DEGREE PROGRAMS, CERTIFICATE PROGRAMS, AND COLLEGE COURSES FOR THE ELECTRIC POWER SYSTEMS, RENEWABLE ENERGY, AND TELECOMMUNICATIONS INDUSTRIES

(800) 431-8488
www.aptc.edu

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INTRODUCTION

WELCOME TO APT COLLEGE!

Congratulations on taking a necessary step towards personal and professional success! By enrolling at APT College (APT), you are preparing for a better tomorrow. Within the pages of this catalog, you will find the information necessary to successfully achieve your academic goals. The APT staff and instructors are ready and willing to serve you.

Here at APT College, student success is our first priority. We listen, understand, and track student input to establish strategies to take you, our students, where you want to go both now and in the future. We are proud of the achievement our students have obtained as a result of our education and look forward to providing you with useful technical skills that will improve your efficiency, effectiveness, and overall technical abilities.

Our goal is to provide education in modern telecommunications, electric power and renewable energy technologies through high quality courses and programs that meet the unique needs of the diverse adult student demographic we serve. Our distance learning model provides you an opportunity to engage multimedia content online from anywhere, via any device, and any time on a 24/7 basis. We believe this distance learning framework will help you successfully integrate your educational goals and aspirations into your daily routine and life.

Our programs are continuously updated and taught by highly-experienced instructors who have intimate knowledge and working relationships with industry leaders. We offer college credits (semester credit system), professional certificates, degree programs and extensive preparation courses centered on industry certification exams. APT College is a service college dedicated to long-term relationships with our students, customers and fellow members.

The APT College Catalog is your personal handbook and will help you map out your academic path. Please take the time to read and bookmark it. Remember, our faculty and staff are here to help you. They are a resource you can draw upon for assistance and support.

You have made a wise choice by selecting APT College as your institution of higher learning. We look forward to serving your educational needs for professional growth.

APT College
1939 Palomar Oaks Way, Suite A
Carlsbad, CA 92011
Office: (800) 431-8488
Fax: (888) 431-8588
Email: aptc@aptc.edu
Website: www.aptc.edu
ABOUT APT COLLEGE

APT College is a leading national provider of telecommunications and electric power education and training. APT College was founded in 1993 and is based in Carlsbad, California. Since the institution’s inception, the College has gained the reputation as a premier technical training provider for the telecommunications and electric power industries, and also offers renewable energy education. APT College offers career-oriented courses, professional certificates, and associate degrees designed to enhance student knowledge and skills. The APT College curriculum is designed using a multimodal approach that includes online as well as blended classes. The student engages content and completes learning goals in APT College degree programs at a distance.

MISSION STATEMENT

The mission of APT College is to provide online education to telecommunications, electric power, and renewable energy industry personnel. APT College is committed to providing students with service excellence in support of their educational and professional goals.

VISION STATEMENT

APT College aspires to be the preeminent technical training college for telecommunications, electrical power, and renewable energy personnel. APT College endeavors to encourage students to strive for excellence in fulfilling their academic and professional goals. Through continued evaluation of industry trends, APT College aims to meet and exceed the technical training needs of the future.

INSTITUTIONAL OBJECTIVES

To accomplish its mission and vision, the College has set forth the following institutional objectives:

• Provide seamless and comprehensive academic and student support services
• Develop and maintain curriculum that is aligned with current and future industry technologies and career opportunities
• Design curriculum so that all learning outcomes are always met or exceeded through a distance learning framework
• Provide students with interactive and applied learning opportunities to enhance knowledge and build relevant job skills
• Support and promote continued training and professional growth opportunities for all College instructors and staff
• Review, assess, and adapt all collegiate objectives and processes to ensure academic success for our students
• Work closely with corporate and technology industry leaders for the purpose of customizing curriculum to the specific needs of current and future job position requirements

INSTITUTIONAL OBJECTIVE GUIDELINES

To help achieve our mission and objectives, the following Institutional Objective Guidelines will be used:

• Students will successfully complete the required courses prescribed by their elected Program of Study
• Student performance will be evaluated via course assignments, examinations, and lab assessments where applicable
• Students shall maintain positive academic standing
• Students will achieve their learning goals at a distance
• The curriculum is designed using instructional materials that enhance mastery of concepts in a distance education environment and support our course and program learning outcomes
A Global Leader in Technology Education

APPROVAL DISCLOSURE STATEMENT

APT College is a private college approved to operate by the California Bureau for Private Postsecondary Education (BPPE).

Any questions students or the public may have regarding the College or this catalog, which have not been satisfactorily answered by the College, may be directed to the Bureau of Private Postsecondary Education.

BPPE  Bureau for Private Postsecondary Education
2535 Capitol Oaks Dr., Suite 400, Sacramento, CA 95833
Phone: (916) 431-6959  Toll-free: (888) 370-7589
Fax: (916) 263-1897  Web site: www.bppe.ca.gov  E-mail: bppve@dca.ca.gov

ACCREDITATION STATEMENT

APT College is accredited by the Distance Education Accrediting Commission (DEAC) as a degree granting institution. The Distance Education Accrediting Commission is listed by the U.S. Department of Education (USDE) as a recognized accrediting agency. The Distance Education Accrediting Commission is recognized by the Council for Higher Education Accreditation (CHEA).

Distance Education Accrediting Commission
1101 17th Street NW, Suite 808
Washington, DC 20036
Phone: (202) 234-5100  Web site: www.deac.org

CONSUMER INFORMATION STATISTICS

For consumer information statistics, please visit our website (Consumer Information page) where you will find the DEAC Consumer Information Disclosure and the BPPE Performance Fact Sheets.

GOVERNANCE AND CONTROL

APT College is a wholly owned subsidiary of EdTech Institute, LLC. Anthony Moreno is the President and Chief Executive Officer of APT College.

APT College does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has never filed a petition, or has had a petition in bankruptcy filed against it that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11.U.S.C. Sec. 1101 et seq.)

EXAM PROCTOR AUTHORIZATIONS

APT College has been authorized to proctor exams by the agencies listed below. For a list of available exams and prices, please go to www.aptc.edu or contact APT College by calling (800) 431-8488.

• Electronic Technicians Association, International (ETA Int’l)
• Federal Communications Commission (FCC)

LEARNING PARTNERSHIPS

APT College is recognized as an official learning partner with several organizations. For full details regarding these partnerships and agreements, please contact APT College by calling (800) 431-8488.

• Certified Wireless Network Professional (CWNP) Learning Partner
• North American Electric Reliability Corporation (NERC) Continuing Education Approved Provider
STATE AUTHORIZATION

APT College is licensed to operate in the State of California and is exempt from authorization in the following States (at the time of the publication of this catalog): Alabama, Arizona, Arkansas, California, Colorado, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Michigan, Mississippi, Missouri, Nebraska, Nevada, New Jersey, North Carolina, Ohio, Oklahoma, Puerto Rico, South Carolina, Utah, Virginia, Washington, West Virginia, and Wisconsin. APT College has filed for authorization in the States of Tennessee and Texas, and is awaiting their response at the time of the publication of this catalog.

APT College will seek for appropriate authorization any time the institution seeks to offer its programs in other States.

CATALOG RIGHTS

The Catalog and the policies and regulations herein are in effect for all sessions hereafter through December 31, 2018, or until such time a new catalog is released, not to exceed 1 year.

It is the policy of APT College that the catalog be true and correct at the time of publication. Although the information is reviewed by the College Administration annually, the content of the catalog may contain errors and be modified as deemed appropriate and necessary before the year’s end. Calendars, academic degree and program requirements, policies and fees are subject to change at any time by official action of the College. If addenda are required between publications as a result of College Administration policy or procedure updates, these addenda will be available on the electronic version of the catalog. In the event of discrepancies between the online and printed versions of the catalog, the online version is considered definitive. When in doubt, students are encouraged to contact their APT Education Representative for the most current information.

Students are held individually responsible for the information contained in the catalog. Failure to read and comply with college regulations will not exempt students from whatever penalties they may incur.

Copies of the catalog are available at the College headquarters in Carlsbad, CA and via download through the APT College website: www.aptc.edu.

APT COLLEGE REQUIREMENTS

It is the intention of APT College to protect the interests of students with respect to catalog rights. However, students should note that the courses required for a specific program of study might change from one catalog year to the next and often change during a student’s tenure. In order to protect the catalog rights of students, the College allows students remaining in continuous enrollment to elect the requirements of either:

- The catalog which was in effect at the time the student elected a program of study through the completion of an Application for Admission at APT, or
- The catalog at the time the student graduates from APT.

The College will authorize appropriate substitutions for discontinued or modified courses where students are following an earlier version of a program of study.

Continuous enrollment is defined as enrollment in at least one course per academic year. For purposes of catalog rights, the following circumstances shall not be considered an interruption in enrollment providing such a leave does not exceed established deadlines:

- Students on documented military assignment
- Approved special written request pursuant to the Academic Grievance and Academic Appeal Policy

Students who fail to meet the continuous enrollment requirements will be governed by the requirements of the catalog in effect at the time of their most recent reinstatement to APT College.

Catalog rights of students cannot supersede any State or Federal regulation or requirements governing students and the College.
ACADEMIC CALENDAR

ACADEMIC CALENDAR AND OFFICE HOURS

APT College is a credit-granting institution and operates using the semester credit system. Unlike many traditional colleges and universities, APT does not operate on a traditional academic calendar as courses are offered continuously throughout the year.

The following calendar is used for reporting purposes only. Most courses are offered on a rolling basis and do not necessarily start and/or end on the dates below. Course credits and curriculum are, however, based on the below dates:

<table>
<thead>
<tr>
<th>Enrollment Period</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring</td>
<td>January 1</td>
<td>June 30</td>
</tr>
<tr>
<td>Fall</td>
<td>June 30</td>
<td>December 31</td>
</tr>
</tbody>
</table>

Classes will not be held on the following holidays unless special arrangements have been made:

- New Year’s Day
- Martin Luther King, Jr. Day
- Washington’s Birthday (Presidents Day)
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day and the day after
- Christmas Eve
- Christmas Day
- New Year’s Eve

APT COLLEGE ADMINISTRATIVE OFFICE HOURS OF OPERATION

Normal office hours are between 7:30 am and 5:00 pm Pacific Time. The administrative office will be closed on the above-mentioned holidays with the exception of Martin Luther King Jr. Day, Washington’s Birthday and Veteran’s Day.

APT COLLEGE FACULTY HOURS

At the beginning of a course delivered in any modality, the assigned instructor will post contact information in the online courseroom and specific hours of availability. APT instructors provide direct assistance to students via phone, email, online chat sessions or other available conference venues within 24 hours of a request. In addition, instructors are available thirty minutes prior to the start of all synchronous sessions either via webcast (online web conferencing) or in a physical classroom.
ADMISSIONS AND RECORDS

The Office of Admissions and Records for all students is maintained at the College office in Carlsbad, CA. Any inquiries or requests for information should be sent to: APT College, Admissions and Records, 1939 Palomar Oaks Way, Suite A, Carlsbad, CA 92011 or registrar@aptc.edu.

ADMISSIONS

APT College welcomes and encourages qualified applicants, who are willing to uphold APT College mission, to apply for any of the programs of study offered by the College. Admission is based on evidence of a student’s ability to benefit from the selected educational program. APT College does not discriminate on the basis of age, race, color, national origin, gender and/or physical or mental disabilities.

ADMISSIONS CRITERIA FOR ALL STUDENTS

APT College enrollment is open only to telecom, cable, electric power utility or related industry personnel eligible for employer tuition assistance. Exception Policy: Students employed by a telecom, cable, electric power utility or related industry that will be eligible for education funds but have not yet attained their benefits date, or may have exceeded their annual tuition assistance allotment may apply for an exception. The exception will be considered by the APT College academic committee.

- All applicants must demonstrate a U.S. high school level of English proficiency.
  - A high school diploma completed at an appropriately accredited and/or recognized high school where the language of instruction is principally English.
  - Applicants whose native language is not English and who have not earned a degree from an appropriately accredited institution where English is the principal language of instruction must demonstrate high school-level proficiency in English through one of the following methods:
    - A minimum score of 500 on the paper-based Test of English as a Foreign Language (TOEFL PBT), or 61 on the Internet Based Test (iBT), a 6.0 on the International English Language Test (IELTS) or 44 on the Pearson Test of English Academic Score Report.
    - A minimum grade of Level 3 on the ACT COMPASS’s English as a Second Language Placement Test;
    - A minimum grade of Pre-1 on the Eiken English Proficiency Exam;
    - A minimum B-2 English proficiency level identified within the Common European Framework of Reference (CEFR) standards and assessed through various ESOL examinations, including University of Cambridge.
    - A transcript indicating completion of at least 30 semester hours of credit with an average grade of “C” or higher at an institution accredited by an agency recognized by the United States Secretary of Education and/or the Council for Higher Education Accreditation (CHEA), or accepted foreign equivalent that is listed in the International Handbook of Universities.
    - A transcript indicating a grade of “C” or higher in an English composition course from an appropriately-accredited college or university.

NOTE: Transcripts not in U.S. equivalency must be evaluated by an organization such as one that is a member of National Association of Credential Evaluation Services (NACES) [www.naces.org], or an APT College approved organization, or individual. It is recommended that the applicant work with the Admissions and Records Office to ensure that the company performing the evaluation is acceptable. Transcripts evaluation fees are not covered by APT College.

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1 For further information, please see “Funding Source” paragraph later in the catalog.
2 Appropriately accredited by an agency recognized by the United States Secretary of Education and/or the Council for Higher Education Accreditation (CHEA), or an accepted foreign equivalent that is listed in the International Handbook of Universities.
All applicants must have the ability to perform basic functions using a computer that include at a minimum:

- Interacting with the computer using a mouse and keyboard
- Running basic applications on the computer
- Conducting file operations such as creating, saving, copying, and retrieving documents
- Using a browser
- Posting to a discussion forum/board
- Downloading and saving a file to your computer
- Uploading a file by browsing your computer to locate a file
- Entering your responses in a web-form, such as an online quiz
- Sending emails to your instructor or peers

NOTE: Students currently in high school and/or under the age of 18 are not admitted to the College. Current programs of study are targeted toward working professionals and students with prior exposure to the Electric Power, Renewable Energy, and/or Telecommunications utility industries. Individuals who do not meet this requirement can petition the College for an exception to College policy by way of the APT Academic Appeal procedures. (See APT Grievance and Academic Appeal Policy and Procedures).

Please consult an APT College Education Representative for more information.

ADMISSION TO THE COLLEGE’S DEGREE AND CERTIFICATE PROGRAMS

Students who enroll in an APT College course enter as “Conditionally Admitted” (non-degree) students. In order to matriculate as a fully-admitted, degree-seeking student, individuals must:

1. Submit a completed and signed Application for Admission form

2. Submit evidence of high school completion, or equivalent:
   a. Official High School transcript
   b. Official GED certificate
   c. International and homeschooled students must have completed a secondary school program that is equivalent to the 12th grade in the United States and provide an appropriately authenticated program completion document issued by a governmental authority or school supervisor that attests to the successful completion of a program considered to be equivalent to an appropriately accredited high school transcript or GED certificate
      i. Transcripts written in any language other than English must be translated into English and both the original transcript and translation must be submitted
   d. A certified copy of a service member’s DD 214 or DD1966 indicating that the applicant has completed high school

3. Submit official college and/or university transcripts from an appropriately accredited institution3 (if applicable)
   a. Official transcripts from all previously attended educational institutions (if applicable)
   b. Official college-level exam score reports (if applicable)
   c. Official international transcript evaluation and evidence of English proficiency (if applicable)

Upon receipt, the College will evaluate the applicant’s complete application for admission packet. If the applicant is accepted, program requirements will be reviewed with the student by their assigned Education Representative and the student will be given a Credit Evaluation Worksheet which will list the requirements and course options available to the student based on their accepted Catalog Year.

All admissions documents will become the property of APT College and are retained as part of students’ permanent records.

Students who cannot produce valid high school transcripts or equivalent cannot matriculate as a degree-seeking student at APT College.

Self-certification for High School Diploma is accepted.

NOTE: The College does not request transcripts and/or diplomas from high schools, other institutions of higher education, or military institutions on behalf of students. Students are responsible for acquiring and submitting any and all required documents to APT.

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3 Appropriately accredited by an agency recognized by the United States Secretary of Education and/or the Council for Higher Education Accreditation (CHEA), or an accepted foreign equivalent that is listed in the International Handbook of Universities.
Students who have completed CLEP exams and/or military training (including AARTS and SMART), are responsible for providing those official documents directly to the College.

STANDARDS FOR PROFESSIONAL DEVELOPMENT STUDENTS

The College offers single course registration to applicants not interested in completing a program of study. Professional development students may take any number of courses as they choose. At any time, completed courses and credits earned may be transferred into an APT College program of study (degree program or professional certificate).

It is strongly advised that students be currently employed within a field related to the course(s) for which they seek enrollment.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

APT College is an equal opportunity educational institution and is committed to providing access to education for students with disabilities following Section 504 of the Rehabilitation Act and the Americans with Disabilities Amendment Act (ADA) of 2009.

An individual with a disability is defined by the ADA as a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such impairment and which necessitate modifications to the facilities, programs, or services of the Institution.

APT College is committed to making reasonable accommodations for qualifying disabled individuals in accordance with the law. A request for accommodation will be considered if:

- It is based on documentation that meets APT College guidelines
- It does not compromise essential requirements of a course or program
- It does not impose a financial or administrative burden upon APT College beyond a reasonable point

Students seeking accommodation should submit the following documentation to the APT College ADA compliance officer:

- A statement of the physical, mental, or learning impairment from a qualified licensed healthcare professional
- A recommendation for reasonable course accommodation where possible
- A signed consent to exchange information

Students seeking for an accommodation should contact APT College via email at adaofficer@aptc.edu. In order to maintain privacy and confidentiality on disability, student should disclose their disability with the ADA compliance Officer only.

In providing equal access to its programs and courses, the APT College Compliance Officer will work directly with the student that discloses a disability to identify and execute reasonable accommodations that will sustain student confidentiality, academic integrity, and completion of course and program objectives in a reasonable amount of time.

APT College recognizes that self-disclosure of a disability or medical issue by a student is a private personal matter that must be carefully managed by the college to adhere to privacy laws and regulations. APT College will not request disclosure of a disability at any time during the enrollment/admission or course execution process. Further, APT College faculty members are prohibited from asking a student if he or she has a disability. Sharing or disclosure of a disability rests entirely with the student.

If a student wishes to file a complaint regarding any disability discrimination, the student should notify the College ADA Officer within 10 calendar days of the discrimination incident. A hearing will be scheduled within seven calendar days of the notification at which time the student has the right to present further evidence and bring witnesses to support their position. Students also have the right to file an ADA or Section 504 complaint with the State Office of Civil Rights (OCR).
The Admissions and Records Office is responsible for maintaining the official academic records for all students enrolled at APT College. Holds may be placed on students’ records, transcripts, grades or registration because of financial or other obligations to the College. Satisfaction of the hold is required before a release can be given.

All documents submitted to the College become the permanent possession of APT College and cannot be returned to the applicant under any circumstances. Students are, therefore, urged to make copies of important documentation and maintain their own files.

Under the California Code of Regulations, Title 3, Division 10, Private Postsecondary Education, APT is required to maintain student records for a minimum of five (5) years and transcripts of grades for a period of fifty (50) years.

CONFIDENTIALITY AND RELEASE OF STUDENT RECORDS

APT College is bound to the regulations of the Family Education Rights and Privacy Act (FERPA) of 1974. For the protection of the rights of students, students are afforded the following:

- The right to inspect and review the student’s educational records within 45 days of the day the College receives a request for access.
  - Students should submit to the Registrar or other appropriate official written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

- The rights to request the amendment of the student’s educational records that the student believes are inaccurate or misleading.
  - Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.
  - If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- The right to consent to disclosures of personally identifiable information contained in the students’ educational records, except to the extent that FERPA authorizes disclosure without consent.
  - One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the College has contracted (such as an attorney, auditor, or collection agency), or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
  - A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
  - Upon request, the College discloses educational records without consent to officials of another school in which a student seeks or intends to enroll. (Note: FERPA requires that the College make a reasonable attempt to notify the student of the records request).
  - NOTE: Directory information is information that is generally not considered harmful or an invasion of privacy if released. The College has designated the following information as directory information: the student’s name; student’s city and state of residence; major field of study; enrollment status; dates of attendance; credentials and awards received; and the most recent educational agency or institution attended. The student has the right to refuse to allow the College to designate any or all of this information as directory information. If the student does not want any or all of this information about him or her to be designated as directory information, the student must notify the College by submitting a signed written request to the APT College Office of Admissions and Records.

- The right to file a complaint with the United States Department of Education concerning alleged failures by APT College to comply with requirements of FERPA.
If students wish to authorize another party, such as a spouse or employer, to access personal and specific student data, the students must submit a written notification to the College with the full name of the person or agency. Named parties must know personal identifiable information regarding the student before any College official will discuss student records with the named party.

All students and their named third party must verify at least four pieces of personally identifiable information before any student record information will be released and/or discussed, as notated in students’ accounts.

**TRANSCRIPT REQUEST POLICY**

Student records, including academic transcripts, are protected by the FERPA privacy act. Only individual students may request a copy of their academic records. Family, friends, employers, and other institutions, academic or otherwise, are not permitted access to student records without the explicit written consent of the student.

Students may complete an Official Transcript Request form and submit the form via fax, mail, or scanned and emailed to the Office of Admissions and Records. The requests must be signed by the students. Only APT College transcripts may be requested or released. Financial obligations (holds) to the College must be cleared before requests can be honored.

Requests will usually be processed within two to three weeks of receipt of request and upon payment of the Transcript Fee. (Note: the first two official transcripts requested in a student’s lifetime are issued free of charge.) Requests are not processed over the weekend or during College holidays.

Transcripts and documents from other institutions are the property of APT College and, as such, are under the control of the Office of Admissions and Records. Under federal policy, students have the right to view the documents in their files; the College is not required to provide (or allow the making of) copies of these documents. Transcripts submitted to APT College for admission or credit transfer become the property of APT College and cannot be returned to the student or forwarded to other institutions.

**NAME CHANGES**

Request for a change in the name as it appears on the student’s academic record must be made in writing to the Office of Admissions and Records and accompanied by a copy of one of the following: Social Security Card, driver’s license, marriage certificate, divorce decree, adoption papers, or other suitable legal document to support the request.

**ADDRESS CHANGES**

A student’s permanent home mailing address is taken from the Application for Admission form and from subsequent Enrollment Agreements completed during registration for each course. It is the student’s responsibility to notify the APT College Office of Student Services of any changes to their address.

**HOLDS ON RECORDS AND REGISTRATION**

Whenever students fail to pay debts or return property owned by the College, students’ records will be placed on a “Financial Hold” by the Accounting Department.

Students whose records are held by the Accounting Department for monetary reasons shall not be allowed to:

1. register for subsequent courses;
2. receive official college transcripts; or
3. receive other documents which relate to their records, including final grades or enrollment verification.

Students may be placed on an Academic Hold by the Registrar’s Office for administrative or academic reasons, which will result in the students’ inability to register for subsequent courses. Examples of administrative and academic reasons include such items as failure to submit required documentation to the College or possessing incomplete grades in more than one course at a time.

Once students have cleared their obligations with the College, any “hold” on the account will be removed.

Petitions for exemption of these holds may be requested in writing to the appropriate department.
ENROLLMENT VERIFICATION POLICY

Students who have privately funded student loans from other institutions may be able to request payment deferment from their lender if they can prove either full-time or half-time student status. Full-time students are enrolled in 12 or more credit hours in a semester. Half-time students are enrolled in less than twelve credits but at least 6 credit hours in a semester. Part-time students are enrolled in less than 12 credit hours in a semester. Calculations are based on the course start date.

Variances to courses offered by APT College will be evaluated on a course-by-course basis.

To request an Enrollment Verification Letter, please contact the APT Office of Admissions and Records. Please note that it is at the discretion of the lender whether they will consider a student to be full-time, half-time, or part-time, as stated by the College, and whether the lender will accept APT College as an approved institution under their regulations.

REGISTRATION AND ENROLLMENT

Registrations via the Enrollment Agreement for courses are collected continuously and are due to the College at least one day prior to the intended course start date.

Prospective and current students are required to review this catalog prior to signing an enrollment agreement. Students are also required to review the School Performance Fact Sheet, which must be provided to students prior to signing the enrollment agreement. The School Performance Fact Sheet for each program are available online at www.aptc.edu.

ENROLLMENT AGREEMENT AND POLICY

All eligible students are required to complete and sign an APT College Enrollment Agreement when registering for a course. Student signatures on these agreements are acknowledgement that they have been given reasonable time to read and understand the conditions of the Enrollment Agreement, including the APT College Cancellation and Withdrawal Policy, Refund Policy, Attendance and Progress Policies, and Student Code of Conduct. It also confirms that they have been provided with a “School Performance Fact Sheet.” Specific tuition fees and funding options will be specified on the course Enrollment Agreement.

Students wishing to change their registration status (e.g. drop, withdraw, or take a leave of absence) must comply with the Refund Policy and submit notification to the APT College Office of Admissions and Records in writing.

Students are advised to contact the BPPE concerning any questions or problems pertaining to enrollment issues that have not been satisfactorily addressed or resolved by the College.

STUDENT IDENTITY VERIFICATION

APT College verifies student identity using the Student Payment Agreement (SPA). Upon successful submittal of the Enrollment Agreement, students are required to also submit an executed SPA to the College’s Accounting Department. The Accounting Department then verifies the student identity through their personal financial account. Additional student identity verification is completed by APT College Education Representatives who assist students with executing their SPA and verify the last four digits of the student’s Social Security number and their personal email address.

Further, when students contact APT College to request information about his/her own educational records or financial status, authorized APT staff asks personal questions based on the institution’s Student Information System data before releasing any type of information.
ACADEMIC REGULATIONS

OVERVIEW

This section of the Academic Catalog contains general academic policies and procedures intended to assure a consistent, high-quality educational environment for APT College students, and to reflect that quality to accrediting agencies, state authorizing agencies, college supporters, and current and future employers of APT College alumni. The College understands and recognizes that exceptions to the policies may be necessary due to unforeseen, compelling circumstances. The College will make every reasonable effort to accommodate such circumstances, provided the principle of the policy is not compromised. If students find it necessary to appeal established College policies and procedures, students may submit an Academic Appeal. This appeal will be reviewed by APT’s administration.

Students are responsible for following all applicable College policies and procedures. A careful review of this course catalog is strongly recommended. Students are encouraged to contact their APT Education Representative for clarification and details. In the event of conflicting information, written messages take precedence over any verbal message.

COURSE CATEGORIES AND COURSE REPEAT POLICY

CORE COURSES

A course designated as a “Core Course” is one that is required for a given program of study. Students must achieve a grade of "C-" or better for all core courses in their program of study.

ELECTIVE COURSES

An “Elective Course” is any course not specifically required for the program of study but within the scope of the degree. Elective courses are taken by students seeking to fulfill credit requirements for their program of study. To apply the course to degree completion, students must earn a grade of “C-“ or better.

Courses not explicitly listed in the degree program may still be considered with approval from the Office of Admissions and Records.

CREDIT HOUR POLICY

APT College operates under the semester credit system. APT College curriculum and courses are designed, developed, and ultimately implemented using the following unit of academic measurement commonly accepted and adopted in the postsecondary school system: “one semester hour credit is 15 hours of academic engagement and 30 hours of preparation”.

Academic engagement refers to instructor-led activities that include, but are not limited to, watching video lectures through the online courseroom, viewing online presentations, attending live presentations, interacting in Q&A sessions with instructor and classmates via discussion forums or during a live class session (webcast or blended modalities), participating in hands on or simulated lab activities. Preparation refers to all of the activities that students complete independently to master the program and course objectives that include but are not limited to completing reading assignments, reviewing and mastering further reading and multi-media content, completing weekly assessments such as quiz assignments, written assignments, lab exercises in a simulated environment, etc.

Academic engagement and preparation time in terms of hours are specified in the syllabus of each course. The syllabus also describes the methods of instructions (instructor-led activities) and methods of assessment used in the course.
GRADING POLICIES

Determination of successful completion of each course is based on a point system. Points are assigned to specific grades according to the grading scale shown below, and then used to calculate the grade point average (GPA).

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Grade Point</th>
<th>Grade Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
<td>95-100</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
<td>90-94</td>
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<tr>
<td>B+</td>
<td>3.33</td>
<td>87-89</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>83-86</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
<td>80-82</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
<td>77-79</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td>73-76</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
<td>70-72</td>
</tr>
<tr>
<td>D+</td>
<td>1.33</td>
<td>67-69</td>
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<td>0-59</td>
</tr>
<tr>
<td>WF</td>
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<td>0</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Grade Point</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>IP</td>
<td>N/A</td>
<td>Course In Progress</td>
</tr>
<tr>
<td>W</td>
<td>N/A</td>
<td>Withdrawal</td>
</tr>
<tr>
<td>I</td>
<td>N/A</td>
<td>Incomplete</td>
</tr>
<tr>
<td>CR</td>
<td>N/A</td>
<td>Credit (ACE Approved Prior 2008)</td>
</tr>
<tr>
<td>NC</td>
<td>N/A</td>
<td>No Credit (ACE Approved Prior 2008)</td>
</tr>
<tr>
<td>S</td>
<td>N/A</td>
<td>Satisfactory (Prior 2008)</td>
</tr>
<tr>
<td>U</td>
<td>N/A</td>
<td>Unsatisfactory (Prior 2008)</td>
</tr>
<tr>
<td>AU</td>
<td>N/A</td>
<td>Audited</td>
</tr>
<tr>
<td>(R)</td>
<td>N/A</td>
<td>Repeated Course</td>
</tr>
</tbody>
</table>

* Repeated courses are not calculated in the GPA.

Only courses that have assigned a letter grade of A through F and WF are calculated in the GPA. The procedure used to calculate the GPA is as follows: the semester credits for each course are multiplied by the grade points earned for the course; then, the sum of the grade points is divided by the total number of semester credits. A minimum GPA of 2.0 is required to remain in positive academic standing.

Courses that are divided into three parts are graded on a 900 point scale (300 points for each part). Courses that are not divided in parts are graded on a 300 point scale.

For each course, students will earn points upon completion of the activities listed below, as detailed in the Distribution of Points section of the related syllabus:

- Discussion Forums
- End of Part Exams
- Course Project
- Weekly or Module Assessments
- Lab activities
- “Reflect on What You Learned” questions

Note that some of the activities listed above may not be included in every course; however, end of part exams are an element of each course. Weekly assessments and end of part exams in the form of quizzes are automatically graded within the online course platform. At least one exam in every course is password protected and will be proctored. A 3rd party proctor service executes proctoring for this password protected exam in all online courses and for webcast courses where the course is executed via webcast only. The password protected exam is always proctored by the on-site instructor when a blended course integrates meetings at a brick and mortar physical location. All of the subjective activities (i.e. the discussion forum entries, written assignments, end of part exams in the form of essays, course project, and reflect answers in the form of short essays) are manually graded by the instructor following predetermined rubrics.

Course completion documents, including a grade report and the Certificate of Course Completion are released to students typically within two weeks after the course end date. To receive a Certificate of Course Completion with a passing grade, students must earn a grade of “C-“ or better, which corresponds to 630 points on a scale of 900 total possible points, or 210 points on a scale of 300 possible points.
GRADING CRITERIA

Students earn 39-40% of the total course grade by completing end of part exams. The remaining 59-60% of the total course grade is earned by completing the rest of the assessment activities. The grading criteria as well as the points distribution (amount of points assigned to each activity in the course) are specified in the syllabus for each course.

EXPLANATION OF SPECIAL GRADES

COURSE IN PROGRESS

Upon the processing of student transcripts, if a course is in progress and/or a final grade has not been posted due to APT processing, In Progress (“IP”) will be notated on the transcript.

WITHDRAWAL GRADE POLICY

A grade of “W” is issued to students who withdraw after the start of a course, but before the final 25% of the course. A grade of “WF” is issued to students who withdraw at or after 75% of the scheduled course timeframe. Refer to the Refund Policy for additional information regarding tuition and fees.

INCOMPLETE GRADE POLICY

Students who are satisfactorily passing their courses, but are unable to complete all coursework by the end of the course may petition their instructor to receive a grade of Incomplete (“I”). Students will then have 5 days from the end of the course to complete all outstanding work, including Distance Learning Assignments, Course Projects, and make-up work as arranged with the instructor. The grade of “I” will be updated to reflect the appropriate letter grade based on all submitted graded components 21 days after the course end date.

CREDIT – NO CREDIT GRADE POLICY

Students who completed courses with APT College prior to January 1, 2008 that have been evaluated by the American Council on Education (ACE) will be given a grade of “CR” (credit) if the student’s record of course completion has been submitted to ACE. A “NC” (no credit) will be recorded when a student’s record has not been submitted to ACE based on APT’s records indicating the student did not sufficiently pass the course. These credits will be assessed as courses completed at APT College, and not as Experiential Learning Credit or Transfer Credit.

SATISFACTORY – UNSATISFACTORY GRADE POLICY

Students who successfully completed a PCT course prior to 2008 that has not been evaluated by the American Council on Education (ACE) will be given a grade of Satisfactory “S”. Students who did not successfully complete the course will be given a grade of Unsatisfactory “U”. These courses may be considered Experiential Learning Credits towards a degree program, if applicable.

AUDIT POLICY

Individuals who attend all or part of a course and do not wish to receive credit will be given a grade of “AU.” Audited courses cannot be applied towards any program of study and are not eligible for credit. Petitions to change a grade from “AU” to a letter grade are not accepted once the student has begun the course.

COURSE REPEAT POLICY

Students who are either unable to complete courses due to mitigating circumstances or who receive a grade of “C-” or lower for courses taken at APT College are able to repeat the courses and pay only a nominal Reinstatement Fee to improve their GPA and/or meet program of study requirements. Only the grades for the final attempts will be calculated into students’ GPAs.
MINIMUM STANDARDS OF ACADEMIC PROGRESS – STUDENT STATUS

All students accepted into an APT College program of study must maintain a 2.0 grade point average (GPA) and/or a “Satisfactory” student standing to remain in positive academic standing. If students fall below minimum standards of scholarship, the College will place them on Academic Probation, Suspension, Expulsion, or the students’ statuses will be changed to “Inactive.”

ACTIVE STUDENT STATUS

Students who have enrolled in a course in an “Open” or “In Progress” status within the past 12 months of [today’s] date or students who have completed a course within the past 12 months of [today’s] date are considered ‘active’.

CLASS PROGRESS POLICY

To successfully complete a course at APT College, students must meet the minimum attendance requirement as specified in the Academic Policy and later in this catalog (Course Attendance Policy) for each type of delivery and receive a passing grade upon completion of all of the activities as described in the syllabus. The activities may include weekly assessments (quiz or written assignments), lab activities, participation to discussion forums, end of part exams, “Reflect on What You Learned” questions, course project, etc. Upon completion of each course, students will receive a Certificate of Course Completion along with their earned grade.

ACADEMIC PROBATION AND STANDARD PROGRAM PROGRESS POLICY

Students whose cumulative grade point average falls below the minimum standards of academic progress (2.0 GPA and/or “Satisfactory” student standing) after the completion of one or more courses with APT College will be placed on Academic Probation. Students will then be required to retake one or more courses in which the student earned below a grade of “C-” or “Satisfactory” until the cumulative GPA is at or above the 2.0 minimum standard of academic progress. If the failed course is required as part of the student’s program of study, either degree program or professional certificate, the student must repeat that course and earn a passing grade before enrolling in any subsequent course at APT College. Professional Development students not admitted to a program of study are held to the standards of APT College program of study requirements in relation to which courses must be repeated if a less than “C-” or satisfactory grade was earned. If the student has been pre-enrolled in other courses, the student’s enrollment will be cancelled automatically.

ACADEMIC SUSPENSION

Students will be placed on Academic Suspension if they were placed on Academic Probation and did not meet the minimum standards of progress after the completion of two courses while on Academic Probation. Students placed on Academic Suspension are not permitted to enroll in courses until make-up work has been completed, as arranged with APT College. Students must then apply for reinstatement into their program of study and repeat any course in which they did not earn a “C-“, “Satisfactory,” or better. The student will be placed on Academic Probation once reinstated. Failure to meet the above criteria will bar students from reinstatement for a minimum of one calendar year. Students who fall below the minimum standard after the second reinstatement may face academic expulsion.

Students may be granted reinstatement into APT College degree and certificate programs provided they agree to the standards as outlined below:

- Students must show proof that all missing assignments have been completed.
- Students and the College administration will sign a Letter of Understanding prior to reinstatement.
- Students must have explicit written consent of the Director of Academics when enrolling in a course.

Students may be placed on Academic Suspension when they have violated the APT College Code of Conduct and Academic Honesty published later in this catalog.

It is important to underline that Academic Probation and Academic Suspension rules stated above apply to students admitted to any APT College program of study, either degree program or professional certificate.
ACADEMIC EXPULSION

Those students placed on Academic Expulsion have continually failed to meet the College’s minimum GPA standard. Students expelled from APT will no longer be able to take courses offered by APT College. Students may be placed on Academic Expulsion when they have violated the APT College Code of Conduct and Academic Honesty published later in this catalog.

ACADEMIC REINSTATEMENT

Academic Reinstatement is the process by which students who have been suspended may reapply for admission back into their original degree program. A Reinstatement Fee will be assessed. Students must meet minimum standards of progress and attain a 2.0 GPA or a “Satisfactory” student standing within one calendar year. Students must also enter into a Letter of Understanding with APT.

INACTIVE STUDENT STATUS

Students who have completed a course but have not enrolled in a new course in more than 12 months of [today’s] date are considered ‘inactive’.

COURSE ATTENDANCE, ABSENCE, AND TARDINESS POLICIES

Regular attendance and class participation are crucial elements of the learning experience. As such, APT College maintains attendance records for students attending a course in any modality. For blended and webcast courses, the instructor records the attendance during the scheduled sessions. Students must attend a minimum of seventy percent (70%) of scheduled sessions in order to receive a certificate of completion for the course. For Online courses, attendance is recorded automatically. Online students must post at least 1 message between Day 1 and Day 7 in each of the 9 Weekly Discussion Forums in order to meet the minimum online attendance requirement.

Students terminated from a course for insufficient attendance or progress may be considered for readmission. Any reinstated students must start the course from the beginning. No credit is granted for partial attendance.

Absence: Absence will be considered excused under the following circumstances: immediate family emergency, personal illness, and birth of a child. Other substantiated reasons submitted in writing may be considered by the College Administration on a case-by-case basis. All other absences, including “cutting class,” will be considered unexcused.

Tardiness: Tardiness is a disruption to a positive learning environment and is discouraged. For blended courses, tardiness without legitimate reason on two occasions in one course will be considered one unexcused absence.

Interruption for Unsatisfactory Attendance: Any students who miss more than three regularly scheduled blended or webcast or webcast course sessions will be administratively withdrawn from the course and required to re-enroll for a later course offering. Students may apply for reinstatement to the course in the case of extenuating circumstances at the discretion of the College Administration.

Make-Up Work: Make-up work may be required for any absence. Hours of make-up work will not be accepted as hours of class attendance.
STUDENT RIGHT TO CANCEL

Students have a right to a full (100%) refund of all monies paid if they withdraw or cancel within the seven (7) calendar days “Cooling Off” Period of the date the Enrollment Agreement was validated or by midnight of the first scheduled course date, whichever is later. Cancellations after that point are refunded, or charged pro-rata tuition, as explained in the Refund Policy section later in this catalog.

COURSE CANCELLATION POLICY

Students can cancel enrollment from a course or completely withdraw from the College via verbal notice to Student Services, however a written notice is preferred. Students can send the written notice to APT College via email (at studentservices@aptc.edu), fax, or letter, “ATTN: Admissions and Records” stating the following information (a withdrawal form can be found in the College website):

- Student’s Full Legal Name
- Date of Birth
- APT Student ID Number or last four digits of Social Security Number
- Phone Number
- Email Address
- Course Name & Section Number
- Reason for cancellation (e.g. schedule conflict, personal, unable to obtain funding, etc.)

Once this request has been processed, students will receive a Cancellation Letter and refund of received payment within 30 days pursuant to the Refund Policy explained later in this Catalog. If students do not return materials and/or equipment temporarily issued to the students within 30 days of APT receiving the withdrawal request, APT may charge up to $150 for any published materials and/or equipment. Students who pay full tuition due to late cancellation are allowed full access to all of the course materials for the remainder of the course duration.

Refer to the Grading Policy for grades assessed to students who withdraw from courses.

ADMINISTRATIVE COURSE WITHDRAWAL POLICY

The College reserves the right to administratively withdraw students from courses for the following reasons:

- Students who do not attend their first ten percent (10%) of scheduled class sessions without prior written arrangement with either the College and/or the instructor.
- Students who miss more than 50% of the course
- Proof of tuition funding for the course has not been received within three days of the first scheduled day of class unless a payment contract has been executed between the student and the College
- Other reasons as determined appropriate by the College Administration

COLLEGE WITHDRAWAL POLICY

In the event that students choose to discontinue their studies at APT College, students must officially withdraw from the College. Students who choose to officially withdraw from the College lose all rights and privileges associated with being considered a “student” in addition to losing all rights to the catalog in effect at the time of their admittance to the College. Students are still subject to the College Refund Policy for any current enrollments.

Before officially withdrawing from the College, students are encouraged to speak with an APT Education Representative to discuss any possible ramifications associated with their request of completely withdrawing from the College.
Students can cancel enrollment from a course or completely withdraw from the College via verbal notice to Student Services, however a written notice is preferred. Students can send the written notice to APT College via email (at studentservices@aptc.edu), fax, or letter, “ATTN: Admissions and Records” stating the following information (a withdrawal form can be found in the College website):

- Student’s Full Legal Name
- Date of Birth
- APT Student ID Number or last four digits of Social Security Number
- Phone Number
- Email Address
- Reason for Official College Withdrawal request

**LEAVE OF ABSENCE POLICY**

Written requests for a leave of absence must be submitted to the APT College Office of Admissions and Records for students expecting to take one or more calendar years off from taking courses at APT College without having to reapply for admission. The maximum initial request cannot exceed one (1) calendar year. An extension request may be made one (1) month prior to the end of the initial request for a maximum of one (1) additional calendar year.

**MILITARY DEPLOYMENT POLICY**

In support of those students who are serving in the U.S. military, APT College permits students facing imminent deployment to withdraw from their courses with no financial penalty. Students seeking this option must submit a copy of their official military deployment orders to the Office of Admissions and Records.

**TUITION FEES, DISCOUNTS, AND REFUND POLICIES**

**TUITION FEES**

Tuition for APT College courses is $250 plus $33.34 per Academic Engagement Hour unless otherwise noted. For example, the cost for a 3 credit hour course with 45 hours of Academic Engagement is $1,750. Tuition for each course is listed with the course description. Discounts to well-defined groups of students may apply, see Discounts paragraph later in this Catalog.

Tuition fees include: textbooks, instructional materials, lab simulators (where applicable), equipment usage, third party proctoring service, technology access, educational services, and library services.

Students are responsible for the fees in the table below:

<table>
<thead>
<tr>
<th>Fee Title</th>
<th>Fee Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application for Admission Fee</td>
<td>$0</td>
</tr>
<tr>
<td>Graduation Application Fee (degree programs only)</td>
<td>$0</td>
</tr>
<tr>
<td>Official Transcript Fee (per copy, after the second request)</td>
<td>$10</td>
</tr>
<tr>
<td>Student Tuition Recovery Fee (for CA residents and students attending classes held in CA only)</td>
<td>$0.50 per $1000 of tuition</td>
</tr>
</tbody>
</table>
CALIFORNIA STUDENT TUITION RECOVERY FUND

APT College participates in the Student Tuition Recovery Fund for students enrolled in degree and certificate programs and courses. The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

Students must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following apply:

1. The individual is a student in an educational program and is a California resident or an individual enrolled in a residency program in California who has prepaid all or part of the tuition either by cash, guaranteed student loans, or personal loans, or
2. The student’s total charges are not paid by a third-party, such as an employer, government program, or other payer, unless the student has a separate agreement to repay the third-party.

Students are not eligible for STRF protection and they are not required to pay the STRF assessment if either of the following applies:

1. The student is not a California resident or is not enrolled in a residency program in the state of California, or
2. The student’s total charges are paid by a third-party, such as an employer, government program, or other payer, and the student has no separate agreement to repay the third-party.

Students may be eligible for STRF if they are California residents or are enrolled in residency programs, prepaid tuition, paid STRF assessment, and suffered economic losses as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school failed to pay refunds or charges on behalf of a student to a third-party for license fees or any other purpose or to provide equipment or materials for which a charge was collected within 180 days before the closure of a school.
3. The school failed to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30 days before the school closed, or if the material failure began earlier than 30 days prior to closure (the period determined by the Bureau).
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

*APT College is required to inform students of this possibility; however, this does not apply to any students at APT College at this time.

PAYMENT POLICY

Tuition and fees are assessed at the time of enrollment and payment is due in full by the start of each course regardless of student status or program of study, unless other arrangements have been made with the College. Students will not be able to receive proof of course and/or program completion documents, including transcripts, until all student balances have been paid in full, nor will students be able to enroll in future courses so long as there is a balance due on the student’s account. The College accepts various forms and methods of payment.

FUNDING SOURCE – EMPLOYER TUITION ASSISTANCE AND REIMBURSEMENT

APT College accepts payment from employers. This type of payment is referred to as employer tuition assistance and/or reimbursement. Students must confirm this option with their employer before stating this as the method of payment for each course.

The College recognizes that some employer tuition and reimbursement payments may not be reconciled by the first day of a course. As such, students who are eligible for their employer’s tuition assistance and/or reimbursement plan may be required to contact our Accounting Department to make necessary arrangements.

Students should be aware that when an employer offers tuition assistance and/or reimbursement, the student is liable for employer tuition reimbursement payment and fees to the College.
DISCOUNTS

Discounts may be applicable to well defined groups of students depending on the employer tuition funding source they have access to. APT College accepts the maximum course tuition rate allowed by the student’s tuition provider if that rate is less than the established course cost. APT College will also accept a discounted rate if the student has reached his/her annual tuition benefit cap for the year as long as the tuition benefits have been spent with APT College.

METHODS OF PAYMENT

The College offers students the following method of payment options: cash, check, and charge.

CASH

For the protection of our students and employees, cash payments are only accepted at the APT College office in Carlsbad. Students should not send cash through the mail.

CHECK

The College accepts personal checks, money orders and cashier’s checks. When paying by check, students must include their full name on the face of the check. Remit payments to the Accounting Department at 1939 Palomar Oaks Way, Suite A, Carlsbad, CA 92011.

A service fee of $50 will be charged for returned checks by a bank for any reason. The College reserves the right to refuse future payment by check from students whose payments are returned by banks.

CHARGE

The College accepts all major credit cards (Master Card, Visa, American Express and Discover). All credit card payments are subject to authorization by the issuing bank. Payments cannot be processed if authorization is denied.

PAYMENT DEADLINES

Employer tuition reimbursement and fees are assessed at the time of enrollment and payment is due in full by the start of each course regardless of student status or program of study, unless other arrangements have been made with the College.

Failure to meet this funding requirement does not automatically cancel any student’s enrollment; however, a “financial hold” will be placed on delinquent student accounts. This hold will prevent students from enrolling in any additional or future courses and will bar the students from receiving transcripts and/or program of study completion documentation until the financial hold has been lifted or an exception has been granted by the College Administration. Students will be notified via email and/or paper statement of a delinquent financial balance 15 days after the beginning of courses. Second notices will be sent at 45 days. Final notices will be sent at 90 days. If after 120 days following the start of courses no arrangements have been made with the College, APT reserves the right to turn over delinquent accounts to an outside collection agency, and hold students financially responsible for all or part of any employer tuition reimbursement payments. Students with special payment arrangements are exempt from this policy.

REFUND POLICY

Students have a right to a full (100%) refund of all monies paid if they withdraw or cancel within the seven (7) calendar days “Cooling Off” Period after midnight (Pacific Time zone) of the date the Enrollment Agreement was validated or by midnight of the first scheduled course date, whichever is later. Students who have an accepted Student Payment Agreement and withdraw from a course are responsible for a percentage of the tuition depending on the length of the course completed. In addition, students who pay for the course up front may withdraw from any course after instruction has started and receive a refund according to the Refunds Table below.
The table below shows the Refund Policy depending on the time when the student withdraws from their course, for 5-week and 9-week course duration.

<table>
<thead>
<tr>
<th>Length of Course</th>
<th>Percentage of Employer Tuition Refunded to the Student</th>
<th>Percentage of Employer Tuition Student is Responsible for</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-9 weeks</td>
<td>1st week – 80%</td>
<td>1st week – 20%</td>
</tr>
<tr>
<td></td>
<td>2nd week – 70%</td>
<td>2nd week – 30%</td>
</tr>
<tr>
<td></td>
<td>3rd week – 60%</td>
<td>3rd week – 40%</td>
</tr>
<tr>
<td></td>
<td>4th week – 50%</td>
<td>4th week – 50%</td>
</tr>
<tr>
<td></td>
<td>5th week – 40%</td>
<td>5th week – 60%</td>
</tr>
<tr>
<td></td>
<td>6th week – 30%</td>
<td>6th week – 70%</td>
</tr>
<tr>
<td></td>
<td>7th week – 20%</td>
<td>7th week – 80%</td>
</tr>
<tr>
<td></td>
<td>8th week – 10%</td>
<td>8th week – 90%</td>
</tr>
<tr>
<td></td>
<td>9th week – 0%</td>
<td>9th week – 100%</td>
</tr>
<tr>
<td>1-5 weeks</td>
<td>1st week – 70%</td>
<td>1st week – 30%</td>
</tr>
<tr>
<td></td>
<td>2nd week – 40%</td>
<td>2nd week – 60%</td>
</tr>
<tr>
<td></td>
<td>3rd week – 20%</td>
<td>3rd week – 80%</td>
</tr>
<tr>
<td></td>
<td>4th week – 0%</td>
<td>4th week – 100%</td>
</tr>
</tbody>
</table>

Example Refund Calculation – Student Tuition Assistance Reimbursement: Student withdraws from a course approved for tuition assistance (e.g. Mobility $1,750) in the 3rd week of a 9-week course, the student owes APT College $700 (40% of $1,750) of the tuition for the course. Since the student chose to withdraw from the course, they are no longer eligible for tuition assistance funds.

Example Refund Calculation – Student Prepaid: Student has paid $1,750 for a 9-week course and withdraws from the course during the 4th week, APT College will refund $875 (50% of $1,750) of the tuition paid to the student. APT College retains $875 (50%) of the course tuition.

Students may be administratively cancelled from the course if they do not attend the first two weeks of their online class or the first two resident class sessions without prior arrangement with the College. If the College cancels a course, all students in that course will receive a full (100%) refund of all monies paid.

Students who pay full tuition due to late cancellation are allowed full access to all of the course materials for the remainder of the course duration.

REFUND POLICY EXCEPTIONS

In case of a student illness or accident, death in family, and other circumstances beyond the control of the student, the institution will give special consideration to the student’s request for cancellation beyond the minimum BPPE and DEAC refund policy.

STRF REIMBURSEMENT

To qualify for STRF reimbursement, an STRF application must be filed within one (1) year of receiving notice from the Bureau for Private Postsecondary Education (BPPE) that the school is closed. If notice is not received from BPPE, students have four (4) years from the date of closure to file an STRF application. If a judgment is obtained, students must file an STRF application within two (2) years of the final judgment. It is, therefore, important for students to keep copies of their enrollment agreements, tuition documents, receipts and any other information to document that monies have been paid to the College. (Note: no claim can be paid to any student without a social security number or taxpayer identification number.) Questions regarding STRF may be directed to the Bureau of Private Postsecondary Education:

BPPE
Bureau for Private Postsecondary Education
2535 Capitol Oaks Dr., Suite 400, Sacramento, CA 95833
P.O. Box 980818, West Sacramento, CA 95798-0818
Phone: (916) 4316959 - Toll-free: (888) 370-7589 - Fax: (916) 263-1897
Web site: www.bppe.ca.gov E-mail: bppve@dca.ca.gov
CODE OF CONDUCT, ACADEMIC STANDARDS, AND ACADEMIC POLICIES

EQUAL EMPLOYMENT OPPORTUNITY POLICY

Harassment and/or discrimination based on an individual’s race, religion, color, national origin, ancestry, physical disability, medical condition, marital status, sex, age, citizenship, veteran status, sexual orientation and any other basis is prohibited by federal, state or local law, and is an unlawful employment practice under Title VII of the Federal Civil Rights Act of 1964. APT College staff, instructors and students will not tolerate any form of harassment or discrimination. Such behavior is grounds for disciplinary action up to and including permanent dismissal from the College.

STUDENT CODE OF CONDUCT

Students and APT Instructors, Staff, and Administrators are expected to conduct themselves in an appropriate manner at all times. APT College has adopted the Student Code of Conduct as hereby described. Violations of this policy are just cause for dismissal from APT College.

As a student of a DEAC accredited institution, I recognize that, in the pursuit of my educational goals and aspirations, I have certain responsibilities toward my fellow students, my institution, and myself. To fulfill these responsibilities, I pledge adherence to this Code of Conduct.

I will observe fully the standards, rules, policies, and guidelines established by my institution, the Distance Education Accrediting Commission (DEAC), the California Bureau of Private Postsecondary Education (BPPE), and other appropriate organizations serving an oversight role for my institution.

I will adhere to high ethical standards in the pursuit of my education and, to the best of my ability, will:

- Conduct myself with professionalism, courtesy, and respect for others in all of my dealings with the institution staff, faculty, and other students
- Observe the institutional policies and rules on submitting work, taking examinations, participating in discussions, and conducting research
- Never turn in work that is not my own or present another person’s ideas or scholarship as my own
- Never divulge the content of answers of quizzes or examinations to fellow students
- Never improperly use, destroy, forge, or alter my institution’s documents, transcripts, or other records.
- Never divulge my online username, APT College identification number, or password
- Always observe the recommended study schedule for my program of study
- Always report any violations of this Code of Conduct to the appropriate institution official, and report any evidence of cheating, plagiarism, or improper conduct on the part of any student of the institution when I have direct knowledge of these activities

ACADEMIC HONESTY

All APT College students, faculty, and staff are expected to possess a high standard of conduct and personal honesty both in the professional and school environment, and in the use of online College resources. Academic dishonesty, or academic misconduct, is any act of dishonesty and/or trickery that occurs in relation to a formal academic exercise including but not limited to plagiarism, fabrication, deception, cheating, and/or sabotage.

Cheating on written assignments, tests or other course work by using prohibited assistance (i.e. an information resource when not allowed), is an act of academic dishonesty. Students must submit and complete original work on an individual basis in the eLearning Portal courseroom. Plagiarism, another form of academic dishonesty, involves submitting the work or ideas of others (i.e. purchased papers/products) and passing them off as one’s original work. Plagiarism in any form will not be tolerated.
REPORTING OF CODE OF CONDUCT AND ACADEMIC HONESTY VIOLATIONS

The College may take disciplinary actions against students, instructors, or administrators who violate APT College’s Code of Conduct or Academic Honesty. Such action may take the form of a reprimand, suspension, or expulsion. Acts in violation of the Student Code of Conduct and Academic Honesty must be reported to the Director of Academics immediately.

ACADEMIC FREEDOM

The governing board of APT College believes and promotes that students and instructors should have the freedom of inquiry regarding courses, programs and the College itself. Instructors have the freedom to communicate ideas or facts that are inconvenient to external political groups or authorities; however, they must be careful to avoid controversial matters that are unrelated to the course subject matter.

Academic Freedom for instructors means that they are free to speak in the classroom regarding their subject and/or write in public to express their opinions without fear from institutional censorship or discipline, but they must show restraint and clearly indicate that they are not speaking for APT according to the “1940 Statement of Academic Freedom and Tenure.”

Academic Freedom for students means that students are free to pursue their own course of study and take whatever courses they choose at whatever educational institution they choose. At APT College, students are regulated by the prerogative of the instructors to determine which viewpoints are supported by scholarly standards, peer-reviewed research and established norms within their specific discipline(s). Additionally, students do not have the right to insist that instructors provide “equal time” for competing viewpoints in accordance to the U.S. appellate court decision.

ACADEMIC FREEDOM POLICY (ADJUNCT FACULTY)

APT College values the diversity of opinion, technology, pedagogy, and content knowledge needed to marshal the teaching and learning process. This policy establishes a framework that encourages Adjunct Faculty to conduct research, explore topics, and communicate in their local, national, and global community.

APT College designs, develops and implements technical curriculum that satisfies program and learning outcome objectives for a niche audience that includes but is not limited to an adult student demographic that:

- Serves as a full-time technician in telecommunication service provider, electric power, or renewable energy companies
- Desires Associate in Applied Science Degree and/or Career, Proficiency, and Professional Certificate opportunity that can bolster job skills and competitiveness
- Signaled interest in industry centric certifications (ETA, FCC, Cisco, CWNP, etc) needed to remain competitive in the evolving telecommunications industry
- Hopes to pursue soft skill centric certification (Microsoft Office, Technology trends/change, ISO, ITSM, Business Information Systems, Project management, etc.)

While Adjunct Faculty at APT College are obligated to adhere to the curricula framework deployed in support of program and learning outcome objectives, Adjunct Faculty are entitled to the following while dispensing their duties related to the teaching and learning process:

- Freedom to conduct research and publish results when such an effort does not affect their duties or proprietary information of the college
- Freedom to explore topics that are related to technical curricula with special care not to introduce controversial social, religious, or other topics not related to intended outcomes
- Freedom to communicate in the community as a member of a learned profession without institutional censorship

Violations of this policy of this policy, in any area, should be reported to the Director of Academics.
SEXUAL HARASSEMENT POLICY

APT College values the diversity of opinion, technology, pedagogy, and content knowledge needed to marshal the teaching and learning process. Further, APT College intends to sustain a professional environment where all members of this academic community can thrive. This policy establishes a framework that encourages professional conduct at all times among staff, faculty, and the student population that we serve.

It is the policy of APT College that no member of this academic institution may sexually harass another. More specifically, unprofessional conduct revealed via sexual advances, requests for sexual favors, and any other unspecified conduct of sexual nature constitutes sexual harassment when:

- Such advances or requests are made under circumstances implying that one’s response might affect educational or personnel decisions that are subject to the influence of the person making the proposal; or
- Such speech or conduct is directed against another and is either abusive or severely humiliating, or persists despite the objection of the person targeted by the speech or conduct; or
- Such speech or conduct is reasonably regarded as offensive and substantially impairs the academic or work opportunity of students, colleagues, or co-workers. If it takes place in the teaching context, it must also be persistent, pervasive, and not germane to the subject matter. The academic setting is distinct from the workplace in that wide latitude is required for professional judgment in determining the appropriate content and presentation of academic material.

ILLEGAL DRUGS AND CONTROLLED SUBSTANCES POLICY

The following information outlines APT College regulations to help ensure that the school is free of substance abuse.

All students, instructors and staff members of the College are required to comply with the following standards of conduct related to illegal drugs and controlled substances:

- May not use illegal drugs or abuse controlled substances on College premises
- May not be engaged in College-sponsored activities while under the influence of illegal drugs or controlled substances, including alcohol
- May not possess, sell or distribute illegal drugs, or sell or distribute controlled substances, on any College property or as part of any College activity

Failure to abide by this policy may result in disciplinary action, including suspension or expulsion from the college and/or termination of employment with the College.
ACADEMIC GRIEVANCE AND APPEAL POLICY AND PROCEDURE

Differences in interpretation of school regulations and/or course content can arise among students, instructors and/or the administration. Typically, such differences arise due to miscommunication or misunderstanding. This academic grievance and appeal policy and procedure relates solely to academic and financial issues. This policy is designed to offer students an opportunity to have an issue heard by the College’s Grievance Committee. Students are encouraged to discuss complaints and grievances with their instructor and/or Education Representative before filing formal documents.

Students may appeal any academically related College decision or policy, including but not limited to the following:

- Published College Policy
- Code of Conduct Violation
- Final Course Grade (individual assignment grades cannot be appealed)
- Academic Dishonesty Violation
- Student Status

If students’ grievances, appeals, complaints or requests cannot be resolved after exhausting APT’s appeal procedures, students may file a complaint with the California Bureau of Private Postsecondary Education (BPPE). Students must contact the State Bureau for further details. Please note that the California Bureau of Private Postsecondary Education requires students to exhaust the College grievance and appeal policy and procedures before contacting them.

A student or any member of the public may file a complaint about this institution with the Bureau of Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the Bureau’s internet website www.bppe.ca.gov.

If individuals feel that APT College is not meeting DEAC standards, written complaints may be submitted via their online submission system (http://www.deac.org/complaints/index.html#procedure) or by written submission to DEAC, ATTN: Complaints, 1101 17th Street NW, Suite 808, Washington, DC 20036.

Any complaints not submitted using the Online Complaint Form must be in writing. Written complaints must be legible and include a release from the complainant authorizing the Commission to forward a copy of the complaint—including identification of the complainant—to the institution before it will be processed.

All complaints must include the complainant’s name and contact information. Where circumstances warrant, the complainant may remain anonymous to the institution, however all identifying information must be given to DEAC.

ACADEMIC GRIEVANCE TIMELINES

All academic grievances, including grade disputes, must be filed with the College within sixty (60) days from the last day of class. Academic grievances received after sixty (60) days from the end of a course may not be considered. Appeals regarding other policies and procedures in this catalog may be considered at any time.

APT College makes every effort to reach a decision and notify students within ten (10) business days of receipt of any grievance or appeal. A longer timeframe may be needed to fully investigate some grievances and appeals.
TRANSFERABILITY OF CREDITS

NOTICE CONCERNING THE TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits students earn at APT College is at the complete discretion of an institution to which students may seek to transfer. Acceptance of certificates and/or degrees students earn is also at the complete discretion of the institution to which students may seek to transfer. If the credits, certificates and/or degrees that students earn at APT College are not accepted at the institutions to which the students seek to transfer, the students may be required to repeat some or all of their coursework at that institution. For this reason, students should make certain that their attendance at APT College will meet their educational goals. This may include contacting institutions to which students may seek to transfer after attending this College to determine if the earned APT College credits, certificates and/or degree(s) will transfer.

For specific information about transferring credit towards an APT degree, please refer to the Degree Credit Transfer Policy. For specific information regarding the application of industry certification towards an APT Certificate Program, please refer to the Certificate Program Transfer Policy.
LEARNING ENVIRONMENTS AND STUDENT SERVICES

LEARNING ENVIRONMENT

APT College is a distance education institution where certificate and degree programs learning goals are achieved at a distance. The APT College curriculum is designed using an online distance learning approach. APT College courses rely on online courserooms specifically built for each course which include both instructor-led and preparatory activities to be performed independently by the students to achieve intended outcomes.

Students engage multimedia content (interactive eTextbooks, video lectures, online presentations, online simulators, interactive animations, etc.) via the online APT eLearning Portal courseroom to master course learning outcomes and complete distance learning activities and assessments required to earn their credits. APT College curriculum is positioned in the eLearning Portal and can be delivered in three distinct modalities:

- **Online**: In courses offered via the online modality, students interact and collaborate with their instructor and classmates and engage multimedia course content in an online courseroom from anywhere, via any device, and at any time in an asynchronous fashion. Students must complete distance learning activities and assessments online in the eLearning Portal courseroom and can do so at their convenience on a 24/7 basis.

- **Webcast**: With this synchronous online modality, you will meet and interact with your instructor and classmates in scheduled sessions online using web conferencing tools. You will complete distance learning activities and assessments online in the eLearning Portal courseroom for all webcast courses and can do so at your convenience on a 24/7 basis.

- **Blended**: The complexity of some courses require a blended modality. Blended courses provide the student an opportunity to interact and collaborate with their instructor and classmates in scheduled course sessions at a physical class location*. In addition, complex blended courses are used to execute highly technical hands-on (or simulated) skill and competency based labs needed for many types of certification and employer testing requirements. Students must complete distance learning activities and assessments online in the eLearning Portal courseroom for all blended courses and can do so at their convenience on a 24/7 basis.

  *“Brick and mortar” class sessions are usually held at the employer’s facilities or a union hall.*

APT College curriculum is positioned in the eLearning Portal and can be delivered in either an online, webcast, or blended mode of delivery as described above.

ONLINE MODE OF DELIVERY

**Proctored Exam**

To successfully complete the course and earn their credits, students must complete one proctored exam online using a third party proctoring service.

**Course Times and Locations**

Asynchronous online courses are scheduled to start on a Monday and end on a Sunday, and have a duration counted in weeks. Classes start once a month or more often depending on student enrollments. Students can collaborate and engage multimedia content at their convenience on a 24/7 basis throughout the course.

**Course Length**

The length of an asynchronous course is 9 weeks for a 3 credit hour course (semester system). Students are expected to spend approximately 45 hours of academic engagement and 90 hours of independent study, on average, throughout the 9-week course. For information regarding higher credit-bearing courses, please contact an Academic Advisor or Education Representative.
Class Size
The average class size after drops and cancellation is ten to fifteen (10-15) students.

Course Facilities and Equipment
All course activities are completed remotely via personal computers, tablets, or smartphones in the online courseroom built in the APT College eLearning Portal.

WEBCAST MODE OF DELIVERY

Proctored Exam
To successfully complete the course and earn their credits, students must complete one proctored exam online using a third party proctoring service.

Course Times and Locations
Webcast courses include students throughout the United States and take place throughout the year. Courses are scheduled based on student and/or company requests. Synchronous sessions are normally offered Monday through Saturday. Day, afternoon and evening courses can be arranged. Students can collaborate and engage multimedia content at their convenience on a 24/7 basis throughout the course.

Course Length
The length may vary between ten (10) and fourteen (14) learning sessions for a 3 credit hour course (semester system). Additional course sessions may be scheduled as a result of specific requests on an as-needed basis. Students are expected to spend approximately twice the amount of time studying independently as time spent at learning sessions. For information regarding higher credit-bearing courses, please contact an Academic Advisor or Education Representative.

Class Size
The average class size after drops and cancellations is ten to fifteen (10-15) students.

Course Facilities and Equipment
All course activities are completed remotely via personal computers, tablets, or smartphones in the online courseroom built in the APT College eLearning Portal.

BLENDED MODE OF DELIVERY

Proctored Exam
To successfully complete the course and earn their credits, students must complete one proctored exam. For blended courses where students meet with the instructor at a physical location, the exam will be proctored on-site by the instructor.

Course Times and Locations
APT College classes are taught throughout the United States and take place throughout the year. Courses are scheduled based on student and/or company requests. Synchronous sessions are normally offered Monday through Saturday. Day, afternoon and evening courses can be arranged. Students can collaborate and engage multimedia content at their convenience on a 24/7 basis throughout the course.

Due to the nature of APT College courses, the specific course locations for in class learning sessions will be clearly stated on the course Enrollment Agreement.
Course Length

The length may vary between ten (10) and fourteen (14) learning sessions for a 3 credit hour course (semester system). Additional course sessions may be scheduled as a result of specific requests on an as-needed basis. Students are expected to spend approximately twice the amount of time studying independently as time spent at learning sessions. For information regarding higher credit-bearing courses, please contact an Academic Advisor or Education Representative.

Class Size

The average class size after drops and cancellations is ten to fifteen (10-15) students.

Course Facilities and Equipment

For blended courses where students meet with the instructor in a physical classroom, meetings occur at the employers’ training locations, labor union halls, and/or other approved training sites of the employer’s choosing, such as hotel conference rooms. These facilities are generally located in modern office buildings, usually with a minimum 2,500 square feet. Each classroom is equipped with audio, visual, and specialized hands-on equipment as deemed necessary for each course.

COMPUTER REQUIREMENTS FOR ALL STUDENTS

In order to benefit from the unique distance learning opportunities provided by APT College, students will need to have access to a computer with the following minimum configuration:

<table>
<thead>
<tr>
<th>System Requirement</th>
<th>Minimum</th>
<th>Recommended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Computer</td>
<td>Windows 7 or higher with 2 GB of RAM or higher</td>
<td>Windows 7 with 4 GB of RAM</td>
</tr>
<tr>
<td>Mac Users</td>
<td>Mac OS X v. 10.8 “Mountain Lion” or higher</td>
<td>Mac OS X v10.9 “Maverick”</td>
</tr>
<tr>
<td>A webcam with*</td>
<td>640 x 480 video pixel resolution</td>
<td>1280 x 720 video pixel resolution</td>
</tr>
<tr>
<td>Microphone and speakers*</td>
<td>External microphone; Headphone or working speakers</td>
<td></td>
</tr>
<tr>
<td>High speed Internet with:</td>
<td>1.5 Mbps download 1.5 Mbps upload</td>
<td>2 Mbps download 2 Mbps upload</td>
</tr>
<tr>
<td>A web browser (Adobe Flash player must be installed)</td>
<td>Any browser</td>
<td>Google Chrome</td>
</tr>
<tr>
<td></td>
<td>Explorer 10 or higher</td>
<td>Explorer 11 or “Edge”</td>
</tr>
<tr>
<td></td>
<td>Firefox 31.0 or higher</td>
<td>Firefox 33.0</td>
</tr>
<tr>
<td></td>
<td>Safari 5.0 or higher</td>
<td>Safari 9.0</td>
</tr>
</tbody>
</table>

Online students need webcam, microphone, and speakers only for the first proctored exam. Webcast students need webcam only for the first proctored exam.

STUDENT IDENTITY VERIFICATION

In order to access the online courseroom and complete activities to earn credit, students are provided a unique username and a temporary password that they will be required to change the first time they login. As required by the Student Code of Conduct (published in each online courseroom as well as in this Catalog), students should “Never divulge the online username or password”.

During the online proctored exam for webcast and blended types of delivery, the 3rd party proctoring services confirms student identity by asking the student to show a government issued photo identification card. The proctoring associate snaps a photo via the webcam and appends it to the student profile; additionally, the proctoring associate queries the student using public information.

For blended delivery where students meet with an instructor in a physical classroom, students are required to show a government issued photo identification card before taking the exam.
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MEDIA, LIBRARY, AND LEARNING RESOURCES

Students are provided with the resources necessary to complete each course, including access to the APT College online library available via a link posted in the navigation menu at the top of each page in the eLearning Portal. Faculty and academic advisors provide assistance in using the library whenever necessary.

STUDENT SERVICES

At this time, the College does not participate in federal or state financial aid programs or provide career/job placement or counseling services.

COUNSELING AND ADVISING SERVICES

The instructors and the administrative staff are available to assist individual students to attain academic and career goals. Students are encouraged to seek assistance for any problems, personal or otherwise, that would impede students from receiving maximum benefits from the educational experience at APT College.

Students who need professional guidance will be referred to seek outside services.

In regards to counseling and advising, APT officials are available on an informal basis. To address counseling and advising needs, students are advised to first contact their Education Representative and/or instructor.

HELPDESK SERVICES

Students needing technical support while completing online courses can contact Student Services Staff by phone during business hours, or by email at studentservices@aptc.edu. APT Student Services Staff will work to resolve any technical issues within 24 hours.

STUDENT HOUSING

APT College does not operate student housing services. Due to the nature of APT courses, it is assumed that students will continue to reside in their present housing. APT does not take any responsibility to find or assist students in finding housing.
DEGREE PROGRAMS

APT College Associate Degrees in Applied Science programs and related professional certificates are based on objectives that are valuable to students and the telecommunications technology, electric power systems and renewable energy industries. The programs incorporate cutting-edge curriculum that maximizes the benefits of distance learning education. Highly experienced instructors provide collaborative distance learning education, engagement, and support to students at a distance via the eLearning Portal. Specific skills and competencies needed to satisfy both course and program learning outcomes are developed via hands-on and simulated lab activities.

The degree programs are designed for both novice and entry-level students to establish a solid foundation of knowledge in their chosen industry and to provide students who already have a foundation to further develop their understanding and application of industry knowledge, skills, and abilities.

DEGREE PROGRAM FORMAT

APT College is a distance education institution that offers online associate in applied science degree programs. Academic engagement and participation activities at the course level in each of our degree programs are executed in online, webcast, or blended modalities via the eLearning Portal.

Distance learning content that supports degree program outcomes is embedded into our courses and include but are not limited to interactive eTextbooks, study guides, video lectures, short videos, discussion threads, and external links to relevant content. Instructors facilitate review of concepts and conduct hands-on/simulated lab activities as required in any type of modality. Students are required to navigate the online courseroom and use all these tools to master course and program outcomes, and complete activities to successfully complete the courses and earn their credits.

GRADUATION REQUIREMENTS

Completion of sixty (60) undergraduate level credits (semester credit system) is required for an Associate’s Degree in Applied Science from APT College. The disbursement of credits between core and elective requirements is dependent upon the specific program of study.

GRADE REQUIREMENTS FOR GRADUATION

Students must have a cumulative 2.00 GPA (C average) at the conclusion of all required coursework. Students must complete all core, elective, and general education courses with a grade of “C-” or better in order to apply the credit towards degree completion.

RESIDENCY REQUIREMENTS

Students must complete at least sixteen (16) credits (semester credit system) of coursework at APT College to satisfy residency requirements.
EXPECTED TIME TO DEGREE COMPLETION

APT College expects students to complete an average of two (2) to three (3) courses per year. At this rate, students can expect to complete all associate’s degree requirements within a minimum period of seven (7) years. Graduation calculations are based on the 100% Normal Completion Time of seven (7) years (3 courses per year) and 150% Normal Completion Time of ten and a half (10.5) years (2 courses per year).

GRADUATION CREDIT

The minimum number of credits for an associate’s degree is sixty (60) credits (semester credit system). A minimum of eighteen (18) credits are required to satisfy the general education requirement. The minimum number of core course credits required is dependent upon the specific degree program.

GRADUATION APPLICATION

Students must file a Graduation Application with the Office of Admissions and Records to initiate the graduation process. Degrees are conferred only after successful completion of the graduation audit, including a review of all grades and transfer credit, wherein all student transcripts are evaluated for completeness.

GENERAL EDUCATION REQUIREMENTS

General education courses are intended to broaden the student perspectives through English, mathematics, speech, history, social sciences, economics, natural science and philosophical studies. The general education requirements help to develop skills and competencies that enhance both academic, personal and professional success.

Students are required to complete a minimum of eighteen (18) credits (semester credit system) of general education as required by both state and federal regulations. Students must successfully complete at least three (3) credits within each subject area as listed below.

<table>
<thead>
<tr>
<th>General Education Subjects*:</th>
<th>Minimum Credits (semester system)</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>Human Communication (Speech, Foreign Language)</td>
<td>3</td>
</tr>
<tr>
<td>Natural Sciences (Life or Physical)</td>
<td>3</td>
</tr>
<tr>
<td>Humanities (Art, Literature, History, Philosophy)</td>
<td>3</td>
</tr>
<tr>
<td>Social, Behavioral, and Political Sciences</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
</tr>
</tbody>
</table>
DEFINITION OF GENERAL EDUCATION SUBJECTS

ENGLISH COMPOSITION

Courses in English Composition enhance the ability to read and listen critically, and to communicate ideas, feelings, information and knowledge. The skills learned in these studies also enhance the ability to evaluate, solve problems and make reasoned decisions. College-level English is the only discipline considered to fulfill this requirement.

HUMAN COMMUNICATION

These courses develop and/or improve effective communication skills and use logical thought processes to communicate and express results. Through the use of effective resources, students are able to interpret and analyze problems, evaluate answers, make judgments, and enhance general knowledge. Disciplines considered for fulfilling this requirement include communication, speech and world languages.

NATURAL SCIENCES (LIFE OR PHYSICAL)

These courses help develop awareness, appreciation and understanding of the relationships between the world of natural phenomena and human activities. The scientific method will be utilized to investigate and judge naturally occurring phenomena and the various roles of humankind in nature. Disciplines considered for fulfilling this requirement include environmental science, astronomy, biology, chemistry, general physical science, geology, meteorology, oceanography, physical geography, physical anthropology and physics. Other natural science courses may be considered.

HUMANITIES

Courses in humanities encompass a study of the human condition with the use of analytical, critical and speculative methods. These courses develop awareness and cultivate appreciation for the ways people, both past and present, use thought, language and communication concepts for individual, social and cultural values, beliefs, and traditions. Disciplines considered for fulfilling this requirement include visual art, history, literature, performing arts and philosophy.

SOCIAL, BEHAVIORAL, AND POLITICAL SCIENCES

Social, behavioral, and political science courses focus on people as members of society and promote the appreciation of how institutions, groups and individuals in societies operate and stimulate critical thinking regarding the actions and response of a given society. These courses focus on the interaction of social, economic, political, geographic, linguistic, religious and/or cultural factors, with emphasis on the ways humans understand the complex nature of their existence. Disciplines considered for fulfilling this requirement include cultural anthropology, cultural geography, economics, linguistics, political science, psychology, sociology, ethics and world civilizations.

MATHEMATICS

Courses in mathematics and quantitative reasoning will cover the science of numbers, symbols in place of numbers, and their operations, interrelations, combinations, generalizations and abstractions as well as space configurations and their structure, measurement, transformations, and generalizations to solve equations with supporting explanations. Students must take and pass elementary, college and/or intermediate algebra, the equivalent, or higher-level mathematics and quantitative reasoning course to fulfill this requirement.
DEGREE PROGRAM CREDIT TRANSFER POLICY

APT College will generally accept and apply undergraduate course credit from another accredited institution, college or university toward APT associate’s degrees. The institution must be regionally and/or nationally accredited in the United States, recognized by the Department of Education, and the course title, description and learning outcomes must closely match that of APT courses specified in the degree program of study. The College’s Registrar will review all transcripts regarding general education courses. The Credit Evaluation Committee (CEC) will review all transcripts regarding highly specialized courses.

The following guidelines are used in determining the acceptability of credits by APT College from courses earned at other institutions:

- The College will accept general education courses from accredited institutions in which a grade of “C-” or better was earned. Transfer credits of highly specialized courses may be transferred to our core and/or elective requirements if they meet the objectives of a related APT course and a grade of “C-” or better was earned.
- The College will not accept transfer credit where the course is described as remedial or below the 100 course level number.

When coursework is equivalent, transfer credit from a quarter-based institution is evaluated and converted to semester credits on a 1.5 to 1 ratio, as listed in the Quarter to Semester Credit Equivalency Chart reported below.

- Credits that are evaluated and converted to a portion of a credit will be rounded up or down accordingly to satisfy the content requirement of an APT College course.
- The equivalent semester credit hours will be used towards calculation of the 60 credit degree requirement.

QUARTER TO SEMESTER CREDIT EQUIVALENCY CHART

<table>
<thead>
<tr>
<th>Quarter Credits</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.5</td>
<td>1</td>
</tr>
<tr>
<td>3.0</td>
<td>2</td>
</tr>
<tr>
<td>4.5</td>
<td>3</td>
</tr>
<tr>
<td>6.0</td>
<td>4</td>
</tr>
<tr>
<td>7.5</td>
<td>5</td>
</tr>
<tr>
<td>9.0</td>
<td>6</td>
</tr>
</tbody>
</table>

Though the College aims to apply as many credits towards the awarding of degrees, core and elective transfer credits completed more than ten years before acceptance to a program of study may not be applied to the requirements due to the nature of changing technology and relevance to current technological standards.

DEGREE PROGRAM TRANSFER POLICY

- Transfer Credits earned at accredited institutions
  - Collegiate Articulation Agreement
- Prior Learning Assessment (PLA)
  - Experiential Learning Credit (ELC)
  - Advanced Placement (AP)
  - American Council on Education (ACE)
  - Military Training and Experience (MTE)
  - College Level Examination Program (CLEP) of the College Entrance Examination Board
A Global Leader in Technology Education

The College will recognize the following number of credits earned outside of APT College:

- A combined maximum of forty-six (46) transfer credits (semester credit system) may be applied to an APT associate’s degree, divided as follows:
  - A maximum of twenty-four (24) transfer credits may be applied toward core and elective requirements (semester credit system). 50% of these credits (12 credits) may be earned as Experiential Learning Credits
  - A maximum of twenty-two (22) transfer credits may be applied towards general education requirements

Students who have earned an associate’s degree or higher from an accredited institution may have their general education requirements waived, pending official transcripts and approval of the Credit Evaluation Committee.

ARTICULATION AGREEMENT

Credits completed at an institution with which APT College has an articulation agreement will not count against the total amount of transfer credit students may transfer to APT.

PRIOR LEARNING ASSESSMENT

Prior Learning Assessment is a term used to describe learning that has taken place outside of formal and/or traditional learning environments. APT College subscribes to the Ten Standards for Assessing Learning guidelines set forth by Council for Adult and Experiential Learning.
ADVANCED PLACEMENT (AP)

AP tests may be offered to high school students by their high school to satisfy college general education requirements.

EXPERIENTIAL LEARNING CREDIT (ELC)

Experiential Learning Credit may be awarded, based on American Council on Education (ACE) credit recommendations for occupational experience, as it applies to the degree program, for work experience and training, and for lifelong learning experiences so long as the experience is commensurate to college-level learning and shows a balance of both theory and practical application. Personal and professional learning experiences may consist of past and/or present related work responsibilities or internships that are directly related to the selected course and is applied in satisfaction of some of the degree requirements.

Students are required to submit supporting documentation consisting of detailed essays, letters of recommendations, industry certifications, etc. For more information, students are encouraged to contact the College Registrar.

Experiential Learning is based on the Ten Standards for Assessing Learning published by the Council for Adult and Experiential Learning.

APT College will award, when deemed equivalent and applicable by the Credit Evaluation Committee, a maximum one (1) College credit (semester system) for every three (3) years of directly-related work experience or thirty (30) contact hours of documented training relating directly to a regularly offered APT core or elective course up to a maximum of three (3) credits (semester system). If awarded, credit earned via ELC may not be transferred to another institution the way credit from official College courses may transfer.

The APT College Credit Evaluation Committee will review all ELC applications for acceptance based on the guidelines listed below:

- Students must complete a minimum of six (6) credits (semester system) with the College in order to establish evidence of a satisfactory learning pattern
- Experiential Learning Credit awarded by another accredited institution may be considered for transfer credit; however, it must be formally documented, and the credit must have been earned from experience relevant to the concepts and theories of relevant APT courses
- Students may only be awarded credits in areas that fall within the regular course offerings of APT’s programs of study
- The Credit Evaluation Committee reserves the right to request and review any combination of documentation, interviews, examinations, special projects, and/or practical demonstration to ensure students have successfully met the objectives of a regularly offered APT course before awarding credit
- If further evidence is needed beyond what is presented in the students’ ELC packet, students may be asked to demonstrate mastery of the learning outcomes for the course to an APT College Subject Matter Expert appointed by the Credit Evaluation Committee.

MILITARY TRAINING AND EXPERIENCE (MTE)

APT College will award credit for military training and experience as included on the Sailor/Marine/ACE Registry Transcript (SMART), Army/ACE Registry Transcript System (AARTS) based on American Council on Education (ACE), Joint Service Transcript (replacing SMART and AARTS since 2013, and used by Army, Navy, Marines and Coast Guard Personnel), and National College Credit Recommendation Service (NCCRS). The SMART and AARTS transcripts will be evaluated in the same way as an ACE transcript. In lieu of a SMART or AARTS, the College will also accept a packet containing a DD Form 214, DD Form 295, and an ELC essay.

COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP)

CLEP testing verifies knowledge in specific areas and measures mastery of college-level, introductory course content. APT College will consider CLEP testing outcomes towards the satisfaction of General Education Requirements.
Students who achieve required credit-granting scores on these exams can earn the credits and course exemptions listed below. Our college will grant a total of 22 credits for successful performance on the CLEP examinations. The accepted credits are applicable only to General Education Requirements and may be used to meet the minimum credit graduation requirement.

For more information regarding CLEP, please visit their website: [http://clep.collegeboard.org/students](http://clep.collegeboard.org/students).

<table>
<thead>
<tr>
<th>CLEP Examination</th>
<th>Credit Granting Score</th>
<th>Credit Hours Granted*</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition</td>
<td></td>
<td></td>
</tr>
<tr>
<td>College Composition</td>
<td>50</td>
<td>6</td>
</tr>
<tr>
<td>Oral Communication</td>
<td></td>
<td></td>
</tr>
<tr>
<td>French Level 1</td>
<td>50</td>
<td>6</td>
</tr>
<tr>
<td>French Level 2</td>
<td>59</td>
<td>9</td>
</tr>
<tr>
<td>German Level 1</td>
<td>50</td>
<td>6</td>
</tr>
<tr>
<td>German Level 2</td>
<td>60</td>
<td>9</td>
</tr>
<tr>
<td>Spanish Level 1</td>
<td>50</td>
<td>6</td>
</tr>
<tr>
<td>Spanish Level 2</td>
<td>63</td>
<td>9</td>
</tr>
<tr>
<td>Natural Sciences (Life or Physical)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Biology</td>
<td>50</td>
<td>6</td>
</tr>
<tr>
<td>Chemistry</td>
<td>50</td>
<td>6</td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>50</td>
<td>6</td>
</tr>
<tr>
<td>Humanities (Art, Literature, Philosophy, and History)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Analyzing and Interpreting Literature</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>American Literature</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>English Literature</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>History of the US I</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>History of the US II</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>Social, Behavioral, and Political Sciences</td>
<td></td>
<td></td>
</tr>
<tr>
<td>American Government</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>Human Growth and Development</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Educational Psychology</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>Introductory Psychology</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>Introductory Sociology</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>Social Sciences and History</td>
<td>50</td>
<td>6</td>
</tr>
<tr>
<td>Western Civilization I</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>Western Civilization II</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Calculus</td>
<td>50</td>
<td>4</td>
</tr>
<tr>
<td>College Algebra</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>College Mathematics</td>
<td>50</td>
<td>6</td>
</tr>
</tbody>
</table>

* Level 1 Language exams are equivalent to first two semesters of college-level world language
Level 2 Language exams are equivalent to first four semesters of college-level world language
* Semester credit system
GENERAL EDUCATION COURSES

The General Education courses are intended to broaden the student perspectives and intellectual knowledge through English, mathematics, communication, history, and social, behavioral and natural science studies.

Student completing these courses will develop skills and competencies necessary to make informed choices, accept the responsibilities in the work and living environments, and lead to professional success.

LEARNING OUTCOMES

Upon completion of the General Education courses, students will be able to:

- Demonstrate effective oral and written communication skills and their uses for personal and professional interactions
- Demonstrate ability to perform basic mathematical operations to build a solid background for technical skills
- Develop an understanding of the individual difference within society
- Demonstrate critical thinking as it applies to the current dynamics of environmental events and to the historical perspective of U.S. cultural and political development

GENERAL EDUCATION REQUIREMENTS

APT College offers six (6) General Education courses, one for each of the required subject areas to complete an associate degree program. Each course is three (3) credit hours (semester system) for a total of eighteen (18) credit hours.

The General Education courses offered by APT College are designed to fulfill all of the general education requirements for an associate degree as mandated by both state and federal regulations.

GENERAL EDUCATION COURSES

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits (semester system)</th>
<th>Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 101</td>
<td>Introduction to Communication</td>
<td>3</td>
<td>$1750</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition</td>
<td>3</td>
<td>$1750</td>
</tr>
<tr>
<td>ENVS 101</td>
<td>Environmental Science</td>
<td>3</td>
<td>$1750</td>
</tr>
<tr>
<td>MATH 110</td>
<td>Basic College Mathematics</td>
<td>3</td>
<td>$1750</td>
</tr>
<tr>
<td>HIST 101</td>
<td>American History</td>
<td>3</td>
<td>$1750</td>
</tr>
<tr>
<td>SOCY 101</td>
<td>Introduction to Sociology</td>
<td>3</td>
<td>$1750</td>
</tr>
</tbody>
</table>
ASSOCIATE OF APPLIED SCIENCE IN BUSINESS

WHAT IS BUSINESS?

Business is a wide field that includes overseeing and supervising the end to end operations of a company or an organization. Effective management of business processes involves the ability to marshal resources and activities towards a common goal. Economics, accounting, marketing, communication, entrepreneurship, project management are business components.

REASONS FOR EARNING AN ASSOCIATE’S DEGREE IN BUSINESS

The evolution of the telecommunications environment to an Internet-based voice, data and video service is driving the need for a stronger foundation in business-related skills needed to communicate, manage, and support implementation of a rich set of new and innovative services. The business degree program provides the skills and abilities necessary to remain competitive today and in the future as the business side of the telecommunications industry and associated technology continue to evolve. Courses in business administration, information technology, communication, marketing, project management, and other related business skills, combined with a foundation of technical electives grounded in the new, supporting technologies offer a solid degree for collaborating effectively in team environments using unified communications.

ECONOMIC OUTLOOK AND GROWTH OF THE INDUSTRY

The outlook for graduates with a business degree is extremely good. The business fundamental concepts learned within this program are applicable to a number of career opportunities in telecommunications, electric power, and renewable energy industries.

PROGRAM OBJECTIVES

The Associate of Applied Science in Business degree program provides students with the essential knowledge, skill, and ability needed to lead and manage business operations in diverse organizational environments today. Topics covered in this program include business ethics, entrepreneurship, project management, accounting, finance, economics, Human Resources management, supervision, and global business, management, marketing, production, and financial elements of business.

LEARNING OUTCOMES

Students who have earned the Applied Science in Business from APT are be able to:

- Employ effective collaborative and critical thinking skills to develop solutions to problems presented in diverse business environments
- Apply core principles of business, marketing, communication, project management, and supporting business technology to plan, organize, and deploy effective business operations
- Comprehend financial and economic principles needed to create sound financial business plans and accounting processes
- Relate the value of cloud technologies, online marketing, and other information technology in support of the business operation
- Demonstrate ability to collaborate and communicate in the work environment by using office automation software, operating system platforms, and computer applications
BUSINESS AAS DEGREE REQUIREMENTS

This AAS degree program requires 60 semester college credits to complete. The curriculum consists of four (4) core courses, business elective courses, and six (6) general education courses at minimum, one for each of the required subject areas. The General Education courses offered by APT College satisfy the minimum requirements. Students may be able to apply work experience, transfer credits, and ELC (Experiential Learning Credits) toward degree requirements. APT College Credit Evaluation Committee will evaluate all transfer credit and work experience.

MINIMUM REQUIREMENTS

- Six (6) General Education courses at minimum, one for each of the required subject areas, for a minimum of 18 credits.
- Four (4) core courses, for a total of 12 credits
- A number of elective courses to fulfill the total requirement of 60 credits

TOTAL PROGRAM CHARGES

<table>
<thead>
<tr>
<th>Item</th>
<th>Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application for Admission Fee</td>
<td>$0</td>
</tr>
<tr>
<td>Core Course Tuition</td>
<td>$7000</td>
</tr>
<tr>
<td>Elective Course Tuition</td>
<td>$17500</td>
</tr>
<tr>
<td>General Education</td>
<td>$10500</td>
</tr>
<tr>
<td>Graduation Application Fee</td>
<td>$0</td>
</tr>
<tr>
<td>Room and Board</td>
<td>Not offered by APT</td>
</tr>
<tr>
<td><strong>Estimated Program Cost</strong></td>
<td><strong>$35000</strong></td>
</tr>
</tbody>
</table>
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**BUSINESS CORE COURSE LIST**

The four core courses in the list below are required to complete the degree program, for a total of twelve (12) credit hours (semester credit system):

<table>
<thead>
<tr>
<th>Course #</th>
<th>Core Courses Title</th>
<th>Credits (Semester system)</th>
<th>Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS101</td>
<td>Introduction to Business</td>
<td>3</td>
<td>$1750</td>
</tr>
<tr>
<td>BUS103</td>
<td>Principles of Business Management</td>
<td>3</td>
<td>$1750</td>
</tr>
<tr>
<td>BUS105</td>
<td>Foundations of Marketing</td>
<td>3</td>
<td>$1750</td>
</tr>
<tr>
<td>BUS107</td>
<td>Business Communications</td>
<td>3</td>
<td>$1750</td>
</tr>
</tbody>
</table>

**BUSINESS ELECTIVE COURSE LIST**

A number of elective courses to fulfill the total requirement of 60 credits (semester system) in addition to general education courses and the Business core courses can be selected from the Elective Course List below.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Elective Courses Title</th>
<th>Credits* (Semester System)</th>
<th>Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS108</td>
<td>Business Math</td>
<td>3</td>
<td>$1750</td>
</tr>
<tr>
<td>BUS110</td>
<td>Introduction to Finance</td>
<td>3</td>
<td>$1750</td>
</tr>
<tr>
<td>BUS120</td>
<td>Accounting Principles</td>
<td>3</td>
<td>$1750</td>
</tr>
<tr>
<td>BUS130</td>
<td>Introduction to Economics</td>
<td>3</td>
<td>$1750</td>
</tr>
<tr>
<td>BUS200</td>
<td>Business Law</td>
<td>3</td>
<td>$1750</td>
</tr>
<tr>
<td>BUS202</td>
<td>Entrepreneurship</td>
<td>3</td>
<td>$1750</td>
</tr>
<tr>
<td>BUS220</td>
<td>Advanced Concepts in Accounting</td>
<td>3</td>
<td>$1750</td>
</tr>
<tr>
<td>BUS230</td>
<td>Principles of Microeconomics</td>
<td>3</td>
<td>$1750</td>
</tr>
<tr>
<td>BUS232</td>
<td>Principles Macroeconomics</td>
<td>3</td>
<td>$1750</td>
</tr>
<tr>
<td>BUS240</td>
<td>Organizational Behavior</td>
<td>3</td>
<td>$1750</td>
</tr>
<tr>
<td>BUS242</td>
<td>Human Resource Management</td>
<td>3</td>
<td>$1750</td>
</tr>
<tr>
<td>BUS244</td>
<td>Supervision</td>
<td>3</td>
<td>$1750</td>
</tr>
<tr>
<td>CAT120</td>
<td>Microsoft Word</td>
<td>3</td>
<td>$1750</td>
</tr>
<tr>
<td>CAT125</td>
<td>Microsoft Excel</td>
<td>3</td>
<td>$1750</td>
</tr>
<tr>
<td>CAT130</td>
<td>Microsoft PowerPoint</td>
<td>3</td>
<td>$1750</td>
</tr>
<tr>
<td>ICT105</td>
<td>Business Information Systems</td>
<td>3</td>
<td>$1750</td>
</tr>
<tr>
<td>ICT103</td>
<td>Computer Concepts</td>
<td>1.5</td>
<td>$875</td>
</tr>
<tr>
<td>ICT107</td>
<td>Computer Applications</td>
<td>1.5</td>
<td>$875</td>
</tr>
<tr>
<td>ICT108</td>
<td>Living Online</td>
<td>1.5</td>
<td>$875</td>
</tr>
<tr>
<td>ICT110</td>
<td>Cloud Essentials Preparation</td>
<td>3</td>
<td>$1750</td>
</tr>
<tr>
<td>ICT115</td>
<td>IT Fundamentals</td>
<td>3</td>
<td>$1750</td>
</tr>
<tr>
<td>ICT170</td>
<td>Project Management Essentials</td>
<td>1.5</td>
<td>$875</td>
</tr>
<tr>
<td>ICT230</td>
<td>Information Technology Infrastructure Library</td>
<td>3</td>
<td>$1750</td>
</tr>
<tr>
<td>ICT250</td>
<td>Software Defined Networks</td>
<td>3</td>
<td>$1750</td>
</tr>
<tr>
<td>ICT260</td>
<td>Introduction to Drone Technology</td>
<td>3</td>
<td>$1750</td>
</tr>
<tr>
<td>ICT272</td>
<td>Project+ Preparation</td>
<td>3</td>
<td>$1750</td>
</tr>
</tbody>
</table>
ASSOCIATE OF APPLIED SCIENCE IN INFORMATION AND COMMUNICATIONS TECHNOLOGIES

WHAT IS INFORMATION AND COMMUNICATIONS TECHNOLOGIES?

Information and Communications Technologies consist of the devices, systems, processes, and security procedures that enable converged IP networks and cloud services. These technologies are transforming decades old voice-oriented architectures to an "always on" service oriented network that provides anytime, anywhere, and from any device access to Internet-based voice, data, and video services.

REASONS FOR EARNING AN ASSOCIATE’S DEGREE IN INFORMATION AND COMMUNICATIONS TECHNOLOGIES

An Information and Communications Technologies degree provides students with collaborative and critical thinking skills needed to analyze, troubleshoot, and resolve problems in computer, converged IP, wireless, and fiber optic transport networks. The program further provides soft skill development that will help the student collaborate and communicate effectively in the workplace and comprehend key elements of project management, information system administration, and information systems management.

ECONOMIC OUTLOOK AND GROWTH OF THE INDUSTRY

The outlook for graduates with an information and communications technologies degree is exceptionally good. The industry is growing and holds many opportunities for qualified professionals.

PROGRAM OBJECTIVES

The Associate of Applied Science in Information and Communications Technologies degree program postures the telecommunications industry practitioner with knowledge, skill, and ability needed to remain competitive as the telecommunications industry is transformed to provide ubiquitous voice, video, and data services to the customer.

LEARNING OUTCOMES

Students who have earned the Applied Science in Information and Communications Technologies from APT are be able to:

- Demonstrate effective collaborative and critical thinking skills to resolve technical problems
- Demonstrate proficiency in analyzing, troubleshooting, and resolving problems in electrical circuits and data, wireless, and converged IP networks
- Comprehend cybersecurity and methods used to mitigate computer and network vulnerabilities
- Comprehend theory of wireless and fiber optic transport technologies for both backbone and access network applications
- Understand installation, maintenance, and troubleshooting principles for simple transport systems
- Demonstrate ability to successfully install, maintain, and troubleshoot computer hardware and operating systems.
- Demonstrate ability to collaborate and communicate in the work environment by using office automation software, operating system platforms, and other computer applications
- Comprehend the key elements of project management, information system administration, and information systems management
- Comprehend the integration of cloud technologies, software defined networking, and network function virtualization
INFORMATION AND COMMUNICATIONS TECHNOLOGIES AAS DEGREE REQUIREMENTS

This AAS degree program requires 60 semester college credits to complete. The curriculum consists of four (4) core courses, a number of elective courses pertinent to the field of information and communications technologies, and six (6) general education courses at minimum, one for each of the required subject areas. The General Education courses offered by APT College satisfy the minimum requirements. Students may be able to apply work experience, transfer credits, and ELC (Experiential Learning Credits) toward degree requirements. APT College Credit Evaluation Committee will evaluate all transfer credit and work experience.

MINIMUM REQUIREMENTS

- Six (6) General Education courses at minimum, one for each of the required subject areas, for a minimum of 18 credits.
- Four (4) core courses for a total of 12 credits
- A number of elective courses to fulfill the total requirement of 60 credits

TOTAL PROGRAM CHARGES

<table>
<thead>
<tr>
<th>Item</th>
<th>Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application for Admission Fee</td>
<td>$0</td>
</tr>
<tr>
<td>Core Course Tuition</td>
<td>$7000</td>
</tr>
<tr>
<td>Elective Course Tuition</td>
<td>$17500</td>
</tr>
<tr>
<td>General Education</td>
<td>$10500</td>
</tr>
<tr>
<td>Graduation Application Fee</td>
<td>$0</td>
</tr>
<tr>
<td>Room and Board</td>
<td>Not offered by APT</td>
</tr>
<tr>
<td>Estimated Program Cost</td>
<td>$35000</td>
</tr>
</tbody>
</table>

INFORMATION AND COMMUNICATIONS TECHNOLOGIES CORE COURSE LIST

The four core courses in the list below are required to complete the degree program, for a total of twelve (12) credit hours (semester credit system):

<table>
<thead>
<tr>
<th>Course #</th>
<th>Core Courses Title</th>
<th>Credits (Semester system)</th>
<th>Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICT101</td>
<td>Leading Edge Technologies</td>
<td>3</td>
<td>$1750</td>
</tr>
<tr>
<td>TEL104</td>
<td>Fundamentals of Data Communications and Networks</td>
<td>3</td>
<td>$1750</td>
</tr>
<tr>
<td>ICT105</td>
<td>Business Information Systems</td>
<td>3</td>
<td>$1750</td>
</tr>
<tr>
<td>ICT110</td>
<td>Cloud Essentials Preparation</td>
<td>3</td>
<td>$1750</td>
</tr>
</tbody>
</table>

INFORMATION AND COMMUNICATIONS TECHNOLOGIES ELECTIVE COURSE LIST

A number of elective courses to fulfill the total requirement of 60 credits (semester system) in addition to general education courses and Information and Communications Technologies core courses can be selected from the Elective Course List reported on Page 54 of this Catalog.
ASSOCIATE OF APPLIED SCIENCE IN TELECOMMUNICATIONS TECHNOLOGY

WHAT IS TELECOMMUNICATIONS TECHNOLOGY

Telecommunications is the transmission of messages over notable distances for the purpose of communicating. Modern telecommunications technology is a broad-spectrum industry addressing modes of communication ranging from telegraph, telephone, and microwave to radio, television and wireless to computer networks, fiber optics and the Internet.

REASONS FOR EARNING AN ASSOCIATE’S DEGREE IN TELECOMMUNICATIONS TECHNOLOGY

A telecommunications technology degree can be an asset to anyone entering or re-entering the workforce. It prepares graduates for a multitude of jobs, including technicians who help design, install, and maintain telecommunications systems. While graduates might choose to head directly into the telecommunications work force, they could also use their associate’s degree in telecommunications as a springboard into advanced study in electrical engineering, technological management, or networking telecommunications.

APT College was founded as a telecommunications training company and continues to be at the forefront of telecommunications technology training and course development.

ECONOMIC OUTLOOK AND GROWTH OF THE INDUSTRY

The outlook for graduates with a telecommunications technology degree is exceptionally good. The industry is growing and holds many opportunities for qualified professionals.

PROGRAM OBJECTIVES

The Associate of Applied Science in Telecommunications Technology degree program provides students with the technical and knowledge-based skills necessary to obtain career advancement and/or entry-level in the telecommunications industry, particularly in the fields of data networking, wireless communications and emerging technology design, and installation.

LEARNING OUTCOMES

Students who have earned the Associate’s Degree in Applied Science: Telecommunications Technology from APT are be able to:

- Demonstrate ability to accurately identify, describe, use, analyze and troubleshoot electrical and electronic circuits, including circuits used in analog and digital communications systems
- Identify, describe and discuss application of the theory and various technologies used by the telecommunications industry for the switching and transport of all types of information in the network access and backbone network infrastructure
- Demonstrate proficiency in the installation, maintenance, testing, and evaluation of telecommunications networking equipment and transmission media typically used in the delivery of information in the form of voice, video and data
- Demonstrate ability to successfully design, install, configure and test Local Area Networks (LANs) using networking hardware and software for both wired and wireless LAN applications
TELECOMMUNICATIONS TECHNOLOGY AAS DEGREE REQUIREMENTS

This AAS degree program requires 60 semester college credits to complete. The curriculum consists of four (4) core courses, telecommunications elective courses, and six (6) general education courses at minimum, one for each of the required subject areas. The General Education courses offered by APT College satisfy the minimum requirements. Students may be able to apply work experience, transfer credits, and ELC (Experiential Learning Credits) toward degree requirements. APT College Credit Evaluation Committee will evaluate all transfer credit and work experience.

MINIMUM REQUIREMENTS

- Six (6) General Education courses at minimum, one for each of the required subject areas, for a minimum of 18 credits.
- Four (4) core courses, for a total of 12 credits
- A number of elective courses to fulfill the total requirement of 60 credits

TOTAL PROGRAM CHARGES

<table>
<thead>
<tr>
<th>Item</th>
<th>Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application for Admission Fee</td>
<td>$0</td>
</tr>
<tr>
<td>Core Course Tuition</td>
<td>$7000</td>
</tr>
<tr>
<td>Elective Course Tuition</td>
<td>$17500</td>
</tr>
<tr>
<td>General Education</td>
<td>$10500</td>
</tr>
<tr>
<td>Graduation Application Fee</td>
<td>$0</td>
</tr>
<tr>
<td>Room and Board</td>
<td>Not offered by APT</td>
</tr>
<tr>
<td>Estimated Program Cost</td>
<td>$35000</td>
</tr>
</tbody>
</table>

TELECOMMUNICATIONS TECHNOLOGY ELECTIVE COURSE LIST

The four core courses in the list below are required to complete the degree program, for a total of twelve (12) credit hours (semester credit system):

<table>
<thead>
<tr>
<th>Course #</th>
<th>Core Courses Title</th>
<th>Credits (semester system)</th>
<th>Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEL102</td>
<td>Basic Electricity and Electronics</td>
<td>3</td>
<td>$1750</td>
</tr>
<tr>
<td>TEL104*</td>
<td>Fundamentals of Data Communications and Networks**</td>
<td>3</td>
<td>$1750</td>
</tr>
<tr>
<td>TEL105</td>
<td>Fiber Optic Communications</td>
<td>3</td>
<td>$1750</td>
</tr>
<tr>
<td>TEL140***</td>
<td>Wireless Communications Technologies</td>
<td>3</td>
<td>$1750</td>
</tr>
</tbody>
</table>

*TEL104 or TEL106 or (TEL103 and TEL110) apply toward minimum core course requirements.
**The title has changed in January 2015 from “Data Communications and Networks to “Fundamentals of Data Communications and Networks
***Core Requirement as of Spring 2012

TELECOMMUNICATIONS TECHNOLOGY ELECTIVE COURSE LIST

A number of elective courses to fulfill the total requirement of 60 credits (semester system) in addition to general education courses and core courses can be selected from the Elective Course List reported on Page 54 of this Catalog.
<table>
<thead>
<tr>
<th>Course #</th>
<th>Elective Courses Title</th>
<th>Credits* (Semester System)</th>
<th>Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAT120</td>
<td>Microsoft Word</td>
<td>3</td>
<td>$1750</td>
</tr>
<tr>
<td>CAT125</td>
<td>Microsoft Excel</td>
<td>3</td>
<td>$1750</td>
</tr>
<tr>
<td>CAT130</td>
<td>Microsoft PowerPoint</td>
<td>3</td>
<td>$1750</td>
</tr>
<tr>
<td>ICT103</td>
<td>Computer Concepts</td>
<td>1.5</td>
<td>$875</td>
</tr>
<tr>
<td>ICT107</td>
<td>Computer Applications</td>
<td>1.5</td>
<td>$875</td>
</tr>
<tr>
<td>ICT108</td>
<td>Living Online</td>
<td>1.5</td>
<td>$875</td>
</tr>
<tr>
<td>ICT115</td>
<td>IT Fundamentals</td>
<td>3</td>
<td>$1750</td>
</tr>
<tr>
<td>ICT130</td>
<td>Introduction to Programming</td>
<td>3</td>
<td>$1750</td>
</tr>
<tr>
<td>ICT132</td>
<td>Introduction to Object Oriented Programming</td>
<td>3</td>
<td>$1750</td>
</tr>
<tr>
<td>ICT162</td>
<td>Security+ Essentials</td>
<td>3</td>
<td>$1750</td>
</tr>
<tr>
<td>ICT163</td>
<td>Advanced Security+</td>
<td>3</td>
<td>$1750</td>
</tr>
<tr>
<td>ICT164</td>
<td>A+ Computer Hardware Essentials</td>
<td>3</td>
<td>$1750</td>
</tr>
<tr>
<td>ICT165</td>
<td>A+ Computer Operating System Essentials</td>
<td>3</td>
<td>$1750</td>
</tr>
<tr>
<td>ICT170</td>
<td>Project Management Essentials</td>
<td>1.5</td>
<td>$875</td>
</tr>
<tr>
<td>ICT230</td>
<td>Information Technology Infrastructure Library</td>
<td>3</td>
<td>$1750</td>
</tr>
<tr>
<td>ICT240</td>
<td>Long Term Evolution</td>
<td>3</td>
<td>$1750</td>
</tr>
<tr>
<td>ICT250</td>
<td>Software Defined Networks</td>
<td>3</td>
<td>$1750</td>
</tr>
<tr>
<td>ICT260</td>
<td>Introduction to Drone Technology</td>
<td>3</td>
<td>$1750</td>
</tr>
<tr>
<td>ICT272</td>
<td>Project+ Preparation</td>
<td>3</td>
<td>$1750</td>
</tr>
<tr>
<td>BUS101</td>
<td>Introduction to Business</td>
<td>3</td>
<td>$1750</td>
</tr>
<tr>
<td>PWR250</td>
<td>High Voltage Protection and Safety for Telecommunications</td>
<td>3</td>
<td>$1750</td>
</tr>
<tr>
<td>PWR275</td>
<td>Introduction to Wind Power Systems</td>
<td>3</td>
<td>$1750</td>
</tr>
<tr>
<td>TEL102</td>
<td>Basic Electricity and Electronics</td>
<td>3</td>
<td>$1750</td>
</tr>
<tr>
<td>TEL105</td>
<td>Fiber Optic Communications</td>
<td>3</td>
<td>$1750</td>
</tr>
<tr>
<td>TEL108</td>
<td>Cisco IP Network Fundamentals</td>
<td>3</td>
<td>$1750</td>
</tr>
<tr>
<td>TEL109</td>
<td>Cisco IP Addressing Concepts</td>
<td>3</td>
<td>$1750</td>
</tr>
<tr>
<td>TEL110</td>
<td>Cisco Advanced IP Concepts</td>
<td>3</td>
<td>$1750</td>
</tr>
<tr>
<td>TEL120</td>
<td>Internet Protocol Television</td>
<td>3</td>
<td>$1750</td>
</tr>
<tr>
<td>TEL125</td>
<td>Multimedia Universal Technician</td>
<td>3</td>
<td>$1750</td>
</tr>
<tr>
<td>TEL140</td>
<td>Wireless Communications Technologies</td>
<td>3</td>
<td>$1750</td>
</tr>
<tr>
<td>TEL150</td>
<td>Wireless LAN Technologies</td>
<td>3</td>
<td>$1750</td>
</tr>
<tr>
<td>TEL160</td>
<td>Network+ Preparation</td>
<td>4</td>
<td>$2200</td>
</tr>
<tr>
<td>TEL201</td>
<td>Advanced Fiber Optic Communications</td>
<td>3</td>
<td>$1750</td>
</tr>
<tr>
<td>TEL205</td>
<td>Central Office Telecommunications</td>
<td>4</td>
<td>$2200</td>
</tr>
<tr>
<td>TEL234</td>
<td>Analyzing Cisco Routing and Switching</td>
<td>3</td>
<td>$1750</td>
</tr>
<tr>
<td>TEL235</td>
<td>Analyzing Cisco Internetworks</td>
<td>3</td>
<td>$1750</td>
</tr>
<tr>
<td>TEL240</td>
<td>FCC General Radiotelephone Operator License</td>
<td>3</td>
<td>$1750</td>
</tr>
<tr>
<td>TEL250</td>
<td>Solar Photovoltaic for Telecommunications</td>
<td>3</td>
<td>$1750</td>
</tr>
</tbody>
</table>

*Credits are shown as a complete series of Parts I, II, and III components.
CERTIFICATE PROGRAMS

The certificates offered by the College are groupings of courses in a single subject within a specific discipline. APT College offers a Career Certificate in Renewable Energy, and several professional Certificates as described in the following sections.

EXPECTED TIME TO CERTIFICATE PROGRAM COMPLETION

APT College expects students to complete an average of two (2) to three (3) courses per year. At this rate, students can expect to complete certificate program requirements for the certificate programs listed above within two (2) or three (3) years, depending on the certificate. Graduation calculations are based on the 100% normal completion timeframes of 2 or 3 years and 150% normal completion timeframes of 3 or 4.5 years, respectively.

CERTIFICATE PROGRAM TRANSFER POLICY

Transferring credits toward APT program certificates will be considered by the Credit Evaluation Committee if the following criteria are met:

- Students may transfer up to one (1) course from another institution, as defined in the Degree Credit Transfer Policy
- Evidence of active credentials, as listed in the Acceptable Certificate Course Transfer Credentials table below, may be transferred toward a maximum of 50% of the total certificate program requirements:

  (NOTE: Students must complete a minimum of fifty percent (50%) of certificate program requirements through APT.)

ACCEPTABLE CERTIFICATE COURSE TRANSFER CREDENTIALS

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Acceptable Transfer Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEL102</td>
<td>Basic Electricity and Electronics</td>
<td>Active Electronics Technician industry certification</td>
</tr>
<tr>
<td>TEL105</td>
<td>Fiber Optic Communications</td>
<td>Active ETA FOI (Fiber Optics Installer) industry certification</td>
</tr>
<tr>
<td>TEL125</td>
<td>Multi-Media Universal Technician</td>
<td>Active Residential Electronics Systems Integrator certification</td>
</tr>
<tr>
<td>TEL201</td>
<td>Advanced Fiber Optics</td>
<td>Active ETA FOT (Fiber Optics Technician) industry certification</td>
</tr>
<tr>
<td>TEL240</td>
<td>FCC General Radiotelephone Operator License</td>
<td>Active FCC General Radiotelephone Operator License</td>
</tr>
<tr>
<td>TEL250</td>
<td>Solar Power for Telecommunications</td>
<td>Active Solar Photovoltaic industry certification</td>
</tr>
<tr>
<td>TEL250</td>
<td>Solar Photovoltaic for Telecommunications</td>
<td>Active Solar Photovoltaic industry certification</td>
</tr>
<tr>
<td>PWR275</td>
<td>Introduction to Wind Power Systems</td>
<td>Active Wind Energy industry certification</td>
</tr>
</tbody>
</table>
PROFESSIONAL CERTIFICATE IN TELECOMMUNICATIONS TECHNOLOGY

The Professional Certificate in Telecommunications Technology is designed for students who wish to grow in the telecommunications technology industry. The courses available in this program are designed to provide students with a comprehensive understanding of modern technologies used in the telecommunications industry.

Students will learn to design, install, operate, and maintain modern high-speed networks in a very short time span. After certificate courses have been completed, students will be able to demonstrate the essential skills that are necessary to be competitive in this technical field. Students will have the opportunity to gain mastery knowledge to successfully pass industry certification exams.

The courses offered in this program have been designed with industry certification standards in mind for CWNP, ETA and FCC exams. As an authorized proctoring institution for ETA and FCC, APT College can arrange for students to take certain industry certification exams.

PROGRAM OBJECTIVES

The Professional Certificate in Telecommunications Technology program provides students with the technical and knowledge-based skills necessary to work and remain competitive in the telecommunications industry, particularly for the installation, operation, and maintenance of wireline and wireless telecommunications services and data networks.

LEARNING OUTCOMES

Upon completion of the certificate programs, students will be able to:

- Demonstrate the ability to accurately identify, describe, use, analyze and troubleshoot electrical and electronic circuits, including circuits used in analog and digital communications systems
- Demonstrate ability to apply basic data networking concepts and skills to implement and configure a simple local area network using appropriate hardware and software
- Discuss optical transmission theory and accurately demonstrate fiber optic splicing, connector installation and testing techniques
- Demonstrate proficiency in applying advanced concepts and skills relative to the telecommunications industry and technology

COURSE REQUIREMENTS

- 3 Core Courses
- 2 Elective Courses

Total: 5 Courses
A Global Leader in Technology Education

PROFESSIONAL CERTIFICATE IN TELECOMMUNICATIONS TECHNOLOGY COURSE LIST

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits (semester system)</th>
<th>Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEL102</td>
<td>Basic Electricity and Electronics</td>
<td>3</td>
<td>$1750</td>
</tr>
<tr>
<td>TEL104*</td>
<td>Fundamentals of Data Communications and Networks**</td>
<td>3</td>
<td>$1750</td>
</tr>
<tr>
<td>TEL105</td>
<td>Fiber Optic Communications</td>
<td>3</td>
<td>$1750</td>
</tr>
<tr>
<td>TEL140</td>
<td>Wireless Communications Technologies</td>
<td>3</td>
<td>$1750</td>
</tr>
</tbody>
</table>

Core Course Requirements

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits (semester system)</th>
<th>Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEL104</td>
<td>Fundamentals of Data Communications and Networks**</td>
<td>3</td>
<td>$1750</td>
</tr>
</tbody>
</table>

Elective Courses (Choose 2)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits (semester system)</th>
<th>Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEL120</td>
<td>Internet Protocol TV</td>
<td>3</td>
<td>$1750</td>
</tr>
<tr>
<td>TEL125</td>
<td>Multimedia Universal Technician</td>
<td>3</td>
<td>$1750</td>
</tr>
<tr>
<td>TEL150</td>
<td>Wireless LAN Technologies</td>
<td>3</td>
<td>$1750</td>
</tr>
<tr>
<td>TEL240</td>
<td>FCC General Radiotelephone Operator License</td>
<td>3</td>
<td>$1750</td>
</tr>
<tr>
<td>TEL250</td>
<td>Solar Photovoltaic for Telecommunications</td>
<td>3</td>
<td>$1750</td>
</tr>
</tbody>
</table>

*(TEL104) or (TEL106) or (TEL103 and TEL110) apply toward minimum core course requirements.

**Title has changed in Jan 2015 from *Data Communications and Networks to *Fundamentals of Data Communications and Networks

Courses included in this professional certificate are degree-granting and therefore they follow the same assignment requirements and grading policies as the courses in the associate degree programs, including a proctored exam.

TOTAL PROGRAM CHARGES

<table>
<thead>
<tr>
<th>Item</th>
<th>Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application for Admission Fee</td>
<td>$0</td>
</tr>
<tr>
<td>Core Course Tuition</td>
<td>$5250</td>
</tr>
<tr>
<td>Elective Course Tuition</td>
<td>$3500</td>
</tr>
<tr>
<td>Room and Board</td>
<td>Not offered by APT</td>
</tr>
<tr>
<td>Estimated Program Cost</td>
<td>$8750</td>
</tr>
</tbody>
</table>
The Professional Certificate in Telecommunications Essentials consists of three courses designed to provide students with sufficient core knowledge and technical skills that can be applied to a career in telecommunications industry. This program is offered predominantly through distance education.

The student will gain an understanding of basic electricity and electronics, data communication and network principles, and the essentials of wireless communication technologies and related standards. Students will earn credit towards the completion of a degree program while at the same time preparing for their employer’s entry level test.

PROGRAM OBJECTIVES

The Professional Certificate in Telecommunications Essentials provides students with sufficient knowledge necessary to begin a career in the telecommunications industry.

LEARNING OUTCOMES

Upon completion of the certificate programs, students will be able to:

- List and describe DC and AC electrical and electronic components and perform the analysis of circuits by using the fundamental electrical laws
- Explain the role of protocol architectures and TCP/IP in the network today
- Discuss transmission media, data transmission, line encoding, error detection and correction, and multiplexing as they apply to communications and data networks
- Understand the operation of the main components of wireless systems and describe the related standards

COURSE REQUIREMENTS

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits (semester system)</th>
<th>Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEL102</td>
<td>Basic Electricity and Electronics</td>
<td>3</td>
<td>$1750</td>
</tr>
<tr>
<td>TEL104</td>
<td>Fundamentals of Data Communications and Networks</td>
<td>3</td>
<td>$1750</td>
</tr>
<tr>
<td>TEL140</td>
<td>Wireless Communications Technologies</td>
<td>3</td>
<td>$1750</td>
</tr>
</tbody>
</table>

Courses included in this professional certificate are degree-granting and therefore they follow the same assignment requirements and grading policies as the courses in the associate degree programs, including a proctored exam.

TOTAL PROGRAM CHARGES

<table>
<thead>
<tr>
<th>Item</th>
<th>Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application for Admission Fee</td>
<td>$0</td>
</tr>
<tr>
<td>Total Course Tuition</td>
<td>$5250</td>
</tr>
<tr>
<td>Room and Board</td>
<td>Not offered by APT</td>
</tr>
<tr>
<td>Estimated Program Cost</td>
<td>$5250</td>
</tr>
</tbody>
</table>
PROFESSIONAL CERTIFICATE IN WIRELESS ESSENTIALS

The Professional Certificate in Wireless Essentials is designed for students who wish to grow in the wireless arena within the telecommunications industry. This program is offered predominantly through distance education.

Students completing this program will earn knowledge on wireless standards and a conceptual understanding of the design, communication and components that enable current wireless technologies. By completing this program, students will earn credits towards the completion of a degree program and have the opportunity to gain mastery knowledge to successfully pass industry certification exams and a Federal Communications Commission license.

As an authorized proctoring institution for FCC, APT College can arrange for students to take the FCC license.

PROGRAM OBJECTIVES

The Professional Certificate in Wireless Essentials provides students with the technical and knowledge-based skills necessary to work and remain competitive in the wireless industry, in particular for the installation, operation and maintenance of wireless facilities and services.

LEARNING OUTCOMES

Upon completion of the certificate programs, students will be able to:

- Understand the operation of the main components of wireless systems
- Describe the standards that regulate wireless transmission
- Explain the purpose, features and functions of wireless LAN devices and infrastructure

COURSE REQUIREMENTS

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits (semester system)</th>
<th>Tuition</th>
</tr>
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<tbody>
<tr>
<td>TEL140</td>
<td>Wireless Communications Technologies</td>
<td>3</td>
<td>$1750</td>
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<tr>
<td>TEL150</td>
<td>Wireless LAN Technologies</td>
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<td>$1750</td>
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<tr>
<td>TEL240</td>
<td>FCC General Radiotelephone Operator License</td>
<td>3</td>
<td>$1750</td>
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TOTAL PROGRAM CHARGES

<table>
<thead>
<tr>
<th>Item</th>
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<tbody>
<tr>
<td>Application for Admission Fee</td>
<td>$0</td>
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<tr>
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</table>
PROFESSIONAL CERTIFICATE IN IP NETWORK ESSENTIALS

The Professional Certificate in IP Network Essentials is designed to provide students with sufficient core knowledge in Internet Protocol technologies that postures them for success in the internetworking arena. This program is offered through distance education. Online lab coursework and simulators build core knowledge and competencies to enhance practical knowledge and application.

Graduates of this program can demonstrate the essential skills that are necessary to be competitive in this technical field. You will gain solid knowledge, skill and ability applicable in a wide range of internetwork production environments to include the predominant Cisco internetworking arena. You will earn credits towards the completion of a degree program and will be prepared for industry renowned certifications as you complete courses that form this professional certificate.

PROGRAM OBJECTIVES

The Professional Certificate in IP Network Essentials provides students with critical core knowledge necessary to work and remain competitive in the internetworking industry.

LEARNING OUTCOMES

Upon completion of the certificate programs, students will be able to:

- Understand the role and impact of the OSI reference model and TCP/IP on internetwork operations
- Differentiate important aspects of Layer 2 switching and Layer 3 routing in a small enterprise network
- Configure and verify internetwork device parameters using global configuration and show commands

COURSE REQUIREMENTS

<table>
<thead>
<tr>
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<th>Course Name</th>
<th>Credits (semester system)</th>
<th>Tuition</th>
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<tr>
<td>TEL104</td>
<td>Fundamentals of Data Communications and Networks</td>
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<tr>
<td>TEL108</td>
<td>Cisco IP Network Fundamentals</td>
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<tr>
<td>TEL109</td>
<td>Cisco IP Addressing Concepts</td>
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<td>$1750</td>
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PROFESSIONAL CERTIFICATE IN ADVANCED IP NETWORK APPLICATIONS

The Professional Certificate in Advanced IP Network Applications is designed to provide students with sufficient core knowledge, skill, and ability to analyze, troubleshoot, and resolve problems in a small internetwork. This program is offered through distance education. Online lab coursework and simulators enhance practical knowledge and application.

Graduates of this program can demonstrate the essential skills that are necessary to be competitive in this technical field. You will gain solid knowledge, skill and ability applicable in a wide range of internetwork production environments to include the predominant Cisco internetworking arena. You will earn credits towards the completion of a degree program and will be prepared for industry renowned certifications as you complete courses that form this professional certificate.

PROGRAM OBJECTIVES

The Professional Certificate in Advanced IP Network Applications provides students with core knowledge, skill, and ability to work and remain competitive in the internetworking industry.

LEARNING OUTCOMES

Upon completion of the certificate programs, students will be able to:

- Given a scenario, predict normal operations and analyze, troubleshoot, and resolve problems in Layer 2 and Layer 3 network environments
- Given a scenario, predict normal operations and analyze, troubleshoot, and resolve dynamic routing problems in a simulated internetwork
- Predict normal operations and analyze, troubleshoot, and resolve problems in IPv6 internetworks

COURSE REQUIREMENTS

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits (semester system)</th>
<th>Tuition</th>
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<tr>
<td>TEL110</td>
<td>Cisco Advanced IP Concepts</td>
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<td>$1750</td>
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<tr>
<td>TEL234</td>
<td>Analyzing Cisco Routing and Switching</td>
<td>3</td>
<td>$1750</td>
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<tr>
<td>TEL235</td>
<td>Analyzing Cisco Internetworks</td>
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</table>
The Professional Certificate in Fiber Optics Essentials and Advanced Applications is designed to provide students with the basic core knowledge that prepares them for success in the fiber optics industry. This program is offered predominantly through distance education. Lab coursework, where applicable, enhances practical fiber knowledge and application.

Graduates of this program can demonstrate a practical knowledge of fiber optic theory, codes, standards and practices widely accepted in the industry today. Emphasis is placed on the skills necessary to perform fiber terminations, fusion and mechanical splicing, OTDR and optical loss testing commonly used when working with fiber optics. Additionally, fiber optic communications is used in high voltage environments such as power generation plants to protect critical circuits, where 24/7 coverage is needed. This program will provide the student with those knowledge and skills necessary to work safely in high voltage environments.

**PROGRAM OBJECTIVES**

The Professional Certificate in Fiber Optics Essentials and Advanced Applications provides students with the technical and knowledge-based skills necessary to work and remain competitive in the fiber optics industry, in particular for the installation, maintenance, and troubleshooting of fiber optic systems, whether in telecommunications related fields or in high voltage power generation environments.

**LEARNING OUTCOMES**

Upon completion of the certificate programs, students will be able to:

- Understand the operation of the main components of a fiber optic system
- Describe the standards that regulate fiber optic systems design, installation, and maintenance
- Perform lab activities such as mechanical and fusion splicing, fiber termination, fiber characterization using OLTS, and troubleshooting by means of an OTDR
- Discuss the use of telecommunications systems based on fiber optics to protect individuals from Ground Potential Rise (GPR) in high voltage environment

**COURSE REQUIREMENTS**

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<tbody>
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<td>TEL105</td>
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<tr>
<td>TEL201</td>
<td>Advanced Fiber Optic Communications</td>
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<tr>
<td>PWR250</td>
<td>High Voltage Protection and Safety for Telecommunications</td>
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<td>$1750</td>
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</table>
The tables below list the Standard Occupational Classification Codes – Detailed Occupation (six-digit) level determined to be considered gainful employment for APT College educational programs (CEC section 94910(f)(2)).

**Telecommunications Technology**

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<thead>
<tr>
<th>Occupation Code</th>
<th>Occupation</th>
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<tbody>
<tr>
<td>49-2022</td>
<td>Telecommunications Equipment Installers and Repairers, Except Line Installers</td>
</tr>
<tr>
<td>49-9052</td>
<td>Telecommunications Line Installers and Repairers</td>
</tr>
<tr>
<td>15-1152</td>
<td>Computer Network Support Specialists</td>
</tr>
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</table>

**Information and Communications Technologies**

<table>
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<th>Occupation Code</th>
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<tbody>
<tr>
<td>15-1152</td>
<td>Computer Network Support Specialists</td>
</tr>
<tr>
<td>15-1142</td>
<td>Network and Computer Systems Administrators</td>
</tr>
<tr>
<td>15-1122</td>
<td>Information Security Analysts</td>
</tr>
<tr>
<td>15-1199</td>
<td>Computer Occupations, All Other</td>
</tr>
<tr>
<td>49-2022</td>
<td>Telecommunications Equipment Installers and Repairers, Except Line Installers</td>
</tr>
<tr>
<td>49-9052</td>
<td>Telecommunications Line Installers and Repairers</td>
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</table>

**Electric Power Systems**

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</thead>
<tbody>
<tr>
<td>49-9051</td>
<td>Electrical Power-Line Installers and Repairers</td>
</tr>
<tr>
<td>51-8013</td>
<td>Power Plant Operators</td>
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</table>

**Renewable Energy**

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<th>Occupation Code</th>
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<tbody>
<tr>
<td>47-2231</td>
<td>Solar Photovoltaic Installers</td>
</tr>
<tr>
<td>49-9081</td>
<td>Wind Turbine Service Technicians</td>
</tr>
</tbody>
</table>

The SOC Codes are available at: [http://www.bls.gov/soc/2010/soc_alph.htm#L](http://www.bls.gov/soc/2010/soc_alph.htm#L)
COURSE DESCRIPTIONS

GENERAL EDUCATION

COMM101: Introduction to Communication
Credits: 3
This course presents elements of interpersonal and intrapersonal communication, with an emphasis on the workplace and small groups. Primary focus is placed on critical thinking, perception, conflict, verbal and nonverbal components, strategies for listening and responding relationship, and adjustments for cultural differences.
Subject Area: Human Communication
Tuition: $1750

ENGL101: English Composition
Credits: 3
This course develops fundamental written communication skills with an emphasis on understanding the writing process, analyzing standard English mechanics, and practicing writing for personal and professional applications.
Subject Area: English Composition
Tuition: $1750

ENVS101: Environmental Science
Credits: 3
This course explores the relationship between man and the environment, examining the balance between natural resources and the needs of an expanding population. Students engage scientific, political, economic, and social implications of managing the physical environment.
Subject Area: Natural Sciences
Tuition: $1750

HIST101: American History
Credits: 3
In this course, students will examine the political and religious doctrines, social reforms, and regional differences from the past that inform an understanding of U.S. government and American society today.
Subject Area: Humanities
Tuition: $1750

MATH110: Basic College Mathematics
Credits: 3
This course introduces the fundamental concepts of mathematics. Whole numbers, arithmetic operations, order of operation rules, fractions, decimals, percentages, metric and customary system are explained as well as basic geometry concepts. Basic algebra concepts are also introduced.
Subject Area: Mathematics
Tuition: $1750

SOCY101: Introduction to Sociology
Credits: 3
This course explores sociological processes that underlie everyday life, focusing on cultural diversity, processes of socialization, and social factors that shape and drive the U.S. culture.
Subject Area: Social, Behavioral, and Political Sciences
Tuition: $1750

BUS – BUSINESS

BUS101: Introduction to Business
Credits: 3
This course provides students with an introduction to business terminology, concepts, environments, systems, strategies, and current issues. Topics include an overview of the business environment, business ethics, entrepreneurship and global business, management, marketing, production, and financial elements of business. This course provides a solid business foundation for more detailed and higher-level study in subsequent courses.
Tuition: $1750

BUS103: Principles of Business Management
Credits: 3
This course introduces students to management philosophies in today’s changing world. The course surveys management, decision making principles, and the overarching strategic perspective every manager should have. The course also examines organizational structure, leadership, control, and management of operational resources.
Tuition: $1750

BUS105: Foundations of Marketing
Credits: 3
This course provides students with a view of the principal areas of marketing. It explores the factors influencing how marketing decisions are made, including the impact of marketing decisions on an organization and its customers. Students gain a working knowledge of practical marketing and business vocabulary. Additionally, students analyze today's global, highly competitive marketplace and evaluate how the actions of competitors’ influence marketing decisions.
Tuition: $1750
BUS107: Business Communication  
Credits: 3  
This course provides a foundation of the various business communication formats, including letters, memos, electronic communication, written reports, oral presentations, and interpersonal communication. The course also includes other business items such as résumés, application letters, interviewing tips, and employment follow-up documents.  
Tuition: $1750

BUS108: Business Math  
Credits: 3  
This course applies math fundamentals to business applications. The course begins with a look at a number of basic concepts such as percentage assessments, statistical analysis, discounts, interest, and credit. The course continues with a survey of annuities, mortgages, and depreciation and wraps-up with a high-level look at business inventory, insurance, taxes, and financial statement analysis.  
Tuition: $1750

BUS110: Introduction to Finance  
Credits: 3  
This course provides students with a foundational knowledge of financial management. The course covers key language and terminology, time value of money, financial markets and securities, financial statements, financial analysis, risk and return, valuation of stocks and bonds, capital budgeting and valuation, cost of capital and capital structure, working capital management, dividend policy, and international finance. Students apply the various financial tools and learn how they impact financial decision-making.  
Tuition: $1750

BUS110: Introduction to Finance  
Credits: 3  
This course provides students with a foundational knowledge of financial management. The course covers key language and terminology, time value of money, financial markets and securities, financial statements, financial analysis, risk and return, valuation of stocks and bonds, capital budgeting and valuation, cost of capital and capital structure, working capital management, dividend policy, and international finance. Students apply the various financial tools and learn how they impact financial decision-making.  
Tuition: $1750

BUS110: Accounting Principles  
Credits: 3  
This course provides an introduction to business accounting. The course begins with a comprehensive review of accounting processes and takes a close look at merchandising operations and inventory, receivables, plant assets and intangibles. The course further reviews the management of liabilities, payroll, internal controls and cash.  
Tuition: $1750

BUS130: Introduction to Economics  
Credits: 3  
This course develops a logical, conceptual, and analytical understanding of economic principles and problems associated with the allocation of resources. The course further reviews decisions made by consumers, production by firms and pricing in various market conditions. Economic actions by government and the resulting impact on aggregate output, economic growth, employment status, and fiscal/monetary policy is also covered.  
Tuition: $1750

BUS200: Business Law  
Credits: 3  
This course surveys principal areas of business law. It begins with a review of torts, crimes, intellectual property, contracts, negotiable instruments, agency, employment, and forms of business organization. The relationship between business and law with respect to ethics and social responsibility, government regulation, personal property, real property, and international trade is also explored.  
Tuition: $1750

BUS202: Entrepreneurship  
Credits: 3  
This course introduces students to the challenges and opportunities of entrepreneurship. It includes sound academic theory, success stories, case studies, and exercises in critical thinking to help students develop the understanding, skills, and plans needed to start a successful new business. The SWOT analysis leveraged to start a new business is surveyed and the steps needed to sustain an entrepreneurial business reviewed.  
Tuition: $1750

BUS220: Advanced Concepts in Accounting  
Credits: 3  
This course reviews advanced accounting processes in organizations today. The course begins with a review of financial operations and continues with a close look at cash flow and financial statement analysis and managerial accounting processes that prevail today. Financial, budgeting, cost, and other financial data system analysis needed to make business decisions is also covered.  
Tuition: $1750
BUS230: Principles of Microeconomics  
Credits: 3  
This course introduces economic principles such as opportunity costs, supply, and demand. The course further explores primary microeconomic principles including efficiency and fairness in markets, government actions and their impacts. Decisions made by consumers and producers, different market structures from perfect competition to monopoly, and other market factors are covered.  
Tuition: $1750

BUS232: Principles of Macroeconomics  
Credits: 3  
This course introduces foundational concepts of economic principles, such as opportunity costs, supply, and demand. The course explores primary macroeconomic principles including measurement, real economy and money economy in the long run, macroeconomic fluctuations, and policy issues. Students are presented with real world contemporary examples that apply theory to practice, demonstrating the relevance of macroeconomic thought.  
Tuition: $1750

BUS240: Organizational Behavior  
Credits: 3  
This course reviews individual, group, and organizational performance in relation to organizational structures in contemporary business settings. The course surveys behaviors and structures that have positive impacts on leadership and power within the organization, and key aspects of human resource management. The intrinsic value of understanding the role personality and group dynamics play in organizational success is discussed.  
Tuition: $1750

BUS242: Human Resource Management  
Credits: 3  
This course focuses on human resource management skills used by business managers in day-to-day operations. The course explains human resource management processes, recruitment, placement, and training, and introduces the importance of employee development, compensation, and benefits. Employee relations, safety, ethics, fair treatment, and global human resource management processes and challenges are introduced as well.  
Tuition: $1750

BUS244: Supervision  
Credits: 3  
In this course, you will learn about the roles and responsibilities of supervisors. The course begins with a close look at the characteristics of an effective supervisor and continues with key concepts centered on the management of individuals and teams. The course wraps-up with a comprehensive review of supervisory responsibility for safety, conflict, and labor management.  
Tuition: $1750

CAT – COMPUTERS AND TECHNOLOGY

CAT120: Microsoft Word  
Credits: 3  
Students will gain the skills needed to create, customize, and organize professional looking documents in Microsoft Word 2016 by using formatting tools and appropriate visual content. Course prepares student for Microsoft Office Specialist (MOS): Microsoft Office Word 2016 certification exam  
Tuition: $1750

CAT125: Microsoft Excel  
Credits: 3  
The course is designed to build the skills necessary to create and manage professional spreadsheets and workbooks in Microsoft Excel 2016 by using filters, formulas, functions, charts, and other basic and advanced tools. Course prepares student for Microsoft Office Specialist (MOS): Microsoft Office Excel 2016 certification exam  
Tuition: $1750

CAT130: Microsoft PowerPoint  
Credits: 3  
Students will learn how to create, customize, and manage professional looking presentations using Microsoft Office PowerPoint 2016. Management of slide layouts, slide master, and backgrounds is explained as well as the use of transitions, animations, and slide show modality. Course prepares student for Microsoft Office Specialist (MOS): Microsoft Office PowerPoint 2016 certification exam  
Tuition: $1750

EXP – EXPERIENTIAL LEARNING CREDIT

EXP270: Industry Work Experience  
Credits: 1-3  
Students may earn between one and three credits for prior work experience in the field of their program of study. Each credit must consist of no less than 3 years actively worked. Students must also complete an essay depicting how the work experience is relative to their program of study.  
Prerequisite: Earned 6 APT credits  
Tuition: Waived
EXP280: Independent Study
Credits: 1-3
Students must complete research on a special topic as approved by the APT CEC as appropriate. This course may be taken for between one and three credits based on the duration and intensity of the independent study.
Prerequisite: Permission from the CEC and earned 6 resident APT credits
Tuition: Waived

EXP290: Internship
Credits: 1-3
Students wishing to put in practice what has been learned in class by completing either a paid or an un-paid internship with a reputable industry company and under the supervision of a current practitioner may earn between one and three credits. Credit cannot be awarded for work experience completed in the past. Students may not use the same work experience to apply to both EXP 270 and EXP280.
Prerequisite: Permission from the CEC and earned 6 APT credits
Tuition: $375 per credit

ICT – INFORMATION AND COMMUNICATIONS TECHNOLOGIES

ICT101: Leading Edge Technologies
Credits: 3
This course takes a forward thinking view of change in the service provider network. The course surveys the transformation occurring in both the core and access network as well as in the wide and local area network. Impending change expected in wireless, broadband, and cloud access networks is also surveyed. The course further assesses the impact of the Internet of Things (IoT) on network transformation.
Tuition: $1750

ICT105: Business Information Systems
Credits: 3
Course introduces information systems and how they relate to business processes in organizations. Topics include coverage of the impact business information system components, processes, and systems have on organizational success. The systems development process is covered along with an overview of cloud and e-Commerce services in business settings.
Tuition: $1750

ICT103: Computer Concepts
Credits: 1.5
This is the first course in a three-part series which prepares for the IC3 G5S certification. This course surveys fundamentals of computing. Key aspects of computer hardware and operating systems and the role they play in modern computing today is reviewed. The dependency between hardware and software is discussed along with application management concepts. The course also offers a methodical process to analyze, troubleshoot, and resolve computer hardware problems. The course provides foundational exposure to core objectives of the IC3 G5S Computer Application exam.
Tuition: $875

ICT107: Computer Applications
Credits: 1.5
This is the second course in a three-part series which prepares for the IC3 G5S certification. This course provides an overview of the main applications in the Microsoft Office suite (Word, Excel, PowerPoint, and Access). The course surveys the main tools of each application that enable the creation of professional documents, spreadsheet, and presentations. Collaboration tools and network and cloud storage to share documents are also introduced. The course provides foundational exposure to core objectives of the IC3 G5S Key Applications exam.
Tuition: $875

ICT108: Living Online
Credits: 1.5
This is the third course in a three-part series which prepares for the IC3 G5S certification. This course surveys tools used to navigate and collaborate online. The course explains how to use a web browser, common networking concepts, and basic troubleshooting techniques. The course further explores how to protect data online and appropriate use of email, SMS, audio and videoconferencing, and popular social media platforms. The course provides foundational exposure to core objectives of the IC3 G5S Living Online exam.
Tuition: $875

ICT110: Cloud Essentials Preparation
Credits: 3
Course provides a working knowledge of cloud technologies and explores categories of cloud computing constructs that support software, platform, infrastructure, and database as a service. The value of cloud computing in business and current cloud technologies are surveyed along with a close look at cloud strategy, planning, and security best practices. Course prepares for CompTIA Cloud Essentials exam objectives.
Tuition: $1750
ICT115: IT Fundamentals  
 Credits: 3  
 This course explores the fundamentals of Information Technology (IT). The course reviews the core components of a computer and the value operating systems and applications offer. Technologies that enable network connectivity, sharing, storage, and mobility are also covered. The course wraps-up with a review of security threats, configuration support, and safety considerations. The course provides exposure to core objectives of the CompTIA IT Fundamentals certification exam.  
 Tuition: $1750

ICT130: Introduction to Programming  
 Credits: 3  
 This course provides students with the knowledge, skill, and ability a beginner will need to employ sound programming practices. The course covers a broad range of fundamental programming concepts that include the program development cycle, decision making, looping, arrays, classes, and more all reinforced with support of practical business examples. The course also covers programming concepts that facilitate management of file operations, and indexing/sorting of data.  
 Tuition: $1750

ICT132: Introduction to Object Oriented Programming  
 Credits: 3  
 This course provides the beginning programmer with a guide to developing structured program logic and offers a language independent introduction to logic using object-oriented principles. The course reviews key programming concepts including structure, decision making, looping, arrays, and files, and enforces good style, modern conventions, and logical thinking. The course further addresses object-oriented issues such as event-driven programming, exceptions, and UML.  
 Tuition: $1750

ICT162: Security+ Essentials  
 Credits: 3  
 Course is the first part of a two part series that focuses on CompTIA Security+ exam preparation. This course provides an introduction to security, reviews computer system security threats, and discusses information security concepts that impact the deployment, maintenance, and sustainment of security apparatus and processes that protect the information resource.  
 Tuition: $1750

ICT163: Advanced Security+  
 Credits: 3  
 Course is the second part of a two part series that focuses on CompTIA Security+ exam preparation. This course reviews physical security and authentication concepts, access control methods and models, and information system vulnerability and risk management processes. The course further surveys monitoring methodologies, redundancy, and disaster recovery policy and procedure.  
 Tuition: $1750

ICT164: A+ Computer Hardware Essentials  
 Credits: 3  
 Course is the first part of a two part series that focuses on CompTIA A+ exam preparation. The course reviews key components of computer hardware and describes storage, power supply, peripheral, expansion, display, laptop, and mobile device functionality. It also offers a methodical process to analyze, troubleshoot, and resolve computer hardware problems.  
 Tuition: $1750

ICT165: A+ Computer Operating System Essentials  
 Credits: 3  
 Course is the second part of a two part series that focuses on CompTIA A+ exam preparation. The course reviews characteristics and administration of computer operating systems and their relationship to network, cloud, and virtualization services today. It also offers a methodical process to analyze, troubleshoot, and resolve operating system problems.  
 Tuition: $1750

ICT170: Project Management Essentials  
 Credits: 1.5  
 Course surveys the project management process. The course reviews effective project management to include coverage of estimation, contracting, planning, preparation, management, and evaluating processes. The role key stakeholders play in the project management process is examined along with the overarching methods needed to initiate, plan, execute, and monitor projects effectively.  
 Tuition: $875

ICT230: Information Technology Infrastructure Library  
 Credits: 3  
 This course introduces the Information Technology Infrastructure Library (ITIL) service lifecycle. It begins with a review of key elements of service management and stakeholders, processes, and functions affected. Service strategy, service portfolios, business case development, service design, service transition, change management, service validation, service operation, and continual service improvement processes are also covered. The course provides exposure to core objectives of the ITIL Foundations certification exam.  
 Tuition: $1750
A Global Leader in Technology Education

ICT240: Long Term Evolution
Credits: 3
This course surveys cellular network elements and functionality offered by the Long Term Evolution (LTE). The evolution of cellular network technology, current architectures, and end to end LTE signaling processes and protocols are introduced. The course differentiates modulation and multiplexing schemes looks closely at functionality offered by the Internet Protocol (IP). Multiple-Input Multiple-Output (MIMO) wireless technology, key elements of LTE Advanced, and the 4th and 5th generation mobile network environments are also reviewed.
Tuition: $1750

ICT250: Software Defined Networks
Credits: 3
This course introduces Software Defined Networking (SDN) and reviews the evolution of the data center network and challenges that impede traditional data center goals. The intricacies of SDN at the application, control, and infrastructure layer and the economic value that can be gained when SDN works in concert with Network Function Virtualization, Cloud, and Internet of Things innovation are also covered.
Tuition: $1750

ICT260: Introduction to Drone Technology
Credits: 3
This course introduces Drone technology as one of the greatest innovations in aviation history. Key concepts, milestones, and aviation regulations are identified along with the five characteristics of unmanned aircraft, privacy concerns, and human factors that impact the safe, secure, and effective employment of unmanned aircraft. The way ahead associated with managing and controlling Drones in a variety of business sectors and venues is also covered.
Tuition: $1750

ICT272: Project+ Preparation
Credits: 3
Course provides students with core knowledge centered in project management concepts that include project initiation, planning, scheduling, communications, cost, execution, change, control, and closure. The role key stakeholders play in the project management process is examined along with the overarching methods needed to initiate, plan, execute, monitor, and close projects effectively.
Tuition: $1750

PWR – POWER

PWR250: High Voltage Protection and Safety for Telecommunications
Credits: 3
This course is designed to help students understand the technical issues, industry standards, and safety concerns regarding telecommunication circuits interfacing with high voltage environments such as cell sites, substations and power plants.
Tuition: $1750

PWR275: Introduction to Wind Power Systems
Credits: 3
This course introduces students to wind turbines and wind systems. Operation, sizing, and installation of micro, small, and large wind turbines are addressed.
Tuition: $1750

TEL – TELECOMMUNICATIONS

TEL102: Basic Electricity and Electronics
Credits: 3
Course introduces DC and AC fundamentals as well as basic electronics principles and applications at the base of the operation of telecommunications systems. Electrical components, circuit analysis, measuring instruments, practical application such as troubleshooting techniques are covered.
Equivalency: PWR102, TEL102.4, TEL102.D3, TEL102.5, TEL102.6, TEL102.7,
Tuition: $1750

TEL102.1: Basic Electricity – BEY
Credits: 2
Introductory course to DC and AC electricity fundamentals used in the telecommunications industry. Basic DC and AC electric principles, circuit analysis, schematics reading, AC power and power factor, transformers, measuring instruments, protection devices, basic troubleshooting and safe practices are explained.
Tuition: $1450

TEL102.2: Basic Electronics – BES
Credits: 2
This course presents fundamental understanding of basic electronics and applications used by electronic and/or digital technicians. Basic theory, circuit principles, common electric and electronic components, single and multi-stage amplifiers, voltage regulators, measuring instruments and practical troubleshooting techniques are covered.
Tuition: $1450
TEL102.3: Digital Communications and Computer Literacy  
**Credits:** 2  
Course addresses fundamental understanding of analog and digital communications along with computer concepts used in telecommunications industries. Numbering systems and conversions, digital logic, software and hardware computer concepts and computer architecture are covered as well as digital signal processing including A/D and D/A conversion, modulation, and multiplexing.  
**Tuition:** $1450

TEL102.D3 Basic Electricity and Electronics Series  
**Credits:** 3  
Course introduces electrical fundamentals, basic electronics, and practical applications used in the telecommunications industry. DC and AC theory, circuit analysis, schematic circuit reading, frequency filters, AC power, diodes, transistors, single and multi-stage amplifiers, decibels, rectifiers, power supplies, operational amplifiers and transmission lines are addressed.  
**Equivalency:** PWR102, TEL102, TEL102.5, TEL102.6, TEL102.7  
**Tuition:** $1750

TEL102.5: Basic Electronics and Digital Technologies  
**Credits:** 3  
DC and AC electric circuit principles, schematic circuit reading, diodes and transistors, and power supplies are surveyed. Numbering systems and conversions, digital logic, computer architecture, digital signal processing for transmission purposes and analog and digital signals are also addressed.  
**Equivalency:** PWR102, TEL102, TEL102.4, TEL102.D3, TEL102.6, TEL102.7  
**Tuition:** $1750

TEL102.6: Basic Electricity, Electronics, and Telecommunications Fundamentals  
**Credits:** 3  
DC and AC electrical principles, schematic reading and circuit analysis, diodes and transistors, measuring instruments, protection devices, basic troubleshooting, and safe practices are addressed. Digital signal processing including A/D conversion, modulation, encoding, and multiplexing are surveyed. Course also illustrates basic transmission theory, decibels, circuit and packet switching and call completion.  
**Equivalency:** PWR102, TEL102, TEL102.4, TEL102.D3, TEL102.5, TEL102.7  
**Tuition:** $1750

TEL102.7: Basic Electricity, Electronics, and Digital Technologies  
**Credits:** 3  
Course addresses fundamentals of DC and AC electrical circuits, basic electronics principles, measuring instruments, protection devices, troubleshooting, and safety. Numbering systems and conversions, computer architecture, analog and digital transmission and digital signal processing are also covered.  
**Equivalency:** PWR102, TEL102, TEL102.4, TEL102.D3, TEL102.5, TEL102.6  
**Tuition:** $1750

TEL104: Fundamentals of Data Communications and Networks  
**Credits:** 3  
Course provides a survey of the fundamentals of data communications and networks, including protocol architectures, TCP/IP, and Internet-Based applications. Data transmission, transmission media, signaling encoding techniques, and error detection/correction are also covered as well as multiplexing techniques used today.  
**Tuition:** $1750

TEL105: Fiber Optic Communications  
**Credits:** 3  
Course provides working knowledge of fiber optic theory, applications, and standards. Topics include light propagation theory, modulation and multiplexing, and a thorough description of the main building blocks of a fiber optic system. Lab portion covers Tier 1 testing, connectorization, and fusion and mechanical splicing.  
**Exam:** ETA – Fiber Optic Installer (FOI)  
**Tuition:** $1750

TEL108: Cisco IP Network Fundamentals  
**Credits:** 3  
Course provides students with fundamental knowledge about network models, local and wide area network technologies, and IP addressing and routing in the internetwork. First course in a comprehensive three course series that prepares the student for Cisco CCENT/CCNA ICND1 certification exam objectives.  
**Prerequisite:** TEL104  
**Tuition:** $1750

TEL109: Cisco IP Addressing Concepts  
**Credits:** 3  
Course provides students with core knowledge needed to subdivide classful networks, apply a methodical subnet process, and implement classful addressing and subnetting schemes efficiently. Second course in a comprehensive three course series that prepares the student for Cisco CCENT/CCNA ICND1 certification exam objectives.  
**Prerequisite:** TEL108  
**Tuition:** $1750
TEL110: Cisco Advanced IP Concepts
Credits: 3
Course provides student with skills needed to analyze and apply subnet designs, access control lists and network address translation, and IPv6 routing protocols in an internetwork. Third course in a comprehensive three course series that prepares the student for Cisco CCENT/CCNA ICND1 certification exam objectives.
Prerequisite: TEL109
Tuition: $1750

TEL120: Internet Protocol Television
Credits: 3
Course addresses Internet Protocol centric services over broadband networks including Internet Protocol Television (IPTV), Voice over Internet Protocol (VoIP), IMS, and network architecture. Additional insight into the role of IPTV and other IP based services are discussed.
Tuition: $1750

TEL125: Multimedia Universal Technician
Credits: 3
Course addresses structured wiring in residential installations using industry standards are the focus of this course. Topics covered include fiber optics, copper twisted pair, and coaxial cable. Cabling reference standards of ANSI/TIA 568 and ANSI/TIA 569, general OSHA safety procedures and low voltage National Electric Code (NEC) rules and regulations are also covered.
Exam: FOA – Certified Premises Cabling Technician (CPCT)
Tuition: $1750

TEL140: Wireless Communications Technologies
Credits: 3
Modern wireless communications technologies for voice and data applications are addressed. Evolution and development of wireless standards for WAN, MAN, LAN, and PAN applications, cellular 3G and LTE, WiFi™, WiMAX, Bluetooth, and RFID are discussed.
Tuition: $1750

TEL150: Wireless LAN Technologies
Credits: 3
Course introduces Wireless Local Area Network (WLAN) technology. Design, communication, hardware components, and maintenance associated with WLAN technologies as well as industry IEEE 80 2.11 standards and WiFi™ certifications are explained. Course provides exposure to core objectives of CWTS (PWO-071) certification in the CWNP certification path.
Tuition: $1750

TEL160: Network+ Preparation
Credits: 4
Course provides minimum network technology knowledge needed to work in network environments. Routing, switching, wireless, and wide area network concepts are discussed using simulated exercises and activities. Security, troubleshooting, and network management are also explained. Course prepares for CompTIA Network+ exam objectives.
Tuition: $2200

TEL201: Advanced Fiber Optic Communications
Credits: 3
Course expands knowledge on important aspects of fiber optic systems from physical infrastructure (FTTx architectures, PONs, etc.) to optical transport technologies (SONET, Carrier Ethernet, OTN). Lab portion covers Tier 2 testing (troubleshooting with OTDR) and mass fusion splicing.
Prerequisite: TEL105
Exam(s): ETA – Fiber Optic Installer (FOT)
Tuition: $1750

TEL205: Central Office Telecommunications
Credits: 4
Comprehensive overview of how data and voice services work through the central office and outside plant infrastructure. Major equipment used in the Central Office to provide data and voice services, transmission media, transport services and testing are covered in addition to wiring practices. Basic regulatory terminology and regulation are discussed.
Tuition: $2350

TEL234: Analyzing Cisco Routing and Switching
Credits: 3
Course provides students with a comprehensive process to analyze, troubleshoot, and resolve local area network, IPv4 routing, and dynamic routing problems in an internetwork. First course in a comprehensive two course series that prepares the student for Cisco CCNA Routing and Switching ICND2 certification exam objectives.
Prerequisite: TEL110 or TEL107
Tuition: $1750

TEL235: Analyzing Cisco Internetworks
Credits: 3
Course provides students- knowledge needed to manage, analyze, troubleshoot, and resolve wide area network, IPv6, and other problems in an internetwork. Second course in a comprehensive two course series that prepares the student for Cisco CCNA Routing and Switching ICND2 certification exam objectives.
Prerequisite: TEL234
Tuition: $1750
TEL240 FCC General Radiotelephone Operator License
Credits: 3
This course provides a valuable insight into wireless radiotelephone communications fundamentals including rules and regulations, basic radio circuits, antenna theory and wave propagation, and prepares for FCC Element 1 Marine Radio Operator’s Permit exam and FCC Element 3 General Radio Operator’s License (GROL) exam.
Prerequisite: Advisory TEL102 and TEL140
Exam(s): FCC – GROL (Elements 1 and 3)
Tuition: $1750

TEL250: Solar Power for Telecommunications
Credits: 3
This course provides a comprehensive understanding of small size solar photovoltaic systems including theoretical concepts, applications, and the relation to the telecommunications industry. Sizing and installation methods are reviewed.
Prerequisite: Advisory TEL102
Tuition: $1750
EXAM DESCRIPTIONS

ELECTRONICS TECHNICIANS ASSOCIATION, INTERNATIONAL (ETA)

http://www.eta-i.org

Founded in 1978 by electronics technicians, ETA International is a not-for-profit, worldwide professional association whose mission is to represent and support the electronics professional. ETA aligns with individual professional goals, vocational and education curriculums, and businesses’ resource initiatives through certification programs, conferences, speaking engagements and book and journal publications.

The exams below are available upon completion of approved courses, as listed in the course descriptions:

- Certified Fiber Optic Installer (FOI)
- Certified Fiber Optic Technician (FOT)

FEDERAL COMMUNICATIONS COMMISSION (FCC)

http://www.fcc.gov

The Federal Communications Commission (FCC) is an independent United States government agency. The FCC was established by the Communications Act of 1934 and is charged with regulating interstate and international communications by radio, television, wire, satellite and cable. The FCC’s jurisdiction covers the 50 states, the District of Columbia and U.S. possessions.

The exams below are available during the approved course, as listed in the course descriptions:

- FCC Marine Operator Permit (FCC Element 1 exam only)
- FCC General Radiotelephone Operator License (FCC Elements 1 and 3 exams)
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Laureate Degree, University of Rome “La Sapienza”, Italy

Evan Bacharach
Executive Vice President of Student Services
BBA in Management - Adelphi University, NY

Scott Bachrach
Executive Vice President of Administrative and Financial Affairs
Over 20 years experience leading education and training companies

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Assistant Vice President for Academic Affairs
MA, Palmer School of Library and Information Science, Long Island University

Stephen D. Francis
Director of Academic Systems and Curriculum
MS, Education, Teaching and Learning Leadership – Liberty University, VA
MS, Information Technology Management - Touro Univ Intl., CA
BS, Information Systems Management - University of Maryland, MD

Timothy J. Rucinski
College Registrar and Academic Compliance Manager
MA, English – New York University, NY

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Mayron Herrera: Co-Founder and CEO, Greenlink Networks
Jhovanny Rodriguez: Co-Founder and Vice-President, Greenlink Networks
### FACULTY

**Instructor Legend**

- **GE** = General Education
- **TEL** = Telecommunications
- **BUS** = Business

<table>
<thead>
<tr>
<th>Instructor Name</th>
<th>Degree, College Name</th>
<th>Over 30 years experience in the Telecommunications field</th>
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</thead>
<tbody>
<tr>
<td>Alizadeh, Russ</td>
<td>PhD, Computer Science – Pacific States University, CA</td>
<td><em>Several industry certifications in Computer Technology</em></td>
</tr>
<tr>
<td>Baskerville, Henry</td>
<td>AS, Science - Mohegan Community College, CT</td>
<td><em>Several industry certifications in Fiber Optic</em></td>
</tr>
<tr>
<td>Bryan, Cyril</td>
<td>MS, Electrical Communications - Univ of Alabama, Huntsville</td>
<td></td>
</tr>
<tr>
<td>Bullington, Bernard H.</td>
<td>BS, Computer Information Technology, Networking and Security - Herzing College</td>
<td></td>
</tr>
<tr>
<td>Cabrera, Jaime</td>
<td>BS, Industrial Technology, California State, CA</td>
<td></td>
</tr>
<tr>
<td>Campbell, Arnold</td>
<td>MBA, New York Institute of Technology, Oakdale, NY</td>
<td></td>
</tr>
<tr>
<td>Carlton, Hanan</td>
<td>BS, Network &amp; Communication Management – Devry University</td>
<td></td>
</tr>
<tr>
<td>Capocciama, John</td>
<td>BS, Information Systems – University of Redlands, CA</td>
<td></td>
</tr>
<tr>
<td>Clark, Debbie</td>
<td>MA, Education - Morehead State University, Morehead, KY</td>
<td></td>
</tr>
<tr>
<td>Colon, Jose</td>
<td>MBA - International Management, Univ of Dallas, Irving,TX</td>
<td></td>
</tr>
<tr>
<td>Cruickshank, Debra</td>
<td>Over 30 years experience in the telecommunications field as a manager, instructional designer, and instructor</td>
<td></td>
</tr>
<tr>
<td>Daneshmand, Ardeshr</td>
<td>BS, Political Science - Iowa State University</td>
<td></td>
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<tr>
<td>Daniels, Erin</td>
<td>MA, Sociology – San Diego State University, San Diego, CA</td>
<td></td>
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<tr>
<td>Francis, Stephen</td>
<td>MS, Education, Teaching and Learning Leadership – Liberty University, VA</td>
<td></td>
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<table>
<thead>
<tr>
<th>Name</th>
<th>Role(s)</th>
<th>Education Details</th>
</tr>
</thead>
</table>
| Grant, Graves    | TEL     | MA Humanities, Philosophy - Cal State Univ Dominguez Hills  
|                  |         | BS, Electrical Engineering, Mathematics - Cal State University  
|                  |         | BA, Philosophy - Lousiana State University  
|                  |         | APT College – 2014 |
| Helton, William  | TEL, ICT* | BS, with Advanced Certificate in Information Technology - Suffield Univ, IA  
|                  |         | *Several industry certifications in Computer Technology  
|                  |         | APT College – 2017 |
| Hickey, Robert   | TEL, ICT | Bachelors of Science - Suffield University, Twin Falls, Idaho  
|                  |         | APT College – 2017 |
| Hollis, James    | TEL, ICT, BUS | MA, Information Systems Management - Webster University, SC  
|                  |         | MA, Human Resources Development & Computer Resources - Webster University  
|                  |         | Dual BA, Psychology and Sociology - University of Maryland  
|                  |         | AAS, Computer Network Engineer - Florida Computer and Business School  
|                  |         | APT College – 2017 |
| House, Marvin "Shane" | TEL, ICT, BUS | MBA, Tusculum - College, TN  
|                  |         | BS, Business Administration - Tusculum College, TN  
|                  |         | APT College – 2017 |
| Houshiar, Bijan  | TEL     | MBA - National University, CA  
|                  |         | BA, Electrical Engineering - State University  
|                  |         | *Several industry certifications in Internetworking, including CCNA, ComTIA Network+, MCSE  
|                  |         | APT College - 2016 |
| Ingram, Eric     | TEL     | BS, Computer Science, Electronic Engineering, Network Security Engineering - Excelsior College  
|                  |         | A.A.S. in Electronic Engineering Technology - Chattanooga State Technical Community College, TN  
|                  |         | APT College - 2014 |
| Jalili, Aram     | TEL*    | BS, Computational Physics - DePaul University, IL  
|                  |         | *FOA & ETA Fiber Optics Certified Instructor  
|                  |         | APT College – 2017 |
| Jones, Wayne     | TEL     | BS, Electrical Engineering Technology - NJ Inst of Technology  
|                  |         | AAA, Electronics Instrumentation Technology - Salem  
|                  |         | Community College, NJ  
|                  |         | APT College – 2017 |
| Johnston, Howard | TEL, ICT* | PhD, in Organization and Management – Capella University  
|                  |         | MS, Computer Information Systems – University of Phoenix  
|                  |         | M.S. in Computer Science, Western University, Berkley, CA  
|                  |         | BS, Telecommunications Engineering – ITT Technical Institute  
|                  |         | *Several industry certifications in Computer Technology and Fiber Optics  
|                  |         | APT College - 2014 |
| Kabler, Joseph   | TEL     | BS, Electronics Engineering (EET) - DeVry Institute of Technology, Kansas City, MI  
|                  |         | APT College – 2017 |
| Knapp, Greyson   | TEL     | BA, Applied Physics, with Concentration in Optics – University of Houston, TX  
|                  |         | APT College – 2016 |
| Kovatch, Paul    | TEL, BUS | MBA, Small Business (Finance) - Golden Gate University, San Francisco, CA  
|                  |         | BA, Psychology - Chapman University, Orange, CA  
|                  |         | AS/AA, Electronics - Electronics (Management), Barstow College, CA  
|                  |         | APT College – 2017 |
| Lynch, Dennis P. | GE      | MA, Applied Mathematics – Univ of California at Los Angeles  
|                  |         | BS, Mathematics – University of California at Los Angeles  
|                  |         | APT College – 2016 |
| McLeod, Dean     | TEL*    | BS, Liberal Studies – California State University Chico, CA  
|                  |         | *Holds several industry certifications in Fiber Optics and Radio Communication subject areas  
|                  |         | APT College – 2017 |
| Messer, Carla    | BUS     | PhD Philosophy-Ethical & Creative Leadership - Union Institute & University California Los Angeles  
|                  |         | MBA - Ohio State University  
|                  |         | MA Communications - Western Michigan University  
|                  |         | APT College – 2017 |
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Piszek, Phillip  TEL*
BA, History - University of Illinois-Urbana-Champaign
*Several industry certifications in Internetworking and
Computer Science fields
APT College – 2013

Qopi, Bashar W.  TEL, ICT*
BS, Computer Engineering - Baghdad University, Iraq
*Several industry certifications in Internetworking, including
CCNA, CCNP, Certified Cisco System Instructor
APT College – 2011

Reyes, Francis  TEL
MS in Electronic Business - National University, San Jose, CA
BS in Electronics and Communication Engineering - Don Bosco
Technical College, Manila, Philippines
APT College – 2013

Ruiz, Humberto  TEL*
AA, Broadcast Technology - Los Angeles Community College
*Several industry certifications in telecommunications fields
APT College – 2014

Rucinski, Timothy  GE
MA, English - New York University, NY
BFA, Film & Television - New York University, NY
APT College – 2017

Rush, Michael  GE
MS, Environmental Science - Kennedy Western Univ, Boise, ID
BS, Environmental Science - Bradley University, Peoria, IL
APT College – 2016

Russell, Steven  TEL, ICT, BUS
MBA, Business Management - American Intercontinental
University, Houston, TX
BS, Information Technology - American Intercontinental
University, Hoffman Estates, IL
AS, Computer Science - Yuba College, Marysville, CA
APT College – 2017

Sahabi, Ahmad  TEL*
MS, Industrial Technology - Eastern Michigan University, MI
BS, Mechanical Engineering - Lawrence Inst of Technology, MA
*Several industry certifications in telecommunications fields
APT College – 2015

Short, Christopher  TEL*
MS, Information Systems - University of Phoenix, CA
BS, Information Technology - University of Phoenix, CA
AS, Business Software Applications - Heald College, CA
AS, Computer Networking Systems Heald College, CA

*Several industry certifications in telecommunications fields
APT College – 2014

Stallings, Steven  TEL, ICT, BUS*
MS, Aviation Safety Management - Central Missouri State
University, Warrensburg, MO
BS, Aeronautics - Embry Riddle Aeronautical University, FL
*Several industry certifications in telecommunications fields.
APT College – 2017

Sullivan, Jennifer  GE
MS in Public Administration Management and Leadership –
Walden University, MD
BA in Cultural Anthropology – Brigham Young University, UT
AS in History - Brigham Young University Idaho, Rexburg, ID
APT College – 2016

Swiger, Walter  TEL, ICT, BUS
MS, Management - Keller Graduate School of Management, WI
MS, Project Management - Cardinal Stritch College, WI
BS, Business - Cardinal Stritch College, Milwaukee, WI
AA, Applied Science - Waukesha County Technical Institute, WI
APT College – 2017

Titus, Reginald  TEL, ICT
MA in Education - Adult Education and Training – University of
Phoenix
BS in IT Networking/Telecommunications – Univ of Phoenix
AS in Information Technology/Networking - Univ of Phoenix
APT College - 2016

Uribe, Xavier  TEL, ICT, BUS
MBA, Electrical Engineering – Pepperdine University, CA
BS, Industrial Electronics Technology/Electronics Engineering
Technology - California State University-Long Beach
APT College – 2017

Washington, Cassandra  BUS
BS, Management Human Resources - Ohio State University
APT College – 2018

Wihoithe, Chris  BUS
MBA - DeVry University
BA, Technical Management - DeVry University
AA, Applied Psychology - Coastline Community College
APT College – 2017

Yalda, Azhar  TEL
BS, Electrical Engineering – San Diego State University, CA
APT College - 2015
GLOSSARY OF COLLEGE TERMINOLOGY

**Academic Engagement** – Academic engagement may include, but is not limited to, submitting an academic assignment, listening to class lectures or webinars (synchronous or asynchronous), taking an exam, an interactive tutorial, or computer-assisted instruction; attending a study group that is assigned by the institution; contributing to an academic online discussion; initiating contact with a faculty member to ask a question about the academic subject studied in the course and laboratory work, externship or internship.

**Academic Grievance and Appeal** – An Academic Grievance and Appeal is both the process and the form students fill out to request consideration of special circumstances. For example, if a student is denied admission, they may petition for admission based on extenuating circumstances.

**Academic Probation** – Students will be placed on Academic Probation if their grade point average falls below a 2.0 and/or “Satisfactory” student standing at the end of the semester. Students will be given one calendar year to meet the minimum academic standards before Academic Probation will be considered. When students are placed on Academic Probation, they have one year to regain the minimum College grade point average, at which point the probationary status will be removed.

**Academic Suspension** – Students will be placed on Academic Suspension if they were placed on Academic Probation for one full academic year and did not regain the minimum College grade point average. Students placed on Academic Suspension are not permitted to enroll in courses until make-up work has been completed, as arranged with APT. Students must then apply for reinstatement into their program of study and repeat any course in which they did not earn a C, “Satisfactory,” or better. Failure to meet the above criteria will bar students from reinstatement for a minimum of one full year. Students who fall below the minimum standard after the second reinstatement may face academic expulsion.

**Advisory** – A course or preparation that is recommended but not required to enroll in a particular course or program.

**Alumni** – Individuals who have graduated from the College.

**Application** – Application is the process by which prospective students submit the required forms and credentials to the College. Application criteria may be the following: previous academic records, test scores, interviews, and other information provided by the applicant. Students can gain Acceptance to the College if the decision to accept the application is positive. Admission is the status granted to an applicant who meets the prescribed entrance requirements of the College.

**Application for Admission Fee** – This fee is required of all degree-seeking students to cover the expenses of processing the application and conducting any transfer credit evaluations.

**Articulation Agreement** – A binding agreement between a two-year and four-year institutions that outlines specific courses and letter grades completed at the two-year institution that will allow for the direct student transfer to a four-year college.

**Associate in Applied Science Degree** – This degree is conferred upon students who successfully complete a program designed to lead the individual directly into employment in a specific career. The Applied Science degree has the same requirements as those stated above for the Associate’s Degree.

**Associate’s Degree** – The Associate’s Degree is granted upon completion of the program. The Associate’s Degree requires completion of a minimum of 90 quarter credit hours with a cumulative GPA of 2.0 (a "C" average) or better.

**Audit** – Students who do not want to receive credit in a course may, with approval of either the College or the instructor, audit the course as a "visitor." Students who audit courses cannot ask or petition the College at a later date to obtain college credit for the audited course(s).

**Catalog** – College catalogs provide all types of information students need to know about a school. It lists, for example, the institution's history and philosophy, policies and procedures, its accreditation status, courses of study, degrees and certificates offered, physical facilities, admission and enrollment procedures, financial aid, etc.

**CLEP** – The College Level Examination Program can be administered to students who desire to obtain college credit by taking proficiency tests in selected courses. If students score high enough on the test, college credit can be awarded. There is a charge for each test taken.

**College** – A college is an institution of higher education that grants degrees and certificates. The term is also used to designate the organizational units of a university such as the College of Education or the College of Engineering.

**Concurrent Enrollment** – Students can enroll and attend two educational institutions at the same time provided that certain criteria are met. Permission for concurrent enrollments is generally made in advance.

**Continuous Enrollment** – Continuous enrollment is defined as enrollment in at least one course per academic year.
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Cooling-Off Period – Students are given seven (7) calendar days from enrollment or the first day of class, whichever is later, to withdraw from a course or program course without financial penalty.

Course – A particular portion of a subject selected for study. A course is identified by a subject title and a course number. Example: TEL102: Basic Electronics.

Course Equivalency – Courses are considered to be equivalent if the learning outcomes of the courses are the same or very similar.

Course Modality – Course modality is the method by which curriculum is instructed. There are two modalities used at APT College: Online – all curriculum is presented to students via online platform and the instructor meets the student asynchronously via discussion forums available in the online courseroom; Blended – all curriculum is presented to students via online platform and the instructor meets with the student either in class or via webcast (synchronous online).

Course Number – All courses are identified by three or four letters followed by three numbers to designate one course from another. This is not to be confused with the section number. For example, Telecommunications courses are denoted by the letters “TEL” followed by a three digit number. Preparatory courses are typically numbered between 0 – 99 and are not eligible for college credit. Undergraduate lower-division courses are typically numbered between 100 – 299. Undergraduate upper-division courses are typically numbered between 300 – 499. Post-graduate course numbers will vary by institution.

Course Title – A name or phrase that succinctly describes the course’s topic. For example, the title of TEL102 is “Basic Electronics” in which the subject matter of the course is basic electronics.

Credit – A number that indicates the amount of college credit given for a course. (90 credits are required for the Associates Degree using the quarter credit system, equivalent to 60 credits using the semester credit system).

Credit by Examination – Course credit granted for demonstrated proficiency through testing, such as a challenge examination.

Credit Hours – Courses taken in college are measured in terms of credit hours. Within the Semester Credit System, to earn one (1) credit, students must participate in at least fifteen (15) instructor contact hours or academic engagement hours plus thirty (30) distance study or preparation hours. Within the Quarter Credit System, to earn one (1) credit, students must participate in at least ten (10) instructor contact hours or academic engagement hours plus twenty (20) distance study or preparation hours.

Credits Attempted – Total number of credits in the courses for which students received grades.

Credits Completed – Total number of credit hours in the courses for which students earned credit.

Credits Enrolled – Total number of credits in which students enrolled at any point during the semester or quarter, determined by the total number of credits for all courses appearing on the students’ transcripts.

Curriculum – A curriculum is composed of those classes prescribed or outlined by an institution for completion of a program of study leading to a degree or certificate.

Degree Requirements – Those requirements prescribed by the College for completion of a program of study are generally termed degree requirements. Requirements include a minimum number of hours, required GPA, prerequisite and elective courses within the specified major.

Degrees – Degrees are rewards for the successful completion of a prescribed program of study.

Dismissal – Students on academic suspension may be dismissed from the college. Students who are dismissed may petition for reinstatement but, if denied, the students may not attend APT for a period of one year and must petition for re-admittance at the end of the period of time.

Distance Learning – A system and a process that connects learners with providers via distributed learning resources. While distance learning take a wide variety of forms, all distance learning is characterized by (1) separation of place and/or time between instructor and learner, among learners, and/or between learners and learning resources and (2) interaction between the learner and the instructor and/or interaction among learners conducted through one or more media; use of electronic media is not necessarily required.

Drop and Add – Students are generally permitted to drop courses from their class schedules and/or add other courses. Students usually need written approval from designated college officials to initiate dropping or adding a class. A small fee is often required.

Electives – Courses that students may choose without the restriction of a particular program of study requirement.

Enrollment – This is the procedure by which students become registered for a particular section of a course. It also includes the assessment and collection of fees. Pre-enrollment is the method by which students select courses well in advance of the official enrollment date of the next term.

Experiential Learning Credit – Credit earned by the students based on prior learning and/or life-long learning experiences.
Faculty – The faculty is composed of all persons who teach classes for the college. (See Faculty list at the end of this catalog)

Fees – Fees are additional charges not included in the tuition. Fees may be charged to cover the cost of additional materials and equipment needed in certain courses, and they may be assessed for agency exams and additional publications.

Final Exams (Finals) – These exams are usually given during the last week of classes each semester or quarter. The type of final administered in a course may vary by course.

Full-Time, Half-Time, and Part-Time Enrollment – Full-time students are enrolled in 12 or more credit hours in a quarter. Half-time students are enrolled in less than twelve credits but at least 6 credit hours. Part-time students are enrolled in less than 6 credit hours in a quarter. Calculations are based on the course start date.

General Education – A group of courses selected from several disciplines, which are required for graduation.

Graduation Fee – A fee charged to all degree applicants. This fee covers the cost of degree audits and evaluations; the diploma, diploma cover and shipping supplies and expenses; and an official transcript.

Instructor Contact Hour – See Academic Engagement Hours.

Laboratory classes – Laboratory classes require students to perform certain functions in controlled situations that help them test and understand what is being taught in the lecture and provide hands-on experience.

Matriculation – A process that brings the college and students who enroll for credit into an agreement for the purpose of realizing students’ educational objectives. The college agrees to provide an admissions process, advisement for course selection, a suitable curriculum or program of courses, continuous follow-up on students’ progress, and a program of institutional research and evaluation. Students will agree to an expression of at least a broad educational intent at entrance and willingness to declare a specific educational objective within a reasonable period of enrollment, diligence in class attendance and completion of assigned coursework, maintenance of progress toward an educational goal according to standards established by the college and the State of California.

Official Transcript Fee – Upon the written request of students, official transcripts are mailed by the Admissions and Records Office. The first two copies of students’ transcripts requested in a lifetime, under normal mail procedures, are provided at no charge. After the first two copies, there is a $10.00 charge for each transcript. Transcript processing may take up to two weeks. There is a $15.00 per copy charge for transcripts issued for same-day service. Transcripts cannot be released if students have any outstanding debts and/or obligations due to the college. College policy does not permit the faxing or emailing of transcripts. Transcripts from high school and other colleges will not be forwarded by APT.

Pass or Fail Courses – Pass or fail courses do not earn letter grades or grade points for students. If students successfully complete Pass or Fail courses, students receive a “P” (pass) or “CR” (credit) on their transcripts for satisfactory completion of said courses. If students do not successfully complete or fail courses, students will receive an “NC” (no credit) grade on their transcripts and no credit hours. The evaluations for the Pass or Fail courses are not figured into the students’ GPAs.

Preparation Hours – Preparation is typically homework, such as reading and study time, and completing assignments and projects.

Prerequisite – A prerequisite is a requirement that must be satisfied before enrolling in a particular course.

Prerequisite course – A prerequisite course is a course taken in preparation for another course. For example, TEL104: Fundamentals of Data Communications and Networks must be taken before TEL108: Cisco IP Network Fundamentals.

Registrar – The registrar of an institution is responsible for the maintenance of all academic records and may have such duties as and/or be responsible for: maintenance of class enrollments, providing statistical information on student enrollment, administering probation and retention policies and verification of the completion of program of study requirements for graduation. The registrar may also be responsible for the academic compliance of the institution.

Resident Learning Sessions – In Resident Learning Sessions, students attend class on a regular basis and the instructor lectures on class material.

Section Number – A section number is the designating identifier for a given course. The first two digits of the section number refer to the year. For example, 16.0476 refers to a course that occurred in 2016.
Student Tuition Recovery Fee – By law, all educational institutions authorized to operate in the State of California must participate in the Student Tuition Recovery Fund (STRF). This fee is required to be paid by all students who are residents of California or students physically attending classes in California who are paying for their own tuition.

Subject – A group of related courses, often in a specific field of study, such as Mathematics or Electric Power Systems.

Syllabus – An outline of the important information about a course. Written by the professor or instructor, it usually includes important dates, assignments, expectations and policies specific to that course. Some are quite lengthy.

Transcript – The transcript is a permanent academic record of each student at an institution. It may show courses taken, grades received, academic status and honors received. Transcripts are not released by the college if the students owe any money to the college.

Transfer – Changing from one collegiate institution to another after having met the requirements for admission to the second institution.

Transfer of Credits – Some students attend more than one institution during their college career. When they move or transfer from one college to another, they also transfer accumulated credit hours from the former institution to the new one. The new institution determines which courses will apply toward graduation requirements.

Transferable Credits – College credits earned through satisfactory completion of courses that have been articulated with other colleges.

Tuition – Tuition is the amount paid for each credit hour of enrollment. Tuition does not include the cost of fees, or room and board. Tuition charges vary from college to college and are dependent on such factors as resident or out-of-state status, level of classes enrolled in (lower, upper or graduate division), and whether the institution is publicly or privately financed.

Undergraduate – An undergraduate is a student who is pursuing a one-, two-, or four-year degree.

Withdrawal – Students may withdraw from courses during a semester or a quarter, but there are established procedures for doing so. The college catalog and/or class schedule generally specify the procedures.
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