft certification exams (three exams for MCSA on Server 2012), you are awarded the Microsoft Certified Solutions Associate (MCSA) certification by Microsoft. Microsoft offers a certification known as MS (Microsoft Specialist). To become an MS, you must pass only one exam out of the Desktop or Server exams. Passing certification exams requires exam preparation training (such as PC AGE's training) and extra study on the student's own time. Certifications are not required to graduate from PC AGE.



The Internetwork Engineering program is a 960-hour program with 54 semester credits. It can be completed in 40 weeks for day time; and 52 weeks for evening time. These programs include in-class lecture/supervised-labs and Distance Learning modules. Distance Learning includes quizzes and exams that can be completed at the school or any other place, but students must pass in school tests to pass each course.

Students who graduate from the Internetwork Engineering programs, and who already have training and experience in the computer field, are qualified for Network Engineering positions. Network Engineers perform similar tasks to Network Administrators, and can also design, troubleshoot, and repair network hardware (Source: New Jersey Occupational Information Coordinating Committee). Network Engineers may also be called Network Managers. With further training and experience, Network Administrators and Engineers can become Managers of Information Systems. Some PC Networking professionals also start their own computer-consulting firms.

PC AGE ensures that our courses meet Microsoft, Cisco, EC-Council and CompTIA test objectives. Our programs are designed for certification training. We use certification-vendor's recommended, approved, or certified training kits/books. PC AGE also uses customized training manuals. What you learn during training is what you will do on the job. At PC AGE, you gain knowledge and experience through instructor-led training and hands-on activities. You learn how to install and maintain a network using equipment you will find at a typical work site. At PC AGE, you practice as much as you want, in a real-world environment, until you are comfortable and confident.

### **Teaching Methodology**

The Internetwork Engineering program has in-class lectures and labs (57.5%) and a Distance Learning component (42.5%) to be completed within course schedule. Distance Learning modules of the program, if applicable, may be completed at home or at PC AGE's facility. To successfully complete the course, students are required to successfully complete both Distance Learning assignments (quizzes and simulation labs) as well as in-class tests and projects.

Program is delivered in blocks or loops made up of 3 courses. The basic loop consists of A+ Hardware, A+ Software and Windows Desktop OS. The advanced loop is made up of 3 minor blocks covering Network Administration (Network+ and Cisco CCNA), Security Administration (Linux+, Security+ and CASP) and Server Administration (Server 1, 2 and 3). The final loop consists of TCPW (Career preparation), CEH (Cybersecurity) and the Final Graduation Project.

The faculty and one lab technician/teaching assistant are available to students (two hours before evening classes and two hours after daytime classes) to provide technical support and answer any questions.



## Sequence of Instruction

	Total Hours	Total Credits	In-Class Hours	DL Hours	In-Class Credits	DL Credits
IE 110T: Introduction to Computers and Internet Fundamentals	50	3	50		3	
IE 110T: Certification Test Preparation	22	1		22		1
IE 100: Introduction to Computers and Operating Systems	50	3	50		3	
IE 100T: Certification Test Preparation	22	1		22		1
IE 121: Supporting Microsoft Windows Desktop Operating System	50	3	50		3	
IE 121T: Certification Test Preparation	22	1		22		1
IE 122: Supporting Microsoft Windows Server Operating System	50	3	34	16	2	
IE 122T: Certification Test Preparation	22	1		22	1	1
IE 140: Planning, Implementing and Administering Microsoft Windows Directory Services	50	3	34	16	2	
IE 140T: Certification Test Preparation	22	1		22	1	1
IE 160: Planning and Maintaining Windows Networking Infrastructure	50	3	34	16	2	
IE 160T: Certification Test Preparation	22	1		22	1	1
IE 115: Networking Fundamentals	50	3	34	16	2	
IE115T: Certification Test Preparation	22	1		22	1	1
IE 190: Introduction to Cisco Router Configuration	50	3	34	16	2	
IE 190T: Certification Test Preparation	22	1		22	1	1
IE 195: Advanced Cisco Router Configuration	50	3	34	16	2	
IE 195T: Certification Test Preparation	22	1		22	1	1
UN 100: Linux System Administration I	50	3	34	16	2	
UN 100T: Certification Test Preparation	22	1		22	1	1
IE 180: Deploying and Managing Microsoft Security on the Internet	50	3	34	16	2	
IE 180T: Certification Test Preparation	22	1		22	1	1
IE 230: Implementing Advanced Network Security	50	3	34	16	2	
IE 230T: Certification Test Preparation	22	1		22	1	1
IE 170: Technical Career Preparation Workshop (TCPW)	30	2	30		2	
IE 260: Ethical Hacking	45	3	45		3	
IE 200: Designing, Implementing and Troubleshooting Windows and Cisco Network	21	1	21		1	
<b>Totals</b>	<b>960</b>	<b>54</b>	<b>552</b>	<b>408</b>	<b>42</b>	<b>12</b>



## Academic Calendar for 2017

### Internetwork Engineering Schedule

#### Jersey City Main campus – Evening

January 24, 2017 – February 26, 2018

April 18, 2017 – May 21, 2018

July 11, 2017 – August 13, 2018

October 3, 2017 – November 5, 2018

#### Jersey City Main campus – Daytime

January 4, 2017 – October 24, 2017

March 6, 2017 – December 21, 2017

May 8, 2017 – March 6, 2018

July 10, 2017 – May 8, 2018

September 11, 2017 – July 10, 2018

November 13, 2017 – September 11, 2018

#### Iselin Branch campus – Evening

January 24, 2017 – February 26, 2018

April 18, 2017 – May 21, 2018

July 11, 2017 – August 13, 2018

October 3, 2017 – November 5, 2018

#### Iselin Branch campus – Daytime

January 23, 2017 – November 14, 2017

March 27, 2017 – January 23, 2018

May 31, 2017 – March 27, 2018

July 31, 2017 – May 29, 2018

October 2, 2017 – July 31, 2017

December 4, 2017 0 October 2, 2018

#### Parsippany extension

March 13, 2017 – April 17, 2018

June 5, 2017 – July 3, 2018

August 28, 2017 – September 25, 2018

November 20, 2017 – December 18, 2018

#### Clifton extension

March 13, 2017 – April 17, 2018

June 5, 2017 – July 3, 2018

August 28, 2017 – September 25, 2018

November 20, 2017 – December 18, 2018

**Class Schedule:** 3 sessions per week\*



\* Students must be available for evening classes on all five evenings.

The School is closed on New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, and Christmas Day.

Cancelled classes will be conducted online or made up on any day available to school between Monday and Sunday. The schedule is subject to change without prior notice.

All courses include Distance Learning (DL) hour's modules. Students must complete DL hour's modules to pass the course. Distance learning study portion of these courses can be completed at home or at PC AGE's facility during off-class hours. Furthermore, during a course, if the student is not logging in and completing DL modules at home on a regular basis, school may require him/her to come to the PC AGE facility on any day (could be other than scheduled class day/time) to complete these hours.



## **PC AGE Staff**

### **President / Chief Executive Officer / Chief Administrative Officer**

Zafar M. Khizer: MS Computer Science, MS Electronics, Microsoft Certified Systems Engineer (MCSA).

### **Co-founder**

Arifa Khizer: M.S. Biomedical Engineering.

## **All Campuses Personnel**

### **President / Chief Executive Officer / Chief Administrative Officer**

Zafar M. Khizer

### **Director of Compliance / Financial Aid**

Arifa Khizer

### **Accounting Manager / HR**

Erva Grant

### **Director of Education**

Humberto Hilario

### **Director of Career Services**

Michele Boccadoro

### **Financial Aid Officer**

Ricky Maniego

### **Bookkeeper**

Samantha Martinez

## **Staff – Jersey City Main Campus**

### **School Director**

Erva Grant

### **Director of Education**

Humberto Hilario

### **Financial Aid Officer**

Ricky Maniego



**Bookkeeper**  
Samantha Martinez

**Student Services Representative**  
Tina Hamilton

**Admissions**  
Lawanda Rivers, Kent Huang

**Career Services Representative**  
Aneeqa Saeed

**Administrative Assistant**  
Lurdes Maldonado

**Lab Technician / Teaching Assistant**  
Humberto A. Hilario

**Staff – Iselin Branch Campus**

**School Director**  
Habiba Chaudhry

**Director of Career Services**  
Michele Boccadoro

**Student Services Representative**  
Orpha Vernet

**Admissions**  
Kristen Sansone (Assistant Director of Admissions), Marilou Urzo,

**Financial Aid Representative**  
Carrie Magruder

**Lab Technician / Teaching Assistant**  
Mohammad Ali

**Staff – Parsippany Learning Site/Extension**

**Administrator**  
Arifa Khizer





**Assistant Director of Admissions**

Albert Sfeir

**Student Services / Financial Aid Representative**

Krishna Gandhi

**Lab Technician / Teaching Assistant**

Rameez Khizer

**Staff – Clifton Learning Site/Extension**

**Administrator**

Albert Sfeir

**Admissions**

Grahame Davis

**Student Services / Financial Aid Representative**

Donita Petite

**Lab Technician / Teaching Assistant**

Rameez Khizer



## **Faculty – All Campuses**

*Faculty members teach at all campuses, as required by class schedules.*

### Jersey City Main Campus

#### *Full-Time*

**Mohamed Mohamar:** M.S. in Data Science [Saint Peter's University], Microsoft Certified Solutions Associate (MCSA): Server 2012, Cisco Certified Network Associate (CCNA): Routing & Switching/Wireless/Security, CompTIA A+ Certified, Network + Certified, Security+ Certified.

#### *Part-Time*

**Roy Lau:** CompTIA A+ Certified, Network + Certified, Server+ Certified, Security+, eBiz+ Certified, Certified, CTT+ Certified, Certified Network Associate (CCNA): Routing & Switching, Microsoft Certified Trainer (MCT), Microsoft Certified Systems Administrator (MCSA), Microsoft Certified Systems Engineer (MCSE).

### Metropark Branch Campus

#### *Full-Time*

**Carlos Carrillo:** CompTIA A+ Certified, Security+ Certified, Microsoft Technical Specialist: Windows 7 (MCTS), Cisco Certified Entry Network Technician (CCENT), Certified Network Associate (CCNA): Routing & Switching.

**Humberto Hilario:** M.S. Information Technology Management [Western Governors University], Certified Information Systems Security Professional (CISSP), Certified Ethical Hacker (CEH), Cisco Certified Network Associate (CCNA): Routing & Switching/Security, Microsoft Certified Trainer (MCT), Microsoft Certified Solutions Associate (MCSA): Server 2012, VMware Certified Professional (VCP6-DCV), CompTIA A+ Certified, Network + Certified, Security+ Certified, Linux+ Certified, CompTIA Advanced Security Practitioner (CASP) Certified.

#### *Part-Time*

**Robert Dolan:** MBA Information Technology Management [Keller Graduate School – DeVry], CompTIA A+ Certified, CTT+ Certified, MCP: Windows 2000, MCTS: Windows 7, HDI Support Center Analyst Certified.

**Shawn Lawton:** CompTIA A+ Certified, Network + Certified, Healthcare IT Certified.



## Parsippany Extensions

### *Full-Time*

**Carlos Carrillo:** CompTIA A+ Certified, Security+ Certified, Microsoft Technical Specialist: Windows 7 (MCTS), Cisco Certified Entry Network Technician (CCENT), Certified Network Associate (CCNA): Routing & Switching.

### *Part-Time*

**Andrew Peruzzi:** A.S. Computer Science [Sussex County Community College], Certified Ethical Hacker (CEH), Certified Network Associate (CCNA): Routing & Switching, VMware Certified Professional (VCP6-DCV), Microsoft Certified Educator (MCE), Microsoft Certified Solutions Associate (MCSA): Server 2012/2016/Windows 10, CompTIA A+ Certified, Network+ Certified, Linux+ Certified, Security+ Certified, CompTIA Advanced Security Practitioner (CASP) Certified.

## Clifton Extension

### *Full-Time*

**Humberto Hilario:** M.S. Information Technology Management [Western Governors University], Certified Information Systems Security Professional (CISSP), Certified Ethical Hacker (CEH), Cisco Certified Network Associate (CCNA): Routing & Switching/Security, Microsoft Certified Trainer (MCT), Microsoft Certified Solutions Associate (MCSA): Server 2012, VMware Certified Professional (VCP6-DCV), CompTIA A+ Certified, Network + Certified, Security+ Certified, Linux+ Certified, CompTIA Advanced Security Practitioner (CASP) Certified.

### *Part-Time*

**Shawn Lawton:** CompTIA A+ Certified, Network + Certified, Healthcare IT Certified.

## **Instructional Support Staff – All Campuses**

**Humberto A. Hilario:** CompTIA A+ Certified, VMware Certified Associate (VCA6-DCV).

**Mohammad Ali:** M.S. Information Systems [New Jersey City University], CompTIA A+ Certified, MCP: Windows 7.

**Rameez Khizer:** B.S. Information Technology Security [Western Governors University], CompTIA A+ Certified, Network+ Certified, Security+ Certified.



## **PC AGE Advisory Committees**

### **Institutional Advisory Committee - Internal members**

Zafar Khizer, Owner and President  
Arifa Khizer, Director of Compliance/Financial Aid  
Humberto Hilario, Director of Education

### **Institutional and Occupational Advisory Committee - External members**

#### **Chairperson**

Khalid Zia; M.S. Computer and Information Systems; Director, Network Management, UniTeller;  
[khalidzia@gmail.com](mailto:khalidzia@gmail.com)

#### **Members**

Khalid Zia; M.S. Computer and Information Systems; Director, Network Management, UniTeller, NJ;  
[khalidzia@gmail.com](mailto:khalidzia@gmail.com)

Dr. Ajaz Rana; Ph.D. Computer and Information Systems; IT Principal, Cigna;  
[ranaajaz@hotmail.com](mailto:ranaajaz@hotmail.com)

Akram Khan; MS EE; SVP Information & Technology, UniTeller;  
[akram@uniteller.com](mailto:akram@uniteller.com)

Sahir Sarwar; M.S. Computer and Information Systems; Sr. Systems Engineer, Allscripts;  
[msarwar@yahoo.com](mailto:msarwar@yahoo.com)

Muhammad Rehan; M.S. Computer and Information Systems, MCSA, SAN Engineer; Consulting Manager, Prudential Insurance;  
[mrehan1@yahoo.com](mailto:mrehan1@yahoo.com)

Kavita Joshi; M.S. Computer and Information Systems, MCSA; Lead Systems Analyst, UPS;  
[kavita76@yahoo.com](mailto:kavita76@yahoo.com)



## School Locations/Facilities

### PC AGE Career Institute – Jersey City (Main Campus)

2815 Kennedy Blvd., 3rd Floor, Jersey City, NJ 07306. Tel: 201-761-0144

PC AGE's Jersey City location is well lighted and air-conditioned. It has two classrooms, one media services center/project room and administrative offices, and a storage room. Enrollment is limited to 24-30 students per class. The student-faculty ratio is usually 24:1 for all programs. We have all the hardware and software needed to teach all courses, including but not limited to computers, laser printers, routers, operating systems and other software needed for the courses. The media services center has a library of books and magazines, and computers with internet access which are available for students to use at the facility. The project room has routers, switches and servers. The lunchroom area has refrigerator, microwave oven, tables and chairs. A water cooler and coffee urn are placed by the reception area. The facility is handicap accessible. There are plenty of restaurants as well as parking lots available within walking distance.

### Directions to Jersey City Main Campus

**From 1&9 North:** Take the exit toward US-1 N / Meadowlands Sports Complex / Tonnelle Ave / US-9 N / Lincoln Tunnel. Turn right onto Tonnelle Ave. Turn left onto John F Kennedy Blvd. / CR-501.

**From 1&9 South:** Turn right toward US-1&9- Truck / Rt-7 W / Tonnelle Ave / Jersey City. Turn right onto Tonnelle Ave. Turn left onto John F Kennedy Blvd / CR-501.

**From New Jersey Turnpike North:** Merge onto I-78 W via Exit 14 toward US-9 / Newark Airport / US-22 / Clinton. Merge onto US-1&9 N / US-1 N / US-9 N. Follow directions from 1&9 North.

**From New Jersey Turnpike South:** Take I-95 S / New Jersey Turnpike S toward Lincoln Tunnel. Take Exit 17 toward Lincoln Tunnel / Rt-3 / Secaucus. Take the exit on the left toward Lincoln Tunnel / New York. Merge onto NJ-3 E toward US-1 / US-9. NJ-3 E becomes US-1&9 S / US-1 S / US-9 S. Follow directions from 1&9 South.

**From Route 280 East:** Take the CR-508 E exit- Exit 17A toward Jersey City. Merge onto Newark & Jersey City Turnpike. Newark & Jersey City Turnpike becomes Newark Ave. Turn right onto Tonnelle Ave. Turn left onto John F Kennedy Blvd / CR-501.

**From Route 78 East:** Take the US-1&9 N Exit 58B. Merge onto US-1&9 N / US-1 N / US-9 N via the exit on the left. Follow directions from 1&9 North.



## **PC AGE Career Institute – Iselin (Branch Campus)**

120 Wood Avenue South, Suite 511, Iselin, NJ 08830. Tel: 732–287–3622

PC AGE’s Iselin location has about 4,000 square feet of space, and is well lighted and air–conditioned. It has two classrooms, one media services center/project room and a storage room. There is a lunchroom, a student lounge area, administrative offices and free student parking. The lunchroom is equipped with a water cooler, coffee urn, refrigerator, sink, microwave oven, lunch tables, and chairs. Enrollment is limited to 24–30 students per class. The student–faculty ratio is usually 24:1 for all programs. We have all the hardware and software needed to teach all courses, including but not limited to computers, laser printers, routers, operating systems and other software needed for the courses. The media services center has a library of books and magazines, and computers with internet access which are available for students to use at the facility. The project room has routers, switches and servers. The facility is handicap accessible.

### **Directions to Iselin Branch Campus**

**From Garden State Parkway North & South:** Take Exit 131/131A, respectively, toward Metropark. At the 1st traffic light (Woodbridge Hotel Driveway), make a right into the Woodbridge Hotel parking lot. Park in the rear lot by making a left.

**From NJ Turnpike North & South:** Take the NJ Turnpike to Exit # 11 toward US9/Garden State Parkway/ Woodbridge. Pay toll and merge onto Garden State Parkway North. Take Exit 131A toward Metropark. At the 1st traffic light (Woodbridge Hotel Driveway), make a right into the Woodbridge Hotel parking lot. Park in the rear lot by making a left.

**From Route 27 (From points North – Linden/Rahway):** Make a left onto Wood Ave South. At the 3rd traffic light make a left into the Woodbridge Hotel parking lot.

**From Route 27 (From points South – Edison/Metuchen):** Make a right onto Wood Ave South. At the 3rd traffic light (Woodbridge Hotel Driveway) make a left into the Woodbridge Hotel parking lot.

**From Route 1 North:** Take Route 1 to Garden State Parkway North. Take Exit 131 toward Metropark. At the 1st traffic light (Woodbridge Hotel Driveway), make a right into the Woodbridge Hotel parking lot. Park in the rear lot by making a left.

**From Route 1 South:** Take Route 1 to Garden State Parkway South. Take Exit 131A toward Metropark. At the 1st traffic light (Hilton Driveway), make a right into the Woodbridge Hotel parking lot. Park in the rear lot by making a left.

**NJ Transit from NY/Newark Penn Station:** Take a Northeast Corridor train and depart at the Metropark Station. For schedules and fares see [www.njtransit.com](http://www.njtransit.com).

120 S. Wood Avenue is within walking distance of The Metropark Station. Exit the train station and turn right onto Middlesex Turnpike. Turn left at the light (Wood Ave South). Continue on Wood Ave to the 1st traffic light.



**PC AGE Career Institute – Parsippany (Learning Site/Extension)**

1259 Route 46 East, Building 4C, Parsippany, NJ 07054, Tel: 973–588–4712

PC AGE’s Parsippany location is a Learning Site/Extension of the main campus in Jersey City. This location has about 2500 square feet of space, and is well lighted and air–conditioned. It has two classrooms, administrative offices, lunch room, a student lounge area, and free student parking. The lunchroom is equipped with a water cooler, coffee urn, refrigerator, sink, and microwave oven. Enrollment is limited to an average of 18–24 students per class. The student–faculty ratio is usually 24:1. We have all the hardware and software needed to teach all courses, including but not limited to computers, laser printers, routers, operating systems and other software needed for the courses. Students can access the media services center at the Jersey City main campus. The facility is not handicap accessible.

**PC AGE Career Institute – Clifton (Learning Site/Extension)**

600 Getty Ave, 3<sup>rd</sup> Floor, Clifton, NJ 07011, Tel: 973–777-0596

PC AGE’s Clifton location is a Learning Site/Extension of the main campus in Jersey City. This location has about 2500 square feet of space, and is well lighted and air–conditioned. It has two classrooms, a project room, a lunchroom, administrative offices and free student parking. The lunchroom is equipped with a water cooler, coffee urn, refrigerator, sink, microwave oven. Enrollment is limited to an average of 18–24 students per class. The student–faculty ratio is usually 24:1. We have all the hardware and software needed to teach all courses, including but not limited to computers, laser printers, routers, operating systems and other software needed for the courses. Students can access the media services center at the Jersey City main campus. The facility is handicap accessible.

**Catalog Disclaimer**

Please be advised that some information in this catalog may have changed. If you have any questions, please check with a school official to determine if there are any changes in the curricula, faculty, policies or any other information.



## Program of Instruction

### Internetwork Engineering

Total Hours/Credits: 960/54

Hours/Credits Required for Graduation: 960/54

Document awarded: Certificate in Internetwork Engineering

**Tuition: \$20,890** (Includes \$100 Registration Fee)

**Objectives:** This program provides comprehensive training, including theoretical concepts and hands-on practice, to provide students with the expertise and skills to work as a Network Administrator/Engineer or Computer/Network Support Specialist. The graduate will have working familiarity with network hardware and software including Microsoft Windows Desktop and Server and will be able to understand, select, install, troubleshoot and support Microsoft and Cisco networks and implement Network Security. PC AGE program is designed to prepare students to become CompTIA Certified A+, Network+, Security+, CASP and Linux+ Technicians, Microsoft Certified Solutions Associate (MCSA), Cisco Certified Entry Network Technician (CCENT), Cisco Certified Network Associate (CCNA), and Certified Ethical Hacker (CEH.) Students will also learn how to create an effective resume, methods for job search, and how to get ready for a job interview.

Courses	Credits/Hours
IE100: Introduction to Computers and Internet Fundamentals	3.0/50
IE100T: Certification Test Preparation	1.0/22
IE110: Computer Hardware Installation and Troubleshooting	3.0/50
IE110T: Certification Test Preparation	1.0/22
IE115: Networking Fundamentals	3.0/50
IE115T: Certification Test Preparation	1.0/22
IE121: Supporting Microsoft Windows Desktop Operating System	3.0/50
IE121T: Certification Test Preparation	1.0/22
IE122: Supporting Microsoft Windows Server Operating System	3.0/50
IE122T: Certification Test Preparation	1.0/22
IE140: Planning, Implementing and Administering Microsoft Windows Directory Service	3.0/50
IE140T: Certification Test Preparation	1.0/22
IE160: Planning and Maintaining Windows Networking Infrastructure	3.0/50
IE160T: Certification Test Preparation	1.0/22
IE170: Technical Career Preparation Workshop	2.0/30
IE180: Implementing and Managing Security in a Microsoft Windows Network	3.0/50
IE180T: Certification Test Preparation	1.0/22
IE190: Introduction to Cisco Router Configuration	3.0/50
IE190T: Certification Test Preparation	1.0/22
IE195: Advanced Cisco Router Configuration	3.0/50





IE195T: Certification Test Preparation	1.0/22
IE200: Designing, Implementing & Troubleshooting Project	1.0/21
IE230: Implementing Advanced Network Security	3.0/50
IE230T: Certification Test Preparation	1.0/22
IE260: Ethical Hacking	3.0/45
UN100: Linux System Administration I	3.0/50
UN100T: Certification Test Preparation	1.0/22

### Technical Requirements:

Minimum Requirements for Computer: Core i3 or AMD A12 CPU @ 2.4Ghz, 8GB RAM, DVD-ROM, 500GB free space, and Network Adapter (wired or wireless).

Minimum Requirements for Software: 64-bits OS (Windows 7 or Intel-based Mac OS), Microsoft Office 2010, Internet Explorer 11.0 or Google Chrome 35, and functional e-mail address with file attachment capabilities. The student will be required to obtain any software tools, plug-ins and/or applications identified in the course syllabus for any course in the program of study: latest versions of Oracle VirtualBox, VMware Workstation, Windows Media Player, Adobe Flash Player, Java, and Microsoft Silverlight. Sound card with speakers or headphones are strongly recommended.

Minimum Requirements for Internet Service: 3.6 Mbps broadband connection; Cable or DSL connection strongly preferred.

### IE 100: Introduction to Computers & Internet Fundamentals

**Credits: 3**

**Pre-Requisites: None**

**Objective:** Gives students an overview of the personal computer, operating systems, Internet technologies, Network Security and Professional Ethics. This course, together with IE 110, prepares students for CompTIA A+ Exams 220-901 and 220-902.

**Learning Outcomes:** Upon successful completion of this course, the student will be able to:

- a. Understand Microsoft Operating System fundamentals
- b. Install, configure, and upgrade Microsoft Operating Systems
- c. Perform diagnosing and troubleshooting of Microsoft Operating Systems
- d. Understand basic wired/wireless networking
- e. Understand and configure Internet web browsers

### IE 110: Computer Hardware Installation and Troubleshooting

**Credits: 3**

**Pre-Requisites: None**

**Objective:** Gives students the essential operating competencies for an entry-level IT professional or PC service technician. This course, together with IE 100, prepares students for CompTIA A+ Exams 220-901 and 220-902.

**Learning Outcomes:** Upon successful completion of this course, the student will be able to:

- a. Install, configure and upgrade computers



- b. Diagnose and troubleshoot computer related problems
- c. Configure the motherboard, processor, and memory
- d. Troubleshoot printers
- e. Understand Basic Networking

### **IE 115: Networking Fundamentals**

**Credits: 3**

**Pre-Requisites: None**

**Objective:** This course gives the student the essential networking competencies for an entry-level Network professional. This course prepares students for CompTIA Network+ Exam N10-006.

**Learning Outcomes:** Upon successful completion of this course, the student will be able to:

- a. Understand Media and Topologies
- b. Understand Protocols and Standards
- c. Basic configuration of Cisco Routers and Switches
- d. Understand Network Troubleshooting
- e. Understand and configure Routing Protocols

### **IE 121: Supporting Microsoft Windows Desktop Operating System**

**Credits: 3**

**Pre-Requisites: None**

**Objective:** This course measures your ability to deploy and troubleshoot systems that incorporate Microsoft Windows 10. The IE 121 course prepares students for Microsoft Exam 70-698.

**Learning Outcomes:** Upon successful completion of this course, the student will be able to:

- a. Deploy and migrate to Windows 7
- b. Troubleshoot hardware, applications, and access to resources
- c. Troubleshoot mobile computing
- d. Troubleshoot network systems that run Windows 7
- e. Perform advanced recovery

### **IE 122: Supporting Microsoft Server Operating System**

**Credits: 3**

**Pre-Requisites: IE121**

**Objective:** Students will learn to operate in medium to very large computing environments that use the Windows 2012 Server operating system. The IE 122 course prepares students for Microsoft Exam 70-410.

**Learning Outcomes:** Upon successful completion of this course, the student will be able to:

- a. Install and configure Windows Server 2012
- b. Configure server roles and features
- c. Deploy and configure network core services
- d. Install and administer Active Director
- e. Create and manage Group Policy

### **IE 140: Planning, Implementing and Administering Microsoft Windows Directory Service**

**Credits: 3**

**Pre-Requisites: IE122**



**Objective:** Students will learn how to install, manage, monitor, configure, and troubleshoot advanced network services in a Windows Server 2012 network infrastructure. This course prepares students for Microsoft Exam 70-411.

**Learning Outcomes:** Upon successful completion of this course, the student will be able to:

- a. Deploy, manage and maintain servers
- b. Configure File and Print Services
- c. Configure a Network Policy Server (NPS) infrastructure
- d. Configure and manage Active Directory
- e. Configure and manage Group Policy

### **IE 160: Planning and Maintaining a Microsoft Windows Network Infrastructure**

**Credits: 3**

**Pre-Requisites: IE122**

**Objective:** The student will learn to analyze the business requirements for a network infrastructure, design and implement a network infrastructure that meets business requirements using Windows Server 2012. This course prepares students for Microsoft Exam 70-412.

**Learning Outcomes:** Upon successful completion of this course, the student will be able to:

- a. Configure and manage high availability
- b. Implement business continuity and disaster recovery
- c. Configure Network Services
- d. Configure the Active Directory infrastructure
- e. Configure Identity and Access solutions

### **IE 170: TCPW: Technical Career Preparation Workshop**

**Credits: 3**

**Pre-Requisites: IE160, IE190, IE230**

This workshop prepares students to seek employment in the computer networking field. Students will learn how to create an effective resume, methods for job search, and how to get ready for a job interview.

### **IE 180: Implementing and Managing Security in a Microsoft Windows Network**

**Credits: 3**

**Pre-Requisites: IE100**

**Objective:** Give students the knowledge and skills to design, implement, administer, and troubleshoot network security. This course prepares students for CompTIA Security+ exam SY0-401.

**Learning Outcomes:** Upon successful completion of this course, the student will be able to:

- a. Understand the concepts of authentication, encryption, access control and logging
- b. Implement hardening practices and procedures
- c. Differentiate between different network devices and their roles
- d. Conduct risk assessments and implement risk mitigation
- e. Identify and implement appropriate disaster recovery procedures

### **IE 190: Introduction to Cisco Router Configuration**

**Credits: 3**

**Pre-Requisites: IE115**



**Objective:** This course gives the student the essential networking competencies for an entry-level Network professional. This course prepares students for Cisco Certified Entry Network Technician (CCENT) Exam 100-105.

**Learning Outcomes:** Upon successful completion of this course, the student will be able to:

- a. Understand Media and Topologies
- b. Understand Protocols and Standards
- c. Basic configuration of Cisco Routers and Switches
- d. Understand Network Troubleshooting
- e. Understand and configure Routing Protocols

### **IE 195: Advanced Cisco Router Configuration**

**Credits: 3**

**Pre-Requisites: IE190**

**Objective:** The student will learn knowledge and skills necessary to select, connect, configure, and troubleshoot the various Cisco networking devices. This course prepares students for Cisco Exam 200-105: Cisco Certified Network Associate (CCNA).

**Learning Outcomes:** Upon successful completion of this course, the student will be able to:

- a. Plan & Design a Cisco network
- b. Implement & Operate a Cisco routers and Switches
- c. Troubleshoot a Cisco routers and Switches
- d. Understand the technology related to a Cisco routers and Switches
- e. Configure and troubleshoot VLANs

### **IE 200: Designing, Implementing & Troubleshooting Project**

**Credits: 3**

**Pre-Requisites: IE160, IE195, IE230**

**Objective:** Enable a student to Design, Implement, and Troubleshoot Local and Wide Area networks working as a team.

**Learning Outcomes:** Upon successful completion of this course, the student will be able to:

- a. Design and Implement a TCP/IP Network for a medium sized company
- b. Install and configure all the components of network including application servers
- c. Implement firewall and Internet Access
- d. Install and configure Cisco routers for public network access
- e. Implement Remote Access to access company network through Internet

### **IE 230: Implementing Advanced Network Security**

**Credits: 2**

**Pre-Requisites: IE180**

**Objective:** Provides students with skills on risk management, research and identification of threats and applicable countermeasures and learn how to collaborate securely. This course prepares students for the CompTIA Advanced Security Practitioner (CASP) exam CAS-002.

**Learning Outcomes:** Upon successful completion of this course, the student will be able to:

- a. Analyze network security concepts, components, and architectures, and implement controls
- b. Use research and analysis to secure the enterprise



- c. Implement security controls
- d. Conduct vulnerability assessments
- e. Conduct incident and emergency responses

### **IE 260: Ethical Hacking**

**Credits: 3**

**Pre-Requisites: IE160, IE195, IE230**

**Objective:** Provides students with advanced hacking tools and techniques used by hackers and information security professionals to break into an organization. This course prepares students for Certified Ethical Hacker 312-50 exam.

**Learning Outcomes:** Upon successful completion of this course, the student will be able to:

- a. Understand the basic elements of information security
- b. List the 5 stages of ethical hacking
- c. Understand the different type of hacker attacks
- d. Understand vulnerability research and list the various vulnerability research tools
- e. Describe the ways to conduct ethical hacking

### **UN 100: Linux System Administration I**

**Credits: 3**

**Pre-Requisites: IE100**

**Objective:** Enable a student to install, manage, and support Linux Open System environment. This course prepares students for the CompTIA Linux+ LX0-103/ LX0-104.

**Learning Outcomes:** Upon successful completion of this course, the student will be able to:

- a. Install Linux Operating System
- b. Install Linux software packages and patches
- c. Manage user and Group accounts
- d. Manage file permissions and ownership
- e. Using the vi editor

### **IE 100T: Certification Test Preparation**

**Credits: 1**

**Pre-Requisites: None**

This course provides students extra help to prepare for the related certification exam as well as the job market.

### **IE 110T: Certification Test Preparation**

**Credits: 1**

**Pre-Requisites: None**

This course provides students extra help to prepare for the related certification exam as well as the job market.

### **IE 115T: Certification Test Preparation**

**Credits: 1**

**Pre-Requisites: IE121**



This course provides students extra help to prepare for the related certification exam as well as the job market.

**IE 121T: Certification Test Preparation**

**Credits: 1**

**Pre-Requisites: None**

This course provides students extra help to prepare for the related certification exam as well as the job market.

**IE 122T: Certification Test Preparation**

**Credits: 1**

**Pre-Requisites: IE121**

This course provides students extra help to prepare for the related certification exam as well as the job market.

**IE 140T: Certification Test Preparation**

**Credits: 1**

**Pre-Requisites: IE122**

This course provides students extra help to prepare for the related certification exam as well as the job market.

**IE 160T: Certification Test Preparation**

**Credits: 1**

**Pre-Requisites: IE140**

This course provides students extra help to prepare for the related certification exam as well as the job market.

**IE 180T: Certification Test Preparation**

**Credits: 1**

**Pre-Requisites: IE100**

This course provides students extra help to prepare for the related certification exam as well as the job market.

**IE 190T: Certification Test Preparation**

**Credits: 1**

**Pre-Requisites: IE115**

This course provides students extra help to prepare for the related certification exam as well as the job market.

**IE 195T: Certification Test Preparation**

**Credits: 1**

**Pre-Requisites: IE190**

This course provides students extra help to prepare for the related certification exam as well as the job market.



**IE 230T: Certification Test Preparation**

**Credits: 1**

**Pre-Requisites: IE180**

This course provides students help for the related course and the job market.

**UN 100T: Certification Test Preparation**

**Credits: 1**

**Pre-Requisites: IE115**

This course provides students help for the related course and the job market.



## Admissions

### Admission Requirements

1. Applicants for admission to programs must have a high school diploma (this can be from a foreign school if it is equivalent to a U.S. high school diploma); or have the recognized equivalent of a high school diploma, such as a general educational development (GED) certificate or other state sanctioned test or diploma-equivalency certificate and be beyond the age of compulsory schooling. Applicants must submit a copy of one of the following: High School Diploma, GED, college degree or college transcript before starting the program.
2. An interview with an Admissions Representative will be required. This will help determine the best possible program, as well as the individual's ability to communicate and present himself/herself professionally. The Admissions Representative may include the Director of Admissions or School Director, if required, to make a final decision for admission into the institute.
3. All applicants must pass the Computer Aptitude test with a score of 50% or higher to be considered for admission.
4. All applicants must be able to verbally converse in English clearly and have effective communication skills to enroll, due to nature of our training and job requirements set forth by employers in the field.
5. Students with A+ and/or Network+ certifications, 5 years of continued experience or a combination of both, may be granted advanced standing in the IT program only. This decision will be based on a request from the applicant and documentation of certification and/or experience.

### Procedure in Applying for Admission

To apply for admission, applicants should contact an admissions representative at the School to schedule an appointment for a personal interview and tour of the school facilities. The School will then review the applications and notify the applicants of their acceptance or non-acceptance. If applicants are not paying tuition in full, they may apply for federal financial aid, private financing or pay their full or part of the tuition on an installment basis, which is subject to finance charges, collection, and interest fees as allowed by law. If tuition is paid on an installment basis, a separate contract will be attached to the Enrollment Agreement. The first tuition payment must be paid before the start of the first class.

### Cancellation Policy

A Student is conditionally accepted until he/she provides further documentation such as academic transcripts or demonstrates an ability to succeed in the program.

The students of a new class will be monitored for two weeks after the start date. The School Director may decide to cancel a student if any of the following applies:





1. Students who are not in attendance for the first two weeks of classes.
2. Any student whose attendance is less than 70% during the first two weeks of scheduled classes. If the student can provide evidence of extenuating circumstances, the School Director may allow the student to continue.
3. Student does not conform to the Student Code of Conduct.
4. Student is not showing academic progress as per advised by the instructor.

A student may be cancelled if it can be determined that the student does not have the ability to succeed in the program based on the reasons mentioned above. The decision of the School Director will be final for the reasons mentioned above. A student may decide to withdraw from the school, for any reason, within first two weeks after the class start date and will be considered a cancel (no tuition is charged.)

A cancelled student may or may not be enrolled in the school a second time. A student who has been cancelled twice will not be enrolled a third time.

A cancelled student will not be charged any tuition. If a student is not cancelled by the end of the second week and is charged any tuition, he/she will be considered a start.

### **Transfer of Credit/Student Transfer (from other institutions)**

PC AGE will grant a transfer of credit/student transfer if the following apply:

1. The applicant attended an accredited institution or a program recognized by the American Council on Education's (ACE) Center for Adult Learning and Educational Credentials program. He/she should have achieved a minimum 3.0 grade point average for the coursework completed at that institution.
2. The coursework completed at the other institution must be at least 90% comparable to the program offered at PC AGE.
3. For the Internetwork Engineering program, students may receive credit for up to 12 credits.
4. The applicant can provide proof of at least five-year experience in the field.
5. The applicant has taken the A+ certification test within the last 3 years.

To receive a grant of credit, an applicant must provide all or as applicable of the following:

1. Provide original transcript and copies of catalog, course descriptions and syllabi.
2. Submit a copy of resume and technical certifications.
3. Submit a letter from the employer certifying the skills that the applicant has mastered.
4. Take a written/oral/practical exam given by the school to assess the skill level attained.

Credits transferred from another school are counted as credit hours attempted and are calculated into the cumulative grade point average. Grade assigned due to credit given through previous experience is also calculated in cumulative grade point average.



Students who wish to transfer credits from other institutions should contact the Admissions department to apply for advanced standing. The School Director with the help of the Director of Education will review a student's request for transfer of credit. The School Director will determine the credit allowed for previous coursework and inform the applicant. The financial credit will be adjusted proportionately.

The applicant may appeal the decision. The appeal must be submitted with additional supporting documentation such as course outlines, textbooks, assignments, etc. The applicant should also bring a copy of the latest credit evaluation if available. The School Director will review the appeal.

### **Transfer Between Campuses/Within Campus**

It is the policy of PC AGE to transfer students from one group to another/between campuses to help them successfully complete the program. Students may request a transfer if they have a personal situation that does not allow them to continue with the existing schedule.

A student must meet the following criteria:

1. The student must request a transfer in writing with a valid reason.
2. The Student Services staff will review the request. A student may be transferred from one group to another if he/she has to repeat a failed course, is returning from an approved leave of absence and has a schedule conflict with work or any other personal matter.
3. The Student Services staff will make sure that the student will be able to successfully complete the program, after the transfer, in maximum timeframe.
4. If a student is transferred and there is a maximum two-week waiting period before the student can resume school, it will be treated as a scheduled break. However, if the break is more than two weeks, then the student will be placed on an approved leave of absence.
5. The student will be informed that if he/she did not resume classes as scheduled, attendance policy will be applied with the scheduled return date as the date of determination.
6. The Student Services staff will complete the Change of Status form and approve the transfer.
7. Financial aid department will be informed of the student's change in enrollment status.

### **Definition of Clock and Credit Hour**

1 clock hour = a 60-minute span of time with no less than 50 minutes of class/lab instruction.

1 semester credit hour (academic) = 15 clock hours of lecture or 30 clock hours of lab.

A credit hour is a course of measure, not necessarily an indicator of transferability of credit.

### **Scholarships at PC AGE**

PC AGE periodically offers scholarships to help pay the cost of training. A limited number of scholarships are made available annually and scholarships are not provided to all students. A student can qualify for a scholarship by meeting the scholarship criteria, applying for the scholarship, and becoming the successful recipient of the scholarship upon completion of the training program.



Scholarships are awarded by the school and are made available to prospective students to help students overcome financial obstacles and achieve their academic goals.

A "prospective" student means that you are not currently enrolled in a program at PC AGE; you have never attended PC AGE; or have applied for admission more than six months ago and never started classes; or you have not attended a course for the past 365 days.

The scholarships are announced as they become available so please contact the Student Services office for details on current offerings. Open to US citizens and permanent residents only, age 18 years up. Each applicant is eligible only for one scholarship. All scholarships are based on space availability and approval from the scholarship panel (Director of Admissions, School Director, Director of Education or President). The scholarship panel decisions are final. PC AGE reserves the right to dismiss enrollment and withdraw the scholarship award for noncompliance of the terms and conditions and/or institutional policies.

## **Current Scholarships (2016-2017)**

### **College Grad Scholarship**

PC AGE awards a \$3000 scholarship to students with a Bachelor's degree from an accredited college in USA. Following are terms and conditions and the procedure to apply for the scholarship:

- 1- Pass PC AGE computer aptitude test to qualify for admissions and the scholarship.
- 2- To apply for the scholarship, submit a copy of your degree or transcript verifying that you have graduated from the college. PC AGE reserves the right to require an official copy be mailed directly to PC AGE by the issuing institution.
- 3- The School Director/Director of Admissions will award the scholarship after verifying the degree/transcript and \$3000 will be deducted from your tuition contingent upon your completion of the program.
- 4- PC AGE Scholarship Award can only be applied towards tuition to attend the Internetwork Engineering program
- 5- If you do not complete or withdraw from the Internetwork Engineering program for any reason or dismissed by the school, you will not be entitled to receive any Scholarship Award funds towards your tuition and will be 100% financially responsible to pay for courses attended according to the refund policy of the school.
- 6- You agree to pay for any remaining balance of tuition not covered by the Scholarship Award and Title IV Financial Aid upfront or by making monthly payments to PC AGE.
- 7- Your attendance and academic achievement at PC AGE will be subject to the same policies and guidelines set forth for all other students.
- 8- PC AGE reserves the right to dismiss any student and withdraw the Scholarship Award for non-compliance of the terms and conditions and/or institutional policies.
- 9- There is no limit or deadline to apply for this scholarship.



## Scholarship for High School Graduates 2016

To attract more students from High Schools, PC AGE is offering \$3000 scholarship to one graduate from each High School. Following are terms and conditions and the procedure to apply for the scholarship:

- 1- PC AGE will inform High Schools when the scholarship is available for high school students.
- 2- Interested students fill out an application for the scholarship.
- 3- Pass PC AGE computer aptitude test to qualify for admissions and the scholarship.
- 4- Only one scholarship is available per high school. If there is more than one qualified student, one scholarship will be awarded to the one with highest score in our computer aptitude test.
- 5- The student must enroll at PC AGE in the same year that they graduate from high school to be entitled to the scholarship.
- 6- The School Director/Director of Admissions will award the scholarship and \$3000 will be deducted from your tuition contingent upon your completion of the program.
- 7- PC AGE Scholarship Award can only be applied towards tuition to attend the Internetwork Engineering program
- 8- If you do not complete or withdraw from the Internetwork Engineering program for any reason or dismissed by the school, you will not be entitled to receive any Scholarship Award funds towards your tuition and will be 100% financially responsible to pay for courses attended according to the refund policy of the school.
- 9- You agree to pay for any remaining balance of tuition not covered by the Scholarship Award and Title IV Financial Aid upfront or by making monthly payments to PC AGE.
- 10- Your attendance and academic achievement at PC AGE will be subject to the same policies and guidelines set forth for all other students.
- 11- PC AGE reserves the right to dismiss any student and withdraw the Scholarship Award for non-compliance of the terms and conditions and/or institutional policies.
- 12- Deadline to apply for this scholarship is June 30, 2017

### Payment in Full

PC AGE will include the vouchers cost for all the other certifications (CompTIA Network+, CompTIA Security+, CompTIA Advanced Security Practitioner, CompTIA Linux+, MCSA Server 2012 (2 vouchers), Cisco CCENT, Cisco CCNA, and EC-Council CEH) not already covered/included in the tuition to all students if they pay the entire tuition upfront before starting the program. Tuition may be paid by cash, check or credit card. Student can claim their unused vouchers up to 6 months after program completion.



## School Regulations

### Non –Discrimination Policy

PC AGE does not discriminate based on race, color, national origin, sex, handicap, or age in admissions to its programs and activities. Students with physical or mental challenges that substantially limit one or more of the major life activities are encouraged to identify themselves to an Admission Representative. Needs are addressed on an individual basis to provide optimum opportunities for the educational progress of each student.

### Student Dress Code

Students are expected to dress appropriately. All students are encouraged to uphold an image that would be acceptable in a professional environment. Students who violate the dress code policy will risk being sent home and consequently will be marked absent for the class time missed. The following list contains examples of dress that are not appropriate for a professional business environment:

- Midriff tops or any type of overly revealing attire
- Clothing with holes
- See through clothing
- Halter / tank tops, shorts
- Skirts shorter than mid–thigh
- Flip flops
- Shirts with logos, pictures, print, or slogans that may be construed as obscene or offensive
- Hats other than head coverings required by religious faith

### Student Records/Transcripts

The student files contain registration information, tuition payment information, aptitude test scores, any other correspondence and are maintained at the main campus. Students may review their files by contacting the School Director. A student copy of a transcript or educational verification is available upon request, within two weeks of written request date, providing all financial obligations to the School have been met.

### Family Educational Rights and Privacy Act (FERPA)

The Institute, in compliance with federal privacy regulations, makes every effort to protect the confidentiality of all student information. PC AGE does not release student information unless required by law or with the written permission of the student / graduate. All records are protected from unauthorized access and undue risk of loss.

PC AGE complies with the Family Educational Rights and Privacy act of 1974. This ensures the right of the student and certain parties to have access to the information contained in the file. The personally



identifiable information will not be released to a third party without the written consent unless it is provided to:

1. The student
2. Other school officials including teachers
3. Parents of a dependent (according to IRS laws) student
4. Federal, state and local agencies as authorized by law
5. Accrediting agency
6. Meet a health or safety emergency
7. Comply with a subpoena or court order
8. Department of Homeland Security for an F, J or M student

All other requests for information from a student file will require a signed release from the student for the school to release any information. PC AGE will make every effort to ensure the privacy of information found in student files by keeping them in a secure cabinet in a secured area.

Students may inquire about reviewing their own file by informing the Student Services department via a written request. The Student Services Department will honor this request, at no charge within 15 days of the request. A student may want to request a change of his/her record. This request will be reviewed, and changes made if deemed necessary. A student may request a hearing with the School Director to challenge the contents of educational records because the records are inaccurate, misleading, or violate the rights of the student.

### **Student with Disabilities**

In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, PC AGE Career Institute does not discriminate based on disability. PC AGE endeavors to assist students on an individual basis with any expressed concerns. The Student Services office assists students with registered disabilities in all aspects of school life. Based on the submission of appropriate documentation, staff will do as much as is reasonable to ensure that individuals with disabilities achieve independence and fully participate in the educational process in a comprehensively accessible environment. Students requesting services and/or accommodations must directly contact the Student Services office.

### **Student Code of Conduct**

PC AGE expects students to conduct themselves in a professional way. To be sure that everyone understands acceptable and unacceptable conduct, you will find guidelines adapted from the "Model Code for Students Rights, Responsibilities and Conduct" published by The Law Student Division of The American Bar Association. Students who do not adhere to these guidelines are subject to dismissal.

The following conduct is considered unprofessional and unacceptable:



- All types of dishonesty, including cheating, plagiarism, knowingly furnishing false information to the institution, and forgery, alteration, or use of institution documents of identification with intent to defraud.
- Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings, public meetings and programs, or other PC AGE activities. Students with concerns about instructors, the school, or any PC AGE employees, are asked to voice these concerns directly to PC AGE administration using the ‘Student Concerns Form’. Concerns are not to be voiced to other students.
- Using vulgar and profane language either directed at an individual or indirectly in voicing any verbal communication.
- Physical or verbal abuse of any person on school premises or at functions sponsored or supervised by the school.
- Acting with disrespect towards a member of the school community (school staff members and other students).
- Damage to the school premises, theft, misuse or damage to the property of the school or of a member of the school community on the school premises.
- Failure to comply with directions of institutional officials, written or verbal, acting in the performance of their duties.
- Violation of the law on school premises in a way that affects the school community’s pursuit of its proper educational objectives. This includes, but is not limited to, harassment, sexual harassment, any unauthorized or forceful entry, whether actual or attempted, into school facility, the possession,
- wearing, carrying, transporting, or use of a firearm or other dangerous weapon, incendiary device or explosive, and failure to disperse or to leave after being given an order to do so by a staff member.
- PC AGE strictly prohibits the illegal possession, use, or distribution of drugs and alcohol by students on school property. Any person found in violation of these rules is subject to all applicable legal action under local, state, and federal laws and will risk dismissal from the school. Anyone in need of counseling will be directed to the appropriate outside agency.

### **Cheating/Plagiarism**

It is the policy of PC AGE to implement measures to check cheating or plagiarism. Academic integrity is of utmost importance to PC AGE. Any student involved in cheating or plagiarism will be subject to disciplinary action leading up to dismissal from the school. The definition of cheating/plagiarism is any copying of material from another student during a test, written or any other illegal help used during a test, copying of classroom or homework assignments from another student, going through instructor’s quizzes or tests without his/her knowledge or permission.

Any kind of cheating is the violation of the Student Code of Conduct. If a student is caught cheating the first time, he/she will receive a warning and a failing grade for the course. Upon a second violation, student will be dismissed from the school. The student may appeal a decision.





## **Student Concerns / Student Complaint Process**

The School Director is responsible to ensure that open lines of communication are maintained between the students and administration.

Students with concerns about PC AGE education including problems with instructors, the school, or any PC AGE employee, are asked to voice these concerns directly to the School Director or Director of Education using the Student Concerns Form. The form is available from the Administration Office. Concerns should not be voiced to other students. If the student thinks their issue has not been properly resolved, they should make an appointment with the School Director to discuss it in person. Every effort will be made to reach resolution. In the event that the problem has not been resolved by way of the school's formal complaint procedure, the student may contact the accrediting agency:

ACICS (Accrediting Council for Independent Colleges and Schools)  
Complaints and Adverse Information  
Shameka Erby, Senior Campus Services Coordinator  
750 First Street, NE, Suite 980  
Washington DC 20002-4241 Ph: (202) 336-6849  
www.acics.org

As of June 2017, PC AGE Career Institute is a Candidate for Accreditation by the Commission of the Council on Occupational Education. The student may also contact:

COE (Council on Occupational Education)  
7840 Roswell Road  
Building 300, Suite 325  
Atlanta, GA 30350 Ph: (770) 396-3898  
www.council.org

## **Health and Safety**

PC AGE provides a clean, hazard-free, healthy, safe environment for students, employees and visitors, and makes every effort to comply with all relevant federal, state and local occupational health and safety laws. Students and employees are aware that in the event of an incident or emergency they can contact the School Director or President/co-founder directly.

## **Drug-Free Schools and Communities Act**

It is the policy of PC AGE to adhere to The Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226.

The Drug-Free Schools and Communities Act requires that, as a condition of receiving funds or any other form of financial assistance under any federal program, an institution of higher education (IHE) must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or





distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities.

In accordance with the Act, PC AGE adheres to the following policy:

1. The use, possession or distribution of illicit drugs alcohol and any other controlled substance is strictly prohibited on the school property or as a part of any school activity.
2. There are many health risks associated with the use of illicit drugs and the abuse of alcohol. Explanation of certain drugs and health risks associated with them can be found in the PC AGE Drug Policy and Information packet.
3. There are severe penalties for use, possession or distribution of illicit drugs and alcohol under the local, state and federal laws. Please refer to the school's Drug Policy and Information packet for details.
4. PC AGE encourages students and employees to seek advice or participate in a substance abuse program. A list of substance abuse facilities can be found in the Drug Policy and Information packet.
5. Any violation of the Drug Policy by a student or employee will be considered grounds for disciplinary action up to dismissal/ termination from PC AGE. In addition, penalties imposed by courts are severe leading to imprisonment and heavy fines.

If students need counseling or help they should see Student Services. They will be directed to the appropriate outside agency for assistance. There will be no penalty if students come forward to request assistance. Students or employees who feel they may have a substance abuse problem can also seek assistance from the following agencies:

- 24-Hour Addictions Referral Network 800-577-4341
- Ala-Call/ New Jersey Addictions Hotline 800-322-5525
- Families Anonymous 800-736-9805
- Narcotics Anonymous 800-992-0401
- National Alcohol/ Drug Treatment Referral 800-454-8966
- New Jersey Substance Abuse Hotline 800-225-0196

### **Campus Security**

Annual Campus Security report is available in the School Director's office, on the school's website and notice board. The report is updated and distributed to students and employees each year.

### **Property Loss and Injury**

PC AGE is not responsible for the loss or damage of personal property while on school premises or grounds, nor does it accept liability or provide hospitalization coverage in the event of student injuries.



## **Verification of Identity**

For the entrance test (Computer Aptitude Test or CAT) and for the student online portals (TestOut LabSim and Haiku LMS) PC AGE will utilize the commonly accepted process of authentication and authorization using logon user identification and password, where the knowledge of the password is assumed to guarantee that the user is authentic. There is no fee/cost associated for verification of student identity. Any student who has another person impersonate or in any other way commit identity fraud in any entrance test, course, exam or other academic exercise will be dismissed from the institute.

## **School Closure**

In the event of an unannounced school closure, students enrolled at the time of the closure must contact the Department of Labor and Workforce Development's Training Evaluation Unit within ninety (90) calendar days of the closure. Failure to do so within the ninety (90) days may exclude the student from any available form of assistance. The contact number to call is (609) 292-4287.



## Academic Regulations

### Orientation

All new students are required to attend an orientation. Students unable to attend should contact their admissions representative and make special arrangements. The orientation includes introduction of school personnel, school catalog, policies & procedures, health and safety procedures, program information, how to access the course, and use of the online platform tools.

### Satisfactory Academic Progress

Students must make Satisfactory Academic Progress by achieving the required academic standards and progressing at a satisfactory rate toward program completion. Students will be evaluated for Satisfactory Academic Progress, both quantitative and qualitative, at the evaluation points. Any student who fails to make Satisfactory Academic Progress (SAP) at any Evaluation Point will be placed on academic probation or may be withdrawn from school. Only those students who are making Satisfactory Academic Progress are eligible to receive Federal Financial Aid. The student is eligible for financial aid during academic probation.

**Qualitative Progress:** The student's cumulative grade point average is reviewed at the evaluation points to determine qualitative progress. A student must have at least a 2.0 cumulative grade point average by graduation. The minimum grade required to pass a course is 1.0.

**Quantitative Progress (Rate of Progress):** It is calculated using the credit hours achieved divided by credit hours attempted. Credit hours achieved are based on the courses taken and passed with a grade of 1.0 or above. Required credits are rounded. Additionally, each student must complete the program within the maximum time frame. The maximum time frame is 1.5 times (150%) of the normal program length, as measured in credit hours.

### Evaluation Points

To ensure that a student will complete the program in a timely manner, each program is divided into evaluation periods or increments based upon the published program length. There are three Evaluation Points in the Internetwork Engineering programs.



## Internetwork Engineering Program

<b>Evaluation Point</b>	<b>Cumulative GPA</b>	<b>Required Credit Completion Percentage (ROP)</b>
Completion of 20 credits (360 clock hours)	2.0	70%
Completion of 40 credits (720 clock hours)	2.0	70%
Completion of 48 credits (864 clock hours)	2.0	70%

### Maximum Time Frame

Students must complete the training program within a time period which may not exceed 1.5 times the normal program length as measured in attempted credit hours. The Internetwork Engineering program of 54 semester credit hours in length must be completed within 81 attempted semester credits. A student not meeting the Satisfactory Academic Progress can be terminated from his/her program of study if, at any time, the school determines that the student is unable to graduate within the maximum timeframe allowed for the program.

All credits attempted during course repeats for the failed courses are counted toward the maximum time frame. Students transferring within the same program and/or reinstated students will be subject to cumulative quantitative and qualitative standards and maximum timeframe.

### Student Advisory

PC AGE's Student Services staff along with input from administration - when needed - provide attendance and academic advisement to ensure student academic success, satisfaction and retention. An open-door policy guarantees that PC AGE staff are available when questions and concerns arise. All strategies aim to engage and support students' learning.

### Academic Probation

Any student who is not making Satisfactory Academic Progress at an evaluation point will be placed on academic probation until the next evaluation point. The student will be notified in writing of the probation status, terms of probation and length of probation period. A student who successfully completes 70% of the credit hours attempted in the evaluation period while on academic probation will be allowed to remain in school. The student may continue on academic probation even though the cumulative completion rate is below 70% as long as the student meets the minimum standard for the evaluation period. Any student on academic probation who brings the cumulative completion rate to 70% will be removed from probationary status. A student who does not successfully complete 70% of attempted credits in an evaluation period will be withdrawn from school. The student is eligible for financial aid during academic



probation.

Students placed on academic probation must successfully complete missed work or retake any course(s), based on availability. The determination to either make up or repeat a failed course will be made by the Student Services staff. The decision of the School Director will be final.

### **Extended Enrollment**

The school does not offer extended enrollment status.

### **Appeal Process**

Students not showing satisfactory academic progress will receive a written dismissal notice. The student has the right to appeal regarding unsatisfactory progress and/or academic dismissal if he/she feels that their situation merits individual attention due to unusual circumstances that contributed to their unsatisfactory progress and/or dismissal. The student who would like to appeal must do so in writing to the School Director, with supporting documentation, within 10 days of receipt of the school's notification of dismissal. The School Director will notify the student of the school's decision. The written request should include the following:

- Student's full name and current address
- Specific reason(s) for the appeal explaining the unusual circumstances that prevented the student from attaining satisfactory academic progress with all supporting documentation
- Steps taken to alleviate the problems he/she had
- Student's signature and date
- Additional supporting documentation.

A panel may be asked to hear the concern and will be asked to assist in bringing the matter to complete resolution. The decision of the School Director is final. Students reinstated upon appeal are on a probationary status and must meet the terms and conditions set forth in the letter granting the appeal. At the end of each course, the student's academic progress will be reviewed. The student will remain on probation until the terms of probation are met and satisfactory academic progress status is regained by meeting minimum required qualitative and quantitative standards.

### **Grading System**

Grading is based on the student's performance in tests, quizzes, assignments and projects. The minimum passing score in any course is 60% (1.0). The student must earn a minimum cumulative grade point average of 2.0 to graduate. Standards of achievement are as follows:

<u>Grade</u>	<u>GPA</u>	<u>Score</u>	<u>Description</u>
A	4.0	90–100	Excellent



A-	3.7	87-89.99	Excellent
B+	3.3	83-86.99	Good
B	3.0	80-82.99	Good
B-	2.7	77-79.99	Good
C+	2.3	73-76.99	Average
C	2.0	70-72.99	Average
D+	1.5	65-69.99	Below Average
D	1.0	60-64.99	Below Average
F	0.0	Below 60	Failing
W			Withdrawal or Dismissal
R	N/A		Repeat Course
CR	N/A		Credit (Previous experience/Certification)
TR	N/A		Transfer Credit (another school)

If a student is absent on the day of the test, make-up test can be given provided the student can provide a valid reason for missing the test. A test cannot be missed unless it is due to circumstances beyond student's control. Student must contact and speak to the school administrator in advance to inform him of the reasons for not being able to come to the school on the test date. The student must take the make-up test as scheduled. The instructor reserves the right to modify the retake/make-up test so long as the test covers the same subject matter. Instructors have the right to cap the test score to 70% if the student can't provide a valid excuse for not taking the test or submitting the project when scheduled.

### Grade Update

When a student passes the corresponding industry certification test (e.g. A+, MCP, CCNA, etc.), a score of 4.0 will be issued on the regular course and related T-course to the certification provided the student has passed the course (s) associated with the certification. Please note that to obtain the grade a copy of the certification test score must be submitted to the Student services department. It is recommended that the students take and pass both the PC AGE and certification tests for their benefit.

### Regular Courses Grading:

The grading for this course is as follows:

Homework	30% of total course grade
In-Class work	20% of total course grade
Exams	50% of total course grade

Students must complete all of the course units in order to pass the course.

### T Courses Grading:

The grading for this course is as follows:

Homework	30% of total course grade
Project	30% of total course grade
Exam	40% of total course grade



Students must complete all of the course units in order to pass the course.

### **Incomplete Grade and Course Withdrawal**

The school does not issue “Incomplete” grade. When a student officially withdraws from a course, it does not have an effect on cumulative grade point average, but the credits are counted as attempted. A student who completes a course and then withdraws after academically failing the course will receive a failing grade. A student would also be considered to have withdrawn from a course started but not completed before an approved leave of absence; whereas if the student is on an approved leave of absence and does not attend any class, credits will not be counted toward maximum timeframe. In case of an unapproved leave of absence, both credits and grade point average will be counted toward maximum timeframe and cumulative grade point average.

### **Pass/Fail Grades**

The school does not use pass/fail grades.

### **Non–Credit, Remedial Coursework**

The school does not offer non–credit remedial classes. Students who need extra help or tutoring should contact Student Services for assistance

### **Attendance**

Regular and punctual attendance will help students develop the appropriate habits required for successful careers. Students are expected to attend all in–classes that are scheduled. All Distance Learning hours should be completed before the end of the course. Distance Learning hours can be completed at home or at school during non–class hours. During a course, if the student is not logging in and completing Distance Learning modules at home on a regular basis school may require him/her to come to the PC AGE facility on any day (could be other than scheduled class day/time) to complete these hours.

It is the student’s responsibility to notify the School of any absence. Due to extenuating circumstances, students may be allowed to make up work without affecting the score.

Attendance and work completed Distance Learning in TestOut LabSim or Haiku LMS (discussion, collaborative exercises, testing) is tracked automatically as well as by faculty via submitted work progress and the grade book.

### **Attendance Warning**

If a student is absent for three consecutive scheduled classes, she/he may be placed on Attendance Warning. Students whose cumulative absences reach 4 of the scheduled classes may be required to appear before the Attendance Review Board and be placed on attendance restrictions or placed under other action as deemed appropriate by the Board.



## Attendance Dismissal

A student who is absent for eight (8) consecutive classes without an approved leave of absence may be dismissed.

## Leave of Absence

It is the policy of PC AGE to ensure compliance with State, ACICS and US Department of Education regulations with regards to student leave of absence.

A student may arrange to temporarily leave school due to special circumstances with the intention of resuming the program at a later date. The school allows a leave of absence under the following conditions:

1. The student must request the leave of absence in writing, and provide additional documentation if required. The request must include the reason for request and must be signed and dated by the student.
2. The student must apply for a leave of absence in advance unless unforeseen circumstances prevent the student from doing so. Due to extreme extenuating circumstances, school may consider approving a leave of absence, at a later date, if it was not requested in advance. The student must submit a request in writing with supporting documentation.
3. The School will not charge the student for the Leave of Absence. Student must continue to pay according to the payment installment contract.
4. The request for a leave of absence will be approved only when there is a reasonable expectation that the student will return from the leave of absence to continue his/ her education.
5. The student is informed of the consequences of not returning from the leave of absence on Financial Aid.
6. The school official will use discretion while approving the leave of absence.
7. The student may have to wait to repeat the course he/she was taking, before going on leave of absence, due to unavailability. The student may be scheduled for a repeat course at a time other than their normally scheduled time. Make up may be allowed if approved by the School Director.
8. The leave of absence will never exceed 180 days.

If a student fails to return from a leave of absence, the student is considered to have withdrawn from the program as of the expected return date from the leave of absence. This will be the date of determination for refund calculation. The last date of attendance is used as the withdrawal date for a student who does not return from leave of absence.

## Requirements for Graduation

To be eligible for graduation from the Internetwork Engineering program, a student must earn a cumulative grade point average of 2.0, 960 hours and total of 54 credits, within a time period which may





not exceed 1.5 times the normal program length (see Maximum Time Frame). Upon successful completion of the program/s and fulfillment of the student's tuition obligation the student will be awarded a certificate of completion.

### **Graduate Transfer Credit**

PC AGE will facilitate transfer of credits to other institutions by providing official transcript, course descriptions and course syllabi.

Students who graduate from PC AGE may be able to transfer some or all of the credits received for their training to another institution. PC AGE cannot guarantee that other institutions will accept part or all of the credits earned at PC AGE. However, it is completely at the discretion of the receiving school to make that determination.

### **Document Awarded Upon Completion**

Upon completion of the program and fulfillment of the student's tuition obligation, students receive a certificate for the program they have successfully completed such as certificate in Internetwork Engineering.

### **Dismissal from Program**

A student is subject to dismissal for any of the following reasons:

- Failure to maintain satisfactory academic progress
- Failure to return on the scheduled date from a Leave of Absence
- Failure to comply with the School's Student Code of Conduct
- Failure to meet all financial obligations to the School
- Violation of any of the conditions set forth in the signed Enrollment Agreement
- Identity fraud

The School will send a notification of dismissal with the date and reason for dismissal. Should this occur, any prepaid tuition would be refunded according to the NJDE/L refund policy as stated in this Catalog. If the dismissed student has student loans, it is the responsibility of the student to notify the appropriate loan institution of the dismissal.

### **Student Appeal Process**

Students have the right to appeal a dismissal if they feel that their situation merits individual attention due to unusual circumstances that contributed to their dismissal. The student who would like to appeal must do so in writing to the School Director, with supporting documentation, within 10 days of receipt of the school's notification of dismissal. The School Director will notify the student of the school's decision. The written request should include the following:



- Student's full name, social security number, and current address
- Specific reason(s) for the appeal explaining the unusual circumstances the student feels caused the dismissal.
- What they have done to alleviate the problems they have had.
- Student's signature and date.
- Additional supporting documentation.

A panel may be asked to hear the concern and will be asked to assist in bringing the matter to complete resolution. The decision of the School Director is final. Students reinstated upon appeal are on a probationary status and must meet the terms and conditions set out in the panel meeting.

### **Readmission Policy**

Students that have withdrawn or been dismissed from the School and are requesting reentry must make the request to the School Director within six months from the last date of attendance. The request must be in writing. The School Director will notify student of the status of the request. In cases where the student was dismissed for financial concerns, it may be possible to reenter or to repeat the same course, provided all financial obligations are current. If the student was dismissed due to excessive absences, the student must meet with the School Director and demonstrate his/her ability to attend school regularly. The decision of the School Director is final. In all cases of readmission, the school will place the student at the beginning of a course of instruction as determined to best meet the student's academic needs. If the School believes the student will be successful if readmitted, the School will admit the student to the next available session. Any credit for prior work completed will be based upon the standards currently in effect at the time of readmission. The school reserves the right to deny the reinstatement request for a student who was:

1. Dismissed for violating the Student Code of Conduct
2. Had already been reinstated once

If the re-entry date is after six months from the student's last date of attendance or the student is changing programs, the student will have to re-apply for admission. Student's re-entering the school after six months must start the program from the beginning. Students are responsible for any charges incurred for review sessions or retakes. Students approved for re-entry will be given a re-entry date. If a student does not re-enter on the date specified, the School Director must be consulted for approval of an alternative date.

If, upon re-entry by a student, any of the conditions of the student's prior enrollment have changed, a new Enrollment Agreement and Payment Plan are required and the student will be subject to the terms of the new documents.



## **Course Repeat Policy**

Course repetitions, for failed courses, will be counted toward maximum timeframe. In such a case, the lowest grade will be dropped and the highest grade will be used to calculate the grade point average. A student cannot repeat a passed course in order to receive a higher grade.

Instructor's decision is final in computing a grade if the established educational guidelines are followed.

Retake for failed courses is limited to two tests per course. If a student fails to retake a test as scheduled, this will be counted as an attempt. As a result of retake, student's final score cannot exceed 70%. If the student fails the course after the test retakes, he/she may repeat the course, based on course/seat availability. Course repeat fee is \$1500 which can be waived if student graduates from the program, otherwise student will be charged. A student cannot retake a test for a passed course to improve his/her final score.

Any student who fails any course will be required to attend a tutoring session prior to retaking a remedial test. Failure to show up for the tutoring session will result in adverse action. Furthermore, if a student has not successfully completed all the courses in the basic loop (the first 5 courses of the program), he/she may be stopped from proceeding to the advanced loop. The School Director will make the final decision in all the matters.

Students are permitted to repeat a failed course(s) at an additional tuition charge of \$1500. (This charge will be waived if student graduates from the program.) This is subject to seat availability and course schedule. This does not include the cost of a revised edition of a textbook or the charge of a textbook. The student cannot exceed the maximum timeframe with course repeats. The student must be current in his/her financial obligations to the school and request to repeat course(s). Repeat policy is limited to the same course (the same version and/or the same certification test number). The school is not obligated to offer discontinued courses for repeat purposes. The student may be scheduled for a repeat course at a time other than their normally scheduled time. The student may have to wait to repeat the course due to unavailability. If the course is not available, the student will be dismissed from the school.

## **Distance Learning Participation Policy**

The educational programs of PC AGE are designed to prepare students for career-oriented learning. Therefore, it is important that professional behavior be practiced at all times. This includes timely and consistent participation in all classes, meeting assignment deadlines, and meaningful participation in academic activities. Each course has regularly scheduled academic activities that ensure that course outcomes and specific learning objectives are met. Academic activities aid the faculty in the assessment of student performance and the awarding of a final course grade. The importance of student participation in these activities is key to successful learning.

Academic activities include, but are not limited to: quizzes, discussion questions, evaluation survey, and homework assignments.



## Student Services

### Special Help for Students

Questions may arise about how students can maximize their training at PC AGE. They have many resources to call upon. If students are having trouble with a concept that they cannot understand in class, special tutoring sessions may be arranged for individuals to ensure that they learn everything that they need to, during the program. For any assistance relating to training and personal issues that are affecting students training, students may consult their Instructor, Director of Education or the School Director. Our staff is available for any student who wants to succeed and is working hard towards that goal. Tutoring is available for any of our programs. The program is designed for students to get the most out of it and we're here to help.

### Support

The faculty and one lab technician/teaching assistant are available to students (two hours before evening classes and two hours after daytime classes) to provide technical support and answer any questions.

Support for students is provided by faculty, student services, financial aid and career services staff as well as by the technical staff of the solution provider. Requests can be placed via email or phone call.

During off hours or holidays, students should expect to receive an answer as soon as the next available work day.

Academic support: Faculty will always respond to student (via email or by phone) within 24 hours.

TestOut LabSim: Mon – Fri 9am to 7pm (EST) via email and phone.

Haiku LMS: Mon – Fri 9am to 8pm (EST) via email and phone.

Specific application assistance: Via instructor as noted above under academic support

Support is available 24/7 in an asynchronous format. Support for students (technical, faculty, and student services) can be requested anytime. In addition, phone, web, and chats are scheduled individually to accommodate student needs. Evening hours are available as needed.

### Career Services Program

At PC AGE, students acquire skills and certifications to qualify for positions in the Information Technology field. Our Career Services Advisors work with students to help fulfill graduation requirements and transition into employment. We coach students to be effective in marketing themselves, connect with employers, and apply to jobs that pertain to their skills.

While PC AGE does not and cannot guarantee employment to any student or graduate, our experienced staff works closely with every student to ensure that they are prepared for successful interviews. We obtain and forward opportunities to graduates by developing and maintaining relationships with a variety of employers. We provide all of our students with the necessary tools and resources to get to the next step.



Prior to graduation, all students attend a Technical Career Preparation Workshop which focuses on soft skills, resume preparation, interviewing techniques, and job searching. Additional career information is available through the Career Services Department. Our staff is always available to answer questions concerning employment readiness on a group or individual basis.

### **Graduate Audit (Refresher) Policy**

A PC graduate may repeat one completed course free of charge, provided that all financial obligations to PC AGE are met and the selected course is being offered. There may be a nominal charge for the use of equipment or supplies. The graduate will be required to purchase current text(s) used in the course. Auditing graduates are expected to comply with current school standards. The Campus Director must approve auditing. New programs/courses, not originally in a graduated student's program, are not eligible as refresher courses. Graduates who wish to take a new course may do so and will pay full tuition charges



## Financial Information

### Tuition Costs and Payments

Tuition covers all training, instruction, computer use, cost of books and materials. Payment options are Federal Financial Aid, cash, check, money order, and cashier's check, VISA, MasterCard, Discover and AMEX.

<u>Program</u>	<u>Tuition</u>
Internetwork Engineering	\$20,890.00

#### Note:

Total tuition includes \$100 registration fee, books and computer use at school and access to TestOut LabSim and Haiku LMS Distance Learning portals.

Each student should ensure that tuition payment is received by the School on or before the dates in the Payment Agreement. A late fee is charged for payment received ten calendar days after the due date. If a monthly payment is not received by the tenth day from the due date, admission to class may be prohibited. Students with delinquent accounts receive past due invoices and may be dismissed from school.

Certificates, grades, transcripts and placement assistance can be withheld until accounts are settled. Students who have interrupted their training may not return unless all payments are current. PC AGE will utilize the services of a collection agency and/or attorney as allowed by the law for delinquent accounts.

### Miscellaneous Fees

Late Installment Payment Fee	\$20
Returned Check Fee	\$30
Transfer Fee	\$100
Re-entry Fee	\$100
Course Repeat Fee	\$1500
Duplicate Transcript Fee	\$10

Fees are charged for each occurrence. Students may be charged multiple fees depending upon the type of change made in the program.

### Tuition Charges for Returning Students

Students can re-enter the school within six months from the withdrawal date for the same program enrolled in the previous period. The students reentering after withdrawal will receive credit for money paid for tuition, not including the registration fee paid for their previous attendance period. Students re-entering the school will be responsible for the balance of the original tuition charge plus collection charges, if any, in addition to a difference of the tuition increase in the program and/or difference of



tuition charge due to new courses add in the program. If a student drops a second time, he/she will be responsible for the tuition charges for previous or current enrollment, whichever is higher.

### **Withdrawal**

Students who wish to cancel their enrollment in a course or at the school are requested to inform school via a written notification. However, if a request is not received and the student does not contact the school, the student will be dismissed after 8 consecutive absences. Tuition charges will be based on the last date of attendance and refunds will be made within 45 days from the date of determination.

Students, who receive a student loan and withdraw or are terminated from the program or a course, are responsible for notifying the private lending institution in writing of their withdrawal. This notification should include the date of withdrawal and the student's social security number and signature. Students should retain a copy of this letter for their files. In the event that PC AGE received the loan directly from the loan institution, PC AGE will process any refund due to the lending institution and not to the student.

### **Refund Policy**

PC AGE follows New Jersey Department of Education/Labor refund policy. Refunds, when due, are made without requiring a request from the student. Refunds, when due, are made within 45 days (1) of the last day of attendance if written notification has been provided to the institution by the student, or (2) from the date the institution terminates the student or determines withdrawal by the student.

### **Return of Title IV Funds**

The Return of Title IV Funds (Refund) regulations do not dictate an institutional refund policy. Instead, a statutory schedule is used to determine the amount of Title IV funds a student has earned as of the date he or she ceases attendance. Therefore, the amount of Title IV program assistance earned is based on the amount of time the student has spent in academic attendance; it has no relationship to the student's incurred institutional charges.

Up through the 60% point in each payment period, a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment period, a student has earned 100% of the Title IV funds. The Return regulations do not prohibit a school from complying with refund policies required by the state or other outside agencies. Therefore, PC AGE follows New Jersey Department of Education refund policy guidelines to determine the charges a student owes after withdrawing. Those policies will not affect the amount of aid the student has earned under the Title IV Return calculation. Students are however, responsible for any balance owed to the school as a result of Title IV refunds.

In all cases, the date used to calculate the refund is the last of attendance, either in-class or DL, of the program and includes all weeks scheduled from the beginning of the program. Refunds will be paid





within 45 days of the date that the school determines that the student is no longer attending classes.

**First-time Student Defined:** A student is considered to be a first-time student if the student has never attended PC AGE. Students who transfer from the original period of enrollment or leave and reenter the Institute, for any reason, are not first time students. But students who receive a refund of 100% of tuition for a period of attendance at PC AGE will be considered to be first time students.

### **ACICS Refund Policy**

As stated in ACICS Accreditation Criteria manual (Policies, Procedures and Standards), the institution must have a fair and equitable refund policy that is applicable to all students and that is published in the institution's catalog. Specific federal or state policies may apply.

### **New Jersey State Refund Policy**

1. There is a nonrefundable \$100 registration fee.
2. All funds paid by the applicant will be refunded if the School rejects the application, or if the applicant cancels the enrollment agreement within three (3) business days of signing the agreement, even if classes have begun. Cancellation after the third (3<sup>rd</sup>) business day, but before the first class, will result in a refund of all monies paid, except for the registration fee.
3. Students who withdraw from the program must return all training materials included in the cost of tuition within three business days of the date of withdrawal. Students will be charged for materials that are not returned in good condition.

The following is in reference to all programs offered by PC AGE. In the event of a student's written notification of cancellation or the School's termination of a student prior to completion of the program, the school will retain the registration fee and a portion of the tuition based upon the New Jersey State Refund Policy guidelines.

For programs of 300 hours or less, the School will retain the registration fee plus a pro-rata portion of the tuition calculated on a weekly basis. For programs exceeding 300 hours but not exceeding 1200 hours, the school will retain the registration fee and a portion of the tuition based upon the New Jersey State Refund Policy guidelines:

### **Full-time Students**

Students will be charged according to the date of cancellation or termination as follows:

- 10% of the total tuition if termination occurs in first week.
- 20% of the total tuition if termination occurs in the second or third week.
- 45% of the total tuition if termination occurs after the third week but prior to the completion of 25% of the program.





- 70% of the total tuition if termination occurs after 25% of the program but not more than 50% of the program time is attempted.
- 100% of the total tuition if termination occurs after 50% of the program time is attempted.

### **Part-time Students**

- 10% of the total tuition if termination occurs in first week.
- 10% of the total tuition if termination occurs after the first week but not more than 25 hours of scheduled attendance.
- 20% of the total tuition if termination occurs between 26 to 75 hours of scheduled attendance.
- If termination occurs after 75 hours of scheduled attendance, then refund is per the full-time student schedule above.

### **Refund Distribution Policy**

Refunds owed on student accounts will be paid to the applicable programs in the following order: Unsubsidized Federal Direct Stafford Loans, Subsidized Direct Stafford Loans, Federal Direct PLUS Loans, Pell Grants, another aid program and student. Refunds due to the student will not be issued if the student owes a balance on his or her tuition account.

### **Payment During Leave of Absence**

There is no additional charge to students placed on the leave of absence. Students, however, must continue to pay per payment installment contract.

### **Financial Information**

PC AGE has developed a number of payment options the student may use to pay for their tuition. This allows students to focus and pay more attention to their studies and career growth. Students receive counseling prior to beginning their program on all payment options available to them.

### **Student Federal Financial Aid Programs**

PC AGE is an eligible institution to participate in student financial assistance programs authorized by the Title IV of the Higher Education Act of 1965, as amended (Title IV, HEA Programs) by the United States Department of Education as follows. For more information on these programs, please review The Guide to Federal Student Aid:

1. Federal PELL Grant Program
2. William D. Ford Federal Loans (Direct Loan) Programs
  - a. Federal Subsidized Stafford Loan Program
  - b. Federal Unsubsidized Stafford Loan Program
  - c. Federal PLUS Loan Program



## Federal PELL Grant Program

A Federal Pell Grant, unlike a loan, does not have to be repaid. Generally, Pell Grants are awarded only to undergraduate students who have not earned a bachelor's or professional degree. Students who have obtained degrees from institutions outside the United States will be required to provide evidence as to whether or not their prior education is equivalent to a degree earned in the United States. Until that evaluation is received in the Financial Aid Office, the student will be considered a graduate student and will not be eligible for a Pell Grant. Amounts can change yearly. The maximum award for 2015–2016 award year is **\$5,775** and for 2016–2017 it is **\$5,815**.



## **William D. Ford Federal Loans (Direct Loan) Program**

Direct Loan (DL) provides money to students and/or their parents to pay expenses for enrollment in post-secondary programs. The money for loans is provided through the Federal Government and must be repaid.

There are three types of Direct Loan Programs – the Federal Subsidized Loan, the Federal Unsubsidized Stafford Loan and the Federal Plus Loan. Each of the loan programs has an origination fee, which is deducted from the borrowed amount and retained by the Federal Government. The student accounts at school are credited with borrowed funds after adjusting origination fee and rebates.

### **Federal Subsidized Stafford Loan Program**

A subsidized loan is awarded on the basis of financial need for an eligible program. The interest rate is variable and is adjusted each year on July 1st by the U.S. Department of Education that cannot exceed 8.25%. The interest is not charged to the student during in-school period and for the grace period, which is six months after a student graduates, leaves school, or drops below half-time enrollment and during the period of deferment. The first-year maximum loan limit is \$3500. The aggregate loan limit for dependent undergraduate students is \$23,000 and independent undergraduate students is \$46,000, which includes amounts borrowed under the Federal Unsubsidized Stafford Loan Program.

### **Federal Unsubsidized Stafford Loan Program**

Unsubsidized Stafford Loan is not awarded on the basis of need for an eligible program enrolled at least half time. The interest rate is variable and is adjusted each year July 1st by the U.S. Department of Education that cannot exceed 8.25%. Unlike the Subsidized Stafford Loan, interest is charged from the time the loan is disbursed until it is paid in full. Students have an option of capitalizing interest or paying the interest during in-school periods and deferments. The first-year maximum loan limit is \$6,000. However, Federal Unsubsidized Stafford Loan can be increased to as much as \$8,000 for independent undergraduate students and \$3,500 for dependent students based upon their program length, if they do not qualify for a portion of the Federal Subsidized Stafford Loan on the financial need. Dependent students can get an additional amount from the Unsubsidized Stafford Loan up to a maximum of \$4,000 based on their program length, if their parents are ineligible to borrow from the Federal Plus Loan Program. The aggregate loan limit for dependent undergraduate students is \$23,000 and independent undergraduate students is \$46,000, which includes amounts borrowed under the Federal Subsidized Stafford Loan Program.

### **Federal PLUS Loan Program**

Federal PLUS Loan is available to parents of dependent undergraduate students enrolled at least half-time for student education expenses. The interest rate is variable and adjusted each year on July 1st by the U. S. Department of Education and cannot exceed 9%. The first repayment is due no later than 60 days after the date the loan is fully disbursed. Thus, repayment begins while student is still in school. The PLUS loan borrower must pass a credit check. A school cannot certify a PLUS Loan application until the school has



verified the student's financial aid history.

### **Alternate Tuition Financing**

Students who cannot qualify for full or partial Federal Financial Aid to cover tuition can apply for alternate financing available at the school. PC AGE has an arrangement with Higher Education Student Assistance Authority NJCLASS and TFC Corporation to provide more flexible way for students to pay outstanding tuition. Those students who do not qualify for private financing through NJCLASS can apply for in-school tuition payment plans. Students are encouraged to pay the tuition balance in monthly installments. Payments must be made in accordance with the terms in the Payment Installment Contract. Final payment for Interest –Waived Payment Installments must be paid at least one month prior to the completion of course enrollment. Any changes in enrollment status include changes from one to another class schedule (i.e. day class to evening class schedule); leave of absence will not defer or change the payment installment agreement.

### **Sponsorship by Employers**

Applicants who are currently employed may want to ask their employers to sponsor their training at PC AGE. Many companies offer financial assistance to assist employee to pay for tuition.

### **Veterans Benefits**

The Iselin Campus is approved for veteran's training benefits for day and evening courses. Veterans may apply for admission by filing Form #22-1990 and/or #22-1999 with the Veteran's Administration. Children and spouses of deceased veterans may apply for admission under Public Law # 634 by filing Form # 22-5490. Disabled Veterans must apply directly for admission to the Veteran's Administration. The veteran is responsible for tuition payments to the school. The Veterans Administration pays the benefits to the veteran and not to the school, with the exception for rehabilitation benefits. These payments are not dependent on when the students receives payment by VA. All absences, whether excused or unexcused, are reported to VA.

### **Unemployment Assistance**

Eligible persons who are unemployed may qualify for tuition assistance program. Contact your nearest unemployment office for more information.

### **New Jersey Rehabilitation Commission**

Disabled students may be eligible for educational benefits sponsored by the New Jersey Division of Vocational Rehabilitation. Interested persons should apply to the nearest Division of Vocational Rehabilitation office.



## State Aid Programs

Students attending PC AGE are not eligible for state aid from New Jersey because of state regulations for non-degree programs. If a student is a resident of a state other than New Jersey, the Financial Aid Officer will inquire about the state aid eligibility from that state and make the information available to the student.

## Student Eligibility for Financial Aid

To receive Federal Financial Aid, students must meet all of the following criteria:

- Demonstrate financial need, except for Unsubsidized Stafford Loan.
- Have a high school diploma or a General Education Development (GED) or pass a test approved by the U.S. Department of Education like Ability to Benefit (ATB) test. See admissions or financial aid administrator for more information.
- Be enrolled or accepted for enrollment as a Regular Student working towards a degree or certificate in an eligible program.
- Be a U.S. citizen or eligible non-citizen.
- Have a valid Social Security Number.
- Meet satisfactory academic progress in the program.
- Certify that you will use federal student aid for educational purposes.
- Certify that you are not in default on a federal student loan and that you do not owe money on a federal student grant.
- Comply with the Selective Service Registration, if required.

## Apply for Financial Aid

The application process is the same for all financial aid programs. Students are required to complete a financial aid package, which includes: a Free Application for Federal Student Aid (FAFSA) and loan application(s) if the student wants to apply for loans. Students can obtain the Financial Aid Package from the school.

To apply for financial aid, students must complete the forms and the applications provided in the Financial Aid Package and schedule a consultation with Financial Aid Administrator. During the interview your application will be reviewed for completeness and accuracy.

## Determination of Financial Aid Eligibility

When the applications are complete and all the necessary documentation has been provided, the Financial Aid Administrator will perform a calculation called the need analysis. The need analysis is a formula prescribed by Federal Regulation that measures the ability of the family to contribute toward the student's educational costs. The result of the need analysis is called the Effective Family Contribution (EFC). Then, cost of attendance (C.O.A) is calculated using rules established by the law. The cost of attendance



includes tuition, fee, books, transportation, loan fees, housing and food an allowance for off-campus students, and if applicable, an allowance for dependent care and costs related to disability as the result of the student's attendance in school.

The student's Pell Grant award is determined by the EFC, the enrollment status, and other eligibility factors. To determine the eligibility for student loans, the EFC and financial aid (Pell Grant, scholarship, etc.) that student is expected to receive is subtracted from the cost of attendance. The end result is called unmet need. If there is positive need, the student will qualify for the subsidized Stafford Loan. If there is a negative need, the student may qualify for the unsubsidized Stafford Loan. Parents of a dependent student may borrow from the PLUS Loan program.

When this calculation is complete, the student will be advised of his/her eligibility. An award letter is developed for the student, which will reflect the amount and sources of aid that have been estimated and will be used to pay for tuition and books. There may be unknown factors, such as prior history, this is only an estimate. When an official valid ISIR is received without verification requirement, the estimate will become official. But if student is selected for verification and resulting in revised numbers and /or figures, the financial award could be changed.

### **Verification**

Verification is the process of confirming the information provided on the financial aid applications. All students must submit, upon request, copies of signed tax returns for themselves, their spouses and their parents, if applicable. Those applicants who did not file a tax return will be required as specified on a Non-Tax Filer's Statement. These documents must be submitted with a verification worksheet within 2 weeks. Students may also provide copies of social security cards, for citizens: either U.S. birth certificate, or U.S. Certificate of Citizenship or U.S Certificate of Naturalization or U.S. Passport, for eligible permanent residents: either a copy of Permanent Resident Card or copy of foreign passport with valid stamp of I-551 and/or any other documents that may be asked by Financial Aid Officer. Failure to provide any requested items within timely manner will be grounds for termination from the participation in any financial aid programs.

When the FAFSA is processed by the central processor, a number of data base matches are performed. These matches compare the student information with the following federal agencies:

- Social Security Administration (for verification of Social Security Numbers and U.S. citizenship status)
- Selective Service System (for verification of Selective Service Registration status, if applicable)
- United States Citizenship and Immigration Services (for verification of eligible non-citizen status, if applicable)
- U.S. Department of Justice (for verification that an applicant has not been denied federal student aid by the courts as the result of a drug related conviction)
- U.S. Department of Veterans Affairs (for verification of veteran's status, if applicable)



A student financial aid history is also verified by the NSLDS database of the U.S. Department of Education. If there is a problem with any of the matches, a comment will appear on the Institutional Student Information Report, which may require further documentation and/ or action by the student in order to resolve the problem. No aid will be delivered until all discrepancies are resolved.

### **Financial Aid Disbursement**

The disbursement for the Federal Pell Grant and Federal Stafford Direct Loan is paid directly to the school. The student account is then credited with net amount. Students must complete all financial aid paperwork prior to receiving the first disbursement. The first disbursement of direct loan is made after one month of the start date. The second disbursement of direct loan may not be disbursed until the later of: the calendar midpoint between the first and last scheduled days of class of the loan period or the date the student successfully completes half of the credit hours. Students who withdraw from school prior to disbursement may lose eligibility to receive any Title IV funds.

### **Maintaining Eligibility for Financial Aid and Student Responsibility**

Eligibility for financial aid is monitored throughout a student's program. Under Federal Regulations of Title IV, a student has certain obligations, which include:

- Maintaining Satisfactory Academic Progress as required by the school's policy
- Notification of any changes in enrollment, address, name, or graduation date
- Participation in an entrance counseling
- Prior to leaving, attending an exit counseling, and
- Completion of program within maximum time frame.

If satisfactory progress is not being maintained as required by school policies, financial aid will be stopped. The student will then be notified to contact the financial aid/accounting office to make alternative tuition payment arrangement.

A student's eligibility will also be affected if a change in enrollment status takes place. Changes in enrollment status include changes from one class schedule to another, changing programs, leaves of absences, retaking a portion of the program, or any other change from the original loan period that was certified by the school. The effect that these types of changes have on a student's eligibility for continued participation may include a reduction in the amount or types of aid, a delay in the receipts of funds, or a termination from participation in the programs. It is the student's responsibility to ensure that the Financial Aid Office is informed of any changes in his/her enrollment status, name or address and to provide any documents or applications necessary to reinstate his/her eligibility, if permissible.



## Default Management

PC AGE is not required to do Default Prevention and Management under the regulatory requirements. However, PC AGE has adopted Default Prevention and Management activities such as: Entrance Counseling, Communication Across Campus, Exit Counseling, Timely and Accurate Enrollment Reporting that are required by the regulations of USDOE. However, in order to keep the defaults of student loans under control, PC AGE is utilizing the services of third party default management company “Wright International Student Services” (WISS). The WISS update the WISS system with student account information from the delinquent report and attempt to assist the students in bringing their loan account current and to prevent the default.





**PC AGE Consumer Disclosures and Student Achievement**  
Reporting year: 2016-2017

	<b>Internetwork Engineering 960 hours</b>
US Department of Education (DOE) Gainful Employment (GE) program eligibility  GE Rates Final 2015	GE Program: Program is approved by DOE and prepares students for gainful employment in a recognized occupation  Debt-to-Earnings Annual Rate – 4.27 – PASS Debt-to-Earnings Discretionary Income Rate – 7.7 - PASS
Name and Classification (SOC) code of the occupation that the program prepares students to enter	<b>15-1071.00</b> Network and Computer Systems Administrators <b>15-1081.00</b> Network Systems and Data Communication Analysts <b>15-1041.00</b> Computer Support Specialist
DOL O*Net links to occupation profiles of employment which graduates have typically found in the past 2 years (representative sample)	<a href="http://www.bls.gov/soc/2010/soc151142.htm">http://www.bls.gov/soc/2010/soc151142.htm</a>
Retention rate based on accrediting agency (ACICS) guidelines	Jersey City - 79% Iselin - 86%
Tuition and fees	\$20,890
Typical cost of books and supplies (room and board not applicable)	Included in tuition
Job Placement rate based on accrediting agency (ACICS) guidelines	Jersey City - 80% Iselin - 81%
Median loan debt incurred by students who completed the program	Jersey City - \$14,085 Iselin - \$15,901
Title IV debt	Jersey City - \$12,848 Iselin - \$12,863
Private educational loan debt	Jersey City - \$0 Iselin - \$0
Institutional finance plans	Jersey City - \$1,460 Iselin - \$2,297
Type of completion document received	Certificate
Approval by state educational board	Approved by New Jersey Department of Education
Employability of graduates from the program, including likely compensation and other requirements necessary to perform the job	<a href="http://www.bls.gov/ooh/computer-and-information-technology/computer-support-specialists.htm">http://www.bls.gov/ooh/computer-and-information-technology/computer-support-specialists.htm</a>
Statement on Certification or Licensure	Taking any industry certification exam is optional. PC AGE does not award any industry certification. Certification is not a pre-condition of employment nor required to perform employable functions represented in PC AGE's programs.

Tuition and fees are as of January 2017. Consumer Disclosures are available at [PCAGE.edu/disclosures](http://PCAGE.edu/disclosures).  
Retention rate = (Total enrollment – dismissals)/total enrollment based on ACICS formula for retention.  
Job Placement rate = percentage of graduates available for placement who obtain employment in field of study or related field based on ACICS formula for placement.  
These are the self-reported data submitted to ACICS by the institution in its most recent Campus Accountability Report.

