School Catalog &
Student Handbook

ERP College

www.erpcollege.us

INDEX

INSTITUTIONAL MISSION AND OBJECTIVES

ERP College provides innovative educational opportunities and student support services that lead to the successful completion of career education and basic skills proficiency. It is our mission to foster personal and professional success through the development of critical thinking, effective communication, creativity, and cultural awareness in a safe, accessible and affordable learning community.
It is our objective to meet the needs of our demographically diverse student population, thereby embracing equity and accountability through measurable learning outcomes, ethical data-driven decisions and student achievement.

As ERP College continues to advance as a dynamic center for lifelong learning, we will:

- Provide career and job oriented educational programs to our students

- Grant opportunities for students to develop skills through a curriculum with international and multicultural applications

- Furnish support services for the intellectual and personal development of all ERP College students

- Foster a comprehensive and enriching program of extracurricular activities

- Administer customized training programs for business and industry

- Increase career development support for students, faculty, and staff through career exploration

- Counseling, job preparation, job opportunities, and academic and classified staff development

INSTRUCTIONAL LOCATION

**12440 Firestone Blvd. Suite #240
Norwalk, CA 90650**

DESCRIPTION OF THE FACILITIES & TYPE OF EQUIPMENT USED FOR INSTRUCTION

The instructional facility is located in a 3-story business office complex, with elevator access and restrooms available on all floors. At the present time the classrooms are equipped with modern and currently in use systems including laptops, a projector and standard peripherals including internet access. Dry erase boards and a large screen and computer are available for viewing videos, screenshares and PowerPoint presentations.

The institution will also be providing distance instruction for each program by utilizing the learning management system Google Classroom, in conjunction with Google Meet video meeting software to facilitate face-to-face instruction.

Several software programs will be used to interact with students and provide personal assistance while facilitating the delivery of instructional content:

The primary software used to facilitate student-to-student interaction, collaboration and instructor-tostudent communication is Google Classroom, which includes Google Drive, Google Chat, and Google Docs.

Instrutor-to-student communication will also be conducted through the frequent use of email.

Students are able to view assignments, access and download instructional materials and handouts, submit homework, quizzes and tests, receive feedback on their work, and check their grades via Google Classroom. A combination of software applications from Google Suite are utilized within Google Classroom, will be used to convey assignments and materials, receive student submissions and give assessments and feedback. Once enrolled in the Google Classroom LMS, each student will have private access to a personal Google Drive folder hosted on the school's account. Students will receive assessments and feedback on assignments via Google Classroom. Students will communicate with each other and instructors via google chat.

In additional to Google Classroom, Google Meet software creates a virtual platform where, through the use of a computer camera, internal microphone and hea phones, students can talk to, listen to, see, and interact with the instructor and other students. Google Meet also allows an instructor to take control of the student's computer to load programs, provide lessons and give examples. Students can then take back control of their computer and demonstrate their mastery of the lesson.

LIBRARY RESOURCES

No formal library is needed to meet the instructional needs of the students, as general library materials would not be compatible with the objectives of this program as the acquisition of specialized knowledge and hands-on-skills are the essential elements for completion of the programs offered. Students have full online access to all the learning and curriculum resources via Google Classroom, which they may access online at any time. These resources offer a collection of current references, journals, books, blogs, articles and other publications relating to the program of study.

These learning resources are sufficient to support the instructional needs of the students since they provide basic and more advanced information related to the techniques and knowledge that are integral in the practice of the programs offered. Review and study of these resources exposes students to a broad range of concepts and theories within the field of study.
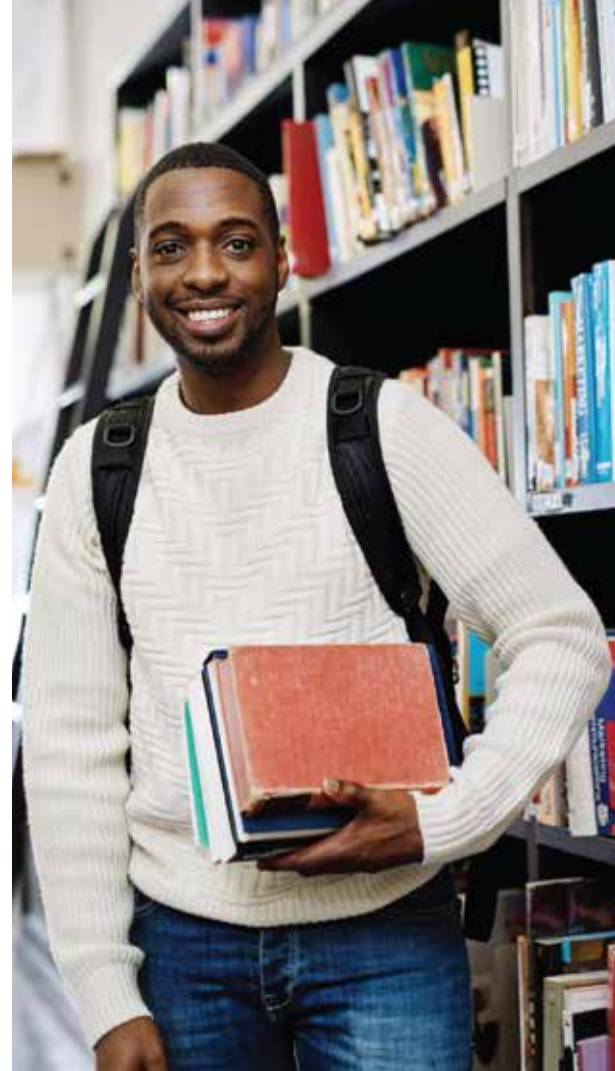
NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at ERP College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the programs is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending ERP College to determine if your certificate will transfer.

ADMISSIONS POLICIES & RECOGNITION OF CREDITS

- ### CRITERIA FOR CONSIDERATION FOR ADMISSION

1. Student must be at least 18 years old and have graduated from high school, or earned a GED; no type of general education is required to enter this program.

2. Student must pay all applicable fees, as per the current published fee schedule at the time of the signing or entering into an enrollment contract or make other arrangments acceptable to the school.

3. Interview with Admissions Representative and Placement Department and receive facility tour

- ### INSTITUTIONAL ADMISSIONS POLICIES

4. This institution does not award credit for satisfactory completion of CLEP or other comparable examinations.

5. This institution does not award credit for experiential learning.

6. Ability to Benefit Students will be admitted by means of satisfactory score on the Wonderlic Basic Skills Test.

    a. All applicants must be at least 18 years of age at the start of their first class and have graduated from high school, or possess a high school equivalency diploma (GED), or take and pass an independently proctored "Ability to Benefit" (ATB)ctest to satisfy enrollment requirements. The ATB test used by the institution is the Wonderlic Basic Skills Test Verbal forms VS-1 & VS-2, Quantitative Forms QS-1 & QS-2, with passing scores of 200 in Verbal and 210 in Quantitative; this exam is approved by the US Department of Education. The test fee is paid by check, charge, or cash by the student prior to testing. If the test is failed, the prospective student must wait 60 days to re-test. Re-testing fee is paid by the student prior to testing.

7. This institution has not entered into an articulation or transfer agreement with any other institution.

VISA RELATED SERVICES

This institution does not admit students from other countries, so no visa related services are offered.

LANGUAGE PROFICIENCY

The following apply to students for whom English is not their primary language and will be taught in English.

For a student whose high school or equivalent coursework was not completed in English, and for whom English was not a primary language, the student must attain qualifying score of 97 on the CELSA. This requirement does not apply to students who have received their high school diploma or the equivalent at an academic institution which has provided the instruction in the English language. Similarly, this requirement does not apply to students who have completed coursework, in English, at the college level.

ENGLISH AS A SECOND LANGUAGE INSTRUCTION

This institution does not provide ESL instruction.

LANGUAGE OF INSTRUCTION

Instructions will be given in no language other than English.

ACCREDITATION STATUS

This institution is not accredited by an accrediting agency recognized by the United States Department of Education. A student enrolled in an unaccredited institution is not eligible for federal financial aid.

STRF DISCLOSURE

STUDENT TUITION RECOVERY FUND DISCLOSURES.

"The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program."

"It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an eductional program offered by the institution as to which the Bureau detemined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) years period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

PRIVACY ACT

It is this institution's intent to carefully follow the rules applicable under the Family Education Rights and Privacy Act. It is our intent to protect the privacy of a student's financial, academic and other school records. We will not release such information to any individual without having first received the student's written request to do so, or unless otherwise required by law.

STUDENT CONDUCT

Students are expected to behave professionally and respectfully at all times.Students are subject to dismissal for any inappropriate or unethical conduct or for any act of academic dishonesty.Students are expected to dress and act accordingly while attending this institution.At the discretion of the school administration a student may be dismissed from school for reasons including, but not limited to:

- Coming to class in an intoxicated or drugged state.

    Possession of drugs or alcohol on campus.
- Possession of a weapon on campus.
- Behavior creating a safety hazard to other person(s).

- Disobedient or disrespectful behavior to other students, an administrator or instructor.
- Stealing or damaging the property of another.

Any students found to have engaged in such conduct will be asked to leave the premises immediately. Disciplinary action will be determined by the Chief Executive Officer of this institution and such determination will be made within 10 days after meeting with both the chair of the department in which the student is enrolled and the student in question.

NON-DISCRIMINATION POLICY

This institution is committed to providing equal opportunities to all applicants to programs and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees on the basis of race, color, religion, religious beliefs, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual. Please direct any inquiries regarding this policy, if any, to the Chief Operations Officer who is assigned the responsibility for assuring that this policy is followed.

ACADEMIC FREEDOM

ERP College is committed to assuring full academic freedom to all faculty. Confident in the qualifications and expertise of its faculty members, the college encourages its faculty members to exercise their individual judgments regarding the content of the assigned courses, organization of topics and instructional methods, providing only that these judgments are made within the context of the course descriptions as currently published, and providing that the instructional methods are those official sanctioned by the institution, methods for which the institution has received oversight approval.

ERP College encourages instructors and students to engage in discussion and dialog. Students and faculty members alike are encouraged to freely express views, however controversial, as long as they believe it would advance understanding in their specialized discipline or sub-disciplines.

SEXUAL HARASSMENT

This institution is committed to providing a work environment that is free of discrimination, intimidation and harassment. In keeping with this commitment, we believe that it is necessary to affirmatively confront this subject and express our strong disapproval of sexual harassment. No one associated with this institution may engage in verbal abuse of a sexual nature; use sexually degrading or graphic words to describe an individual or an individual's body; or display sexually suggestive objects or pictures at any facility or other venue associated with this institution. Students are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy.

STUDENT'S RIGHT TO CANCEL

The student shall have the right to cancel the agreement and receive a full refund pursuant to section 71750 through attendance at the first class session, or the seventh day after enrollment, whichever is later, and before the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent by email to erpcollegeusa@erptechnicals.com. The institution shall make the refund as per the calculation consistent with the California Code of Regulations. If the institution delivered the first lesson and materials before an effective cancellation notice was received, the institution shall make a full refund within 45 days after the student's return of the materials.

A notice of cancellation shall be in writing, and a withdrawal may be effectuated by the student's written notice to the school administrative office, 12440 Firestone Blvd Suite #240 Norwalk, CA 90650 or by email to info@erptechnicals.com or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

The institution shall issue a refund for unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. The institution shall pay or credit refunds within 45 days of a student's cancellation or withdrawal.

REFUND POLICY

If the student cancels an enrollment agreement or withdraws during a period of attendance, the refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. A pro rata refund pursuant to section 94919(c) or 94920(d) or 94927 of the code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows:

The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal.

For purposes of determining a refund, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in this institution's catalog.

If an institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. This institution shall refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled.

POLICIES AND PROCEDURES REGARDING FINANCIAL AID

This institution does not participate in any federal or state financial aid programs. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

Financial Aid Disclosures

The school does not provider either State or Federal financial aid nor does it provide financial aid directly to its students.

GRADES AND STANDARDS FOR STUDENT ACHIEVEMENT SATISFACTORY PROGRESS

Pass/fail scores are utilized for all skills examinations, quizzes, and the written final examination. Students must receive passing grades on all skills examinations and achieve an 80% or better on the final exam to successfully pass the program. The grading policy includes: skills, quizzes, final exam, participation and attendance. Students will be evaluated throughout the program. The student's final grade will be calculated by the following grading scale.

Students who receive less than 80% on the final exam may retake the exam at the consent of the instructor. Students who are permitted to retake an exam will receive a maximum grade of 80% on the exam.

A student will be warned that they are in jeopardy of failing the program if their cumulative score falls below 80%. If a student is dropped from a program for low grades or for failing the final exam, the student **will not** be allowed back to class.

GRADING SCALE	
Participation/Attendance	20%
MidTerm	20%
Final Exam	30%
Projects	20%
Skills	10%
	100%

PASS/FAIL SCALE		
Type	Grade/Scale	Grade
Quizzes/Final	80 and Above	Pass
	79 and Below	Fail
Skills Assessment	90 and Above	Pass
	89 and Below	Fail

EVALUATION POLICIES

Grades are awarded on a pass / fail basis. Students must achieve a "pass" rating on all quizzes and skill demonstrations. Students can expect to receive a response or evaluation on their work approximately 2 business days after the institution receives their submission.

Grading Policy for Pass/Fail Standards on Quizzes:

All students will be required to achieve a cumulative score of pass on all quizzes in order to qualify to take the final exam.

Grading Policy for Pass / Fail Standard on Final Exam:

All students will be required to score a pass on the final exam to qualify for a completion certificate.

Grading Policy for Pass / Fail Standards on Skills Examinations:

All students will be required to hand in a completed weekly skills course evaluation sheet prior to taking the final skills exam. All students must have passing marks on all skills in order to qualify to take the final skills exam. The weekly skills course evaluation sheets must be signed and dated by an instructor for each skill attempted. Passing or failing marks on weekly skills are evaluated by the student's cognitive understanding of the skills and achievement of the skills psychomotor objectives. All students will be required to pass the final skills examinations with 90% proficiency. The standard of 90% proficiency will be graded by evaluation and monitoring of skill time limits and critical criteria for each skill.

Grading Policy for Pass / Fail Standards on Attendance/Participation:

Students are required to attend at least 90% of the scheduled hours of didactic instruction. It is important for the school to be notified when a student is not able to attend class. It is the student's responsibility to inquire about make-up work for both classroom lectures and laboratory sessions.

If the student has not completed the coursework and earned a grade at the end of the program, the instructor may issue one of the following grades.

I Incomplete   If the program has not been completed, the instructor may grant an I on a two-month extension of the term, at no additional tuition cost, when the student is making satisfactory progress and the instructor believes that an extension of time will permit satisfactory completion. At the end of this period, a final grade must be recorded.

W Withdraw   The student may withdraw from any program before the end of the term. At the end of the term, the instructor may withdraw the student from the program and issue a W when the instructor believes the student's progress is insufficient to warrant an extension. A student who withdraws or is administratively withdrawn must retake the course and is responsible for a new tuition payment for that course of study.

Grading System Standard

Evaluation of student achievement will be based on meeting the objectives for each program.

ATTENDANCE POLICY – ALL PROGRAMS

ERP College requires a minimum of 90% attendance of all scheduled hours of instruction in order to graduate, however due to the short and fast pace of our programs, students are encouraged to attend all class sessions. Students missing a class must make arrangements with the instructor to make up the material.

ACADEMIC PROBATION AND DISMISSAL POLICIES

The Chief Academic Officer may place a student on academic probation if the student is not making satisfactory academic progress as per this institution's published policy. The student's academic progress will be monitored at the end of each module as the grades are posted. Should the student's pass/fail percentage fall below that required for graduation, a student may be placed on academic probation. This will result in a formal advisory, which will be sent to the student by mail, explaining the reason for the probation. If the student wishes to appeal the formal advisory, the student is to submit a written request for an administrative academic review to the school main campus: **ERP College 12440 Firestone Blvd. Suite #240 Norwalk, CA 90650**

After the completion of the current module, the student will have two additional modules to bring his or her pass/fail percentage up to or in excess of the minimum standard of the institution. Thereafter, the student's failure to achieve satisfactory academic progress may result in dismissal from the program. The Chief Academic Officer will offer assistance in locating a suitable tutor, should such service be requested by the student. Any student seeking a tutor is financially responsible for the cost of all such tutoring.

Violations of the Harassment or Discrimination Policy of this institution will become part of the student's record. Depending on the severity and/or frequency of the violation(s), the Faculty may take disciplinary action, including administrative withdrawal from the University. A student who has become subject to disciplinary action may submit an appeal to the Chief Academic Officer per the University's Grievances policy.

LEAVES OF ABSENCE

It is the policy of the school to not grant a Leave of Absence to students. However, the school director may grant a leave of absence after determining that good cause is shown. A student may have no more than two leaves of absence in a 12-month calendar period, and may be on leave of absence no more than 30 calendar days during that 12-month calendar period. School attendance records will clearly define the dates of the student's leave of absence. A written statement of the reason(s) leave of absence was granted, signed by both the student and the school director indicating approval, will be placed in the student's permanent file. A student's enrollment in the program will be terminated if the student fails to return as scheduled from an approved leave of absence.

STUDENT GRIEVANCE PROCEDURES – STUDENT RIGHTS

Most problems or complaints that students may have with the school or its administrators can be resolved through a personal meeting with the student's instructor or a counselor. If, however, this action does not resolve the matter to the satisfaction of the student, he/she may submit a written complaint to the main campus: ERP College 12440 Firestone Blvd. Suite #240 Norwalk, CA 90650. The written complaint must contain a statement of the nature of the problem, the date the problem occurred, the names of the individuals involved, copies of documents if any, which contain information regarding the problem, evidence demonstrating that the institution's complaint procedure was properly followed, and the student's signature. The student can expect to receive a written response within ten business days. The COO will verify that the student has made an attempt to resolve the incident or complaint. If the student has followed the above three steps, the COO will call a grievance session and include all of the concerned parties. Each party involved may be asked to present their version of the incident prior to all parties being present.

The person against whom the complaint is filed shall receive written notice which shall include the initial report, the factual allegations, a list of witnesses and evidence. Each party involved may be asked to present their version of the incident prior to all parties being present. The COO will then issue a statement to all parties within 48 hours of the grievance meeting conclusion. If the decision is unacceptable to the student, the student must, within 48 hours, send written copies of all documents and a cover letter to the COO explaining why they believe the decision is unacceptable. The school has the right to suspend the student until the problem is resolved if the student does not follow the proper grievance procedures.

Continued unresolved complaints may be directed to:

Bureau for Private Postsecondary Education

P.O. Box 980818
West Sacramento, CA 95798-0818
Phone: (916) 574-8900
Web site: www.bppe.ca.gov

STUDENT SERVICES

This institution does not provide airport reception services, housing assistance or other services. Further, this institution maintains a focus on the delivery of educational services. Should a student encounter personal problems which interfere with his or her ability to complete coursework, this institution will provide assistance in identifying appropriate professional assistance in the student's local community but does not offer personal counseling assistance.

PLACEMENT SERVICES

By providing both educational and business skills, ERP College Alumni are well rounded who can exhibit their qualifications in a professional manner. The placement assistance service will accompany graduates throughout the process of research and selection leading to their employment. The Placement Assistance Service is offered exclusively to recent graduates of ERP College. This service is completely free. The jobs offered are regular part time/ full-time positions.
ERP college offers assistance by:

• Ensuring alumni understand the scope of their career possibilities and how to approach the particular job market

• Enhancing their ability to obtain and retain the job

• Improving their career opportunities through the use of workshops focused on inter viewing skills and attire, resume writing and job fairs

• Industry focused curriculum provided in a short yet effective format, enabling alumni to get a job quicker or improve their performance on their current assignment

• Counselling and Career Services Department assisting students and graduates with their job search activities. Contacts are maintained with local and national companies and interviews may be coordinated for students and graduates. ERP College also pro vides assistance with the development of resumes. Although ERP College provides placement assistance; ERP College does not guarantee employment. Ultimately, the responsibility for the graduate's employment is that of the graduate.

• LinkedIn ERP College Alumni group maintaining an active job board

• Network of contacts with consulting firms and recruiters to assist alumni with job opportunities as well as practical internships.

As a California-based innovative and independent training organization, ERP college strives to prepare alumni for fulfilling careers, providing them with the training and resources they need to advance and succeed in their chosen career paths.

To take advantage of this service, you must send the application form, your portfolio, your CV and a cover letter to Training Coordinator or directly to the college. Subsequently, we will forward your resume and cover letter to the employers who seek employees.

STUDENT HOUSING

This institution has no responsibility to find or assist a student in funding housing.

This institution does not operate dormitories or other housing facilities. This institution does not provide assistance nor does it have any responsibility to assist students in finding housing. Housing in the immediate area is available in two story walkup and garden apartments. Monthly rent for a one bedroom unit is approximately $1,800 a month. (www.apartmentguide.com)

STUDENT RECORDS AND TRANSCRIPTS

Student records for all students are kept for five years. Transcripts are kept permanently. Students may inspect and review their educational records. To do so, a student should submit a written request identifying the specific information to be reviewed. Should a student find, upon review, that records that are inaccurate or misleading, the student may request that errors be corrected. In the event that a difference of opinion exists regarding the existence of errors, a student may ask that a meeting be held to resolve the matter. Each student's file will contain student's records, including a transcript of grades earned. Copies of the official transcript are provided at no charge. Transcripts will only be released to the student upon receipt of a written request bearing the student's live signature.

PROFESSIONS – REQUIREMENTS FOR ELIGIBILITY FOR LICENSURE

Licensure is not a goal of any program offered.

CHARGES: TUITION & FEES

All fees are subject to change from time to time, without notice.

Program Name	Tuition	Registration Fee	STRF	Total Program Charges
Data Science	$7250	$250	2.50/$1,000	$7520.00
Salesforce Administrator	$7250	$250	2.50/$1,000	$7517.50
Project Management Professional	$6250	$250	2.50/$1,000	$6517.50

Program Name: Data Science	Fees
Total Charges For The Current Period of Attendance	$7520.00
Estimated Total Charges For The Entire Educational Program	$7520.00
TOTAL CHARGES STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT	$250

Program Name: Salesforce (Administrator)	Fees
Total Charges For The Current Period of Attendance	$7517.50
Estimated Total Charges For The Entire Educational Program	$7517.50
TOTAL CHARGES STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT	$250

Program Name: Project Management Professional	Fees
Total Charges For The Current Period of Attendance	$6517.50
Estimated Total Charges For The Entire Educational Program	$6517.50
TOTAL CHARGES STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT	$250

FACULTY

Aijaz Ahmed is a PMI Certified Project Management Professional who possesses several years of IT and business and project management experience in both the public and private sector as a Business Intelligence (BI) Developer and Analyst using Tableau, Qlik Sense, arcgis Pro and SAP Business Objects tools set. He is expert in Data Extraction, Transformations and Loading (ETL) of dataset using SAP BO Data Services (BODS) tool. He possesses his PMP from the Project Management Institute.

Syed Farhan Ali has over 10 years of professional experience as a Project Management specialist, and has collaborated on technical projects with System Engineering, Telephony, Network, Application, Helpdesk, Security, VDI and Server teams using the PMI best practices and standards. He possesses his Bachelor of Science in Information Systems from the City University of New York School of Professional Studies.

Program Name	Data Science
Program Description	Data Science has been among the top paying jobs for the past several years. The rise of big data and use of analytics to fuel business growth has made it among the most in-demand jobs in enterprises and data scientists, a revered class of professionals. Analyze data, create beautiful visualizations, and use powerful machine learning algorithms to convert data into meaningful statistics that can help organizations achieve business outcomes. This interactive and comprehensive program is a great place for you to get started on Python programming language and its use in Data Science. This Data Science with Python program aims at helping students understand the core concepts of Data science including exploratory data science, statistics, hypothesis testing, regression classification modeling techniques, data visualization and machine learning algorithms. Coaching from experts and plenty of hands-on exercises will ensure that the students are industry ready by the end of the program.
Program Mission and Objectives	At the completion of this program the student will have learned: 1. **Tools & Technologies** Get acquainted with various analysis and visualization tools 2. **Statistics for Data Science** Understand the behaviour of data; build significant models using concepts of Statistics Fundamentals 3. **Python for Data Science** Learn the various Python libraries to manipulate data 4. **Exploratory Data Analysis** Use Python libraries and work on data manipulation, data preparation and data explorations 5. **Data Visualization** Use of Python graphics libraries
Total Clock Hours	**60 hours**
Is an Externship or Internship Rquired?	No
Graduation Requirements	To complete this program a student must complete all prescribed modules of the program and earn a cumulative grade of pass, according to the Grading and Attendance Policies. To complete this program the student must: a) Attend at least 90% of the scheduled hours of instruction b) Attain at least 80% average on assigned quizzes or tests
Job Classification	This educational program is designed to prepare students for employment as a Data Analyst SOC Code15-1121
Final Tests or Exams	Yes. Students are evaluated through written and performance assessments.

Module Name	Module Description	Hours
Introduction to Data Science	The course classifies what Data Science is, giving students an introduction. In this module we will identify the different tools that are used in and with Data Science.	10
Python Basics for Data Science	This introduction to Python module introduces concepts of Python for Data Science, as well as programming in general. This module introduces Python programming rapidly to beginners with no prior training in a matter of hours: upon module completion students will be able to write their own Python scripts and perform basic hands-on data analysis using the lab environment.	10
Analyzing data with Python	Learn how to analyze data using Python. This course will take students from the basics of Python to exploring many different types of data. Students will learn how to prepare data for analysis, perform simple statistical analyses, create meaningful data visualizations, predict future trends from data, and more.	10
Visualizing data with Python	Data visualization plays an essential role in the representation of both small and large-scale data. One of the key skills of a data scientist is the ability to tell a compelling story, and visualizing data and findings is an approachable and stimulating way to do so. In this course, students will learn how to leverage a software tool to visualize data that will also enable you to extract information, better understand the data, and make more effective decisions.	10
Machine learning with Python	In this Machine Learning with Python module students explore the basics of Machine Learning using Python. Students will classify the differences between Supervised vs Unsupervised Learning, assess and relate Statistical Modeling to Machine Learning, and do a comparison of each. The module identifies and explores the nuances many popular algorithms including Classification, Regression, Clustering, and Dimensional Reduction and popular models.	10
Data Science and Machine Learning - Project	This module assigns real-time projects to students based on the learning of the program outline – it is the culmination of the program in which students will apply all they have learned.	10
Total	Yes. Students are evaluated through written and performance assessments.	60

Program Name	Salesforce Administrator
Program Description	The Salesforce Administrator's program will introduce students to some of the day-to-day duties of the Salesforce Administrator. It covers core subjects, such as creating apps and objects which are essential to meet your enterprise's app requirements. Students will also learn how to create Reports and Dashboards which is important for the Sales team and management team, to assess their Sales pipeline, and opportunities, along with workflows in their own Salesforce Developer environment.
Program Mission and Objectives	The course is designed to ensure that the candidates learn and master the concept of being a Salesforce Administrator. This program would be best suited to professionals like System Administrators, IT managers, Sales Operations individuals, Security Analysts etc. At the completion of this program the student will: • Customize applications in Salesforce • Create high value reports • Configure workflow automations • Configure and manage the security of the Salesforce environment
Total Clock Hours	48 hours
Is an Externship or Internship Required?	No
Graduation Requirements	To complete this program a student must complete all prescribed modules of the program and earn a cumulative grade of pass, according to the Grading and Attendance Policies. To complete this program the student must: c) attend at least 90% of the scheduled hours of instruction d) attain at least 80% average on assigned quizzes or tests
Job Classification	This educational program is designed to prepare students for employment as a Database Administrator SOC Code 15-1141.00
Final Tests or Exams	Yes. Students are evaluated through written and performance assessments.

Module Name	Module Description	Hours
Administration and Data Structure	This module is designed to introduce students to the Salesforce CRM and also provide an understanding of the concepts of cloud computing. In this module students will gain a comprehensive understanding of the Salesforce Administration & Architecture and will also engage with the components for building the Salesforce model.	10
Business Workflow and Process	The students will learn about the business workflow & process, and learn various validations and filters that are used in Salesforce. Students will also be exposed to various page layouts and how to design them.	10
Security	Students will learn to design the security model, the benefits of working with the Data Loader, and create roles and manage profiles.	8
Salesforce Analytics	This module trains students in setting up audit trails in Salesforce, how to create workflow rules and define rule criteria, and Salesforce automations such as email templates and rules for leads and cases. This module also covers report creation such as tabular, summary, matrix joined and custom reports.	10
Salesforce Cloud and Migration	The Module teaches students about Salesforce Service Cloud, how to enable different portals and sites, and how to make use of the Salesforce Sandbox as a testing environment.	10
Total		48

Program Name	Project Management Professional
Program Description	This course is a comprehensive study of Project Management principles and the body of knowledge. Students will learn about the five Process Groups and ten Knowledge Areas. The program targets professionals seeking to obtain the Project Management Professional (PMP)® certification. The ERP College project management program will introduce participants to practical insights and techniques that can be applied in managing projects and is designed to prepare students for the Project Management Professional (PMP®) exam. (SOC Code 15-1199.09)
Program Mission and Objectives	• The Objective of the program is using the PMBOK Guide as a source of project • management best practices. Identify the characteristics of a project and differentiate between examples of projects and operational work. • Differentiate between examples of progressive elaboration and scope creep. Select the best definition of project management. • Identify true statements about the relationship among the five areas of expertise. Match each area of expertise with a description of the type of project information it represents and match the Knowledge Areas to appropriate descriptions. • Differentiate among examples of programs, portfolios, and sub-projects. • Demonstrate an understanding of the integrated view of project management. • Demonstrate effective business communication skills. • Prepare or develop strategic or organizational project management skills. • Identify, classify and demonstrate project management activities. • Demonstrate an understanding of the principles of project management. • Identify recruitment and staffing concepts and techniques. • Demonstrate an understanding of 10 Knowledge Areas identified in The PMBOK Guide.
Total Clock Hours	48 hours
Is an Externship or Internship Rquired?	No
Graduation Requirements	To complete this program a student must complete all prescribed modules of the program and earn a cumulative grade of pass, according to the Grading and Attendance Policies. To complete this program the student must: e) attend at least 90% of the scheduled hours of instruction f) attain at least 80% average on assigned quizzes or tests
Job Classification	This educational program is designed to prepare students for employment as a Project Management Professional 15-1199.09.
Final Tests or Exams	Yes. Students are evaluated through written and performance assessments.

Module Name	Module Description	Hours
Project Life Cycle	The module gives an understanding to the project life cycle. Students will learn the project environment and project influencers. The module teaches about the various phases that are there in the project life cycle.	8
Project Management Processes	The module is designed for students to identify the different stakeholders in the project and their roles. It also teaches the various processes in project management.	8
Project Planning	The students will learn to describe the role of the Planning Process Group. Learning about planning processes that deal with planning the scope of the project, the project schedule, and the budget for the project.	8
Project Execution, Monitoring & Closing	In this module the students understand the role and processes of the Executing Process Group along with Monitoring, Controlling and Closing Process Group's role and processes.	8
Project Integration	The module is designed to understand the essential simulations in project management. Also learning the importance of Project integration.	8
Project Controlling	The module teaches monitoring and controlling project work, addressing topics such as integrated change control, closing a project, scope, time and cost management techniques, communication, and quality assurance.	60
Total		48

REQUIRED DISCLOSURES

- The policy of this institution is to update the official school catalog annually, in January of each year.

- Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

- This institution makes its current catalog and current program brochures available to the public at no charge. Individuals who wish to obtain a copy can make arrangements by simply calling the school's office

- This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education. (BPPE) Approval to operate means the institution is compliant with minimum standards contained in the California Private Postsecondary Education Act of 2009 (asamended) and Division 7.5 of title 5 of the California code of Regulations.

- This institution has not had a pending petition in bankruptcy, is not operating as a debtor in possession and has not filed a bankruptcy petition within the preceding five years nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States Bankruptcy Code.

- As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

- If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

- Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 North Market, Suite 225 Sacramento, CA 95834, P.O. Box 980818, West Sacramento, CA 95798, www.bppe.ca.gov, toll free telephone number (888) 370-7589 Fax (916) 263-1897.

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

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