



PC AGE

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 in Information Technology (IT) within a relatively short time.

Following programs are offered:
Internetwork Engineering (Certificate)

Educational programs offered at 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 (Edison Campus). 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.

Mission Objectives

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

- 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 skills they have learned at the school and employers are satisfied with performance of the graduates at the job.



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



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 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 18 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 Grads 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.

~~Also, credits can be transferred to other institutions such as Potomac College where up to 15 credits towards and associate and up to 24 credits towards bachelors can be transferred; Southwest Florida College which will accept up to 52 credits towards and associates; University of Phoenix which will accept up to 37 credits towards a relevant degree with the institution.~~

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.

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.

Programs 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.



Teaching Methodology

The Internetwork Engineering program has in-class lectures, labs and Distance Learning modules 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.



Academic Calendar for 2017

Internetwork Engineering Schedule

Jersey City – 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 – 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

Metropark – 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

Metropark – 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

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

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: 2 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

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

Co-founder

Arifa Khizer: M.S. Biomedical Engineering.

Administrators – All Campuses

Accounting Manager

Erva Grant

Bookkeeper

Samantha Martinez

Financial Aid Officer

Ricky Maniego

Director of Compliance

Arifa Khizer

Director of Career Services

Michele Boccadoro

Director of Education

Humberto Hilario

Staff – Jersey City Campus

School Director

Erva Grant

Student Services

Tina Hamilton

Admissions

Lawanda Rivers, Nikki Stewart

Career Services Assistant

Aneeqa Saeed

Administrative Assistant

Lurdes Maldonado



Staff – Metropark Campus

School Director

Habiba Chaudhry

Student Services

Orpha Vernet

Admissions

Marilou Urzo, Kristen Sansone

Financial Aid Assistant

Carrie Magruder

Staff – Parsippany Campus (Learning Site/Extension)

School Director

Arifa Khizer

Admissions

Albert Sfeir

Student Services/Financial Aid Assistant

Krishna Gandhi

Staff – Clifton Campus (Learning Site/Extension)

School Director

Humberto Hilario

Admissions

Richard Dominique

Student Services/Financial Aid Assistant

Donita Petite

Faculty – All Campuses

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

Andrew Peruzzi: A.S. Computer Science, 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.

Ayman Morsy: CompTIA A+ Certified, Network + Certified, Security+ Certified, Linux+ Certified, Cisco Certified Entry Network Technician (CCENT), Certified Network Associate (CCNA): Routing & Switching Microsoft Certified Systems Engineer (MCSE).

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.

Enrique Colon: CompTIA A+ Certified, Network + Certified, Security+ Certified, Linux+ Certified.

Humberto Hilario: M.S. Information Technology Management, 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.

Mohamed Mohamar: M.S. in Data Science, B.S. in Applied Math; Microsoft Certified Solutions Associate (MCSA): Server 2012, Cisco Certified Network Associate (CCNA): Routing & Switching/Wireless/Security, CompTIA A+ Certified, Network + Certified, Security+ Certified.

Juan Rodriguez: M.S. Cybersecurity, CompTIA A+ Certified, Network+ Certified, Security+ Certified.

Robert Dolan: MBA Information Technology Management, CompTIA A+ Certified, CTT+ Certified, MCP: Windows 2000, MCTS: Windows 7, HDI Support Center Analyst Certified.

Shawn Lawton: A.A.S. Technical Studies, CompTIA A+ Certified, Network + Certified, Healthcare IT Certified.

Advisory Board Members

Chairperson Khalid Zia, M.S. Computer and Information Systems, Senior Operations Engineer, DB ZWIRN & Company

Members

Dr. Ajaz Rana; Ph.D. Computer and Information Systems, Former Asst. Professor, NJIT
Khalid Zia; M.S. Computer and Information Systems, Senior Operations Engineer
DB ZWIRN & Company
Muhammad Sarwar; M.S. Computer and Information Systems, Systems Engineer, ECLIPSYS Corp.
Muhammad Rehan; M.S. Computer and Information Systems, MCSA, SAN Engineer
Kavita Joshi; M.S. Computer and Information Systems, MCSA, Systems Engineer, UPS



Akram Khan, MS EE, Director Information Technologies, UniTeller; akram@uniteller.com
Farrukh Warsi, MS MIS, IT Consultant, L'Oreal; farrukhw62@yahoo.com
School Locations/Facilities

PC AGE – Jersey City 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 and one project room. The Enrollment is limited to 24-30 students per class. The student-faculty ratio is usually 24:1 for all programs. (There may be a few more students in class who are coming from leave of absence, etc.) 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. We also have a library of books, CD-ROMs and videos, which are available for students to use in our facility. The facility is handicap accessible. There are plenty of restaurants as well as parking lots available within walking distance.

Directions to Jersey City 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 – Iselin (Metropark) 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 plus a fully equipped computer lab. There is free student parking, a lunchroom, a student lounge area, administrative offices, and a resource center. The lunchroom is equipped with a water cooler, coffee urns, refrigerator, sink, microwave oven, lunch tables, vending machines and chairs. The classrooms and lab are equipped with the necessary equipment and materials for training students. 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 laser printers, routers, Ethernet, Windows 7, Server 2008, Server 2012 and Linux. We have all the hardware and software needed to teach all courses, including but not limited to laser printers, routers, Ethernet switches, Windows Operating systems, etc.

Directions to Metropark 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.

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 – Parsippany Campus (Learning Site/Extension)

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



PC AGE's Parsippany location is Learning Site/Extension of the main campus in Jersey City. Students are required to enroll at the main campus and need to go to the main campus for financial aid, students and career services. However, all training classes can be completed at this site. This location has about 2500 square feet of space, and is well lighted and air-conditioned. It has three classrooms including a computer lab. There is free student parking, a student lounge area, administrative offices, and a resource center. The classrooms and lab are equipped with the necessary equipment and materials for training students. Enrollment is limited to an average of 18–24 students per class. The student–faculty ratio is usually 18:1. We have all the hardware and software needed to teach all courses, including but not limited to laser printers, routers, Ethernet switches, Windows Operating systems, etc. The facility is not handicap accessible.

PC AGE – Clifton Campus (Learning Site/Extension)

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

PC AGE's Parsippany location is Learning Site/Extension of the main campus in Jersey City. Students are required to enroll at the main campus and need to go to the main campus for financial aid, students and career services. However, all training classes can be completed at this site. This location has about 2500 square feet of space, and is well lighted and air-conditioned. It has three classrooms including a computer lab. There is free student parking, a student lounge area, administrative offices, and a resource center. The classrooms and lab are equipped with the necessary equipment and materials for training students. Enrollment is limited to an average of 18–24 students per class. The student–faculty ratio is usually 18:1. We have all the hardware and software needed to teach all courses, including but not limited to laser printers, routers, Ethernet switches, Windows Operating systems, etc. The facility is not 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.



Programs 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 2 GHz or equivalent PC-compatible, 8GB RAM (16GB recommended), DVD-ROM, 500GB free space (1TB preferred), Network Adapter (wired or wireless), and Webcam.

Minimum Requirements for Software: Windows 10, Microsoft Office 2013, Internet Explorer 11.0 or Google Chrome, 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, Windows Media Player, Adobe Flash Player, Java, and Microsoft Silverlight. Sound card with speakers or headphones are strongly recommended.

Minimum Requirements for Internet Service: 1.5 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.



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 or equivalency 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 or signed letter/document attesting he/she has completed a high school diploma or equivalency 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.

Cancel 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.

Transferability of Credit

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

PC AGE will grant a transfer of credit 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.

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.

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, and any other correspondence. 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

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. A notice is distributed to the students 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 through the use of logon user identification and password, where the knowledge of the password is assumed to guarantee that the user is authentic. 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 information on the platforms and programs, how to access the course, and use the TestOut LabSim, and Haiku LMS 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

Evaluation Point	Cumulative GPA	Required Credit Completion Percentage (ROP)
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.

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)

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.

Regular Courses Grading:

The grading for this course is as follows:

Homework	30% of total course grade
Project	30% of total course grade
Exams	40% 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	60% of total course grade
Exams	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.



Repeated Course

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.

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

Changing Programs/Additional Credential

If a student seeks to change programs or earn an additional credential, only those courses that apply toward the new program will be counted in total credit hours attempted and cumulative grade point average.

Transfer Credit

Credits transferred from another school are counted as credit hours attempted but are not calculated into the cumulative grade point average. Grade assigned due to credit given through previous experience is also not calculated in cumulative grade point average.

Instructor's decision is final in computing a grade if the established educational guidelines are followed. PC AGE tests remain with the school and cannot be given to the student as originals or copies.

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.



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 60% if the student can't provide a valid excuse for not taking the test or submitting the project when scheduled.

When a student passes the corresponding industry certification test (e.g. A+, MCP/MCTS, 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 school tests. 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.

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 and total of 54 credits. Upon successful completion of the program/s and fulfillment of the student's tuition obligation the student will be awarded a certificate of completion.



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

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

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 can obtain the job skills training to successfully get to the next step. We can assist our students in creating a resume that features their education and experience. We can help students market themselves effectively.

While PC AGE does not and cannot promise or guarantee employment to any student or graduate, we do have a good track record. Employers recognize our quality training and like to hire our graduates. Our Career Services Department provides job coaching and maintains a list of job opportunities in the area.

The Technical Career Preparation Workshop is offered to every class. During the workshop topics such as resume preparation, interviewing techniques, setting the interview, all the way through to student's acceptance and start of a new job are covered. Additional Career information is available to all students



through the career services office. Career Services Staff is available to answer all questions concerning the job search or career path on a group or individual basis.

Graduate Audit (Refresher) Policy

A graduate of a PC AGE program may repeat one previously completed course free of charge provided all financial obligations to PC AGE are current and the original program or course is presently offered. There may be a nominal charge for the use of the 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 School Director must approve auditing. New programs/courses, not originally in a graduated student's program, are not eligible as refresher courses. Graduates who desire to take a new course may do so and will pay full current 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 or verbal notification. However, if a request is not received and the student does not contact the school, the student will be considered withdrawn from the last day of attendance. 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

The Return of Title IV Funds (Return) 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.



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 (3rd) 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 Edison 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.

