



The American Technical Institute

Quality Training, Education and Job placement Assistance

Private Post-Secondary Vocational School

Professional Development & Career Training Programs

School Catalog 2019-2020

Welcome to the American Technical Institute

Table of Contents

Table of Contents	1
Mission and Goals.....	3
Statement of Ownership	4
Administration	4
School Calendar	6
Entrance Requirements.....	7
School Policies and Procedures.....	10
Distance Education/Online	24
Job Placement.....	29
Student Services	30
Programs	32
English as a Second Language.....	43
Facilities.....	46

Contact Information

The American Technical Institute
Main Campus
3701 East Chestnut Ave., Unit C7
Vineland, NJ 08361
Tel:(856)327-5555
Fax:(856)300-5333
info@american-tech-institute.com

Campus in Virginia: 626 Grant St. #L, Herndon, VA 20170

The American Technical Institute (TATI) is a training institute founded to provide the highest quality and professional training to the domestic and global communities. The American Technical Institute formerly known as (New Jersey Career Center) has been a New Jersey state-approved training provider since November 2002, and on May 2018 was granted accreditation by the Middle States Association of Colleges and Schools, Commissions on Elementary and Secondary Schools (MSA-CESS). Address: 3624 Market Street, 2 West, Philadelphia, PA 19104-2680. Phone: 267-284-5000. Website: www.msa-cess.org. The American Technical Institute is certified to operate in Virginia by the State Council of Higher Education for Virginia (SCHEV). Address: 14th Street, 10th Floor, James Monroe Building, Richmond, VA 23219. Phone: 804-225-2600.

Mission Statement

To provide a student-centered and innovative learning and training environment that focuses on imparting the necessary knowledge, skills, and abilities to enable students to develop and exhibit a set of professional career skills and ethical behavior to successfully obtain entry-level employment.

Goals and Objectives

The American Technical Institute is committed to the following institutional goals and objectives:

- To prepare students for careers in Office Administration, Computer and Information Technology, and Medical Office Administration.
- To prepare students to apply practical technology skills in their professional and career endeavors.
- To continue researching and adopting the most effective technologies, training tools, and applications to best prepare students to reach their career potential and professional goals.
- To treat all students with respect and ensure that every student is given individual attention, instruction, and immediate feedback.
- To make the attainment of a student's desired certificate of completion a major focus during their educational and training process.
- To work in conjunction with local businesses, governmental agencies, and community organizations to provide job placement assistance and opportunities for the institute's graduates.
- To ensure that graduates appreciate diversity and the foundational values of trust and respect in the institutional learning community and workplace.

Statement of Ownership

The American Technical Institute was founded in 2002 and is privately owned by Jamil Srour & Racha Khouli. The Principal Corporate Shareholders are Jamil Srour (50%) and Racha Khouli (50%).

Principles Administrators at Virginia Location

Dr. Abed Almala, Chief Academic and Administrative Officer (CAAO)

The CAAO serves as the Academic and Administrative Senior Official at the Northern Virginia location. Responsible for managing and administering state, programmatic and institutional accreditations, academic policies, procedures, and programs at both the New Jersey and Northern Virginia campuses. Specific responsibilities: Supervises student academic advisement, plans for assessment learning strategies; recruits and trains staff and faculty members in accordance with the Institute's policies and procedures; supervises, trains and evaluates academic and administrative assistants, department heads, academic advisers, and faculty members; proposes a schedule of classes to be offered each quarter; trains and mentors new staff and faculty; represents the institute in local, regional, and national meetings; presents at national and international conferences, attends and manages campus meetings, workshops, and official events; conducts new students and faculty orientations and coordinates student retention activities with the Campus Director; and provides the leadership necessary to execute policies and procedures, administers the academic programs, and supervises faculty while fulfilling the mission of the Institute.

Ms. Qudsia Faryar, Campus Director

The Campus Director serves as the Administrative Official at the Northern Virginia location. In a cooperative environment with the Chief Academic and Administrative Officer, the Campus Director is responsible for the campus achieving established operational, collection, staff development, and enrollment objectives. Primary responsibilities of this position include campus-level profit and loss management, the management of new student recruitment activities, overall campus enrollment management, student retention initiatives, campus-level fiscal and budgetary management, student services and associated collection activities, and the overall appearance and administrative operations of the campus.

Ms. Nargiz Adambaeva, Director of Admissions and Academic Assistant

The Director of Admissions is responsible for the direct management of the admissions department, to include all Admissions Officers and administrative support staff. Responsible for all associated new student recruitment, enrollment and operational activities. Serves as a liaison with the campus' other departments. Works with campus leadership to manage new student enrollment and ensure achievement of all performance objectives. The Academic Assistant (AA) is responsible for greeting guests and answering

phones, posting daily attendance in computer and following-up with instructors on missing attendances, signing up students for tutoring appointments and attending to various student needs and support. The AA prepares posters and flyers upon request, processes paperwork of newly employed instructors, follows-up and orders office supplies when needed, maintains the bookstore- provides teaching materials to instructors, checks up academic materials for updates

Advisory Board Committee Members

Mr. Jamil Srour
Ms. Racha Khouli
Dr. Abed Almala
Prof. Shawn Paxton (VA Campus)
Prof. Tim Stewart (VA Campus)
Prof. Joseph Pettiford (VA Campus)
Dr. Robert Dearborn (VA Campus)
Prof. Mark O'Connell (VA Campus)

Institutional and Staff Hours

Monday – Friday
8:30am to 4:30pm

Program Term Dates

Fall: September 30th - December 31st
Winter: January 1st – March 31st – Winter Term
Spring: April 1st – June 30th – Spring Term
Summer: July 1st – September 29th – Summer Term

(Open Enrollment: New Students Start on Mondays)

Institute Calendar

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

Observed Holidays

New Year's Day
Martin Luther King Day
Presidents Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Thanksgiving
Christmas

Entrance Requirements

All students must be at least eighteen (18) years of age on or before the first day of class. Students must provide a High School Diploma or a General Education Development Certificate (G.E.D)

The American Technical Institute is committed to providing equal educational and job placement assistance for individuals with disabilities, according to state and federal laws and regulations, including the Americans with Disabilities Act (ADA) of 1991 and Section 504 of the Rehabilitation Act of 1973. To ensure equality of access for students with disabilities, The American Technical Institute, provides reasonable accommodations, including auxiliary aids and modifications to courses, programs, services, activities or facilities. Exceptions will be made in those situations where the accommodation would fundamentally alter the nature of the program, cause undue hardship on the school, or jeopardize the health or safety of others. Accommodations must specifically address the functional limitations of the disability.

Program Schedules and Learning Environment

Course lengths vary by course and are adjusted to accommodate holidays. Although the same course may be offered over different throughout the year, the total hours of classroom instruction and material that will be covered will be the same.

Technology-based courses are tailored to student needs. The ability to review specific modules or rewind specific sections is one of the benefits of technology-based courses. Technology-based training is available at any time during the hours of operation being from 8:30 a.m. until 4:30 p.m. Monday through Friday. Instructors and Mentors will be available for student instruction during these scheduled times.

Learning Environment and Model

The American Technical Institute offers quality education that is both affordable, convenient and flexible. Courses offered as blended learning consists of a combination of technology-based learning, virtual and hands-on labs. The Institute is dedicated to help the individual student select a training program curriculum to fit their career goals, life, and busy schedules. Each program must be approved first by a state agency and the school's Advisory Board Committee (governing board), and institutional accreditation.

The Institute's unique learning environment integrates interactive learning with lead instructor serving as a coach and mentor to foster learning, support, and enable each student to succeed by working at their own pace with individualized instruction as needed and requested.

Admissions Process

The American Technical Institute admissions process begins with a personal interview and tour of the American Technical Institute facility led by the Admission Director. During the personal interview, the Admissions Director will assess your skill levels and prior work experience in addition to assessing your educational and career goals. You will also have the opportunity to fill out the application for admission and request further information about financial options. The same procedure applies to a distance learning student, but virtually. Online/distance education applicants must complete this online assessment. This tool, designed by Penn State, can be found at <http://tutorials.istudy.psu.edu/learningonline/ORQ/ORQ.htm>. For more information, contact an admissions officer and/or a student adviser.

For consideration for general admission to The American Technical Institute, you must provide either a High School Diploma or GED (see "Entrance Requirement" section under "School Policies" for further explanation and minimum requirements). For admission to specific programs or courses, there may be prerequisites and/or demonstrated proficiency in the prerequisite skill objectives and/or prior work experience required. During the student's interview process, the Institute's admissions representative will obtain this information, particularly, the student's knowledge and prior professional and learning experience using a computer and/or require the student to take basic keyboarding and/or computer skills tests. Students will also be asked to present evidence of a High School Diploma, GED, or other required documentation to meeting the Institute's admissions requirements.

The American Technical Institute does not discriminate based on sex, race, ethnic origin or religion backgrounds.

Registration

Students may register for courses at any time up to one week (5 days) before the start of classes. Students requesting financial aid will need to register within two weeks (10 days) before the start of classes. A student must register in person or online (only distance education students) with the school's admissions office.

The following documents are required for registration:

Identification (drivers license, birth certificate or passport)

- High school diploma or G.E.D. certificate
- Initial payment for registration and tuition fees. Cash, personal checks and all major credit cards are accepted.
- Students receiving financial aid or who have a student loan should bring documentation of such when registering. Note: *The American Technical Institute is in the final phase of its U.S. Department of Education Title IV application. At this time, the Institute does not accept and process Title IV applications.*

School Policies and Procedures

Student Grievance Policy

The purpose of this policy is to guard each student's freedom of expression, guard enrolled students against discrimination based on their views, beliefs, and political associations, and afford all students reasonable protection from arbitrary or unpredictable actions taken outside and/or inside the classroom by members of the institution or classmates.

For a grievance to be properly addressed, a written claim must be filed with the Chief Academic and Administrative Officer (CAAO). The CAAO will provide a final response within seven days. If the grievance is not resolved to the student's satisfaction, he or she may contact the CAAO. After this, if the complaint is not resolved to the student's satisfaction, he or she may contact the Institute's President. As a last resort, students may file a formal complaint with the State Council for Higher Education in Virginia (SCHEV): <https://schev.edu/index/students-and-parents/resources/student-complaints>. SCHEV's contact information is printed on page two in this catalog.

Leave of Absence Policy

The American Technical Institute (TATI) permits its students to request a leave of absence if and only if, this request does not exceed 180 days in any 12-month period and in case of a prolonged illness or accident, death in the family, or other special circumstances such as, but are not limited to, medical, military obligations and Jury Duty. This request must be submitted to TATI's Chief Academic Officer, along with supporting documentation in writing, dated and signed by the student or designee requesting a leave of absence. Students who take a leave of absence from the TATI are subject to the course/program requirements and regulations in effect at the time of return and will be permitted to complete the coursework he or she began prior to the leave of absence. During a leave of absence, a student will not be penalized academically, monetarily, marked absent or pay any tuition or fees.

Attendance and Sign-In Procedures (On Campus)

All students are required to sign in with their signature and record time upon entering the American Technical Institute campus building and sign out with their signature and time upon leaving the same campus building on the general attendance sheet kept in the American Technical Institute's reception area. All students are also assigned an individual attendance folder. Students are required to sign in and out, recording their class time for the day, and must have their instructor initial it to verify the written times. If the instructor's initials are not on the individual timesheet, the attendance for that day will not be considered verified. Verified attendance will be the only attendance time recognized by the

school for the official daily attendance records. For some government-funded students, unverified attendance could impact their funding agreement (contract).

If a student is found to have falsified their time and/or attendance in any way, the American Technical Institute will be notified along with the student's funding source counselor (if the student is receiving government funding). The incident will be investigated by the American Technical Institute administration. If the investigation verifies that the student has falsified attendance records, then one or all of the following can occur at the CAAO's discretion:

- The student will receive a written warning and counseling
- The student will be put on probation and will need to report to the attendance office each day to record the attendance during the probation period.
- The student will be dismissed from the American Technical Institute. (*see the section titled Conditions for Dismissal*)

Student's Right To Cancel

A student may cancel this Enrollment Agreement without any financial penalty within three business days, excluding the weekends and holidays. The student may also cancel this enrollment agreement at any time prior to the first day of class for which application was made. A written notice and Withdrawal Form must be completed, signed, and dated by the student. The \$50 registration fee will not be refunded. When cancellation requested under these circumstances, the ATI will refund all tuition paid by the student, less a maximum tuition fee of 15% of the stated costs of the course or \$50, whichever is less. Later cancellations should follow the ATI's refund policy, printed below and found in the school's catalog. Students may download the Withdrawal Form from our website or obtain a hard copy from the Registrar's Office. Any tuition payment will be refunded to the student within a 30-day period following his or her withdrawal or termination written notice. The refund will be issued in the same manner as it was received by The American Technical Institute (credit card payment, bank wire transaction, cash or check).

Refund Policy

If an admitted student withdraws or is terminated from a class or a program during the first quartile (25%), he/she will be refunded 75% of the course or program tuition. If an admitted student withdraws or is terminated from a class or a program during the second quartile (more than 25% but less than 50%), he/she will be refunded 50% of the tuition. If an admitted student withdraws or is terminated from a class or a program during the third quartile (more than 50% but less than 75%), he/she will be refunded 25% of tuition. No refund will be issued to the student in the fourth quartile (more than 75%) of the course or program. The following summarizes the above policy.

Quartile of Withdrawal/Termination with Written notice	Tuition refund amount*
Up to 25% of the course/program	75%

More than 25% but less than 50% of the course or program	50%
more than 50% but less than 75%	25%
More than 75% of the course or program	No refund will be issued

**Excludes all fees*

Any tuition payment will be refunded to the student within a 30-day period following his or her withdrawal or termination written notice. The refund will be issued in the same manner as it was received by The American Technical Institute (credit card payment, bank wire transaction, cash or check).

Programs Tuition and Fees

Tuition and fees at The American Technical Institute is assessed and set on quarterly basis. The current tuition and fees is summarized in the following chart.

Program/Course	Total Clock Hours	Tuition Per Program	Book(s) & Instructional Materials	Technology Fee*	Registration Fee	Total Cost
Medical Office Administration Program	795	\$4,495	\$200	\$200	\$50	\$4,945
Office Administration Program	325	\$4,200	\$200	\$200	\$50	\$4,650
PC Specialist Program	600	\$7,425	\$200	\$200	\$50	\$7,875
A+ Course	150	\$1,850	\$50	\$50	\$50	\$2,000
Network+ Course	150	\$1,850	\$50	\$50	\$50	\$2,000
Server+ Course	150	\$1,850	\$50	\$50	\$50	\$2,000
Security+ Course	150	\$1,850	\$50	\$50	\$50	\$2,000
Network Specialist Program	600	\$6,100	\$200	\$200	\$50	\$6,550
Microsoft Technology Associate (MTA) Program	2,100	\$11,550	\$200	\$200	\$50	\$12,000
MTA101Cloud Fundamentals	150	\$825	\$50	\$50	\$50	\$975
MTA102Database Fundamentals	150	\$825	\$50	\$50	\$50	\$975
MTA103HTML5 Application Development Fundamentals	150	\$825	\$50	\$50	\$50	\$975

MTA104Introduction to Programming using Block-Based Languages	150	\$825	\$50	\$50	\$50	\$975
MTA105Introduction to Programming Using HTML and CSS	150	\$825	\$50	\$50	\$50	\$975
MTA106Introduction to Programming Using Java	150	\$825	\$50	\$50	\$50	\$975
MTA107Introduction to Programming Using JavaScript	150	\$825	\$50	\$50	\$50	\$975
MTA108 Introduction to Programming Using Python	150	\$825	\$50	\$50	\$50	\$975
MTA109Mobility and Device Fundamentals	150	\$825	\$50	\$50	\$50	\$975
MTA110Networking Fundamentals	150	\$825	\$50	\$50	\$50	\$975
MTA111Security Fundamentals	150	\$825	\$50	\$50	\$50	\$975
MTA112Software Development Fundamentals	150	\$825	\$50	\$50	\$50	\$975
MTA113Windows Operating System Fundamentals	150	\$825	\$50	\$50	\$50	\$975
MTA114Windows Server Administration Fundamentals	150	\$825	\$50	\$50	\$50	\$975
Microsoft Certified Solutions Developer (MCSD): App Builder Program	150	\$4,100	\$200	\$200	\$50	\$4,550

Microsoft Certified Solutions Associate (MCSA) Program	1500	\$9850	\$200	\$200	\$50	\$10,300
MCSA101 BI Reporting Course	135	\$985	\$50	\$50	\$50	\$1,135
MCSA102 Dynamics 365 for Operations Course	135	\$985	\$50	\$50	\$50	\$1,135
MCSA103 SQL 2016 BI Development I Course	140	\$985	\$50	\$50	\$50	\$1,135
MCSA104 SQL 2016 BI Development II Course	135	\$985	\$50	\$50	\$50	\$1,135
MCSA105 SQL 2016 Database Administration Course	135	\$985	\$50	\$50	\$50	\$1,135
MCSA 106 SQL 2016 Database Development	135	\$985	\$50	\$50	\$50	\$1,135
MCSA107 SQL Server 2012/2014 Course	135	\$985	\$50	\$50	\$50	\$1,135
MCSA108 Universal Windows Platform Course	135	\$985	\$50	\$50	\$50	\$1,135
MCSA109 Web Applications Course	140	\$985	\$50	\$50	\$50	\$1,135
MCSA110 Windows Server 2012 Course	135	\$985	\$50	\$50	\$50	\$1,135
MCSA111 Windows Server 2016 Course	140	\$985	\$50	\$50	\$50	\$1,135
Microsoft Certified Solutions Expert (MCSE) Program Course	450	\$7800	\$200	\$200	\$50	\$8,200

MCSE11 Core Infrastructure Course	150	\$3,000	\$50	\$50	\$50	\$3,150
MCSE112 Data Management and Analytics Course	150	\$2,375	\$50	\$50	\$50	\$2,525
MCSE113 Productivity Course	150	\$2,375	\$50	\$50	\$50	\$2,525
English as a Second Language Program	1152	\$14,500	\$500	\$350	\$50	\$15,400

*Technology fee includes all necessary technology applications and software.

A student will be charged a fee for late payment of tuition and fees if they do not pay tuition and fees within 5 business days prior the start of course or program.

Cash, money orders, credit cards, and checks are accepted for payment of tuition and applicable fees. A returned check fee of \$50 is required. The following chart summarizes these fees and other charges.

Application fee	\$20
Returned check	\$50
Transcript fee	\$10
Late payment fee	\$50

Required textbooks and instructional material will be purchased by The American Technical Institute. The school will not accept return of purchased materials or refund fees.

Academic Progress Policy (APP)

A student must meet the following minimum standards of academic achievement and successful course completion while enrolled at the American Technical Institute. The Institute requires that all courses be completed to graduate from the program.

A student's academic progress status is reported on the student's transcript which is provided each term through an online portal to student academic information.

Maximum Time Frame: all students must complete their program in a period not exceeding 1.5 times the normal length of the program. For example, for a program that requires successful completion of 600 clock hours, the student may not attempt more than 900 clock hours (1.5 x 600).

Students will be evaluated every 300 clock hours during the program of study they are enrolled in according to the following criteria:

A student must maintain a Cumulative GPA (CGPA) of 2.0 or above in order to remain in school and be considered in good academic standing at each evaluation point of 300, 600, 900, 1200, 1500, 1800, and 2100 scheduled hours. The Chief Academic Officer may permit a student to retake a failed course. A passing grade on the retaken course would replace the original failed grade.

The school maintains all student progress records. If a student's cumulative GPA is below a 2.0 at the evaluation point of 300 scheduled clock hours, this means that this student is not meeting the minimum requirement for satisfactory progress and that student will be placed on warning.

Further, a student must have at least 67% attendance at the end of every evaluation period.

At the next evaluation point of 600 scheduled clock hours, if a student is not meeting the minimum requirement for satisfactory progress, academic and/or attendance, the student will be placed on probation.

Academic Warning

Students may be placed on academic warning by the CAAO. An action plan is provided to the student to complete all pending learning assignments and/or examinations leading to the improvement of the student's GPA, as described above. If the student does not meet the conditions of the academic warning coursework, he or she may be placed on academic probation.

Academic Probation

Students may be placed on academic probation by the CAAO for failure to meet the condition of the academic warning coursework. During this time, the student will be given an action plan in order to complete all pending educational coursework leading to the improvement of the student's GPA. If academic probation coursework is not satisfactory, the student will be terminated from the program.

Institutional Dismissal Appeal Procedures

A student may appeal his or her dismissal status by submitting the Dismissal Appeal Form to the CAAO. The CAAO will submit the form to the Chairperson of the Academic Review Committee. The student must complete the Dismissal Appeal Form (available from Student Services) by the final week of an odd-numbered term to be considered for

the re-entry into the following term. This should include any mitigating or special circumstances such as illness, jury duty, military service, etc. that may have contributed to not meeting satisfactory progress. The student will be advised to repeat courses failed to bring his or her CGPA and percentage of successful completion to the minimum progress requirements. If after this term the student does not meet the standards of Academic Progress, the student will be dismissed.

Appeals Process

To appeal a decision denying reentry or admission to a course or program offered by TATI, an applicant must submit a written appeal to the CAAO within 14 days of receipt of the reentry or admissions denial letter. The applicant will be notified of the outcome, via U.S. mail, within 30 business days.

If the appeal is not resolved to the student's satisfaction, he or she may contact the CAAO. Following this, if the complaint is not resolved to the student's satisfaction, he or she may contact the Institute's President. As a last resort, students may file a formal complaint with the State Council for Higher Education in Virginia (SCHEV): <https://schev.edu/index/students-and-parents/resources/student-complaints>. SCHEV's contact information is printed on page two in this catalog. The student involved will not be subjected to adverse actions by any school officials as a result of initiating a complaint with SCHEV, an institutional accreditation, or any state and federal agency.

Ensuring student success is of paramount importance for our institution. Our institution will likely screen students to verify that they would be employable upon graduating from a program. As a part of this process, it may be necessary to conduct background checks for criminal history that may prevent a student from being employed in the field for which they have been trained. Our institutions will also disclose in our catalog if there are any limitations for employability due to a criminal record.

Reinstatement Following Institutional Dismissal

Students dismissed from the institution for failing to make satisfactory progress will normally sit out for one term before being readmitted. After the student has been approved to return to college by the Institutional Academic Committee, they will return under the extended enrollment status. The student will be advised to repeat courses failed to bring his or her CGPA and percentage of successful completion to the minimum progress requirements. Once these minimum progress requirements have been met, he or she can continue as a regular student. The student must make satisfactory academic progress in their returning term or they may be dismissed.

Withdrawals

A course from which a student has withdrawn and received a “W” grade will not affect the student’s CGPA. The course hours will, however, be added into hours attempted for the purpose of evaluating the student’s maximum time frame for completion and successful course completion. Courses from which a student has withdrawn and received a “WP” or “WU” grade will affect the student’s CGPA as well as their maximum time frame for completion and successful course completion.

Incompletion of Course

A student receiving an “I” (incomplete) has 30 days after the start of the next term to complete their final exam. If during the class term, the student has received an “I” grade, it will affect the student’s CGPA as well as their maximum time frame for completion of courses. After completion of their final exam, a letter grade is assigned and calculated into the student’s overall CGPA. A student not completing their final exam will receive a “0” for the exam, and it will be calculated into their final grade. The final grade will affect the student’s CGPA as well as their maximum time frame for completion and successful course completion.

Graduation

To graduate, a student must satisfactorily complete 100% of the total required clock hours and shall obtain a minimum overall CGPA of 2.0. The time for completion of the program shall not exceed 1.5 times the normal hours required to complete the program. The course graduation requirements are connected with each program offered by the Institute and are listed elsewhere in the catalog.

Extended Enrollment Status

Classes being taken while a student is on an “extended enrollment status” have an effect on the hours attempted and with successful completion, and count toward the 150% of the normal program length and are connected with the standards of Academic Progress. The highest grade earned by the student for classes taken will be used to calculate the student’s CGPA for the standards of Academic Progress.

Credit for Previous Training

The American Technical Institute is committed to helping our students reach their educational and training goals as quickly as possible. However, computer programs and technology change so rapidly that what was learned in an earlier program may not be applicable at this time. To ensure that our students graduate with the skills necessary to achieve success in the workplace we will give recognition for previous training only after

the student has taken and passed a test in the desired course. The minimum passing grade is 80% proficiency of the tested information. Student's wishing to receive recognition for previous training must show proof of previous training. The Institute awards recognition for previous training up to 1/3 of the course. Tuition will be prorated accordingly.

The American Technical Institute (TATI) uses only a clock-hour system. TATI accepts credits from other institutions according to the converting equation from academic credit hours to clock hours. 1 credit hour equals to 15 clock hours with the clock hour defined as 50-60 minutes. This is consistent with the Department of Education credit hour definition, as stated in 34 Code of Federal Regulations (CFR) §600.2. Credits, diplomas, or certificates earned from the American Technical Institute may or may not be accepted or transferred out to other institutions. A student must confirm this transfer process by contacting an official adviser at his or her receiving or home school. Any credit earned earned for a course or program offered by TATI, Virginia location, may be transferred to another location outside Virginia as part of an existing, diploma, or certificate program offered by TATI.

Seeking Additional Certificate/Program

Students graduating from the American Technical Institute (TATI) and seeking additional certificates and/or changing Programs within the school will carry over prior cumulative GPA for program applicable courses. Students seeking additional certificates and/or changing their program should be aware that an assessment of their satisfactory academic progress (SAP) will be based on the same criteria used for their first program/certificate.

The American Technical Institute is committed to providing our students with a professional, flexible learning environment that supports each student towards reaching their educational and career goals. Therefore, the American Technical Institute supports communication and encourages students to discuss suggestions and/or concerns with their instructors, The American Technical Institute, staff members or the CAAO.

Student Records

Student records consist of the admission application, acceptance letter, and financial transactions. These records are kept accessible for five years starting on their first day of attendance. Student's transcripts are retained permanently in either hard copy forms or an electronic database with backups by the American Technical Institute, its successors, or its assigns. Transcripts include this information: student's programs of study, dates of enrollment, courses taken and completed, grades, and current status. All these records are available to the student upon request. Academic transcripts shall be provided upon request if the student is in good financial standing.

Upon graduation and at the request of the student, students will be given a copy of their records. These records should be maintained indefinitely by the student. The records that the school will maintain are as follows:

- Attendance Records
- Academic Progress and grades
- Financial Records
- Placement data
- The Enrollment Agreement
- Record of credit given for previous training
- Records of meetings, appeals, disciplinary actions and dismissals
- A copy of the graduation certificate
- Medical Records (where applicable)

Student records are maintained by the school admissions office and are available for review by the student with a written request. Students are encouraged to submit updates to their records, such as address changes or changes in financial aid, as soon as possible. All records are private and handled with confidentiality.

Student Disclosure

The following information is available to prospective and current students:

1. The number of students enrolled in each program.
2. The total number of students that completed or graduated from the school as of the end of the last academic year and the total number and percentage of students who completed or graduated from each program offered by the school as of the end of the last academic year.
3. A description, including academic and/or career-technical objectives of each program, the number of hours of instruction in each subject and the total number of hours required for course completion, course descriptions, and a statement of the types of credentials awarded.
4. A statement of tuition, fees and other charges related to enrollment, such as deposits, accrued costs, books and supplies, tools and equipment, and any other charges for which a student may be responsible.
5. The school's refund policy for tuition and fees.
6. The school's procedures for handling student complaints, including procedures to ensure that a student will not be subject to unfair actions as a result of his initiation of a complaint proceeding.
7. The name and address of the school's accrediting agency.
8. The minimum requirements for satisfactory completion of each non-degree certificates or diplomas.
9. A transferability statement of any courses, diplomas, or certificates offered by the school.
10. The academic or course work schedule for the period covered by the publication.

11. A statement that accurately details the type and amount of career advising and placement services offered by the school.
12. The name, location, and address of the main campus in New Jersey and its sister campus in Virginia.

Student Advisement

Advisement begins with the admission application interview and continues throughout the student's course of study. Student advisement and assistance are available and staff has an "open-door" policy for all students. Instructors are accessible to students for academic support, advising outside a course's regularly scheduled class hours and throughout the course duration.

Grants, Student Loans and Scholarships

For the time being, the American Technical Institute (ATI) does not award Grants or Scholarships. ATI does honor grants and scholarships that our students have been awarded from outside organizations. We do assist our students in obtaining student loans.

Note: Students who obtain a school assisted loan and withdraw from the school or have had their enrollment terminated must notify the lending institution of their withdrawal. The American Technical Institute will reimburse the lending institution for balances due in adherence to the re-fund policy. The student will be responsible for any outstanding balances. In addition, student loans with the lending institution must be satisfied regardless of the success or lack of success at the American Technical Institute. When a student is given a loan, he/she signs a promissory note with the lending institution and the student has the full responsibility of managing the loan and its repayment.

Evaluation Techniques

A test will be administered after each lesson to determine the amount of learning that has taken place. Test scores that are below 80% are indicators that the necessary skills for entry into employment were not acquired. Students should make arrangements for additional practice, independent study or tutoring if a score of at least 80% is not achieved. A comprehensive course final exam is administered after the student has completed and passed all the required course work, session/module/chapter tests, project(s) which are outlined in the course syllabus. The student must achieve a 90% or better on the course final exam to pass the course.

Grading System

The competencies taught in the courses offered at the American Technical Institute will be evaluated by one or all of the following: class assignments, written examinations, oral examinations, and practical computer application tests. The minimal overall grade for graduation is 85 %*. Students who achieve lower than 85% may participate in private tutoring or independent study to increase their grade point average.

Grade	Percentage	Evaluation	points
A	90-100%	Excellent	4
B	80-89%	Good	3
C	70-79%	Fair	2
D	60-69%	Needs Improvement	1
F	59% and below	Failing	0
INC	-	Incomplete	-
W	-	Withdraw	-
WP	-	Withdraw Passing	-
WU	-	Withdraw Unsatisfactory	-

Incomplete Grades

Incomplete grades are given only when a student is unable to complete a course because of illness or other serious problems. An incomplete grade is not granted in the cases of negligence, procrastination, a student's failure to turn in work or not take examinations per course syllabus. A student who misses an examination must contact the instructor within twenty-four hours of the examination. If the absence is excusable, the student will be given an Incomplete or otherwise graded accordingly. If the absence is inexcusable or the student does not contact the instructor, an incomplete grade will not be awarded, but rather the examination will be considered as being failed and the student will be graded accordingly.

Instructors must file an incomplete form with the CAAO. Students are given one week to make-up missed examinations. Work and examinations that are still incomplete at the

end of the one-week deadline will be assigned a grade of F. It is the student's responsibility to contact the faculty member about completing the course work, taking examinations or if necessary, a request to extend the deadline.

Probation for Below Average Grades

Students who have fallen below the minimum grade point average for graduation will need to enter a probation period. The student will be able to take advantage of in-school tutoring up to 6.5 hours without additional tuition costs. Should additional tutoring be necessary, the student will be obligated to pay \$60 per hour for assistance. The probation period will be two weeks (10 days) or 6.5 instructional hours. If the student cannot afford the additional tutoring and still has not met the required grade of 85% after 6.5 hours of individualized assistance, then a meeting between the CAAO, the instructor of the course and the student will be held to determine the appropriate action.

Grade Point Average (GPA)

A student's Grade Point Average (G.P.A.) is based on the summary of grades received through class assignments (averaged together to equal one test grade), projects/labs (where applicable and averaged together to equal one test grade), chapter and periodic assessment quizzes and testing (given to measure the student's acquired skills and knowledge of specific course objectives (must be passed at an 80% or better and are averaged together to equal one test grade). Comprehensive course assessments (where applicable are each equal to one test grade. All aforementioned test grades are averaged together to equal 50% of the course grade.

The course comprehensive final exam is weighted at 50% of the course grade, and in some courses, a final project that is factored into the final exam grade. The overall G.P.A. is determined by adding the total average of the test grades with the course final exam grade and dividing the sum by two.

Each course requires a final exam score to be 90% or higher and the overall course grade to be 85% or higher to qualify for course certificate of completion. This ensures that all students receiving the American Technical Institute certificate of completion have met the learning objectives and standards of each course.

Students meeting all program criteria for graduation will receive the American Technical Institute's certificate of completion.

Distance Education and Online

Attendance

To be marked present, online students at the American Technical Institute will demonstrate weekly attendance by completing one of the following actions as directed by the instructor:

- Submit an academic assignment;
- Take a quiz or an exam;
- Participate in a posted online academic discussion.

Logging into the online class without active participation (as described above) will not constitute official weekly attendance. These activities will be tracked automatically in Moodle.

Absences

The American Technical Institute records the daily attendance of each student per all State, accreditation and Federal guidelines. Records of student attendance will be kept on file and are available for student review and as well as authorized agencies. Unexcused absenteeism for more than 20 percent of the total course time constitutes cause for dismissal. Graduation requirements stipulate that the student must be in attendance at least 80% of the instructional time. Excused absences are permitted for illness or any unavoidable, hardship and mitigating circumstances beyond the student's control. Please notify the Attendance Officer by 8:00 a.m. if you will be absent from class. The Institute determines and approves these circumstances on a case by case basis, providing required and legal documentation. Unexcused absences are absences where the student has neglected to notify the school and/or has extended beyond the 20 percent allowance without arranging for an official leave of absence.

Cutting Class

Hours lost due to cutting class will be recorded as unexcused absences. Absences from scheduled exams without notifying the instructor before the scheduled exam time will also be considered as unexcused absences. Therefore, the student is responsible for making up the lost time, classwork and assignments. Time and lessons missed must be made up to meet the minimum attendance and graduation requirements. Students will need to meet with the Attendance Officer before they can return to class.

Students exiting the American Technical Institute, campus building, during class and instructional time, are required to sign out upon leaving and back in upon their return. This includes breaks and lunches. Students not signing out/in on both the general attendance

sheet and the individual attendance sheet will be considered cutting class and falsifying attendance records. (See section on Attendance and Sign In Procedures).

Make-up Work

For students to meet their educational and learning goals, they must receive instruction in all aspects of the course. If work is missed due to excused absences or a leave of absence, then the student will be offered the following:

For instructor lead classes/labs/breakout sessions:

- 1) Scheduled one-on-one *instruction (only offered to students with excused absences)* or
- 2) The opportunity to join another class when the missed lessons are being taught

One on One instruction will be scheduled during school hours after 2:00 pm Monday – Friday. The student must approach the instructor to schedule the make-up time.

For interactive learning programs:

Additional time in addition to student normal scheduled time will be arranged.

Extension of completion date can be granted at the request of the student (*available for excused absences only*) with the recommendation of the instructor and the approval of the American Technical Institute's CAAO and the student's funding source (if required by the funding source).

Private instruction or additional time for interactive learning programs that are scheduled within the normal instructional day is offered as part of the tuition package for excused absences only. Private instruction for missed classes must be scheduled within one week of the absence. (Exception is made in the event there is a scheduling conflict on the part of the American Technical Institute or our staff, such as a holiday, or an instructor is unable to schedule within the week due to other scheduling conflicts). Should the student desire to wait until the lesson is offered in another class, the student needs to be aware that this may affect their completion date.

In all cases, students are responsible to approach their instructor immediately upon their return to school to request make-up work. Make-up work in the form of one-on-one instruction must be requested by the student to the instructor within one week of the absence.

All make-up work and the course syllabus must successfully be completed by the end of the school day on the last day of the term to qualify the student to receive the course certificate of completion for that term. All make-up work, course syllabi, and the student's

program syllabus must be completed by the end of the school day on the last day of the term to qualify the student to receive a diploma that meets the graduation requirements.

Tardiness

Developing good work ethics is an important part of the training at the American Technical Institute. Students arriving late for class are interrupting the instructor, other students and for some government-funded students' tardiness could impact their funding contract. The following recording system will be used for tardiness.

- 7 to 15 minutes late will be counted as 15 minutes late
- 16 to 30 minutes late will be counted as 30 minutes late
- 31 to 60 minutes late will be counted as 1 hour late

Since tardiness of 7 minutes or more is recorded as an unexcused absence, it is the responsibility of the student to make up the lost time and/or classroom instruction. The American Technical Institute encourages students to plan to arrive at the school at least 10 minutes before their scheduled times and/or the start of their class.

Plagiarism

The on-ground and distance education program will use "Safe Exam Browser" in administering online tests. This tool is "a web browser-environment to carry out online exams safely. The software changes any computer into a secure workstation. It regulates access to any utilities and prevents students from using unauthorized resources." Safe Exam Browser tool is compatible with Moodle, the program's learning management system. In addition to exams and to further prevent online plagiarism, instructors will be encouraged to design and develop diverse various learning activities, such as group and individual projects, small group discussions, case studies, recorded presentations, and lab projects.

The American Technical Institute endeavors to develop the creative instincts in its students and help them effectively communicate their ideas. Towards this end, the American Technical Institute is obligated to maintain high academic standards, and will not tolerate plagiarism or any other form of academic cheating.

A substantial component of cheating consists of plagiarism or using someone else's work without proper attribution and pass this material off as one's own. This may consist of one incorrect citation or the wholesale theft of a piece, but whether this is done intentionally or not, it is academically dishonest, and no amount of justification can excuse someone from stealing another's work.

TATI students need to understand that plagiarizing written material serves no purpose other than to detract from the intellectual worth of an assignment, a course, and, ultimately, an education. Regardless of the extent to which it is done, a student who plagiarizes shirks an inherent responsibility to submit an assignment based on honest research and obtains a certificate or diploma that ultimately has been devalued because it is based on fraud.

People are inclined to plagiarize because of:

- poor time management and organizational skills
- a perception of unrealistic deadlines for papers
- their believe that instructors are giving them too much work to do
- a lack the patience and commitment to engage in honest research
- their coming from a country where plagiarism is not an academic issue
- confusion about how to properly cite sources
- being subjected to pressure from peers and family
- competing for jobs and scholarships
- having poor research and writing skills

The American Technical Institute wants its students to understand that they must resist the urge to seek the easy grade by stealing the intellectual property of someone else. Specifically, plagiarism, which consists of reproducing the ideas, words or written statements without giving credit to the author and may take the following form:

- using another person's theories or opinions without proper attribution
- quoting another person's actual oral or written words without proper attribution
- paraphrasing someone else's actual oral or written words without proper attribution
- resubmitting a previous academic work as a new product
- using any facts, statistics, drawings or graphs that are not common knowledge

Electronic plagiarism has become increasingly prevalent with the growth of digital information, bulletin boards, information servers, and electronic mail. This problem is compounded by students' inability to critically evaluate internet sources and there is a perception that online sources are public knowledge and therefore not subject to the rules governing standard citation practices. Because there is no quality control on the internet, students feel free to download papers from paper mills, simply change authors' names and then submit these same papers as their work. The ease of cutting and pasting resources, the proliferation of digital web-based documents and high-speed access to resources at any time have makes it easier for students to plagiarize.

What follows is a glossary of terms that will help explain what plagiarism is and how it can be avoided:

Attribution: ascribing the work or ideas to an author or artist.

Citation: quoting or giving intellectual credit to another's work or ideas.

Collaboration: working together with someone in a joint intellectual effort.

Copyright: granting an author, composer, playwright or publisher the legal right to exclusively publish, sell or distribute a literary or artistic work. A copyright is the legal protection of work and provides for the originator to be paid for and control the use of his/her creations.

Common Knowledge: facts known by a large number of people that do not have to be cited. For example, it is well known that an untreated metal oxidizes when exposed to moisture, but explaining that it is caused by atoms losing electrons and gaining a positive charge is not common knowledge, and so this would have to be cited.

Cyber-Plagiarism: copying or downloading in part, or in their entirety, articles or research papers from the internet, or copying ideas found on the Web without giving proper attribution.

Deliberate Plagiarism: the wholesale copying of someone else's paper with the intent of representing it as one's own.

Intellectual Property: a creative endeavor that can be protected by copyright, trademark or patent.

Paraphrasing: often used to clarify the meaning it is a restatement of a text or passage in another form using different wording, *but it still must be cited.*

Paper Mill: an agency that for a fee provides pre-written term papers and other so-called educational tools through the internet.

Plagiarism: stealing or passing off the ideas or words of another as one's own without giving proper credit; committing literary theft; presenting as new and original an idea or product derived from an existing source.

Public Domain: refers to ideas and works that belong to everyone and are free to use without having to cite for attribution. The only material not in the public domain is that which has been copyrighted, and, therefore, protected.

Unintentional Plagiarism: carelessly paraphrasing or citing source material where improper or misleading credit is rendered.

Student Problem Resolution: concerning due process, the American Technical Institute will adhere to the following procedures when an issue of plagiarism comes to the attention of the instructor.

- a) If an instructor suspects plagiarism, he or she will assemble the evidence and speak with the student and advise the Chief Academic and Administrative Officer

(CAAO). If the student's explanation is satisfactory, the matter should be dropped there, but if the issue cannot be resolved and the instructor is satisfied that plagiarism occurred, then the student will receive a zero on that portion of the grade.

- b) If this is a repetition involving the same student, the matter should be reported to the CAAO, who will investigate the documentation provided. If the student is found guilty, the CAAO will then submit a failing grade for the respective course.
- c) If this is a third incident involving the same student, the student will fail the course and the matter will be forwarded to the CAAO, who will place the student on suspension.
- d) If this is the fourth incident involving the same student, the matter will be referred to the American Technical Institute's Board of Directors, who will determine whether expulsion from the American Technical Institute is in order.

Plagiarism can be avoided if a student approaches a project ethically and is determined to submit his own work without stealing the intellectual efforts of others. The keys are to keep one's notes organized, know the sources of the information used and acknowledge these sources in footnotes or endnotes. Whether it is deliberate or unintentional, plagiarism suggests laziness, carelessness and the intent to deceive, and it is unacceptable to the American Technical Institute in any form. If the student has some confusion about how to properly cite sources, then he can consult a style manual or his instructor. This is particularly important when dealing with online sources, which, because the URLs are unstable and often long, complex and confusing, can be especially difficult to cite. Nevertheless, it is the responsibility of the student to become familiar with what constitutes plagiarism and not assume that the submission of plagiarized work will go undetected by the American Technical Institute.

Job Placement Assistance

The American Technical Institute offers free Job Placement Assistance to our students and alumni in good standing. The Institute's placement mission is to help students connect to potential employers to facilitate a successful transition for the student's new career. The American Technical Institute Job Placement Coordinator actively networks within the business community to identify employment opportunities.

As students move through their program, they have the opportunity to work with the American Technical Institute Job Placement Coordinator on developing and using job search tools and strategies to successfully gain employment in the field. The American Technical Institute's job placement assistance program includes:

- Resume writing and editing assistance
- Resume reviews

- Assistance with developing & refining the student's interviewing skills
- Attire for hire tips
- Job search tips and tools
- Job Posting Boards
- The American Technical Institute Professional Development Seminars are available free to students with the recommendation or approval of the American Technical Institute Job Placement Coordinator.

The American Technical Institute offers job placement assistance to students, graduates, and alumni in good standing. The American Technical Institute is committed to assisting graduates in finding suitable employment. The American Technical Institute cannot, however, guarantee employment to any student, recent graduate, or alumni.

Job Placement

Job placement services are available to assist students with career placement assistance, interviewing techniques, résumé writing assistance, professional appearance guidelines, time management skills, and job search techniques. This is a lifetime service available to active students and graduates in good standing. Students are strongly urged to maintain contact with the Job Placement Coordinator when they obtain employment, change jobs, need further assistance, or relocate to another area. We encourage all students to make use of the Office of Job Placement.

Note: Keep in mind that the American Technical Institute does not promise or guarantee placement for its students or graduates

Student Services

Mission

The mission of the Office of Student Services is to assist students with career planning and placement. Student Services has a campuswide function and serves as an intermediary between the institution and the student body concerning student activities, seminars, workshops, and other student issues and concerns.

Functions of the Office of Student Services

The primary function of the Office of Student Services is Career Planning and Placement. The department also assists in the cultural, social, professional, and intellectual development of students. It coordinates various activities and services offered to the students. Besides these, the Office of Student Services will assist in the implementation of student projects, commencement ceremonies, and the alumni association. The department's

function is consistent with the institutions' mission of creating and continuously improving effective learning environments for the lifelong educational needs of the diverse community it serves. The department also assists in finding referrals and information for those students experiencing personal difficulties.

Goals & Objectives

The Office of Student Services aims to:

- Assist graduates with career planning, job opportunities, and job placement.
- Provide workshops on resume preparation, interviewing skills and techniques.
- Assist with background checks, certificate and licensing preparation as applicable.
- Maintain an active database of students, alumni, affiliates and potential employers.
- Assist with student campus activities and continuing education to graduates and alumni.

Student Advisement

Advisement begins with the admission application interview and continues throughout the student's course of study. Student advisement and assistance are available and staff will have an "open-door" policy for all students.

Programs

Medical Office Administration

795 Clock Hours

Description

This is a one course-program that leads to eligibility for an industry certification. The Medical Office Administration Specialist Program prepares students to enter administrative careers in the medical field with skills that can be applied in various medical environments. The successful student will gain the skills necessary to attain their Certificate of completion from The American Technical Institute's Medical Office Administration program. Program topics include: medical terminology, medical office software, protocols, scheduling, operations and procedures, medical billing/insurance processing, QuickBooks, Microsoft Word, Microsoft Excel, and Microsoft Outlook. Prerequisite skills: keyboarding, basic computing, computer fundamentals, working with windows, and Internet fundamentals. TATI does not guarantee a passing score on the designated industry certification exams, including the National Healthcareer Association (NHA) Certified Medical Administrative Assistant (CMAA) certification exam. CMAA is also called a Medical Office Secretary or Medical Office Assistant.

Learning Objectives

Upon successfully completing the Medical Office Administration program, the student will be able to

- Apply the theoretical knowledge and practical skills in medical terminology, medical office software, protocols, scheduling, operations and procedures, medical billing/insurance processing, QuickBooks, Microsoft Word, Microsoft Excel, and Microsoft Outlook.
- Operate in an administrative capacity in a medical office environment
- Prepare for the National Healthcareer Association (NHA) Certified Medical Administrative Assistant (CMAA) certification

Office Administration

325 Clock Hours

Description

This program consists of five courses. Each course leads to eligibility for an industry certification. Students will gain basic hands-on experience using the integrated programs of

Microsoft Office 2016. All these five programs are designed to use the basic 2016 features of Word, Excel, Outlook, Access and PowerPoint, and to integrate data between the applications. Students will be able to do such tasks as create spreadsheets; compose correspondence; and create presentations, reports, and documents using these applications. This program gives the students the education and tools needed to enter or enhance administrative careers by giving them the necessary training to earn their Microsoft Office Specialist (MOS) Certification exams and The American Technical Institute (TATI) Administrative specialist Certificate. TATI does not guarantee a student a passing score on the industry Certification exams.

Learning Objectives

Upon successfully completing the Office Administration program, the student will be able to:

- Use the 2016 Microsoft Office applications, namely Word, Excel, Outlook, Access and PowerPoint
- Apply the integrated data between Microsoft Office, namely Word, Excel, Outlook, Access and PowerPoint
- Create spreadsheets and presentations
- Compose correspondence reports and documents using these applications.

Office Administration Courses

OA101 Microsoft Office Word 2016

65 Clock Hours

This course covers these topics: creating and managing documents, formatting texts, paragraphs, creating and managing tables, lists, and references, inserting and formatting graphic elements.

OA102 Microsoft Office Excel 2016

65 Clock Hours

This course covers these topics: creating and managing worksheets and workbooks, managing data cells and ranges, creating tables, performing operations with formulas and functions, and creating charts and objects.

OA103 Microsoft Office PowerPoint 2016

65 Clock Hours

This course covers these topics: creating and managing presentations, inserting and formatting text, shapes, and images, inserting tables, charts, SmartArt, and media, and applying transitions and animations.

OA104 Microsoft Office Access 2016

65 Clock Hours

This course covers these topics: creating and managing a database, building tables, creating queries, creating forms and reports.

Upon completing this course, the student will be able to

- Create and manage a database
- Build tables
- Create queries
- Create forms
- Create reports

OA105 Microsoft Outlook 2016

65 Clock Hours

This course covers these topics: Managing the Outlook environment for productivity, messages, schedules, contacts and groups

PC Specialist

600 Clock Hours

Description

This program consists of four courses. Each course leads to eligibility for an industry certification. The PC Specialist program covers the essentials for those interested in breaking into the fields of Network and Computer Administrators. It includes the training for PC Hardware, Operating Systems (OS) and the following specialized areas; Networking, Servers, Security, and Windows. Training begins with the A+ which trains the student for building, installing and troubleshooting PC hardware and OS and prepares students for the CompTIA industry certification exams. This program covers the fundamentals of A+, Network+, Server +, Security + as well as server issues and disaster recovery. This program provides a student with a solid base to begin their venture into the field of Network and to become a computer administrator. TATI does not guarantee a student a passing score on the designated industry certification exams indicated above.

Learning Objectives

Upon completing the PC Specialist Program, the student will be able to:

- Demonstrate an understanding of computer hardware and software Operating Systems (OS) in areas such as networking, servers, security, and Windows
- Demonstrate competency in building, installing and troubleshooting PC hardware and Operating Systems

- Demonstrate a working knowledge and fundamentals of A+, Network +, Server +, and Security +
- Prepare students for the CompTIA certification exams: A+, Network +, Server + and Security +.
- Demonstrate a working knowledge of RAID, SCSI, and multiple CPUs as well as server issues and disaster recovery

PC Specialist Courses

A+

150 Clock Hours

Topics and concepts covered in this course: configuration of various operating systems, IT infrastructure and networking, configuration of PC, mobile, and devices for routing, bridges, sensors (IoT device hardware), and data backup and storage.

Network +

150 Clock Hours

Topics covered in this course: Networks, network devices, assessing networks, security of networks, troubleshooting and repairing networks.

Server +

150 Clock Hours

Topics covered in this course: Redundant Array of Independent Disks (RAID), Small Computer Serial Interface (SCSI) and multiple CPU's, server issues and disaster recovery, server hardware installation, configuration, maintenance, and troubleshooting.

Security +

150 Clock Hours

Topics covered in this course: cybersecurity issues, trends and challenges; troubleshooting and managing security incidents and events; and cybersecurity hardware and software tools and applications.

Network Specialist

600 Clock Hours

Description:

The Network Specialist Program prepares the student seeking a career as a Network Administrator. The successful student will gain the skills necessary to attain the American Technical Institute's Network Specialist Certificate and Cisco Certified Network Associate (CCNA) industry certification exam. The Network Specialist may require prerequisites. The American Technical Institute (TATI) does not guarantee a student a passing score on these certification exams.

Learning Objectives

Upon satisfactorily completing the Network Specialist program, the student will be able to:

- Demonstrate the fundamentals of network setup, maintenance, repair and cyber-security
- Demonstrate a working knowledge of network security
- Apply the gained knowledge to install, configure, and manage small to medium-sized Cisco-based networks
- Utilize web and Internet-based technologies
- Demonstrate a working knowledge of managing the security of a computer network
- Prepare students for the correlating industry exams

Microsoft Technology Associate (MTA)

2,100 Clock Hours

This program is composed of 14 courses: Cloud Fundamentals, Database Fundamentals, HTML5 Application Development Fundamentals, Introduction to Programming using Block-Based Languages, Introduction to Programming using HTML and CSS, Introduction to Programming Using Java, Introduction to Programming using JavaScript, Introduction to Programming using Python, Mobility and Device Fundamentals, Networking Fundamentals, Security Fundamentals, Software Development Fundamentals, Windows Operating System Fundamentals, and Windows Server Administration Fundamentals. TATI does not guarantee a student a passing score on the designated industry certification exams.

Learning Objectives

Upon satisfactorily completing the Microsoft Technology Associate program, the student will be able to:

- Demonstrate a working knowledge of Windows Operating System, its networking and security
- Administer Windows Server, networking and security systems
- Develop a Database system
- Identify the development process for Software, Web, and HTML5 App
- Demonstrate HTML5 App design, development and implementation processes
- Demonstrate a working knowledge of Software Development and Microsoft .Net
- Test a Software implementation
- Prepare students for the correlating industry exams

MTA Courses

MTA101 Cloud Fundamentals

Clock Hours: 150

Covers understanding the cloud, enabling Microsoft cloud services; administering Office 365 and Microsoft Intune, using and configuring Microsoft cloud services, and supporting cloud users.

MTA102 Database Fundamentals

Clock Hours: 150

Covers understanding core database concepts, creating database objects, manipulating data, understanding data storage, and administering a database.

MTA103 HTML5 Application Development Fundamentals

Clock Hours: 150

Covers manage the application life cycle, build the user interface by using HTML5, format user interface by using Cascading Style Sheets, and code by using JavaScript.

MTA104 Introduction to Programming using Block-Based Languages

Clock Hours: 150

Covers solving computational problems, designing algorithms, data representation in Block-Based programming, personal security in internal communications, and software development process.

MTA105 Introduction to Programming Using HTML and CSS

Clock Hours: 150

Covers HTML fundamentals, Cascading Style Sheets (CSS) fundamentals, structure documents using HTML, present multimedia using HTML, Style Web Pages using Cascading Style Sheets (CSS).

MTA106 Introduction to Programming Using Java

Clock Hours: 150

Covers Java fundamentals, data types, flow control, object-oriented programming, compile and debug code.

MTA107 Introduction to Programming Using JavaScript

Clock Hours: 150

Covers JavaScript operators, methods and keywords, program with variables, data types and functions, analyze decisions and loops, document object model, and HTML Forms.

MTA108 Introduction to Programming Using Python

Clock Hours: 150

Covers operations with data types and operators, control flow with decisions and loops, input and output operations, document and structure code, troubleshooting errors, and operations with modules and tools.

MTA109 Mobility and Device Fundamentals

Clock Hours: 150

Covers device configurations, data access and management, device security, cloud services, and enterprise mobility.

MTA110 Networking Fundamentals

Clock Hours: 150

Covers network infrastructure, network hardware, and protocols and services.

MTA111 Security Fundamentals

Clock Hours: 150

Covers security layers, operating system security, network security, and security software.

MTA112 Software Development Fundamentals

Clock Hours: 150

Covers core programming, object-oriented programming, basic software development, web applications, desktop applications, and database basics.

MTA113 Windows Operating System Fundamentals

Clock Hours: 150

Covers operating system configurations, installing and upgrading client systems, managing applications, managing files and folders, managing devices, and operating system maintenance.

MTA114 Windows Server Administration Fundamentals

Clock Hours: 150

Covers server installation, server roles, active directory, storage, server performance management, and server maintenance.

Microsoft Certified Solutions Developer (MCSD): App Builder

150 Clock Hours

This is a one-course program that introduces the design, development, implementation of mobile apps, web applications, and services. TATI does not guarantee a student a passing score on the designated industry certification exam.

Learning Objectives

Upon satisfactorily completing the **Microsoft Certified Solutions** Developer course, the student will be able to:

- Design mobile apps, web applications, and services
- Construct mobile apps, web applications, and services
- Apply mobile apps, web applications, and services in real-life domains

MCSD101 App Builder

Clock Hours: 150

Covers the design, development and implementation of mobile apps, web applications and services.

Microsoft Certified Solutions Associate (MCSA)

1500 Clock Hours

This program is composed of ten courses: BI Reporting, Dynamics 365 for Operations, SQL 2016 BI Development, SQL 2016 Database Administration, SQL 2016 Database Development, SQL Server 2012/2014, Universal Windows Platform, Web Applications, Windows Server 2012, and Windows Server 2016. Each course leads to eligibility for an industry certification. TATI does not guarantee a student a passing score on the designated industry certification exams.

Learning Objectives

Upon satisfactorily completing the Microsoft Certified Solutions Associate program, the student will be able to:

- Analyze data with both Power BI and Excel
- Demonstrate understanding of Power Platform; cloud concepts; licensing options; and deployment and release options
- Demonstrate a working knowledge of Microsoft 365 and the benefits of adopting cloud services, the Software as a Service (SaaS) cloud model, and implementing Microsoft 365 cloud service
- Demonstrate understanding of cloud concepts, core Azure Services, Azure pricing and support, and the fundamentals of cloud security, privacy, compliance, and trust
- Prepare for the correlating industry exams

MCSA Courses

MCSA101 BI Reporting

Clock Hours: 135

Covers data analysis, data visualization, modeling, dashboards, and direct connectivity to data sources in Excel and Power BI.

MCSA102 Dynamics 365 for Operations

Clock Hours: 135

Covers administering a Microsoft SQL database infrastructure, provisioning SQL databases, and development, extensions and deployment for Microsoft Dynamics 365 for finance and operations.

MCSA103 SQL 2016 BI Development I

Clock Hours: 140

Covers data warehousing solution, hardware considerations for building a data warehouse, data warehouse design, column store indexes, Azure SQL Data Warehouse, SQL Server Integration Services (SSIS), debug SSIS packages, ETL solution, data quality services, Master Data Services model, BI and common BI scenarios.

MCSA104 SQL 2016 BI Development II

Clock Hours: 135

Covers BI solution, analysis services, dimensions in a cube, measures and measure groups in a cube, MDX syntax, customize a cube, tabular databases and models, and data mining.

MCSA105 SQL 2016 Database Administration

Clock Hours: 135

Covers authentication and authorization, assigning server and database roles, data protection Describe recovery models and backup strategies, database management, SQL server management and security, alerts and notifications, access to SQL Server, SQL Server infrastructure, import and export data.

MCSA 106 SQL 2016 Database Development

Clock Hours: 135

Covers Microsoft SQL Server 2016 architecture, Transact-SQL, SELECT queries, Query multiple tables, Sorting and filtering data, data types in SQL Server, built-in functions, group and aggregate data, subqueries, table expressions, set operators, window ranking, offset and aggregate functions, pivoting and grouping sets, stored procedures, T-SQL programming, error handling, and transactions.

MCSA107 SQL Server 2012/2014

Clock Hours: 135

Covers querying Microsoft SQL server 2012/2014, administering Microsoft SQL server 2012/2014 databases, and Implementing a data warehouse with Microsoft SQL server 2012/2014.

MCSA108 Universal Windows Platform

Clock Hours: 135

Covers universal windows platform applications, functionality, and implementation process of these apps across Windows devices.

MCSA109 Web Applications

Clock Hours: 140

Covers programming in HTML5 with JavaScript and CSS3, programming in C#, and developing ASP.NET MVC Web Applications.

MCSA110 Windows Server 2012

Clock Hours: 135

Covers installing and configuring windows server 2012, administering windows server 2012, and configuring advanced windows server 2012 services.

MCSA111 Windows Server 2016

Clock Hours: 140

Covers nano server, server installation and upgrade, storage options, partition table formats, disks and volumes, file systems, and drive hardware, enterprise storage solutions, storage spaces and data deduplication, Microsoft Hyper-V, disaster recovery technologies, failover cluster, Network Load Balancing (NLB), deployment images, and virtual machine.

Microsoft Certified Solutions Expert (MCSE)

Prerequisite: MCSA Certificate of Completion
450 Clock Hours

This program is composed of three courses: Core Infrastructure, Data Management and Analytics, and Productivity. Core Infrastructure: Introduces the necessary skills to manage a data center, identity management, systems management, virtualization, storage, and networking. Data Management and Analytics: Introduces SQL Administration, the building process of enterprise-scale data solutions, and how to leverage business intelligence data onsite and in cloud environments. Productivity: This course covers the process to move a business organization to the cloud, increase user productivity and flexibility, reduce data loss, and improve data security for this organization. Each course leads to eligibility for an industry certification. TATI does not guarantee a student a passing score on the designated industry certification exams.

Learning Objectives

Upon satisfactorily completing the Microsoft Certified Solutions Expert program, the student will be able to:

- Demonstrate a working knowledge of managing a data center, virtualization, storage, and networking
- Demonstrate a working knowledge of SQL Administration, the building process of enterprise-scale data solutions, and leverage business intelligence data onsite and in cloud environments
- Develop a process to move a business organization to the cloud, increase user productivity and flexibility, reduce data loss, and improve data security for this organization
- Prepare students for the correlating industry exams

MCSE Courses

MCSE11 Core Infrastructure

Clock Hours: 150

Covers security of windows server, privileged access and administrator rights, malware and threats., auditing and log analytics, advanced threat analytics and Microsoft Operations Management Suite, Guarded Fabric virtual machines (VMs), Security Compliance Toolkit (SCT) and containers to improve security, data protection, optimization and security of file services, and network traffic.

MCSE112 Data Management and Analytics

Clock Hours: 150

Covers SQL Server environment, leveraging business intelligence solutions, creating multi-scale databases for cloud-based, and onsite platform.

MCSE113 Productivity

Clock Hours: 150

Covers cloud, computer systems administration, data loss prevention, data security, exchange server, MS Office, SharePoint server, and Skype for business.

AWS Cloud Computing

90 Clock Hours

This is a one-course program that introduces AWS Cloud computing. Topics include AWS cloud and operations, architecture and value proposition, key services and uses in AWS, AWS cloud security and Platform, AWS basic management services (e.g. billing, account management, pricing), documentation and help desk services. TATI does not guarantee a student a passing score on the designated industry certification exam.

Learning Objectives

Upon satisfactorily completing the AWS Cloud Computing program, the student will be able to:

- Define AWS Cloud and its infrastructure
- Describe the fundamentals of AWS Cloud architecture
- Describe the AWS Cloud value proposition
- Identify key services on the AWS platform
- Describe the fundamental security and compliance aspects of the AWS platform
- Explain the billing, account management, and pricing models
- Identify sources of documentation in technical support and assistance
- Describe the key characteristics of deploying and operating in the AWS Cloud
- Prepare for the AWS Certified Cloud Practitioner Exam

AWS-CC101 Introduction to AWS Cloud Computing

Clock Hours: 90

This course introduces AWS Cloud computing. Topics include AWS cloud and operations, architecture and value proposition, key services and uses in AWS, AWS Cloud Security and Platform, AWS basic management services (e.g. billing, account management, pricing), documentation and help desk services.

English as a Second Language

ESL100/ESL200

Course Descriptions

ESL 101: Beginning English – Reading and Writing

Prerequisite: None

Students will form words into sentences, learn and practice basic sentence construction rules, and complete a variety of introductory writing tasks. Emphasis is on sentence structure, grammar, and vocabulary.

ESL 102: Foundations of English – Reading and Writing

Prerequisite: None

Students will improve their ability to write organized paragraphs and identify the four basic types of sentences. Students will create narrative and expository documents and be able to name and use the eight parts of speech. The class will introduce and complete a portfolio of writing activities.

ESL 103: Intermediate English I – Reading and Writing**Prerequisite: None**

Students will write organized thesis-driven essays of 1-2 pages. Students will show an increasing command of simple and progressive verb tenses. Expository writing will include descriptive and fundamental persuasion exercises, summation and reflection.

ESL 104: Intermediate English II – Reading and Writing**Prerequisite: None**

Students will write an increasing variety of sentence types – complex and compound sentences and show increasing control of verbs and verb tenses. Descriptive and reflective journals will be completed at least twice weekly.

ESL 105: Advanced English I – Reading and Writing**Prerequisite: None**

Students will begin to direct their learning to the needs of the TOEFL test and the academic classroom—especially reading and understanding short non-fiction text; also, writing short essays in response to essay prompts. Fluent construction of journals will be completed at least three times a week and will move from descriptive to reflective, and argumentative to persuasive.

ESL 106: Advanced English II – Reading and Writing**Prerequisite: None**

This course incorporates problem-solving and critical thinking, encouraging students to cognitively multi-task while living in an English speaking environment (much like they already do in their first language). It provides extensive practice through listening comprehension. The emphasis in this class is on communication, encouraging students to express their ideas and feelings. Of course, the students' pronunciation and grammar usage will be continuously monitored by the instructor.

ESL 201: Beginning English – Listening and Speaking**Prerequisite: None**

Students participate in simple discussions, form basic questions, and respond to questions. This class employs retelling, summary, and other comprehension strategies to discuss texts that are assigned and read.

ESL 202: Foundations of English – Listening and Speaking**Prerequisite: None**

Students will use clear vocabulary in conversations and discussions. Also, students will use, with increasing accuracy, correct verb tenses, and complete sentence structures

when speaking. Students will construct and deliver organized, fundamental oral presentations.

ESL 203: Intermediate English I – Listening and Speaking

Prerequisite: None

Students will improve their ability to express opinions, in a balanced and effective manner. Students will demonstrate an increasing ability to follow native speakers in casual conversation, in question and answer discussions, and will improve their ability to understand and react to national news shows such as CBS News and 60 Minutes.

ESL 204: Intermediate English II – Listening and Speaking

Prerequisite: None

Students will improve their ability to listen to, understand, and retain the content and the structure of orations of several styles (e.g., presentations, speeches, advertisements, and conversations). Students' grasp of "main idea" and "supporting ideas" will be increasingly evident. Students will improve on the structure and Credit Hours of their in-class presentations.

ESL 205: Advanced English I – Listening and Speaking

Prerequisite: None

In this course, students will build grammar editing skills at an advanced level. The class will broaden the students' knowledge of grammar as it is used in complex sentence structures. A high advanced level of speaking and listening course in which students will develop vocabulary, grammar, pronunciation, and skills for recognizing main ideas, details, and inferences while listening to a variety of topics to accomplish academic and personal goals.

ESL 206: Advanced English II – Listening and Speaking

Prerequisite: None

A high advanced level of speaking and listening course in which students develop vocabulary, grammar, pronunciation, skills for recognizing main ideas, details, and inferences while listening to a variety of topics to accomplish academic and personal goals. Students will read and write extensively. They will learn to use reading strategies, increase their vocabulary, develop their ideas in writing, and edit for grammatical accuracy. Students will become familiar with the cultural norms and practices within U. S. academic contexts.

Learning Resources Center (LRC)

The American Technical Institute houses and maintains physical learning resources for oncampus students. These onsite resources include desktop computers for student and

faculty use during business hours and other designated days and times (evenings and week-ends). These resources are customized for the current courses and programs offered by the American Technical Institute.

Online and onground students alike are offered free access to learning resources that pertain to their courses and programs at the American Technical Institute. Instructors are required to recommend and provide supplemental Open Learning Resources (OLR) through the course textbook publishers. These OLR links are updated regularly before the term start day.

Facilities

The American Technical Institute features an air-conditioned, well-lighted facility with a reception area, administrative offices, classrooms, computer lab, break room, and a minimum of 60 networked computers. The main classroom can accommodate 60 students and 3 instructors making the maximum instructor-student ratio 1 to 20. There is a minimum of one computer per student. Laser printers are available as required for the course. Technology-based training is hosted on the school's servers with complete battery backup.

The school has a break room for students that houses a coffee pot, refrigerator, water cooler, vending machine, tables, and chairs. Both male and female lavatories are available. Lighted Exits are located in the hall outside the break room, in the classroom and the reception area. Parking is available.

The American Technical Institute, Main Campus, is located at

3071 East Chestnut Ave , Suite C-7
Vineland, New Jersey 08361

The American Technical Institute, Virginia Campus, is located at

626 Grant St. #L
Herndon, VA 20170

The American Technical Institute, contact phone numbers:

Phone: 856-327-5555
Fax: 856-300-5333

**ADVANCE YOUR CAREER,
GAIN ENDURING SKILLS TO
PAVE YOUR WAY TO
A SUCCESSFUL FUTURE!**



Apply Today

www.america-tech-institute.edu