Per Scholas
Bronx, New York

School Catalog

2025

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Effective Date: March, 2025

VOLUME 2

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About this Catalog

This catalog is the official reference document containing approved curricula, policies, and standards in effect for learners admitted to Per Scholas in Bronx, NY during the 2025-2026 program year. It supersedes any other document with regard to rules and regulations. Per Scholas, reserves the right to limit enrollment for courses, to discontinue classes for which there is insufficient enrollment, and to modify schedules. We also reserve the right to make appropriate changes in the policies and procedures contained in this publication, including admission requirements, tuition and fees (if applicable), or certificate requirements, without formal notice.

About Per Scholas

Overview

With 24 national locations, Per Scholas is able to contribute to the economic development of entire regions by delivering our technical training to thousands of new learners and partnering with hundreds of employers.

At Per Scholas, we know that talent is ubiquitous, but opportunity is not. From the digital divide to racial wage gaps to the impact the pandemic has had on women in particular, significant challenges remain in order to achieve an equitable and inclusive workforce. That's why we're committed to increasing access and creating opportunities for individuals who aspire to work in tech, because the right career changes everything.

Vision & Mission Statements

At Per Scholas, we believe a thriving workforce starts with equitable access to education. Per Scholas envisions a technology workforce as diverse as the customers it serves. More than 25,000 graduates have launched successful careers in tech to date through our no-cost technical training. Our mission is to advance economic equity through rigorous training for tech careers and to connect skilled talent to leading businesses

Board of Directors

The full Board of Directors of Per Scholas consists of 23 members, including seven (7) Executive Board Members and the President and CEO. The list of Board members can be found in the School Directory, and the full list is on our website at www.perscholas.org.

Board of Directors

Name & Title	Name & Title
Wale Akinwande Sr. VP & Chief Auditor S&P Global	**Jennifer Lapierre** US Sustainability Transformation & Ops Leader, PwC
Ami Ariel Founder & President G-Way Management, LLC	**Josh Lieberman** Managing Director, Alvarez & Marsal
Plinio Ayala President, Per Scholas	**Dirk Manelski** Managing Director & CTO, PIMCO
Dwayne Brown Sr. Manager & Client Account Lead, Accenture	**Lewis Miller** Managing Partner, ActionPoint Advisors, LLC
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Faith Rottmann Johnson VP Human Resources, TEKsystems	**Ian Shrank** Non-Profit Lawyer
Gregory Sills Managing Director, Apollo Global Management LLC	**Sanjay Sood** SVP, CTO, CDW

Campus Directory

Name & Title	Telephone	Email
National Leadership Team		
Plinio Ayala Chief Executive Officer	(718) 772-0061	payala@perscholas.org
Caitlyn Brazill President	(917) 294-5126	cbrazill@perscholas.org
Jasmine Miller Chief Program Officer	(404) 450-5235	jmiller@perscholas.org
Pam Kingpetcharat Chief Financial Officer	(718) 310-7105	pkingpetcharat@perscholas.org

Tamara Johnson Chief Operating Officer	(781) 472-0130	tlgjohnson@perscholas.org

Name & Title	Telephone	Email
Brooklyn Campus Team		
Debbie Roman Managing Director	(646)-398-3944	droman@perscholas.org
Cameile McLean Site Director	(347) 541-0000	cmclean@perscholas.org
Christina Xenos Senior Director, Recruitment & Admissions	(347) 907-3414	cxenos@perscholas.org
Tiernan Walsh Senior Director, Talent Solutions	(646) 851-5779	twalsh@perscholas.org
Kim Fernandez Operations Manager	(646) 946-9108	kfernandez@perscholas.org
Sierra Harvey Senior Director, Alumni Engagement & Training	(201) 788-7895	sharvey@perscholas.org
Ogbe Agbato Senior Manager, External Affairs	(914)-330-1493	oagbato@perscholas.org
Jermaine Bruce Manager, Corporate Engagement	(917) 836-5874	jbruce@perscholas.org

for a complete list of Campus personnel, staff, and instructors please see the Staff Addendum

Our Facility

Per Scholas Bronx is located at Per Scholas Bronx Campus is located at 804 E. 138th Street, 2nd Floor, Bronx, NY 10454. We are a state-of-the-art facility. Per Scholas is easily accessible by bus, train, and car from all 5 boroughs, Long Island, northern New Jersey, and Connecticut. The building is fully handicapped accessible and meets ADA (Americans with Disabilities Act of 1990) requirements.

In the Bronx, Per Scholas has (7) fully-equipped technical labs, a wellness room and a dedicated prayer room. The Technical Labs are well-lit, spacious, with state-of-the art

computers, software, Internet access, whiteboards, and large monitors, all to enhance classroom instruction. A typical class size is 20 students. Each lab is equipped with a computer and monitor for each student, hardware to perform repairs, software, networking equipment and printers. There is also a simulation lab, which allows students to gain additional hands-on experience, by practicing what they learned, in a real-world setting.

A student lounge, with vending machines and a microwave, is available to students for use prior to and after class, during the lunch hour, and during morning and afternoon breaks.

Per Scholas is licensed by the New York State Education Department. Following are the school's accreditations, memberships, and affiliations:

- Computer Technology Industry Association (CompTIA)
- Microsoft IT Academy Member
- Intel Premium Solution Provider

Course Descriptions & Instruction

AWS re/Start- UCI #1002.1

***Remote Modality**

Area	Daily	Weekly	Total
Technical Instruction	Up to 5 hours	Up to 27 hours	352 hours
Professional Development*	Up to 5 hours	Up to 5 hours	60 hours
Open Lab/Office Hours**	1 hour	5 hours	75 hours
Totals	5 hours	27 hours	412 hours

** 1 professional development day per week over 7 weeks. Includes 1 day for graduation **

** Open Lab/Office Hours do not count toward the total number of hours.**

Course Description

This 15-week course provides a comprehensive introduction to cloud computing using Amazon Web Services (AWS). This intermediate course covers foundational concepts across the various AWS service categories, such as compute, databases, storage, management, networking, and security, along with an introduction to AI and the AI-based services on AWS. Paired with cloud

concepts, learners will dive into best practices following the AWS Well-Architected Framework. This entry-level course is designed for individuals seeking to start a cloud computing and IT career.

Through interactive labs, captivating lectures, and collaborative projects, individuals will learn to configure and manage AWS resources, implement security best practices, develop automation scripts using Python, manage databases, and optimize AWS services for cost efficiency. As part of the course, learners will prepare and test for the AWS Certified Cloud Practitioner certification. Upon successful course completion, graduates will be equipped to pursue a range of roles, such as Cloud Support Associate or Junior Systems Administrator.

Prerequisites

To be considered for this course, learners are required to meet the minimal qualifications for a Per Scholas course and must demonstrate comprehension, critical thinking, and digital literacy skills through a baseline assessment. Additionally, learners must complete approximately 20 hours of self-study prework materials. Per Scholas will provide learner access to the materials and resources. Topics include the following:

- *Computer Hardware Basics*
- *Operating Systems Basics*

High Level Course Overview

Unit	Days	Unit Outcome
Learner Onboarding	2	Learners will be able to navigate course resources and technology platforms.
Cloud Foundations	4	Learners will be able to describe the fundamentals of cloud computing and the core AWS offerings.
Linux Fundamentals	8	Learners will be able to master basic Linux commands and system administration tasks.
Networking Fundamentals	5	Learners will be able to comprehend core networking concepts and build a functional VPC in AWS.
Security Fundamentals	6	Learners will be able to implement security best practices and tools within an AWS environment.

Python Foundations	8	Learners will be able to develop basic Python programs to automate system administration tasks.
Databases	4	Learners will be able to interact with and manage data using AWS database services like Amazon RDS and DynamoDB.
AWS Architecture, Systems Operations	2	Learners will be able to utilize AWS tools and automation techniques to manage and deploy cloud infrastructure.
AWS Database Services	5	Learners will be able to configure and manage scalable serverless applications and databases using AWS services.
AWS Networking Services	5	Learners will be able to efficiently manage and secure data storage and networking within AWS.
Jumpstart on AWS	5	Learners will be able to use AWS monitoring and management tools like CloudWatch and CloudTrail to optimize resource usage.
Certification Preparation	6	Learners will prepare thoroughly for the AWS Cloud Practitioner certification exam with practical knowledge and mock tests.
AI Tools for AWS	2	Learners will be able to identify key AI concepts, applications, ethical implications, and AWS services, including Amazon Bedrock, to leverage AI technologies effectively.

Course Goals

Upon successful completion of all course requirements, learners will

- Utilize key AWS services for computing, storage, networking, and databases.
- Perform essential Linux commands and manage AWS VPCs.
- Apply security best practices and manage AWS IAM, CloudTrail, and Config.
- Develop Python programs for automation and apply DevOps principles.
- Explore cutting-edge AI technologies within the technology domain to enhance outcomes.

Course Certification

- AWS Certified Cloud Practitioner

Course Materials

- Course Slides distributed by the instructor
- Per Scholas Academy
  - https://perscholas.instructure.com/
- AWS Canvas Instance for re/Start
- https://skillbuilder.aws
- https://skillsforall.com

Grading Breakdown	
In Class Assignment & Labs	10%
Daily Chapter Quizzes	20%
Unit Exams	40%
Final Assessment	30%

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Cybersecurity Analyst - UCI #1001.1

***Remote and In Person Modality**

Area	Daily	Weekly	Total Hours	Total Days
Technical Instruction	Up to 5 hours	Up to 27 hours	352 hours	64
Professional Development*	Up to 5 hours	Up to 5 hours	60 hours	11
Open Lab/Office Hours**	1 hour	5 hours	75 hours	75
Totals	5 hours	27 hours	412 hours	75

** 1 professional development day per week over 7 weeks. Includes 1 day for graduation **

** Open Lab/Office Hours do not count toward the total number of hours.**

Course Description

This 15-week course provides an intensive and comprehensive hands-on technical training in cybersecurity. This intermediate course is designed for aspiring cybersecurity professionals looking to start or advance their careers in digital defense. Through an array of interactive labs, captivating lectures, and collaborative projects, individuals will explore essential cybersecurity concepts, develop critical technical skills to protect systems, networks, and programs from digital attacks, and gain practical experience in Security Operations Center (SOC) activities. As part of the course, learners will prepare and test for the CompTIA CYSA+ and Splunk Core User Certification. Upon successful course completion, learners will be equipped to pursue roles such as Cybersecurity Analyst or SOC Analyst, serving as an organization's first line of defense against cyber threats.

Prerequisites

To be considered for this course, learners are required to meet the minimal qualifications for a Per Scholas course and must demonstrate comprehension, critical thinking, and digital literacy skills through a baseline assessment. Additionally, learners must complete approximately 20 hours of self-study prework materials. Per Scholas will provide learner access to the materials and resources. Topics include the following:

- *Computer Hardware Basics*
- *Operating Systems Basics*

High Level Course Overview

Unit	Days	Unit Outcome
Learner Onboarding	2	Learners will be able to navigate course resources and technology platforms.
Networking Basics	5	Learners will be able to explain core networking concepts, set up basic office networks, and troubleshoot network issues using appropriate tools.
Network Defense	5	Learners will be able to implement comprehensive network defense strategies, including access control, firewalls, and cloud security measures.

IT Security & Endpoint Protection	5	Learners will be able to implement IT security measures, including threat identification, vulnerability assessment, attack mitigation, and secure configuration of various systems of networks.
CompTIA CYSA+ Security operations (Lessons 1–4)	5	Learners will be able to implement vulnerability management processes and analyze threat intelligence concepts to improve security operations.
CompTIA CYSA+ Vulnerability management (Lessons 5–7)	4	Learners will be able to conduct and interpret vulnerability scans and effectively communicate vulnerability information.
CompTIA CYSA+ Incident Response (Lessons 8–9)	3	Learners will be able to interact with and manage data using AWS database services like Amazon RDS and DynamoDB.
CompTIA CYSA+ Analyzing and Remediating Network Attacks (Lessons 10–11)	3	Learners will be able to analyze network security events, implement investigative procedures, apply mitigation strategies, and design recovery plans to detect, respond to, and recover from security incidents.
CompTIA CYSA+ Analyzing and Remediating Application Attacks (Lessons 12–14)	4	Learners will be able to conduct application vulnerability assessments and implement best practices for application security.
CompTIA CYSA+ Review Course and Certification Exam	7	Learners will be able to demonstrate proficiency in CYSA+ exam topics and complete the official certification exam.
Splunk Core User	5	Learners will be able to navigate, search, and create reports in Splunk for effective network monitoring and troubleshooting.
Splunk Introduction to Enterprise Security	2	Learners will be able to utilize Splunk Enterprise Security for security incident analysis and risk-based alerting.
Splunk Core User Review	3	Learners will be able to demonstrate proficiency in Splunk Core
Course and Certification Exam		User exam topics and complete the official certification exam.

Introduction to Artificial Intelligence (AI) and Tools for Cybersecurity	2	Learners will be able to integrate and evaluate the effectiveness of generative AI in cybersecurity support workflows.
Cyber Threat Management	4	Learners will be able to develop and implement comprehensive cybersecurity strategies, including threat intelligence, risk assessment, and incident response.
Capstone Project: Cybersecurity Analyst	5	Learners will be able to apply their cumulative knowledge to investigate, develop, and present solutions to real-world IT challenges.
Professional Development and Graduation	11	Learners will be able to create a tailored resume and cover letter, develop strong interview skills, create an optimized LinkedIn profile, develop an effective job search strategy using networking and ATS, and be prepared with essential workplace skills like communication and professionalism to succeed in diverse environments

Course Goals

Upon successful completion of all course requirements, learners will:

- Design, implement, and assess comprehensive network security measures, including secure device configuration, virtualization technologies, data protection protocols, and security testing across networks, servers, and applications.
- Analyze cybersecurity threats, evaluate security principles, generate detailed incident reports, perform digital forensics, and demonstrate proficiency in threat management and incident response using industry-standard tools and techniques.
- Utilize advanced cybersecurity tools to extract and analyze data from various sources, create alerts and reports, monitor network environments, and troubleshoot security issues using platforms like Splunk and PCAP analysis.
- Develop and manage cybersecurity frameworks and policies that align with legal and regulatory standards, explain governance and ethics principles, and demonstrate an understanding of diverse network protocols and architectures.
- Integrate emerging technologies in cybersecurity workflows, including defining and applying Artificial Intelligence concepts, demonstrating the use of Generative AI, and assessing its impact on improving cybersecurity efficiency and effectiveness. **Course Certification**
- CompTIA - Cybersecurity Analyst +
- Splunk Core Certified User

Course Badges

- Cisco Networking Basics

- Cisco Network Defense
- Cisco Endpoint Security
- Cisco Cyber Threat Management

Course Materials

- Course Slides distributed by the instructor
- Per Scholas Academy
    - https://perscholas.instructure.com/
- https://netacad.com
- https://workplus.splunk.com/perscholas

Grading Breakdown	
In Class Assignment & Labs	10%
Daily Chapter Quizzes	20%
Unit Exams	40%
Final Assessment	30%

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ONLINE - Java Developer

***Remote Modality**

Area	Daily	Weekly	Total
Technical Instruction	Up to 5 hours	Up to 27 hours	352 hours
Professional Development*	Up to 5 hours	Up to 5 hours	60 hours
Open Lab/Office Hours**	1 hour	5 hours	75 hours
Totals	5 hours	27 hours	412 hours

** 1 professional development day per week over 7 weeks. Includes 1 day for graduation **
** Open Lab/Office Hours do not count toward the total number of hours.**

Course Description

This 15-week course offers an immersive learning journey to equip learners with the necessary knowledge and practical skills to excel as proficient Full-stack Java Engineers. Throughout the program, learners will delve into the intricacies of front-end and back-end development, enabling them to confidently design, create, manage, test, and evaluate web-based applications of exceptional quality.

Upon completing the course, learners will possess a robust skill set encompassing front-end and back-end development, database management, ORM implementation, modern web application creation, and

familiarity with industry-standard tools and frameworks. Graduates will be equipped to pursue a range of roles including but not limited to Full Stack Java Developer, Web Application Developer, Software Engineer, or Frontend Developer.

Prerequisites

To be considered for this course, learners are required to meet the minimal qualifications for a Per Scholas course. To be considered for this course, learners must demonstrate basic reading, writing, and analytical skills through a baseline assessment. Additionally, learners must demonstrate technical proficiency through a technical/aptitude test in the following topics:

- *Basic Java programming - Syntax, data types, variables, conditional and iterative statements, Object-oriented programming.*

High Level Course Overview

Unit	Days	Unit Outcome
Learner Onboarding	2	Learners will be able to navigate course resources and technology platforms.
Project Management Methodologies	4	Learners will be able to apply SDLC and STLC processes, understand Agile principles, implement Scrum methodology, and differentiate between stories, epics, Kanban, and Scrum.
Version Control and GitHub	1	Learners will be able to use version control with Git and GitHub, follow Git workflows, access central repositories via HTTPS or SSH, and execute essential Git commands.
Java SE Review	12	Learners will be able to understand and apply Java language fundamentals, control flow, data structures, object-oriented programming concepts, exception handling, Java Collections, file I/O, and functional programming features like lambda expressions.
Relational Databases and SQL	5	Learners will be able to work with RDBMS and MySQL, and apply program techniques to enforce data integrity, use joins, clauses, and operators, and implement aggregate functions, subqueries, subprograms, and control flow expressions.
JDBC, ORM, and Hibernate	5	Learners will be able to integrate Java applications with databases using JDBC and JPA, apply OOP principles in data access, build with Maven, and utilize Hibernate Query Language.

Fundamentals of JUnit Testing	3	Learners will be able to utilize JUnit 5; structure and execute unit tests, implement parameterized tests and queries, and handle exceptions within the testing framework.
Fundamentals of HTML/CSS	4	Learners will be able to create structured web pages using HTML and CSS, apply essential tags and attributes, manage multimedia
		and links, use CSS selectors and layout properties, and enhance designs with Bootstrap for responsive web development.
Fundamentals of JavaScript	5	Learners will be able to develop interactive web functionality using JavaScript basics, work with objects and functions, manipulate the DOM and BOM, handle events effectively, and debug and manage errors in browser-based environments.
Java EE, Spring Framework, and Spring Boot	11	Learners will be able to build robust web applications, apply IoC and DI principles, secure applications with Spring Security, and handle file uploads.
Web Services and Microservices	3	Learners will be able to develop and consume web services using SOAP and REST, implement JAX-WS and JAX-RS standards, leverage Spring Data REST, and build microservices architectures.
CI/CD and Code Quality	2	Learners will be able to manage and configure Jenkins with Git and GitHub for automated builds, use plugins for extended functionality, and ensure code quality with SonarQube.
Capstone Project	6	Learners will be able to investigate complex real-world contexts, develop solutions and problem-solving techniques, incorporate feedback from peers and instructors to refine their work, and effectively present their findings and achievements.
Professional Development and Graduation	12	Learners will be able to effectively present a professional personal brand and demonstrate enhanced communication, emotional intelligence, and success habits.

Course Goals

Upon successful completion of all course requirements, learners will:

- Differentiate between SDLC (Software Development Life Cycle) and STLC (Software Testing Life Cycle) methodologies.
- Use Agile processes and their advantages in modern software development.
- Explain the key principles and practices of the Scrum methodology.
- Describe the fundamental concepts of Relational Database Management Systems (RDBMS).

- Explain the process of database normalization and its role in maintaining data integrity.
- Demonstrate proficiency in writing basic SQL queries and performing CRUD operations.
- Describe the purpose and importance of version control systems like Git.
- Apply the basic Git workflow, including branching and merging strategies.
- Explore HTML/CSS components, including their creation, structure, and interaction within the BOM.
- Leverage Javascript for manipulating the DOM and web page behavior.
- Grasp the basics of Object-Oriented Programming (OOP) concepts, such as encapsulation and methods.
- Use Java language constructs, including conditionals and control flow.
- Explore fundamental data structures and their applications in Java programming.
- Handle exceptions effectively using Java's exception-handling mechanisms.
- Explore Java's Collection Framework for managing and manipulating collections of objects.
- Implement Object Relational Mapping (ORM) using Hibernate in web applications.
- Explain Java EE Servlets and their role in web application development.
- Explore the Spring MVC framework and its integration with Spring Boot, Lombok, and Postman.
- Grasp the concepts of Inversion of Control (IoC) and Dependency Injection (DI) with Spring Boot. ● Apply annotations and Spring model concepts for streamlined application development.
- Grasp the fundamentals of microservices architecture and its advantages over monolithic systems.
- Implement Web Services and Microservices using Java EE and Spring Boot.

Course Materials

● Course Slides distributed by the instructor ● Per Scholas Academy
  ○ https://perscholas.instructure.com/

Grading Breakdown	
In Class Assignment & Labs	10%
Daily Chapter Quizzes	20%
Unit Exams	40%
Final Assessment	30%

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Full Stack Software Development - MERN - UCI #1018.1

***Remote Modality**

Area	Daily	Weekly	Total
Technical Instruction	Up to 5 hours	Up to 27 hours	352 hours
Professional Development*	Up to 5 hours	Up to 5 hours	60 hours
Open Lab/Office Hours**	1 hour	5 hours	75 hours
Totals	5 hours	27 hours	412 hours

** 1 professional development day per week over 7 weeks. Includes 1 day for graduation **

** Open Lab/Office Hours do not count toward the total number of hours.**

Course Description

This 15-week course covers the dynamic world of MERN software development, diving into the essential tools and technologies shaping modern web applications. This intermediate course is designed for aspiring web application developers seeking to build and sharpen their skills in full-stack development. Through an array of interactive labs, captivating lectures, and collaborative projects, learners will explore topics ranging from version control and HTML/CSS fundamentals to advanced JavaScript techniques, React application development, backend server creation with Node.js and Express.js, database management with MongoDB, authentication and authorization principles, deployment workflows, and more. Throughout the course, learners will gain hands-on experience creating responsive web layouts, managing state and data flow in React applications, implementing RESTful APIs, ensuring security through authentication mechanisms, and automating deployment processes with CI/CD pipelines. By the end of the course, learners will be equipped to pursue roles such as React Developer or Full Stack Developer.

Prerequisites

To be considered for this course, learners are required to meet the minimal qualifications for a Per Scholas course and must demonstrate comprehension, critical thinking, and digital literacy skills through a baseline assessment. Additionally, learners must complete approximately 20 hours of self-study prework materials. Per Scholas will provide learner access to the materials and resources. Topics include the following:

- *Basic HMTL and CSS*
- *Introduction to JavaScript*

High Level Course Overview

Unit	Days	Unit Outcome

Asynchronous **Introduction to AI**	*N/A*	Learners will be able to define AI and its key concepts, identify its applications, and analyze its strengths, limitations, and ethical implications.
Learner Onboarding	2	Learners will be able to navigate course resources and technology platforms.
Introduction to Version Control	2	Learners will be able to manage project versions and collaborate using Git and GitHub.

HTML and CSS Review with Accessibility	2	Learners will be able to create well-structured, accessible, responsive web pages using HTML and CSS.
Foundations of Web Design	4	Learners will be able to design high-fidelity wireframes and prototypes in Figma and implement them in web development projects.
JavaScript Review	2	Learners will be able to develop simple JavaScript programs using variables, data types, operators, control structures, and functions.
The Document Object Model	3	Learners will be able to manipulate web page content and respond to user interactions using DOM methods and events.
Typescript and Advanced JavaScript	4	Learners will be able to write type-safe JavaScript code and handle asynchronous operations using TypeScript and Promises/Async-Await.
HTML, CSS, & JavaScript Project Development	4	Learners will start laying the groundwork and build out pieces that can be used for upcoming lab activities and the capstone.
AI Tools for Software Engineering	1	Learners will be able to utilize AI tools to aid in software development tasks.
React Fundamentals	4	Learners will be able to build React applications with reusable components.
Advanced React Concepts	4	Learners will be able to manage state and side effects using React Hooks and implement routing with React Router.

React Project Development	4	Learners will be able to plan, build, and debug a real-world frontend React project.
Node and Express	4	Learners will be able to develop a backend server with Node.js and Express.js, including routing and middleware.
MongoDB Fundamentals	4	Learners will be able to perform CRUD operations and manage data using MongoDB and Mongoose.
Authentication and Authorization Principles	4	Learners will be able to implement secure authentication and authorization systems in web applications.
Middleware Project Development	4	Learners will be able to develop, test, and debug a real-world Node, Express, and MongoDB project.
Unifying User Interfaces with Web Applications	2	Learners will be able to build and deploy a full-stack application to hosting services.
MERN Full Stack Portfolio	8	Learners will be able to refine their project into a portfolio and present the full-stack solution by incorporating feedback.
Professional Development and Graduation	11	Learners will be able to effectively present a professional personal brand and demonstrate enhanced communication, emotional intelligence, and success habits.

Course Goals

Upon successful completion of all course requirements, learners will:

- Design responsive and visually appealing web interfaces using HTML, CSS, and modern web design tools.
- Develop dynamic, interactive frontend applications with JavaScript and advanced React concepts.
- Build and manage robust backend systems using Node.js, Express.js, and MongoDB.
- Create a comprehensive portfolio of a full-stack project, demonstrating proficiency in the MERN stack and secure application development.
- Explore cutting-edge AI technologies within the technology domain to enhance outcomes.

Course Materials

- Course Slides distributed by the instructor
- Per Scholas Academy
  - https://perscholas.instructure.com/

Grading Breakdown	
In Class Assignment & Labs	10%
Daily Chapter Quizzes	20%
Unit Exams	40%
Final Assessment	30%

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Salesforce Administrator - UCI #1029

***Remote Modality**

Area	Daily	Weekly	Total
Technical Instruction	Up to 5 hours	Up to 27 hours	352 hours
Professional Development*	Up to 5 hours	Up to 5 hours	60 hours
Open Lab/Office Hours**	1 hour	5 hours	75 hours
Totals	5 hours	27 hours	412 hours

** 1 professional development day per week over 7 weeks. Includes 1 day for graduation **
** Open Lab/Office Hours do not count toward the total number of hours.**

Course Description

Embark on this 15-week course designed to equip learners with the skills necessary to become certified Salesforce Administrators. This entry-level course is designed for individuals passionate about improving business processes and enhancing organizational strategies. Throughout this

comprehensive course, learners will delve into core Salesforce concepts, hands-on lab exercises, and guided projects, preparing them for the rigors of the Salesforce Administrator role. This course caters to individuals seeking to expand their proficiency in Salesforce administration and gain insight into artificial intelligence (AI) fundamentals specifically tailored to the Salesforce environment. Through interactive labs, engaging lectures, and collaborative projects, learners will master essential administrative tasks, including user management, data security, workflow automation, and AI integration. As part of the course, learners will prepare and test for the Salesforce Administrator certification. Upon successful course completion, learners will be equipped to pursue a range of roles, such as Salesforce Administrator or CRM Specialist.

Prerequisites

To be considered for this course, learners are required to meet the minimal qualifications for a Per Scholas course and must demonstrate comprehension, critical thinking, and digital literacy skills through a baseline assessment.

High Level Course Overview

Unit	Days	Unit Outcome
Learner Onboarding	2	Learners will be able to navigate course resources and technology platforms.
Introduction to Salesforce	11	Learners will be able to customize a Salesforce object and build a Battle Station app.
Data Security	5	Learners will be able to configure user management settings in Salesforce and manage profiles, roles to control user access, and permission sets.
Data Management and Reporting	5	Learners will be able to describe, examine and execute data reporting in a Salesforce instance.
Automation	6	Learners will be able to use Flow Builder, designing and testing Flows, implementing Approval Processes, and using formulas, validations, and screen and record-triggered Flows effectively.
Customization	5	Learners will be able to design custom apps, tailor the Lightning Experience and mobile app, enhance user interactions with dynamic forms, and build service automations using Salesforce Flow.

Applications	5	Learners will be able to manage Lightning Experience, forecast service demands, streamline case management with the Service Console, and implement Omni-Channel support for customer engagement.
Capstone Project	4	Learners will design and create a personal product using all of the above skills and present to the instructor.
Certification Prep	9	Learners will be able to successfully pass the Salesforce Administrator Certification Exam.
Practice Exam and Certifications	4	Learners will be able to successfully pass the Salesforce Administrator Certification Exam.
Salesforce Artificial Intelligence	8	Learners will be able to apply AI in Salesforce, navigate ethical data use and privacy laws, and leverage data analytics and Salesforce Data Cloud for smarter business decisions.
React Project Development	4	Learners will be able to plan, build, and debug a real-world frontend React project.
Professional Development and Graduation	11	Learners will be able to effectively present a professional personal brand and demonstrate enhanced communication, emotional intelligence, and success habits.

Course Goals

Upon successful completion of all course requirements, learners will:

- Manage standard and custom objects to align with established business processes.
- Automate business workflows and communication with declarative automation tools.
- Build a data model that aligns with business requirements using the Schema Builder.
- Design custom Reports and Dashboards when given a set of business requirements.
- Enforce data security by managing Salesforce Users, Role Hierarchies, Profiles, and User Permissions.
- Create custom Objects, Record Types, Page Layouts, and Custom Fields.
- Build custom Home Pages, Record Pages, and App Lightning Pages.
- Implement Salesforce Sales and Service Cloud Essentials.
- Execute data imports, exports, transfers, and deletions using Data Import Wizard and Data Loader.
- Develop strategies and guide stakeholder decisions based on Salesforce's Trusted AI Principles.

- Perform ethical and responsible data handling, including privacy, bias, security, and compliance considerations.
-

Course Certification

- Salesforce Administrator

Course Badges

- Business Administration Specialist
- Security Specialist

- Process Automation Specialist
- Service Cloud Specialist
- Lightning Experience Reports & Dashboard Specialist
- Lightning Implementation Specialist

Course Materials

- Course Slides distributed by the instructor
- Per Scholas Academy
  - https://perscholas.instructure.com/
- https://trailhead.salesforce.com

Grading Breakdown	
In Class Assignment & Labs	10%
Daily Chapter Quizzes	20%
Unit Exams	40%
Final Assessment	30%

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IT Support - UCI #1024

***In Person Modality**

Area	Daily	Weekly	Total Hours	Total Days
Technical Instruction	Up to 5 hours	Up to 27 hours	297 hours	54
Professional Development*	Up to 5 hours	Up to 5 hours	60 hours	11

Open Lab/Office Hours**	1 hour	5 hours	65 hours	65
Totals	5 hours	27 hours	357 hours	65

** 1 professional development day per week over 7 weeks. Includes 1 day for graduation **

** Open Lab/Office Hours do not count toward the total number of hours.**

Course Description

This 13-week in-person course provides learners with hands-on experience with enterprise-grade servers, routers, switches, and desktop IT technologies. Learners will perform troubleshooting exercises with PC hardware, networking equipment, system administration, cloud technologies, and IT security concepts while preparing for the A+ certification test.

The course focuses on building a strong foundation in hardware and software systems, allowing learners to diagnose and resolve technical issues confidently. The course also covers the fundamentals of system administration, enabling learners to support Windows server infrastructures and use ServiceNow helpdesks for IT service management. Graduates of this program will emerge not only as adept IT technicians but also as well-rounded professionals capable of delivering comprehensive IT support in a diverse range of enterprise roles, like IT Technician or System Administrator.

Prerequisites

To be considered for this course, learners are required to meet the minimal qualifications for a Per Scholas course and must demonstrate comprehension, critical thinking, and digital literacy skills through a baseline assessment. Additionally, learners must complete approximately 20 hours of self-study prework materials. Per Scholas will provide learner access to the materials and resources. Topics include the following: ● *Computer Basics*

High Level Course Overview

Unit	Days	Unit Outcome
Learner Onboarding	2	Learners will be able to navigate course resources and technology platforms.
Core 1 PC Hardware (Lessons 1-3)	6	Learners will be able to install and configure components, and disassemble and reassemble PCs using break-fix techniques.

Core 1 Network Hardware and Services (Lessons 4-7)	6	Learners will be able to configure user management settings in Salesforce and manage profiles, roles to control user access, and permission sets.
Core 1 Mobile and printer hardware (Lessons 8-9)	3	Learners will be able to configure and troubleshoot mobile devices, laptops, and printers, install apps and hardware, and manage peripherals and consumables effectively.
Core 2 Operating System Support (Lessons 10-15)	8	Learners will be able to install, configure, and troubleshoot Windows systems, networking, and security.
Core 2 Security (Lessons 16-18)	5	Learners will be able to secure and troubleshoot workstations, mobile devices, and networks.
Core 2 Operational Procedures (Lessons 19-20)	4	Learners will be able to manage remote access, backup, recovery, and scripting basics.
A+ Certification review (1101)	6	Learners will be able to successfully pass the 1101 section of the A+ Certification Exam.
A+ Certification review (1102)	6	Learners will be able to successfully pass the 1102 section of the A+ Certification Exam.
ITSM and ServiceNow Module	3	Learners will be able to apply core ITSM frameworks, explore real-world scenarios, and understand service desk platforms like ServiceNow.
Windows Server Administration	5	Learners will be able to install and configure Windows servers, manage users, groups, and Group Policy for software and image deployment via WDS, secure data with BitLocker, and build LANs using Windows AD DS.
Professional Development and Graduation	11	Learners will be able to effectively present a professional personal brand and demonstrate enhanced communication, emotional intelligence, and success habits.

Course Goals

Upon successful completion of all course requirements, learners will:

- Install and configure Server and Computer hardware and peripherals.
- Utilize various Microsoft Office365 apps for collaboration and productivity.

- Apply PC hardware troubleshooting methodologies.
- Install and configure network devices, routers, switches, and wireless access points.
- Analyze and resolve network connectivity.
- Summarize and clarify cloud concepts.
- Configure mobile devices, computer peripherals, and printers.
- Configure mobile device apps.
- Identify features and administer various OS (Windows, Linux, and MacOS).
- Investigate and resolve workstation security issues.
- Investigate and address mobile OS, app software, and security.
- Configure and manage remote access technologies.
- Use standard safety and environmental procedures.
- Explain cloud concepts, deployment models, and shared responsibility in the cloud.
- Manage type 1 hypervisors and virtual infrastructures.
- Backup and restore OS, Data Recovery.
- Install and configure Windows servers.
- Administer group policy settings effectively.
- Summarize machine learning and its core concepts.
- Administer ServiceNow help desk to resolve client issues.
- Define applications, roles, and personas used to support IT Service Management (ITSM) processes.

Course Certification

- CompTIA - A+ Core Series

Course Materials

- Course Slides distributed by the instructor
- Per Scholas Academy
  - https://perscholas.instructure.com/

Grading Breakdown	
In Class Assignment & Labs	10%
Daily Chapter Quizzes	20%
Unit Exams	40%
Final Assessment	30%

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IT Support Online Program - UCI #1025.1

***Remote Modality**

Area	Daily	Weekly	Total
Technical Instruction	Up to 5 hours	Up to 27 hours	352 hours
Professional Development*	Up to 5 hours	Up to 5 hours	60 hours
Open Lab/Office Hours**	1 hour	5 hours	75 hours
Totals	5 hours	27 hours	412 hours

** 1 professional development day per week over 7 weeks. Includes 1 day for graduation **

** Open Lab/Office Hours do not count toward the total number of hours.**

Course Description

This 15-week course delves into the fundamentals of IT support, covering computer hardware, networking, cloud technologies, and cybersecurity. This entry-level course is designed for individuals seeking to launch a career in IT. Through an array of interactive labs, captivating lectures, and collaborative projects, individuals will learn to build, configure, and troubleshoot various systems, master both wired and wireless technologies, and gain hands-on experience with ServiceNow IT Service Management (ITSM). The course introduces learners to key AI concepts, tools, and their integration into IT support workflows, enhancing efficiency and problem-solving capabilities. As part of the course, learners will prepare and test for the CompTIA A+ Certification. Upon successful course completion, learners will be equipped to pursue a range of roles, such as IT Support Analyst or IT Security Technician.

Prerequisites

To be considered for this course, learners are required to meet the minimal qualifications for a Per Scholas course and must demonstrate comprehension, critical thinking, and digital literacy skills through a baseline assessment. Additionally, learners must complete approximately 20 hours of self-study prework materials. Per Scholas will provide learner access to the materials and resources. Topics include the following:

- *Computer Hardware Basics*
- *Operating Systems Basics*

High Level Course Overview

Unit	Days	Unit Outcome
Asynchronous **Introduction to Cloud Technologies**	*N/A*	Learners will be able to explain cloud computing concepts, use Azure, Google Cloud Platform, Salesforce, or AWS fundamentals, and deploy and manage cloud virtual machines.
Learner Onboarding	2	Learners will be able to navigate the course structure, use required technologies, and apply digital citizenship principles.
Core 1 PC Hardware (Lessons 1-3)	4	Learners will be able to install, configure, and troubleshoot core PC hardware components, including motherboards, storage devices, memory, CPUs, and power supplies.
Core 1 Network Hardware and Services (Lessons 4-7)	5	Learners will be able to compare and configure various network types, hardware, and services, troubleshoot network issues and understand basic cloud and virtualization concepts.
Core 1 Mobile and Printer Hardware (Lessons 8-9)	3	Learners will be able to set up and troubleshoot mobile devices, laptops, and printers, including hardware configuration and software management.
Core 2 Operating System Support (Lessons 10-15)	8	Learners will be able to configure, manage, and troubleshoot Windows operating systems, including user settings, system settings, networking, and security. They will also be able to identify key features of Linux and macOS.
Core 2 Security (Lessons 16-18)	4	Learners will be able to identify and mitigate common security threats, configure security settings for various devices and networks, and troubleshoot security issues across different platforms.
Core 2 Operational Procedures (Lessons 19-20)	4	Learners will be able to identify and mitigate common security threats, configure security settings for various devices and networks, and troubleshoot security issues across different platforms.
A+ Certification review (1101)	7	Learners will be prepared to take and pass the A+ Certification Exam 1101.
A+ Certification review (1102)	7	Learners will be prepared to take and pass the A+ Certification Exam 1102.

IT Security and Endpoint Protection	5	Learners will be able to implement IT security measures, including threat identification, vulnerability assessment, attack mitigation, and secure configuration of various systems and networks
ITSM and ServiceNow Module	3	Learners will be able to apply core ITSM frameworks, explore real-world scenarios, and understand service desk platforms like ServiceNow.
Windows Server Administration	5	Learners will be able to install and configure Windows servers, manage users, groups, and Group Policy for software and image deployment via WDS, secure data with BitLocker, and build LANs using Windows AD DS.
Introduction to Artificial Intelligence (AI) and Tools for IT	2	Learners will be able to understand and apply AI concepts in IT support, evaluate the implications of AI, and effectively use generative AI tools to enhance IT workflows.
Capstone Project: IT Support	5	Learners will be able to apply their cumulative knowledge to solve a real-world IT problem, demonstrating critical thinking, problem-solving, and presentation skills.
Professional Development and Graduation	11	Learners will be able to effectively present a professional personal brand and demonstrate enhanced communication, emotional intelligence, and success habits.

Course Goals

Upon successful completion of all course requirements, learners will:

- Analyze and troubleshoot hardware, software, and network systems, including PC and server equipment, operating systems, and office IT infrastructure.
- Configure computer systems, networks, and virtual machines, applying knowledge of IP addressing, subnets, and various operating systems.
- Evaluate and implement cybersecurity measures, including developing security policies, identifying threats and vulnerabilities, and applying controls across networks, servers, and applications.
- Apply IT Service Management (ITSM) principles and frameworks, demonstrating proficiency in ServiceNow ITSM and related processes.
- Integrate Artificial Intelligence concepts and tools to enhance IT support operations while critically assessing the capabilities and limitations of Generative AI in resolving IT issues.

Course Certification

- CompTIA - A+ Core Series

Course Badges

- Welcome to ServiceNow
- IT Service Management (ITSM)
- Cisco Endpoint Security

Course Materials

- Course Slides distributed by the instructor
- Per Scholas Academy
    - https://perscholas.instructure.com/
- https://www.netacad.com/
- https://nowlearning.servicenow.com/
- https://AWS Skill Builder

Grading Breakdown	
In Class Assignment & Labs	10%
Daily Chapter Quizzes	20%
Unit Exams	40%
Final Assessment	30%

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IT Support - UCI #1023.1

***Remote Modality**

Area	Daily	Weekly	Total
Technical Instruction	Up to 4 hours	Up to 16 hours	275 hours
Professional Development*	Up to 4 hours	Up to 4 hours	45 hours
Open Lab/Office Hours**	1 hour	5 hours	100 hours
Totals	3-4 hours	16 hours	320 hours

** 1 professional development day per week over 7 weeks. Includes 1 day for graduation **

** Open Lab/Office Hours do not count toward the total number of hours.**

Course Description

This 20-week course provides learners with the technical skills needed to excel in today's dynamic IT landscape. Learners will perform troubleshooting exercises with PC hardware, networking equipment, system administration, cloud technologies, and IT security concepts. This entry-level, part-time course focuses on building a solid foundation in hardware, software, and cloud systems, allowing learners to confidently diagnose and resolve technical issues. The course also covers system administration fundamentals and enterprise virtualization, enabling learners to support Windows domain environments and virtualized infrastructure stacks. This course introduces learners to key AI concepts, tools, and their integration into IT support workflows, enhancing efficiency and problem-solving capabilities. Learners will prepare and test for the A+ certification as part of the course. Graduates of this program will emerge as adept IT technicians with the vital skills necessary for maintaining a reliable IT infrastructure and as well-rounded professionals capable of delivering comprehensive IT support to a diverse range of enterprises. Upon successful course completion, learners will be equipped to pursue a range of roles, such as IT Engineers or System Administrators.

Prerequisites

To be considered for this course, learners are required to meet the minimal qualifications for a Per Scholas course and must demonstrate comprehension, critical thinking, and digital literacy skills through a baseline assessment. Additionally, learners must complete approximately 20 hours of self-study prework materials. Per Scholas will provide learner access to the materials and resources. Topics include the following:

- *Computer Hardware Basics*
- *Operating Systems Basics*

High Level Course Overview

Unit	Hours	Unit Outcome
Asynchronous **AI Essentials**	*20*	Learners will be able to integrate generative AI into IT support workflows and evaluate its effectiveness in resolving common IT issues.
Asynchronous **Learner Onboarding**	*5*	Learners will be able to navigate the course structure, use required technologies, and apply digital citizenship principles.
Learner Onboarding	6	Learners will be able to navigate course resources and technology platforms.

Core 1 PC Hardware (Lessons 1-3)	21	Learners will be able to install, configure, and troubleshoot core PC hardware components, including motherboards, storage devices, memory, CPUs, and power supplies.
Core 1 Network Hardware and Services (Lessons 4-7)	27	Learners will be able to compare and configure various network types, hardware, and services, troubleshoot network issues, and explain basic cloud and virtualization concepts.
Core 1 Mobile and Printer Hardware (Lessons 8-9)	12	Learners will be able to set up and troubleshoot mobile devices, laptops, and printers, including hardware configuration and software management.
Core 2 Operating System	39	Learners will be able to configure, manage, and troubleshoot
Support (Lessons 10-15)		Windows operating systems, including user settings, system settings, networking, and security. They will also be able to identify key features of Linux and macOS.
Core 2 Security (Lessons 16-18)	21	Learners will be able to identify and mitigate common security threats, configure security settings for various devices and networks, and troubleshoot security issues across different platforms.
Core 2 Operational Procedures (Lessons 19-20)	15	Learners will be able to implement IT operational procedures, including remote access, backup and recovery, data handling, basic scripting, documentation, and safety protocols.
A+ Certification review (1101)	33	Learners will be prepared to take and pass the A+ Certification Exam 1101.
A+ Certification review (1102)	32	Learners will be prepared to take and pass the A+ Certification Exam 1102.
IT Security and Endpoint Protection	27	Learners will be able to implement IT security measures, including threat identification, vulnerability assessment, attack mitigation, and secure configuration of various systems and networks
ITSM and ServiceNow Module	15	Learners will be able to apply core ITSM frameworks, explore real-world scenarios, and understand service desk platforms like ServiceNow.

Windows Server Administration	27	Learners will be able to install and configure Windows servers, manage users, groups, and Group Policy for software and image deployment via WDS, secure data with BitLocker, and build LANs using Windows AD DS.
Professional Development and Graduation	45	Learners will be able to effectively present a professional personal brand and demonstrate enhanced communication, emotional intelligence, and success habits.

Course Goals

Upon successful completion of all course requirements, learners will:

- Analyze various IT systems and configurations, identify common issues, and apply appropriate troubleshooting techniques to resolve hardware, network, and software problems across different platforms (e.g., Windows, Linux, MacOS).
- Install and configure enterprise-grade servers, networking equipment, and peripheral devices, demonstrating proficiency in establishing and managing a secure and efficient IT environment.
- Apply security best practices by configuring and securing workstations, networks, and mobile devices, ensuring protection against common vulnerabilities and threats.
- Learners will administer ITSM processes using platforms like ServiceNow to effectively manage IT support tickets and implement IT service management frameworks.
- Integrate Artificial Intelligence concepts and tools into real-world scenarios while critically assessing the capabilities and limitations of Generative AI.

Course Certification

- CompTIA - A+ Core Series

Course Materials

- Course Slides distributed by the instructor
- Per Scholas Academy
  - https://perscholas.instructure.com/
- https://netacad.com
- https://nowlearning.servicenow.com

Grading Breakdown	
In Class Assignment & Labs	10%
Daily Chapter Quizzes	20%
Unit Exams	40%
Final Assessment	30%

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IT Support - UCI #1017.1

***Remote Modality**

Area	Daily	Weekly	Total
Technical Instruction (Sync)	Up to 2 hours	Up to 4 hours	80 hours
Technical Self-Study (Async)	*Up to 2.5 hours*	*Up to 10 hours*	*210 hours*
Professional Development (Sync)*	Up to 1 hour	Up to 1 hour	20 hours
Professional Development Self-Study (Async)*	*Up to 1 hour*	*Up to 1 hour*	*20 hours*
Totals	Varies	16 hours	100 hours

** 1 professional development day per week over 7 weeks. Includes 1 day for graduation **
** Open Lab/Office Hours do not count toward the total number of hours.**

Course Description

This 20-week course provides learners with hands-on experience with desktop IT technology, now including a focus on integrating AI into IT support workflows. This entry-level course is designed for learners looking to start or advance in IT, offering flexibility to explore IT Support. Learners will perform troubleshooting exercises with PC hardware, networking equipment, system administration, cloud technologies, IT security concepts, and generative AI tools. As part of the course, learners will prepare and test for the CompTIA A+ certification, and Google AI Essentials. The course builds a solid foundation in hardware, software, and AI systems, allowing learners to diagnose and resolve technical issues confidently. It also covers the fundamentals of system administration, enabling learners to support Windows servers and their corresponding services. Graduates of this course will emerge as adept IT Technicians with AI-enhanced support capabilities, ready for roles such as IT Support Analysts or IT Support Technicians.

Prerequisites

To be considered for this course, learners are required to meet the minimal qualifications for a Per Scholas course and must demonstrate comprehension, critical thinking, and digital literacy skills through a baseline assessment. Additionally, learners must complete approximately 20 hours of self-study prework materials. Per Scholas will provide learner access to the materials and resources. Topics include the following:

- *Computer Hardware Basics*

- *Operating Systems Basics*

High Level Course Overview

Unit	Hours	Unit Outcome
Synchronous ***Asynchronous*** **AI Essentials**	N/A 10	Learners will be able to integrate generative AI into IT support workflows and evaluate its effectiveness in resolving common IT issues.
Synchronous ***Asynchronous*** **Learner Onboarding**	4 7	Learners will be able to navigate the course structure, use required technologies, and apply digital citizenship principles.
Synchronous ***Asynchronous*** **Core 1 PC Hardware (Lessons 1-3)**	8 20	Learners will be able to install, configure, and troubleshoot core PC hardware components, including motherboards, storage devices, memory, CPUs, and power supplies.
Synchronous ***Asynchronous***	8 28	Learners will be able to compare and configure various network types, hardware, and services, troubleshoot network issues, and
Core 1 Network Hardware and Services (Lessons 4-7)		explain basic cloud and virtualization concepts.
Synchronous ***Asynchronous*** **Core 1 Mobile and Printer Hardware (Lessons 8-9)**	4 10	Learners will be able to set up and troubleshoot mobile devices, laptops, and printers, including hardware configuration and software management.
Synchronous ***Asynchronous*** **Core 2 Operating System Support (Lessons 10-15)**	16 37	Learners will be able to configure, manage, and troubleshoot Windows operating systems, including user settings, system settings, networking, and security. They will also be able to identify key features of Linux and macOS.

Synchronous ***Asynchronous*** **Core 2 Security (Lessons 16-18)**	8 20	Learners will be able to identify and mitigate common security threats, configure security settings for various devices and networks, and troubleshoot security issues across different platforms.
Synchronous ***Asynchronous*** **Core 2 Operational Procedures (Lessons 19-20)**	4 10	Learners will be able to implement IT operational procedures, including remote access, backup and recovery, data handling, basic scripting, documentation, and safety protocols.
Synchronous ***Asynchronous*** **A+ Certification review (1101)**	8 20	Learners will be prepared to take and pass the A+ Certification Exam 1101.
Synchronous ***Asynchronous*** **A+ Certification review (1102)**	12 30	Learners will be prepared to take and pass the A+ Certification Exam 1102.
Synchronous ***Asynchronous*** **Windows Server Administration**	8 18	Learners will be able to install and configure Windows servers, manage users, groups, and Group Policy for software and image deployment via WDS, secure data with BitLocker, and build LANs using Windows AD DS.
Synchronous ***Asynchronous*** **Professional Development and Graduation**	20 20	Learners will be able to effectively present a professional personal brand and demonstrate enhanced communication, emotional intelligence, and success habits.

Course Goals

Upon successful completion of all course requirements, learners will:

- Analyze various IT systems and configurations, identify common issues, and apply appropriate troubleshooting techniques to resolve hardware, network, and software problems across different platforms (e.g., Windows, Linux, MacOS).
- Install and configure enterprise-grade servers, networking equipment, and peripheral devices, demonstrating proficiency in establishing and managing a secure and efficient IT environment.

- Apply security best practices by configuring and securing workstations, networks, and mobile devices, ensuring protection against common vulnerabilities and threats.
- Learners will administer Windows Server environments, including Active Directory, user accounts, permissions, and Group Policy Objects (GPOs).
- Integrate Artificial Intelligence concepts and tools to real-world scenarios while critically assessing the capabilities and limitations of Generative AI.

Course Certification

- CompTIA - A+ Core Series
- Google AI Essentials **Course Material**
- Course Slides distributed by the instructor
- Per Scholas Academy
    - https://perscholas.instructure.com/
- https://www.coursera.org

Grading Breakdown	
In Class Assignment & Labs	10%
Daily Chapter Quizzes	20%
Unit Exams	40%
Final Assessment	30%

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Admissions Process

Founded specifically to deliver high-impact technical training, Per Scholas prepares learners for entry- and mid-level careers in the fields of Information Technology, Software Testing, and Development. We will do everything we can to make the application and admissions process as simple as possible. As many prospective learners and partner organizations already know, the admissions process at Per Scholas is broad-based, open to all interested applicants, and highly selective. The requirement of IT experience varies based on the respective course.

In addition to the basic eligibility requirements listed below, the Office of Admissions will also evaluate other factors, including interests (both career and personal), responsiveness, and

interpersonal skills. For more information about the admissions process at Per Scholas, please contact the Office of Admissions at: psadmissions@perscholas.org or visit our website: https://perscholas.org/locations/new-york/

Eligibility Requirements

Prospective candidates must satisfy the outlined minimum qualifications to qualify for participation in our training program:

- Aged 18 years or older with a passion for tech
- Able to provide proof of having earned a high school diploma or the equivalent (translated or evaluated, if applicable)
- Able to provide proof of valid U.S. Work Authorization
- Be committed to starting a full-time job after course completion
- Pass all required Enrollment steps, such as pre-work, Admissions Assessment(s), Interview(s), and documentation.
- Meet the learner pre-training income policy criteria
- Can read, write, and speak English proficiently
- Available to commit to the instructor-led time commitment required for the course, typically Monday to Friday from 9:00 a.m. to 4:00 p.m. for the duration of the course. ● Reside within eligible distance from Per Scholas campus or within eligible National Remote area.
- Note: Remote learners agree to not participate in or engage in any program activities, including logging on to access any course materials, if for any reason at all they must travel outside of the U.S.

*Please note that there are specific tech requirements for each track. Please reach out to a Per Scholas team member for further information.

Previous Credit

Per Scholas maintains a written record of the previous education and training of eligible persons. Per Scholas does not offer credit bearing courses. Therefore credit for previous education and training is reviewed but not awarded. Applicants who are approved for a program must successfully complete the entire program. Upon successful completion of all coursework requirements, graduates of the program will receive a certificate of completion and will be provided a transcript upon request. However, we do not grant credit for previous education and training. Applicants who are approved for a program must successfully complete the entire program. Upon successful completion of all coursework requirements, graduates of the program will receive a certificate of completion.

Prospective applicants are encouraged to visit Per Scholas and attend an Information Session to learn more about our programs. Information sessions are scheduled regularly as learners apply for programs. (Most information sessions are conducted remotely via Zoom. Candidates applying for onsite programs may be required to attend an in-person information session).

The Road To Admission

1. Submit the Online Application
    a. Begin by completing and submitting the official online application.
2. Complete The Eligibility Form
    a. Provide the required confirmation to determine your initial eligibility for the program.
3. Attend the Admissions Overview
    a. Participate in a scheduled admissions overview session to gain a comprehensive understanding of the program.
4. Take the Admissions Assessment
    a. Complete all required assessments to evaluate your readiness for the program.
5. Participate in a Behavioral Interview
    a. Engage in a behavioral interview to further assess your fit and motivation for the program.
6. Await an Admissions Decision
    a. Once all prior steps are completed, your application will be reviewed and a final admission decision will be made.
7. Complete the Onboarding Process
    a. If accepted, follow the onboarding instructions to prepare for the start of the program.

School Access / Hours of Operation/Delivery Format

In Person Instruction / Normal Business Hours

Our facility is open Monday through Friday from 9 a.m. to 5 p.m. ET. During weather emergencies, Per Scholas may suspend classroom activities early, or cancel operations for the day. All class suspensions will be announced with as much notice as possible. On days when class activities are suspended due to weather emergencies, notification will be sent in Canvas no later than 6:15 a.m. Check Canvas and your email for site updates.

On occasion, classes may stop early for the day due to Per Scholas staff meetings. Any changes to class schedules will be made in advance, with no less than a 24-hour notice given prior to the change in schedule. Instructional time lost due to changes or weather emergencies will be added to the class schedule as class make-up time at the discretion of the IT instructor and approval of the Director.

Holiday Schedule 2025-2026

Holiday	2025	2026

New Year's Day	Wednesday, January 1st, 2025	Thursday, January 1st, 2025
Martin Luther King Day	Monday, January 20th, 2025	Monday, January 19th, 2026
Presidents' Day	Monday, February 17th, 2025	Monday, February 16th, 2026
Memorial Day	Monday, May 26th, 2025	Monday, May 25th, 2026
Juneteenth	Thursday, June 19th, 2024	Friday, June 19th, 2026
Independence Day Observance/Summer Break	Monday, June 30th – Friday, July 4th, 2025	Monday June 29th - Friday July 3rd, 2026
Labor Day	Monday, September 1st, 2025	Monday, September 7th, 2026
Indigenous Peoples' Day	Monday, October 13th, 2025	Monday, October 12th, 2026
Veteran's Day	Tuesday, November 11th, 2025	Wednesday, November 11th, 2026
Thanksgiving Day	Thursday, November 27th & Friday, November 28th, 2025	Thursday, November 26th & Friday November 27th, 2026
Winter Break	Monday, December 22nd, 2025 - Thursday, January 1st, 2026	Monday, December 21st - Friday, January 1st, 2027

2025-2026 Calendar of Classes

Course Name	Modality	Start Date	End Date	Instructor
Full Stack Software Development - MERN - UCI #1018.1	Remote	2/3/2025	5/19/2025	Tishana Trainor
IT Support - UCI #1024	In Person	2/10/2025	5/12/2025	John Cruz
Cybersecurity Analyst - UCI #1001.1	Remote	2/10/2025	5/27/2025	Hesbon Kerongo
IT Support - UCI #1024	In Person	2/24/2025	5/23/2025	Edwin Rivera

Cybersecurity Analyst - UCI #1001.1	Remote	2/24/2025	6/9/2025	Misty Branch
AWS re/Start - UCI #1002.1	Remote	2/24/2025	6/9/2025	Sajini George
Cybersecurity Analyst - UCI #1001.1	In Person	3/3/2025	6/16/2025	Aaron Fitzpatrick
IT Support - UCI #1024	In Person	3/24/2025	6/24/2025	Edmond Lleshi
IT Support - UCI #1025.1	Remote	3/24/2025	7/15/2025	Tyrell Jackson
Cybersecurity Analyst - UCI #1001.1	Remote	3/31/2025	7/22/2025	Kira Hays
Full Stack Software Development - MERN - UCI #1018.1	Remote	4/7/2025	7/29/2025	Jade Del Rosario-Bell
IT Support - UCI #1025.1	Remote	4/14/2025	8/5/2025	Charles Uebele
IT Support - UCI #1024	In Person	5/5/2025	8/12/2025	Charles Colon
IT Support - UCI #1024	In Person	6/2/2025	9/9/2025	John Cruz
Full Stack Software Development - MERN - UCI #1018.1	Remote	6/2/2025	9/23/2025	Tishana Trainor
Cybersecurity Analyst - UCI #1001.1	Remote	6/9/2025	9/30/2025	Hesbon Kerongo
Cybersecurity Analyst - UCI #1001.1	Remote	6/23/2025	10/14/2025	Misty Branch
IT Support - UCI #1024	In Person	7/14/2025	10/14/2025	Edmond Lleshi
Cybersecurity Analyst - UCI #1001.1	In Person	7/14/2025	10/28/2025	Aaron Fitzpatrick
Full Stack Software Development - MERN - UCI #1018.1	Remote	7/14/2025	10/28/2025	Dylan Comeau
IT Support - UCI #1025.1	Remote	7/28/2025	11/12/2025	Tyrell Jackson
Salesforce Administrator - UCI #1029	Remote	8/4/2025	11/19/2025	Katherine Tran
Cybersecurity Analyst - UCI #1001.1	Remote	8/4/2025	11/19/2025	Kira Hays
AWS re/Start - UCI #1002.1	Remote	8/4/2025	11/19/2025	James Miao
AWS re/Start - UCI #1002.1	Remote	8/11/2025	11/26/2025	Nosa Okundaye
IT Support - UCI #1025.1	Remote	8/11/2025	11/26/2025	Shafik Ismail

Full Stack Software Development - MERN - UCI #1018.1	Remote	8/11/2025	11/26/2025	Jade Del Rosario-Bell
IT Support - UCI #1025.1	Remote	8/18/2025	12/5/2025	Charisma Nguyen
IT Support - UCI #1024	In Person	10/6/2025	1/23/2026	Edwin Rivera
IT Support - UCI #1024	In Person	10/6/2025	1/23/2026	John Cruz
Cybersecurity Analyst - UCI #1001.1	Remote	10/6/2025	2/6/2026	Eric Manninen
IT Support - UCI #1024	In Person	10/27/2025	2/12/2026	Edmond Lleshi
Cybersecurity Analyst - UCI #1001.1	Remote	10/27/2025	2/27/2026	Misty Branch
Cybersecurity Analyst - UCI #1001.1	In Person	11/10/2025	3/13/2026	Aaron Fitzpatrick
Full Stack Software Development - MERN - UCI #1018.1	Remote	11/10/2025	3/13/2026	Dylan Comeau
Salesforce Administrator - UCI #1029	Remote	12/1/2025	3/31/2026	Katherine Tran
Cybersecurity Analyst - UCI #1001.1	Remote	12/1/2025	3/31/2026	Kira Hays
AWS re/Start - UCI #1002.1	Remote	12/1/2025	3/31/2026	James Miao
Salesforce Administrator - UCI #1029	Remote	12/8/2025	4/7/2026	Nosa Okundaye
IT Support - UCI #1025.1	Remote	12/8/2025	4/7/2026	Charisma Nguyen

2026 programs will be available and posted in December 2025

Learner Experience

Technology Access

All learners participating in an In-Person Training course will have access to a Per Scholas laptop or desktop to be used during training hours.

All learners participating in a Remote Training Course will be expected to log in from home during regular class hours via Zoom. Learners will be required to have a Zoom account; to create a free account log onto https://zoom.us/freesignup/. In order for remote or hybrid learners to access all course materials, learners will need the following as a minimum:

- regular internet access
    - Speed of 20/mbps+

- a desktop or laptop with the following:
  - Operating Systems:
    - Windows 10 / 11 is accepted in all courses.
    - Mac OS is accepted for Java and SE courses only.
    - (Mac OS version 10.15 - 11) ○ Hardware Specifications:
    - CPU: Intel i5 quad-core
    - RAM: 8 GB
    - Storage: 250 GB HD / SSD with 50 GB free
    - 100 GB of available storage or greater (200 GB required for Cybersecurity)
    - Webcam with Microphone or Webcam+headset

**Some courses may have additional requirements such as a greater amount of RAM and storage*

Technology Equipment Kits

To provide an innovative, hands-on learning experience, Per Scholas has permanent tech kits available that will remain in the classroom. Tech kits are available only for certain courses. This only applies to in person classes.

Loaner Equipment

Learners who receive loaned equipment from Per Scholas understand that they must secure any and all loaned devices when not in use. All learners with equipment will report any damage, loss, or theft immediately to a Per Scholas team member. In the case of theft or loss, Per Scholas cannot replace the item; the learner will be required to secure backup equipment or will need to withdraw from the class for the duration of the training. In the case of theft, learners must obtain a police report identifying the item or items stolen and immediately report the theft, with the associated police report, to Per Scholas.

Loaner Equipment Return

If a learner does not have the necessary equipment specifications listed above, they may be given a loaner laptop. Once a learner completes the training, withdraws or is dismissed, the learner has 72 hours to return the equipment to Per Scholas by bringing it to the local site or by mailing it to the office with the prepaid label provided to the learner/graduate. Learners who fail to return the equipment within the allotted time frame may be subject to restitution.

Typical Class Schedule

Full-Time

- Classes are held every day, Monday - Friday.
- Each day consists of a 7-hour day, with 5.5 hours dedicated to class time.
- Lunch breaks are generally scheduled for an hour. There is also a 15-minute break in the morning and in the afternoon.
- Per Scholas instruction is a mixture of technical and professional development. The exact schedule varies per course.

- Outside of the class time, learners are expected to dedicate up to 2 hours daily for homework and review.
- Additional academic support is available on an as-needed basis and will be detailed in the course syllabus. (See Mandatory Tutoring Policy.)

Part-Time

- Classes are held on several days throughout the week and can take place during the mornings, afternoons, evenings, and/or weekends.
- Each class day consists of a specified block of hours, which includes instruction,
- assigned breaks, and tutoring.
- There will be days/hours dedicated to technical instruction as well as professional development.
- Additional academic support is available on an as-needed basis and will be detailed in the course syllabus*. (See Mandatory Tutoring Policy.)*
- Outside of the class time, learners are expected to dedicate up to 2 hours daily for homework and review.
- Lunch breaks are generally scheduled, and the time allotted may vary depending on the length of class. Additional breaks may be given throughout the day.

Participation Expectations

- Adhere to the class hours set forth by your instructor for the duration of the training.
- The instructor will monitor learner activity and presence throughout the day. Please note it is strongly encouraged that learners use video when connected, however, if due to connection issues, it is not possible, audio-only may be used, provided the roll call policy below is followed and the instructor is informed of the situation.
- Instructors may assign coursework, which will allow learners to turn off their cameras and work on a project/assignment.
- Complete coursework on time, whether in class remotely or via independent study assignments.
- Assignments must be submitted by 11:59 pm on the date they are due.
- Proactively communicate any connectivity or technology issues with your instructor or site staff immediately.
- Maintain professional and appropriate behavior at all times.
- Maintain integrity: All submitted assignments, quizzes, and tests must be the learner's own work.

Attendance Policy [In-Person/ Hybrid/Remote]

- Attendance is imperative in order to maintain academic requirements and successfully complete courses.

- Learners are expected to arrive on time and be ready to begin class promptly. This applies to all types of courses, whether on-premise, remote, and/or hybrid.
- Learners are expected to attend class for the full day whether on-premise, remote, and/or hybrid courses.
- If a learner foresees challenges with arriving to class before the start of training, they must email or call a site staff member if they are going to be late or absent.

- Anyone entering the classroom *after the designated start time* or *leaving class early* will be recorded as late. Individuals will also be recorded as late if they return from breaks and/or lunches after the return time designated by the instructor.
- Individuals will be recorded as tardy or absent if they do not arrive to class as scheduled.
- Communicating to a site staff member that you will be tardy or absent ***does <u>not</u> excuse the tardy or absence*.** This is what the allotted tardies and absences are for.
- Learners should not be working, driving, or otherwise distracted and unable to fully participate in the class.
- Missing 50% or more of the scheduled daily class time will result in an absence. Missing less than 50% of the scheduled daily class time will result in tardiness.
- The below chart outlines the allotted absences and/or tardies for classes that follow our typical schedules, and is based on the length of the class:

Class Duration	Allotted Absences	Allotted Tardies
18+ weeks	4 days	5 tardies
15-17 weeks	3 days	4 tardies
12-14 weeks	2 days	3 tardies
<12 weeks	1 day	2 tardies

boxes outlined in red indicate immediate placement on probation and possible removal from the course

Learner's time and attendance will be monitored by the Instructor and Professional Development Coach. Once a learner has one remaining late or absence, the learner will be issued a written warning via email that outlines their current attendance status based on the above chart. Additionally, once they've accumulated the allotted number of tardies or absences, they will be placed on probation for attendance and reminded that if they are absent or tardy again they may be dismissed from training.

Attendance Policy Exceptions [In-Person/Hybrid/Remote]

While the attendance policy is designed to ensure learners have intentional access to instruction and hands on learning opportunities, there are four exceptions to the attendance policy. Learners will be provided bereavement, civic time, immigration or public benefit appointment, and military service time off; this missed time will not count against the allocated absence/tardy for the course. It is imperative for learners to be proactive in communicating known absences as soon as possible to their instructor and coordinate with instructional staff to determine a suitable plan that ensures the

completion of any necessary coursework. Learners are not absolved to complete their coursework should any request be made and approved.

- **Bereavement Leave:** Learners are permitted bereavement leave for the death of an immediate family member. Learners will receive up to 3 days without attendance penalty. Members of immediate family include: spouses, domestic partners, parents, brothers and sisters, children, children of domestic partners, grandchildren, grandparents, parents-in-law and parents of domestic partners. Learners must inform their instructor if they will be absent, and complete all missed work within 1 week of returning to the classroom. If a learner's leave extends more than the allotted days, they may be asked to withdraw and will have the opportunity to re-apply for consideration in a future class.
- **Civic Time Off:** Learners will receive a ½ day to participate in any municipal, county, state or federal election, general primary or special primary without an attendance penalty. Learners must inform their instructor they will be absent, provide documentation, and complete any missed work by the close of the instructional week. In addition, if a learner is summoned for jury duty, they will receive time off to participate in the jury selection process without attendance penalty. Learners must inform their instructor of the summons, provide documentation and complete any missed work by the close of the instructional week. If a learner is selected for a jury, they will be asked to withdraw and will have the opportunity to reapply for consideration in a future class.
- **Immigration and Public Benefit Required Appointments**: Learners can receive a ½ day excused tardy per month to attend a required immigration or public benefit related appointments without an attendance penalty. To facilitate this process, learners must notify their instructors in writing at least 48 hours in advance of the anticipated meeting date.. Instructors will provide access to missed instruction and all assignments during the time of excused absences. Learners are required to complete all missed work within 48 hours.
- **Military Service Requirements**: Guard and reserve obligations may impact attendance. Learners are granted excused absences, allowing 1 day a month to fulfill weekend guard and reserve obligations. Additionally, any supplementary time required to meet these obligations will be assessed case-by-case. To facilitate this process, learners must notify their instructors in writing at least 48 hours in advance of any anticipated absences. Instructors will provide access to missed instruction and all assignments during the time of excused absences

Re-enrollment Policy

If a learner has to withdraw prior to successfully completing their course, they may have the opportunity to re-apply for consideration for a future course. All learners who wish to withdraw are required to inform the instructor and campus managing director of this prior to withdrawing for re-enrollment consideration.

Military Service

Members of the Armed Forces enrolled at Per Scholas may be readmitted under conditions where they are temporarily unavailable or need to suspend enrollment due to their service commitments. If a learner has to withdraw prior to successfully completing their course, they will have the opportunity to re-apply for consideration in a future class.

Note: Remote learners agree to not participate in or engage in any program activities, including logging on to access any course materials, if for any reason at all they must travel outside of the U.S.

General Rules

- Theft of company property or property of any Per Scholas staff or fellow learners, including intellectual property, may result in immediate dismissal from the course. At no time will learners use their computer or one provided to them for illegal, offensive, abusive, pornographic, or violent purposes nor to violate the privacy or copyright, patent, trademark or other intellectual property rights of others.
- Under no circumstances should learners solicit funds, request donations and/or favors from other Per Scholas learners or Per Scholas staff.
- Learners are prohibited from recording cohorts by any means without explicit authorization. Unauthorized recording may result in civil and/or criminal liability.
- Loaner Laptop MUST be returned upon withdrawal, dismissal, or at the end of the cohort.
- Learners certify that the information provided on their application is true. Any intentional falsification of information may result in immediate dismissal or removal from the course. This includes but is not limited to, any and all enrollment documentation, such as Proof of Address, Proof of Education, etc.
- Willful destruction of company property or property of Per Scholas staff or fellow learners will result in immediate dismissal from the course.
- No alcohol or illegal drug consumption is allowed before or during class hours. Learners who are visibly under the influence of drugs or alcohol may result in immediate dismissal from the course. Many employers have the right to test for drugs as part of their pre-employment screening process; learners should be aware that decisions regarding drug use during the course period may affect their future employability. No possession of alcohol or illegal drugs is allowed.
- Smoking and/or vaping is not allowed in any Per Scholas site, building, or remote learning environment. Smoking is allowed in designated places only with the appropriate disposal of smoking-related trash, i.e. cigarette butts, cigarette wrappers, etc. Anyone violating this policy may result in dismissal from the course.
- Possession of any dangerous weapon while in the building or classroom setting will result in immediate dismissal from the course. Threatening, intimidating, or physically

harming any staff, affiliate, or fellow learner will result in immediate dismissal from the course.

- Be friendly and respectful to your instructor, fellow learners, and Per Scholas staff members. Learners are required to conduct themselves in a professional manner. Learners that are deemed disruptive, argumentative, or unprofessional may be removed from the training.
- Profanity, discriminatory remarks, and general or sexual harassment in the workplace are inappropriate, unprofessional and not permitted. This applies to the entire building, any areas surrounding the building, and at any corporate engagement events provided as part of the training at any corporate provided facilities, and on all digital communication channels used for Per Scholas purposes. Inappropriate comments and conversations are not allowed at any time. Any discriminating or derogatory remarks or behavior against staff or another learner in reference to religion, culture, race, sex, gender identity, sexual orientation, disability or other identity markers are grounds for immediate dismissal from the course.
- Willful violation of safety rules and/or safety procedures that place you, a fellow learner, and/or staff in danger will result in immediate dismissal from the course.
- As part of Per Scholas' security procedures, all learners' bags and belongings are subject to random inspection without advanced notice.
- Learners participating in onsite activities or learning are required to comply with building and office rules, including participation in fire drills, temperature screenings, and mask mandates.
- Seat offer acceptances are contingent upon learners meeting all minimum requirements, including residence. Learners must reside within eligible distance from the campus or within eligible National Remote areas. If your residence changes at any time during your matriculation at Per Scholas, you agree to inform staff and acknowledge that such a change may affect your eligibility to continue participating in our training program.

Professional Dress Code

When attending class you are expected to dress in business casual attire (see examples below). Some professional development days will require business professional attire (see examples below).

Business Casual Attire:

- Examples: Collared shirts, polo shirts, sweaters, blouses, dress shirts, dress pants, slacks, khakis, skirts (knee-length or longer), flats, low-heeled shoes, dress shoes.

Business Professional Attire:

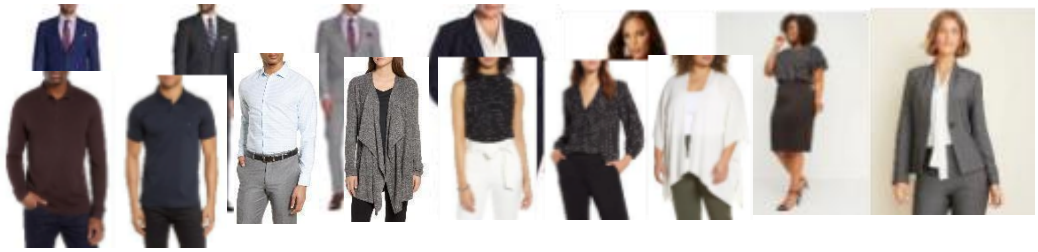
- Examples: Suits, dress shirts, ties, professional dresses, blouses with blazers, dress shoes.

Casual Days: Your instructor may occasionally designate “casual” days. On these days, you may wear business appropriate casual attire. clothing must be clean, in good condition, and appropriate for a casual work environment. Athletic attire, shorts, or leggings are not permitted.

If you are dressed outside of the guidelines listed above, a staff member will provide a coaching session to support you in adhering to the dress code. Ongoing failure to adhere to these guidelines (more than 3 coaching conversations) will result in the learner being reviewed for possible dismissal from the cohort.

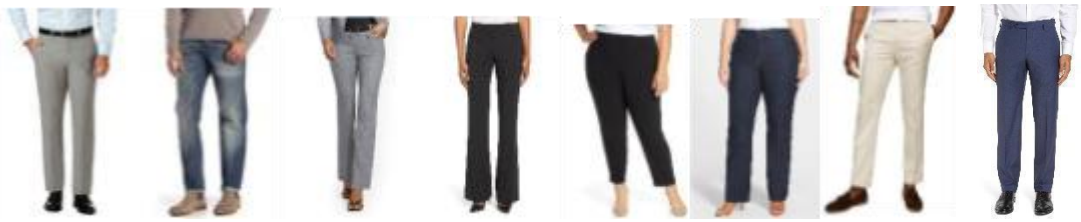
Acceptable and appropriate business casual/professional attire is described as follows:

- Suit, dress, skirt, blazer, sports jacket



- Polo and button-down shirts, blouses, shells, sweaters, shrugs, wraps, cardigans, and dusters.

- Dress pants, khakis, suits, and jeans **(on jeans specific days)**.



- Business Casual and professional footwear.

Religious headgear is acceptable. No other hats, caps or other headgear may be worn while in the building or during training hours.

Professional Behavior

- Discriminating or derogatory remarks or behavior against another learner or staff based on age, religion, culture, disability, race, gender identity, sexual orientation, or other identity markers are grounds for immediate dismissal from the course. Offenders will also be barred from accessing job attainment support, alumni programming, Learner Support Team support and will be ineligible for re-enrollment in future training.
- Learners who engage in non-Per Scholas-approved forums or discussion boards, such as Discord or Telegram, do so at their own risk. Per Scholas is not responsible for any situations or issues that arise from participation in these unofficial platforms.
- All enrolled learners are required to create a professional Google email address.
- While in all Per Scholas spaces, both in-person and remote, learners are expected to conduct themselves professionally and refrain from using profanity or any other language deemed inappropriate in the workplace. Additionally, any form of sexual harassment or physical assault will not be tolerated and will result in immediate disciplinary action, up to and including dismissal from the course.
- Cell phones are to be silenced and not in sight during class. Calls are limited to breaks and lunch.
- Per Scholas does not condone cheating in any form or the use of outside study materials. Learners enrolled in training will be provided with approved study materials. Materials that are not CompTIA or Per Scholas approved may not be used before written approval. Any newly found study materials should be submitted to the instructor for approval. Anyone found cheating or using or passing around unauthorized materials may be dismissed from training.
- Supplementary materials such as a bookbinder, USB storage drive, pens, and notebooks are the responsibility of the learner. Any materials issued to the learner must be brought to class daily.
- Inappropriate use of Per Scholas technology is prohibited. Under no circumstances should a learner surf any unrelated non-IT websites. While using Per Scholas technology, learners may only access websites as directed by their instructor or staff. Entering any unauthorized website may result in immediate dismissal from the course.

Academic Performance

Learners will be required to maintain a 70% exam average as indicated in the Course Outline, including career development curriculum.

Mandatory Tutoring Program Policy

If a learner is struggling with their grades, prior to dismissal from the training course, mandatory tutoring sessions will be required in order to get the learner's exam grade point average (GPA) at or above 70%.

- The same day a learner's exam GPA falls below 70%, the technical instructor will issue a probation letter requiring the learner to achieve an average score of at least 70% on their next 2 exams.
- If a learner's overall grade doesn't improve (overall grade at or above 70%) in the next two (2) assessments, it may result in dismissal from the course.
- As a condition of probation, the learner must participate in tutoring every day Monday-Friday, until the required exam GPA is obtained. Dates and times are set by the instructor and documented in the course syllabus. Learners must complete all coursework assigned as part of tutoring.
- **Tutoring is mandatory.** If a learner refuses to participate in mandatory tutoring, they will be dismissed from training. If a learner misses 2 sessions of mandatory tutoring without a valid reason, they will be dismissed from the training course.

Grades & Graduation Requirements

Grading

At the end of each course, each learner is assigned a final numerical grade using the following format:

Numerical Grade	Letter Grade Equivalent
90-100	A
85-89	B+
80-84	B
75-79	C+
70-74	C
65-69	D
64 and below	F

Graduation Requirements

Learners who successfully meet the requirements for graduation will receive a certificate of completion. At a minimum, learners must achieve the following:

- A 70% or higher GPA (grade point average).
- Completion of the full length of the course.
- Completion of all required examinations.
- Adherence to the school attendance policy.
- Submit all required coursework, including lab exercises and projects, and all Professional Development assignments, including the professional development job readiness assessment.
- If the course leads to a certification, learners must take the certification exam(s) (learners who fail the exam are still eligible to graduate).

Academic Probation

Learners must maintain academic progress toward the completion of the course. In addition to ongoing feedback, learners have a 1:1 meeting with the technical instruction team (Instructor or Teaching Assistant) to review their progress in the course. Learners will have at least two 1:1's with the Professional Development Coach and Learning Support Team (LST) [Social Worker and Financial Coach] to ensure all supplemental assignments are completed to meet course completion requirements.

A learner who has not maintained a 70% average after the 4th week of the course will be placed on academic probation. The learner will be immediately informed both verbally and in writing. An action plan will be created to assist the learner. For instance, the learner will be required to attend mandatory tutoring, which we provide to assist the learner in improving his/her academic performance. Mandatory tutoring is offered before and/or after class with the Instructor, a Teacher's Assistant, or a Student Mentor. Learners may be required to join a study group. A learner who does not improve his/her performance by the date given in the probationary letter will be dismissed from the course.

General School Policies

- Theft of company property or property of any Per Scholas staff or fellow learners will result in *immediate termination* from the course.

- Willful destruction of company property or property of Per Scholas staff or fellow learners will result in *immediate termination* from the course.

- No alcohol or illegal drug consumption is allowed before or during class hours. Learners who appear to be under the influence of drugs or alcohol will be subject to *immediate termination* from the course. Many employers have the right to test for drugs as part of their pre-employment screening process; participants should be aware that decisions regarding drug use during the course period might affect their future employability. No possession of alcohol or illegal drugs within the building is allowed.

- Possession of any dangerous weapon while in the building or classroom setting will result in *immediate termination* from the course. Threatening, intimidating, or physically harming any staff, affiliate or fellow learner will result in *immediate termination* from the course. Anyone with Peace Officer status must register his/her weapon with the local police precinct or Sheriff's office every day prior to attending classes.

- Willful violation of safety rules and/or safety procedures that place you, a fellow learner, and/or staff member in danger will result in *immediate termination* from the course.

- As part of Per Scholas' security procedures, all learners' bags and belongings are subject to random inspection without advanced notice.

Classroom/Lab Rules

- Cell phones are to be turned off during class. Calls are limited to breaks and lunch.
- Per Scholas does not condone cheating in any form or the use of outside study materials. Participants enrolled in a course will be provided approved study materials. Materials that are not CompTIA or Per Scholas approved may not be correct or legal. Anyone found to be cheating or to be using or passing around unauthorized materials will be subject to *immediate termination* from the course.
- Supplementary materials such as a bookbinder, CD, DVD and USB storage drive are the responsibility of the learner. Any manuals issued to the learner must be brought to the class on a daily basis.
- Inappropriate use of school technology is prohibited. Under no circumstances should a learner surf pornographic websites. Entering a pornographic site will result in *immediate termination* from the course. All Internet usage is monitored internally.
- All learners are required to clean up after themselves after lunch and breaks.

Class Cancellation

Per Scholas is committed to providing every learner with the opportunity and support needed to complete a course from start to end. If, for any unforeseen reason, a course in session must be canceled, learners will be immediately notified. Additionally, learners impacted by a course cancellation will be given first seating priority to join an upcoming class.

A minimum of 4 weeks, but up to 6 weeks before the class is scheduled to begin, learners impacted by a canceled course will be contacted and notified of the upcoming class start date. If there are multiple start dates for the same course, the learner can select the start date that best meets his/her needs. No documentation will be required to begin the course.

Standards of Conduct, Academic Integrity, and School Procedures

The faculty of Per Scholas expects the conduct of all school learners to be consistent with that of a professional.

Standards of Conduct

- Learners are required to conduct themselves in a professional manner. Learners are expected to demonstrate courtesy, honesty, and respect to your instructor, fellow learners and Per Scholas staff members. Learners who are deemed disruptive, argumentative, disrespectful, or unprofessional may be removed from the course.
- Similarly, learners should expect faculty to treat them fairly, showing respect for their ideas and opinions and striving to help them achieve maximum benefits from their experience in the school.
- Profanity, discriminatory remarks, and general or sexual harassment in the workplace are inappropriate, unprofessional, and not permitted. This applies to the entire facility and any areas surrounding the building. Inappropriate comments and conversations are not allowed at any time. Any discriminatory language or derogatory remarks or behavior against staff or another learner in reference to religion, culture, race, sex, or sexual orientation are grounds for *immediate termination* from the course.
- All enrolled learners are required to create a professional e-mail address. No nicknames or slang terms are allowed.
- While in the building, class or learner lounge, learners are expected to refrain from using profanity.

Academic Integrity

At Per Scholas, we uphold the principles of integrity, ethics, and academic honesty. As Per Scholas is focused on fostering a strong learning community and professional skill development, we are committed to providing a fair and inclusive environment for all of our learners. Plagiarism is

a severe offense that undermines the learning process and violates the trust of our community. This section outlines our stance on plagiarism and the consequences that may arise if any instances of plagiarism are identified.

Plagiarism is the act of presenting someone else's work, ideas, code, or any other form of intellectual property as one's own without proper attribution or permission. This includes but is not limited to copying code from external sources without giving appropriate credit, submitting work authored by others as your own, and failing to cite or reference external resources used in assignments or projects.

Examples of Plagiarism

- Copying answers, code, or assignments from another learner, website, and/or any internal or external party.
- Allowing another person or external entity (e.g. Jasper, ChatGPT, etc.) to complete coursework or assessments on the learner's behalf. No outsourcing is allowed.
- Sharing the solution of an assessment and/or completing another learner's assessment. (This infraction will result in both learners receiving a plagiarism flag.)
- Broadcasting, streaming, or sharing the recording of the completion of an assessment.

Consequences of Plagiarism Plagiarism is taken very seriously at Per Scholas, and any identified instances will not be tolerated. Depending on the severity and frequency of the plagiarism, the consequences may vary.

Kick-off Meeting: A full-day introduction to the course is held prior to the start of each new class. Learners receive information about the course, school rules and regulations, the attendance policy, academic requirements, and a description of all services Per Scholas provides. In addition, learners meet the faculty, and are provided with their contact information.

Communicating with Learners: Communication is critical to success in the course, and during the post-graduation job search. All learners are expected to respond quickly to all requests from the instructional team and the general administrative staff.
Communication could be in person, as well as via e-mail and phone calls. Learners are expected to respond within 24 hours to requests for information, job opportunities, and other important matters that affect the learner's coursework and ability to locate a job. Additionally, learners are expected to inform the Administrative Staff of any changes in their e-mail or home/cell number.

Personal Property: The school cannot assume liability for loss or theft of personal property or for damage to personal property on the school premises. The use and care of personal property is the responsibility of the learner.

Procedure for Handling Alleged Violations of Standards of Conduct

A faculty member who observes or suspects a violation of the standards of conduct may have occurred will bring the matter to the school's site Managing Director.

Meeting with the Managing Director

Upon receipt of an alleged violation, the school Managing Director will schedule a meeting with the learner and faculty member who made the allegation to review the evidence and circumstances. The school Managing Director will inform the learner about the charges and provide a summary of the facts, which support the charges. The learner will have an opportunity to explain their interpretation of events.

Action by the Site Managing Director

Upon careful review of the facts and interviews with the faculty and learner, the school Managing Director will decide. If it is determined that the learner did, in fact, violate the Standards of Conduct, he/she may be issued a warning notice, letter of probation, or dismissed from the course.

Procedure for Handling Alleged Theft or Vandalism of Materials or Equipment

Theft of books, materials or equipment belonging to Per Scholas or vandalism to the facility are prohibited. If a faculty member discovers a suspected instance of theft or vandalism, the following procedures will be followed:

- The name of the suspected learner will be requested.
- A brief report of the incident will then be prepared by the faculty member involved in discovering the occurrence and forward the report to the school Managing Director.
- If the incident appears to be a clear instance of attempted theft or vandalism, based on the judgment of the faculty member and Director, the Director may choose to take disciplinary action. Such action can involve filing criminal charges or dismissal from the training, or both.

Procedure Used in Cases of Alleged Misuse of Information Resources

Information resources include any information in electronic or audio/visual format or any hardware or software that makes storage and use of such information possible. For example, electronic mail, local and external databases, proprietary curriculum or other written materials, and photographs owned by Per Scholas.

In accordance with established practices, policies, and procedures, confirmation of inappropriate use of Per Scholas resources may result in termination from the course, disciplinary review,

and/or legal action. The school characterizes as unethical and unacceptable any activity through which an individual:

- Violates such matters as the school's or a third-party copyright or patent protection
- Violates authorizations, as well as license agreements and other contracts
- Interferes with the intended use of the information resources
- Seeks to gain or gains unauthorized access to information resources
- Destroys, alters, dismantles, prevents rightful access to without authorization, or otherwise interferes with the integrity of computer-based information and/or information resources
- Without authorization, invades the privacy of individuals or entities that are creators, authors, users, or subjects of the information resources

If a learner is accused of participating in any of the above activities, the procedures outlined in the above section on *alleged theft or vandalism of materials or equipment* will apply.

Non-Discrimination Policy

Per Scholas is committed to equal opportunity in admission and employment. It is the policy of Per Scholas to provide equal opportunity for all qualified applicants, learners and employees and to prohibit discrimination based on race, color, gender, religion, national origin, age, sexual preference, disability, or marital status. Related inquiries should be addressed with the school Director.

Sexual Harassment Policy

Per Scholas maintains an academic and work environment free of sexual harassment for learners, faculty and staff. Sexual harassment is illegal and it will not be tolerated. Sexual harassment is prohibited in the employment context by Title VII of the 1964 Civil Rights Act, in the education context by Title IX of the Educational Amendments of 1972 and the Missouri Human Rights Act. A claim under this policy may be brought by the school or by a faculty, staff or learner of the school based on the conduct of any school employee. Sexual harassment is a very serious matter having far-reaching effects on the lives and careers of individuals. Intentionally false accusations can have a similar impact. Thus, the charge of sexual harassment is not to be taken lightly by a charging party, an accused party, or any member of the school. A person who knowingly and intentionally files a false complaint under this policy is subject to disciplinary action.
Sexual harassment by a staff member or learner is grounds for immediate termination from the school (employee) and from the course (learner).

Referral Services:

Learner services and counseling are provided to learners who need assistance with personal problems that could interfere with the training. Per Scholas services are augmented by a strong

network of local community resources that provide learners with services based on need. When necessary, learners are referred to other service providers for support services.

Additional services for learners included:

- Wealth building through financial capabilities training;
- Wellness building by providing a range of wellness tool;
- One-on-one coach; ● Tutoring services.

Career and Professional Development:

Per Scholas utilizes Career Development to coach learners in developing essential technical skills along with soft skills and the readiness required to excel in their chosen careers. Learners will learn critical skills including, but not limited to, Project Management, Corporate Speakers, Mock Interviews & Resume Coaching, Collaborative Mindset, and Networking Opportunities. Below is an overview of professional development provided to learners (the schedule will vary depending on the length of the course).

Employment Services and Assistance:

All graduates of the training courses are assigned to work with the Talent Solutions team for support in finding and obtaining employment.

Per Scholas has been successful in assisting our graduates in obtaining industry- recognized professional credentials and becoming employed upon completion of the training course. Upon the successful completion of the course, learners will be eligible for job referral assistance. While job search services may be provided, it is understood that Per Scholas does not promise or guarantee employment to any learner or graduate.

Learners receive employment preparation training through the Professional Development training classes. Working independently, and with assistance from a Professional Development Coach and the Talent Solutions team. Learners research job opportunities and receive job referrals for positions available at small, mid-size and large companies that work with Per Scholas.

Job Readiness Assessment

Learners conclude this area of focused development with a Job Readiness assessment which must be passed to graduate. The Job Readiness assessment includes two presentations: one at the midpoint of the training and another at the end. The learner completes these for their Talent Solutions representative and is graded upon a rubric. The areas assessed include Elevator Pitch, Resume, LinkedIn, Professional Presentation, Job Hunting Spreadsheet, and Interview Questions.

Our primary goal is to better prepare learners for entry into the workforce. Ultimately, Per Scholas aims for higher job attainment rates among our graduates. We are ensuring that our graduates are not only equipped with the technical skills but also possess the soft skills and readiness required to excel in their chosen careers.

Learner Transcripts and Records

Each learner is entitled to a transcript upon request at the end of a course. Official transcripts, with the school's official seal, are sent by the school to other institutions, upon request from the learner, in writing.

Purpose of Learner Records

The school collects information about learners and maintains learner records for the purposes of counseling learners and assisting them in the completion of their training. The school also uses information from learner records to collect and analyze statistical information to improve instruction and services delivered to learners. Information on learner outcomes is also shared with funders. Learner records are kept by Per Scholas in a secure database for up to seven (**7**) years from the date of enrollment, or longer based on the state's requirements.

Information in Learner Records

Five basic categories of information are included in learner records:

1. Admissions materials, including the application for admission, test scores, and essay
2. Financial information supplied by learners and/or parents and correspondence
3. Official school academic information, including a copy of the learner's progress reports, test scores, and other correspondence

Access to Learner Records

Any learner currently or formerly enrolled in the school may examine all materials in his/her record. Learners who wish to examine their records shall file a written request with the director. Every attempt will be made to schedule an appointment for the learner to review the record. Access to a learner's record will not be delayed for more than one week. Once a request has been received, no material shall be removed from the file until the learner has reviewed it. All records shall be examined in the presence of a faculty member of the school.

The school's Agents, Director and appropriate staff members will have direct access to learner records, as their particular responsibilities require.

The school's Managing Director may provide information from learner records to other staff members who demonstrate a need to know, consistent with their official functions for the school

and consistent with normal legal and professional practices. Other than public information, persons outside the school shall be given personally identifiable information from learner records only upon the specific written authorization of the learner involved except: • When the request is made by a sponsoring partner organization; or

- Disclosure is required by subpoena or by federal or state law; or
- In connection with a learner's application for, or receipt of, financial aid; or
- In connection with studies conducted for the purpose of school evaluation, administration of learner aid programs or improvement of instruction; or
- When there is a health or safety emergency

All persons or organizations receiving such information shall be notified in writing that they may use it only for the purpose for which it was furnished. They may not make it available to others without obtaining the written consent of the learner involved, and that they must destroy it when it has served the purpose for which it was intended.

Tuition

Per Scholas provides training at no direct cost to the learner. The cost of training is financed entirely by Per Scholas through private, corporate, foundation or government funding. The cost of each course may differ based on the course type and length of course.

Course	Training Cost *Amount reflects cost per individual learner*	Learner Supplies *Amount reflects cost per individual learner*
AWS re/Start UCI #1001.1	$10,051	$50
Cybersecurity Analyst - UCI #1001.1	$9,570	$531
Full Stack Software Development - MERN - UCI #1018.1	$10,051	$50
Salesforce Administrator-UCI 1029	$9,901	$200
IT Support - UCI #1024	$9,470	$631

RTT IT Support - UCI #1025.1	$9,470	$631
IT Support - UCI #1023.1	$9,470	$631
IT Support - UCI #1017.1	$9,470	$631
Java Developer	$10,051	$50

Refund Policy

Learners who withdraw prior to the end of the course should immediately notify their instructor. A learner will be required to officially withdraw from the course by submitting their intent to withdraw in writing to the instructor.Since Per Scholas provides training opportunities to individuals that enroll in a course at no direct cost to them, learners who discontinue training are not eligible to receive any refund of the cost of training. Any refund required by a funder, will be provided directly to that funder as required. However, learners who receive course materials and equipment will be required to:

1. Return any textbooks or supplies accepted.
2. Return any computer/technology equipment issued for their use during the training.
3. Per Scholas courses are offered at no-cost to the learner. Any reimbursement for all or a portion of any tuition paid will go to the funder. A refund to the funder will be based on the date of physical withdrawal. The refund of tuition will be made according to the schedule outlined below and paid to the funder, as required.

If Termination Occurs	School Will Retain
0-15% of the program	0%
16-30% of the program	25%
31-45% of the program	50%
46-60% of the program	75%
After 60% of the program	100%

Learners who do not pay tuition directly to Per Scholas do not qualify for reimbursement for payment or time invested in the training course. Funders requiring reimbursement on behalf of a learner will have funds returned.

Payment Method: The cost of training is provided by a third party and as a result, any reimbursements may go back to the source.

Alumni Services

Through the Per Scholas Alumni program, graduates are offered a number of advancement program throughout the year, based on instructor availability, funding, job market demand, scheduling and other related factors. These programs are only open to graduates of our full-time day programs. All Per Scholas graduates will receive notification via email whenever alumni programs are being offered.

Additionally, graduates can continue to receive support and assistance in the following areas:

- Financial advising;
- Job replacement assistance;
- Additional professional development.

Alumni services are available to all graduates of a Per Scholas training course for up to two years after graduation.

Consents

CONSENT TO NON-FRATERNIZATION POLICY

To create an effective, safe learning environment, Per Scholas requires all learners and staff members to maintain a professional and ethical relationship at all times. Learners are prohibited, under any circumstances, to engage in any improper fraternization or personal, romantic relationships with other learners or staff members during training. Inappropriate behavior includes, but is not limited to:

- flirting

- making suggestive comments
- dating
- requests for sexual activity
- physical displays of affection
- giving inappropriate personal gifts
- engaging in sexual contact and/or sexual relations.

Any learner who believes that he/she has been subjected to inappropriate behavior as enumerated in this policy by a Per Scholas learner or staff member, or any third parties who have knowledge of or witness any possible occurrence of inappropriate fraternization, shall report the incident to the Site or Managing Director. If the incident involves the Site or Managing Director, the learner shall report to the Chief Training Officer, or the designated individual in the interim role, if applicable. In all events, such reports shall be forwarded to the Director of Human Resources for further investigation; the anonymity of the complaints will be maintained during the investigation. Per Scholas shall promptly investigate all complaints of inappropriate fraternization and take prompt corrective action to stop such conduct if it occurs. Per Scholas prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participate in the investigation of allegations of inappropriate fraternization.

You hereby consent and agree to comply with Per Scholas' Non-Fraternization Policy, which requires that all training enrollees and staff members maintain professional and ethical relationships at all times.

CONSENT TO RECORD COURSE

You understand that the audio and video portions of the Per Scholas training course you are participating in are being recorded by Per Scholas. You consent to the use of these recordings for 1) use by instructors and learners to refer to and review during the course of the training, and 2) for Per Scholas' own quality improvement purposes. These recordings will not be used or shared externally unless required to do so pursuant to subpoena, judicial action or national, state or local governmental regulations or requirements.

CONSENT FOR RELEASE OF PERSONAL INFORMATION

As a condition of enrollment in any Per Scholas course, the undersigned hereby permits and authorizes Per Scholas, Inc. (PS) to release my personal information to other organizations in order to do one or more of: (i) obtain employment for me, (ii) satisfy requirements for information from organizations which funded in whole or in part the cost of the education I have received, or may be eligible to receive, from PS, (iii) respond to requests for information from government agencies that regulate PS, (iv) conduct research on behalf of PS for the purpose of improving PS course offerings and/or analyzing PS course success rates, (v) secure additional funds for current or future PS services or courses, (vi) enable PS to provide services to me which I have requested,

and/or (vii) other business purposes as PS deems necessary. This information may include but is not limited to,, name, age, date of birth, race, social security number, my income, employment status, resume, address, and other information that may otherwise be confidential. PS will request that the recipients of any such information which is identifiable keep such information confidential, but PS cannot guarantee that such recipients will do so. Personal information does not include aggregated or de-identified information.

PS will never sell such information (if identifiable to the undersigned) to any other person or entity and will not use such personally identifiable information for marketing purposes.

The undersigned hereby instructs any credit reporting agencies selected by PS to supply to PS credit reports regarding the undersigned as and when PS so requests for the purposes of verifying my employment post program completion. In addition, the undersigned consents to PS obtaining employment and salary information and history directly from employers or other sources of such information post-graduation.

It is understood that the undersigned may revoke this consent at any time after the termination of the course in which they are enrolled. Any such revocation will only apply to disclosures occurring after such revocation and may result in the termination of any future education or trainings. In addition, where a learner record at any time during a learner's participation in the program is tied to funding, such revocation will take effect at the latest of either:

(1) learner withdraws or is dismissed from the program; or
(2) once all disclosures required by the funder are complete

It is understood that the undersigned must inform PS via email to admissionsadmins@perscholas.org of any corrections needed to be made to such information, in which case PS will correct its records as requested.

PS complies with all laws regulating the disclosure of personal information of others and will do its best to maintain the confidentiality of such information, subject to the above consent.

In addition, Per Scholas must comply with any lawful request by any governmental agency or Court of competent jurisdiction, and the above revocation shall not apply in such instances.

CONSENT TO PHOTO AND VIDEO RELEASE

I hereby permit and authorize Per Scholas and its employees, representatives, contractors, and personnel who are acting on behalf of Per Scholas to the use and reproduction of and all

photographs, digital images, video recordings, or audio recordings made of me in conjunction with my image, likeness, and/or appearance.

I permit and authorize photographs, digital images, video recording, or audio recording of me to be used in their entirety and/or edited versions as deemed necessary by Per Scholas, including the use of images, video and/or audio recordings on websites, social media, or in Per Scholas's marketing materials, advertisement, and publications and waive any right of compensation or ownership thereto.

I further agree that the use of any photographs, digital images, video recordings, or audio recordings of me confers upon me no rights of ownership whatsoever. I release and forever discharge Per Scholas and its employees, agents, representatives, contractors, and personnel who are acting on behalf of Per Scholas from liability for any and all claims, demands, actions, and causes of action, whether known or unknown, that I or any third party have now or may have in the future in connection with the use of any photographs, digital images, video recordings, or audio recordings of me.

By my signature below, I acknowledge, understand, and agree to the above release, waiver, and authorization to permit Per Scholas to use any and all photographs, digital images, video recordings, or audio recordings made of me in conjunction with my image, likeness, and/or appearance.

JOB ATTAINMENT ACKNOWLEDGEMENT *(FOR PARTNERED CUSTOMIZED COURSES ONLY)*

- You confirm that you are genuinely and in good faith interested in possibly working for our employer partner and their clients, and therefore, if selected, will interview in good faith for such employment with that company.
- As a part of the employer partner's interview process, you may be asked to submit to a background check and/or drug screen and acknowledge you will in good faith follow through with the company's hiring processes.
- You acknowledge that our employer partner is the decision-maker in interview eligibility, and agree to give any interviews or job offers extended by them within 45 days of graduation primary consideration.
- At the end of the 45 day period, if not selected for a position with our employer partner but otherwise in good standing with Per Scholas, you become eligible for additional Per Scholas alumni career services assistance outside of that employer partner.

Grievance and Appeal Procedures

Learners who have a complaint or who would like to appeal a dismissal must request in writing an appointment for an interview with the Per Scholas Institute of Technology Managing Director. The written request should include the following information:

1. Learner's full name, last four digits of their social security number (or learner ID number), and current address
2. A statement of the concern including dates, times, instructors, and if applicable, other learners involved
3. Date of complaint letter and signature of the learner
4. Three dates in which the learner would be available for a meeting with the school Director. These dates should be within five (5) business days of the complaint.

The school Director will contact the learner in writing within three (3) business days of receiving the appointment request with an appointment date to meet and discuss the concern(s). Every effort will be made to bring an amicable closure to the concern.

A decision regarding the complaint will be made within three (3) business days of the meeting with the Managing Director. If the decision is not satisfactory to the learner, the learner should contact the Managing Director by email to request an appeal of the decision. Within five (5) business days, the Managing Director will schedule a panel of instructors to hear the learner's concerns and they will be asked to assist in bringing a resolution to the concern(s) and/or appeal. The learner will be notified in writing within three (3) business days of the outcome of the appeal meeting. The decision of the appeal panel will be final.
If the learner's complaint cannot be resolved after exhausting Per Scholas' grievance procedure, the learner may file a complaint with the NYS Bureau of Proprietary School Supervision. The learner must contact the State Board for further details. The State Board address is:

New York State Education Department
116 West 32nd Street, 5th Floor
New York, New York 10001
Attention: Bureau of Proprietary School Supervision
(212) 643-4760

Contacting The School

Issues Concerning…	Contact…	Method…
Matters relating to general policies	Managing Director	Email
Interests and welfare of the school	Managing Director	Email
Faculty	Managing Director	Email
Admissions	Manager of Recruitment and Admissions	Email
Contributing to the school	President	Email

Inquiries about our training or how to apply	newyorkinfo@perscholas.org	Email
Transcript Requests	Manager of Recruitment and Admissions	Email
General Information	info@perscholas.org	Email

Disclosure Statement

The learner should be aware that some information in the catalog may change. It is recommended that learners considering enrollment check with the school Managing Director to determine if there is any change from the information provided in this catalog. In addition, a catalog will contain information on the school's teaching personnel and course/curricula offered. Please be advised that the Education Department Bureau of Proprietary School Supervision separately licenses all teaching personnel and independently approves all courses and curricula offered. Therefore, it is possible that courses/curricula listed in the school's catalog may not be approved at the time that a learner enrolls in the school or the teaching personnel listed in the catalog may have changed. It is again recommended that the potential learner check with the school Managing Director to determine if there are any changes in the courses/curricula offered or the teaching personnel listed in the catalog.

Per Scholas Headquarters

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