



## 2017 – 2018 School Catalog

### **Campus/Headquarters**

8444 North 90th St., Suites 105,110,115  
Scottsdale, AZ 85258  
Tel: 480-291-8500 / Fax: 480-291-8999  
Email: [info@woz-u.com](mailto:info@woz-u.com)  
[www.woz-u.com](http://www.woz-u.com)

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## **GENERAL INFORMATION**

Catalog Rights and Changes. This catalog is effective as of February 1st, 2018. Special care is given to ensure information in this publication is an accurate description of programs, policies, procedures, facilities, personnel, and other matters relevant to the operation of WOZ U.

It is the intention of WOZ U to protect the rights of students with respect to curriculum and completion requirements. There are times when catalog requirements may change. WOZ U will make every effort to ensure a students' program plan does not change wherever possible.

WOZ U has the right at its discretion to make reasonable changes in program content, class schedules, materials and equipment, as it deems necessary in the interest of improving the student's educational experience. WOZ U reserves the right to make changes in policy and procedures as circumstances dictate. When ongoing federal, state, accreditation and/or professional changes occur that affect students currently in attendance, WOZ U will make the appropriate changes and notify the students accordingly. WOZ U will authorize substitutions for discontinued courses where appropriate.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement.

## **HISTORY**

Since 2013, WOZ U has been preparing students for successful, rewarding careers in the field of software engineering. Through accelerated and immersive courses led by expert instructors, our students become accustomed to thinking like a developer and adapting to the dynamics of working on an Agile software team.

As technology continues to evolve at an increasingly rapid rate, students need more than a kick-start to a good job, they need a persistent career development partner. That's why WOZ U graduates are encouraged to return as often as needed, free of charge, to refresh their knowledge, learn new technologies and find new opportunities. Our accelerated programs center on the needs of today's hard working software teams and hiring managers. From learning to code, creating a fully-functional web application, interview readiness training and so much more, our focus is preparing students to meet the demands of employers.

## **MISSION**

The mission of WOZ U is simple: Make Successful Developers.

## **OBJECTIVES**

- Provide CLASSROOM BASED INSTRUCTION & ONLINE COMPUTER BASED LEARNING in coding languages that meet employer demand
- Implement new programs in coding languages that meet ongoing technology changes
- Promote a work environment that allows for the hiring and retention of top personnel
- Provide an individualized approach for job search strategies to each student

## **APPROVALS**

Conditionally Licensed by the Arizona State Board for Private Postsecondary Education, [www.azppse.gov](http://www.azppse.gov), 1400 W. Washington, Room 260, Phoenix, AZ 85007, (602) 542-5709.

The school is an unaccredited school and is not eligible for federal financial aid programs.

## **DESCRIPTION OF AVAILABLE SPACE, FACILITIES AND EQUIPMENT**

WOZ U is located at 8444 North 90th St. Suites 105,110,115, Scottsdale, AZ, 85258. The approximately 10,400 square feet facility has office space for employees, an open area for team work and ample classroom space. The facility has ample parking to accommodate Students and staff.

## **LEARNING RESOURCES**

Students have access to WOZ U online resources 24/7. Other information and resources that a student may need are located on the internet.

## **CAMPUS DIRECTOR**

Jesse Tomchak, Administrative Director

## **FACULTY AND STAFF MEMBERS**

Jacob Mayhew, Chief Executive Officer

Chris Coleman, President

David Weems, Chief Operations Officer

Jonathan Crowley, Chief Financial Officer

Jesse Tomchak, Director of Academics/Campus Director

Paris Johnson, Director of Student Services

Jamie Williams, Director of Admissions

Brent Watson, Director of Career Services

Ammon King, Instructor

## **OWNERSHIP INFORMATION**

WOZ U is owned by Exeter Education, LLC. The corporate office is located at 8444 N 90<sup>th</sup> St Suite 105, 110, 115; Scottsdale, AZ 85258. Exeter Education, LLC is the majority owner and acts as the board manager.

## LIST OF PROGRAMS OFFERED

Full Stack Web Development  
Data Science  
Cyber Security

## TUITION AND FEES

IMMERSIVE GROUND	Paid in Full	STRUCTURED ONLINE	Paid in Full
Tuition	13,800.00	Tuition	13,200.00
Enrollment Fee	100.00	Enrollment Fee	100.00
Books	0.00	Books	0.00
Supplies	0.00	Supplies	0.00
Tools	0.00	Tools	0.00
Laboratory Fee	0.00	Laboratory Fee	0.00
Total Cost	13,900.00	Total Cost	13,300.00

Course materials such as books and software are included in the tuition. Students must supply their own laptop, not a tablet.

## ANY OTHER EXPENSES

Students are responsible for their own accommodations.

## SCHOOL CALENDAR

### 2018 HOLIDAYS TO BE OBSERVED

When an unexpected closure occurs due to extraordinary conditions such as inclement weather, students will be notified as soon as possible by phone and/or radio, and/or TV who provide closure information as a public service. Classes are not held on the following holidays:

New Year's	Monday, January 1st
Presidents	Monday, February 19th
Good Friday	Friday, March 30th
Memorial	Monday, May 28th
Independence	Wednesday, July 4th
Labor	Monday, September 3rd
Thanksgiving Day	Thursday, November 22nd
The day after	Friday, November 23rd
Christmas Eve	Monday, December 24th
Christmas	Tuesday, December 25th

## **2017-2018 BEGINNING AND ENDING DATES OF COHORTS**

Day Immersive: WOZ U starts a new class every 3 weeks' subject to availability of instructors and program interest.

Structured Online: WOZ U starts a new class every week subject to availability of instructors and program interest.

## **SCHOOL HOURS OF OPERATION**

Office Hours: 8:00 AM – 6:00 PM local time zone, Monday through Friday.

School Hours: 8:30 AM – 7:00 PM local time zone, Monday through Friday. 8:00 AM – 2:30 PM, Saturdays (when nights/weekend cohorts are being offered)

## **CLASS SCHEDULES**

Day immersive students will attend class Monday through Friday from 8:30 AM to 5:30 PM for approximately twelve weeks.

For day immersive students, a ten-minute break will be taken for the last ten minutes of each hour, and lunch will be from 12:00 PM to 1:00 PM. For evening immersive students, there will be no mealtime, and a ten-minute break will be taken for the last ten minutes of each hour. A course time hour is at least 50 minutes of instruction during a 60-minute period.

## **ADMISSIONS POLICIES**

Individuals applying for this course are required to have:

1. Interview with an admissions representative; and
2. Applicants under the age of 18 require permission from a parent or legal guardian in order to enroll; and
3. Prospective students must have a high school diploma or equivalency diploma to be accepted for enrollment
4. All students are encouraged to complete Woz-U's technology program assessment tool in order to match a student's aptitude with the programs we offer.

Modalities are defined as:

"CLASSROOM BASED INSTRUCTION", offered as On-Site Immersive by WOZ U, at a campus location that is instructor led in a classroom.

"ONLINE COMPUTER BASED LEARNING", offered as Structured Online by WOZ U, that is web-based with instructor support or via simulcast.

We will match the modality with the student's learning preference subject to course availability.

Statement of Non-Discrimination. WOZ U does not discriminate on the basis of race, color, height, weight, national origin, religion, age, marital status, gender, sexual orientation, veteran status, or disability. In a continuing effort to enrich its academic environment and provide equal educational and employment opportunities, WOZ U actively encourages applications from members of all groups.

English as a Second Language (ESL) Instruction. WOZ U does not currently offer English as a Second Language, Intensive English or English Language Learner instruction. Students must be able to read, write, speak, understand and communicate effectively in English. All courses are taught in English.

Prospective students for the CLASSROOM BASED INSTRUCTION may enroll up to 7 days prior to the start date of the program. Perspective students for the ONLINE COMPUTER BASED LEARNING, offered as Structured online, may enroll in the program at any time.

## **TRANSFER OF CREDIT**

WOZ U does not accept credit for previous education, training or work experience. WOZ U does not guarantee transferability of our credits to another institution.

## **PAYMENT SCHEDULES**

- WOZ U is not approved to award federal financial aid.
- WOZ U partners with a variety of lender organizations to offer students access to personal education payment plans. However, students may choose any lender of their choice. Payment Plan terms, interest rates, and monthly payments are between the student and the lender of choice.
- WOZ U offers students who pay in cash a \$500 paid in full tuition reduction. Cannot be combined with scholarships.
- WOZ U may offer eligible students tuition scholarships as follows:

## **WOZ U INSTITUTIONAL SCHOLARSHIPS AND GRANTS**

Woz U Institutional Grants are only valid for those applicants who submit a complete application for the associated starts in 2018 and commit to continuous enrollment and abide by the program requirements. Woz U makes available a limited amount of money each year for institutional grants and scholarships. Once it is determined that available funding is exhausted, grants will not be available to otherwise eligible students. Funding levels may be based on matriculation of all transfer credits from all other eligible colleges, military and other Woz U programs per the institution's catalog. Institutional Scholarships and Grants are limited and may not be combined.

### **Student Success Grant**

In keeping with the Woz U's goal of providing excellent educational programs while assisting students overcome the challenges of college affordability, financial literacy and completion, Woz U may offer the Student Success Grant for specific start dates and programs. Grant amounts are categorized into tiers and determination of award amount will be based on student's initial funding level. Some programs may not qualify.

### **Military Service Grant**

To continue to serve our Military Members and their families, Woz U has established a Military Service Grant with amounts to be determined based on the chosen program of study. The Military Service Grant is for Military Members (Active, Veteran, and Retired), their spouses, and dependents to assist in providing funding to attend a program of study at Woz U. To be eligible for the Woz U Military Service Grant, a candidate must be accepted for



admission, and verify Military Affiliation status. Some programs may not qualify.

#### **Women and Minorities in Tech**

Woz U may offer the Women and Minorities in Tech Grant for specific start dates and programs. The Women and Minorities in Tech Grant makes going back to school easier by lowering the overall cost of tuition for grant recipients who meets the requirements of the grant which are aspiring female or minority programmers applying for technical related programs with valid U.S. photo IDs. This Grant is only available for those applicants who submit a complete application and commit to continuous enrollment. Some programs may not qualify.

#### **Future in Technology Grant**

To help change more lives, Woz U may offer the Future in Technology Grant for specific start dates and programs. The Future in Technology Grant makes going back to school easier by lowering the overall cost of tuition for grant recipients. Grant available to those who qualify. Some programs may not qualify.

#### **Arizona Private School Association (APSA) Grant**

To help change more lives, Woz U may offer the APSA Grant for specific start dates and programs. The APSA makes going back to school easier by lowering the overall cost of tuition for grant recipients. Grant available to those who qualify. Some programs may not qualify.

## **STUDENT'S RIGHT TO CANCEL AND REFUND POLICY**

### **CANCELLATION AND REFUND POLICY:**

The school must refund all monies paid if the applicant is not accepted. This includes instances where a starting program is cancelled by the school.

Three-Day Cancellation: An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday and federal and state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. No later than 30 days of receiving the notice of cancellation, the school shall provide the 100% refund. A full refund will also be made to any student enrolled in a 24-week program who cancels enrollment within the student's first three scheduled class days.

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

Reverse Start Policy: A reverse start period may be applied to students enrolling in WozU programs. A reverse start period of 7-day for Ground 12-week programs and 14-day for Online 24-week programs. If at any time during the reverse start period (7-day for Ground and 14-day for Online) the student decides to discontinue enrollment, or fails to confirm intent to continue enrollment by attending any class on calendar day 8 for Ground and day 15 for Online or beyond, he or she may do so without incurring any tuition-related expense or loan debt. If the student confirms intent to continue enrollment by attending any class within or beyond the 8-day period for Ground and 15-day for Online, he or she may be

subject to all tuition charges as outlined in this Agreement. On calendar day 8 for Ground and day 15 for Online or beyond, pursuant Arizona Administrative Code R4-39-404, the minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed more than 50 percent the total number of hours in the portion of the program for which the student has been charged on the effective date of termination. Any class attended during the reverse start period would receive a grade of RS.

**Refund after commencement of program:**

1. **Procedure for withdrawal/withdrawal date:**
  - A. A student choosing to withdraw from the school after the commencement of classes is to provide written notice to Student Affairs via studentaffairs@woz-u.com. The notice is to indicate the expected last date of attendance and be signed and dated by the student.
  - B. For a student who is on authorized Leave of Absence (“LOA”), the withdraw date is the date the student was scheduled to return from the Leave and failed to do so.
  - C. A student will be determined to be withdrawn from the institution if the student has not attended any class for 10 consecutive class days.
  - D. All refunds must be paid within 30 calendar days of the student’s official termination date, or fails to return from an approved Leave of Absence.
  
2. **Tuition charges/refunds:**
  - A. Before the beginning of classes, the student is entitled to a refund of 100% of the tuition less the non-refundable application fee of \$100.
  - B. After the commencement of classes, the tuition refund (less the enrollment fee of \$100), amount shall be determined as follows:

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

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

3. When calculating refunds, the official date of a student’s termination is the last day of recorded attendance:
  - a. When the school receives written notice of the student’s intention to

- discontinue the training program; or,
- b. When the student is terminated for a violation of a published school policy which provides for termination; or,
- c. When a student, without notice, fails to attend classes for thirty calendar days.

**Books, supplies and fees** are included in the tuition and refunded under the tuition refund policy.

**Refunds** will be issued within 30 days of the date of student notification or date of school determination.

## **POSTPONEMENT OF START DATE**

Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:

- a. Whether the postponement is for the convenience of the school or the student, and;
- b. A deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy.

## PROGRAMS

### **Full Stack Web Development**

This course offers a certificate of completion.

#### **Objectives**

Students completing this course will be skilled in the following areas: JavaScript, HTML, CSS, REST API, Web application servers, SQL and NoSQL database systems, Git source control system.

This is an instructor led or instructor supported training course that targets the needs of individuals who want to start a career in web development in applying the latest web languages and software programming concepts, such as: authentication and authorization, RESTful API's, and advanced database structures such as many to many relationships. It will allow for job opportunities in fields such as: front end development, back end development, and full stack development.

After completing this course, students will be able to:

- Understand and use JavaScript
- Develop and maintain websites using HTML
- Control the style and layout of multiple webpages using Cascading Style Sheets (CSS)

- Implement server-side functionality using a back-end programming language
- Build and deploy standalone console applications
- Use a front-end framework such as Angular or React to produce interactive UIs
- Build web enabled applications using a web framework
- Build service-oriented, n-tier applications
- Develop SQL and NoSQL based database applications

This program is delivered by CLASSROOM BASED INSTRUCTION or ONLINE COMPUTER BASED LEARNING.

The program requires a PC running Windows 7 or newer with a minimum of 8GB of RAM.

### Complete Listing of Subjects & Synopsis

SUBJECT IDENTIFYING NUMBER	SUBJECT TITLE	SUBJECT HOURS Lecture/Lab/total	PREREQUISITE S	COMPLETE SYNOPSIS
Week 1	Coding from Scratch	30 / 10 / 40	Admission to Course	Students have the opportunity to learn how to use HTML, CSS and JavaScript to create web sites. Students will also learn how to use the Git Source Control System to manage their source code and share it with others.
Week 2	Front End Foundations	30 / 10 / 40	Week 1	Students have the opportunity to learn advanced JavaScript, interacting with the DOM, retrieving data from remote sources, and more advanced layout techniques.
Week 3	Front End Frameworks	30 / 10 / 40	Week 2	Students have the opportunity to learn a JavaScript framework which turns up the power of JavaScript so that you can do more in less code and use AJAX to create Single Page Applications.
Week 4	Database Foundations	20 / 20 / 40	Week 3	Students have the opportunity to learn what databases are and the way we store information for persistence in our applications. Students will utilize both SQL and NoSQL databases and be able to identify the appropriate use cases for each.
Week 5	Programming Foundations	20 / 20 / 40	Week 4	Students have the opportunity to learn a back-end language and its associated programming environment. Students will construct simple programs utilizing console based output.

Week 6	Back End Foundations	10/ 30 / 40	Week 5	Students have the opportunity to learn a web server technology stack. Students will be able to respond to HTTP requests and return both HTML and JSON responses. Students will learn how to build RESTful APIs.
Week 7-12	Group Project	20/ 220/ 240	Week 1-6	Students spend days in coding sessions that shows off what a small team of dedicated new developers can get accomplished on a much more robust and complete project.
Total Hours for Course Completion			160 / 320 / 480	

### Requirements for Completion

Students are required to participate in the final group project as an active member of the team. Daily evaluations are done as to their involvement in the final projects. Additionally, students must complete an individual project on a topic of their choosing that meets these requirements:

1. Student projects must be approved by an instructor or director.
2. Student's project must be aesthetically pleasing.
3. Student applications must utilize a SQL or NoSQL data store
4. Student must utilize a front-end framework to enable SPA functionality
5. Student must make at least one AJAX call that solves a real problem
6. Student must be a helpful, active participant in the group project
7. Student must complete the Resume Building and Interview Preparation exercises
8. Student must have passing grade (2.0) upon completion of the final week of the course
9. Student must be current on financial obligations

## Data Science

This course offers a certificate of completion.

### Objectives

Students completing this course will be skilled in the following areas: Data Analysis, Hypothesis Testing, Data Visualization, Metric Development, Process Control, Machine Learning, Modeling, and Optimization. Students will learn to do these analyses using Python and R.

This is an instructor led or instructor supported training course that targets the needs of individuals who want to start a career in data analysis and data science. It prepare students for job opportunities in various industries, including manufacturing, finance, insurance, health care, and retail.

After completing this course, students will be able to:

- Mine datasets for better understanding
- Create metrics, and implement monitoring plans
- Create models for prediction and planning

- Implement Machine Learning algorithms
- Use regression analysis to explain relationships
- Create visualizations
- Test various hypotheses in a designed experiment
- Prepare and deliver findings reports to all audiences

This program is delivered by ONLINE COMPUTER BASED LEARNING.

The program requires a PC running Windows 7 or newer with a minimum of 4GB of RAM.

### Complete Listing of Subjects & Synopsis

SUBJECT IDENTIFYING NUMBER	SUBJECT TITLE	SUBJECT HOURS Lecture/Lab/total	PREREQUISITE S	COMPLETE SYNOPSIS
Week 1-2	Basic Statistics	20 / 20 / 40	Admission to Course	Students will learn the fundamentals needed to be successful throughout the rest of the program. Topics covered here are probability, Bayes Theorem, variable types, descriptive statistics, common distributions, and statistical inference.
Week 3-4	Programming Foundations in Python	20 / 20 / 40	Week 1-2	Students will learn the fundamentals of programming using the Python language. Topics covered here are algorithms, Boolean logic, data types, data structures, object oriented programming, best practices, and debugging.
Week 5-6	Databases	20 / 20 / 40	Week 3-4	Students will learn the fundamentals of organizing and extracting data using SQL and noSQL databases.
Week 7-8	Statistical Programming in R	20 / 20 / 40	Week 5-6	Students will learn the fundamentals of using the statistical software package R, including loading data, accessing libraries to utilize functions, and data manipulation. R will be used throughout the course to conduct analyses.
Week 9-10	Metrics and Data Processing	20 / 20 / 40	Week 7-8	Students will learn the fundamentals of creating and monitoring metrics, and will be exposed to the common practices in contemporary business settings. The principles of statistical process control will be taught and practiced. Other methods of monitoring data, such as cusum charts and moving average charts will also be taught and practiced.

Week 11-12	Data Wrangling and Visualization	20 / 20 / 40	Week 9-10	Students will learn the fundamentals of manipulating data to facilitate analysis. In addition, several common tools for visualization will be taught and practiced. Supporting metrics and measures that accompany the visualizations will be used.
Week 13-14	Intermediate Statistics	20 / 20 / 40	Week 11-12	Students will learn to use hypothesis testing as part of the scientific method, and will learn and practice various basic scenarios for hypothesis testing, including one sample z- and t- tests, two sample tests (paired and unpaired), analysis of variance, one- and two-proportion tests, and the Chi-square test for independence.
Week 15-16	Machine Learning and Modeling	20 / 20 / 40	Week 13-14	Students will learn the fundamentals and practices for several machine learning techniques, including clustering, decision trees, random forests, Bayesian networks, etc. and will understand the difference between supervised and non-supervised systems. In addition to machine learning, students will learn useful modeling techniques, including linear regression, non-linear regression, logistic regression, and step-wise regression.
Week 17-18	Intro to Big Data	20 / 20 / 40	Week 15-16	Students will learn the fundamentals and history of big data, and will practice with exercises in distributed computing. Other popular big data tools will be introduced.
Week 19-24	Group Project	20 / 100 / 120	Week 1-16	Students will learn to complete a thorough data mining, analysis and modeling exercise in a group setting.
Total Hours for Course Completion			200 / 280 / 480	

### Requirements for Completion

Students are required to participate in the final group project as an active member of the team. Daily evaluations are done as to their involvement in the final projects. Additionally, students must complete an individual project on a topic of their choosing. The project may include experimental design and data collection, and will be completed using several of the following techniques to bring the data to life:

1. Experimental design and hypothesis testing
2. Modeling
3. Machine Learning techniques
4. Process monitoring
5. Visualization

6. Student projects must be approved by an instructor or director.
7. Student must be a helpful, active participant in the group project
8. Student must complete the Resume Building and Interview Preparation exercises
9. Student must be current on financial obligations

### Cyber Security

This course offers a certificate of completion.

### Objectives

The Cyber Security program provides training for an entry-level career in Cyber Security industry. The program will focus on security information, procedures and processes used in all types of business, governmental, non-profit environments. The program includes training in security basics, networks basics and defense, identity and access management, cryptography concepts, system administration, logging and monitoring, programming, web security, project management, and threats and vulnerabilities.

After completing this course, students will be able to:

- Use network assessment tools to gauge the security posture of an organization
- Implement access management controls and account management practices
- Identify, compare and contrast different types of attacks and related impacts
- Use a programming language to automate system administration tasks
- Use theoretical models and specific technical knowledge to secure web applications

This program is delivered by CLASSROOM BASED INSTRUCTION or ONLINE COMPUTER BASED LEARNING.

The program requires a PC running Windows 7 or newer with a minimum of 8GB of RAM.

### Complete Listing of Subjects & Synopsis

SUBJECT IDENTIFYING NUMBER	SUBJECT TITLE	SUBJECT HOURS Lecture/Lab/total	PREREQUISITE S	COMPLETE SYNOPSIS
Week 1-2	Security Foundations	20 / 20 / 40	Admission to Course	The Security Basics course will help students gain a fundamental understanding of security concepts that will be used throughout the Cyber Security track. Topics covered include basic security concepts; threat actors and
Week 3-4	System Administration	20 / 20 / 40	Week 1-2	The course will cover System Administration basics from a security orientated point of view. This course will include information on installing and configuring network components to support organizational security. Additional topics include threats,



Week 5-6	Networking Foundations	20 / 20 / 40	Week 3-4	This course will provide instruction in technical skills required in network administration and support. This course will include information on media,
Week 7-8	Network Defense	20 / 20 / 40	Week 5-6	The Network Defense course will give students an overview of the various hardware and software tools available to defend a network against attack. Students will use various tools to assess the security posture of an organization and understand the possible impact of
Week 9-10	Cryptography and Access Management	20 / 20 / 40	Week 7-8	The course will cover the different methodologies and concepts of Cryptography and Access management. Students will be exposed to different cryptography algorithms used to ensure safe transmission, storage and use of sensitive data. Students will also
Week 11-12	Logging and Monitoring	20 / 20 / 40	Week 9-10	The course will give students the knowledge and skills needed to properly analyze and interpret various security related logs produced by different security related technologies. This will focus on standard logs and in particular on Intrusion Detection and Prevention
Week 13-14	Programming Foundations	20 / 20 / 40	Week 11-12	The Programming Foundations course will give students a foundation in one of the most popular programming languages in use today, generally a widely used high-level programming language for general-purpose programming. This module will give students a strong foundation upon which to build throughout the rest of the track.
Week 15-16	Web Application Security	20 / 20 / 40	Week 13-14	The Web Application Security course is intended to be an introduction to the key concepts of Web Security. Students will learn the mindset, discipline, and methods for securing a software project. This course is designed to be useful and accessible to application developers, QA testers, operations teams, and leadership who want to understand how to have conversations and make decisions around application security. You will complete this course with both a
Week 17-18	Project Management	20 / 20 / 40	Week 15-16	This course covers the Agile software development methodology in use in many teams in the software industry today. Students will learn the different roles on an Agile team and how to be a

Week 19-20	Threats and Vulnerabilities	20 / 20 / 40	Week 17-18	The Threats and Vulnerabilities course will provide students with an in depth look at the various threats and vulnerabilities faced by every organization and technology user. These
Week 21-24	Final Project	0/80/80	Week 19-20	Students will learn to complete an analysis of network defense in a group setting.
Total Hours for Course Completion			200 / 280 / 480	

### Requirements for Completion

Students are required to participate in the final group project as an active member of the team. Daily evaluations are done as to their involvement in the final projects. Additionally, students must complete an individual project on a topic of their choosing. The project may include many different aspects of network attack and defense.

## LENGTH OF TIME IN WEEKS REQUIRED FOR COMPLETION OF PROGRAM

On average, the CLASSROOM BASED INSTRUCTION program take 12 weeks to complete. Students enrolled in the ONLINE COMPUTER BASED LEARNING program are allowed a total of 6 months to complete the program.

## GRADING AND MARKING SYSTEM USED

A student's final numeric grade for a subject will be compiled from the grades earned by the student for work assigned and then weighted by the instructor according to the proportions shown in the "basis of grades" sections of the subject syllabi provided to students by their instructors. To determine the student's final average for course completion, the subject numeric grades are converted to grade points based on a 4.00 scale using the table below:

Numeric Grade	Letter Grade	Grade Points
90 - 100	A	4.00
80 - 89	B	3.00
70 - 79	C	2.00
60 – 69	D	1.00
Below 60	F	0.00
*Incomplete	I	0.00
**Withdrawal	W	0.00
***Administrative Withdrawal	WF	0.00

## INCOMPLETES

Additionally, an incomplete may be given to students who are not in compliance with the tardy policies.

A grade of Incomplete may be assigned for a course when circumstances beyond a

student's control -such as death of a close relative, illness, injury, or family emergency - prevent the student from completing the course work on time.

Arrangements must be made with the instructor to complete the make-up work within two weeks of the end of the course of study. If no arrangements are made, the student will receive "0" points for any outstanding work and the Incomplete ("I") grade will be converted to the grade the student earned based on the cumulative course points received.

## **WITHDRAWAL**

An official withdrawal occurs when you, as an enrolled student, decide you must leave WOZ U at any time after starting the course. Leaving the course without completing the official withdrawal process may result in the assignment of a temporary or failing course grade.

A student choosing to withdraw from the school after the commencement of the course is to provide written notice, verbal, or electronic notification to a member of the Academic Services team or to [studentaffairs@woz.u.com](mailto:studentaffairs@woz.u.com)

An administrative withdrawal occurs when you, as an enrolled student are not in compliance with attendance, satisfactory progress and/or the code of conduct policies. If a student wants to be re-admitted to any Woz-U program they must meet with Education team and be granted reinstatement into the program.

All students will be responsible for the tuition and fee charges associated with the course and other charges related to attending WOZ U as outlined in the STUDENT'S RIGHT TO CANCEL AND REFUND POLICY section of this catalog.

## **ATTENDANCE POLICY**

Campus based program – students enrolled in a campus based Day Immersive program are required to attend class daily either in-person or virtually. If a student is absent for 10 consecutive school days, the students enrollment in the program will be terminated.

Online based program - students enrolled in a Structured Online program are required to engage in an academically related activity every week. If a student is absent for 10 consecutive calendar days, the students enrollment in the program will be terminated.

A student whose enrollment was terminated for violation of the attendance policy may not re-enroll until the next cohort starts offering the same course the student was scheduled in. This provision does not circumvent the approved refund policy.

## **SATISFACTORY PROGRESS AND ACADEMIC PROBATION**

All WOZ U students are expected to meet minimum Academic, Attendance, and Satisfactory Academic Progress policy.

Attendance: At any point at which students have missed more than ten consecutive school

days (Day Immersive) or 10 calendar days (Structured Online), they are considered to be in violation of the Attendance policy. This policy is not subject to a Probationary or Appeal process and the students will be immediately withdrawn.

Cumulative GPA: At the end of each three-week period, students must achieve a minimum cumulative GPA of 70% on a 100 point scale to meet the GPA standard. These GPA standards apply to all students regardless of delivery method or program length. If the student fails to meet the minimum standards in the first evaluation period, they will be placed in SAP probation status. If they fail to meet the minimum standards in the second evaluation period they will be placed in SAP warning status. If the student fails to meet the minimum standards for 2 evaluation periods regardless of program length they will be Academically dismissed and placed in a SAP dismissal status.

### **Satisfactory Academic Progress Appeals Process**

If a student that is placed on Satisfactory Academic Progress status does not agree with the decision they can submit a written appeal of the grievance to the Student Affairs team at [studentaffairs@woz-u.com](mailto:studentaffairs@woz-u.com). The student should submit a copy of the Satisfactory Academic Progress notice in addition to the request for review. Upon receipt of the written statement from the student, the Student Affairs team will contact the student to confirm receipt and gather any material and information needed to facilitate a fair decision. This stage of the grievance procedure will be completed within 15 business days, (or as soon as reasonably possible). If it extends pass 15 business days the student will be notified.

From the time that Student Affairs receives the appeal the committee has up to 15 days to review and respond to the appeal. A fair and appropriate resolution does not always mean that the student will like the results.

## **MODULE RETAKE POLICY**

The programs provided by WOZ U are comprised of modules varying length between 1 to 6 weeks. If a student cannot successfully complete a module they will need to re-take that module. Students will only have 3 attempts to pass a module and after the 3<sup>rd</sup> attempt they will be administratively withdrawn. Students can re-apply for re-admission after 30 days and must successfully complete an online assessment prior to re-admission into the program.

## **STUDENT RECORDS, GRADE REPORTING AND TRANSCRIPTS**

Student academic and internal financial records are maintained and filed in a secure and safe manner in perpetuity. Students are able to view their records upon written request to WOZ U headquarters. Official transcripts will be provided to the student at the time of graduation at no charge, additional copies are available for \$15.00.

Personal payment plan terms, interest rates, and monthly payments are between the student and the lender of choice. Student personal payment plan records are maintained by the lender.

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

## **TARDIES**

Attendance will be taken daily as the first order of business for each day of class. If a student is tardy for more than 3 days in a seven-day period, the student's grade for the class will be deemed incomplete.

## **LEAVE OF ABSENCE**

The WOZ U Administration may grant a Leave of Absence (LOA) after determining the student has met one of the following criteria:

- Military Service
- Jury Duty
- Family Emergencies
- Medical Emergencies

A Leave of Absence request must be submitted to [studentaffairs@woz-u.com](mailto:studentaffairs@woz-u.com) with a statement indicating the reason(s) for the LOA. WOZ U has 15 business days to determine eligibility for the LOA. If granted, a student's enrollment in the program will be paused once the LOA is approved and the student will be granted the option to return in a future cohort at the same point of the program in which they decided to take the LOA. The duration of the LOA may not exceed 60 days and only one LOA will be permitted to a student. In the event of an emergency and an immediate answer is needed students have the ability to request an expedited review by indicating "Emergency LOA" in the subject line of the Leave of Absence request. Emergency LOA's will be reviewed within 24 hours of receipt.

## **PLACEMENT ASSISTANCE**

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

Successful job assistance is dependent upon the mutual effort by the graduate and WOZ U. Students and graduates are encouraged to seek employment on their own and keep records, informing the Career Services Department of those efforts.

## **CODER FOR LIFE**

Students who graduate from the Full Stack Web Development (FSWD) program will receive access to the modules they completed and the other languages currently offered (ie: Java, Ruby, JavaScript, .NET) contained within the FSWD program.

To ensure our graduates stay current with industry standards they will also receive access to any updates released within the modules.

Coder for Life participants do not receive access to a Mentor, Instructor led sessions, or live chat support unless they purchase the Coder for Life + Plan. Interested students should contact Career Services for additional program information and enrollment information.

Graduates who are interested in taking additional programs offered will have the option to

enroll in those programs and will receive an Alumni Grant that will be applied towards the tuition costs of the new program. Interested students should work with the Career Services team for program details and availability.

The Coder for Life benefit is not transferable to friends, family, or employers. In order to qualify for the Coder for Life benefits and the Alumni Grant graduates must be in good financial standing with the school.

## **SCHOOL POLICY REGARDING STUDENT CONDUCT CAUSES FOR TERMINATION**

Student will be terminated under the following conditions, if the student:

- Participates in hate speech or bigotry of any kind, whether written or spoken while in the facility
- Fails to complete necessary required exams with a passing grade
- Refuses to participate in required group assignments
- Takes any willful action that impedes the education of another student
- Takes any act of violence while attending our courses
- Does not comply with our attendance policy
- Breaches any part of the contracts signed between WOZ U and the student
- Releases WOZ U intellectual property publicly, such as curriculum or lesson materials without permission from WOZ U
- Fails to make required payments to financing partners, if required by their agreements
- Weapons, facsimile weapons, candles, fireworks, knives, or other objects that may cause harm to other people or damage to the facilities are prohibited
- The sell, use or possession of illegal drugs or alcoholic beverages is prohibited
- Harassment in any form by students or any member of the administration, faculty, or staff is prohibited
- Violations of Arizona laws are considered to be violations of regulations as well

## **CAUSES FOR READMISSION**

A student that is terminated due to the reasons listed in the School Policy Regarding Student Conduct will not be readmitted under any circumstances. If a student is terminated due to another reason, the Senior Staff Member of the course will assess the students' written request on a case by case basis.

Students terminated for unsatisfactory progress are offered a slot in the subsequent class (where 20% of seats are reserved for rollback students) with priority given to students with perfect attendance and no behavioral incidents.

Students with absences are priority two for rollback seats, and students with behavioral incidents are priority three. In the event there is no space in the next immediate course, WOZ U staff will work with students to find a subsequent course that works for them.

## **PROCEDURES TO RESOLVE STUDENT GRIEVANCES**

WOZ U gives full consideration to complaints and grievances which are submitted by students concerning any aspect of WOZ U. The policy and procedure is intended to provide a full means of resolution for the student. The policy and procedure is available and published in the student course catalog.

WOZ U supports and encourages a positive communication environment. The purpose of this procedure is to outline a process for students to express and resolve misunderstandings, concerns, or issues that they may have with any WOZ U employee, fellow student, or third party associated with WOZ U in a fair and equitable and timely manner. A student may use this procedure if they believe that an employee of the College, fellow student, or third party associated with the WOZ U has violated a policy and/or has acted in a manner that is inappropriate or unfair to the student, which includes any student claims of discrimination on the basis of age, gender, race, color, creed, religion, marital status, national or ethnic origin, disability, or sexual orientation, as well as claims of sexual harassment.

Prior to undertaking an informal or formal grievance complaint, a student is encouraged to resolve the complaint with the individual toward whom the grievance is directed. When this is not feasible, it is recommended that the formal procedure be followed. However, students are not required to follow the informal procedures before a grievance is brought forward in a formal manner. A grievance or complaint must be filed within 60 days from the date of the alleged event.

Students are requested to follow the steps outlined below:

#### **Informal Procedure**

1. Discuss the matter with the individual(s) involved.
2. If a resolution is not reached with 10 business after they have attempted to initiate a discussion with the individual(s) involved, or if the student chooses not to discuss the matter with the individual(s) involved, the student can discuss this matter with the employee's supervisor (e.g., Department Director, Chairperson, etc. if the student grievance involves a College employee) who will attempt to mediate a resolution. In cases where a fellow student or third party is involved, the student should bring the matter to the attention of his/her student advisor who will attempt to mediate a resolution.
3. If the advisor, supervisor, or chairperson cannot resolve the issue within 10 business day, the matter should be reported to Student Affairs via email at [studentaffairs@woz-u.com](mailto:studentaffairs@woz-u.com). Who will gather information, communicate with all parties and attempt to mediate an informal resolution.
4. If the student is dissatisfied with the outcome, they can proceed with the formal grievance procedure.

#### **Formal Procedure**

1. If the matter is not resolved adequately, the student should submit a written statement of the grievance to the Student Affairs team at [studentaffairs@woz-u.com](mailto:studentaffairs@woz-u.com)
2. The statement should provide an outline of the circumstances of the event leading to the grievance, identification of the parties involved, and the location and date of the incident. Upon receipt of the written statement from the student, the Student Affairs

team. Will contact the student to confirm receipt and gather any material and information needed to facilitate a fair decision. This stage of the grievance procedure will be completed within 15 business days.

3. Within 10 business days after the completion of the "fact-finding" stage, the Student Affairs person will convene the full Grievance Committee to hear the complaint and review the findings. The decision of the Committee will be sent to all the parties involved with a copy to the President of WOZ U. This decision will include remedies (if any) that may be suggested by the Committee. Every attempt will be made to fairly and appropriately resolve grievance. A fair and appropriate resolution does not always mean that the student will like the results.
4. If the complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private Postsecondary Education. The student must contact the State Board for further details. The State Board address is 1400 W. Washington Street, Room 260, Phoenix, AZ 85007, phone # 602-542-5709, website address: [www.azppse.gov](http://www.azppse.gov)

## **ACKNOWLEDGEMENTS**

Within 10-days from the date WOZ U revises a catalog, or publishes a new catalog, WOZ U shall submit a written or electronic copy of the catalog to the State Board.

Catalog shall be available to students and prospective students in a written or electronic format.