



## Student Catalog

Message from the President:

We would like to welcome you on this new chapter of life. We look forward to assisting you as you move forward with your career goals.

### About PWC Training

**Mission Statement:** Bridging the career goals of our students through certification.

**Office Hours of Operation:** Monday through Saturday 9:00 am to 3:00 pm

**Marietta Campus:** 2470 Windy Hill Road SE Suite 253 – Marietta, GA 30067

**Training Team:** Corey Douglas

### Methods of Delivery

**On-Campus Classroom:** A traditional course delivery, with an instructor teaching the class

**Remote Classroom:** A traditional course delivery, but the class interaction is via video conferencing

**Online Course:** Complete Online Courses that require regular attendance, but provide access to an instructor that can answer any questions that the student may have.

### Programs of Study

**Certificate in Cybersecurity:** 4 weeks (Full Time) or 8 weeks (Part Time)

Tuition \$3,000.00 Other Expenses: \$2779

#### **On-Campus Classroom, Virtual Classroom, or Online Course**

Admissions Requirement: IC3 GS4 Fast Track Assessment will be given. The student will need to score 70% or higher for program admission

**CompTIA A+:** This course prepares students to work as computer support and bench technicians by teaching the fundamentals of PC and peripheral hardware and software selection, installation, maintenance, and troubleshooting. It prepares students to pass the two exams, CompTIA A+ 220-1001 and 220-1002, required for CompTIA A+ certification.

CompTIA Network+: This course prepares students to design, configure, install, manage, and troubleshoot network hardware and software. It prepares students to pass the CompTIA Network+ N10-007 examination.

CompTIA Security+: This course prepares students to manage security issues as an IT professional by teaching the fundamentals of cybersecurity. It prepares students to pass the CompTIA Security+ SY0-601 exam.

**Included Certification Examinations:**

- CompTIA A+
- CompTIA Network+
- CompTIA Security+

These proctored certification exams are delivered at the completion of their courses.

**Certificate in Office Technologies:** 5 Weeks (Full Time) or

Tuition \$4,000.00 Other Expenses: \$867.00

**On-Campus Classroom, Virtual Classroom, or Online Course**

Admissions Requirement: IC3 GS4 Fast Track Assessment will be given. The student will need to score 70% or higher for program admission

This set of courses will prepare students for five certifications that will set them apart from many others in the workforce. The widest used office application suite, with the widest used bookkeeping application.

Introduction to Computers: Fundamentals of using a Windows PC and electronic communications

Introduction to Microsoft Office: Fundamental usage of Microsoft Word, Excel, PowerPoint, and Access.

Microsoft Office Specialist Word: Word Processing

Microsoft Office Specialist Word Expert: Advanced level Word Processing

Microsoft Office Specialist Excel: Spreadsheets

Microsoft Office Specialist Excel Expert: Advanced Level Spreadsheets

Microsoft Office Specialist Outlook: Communication and Scheduling

Microsoft Office Specialist PowerPoint: Slide Show Presentations

Intuit QuickBooks: Bookkeeping

**Included Certification Examinations:**

- Microsoft Office Specialist Word
- Microsoft Office Specialist Word Expert
- Microsoft Office Specialist Excel
- Microsoft Office Specialist Excel Expert
- Microsoft Office Specialist Outlook
- Microsoft Office Specialist PowerPoint
- Intuit QuickBooks

These proctored certification exams are delivered at the completion of their courses.

**Certificate in Restaurant Management:** 5 Weeks Tuition \$3,000.00 Expenses \$427.00

**On-Campus Classroom, Virtual Classroom, or Online Course**

Admissions Requirement: IC3 GS4 Fast Track Assessment will be given. The student will need to score 50% or higher for program admission.

Controlling Foodservice Costs: This course will cover the importance of proper food costs management in a hospitality based organization.

Hospitality Human Resources Management & Supervision: This course will cover the importance of human resource management in a hospitality based organization.

Hospitality and Restaurant Management: This course will cover the importance of proper operational management in a hospitality based organization.

Customer Service: This course will cover the importance of proper customer service in a hospitality based organization.

ServSafe Food Protection Manager: This course will cover the importance of proper safety and sanitation in a foodservice operation.

**Included Certification Examinations:**

- ManageFirst: Controlling Foodservice Costs
- ManageFirst: Hospitality Human Resources Management & Supervision
- ManageFirst: Hospitality and Restaurant Management
- ManageFirst: Customer Service
- ServSafe Food Protection Manager

These proctored certification exams are delivered at the completion of their courses.

### **Academic Information**

**Grading Policy:** All student grades will be pass/fail

Attendance Policy: Students are expected to attend all class sessions or make them up. Attendance to 75% of all classes is required through one of the approved methods for each program.

### **Financial Information**

Tuition and fees are listed with each program of study

### **Student Information**

**Admissions:** All programs have a \$50.00 non-refundable application fee.

**Readmission policy:** Students can be readmitted to a program by submitting a request to the Registrar's Office

**Complaint / Grievance procedure:** Please submit any and all complaints and grievances to the following:

PWC Training  
2470 Windy Hill Road SE Suite 253  
Marietta, GA 30067

#### Type of Complaint

- a student's admission to or graduation from an institution;
- academic issues including grades, transferability of credits, and/or the application of academic policies;
- fees charged or other contractual financial matters; or
- disciplinary matters or other contractual rights and obligations.
- the institution is not in compliance with the Commission's [Minimum Standards](#)
  
- the institution is not in compliance with its own published policies.

Any complaint can be appealed to GNPEC. The student should go through the institution's internal procedures and any decision by the institution can be appealed to GNPEC.

Georgia Nonpublic Postsecondary Education Commission  
2082 Exchange Pl Suite 200  
Tucker, GA 30084

-or-

<https://gnpec.georgia.gov/student-complaint-forms>

**Conduct Policy:** Students are expected to always conduct themselves in a respectful manner. Disrespectful treatment of staff and other students can lead to dismissal from PWC Training. Reentry will require an application for readmission. Details of the conduct policy can be found in the Student Code of Conduct located below.

**Refund Policy:** Tuition and fees, if applicable, will be refunded at a prorated amount, based on percentage of paid segment (i.e., module, semester, or total program) completed, should the student withdraw before 50% completion of the course/program. Nonrefundable fees for goods and/or services provided by third-party vendors purchased on behalf of the student will not be eligible for refund.

**Cancellation Policy:** All tuition and fees paid, excluding nonrefundable fees, must be fully refunded should a cancellation request be made within 72 hours of signing the enrollment agreement.

The institution that cancels or changes a program of study or course (time or location) in such a way that a student who has started the program or course is unable to continue ensures the following:

a. Makes arrangements, in a timely manner, to accommodate the needs of each student enrolled in the program; or

b. Refunds all money paid by the student for the program of study or course if alternative arrangements determined by GNPEC to be equitable to both the institution and the student are not possible.

**Graduation:** Upon program completion, students will receive a Certificate of Completion. Transcripts will be available from the Registrar's Office

**Record Retention:** Documents shall be held for no less than three (3) years after the graduation of the student or the date of the student's last attendance.

**Prior Year Enrollment Statistics:** At this time PWC Training does not have any data for previous graduates due to this being its first year.

**Employment Assistance:**

- Certificate will be accessible from the Office.
- PWC Training cannot guarantee employment. Assistance will be given on job search and job retention. This includes, but is not limited to, interviewing, resume preparation and job search techniques.

**Learning Resources:** On-Campus and Online resources are available to all currently enrolled students. Resources include textbooks, related reading materials, periodicals, and online computer access.

**Accreditation Status:** At this time, PWC Training is not accredited by any US-based accrediting associations recognized by the United States Department of Education.

**Admission Policy:** We do not have an institutional entry exam requirement at this time, but individual programs may have an exam entry requirement.

**Transfer Credits:** PWC Training does not accept transfer credits

**Please let us know if you have any questions along the way.**

*Options are:*

1. Register at <https://www.pwctraining.org>
2. Or call us at (833) 227-2700.

### **PWC Training Student Code of Conduct**

**DEFINITIONS:**

1. Faculty Member: any person hired by PWC Training to conduct teaching, service, or research activities.
2. Member of the school community: any person who is a student, faculty member, contractor, school official or any other person/s involved with the school, involved in the community or employed by the school.
3. Policy: the written regulations of the school as found in, but not limited to, the Student Code of Conduct, school Catalog(s), and the PWC Training Policy Manual.
4. Student: all persons taking courses at the school, including full-time, part-time, non-credit, and credit. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the school are also considered "students".

5. School official: any person employed by the school performing assigned responsibilities on a part-time, full-time or adjunct basis.
6. Premises: all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the school (including adjacent streets and sidewalks).
7. School: PWC Training or PWC TRAINING

## **PROCEDURE: PROSCRIBED CONDUCT**

Any student found to have committed any of the following types of misconduct is subject to the disciplinary sanctions outlined in the Student Disciplinary Policy and Procedure.

### **A. ACADEMIC**

- I. Academic Misconduct Definitions Academic Misconduct includes, but is not limited to, the following:
  1. Aiding and Abetting Academic Misconduct: Knowingly helping, procuring, encouraging or otherwise assisting another person to engage in academic misconduct.
  2. Cheating
    - a. Use and/or possession of unauthorized material or technology during an examination, or any other written or oral work submitted for evaluation and/or a grade, such as tape cassettes, notes, tests, calculators, computer programs, cell phones and/or smart phones, or other electronic devices.
    - b. Obtaining assistance with or answers to an examination or any other written or oral work submitted for evaluation and/or a grade from another person with or without that person's knowledge.
    - c. Furnishing assistance with or answers to an examination or any other written or oral work submitted for evaluation and/or a grade to another person.
    - d. Possessing, using, distributing or selling unauthorized copies of an examination, computer program, or any other written or oral work submitted for evaluation and/or a grade.
    - e. Representing as one's own an examination or any other written or oral work submitted for evaluation and/or a grade created by another person.
    - f. Taking an examination or any other written or oral work submitted for evaluation and/or a grade in place of another person.
    - g. Obtaining unauthorized access to the computer files of another person or agency and/or altering or destroying those files.
    - h. Obtaining teacher edition text books, test banks, or other instructional materials that are only intended to be accessed by school officials, school administrator or faculty member.
  3. Fabrication: The falsification of any information or citation in an examination or any other written or oral work submitted for evaluation and/or a grade.
  4. Plagiarism
    - a. Submitting another's published or unpublished work in whole, in part or in paraphrase, as one's own without fully and properly crediting the author with footnotes, quotation marks, citations, or bibliographical reference.

- b. Submitting as one's own original work, material obtained from an individual or agency without reference to the person or agency as the source of the material.
- c. Submitting as one's own original work material that has been produced through unacknowledged collaboration with others without release in writing from collaborators

## **B. NON-ACADEMIC MISCONDUCT**

- I. Non-Academic Misconduct includes, but is not limited to, the following:

### 1. Behavior

- a. Indecent Conduct: lewd or indecent conduct; or distribution of obscene or libelous written or electronic material.
- b. Violence: physical abuse of any person (including dating violence, domestic violence or sexual violence) on school Premises or at school-sponsored or school-supervised functions, including physical actions which threaten or endanger the health or safety of any such persons. This includes fighting and/or other disruptive behavior, which includes any action or threat of violence which endangers the peace, safety, or orderly function of the school, its facilities, or persons engaged in the business of the school. Note: certain physical abuse may also be considered unlawful harassment.
- c. Harassment: The school prohibits unlawful conduct based on race, color, creed, national or ethnic origin, gender, religion, disability, age, genetic information, political affirmation or belief, disabled veteran, veteran of the Vietnam Era or citizenship status addressed directly to any individual or group that has the purpose or effect of unreasonably and objectively interfering with that individual or group's: (1) performance, (2) work or educational environment or (3) ability to participate in an educational program or activity. The school also prohibits stalking, or other behavior which objectively and unreasonably interferes with another's legal rights or creates an objectively intimidating, hostile, or offensive environment. (This also includes the display of or navigation to pornography and other inappropriate websites and materials and inappropriate behavior on social media and/or networking applications.) Impermissible harassment may include verbal, non-verbal and/or physical conduct.
- d. Disruption: prohibits activities not otherwise protected by law including the First Amendment to the Constitution of the United States of America, which 14 intentionally obstructs or interrupts teaching, research, administration, disciplinary proceedings or other school activities, including public service functions and other duly authorized activities on school Premises or at school-sponsored activity sites.
- e. Failure to Comply: Failure to comply with lawful directions of school officials and/or failure to identify oneself to these persons when requested to do so.

- 2. Professionalism: Infractions of the dress code include, but are not limited to, the following:

- a. Failure to wear attire appropriate for a mature learning environment: inappropriate attire includes, but is not limited to, the following: excessive skin exposure and display of undergarments.
- b. Failure to have on footwear.
- c. When instructed, failure to wear attire designated for classrooms, laboratories, shop areas, internships, and clinical courses, according to the requirements of the work for which the student is being trained.
- d. Failure to maintain personal hygiene: cleanliness of body and clothing, etc.
- e. Failure to refrain from wearing emblems, insignia, badges, symbols or attire that contain inappropriate, lewd, vulgar messages, displays illegal substances or that connote gang affiliation, where the effect thereof may be construed as offensive to a reasonable person or might otherwise cause disruption or interference with the orderly operations of the school.

### 3. Use of School Property

- a. Theft and Damage: prohibits theft of, misuse of, or harm to school property, or theft of or damage to property of a member of the school community or a campus visitor on school Premises or at a school function.
- b. Occupation or Seizure: illegal occupation or seizure in any manner of school property, a school Premises, or any portion thereof for a use inconsistent with prescribed, customary, or authorized use.
- c. Presence on school Premises: prohibits unauthorized entry upon school Premises; unauthorized entry into school Premises or a portion thereof which has been restricted in use; unauthorized presence in school Premises after closing hours; or furnishing false information to gain entry upon school Premises.
- d. Assembly: prohibits participation in or conducting an unauthorized gathering that objectively threatens or causes injury to person or property or that interferes with free access to school facilities or that is unprotected by the First Amendment to the Constitution of the United States of America and objectively harmful, obstructive, or disruptive to the educational process or functions of the school.
- e. Fire Alarms: prohibits setting off a fire alarm or using or tampering with any fire safety equipment on school Premises or at school-sponsored activity sites, except with reasonable belief in the need for such alarm or equipment. In the event of a fire alarm sounding, students must evacuate the building unless otherwise directed by a school official.
- f. Obstruction: prohibits obstruction of the free flow of pedestrian or vehicular traffic on school Premises or at school sponsored or supervised functions. Refer to the PWC Training Parking Policy and Regulations.

### 4. Drugs, Alcohol and Other Substances: Substances referred to under this policy include all illegal drugs, alcoholic beverages, and misused legal drugs (both prescription and over-the-counter).



- a. Alcohol: Students must comply with all state and federal laws regulating. Students being in a state of intoxication on school Premises or at school-sponsored or supervised functions (including off-campus functions), internships, externships, practicum, clinical sites, co-operative or academic sponsored programs or activities or in a school owned vehicle is prohibited.
- b. Controlled substances, illegal drugs and drug paraphernalia: The school prohibits possession, use, sale, or distribution of any controlled substance, illegal drugs, or drug paraphernalia except as expressly permitted by law. Any influence which may be attributed to the use of drugs or of alcoholic beverages shall not in any way limit the responsibility of the individual for the conduct or consequences of his/her actions.
- c. Food: The school prohibits eating and/or drinking in classrooms, shops, and labs or other unauthorized areas on school Premises, unless otherwise permitted by school officials.
- d. Smoking/Tobacco: The school prohibits smoking, or using other forms of electronic, alternative smoking devices or other forms of tobacco products in classrooms, shops, and labs or other unauthorized areas on school Premises. Refer to the PWC Training Tobacco Policy.

#### 5. Use of Technology

- a. Damage and Destruction: Destruction of or harm to equipment, software, or data belonging to the school or to others is considered unacceptable usage. This may include altering, downloading, or installing software on school computers, tampering with computer hardware or software configuration, improper access to the school's network, and disconnection of school computers or devices.
- b. Electronic Devices: Unless otherwise permitted by school officials, the school prohibits use of electronic devices in classrooms, labs, and other instructional, event, or affiliated facilities on school Premises. Such devices include, but are not limited to cell phones, beepers, walkie-talkies, cameras, gaming devices, and other electronic devices, which may cause unnecessary disruption to the teaching/learning process on campus. The school also prohibits attaching personal electronic devices to school computers under any circumstances.
- c. Harassment: The school prohibits the use of computer technology to harass another student or school official with obscene, harassing or intimidating messages, communications, jokes, or material.
- d. Unacceptable Use: Use of computing facilities to interfere with the work of another student, faculty member or school official. This includes the unauthorized use of another individual's identification and password.

6. Weapons: PWC Training is committed to providing all employees, students, volunteers, visitors, vendors and contractors a safe and secure workplace and/or academic setting. The possession, carrying, or transportation of a firearm, weapon, or explosive compound/material in or on school building or property shall be governed by Georgia state law. All individuals are expected

to comply with the related laws. Failure to follow laws pertaining to weapons is considered a violation of the PWC Training Student Code of Conduct.

7. Gambling: PWC Training prohibits the violation of federal, state or local gambling laws on school premises or at school sponsored or supervised activities.
8. Parking: The school prohibits violation of PWC Training regulations regarding the operation and parking of motor vehicles on or around PWC Training premises.
9. Financial Irresponsibility: The school prohibits the theft or misappropriation of any school, student organization or other assets.
10. Violation of School Policy: Violation of System or PWC Training Policies, rules or regulations including, but not limited to, rules imposed upon students who enroll in a particular class or program, internships, externships, practicum, clinical sites, co-operative, or any academic sponsored programs or activities, student organizations or students who reside in on-campus housing.
11. Aiding and Abetting: Aiding, abetting, or procuring another person to do an activity which otherwise violates this Code of Conduct is prohibited.
12. Falsification of Documentation: Disciplinary proceedings may be instituted against a student who falsifies any documentation related to the school either to the school or to others in the community, including, but not limited to falsification of: school transcripts; transcripts or other documentation from other institutions to obtain credit from or admission to the school; school report cards or other grade reports; documentation related to a student's citizenship status; tests, homework, attendance records; signature of any school employee in his or her official capacity; signatures of any employee of a clinical or internship site where the student is participating in an educational program associated with the school or records related to any clinical, internship or other academic activity associated with the school.
13. Violation of Law
  - a. If a Student is convicted or pleads Nolo Contendere to an on-campus or off campus violation of federal, state, or local law, but not has not been charged with any other violation of the Student Code of Conduct, disciplinary action may nevertheless be taken and sanctions imposed if the violation of federal, state or local law is detrimental to the school's vital interests and stated mission and purpose.
  - b. Disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of the Student Code of Conduct if both violations result from the same factual situation, without regard to criminal arrest and/or prosecution. Proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following criminal proceedings.
  - c. When a student is charged by federal, state, or local authorities with a violation of law, the school will not request or agree to special consideration for that individual because of his/her status as a student. The school will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of

student violators. Individual students, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

14. Abuse of the Student Judicial Process, including but not limited to
  - a. Failure to obey the notification of the school president's designee, Hearing Body, Appellate Board or School Official.
  - b. Falsification, distortion, or misrepresentation of information in a judicial proceeding.
  - c. Disruption or interference with the orderly conduct of a disciplinary proceeding.
  - d. Initiating a disciplinary proceeding knowingly without cause.
  - e. Attempting to discourage an individual's proper participation in, or use of, the disciplinary process.
  - f. Attempting to influence the impartiality of a member of a Hearing Body, or Appellate Board prior to, and/or during the course of, the disciplinary proceeding.
  - g. Harassment (verbal or physical) and/or intimidation of a member of a Hearing Body, or Appellate Board prior to, during, and/or after a disciplinary proceeding.
  - h. Failure to comply with the sanction(s) imposed under the Student Code.