CYBERTECH ACADEMY

CyberTech Academy

CATALOG

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CyberTech Academy
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www.azppse.gov

www.cybertechacademy.com

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Introduction

CyberTech Academy provides practical oriented training programs using industry standard software and hardware technologies. The aim of the school is to develop the students' skillset to industry acceptable levels.

Faculty Members

Sarit Kommineni, Lead Instructor and Owner
> 20 years of experience as applications architect and SDLC coach.

Suraj Brahmadi, Instructor
> 10 years of experience as computer infrastructure architect and manager.

Estuardo Ramirez, Manager for Student Services
> Experienced in general office administration and placement assistance.

Programs / Courses Offered

Diploma/Certificate Programs

Certificate in Advanced Software Development - 1040 Hours

The graduate should be able to acquire an entry-level position as a software developer or software quality assurance tester. This program provides the experience and training required to perform all activities in the Software Development Life Cycle. The learning plan for a student in this course includes most of the individual courses listed below. Training is conducted in a blended model which includes in-person instruction, online learning and practice sessions on internal projects.

Individual Courses:

Certificate in Quality Assurance and Software Testing – 320 Hours

The goal of the course is to provide students with the skill to select and apply a testing strategy and testing techniques that are appropriate to a particular software system or component. Additionally, the student will become a capable user of test tools; will be able to assess the effectiveness of their testing activity; and will be able provide evidence to justify their evaluation. The course will be supported by two practical exercises involving the development of appropriate tests and the application of a range of testing tools. This course is based on the IEEE Software Engineering 2004 Software Testing syllabus.

Certificate in Database Programming and Administration – 280 Hours

Provides fundamental knowledge of, and practical experience with, database concepts. Includes study of information concepts and the realization of those concepts using the relational data model. Practical experience gained designing and constructing data models and using SQL to interface to both multi-user DBMS packages and to desktop DBMS packages.

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Certificate in Programming with Microsoft.NET, C# - 360 Hours

The focus will be on core programming concepts such as computer storage, data types, decision structures, and repetition by using loops. The course also covers an introduction to object-oriented programming covering classes, encapsulation, inheritance, and polymorphism. Coverage is also included around exception handling, application security, performance, and memory management.

Certificate in Business Systems Analysis – 200 Hours

This course introduces established and evolving methodologies for the analysis, design, and development of an information system. Emphasis is placed on system characteristics, managing projects, prototyping, CASE/OOM tools, and systems development life cycle phases. Upon completion, students should be able to analyze a problem and design an appropriate solution using a combination of tools and techniques.

Certificate in Agile Development Methodology – 80 Hours

Upon successful completion of this course, students will be able to: Describe Agile project management, describe the Scrum methodology used to manage a project, manage projects using the Scrum methodology, understand the critical success factors to implement Agile management, manage project portfolios, identify PPM techniques and best practices, identify the factors involved in implementing a PMO in an organization.

Program/Course Costs

Program / Course	Registration	Tuition Fees	Books & Supplies **	Hours	Equipment *
Certificate in Advanced Software Development	$100	$11,900	$600	1040	$900
Certificate in Quality Assurance and Software Testing	$100	$3,500	$100	320	$900
Certificate in Programming with Microsoft.NET, C#	$100	$3,750	$100	360	$900
Agile Development Methodology	$100	$1,500	$100	80	$900
Certificate in Business Systems Analysis	$100	$3,250	$100	200	$900
Certificate in Database Programming and Administration	$100	$3,250	$100	280	$900

*Optional cost for equipment for students who do not already possess a suitable laptop. Laptop specifications can be found on the course information page on our web site.

* Students must use the highest of laptop configurations required by their courses.
  Contact a course instructor for assistance in selecting the right configuration.

** Estimated optional costs the students may incur for books they may purchase for reference.

Program Course Outlines

Separate course outline sheets for each of the courses will be included in the information packet provided to the student. Students can also find detailed program outlines on our website.

Educational Services

Program / Course	Lessons/ Units	Instruction Mode	Equipment Requirement	Graduate Employment Opportunities
Certificate in Advanced Software Development	55	Classroom and Lab	Laptop, Internet Connection	Qualification to join as an entry level or apprentice employee at an organization
Certificate in Quality Assurance and Software Testing	5	Classroom and Lab	Laptop, Internet Connection	Eligible to join a company to test software programs
Certificate in Programming with Microsoft.NET, C#	10	Classroom and Lab	Laptop, Internet Connection	Eligible to join in apprentice program as a web developer
Agile Development Methodology	4	Classroom and Lab	Laptop, Internet Connection	Creates awareness as about agile development methodologies
Certificate in Business Systems Analysis	7	Classroom and Lab	Laptop, Internet Connection	Eligible to join in apprentice program as a web developer
Certificate in Database Programming and Administration	17	Classroom and Lab	Laptop, Internet Connection	Eligible for entry level jobs and apprentice opportunities

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Entrance Requirements

The school does not discriminate based on race, sex, religion, ethnic origin, or disability.

Prospective student must be 18 years of age and must have a high school diploma or equivalent diploma to be accepted for enrollment.

Enrollment

Prospective students may register to enroll anytime. Late enrollments will be accepted only as per below guidelines.

1. For Certificate in Advanced Software Development –1 Week from the beginning of course.
2. For All other courses - Two days after the course begins.

Education Delivery Model

CyberTech Academy uses a blended learning model that includes a combination in-person sessions in either a classroom or a meeting room, directed independent study as well as practice exercises and team projects. This approach exposes the students to commonly used software tools and best practices and helps in strengthening our student's abilities the subject. A combination of online resources and reference books will be used in this process.

Career Services

CyberTech Academy offers employment assistance to graduates, consisting of job lead referrals and job skills development. While the academy will be assisting in your job search, we make no guarantee, expressed or implied, of future employment. Current law prohibits any school from guaranteeing job placement as an inducement to enroll students.

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Payment Schedules

The following payment schedules are available for all students:

1. $100 Registration fee is due at the time of signing the enrollment agreement.
2. Balance of tuition options:
    2.1. Courses and Programs with Tuition Under $4000
        A.   50% of course fee to be paid before commencement of classes
        B.   Remaining fee to be paid before 50% of the course schedule
    2.2. Courses and Programs with Tuition Over $4000
        A.   25% of course fee or $1500 whichever is higher has to be paid before 20% of the course schedule.
        B.   Additional 50% of course fee to be paid before 50% of course schedule.
        C.   Remaining balance of course fee to be paid before 75% of course schedule.
3. These options are available to all students

Tuition Scholarships

Tuition scholarships are available in the form of tuition waivers and financial assistance to qualified students as listed below.

- Veterans of US Armed Forces: $500 tuition discount.
- Native American Tribe members: $500 tuition discount.
- Students from families with household income of less than $45,000: $500 tuition discount.

Cancellation and Refund Policy:

An applicant denied by the school for any reason is entitled to a refund of all monies paid.

Three-Day Cancellation: An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday and federal and state holidays) of signing an enrolment agreement is entitled to a refund of all monies paid. No later than 30 days of receiving the notice of cancellation, the school shall provide the 100% refund.

Other Cancellations: An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid, less the $100 administrative/registration fee.

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<u>Refund after the commencement of classes:</u>

1. Procedure for withdrawal/withdrawal date:
   a. A student choosing to withdraw from the school after the commencement of classes is to provide written notice to the Director of the school. The notice is to indicate the expected last date of attendance and be signed and dated by the student.
   b. A student will be determined to be withdrawn from the institution if the student has not attended any class:
      a. 30 consecutive calendar days for the Certificate in Advanced Software Development Program with 1200 hours duration and
      b. 5 consecutive calendar days for all other programs
   c. All refunds will be issued within 30 days of the determination of the withdrawal date.

2. Tuition charges/refunds:
   a. Before the beginning of classes, the student is entitled to a refund of 100% of the tuition. The $100 registration/administrative fee will be deducted after the tuition refund calculation.
   b. After the commencement of classes, the paid tuition refund shall be determined as follows:

% of the clock hours attempted:	Tuition refund amount:
10% or less	90%
More than 10% and less than or equal to 20%	80%
More than 20% and less than or equal to 30%	70%
More than 30% and less than or equal to 40%	60%
More than 40% and less than or equal to 50%	50%
More than 50%	No Refund is required

The percentage of the clock hours attempted is determined by dividing the total number of clock hours elapsed from the student's start date to the student's last day of attendance, by the total number of clock hours in the program.

After completion of the refund calculation, the school will deduct the registration/administrative fee of $100 for single course.

Books, supplies and fees:
Any amounts collected for books, supplies and fees will be returned after deducting the $100 registration and admin fees.

Refunds will be issued within 30 days of the date of student's notification of withdrawal for all courses or programs irrespective of duration of course.

Academic Policies

Attendance Requirements

Students are expected to arrive on time for class with proper materials. An overall attendance rate of at least 80% is required.

Postponement of Start Date

Postponement of a starting date, whether at the request of the school or the student, requires a written postponement agreement signed by the student and the school.

The agreement must set forth:
a.   Whether the postponement is for the convenience of the school or the student, and;
b.   A deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced as agreed upon, or if the student is unable attend during the times set forth in the postponement agreement, the student will be entitled to a full refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy.

Satisfactory Academic Progress

Certificate of Completion will be issued only to students who have achieved an average of 75% in the tests conducted for the program.

For Certificate in Advanced Software Development:
Students must obtain a minimum score of 75% in each of the modules included in the program.

For all other courses the student must obtain a score of 75% in the test at the end of the program.

Students who fail to achieve a score of 75% in a test will be offered one additional chance to retest without an additional fee. For all additional attempts beyond the second attempt, there will be a $75 administration fee for each attempt. The student will be advised to retake the course after if they don't pass the test after four attempts.

Students who fail to achieve a minimum score of 75% will be issued a **Certificate of Attendance if they choose not to retake the course**.

Grading System (Pass / Fail)

75% or Above - Pass
74% or Below - Fail

Conduct Policy

All students are expected to act maturely and are required to respect other students and faculty members. Possession of weapons, illegal drugs, and alcohol of any kind are not allowed at any time on school property. Any violation of school policies may result in permanent dismissal from school.

Dismissal

Any student will be dismissed for violations of rules and regulations of the school, as set forth in school publications. A student also may be withdrawn from classes if he or she does not prepare sufficiently, neglects assignments, or makes unsatisfactory progress. The director, after consultation with all parties involved, makes the final decision.

The Director of Education or the designee may temporarily suspend students whose conduct is disruptive or unacceptable to the academic setting. After appropriate counselling, students who demonstrate a genuine desire to learn and conform to school standards of conduct, may be allowed to resume attendance. The director will review each case and decide upon re-admittance.

Previous Credits

Credits from other institutions are not accepted by CyberTech Academy at this time. The school also does not guarantee transferability of our credits to any other institution.

Student Records

All student academic and financial records are maintained and filed in a secure and safe manner in perpetuity. Students are allowed to view their records, but the records must not leave the school. The first official transcript(s) will be provided to the student at no charge, additional copies are available for $10.00.

Should the institution cease operation, whether voluntarily or involuntarily, all educational records or legible true copies shall be filed with the Arizona State Board for Private Postsecondary Education within 15 days of ceasing educational operations.

Class Schedule

Regular business hours for CyberTech Academy are Monday thru Friday, 8:00 AM to 5:00 PM
Certificate in Advanced Software Development will be offered at the beginning of each quarter.

Regular Schedule Hours
Monday through Friday
8:00 am to 12:00 noon and
1:00 pm to 5:00 pm.

Part Time Schedule
Monday to Friday   5:00 pm to 8:00 pm
Saturday   9:00 am to 1:00 pm

Program / Course	Number of Class Hours	Offered Schedule	*Class Calendar
Certificate in Advanced Software Development	1040	Full Time Only	Begins 1st Monday of January, April, July and October
Certificate in Quality Assurance and Software Testing	$100	Full Time Part Time	Begins 1st Monday of every even month
Certificate in Programming with Microsoft.NET, C#	$100	Full Time Part Time	Begins 2nd Monday of every odd month
Agile Development Methodology	$100	Full Time Part Time	Begins 2nd Monday of every month
Certificate in Business Systems Analysis	$100	Full Time Part Time	Begins 1st Monday of every odd month
Certificate in Database Programming and Administration	$100	Full Time Part Time	Begins 1st Monday of every even month

* The course calendar provided here is a tentative plan. Please refer to the website to confirm the actual start dates and seat availability in the class.

Part time classes may be offered from time to time. Please check website for availability and exact dates for these classes

Unless otherwise stated, programs offered by CyberTech Academy require a full time in person attendance. Some remote sessions may be scheduled occasionally at the instructor's discretion or if required by the training topic.

Operating Hours

Normal operating hours CyberTech Academy are Monday through Friday, 8:00 am to 12:00 noon and 1:00 pm to 5:00 pm. Evening classes if offered will be scheduled between 4:00 pm and 8:00 pm

Closures

When an unexpected closure occurs due to extraordinary conditions such as inclement weather, students will be notified as soon as possible by phone, text, email or radio, and/or TV to provide closure information. In such a situation student must call or refer to the website for closure information.

Classes are not held on the following holidays:

New Year's Eve	Labor Day
New Year's Day	Thanksgiving Day & the Friday following
Memorial Day	Christmas Eve
Independence Day	Christmas Day

Facilities

The school is located at 10040 N 25th Avenue, Suite 111, Phoenix, AZ 85021.
Our classrooms are furnished with modern equipment. Computer programs, charts, diagrams and videos to enhance classroom activities are available.

A written or electronic copy of this catalog shall be submitted to the State Board within 10 days of such revision or a new publication the catalog.
Catalogs are available to students and prospective students in print and online.

Student Grievance Procedure

CyberTech Academy is committed to providing students with a safe and equal learning environment. The grievance procedure includes the following four steps:

Step1: Verbal Reporting

Any student with a grievance should first discuss it with the instructor, staff member, or administrator directly involved in the incident the grievance concerns.

The school authority will have up to 5 working days to review the request and attempt to resolve the concern.

Step 2: Written Report

Unresolved grievances should be directed to the Administrative Officer or designee in writing.

The complaint will be investigated and a written response will be provided to the student in 10 business days.

Step 3: Escalation to School President

If dissatisfied with the response from the school administrator or solution recommended the student may file an Appeal to the written grievance with the School President.

The appeal will be reviewed by the School President or a person designated by the School President within 10 business days.

Upon reviewing the matter and discussing it with all involved parties the School President/designee may call for an in-person review with the student for further review if necessary.

The School President's office will provide a final response within 10 days following the in-person review.

Step 4: Reporting to the State Board

If the student's reported grievance cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private Post-Secondary Education. The student must contact the State Board for further details.

The State Board address is 1740 W. Adams Suite 3800, Phoenix, AZ 85007
Phone # 602-542-5709, website address www.azppse.gov