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PR 00683

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CATALOG DISCLAIMER

This Catalog is published by *Password Technical College*, located at 44 Calle Felix Arce (formerly Dr. Santiago Veve), San Germán, Puerto Rico. The information contained herein is effective from the date of publication May 26, 2023, and applies to all our postsecondary programs of study.

Password Technical College reserves the right to amend the curricula, admission requirements, tuition, costs of materials, administrative and behavioral rules and any other rule, regulation, or institutional policy at the time it deems appropriate or necessary. These changes will be made taking into consideration the standards of our current regulatory agencies and will be notified through addendums and / or circular. *Password Technical College* reserves it right to cancel any course or to gradually discontinue any program when it does not have enough demand.

The act of enrolling means that the student accepts and will comply with all institutional regulations. The student is responsible for staying informed about the regulations, the changes in their academic program and the rules of conduct expected by the institution. It is the responsibility of each student to ascertain current information that pertains to the individual programs particularly about satisfaction of program requirements, through frequent reference to the Catalog and its addendum, enrollment agreement, the webpage passwordtech.org, and by consultation with the Counselor, the Academic Director, and other appropriate offices such as the Registrar or Financial Aid. In preparing this Catalog, efforts are made to provide pertinent and accurate information; however, Password Technical College assumes no responsibility for Catalog errors or omissions.

The rules of our institution prohibit discrimination for reasons of gender or sex, among others. Therefore, for the purpose of this document, all terminology used to refer to a person or position refers to both genders.

PUBLICATIONS

This Catalog is available in electronic media at our webpage: www.passwordtech.org. Printed copies for revisions are available at our Learning Resources Center, however, under the request of a prospect or student, a printed copy will be provided by any staff member of the Student Services Office.

Additional information that should be known by our students is available on:

1. The Enrollment Agreement (Contract of Study)
2. Student Services Handbook

MESSAGE OF THE PRESIDENT

Welcome to the era of information collaboration, to the most access to technology ever in history, to a world with more bridges than obstacles to emerge as a successful human being without education restrictions, but also to a more competitive world. I welcome you to Password Technical College, where we want you to be aware of all your potential (emotional and educational) in a world that challenges you to be better in every way possible.

We want you to believe in yourself and all your capabilities because we already belief in you. I want you to expect the best in others, and best of you in every project, assignment and laboratory or class discussion. I welcome you to our school today and we will say goodbye later, knowing that you will leave a track wherever you go.

My fellow students, we know that we are living in vastly different times. COVID-19 challenges our way of doing things, besides our way of living, the way of education. We will provide a different education with a progressive way of thinking in all aspects of our lives. Show us your enthusiasm, and we will show you the way to success in life.

Welcome to Password,

Javier P. Frizarry Riveiro

Executive Director
Password Technical College

HISTORICAL OVERVIEW

Password Training Center, Inc. was founded in the year 2000 and incorporated on the year 2007 as a computer information system training center specialized in information technologies professional certifications, such as the ones from Computer Technology Industry Association (CompTIA), Pearson Vue Testing Center Provider, and Microsoft Business Partner.

After recognizing the need to create a postsecondary institution in the south-western geographical area that base its curriculum on postsecondary occupational programs based in the Information Technology (IT) industry standards, a new division was established on 2004 with the name of *Password Technical College (PTC)* and with a license to operate at the postsecondary non-degree level with technical, vocational, and high skills programs. The License Number is V 61-05 and was issued by the former Council of Education of Puerto Rico, now Board of Postsecondary Institutions.

Currently, PTC offers courses in Information Technology (IT), Cybersecurity, and marketing programs using classroom and distance education methodologies.

Recently, PTC expanded their partnership as a Cisco Networking Academy, Oracle Academy, EC-Council Academia Partner, Palo Alto Cybersecurity Academy, Fortinet Academy and as a Mile2 Academic Partner.

Since its inception, we have worked hard our offer of vocational program for adults to develop occupational trained people and encouraged them to improve the quality of their life in the family and communities' environments.

As an educational institution we have grown, currently our facilities meet favorably with our offer. We are highly motivated to continue working as we have done since the year 2000.

Since its foundation, the school has been managed by its current President and Executive Director, Mr. Javier P. Irizarry-Riveiro.

MISSION

Password Technical College's mission is the development of skilled professionals, capable and resilient in a dynamic academic environment of excellence, using mechanisms of social and ethical skills to create a competent workforce.

VISION

To use the most innovative educational techniques in a highly technological environment to create highly competitive professionals with strong ethical bases.

GENERAL OBJECTIVES

Password Technical College directs its efforts towards providing its students with the basic skills needed to graduate in the technical field to compete effectively in the job market through its programs. We are joining technology with the needs of industry for our graduate students to achieve their objectives and gain success.

GOVERNMENT AND CONTROL

Password Technical College is owned and operated by Password Training Center, Inc., a Puerto Rican corporation duly registered in the Commonwealth of Puerto Rico. The current president is Mr. Javier P. Irizarry, and his office is 44 Felix Arce, in San Germán, PR 00683.

The government of *Password Technical College* is composed of a Board of Directors as a governing body. This Board is responsible for establishing institutional policies and monitors the fulfillment of the mission, vision, and organizational goals. Also, analyzed, and weighted recommendations submitted to the Board through its Chairman.

The Board of Directors is self-perpetuating, and members are selected without any intervention of outside authorities. The Board of Directors, as the highest governing body, also has final authority to develop the resources necessary to achieve the objectives and management, regulation and control of its affairs and property activities, the selection of its members and officials and other matters inherent in achieving your mission.

BOARD OF DIRECTORS

Mr. Javier P. Irizarry Riveiro	President
Ms. Joan Feliciano Meléndez	Vice-president & Secretary
Dr. Edrick Ramirez González	Treasurer
Dr. Anabelle Paz	Board Member
Mr. Juan P. Irizarry Irizarry	Board Member

ADMINISTRATION

Mr. Javier P. Irizarry-Riveiro - President and Executive director
Mr. Joel Vargas - Academic coordinator
Ms. Belinda González - Student Services Director
Mr. Juan P. Irizarry - Officer for Financial Affairs and Accounting
Vacant - Admissions Representative / Receptionist

FACULTY

Jeffrey Jusino
Information Technology Teacher
Certified IT and Cybersecurity Professional

Joel Vargas
Information Technology Teacher
Bachelor Computer Science

Brian K. Acevedo Román
Information Technology Teacher
Certified IT Consultant

Eduard Pérez
Information Technology Teacher
Certified IT Consultant

Lawrence Ayres
English Teacher
Bachelor in Languages

APPROVALS

Password Technical College is postsecondary proprietary schools authorized to operate at this level by the former Council of Education of Puerto Rico, now Board of Postsecondary Institutions (State Department Building, Old San Juan, PR) license number V61-05 valid until **May 25, 2028**. The school is approved by the Puerto Rico State Approving Agency to provide academic and occupational training to the students under the various GI Bill® programs, and the American Job Center Southwest Region under the Work Innovation Opportunity Act (WIOA). "GI Bill®" is a registered trademark of the U.S. Department of Veterans Affairs (VA).

Affiliations

- Asociación de Educación Privada de Puerto Rico (AEPPR)
- Asociación de Oficiales Certificadores de Estudiantes Veteranos (PRIVAOC)
- Centro Unido de Detallistas (CUD)

PHYSICAL FACILITIES

All programs are offered at 44 Felix Arce Lugo Street (formerly Dr. Santiago Veve), San Germán, Puerto Rico. These are comfortable facilities fully equipped with air conditioning and easy accessibility. The classrooms are designed for small groups, allowing students to maximize their learning experience. *Password Technical College*, being authorized as an Academic Partner by several companies, must ensure that facility meet their partners strict quality standards. The benefit for students is that they can be sure of the quality of education, knowing that we have the support of industry leaders to offer educational programs and the latest versions of the market.

All programs include a practical approach, which is, by laboratory work and a student externship at the end of some of our programs. PTC has modern computer labs. The size of a group is determined according to the available resources in each laboratory.

- Parking: Available close to our premises. Also, a municipal parking is just minutes away, totally free and the parking facilities near stadium just steps away from our facilities.
- Equipment: The facilities and classrooms are equipped with modern equipment (projector or TV, sound system, and Internet access) required for some of our courses.
- Learning Resources: Accessibility on the Internet and remote information resources in our on-line platform <http://passwordtech.edu20.org>.
- Virtual Library: We have computers with access to digital encyclopedias, dictionaries, and virtual texts in English and Spanish.
- A snack area with vending machines and seats where students can rest between the schedule breaks.

Classroom Capacity

Description	Maximum of students
Bill Gates Classroom	9
1Ghz Classroom (Snack room)	8
2Ghz Classroom	9
Edison Classroom	15
Carrier Classroom	15
Digital Library	2
Steve Jobs Classroom (soon)	15

GENERAL INFORMATION POLICY OF THE PRIVACY OF THE EDUCATIONAL RECORDS

Password Technical College fully complies with the provisions of the Buckley Amendment (Family Educational Rights and Privacy Act of 1974, as amended). This law protects the privacy of the educational records of students and establishes their right to inspect and review them. Also provides guidelines to correct the accuracy of the information through informal and formal hearings.

Students have the right to file complaints if they wish, to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington DC 20202-4605; in relation to alleged breaches of the law by the institution.

Copies of the institutional policy established by *Password Technical College* in compliance with this Law can be obtained from the Student Services Office. The Office maintains a list of education records that are used in the institution and the location thereof.

INSTITUTIONAL POLICY ON EQUAL OPPORTUNITIES

Password Technical College ensures equal opportunities to its applicants for admission and employment, as well as to current students and staff, both regarding to education and employment opportunities, as in the enjoyment of the services, academic programs offered and terms and conditions.

The institution does not exclude from participation, deny benefits, or discriminate against any person because of age, race, sex, color, birth, social origin, or condition, physical or mental disability; or political or religious ideas.

Any candidate for being admitted as a student, a current student and any job applicant or employee who understands has been subject to discrimination by the above reasons may initiate a complaint in writing to the executive director. The establishment and enforcement of this policy and its publication is in accordance with federal regulations implementing Title IV of the Federal Higher Education Act of 1965, as amended, and Section 504 of the Rehabilitation Act of 1973.

INSTITUTIONAL POLICY ON USE, POSSESSION AND DISTRIBUTION OF DRUGS AND ALCOHOL ON THE PREMISES

Aware of its responsibility to contribute to the preservation of the physical and psychological welfare of the student community, faculty, and administrative staff, as well as the society it serves, *Password Technical College* has established a program designed to prevent and criminalize the use, possession and distribution of drugs and alcohol in their facilities and grounds during hours of academic instruction or their co-curricular activities. The policy is detailed in the Student Services Handbook and other publications.

DRUG ADMINISTRATION FOR ASTHMA

In keeping with the provisions of PR Law 56 of February 1, 2006 (Asthma Patients Students) and so that the requirements of this law are met, a student may possess and use their own asthma medication (i) during your stay in our facilities, (ii) during a meeting sponsored by the Institution (iii) during and under the supervision of staff of the institution, or (iv) before and after regular activities of the institution, such as before and after activity be property operated by the institution.

USES OF THE SOCIAL SECURITY NUMBER RESTRICTIONS

In keeping with the provisions of Law 186 of September 1, 2006 (Restrictions on the use of Social Security Number) and the requirements of this Law are met:

- a. Our Institution will not display or display the Social Security number of any student in a place or object visible to the public in order to identify, place or publish lists of notes, lists of students enrolled in courses or any other list delivered to instructors; nor included in student directories or any similar, except confidential

list for internal use; nor made accessible to any person or authority does not need access to this data.

- b. When is due to publish a document that contains a Social Security number outside the context of academic confidentiality, it will be edited so that the data is partially or completely unreadable without alteration of the content of the document.
- c. These protections may be voluntarily waived by students of legal age or legally emancipated or parents with custody and custody of the children by written consent, more such waiver shall be imposed as a condition of enrollment, graduation, transcription of notes or credits or services.
- d. This provision shall not apply in the use of Social Security numbers in those cases where it is required or authorized by federal law or regulation or use for internal purposes of identity verification, validation, employment, contributions, or assistance economically, while preserving its confidentiality.

"BULLYING" AND "CYBERBULLYNG" PREVENTION

In keeping with the provisions of PR Law 37 of 10 April 2008 (Bullying Prevention) and in order that the requirements of this law are met:

Password Technical College recognize the right of students to their personal safety , free from harassment and intimidation (bullying or cyberbullying); to study in a healthy environment ; to privacy and personal dignity ; to promote the formation of student organizations ; a fair assessment of their academic work ; which may be contained due to the documents related to your academic record and student life; to choose their trade or profession freely; to receive career guidance services and other services; to an education that allows them to pursue higher education or provide them access to the labor market within and outside Puerto Rico; and organize and participate in the activities of your study Center.

For purposes of this policy, the definition of the act of harassment and intimidation (bullying or cyberbullying) is any act intentionally performed by any act, whether verbal, written or physical, that has the effect of intimidating students and interfere with student's education, their educational opportunities and performance in the classroom.

POLICY AGAINST SEXUAL HARASSMENT

Sexual harassment in the workplace and academic activities is an illegal and discriminatory, oblivious to the best institutional interests, a practice which will be no tolerance, regardless of the rank or position of the persons who may be involved. Sexual harassment is an action prohibited and rejected by the Board Members, executives, directors, and employees in general. This practice affects the self-esteem of the target individual and can have a negative impact on the implementation of the performance of their duties and responsibilities in the workplace or in the classroom. Under no circumstance shall be permitted persons engages in conduct that directly or indirectly configure a work, administrative or academic environment in which these aspects of sexual harassment exist in any of its forms. In the implementation of

institutional policy should be aware that:

- a. Sexual harassment can be set between same-sex or opposite sexes.
- b. No person in this institution is obliged to allow, accept, receive, or tolerate acts or unwanted advances of sexual nature.
- c. As defined by law, sexual harassment is any unwanted sexual advances, requests for sexual favours and other verbal or physical conduct of a sexual nature, when given one or more of the following circumstances:
- d. When the submission to such conduct becomes implicitly term or condition of employment or study environment of a person.
- e. When submission to or rejection of such conduct by the person becomes a basis for decision-making in the employment or academic assessment of student.
- f. When such conduct has the purpose or effect of interfering with work performance or academic work of that person or when creating a hostile or intimidating, hostile or offensive work environment.
- g. Disciplinary sanctions against students or employees who engage in sexual harassment include expulsion from the institution.

POLICY OF REASONABLE ACCOMMODATION

Password Technical College is an institution committed to academic excellence and welfare of the student community. As such, it has a responsibility to promote healthy living and harmonious exchange of students, faculty, and administration members. The attentive discrimination against human dignity conflicts with our mission, philosophy, and organizational objectives.

Password Technical College also is firm believer that everyone can be successful. The work of an educational institution is to facilitate students to successfully achieve their academic goals based on their strengths and not their "limitations". It is to this end that the Institutional Policy on Reasonable Accommodation was established.

Password Technical College, in accordance with current legislation establishes a policy prohibiting discriminatory attitudes that prevent, hinder, limit, or exclude any of its employees or students qualified to participate, join or enjoying your favourite activities or physical or mental disability organized, sponsored, operated, managed, or conducted by the institution. Institutional policy is reasonably accommodated employees and eligible students under the statutory provisions.

So, it does not allow or tolerate methods or discriminatory practices in recruitment, compensation, benefits, and facilities for reasonable accommodation or access to, participation in training programs, promotion or any other condition or privilege of employment

against persons with some type of disability physical or mental and ensure equal opportunities for them.

Similarly, it will not allow or tolerate methods or discriminatory practices in the admissions process, re-admission, access, reasonable accommodation, participation in programs, classes, activities, or educational needs against students with some type of physical disability, mental, emotional, or sensory impairment that limits them equal opportunities enjoyed by people without disabilities.

This policy includes the responsibility to manage for people with disabilities, within the scope of reason, reasonable accommodation, i.e., adjust or changes necessary for the employee or student with a disability can perform their own employment or studying functions. Procedures for Reasonable Accommodation are stated in the Student Services Handbook.

POLICY TO PREVENT PLAGIARISM

The institution encourages all students to develop creative and research work to promote their growth and professional development. The violation of this policy may result in suspension of the offender.

Technological advances and the dissemination of knowledge, together with the information available to all, require efforts to secure the protection of intellectual work. The student is responsible for the prudent use product of creativity, research, and knowledge of those who contribute their work for the benefit of all.

To ensure copyright, the institution has developed an institutional policy that promotes appropriate guidance rights sheltering protection, publication, and dissemination of the product of intellectual work, which includes technological work.

The policy promotes the following objectives:

- a. To guide students on the rights protected by the Copyright Laws applicable.
- b. Encourage the development of creative work, whether literary, artistic, scientific, or technological or other means of intellectual expression.
- c. To guide teachers to not allow duplicate material whose origin is protected by copyright.
- d. To guide teachers to not consider any job that is literally taken from copyrighted material.

PUBLICATIONS AND ADENDA

Complement this Catalog the Student Services Handbook. The purpose of these publications is to expand the information that is offered to the student with related standards, procedures, and policies in place at our institution. Changes in the content of the Catalog are published in separate addenda and/or circulars.

STUDENT SERVICES ADVISING

Aware that our students are going through a turning point in their lives that involves adjustments in their personal and family affairs, *Password Technical College* provides academic advising services. We offer several activities to the students' achievement of a better understanding of themselves and the maximum development of their potential. These include individual and group orientations, seminars, and workshops. The Student Services Office also intervenes in cases of academic probation, class repetition, readmissions, section changes, transfers, absences, and problems of the whole situation that may affect student academically. Besides, academic and career guidance is offered.

CAREER SERVICES

The *Student Services Office* helps current students and graduates in finding jobs related to their field of study. It also gives the student the opportunity to be placed in a real work environment by definite time (practices) or undefined. Likewise, graduates of the institution receive the service to attend job interviews as often as necessary. These services are available to all our students without any additional cost.

Whether a student's job is important to the institution, *Password Technical College* does not guarantee that students will get a job during or after their training. Neither specific wage for a job is guaranteed.

ADMISSIONS SERVICES (SCHEDULE)

The Admissions Office provides advice and processes applications for those interested in being admitted in our institution throughout the year. This office is open from Monday to Friday, 9:00 am to 5:00 pm.

REGISTRATION SERVICES

The Student Services Office keeps the students' academic and administrative documents. The Student Services Officer is responsible for the registration process and the issuing of grades, certificates, and reports of academic progress. Also verify the fulfillment of graduation requirements and prepare students' Certificates.

STUDENT RECORDS MANAGEMENT

The rules and procedures set forth herein are applicable to all academic records of active or inactive aspirants in the enjoyment of the right to privacy, under law.

Academic and personal student records are confidential, and the release or handling of information contained in them is limited to concerned faculty members and administrative personnel in the ordinary course of their duties under the supervision of Student Services Officer.

All records are in the custody of Student Services Officer, who is the only person who can authorize access to the transcripts of students. In the exercise and discharge of its

responsibilities, the Student Services Officer will allow access to the records to those staff members *Password Technical College* who individually or collectively act on genuine educational interest of students. Disclosure of the information contained in the academic records of students to third parties, be made only by written consent of the applicant or in the faithful fulfillment of an order or judicial proceedings.

All files that contain the information of the students are duly protected under lock and key. They are kept closed all the time. Only Student Services Officer has access to these records and only with your permission and under his supervision, the files are extracted from the files. As additional protection, on a regular basis, a backup in removable storage media (DVD's, external hard drives, or flash drives) of the student files are kept outside the premises under the custody of the Executive Director.

In the event of institutional closure, academic records of students will be digitalized and submitted to the headquarters of the Board of Postsecondary Institutions (State Department Building, Old San Juan, PR) for safekeeping. If a student needs a transcript shall apply to the agency custody of the records.

LEARNING RESOURCE CENTER

Our Learning Resource Center (LRC) area provides students instructional resources to complement the knowledge acquired in their academic programs or for their external tasks. These contain various collections of books and have an efficient information service. It houses printed books, posters, professional journals, and national newspapers of reference for subjects taught in the institution. Also, it is equipped with Internet access and other audio-visual equipment.

CLASSROOMS AND LABORATORIES

The institution has classrooms and laboratories as required by the current curricula. The laboratories have the equipment and instructional materials to support the implementation of the educational objectives of each course. Most of our classrooms have capacity for 8-12 students and our laboratories for 8-10. This capacity may be changed in discretion of any Executive Order related to COVID-19 preventive measures.

TUTORING SERVICES

Password Technical College responds to the educational needs of our students, so we are committed to providing an opportunity to develop the skills and knowledge to improve the quality of life, and in turn, the effectiveness of teaching. Volunteer students will provide mentoring to strengthen those areas of academic that may arise during the teaching-learning process.

Each academic term the instructors undergo the Academic coordinator schedules available to tutor students. For students who need extra help outside the classroom either to reinforce or clarify a concept or covered in a classroom or laboratory equipment, must coordinate directly with the teacher for tutoring. As another alternative, the student may request that the Office of

Student Services identifies another instructor who can provide the necessary assistance.

STUDENT ORGANIZATIONS

Password Technical College supports organizations of current and graduates' students with the firm intention of stimulating a professional climate, healthy share and fluid exchange of ideas and recommendations between students and the institution. Student organizations in the exercise of their power may participate in institutional matters. In addition, they can bring directly to the attention of the administration and faculty of the Institute any suggestions, ideas, proposal according to their best knowledge supporting the development and institutional projection.

Password Technical College certifies compliance as required with Law # 179 of June 30, 1999, and the Regulations for Fraternities, Sororities and Associations, and follows Articles 10, 11 and 12, established by the Institutions authorized by the Board of Postsecondary Institutions.

CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES

We believe that a significant part of a student attending an educational institution is the opportunity to participate in activities related to their field of study or activities of general interest; as well as the opportunity to make professional relationships. Field trips, lectures, debates, exhibitions, community service and job fairs are some of the events that form part of the student life of our students.

FINANCIAL AID

The purpose of the financial aid services is to provide the student economic alternatives that increase the likelihood of it covering the costs of their education. Currently *Password Technical College* is eligible to administrate WIOA Consortiums, Vocational Rehabilitation and Veterans. Detailed information on eligibility forms of soliciting and awarding of all types of financial aid available is published in information sheets available in the Office of Student Services.

AVAILABILITY AND AMOUNTS OF THE AIDS

The amount that each student is assigned will be determined by the sponsoring agency based on the analysis of the costs of study and financial need. The amount of aid will never be greater than the financial need to pursue their studies. The financial aid allocated under these programs will be used with priority to pay tuition of the institution where the student is enrolled.

CONSEQUENCES OF FINANCIAL OBLIGATIONS

If a student receiving funds does not comply with any of its obligations under the aid regulations, the sponsoring agency may suspend its participation in the programs and requires the return of the relevant funds.

STUDENT RESPONSIBILITIES

The objectives of this institution are to impose administrative responsibility for formulating and enforcing the rules of conduct that are appropriate and necessary for the progress of its educational programs and its normal and essential activities. The students, upon enrollment, accept these rules and the authority of the institution to exercise its disciplinary powers.

A student is responsible for compliance with all existing regulations and policies applicable in this **Catalog, the Student Services (experience) Handbook**, and any other document it has been enacted. It is also the student's responsibility to stay informed of all regulations affecting their "status".

Password Technical College reserves the right to review and change the rules, costs, stipends, programs, courses, schedules, graduation requirements, teachers and/or any other rules or regulations affecting institutional students, if circumstances warrant.

POLICY AND PROCEDURE TO ESTABLISH A COMPLAINT

If a student understands that their rights are being violated or not attending to the extent and commitment that has been agreed in the Institutional Catalog, he or she can complain directly to the Student Services Officer. If not resolved the situation, request a meeting with the Executive Director. To understand the situation or has not been corrected approach and understand that the institution still does not comply with their claim, the student may request in writing a hearing before the President of the institution.

The student, after file a complaint with officials of the institution, must have an answer in a period no longer than the next ten (10) working days. If the student is still not satisfied with the findings of institutional officials, he or she can contact the Authorizing PR Agency at the following address:

Board of Postsecondary Institutions
(Junta de Instituciones Postsecundarias)
Calle San José Esq. San Francisco Viejo San Juan, San Juan PR 00902-3271
PO Box 9023271 San Juan PR 00902-3271-1900
Tel. (787) 722-2121

ACADEMIC NORMATIVE ADMISSION POLICY

The Admissions Office of *Password Technical College distributes*, receives, and evaluates applications for admission.

Admission Requirements:

Students with a High School Diploma or equivalent must meet the following requirements:

1. Complete an Application for Admission.
2. Provide a copy of high school diploma or a recognized equivalent.
** or transcript certifying completion of all graduation requirements. * It will be understood as equivalent recognized for the student by reliable certification that completed a High School program in a public school under the Department of Education of Puerto Rico or a private school authorized to operate by the Board of Education of PR (formerly General Education Council) or having study abroad that have been validated as equivalent to a USA High School by the Department of Education of PR or have passed the GED equivalency examinations or Free Studies Division of the Department of Education of Puerto Rico (Law 217).*
3. Complete and sign an Enrollment Agreement.
4. Signature of parent or guardian in the Enrollment Contract (if under 21 years of age)
5. If less than 21 years provide Certificate of Immunization (PVAC-3)

ADMISSION PROCEDURES

1. The student must complete and submit the application form. It can be obtained from the Admissions Office. The application must be submitted with the admission requirements documentation mentioned above.
2. Students from learning at home (home-schooling) must include:
 - a. evidence of having completed a program of study equivalent high school.
 - b. Affidavit that highlights the student studies (academic transcript) culminated in the mode of learning at home (home- schooling).
3. The student must complete and sign an Enrollment Agreement.

If the applicant demonstrates that meets most, but not all requirements, it may be enrolled as always to commit to provide the missing evidence on or before 30 days from the date of commencement of classes. However, his or her enrollment will be conditional, of not meeting delivery within 30 days granted may result in cancellation of registration.

COURSES TRANSFERS

Password Technical College accepts applications from students who have completed courses or studies in institutions of higher education and/or postsecondary who are duly authorized and/or accredited to operate in Puerto Rico. Students who study or have studied in other post-secondary institutions and decide to continue studies at ***Password Technical College*** must meet the admission requirements. To consider approved in institutions of origin courses, he or she

must request an official transcript of credits, which must be mailed from institution to institution. The courses approved in the originating institution will be considered individually for acceptance, except for articulation agreements with partner institutions. *Password Technical College* reserves the right to accept transfer courses approved in other institutions in the last 5 years and a maximum of 3 years in the Information Technology (IT) programs, and do not represent more than 10% of the chosen program in *Password Technical College*.

For institutions that have ceased operations and therefore impossible to obtain from the attended school an official credit transcript, the student may submit to be considered a transcript of credits a student, or any other document attesting to their approved courses, provided they are supported by a written attestation. However, *Password Technical College* reserves the right to accept such knowledge through their instruments of evaluation.

Veteran's Credit for Previous Education or Training

Students must report on all education and training. The school must evaluate and grant credit, if appropriate, with the training time shortened, the tuition reduced proportionately, and the student notified.

Veterans Policy / Recognition of hours / credit for previous studies

Each Certifying Officer must ensure that the student with previous studies submitted to consider an official transcript from the institution and/or program source. The student must request credit validation following the processes established by the institution. They ensure that, to validate hours/ credits for previous studies, the cost and duration of the program be reduced proportionally.

READMISSION POLICY

Students, who stop attending (withdrawal) the institution, may apply for readmission by completing the application, which will be evaluated by the Academic Director and / or the Student Services Officer, who will consider the following factors:

1. Previous achievements.
2. If the student has met their payments.
3. Number of times the student has requested re-admission.

The Office of Student Services will evaluate requests for readmission and inform the student of the result within a period not exceeding ten working days. Non-admitted students will be notified in the same way, indicating the reasons.

If the student be readmitted, the hours of classes and credits approved in the last five years will be validated. If it has been more than five years, the student will have to start the course again.

If the student applying for readmission has completed more than one year from the last day of attendance, must accompany the application with a payment of \$25.00. This policy does not

apply to Veteran's students.

If a student is not re-admitted and understands that he or she is entitled to be, he or she may appeal the decision to the Executive Director.

ACADEMIC CREDIT UNIT

In converting clock hours to credit-hours-quarter, the institution used the definition of credit-quarter that were notified to Department of State Office of Registration and Licensing of Educational Institutions, in which 1 Quarter Credit Hour (QCH) is equivalent to 30 units and 1 Clock-Hour Didactic = 2 units, 1 Clock Hour of Supervised Lab = 1.5 units, 1 Clock Hour Externship = 1 unit, and 1 Clock Hour Outside Work = 0.5 units.

DEFINITION OF ACADEMIC YEAR

The Institution defines its academic year as a period of not less than thirty (30) weeks of time of instruction and a minimum of nine hundred (900) clock hours or 36 credit hours.

MAXIMUM DURATION OF ACADEMIC PROGRAMS

The maximum time allowed to complete a program is 1.5 times the normal duration of the program credits, hours, or terms.

CODING SYSTEM OF COURSES

The course title or course is preceded by a code of four letters and four digits. The letters abbreviate the name of the program or of the subject and the number is an arbitrary one. The courses listed in the curriculum of each program are placed in order of basic, intermediate, and advanced, however, the sequence in which they take can vary as long as the prerequisites are as established.

STUDENT EVALUATIONS

In each term exams (theory), and laboratory practice assessments are offered in each of the courses. Students will also be assessed for additional work (outside of school) through projects, class participation, etc. It will be offered at least one final exam in all courses. Moreover, the instructor can evaluate the student through quizzes if deemed necessary.

No exams will be offered through the end of each registration (first week of classes). The exams will be offered replacement in coordination with the teacher. If there are valid reasons for a student to be absent from any discussion, it will agree with the teacher for the reversal.

Should be remarkably close to the date of the final exam period or if no final exam and having just cause, it may proceed to assign a grade of Incomplete. The procedure for the removal of Incomplete will then follow.

EVALUATION SYSTEM AND ACADEMIC PROGRESS MEASUREMENT

In the process of evaluation of the student achievement, instructor uses an alpha-numeric system where the grade is determined based on a score on a scale of 0 to 4 points Grade Point Average (GPA) or percent. Also, the final status of each course is posted by the Registrar in cases of transfers, withdrawals, etc. This alphanumeric set is the following:

Grade	GPA	Percent
A = Excellent	4.00- 3.50	100- 90
B = Good	3.49-2.50	89-80
C = Satisfactory	2.49-1.60	79-70
D = Deficient	1.59-0.80	69-60
F = Fail	0.79-0	59-0
T= Accepted in Transfer		
R = Retaken		
I (N) = Incomplete**		
W = Official Withdrawal		
WA = Administrative Withdrawal		

The GPA is determined by multiplying the total number of credits completed by the respective numerical value of grades (0.00 to 4.00) and the sum of the products is divided by the total credits completed.

A	Excellent	4.0	P*	Pass	
B	Good	3.0	NP*	No Pass	
C	Satisfactory	2.0	I(N)	Incomplete	0.0**
D	Deficient	1.0	W	Withdrawal	0.0
F	Fail	0.0*	WA	Administrative Withdrawal	0.0
T	Accepted in Transfer	0.0	NR	Grade not Reported	0.0**

* Only used in courses in which an A, B, C, D or F was not possible to be awarded.

** Until the receipt of a final grade. In the case of an incomplete I(N), if the incomplete is not removed, the "N" will become the final grade. In the case of an NR, the course will not be considered as "not intended"/"not completed".

NOTIFICATION OF STUDENT PROGRESS

1. Grading System: PTC has established a clear and transparent grading system that reflects the technical competencies and knowledge required for the specific programs offered. The grading system should outline the weightage assigned to various assessments, practical examinations, projects, internships, and other relevant criteria used to evaluate student performance.

2. Reporting Periods: Progress reports shall be provided to students at regular intervals throughout the academic year. The reporting periods may align with specific milestones, such as the completion of modules, semesters, or other designated periods. The exact timing and frequency of progress reports should be communicated to students at the beginning of each program.

3. Communication Channels: The technical school will utilize multiple communication channels to notify students of their progress. These may include online portals, email notifications, physical reports, or a combination thereof. The school shall ensure that the chosen communication channels are easily accessible and provide a secure platform for the transmission of sensitive student information.

4. Content of Progress Reports: Progress reports should provide a comprehensive overview of each student's performance in their respective technical program. The reports should include detailed information on individual course grades, attendance records, project evaluations, practical assessments, and any other relevant indicators of progress. Furthermore, progress reports may also include feedback from instructors, highlighting strengths and areas for improvement.

5. Timelines for Notification: PTC has established clear deadlines for instructors to submit grades and issue progress reports. These deadlines should allow sufficient time for accurate assessment and compilation of student performance data. Students should be informed of the expected timeline for progress reports to manage their expectations accordingly.

6. Intervention Strategies: In situations where students are identified as facing academic challenges or falling behind, the technical school shall implement intervention strategies. These may include additional tutoring, mentoring, academic support programs, or counseling services to help students overcome difficulties and improve their progress.

7. Confidentiality and Data Protection: The technical school will uphold strict confidentiality and data protection measures when handling student progress reports. The school shall comply with applicable laws and regulations to ensure the security and privacy of student records.

8. Review and Evaluation: The technical school will periodically review and evaluate the effectiveness of the policy for notifying students of their progress. Feedback from students, faculty, and staff members should be sought to identify areas of improvement and make necessary revisions to enhance communication and support for student success.

GRADES REVIEW

If a student does not agree with their posted grades, he or she may request a review on or before the third (3rd) day of the date on which the grades were delivered according to the academic calendar. Applications will not be considered for review after that date.

TEMPORARY CLOSING

If due to unforeseen circumstances the Institution must cancel classes or close temporarily, it will notify the student in person at the right time. If it is not possible to notify the student in person, the student will be notified by telephone, email, or any other official media (social media, radio, etc.).

INCOMPLETES POLICY

Incomplete means that the student for good cause does not complete any requirements of their courses at the date specified in the academic calendar. The Incomplete will be accompanied by the qualification that is obtained by taking as zero (0) the work or works not completed. In regular courses, incomplete removal shall be made within the prescribed period of ten (10) working days from the next academic or as established in the academic calendar term. If not done during the time limit, the Office of Student Services will proceed to award the grade that accompanies Incomplete to the academic record of the student as the final grade.

The work to be done for the removal of the incomplete must be indicated by the instructor who taught the course, and in his absence, by the academic director or coordinator. The score that accompanies the incomplete will not be used for determining the student's GPA until the incomplete has been removed or becomes the final grade.

RETAKEN OF COURSES

In our diploma or certificate programs, the retaken of a course is permitted (if it is available). If a student gets "D" in any kind of course, he or she must repeat the course only for maintain satisfactory academic progress or reach the graduation index. An "F" in any course must be repeated to graduate. If the student changes their program of study and the failed course is not required, the course will not be considered in the new program and the student will not have to repeat it.

Students who need to repeat a course in which he or she has failed or has been discharged, must take the necessary steps to enroll in it in the next term. If it has failed more than twice in each course, he or she must get the approval of the Director or Academic Coordinator to repeat it. If the student repeats a course, the highest grade will be finally used to determine the GPA.

ATTENDANCE POLICY

Password Technical College recognizes that punctual attendance to classes is necessary for students to acquire the knowledge and skills required in their curricula. In addition to develop a sense of responsibility and punctuality needed later in their performance in the workplace and in their relationships with other human beings.

1. Attendance is considered as part of the final evaluation of the student. Any student who is absent from classes or is behind in their studies, for whatever reason, will be responsible for catching up on their work and must attend tutoring periods if their instructor considers it necessary.

2. If a student is absent three (3) consecutive times without justification, their case will be referred to the Student Services Office.
3. If the student exceeds eight (8) consecutive absences from the total of the class, the institution will discharge him administratively if the student does not respond by phone or in person to a warning letter. In these cases, the student may be suspended from any grant or scholarship programs in which he or she participated. Should the student lose financial aid because of the absences, the student will be responsible to assume all debt with the Institution at the time their aid is suspended according to the Refund Policy published in this Catalog.
4. The student will receive a grade for attendance to be included in the calculation of the final grade for the class.

Note: Four (4) tardiness equals to one (1) absence.

Veterans Attendance Policy

Attendance is verified monthly by the VA School Official. Students who for any reason miss more than 10% of the scheduled course hours in a calendar month are in violation of the attendance policy and their VA education benefits will be terminated for poor attendance.

Early departures, class cuts, tardiness, etc., for any portion of a class period will be counted towards the 10% of scheduled course hours addressed above. To show the cause of unsatisfactory attendance has been removed, students must show good attendance (as defined above) for one term after being terminated for unsatisfactory attendance. Upon demonstration of compliance, with the start of the following calendar month they may be recertified for VA education benefits.

Make-up Work

An academic advisor or instructor has the authority to excuse absences where the student presents a valid excuse such as illness, military service, court date, death in the family and any other with evidence. In the extreme case where the excuse could not be notified before, a repository time or assignment under the supervision of an instructor that is equal to the loss class may be assigned by the instructor. If no special work is completed, the absence will be considered excused, and the student's final grade will be affected by this absence.

LEAVE OF ABSENCE

If a situation arises that requires the student to leave training, ***Password Technical College*** provides a method by which the student may request a "leave of absence" for a period not exceeding the term of 45 days. Nor may a student be out because of leaves of absence over 180 days in a period of 12 months. At the discretion of the Director, ***Password Technical College*** reserves the right to request the necessary evidence to justify absences.

The procedure for the student to be eligible for this award is as follows:

1. Going through the Student Services Office, which are instructed how to fill the form of Leave of Absence. The reason for absence must be weighed and/or validated by documentation.
2. The Student Services Officer evaluates each case individually and determines the necessary time off according to the problem. The return will coincide with a new start date or a unit appropriate module. The Registrar refers the case to the Director for approval.
3. A student who does not return on or before the stipulated time will be administratively discharged. The withdrawal will be effective on the last day of attendance.
4. A student may be placed with the same group or relocated to another taking in consideration the units that the student has not yet completed.
5. A Leave of Absent automatically extends the estimated completion time stipulated in the Enrollment Agreement.

WITHDRAWALS

If a student wishes to withdraw from a course, it should assist the Office of Student Services and complete the forms and the procedure necessary for that purpose. This procedure must be performed within the time provided by the institution.

The Office of Student Services will send a copy of the withdrawal form to the Office of Administrative Services for the corresponding adjustment. A student who is not given formal notice of leave but stops attending classes will be assigned grade of "WA" based on the Attendance Policy.

TOTAL WITHDRAWAL

If a student wishes to withdraw from all courses, it should be reported immediately. Complete a withdrawal petition in the Office of Student Services to formalize the process. It is preferable but not essential that the student completes the process by observing the following procedure:

1. Go to an interview with the Academic Director or Counsellor. The student will explain the reasons for leaving and receive general guidance. He also will be advice regarding the procedure to return and continue their studies later. After orientation, students will get the signatures of instructors. As a final step the student will sign and return the petition and receive copies of it.
2. Submit the withdrawal petition to the Office of Student Services before the withdrawal deadline for the term.

The date of the official withdrawal will be determined according to the following:

- The date the student notified the institution of its decision to withdraw. If notification is

made via a letter sent by regular or electronic mail, the date of withdrawal is the day on which the institution receives the communication.

- If a student does not return from an authorized leave of absence at the end of the leave period granted, the withdrawal is determined at the date of commencement of the leave.
- The institution has the option to use as date of withdrawal the date that can be documented based on student attendance or participation in an academically related activity. Some examples of academically related activities include review, tutoring, academic advising or providing class assignments.

The student who does not meet the requirement by the deadline will be considered an active student for academic purposes and receive "WF" for courses not completed.

ADMINISTRATIVE WITHDRAWALS

Password Technical College processes administrative withdrawal to a student who ceased to attend classes and not complete the term for which were officially enrolled. These withdrawals will be processed no later than 14 days following the last date of attendance of the student. The date of withdrawal will be determined on the day on which it is processed.

If the institution can determine that the student did not start the process of withdrawal or gave notice of their intention to leave the program (including a notice of someone acting on his part) due to circumstances beyond their control, such as illness, accident, loss of a close relative, etc.; the withdrawal date will be set according to the time the circumstance that prevented him from continuing his studies occurred.

SANTIONS AND SUSPENTIONS

The violation of any provision of the school regulations, once duly enacted or a violation of any rule or provision established for the proper functioning of *Password Technical College* will result in disciplinary sanctions. It is breach of the school regulations when the student does not observe in part or in full the regulations in the school premises or surroundings or in an affiliated/contracted facility for practice or laboratory.

Not knowing these Regulations duly promulgated, not relieved of the responsibility for compliance. Penalties for violation of this are:

1. Verbal warning: This warning is a call that is cordially directed to the student to correct or remedy any deficiencies that during the term. The school expects the students to improve the areas mentioned in the warning.
2. Written warning: A student will be warned in writing when violates any of the rules set by the school in its publications and has been verbally warned on one or more occasions for the same violation or any other violation.
3. Suspension: When a student violates any of the rules established by the school and for this reason received a verbal warning and a written or more (or single violations of

big magnitude) more severe disciplinary sanctions will be applied, which may include a period of probation or suspension, consisting of the ceased of educational services. If the student incurs another fault during the probation period, it could be definitively terminated from the program.

During the probation or suspension, the student retains all its financial obligations to the school.

TERMINATION POLICY

The institution shall suspend the student who is in one of the following conditions:

1. That has not complied with the standard of satisfactory academic progress, after offering the opportunity for probation under the Satisfactory Academic Progress Policy.
2. Excessive absences without justification.
3. Failure to comply with the financial obligations of the institution.
4. Severe or repetitive violations of federal, state, local or regulations of the institution.
5. Exceed 150% of the time provisions for termination of his or her program.

Basic Skills Improvement and Remediation Policy - CFR 21.4200

PTC is committed to ensuring all our students, particularly veterans, have the necessary basic skills to succeed academically. This policy aligns with the regulations stipulated in CFR 21.4200, related to basic skills deficiencies, remedial, and refresher programs.

1. Remedial or Refresher Programs: If a student is identified with deficiencies, they will be enrolled in necessary remedial or refresher courses.
2. Monitoring Progress: Students' progress in these remedial or refresher courses will be monitored. Appropriate academic support will be provided based on their progress.
3. Suspension of Benefits: As per CFR 21.4200, if a veteran student fails to meet the required satisfactory progress despite remedial or refresher assistance, their educational benefits may be suspended until they achieve the requisite academic standards.
4. Reinstatement of Benefits: Benefits may be reinstated once the student demonstrates satisfactory progress in their academic performance.

This policy will ensure our students are equipped with the necessary basic skills to succeed in their academic journey, in compliance with the guidelines of CFR 21.4200.

Teacher Certification Program Policy - CFR 21.4253(a)(4)

Our institution is committed to adhering strictly to the requirements of CFR 21.4253(a)(4) concerning teacher certification programs. This policy ensures the necessary protocols and standards are established and maintained to deliver an effective and compliant teacher certification program.

1. **Program Structure:** Our teacher certification program will adhere to the guidelines specified in CFR 21.4253(a)(4), ensuring it consists of the required course content, instruction duration, and structure.
2. **Compliance Check:** Regular reviews will be conducted to ensure the program maintains the set standards as per CFR 21.4253(a)(4).
3. **Student Monitoring:** We will monitor the academic progress of students and ensure they meet the required standards for successful course completion.
4. **Faculty Standards:** All faculty involved in the teacher certification program will meet the professional standards and requirements as set by the relevant accrediting bodies and CFR 21.4253(a)(4).
5. **Review and Improvement:** Continuous review and enhancement will be carried out based on the feedback from students, faculty, and other stakeholders, in line with the requirements of CFR 21.4253(a)(4).
6. **Reporting:** Regular reports regarding the program's compliance with CFR 21.4253(a)(4) will be produced and shared with the necessary regulatory bodies.

SATISFACTORY ACADEMIC PROGRESS (SAP)

To maintain satisfactory academic progress to be eligible to receive federal (WIOA, Veterans, etc.) or State grants (Vocational Rehabilitation) aid, students must maintain specified grade point averages and proceed through the program at a pace leading to completion within a specified time frame. In less than two years of programs, satisfactory academic progress is measured at the end of each term that concurs with a financial aid payment period.

Applicability

The policy applies to all students, full-time or part time students or are receiving assistance under any federal programs or not.

Evaluation Points:

In the case of our certificate programs, no matter is in credit-hours or clock-hours, the SAP is calculated at the end of each term.

Required Completion Rates

Depending on the evaluation point, a student is required to complete a minimum of 67% or

100% of the credit-hours or clock-hours they attempt by the end of each payment period. Retaken courses are counted as attempts each time are taken. Transferred credits are included as attempted and as completed.

Example: In the case of 67% evaluation point, a student who attempts 12 credits-hours must complete 8 credit-hours. A student who attempts 14 credit-hours must complete 10 credit-hours (rounded to the next integer).

Required Grade Point Average

Depending on the evaluation point, a student must achieve a minimum Cumulative Grade Point Average (CGPA) between 1.5 and 2.0 points. Any course with a grade of withdraw (W), fail (F), incomplete (I), approved (P), not approved (NP), grade not reported (NR) is not considered in the calculation. Only the higher grade obtained in repeated courses are included in the calculation.

Maximum Time Frame:

Students must complete their program within 150 percent of the credit hours required by the program. If after attending the “normal program length” the student has not completed all the graduation requirements, he or she will have an additional time (no more than 0.5 times the normal program length of his/her program) to do it. Students who have reached the maximum allowable time will be suspended from receiving financial aid. Preparatory hours are excluded from this calculation. Repeated courses and transfer credits accepted are included.

When a student fails to meet any of the standards outlined for a specified period, he/she will be placed on:

Financial Aid Warning

Recipients are placed on financial aid warning when they fail to meet the qualitative or completion rate components of Satisfactory Academic Progress (SAP). Students can receive federal or state student aid during the next evaluation (warning) period. If at the end of the warning period the student does not meet the SAP, students must apply and qualify for a financial aid probation (below) to maintain their financial aid, or they will be suspended from any aid (see Financial Aid Suspension below).

Financial Aid Suspension

Students are suspended from receiving financial aid if they do not meet the SAP by the end of their probation term and if still not meet the GPA or percent of approved courses required. Students on financial aid suspension will not receive any form of Federal or State Financial Aid (Grants, Student Loans, Student Employment). Financial aid eligibility may be reinstated by qualifying for Financial Aid Probation, or when all Standard of Satisfactory Academic Progress are met. Students suspended from receiving financial aid are not eligible for a financial aid deferment.

Financial Aid Probation

Students who would otherwise be suspended because of not meeting the SAP will be placed on Financial Aid Probation if they appealed the suspension and have had eligibility for aid reinstated. Students can receive federal student aid during the probation term. Students exceeding Maximum Time Frame are not eligible for Financial Aid Probation.

Standards of Academic Progress for VA Students

Students receiving VA educational benefits must maintain a minimum Cumulative Grade Point Average (CGPA) of 2.00 each term (quarter, semester, evaluation period, etc.).

A VA student whose CGPA falls below 2.00 at the end of any term (quarter, semester, evaluation period, etc.) will be placed on academic probation for a maximum of two consecutive terms of enrollment. If the VA student's CGPA is still below 2.00 at the end of the second consecutive term of probation, the student's VA educational benefits will be terminated.

Conditions for Readmission for Unsatisfactory Progress for VA Students

Once a student's Educational Benefit has been put on hold due to non-compliance with the Satisfactory Academic Progress Policy (set by the Veterans Administration), it may be restored after the following term, given that the student has achieved a minimum cumulative average of 2.00. The Veteran students will have their educational benefits reinstated upon the lifting of the suspension. However, should the student fail to maintain the minimum GPA of 2.00 in the future, their benefits will again be suspended, this time for a period of one year.

POLICY FOR THE SAP APPEALS

If a student is ineligible for financial aid based on the satisfactory academic progress requirements, the student may appeal this decision by completing the Satisfactory Progress Appeal Form in the Student Services Office. The student will be advised in writing of the decision. If an appeal is denied at this level (Academic Advisor), the student may appeal to an Appeal Committee constituted by the academic director and program coordinator.

The following steps are required when submitting an appeal:

1. Submit the Satisfactory Progress Appeal Form
2. Clearly state the circumstances that affected the student academic performance.
3. Provide written documentation of the special circumstances alleged.
4. Identify the steps you have taken to ensure you will not fall below satisfactory academic progress standards in the future.
5. Sign and date the appeal petition.

Some examples of acceptable reasons that must be validated are listed below:

1. A student's serious illness or accident that must be documented by a medical or mental health professional.
2. Death in the student's family that must be documented by providing a copy of the death certificate or obituary.
3. Other unforeseeable circumstances beyond the control of the student that caused the student to fall below the satisfactory progress standards.

Appeal Deadline

Appeals must be submitted to the Student Services Office within two weeks (before the

closing of the enrollment period) of the date of the written notification of unsatisfactory progress. It is the responsibility of the student to decide when an appeal is appropriate and to initiate an appeal before the specified deadline.

SAP - Definitions

Regular Student - A regular student is one who complies with the Satisfactory Academic Progress and has completed the credits corresponding to his/her evaluation period.

Non-Regular Student- A non-regular student is one who did not comply with the minimum approved credits required or GPA in his/her evaluation period. Consequently, his or her financial aid was suspended, and the student may continue studying in the school, but under the obligation of an institutional loan.

Attempted Credits - Credit-hours the student has registered at *Password Technical College* and in which he/she has passed or failed. Transferred credits are not attempted credits.

Approved Credits - Credit-hours the student has registered at *Password Technical College* and in which he/she has approved with an A, B, C or D, including repetitions.

CANCELLATION AND REFUNDS CLAUSES

Cancellations

Not-admitted Student - Any student who is not admitted by the institution shall be entitled to be reimbursed all monies paid.

If a student (if a minor, his legal guardian), before classes start, cancels their registration, and demands money be reimbursed in writing within three business days of signing the agreement, all monies paid will be refunded. The date of cancellation is determined by the postmark or the written notice by the date on which such notice was delivered to him by an Officer of the institution in person.

If a student (if a minor, his legal guardian), before classes start, cancels their registration, and demands money be reimbursed written but after three (3) business days of signing the agreement, will return the money paid in full.

If the student after school begins, requesting cancellation is suspended or no longer attends, he or she will be considered as a withdrawal and the refund policy, as explained next, inapplicable.

Refund policy (withdrawals) "pro-rata refund policy"

Student officially enrolled in *Password Technical College*, attended classes (not a cancellation) and subsequently become a total withdrawal from the program, will receive a refund (if the student paid monies for an amount greater than the portion not used) or receive a credit in his/her account for the portion not used) as follow:

- a. Although the enrollment agreement is for the whole program, the charges will be made to the student's account according to each of the terms.
- b. In each term, if the student withdrawal during the first week of classes, a

100% credit to the student account will be posted and all paid monies refunded, except the \$25.00 admission fee.

- c. During the second to the tenth week, a refund will be prorated in proportion to the assisted hours of classes scheduled during the term using the following formula:

$$\frac{\text{Weeks classes offered from the start of a term to the last date of attendance}}{\text{Total school weeks of the term}} \times \text{Tuition charges for the term}$$

The result will be the portion of the total tuition charges that was used by the student or earned by the institution. The amount to credit or to reimburse to the student, if any, is the total charges less the portion of those total charges that was not used or gained by the institution. After the tenth week of the term the student will not be eligible for a credit to his/her account or refund.

Return policy for withdrawals - Federal Aid programs

Password Technical College will administer the refund policy of financial aid under the provisions of the sponsoring agency. Such as the Veteran Administration, or the American Job Center South-Western (WIOA). The school Administrative Affairs Office will determine the amount corresponding to grants or loans. For students sponsored by these agencies, a return may be applicable.

Proportion of Total Program Taught by Withdrawal Date	Refund
On or before the end of the 1st week of classes, within the first seven calendar days after the start of the session	85%
After the first seven calendar days after the start of the session but within fifty percent (50%) of the term, the school will withhold a portion pro rata (percentage) of the charges of the term, based on the number of weeks that the student attended versus the number of weeks of the term, plus ten percent (10%) of the amount that cannot be withheld from withdraw charges term for.	84-50%
After fifty percent (50%) of the term the school will withhold one hundred percent (100%) of the charges of the term.	NONE

INSTITUTIONAL PAYMENT PLAN

Password Technical College offers a program for eligible payment plans to help pay the direct costs of the institution that exceed the amounts contributed by other sources, if any. Any student who meets the admission requirements and is enrolled in a program can apply to it. Students must first apply for financial aid available, and the amount of the plan is limited to the balance projected that will not be covered by others aid. Applications for institutional payment plans be processed no later than 5 days after the date of commencement of the

term and students will be notified by a representative of the institution.

Institutional Amount Payment Plan

Before the release, the student must sign an Acceptance Payment Plan Institutional confirming accepting the terms and conditions thereof.

Terms

The Plan does not carry interest charges and must be repaid in full within a set period that usually is the normal duration of the study program. The institution will not impose charges for late payment but the default on monthly payments or full payment of the entire Plan may result in the account to a collection agency to require the amount owed and any spending should refer (including legal) expenses incurred by way of collection efforts. In addition, the school reserves the right to process a withdrawal if the student does not meet the obligations of the plan. An academic transcript, diploma or any certificate will not be issued to students who have not met their obligations to the institution. For cases of students who are withdrawals, the institutional balance of the payment plan is subject to the refund policy found in this Catalog.

SCHOLARSHIPS

Password Technical College (PTC) Scholarship

Up to 100% tuition fee scholarship is awarded to poor students.

Eligibility criteria and other requirements:

- Median Family income or dependent of less than \$18,000; and/or Supplemental Nutrition Assistance Program (PAN, for its acronym in Spanish): and/or Temporary Assistance for Needy Families (TANF): and/or Low-Income Home Energy Assistance Program (LIHEA) beneficiary.
- A minimum CGPA of 3.25 is required to be maintained in all the quarters. In case of failure to maintain the required CGPA, the scholarship will be cancelled until achieving the required CGPA.
- The students will have to be 3/4 or Full Time Students as defined in PTC recent School Catalog. No scholarship will be provided for non-credit courses.
- Only one of the family members will be eligible for this scholarship.

Need Based Scholarship

Up to 100% tuition fee scholarship will be awarded to those students who are facing difficulty continuing their education at PTC due to unexpected and serious situations that led to financial crisis in the family.

Eligibility criteria and other requirements:

- A minimum CGPA of 3.25 is required to be maintained in all the quarters. In case of failure to maintain the required CGPA, the scholarship will be cancelled until achieving the required CGPA.

Physically Challenged Students Scholarship

Up to 100% special tuition fee scholarship will be awarded to physically challenged students at various rates to be determined by the Scholarship Committee on a case-to-case basis.

Eligibility criteria and other requirements:

- A minimum CGPA of 3.00 is required to be maintained in all the semesters. In case of failure to maintain the required CGPA, the scholarship will be cancelled until achieving the required CGPA.

Veterans Dependent's Scholarship

Up to 100% tuition fee scholarship is awarded to Veterans' Dependents.

Eligibility criteria and other requirements:

- A minimum CGPA of 3.25 is required to be maintained in all the quarters. In case of failure to maintain the required CGPA, the scholarship will be cancelled until achieving the required CGPA.
- 3% of the newly registered students of PTC for each quarter will be selected for tuition fee scholarship. If the total number of newly registered students in this category exceeds 3%, then the awards will be based on the highest CGPA.
- Students need to provide all certificates relevant to Veterans (e.g., W-214) along with a copy of the student father's ID Card evidence. All applications will be verified for authenticity from the concerned Department.
- If students have already paid the tuition fee, the awarded amount will be refunded after due verification.
- No scholarship will be provided for non-credit courses.
- The students are required to take at least $\frac{3}{4}$ of full-time credit hours in all other quarters.

PTC Staff and Faculty Dependent's Scholarship

Up to 50% tuition fee scholarship is awarded to the children of permanent employees if she/he completes at least 1 (one) year of continuing service at PTC. Maximum one child will be awarded.

Eligibility criteria and other requirements:

- A minimum CGPA of 3.25 is required to be maintained in all the quarters. In case of failure to maintain the required CGPA, the scholarship will be cancelled until achieving the required CGPA.
- The students are required to take full-time credit hours in all other quarters.

Merit Scholarship Based on PTC Academic Results

Based on the following academic standing, the students will be awarded tuition fee scholarship for the subsequent quarter. The awarded scholarship will be applicable for one quarter. To get scholarship in the next quarters, the students will have to score the following CGPA in the current quarter.

Eligibility criteria and other requirements:

- Undergraduate students need to complete at least half credit hours of any program to be eligible for this scholarship.
- A minimum CGPA of 3.70 is required to be maintained in all the quarters. In case of failure to maintain the required CGPA, the scholarship will be cancelled until achieving the required CGPA.
- The students are required to take full-time credit hours in all other quarters.

CGPA	3.70-3.84	3.85-3.89	3.90-3.94	3.95-3.99	4.00
Tuition Waiver	10%	25%	50%	75%	100%

General Conditions

1. Students, who have retake/repeat subject(s) in a quarter and applying for tuition fee scholarship, student will be required to pay for the retake/repeat subject(s).
2. If students fail in any subject (s) in a quarter, students will not be considered for tuition fee scholarship for two subsequent quarters. However, students will be allowed to apply in the third quarter with required CGPA.
3. Students with “I” grade in a quarter will have to pay for all the courses in the subsequent quarter. If student obtains the required CGPA after “make-up”, student waiver for the next quarter will be reimbursed / adjusted.
4. If there is any Retake/Repeat/F (Grade) in a student’s previous quarter result, student will not be eligible to apply for Merit Scholarship.
5. Students, suspended/penalized for disciplinary reasons, will not be eligible for scholarship/financial aid for the remaining period of student academic career at PTC (that shall start from the date such decision is made).

Application Procedure

1. Only freshman and the students applying for the first time are required to apply through prescribed form which is available at the PTC website or Information desk and submit it at the Information Desk.
2. Registered students, who are already availing the scholarship /financial aid, will not have to apply again if student meets the eligibility criteria and credit requirements.

Important notes

1. If a student is eligible for more than one category, only one of the waivers will be awarded to a particular student whichever is higher.
2. In case of Scholarship Based on Previous Academic Results/ Scholarship Based on PTC highest CGPA/ Merit Scholarship, if a student fails to maintain the required CGPA, he/she will not be awarded with the tuition fee scholarship in the following quarter until regaining the required CGPA.
3. In case of Scholarship Based on Need-Based Scholarship, Physically Challenged Students, Veterans Dependent's, PTC Staff and Faculty Dependent's, if a student fails to achieve the required CGPA, he/she will be allowed for a tuition waiver in the next quarter to regain the required CGPA, failing to do so will lead to cancellation of the tuition fee scholarship until achieving the required CGPA.
4. In case of PTC Scholarship, if a student fails to achieve the required CGPA, student will be allowed for a tuition waiver for the next two consecutive quarters to regain the required CGPA, failing to do so will lead to cancellation of the tuition fee scholarship until achieving the required CGPA.
5. All categories of tuition fee scholarship will depend on the availability of budget.
6. PTC authority reserves the right to accept or reject the application without prior notice.
7. The scholarship and financial aid policy are subject to change at the discretion of PTC Management.

Other contractual provisions

1. Any money paid to the Institution more than the correct amount owed by the student because withdraws, terminations by the Institution or for the reasons set forth, will be refunded by the Institution within thirty (30) days following the date of withdrawal or discharge, even if the student has not officially claimed the return.
2. Special cases: In case of illness, accident, family tragedy or other circumstance that precludes the student completing his training, the Institution may make a reasonable

settlement with the acceptance of both parties.

3. The Institution will only be responsible for administering first aid and make referrals in case of illness or accident on the premises of the Institution or official activity.

GRADUATION REQUIREMENTS

Any student who understands that is about to complete the academic requirements of their program of study should visit the Office of Student Services before his last term and apply for a Diploma or Certificate of Graduation. The Office of Student Services will evaluate the student's transcript to verify that, indeed, all requirements except those that are scheduled for the last term are satisfied.

Graduate students are those that met the following criteria:

1. Completed all required courses in their curriculum.
2. Paid of all debts to the institution.
3. Had a cumulative grade point average (GPA) of not less than 2.00.

CHANGE OF ADDRESS

Upon enrolling students are required to file their mailing address with the Office of Student Services. Any change of address must be reported to the office. Failure to keep this information up to date, the institution is not liable for the notifications sent to the student. Any notice, official or otherwise that is mailed to the address of a student, as appears on the records shall be deemed sufficient notice.

HONOR DISTINTIONS

Certificate Programs

Distinctions of *academic excellence* (CGPA of 4.00 points), *high Honors* students with grade point averages (CGPA) of 3.99 to 3.90 and *Honors* students with average of 3.89 to 3.50 are awarded the certificate.

GRADUATION AND THE ACADEMIC TRANSCRIPT

Students who meet the graduation requirements at the end of any academic term with an institutional payment plan in good standing, will be eligible to graduate.

A certificate and academic transcript (free of charge) will be issued to each student in good standing with his/her financial responsibilities. Additional copies will have a \$5.00 fee.

The school will deny an academic transcript or any certification to students that do not meet all the academic, administrative, and financial requirements of the institution, including books and materials not returned.

OTHER CERTIFICATION AND DISPOSAL OF RECORD

The institution withheld information related to admission, financial transactions and financial aid requested and received for a period of five (5) years from the date of last student attendance records. As such, they may issue certificates of study, payments, and debts within that period, with the exemption of the history courses taken and marks obtained for transcripts of credits, which permanently withheld.

UNIFORMS

Some programs may require the use of uniform in certain subjects. It is the responsibility of each student to use the kind of uniform that is designated for the program.

TUITION AND FEES

The following tuition and fees apply to all regular students *Password Technical College*. For groups sponsored by WIOA, these costs can vary according to the terms of the contracts training. The fees include only the use of laboratories and some institutional materials.

Readmission- \$25.00 - Not applicable if a student request re-admission in the same academic program during the period of two years after withdrawal that he or she enrolled for the first time.

Program of Study	Tuitions and Fees
Computer and Network Specialist (Certificate) months 900 Hours	\$7,020.00
Fees (Enrollment and Initial Orientation Fee, Graduation Fee, & Student Accident Insurance)	\$132.00
Campus Improvements and Maintenance***	\$150.00
Technology Fee***	\$135.00
Certification Exams Fees (CompTIA A+, Network +)**	\$375.00
Tools	\$100.00
Total Cost of Program	\$7,912.00
Books, Equipment & Materials (Estimate)*	\$420.00*
Cybersecurity Analyst (Certificate) 8-9 months 720 Hours	\$6,909.97
Fees (Enrollment and Initial Orientation Fee, Graduation Fee, & Student Accident Insurance)	\$132.00
Campus Improvements and Maintenance***	\$150.00
Technology Fee***	\$135.00
Certification Exams Fees (CompTIA CySA+)**	\$375.00
Tools	\$104.00
Total Cost of Program	\$7,805.97

IT Security: Professional White Hat Hacker (Certificate) 12 months 945 Hours	\$7,020.00
Fees (Enrollment and Initial Orientation Fee, Graduation Fee, & Student Accident Insurance)	\$132.00
Campus Improvements and Maintenance***	\$150.00
Technology Fee***	\$135.00
Certification Exams Fees (Mile 2 CPEH, CompTIA Security +)**	\$740.00
Tools	\$100.00
Total Cost of Program	\$8,322.00
Books, Equipment & Materials (Estimate)*	\$480.00*
Digital Marketing (Certificate) 9 months 900 Hours, 36 Quarter Credits	\$7,020.00
Fees (Enrollment and Initial Orientation Fee, Graduation Fee, & Student Accident Insurance)	\$132.00
Campus Improvements and Maintenance***	\$150.00
Technology Fee***	\$135.00
Certification Exams Fees (Precision Exams)**	\$95.00

*Books and personal equipment must be purchased by the student. Actual estimate cost of books, equipment, & materials, price subject to change based on vendor pricing.

**Certification and board exams subject to changed based on vendor pricing)

*** Campus Improvements and Maintenance fee will be applied for each term.

Program charges

Description	Fee
Admission Application Fee (Not reimbursable)	\$25.00
Readmission Fee	\$25.00
Academic Transcript (after the first one)	\$5.00
Student Accident Insurance (required)	\$7.00
Technology Fee	\$45.00
Late Enrollment Fee	\$25.00
Graduation Fee	\$75.00
Payment Plan Fee	\$25.00
Externship Practice Fee	\$25.00
Campus Improvements and Maintenance	\$50.00
Total Withdrawal Fee	\$25.00
Certifications	\$3.00
Certifications and Board Exams Fees (Subject to change based on vendor pricing)	\$60.00- \$1,000.00

PTC reserves the right to adjust tuition rates before completion of the program. Tuition changes will be applied to new enrollment after tuition changes are notified.

Veterans Benefits and Transition Act of 2018, Section 103

For any students using VA Education Chapter 33 (Post-9/11 GI Bill®) or Chapter 31 (Vocational Rehabilitation) benefits, while payment to the institution is pending from the VA (up to 90 days), the school will not:

- Prevent their enrollment.
- Assess a late penalty fee.
- Require they secure alternative or additional funding.
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

To qualify for this provision, such students are required to:

- Produce a VA Certificate of Eligibility or an eBenefits GI Bill® Statement of Benefits by the first day of class.
- Provide the school with a request to be certified.
- Provide any additional information needed to properly certify the enrollment as described in the school's institutional policies.

EXTERNSHIP POLICY

Some programs include an externship or professional practices as part of the requirements for graduation. The Professional Practices Manual for students of Technical Certifications or vocational courses of Password Technical College, has been designed in order to offer the student who is about to carry it out, a guide on the objectives and procedures of these, in accordance with what is established by the college and this faculty; Likewise, it seeks to inform the practice centers about the parameters that define and regulate the development of the practices.

ACADEMIC CREDENTIALS

For all our regular academic programs, the credential to be awarded to all students that satisfy the graduation requirements is a CERTIFICATE (Cert.).

ENROLLMENT STATUS DEFINITION

Full-Time Status: Students attending 24 or more clock hours per week are considered full-time.

Three-Quarters Time Status: Students attending between 18 to 23 clock hours per week are considered three-quarters time.

Part-Time Status: Students attending 12-17 clock hours per week are considered part-time, while less than 12 clock hours per week is considered less-than-half-time.

PROGRAM DESCRIPTIONS

COMPUTER AND NETWORK SPECIALIST

Program Length: 9 to 12 months (900 Hours)

This program prepares students with the knowledge, skills, and practice to develop an Infrastructure IT Support technician. The studies include laboratory exercises focused primarily on the installation and configuration of operating systems, server configuration and installation, configuration and network installations, handling, and safety practices, both in a domestic environment, business, and industry. Customer service procedures, remote maintenance, and repair of computer systems and services are also included. The student will gain experience practicing the knowledge and skills acquired in a company while studying. Upon completion, the student will validate their knowledge and skills by taking the CompTIA A+ certification exams.

General Objectives:

Successful students will have the knowledge required to:

1. Hardware
 - Identifying, using, and connecting hardware components and devices
2. Operating systems
 - Install and support Windows OS including command line & client support. Understand Mac OS, Linux, and mobile OS.
3. Software troubleshooting
 - Troubleshoot PC and mobile device issues including application security support.
4. Networking
 - Explain types of networks and connections including TCP/IP, WIFI and SOHO
5. Hardware & network troubleshooting
 - Troubleshoot device and network issues.
6. Security
 - Identify and protect against security vulnerabilities for devices and their network connections.
7. Mobile devices
 - Install & configure laptops and other mobile devices.
8. Virtualization & cloud computing
 - Compare & contrast cloud computing concepts & set up client-side virtualization.
9. Operational procedures
 - Follow best practices for safety, environmental impacts, and communication and professionalism.

Specific Objectives:

The student must meet the following objectives:

1. Mobile Devices:

- Given a scenario, install and configure laptop hardware and components.
 - Given a scenario, install components within the display of a laptop.
 - Given a scenario, use appropriate laptop features.
 - Compare and contrast characteristics of various types of other mobile devices.
 - Given a scenario, connect and configure accessories and ports of other mobile devices.
 - Given a scenario, configure basic mobile device network connectivity and application support.
 - Given a scenario, use methods to perform mobile device synchronization.
2. Networking:
- Compare and contrast TCP and UDP ports, protocols, and their purposes.
 - Compare and contrast common networking hardware devices. Given a scenario, install and configure a basic wired/wireless SOHO network.
 - Compare and contrast wireless networking protocols.
 - Summarize the properties and purposes of services provided by networked hosts.
 - Explain common network configuration concepts.
 - Compare and contrast Internet connection types, network types, and their features.
 - Given a scenario, use appropriate networking tools.
3. Hardware:
- Explain basic cable types, features, and their purposes.
 - Identify common connector types.
 - Given a scenario, install RAM types.
 - Given a scenario, select, install, and configure storage devices.
 - Given a scenario, install and configure motherboards, CPUs, and add-on cards.
 - Explain the purposes and uses of various peripheral types.
 - Summarize power supply types and features.
 - Given a scenario, select and configure appropriate components for a custom PC configuration to meet customer specifications or needs.
 - Given a scenario, install and configure common devices.
 - Given a scenario, configure SOHO multifunction devices/printers and settings.
 - Given a scenario, install and maintain various print technologies.
4. Virtualization and Cloud Computing:
- Compare and contrast cloud computing concepts.
 - Given a scenario, set up and configure client-side virtualization.
5. Hardware and Network Troubleshooting:
- Given a scenario, use the best practice methodology to resolve problems.
 - Given a scenario, troubleshoot problems related to motherboards, RAM, CPUs, and power.
 - Given a scenario, troubleshoot hard drives and RAID arrays.
 - Given a scenario, troubleshoot video, projector, and display issues.
 - Given a scenario, troubleshoot common mobile device issues while adhering to the appropriate procedures.
 - Given a scenario, troubleshoot printers.
6. Operating Systems:
- Compare and contrast common operating system types and their purposes.

- Compare and contrast features of Microsoft Windows versions.
 - Summarize general OS installation considerations and upgrade methods.
 - Given a scenario, use appropriate Microsoft command line tools.
 - Given a scenario, use Microsoft operating system features and tools.
 - Given a scenario, use Microsoft Windows Control Panel utilities.
 - Summarize application installation and configuration concepts.
 - Given a scenario, configure Microsoft Windows networking on a client/desktop.
 - Given a scenario, use features and tools of the Mac OS and Linux client/desktop operating systems.
7. Security:
- Summarize the importance of physical security measures.
 - Explain logical security concepts.
 - Compare and contrast wireless security protocols.
 - and authentication methods.
 - Given a scenario, detect, remove, and prevent malware using appropriate tools and methods.
 - Compare and contrast social engineering, threats, and vulnerabilities.
 - Compare and contrast the differences of basic Microsoft Windows OS security settings.
 - Given a scenario, implement security best practices to secure a workstation.
 - Given a scenario, implement methods for securing mobile devices.
 - Given a scenario, implement appropriate data destruction and disposal methods.
 - Given a scenario, configure security on SOHO wireless and wired networks.
8. Software Troubleshooting:
- Given a scenario, troubleshoot Microsoft Windows OS problems.
 - Given a scenario, troubleshoot and resolve PC security issues.
 - Given a scenario, use best practice procedures for malware removal.
 - Given a scenario, troubleshoot mobile OS and application issues.
 - Given a scenario, troubleshoot mobile OS and application security issues.
9. Operational Procedures:
- Compare and contrast best practices associated with types of documentation.
 - Given a scenario, implement basic change management best practices.
 - Given a scenario, implement basic disaster prevention and recovery methods.
 - Explain common safety procedures.
 - Explain environmental impacts and appropriate controls.
 - Explain the processes for addressing prohibited content/activity, and privacy, licensing, and policy concepts.
 - Given a scenario, use proper communication techniques and professionalism.
 - Identify the basics of scripting.
 - Given a scenario, use remote access technologies.

Curriculum Content:

Code	Course	Hours
CCNA1000	IT Fundamentals	43
CCNL1000	IT Fundamentals Lab	56
CCNS1040	Smartphone & Tablet Repair	43
LCNS1040	Smartphone & Table Repair Lab	56
CCNA1001	IT Essentials	43
LCNA1001	IT Essentials Lab	56
CCNA1020	Networking Essentials	43
LCNA1020	Networking Essentials Lab	56
CCNA1010	IT Practical Application	43
LCNA1010	IT Practical Application Lab	56
PWHS 1020	Security Essentials	43
LWHS 1020	Security Essentials Lab	57
CCNA1030	CompTIA Network + Exam Review	57
CCNR 1050	CompTIA A+ Core 1 Exam Review	55
CCNR 1060	CompTIA A+ Core 2 Exam Review	55
PWHL 1010	Linux Essentials	43
LPWL 1010	Linux Essential Lab	52
GEND 1051	IT Professional Development	43
	Program Total	900

CCNA1000 IT Fundamentals

Prerequisites: None

The IT Fundamentals course is designed to show that the successful student has the knowledge to identify and explain basic computer components, set up a basic workstation, conduct basic software installation, establish basic network connectivity, identify compatibility issues, and identify/ prevent basic security risks. Further, this course will assess the candidate's knowledge in the areas of safety and preventative maintenance of computers.

CCNL1000 IT Fundamentals Lab
Co-requisite: CCNA 1000

This lab offers students the actual practice covered in the IT Fundamentals course, with real hardware and software systems. Practical labs will include basic software and hardware installations, the design installation and configuration to establish basic network systems using Ethernet (wired) and WI-FI (wireless) as well.

CCNS 1040 Smartphone & Tablet Repair
Prerequisites: None

This course discusses the knowledge and skills that you will need to diagnose, and repair broken cell phones including how to learn to correctly disassemble cell phones, diagnosing a problem, screen repair, micro soldering, circuits theory and business concepts in the smartphone repair market.

LCNS 1040 Smartphone & Tablet Repair Lab
Prerequisites: None

This course discusses the knowledge and skills that you will need to diagnose, and repair broken cell phones including how to learn to correctly disassemble cell phones, diagnosing a problem, screen repair, micro soldering, circuits theory and business concepts in the smartphone repair market.

CCNA 1001 IT Essentials (CompTIA A+)
Prerequisites: None

IT Essentials course CompTIA A+ will show and teach the students the necessary skills for an entry-level IT professional. The student will have the knowledge required to: assemble components based on customer requirements, install, configure, and maintain devices, PCs, and software for end users, understand the basics of networking and security/forensics, properly and safely diagnose, resolve and document common hardware and software issues, apply troubleshooting skills, provide appropriate customer support, and understand the basics of virtualization, desktop imaging and deployment.

This course is conducive to preparing the student for the first exam for CompTIA A + certification.

LCNA 1001 IT Essentials Lab
Co-requisite: CCNA 1001

This lab offers students the actual practice of diagnosing and repairing computers and networks. It also presents the opportunity to work with real equipment, planning, and installation of structured cable, computer assembly and hardware. Students in this course lab will be prepared to take the exam for the CompTIA A+ IT Essentials certification.

CCNA 1020 Network Essentials
Prerequisites: None

This course introduces the architecture, structure, functions, components, and models of the Internet and computer networks. The principles of IP addressing, and fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. By the end of the course, students will be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes.

LCNA 1020 Network Essentials Lab

Co-requisite: CCNA 1020

This laboratory will provide the students with the practical skills from the Network Essentials Course (CCNA 1020). Students who complete Network Essential lab will be able to perform the following functions: Understand and describe the devices and services used to support communications in data networks and the Internet, understand and describe the role of protocol layers in data networks, understand and describe the importance of addressing and naming schemes at various layers of data networks in IPv4 and IPv6 environments, design, calculate, and apply subnet masks and addresses to fulfill given requirements in IPv4 and IPv6 networks. Explain fundamental Ethernet concepts such as media, services, and operations, and build a simple Ethernet network using routers and switches.

PWHS 1020 Security Essentials

Prerequisites: None

The Introduction to Cybersecurity v2.0 is designed for students who are considering IT as career with specialization in cybersecurity. This exploratory course provides the students an Introduction to cybersecurity. The curriculum will explore ways to be safe online, learn the different types of malware and attacks, measures used by organizations to mitigate the attacks, and research their career opportunities.

LWHS 1020 Security Essentials Lab

Prerequisites: None

This laboratory course provides the students with practices in the different remedies to malware and virus attacks and in measures used by organizations to mitigate the attacks.

CCNA 1010 IT Practical Application

Prerequisites: None

IT Practical Application course CompTIA A+ will show and teach the students the necessary skills for an entry-level IT professional. The student will have the knowledge required to: assemble components based on customer requirements, install, configure, and maintain devices, PCs, and software for end users, understand the basics of networking and security/forensics, properly and safely diagnose, resolve and document common hardware and software issues, apply troubleshooting skills, provide appropriate customer support and understand the basics of virtualization, desktop imaging and deployment.

LCNA 1010 IT Practical Application Lab

Co-requisite: CCNA 1010

This laboratory will provide the students with the practical skills from IT Practical Application 220-902 Course (CCNA 1010). Students who complete the course laboratories will be able to perform the following functions: design, build, install and configure desktop computers, practical exercises in troubleshooting and diagnostics on main PC hardware and software issues.

PWHL1010 Linux Essentials

Prerequisites: None

The goal of this course is to provide students a “starting place” for learning the Linux operating system. Students who complete this course should understand Linux as an operating system, basic open-source concepts, how Linux is used and the basics of the Linux command line.

LPWL1010 Linux Essentials Lab

Co-requisite: PWHL1010

This course implements a "practice as you read" approach to learning. Each learner has hands-on access to a Linux virtual machine to practice, explore and trial Linux command line concepts. The learner is provided prescriptive step-by-step labs. These labs provide a learning environment where students interact with the Linux operating system and build on their skills and knowledge as they progress through the course.

CCNR 1050 CompTIA A+ Core 1 Exam Review

Prerequisites: CCNA 1001, LCNA 1001

This course will prepare the student for the CompTIA A+ exam including exam preparation strategies, practice exams, explanation of answers, and to register to official exam. Exam certification exam are mandatory as part of the program.

CCNA 1030 CompTIA Network + Exam Review

Prerequisites: CCNA1020, LCNA1020

This course will include the knowledge and skills required to troubleshoot, configure, and manage common network wireless and wired devices, establish basic network design and connectivity, understand, and maintain network documentation, identify network limitations and weaknesses, and implement network security, standards, and protocols. The student will have a basic understanding of emerging technologies including unified communications, mobile, cloud, and virtualization technologies. This course will prepare the student to take the exam certification for CompTIA Network +.

CCNR 1060 CompTIA A+ Core 2 Exam Review

Prerequisites: CCNA1010, LCNA1010

This course will prepare the student for the CompTIA A+ exam, including exam preparation strategies, practice exams, explanation of answers, and to register to official exam. Exam certification exam are mandatory as part of the program.

GEND 1051 IT Professional Development
Prerequisites: None

This course is designed to develop in students, new perspectives of non- traditional methods in contemporary education, but validated since ancient times for the purpose of optimizing the intrinsic potential in each of us, applicable to our personal and professional life. We will study and analyze different successful people, their achievements, techniques, ways of solving situations, ways of thinking and how we can emulate these success formulas to apply to each of us.

IT SECURITY: PROFESSIONAL WHITE HAT HACKER

Program Length: 11 to 12 months (945 Hours) - Credential: Certificate

Program Description:

This program prepares students with the knowledge, skills, and practice to function as a security specialist in networking in computing with an Ethical Hacker perspective. Concentration courses are based on the standards and objectives of the industry, as well as being oriented towards validation of knowledge of skills through obtaining their certifications. Upon completion of the program, students will have the skills and knowledge necessary to obtain an industry recognized certification. The program will include the skills of promoting professional and ethical principles, including professional and individual effectiveness skills as a key part of our vision of the new professional through our course Development of Professional and Personal Effectiveness.

General Objective:

Develop in students the skills and experience needed to analyze, develop, implement, and evaluate network security in computer systems. Also, information systems insurance designs per the needs of the customer or the company. The overall aim is to develop a technical consultant in computer networks and computer systems specialist in computer security.

Specific Objectives:

At the end of the program, the student will demonstrate knowledge and skills in:

1. Introduction to Ethical Hacking and the importance in our digital world.
2. Foot printing and Reconnaissance in the client environment.
3. The use of different types of scanning methodologies and tools.
4. Scanning networks, methodologies, draw networks diagrams and configure proxies.
5. Enumeration concepts and techniques, and enumeration countermeasures.
6. System hacking methodologies, password cracking, escalating privileges, types of key loggers, types of Spyware, and types of Rootkits and how to detect them.
7. Trojans and Backdoors concepts, detection, and countermeasures.
8. Viruses and Worms concepts and types, malware analysis, penetration testing for Viruses.
9. Sniffer's fundamentals, MAC and DHCP Attacks, ARP and DNS Poisoning, Spoofing Attacks, Sniffing Tools, Counter measures and Sniffing Pen Testing.
10. Social Engineering Fundamentals and Techniques, Impersonation on social networking sites, and identity theft.
11. Denial of Service Concepts and Countermeasures.
12. Session Hijacking Concepts, Session Hijacking Tools, and Countermeasures.
13. Hijacking Webservers and Attacks Tools, Countermeasures, Patch Management and Webserver Security Tools.
14. Hijacking Web Applications, Web App Threats, Web App Hacking Methodology, and Web App PenTesting.

15. SQL Injection and Types, Testing for SQL Injection and Countermeasures.
16. Hacking Wireless Networks Concepts and Types, Wireless Encryption, Wireless Threats, Wireless Hacking Methodology, Man-in-the-Middle Attack, Countermeasures and Wireless Security Tools.
17. Hacking Mobile Platforms including Android OS, iOS, Windows Phone OS, BlackBerry, Mobile Security Guidelines and Tools.
18. Evading IDS, Firewalls and Honeypots, Counter measures and Penetration Testing.
19. Buffer Overflow Concepts, Examples, Methodologies, Detection and Countermeasures, Security Tools, and Penetration Testing.
20. Cryptography Fundamentals, Encryption Algorithms, Cryptography Tools, Public Key Infrastructure (PKI).
21. Penetration Testing Types and Concepts, Phases, Techniques, and Pen Testing Roadmap.

Curriculum Content:

Code	Class	Hours
PWHI 1010	Introduction to Ethical Hacking	43
PWNF 1010	Networking Fundamentals	43
PWLF 1010	Linux Fundamentals	43
LWLF 1010	Linux Fundamentals Laboratory	45
PWNE 1010	CompTIA Network + Course	43
LWNE 1010	CompTIA Network + Laboratory	45
PWSF 1010	Security Fundamentals	43
LWSF 1010	Security Fundamentals Laboratory	45
PWHL 1020	Linux I	43
LPWL 1020	Linux I Laboratory	45
RCNE 1020	CompTIA Network + Exam Review	45
PWHE 1020	Ethical Hacking	43
LPWE 1020	Ethical Hacking Laboratory	45
PWHE 1030	Ethical Hacking II	43
RMEH 1040	PenTest+ Exam Review	68
PWSE1030	CompTIA Security +	43
LWSE1030	CompTIA Security + Laboratory	45
RCSE 1030	CompTIA Security + Exam Review	45
PWHE 1050	Professional Externship	130
	Total Program	945

PWHI 1010 Introduction to Ethical Hacking

Prerequisites: None

The purpose of this course is to provide the student with an introductory approach to penetration testing. This course will prepare students to gain valuable skill set in penetration testing by understanding the importance of vulnerability assessment and ethical hacking.

PWNF 1010 Network Fundamentals

Prerequisites: None

Networking Fundamentals course covers basic networking concepts within the context of security on the networks you encounter every day. In this course, students will develop the knowledge associated to computer networking and understand the role networks play in our lives. This course introduces students to networking security careers and prepares them for IT security field.

PWLF 1010 Linux Fundamentals

Prerequisites: None

The Linux Fundamentals course is designed for learners who are beginning to build Linux knowledge for a career in IT Security. Students will learn basic open-source concepts, understand how Linux is used and the basics of the command line.

LWLF 1010 Linux Fundamentals Lab

Prerequisites: concurrent with PWLF 1010

Each learner has hands-on access to a Linux virtual machine to practice, explore and trial Linux command line concepts. The learner is provided prescriptive step-by-step labs. These labs provide a learning environment where students interact with the Linux operating system and build on their skills and knowledge focused on the IT security field as they progress through the course.

PWNE 1010 CompTIA Network + Course

Prerequisites: None

This course will prepare the student has the knowledge and skills to design and implement functional networks, configure, manage, and maintain essential network devices. Use devices such as switches and routers to segment network traffic and create resilient networks. Identify benefits and drawbacks of existing network configurations Implement network security, standards, and protocols. Troubleshoot network problems Support the creation of virtualized networks.

LWNE 1010 CompTIA Network + Lab

Prerequisites: concurrent with PWNE 1010

This course lab will provide the knowledge and skills required to troubleshoot, configure, and manage common network wireless and wired devices, establish basic network design and connectivity, understand, and maintain network documentation, identify network limitations and weaknesses, and implement network security, standards, and protocols.

PWSF 1010 Security Fundamentals

Prerequisites: None

The Security fundamentals course is designed for students who are considering IT as career with specialization in IT security. Security is an ongoing process that includes assessing requirements, setting up organizational security systems, hardening them, monitoring them, responding to attacks in progress, and deterring attackers. As a security it is important that you understand how the security function is implemented as departments or units and professional roles within different types of organizations.

LWSF1010 Security Fundamentals Lab

Prerequisites: PWSF1010

To be successful and credible as a security professional, you should understand security in business starting from the ground up. You should also know the key security terms and ideas used by other security experts in technical documents and in trade publications. Security implementations are constructed from fundamental building blocks, just like a large building is constructed from individual bricks. This course will help you understand those building blocks so that you can use them as the foundation for your security career.

PWHL1020 Linux I

Prerequisites: None

Students will acquire the fundamental skills and knowledge they need to successfully configure, manage, and troubleshoot Linux systems. Linux I cover common tasks in major distributions of Linux, including the Linux command line, basic maintenance, installing and configuring workstations, and networking.

LPWL 1020 Linux I Lab

Prerequisites: concurrent with PWHL1020

Each learner has hands-on access to a Linux virtual machine to practice, explore and trial Linux command line concepts. The learner is also provided 24 prescriptive step-by-step labs. These labs provide a learning environment where students interact with the Linux operating system and build on their skills and knowledge as they progress through the course.

RCNE1020 CompTIA Network+ Exam Review Course

Prerequisites: PWNE1010 & LWNE 1010

Organized by exam objectives, this is a focused, concise review guide that works in a hands-on method. The course is broken into 5 parts, each part corresponding to one of the 5 objective domain areas of the Network+ exam: Network Architecture; Network Operations; Network Security; Troubleshooting; and Industry Standards, Practices, and Network Theory. Students will also be given access to a comprehensive test bank, which includes practice tests, electronic flashcards, and glossary of terms games that as a student you will need to get comfortable with to be able to successfully sit for the exam.

PWHE 1020 Ethical Hacking

Prerequisites: None

This Course enables students to understand the importance of vulnerability assessments by providing industry knowledge and skills in Vulnerability Assessments. In doing so, the student can understand how malware and destructive viruses' function. In addition, the course helps students learn how to implement counter response and preventative measures when it comes to a network hack.

LPWE 1020 Ethical Hacking Lab

Prerequisites: Concurrent with PWHE1020

The Ethical Hacker Lab course provides in-depth labs that focus on both open source and commercial based tools with industry best practices. These hands-on labs emulate real world hacking scenarios and equip the candidate to assess your company's security posture, help implement controls to better secure your company's network infrastructure and how to combat against hackers and/or viruses, etc.

PWHE 1030 Ethical Hacking II

Prerequisites: PWHE1020 & LPWE1020

This Course enables students to understand and know how to look for weaknesses and vulnerabilities in target systems and uses the same knowledge and tools as a malicious hacker but in a lawful and legitimate manner to assess the security posture of a target system(s). The Pentest+ credential certifies individuals in the specific network security discipline of Ethical Hacking from a vendor-neutral perspective.

RMEH 1040 CompTIA Pentest+ Exam Review

Prerequisites: PWHE1020, LPWE1020 & PWHE1030

This course is aimed at preparing the student to review, clarify questions, to take Practice exams with the aim of taking and passing the CompTIA Pentest+ exam. In addition, effective study strategies and techniques will be demonstrated to take the exam in an environment aligned with the management environment of a real exam through a Mile 2 examination mode. This course is aimed at obtaining the exam required for the CPEH certification.

PWSE1030 CompTIA Security +

Prerequisites: None

The CompTIA Security+ course will provide the student with the knowledge and skills required to identify risk, to participate in risk mitigation activities, and to provide infrastructure, application, information, and operational security. Also, the student will learn how to apply security controls to maintain confidentiality, integrity, and availability, identify appropriate technologies and products, troubleshoot security events and incidents, and operate with an awareness of applicable policies, laws, and regulations.

LWSE 1030 CompTIA Security + Lab
Prerequisites: Concurrent with PWSE 1030

This course lab is targeted toward an Information Technology (IT) professional who has networking and administrative skills in Windows-based TCP/IP networks and familiarity with other operating systems, such as OS X, Unix, or Linux, and who wants to further a career in IT security by acquiring a foundational knowledge of security topics; prepare for the CompTIA Security+ Certification examination; or use Security+ as the foundation for advanced security certifications or career roles.

RCSE 1030 CompTIA Security + Exam Review
Prerequisites: PWSE1030, LWSE1030

This course is aimed at preparing the student to review, clarify questions, to take Practice exams with the aim of taking and passing the CompTIA Security + exam. Further, effective study strategies and techniques will be demonstrated to take the test in an environment aligned with the management environment of a real exam through a Center of Pearson Vue examination. This course is aimed at obtaining the required exam for the CompTIA Security + certification.

PWHE 1050 Professional Externship

Students are required to complete an externship during the final quarter of the IT Security: Professional White Hat Hacker program. Externships may be paid or unpaid work experience. Companies who accept Password Technical College externs benefit from the contributions of a well-trained, Industry Certified, and reliable student.

CYBERSECURITY ANALYST

Length of Program: 8-9 months (720 hours) - Credential: Certificate

Program Description

This program has been designed with the professional certification CompTIA CySA+. This certification focuses on the candidate's ability to not only proactively capture, monitor, and respond to network traffic findings, but also emphasizes software and application security, automation, threat hunting, and IT regulatory compliance, which affects the daily work of security analysts. CySA+ covers the most up-to-date core security analyst skills and upcoming job skills used by threat intelligence analysts, application security analysts, compliance analysts, incident responders/handlers, and threat hunters, bringing new techniques for combating threats inside and outside of the Security Operations Center (SOC).

General Objectives

At the end of the program, then student will:

1. Threat and Vulnerability Management
 - Explain the importance of threat data and intelligence.
 - Given a scenario, utilize threat intelligence to support organizational security.
 - Given a scenario, perform vulnerability management activities.
 - Given a scenario, analyze the output from common vulnerability assessment tools.
 - Explain the threats and vulnerabilities associated with specialized technology.
 - Explain the threats and vulnerabilities associated with operating in the cloud.
 - Given a scenario, implement controls to mitigate attacks and software vulnerabilities.
2. Software and Systems Security
 - Given a scenario, apply security solutions or infrastructure management.
 - Explain software assurance best practices.
 - Explain hardware assurance best practices.
3. Security Operations and Monitoring
 - Given a scenario, analyze data as part of security monitoring activities.
 - Given a scenario, implement configuration changes to existing controls to improve security.
 - Explain the importance of proactive threat hunting.
 - Compare and contrast automation concepts and technologies.
4. Incident Response
 - Explain the importance of the incident response process.
 - Given a scenario, apply the appropriate incident response procedure.
 - Given an incident, analyze potential indicators of compromise.
 - Given a scenario, utilize basic digital forensics techniques.
5. Compliance and Assessment
 - Understand the importance of data privacy and protection.

- Given a scenario, apply security concepts in support of organizational risk mitigation.
- Explain the importance of frameworks, policies, procedures, and controls.

Program Content:

Code	Course	Hours
CYES 1010	Cybersecurity Essentials	60
CYNE 1020	CCNA: Introduction to Networks I	60
CYNE 1030	CCNA: Introduction to Networks II	60
CYNS 1040	Network Security	60
CYOP 2010	CyberOps Associate	60
CYLI 2030	Linux Essentials for Cybersecurity	60
CYSA 4010	Compliance and Assessment	60
CYSA 3010	Threat and Vulnerability Management	60
CYSA 3020	Software and Systems Security	60
CYSA 3030	Security Operations and Monitoring	60
CYSA 3040	Incident Response	60
CYSA 4030	CYSA+ Exam Review	60
	Total Program	720

CYES 1010 Cybersecurity Essentials

Understand security controls for networks, servers, and applications. Learn valuable security principles and how to develop compliant policies. Implement proper procedures for data confidentiality and availability. Develop critical thinking and problem-solving skills using real equipment and Cisco Packet Tracer.

CYNE 1020 CCNA: Introduction to Networks I

Build simple LANs, perform basic configurations for routers and switches, and implement IPv4 and IPv6 addressing schemes. Configure routers, switches, and end devices to provide access to local and remote network resources and to enable end-to-end connectivity between remote devices.

CYNE 1030 CCNA: Introduction to Networks II

Develop critical thinking and problem-solving skills using real equipment and Cisco Packet Tracer. Configure and troubleshoot connectivity to a small network using security best practices.

CYNS 1040 Network Security

Develop an in-depth understanding of network security. Design, implement, and support security for networked devices and data. Earn critical thinking and problem-solving skills using real equipment and Cisco Packet Tracer. Gain industry recognized skills aligned with the National Institute for Standards and Technology (NIST) Cybersecurity Framework.

CYOP 2010 CyberOps Associate

Deepen knowledge in how best to detect and respond to security incidents. Gain job-ready, practical skills in cybersecurity operations.

CYLI 2030 Linux Essentials for Cybersecurity

Acquire open-source concepts and progressively master Linux commands. Understand how Linux is used and the basics of its command line. Become skilled at using the Linux virtual machine for experiments. Prepare for LPI Linux Essentials Professional Development Certificate (PDC).

CYSA 4010 Compliance and Assessment

Understand the importance of data privacy and protection. Given a scenario, apply security concepts in support of organizational risk mitigation. Explain the importance of frameworks, policies, procedures, and controls.

CYSA 3010 Threat and Vulnerability Management

To value the importance of threat data and intelligence. Given a scenario, utilize threat intelligence to support organizational security. Given a scenario, perform vulnerability management activities. Given a scenario, analyze the output from common vulnerability assessment tools. Explain the threats and vulnerabilities associated with specialized technology. Explain the threats and vulnerabilities associated with operating in the cloud. Given a scenario, implement controls to mitigate attacks and software vulnerabilities.

CYSA 3020 Software and Systems Security

Given a scenario, apply security solutions for infrastructure management. Explain software assurance best practices. Explain hardware assurance best practices.

CYSA 3030 Security Operations and Monitoring

Given a scenario, analyze data as part of security monitoring activities. Given a scenario, implement configuration changes to existing controls to improve security. Explain the importance of proactive threat hunting. Compare and contrast automation concepts and technologies.

CYSA 3040 Incident Response

To value the importance of the incident response process. Given a scenario, apply the

appropriate incident response procedure. Given an incident, analyze potential indicators of compromise. Given a scenario, utilize basic digital forensics techniques.

CYSA 4030 CYSA+ Exam Review

The CompTIA Cybersecurity Analyst (CySA+) certification verifies that successful candidates have the knowledge and skills required to leverage intelligence and threat detection techniques, analyze, and interpret data, identify, and address vulnerabilities, suggest preventative measures, and effectively respond to and recover from incidents.

DIGITAL MARKETING

Program Length: 10 to 11 months (900 Hours) Credential: Certificate

Description:

The digital marketing course is designed to provide students with a general background in digital marketing and an introduction to the rapidly growing and evolving career field. Students will be exposed to the fundamental concepts and principles of the digital experience, focusing on the tools, and learning skills necessary to solve business problems and develop marketing opportunities. This course will provide hands-on experience in, but not limited to e-commerce, media planning, branding, online advertising, display advertising, digital campaigns, social media marketing, and mobile media.

General Objectives:

At the end of the program students will have the knowledge in the following:

1. Foundations of social media.
 - Introduction to marketing.
 - Marketing mix.
 - The evolution of social media.
 - Creating a plan.
2. Marketing Research & Strategy
 - Marketing information management
 - Target market.
 - Content marketing
 - Mobile marketing.
3. Digital marketing tools
 - Social networking.
 - Social publishing.
 - Social commerce.
4. Social media management
 - Interpersonal skills
 - Engagement.
 - Monitoring analytics
 - Evaluating risks.
5. Planning for the future
 - Emergency social media.
 - Social media careers.

Specific Objectives:

(STANDARD 1) Students will be able to define marketing and digital marketing and identify trends in the digital marketing industry.

Objective 1: Students will demonstrate a basic understanding of marketing and digital

marketing.

Objective 2: Students will demonstrate an understanding of branding and branding techniques and strategies. Why is branding important to businesses and consumers?

Objective 3: Students will understand how companies use marketing segmentation to identify and test target markets.

Objective 4: Students will understand the role of the digital marketing funnel and customer relationships within the digital marketing industry.

(STANDARD 2) Students will understand the role and importance of content creation and distribution in digital marketing. Students will be able to explain the three types of digital content: paid, owned, and earned.

Objective 1: Students will be able to understand the importance of content creation.

Objective 2: Students will be able to understand the importance of content distribution.

Objective 3: Students will conduct a content audit.

(STANDARD 3) Students will understand the data and measures as it refers to digital marketing. Students will explore data measurement, analysis, and key performance indicators used by digital marketers.

Objective 1: Students will understand the importance of data and will be able to access data sources and data tools that marketers use regarding digital marketing.

Objective 2: Students will understand the basics of e-commerce sites and trends in online commerce.

(STANDARD 4) Students will understand that online advertising and digital marketing rapidly becomes the main market form for businesses. Students will understand current forms of online advertising. Students will learn how digital marketing works with the promotion part of marketing mix

Objective 1: Students will understand and define forms of online advertising and promotion:

1. Display ads
 - a. Static images
 - b. Text Ads
 - c. Floating banners / banners
 - d. Wallpaper
 - e. pop-up ads
 - f. Video / Auto Play
2. Ads on social networks
 - a. Paid out
 - b. Organic

3. Learn how to define negative and positive keywords for ads, to optimize when your ads should appear.

4. Understand the ways in which one can target and use potential customer retargeting through digital advertising.

Objective 2: Students will understand how to evaluate digital ads.

(STANDARD 5) Students will understand the uses of social media platforms in marketing and

how it is integrated with digital marketing and traditional offline marketing.

Objective 1: Students will compare the most popular current social media platforms (Facebook, Twitter, Instagram, Google+, Pinterest, LinkedIn, YouTube, etc.)

Objective 2: Students will describe how social media is used for promotion, customer engagement, customer service, branding, article research, and sales.

(STANDARD 6) Students will understand the basic elements of the app economics, both the device application and the web-based application

Objective 1: Students will understand why companies need to use mobile applications to interact with customers.

Objective 2: Students will understand the pre-launch or marketing implementation involved in launching an application.

Objective 3: Understand the importance of marketing within your application publication.

Explain the importance of a promotional video and where and how it can be used to optimize exposure (App Store, Google Play Store, Amazon App Store, YouTube, website, Facebook, etc.).

Objective 4: understand various post-launch activities and app metrics.

(STANDARD 7) Students will understand the careers available in the digital marketing industry.

Objective 1: Identify and classify career opportunities in data analysis and digital marketing.

Objective 2: Personal Digital Marketing - Students will understand their online presence and personal brand.

Curriculum Content:

Code	Course	Hours
DMIT1010	Technology Introduction	43
DMWP1020	Word Processing App	43
DMWL1030	Word Processing Lab	45
DMCS1040	Calculation Sheets App	43
DMCL1050	Calculation Sheets lab	45
DMEP1020	Effective Presentations (PPT)	43
DMLE1030	Effective Presentations lab	45
DMFM1010	Foundations of Marketing	43
DMEB1020	English Primer	43
DMSM1020	Social Media Marketing	43
DMDM1030	Digital Marketing Tools	43
DMSM1050	Social Media Management	43
DMSP1050	Internet Security and Privacy	43
DMPS1040	Photoshop	43

DMPL1050	Photoshop Lab	45
DMMR1090	Marketing Research lab	45
DMER1100	Digital Marketing Exam Review	62
DMEX1200	Professional Externship	140
	Total Program	900

DMIT1010 Technology Introduction

The digital world is already part of our society both personally and professionally. Having a better understanding of the role of the internet, computers, and social media can go a long way toward acquiring digital skills. And, once you have these skills, there are many more possibilities to help you achieve your goals. Learn the functions of a computer, such as connecting devices and accessing searches, emails, and an introduction to social media.

DMWP1020 Word Processing app

An introductory course designed to allow students to learn how to enter, edit and modify text, create indexes, outlines, columns, tables, resumes, and cover letters. Learn how to combine mail together with the tools most used in the administrative and professional environment as well as how to quickly use word processing software efficiently.

DMWL1030 Word Processing Lab

A skills-oriented course that teaches students document encoding, workflow organization, backup storage procedures, document saving and retrieval, bold fonts, centering, directory organization, pagination, editing, global search, wrapping, justification, columns and tables, typographic fonts, text formatting, proofreading spelling, and grammar, and checking.

DMCS 1040 Calculation Sheets App

Upon successful completion of this course, the student will learn general concepts of designing and creating an advanced spreadsheet in Excel, using commands and functions, viewing, and editing data, saving, and printing spreadsheet books, and defining formulas.

DMCL 1050 Calculation Sheets Lab

The emphasis of this course will be oriented mainly to the basic applications of Excel Microsoft spreadsheet software. This will include concepts such as the use of spreadsheet analysis, database management, file manipulation, and the use of graphs.

DMEP 1020 Effective Presentations (PPT)

Upon successful completion of this course, the student will improve their presentations by using the resources of this software that is a powerful means of communication. The student will customize the PowerPoint interface to suit their needs and use functions to create dynamic and visually appealing presentations. Next, the student will make a complete Power Point presentation. Upon successful completion of this course, students will be able to: customize the

PowerPoint environment, customize a design template, add Smart Art graphics to a presentation, add special effects to a presentation, customize a slide show, collaborate on a presentation, and distribute a presentation.

DMEP 1030 Effective Presentations lab

An effective presentation is an important resource to attract the attention of the audience and so that the message you want to convey has a greater impact. Like writing, the making of these types of presentations should not be improvised. An effective presentation is not only about creating a visually attractive PowerPoint, in this lab you will apply the lessons learned in DMEP1020 and additionally, the three skills with which you will create an effective and high impact presentation will be integrated.

DMFM1010 Foundations of Marketing

Effective marketing activities are based on strategic business planning. In this course, they will understand how marketing functions influence business strategies, as well as how the principles of marketing and business work together to create significant impacts on people, companies, and society.

DMMR1090 Marketing Research lab

The student will be able to analyze and apply the management of marketing information as it provides the basis on which strategies based on a specific purpose will then be built. Market research informs the company's decisions on all aspects of marketing. Researchers must apply their search skills to gather the right information, analyze quantitative and qualitative data, and communicate the findings to stakeholders. Each business has a target market, or a specific group is your mission to identify it and get the message to be captured.

DMEP1020 English Primer

A communication manual in the workplace is emphasized in English as a second language, it is a course designed to improve the capacity of employees, particularly those who know little English, it will allow them to develop their skills in the language, avoid negativity and gain cooperation through positive, clear, and professional communications. This course covers tone and literal meaning, while participating in face-to-face conversations, over the phone, sending emails, or video conferencing. The word choices and how to put them together are covered in detail.

DMSM1020 Social Media Marketing

Social media has become a crucial component of our modern digital lives, transforming the way we connect, communicate, and learn about the world. Businesses have also started to use these social media platforms to engage with customers in new ways. Possessing a basic understanding of how social media marketing works can help you make informed decisions as a consumer, as well as plan your career in business or marketing.

DMDM1030 Digital Marketing Tools

Social media is an important component of any SMM strategy because digital platforms are where people meet. In fact, more than 2.7 billion people use social media around the world. In today's digital age marketers identify the hottest social media sites and use them to communicate with consumers. The principles of social media marketing can create valuable opportunities in any social media arena. Businesses benefit from using social media to advertise for three main reasons: increased visibility, profitability, and research capabilities.

DMSM1050 Social Media Management

This course emphasizes the student's development as a marketing specialist and why they should consider ethical and legal issues when engaging in social media marketing. Engagement fosters a constantly changing type of two-way communication, allowing marketers to connect directly with customers. This can lead to potential legal ramifications for companies and / or individuals that do not follow the rules of engagement.

DMPS1040 Photoshop

Photoshop is the preferred tool for photographers, designers, and visual artists to carry out their work thanks to the wide range of tools and functions it has. With this complete course you will learn to use this software from scratch, you will understand how it works, its interface and then you will learn about the most basic and intermediate tools. At the end of the course, advanced tools and best practices used by professionals to create incredible images will be presented to capture attention and fulfill the purpose in a marketing campaign.

DMPL1050 Photoshop lab

With this course you will perform different types of exercises, we will combine tools and achieve visually impressive results, then, in addition to learning how to use the software, you will also be filled with ideas and possibilities to solve any type of visual communication and take your photographs and images in a way professional, dynamic, and objective. It is time to master one of the most powerful tools for creating images and showing your ideas to the world.

DMSP1050 Internet Security and Privacy

No one knows your information or your business data as well as you do and no one can start the process for ensuring your you and your business are protected and resilient in the face of non-stop threats from cyber-related harm, whether accidental, criminal, or malicious. At the end of this course, you should become better informed of common cybersecurity issues, methods, and systems you can use to improve your security posture and reduce your risk of being victimized. You will also become familiar with resources you can find to keep learning about this topic and organizations that stand ready to assist you, whether from government (state, local and federal) or non-profits.

DMER1100 Digital Marketing Exam Review

This course provides what is necessary to lead the participant to successfully face the Digital Marketing certification exam of precision exams. It has seven evaluation standards: marketing and digital market, content creation and distribution, data and measurement, online advertisements, social media, economics and applications and career opportunities that will be presented during the duration of the course. It includes analysis and practice for each of the standards presented.

DMEX1200 Digital Marketing Externship

This course provides what is necessary to lead the participant to successfully face the Digital Marketing certification exam of precision exams. It has seven evaluation standards: marketing and digital market, content creation and distribution, data and measurement, online advertisements, social media, economics and applications and career opportunities that will be presented during the duration of the course. It includes analysis and practice for each of the standards presented.

DISTANCE EDUCATION PROGRAMS

Delivery System

Our distance education programs are delivered in synchronous and asynchronous learning technologies. Synchronous learning occurs when the instructor and the students are both learning at the same time, allowing for real-time engagement. It can happen both online and offline. Depending on the learning objectives, PTC may utilize synchronous applications including, GoToMeeting®, Google Meet®, and/or Zoom®. Asynchronous learning occurs when the instructor and the students are not both learning at the same time. The content is developed and made available for consumption later; there is no real-time engagement. PTC will utilize a Learning Management System (LMS) to provide asynchronous activities. The LMS includes:

- Electronic presentations converted into videos
- Microsoft PowerPoint or Prezi presentations converted and uploaded to the LMS
- Content Lessons
- Distribution of lessons in a weekly basis that may include text, diagrams, and/or pictures
- Forums (LMS)
- Guided assignments (LMS)
- Questions, virtual labs and /or projects
- Closing Course activity
- Email communication system

<http://passwordtech.edu20.org>



Prerequisites

To be successful in our online programs' students will be required to:

- *Time management, self-discipline, and self-motivation*
Success in online learning requires the ability to be self-directed and independent in your learning while also managing your time wisely.
- Self-motivation and self-discipline

To be successful, you will need self-discipline and motivation to log in to the course on a regular basis, keep track of deadlines, and finish your course work on time.

- *Management of time*

Have you given yourself enough time to prepare? Consider the following: Regarding both in-person and online classes, the general rule for class time and assignments is the same. For every hour of class time, you should plan on spending at least another 2-3 hours. As a result, you should budget at least 6-9 hours per week to complete readings, assignments, and participate in class discussion in a 3-credit hour course.

- *Room to study*

Make a quiet study environment for yourself where you may read course materials, complete class tasks, and participate in class discussions. You should use this time to study course content, perform a learning exercise, participate in class discussions, or submit an evaluation by logging on to your course site.

- *Ask for assistance*

If you require assistance, do not hesitate to ask!
Be willing to seek assistance from your educator.
Seek help from classmates or co-workers.

The PTC Student Experience office can assist you with technological issues.

Get in touch with PTC's student services and resources and set reminders to log in on a regular basis. Setting up a daily plan, noting critical due dates for learning tasks and assessments, and setting off time to read course content and complete course obligations are all important.

Expected learning outcomes

Student Learning Outcomes for Computer and Networking Specialist Program

Students who successfully complete this program will be able to:

Computer Hardware

1. Given a scenario, configure settings and use BIOS/UEFI tools on a PC.
2. Explain the importance of motherboard components, their purpose, and properties.
3. Compare various RAM types and their features.
4. Install and configure PC expansion cards.
5. Install and configure storage devices and use appropriate media.
6. Install various types of CPUs and apply the appropriate cooling methods.
7. Compare various PC connection interfaces, their characteristics and purpose.
8. Install a power supply based on given specifications.
9. Given a scenario, select the appropriate components for a custom
10. PC configuration to meet customer specifications or needs.
11. Compare types of display devices and their features.
12. Identify common PC connector types and associated cables.
13. Install and configure common peripheral devices.
14. Install SOHO multifunction device/printers and configure appropriate settings.
15. Compare differences between the various print technologies and the associated imaging process.
16. Given a scenario, perform appropriate printer maintenance.

Networking

1. Identify the various types of network cables and connectors.
2. Compare the characteristics of connectors and cabling.
3. Explain the properties and characteristics of TCP/IP.
4. Explain common TCP and UDP ports, protocols, and their purpose.
5. Compare various Wi-Fi networking standards and encryption types.
6. Given a scenario, install and configure SOHO wireless/wired router and apply appropriate settings.
7. Compare Internet connection types, network types and their features.
8. Compare network architecture devices, their functions, and features.
9. Given a scenario, use appropriate networking tools.

Mobile Devices

1. Install and configure laptop hardware and components.
2. Explain the function of components within the display of a laptop.
3. Given a scenario, use appropriate laptop features.
4. Explain the characteristics of various types of other mobile devices.
5. Compare accessories and ports of other mobile devices

Hardware and Network Troubleshooting

1. Given a scenario, troubleshoot common problems related to motherboards, RAM, CPU, and power with appropriate tools.
2. Given a scenario, troubleshoot hard drives and RAID arrays with appropriate tools.
3. Given a scenario, troubleshoot common video, projector, and display issues.
4. Given a scenario, troubleshoot wired and wireless networks with appropriate tools.
5. Given a scenario, troubleshoot and repair common mobile device issues while adhering to the appropriate procedures.
6. Given a scenario, troubleshoot printers with appropriate tools.

Windows

Operating

Systems

1. Compare various features and requirements of Microsoft Operating Systems (Windows Vista, Windows 7, Windows 8, Windows 8.1).
2. Given a scenario, install Windows PC operating systems using appropriate methods.
3. Given a scenario, apply appropriate Microsoft command line tools.
4. Given a scenario, use appropriate Microsoft operating system features and tools.
5. Given a scenario, use Windows Control Panel utilities.
6. Given a scenario, install and configure Windows networking on a client/desktop.
7. Perform common preventive maintenance procedures using the appropriate Windows OS tools.

Other Operatives Systems technologies

1. Identify common features and functionality of the Mac OS and Linux operating systems.
2. Given a scenario, set up and use client-side virtualization.
3. Identify basic cloud concepts.
4. Summarize the properties and purpose of services provided by networked hosts.
5. Identify basic features of mobile operating systems.
6. Install and configure basic mobile device network connectivity and email.
7. Summarize methods and data related to mobile device synchronization.

Security

1. Identify common security threats and vulnerabilities.
2. Compare common prevention methods.
3. Compare differences of basic Windows OS security settings.
4. Given a scenario, deploy and enforce security best practices to secure a workstation.
5. Compare various methods for securing mobile devices.
6. Given a scenario, use appropriate data destruction and disposal methods.
7. Given a scenario, secure SOHO wireless, and wired networks.

Software Troubleshooting

1. Given a scenario, troubleshoot PC operating system problems with appropriate tools.
2. Given a scenario, troubleshoot common PC security issues with appropriate tools and best practices.
3. Given a scenario, troubleshoot common mobile OS and application issues with appropriate tools.
4. Given a scenario, troubleshoot common mobile OS and application security issues with appropriate tools.

Operational Procedures

1. Given a scenario, use appropriate safety procedures.
2. Given a scenario with potential environmental impacts, apply the appropriate controls.
3. Summarize the process of addressing prohibited content/activity, and explain privacy, licensing, and policy concepts.
4. Demonstrate proper communication techniques and professionalism.
Given a scenario, explain the troubleshooting theory.

Student Learning Outcomes for IT Security: Professional White Hat Hacker Program

Students who successfully complete this program will be able to:

Certified Network Defender (CND)

1. Understand the fundamental goals, benefits, challenges, and available countermeasures for network defense.

2. Analyze cryptography algorithms and design implementation strategies for privacy and security of information.
3. Understand the role of the Intrusion Detection and Prevention System in defending the networks.
4. Understand Linux and Windows security concerns and hardening techniques such as password management, security baseline configurations, etc.
5. Identify risks associated with IoT and mobile devices and select appropriate countermeasures including policies, guidelines, and tools.
6. Implement application whitelisting and blacklisting, sandboxing, patch management, and web application firewall, encryption techniques, and secure design strategies for data loss prevention.

Certified Ethical Hacker (CEH)

1. Assess ethical and legal requirements of security assessment and penetration testing and determine a strategy to comply with these requirements.
2. Analyze different phases of hacking and recommend the strategy to use ethical hacking for assessing the security of various components of the information system.
3. Compare and contrast different hacking techniques and analyze the legal implications of hacking.
4. Examine different vulnerabilities, threats, and attacks to information systems and recommend countermeasures.
5. Analyze cryptography algorithms and encryption techniques, and design implementation strategies for securing information.
6. Compare and contrast various network security assessments and hacking tools.
7. Assess various network security techniques and tools and implement an appropriate level of information security controls based on evidence, information, and research.

Student Learning Outcomes for Digital Marketing Program

Students who successfully complete this program will be able to:

1. Students will be able to define marketing and digital marketing and identify trends in the digital marketing industry.
2. Students will understand the role and importance of content creation and distribution in digital marketing. Students will be able to explain the three types of digital content: paid, owned, and earned.

3. Students will understand the data and measures as it refers to digital marketing. Students will explore data measurement, analysis, and key performance indicators used by digital marketers.
4. Students will understand that online advertising and digital marketing have rapidly become the main market form for businesses. Students will understand current forms of online advertising. Students will learn how digital marketing works with the promotion part of the marketing mix.
5. Students will understand the uses of social media platforms in marketing and how it is integrated with digital marketing and traditional offline marketing.
6. Students will understand the basic elements of app economics, both the device application and the web-based application.
7. Students will understand the careers available in the digital marketing industry.

Graduation Requirements

Any student who understands that is about to complete the academic requirements of their online program of study should visit the Office of Student Services before his last term and apply for a Diploma or Certificate of Graduation. The Office of Student Services will evaluate the student's transcript to verify that, indeed, all requirements except those that are scheduled for the last term are satisfied.

Graduate students are those that met the following criteria:

1. Completed all required courses in their curriculum.
2. Paid off all debts to the institution.
3. Had a cumulative grade point average (GPA) of not less than 2.00.

Student Services

Password Technical College can provide support to students on online programs in real-time and/or passive methods of communications. The following are the tools PTC use to support online students:

Real-time support:

1. Telephone
2. Web conferencing
3. Virtual meeting rooms
4. Online chats

Passive support:

1. Online forms

2. Email
3. Forums and discussions boards
4. Social media

The services provided:

1. Financial Aid
2. Academic Advising
3. Academic support
4. Technical Support
5. Library
6. Military Services
7. Personal Support
8. Internship, apprenticeships
9. Career Services
10. Alumni Support

Technology and equipment requirements

Hardware and peripheral devices:

- Computer with a 1 GHz processor or higher speed
- 2GB RAM or higher
- Hard disk of 80 GB or greater capacity
- High-speed Internet connection and service (DSL, Cable)
- Video card with a minimum resolution of 1024x768
- USB ports
- Sound card and speakers
- Microphone (built-in or peripheral)
- Webcam (integrated or peripheral)

Programmed (Software) and applications:

- Operating system (Windows 7 or higher) or (Mac OS 10.6 or higher)
- Microsoft® Office 2007, 2010, 365 or newer version or Google Docs
- Microsoft PowerPoint or scheduled presentations or Google Presentations
- Microsoft Excel or computer programming or Google Sheets
- Acrobat® Reader 9.0 or newer version or any PDF application (i.e., Foxit Reader, etc.)
- Acrobat® Flash plug-in 10.0 or newer version

FORMAT, METHODOLOGY AND GENERAL RULES OF CONDUCT

Course Format

1. Readings
2. Demonstration of practical techniques
3. Audio-visual materials
4. Worksheets practices and theories verification
5. Illustrations

6. Practical assessments and “hand-outs” discussions

Evaluation Procedures

1. Examinations in theory and in practical subjects
2. Laboratories
3. Rubrics
4. Final exams
5. Special Projects

General Rules of Conduct

Equipment: The student must have and bring their complete “equipment” every day at the institution.

Books and other educational materials: Students should bring their books and educational materials to class daily.

Attendance and Punctuality:

- All students must report daily to class on time.
- In case of absence the student will be responsible for consulting with their instructors and / or peers about the discussed material during the absence to replace it upon return. The hours could have to be replaced according to the policies of the institution.
- Students should not leave the facilities of the institution during school hours

The student all time must:

1. Keep the work area tidy and clean before leaving the Institution.
2. Return loan equipment.
3. Place residual materials in disposable containers destined for it.
4. Avoid gatherings in the classroom.
5. Not leave the room or Lab without permission from the instructor or walk around during school hours.
6. Recognize the values and skills of both you and your colleagues.
7. Inform the instructor, counsellor or the Academic Coordinator any problems or suggestions regarding the institution or school.
8. Use the suggestion box.
9. Use appropriate vocabulary and talking tones.
10. Fulfill the tasks assigned by the instructor with the appropriate responsibility.
11. Make payments on time and / or when required.
12. Assume responsibility for the use and good handling of the equipment.
13. Help their peers to be prudent to avoid accidents.
14. The Institution is not responsible for lost or damaged equipment of students.
15. Cannot delegate tasks or duties assigned by the instructors to other students.
16. Respect the property of the institution such as desks, files, shelves, desks, etc.
17. We do not allow student access without authorization to the office unless it is for the delivery of a document or a meeting.

18. Students who observe negative attitude and behavior and that violate the rules of the institution will be referred to the Student Services Office who shall take appropriate measures to the situation or refer to the school Director who will determine the final or partial suspension of the program. If suspended, students may apply for readmission in accordance with established standards.
19. The documents released to the institution shall become its property and therefore will not be returned.
20. Students will be excused for using the uniform (if applicable) only on the days designated as a casual day.
21. The institution will provide in writing information regarding the measures, sanctions or decisions taken in case of indiscipline or lack of compliance with institutional norms.
22. Consecutive absences and tardiness will be referred to the Counsellor after 3 absences or tardiness.
23. Any student who has 8 consecutive absences will be administrative withdraw.
24. The Institution does not allow sales without authorization of the administration.
25. It is prohibited the use, possession, sale, or distribution of controlled substances (drugs) and alcohol within the institution or during the execution of any activity sponsored by the institution, both within and outside the facilities.
26. It prohibits the consumption of food in the classrooms.

Password Technical College reserves the right to expel, suspend or refuse to accept, at any time, a student who does not meet the standards of conduct of the institution, as published in this Catalog.

ACADEMIC CALENDAR AND START DATES POLICY

Password Technical College maintains a continuous academic calendar all the year and start new groups when there are enough students. In regular programs, classes meet from Monday to Thursday.

The Institution offers a Christmas break of a minimum of two (2) weeks and a summer break of one (1) week during the month of July.

PTC observes the following holidays:

Holidays (No classes)

Month	Holidays
January	Three Kings Day
January	Martin Luther King, Jr. Day
February	Presidents' Day
March	American Citizenship Day
March	Emancipation Day
March or April	Holy Thursday & Good Friday
May	Memorial Day
June	Juneteenth
July	Independence Day

July	Commonwealth Constitution Day
July	José Celso Barbosa Day
September	Labor Day
October	Columbus Day
November	Elections Day (If applicable)
November	Veteran's Day
November	Discovery of Puerto Rico Day
November	Thanksgiving Day

This calendar is subject to change due to natural disasters or other unforeseen events.

CONTINUE EDUCATION SCHOOL

Considering the importance of 21st-century skills and micro-credentials for professional certifications, the Continuing Education School has articulated its mission, vision, and objectives to align with the contemporary needs of the professional landscape.

Mission

Our mission is to deliver comprehensive, up-to-date, and industry-aligned continuing education programs that equip professionals with the 21st-century skills and professional certifications they need to stay competitive in the evolving job market. We provide professionals the opportunity to acquire micro-credentials that can further their career growth, boost their employability, and enable them to contribute significantly to their organizations and the wider society.

Vision

Our vision is to become a leading provider of continuing education in the 21st-century professional landscape. We aim to be a hub of lifelong learning that fosters the acquisition of critical skills, promotes professional development through recognized micro-credentials, and responds to the dynamic needs of the global job market. We envision a future where our graduates are leaders in their respective fields, capable of navigating the challenges of an interconnected, digital world with proficiency, confidence, and innovation.

Objectives

1. To offer a diverse range of courses that promote the development of 21st-century skills and lead to professional certifications.
2. To design academic programs that respond to the changing needs of the job market and societal demands.
3. To partner with professional associations to provide globally recognized micro-credentials.
4. To create learning experiences that enable professionals to apply their acquired skills practically in their workplaces.
5. To regularly update our course offerings to stay relevant with emerging technologies and industry trends.

Through these initiatives, the Continuing Education School reaffirms its commitment to

professional growth, lifelong learning, and the development of individuals who are prepared to navigate the challenges and seize the opportunities of the 21st century.

For a list of courses and dates go to: <https://www.passwordtech.org/challenges>

Admission Requirements for the Continuing Education School

1. **Completed Application Form:** Applicants must complete and submit an application form. This form helps us understand the applicant's professional background and career aspirations, ensuring we can provide the most relevant and beneficial educational experience.
2. **Payment of Application Fee:** An application fee is required at the time of application. This fee covers the processing of the application.
3. **Interview (if required):** Depending on the specific course or program applied for, applicants may be required to undergo an interview process. This allows us to assess the applicant's suitability for the program, as well as their commitment to continuing education.

Please note that specific programs may have additional or different admission requirements based on the nature and level of study. These will be communicated clearly in the respective program descriptions.

Continuing Education Tuition Payment Cancellation and Refund Policy

The Continuing Education School acknowledges that circumstances may arise that require students to cancel their enrollment in a course. We strive to accommodate such situations with fairness and transparency. Therefore, we have established the following cancellation and refund policy:

1. **Institutional Cancellation:** The institution reserves the right to cancel a course due to lack of minimum enrollment. In such a case, the institution will fully refund the payments made by the participants. Refunds will be processed within 14 working days from the date of course cancellation.
2. **Participant Cancellation before Course Commencement:** If a participant decides to cancel their enrollment before the commencement of the course, they will be eligible for a full refund of the total amount paid. To receive this refund, participants must process a cancellation of their enrollment at least 72 hours in advance and inform the institution in writing using the cancellation form.
3. **Participant Cancellation after Course Commencement:** If a participant decides to withdraw after the course has started, they will receive a refund of 75% of the total amount paid, provided their withdrawal is registered before the second class. After the second class, no refund will be issued. It's essential that the participants inform the institution in writing about their decision to withdraw.
4. **Non-Transferability of Registration:** The registration is for the individual participant and is non-

transferable. This means that a participant cannot delegate their place in the course to another person.

5. Cancellation of One-Day Course: For one-day courses, participants must cancel their enrollment at least 48 hours in advance to receive a refund of 75% of the amount paid. If the cancellation is made less than 48 hours before the course, no refund will be issued.

Please note, all refund requests must be made in writing and submitted to the Continuing Education School's administrative office. The refund will be processed using the same payment method used for the initial transaction, unless explicitly requested and agreed upon otherwise.

The institution encourages all participants to consider their schedules and commitments carefully before enrolling in a course to minimize the need for cancellations and withdrawals. We are here to assist and provide clarity on any aspect of our policies.

"I certify that all the information published in this Catalog is correct and that students, faculty and staff members have access to an electronic copy (www.passwordtech.org) or by requesting a printed copy."

Javier P. Irizarry Riveiro
Executive Director
Password Technical College