(Item # 2)
(5, CCR §71810(a))
Golden Computer Institute presents this catalog pursuant to section 94909 of the Code. *The Catalog shall be updated annually*. Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

(Item # 3)
(CEC §94909(a) and §94909(c)) It is the policy of the School to always provide a copy of the latest school catalog either in writing or electronically on the School's website to all prospective students and any interested persons.

TABLE OF CONTENTS

SECTION 1 : GENERAL INFORMATION

<mark>1.1</mark>   Mission Statement
<mark>(Item # 10</mark>)
(5, CCR §70000(q) and (r) and §71810(b)(2))

Golden Computer Institute offers vocational training in high-demand Information Technology skills to the unemployed and under-employed workforce. Golden Computer Institute focuses on enhancing the skills of every student by providing state-of-the-art technology courses, covering domains such as AWS, Cloud Computing, Cybersecurity, Computer Networking, as well as Project and Program Management, Agile, ITIL, and Six Sigma Green Belt. We provide the training, services, and assistance needed to prepare students to apply for jobs that are rewarding and that provide the basis for a successful future career in Information Technology. Technology jobs are projected to be among the fastest-growing occupations from 2023 to 2033 (Source: U.S. Bureau of Labor Statistics). Our mission is to train the California workforce in Information Technology-related fields. Our core values are deeply embedded in our company, such as:
A. Empathy
B. Humbleness
C. Competence
D. Adaptability

<mark>(Item # 5)</mark>
CEC §94909(a)(4)
Golden Computer Institute is headquartered in Sacramento, CA. The members of Board of Directors of the school are Aparna Gupta, President; and the Director of Golden Computer Institute is Aparna Gupta.

The Classes are offered by a method of distance education aided by live web-conferencing sessions:
Some classes could also be offered in-person at:

Golden Computer Institute is located at:
3299 Ramos Circle
Sacramento, CA 95827
Phone: 602-321-3023
Fax : 602-492-3542
Website: www.goldenci.org
Email: agupta@ goldenci.org
There is no satellite location. The location in Rancho Cordova is the sole location.

Distance Learning:
Many of our programs are taught in a distance learning format, which includes direct synchronous instruction and modules delivered asynchronously through a *flipped classroom* format. All Golden

Computer Institute programs are supported by our proprietary Learning Management System (LMS). For additional details, please see Section 3.5 ("Educational Delivery Systems.")

In-Person Meetings

Students have an option for in-person meetings at the Golden Computer Institute Sacramento facility if they want to meet their instructor in-person, for any questions or private meeting. In-person meetings are conducted by appointment only.

(Item # 7)
(CEC §94909(a)(2) and §94897(l)(1)(2))

Golden Computer Institute is a private institution, it is approved to operate by the Bureau for Private Postsecondary Education. Approval to operate means compliance with minimum state standards as set forth in the CEC and 5, CCR. This approval does not imply that the Bureau endorses the institution's programs, or that the institution exceeds minimum state standards. The Effective date of this catalog: August 9, 2023.

1.1.1 Objectives

(Item # 10)
(5, CCR §70000(q) and (r) and §71810(b)(2))

The objectives underlying each educational program are -
1. **Develop** each student's capability, understanding and analytical skills related to their training specialization in IT.
2. **Provide** students with training, materials, faculty and administrative support needed to successfully complete their program.
3. **Provide** students with the latest and comprehensive information available in their field of study.
4. **Test** and **Evaluate** students so that they effectively demonstrate the integration of the concepts and skills they have learned
5. **Encourage** and **foster** the value of life-long learning and skill enhancement, in our students.
6. **Maintain** an educational environment that respects and welcomes a diversity of individual backgrounds, abilities, interests, and opinions.
7. **Develop** critical thinking and problem solving skills of our students in industry setting.
8. **Encourage** acquisition of the body of knowledge presented in our educational programs.

1.2 Notice of Disclaimer

Golden Computer Institute reserves the right to revise its fees, policies, procedures, facilities, and/or catalog at any time without prior notice. Golden Computer Institute also reserves the right to cancel programs and/or courses due to insufficient numbers of students. Catalogs of this school

are prepared for the purpose of furnishing prospective students and other interested persons with information about the school. Material contained within this catalog is subject to change without notice and may not be regarded in the same nature of binding obligations. Material in this catalog shall be made available in electronic or written formats to students and prospective students. Revisions made to this catalog shall be provided to BPPE within 10 days of catalog revision or publication of new catalog.

1.3 Non-Discrimination Statement

Golden Computer Institute does not discriminate on the basis of sex, race, age, creed, religion, national origin, or physical disability in any student program or activity or with regard to admission or employment.

1.4 Bankruptcy Disclosure
(Item # 8)
(CEC §94909(a)(12))
Golden Computer Institute does not have a pending petition in bankruptcy. It is not operating as a debtor in possession, has not filed a petition within the preceding five years, nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

1.5 Student Review Documents Prior to Signing
(Item # 9)
(CEC §94909(a)(3)(B))
As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

1.6 Questions
(Item # 13)
(CEC §94909(a)(3)(A))
Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to Bureau for Private Postsecondary Education at

Address: 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834
P.O. Box 980818, West Sacramento, CA 95798-0818
Web site Address: www.bppe.ca.gov
Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897
                        (916) 574-8900 or by fax (916) 263-1897

1.7 Complaints
(Item # 14)

(CEC §94909(a)(3)(C))

A student or any member of the public may file a complaint about this institution with the Bureau of Private Postsecondary Education (BPPE) by calling (888) 370-7589 or by completing a complaint form, which can be obtained from the BPPE's Internet Website: www.bppe.ca.gov

SECTION 2 – ADMISSIONS POLICIES

2.1 Admissions Requirements and Procedure
<mark>(Item # 17</mark>)
(CEC §94909(a)(8)(A)) and 5, CCR §71770

Prospective students must meet the following requirements to be accepted for enrollment at Golden Computer Institute:

1. Must have a high school diploma or GED. Golden Computer Institute does not accept A.T.B. (ability to benefit) students
2. Must be at least 18 years of age
3. Must have a command of the English language
4. Must bring current identification (current driver's license, birth certificate, passport, etc) to the school at the time of registration.
5. In addition, some programs require the student to have basic experience in Windows and/or fulfill Distance Education requirements (Section 2.11)
6. Some Advanced Programs have additional admission requirements, and these additional requirements are enumerated in that specific course.

Golden Computer Institute reserves the right to conduct a personal interview with an applicant prior to acceptance in a program.

Golden Computer Institute considers an applicant to be enrolled as a student when they –

1. Submit a signed enrollment agreement;
2. Pay tuition in full or make approved arrangements for payment of tuition; and
3. Have been accepted by Golden Computer Institute to meet all the requirements for admission.

2.2   Registration for Program

Students may register for programs up to one week (5 business days) prior to the start of classes. Students must register in person with the admissions officer. Please bring the following with you Identification (current drivers license, birth certificate or passport) and Initial payment for registration and tuition fees (we accept cash, personal checks and all major credit cards.).

2.3   Financial Assistance

Golden Computer Institute honors grants and scholarships that our students have been awarded from outside organizations. We do assist our students with obtaining student loans by providing them with information on various student loans available. Also, Golden Computer Institute offers a payment plan for programs that costs $3000 or more in tuition fees, where tuition can be paid in two equal installments with the second payment occurring after 30 days of initial due date.

2.4   Program Fee

The cost of tuition fee varies by the program the student want to enroll in and is specified in the "List of Programs Offered. There is a $200 registration application fee is specified in the "List of Programs Offered". Fees for external certification tests and exams, for example Microsoft, PMI, CompTIA certification which a student may wish to take independently of the program is an estimate for budgeting purpose only.

2.5   Program or Course Cancellation

Golden Computer Institute reserves the right to cancel a program or a course due to insufficient numbers of students enrolled in the particular program or course for the term. The students enrolled in the program/course will be informed either by phone / e-mail prior to the first day of class. Prepaid tuition will be refunded according to the school's refund policy.

2.6   Credit Transfer Policies

(Item # 18)

(5, CCR §71810(b)(7) and 5, CCR §71770(c))
The programs of Golden Computer Institute are specifically aligned with licensing requirements. No assessment fees for transfer of credits (Golden Computer Institute doesn't accept credits from any other institution).

2.7   Notice Concerning Transferability Of Credits And Credentials

(Item # 15)

(CEC §94909(a)(15))
The transferability of credits you earn at Golden Computer Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the" educational program" is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Golden Computer Institute to determine if your clock hours or certificate will transfer.

2.8   Articulation Agreements

(Item # 17)

(CEC §94909(a)(8)(A), and 5, CCR §71770)

Golden Computer Institute does not have any articulation agreements or transfer agreements with other institutions, colleges or universities

2.9   Accreditation

(Item # 22)

(CEC §94909(a)(16))
Golden Computer Institute is not accredited by an accrediting agency recognized by the United States Department of Education, nor are any of its programs. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

2.10   Foreign Students & Language Proficiency Requirements

(Admitting Students from other countries)
(Item # 19)
(5, CCR §71810(b)(3))
(5, CCR §71810(b)(4) and (b)5))

This institution is not approved by the U.S. Immigration and Customs Enforcement (I.C.E.) to participate in Student and Exchange Visitor Program (SEVP) and is not authorized to issue I-20 visa, therefore this institution cannot accept applications from students from abroad who are on an F-1 or M-1 visa. This institution does not offer any visa services and will not vouch for a student status. **(5, CCR §71810(b)(3))**

Golden Computer Institute students are required to speak English when an instructional setting necessitates the use of English for educational or communication purposes. The required level of English proficiency is equivalent to the ability to understand, speak, read, and write English at a high-intermediate level. English language proficiency is assessed and documented during the admission interview through verbal communication, completion of a basic written assessment, and review of any prior academic records indicating instruction in English. ESL is not provided at Golden Computer Institute. **(5, CCR §71810(b)(4))** All classes are taught in English. Instruction will not occur in a language other than English. **(5, CCR §71810(b)(5)**

2.11   Distance Education Requirements

For programs that include a distance education component, Golden Computer Institute will assess each student, prior to admission, in order to determine whether each student has the skills and competencies to succeed in a distance education environment. The assessment will be carried out by a "Technology Skills & Distance Education Readiness Assessment" questionairre to be completed online or in-person at the Institute at the discretion of the prospective student. If the student scores more than 80% in the assessment, the student will be considered fit by the Institute to take part in a distance education course.

SECTION 3 ACADEMIC

3.1 School Calendar Terms

Golden Computer Institute maintains a flexible schedule. Program sessions run for 4, 5,6, 10 , 12, 20, 24 weeks or an entire calendar year. The total hours of each program vary and are dependent upon the curriculum. Class times will vary with the session. Program start and completion dates can be found on the web-site and will vary throughout the year

3.2 Holidays

The following holidays will be observed by the school and classes will not be held. Holidays are not counted as part of the contracted time schedule.

New Year's Eve	Labor Day
New Year's Day	Thanksgiving Day & the Friday following
Columbus Day	Veterans Day
Martin Luther King Day	
Memorial Day	Christmas Eve
Independence Day	Christmas Day

3.3 Description of the Facilities

The types of Equipment and Materials that will be used for instruction
(Item # 11)
((5, CCR §71810(b)(7) and 5, CCR §71770(c))

- Many of our programs employ distance learning. However, physical facility is open for in-person student interactions and additional help if students need. We also do job placement workshops and workforce development workshops in our facility.   The campus is situated on 3299 Ramos Circle, Sacramento, CA 95827. This building is located on Mather Avenue and i50 East in a big office plaza. The area of the campus is approximately 4,000 sq. ft. with a front entrance and back exit. This space is divided into a reception area, one administrative office, five instruction rooms and 3 labs. 2 Restrooms and a kitchen are available.
- There are classrooms, auxiliary teaching rooms, lecture rooms or a combination thereof. Student and faculty lounge areas are available for relaxation purposes. The facilities have adequate lighting, are air-conditioned and wheelchair accessible. Free ample student parking (including handicapped) is available around the building. We hold business license from City of Rancho Cordova.
  There are also tables, chairs and conference room is fully furnished with tables and chairs

Equipment and Materials: Each individual student is given a laptop. The school possesses 8 laptops for student use in the facility. The specifications of these laptops are as follows:

- Processor - AMD Ryzen 5 or equivalent processor (measured by CPU Clock Speed)
- 8GB Memory
- 512GB Storage (Solid State Drive)
- High speed internet connection (Wireless or Wired)

3.4   Facility Hours

Golden Computer Institute training facility is generally open from 9:00 a.m. - 3:00 p.m., M-F during normal business days, depending on scheduled appointments. The campus could be closed if there are no scheduled in person classes or appointments. The hours of operation are dependent on number of students enrolled and class schedules, and sometimes meetings can be scheduled in evening and weekends to accommodate working students. Golden Computer Institute requires that current and prospective students schedule in-person meetings in advance with staff, via email or other contact methods.

3.5   Educational Delivery Systems

Golden Computer Institute offers several distance learning programs. For the purposes of this catalogue, "distance learning" means instruction in which the student and instructor are in different locations. This may include interacting through the use of a computer and communications technology, as well as delivering instruction and check-in time with the teacher. Distance learning may include video or audio instruction in which the primary mode of communication between the student and instructor is online interaction, instructional television, video, telecourses, or other instruction that relies on computer or communications technology. It may also include the use of print materials incorporating assignments that are the subject of written or oral feedback.

Distance Learning:

During enrollment, students are enrolled in the Learning Management System application for their program. Students create their username and password to access study materials, training videos, and multiple practice tests covering a variety of topics in preparation for their credential tests. Practice on-line tests are electronically scored upon submission and become part of the student's academic record. Students can view their test scores in real time, the same time that the tests are submitted electronically. Students are also provided the classroom schedule and passwords for attending on-line interactive classes with a live instructor. Attendance in Live Meetings is also recorded for monitoring of student participation.

Instructor-led **synchronous online classes** will be held weekly over the duration of the program. A minimum of 20% of the program clock hours are delivered synchronously by a live instructor. The remaining clock hours are delivered asynchronously via the Learning Management System. Students are expected to complete assigned course lessons independently through the LMS prior to each instructor-led session. Class time is dedicated to a review of the most important key concepts, hands-on virtual labs, in-class practice questions, and collaborative discussions.

Instructors hold office hours regularly and/or by appointment. Students are provided with the instructor's e-mail and contact information in case they have additional questions, and student queries are guaranteed a response within 10 days of receipt.

Learning Management System:

Golden Computer Institute's programs are supported by the Institution's in-house self-developed Learning Management System (LMS). The LMS has several features:

- Content delivery supporting a "flipped classroom" format.
- Supplemental videos may be posted by instructors and assigned to students to watch before classes
- Video recordings are posted after classes and watched by students at any time (24/7 access)
- Resources and additional readings are posted by instructors, available for download
- Personalized Quizzing System – real time quizzes with automated scoring for student evaluation
- Student Reporting – reports of student progress delivered for KPI tracking

Participants will receive access to this LMS for the duration of the program. Golden Computer Institute reserves the right to extend student access to the LMS. Golden Computer Institute will terminate student access to the LMS if the student is no longer enrolled in the program due to graduation or withdrawal.

3.6   Attendance Policy
(Item # 32)
(CEC §94909(a)(8)(D))
For Online Live Sessions, an overall attendance rate of at least 80% is required. Students who are unable to continue classes for medical reasons or severe personal problems will be required to take a leave of absence until they are able to return to class. Proper documentation will be required to substantiate a student's withdrawal.

3.7   Previous Credits

Golden Computer Institute does not accept credits from another institution for previous training, education, work experience or CLEP.

3.8   Grading System & Satisfactory Progress tracking
(Item # 31)
(5, CCR §71810(b)(6))

Program students will be graded based on the following categories:
1. Attendance and Participation in class discussion **(10%)**

2. Individual/Group Projects **(15%)**
3. Individual Assignments **(40%)**
4. Quizzes **(20%)**
5. A compulsory final test that is aligned with the program objective **(15%)**. The Quizzes and exams taken during the program may be substituted instead of the final test.

The marks in the above categories will be recorded to one decimal place e.g. 92.6 and the final grade will be rounded to the nearest whole number, e.g. 74.6 will be 75. The final program grade will be based on the following grading system:

90 – 100 = A Excellent
80 – 89   = B Above Average
70 – 79   = C Average
60 – 69   = D Below Average
Under 60 = F Unsatisfactory

INC   = Incomplete
WD   = Withdraw

The minimal grade for graduation is 70 percent. Students who achieve lower than 70 percent will not be awarded a Certificate of Completion. The students also ensure that each of their assignments/projects/tests are minimum acceptable standard (score of 60% or more).

Students who score between 60 – 69 overall percent, may retake the final test once more, and have the score of the retake substituted to recalculate the program score. The retake of the test needs to be taken within 30 days of the first test and needs to be scheduled by the student with the school administration within 7 days of the first test.

3.9   Incomplete and Withdraw Grades

Incomplete grades are given when a student is unable to complete a course because of illness or other serious problems. Incomplete grades stay on the transcript. An incomplete grade may also be given when through negligence or procrastination students fail to turn in work or take examinations. A student who misses a final examination must contact the instructor within twenty-four hours of the examination to arrange for a make-up examination. If the student does not make arrangement to take missed examinations then a failure grade will be given. Students who withdraw from the program, using the withdrawal procedure will be given a WD grade. Certification of Completion will not be awarded to any students with INC or WD grade.

3.10   Withdrawing from School

Students must fill out a withdrawal notification and submit it to the school administrator. This document must contain the student's name, program name and number, and date of withdrawal. All financial obligations on the part of the school and the student will be calculated on the withdrawal date. It is the student's responsibility to withdraw officially from the school. Failure to withdraw formally may result in failing grades, breech of contract, dismissal and additional financial obligations.

3.11   Graduation and Program Completion Requirements
(Item # 21)
(CEC §94909(a)(6))

On completion of the program, the successful students will receive:
(1) A Completion Certificate
(2) A transcript of the Program Grade

The program grade will be as indicated by the grading system of the school as outlined in "Grading System & Satisfactory Progress tracking". Students who are unable to complete the program / fail in the program will only be issued a transcript with their program grade but would not get a completion certificates.

Students must meet the following requirements in order to complete the program and receive the program completion certificate:

1. Minimal overall grade for graduation is 70 percent in all the assigned tests, projects and assignments, as calculated in " Grading System & Satisfactory Progress Tracking" (Section 3.9).
2. Each individual assignment, project, computer lab, and test must meet the minimum acceptable standard (score of 60% or more).
3. Attendance requirement of 80% or more in synchronous classes.
4. Fulfill all financial obligations to Golden Computer Institute

3.12   Assignments, Projects, Computer Labs, Tests :
- The students will be a required to submit assignments, project work, do computer lab work and take tests to practice and demonstrate student's skills, knowledge and understanding of the program material.
- These allow student to practice and explore what they learned in the lectures.
- Assignments, project work and tests will be graded and student will be assessed to determine their understanding of the subject material and will form part of the final program grade.

3.13   Payment of Tuition and Financing Options

Golden Computer Institute arranges tuition payment plans on an individual basis with students. These arrangements must be made prior to the student's official start date of the program.

SECTION 4   STUDENT SERVICES

(Item # 36)
(5, CCR §71810(b)(12))

4.1   Job Placement

(Item # 37)
(CEC §94909(a)(13))

Golden Computer Institute does not provide student job placement service. However, Golden Computer Institute provides assistance with career guidance, job-search, resume building, internet job search techniques and job interviewing skills to all the graduates of the vocational program of Golden Computer Institute for at least 60 days after the graduation. While assisting in your job search, we make no guarantee, expressed or implied, of future employment or job placement after completion of any of the programs. (CEC §94909(a)(13))

4.2   Grade Reporting & Transcripts

Students can request their program/course transcript by writing to the school administrator. All requests must be accompanied by a self-addressed, stamped envelope. There is no cost for the first transcript, issued with the program/course completion certificate. Subsequent transcripts costs $15 each and the payment should accompany the request for the transcript. The school reserves the right to withhold the completion certificate and transcript if the student financial account has arrears.

4.3   Description of Library And Other Learning Resources and the procedures for student access

(Item # 12)
(5, CCR §71740 and §71810(b)(10))

Between Textbooks mailed, E-learning Tools Supplied, On Demand and Live Sessions, the remote learner has tools available from Golden Computer Institute to complete training successfully.

Procedures for student success: On Enrollment at Golden Computer Institute students are provided with link, userid and password to access Learning Management System, a repository of course materials, lectures, slides, workbooks and related reference materials. This is provided in addition to textbooks mailed to students.
Student Success Resources:
- Workshops are provided through Zoom Sessions,
- Academic counseling is provided Remotely in Virtual-Classrooms
- Career services are provided through virtual means.

SECTION 5: SCHOOL POLICIES & REGULATIONS

5.1   Leave of Absence Policy
(Item # 34)
(CEC §94909(a)(8)(E))

Students will be granted a leave of absence upon request. The following guidelines must be adhered to:
1. The request for a leave of absence must be submitted to Golden Computer Institute administration in writing.
2. The request must have the date that the student will begin the leave and the expected date of return to classes.

5.2   Student Records
(Item # 39)
(CEC §94900, 5 CCR §71810(b)(15) and §71920
While a student is enrolled in the program, all progress reports will be furnished to students upon request. After the program completion, the student can request his/her transcripts. Student Records are maintained at 3299 Ramos Circle, Sacramento, CA 95827 and also electronically.

Golden Computer Institute will maintain student records for each student, whether or not the student completes the educational service, for a period ending five years after the date of the student's graduation, withdrawal, or termination. Student transcripts will be maintained permanently.

5.3   Student Probation, Suspension or Dismissal Policy
(Item # 33)
(CEC §94909(a)(8)(C))

Students may be expelled from the school for the following reasons:
1) Not adhering to the school's rules, regulations, policies and code of conduct, as set forth in school publications.
2) Not maintaining the minimum standard in assignments, project work and tests
3) Not meeting financial responsibilities to the school

A student also may be withdrawn from classes if he or she does not prepare sufficiently, neglects assignments, or makes unsatisfactory progress. The director, after consultation with all parties involved, makes the final decision. The Director of School may temporarily suspend students whose conduct is disruptive or unacceptable to the academic setting. After appropriate counseling, students who demonstrate a genuine desire to learn and conform to school standards of conduct, may be allowed to resume attendance. The director will review each case and decide upon re-admittance.

The Director of School may put a student on probation for disruptive or unacceptable to the academic setting, or failing to maintain the minimum Standard in the assignments, projects and tests; or failing to submit all the assignments and projects to the instructor in a timely manner. During the probation period, the student is given an opportunity to amend the problem, failing which the student can be suspended or expelled from the school.

It is the responsibilities of the expelled student to notify the appropriate institution should the student have a student loan or is receiving financial aid. Prepaid tuition will be refunded according to the school's refund policy.

5.4   Student Re-Enrollment

Students that have been dismissed from the school and are requesting re-entry must put the request in writing. Depending on the reason for dismissal the student may be permitted to re-enter at the discretion of the School Director and after a review of their academic records. The student may have to meet with school director/review panel before re-entering the school. The decision of the school director/review panel is final and the student will receive a letter within five business days from the school director stating the decision of the panel.

5.5   Conduct Policy

All students are expected to act maturely and are required to respect other students and faculty members. Possession of weapons, illegal drugs, and alcohol of any kind are not allowed at any time on school property. All students are expected to behave and dress appropriately with their career objectives. The school prohibits use of tape recorders, cell phones, radios or use of other devices in the facility. The computers in the class will be used only for the purpose of program/course learning and use of the computers to visit inappropriate web sites or using computer during class lectures is prohibited.
Any violation of school policies may result in permanent dismissal from school.

The following conduct is unacceptable and will not be tolerated:

1. All forms of bias including race, ethnicity, gender, disability, national origin, and creed as demonstrated through verbal and/or written communication and/or physical acts.

2. Sexual harassment including creating a hostile environment and coercing an individual to perform sexual favors in return for something.

3. All types of proven dishonesty, including cheating, plagiarism, knowingly furnishing false information to the institution, forgery and alteration or use of institution documents of identification with intent to defraud.

4. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, public meetings and programs, or other school activities.

5. Physical or mental abuse of any person on school premises or at functions sponsored or supervised by the school.

6. Theft or damage to the school premises or damage to the property of a member of the school community on the school premises.

7. Failure to comply with directions of institutional officials acting in the performance of their duties.

8. Inappropriate clothing that is tight, revealing, short, torn, tattered, dirty or with visual, written, or implied messages that are likely to disrupt the school environment. Sweat

suits, jogging/wind suits, overalls may not be worn. Footwear must be worn at all times. Shoes traditionally worn around the home (i.e., house shoes) or to the beach (i.e., flip-flop design) are not permitted.

9. Bringing/use of alcoholic beverages and/or controlled dangerous substances on school premises.

10. Violation of the law on school premises in a way that affects the school community's pursuit of its proper educational objectives.

11. Bringing or using Tape recorders, video camera's or other electronic equipment for recording

Students who damage school property or equipment may be required to pay the repair or replacement costs. Students will need to meet all financial responsibilities before a Certificate of Completion will be issued.

5.6   Student Grievance/Appeal Process Resolution Procedure
(Item # 35)
(5, CCR §71810(b)(14))

Student rights:

1. Students who have a complaint, grievances or dispute(s) with the school regarding fees, course material, equipment, instructors, academic or other maters affecting their studies must make a written complaint to the Golden Computer Institute administration.

   The written request should include the following information:
   1) Student's full name, Name of Program, and current address
   2) A statement of the concern including dates, times, instructors, and if applicable, other students involved
   3) Date of complaint letter and signature of the student

2. A meeting between the student, member of administration and instructor (if the complaint is directed at an individual instructor) must be scheduled within 5 business days of the receipt of written complaint by Golden Computer Institute.

3. If the meeting fails to result in a satisfactory resolution, a meeting will be arranged between the student and the school director within 3 business days of the above meeting. After meeting the director, the school would further review the complaint and the student will be notified in writing within fifteen (15) days of meeting with the Director of school as to the school's official position in regards to the matter.

4. If the complaint can not be resolved after exhausting the Institution's grievance procedure, the student may file a complaint with the Bureau for Private Bureau for Private Postsecondary Education by calling ((888) 370-7589) or by completing a complaint form, which can be obtained on the bureau's internet Web site (www.bppe.ca.gov) ."

5.7   Appeal a Dismissal

Students who would like to appeal a dismissal must make a written complaint to the Golden Computer Institute administration in writing. Any appeal of decision must be submitted within five (5) days and addressed to school director.

The written request should include the following information:
1. Student's full name, name of program enrolled and current address
2. A statement of on why student would like to appeal the decision
3. Date and signature of the student

1. A meeting will be arranged between the student and the school director within 3 business days of the receipt of the appeal. After meeting the director, the school would further review the complaint and the student will be notified in writing within fifteen (15) days of meeting with the Director of school as to the school's official position in regards to the appeal.

2. If the student complaint cannot be resolved after exhausting the Institution's grievance procedure, the student may file a complaint with Bureau for Private Postsecondary Education by calling 888.370.7589 toll-free or by completing a complaint form, which can be obtained on the bureau's Internet Web site, www.bppe.ca.gov.

5.8   Housing Information
(Item # 38)
(5, CCR §71810 (b)(13)(A)(B)(C))

(A)Golden Computer Institute does not have, under its control or ownership, and is not affiliated with any dormitory or housing facilities. (5, CCR §71810 (b)(13)(A))

(B)There are available housing options located reasonably near the institution's facilities. The average cost for include a room or apartment rental varying from between $1500 for a room per month to $2200 per month for a 2-bedroom house. Students will find rental information on Craig's List Racho Cordova at https://sacramento.craigslist.org/search/apa?query=rancho%20cordova%20ca#search=1~gallery~0~0/(5, CCR §71810 (b)(13)(B))
(C)Golden Computer Institute has no responsibility to find or assist a student to find housing. (5, CCR §71810 (b)(13)(C)

5.9   Distance Learning
(Item # 40)
(5, CCR §71810(b)(11)

Distance Learning:

Our students are taught using Distance Learning, with regularly-held Live Online sessions with instructors. During enrollment, students are enrolled in the Learning Management System application for their program. Students are provided with a login and password to access study materials, training videos, and multiple practice tests covering a variety of topics in preparation for their credential tests. Practice on-line tests are electronically scored upon submission and become part of the student's academic record. Students can view their test scores in real time, the same time that the tests are submitted electronically. Students are also provided the classroom schedule and passwords for attending on-line interactive classes with a live instructor. Attendance in Live Meetings is also recorded in the system for real time monitoring of student participation. Students are provided with instructor's e-mail and phone number in case they have questions.

In-Person Meetings

 Students have an option for in-person meetings at Sacramento facility if they want to meet instructor in-person.

SECTION 6 : CANCELLATION AND REFUND POLICY
<mark>(Item # 26)</mark>
(CEC §94909(a)(8)(B), §94919, §94920, and 5, CCR §71750)

CANCELLATION, WITHDRAWN, DISSMISSED and REFUND POLICY:
STUDENT'S RIGHT TO CANCEL

STUDENT'S RIGHT TO CANCEL

1. You have the right to cancel your agreement for a program of instruction without any penalty or obligations and obtain a refund of charges paid through attendance at the first class session or the seventh calendar day after enrollment, whichever is later.
2. Cancellation may occur when the student provides a written notice of cancellation at the school address, listed in the school latest catalog. This can be done by certified mail or by hand delivery.
3. The written notice of cancellation, if sent by mail, the effective date is the stamped date on the envelope.
4. If the Enrollment Agreement is cancelled the school will refund the student any money, he/she paid, less a registration or administration fee not to exceed $200.00, and less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.

Other Cancellations: An applicant requesting cancellation more than seven days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid, less the registration fee of $200.

2. Cancellation may occur when the student provides a written notice of cancellation at the following address: GOLDEN COMPUTER INSTITUTE, *3299 Ramos Cir Sacramento, CA,* 95827-2516

Refund after the commencement of classes:
STUDENT'S RIGHT TO CANCEL
1.   **Procedure for cancel/withdrawal/withdrawal date**:
   A.   A student choosing to withdraw from the school after the commencement of classes is to provide written notice to the Director of the school. The notice is to indicate the expected last date of attendance and be signed and dated by the student.
   B.   For a student who is on authorized Leave of Absence, the withdraw date is the date the student was scheduled to return from the Leave and failed to do so.
   C.   A student will be determined to be withdrawn from the institution if the student has not attended any class for 30 consecutive class days.
   D.   All refunds will be issued within 30 days of the determination of the withdrawal date.

2. ***REFUND POLICY***
      You may withdraw from the school at any time after the cancellation period (described above) and receive a pro-rata refund if you have completed 60 percent or less of the scheduled hours in the current payment period in your program through the last day of attendance. The refund will be less a registration or administration fee not to exceed $200.00 and less any deduction for equipment not returned in good condition within 45 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned, and the student will receive no refund. Student notifies the institution of the student's withdrawal in writing.

Books, supplies and fees: There is no refund for equipment, books and supplies received by the student.

Refunds will be issued within 30 days of the date of student notification, or date of school determination (withdrawn due to absences or other criteria as specified in the school catalog), or in the case of a student not returning from an authorized Leave of Absence (LOA), within 30 days of the date the student was scheduled to return from the LOA and did not return.

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

 If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

If the student defaults on a federal or state loan, both the following may occur:
a) The federal or state government or a loan guarantee agency may take action against the student, including applyingany income tax refund to which the person is entitled to reduce the balance owed on the loan
b) The student may not be eligible for any other federal student financial aid at another institution or other government financial assistance until the loan is repaid.

Refund in Distance Education Courses
The refund policy for distance education courses follows the same refund policy as non-distance education courses. The school shall transmit the first lesson, course schedule, and any materials to any student within seven days after the institution accepts the student for admission, at which point the student is considered to have entered the school. The student shall have the right to cancel the agreement for any reason and receive a full refund pursuant to section 71750 before the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent, as defined above. The institution shall make the refund pursuant to section 71750. If the institution sent the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 30 days after the student's return of the materials.

SECTION 7 : GOLDEN COMPUTER INSTITUTE WEBSITE (HTTP://GOLDENCI.ORG/)

<mark>(Item # 42</mark>)
(CEC §94913 and 5, CCR §74117)

After an approval to operate has been granted, Golden Computer Institute shall maintain a website with clear and conspicuous links for all of the following:

(1) The school catalog

(2) A School Performance Fact Sheet for each educational program offered by the institution.

(3) Student brochures offered by the institution.

(4) A link to the bureau's Internet Web Site.

(5) The institution's most recent annual report submitted to the bureau.

(6) Include information concerning where students may access the bureau's Internet Web site where the institution identifies itself as being approved by the bureau.

SECTION 8 : DETAILS OF PROGRAMS OFFERED

A description of the programs offered and a description of the instruction provided in each of the courses offered by the institution, the requirements for completion of each program, including required courses, any final tests or examinations, any required internships or externships, and the total number of clock hours, or other increments required for completion.

Golden Computer Institute offers the following Vocational Programs

	Vocational Programs	
Number	**Name**	**Clock Hrs**
1	Python and Artificial Intelligence (AI) Coding Camp	30
2	Business Office Assistant	200
3	Microsoft Office Specialist with Quickbooks	100
4	Microsoft Office Specialist with Web Design	100
5,6,7	CompTIA - Computer Hardware CompTIA – Networking CompTIA-Security Support	100
8	CompTIA - Computer Hardware And Networking And Security Professional	200
9	IT Project Management Program with Agile Scrum	100
10	Project Management Program (PMP/CAPM) with Agile Scrum	100
11	Project Management Professional with Agile Scrum	200
12	Webmaster Design Professional	100
13	Systems and Application Support	360
14	Supply Chain Management (Green/Black) Belt	200
15	Lean and Six Sigma Green Belt Professional Certificate with Agile Scrum	125
16	SHRM Professional Training	80
17	AWS Cloud and Solutions Architect	160
18	Cybersecurity and Penetration Testing Certificate	200
19	Artificial Intelligence (AI) Practitioner Certificate	200
20	Artificial Intelligence (AI) Architect Certificate	250
21	Data Science and Analytics Program (CompTIA Data+)	200
22	Program/Project Management Master Certificate	400
23	Advanced Project Management Professional Certificate	300
24	Health Information Management Master Certificate	300
25	Information Technology Master Certificate	300
26	Cybersecurity Professional Certificate	400
27	Advanced Cybersecurity Professional Certificate	600
28	Cloud Computing (Linux/AWS/AI) Specialist Certificate	600
29	Data Science with Artificial Intelligence (AI) Professional	600

The details of these programs are in the following pages.
This section of the catalog presents the various occupations the training prepares students for.
It presents the "type of skills" the students will learn. It also presents the length of training,
name of certificate of completion students receive, and breakdown of costs.
It also presents "Entry Level Requirements" for training courses and the "Graduation
Requirements". It also includes occupation codes for the occupations the training prepares
students for.

1. Python and Artificial Intelligence (AI) Coding Camp

Program Length : 30 Clock Hrs
Total Program Cost : $3000

Computer User Support Specialists - 15-1232.00

Program Description:
The goal of artificial intelligence (AI) is to build autonomous systems to tackle complex real-world problems. Artificial Intelligence and Python Coding are the most in-demand skills for huge technology companies, like Google and OpenAI. The mission of this course is to get students started on journey on coding for AI related IT applications.

Program Completion Length: "Python and Artificial Intelligence(AI) Coding Camp" Program is completed in 3 weeks.

Certificate of completion: "Python and Artificial Intelligence (AI) Coding Camp"

Occupations Related to this Program : Junior Software Developer, Entry-level data scientist, Junior AI Researcher

Eligible for Pell Grant: No

Program Entry Requirements: Based on 2.1 Admissions Requirements and Procedure

Program Graduation Requirements:
Based on Section 3 Subsection 11

Program Details:
The goal of artificial intelligence (AI) is to build autonomous systems to tackle complex real-world problems. Artificial Intelligence and Python Coding are the most in-demand skills for huge technology companies, like Google and OpenAI. In this camp, you will learn what AI is, and how to code your own AI algorithms in Python. No previous coding experience required! Sign up to learn coding and build your own Python projects with teammates. Students will learn to:

- Code in Python using Jupyter Notebooks

- Learn what is AI and Machine Learning

- Code using the latest Python libraries for AI

- Learn Python Libraries like Numpy, Scikit-Learn, Pandas

- Work together in teams to build your own Python projects

Assignments, Projects, Computer Labs, Tests :
Section 3, Subsection l2

Textbooks:

- Matthes, E. (2019). *Python crash course: A hands-on, project-based introduction to programming.* No Starch Press.

Module Number	Clock Hours
Module 1: Intro to Python Coding	18
Module 2: Introduction to Machine Learning and Artificial Intelligence	12
Total Clock Hours	**30**

2. Business Office Assistant

Program Length : 200 Clock Hrs
Total Program Cost : $10,000

43-6011 Executive Secretaries and Executive Administrative Assistants
15-2051 Data Scientists

Program Description:
The mission of this program is to train the workforce for success in using Microsoft products, such as Office, and applying related software skills, such as coding and database administration. Having a Microsoft Certification on your resume may show your expertise to employers, helping you find a new job, but it may also help you advance your career with your current employer. In this course, you will learn how to work more collaboratively and more effectively using a suite of productivity-enhancing applications. The program can be completed within approximately 20 weeks. The classes allow for hands-on practice. Graduates receive program completion certificate.

Program Completion Length:
Business Office Assistant Program is completed in approximately 20 weeks

Certificate of Completion: Program Completion in "Business Office Assistant"

Occupations Related to this Program: office manager, executive assistant, office assistant, customer service representative, general office, front desk assistant, office administrator assistant, inventory control specialist, sales specialist with electronic commerce knowledge, web support specialist, digital marketing specialist, communication specialist, document control specialist, Internet /e-commerce specialist, content update specialist and website content specialist, Data Scientist

Eligible for Pell Grant: No

Program Entry Requirements: Based on 2.1 Admissions Requirements and Procedure

Program Graduation Requirements:
Based on Section 3 Subsection 11

Program Details:
This is a hands-on course that teaches computer skills in Operating System, emailing, word processing, spreadsheets, accessing the Internet using Microsoft Office product.

The program covers number of knowledge domains

Training Module	Clock Hours
Module 1: Office Fundamentals	35
Module 2: Word	25
Module 3: Excel	45
Module 4: Powerpoint	35
Module 5: Access	30
Module 6: Outlook	30
Total Clock Hours	**200**

Assignments, Projects, Computer Labs, Tests:
Section 3, Subsection l

Textbooks:

- McFedries, Paul (2025). *Teach Yourself VISUALLY Microsoft 365 (Teach Yourself VISUALLY (Tech)).* Wiley.

- Golden Computer Institute Manuals
  - Workbook 1: MS Word Associate
  - Workbook 2: MS Excel Associate

3.   Microsoft Office Specialist with QuickBooks

Program Length : 100 Clock Hrs
Total Program Cost : $6,000

<mark>(Item # 40</mark>)
((5, CCR §74112 (d)(3))

43-6014 Secretaries and Administrative Assistants, Except Legal, Medical, and Executive
43-3031 Bookkeeping, Accounting, and Auditing Clerks

Program Description:
The program teaches computer skills in e-mailing, word processing, spreadsheets, presentation using Microsoft Office products. In addition, the students get to learn Accounting Software Quick Books.

Program Completion Length: Program can be completed in **10** weeks

Program Completion Certificate: "Microsoft Office Specialist with QuickBooks"

Occupations Related to this Program : Office assistant, customer service representative, general office, front desk assistant, office administrator assistant

Eligible for Pell Grant: No

Program Entry Requirements : Based on 2.1 Admissions Requirements and Procedure

Program Graduation Requirements :
Based on Section 3 Subsection 11

Program Details:
This is a hands-on course that teaches computer skills in using Microsoft Windows, word processing, spreadsheets, creating presentations and calendaring and sending e-mails.

In addition the student takes**,**

Quickbooks –
Quickbooks course teaches the basic fundamentals of accounting and bookkeeping. It teaches as how to Get around in QuickBooks, How to Set up accounts and beginning balances, How to Enter historical transactions and Understand the elements of a transaction

Assignments, Projects, Computer Labs, Tests:
Section 3, Subsection l

Textbooks:
- McFedries, Paul (2025). *Teach Yourself VISUALLY Microsoft 365 (Teach Yourself VISUALLY (Tech)).* Wiley.

- Golden Computer Institute Manuals
  - Workbook 1: MS Word Associate
  - Workbook 2: MS Excel Associate

Training Module	Clock Hours
Module 1: Office Fundamentals	15
Module 2: Word	15
Module 3: Excel	15
Module 4: Powerpoint	15
Module 5: Outlook	15
Module 6: Quickbooks	25
Totals	**100**

4. Microsoft Office Specialist with Web Design

Program Length : 100 Clock Hrs
Total Program Cost : $6,000

43-6014   Secretaries and Administrative Assistants, Except Legal, Medical, and Executive
15-1254   Web Developers

Program Description:
The program teaches computer skills in e-mailing, word processing, spreadsheets, presentation using Microsoft Office products. In addition, the students get to learn basic web design skills.

Program Completion Length: Program can be completed in **10** weeks

Program Completion Certificate: "Microsoft Office Specialist with Web Design"

Occupations Related to this Program : Office assistant, customer service representative, general office, front desk assistant, office administrator assistant, content update specialist and website content specialist.

Eligible for Pell Grant: No

Program Entry Requirements : Based on 2.1 Admissions Requirements and Procedure

Program Graduation Requirements :
Based on Section 3 Subsection 11

Program Details:
This is a hands-on course that teaches computer skills in using Microsoft Windows, word processing, spreadsheets, creating presentations and calendaring and sending e-mails.
In addition the student takes**,**
Web Design - The course is a hands-on course on building a functional entry level basic Web Site using HTML. The course teaches Web Site Development.

Training Module	Clock Hours
Module 1: Office Fundamentals	15
Module 2: Word	15
Module 3: Excel	15
Module 4: Powerpoint	15
Module 5: Outlook	15
Module 6: Web Design	25
Totals	**100**

Assignments, Projects, Computer Labs, Tests:
Section 3, Subsection I2

Textbooks:
- McFedries, Paul (2025). *Teach Yourself VISUALLY Microsoft 365 (Teach Yourself VISUALLY (Tech)).* Wiley.

- Golden Computer Institute Manuals
  - Workbook 1: MS Word Associate
  - Workbook 2: MS Excel Associate
- LMS Course – Introductory HTML

5. CompTIA - Computer Hardware

Program Length : 100 Clock Hrs
Total Program Cost : $6,000

6. CompTIA Networking

Program Length : 100 Clock Hrs
Total Program Cost : $6,000

7. CompTIA Security Support

Program Length : 100 Clock Hrs
Total Program Cost : $6,000

15-1231 Computer Network Support Specialists
15-1232 Computer User Support Specialists

Program Description:
The program provides the foundation for building a career in Information Technologies by further on-the job training and industry accepted certifications. In this course the student has option to select training for either A+ or Network+ or Security+. The objective is that students after graduating are able to remotely diagnose and correct common software, hardware or connectivity problems and the students also learn Evolving core technologies from cloud virtualization and IoT device security to data management and scripting. The program can be completed within 10 weeks Graduates receive program completion certificate.

Program Completion Length: Each Program is completed in 10 weeks

Certificate of Completion: Program Completion in "Computer Hardware or Networking Or Security Support" depending on what path student selected.

Occupations Related to this Program:
With CompTIA A+ you qualify for - Help Desk Technician, IT Specialist, Field Service Technician, IT Support Manager, Business Analyst, Data Support Technician, Technical Support Specialist, IT Server Technician

With CompTIA Network+, you qualify for the following jobs –
Tier II IT Support Technician, IT Support Manager, Network Administrator, Systems Administrator, Data Center Technician

With CompTIA Security+ you qualify for the following jobs –

Cloud Penetration Tester, Network Security Operations, Penetration Tester, Network Security Analyst, Web App Penetration Tester, Security Architect

Eligible for Pell Grant: No

Program Entry Requirements: Based on 2.1 Admissions Requirements and Procedure

Program Graduation Requirements:
Based on Section 3 Subsection 11

Program Details: If the student wishes to pursue CompTIA A+ certification, the course track will cover the following topics

Training Module	Clock Hours
1. Hardware	10
2.Operating Systems	15
3.Software Troubleshooting	15
4.Networking	10
5.Troubleshooting	10
6.Security	10
7.Mobile Devices	10
8.Virtualization And Cloud	10
9.Operational Procedures	10
Total Clock Hours	**100**

OR

The Student can pursue Network+ track. CompTIA Network+ validates the core skills necessary to establish, maintain, troubleshoot and secure networks in any environment, preparing you for a rewarding career in networking and cybersecurity.
In this course, we will cover the following topics -

Topic	Clock Hrs
1. Networking Concepts	20
2.Network Implementations	20
3.Network Operations	20
4.Network Security	20
5.Network Troubleshooting	20
Total Clock Hours	**100**

OR

The student can pursue Cybersecurity Security+ track. This track will prepare you for CompTIA Security+ certification which is a global certification that validates the baseline skills necessary to perform core security functions and pursue an IT security career.

In this course, we will cover the following topics -

Training Module	Clock Hours
1. General Security Concepts	20
2.Threats, Vulnerabilities & Mitigations	20
3.Security Architecture	20
4.Security Operations	20
5.Security Program Management & Oversight	20
Total Clock Hours	**100**

Assignments, Projects, Computer Labs, Tests:
Section 3, Subsection l2

Textbooks:
1. CompTIA A+ Certification All-in-One Exam Guide, Eleventh Edition (Exams 220-1101 & 220-1102), Everett, Travis, Hutz, Andrew, Meyers, Mike

OR

2. CompTIA Network+ Certification All-in-One Exam Guide, Seventh Edition (Exam N10-007) 7th Edition, by Mike Meyers

OR

3. CompTIA Security+ Get Certified Get Ahead: SY0-701 Study Guide
   by Joe Shelley (Author), Darril Gibson (Author)

8. CompTIA - Computer Hardware And Networking And Security Professional

Program Length : 200 Clock Hrs
Total Program Cost : $15,000

15-1212 Information Security Analysts
15-1231 Computer Network Support Specialists

Program Description:
The program teaches skills to install, maintain, and support computer hardware and software systems. The program provides the foundation for building a career in Information Technologies by further on-the job training. The Course teaches and prepares students for CompTIA certifications in Hardware AND Networking AND Security.

The program can be completed within 20 weeks. Graduates receive program completion certificate.

Program Completion Length: "Computer Hardware And Networking And Security Professional" Program is completed in 20 weeks

Certificate of completion: Program Completion in "Computer Hardware And Networking And Security Professional"

Occupations Related to this Program:
With CompTIA A+ you qualify for - Help Desk Technician, IT Specialist, Field Service Technician, IT Support Manager, Business Analyst, Data Support Technician, Technical Support Specialist, IT Server Technician

With CompTIA Network+, you qualify for the following jobs –
Tier II IT Support Technician, IT Support Manager, Network Administrator, Systems Administrator, Data Center Technician

With CompTIA Security+ you qualify for the following jobs –
Cloud Penetration Tester, Network Security Operations, Penetration Tester, Network Security Analyst, Web App Penetration Tester, Security Architect

CompTIA is a trademark of CompTIA, Inc.

Entry Level Requirements: Based on 2.1 Admissions Requirements and Procedure

Eligible for Pell Grant: No

Program Graduation Requirements:
Based on Section 3 Subsection 11

Program Details:
This is the advanced level course. The course covers the following Topics

Training Module	Clock Hours
1. Hardware	10
2.Operating Systems	10
3.Software Troubleshooting	10
4.Networking	10
5.Troubleshooting	10
6.Security	10
7.Mobile Devices	5
8.Virtualization And Cloud	10
9.Operational Procedures	5
Total Clock Hours	**80**

AND

The Student can pursue Network+ track. CompTIA Network+ validates the core skills necessary to establish, maintain, troubleshoot and secure networks in any environment, preparing you for a rewarding career in networking and cybersecurity.
In this course, we will cover the following topics -

Training Module	Clock Hours
1. Networking Concepts	15
2.Network Implementations	15
3.Network Operations	10
4.Network Security	10
5.Network Troubleshooting	10
Total Clock Hours	**60**

AND

The student can pursue Cybersecurity Security+ track. This track will prepare you for CompTIA Security+ certification which is a global certification that validates the baseline skills necessary to perform core security functions and pursue an IT security career.

In this course, we will cover the following topics -

Training Module	Clock Hrs
1. General Security Concepts	10
2.Threats, Vulnerabilities & Mitigations	10
3.Security Architecture	20
4.Security Operations	10
5.Security Program Management & Oversight	10
Total Clock Hours	**60**

Assignments, Projects, Computer Labs, Tests:
Section 3, Subsection l2

Textbooks:

1. CompTIA A+ Certification All-in-One Exam Guide, Eleventh Edition (Exams 220-1101 & 220-1102), Everett, Travis, Hutz, Andrew, Meyers, Mike
AND
2. CompTIA Network+ Certification All-in-One Exam Guide, Seventh Edition (Exam N10-007) 7th Edition, by Mike Meyers
AND
3. CompTIA Security+ Get Certified Get Ahead: SY0-701 Study Guide
    by Joe Shelley (Author), Darril Gibson (Author)

9. IT Project Management Program with Agile Scrum

Program Length : 100 Clock Hrs
Total Program Cost : $6,800

13-1082 Project Management Specialists
13-1111 Management Analysts

Program Description

IT Project Management Professional certification demonstrates to the employer that the person is capable of planning and managing IT Projects for the entire life cycle of the project including initiation, planning execution, acceptance, support and project close out. The program also provides training in service delivery lifecycle and Agile Scrum methodologies of Project Management. The program can be completed in 10 weeks.

The program covers project management areas like project integration, project scope management, project time management, managing project costs, managing project quality, scheduling and project plan creation, how to manage project risks.

Program Completion Length: "IT Project Management Program with Agile Scrum" Program is completed in 10 weeks

Certificate of completion: Program Completion in "IT Project Management Program with Agile Scrum"

Eligible for Pell Grant: No

Entry Level Requirements: Must have a high school diploma or GED

Program Graduation Requirements:
Based on Section 3 Subsection 11

Program Details:

The course is offered under 5 distinct modules -
Module 1: Project Basics
Module 1 is Project Basics. Here we discuss the properties of project, phases, schedules, roles and responsibilities, and cost controls.
Module 2: Agile methodology
In this module we discuss the basics of Agile methodology.
Module 3: Project Constraints

In this module we learn about the impact of various constraint variables and influences throughout the project. In this module we also learn about the importance of risk strategies and activities.

Module 4: Communication and Change Management

In this module we learn about various communication methods and change control processes within the context of a project.

Module 5: Project Tools and Documentation

In this module we discuss various project management tools and project and partner-centric documentation .

Training Module	Clock Hours
1. Project Basics	10
2. Agile methodology	30
3. Project Constraints	20
4. Communication and Change Management	20
5. Project Tools and Documentation	20

Assignments, Projects, Computer Labs, Tests :

Section 3, Subsection l2

Textbooks:

CompTIA Project+ Certification Kit: Exam PK0-005 3rd Edition
by Kim Heldman (Author), Brett J. Feddersen (Author)

10.   Project Management Program (PMP/CAPM) with Agile Scrum

Program Length : 100 Clock Hrs
Total Program Cost : $6,800

13-1082 Project Management Specialists
13-1111 Management Analysts

Program Description:
 Project Management Program (PMP/CAPM) with Agile Scrum program provides the skills that are necessary to participate in the implementation of large project. Project Management certification demonstrates to the employer that the person is capable of helping and supporting in the planning and implementation of the project using standardized PMI terminology and methodology and tools of project management. It also provides the knowledge and skills necessary for PMI CAPM certification.
The program covers project management good practices as outlined in PMBOK® of PMI Institute, including the terms and concepts of Project Knowledge Areas and CAPM professional responsibilities The program can be completed within 10 weeks. Graduates receive program completion certificate.

Program Completion Length: "Project Management Program (PMP/CAPM) with Agile Scrum" is completed in 10 weeks

Certificate of completion: Program Completion in "Project Management Program (PMP/CAPM) with Agile Scrum"

Occupations Related to this Program:
Business Analysts, Project Coordinators, Executive Assistants, Project Managers

Eligible for Pell Grant: No

Entry Level Requirements: Must have a high school diploma or GED

PMP – 4500 hrs Project Management Experience (with undergraduate degree)
      7200 hrs Project Management Experience (without undergraduate degree)

Program Graduation Requirements:
Based on Section 3 Subsection 11
Graduation and Program Completion Requirements

Program Details:

Project Management Program (PMP/CAPM) with Agile Scrum teaches a broad and comprehensive view of Project Management as well as methodologies for Agile Scrum Master. The program covers project management processes and knowledge areas as outlined in PMBOK® of PMI Institute.

The course provides in depth overview on exam objectives and students go through in depth PMI Methodologies. The course covers PMI Knowledge areas of Scope, Time, Cost, Quality, Human Resources, Communication, Risk Management, Procurement and Stakeholder Management Concepts. The program covers basic and fundamental knowledge of Agile and Scrum principles.

	Module 1 – 20 Clock Hrs	
1	Introduction to Project Management	
2	The Environment in Which Projects Operate	
3	The Role of the Project Manager	
	Module 2 – 20 Clock Hrs	
1	Project Scope Management	
2	Project Schedule Management	
3	Project Cost Management	
	Module 3 – 20 Clock Hrs	
1	Risk Management	
2	Quality Management	
3	Human Resource Management	
4	Project Communications Management	
	Module 4 – 20 Clock Hrs	
1	Project Procurement Management	
2	Project Stakeholder Management	
	Module 5 – 20 Clock Hrs	
1	Agile Project Management Methodology	
2	Scrum Methodology	

Assignments, Projects, Computer Labs, Tests:

3.12.   Assignments, Projects, Computer Labs, Tests

Textbooks :

1. PMBOK® Guide—Sixth Edition (2017) - A Guide to the Project Management Body of Knowledge: (PmBok Guide) by Project Management Institute (Corporate Author)
2. Rita Mulcahy's PMP Exam Prep, Eleventh Edition
3. PMBOK 7th Edition

11. Project Management Professional with Agile Scrum

Program Duration – 200 Clock Hrs
Cost:$10,000

11-9021 Construction Managers
11-3021 Computer and Information Systems Managers

Program Description :
Project management program provides the skills that are necessary to lead and manage Projects on time and within budget. Project Management Professional certification demonstrates to the employer that the person is capable of planning and managing large Projects for the entire life cycle of the project including project initiation, project planning, project execution, project delivery acceptance, project support and project close out. It also provides the knowledge and skills necessary for PMI PMP certification.

The program follows PMI methodology and covers project management areas like project integration, project scope management, project time management, project cost management, project quality management, project scheduling, project risk management. This program also prepares students for Agile Scrum Certification – PSM1. The classes are instructor led and allow for hands-on practice. Graduates receive program completion certificate.

Program Completion Length: " Project Management Professional with Agile Scrum**"**
Program is completed in 20 weeks

Certificate of completion: Program Completion in "Project Management **Professional** with Agile Scrum"

Eligible for Pell Grant: No

Entry Level Requirements :
Must have a high school diploma or GED
PMP – 4500 hrs Project Management Experience (with undergraduate degree)
        7200 hrs Project Management Experience (with undergraduate degree)
Program Graduation Requirements:
Based on Section 3 Subsection 11

Program Details:
Project management program provides the skills that are necessary to lead and manage Projects on time and within budget. Project Management Professional certification demonstrates to the employer that the person is capable of planning and managing large Projects for the entire life

cycle of the project including project initiation, project planning, project execution, project delivery acceptance, project support and project close out. It also provides the knowledge and skills necessary for PMI PMP or PMI CAPM certification.

The program follows PMI methodology and covers project management areas like project integration, project scope management, project time management, project cost management, project quality management, project scheduling, project risk management and includes hand-on working with Microsoft Project and other project management tools. This program also prepares students for Agile Scrum Certification – PSM1. The classes are instructor led and allow for hands-on practice. Graduates receive program completion certificate.

	Module 1 – 20 Clock Hrs
1	Introduction to Project Management
2	The Environment in Which Projects Operate
3	The Role of the Project Manager
	Module 2 – 40 Clock Hrs
1	Project Scope Management
2	Project Schedule Management
3	Project Cost Management
	Module 3 – 30 Clock Hrs
1	Risk Management
2	Quality Management
3	Human Resource Management
4	Project Communications Management
	Module 4 – 30 Clock Hrs
1	Project Procurement Management
2	Project Stakeholder Management
	Module 5 – 80 Clock Hrs
1	Agile Project Management Methodology
2	Scrum Definition
3	Scrum Theory
4	Scrum Values
5	Scrum Team
6	Scrum Values
7	Scrum Events
8	Scrum Artifacts

Golden Computer Institute
Revised 2025/05/AG

Assignments, Projects, Computer Labs, Tests:
Section 3, Subsection l2 : Assignments, Projects, Computer Labs, Tests

Textbooks :
1. PMBOK® Guide—Sixth Edition (2017) - A Guide to the Project Management Body of Knowledge: (PMBOK Guide) (Paperback) by Project Management Institute (Corporate Author)
2. Rita Mulcahy's PMP Exam Prep, Eleventh Edition
3. The 2017 Scrum Guide™, by Ken Schwaber and Jeff Sutherland

12. Webmaster Design Professional

Clock Hrs - 100
Cost - $6,800

15-1254 Web Developers
15-1255 Web and Digital Interface Designers

Program Description :
Webmaster Design Professional program provides the skills that are necessary to achieve entry-level skills for a webmaster including basic knowledge of Internet and network infrastructure, and authoring web pages using HTML and CSS programming languages. Web Design Professional certification demonstrates to the employer that the person is capable of authoring web pages and has necessary skills in tools and techniques related-to web technologies and the workings of Internet. In this course you will gain skills of –

1. Git (Software)
2. HTML
3. Web Development
4. Cascading Style Sheets (CSS)

The program covers Web mastering areas like Internet concepts and technologies, basic IP networking infrastructure and web authoring using HTML and CSS. The program can be completed within 10 weeks. The classes are instructor led and allow for hands-on practice. Graduates receive program completion certificate.

Program Completion Length: Webmaster Design Professional Program is completed in 10 weeks

Certificate of completion: Program Completion in "Webmaster Design Professional"

Eligible for Pell Grant: No

Entry Level Requirements : Based on 2.1 Admissions Requirements and Procedure

Program Graduation Requirements:
Based on Section 3 Subsection 11
Graduation and Program Completion Requirements

Program Details:
The course covers the Internet Site Development. The topics covered include : Site Development Fundamentals; Languages HTML, XHTML, CSS and using Site Development Tools. It teaches the basics of HTML and CSS web design – including to implement effective layouts, tables, images,

navigation, forms and typography on web sites; deal with cross browser issues, including quirks, bugs, and hacks on major browsers; make sure your sites are both usable and accessible; implement several different styles of web front-end, through several complete case studies. The course discusses reusing code and other web design best practices - typography, images, navigation, tables, layouts, forms and feedback.

Training Module	Clock Hours
Module 1: Basics of Web Development	10
Module 2: HTML	40
Module 3: CSS and Javascript	40
Module 4: Version Control and Website Deployment with Git and Github	10
Totals	**100**

Assignments, Projects, Computer Labs, Tests :
Section 3, Subsection l2

Textbooks :

HTML and CSS: Visual QuickStart Guide, By Joe Casabona

13. Systems and Application Support

Program Length -360 Clock Hrs
Program Cost: $20,000

15-1211 Computer Systems Analysts
15-1212 Information Security Analysts

Program Description:
This course covers concepts to manage IT projects with concepts of Project Management and Agile Scrum and also add on of technical skills of our participants in AWS Cloud computing. This is a multicourse program with stackable and portable credentials - designed for workforce participants who want to learn technical concepts as well as Management concepts.

Program Completion Length:
"Systems and Application Support" Program is completed in 36 weeks

Certificate of completion: Program Completion in "Systems and Application Support"

Occupations Related to this Program :
Systems Analyst, IT Program Analyst, Systems Architect

Eligible for Pell Grant: No

Entry Level Requirements : Must have a high school diploma or GED

Program Graduation Requirements:
Based on Section 3 Subsection 11

Program Details:
This program is designed for professionals who want to pursue multiple courses in Information technology aligned with different IT Certifications. The students take

A. PMP with Agile Scrum
B. AWS Cloud and Solutions Architect Professional

Assignments, Projects, Computer Labs, Tests :
Section 3, Subsection l2

Textbooks :
1. PMBOK® Guide—Sixth Edition (2017) - A Guide to the Project Management Body of Knowledge: (PmBok Guide) (Paperback) by Project Management Institute (Corporate Author)

2. Rita Mulcahy's PMP Exam Prep, Eleventh Edition
3. The 2017 Scrum Guide™, by Ken Schwaber and Jeff Sutherland
4. Piper, B., & Clinton, D. (2023). *AWS certified cloud practitioner study guide with 500 practice test questions: Foundational (CLF-C02) exam* (2nd ed.). Sybex.
5. Piper, B., & Clinton, D. (2022). *AWS certified solutions architect study guide with 900 practice test questions: Associate (SAA-C03) exam* (4th ed.). Sybex.

	Module 1 – 20 Clock Hrs
1	Introduction to Project Management
2	The Environment in Which Projects Operate
3	The Role of the Project Manager
	Module 2 – 40 Clock Hrs
1	Project Scope Management
2	Project Schedule Management
3	Project Cost Management
	Module 3 – 30 Clock Hrs
1	Risk Management
2	Quality Management
3	Human Resource Management
4	Project Communications Management
	Module 4 – 30 Clock Hrs
1	Project Procurement Management
2	Project Stakeholder Management
	Module 5 – 80 Clock Hrs
1	Agile Project Management Methodology
2	Scrum Definition
3	Scrum Theory
4	Scrum Values
5	Scrum Team
6	Scrum Values
7	Scrum Events
8	Scrum Artifacts

MODULE 6: AWS CLOUD COMPUTING   **80 Clock Hours**

Module 1: Intro to the Cloud and AWS	10
Module 2: Getting Support on AWS	10
Module 3: Securing AWS Resources	10
Module 4: The Core Compute Services	10
Module 5: The Core Storage Services	10
Module 6: The Core Database Services	10
Module 7: The Core Networking Services	10
Module 8: Automating AWS Workloads	10
Total Clock Hours	**80**

MODULE 7: AWS Solutions Architect Associate   **80 Clock Hours**

Training Module	Clock Hours
Module 1: Review of the Cloud and AWS	10
Module 2: The Core Compute Services	10
Module 3: The Core Storage Services	10
Module 4: Amazon Virtual Private Cloud	10
Module 5: The Core Database Services	10
Module 6: AWS Security Services and Monitoring	10
Module 7: Content and Data Delivery and Analytics	10
Module 8: AWS Well-Architected Framework and Best Practices	10
Total Clock Hours	**80**

TOTAL CLOCK HOURS : 360

14. Supply Chain Management (Green/Black) Belt

Program Length – 200 clock Hrs
Program Cost - $15,000

51-1011   First-Line Supervisors of Production and Operating Workers
15-2031 Operations Research Analysts

Program Description :
Supply chain optimization is a never-ending challenge, as it should be. Today's businesses need to constantly seek out more efficient methods and processes. Lean Six Sigma certifications provide an excellent framework for this endeavor, combining the defect prevention focus of Six Sigma with the emphasis on waste reduction and streamlining offered by Lean thinking. There are a number of ways that companies around the world have used Lean Six Sigma methodology to improve supply chain performance.

Program Completion Length: Supply Chain Management Professional Program is completed in 20 weeks

Certificate of completion: Program Completion in Supply Chain Management Professional

Eligible for Pell Grant: No

Entry Level Requirements : Must have a high school diploma or GED

Program Graduation Requirements:
Based on Section 3 Subsection 12

Program Details :

This Green Belt training teaches and prepares individuals to implement the principles, practices, and techniques of Lean Six Sigma in a support capacity on a Black Belt project team. Green Belts are traditionally Lead process stakeholders and may also be assigned specific process-level improvement projects to conduct on their own—projects that normally do not require the statistical rigor demonstrated by a Black Belt. Participants may be learning alongside those who will be continuing to Black Belt training ensuring consistent learning between both belts.
In this course we will teach both the Green and Black Belt principles. This course teaches students the DMAIC (define-measure-analyze-improve-control) methodology using examples from across industries.

Six Sigma Green Belt Certification CSSGB	
1. Overview: Six Sigma and the Organization	10
2. Define Phase	25
3. Measure Phase	20
4. Analyze Phase	20
5. Improve Phase	15
6. Control Phase	10
SUB TOTAL 1	**100**
Six Sigma Black Belt Certification CSSBB	
1. Organization-Wide Planning and Deployment	10
2. Organizational Process Management and Measures	10
3. Team Management	10
4. Define Phase	10
5. Measure Phase	10
6. Analyze Phase	20
7. Improve Phase	10
8. Control Phase	10
9. Design for Six Sigma (DFSS) Framework and Methodologies	10
SUB TOTAL 2	**100**
TOTAL	**200**

Assignments, Projects, Computer Labs, Tests :
Based on Section 3 Subsection 12

Textbooks:
1) The Six Sigma Green Belt Primer Ring-bound, Quality Council of Indiana
2) The Certified Six Sigma Black Belt Primer, Quality Council of Indiana.

15. Lean & Six Sigma Green Belt Professional Certificate with Agile Scrum

Program Length – 125 Clock Hrs
Program Cost - $9500

51-1011   First-Line Supervisors of Production and Operating Workers
15-2031   Operations Research Analysts

Program Description:
 This program teaches students the principles of Six Sigma and Lean and how to apply those skills in an organization to achieve quality and eliminate waste. Six Sigma is a rigorous and a systematic methodology that utilizes information, thorough understanding of data collection and information systems and statistical analysis to measure and improve a company's operational performance. The course also covers basic concepts of Agile Scrum so that students become competitive in job market.

Program Completion Length:
Lean & Six Sigma Green Belt Professional Certificate with Agile Scrum Program is completed in 10 weeks

Certificate of Completion:
Program Completion in "Lean & Six Sigma Green Belt Professional Certificate with Agile Scrum"

Eligible for Pell Grant: No

Entry Level Requirements: Must have a high school diploma or GED

Program Graduation Requirements:
Based on Section 3 Subsection 11

Program Details:
The "Lean & Six Sigma Green Belt Professional with Agile Scrum" program covers Quality Standards to be followed in implementing a Program/ Project. It discusses Six Sigma Methodology and covers requirements for getting ASQ Certified Six Sigma Green Belt Professional (CSSGB) certified. The topics covered include: Introduction to Six Sigma and its use in the Organization; Lean Principles and Design for Six Sigma including Define Measure, Analyze, Improve and Control Phase. The course discusses Definition of Quality, Quality Characteristics, Quality Plan, Quality Assurance and Audits and Quality Control Tools. The program also includes Agile Scrum project management methodology for implementing six sigma related projects.

Six Sigma Green Belt Certification CSSGB	
1. Overview: Six Sigma and the Organization	10
2. Define Phase	20
3. Measure Phase	25
4. Analyze Phase	20
5. Improve Phase	15
6. Control Phase	10
7. Agile and Scrum	25
TOTAL	**125**

Assignments, Projects, Computer Labs, Tests :
Based on Section 3 Subsection 11

Textbooks :
The Six Sigma Green Belt Primer Ring-bound, Quality Council of Indiana

16. SHRM Professional Training

Program Length - 80 Clock Hrs
Program Cost - $6,800

11-3121 Human Resources Managers
11-3131 Training and Development Managers

Program Description:
This training prepares candidates for SHRM Certified Professional certification. On earning this credential the candidate will be viewed as a recognized expert and leader in the HR field. This course not only teaches students facts and figures of Human Resource but also how to effectively implement that knowledge in the workplace each and every day. The training includes the concepts of linking on-the-job scenarios and realistic work situations.

Program Completion Length: SHRM Professional Training is completed in 8 weeks

Certificate of completion: Program Completion in "SHRM Professional Training"

Eligible for Pell Grant: No

Entry Level Requirements : Must have a high school diploma or GED.
Must have 12 to 18 month experience in HR Related job functions.

Program Graduation Requirements :
Based on Section 3 Subsection 11

Program Details:
This training prepares candidates for SHRM Certified Professional certification. On earning this credential the candidate will be viewed as a recognized expert and leader in the HR field. This course not only teaches students facts and figures of Human Resource but also how to effectively implement that knowledge in the workplace each and every day. The training is broken into areas of – Competencies, People, Organization & Workplace. The training includes the concepts of linking on-the-job scenarios and realistic work situations.

Assignments, Projects, Computer Labs, Tests :
Based on Section 3 Subsection 11

Textbooks :
SHRM-CP/SHRM-SCP Certification All-in-One Exam Guide, by Dory Willer , William Truesdell, et al.

Course content

SHRM PROFESSIONAL	Clock hrs
Section 1: Introduction	10
Section 2: HR Technical Expertise - People	10
Section 3: HR Technical Expertise - Organization	15
Section 4: HR Technical Expertise - Workplace	10
Section 5: Behavioral Competency - Leadership	15
Section 6:Behavioral Competency - Business	10
Section 7:Behavioral Competency - Interpersonal	10
TOTAL CLOCK HOURS	**100**

17. AWS Cloud and Solutions Architect

<mark>Program Length - 160 Clock Hrs</mark>
<mark>Program Cost : $10,000</mark>

15-1252 Software Developers
15-1251 Computer Programmers

Program Description:
This course is geared towards AWS Cloud Computing and offers AWS Cloud and AWS Solutions Architect Associate.

Program Completion Length : AWS Cloud and Solutions Architect Training can be completed in 16 weeks

Certificate of completion: Program Completion in "AWS Cloud and AWS Solutions Architect Associate"

Eligible for Pell Grant: No

Entry Level Requirements : Must have a high school diploma or GED.

Program Graduation Requirements :
Based on Section 3 Subsection 11
Graduation and Program Completion Requirements

Program Details :
This course offers AWS Cloud and AWS Solutions Architect Associate and covers the following skills required to operate and architect AWS solutions. These skills allow the student to demonstrate and get certified in user's practical knowledge of the AWS environment – Enterprise AWS Architecture, AWS Cloud. In addition, they learn AWS console and platform, key AWS services, and basic knowledge of deploying AWS solutions.

Assignments, Projects, Computer Labs, Tests :
Based on Section 3 Subsection 11

Textbooks :
Piper, B., & Clinton, D. AWS certified cloud practitioner study guide with 500 practice test questions: Foundational (CLF-C02) exam (2nd ed.). Sybex.
Piper, B., & Clinton, D. AWS certified solutions architect study guide with 900 practice test questions: Associate (SAA-C03) exam (4th ed.). Sybex.

Course 1 – AWS Cloud Certified Practitioner

Training Module	Clock Hours
Module 1: Intro to the Cloud and AWS	10
Module 2: Getting Support on AWS	10
Module 3: Securing AWS Resources	10
Module 4: The Core Compute Services	10
Module 5: The Core Storage Services	10
Module 6: The Core Database Services	10
Module 7: The Core Networking Services	10
Module 8: Automating AWS Workloads	10
Total Clock Hours	**80**

Course 2 – AWS Solutions Architect Associate

Training Module	Clock Hours
Module 1: Review of the Cloud and AWS	10
Module 2: The Core Compute Services	10
Module 3: The Core Storage Services	10
Module 4: Amazon Virtual Private Cloud	10
Module 5: The Core Database Services	10
Module 6: AWS Security Services and Monitoring	10
Module 7: Content and Data Delivery and Analytics	10
Module 8: AWS Well-Architected Framework and Best Practices	10
	80

18. Cybersecurity and Penetration Testing Certificate

Clock Hrs – 200
Cost: $10,000

15-1211 Computer Systems Analysts
15-1212 Information Security Analysts

Program Description :
This course is geared towards CompTIA Certifications of Cybersecurity (CompTIA Security+ or CySA+) And Penetration Testing. If the student has Security+ Certification already they will get CySA+ before proceeding on to Penetration Testing.

Program Completion Length : The program can be completed in 20 weeks

Certificate of completion: Program Completion in "Cybersecurity and Penetration Testing Certificate"

Eligible for Pell Grant: No

Entry Level Requirements : Must have a High school diploma or GED.

Program Graduation Requirements :
Based on Section 3 Subsection 11
Graduation and Program Completion Requirements

Program Details:
Course 1: CompTIA Security+ OR

This is the first course to start your cybersecurity journey. This course and subsequent certification validates the fundamental knowledge required to perform core security functions. This course provides skills to
- Map and Assess security of organizations. Create Awareness and Solutions to implement organization wide Security.
- Learn how to secure IoT, mobile and cloud applications.
- Create awareness around appropriate laws and regulations around Internet Security.
- The course is designed to teach students five core competencies of Internet Security
- Attacks, Threats and Vulnerabilities
- Architecture And Design
- Implementation
- Operations and Incident Response

- Governance, Risk and Compliance.
- If the students already posess Security+ they start with the course

OR

2. Course 1: Cybersecurity Analyst (CySA+)

This is an intermediate cybersecurity course. The objective of this course is to impart knowledge and skills required to configure and use threat detection tools, perform data analysis, and interpret the results to identify vulnerabilities, threats, and risks to an organization. The end goal of these skills is to of secure and protect applications and systems within an organization.
The following lessons are taught for this course

- Threat and vulnerability management
- Threat data and intelligence
- Vulnerability management, assessment tools, and mitigation
- Software and systems security
- Solutions for infrastructure management
- Software and hardware assurance best practices
- Security operations and monitoring
- Proactive threat hunting
- Automation concepts and technologies
- Incident response process, procedure, and analysis
- Compliance and assessment
- Data privacy and protection
- Support of organizational risk mitigation
- "Hands-on" focus on IT security analytics

Course 2: PenTest and Vulnerability Analysis(CompTIA PenTest+)

This course is designed for cybersecurity professionals who shall be tasked with penetration testing and vulnerability management. This course covers hands on vulnerability assessment, scanning and analysis as well as planning, scoping and managing weaknesses. The students will be taught the most relevant pen testing skills for the cloud, hybrid environments, web applications, IoT or traditional on-premises.
The following subjects are taught for this course

- Planning and engagement
- Information gathering
- Vulnerability scanning
- Network-based attacks
- Wireless and radio frequency attacks
- Web and database attacks
- Cloud attacks
- Specialized and fragile systems

- Social Engineering and physical attacks
- Post-exploitation tools and techniques
- Post-engagement activities
- Tools and code analysis

#	Course Title	Clock Hours
1	Security+ or CySA+	100
2	CompTIA PenTest+	100

Assignments, Projects, Computer Labs, Tests :

Based on Section 3 Subsection 11

Graduation and Program Completion Requirements

Textbooks :

1) CompTIA Security+ Certification Kit: Exam SY0-701 (Sybex Study Guide) by Mike Chapple and David Seidl
2) CompTIA Cybersecurity Analyst (CySA+) CS0-002 Cert Guide (Certification Guide) Certification Guide, McMillan, Troy, Pearson It Certification
3) CompTIA PenTest+ PT0-002 Cert Guide (Certification Guide)

19. Artificial Intelligence (AI) Practitioner Certificate

Clock Hrs – 200
Cost: $12,800

15-1251 Computer Programmers
15-1252 Software Developers

Program Description :
The goal of artificial intelligence (AI) is to build autonomous systems to tackle complex real-world problems. This course provides students with knowledge of the foundational principles of artificial intelligence (AI) and machine learning (ML). Students will also gain hands-on experience coding AI systems to solve problems in computer vision, natural language processing, data classification, and data regression. It is recommended that students have basic familiarity with programming.

Program Completion Length : The program can be completed in 20 weeks

Certificate of completion: Program Completion Certificate in "Artificial Intelligence (AI) Practitioner"

Tuition and Required Fees	
Tuition + Books	$9800.00
Registration Application Fee	$200.00
Total Tuition and Required Fees	$10,000.00

Eligible for Pell Grant: No

Entry Level Requirements :
Must have a High school diploma or GED.

Program Details:
Model architectures that are covered in this course include fundamental ML algorithms such as linear and logistic regression, support vector machines, k-means clustering, as well as deep neural networks, and recurrent neural networks (RNNs) including Transformers.
In addition, you will learn best practices for training machine learning models using gradient descent with various optimization techniques. You'll evaluate your models by splitting your datasets into training, test, and validation sets, and you'll learn about different metrics for evaluating models, such as accuracy, precision, recall, AUPRC, AUROC, and more.

Finally, students will learn about Generative AI and Large Language Models (LLMs) – these concepts drive billion-dollar industry AI systems such as ChatGPT and Claude. Students will be able to practice prompt engineering for these systems. Students will learn about the challenges of training and deploying AI models, including how to scale training with GPUs and cloud computing. Lastly, students will learn about how to build upon existing foundational AI models through transfer learning, and they will train their own AI model on top of the Huggingface library.

Topics Covered:
1. Introduction – What is Machine Learning (ML)? Why is Machine Learning used, and what is the difference between ML and AI? Supervised vs Unsupervised Learning, Discriminative vs Generative Models
2. Getting Started with Python
3. Variables and Simple data Types in AI Coding
4. Introducing Lists
5. Working with Lists
6. If Statements
7. Dictionaries
8. User Input and While Loop
9. Functions
10. Classes
11. Files and Exceptions
12. Tutorial on Python and Numpy Libraries
13. Linear regression - ordinary least squares, loss function, gradient descent
14. Classification - Introduce problem of classification, categorical loss functions
    a. Data Preparation - Training vs Validation vs Test Sets
    b. Evaluation Metrics – Confusion Metrix, Precision Recall Curves, Class Imbalance
    c. Logistic Regression
15. Unsupervised Learning: Clustering
    a. K-Means Clustering
    b. Principal Component Analysis

Students will be evaluated through the AI Institute's Fundamentals for AI Practitioners Certification exam, which is a ninety minute exam fully aligned with this course.

The course will be accompanied by the textbooks:

(1) Python Crash Course, 3rd Edition, A hands on project based introduction to programming by Eric Matthes

20. Artificial Intelligence (AI) Architect Certificate

Clock Hrs – 250
Cost - $15,000

15-1251 Computer Programmers
15-1243 Database Architects

Program Description:

This course teaches students how to build deep learning models across various domains using in-demand Python libraries such as Pytorch, fastai, and Huggingface. You'll also dive further into deep learning theory to gain a complete understanding of how these algorithms work.

Entry Level Requirements : Must have a High school diploma or GED. In addition, the students must have six months to one year experience with Python.

Program Completion Length : The program can be completed in 20 weeks

Certificate of completion: Program Completion Certificate in "**Artificial Intelligence (AI) Architect** "

Program Details:

Through this course, you will code deep learning models for tasks in computer vision, natural language processing (NLP), image classification, and tabular dataset classification and regression. Model architectures that are covered include deep convolutional neural networks (CNNs), recurrent neural networks (RNNs) including LSTMs and Transformers, and generative neural networks such as Generative Adversarial Networks (GANs) and Diffusion Models.
In addition, you will learn best practices for training deep learning models using gradient descent with various optimization techniques. You'll evaluate your deep learning models by splitting your datasets into training, test, and validation sets, and you'll learn about different metrics for evaluating models beyond accuracy – such as precision, recall, AUPRC, AUROC, and more.

Topics Covered

1. Introduction to Deep Learning – Setting up your coding environment in Python, What is Machine Learning, Classification vs Regression, What is a Neural Network
2. Building your first Machine Learning Model – Gathering Data, Splitting Datasets into Training and Test sets, understanding bias in data, evaluation metrics, building a simple image classifier
3. Training Deep Learning Models – Stochastic Gradient Descent, Loss Functions, ReLU functions, Optimizers
4. Image Classification Models – Convolutional Neural Networks, Multi-Label Classification, Regression, ImageNet

5. Tabular Modeling – Decision Trees, Random Forests, Feature Importance, Ensembling, Boosting

6. Natural Language Processing – Recurrent Neural Networks (RNNs), LSTMs, Training a Text Classifier, Huggingface Library for Transformers

7. Generative Modeling – Introduction to Generative Modeling, Generative Adversarial Networks (GANs), Diffusion Models

Students will be evaluated through the AI Institute's AI Architect Certification exam, which is a ninety minute exam fully aligned with this course.

Textbooks:
The textbook used for this course will be
1. Deep Learning for Coders with fastai and
2. PyTorch: AI Applications Without a PhD. Jeremy Howard and Sylvain Gugger. O'Reilly,

21. Data Science and Analytics Program (CompTIA Data+)

Program Length - 200 Clock Hrs
Total Program Cost - $10,000

15-1243 Database Architects
15-2051 Data Scientists

Program Description:
Collecting, analyzing, and reporting on data can drive priorities and lead business decision-making. This course prepares students for an early-career data analytics profession tasked with developing and promoting data-driven business decision-making. After this course students will understand how to prepare, analyze, and report data for better insights. CompTIA Data+ validates that certified professionals have the skills required to facilitate data-driven business decisions.

You will start this training by learning about collecting, cleaning, and processing the data, along with data wrangling and manipulation. Moving on, you will learn to analyze data, in which we will talk about types of analysis, common hypothesizing techniques, and statistical analyses. We then will move on to reporting the data. We will learn about the common types of report visualizations and data governance. Later, you will test all the knowledge you've gained throughout the book with the help of some mock tests.

Program Completion Length: Data Science and Analytics Program (CompTIA Data+) is completed in 16 weeks.

Certificate of completion: "Data Science and Analytics Program"

Assignments, Projects, Computer Labs, Tests :
Based on Section 3 Subsection 11
Graduation and Program Completion Requirements

Eligible for Pell Grant: No

Entry Level Requirements : Must have a High school diploma or GED.

Program Graduation Requirements :
Based on Section 3 Subsection 11
Graduation and Program Completion Requirements

Program Details –

Topics Covered

- Data Structures, Types, and Formats - how data is stored, covering high-level concepts of database structures down to specific file types that you will need to know about.
- Collecting Data - covers all the methods that are available for you to use for collecting data.
- Cleaning and Processing Data - covers various types of data, and how to clean and process them for use.
- Data Wrangling and Manipulation - how to shape the data into a form that various applications can use.
- Types of Analytics - covers the most common types of analyses, and various examples of each of them.
- Statistics - Common Techniques in Descriptive Statistics

1. Data Structures	10%
2. Collecting Data	10%
3. Cleaning and Processing Data	10%
4. Data Wrangling and Manipulation	10%
5.Data Wrangling and Manipulation	20%
6.Statistics	40%

Textbook:

CompTIA Data+: DAO-001 Certification Guide, Guide: Complete coverage of the new CompTIA Data+ (DAO-001) exam to help you pass on the first attempt (p. 1). Packt Publishing. Dodd, Cameron.

22. Program /Project Management Master Certificate

Clock Hrs - 400
Cost - $24,500

13-1082 Project Management Specialists
13-1111 Management Analysts

Program Description:

Program /Project Management Master Certificate program provides the skills that are necessary to lead and manage Programs and Projects on time and within budget. The program prepares the student for PMI PMP certification. In addition, this unique Program, allows students to further enhance and specialize their knowledge and skills by adding 2 additional courses -

1. Professional Scrum Master
2. Cybersecurity

Program /Project Management Master Certificate demonstrates to the employer that the person is capable of leading large projects and enhancing the quality of delivery of those projects by PMP as well as Agile Scrum Project Lifecycle Management Methodology.
These stacked courses resulting in stacked industry credentials enhances the marketability of participant in a very highly competitive job market. In addition stacked credentials result in higher wages. This program adds to the competitive advantage of Project Managers by adding Cybersecurity training to it.

Program Length: Program is completed in 40 weeks.

Program Completion Certificate: Certificate of Completion - "Project Management Master with Specialization in Agile Scrum and CompTIA Cybersecurity"

Eligible for Pell Grant: No

Entry Level Requirements : Must have a High school diploma or GED.

Program Graduation Requirements :
Based on Section 3 Subsection 11

Assignments, Projects, Computer Labs, Tests :
Based on Section 3 Subsection 12

Textbooks

1) PMBOK® Guide—Sixth Edition (2017) - A Guide to the Project Management Body of Knowledge: (PMBOK Guide) (Paperback) by Project Management Institute (Corporate Author)
2) Scrum Guide™, by Ken Schwaber and Jeff Sutherland
3) Certified Six Sigma Green Belt Primer
4) CompTIA Security+ SY0-701 Certification Guide: Master cybersecurity fundamentals and pass the SY0-701 exam on your first attempt; 3rd Edition

23. Advanced Project Management Professional Certificate

Clock Hours: 300
Cost: $19,000

13-1082 Project Management Specialists
13-1111 Management Analysts
11-3021 Computer and Information Systems Managers

Program Description:
Advanced Project Management Professional Certificate program provides the skills that are necessary to lead and manage Programs and Projects on time and within budget. The program prepares the student for PMI PMP certification. In addition, this unique program, allows students to further enhance and specialize their knowledge and skills by adding 2 additional courses -

1. Lean and Six Sigma Certified Professional,
2. Professional Scrum Master

Advanced Project Management Professional Certificate demonstrates to the employer that the person is capable of leading large projects and enhancing the quality of delivery of those projects by Six Sigma as well as Agile Scrum Project Lifecycle Management Methodology. These stacked courses resulting in stacked industry credentials enhances the marketability of participant in a very highly competitive job market. In addition stacked credentials result in higher wages. This program adds to the competitive advantage of Project Managers by stacking Lean Six Sigma Certified Professional to it.

Certificate of completion: Program Completion in "Advanced Project Management Professional with Specialization in Lean Six Sigma Green Belt
Program is completed in 30 weeks

Tuition and Required Fees	
Tuition + Books	$18,800.00
Registration Application Fee	$200.00
Total Tuition and Required Fees	**$19,000.00**

Eligible for Pell Grant:　　　No

Entry Level Requirements: Must have a high school diploma or GED

Program Graduation Requirements
Based on Section 3 Subsection 11

Assignments, Projects, Computer Labs, Tests :
Based on Section 3 Subsection 12

Program Details:
The course follows PMI methodology and covers project management areas like project integration, project scope management, project time management, project cost management, project quality management, project scheduling, project risk management and includes hand-on working with Microsoft Project,

The course also covers details like Project Management Overview including details on how to define a Project, description of process Inputs and Outputs. The course also covers PMBOK® Terminology and Methodology, Project Initiation including creation pf project charter. The course also covers Scope Planning, Schedule Planning, Cost Planning, Planning Project Resources, Risk Planning, Communication Planning and Procurement Planning. The course will also cover how to use Microsoft Project. This course also includes completion of term project.

The "Lean & Six Sigma Green Belt Professional with Agile Scrum" program covers Quality Standards to be followed in implementing a Program/ Project. It discusses Six Sigma Methodology and covers requirements for getting ASQ Certified Six Sigma Green Belt Professional (CSSGB) certified. The topics covered include:

Introduction to Six Sigma and its use in the Organization, Lean Principles and Design for Six Sigma including Define Measure, Analyze, Improve and Control Phase.
The course discusses Definition of Quality, Quality Characteristics, Quality Plan, Quality Assurance and Audits and Quality Control Tools.

Assignments, Projects, Computer Labs, Tests
Based on Section 3 Subsection 11
Graduation and Program Completion Requirements

Textbooks
1) PMBOK® Guide—Sixth Edition (2017) - A Guide to the Project Management Body of Knowledge: (PMBOK Guide) (Paperback) by Project Management Institute (Corporate Author)
2) Rita Mulcahy's PMP Exam Prep, Eleventh Edition
3) PMBOK 7th Edition
4) The 2017 Scrum Guide™, by Ken Schwaber and Jeff Sutherland
5) The CSSGB Primer

	Module 1 – 20 Clock Hrs
1	Introduction to Project Management
2	The Environment in Which Projects Operate
3	The Role of the Project Manager
	Module 2 – 40 Clock Hrs
1	Project Scope Management
2	Project Schedule Management
3	Project Cost Management
	Module 3 – 30 Clock Hrs
1	Risk Management
2	Quality Management
3	Human Resource Management
4	Project Communications Management
	Module 4 – 30 Clock Hrs
1	Project Procurement Management
2	Project Stakeholder Management
	Module 5 – 80 Clock Hrs
1	Agile Project Management Methodology
2	Scrum Definition
3	Scrum Theory
4	Scrum Values
5	Scrum Team
6	Scrum Values
7	Scrum Events
8	Scrum Artifacts

Module 6 – 100 Clock Hrs	
Six Sigma Green Belt Certification CSSGB	**Clock Hrs**
	100
1. Overview: Six Sigma and the Organization	10
2. Define Phase	25

3. Measure Phase	20
4. Analyze Phase	20
5. Improve Phase	15
6. Control Phase	10

Total Clock Hours : 300

24. Health Information Management Master Certificate

Clock Hrs - 300
Cost - $23,000

11-9111 Medical and Health Services Managers
13-1082 Project Management Specialists
13-1111 Management Analysts

Program Description:
Health Information Management Master Certificate program provides skills to professionals to enter the healthcare industry which is full of ever changing regulations and is extremely technology driven and information driven. The program emphasizes various health care processes, information management in healthcare, modern office applications. The program provides students with comprehensive skills that make them extremely competent to enter the field of healthcare. This is a stacked program that consists of

   A. CEHRS (Certified Electronic Health Records Specialist) certification
   B. SHRM (Society of Human Resource Management)
   C. MOS (Microsoft Office Specialist)

Program Length: Program can be completed in 30 weeks

Certificate of completion: Program Completion in "Health Information Management Master with Human Resource Management And Microsoft Office Specialist

Eligible for Pell Grant: No

Entry Level Requirements: Must have a high school diploma or GED

Program Graduation Requirements:
Based on Section 3 Subsection 11

Textbooks :
   1) Conquer THE CEHRS Exam – Certified Electronic Health Records Specialist Study Guide
   2) SHRM-CP/SHRM-SCP Certification All-in-One Exam Guide, by Dory Willer , William Truesdell, et al.
   3) Teach Yourself VISUALLY Microsoft 365 (Teach Yourself VISUALLY (Tech)) 1st Edition

MODULE 1: Certified Electronic Health Records Specialist

120 Clock Hrs

Certified Electronic Health Records Specialist	120 Clock Hrs
Module 1: Non-Clinical Operations	24 Clock Hrs
Module 2: Clinical Operations	24 Clock Hrs
Module 3: Revenue Cycle/Finance	24 Clock Hrs
Module 4: Regulatory Compliance	24 Clock Hrs
Module 5: Reporting	24 Clock Hrs
TOTAL	**120 Clock Hours**

Module 2 SHRM (Society of Human resources) Professional Training

80 Clock Hrs

SHRM PROFESSIONAL	80 Clock hrs
Section 1: Introduction	10
Section 2: HR Technical Expertise - People	10
Section 3: HR Technical Expertise - Organization	15
Section 4: HR Technical Expertise - Workplace	10
Section 5: Behavioral Competency - Leadership	15
Section 6:Behavioral Competency - Business	10
Section 7:Behavioral Competency - Interpersonal	10
TOTAL	**80**

Microsoft Office Specialist Training

100 Clock Hours

Microsoft Office Specialist Training	100 Clock Hours
Module 1: Office Fundamentals	20
Module 2: Word	20
Module 3: Excel	25
Module 4: Powerpoint	20
Module 5: Outlook	15
Total Clock Hours	**100**

TOTAL : 300 CLOCK HOURS

25. Information Technology Master Certificate(Full Stack Developers)

Clock Hrs: 300
Cost: $27,000

15-1242 Database Administrators
15-1243 Database Architects
15-1212 Information Security Analysts
15-1252 Software Developers

Program Description:
The Information Technology Master Certificate Program equips learners with the comprehensive skills needed to become industry-ready full stack developers. Designed for aspiring software engineers, web developers, and IT professionals, the program provides hands-on training in both front-end and back-end technologies, enabling students to build robust, scalable, and dynamic web applications from scratch.

Program Completion Length: "Information Technology Master Certificate" Program is completed in approximately 30 weeks

Certificate of Completion: "Information Technology Master Certificate"

Eligible for Pell Grant: No

Entry Level Requirements :
Must have a High school diploma or GED.

Program Graduation Requirements:
Based on Section 3 Subsection 11

Program Details:
Learners begin by mastering the core building blocks of the web (HTML, CSS, and JavaScript) and progress to frameworks such as React.js for responsive front-end development. On the server side, students dive into Python programming with Flask or Django, and learn how to manage databases using SQL (Structured Query Language). The curriculum emphasizes real-world coding practice, version control with Git/GitHub, and agile development.
Graduates of the program will have the knowledge and portfolio to pursue roles as Full Stack Developers, Web Developers, Software Engineers, and Application Developers in tech-driven industries. This is a multi course pogram.The program can be completed in 30 weeks. Students are awarded a Certificate of Completion. The program consists of the following courses:
A.   Web Design (HTML, CSS, Javascript)
B.   Python

C.   SQL

Assignments, Projects, Computer Labs, Tests :
Based on Section 3 Subsection 12

Textbooks :

1) Casabona, Joe. HTML and CSS: visual quickstart guide. Peachpit Press, 2020.
2) Matthes, Eric. Python crash course: A hands-on, project-based introduction to programming. No Starch Press, 2019.
3) Shields, Water. SQL QuickStart Guide: The Simplified Beginner's Guide to Managing, Analyzing, and Manipulating Data With SQL, 2019.

Modules:
MODULE 1: Web Design
100 Clock Hrs

Training Module	Clock Hours
Module 1: Basics of Web Development	10
Module 2: HTML	40
Module 3: CSS and Javascript	40
Module 4: Version Control and Website Deployment with Git and Github	10
Totals	**100**

MODULE 2: Python Programming
100 Clock Hrs

Training Module	Clock Hours
Module 1: Python Programming Essentials	20
Module 2: Control Flow and Collections	20
Module 3: Functions and Error Handling	20
Module 4: Object-Oriented Programming	20
Module 5: Web Frameworks with Python	20
Totals	**100**

MODULE 3: SQL Programming
100 Clock Hours

Training Module	Clock Hours
Module 1: Relational Databases & SQL for Web Applications	20
Module 2: Writing Queries to Power Dynamic Front Ends	20
Module 3: Working with Multiple Tables	20
Module 4: Functions, Subqueries, and Views	20
Module 5: CRUD Operations & Backend Integration	20
Total Clock Hours	**100**

26. Cybersecurity Professional Certificate Program

Length - 400 Clock Hrs
Total Program Cost - $27,000

15-1211 Computer Systems Analysts
15-1212 Information Security Analysts
15-1232 Computer User Support Specialists
15-1251 Computer Programmers

Program Description:
Cybersecurity refers to an array of technologies employed by firms and organizations for protecting devices, networks, and data from online attacks. The dependence on the internet and rise of BYOD "Bring Your Own Device" and online users has brought the need for toughened security measures to the forefront. The global Cybersecurity Market size is touted to reach USD 199.98 billion by 2025, according to the latest report by Market Research Future (MRFR). It is anticipated to exhibit 10.5% CAGR over the forecast period (2019-2025). This program addresses that need and is a multicourse program preparing students for Cyber-Security National Certifications. This distance education program provides students with a strong foundation for a career in Cybersecurity through hands-on training and preparation for several foundational industry- recognized certifications, in which students gain practical skills and knowledge essential for the field, including CompTIA Security+, CySA+, and PenTest+.

Program Completion Length: CyberSecurity Professional Certificate is completed in 52 weeks.

Certificate of completion: Program Completion in "Cybersecurity Professional"

Eligible for Pell Grant: No

Program Entry Requirements :
Must have a High school diploma or GED.
Must have at least 1 prior Cyber Security Certification

Program Graduation Requirements:
Based on Section 3 Subsection 11

Graduation and Program Completion Requirements

Course 1: Cybersecurity Essentials will cover the following topics:
Total Clock Hours : 100

Training Module	Clock Hours
Module 1: Introduction to Cybersecurity Concepts	20
Module 2: Cyber Threats and Attack Vectors	20
Module 3: Basic Network and System Security	20
Module 4: Access Control and Identity Management	20
Module 5: Cybersecurity Policies and Best Practices	20
Total Clock Hours	**100**

Course 2: CompTIA Security+
Total Clock Hours : 100

Training Module	Clock Hours
Module 1: General Security Concepts	20
Module 2: Threats, Vulnerabilities & Mitigation Techniques	20
Module 3: Security Architectures	20
Module 4: Security Operations	20
Module 5: Security Program Management	20
Total Clock Hours	**100**

Course 3: Cybersecurity Analyst (CySA+)
Total Clock Hours : 100

Training Module	Clock Hours
Module 1: Security Operations	35
Module 2: Vulnerability Management	30
Module 3: Incident Response Management	20
Module 4: Reporting and Communication	15
Total Clock Hours	**100**

Course 4: PenTest and Vulnerability Analysis (CompTIA PenTest+)
Total Clock Hours : 100

Training Module	Clock Hours
Module 1: Engagement Management	20

Module 2: Reconnaissance and Enumeration	20
Module 3: Vulnerability Discovery and Analysis	20
Module 4: Attacks and Exploits	20
Module 5: Post-exploitation and Lateral Movement	20
Total Clock Hours	**100**

Assignments, Projects, Computer Labs, Tests :
Based on Section 3 Subsection 11

Courses	Clock Hrs
Course 1 - Cybersecurity Essentials	100 Clock Hrs
Course 2 - Fundamentals of Penetration Testing	100 Clock Hrs
Course 3 - CompTIA Sys 701 Certification Curiculum & Cloud	100 Clock Hrs
Course 4 - CompTIA CySA+- CyberSecurity Analyst	100 Clock Hrs

Textbooks:

1. Cybersecurity Essentials 1st Edition, by Charles J. Brooks (Author), Christopher Grow (Author)
2. Computer Networking and Cybersecurity: A Guide to Understanding Communications Systems, Internet Connections, and Network Security Along with Protection from Hacking and Cyber Security Threats
3. CompTIA Cybersecurity Analyst (CySA+) CS0-002 Cert Guide (Certification Guide) 2nd Edition
4. CompTIA Security+: SY0-601 Certification Guide: Second Edition

27. Advanced Cybersecurity Professional Certificate

Length : 600 Clock Hrs
Total Program Cost : $27,000

15-1211 Computer Systems Analysts
15-1212 Information Security Analysts
15-1232 Computer User Support Specialists
15-1251 Computer Programmers

Program Description:
This program prepares students for Advanced Cyber Security Positions. The programs skills of auditing and compliance are in high demand in the industry. After the implementation of Cybersecurity controls companies want to make sure that those controls are in compliance. These skills are highly handy for DOD Primary contractors like Honeywell International, General Dynamics and Boeing - to name a few local Arizona employers. multicourse program preparing students for Higher Level Cyber-Security National Certifications particularly for students seeking Federal/DOD/DOE employment.

Program Completion Length: Advanced CyberSecurity Professional Certificate is completed in 52 weeks.

Certificate of completion - Program Completion "Advanced Cybersecurity Professional"

Eligible for Pell Grant: No

Program Entry Requirements:
Must have a High school diploma or GED.
Must have at least 1 prior Cyber Security Certification

Program Graduation Requirements:
Based on Section 3 Subsection 11
Graduation and Program Completion Requirements

Program Details:

COURSE NAME - Advanced Cybersecurity Professional Certificate
BRIEF DESCRIPTION OF EACH COURSE
Course 1 - Risk Management
100 Clock Hrs

The domain covers general, basic concepts in information security, especially focusing on confidentiality, integrity and availability (CIA).

Testers are evaluated on skills related to the

- Implementation of security policies and procedures,
- Business continuity planning and recovery points
- Implementing solid user awareness programs.
- Risk management as it relates with the safe acquisition of new software, hardware and services.
- Security Governance
- Third-Party Governance
- Organization Processes
- Protection of Intellectual Properly
- Privacy Laws and Protection of Personal Information
- Relevant Laws and Regulations
- United States Legal System and Laws
- Risk Management Concepts
- Risk Management Frameworks
- Risk Assessment
- Develop and Implement Security Policy
- Implementing Personnel Security

Course 2 – Asset Security
100 Clock Hrs

The domain deals with the issues related to the management of data and the concept of ownership of information. This includes knowledge of the different roles regarding data processing (owner, processor and more) as well as privacy concerns and limitations of use.

- Data Management: Determine and Maintain Ownership
- Data Governance Policy
- Data Documentation and Organization
- Data Warehousing/Data Mining
- Knowledge Management/Data Standards
- Data Lifecycle Control/Data Audit
- Data Storage and Archiving
- Data Security, Protection, Sharing, and Dissemination
- Classifying Information and Supporting Assets
- Asset Management and Governance
- Software Licensing/Equipment Lifecycle
- Determine Data Security Controls
- Laws, Standards, Mandates and Resources
- United States Resources
- International Resources

Course 3 - Security Architecture and Access Management
200 Clock Hrs

The domain with a wide scope and covering several important concepts in information security. Candidates are tested on
- Security engineering processes,
- Models and design principles.
- Vulnerabilities,
- Database security,
- Cryptosystems and clouds
- Network security and the ability to create secure communication channels
- Network architecture
- Communication protocols,
- Communication segmentation,
- Routing and wireless transmissions.
- The Application and Use of Cryptography

Course 4 - Security in Software Development
200 Clock Hrs

In this course students study Cybersecurity tools and techniques used to
- Assess the security of systems and find vulnerabilities,
- Errors in coding or design,
- Weaknesses and possible areas of concerns not corrected by policies and procedures.
- Vulnerability assessment and penetration testing
- Disaster recovery,
- Business continuity plans and
- Awareness training for users
- Digital Forensics,
- investigations,
- Intrusion prevention and detection tools,
- Firewalls and sandboxing.
- implementing security controls on software within the environment
- Auditing and Risk Analysis
- Identification of Vulnerabilities in Source Codes

Courses	Clock Hrs
Course 1 - Risk Management	100 Clock Hrs
Course 2- Asset Security	100 Clock Hrs
Course 3 - Security Architecture and Access Management	200 Clock Hrs
Course 4 - Security in Software Development	200 Clock Hrs

Textbooks
1. CISSP All-in-One Exam Guide, Shon Harris (Author)
2. CISA Certified Information Systems Auditor All-in-One Exam Guide, Fourth Edition
3. (ISC)2 CISSP Certified Information Systems Security Professional Official Practice Tests , by Mike Chapple and David Seidl
4. CISA Labs Workbook

28. Cloud Computing (Linux/AWS/AI) Specialist Certificate

Length - 600 Clock Hrs
Total Program Cost - $27,000

15-1211 Computer Systems Analysts
15-1232 Computer User Support Specialists
15-1251 Computer Programmers
15-1252 Software Developers

Program Description:
Labor Overview of Cloud Computing Market- Gartner forecasts that cloud services will grow three times more than overall IT services through 2022. ... In an ever-changing technological world, certain cloud computing jobs are in demand. Considering that businesses have had to rethink their operations due to COVID-19, the cloud becomes more critical. This is a multicourse program aligned towards multiple most popular Cloud Platform certifications – as well as Machine Learning/Artificial Intelligence - AWS.

Program Completion Length:
 Advanced CyberSecurity Professional Certificate is completed in 52 weeks.

Certificate of completion: - Program Completion "Cloud Computing (Linux/AWS/AI) Specialist l"

Eligible for Pell Grant: No

Program Entry Requirements:
Must have a high school diploma or GED.
Must have experience in Distributed/Cloud environment.

Program Graduation Requirements:
Based on Section 3 Subsection 11

Program Details:
This is a distance education hands-on program that provides comprehensive training, beginning with a Linux fundamentals course, progressing to the AWS Certified Cloud Practitioner and AWS Certified Solutions Architect Associate courses, all the way to the AWS Machine Learning Specialization. Students will develop a strong foundation in core Linux and AWS concepts and gain the skills needed to operate and design secure, scalable programs and machine learning solutions on the cloud. The curriculum covers key areas including AWS global infrastructure, core services, cloud architecture best practices, and deployment strategies. Finally, the AWS Certified Machine Learning Specialty course is intended for individuals who wish to perform a

development or data science role. The objective of the program is to teach students how to design, implement, deploy, and maintain machine learning (ML) solutions for given business problems on the cloud. No previous coding or IT experience is required coming into this program.

Course 1 – Linux
100 Clock Hrs (10 weeks)
This course teaches the LINUX Operating system especially in view of cloud context. The topics covered in this course are
- Evolution of LINUX
- Open Source Software
- The Desktop Environment
- The LINUX Shell
- Files and Directories
- Searching and Executing Data
- Scripting Basics
- Packages and Processes
- Networking Basics
- User Accounts and Groups
- Ownership and Permissions

Course 2 - AWS Cloud Computing
100 Clock Hrs (10 weeks)
The AWS Certified Cloud Practitioner training covers the skills necessary to effectively demonstrate an overall understanding of the AWS Cloud.
The following topics will be covered by this course –
- The Cloud
- Understanding your AWS Account
- Getting Support on AWS
- Understanding AWS Environment
- Securing AWS Resources
- Working with your AWS Resources
- The Core Compute Services
- The Core Storage Services
- The Core Database Services
- The Core Networking Services
- Automating AWS Workloads
- Common Use Scenarios

Course 3 - AWS Solution Architect Associate
200 Clock Hrs (16 weeks)
This training is intended for individuals who perform a solutions architect role and trains them to design available, cost-efficient, fault-tolerant, and scalable distributed systems on AWS.
- Overview of Cloud computing with AWS
- Storage on AWS
- Virtual Private Cloud

- Amazon Elastic Compute Cloud
- Identity and Access Manage and Security on AWS
- Auto Scaling
- Deploying and Monitoring Applications on AWS
- Databases on AWS
- AWS Well-Architected Framework and Best Practices

Course 4 - AWS Machine Learning Specialty
200 Clock Hrs (16 weeks)
The AWS Certified Machine Learning Specialty certification is intended for individuals who perform a development or data science role.The objective of the program is to teach students how to design, implement, deploy, and maintain machine learning (ML) solutions for given business problems. The following topics will be covered in this course
- Machine Learning Fundamentals
- AWS Application Services for AI/ML
- Data Engineering and Explanatory Data Analysis
- Data Preparation and Transformation
- Understanding and Visualizing Data
- AWS Services for Data Storing
- AWS Services for data Processing
- Applying Machine Learning Algorithms
- Evaluating and Optimizing Models

Textbooks:

1. LPI Linux Essentials Study Guide, by Christine Bresnahan and Richard Blum

2. Piper, B., & Clinton, D. (2023). AWS certified cloud practitioner study guide with 500 practice test questions: Foundational (CLF-C02) exam (2nd ed.). Sybex.

3. Piper, B., & Clinton, D. (2022). AWS certified solutions architect study guide with 900 practice test questions: Associate (SAA-C03) exam (4th ed.). Sybex.

4. AWS Certified Machine Learning Specialty: MLS-C01 Certification Guide: The definitive guide to passing the MLS-C01 exam on the very first attempt, by Shreyas Subramanian (Author), Stefan Natu (Author)

29. Data Science with Artificial Intelligence(AI) Professional

Length - 600 Clock Hrs
Total Program Cost - $27,000

15-1211 Computer Systems Analysts
15-1232 Computer User Support Specialists
15-1251 Computer Programmers
15-1252 Software Developers

Program Description :
With the advent of Internet and Cloud Computing companies are gathering data at unprecedented rate. This data needs to be analyzed so that it becomes decision making tools for companies. Thus comes the role of Data Analyst and this training. Here we will prepare students for Data Analyst jobs by teaching them to extract and visualize data and use statistical tools and computer applications to interpret and communicate reports. We will also teach them concepts of Artificial Intelligence to create models of the future projections. Data Scientist jobs have bright outlook in Arizona with salaries starting from $59 K per year with no degree program requirement. So this vocational training will be extremely beneficial for the potential workforce. The data analytics market size is projected to grow from $7.03 billion in 2023 to $303.4 billion in 2030 at a CAGR of 27.6%.

Program Completion Length: Data Science with Artificial Intelligence(AI) Professional Certificate is completed in 52 weeks.

Certificate of completion - Program Completion "Data Science with Artificial Intelligence(AI) Professional"

Occupations Related to this Program-
Data Science, Researcher, Natural language processing, Business Intelligence

Eligible for Pell Grant: No

Program Entry Requirements:

Must have a high school diploma or GED.
Must have atleast 6 month experience in data analysis

Program Graduation Requirements:
Based on Section 3 Subsection 11

Assignments, Projects, Computer Labs, Tests :

Golden Computer Institute
Revised 2025/05/AG

Based on Section 3 Subsection 11
Graduation and Program Completion Requirements

Program Details:

With the advent of Cloud Computing and the Internet of Things (IoT), companies are gathering data at unprecedented rate. This data needs to be analyzed programatically, using languages such as SQL, R, and Python, so that this data becomes a valuable decision making tool for companies. This distance education hands-on program contains four courses: SQL Programming, R Programming, Python Programming, and Azure AI Fundamentals. This program prepares students for Data Analyst jobs by teaching them to extract and visualize data and how to use statistical tools and computer applications to interpret and communicate reports. We will also teach students the concepts of Artificial Intelligence and how these concepts can be implemented with Azure AI from Microsoft, to create predictive models based on historical data.

Course 1: SQL Programming
150 Clock Hrs

Textbooks:
1. SQL QuickStart Guide: The Simplified Beginner's Guide to Managing, Analyzing, and Manipulating Data With SQL
2. Hands-On Programming with R: Write Your Own Functions and Simulations, by Garrett Grolemund and Hadley Wickham
3. Python Crash Course, 3rd Edition: A Hands-On, Project-Based Introduction to Programming 3rd Edition by Eric Matthes (Author)
4. Exam Ref AI-900 Microsoft Azure AI Fundamentals, by Julian Sharp PUBLISHED BY: Microsoft Press

SQL Programming (150 Clock Hours)

1	Understand how data is stored, database types and structures, and different methods available to collect, clean, and analyze data.
2	Construct SQL queries to retrieve, filter, and sort data from one or more tables using joins, subqueries, and functions.
3	Analyze relational datasets using SQL to identify patterns, trends, and inconsistencies that impact data quality or interpretation.
4	Troubleshoot and modify SQL code to solve common programming problems and enhance data retrieval or application performance.
5	Design and generate views, reports, or basic data-driven components that support decision-making and application development.

R Programming (150 Clock Hours)

1   Understand the fundamentals of R programming, including syntax, data types, and core functions, and explain how these elements contribute to data analysis.

2   Apply R to create, modify, and manipulate various data structures (e.g., vectors, lists, data frames) to prepare data for analysis.

3   Analyze and troubleshoot R code to identify errors and optimize the performance of data analysis scripts.

4   Examine the design and structure of R code to ensure it meets best practices for reproducibility and scalability in real-world data analysis tasks.

5   Create automated data analysis pipelines using R, incorporating functions, loops, and custom-built packages to handle dynamic datasets efficiently.

Python Programming (150 Clock Hours)

1   Understand core programming concepts in Python, such as variables, data types, lists, classes, and loops, and explain how they are used to structure programs.

2   Apply Python syntax and programming techniques to write clean, functional code, and solve real-world problems through programming exercises.

3   Create interactive programs and user interfaces that respond to user inputs (e.g., keypresses and mouse clicks), enhancing the usability of Python applications.

4   Analyze datasets and generate insightful visualizations using Python libraries such as Matplotlib and Pandas, interpreting trends and patterns to inform decision-making.

5   Evaluate and troubleshoot Python code to identify errors, optimize performance, and ensure applications are functional, reliable, and secure before deployment.

Azure AI Fundamentals (150 Clock Hours)

1   Understand the core concepts of Artificial Intelligence (AI) and Machine Learning (ML) and their applications in the context of Azure AI services.

2   Explain the different types of AI workloads (e.g., computer vision, natural language processing, and conversational AI) and identify scenarios where each workload is applied using Azure tools.

3   Apply Azure's machine learning capabilities to build and deploy simple models, showcasing knowledge of the Azure Machine Learning platform.

4   Analyze key features of Azure's Computer Vision and Natural Language Processing (NLP) services, and identify appropriate use cases for each within Azure's ecosystem.

5   Evaluate generative AI services and capabilities in Microsoft Azure and how to implement AI solutions for various use cases, including using Azure AI Foundry and Azure OpenAI service.

SECTION 9: SCHEDULE OF TOTAL CHARGES

<mark>(Item # 23)</mark>
(CEC §94870 and §94909(a)(9))
SCHEDULE OF TOTAL CHARGES
COST OF ATTENDANCE (CEC §94870 AND §94909(a)(9) Item No. 23
Estimated Schedule of Total Charges for Entire Attendance Period:
AND Estimated Schedule of Total Charges for Entire Educational Program:

Program of Study	Cost Breakdown				
	Clock Hrs	Registration	Tuition	Supplies/Books (Included In Tuition)	Total Charges
1 Python and Artificial Intelligence (AI) Coding Camp	30	$200	$2800	$500	$3,000
2. Business Office Assistant	200	$200	$9800	$500	$10,000
3. Microsoft Office Specialist with Quick Books	100	$200	$5800	$500	$6,000
4. Microsoft Office Specialist with Web Design	100	$200	$5800	$500	$6,000
5. CompTIA - Computer Hardware 6. CompTIA Networking 7. CompTIA Security Support	100	$200	$5800	$500	$6,000
8. CompTIA - Computer Hardware And Networking And Security Professional	200	$200	$12,800	$2000	$15,000
9. IT Project Management Program with Agile Scrum	100	$200	$6,600	$500	$6,800
10. Project Management Program(PMP/CAPM) with Agile Scrum	100	$200	$6,600	$500	$6,800
11. Project Management Professional with Agile Scrum	200	$200	$9,800	$2000	$10,000
12. Webmaster Design Professional	100	$200	$6,600	$500	$6,800
13. Systems and Application Support	360	$200	$19,800	$2000	$20,000
14. Supply Chain Management (Green/Black) Belt	200	$200	$14,800	$2000	$15,000
15. Lean and Six Sigma Green Belt Professional Certificate with Agile Scrum	125	$200	$9,300	$500	$9500
16. SHRM Professional Training	80	$200	$6,600	$500	$6800
17. AWS Cloud and Solutions Architect	160	$200	$9,800	$2000	$10,000
18. Cybersecurity and Penetration Testing Certificate	200	$200	$9,800	$2000	$10,000
19. Artificial Intelligence (AI)	200	$200	$12,600	$2000	$12,800

Practitioner Certificate					
	Clock Hrs	Registration Fee	Tuition	Books/Supplies (included in Tuition)	Total Cost
20. Artificial Intelligence (AI) Architect Certificate	250	$200	$14,800	$2000	$15,000
21. Data Science and Analytics Program(CompTIA Data+)	200	$200	$9,800	$2000	$10,000
22. Program/Project Mgmt Master Certificate	400	$200	$24,300	$2000	$24,500
23. Advanced Project Management Professional Certificate	300	$200	$18,800	$2000	$19,000
24. Health Information Management Master Certificate	300	$200	$19,800	$2000	$20,000
25. Information Technology Master Certificate	300	$200	$26,800	$2000	$27,000
26. Cybersecurity Professional Certificate	400	$200	$26,800	$2000	$27,000
27. Advanced Cybersecurity Professional Certificate	600	$200	$26,800	$2000	$27,000
28.Cloud Computing (Linux/AWS/AI) Specialist Certificate	600	$200	$26,800	$2000	$27,000
29. Data Science with Artificial Intelligence (AI) Professional	600	$200	$26,800	$2000	$27,000

SECTION 10:FACULTY AND THEIR QUALIFICATIONS

CEC §94909(a)(7) and 5, CCR §71720)

List of Current -- Directors, Administrators and Instructors of Golden Computer Institute

1. Aparna Gupta, Golden Computer Institute

Degrees Earned:

Masters in Business Administration,
Arizona State University, Phoenix. Arizona
Masters in Chemical Engineering,
University Of Calgary, Calgary, Canada
Bachelors in Chemical Engineering,
Punjab University, Chandigarh, India

2. Dr. Anup Gupta, Golden Computer Institute

Degrees Earned:

Doctorate in Chemical Engineering,
University Of Calgary, Calgary, Canada
Masters in Business Administration,
Arizona State University, Phoenix. Arizona
Masters in Chemical Engineering,
University Of Calgary, Calgary, Canada
Bachelors in Chemical Engineering,
Indian Institute of Technology, Kanpur, India

3. Anvita Gupta, Golden Computer Institute

Degrees Earned

MS Computer Science, Stanford University, 2019
BS Computer Science, Stanford University, 2018

4. Arjun Gupta, Golden Computer Institute

Degrees:
Bachelors in Electrical Engineering, In progress
Web Design Master
Linux Master

SECTION 11: DISCLOSURE STATEMENTS

1. Student Tuition Recovery Fund (STRF) Disclosures

<mark>(Item # 24</mark>)
(CEC §94909(a)(14), 5, CCR §76215(a), and §76215(b))

(a) "The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.
You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program."

(b)"It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, California, 95834, (916) 574-8900 or (888) 370-7589.
To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

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

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.
A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number."

2. Statement Regarding Federal and State Financial Aid
(Item # 28)
(CEC §94909(a)(10))
Golden Computer Institute is not eligible and does not partake in Federal Financial Aid and neither are any of its programs. All of the institution's program would apply for approval to partake in state aid through the WIOA program.
Consumer Information disclosure for WIOA: California State has its own eligibility and funding limit for grant. A student needs to check that with their authorized grant provider. In order to qualify for WIOA funding, students have to meet state's criteria including age, income, employment status, and any other specific requirements based on the program (such as being a dislocated worker or low-income adult).

3. Loans (Federal Student Financial Aid Funds)

(CEC §94909(a)(11))

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

If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

- The federal or state government may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance of the loan.

- The student may not be eligible for any other federal student financial assistance or other government assistance until the loan is repaid.

 Refunds will be paid within 45 days of cancellation or withdrawal.

4. Financial Aid Policies, Practices and Disclosures

(CEC §71810 (b)(6))
Golden Computer Institute is not eligible and does not partake in Federal Financial Aid and neither are any of its programs. After receiving approval from BPPE we would apply to be eligible to take part in state aid through the WIOA program.
Consumer Information disclosure for WIOA: California State has its own eligibility and funding limit for grant. A student needs to check that with their authorized grant provider. In order to qualify for WIOA funding, students have to meet state's criteria including age, income, employment status, and any other specific requirements based on the program (such as being a dislocated worker or low-income adult).

5. Individuals seeking support from the Office of Student Assistance and Relief to the office.(CEC §94909(a)(3)(D))

"The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589) or by visiting (www.osar.bppe.ca.gov)."

6. If the institution offers distance education

the catalog shall contain the approximate number of days that will elapse between the institution's receipt of student lessons, projects, or dissertations and the institution's mailing of its response or evaluation. **(5, CCR §71810 (b)(11))** -

For students participating in distance education programs, the institution strives to provide timely feedback. Upon receipt of student-submitted lessons, projects, or dissertations, the institution will generally provide an evaluation or response within 2 to 3 business days. This time frame is an approximation and may vary depending on the complexity of the assignment and academic workload. Golden Computer Institute will communicate any delays to students in a timely manner.

7. Licensure in State (CEC §94909(a)(6))

Golden Computer Institute programs lead to IT occupations and they are stackable and portable and do not require any Licensure to work in the field.