



AGB INSTITUTE

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The AGB Institute will provide a more skilled elevating workforce by the professional acumen of general public through an innovative educational program built on key essentials to bridge skill gaps and excel one's professional training and development. AGB Institute is to develop people by utilizing education life skills that will empower them to be successful and positive contributors to society.

AGB Institute is dedicated to development and enlightened society. The Mission of the AGB Institute is to provide a quality education and higher levels of learning opportunities in vocational and avocational fields of study.)

*** AGB Institution is approved to operate by the Private Business and Vocational Schools Division of the Illinois Board of Higher Education**

*** AGB Institute is not accredited by a US Department of Education recognized accrediting body.**

We're Moving!

Visit our new location at 7545 S. Western Ave., Chicago, IL 60620



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The AGB Institute is relocating to provide greater access to services for its students. The new facility at 7545 South Western is complete with a parking lot that allows adequate and free parking. The new location also provides greater accommodations with larger classroom space.

Our new address: 7545 S Western Ave, Chicago, IL 60620

Phone Number: 773-941-5566

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To You the Student

WELCOME TO THE 2019 – 20 AGB INSTITUTE ACADEMIC CATALOG.

Welcome to the AGB Institute. We are pleased that you have selected us as your choice for improved skills, academic excellence, and professional development. We hope that this is just the beginning of a long relationship.

The most important step in your growth process is deciding to invest in you; this is why we have created the AGB Institute. At AGB we offer a host of robust curricula, which is designed to help you develop and prepare for your life's work and purpose in the field of security and beyond. Upon completion of any course or series of courses you will be better equipped to move more purposefully through your professional work experience. Whether joining our program for personal or professional development; we guarantee that you will never be the same. Thank you, again, for joining our family. We wish you much success in your quest for academic, personal, and professional development.

Sincerely,

Dr. Denitra D. Griffin

President-AGB Institute



At the AGB Institute We Believe:

“Education and Personal Development Are the Foundational Keys for Success and Wealth; and Are the Necessary Tools for a Great Society”

Johnny R. C. Tyler, Chief Training Officer, AGB Institute

Our Board of Directors



About Us

The AGB Institute is a 501(c)3 school of higher learning focused on creating a highly skilled workforce and safer society by providing a unique and robust learning experience. This is accomplished by elevating the professional acumen of security officers, business professions, and the general public. This is accomplished through innovative education programs, built on key essentials to bridge skill gaps and excel professional training and development.

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Mission Statement

The AGB Institute will provide a more skilled workforce by elevating the professional acumen of general public through an innovative educational program built on key essentials to bridge skill gaps and excel one's professional training and development. AGB Institute is to develop people by utilizing education life skills that will empower them to be successful and positive contributors to society.

AGB Institute is dedicated to development and enlightened society. The Mission of the AGB Institute is to provide a quality education and higher levels of learning opportunities in vocational and avocational fields of study.)

REFUND / CANCELLATION POLICY

- **Withdrawal Procedure:**

A student choosing to withdraw from the program should write to the Administrator of the Institute. If a student is absent for 7 consecutive days of the program, then the student will be determined to be withdrawn from the program.

Tuition Refund Policy

- Tuition refunds are issued to eligible students based upon the official date of withdrawal
- Students must officially inform the institute they are withdrawing from a class or classes by completing a withdrawal form and having it processed by the Program Manager and approved by the Chief Academic Officer
- Withdrawals submitted in writing are effective according to the postmark date of the envelope
- Full refund of tuition and fees is granted if the institution cancels a course with the exception of administrative fees
- 100% percent of applicable tuition (or non-resident tuition) shall be refunded if a student withdraws formally prior to the first day of class
- For a normal 16-week class, 100% of tuition and applicable fees shall be refunded if a student withdraws formally within the first seven (7) days of the first-class meeting (including weekends and holidays)

- For special session classes with durations shorter than 16 weeks, the 100 percent of tuition and applicable fees refund will vary proportionately to the number of days in the session (based upon an equitable percentage of time) for withdrawal starting from the first date of the class
 - Lab fees will be refunded at the same percentage applied to the corresponding tuition refund
 - Non-refundable fees: Registration fees, program fees, partial payment fees, activity fees (activity fees may be refunded if courses are dropped before the term begins) are non-refundable
- Should the student's enrollment be terminated, or should the student withdraw for any reason, all refunds will be made according to the following refund schedule:
 - After the first seven (7) days, refunds will be made proportional to the amount of the class the student completed using the $1 - (\% \text{ of the class completed})$ formula. For example, if the student completes 60% of the class and withdraws, they will receive a 40% refund. After the student has completed 60% of the class, they will not receive a refund if they choose to withdraw from the class. See the below table.

Tuition Refund Policy and Refund Percentages Table

Week Withdrawal Occurred	% of Term Enrolled	Institution Refund Policy	
1	7%	93%	
2	13%	87%	
3	20%	80%	
4	27%	73%	
5	33%	67%	
6	40%	60%	
7	50%	50%	
8	53%	47%	
9	60%	40%	
10	67%	0%	
11	73%	0%	
12	80%	0%	
13	87%	0%	
14	93%	0%	
15	100%	0%	

NSW – No-Show Withdrawal: Students will be issued a no-show withdrawal (NSW) under the following circumstances:

- Courses that meet more than once per week: students who do not attend the first two (2) class sessions will be withdrawn from the class by the instructor and issued an NSW
- Courses that meet once per week: students who do not attend the first two class sessions of a course which meets only once per week will be withdrawn from the class by the instructor and issued an NSW
- Students who have been issued an NSW by the instructor may, at the request of the instructor, be reinstated (RNS) into the class

NSW – No-Show Withdrawal from Online Program Courses: Students registered for online courses will be issued a no-show withdrawal (NSW) if they fail to log-on to the Schoology website and enter into the course content areas (in each course in which they are registered) at least once on two different days prior to the completion of the first two weeks of classes

ADW – Administrative Withdrawal: A student may be awarded an administrative withdrawal (ADW) at midterm if the instructor determines that the student is not actively pursuing completion of the course, based upon the instructor's active pursuit criteria. Instructors are required to publish their measures of active pursuit and distribute them to students via their class syllabus during the first week of class.

A student who receives an ADW at midterm and is reinstated (RNS) by the instructor may NOT elect to withdraw from the class at a later time. Students may not be reinstated after the last date for student-initiated withdrawals (WTH). If a student receiving an ADW repeats that course, only the last grade

received will be included in the Grade Point Average (GPA) calculations; however, both grades will appear on the permanent academic record, will appear on the transcript, and will be counted as registered hours to determine satisfactory academic progress, academic warning, and academically dismissed status.

ADW – Administrative Withdrawal for Center for Online Learning Students: Instructors monitor the academically-related activities of students enrolled in Online Learning course(s). If a student ceases to be engaging in academically related activities for a period of seven (7) calendar days from the last expected such activity (regardless of when that may occur during the term), the instructor must issue the student an administrative withdrawal (ADW) and submit it to the Office of the Registrar. The student's last day of attendance (i.e., the date of the ADW) must be accurately recorded as the last day the student engaged in an academically related activity. Academically related activities include, but are not limited to:

- Completing an exam
- Completing a tutorial
- Participating in computer-assisted instruction
- Turning in an assignment
- Meeting with a College Advisor or tutor regarding coursework
- Attending a study group
- Contributing to an online discussion
- Corresponding with an instructor regarding the class

Note: a student who logs into Schoology and engages in no other activities has NOT completed an academically related activity. That is, merely logging in to an online course does not constitute an academically related activity.

WTH – Student Initiated Withdrawal: It is the student's responsibility to officially withdraw from courses. Failure to

withdraw may result in mandatory payment of tuition, fees and book charges, forfeiture of financial aid eligibility, and/or a failing grade.

A student may withdraw from a course prior to or on the date (Last Day for Student Initiated Withdrawal) specified in the College Class Schedule if the student has not already received an NSW or ADW from the instructor. Thereafter, the student may withdraw during the remainder of that term only with the approval of the Chief Academic Officer or designee upon demonstration of extenuating circumstances.

A student may drop a class (student-initiated withdrawal, WTH) by speaking with the Program Director. The WTH will appear on the student's permanent academic record but will be excluded from Grade Point Average (GPA) calculations. Student initiated withdrawals occurring after the Statistical date will be counted as registered hours. See Office of the Registrar for more information.

Cancellation Policy

All money paid by an applicant must be refunded if requested within three (3) days after signing an enrollment agreement and making an initial payment. An applicant requesting cancellation more than three (3) 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 minus a registration fee of 15% of the contract price of the program, but in no event may the school retain more than \$150.00.

A student shall have the right to cancel an agreement for a program of instruction or class without penalty or obligation, through attendance at the first-class session, or midnight of the seventh (7th) calendar day after enrollment, whichever is later. For programs offered via distance education a student shall have the right to cancel and receive a full refund before the first lesson and materials are received; if the School has sent the first lesson and materials prior to cancellation notice being received by the school any refund shall be made within 45 days after the student has returned the materials. Cancellation shall occur when the student gives written notice of cancellation to the school at the campus of original enrollment. The written notice of cancellation, if given by mail, is effective when deposited in the mail properly addressed with postage prepaid. The written notice of cancellation need not take a particular form and however

expressed, is effective if it indicates the student's desire not to be bound by the agreement.

If the agreement is cancelled, the school shall refund within 45 days any consideration paid by the student, less a registration or administration fee of one hundred fifty dollars (\$150) and the non-refundable Student Tuition Recovery Fund fee, if applicable. If the school gave the student any equipment, the student shall return the equipment forty-five (45) days following the notice of cancellation. If the student fails to return the equipment within this forty-five (45) day period, in good condition, the school may retain that portion of the consideration paid by the student equal to the documented cost to the institution of the equipment. The student may retain the equipment without further obligation to pay for it.

STUDENT'S RIGHT TO CANCEL

The student has the right to cancel the initial enrollment agreement until 11:59PM of the 7th business day after the student has been admitted. If the right to cancel is not given to any prospective student at the time the agreement is signed, then the student has the right to cancel the agreement at any time and receive a refund on all monies paid to date within 30 business days of cancellation. Cancellation should be submitted to the authorized official of the school in writing.

ATTENDANCE & PREPARATION EXPECTATIONS

The pace and quantity of required work are high, so it is essential that students be in class on time and remain until dismissed. The instructor has the right to withdraw a student from their class if the student has an excessive number of absences from class.

Be prepared for class. It will be difficult to follow the discussion and participate if you have not read the material. The assumption is that you have read the material prior to class and have a basic understanding of the concepts, tools, and techniques that will be required of the students. Classes are designed to reinforce and discuss the key points; clear up questions concerning the basics and introduce advanced issues.

Admissions

In order to be admitted into ABG Institute, a candidate shall have obtained their high school diploma or GED. Upon receipt of all applications ABG will confirm High School Graduation or GED Diplomas via original diplomas, school transcripts.

Grievance Policy

Students who wish to make a complaint or grievance regarding any Institute policy, instructor, course, staff, or the facility should write to below individuals

Chief Academic Officer, Johnny R C Tyler:

johnny.tyler@agbinstitute.com

or

President Dr Denitra Griffin:

denitra.griffin@agbfd.org

Students with complaints that are unresolved through ABG Institute may contact the Illinois Board of Higher Education Institutional Complaint System. Their contact information is below.

Illinois Board of Higher Education
1 N. Old State Capitol Plaza, Suite 333
Springfield, Illinois 62701-1377
Phone: (217) 782-2551
Fax: (217) 782-8548
General Information: info@ibhe.org
Institutional Complaint Hotline: (217) 557-7359
Website: <http://complaints.ibhe.org/>

Courses

Microsoft Office Basic Certificate

COURSE OBJECTIVES

The Microsoft Office Basic Certificate program provides each student with a basic knowledge of some of the applications in the Microsoft Office Suite. The applications are WORD, EXCEL, POWERPOINT and OUTLOOK. This program typically takes one academic year plus one semester if the classes are taken one at a time. If they are taken two at a time, the time to completion is 2 semesters. The certificate program provides textbook explanation and hands-on exercises to teach the fundamental principles of the four applications.

Upon completion of the program (all 4 classes), the student will receive a certificate of completion which in part states that they have successfully completed the four Microsoft classes.

STUDENT LEARNING OUTCOMES

1. The skills acquired will give the student the skills necessary to provide entry level tasks in most working environments
2. Microsoft provides licensure/certification for graduates of Microsoft programs. The teaching materials contain the content that will allow a graduate of the program to sit for the certification exam after completion of the program. The topics that are covered throughout the class are similar to the information that can be found in the study materials offered by Microsoft in preparation for the certification exam. The acquire the certification, one has to sign-up through Microsoft and take the certification exam

TUITION & FEES

Tuition:

NON-REFUNDABLE REGISTRATION FEE:	\$ 25.00 per course
TUITION:	\$225.00 per course
BOOKS & SUPPLIES:	\$ 50.00 per course
TOTAL COST FOR MICROSOFT OFFICE BASIC CERTIFICATE/COURSE:	\$300.00 per course

Institute Disclosure Reporting Table-Microsoft Office Basic

Institutional Disclosures Reporting Table					
2019 (past fiscal year)					
Per Section 1095.200 of 23 Ill. Adm. Code 1095:					
Institution Name: AGB Institute					
<i>The following information must be included with the enrollment agreement, catalog, and posted on the institution's website.</i>					
		Program Name	Microsoft Office Basic		
Disclosure Reporting Category		CIP*	52.0408		
		SOC*	43.6011		
A) For each program of study, report:					
1) The number of students who were admitted in the program or course of instruction *		0			
2) The number of additional students who were admitted in the program or course of instruction during the next 12 months and classified in one of the following categories:					
a) New starts		0			
b) Re-enrollments		0			
c) Transfers into the program from other programs at the school		0			
3) The total number of students admitted in the program or course of instruction during the 12-month reporting period (the number of students reported under subsection A1 plus the total number of students reported under subsection A2).		0			
4) The number of students enrolled in the program or course of instruction during the 12-month reporting period who:					
a) Transferred out of the program or course and into another program or course at the school		0			
b) Completed or graduated from a program or course of instruction		0			
c) Withdrew from the school		0			
d) Are still enrolled		0			
5) The number of students enrolled in the program or course of instruction who were:					
a) Placed in their field of study					
b) Placed in a related field					
c) Placed out of the field					
d) Not available for placement due to personal reasons					
e) Not employed					
B1) The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.		0			
B2) The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.		0			
C) The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period; such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.					
D) The average starting salary for all school graduates employed during the reporting period; this information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.					
*CIP--Please insert the program CIP Code. For more information on CIP codes: https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55					
*SOC--Please insert the program SOC Code. For more information on SOC codes: http://www.bls.gov/soc/classification.htm					
*A course of instruction is a stand-alone course that provides instruction that may or may not be related to a program of study, but is either not part of the sequence or can be taken independent of the full sequence as a stand-alone option. A Course of Instruction may directly prepare students for a certificate or other completion credential or it can stand alone as an optional preparation; or in the case of students requiring catch-up work, a prerequisite for a program. A stand-alone course might lead to a credential to be used toward preparing individuals for a trade, occupation, vocation, profession; or it might improve, enhance or add to skills and abilities related to occupational/career opportunities.					

Microsoft Office Advanced Certificate

COURSE OBJECTIVES

The Microsoft Office Advanced Certificate program provides each student with an advanced knowledge of some of the applications in the Microsoft Office Suite. The applications are WORD, EXCEL, POWERPOINT and OUTLOOK. This program typically takes one academic year plus one semester if the classes are taken one at a time. If they are taken two at a time, the time to completion is 2 semesters. The certificate program provides textbook explanation and hands-on exercises to teach the fundamental principles of the four applications.

STUDENT LEARNING OUTCOMES

1. The skills acquired will give the student the skills necessary to provide advanced level tasks using the Office applications in most working environments.
2. Microsoft provides licensure/certification for graduates of Microsoft programs. The teaching materials contain the content that will allow a graduate of the program to sit for the certification exam after completion of the program. The topics that are covered throughout the class are similar to the information that can be found in the study materials offered by Microsoft in preparation for the certification exam. To acquire the certification, one has to sign-up through Microsoft and take the certification exam.

TUITION & FEES:

Tuition:

NON-REFUNDABLE REGISTRATION FEE: \$ 25.00 per course

TUITION: \$ 225.00 per course

BOOKS & SUPPLIES: \$ 50.00 per course

Total Cost Microsoft Office Advanced Certificate Course:

\$ 300.00 per course

PROJECTED SCHEDULE OF COURSE OFFERINGS *

Program Name:

Course Number and Title	TERM						Instructor(s) Assigned **
	1 st	2 nd	3 rd	4 th	5 th	6 th	
MIBE 101 Microsoft EXCEL Beginner	X						Jared Deane
MIAE 210 Microsoft EXCEL Advanced		X					Denitra Griffin
MIBO 102 Microsoft OUTLOOK Beginner	X						Jared Deane
MIAO 211 Microsoft OUTLOOK Advanced		X					Denitra Griffin
MIBP 103 Microsoft POWERPOINT Beginner			X				Jared Deane
MIAP 212 Microsoft POWERPOINT Advanced				X			Denitra Griffin
MIBW 104 Microsoft WORD Beginner			X				Jared Deane
MIAW 213 Microsoft WORD Advanced				X			Denitra Griffin

Institute Disclosure Reporting Table-Microsoft Office Advanced

Institutional Disclosures Reporting Table

2019 (past fiscal year)

Per Section 1095.200 of 23 Ill. Adm. Code 1095:

Institution Name: AGB Institute					
<i>The following information must be included with the enrollment agreement, catalog, and posted on the institution's website.</i>					
Disclosure Reporting Category	Program Name	Microsoft Office Advanced			
	CIP*	52.0408			
	SOC*	43.6011			
A) For each program of study, report:					
1) The number of students who were admitted in the program or course of instruction*		0			
2) The number of additional students who were admitted in the program or course of instruction during the next 12 months and classified in one of the following categories:					
a) New starts		0			
b) Re-enrollments		0			
c) Transfers into the program from other programs at the school		0			
3) The total number of students admitted in the program or course of instruction during the 12-month reporting period (the number of students reported under subsection A1 plus the total number of students reported under subsection A2).		0			
4) The number of students enrolled in the program or course of instruction during the 12-month reporting period who:					
a) Transferred out of the program or course and into another program or course at the school		0			
b) Completed or graduated from a program or course of instruction		0			
c) Withdrew from the school		0			
d) Are still enrolled		0			
5) The number of students enrolled in the program or course of instruction who were:					
a) Placed in their field of study					
b) Placed in a related field					
c) Placed out of the field					
d) Not available for placement due to personal reasons					
e) Not employed					
B1) The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.		0			
B2) The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.		0			
C) The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period; such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.					
D) The average starting salary for all school graduates employed during the reporting period; this information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.					

*CIP--Please insert the program CIP Code. For more information on CIP codes: <https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>

*SOC--Please insert the program SOC Code. For more information on SOC codes: <http://www.bls.gov/soc/classification.htm>

**A course of instruction is a stand-alone course that provides instruction that may or may not be related to a program of study, but is either not part of the sequence or can be taken independent of the full sequence as a stand-alone option. A course of instruction may directly prepare students for a certificate or other completion credential or it can stand alone as an optional preparation; or in the case of students requiring catch-up work, a prerequisite for a program. A stand-alone course might lead to a credential to be used toward preparing individuals for a trade, occupation, vocation, profession; or it might improve, enhance or add to skills and abilities related to occupational/career opportunities.

Security Services Management Diploma

The Advanced Security Services Management Diploma program provides each student with the education and practical skills required for management-level employment in the field of security and law enforcement. This program typically takes one academic year and requires 23 credit hours to earn the certificate. The certificate far exceeds what many law enforcement organizations are looking for when selecting their managers. The program provides instruction to help those who are interested in advanced in the field of law enforcement by addressing issues of leadership, management, and executive administration in the industry.

The proposed program of study complements the institution's mission by offering a formal training program that will allow the participants to have the necessary requisites to advance in their professional security careers. The program supports the institution's long- and short-term goals and priorities by being a positive presence in the community that offers resources, trainings and employment opportunities to underserved populations as well as the community at large in the short term. In the long term, the success of the program will allow the offering of more services through the AGB Institute. Program

COURSE OBJECTIVES

The primary objective of the Advanced Security Management Certificate is to prepare its students with the tools that are necessary to be managers and other advanced-level positions in the field of law enforcement, both in the public and private sectors. This goal is accomplished by building upon the knowledge and experience the student has entering the program and combining it with management skills that necessary to be an effective leader in every changing industry and the job-market.

Articulation Agreements

Transfer/Articulation Agreements: The AGB Institute has not entered into any articulation or transfer agreement with any other college or university.

Student learning Outcomes A program that prepares individuals to plan, manage, and supervise services providing private security protection for people and property and related investigative and consulting functions. Includes instruction in security and loss prevention services, private security and investigation techniques, security technologies, personnel management, business operations, marketing, applicable law and regulations, and client relations.

Tuition:

NON-REFUNDABLE REGISTRATION FEE:	\$ 150.00
TUITION:	\$ 4000.00
BOOKS & SUPPLIES:	\$ 250.00
MISC. EXPENSES:	\$ 500.00
OTHER:	\$ 500.00

Other Includes: laptop, printer and other peripherals

TOTAL COST FOR SECURITY SERVICES MANAGEMENT DIPLOMA PROGRAM/COURSE:
\$5,400.

PROJECTED SCHEDULE OF COURSE OFFERINGS *

Program Name:							
Course Number and Title	TERM						Instructor(s) Assigned **
	1 st	2 nd	3 rd	4 th	5 th	6 th	
PSOE 150 Business Acumen	x						Shelia Vinson
PSOI 101 Conflict Resolution	x						John Griffin Jr
PSOL 110 Critical Thinking				x			Jasmine Morris
PSOM 130 Managing Workplace Anxiety		x					Laurana Leon-Coleman
PSOE 151 Manager Management		x					Johnny Tyler
PSOE 152 Measuring Results from Training			x				Darryl Stroud
PSOI 102 Organizational Skills		x					Ra'Jah Welcome
PSOE 153 Performance Management				x			Ra'Jah Welcome
PSOI 102 Social Intelligence			x				Laurana Leon-Coleman
PSOM 131 Talent Management			x				Johnny Tyler
PSOM 132 Time Management				x			Jeanine Howard
PSOM 133 Virtual Team Building and Management	x						Jeanine Howard
PSOL 111 Workplace Violence	x						Darryl Stroud
Students are required to take 3 seminars listed on the "Seminars" tab. Seminar topic availability is based upon the discretion of the staff.							
Seminar 1		x					Shelia Vinson
Seminar 2			x				Shelia Vinson
Seminar 3				x			Darryl Stroud

* List Courses to be offered and check the term in which the course is scheduled to be offered. *Provide the last name of the existing instructors(s) who will be assigned to each course. If new instructors will be hired to teach a course, identify as "Position #1", "Position #2", etc. and make sure the position description is included in Instructors and Staff section of the application.

PROJECTED SCHEDULE OF COURSE OFFERINGS *

Program Name:

Course Number and Title	TERM						Instructor(s) Assigned **
	1 st	2 nd	3 rd	4 th	5 th	6 th	
PSOM 134 Administrative Support Seminar	X	X	X	X	X	X	Computer-mediated Instructor
PSOI 103 Anger Management Seminar	X	X	X	X	X	X	Computer-mediated Instructor
PSOI 104 Assertiveness and Self-Confidence Seminar	X	X	X	X	X	X	Computer-mediated Instructor
PSOE 154 Budget and Financial Reports Seminar	X	X	X	X	X	X	Computer-mediated Instructor
PSOE 155 Business Etiquette Seminar	X	X	X	X	X	X	Computer-mediated Instructor
PSOE 156 Business Succession Planning Seminar	X	X	X	X	X	X	Computer-mediated Instructor
PSOL 112 Change Management Seminar	X	X	X	X	X	X	Computer-mediated Instructor
PSOL 113 Coaching and Mentoring Seminar	X	X	X	X	X	X	Computer-mediated Instructor
PSOL 114 Creative Problem Solving Seminar	X	X	X	X	X	X	Computer-mediated Instructor
PSOI 105 Customer Service Seminar	X	X	X	X	X	X	Computer-mediated Instructor
PSOI 106 Emotional Intelligence Seminar	X	X	X	X	X	X	Computer-mediated Instructor
PSOM 135 Employee Motivation Seminar	X	X	X	X	X	X	Computer-mediated Instructor
PSOI 107 Facilitation Skills Seminar	X	X	X	X	X	X	Computer-mediated Instructor
PSOI 108 Interpersonal Skills Seminar	X	X	X	X	X	X	Computer-mediated Instructor
PSOI 109 Knowledge Management Seminar	X	X	X	X	X	X	Computer-mediated Instructor
PSOL 115 Leadership and Influence Seminar	X	X	X	X	X	X	Computer-mediated Instructor
PSOM 136 Meeting Management Seminar	X	X	X	X	X	X	Computer-mediated Instructor
PSOM 137 Middle Manager Seminar	X	X	X	X	X	X	Computer-mediated Instructor
PSOE 157 Negotiation Skills Seminar	X	X	X	X	X	X	Computer-mediated Instructor
PSOI 110 Stress Management	X	X	X	X	X	X	Computer-mediated Instructor

Note:

- Self-Guided courses
- Every Student must take 3 seminars of their choosing
- All Seminars are no credit and are Pass/Fail

Institute Disclosure Reporting Table-Security Service Management

Institutional Disclosures Reporting Table 2019 (past fiscal year) Per Section 1095.200 of 23 Ill. Adm. Code 1095:

Institution Name: AGB Institute					
<i>The following information must be included with the enrollment agreement, catalog, and posted on the institution's website.</i>					
Disclosure Reporting Category	Program Name	Security Service Management			
	CIP*	43.9999			
	SOC*	11.1020			
A) For each program of study, report:					
1) The number of students who were admitted in the program or course of instruction*					
		0			
2) The number of additional students who were admitted in the program or course of instruction during the next 12 months and classified in one of the following categories:					
	a) New starts	0			
	b) Re-enrollments	0			
	c) Transfers into the program from other programs at the school	0			
3) The total number of students admitted in the program or course of instruction during the 12-month reporting period (the number of students reported under subsection A1 plus the total number of students reported under subsection A2).					
		0			
4) The number of students enrolled in the program or course of instruction during the 12-month reporting period who:					
	a) Transferred out of the program or course and into another program or course at the school	0			
	b) Completed or graduated from a program or course of instruction	0			
	c) Withdrew from the school	0			
	d) Are still enrolled	0			
5) The number of students enrolled in the program or course of instruction who were:					
	a) Placed in their field of study				
	b) Placed in a related field				
	c) Placed out of the field				
	d) Not available for placement due to personal reasons				
	e) Not employed				
B1) The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.					
		0			
B2) The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.					
		0			
C) The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period; such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.					
D) The average starting salary for all school graduates employed during the reporting period; this information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.					

*CIP--Please insert the program CIP Code. For more information on CIP codes: <https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>

*SOC--Please insert the program SOC Code. For more information on SOC codes: <http://www.bls.gov/soc/classification.htm>

*A course of instruction is a stand-alone course that provides instruction that may or may not be related to a program of study, but is either not part of the sequence or can be taken independent of the full sequence as a stand-alone option. A Course of Instruction may directly prepare students for a certificate or other completion credential or it can stand alone as an optional preparation; or in the case of students requiring catch-up work, a prerequisite for a program. A stand-alone course might lead to a credential to be used toward preparing individuals for a trade, occupation, vocation, profession; or it might improve, enhance or add to skills and abilities related to occupational/career opportunities.

Advanced Tactical Training Certificate

COURSE OBJECTIVES

The Advanced Tactical Training Certificate provides each student with the education and practical skills required for the participants to be prepared to respond to situations that may require special training and equipment that would be outside the normal scope of duties performed by an armed security officer. This program typically takes six weeks to complete and requires 116 clock hours to earn the certificate.

Student learning Outcomes

A person who completes the certificate program from the AGB Institute, combined with his/her work experience, shall be better prepared for the duties of a supervisory or other managerial position in the security industry. When a student completes all the requirements for a certificate, they will receive a certificate acknowledging that they have completed all of the coursework necessary to receive the certificate. There is no requirement that students have to take an industry licensure or certification exam. This program will be an industry leader in terms of preparing officers for employment in the field.

TUITION & FEES

NON-REFUNDABLE REGISTRATION FEE: \$350.00

COURSE COST: \$ 850.00

BOOKS & SUPPLIES: \$ 40.00

TOTAL COST FOR ADVANCED TACTICAL CERTIFICATE: \$ 1240 .00

Institute Disclosure Reporting Table-Advanced Tactical Training

Institutional Disclosures Reporting Table

2019 (past fiscal year)

Per Section 1095.200 of 23 Ill. Adm. Code 1095:

Institution Name: AGB Institute

The following information must be included with the enrollment agreement, catalog, and posted on the institution's website.

Disclosure Reporting Category	Program Name	Advanced Tactical Training				
	CIP*	43.0303				
	SOC*	55.1017				
A) For each program of study, report:						
1) The number of students who were admitted in the program or course of instruction*		13				
2) The number of additional students who were admitted in the program or course of instruction during the next 12 months and classified in one of the following categories:						
a) New starts		13				
b) Re-enrollments		0				
c) Transfers into the program from other programs at the school		0				
3) The total number of students admitted in the program or course of instruction during the 12-month reporting period (the number of students reported under subsection A1 plus the total number of students reported under subsection A2).		13				
4) The number of students enrolled in the program or course of instruction during the 12-month reporting period who:						
a) Transferred out of the program or course and into another program or course at the school		0				
b) Completed or graduated from a program or course of instruction		13				
c) Withdrew from the school		0				
d) Are still enrolled		0				
5) The number of students enrolled in the program or course of instruction who were:						
a) Placed in their field of study		13				
b) Placed in a related field						
c) Placed out of the field						
d) Not available for placement due to personal reasons						
e) Not employed						
B1) The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.						
		0				
B2) The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.						
		0				
C) The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period; such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.						
D) The average starting salary for all school graduates employed during the reporting period; this information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.						

*CIP--Please insert the program CIP Code. For more information on CIP codes: <https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>

*SOC--Please insert the program SOC Code. For more information on SOC codes: <http://www.bls.gov/soc/classification.htm>

*A course of instruction is a stand-alone course that provides instruction that may or may not be related to a program of study, but is either not part of the sequence or can be taken independent of the full sequence as a stand-alone option. A course of instruction may directly prepare students for a certificate or other completion credential or it can stand alone as an optional preparation; or in the case of students requiring catch-up work, a prerequisite for a program. A stand-alone course might lead to a credential to be used toward preparing individuals for a trade, occupation, vocation, profession; or it might improve, enhance or add to skills and abilities related to occupational/career opportunities.

20 Hour Armed Certification Course

COURSE OBJECTIVES

The 20 Hour Armed Certification Course provides each student with basic and advance skills required in the field of armed security. This program typically takes three days and requires 20 clock hours to earn the certificate. The certification meets the training requirements necessary to apply for a 230 Firearms Certification through the Illinois Department of Finance and Professional Regulations (IDFPR).

Student learning Outcomes

A person who completes the certificate program from the AGB Institute, combined with his/her work experience, shall be better prepared for the duties of a supervisory or other managerial position in the security industry. When a student completes all the requirements for a certificate, they will receive a certificate acknowledging that they have completed all the coursework necessary to receive the certificate. There is no requirement that students have to take an industry licensure or certification exam. This program will be an industry leader in terms of preparing officers for employment in the field.

TUITION & FEES

NON-REFUNDABLE REGISTRATION FEE: \$30.00

COURSE COST: \$ 75.00

BOOKS & SUPPLIES: \$ 10.00

MISC EXPENSES: \$ 25.00

OTHERS: \$ 15.00

Other may include copies, supplemental handouts, and training equipment

Misc. may include: Range Fees, rental of eyes and ears protectors, and ammunition

TOTAL COST FOR 20 Hour Armed Certification PROGRAM/COURSE: \$155.00

PROJECTED SCHEDULE OF COURSE OFFERINGS*							
Program Name:							
	TERM						
Course Number and Title	1 st	2 nd	3 rd	4 th	5 th	6 th	Instructor(s) Assigned **
ISOC 230 CPR Training	X	X	X	X	X	X	Kevin Salmon
ISOC 320 Armed Security Guard Training	X	X	X	X	X	X	Johnny Tyler, Darryl Griffin. Steve Griffin
PSOI 110 Stress Management	X	X	X	X	X	X	Self-guided Course
PSOI 101 Conflict Resolution	X	X	X	X	X	X	John Griffin Jr
ISOC 110 Report Writing	X	X	X	X	X	X	Tasha Courtney

Institute Disclosure Reporting Table- 20 Hour Armed Certification Course Training

Institutional Disclosures Reporting Table

2019 (past fiscal year)

Per Section 1095.200 of 23 Ill. Adm. Code 1095:

Institution Name: AGB Institute

The following information must be included with the enrollment agreement, catalog, and posted on the institution's website.

Disclosure Reporting Category	Program Name	Illinois 20 Hour Armed Security Certificate					
	CIP*	43.9999					
	SOC*	33.9032					
A) For each program of study, report:							
1) The number of students who were admitted in the program or course of instruction*		160					
2) The number of additional students who were admitted in the program or course of instruction during the next 12 months and classified in one of the following categories:							
a) New starts		160					
b) Re-enrollments		0					
c) Transfers into the program from other programs at the school		0					
3) The total number of students admitted in the program or course of instruction during the 12-month reporting period (the number of students reported under subsection A1 plus the total number of students reported under subsection A2).		160					
4) The number of students enrolled in the program or course of instruction during the 12-month reporting period who:							
a) Transferred out of the program or course and into another program or course at the school		0					
b) Completed or graduated from a program or course of instruction		158					
c) Withdrew from the school							
d) Are still enrolled		0					
5) The number of students enrolled in the program or course of instruction who were:							
a) Placed in their field of study							
b) Placed in a related field							
c) Placed out of the field							
d) Not available for placement due to personal reasons							
e) Not employed							
B1) The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.		158					
B2) The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.		158					
C) The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period; such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.							
D) The average starting salary for all school graduates employed during the reporting period; this information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.							

*CIP--Please insert the program CIP Code. For more information on CIP codes: <https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>

*SOC--Please insert the program SOC Code. For more information on SOC codes: <http://www.bls.gov/soc/classification.htm>

*A course of instruction is a stand-alone course that provides instruction that may or may not be related to a program of study, but is either not part of the sequence or can be taken independent of the full sequence as a stand-alone option. A course of instruction may directly prepare students for a certificate or other completion credential or it can stand alone as an optional preparation; or in the case of students requiring catch-up work, a prerequisite for a program. A stand-alone course might lead to a credential to be used toward preparing individuals for a trade, occupation, vocation, profession; or it might improve, enhance or add to skills and abilities related to occupational/career opportunities.

20 Hour Unarmed Certification Course

COURSE OBJECTIVES

The 20 Hour Unarmed Certification Course provides each student with the basic and practical skills required in the field of security. This program typically takes three days and requires 20 clock hours to earn the certification. The certification meets the training requirements necessary to apply for a Permanent Employee Registration Card (PERC) through the Illinois Department of Finance and Professional Regulations (IDFPR).

Student learning Outcomes

A person who completes the certificate program from the AGB Institute, combined with his/her work experience, shall be better prepared for the duties of a supervisor or other managerial position in the security industry. When a student completes all the requirements for a certificate, they will receive a certificate acknowledging that they have completed all the coursework necessary to receive the certificate. There is no requirement that students have to take an industry licensure or certification exam. This program will be an industry leader in terms of preparing officers for employment in the field.

TUITION & FEES

NON-REFUNDABLE REGISTRATION FEE: \$ 25.00

COURSE COST: \$ 35.00

TOTAL COST FOR 20 HOUR UNARMED CERTIFICATION COURSE: \$ 60.00

PROJECTED SCHEDULE OF COURSE OFFERINGS*							
Program Name:							
	TERM						
Course Number and Title	1 st	2 nd	3 rd	4 th	5 th	6 th	Instructor(s) Assigned **
ISOC 130 Introduction to Private Security	X	X	X	X	X	X	Johnny Tyler, Darryl Griffin Steve Griffin
ISOC 320 Basic Unarmed Security Guard Training	X	X	X	X	X	X	Tasha Courtney
ISOC 210 Body Language Basics	X	X	X	X	X	X	Johnny Tyler, Darryl Griffin.. Steve Griffin

Institute Disclosure Reporting Table- 20 Hour Unarmed Certification Course

Institutional Disclosures Reporting Table 2019 (past fiscal year)

Per Section 1095.200 of 23 Ill. Adm. Code 1095:

Institution Name: AGB Institute

The following information must be included with the enrollment agreement, catalog, and posted on the institution's website.

Disclosure Reporting Category	Program Name	Illinois 20 Hour Unarmed Security Certificate			
	CIP*	43.9999			
	SOC*	33.9032			
A) For each program of study, report:					
1) The number of students who were admitted in the program or course of instruction*					
		326			
2) The number of additional students who were admitted in the program or course of instruction during the next 12 months and classified in one of the following categories:					
a) New starts		326			
b) Re-enrollments		0			
c) Transfers into the program from other programs at the school		0			
3) The total number of students admitted in the program or course of instruction during the 12-month reporting period (the number of students reported under subsection A1 plus the total number of students reported under subsection A2).					
		326			
4) The number of students enrolled in the program or course of instruction during the 12-month reporting period who:					
a) Transferred out of the program or course and into another program or course at the school		0			
b) Completed or graduated from a program or course of instruction		313			
c) Withdrew from the school					
d) Are still enrolled		0			
5) The number of students enrolled in the program or course of instruction who were:					
a) Placed in their field of study					
b) Placed in a related field					
c) Placed out of the field					
d) Not available for placement due to personal reasons					
e) Not employed					
B1) The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.					
		313			
B2) The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.					
		313			
C) The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period; such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.					
D) The average starting salary for all school graduates employed during the reporting period; this information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.					

*CIP--Please insert the program CIP Code. For more information on CIP codes: <https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>

*SOC--Please insert the program SOC Code. For more information on SOC codes: <http://www.bls.gov/soc/classification.htm>

*A course of instruction is a stand-alone course that provides instruction that may or may not be related to a program of study, but is either not part of the sequence or can be taken independent of the full sequence as a stand-alone option. A Course of Instruction may directly prepare students for a certificate or other completion credential or it can stand alone as an optional preparation; or in the case of students requiring catch-up work, a prerequisite for a program. A stand-alone course might lead to a credential to be used toward preparing individuals for a trade, occupation, vocation, profession; or it might improve, enhance or add to skills and abilities related to occupational/career opportunities.

Institute Disclosure Reporting Table- Conceal and Carry Certification Program

Institutional Disclosures Reporting Table 2019 (past fiscal year)

Per Section 1095.200 of 23 Ill. Adm. Code 1095:

Institution Name: AGB Institute

The following information must be included with the enrollment agreement, catalog, and posted on the institution's website.

Disclosure Reporting Category	Program Name	CIP*	IBHE Undeclared	SOC*	Code not listed				
A) For each program of study, report:									
1) The number of students who were admitted in the program or course of instruction*									
		33							
2) The number of additional students who were admitted in the program or course of instruction during the next 12 months and classified in one of the following categories:									
	a) New starts	33							
	b) Re-enrollments	0							
	c) Transfers into the program from other programs at the school	0							
3) The total number of students admitted in the program or course of instruction during the 12-month reporting period (the number of students reported under subsection A1 plus the total number of students reported under subsection A2).									
		33							
4) The number of students enrolled in the program or course of instruction during the 12-month reporting period who:									
	a) Transferred out of the program or course and into another program or course at the school	0							
	b) Completed or graduated from a program or course of instruction	33							
	c) Withdrew from the school	0							
	d) Are still enrolled	0							
5) The number of students enrolled in the program or course of instruction who were:									
	a) Placed in their field of study								
	b) Placed in a related field								
	c) Placed out of the field								
	d) Not available for placement due to personal reasons								
	e) Not employed								
B1) The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.									
		33							
B2) The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.									
		33							
C) The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period; such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.									
D) The average starting salary for all school graduates employed during the reporting period; this information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.									

*CIP--Please insert the program CIP Code. For more information on CIP codes: <https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>

*SOC--Please insert the program SOC Code. For more information on SOC codes: <http://www.bls.gov/soc/classification.htm>

*A course of instruction is a stand-alone course that provides instruction that may or may not be related to a program of study, but is either not part of the sequence or can be taken independent of the full sequence as a stand-alone option. A course of instruction may directly prepare students for a certificate or other completion credential or it can stand alone as an optional preparation; or in the case of students requiring catch-up work, a prerequisite for a program. A stand-alone course might lead to a credential to be used toward preparing individuals for a trade, occupation, vocation, profession; or it might improve, enhance or add to skills and abilities related to occupational/career opportunities.

Basic Officer Security

COURSE OBJECTIVES

The Basic Officer Security Certificate program provides each student with the education and practical skills required for entry level employment in the field of security and law enforcement. This program typically takes one to two weeks and requires 40 clock hours to earn the certificate. The certificate supplements the basic unarmed security requirements in the state of Illinois. The program provides instruction to help those who are interested in enhancing their skills in the field of security by addressing issues of industry history, first-aid, non-verbal communication, and historical norms in the industry.

Student learning Outcomes

A person who completes the certificate program from the AGB Institute, combined with his/her work experience, shall be better prepared for the duties of a supervisory or other managerial position in the security industry. When a student completes all the requirements for a certificate, they will receive a certificate acknowledging that they have completed all the coursework necessary to receive the certificate. There is no requirement that students have to take an industry licensure or certification exam. This program will be an industry leader in terms of preparing officers for employment in the field.

TUITION & FEES

NON-REFUNDABLE REGISTRATION FEE: \$ 30.00

COURSE COST: \$ 85.00

FINGERPRINTS: \$ 60.00

BOOKS & SUPPLIES: \$ 25.00

MISC EXPENSES: \$ 50.00

OTHERS: \$ 50.00

Other may include copies, supplemental handouts, and training equipment

TOTAL COST FOR Basic Officer Security /COURSE: \$300.00

PROJECTED SCHEDULE OF COURSE OFFERINGS*							
Program Name:							
	TERM						
Course Number and Title	1 st	2 nd	3 rd	4 th	5 th	6 th	Instructor(s) Assigned **
ISOC 320 Basic Unarmed Security Guard Training	X	X	X	X	X	X	Tasha Courtney

Institute Disclosure Reporting Table- Basic Officer Security Certificate

Institutional Disclosures Reporting Table

2019 (past fiscal year)

Per Section 1095.200 of 23 Ill. Adm. Code 1095:

Institution Name: AGB Institute

The following information must be included with the enrollment agreement, catalog, and posted on the institution's website.

Disclosure Reporting Category	Program Name	Basic Officer Security			
	CIP*	43.9999			
	SOC**	33.9032			
A) For each program of study, report:					
1) The number of students who were admitted in the program or course of instruction*					
		0			
2) The number of additional students who were admitted in the program or course of instruction during the next 12 months and classified in one of the following categories:					
a) New starts		0			
b) Re-enrollments		0			
c) Transfers into the program from other programs at the school		0			
3) The total number of students admitted in the program or course of instruction during the 12-month reporting period (the number of students reported under subsection A1 plus the total number of students reported under subsection A2).					
		0			
4) The number of students enrolled in the program or course of instruction during the 12-month reporting period who:					
a) Transferred out of the program or course and into another program or course at the school		0			
b) Completed or graduated from a program or course of instruction		0			
c) Withdrew from the school		0			
d) Are still enrolled		0			
5) The number of students enrolled in the program or course of instruction who were:					
a) Placed in their field of study					
b) Placed in a related field					
c) Placed out of the field					
d) Not available for placement due to personal reasons					
e) Not employed					
B1) The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.					
		0			
B2) The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.					
		0			
C) The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period; such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.					
D) The average starting salary for all school graduates employed during the reporting period; this information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.					

*CIP--Please insert the program CIP Code. For more information on CIP codes: <https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>

**SOC--Please insert the program SOC Code. For more information on SOC codes: <http://www.bls.gov/soc/classification.htm>

*A course of instruction is a stand-alone course that provides instruction that may or may not be related to a program of study, but is either not part of the sequence or can be taken independent of the full sequence as a stand-alone option. A Course of Instruction may directly prepare students for a certificate or other completion credential or it can stand alone as an optional preparation; or in the case of students requiring catch-up work, a prerequisite for a program. A stand-alone course might lead to a credential to be used toward preparing individuals for a trade, occupation, vocation, profession; or it might improve, enhance or add to skills and abilities related to occupational/career opportunities.

Verbal De-Escalation and Crisis Prevention

COURSE OBJECTIVES

The Verbal De-Escalation and Crisis Prevention Training Course provides each student with the education and practical skills required for advancement in the field of security and law enforcement, as well as personal application for civilians. This program is three days and requires 20 clock hours to earn the certificate. The program enhances the development of those who are interested in building their skills in the field of security by addressing issues of violence and the use of force models.

Student learning Outcomes

A person who completes the certificate program from the AGB Institute, combined with his/her work experience, shall be better prepared for the duties of a supervisory or other managerial position in the security industry. When a student completes all the requirements for a certificate, they will receive a certificate acknowledging that they have completed all the coursework necessary to receive the certificate. There is no requirement that students have to take an industry licensure or certification exam. This course will become best practices in terms of enhancing officer skills in the field of security.

TUITION & FEES

NON-REFUNDABLE REGISTRATION FEE: \$ 30.00

COURSE COST: \$ 85.00

FINGERPRINTS: \$ 60.00

BOOKS & SUPPLIES: \$ 25.00

MISC EXPENSES: \$ 50.00

OTHERS: \$ 50.00

Other may include copies, supplemental handouts.

TOTAL COST FOR VERBAL DE-ESCALATION AND CRISIS PREVENTION TRAINING PROGRAM
/COURSE: \$300.00

PROJECTED SCHEDULE OF COURSE OFFERINGS*							
Program Name:							
	TERM						
Course Number and Title	1 st	2 nd	3 rd	4 th	5 th	6 th	Instructor(s) Assigned **
DSOM 150 Verbal - DeEscalation and Crisis Prevention Awareness	X	X	X	X	X	X	Johnny Tyler

Institute Disclosure Reporting Table- Verbal De-Escalation and Crisis Prevention

Institutional Disclosures Reporting Table

2019 (past fiscal year)

Per Section 1095.200 of 23 Ill. Adm. Code 1095:

Institution Name: AGB Institute
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The following information must be included with the enrollment agreement, catalog, and posted on the institution's website.

Disclosure Reporting Category	Program Name	Verbal De-escalation & Crisis Prevention				
	CIP*	43.9999				
	SOC*	33.9032				
A) For each program of study, report:						
1) The number of students who were admitted in the program or course of instruction*						
		0				
2) The number of additional students who were admitted in the program or course of instruction during the next 12 months and classified in one of the following categories:						
	a) New starts	0				
	b) Re-enrollments	0				
	c) Transfers into the program from other programs at the school	0				
3) The total number of students admitted in the program or course of instruction during the 12-month reporting period (the number of students reported under subsection A1 plus the total number of students reported under subsection A2).						
		0				
4) The number of students enrolled in the program or course of instruction during the 12-month reporting period who:						
	a) Transferred out of the program or course and into another program or course at the school	0				
	b) Completed or graduated from a program or course of instruction	0				
	c) Withdrew from the school	0				
	d) Are still enrolled	0				
5) The number of students enrolled in the program or course of instruction who were:						
	a) Placed in their field of study					
	b) Placed in a related field					
	c) Placed out of the field					
	d) Not available for placement due to personal reasons					
	e) Not employed					
B1) The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.						
		0				
B2) The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.						
		0				
C) The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period; such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.						
D) The average starting salary for all school graduates employed during the reporting period; this information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.						

*CIP--Please insert the program CIP Code. For more information on CIP codes: <https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>

*SOC--Please insert the program SOC Code. For more information on SOC codes: <http://www.bls.gov/soc/classification.htm>

*A course of instruction is a stand-alone course that provides instruction that may or may not be related to a program of study, but is either not part of the sequence or can be taken independent of the full sequence as a stand-alone option. A Course of Instruction may directly prepare students for a certificate or other completion credential or it can stand alone as an optional preparation; or in the case of students requiring catch-up work, a prerequisite for a program. A stand-alone course might lead to a credential to be used toward preparing individuals for a trade, occupation, vocation, profession; or it might improve, enhance or add to skills and abilities related to occupational/career opportunities.

Advanced Officer Security

COURSE OBJECTIVES

The Advanced Officer Security Certificate Program provides each student with the education and practical skills required for advancement in the field of security and law enforcement. This program typically takes 1 week and requires 44 clock hours to earn the certificate. The certificate builds on The Illinois Security Officer Basic Certificate. The program enhances the development of those who are interested in building their skills in the field of security by addressing issues of industry history, first-aid, non-verbal communication, and historical norms in the industry.

Student learning Outcomes

A person who completes the certificate program from the AGB Institute, combined with his/her work experience, shall be better prepared for the duties of a supervisory or other managerial position in the security industry. When a student completes all the requirements for a certificate, they will receive a certificate acknowledging that they have completed all the coursework necessary to receive the certificate. There is no requirement that students must take an industry licensure or certification exam. This program will be an industry leader in terms of preparing officers for employment in the field.

TUITION & FEES

NON-REFUNDABLE REGISTRATION FEE: \$ 40.00

COURSE COST: \$ 165.00

BOOKS & SUPPLIES: \$ 25.00

MISC EXPENSES: \$ 50.00

OTHERS: \$ 50.00

Other may include copies, supplemental handouts, and training equipment

Misc. may include: Range Fees, rental of eyes and ears protectors, and ammunition.

TOTAL COST FOR Advanced Officer Security: \$330.00

PROJECTED SCHEDULE OF COURSE OFFERINGS*							
Program Name:							
	TERM						
Course Number and Title	1 st	2 nd	3 rd	4 th	5 th	6 th	Instructor(s) Assigned **
ISOC 450 Advance Security Officer Training Certificate	X	X	X	X	X	X	Johnny Tyler, Steve Griffin & Darryl Griffin

Institute Disclosure Reporting Table- Advanced Officer Security Certificate Program

Institutional Disclosures Reporting Table 2019 (past fiscal year) Per Section 1095.200 of 23 Ill. Adm. Code 1095:

Institution Name: AGB Institute							
<i>The following information must be included with the enrollment agreement, catalog, and posted on the institution's website.</i>							
Disclosure Reporting Category	Program Name		Advanced Officer Security				
	CIP*	43.9999					
	SOC*	33.9032					
A) For each program of study, report:							
1) The number of students who were admitted in the program or course of instruction* as of July 1 of this reporting period.			0				
2) The number of additional students who were admitted in the program or course of instruction during the next 12 months and classified in one of the following categories:							
	a) New starts		0				
	b) Re-enrollments		0				
	c) Transfers into the program from other programs at the school		0				
3) The total number of students admitted in the program or course of instruction during the 12-month reporting period (the number of students reported under subsection A1 plus the total number of students reported under subsection A2).			0				
4) The number of students enrolled in the program or course of instruction during the 12-month reporting period who:							
	a) Transferred out of the program or course and into another program or course at the school		0				
	b) Completed or graduated from a program or course of instruction		0				
	c) Withdrew from the school		0				
	d) Are still enrolled		0				
5) The number of students enrolled in the program or course of instruction who were:							
	a) Placed in their field of study						
	b) Placed in a related field						
	c) Placed out of the field						
	d) Not available for placement due to personal reasons						
	e) Not employed						
B1) The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.			0				
B2) The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.			0				
C) The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period; such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.							
D) The average starting salary for all school graduates employed during the reporting period; this information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.							

*CIP--Please insert the program CIP Code. For more information on CIP codes: <https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>

*SOC--Please insert the program SOC Code. For more information on SOC codes: <http://www.bls.gov/soc/classification.htm>

*A course of instruction is a stand-alone course that provides instruction that may or may not be related to a program of study, but is either not part of the sequence or can be taken independent of the full sequence as a stand-alone option. A Course of Instruction may directly prepare students for a certificate or other completion credential or it can stand alone as an optional preparation; or in the case of students requiring catch-up work, a prerequisite for a program. A stand-alone course might lead to a credential to be used toward preparing individuals for a trade, occupation, vocation, profession; or it might improve, enhance or add to skills and abilities related to occupational/career opportunities.

Institute Disclosure Reporting Table- Microsoft EXCEL Certificate

Institutional Disclosures Reporting Table

2019 (past fiscal year)

Per Section 1095.200 of 23 Ill. Adm. Code 1095:

Institution Name : AGB Institute

The following information must be included with the enrollment agreement, catalog, and posted on the institution's website.

Disclosure Reporting Category	Program Name	Microsoft Excel				
	CIP*	52.0408				
	SOC*	43.9000				
A) For each program of study, report:						
1) The number of students who were admitted in the program or course of instruction*		0				
2) The number of additional students who were admitted in the program or course of instruction during the next 12 months and classified in one of the following categories:						
a) New starts		0				
b) Re-enrollments		0				
c) Transfers into the program from other programs at the school		0				
3) The total number of students admitted in the program or course of instruction during the 12-month reporting period (the number of students reported under subsection A1 plus the total number of students reported under subsection A2).		0				
4) The number of students enrolled in the program or course of instruction during the 12-month reporting period who:						
a) Transferred out of the program or course and into another program or course at the school		0				
b) Completed or graduated from a program or course of instruction		0				
c) Withdrew from the school		0				
d) Are still enrolled		0				
5) The number of students enrolled in the program or course of instruction who were:						
a) Placed in their field of study						
b) Placed in a related field						
c) Placed out of the field						
d) Not available for placement due to personal reasons						
e) Not employed						
B1) The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.		0				
B2) The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.		0				
C) The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period; such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.						
D) The average starting salary for all school graduates employed during the reporting period; this information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.						

*CIP--Please insert the program CIP Code. For more information on CIP codes: <https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>

*SOC--Please insert the program SOC Code. For more information on SOC codes: <http://www.bls.gov/soc/classification.htm>

*A course of instruction is a stand-alone course that provides instruction that may or may not be related to a program of study, but is either not part of the sequence or can be taken independent of the full sequence as a stand-alone option. A Course of Instruction may directly prepare students for a certificate or other completion credential or it can stand alone as an optional preparation; or in the case of students requiring catch-up work, a prerequisite for a program. A stand-alone course might lead to a credential to be used toward preparing individuals for a trade, occupation, vocation, profession; or it might improve, enhance or add to skills and abilities related to occupational/career opportunities.

Unarmed Security Professional

COURSE OBJECTIVES

The Unarmed Security Professional program provides each student with the basic and practical skills required in the field of security. This program typically takes four weeks and requires 84 clock hours to earn the certification. The certification meets and exceeds the training requirements necessary to apply for a Permanent Employee Registration Card (PERC) through the Illinois Department of Finance and Professional Regulations (IDFPR). Students enrolled in this program will receive a broader body of knowledge in addition to the 20 hours of basic unarmed training. The Security Professional Program offers a more deliberate set of skills including:

- Historical Perspectives and Trends in Private Security
- Microsoft Basic Excel
- Conflict Resolution,
- Customer Service
- Anger Management
- De-Escalation
- Medical Emergencies
- And Workplace Violence

Student learning Outcomes

A person who completes the certificate program from the AGB Institute, combined with his/her work experience, shall be better prepared for the duties of a supervisory or other managerial position in the security industry.

When a student completes all the requirements for a certificate, they will receive a certificate acknowledging that they have completed all of the coursework necessary to receive the certificate. There is no requirement that students have to take an industry licensure or certification exam. This program will be an industry leader in terms of preparing officers for employment in the field.

Tuition & Fees

Non-Refundable Registration Fee	\$100
Course Cost	\$1,200
Books & Supplies	\$100

Misc. Expenses* \$40

Fingerprints \$60

Total Cost for Unarmed Security Professional \$1,500

Misc. Expenses may include copies, supplement handouts, training equipment, etc.

PROJECTED SCHEDULE OF COURSE OFFERING*							
Program Name: Unarmed Security Professional							
	TERM						
Course Number and Title	1st	2nd	3rd	4th	5th	6th	Instructor(s) Assigned**
ISOC 320 Unarmed Basic Security	x	x	x	x	x	x	Johnny Tyler, Tasha Courtney, Prachi Wahi
ISOC 130 Historical Perspectives and Trends In Private Security	x	x	x	x	x	x	Johnny Tyler, Tasha Courtney, Prachi Wahi
MIEX 300 Microsoft Basic Excel	x	x	x	x	x	x	Denitra Griffin, Prachi Wahi
PSOI 101 Conflict Resolution	x	x	x	x	x	x	John Griffin
PSOI 105 Customer Service	x	x	x	x	x	x	Tasha Courtney
PSOI 103 Anger Management	x	x	x	x	x	x	Johnny Tyler
DSOM 150 DeEscalation	x	x	x	x	x	x	Johnny Tyler
PSOL 111 Workplace Violence	x	x	x	x	x	x	Johnny Tyler
PSOM 135 Medical Emergencies	x	x	x	x	x	x	

Armed Security Professional

COURSE OBJECTIVES

The Armed Security Professional Program provides each student with advanced skills relevant in the field of armed security. This program typically takes four weeks and requires 84 clock hours to complete. The program meets and exceeds the training requirements necessary to apply for a 230 Firearms Certification Students enrolled in this program will receive a broader body of knowledge in addition to the 20 hours of armed training. The Security Professional Program offers a more deliberate set of skills including:

- Advanced Report Writing
- Leadership and Influence
- Stress Management
- Laws of Arrest
- Use of Force
- Active Shooter
- CPR /AED / First Aid
- Armed Security Certification

Student learning Outcomes

A person who completes the certificate program from the AGB Institute, combined with his/her work experience, shall be better prepared for the duties of a supervisory or other managerial position in the security industry. When a student completes all the requirements for a certificate, they will receive a certificate acknowledging that they have completed all the coursework necessary to receive the certificate. There is no requirement that students have to take an industry licensure or certification exam. This program will be an industry leader in terms of preparing officers for employment in the field.

Tuition & Fees

Non-Refundable Registration Fee \$100

Course Cost \$1,400

Books & Supplies \$100

Misc Expenses* \$100

Total Cost of the Armed Security Professional is \$1,700

Misc. Expenses may include range fees, rental of eyes and ears protectors, and ammunition, copies, supplement handouts, training equipment, etc.

PROJECTED SCHEDULE OF COURSE OFFERING*							
Program Name: Armed Security Professional							
	TERM						
Course Number and Title	1st	2nd	3rd	4th	5th	6th	Instructor(s) Assigned**
ISOC 450 Armed Security Guard Training	X	X	X	X	X	X	Steve Griffin, Darryl Griffin
PSOL 115 Leadership and Influence	X	X	X	X	X	X	Johnny Tyler
PSOL 110 Stress Management	X	X	X	X	X	X	Johnny Tyler
ISOC 132 Laws of Arrest	X	X	X	X	X	X	John Griffin
ISOC 133 Use of Force	X	X	X	X	X	X	Tasha Courtney
ISOC 230 CPR, AED & First Aid Training	X	X	X	X	X	X	
ISOC 111 Advanced Report Writing	X	X	X	X	X	X	Tasha Courtney
ASOM 101 Active Shooter Survival Training	X	X	X	X	X	X	Johnny Tyler, Tasha Courtney, Prachi Wahi

Advanced Security Professional

The Advanced Security Professional Certificate provides each student with the education and practical skills required for advancement in the field of security and law enforcement. This program supplements the combined program on Unarmed Security Professional and Armed Security Professional. It takes 8 weeks (168 clock hours) to complete and earn the certification. The certification meets the training requirement necessary to apply for a Permanent Employee Registration Card (PERC) and a 230 Firearms Certification through the Illinois Department of Finance and Professional Regulation (IDFPR). The Security Professional Program offers a more deliberate set of skills including:

Historical Perspectives and Trends in Private Security

Microsoft Basic Excel

Conflict Resolution

Customer Service

Anger Management

De-Escalation

Workplace Violence

Medical Emergencies

Unarmed Basic Security

Advanced Report Writing

Leadership and Influence

Stress Management

Laws of Arrest

Use of Force

Active Shooter

CPR /AED / First Aid

Armed Security Certification

Student learning Outcomes

A person who completes the certificate program from the AGB Institute, combined with his/her work experience, shall be better prepared for the duties of a supervisory or other managerial position in the security industry. When a student completes all the requirements for a certificate, they will receive a certificate acknowledging that they

have completed all the coursework necessary to receive the certificate. There is no requirement that students have to take an industry licensure or certification exam. This program will be an industry leader in terms of preparing officers for employment in the field.

Tuition & Fees

Non-Refundable Registration Fee \$100

Course Cost \$2,490

Books & Supplies \$100

Misc Expenses* \$100

Fingerprints \$60

Others** \$100

Total Cost for the Advanced Security Professional Program is \$2,950

*Misc. Expenses may include range fees, rental of eyes and ears protectors, and ammunition, copies, supplement handouts, training equipment, etc.

** Other include fees for Certificate Application, PERC & FOID Card

PROJECTED SCHEDULE OF COURSE OFFERING*							
Program Name: Advanced Security Professional							
	TERM						
Course Number and Title	1st	2nd	3rd	4th	5th	6th	Instructor(s) Assigned**
ISOC 320 Unarmed Basic Security	x	x	x	x	x	x	Johnny Tyler, Tasha Courtney, Prachi Wahi
ISOC 131 Historical Perspectives and Trends In Private Security	x	x	x	x	x	x	Johnny Tyler, Tasha Courtney, Prachi Wahi
MIEX 300 Microsoft Basic Excel	x	x	x	x	x	x	Denitra Griffin, Prachi Wahi
PSOI 101 Conflict Resolution	x	x	x	x	x	x	John Griffin
PSOI 105 Customer Service	x	x	x	x	x	x	Tasha Courtney
PSOI 103 Anger Management	x	x	x	x	x	x	Johnny Tyler
DSOM 150 DeEscalation	x	x	x	x	x	x	Johnny Tyler
PSOL 111 Workplace Violence	x	x	x	x	x	x	Johnny Tyler
PSOM 135 Medical Emergencies	x	x	x	x	x	x	
ISOC 111 Advanced Report Writing	x	x	x	x	x	x	Tasha Courtney
PSOL 115 Leadership and Influence	x	x	x	x	x	x	Johnny Tyler
PSOI 110 Stress Management	x	x	x	x	x	x	Johnny Tyler
ISOC 132 Laws of Arrest	x	x	x	x	x	x	John Griffin
ISOC 133 Use of Force	x	x	x	x	x	x	Tasha Courtney
ISOC 230 CPR, AED & First Aid Training	x	x	x	x	x	x	
ASOM 101 Active Shooter Survival Training	x	x	x	x	x	x	Johnny Tyler, Tasha Courtney, Prachi Wahi
ISOC 450 Armed Security Guard Training	x	x	x	x	x	x	Steve Griffin, Darryl Griffin

Active Shooter Awareness and Active Survival Training

COURSE OBJECTIVES

The training gives people the tools to respond appropriately to an active-threat situation. Because there is often no pattern or method to the selection of victims by an active shooter, these situations can be unpredictable and evolve quickly. This course is designed to help people anticipate and prevent an active threat situation, and to address such an incident if it occurs. Students will learn about potential workplace-violence indicators and characteristics of active shooters.

Student learning Outcomes

- Participants will understand different tools and methods to respond appropriately to an eminent threat or an active threat situation.
- Identify the warning signs of potential threat at workplace.
- Save lives and survive in an active threat situation.

Tuition & Fees

Non-Refundable Registration Fee \$15

Course Cost \$110

Total \$125

Total Cost for the Active Shooter Awareness and Active Survival Training is \$125

PROJECTED SCHEDULE OF COURSE OFFERING*							
Program Name: Active Shooter Awareness and Active Survival Training							
	TERM						
Course Number and Title	1st	2nd	3rd	4th	5th	6th	Instructor(s) Assigned**
AS 1011 Active Shooter Awareness	x	x	x	x	x	x	Johnny Tyler, John Griffin, Steve Griffin, Darryl Griffin, Perry Plarski
AS 1022 Active Survival Training	x	x	x	x	x	x	Johnny Tyler, John Griffin, Steve Griffin, Darryl Griffin, Perry Plarski

Coaching and Mentoring

COURSE OBJECTIVES

The Coaching and Mentoring focuses on how to better coach your employees to higher performance. Coaching is a process of relationship building and setting goals. How well you coach is related directly to how well you are able to foster a great working relationship with your employees through understanding them and strategic goal setting.

Student learning Outcomes

- Identify and set appropriate goals using the SMART technique of goal setting
- Identify the steps necessary in defining the current state or reality of your situation
- Identify the steps in developing a finalized plan or wrapping it up and getting your employee motivated to accomplish those plans.
- Identify the steps in giving effective feedback while maintaining trust
- Identify when the coaching is at an end and transitioning your employee to other growth opportunities

Tuition & Fees

Non-Refundable Registration Fee \$15

Course Cost \$80

Total \$95

Total Cost for the Coaching and Mentoring Training is \$95

PROJECTED SCHEDULE OF COURSE OFFERING*							
Program Name: Coaching and Mentoring Training							
	TERM						
Course Number and Title	1st	2nd	3rd	4th	5th	6th	Instructor(s) Assigned**
CM 101 Coaching and Mentoring	x	x	x	x	x	x	Johnny Tyler, John Griffin, Denitra Griffin, Perry Plarski, Elisa Brooks

Academic Winter-Spring Calendar 2020

Winter-Spring 2019 Term	16-week Session	12-week Session	8-week Session
Open Registration	November 25, 2019 – December 31, 2019		
First Day of Class	January 6, 2020	February 3, 2020	March 2, 2020
Martin Luther King Holiday	January 20, 2020		
President's Day Holiday	February 17, 2020		
Mid-Term	March 2, 2020	March 13, 2020	March 31, 2020
Spring Break	April 6, 2020 – April 10, 2020		
Last Day of Spring Class	May 8, 2020		
Spring 2020 Term ends	May 8, 2020		

NOTES:

1. Calendar is subject to change. Please contact the [AGB Institute](#) for details.
2. **Sessions and course offerings:** not all courses are offered each session. Please contact [AGB Institute](#) for details.