



AGB INSTITUTE

INSPIRE | PREPARE | EMPOWER

2021-2022

The AGB Institute will provide a more skilled elevating workforce by the professional acumen of the 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 advance a more diverse workforce through education and training in physical and cyber security, personal and business development, and workplace safety.

*** 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.**



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

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

Phone Number: 312-792-3630



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To You the Student

WELCOME TO THE 2021 – 22 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, Executive Vice President, AGB Institute



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.

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.



Mission Statement

The AGB Institute will provide a more skilled workforce by elevating the professional acumen of the 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 advance a more diverse workforce through education and training in physical and cyber security, personal and business development, and workplace safety.

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 are 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 AGB Institute, a candidate shall have obtained their high school diploma or GED. Upon receipt of all applications AGB 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

Executive Vice President, Johnny R C Tyler:

johnny.tyler@agbinstitute.com

or

President Dr Denitra Griffin:

denitra.griffin@agbfd.org

Students with complaints that are unresolved through AGB 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. 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 FOR MICROSOFT OFFICE BASIC CERTIFICATE/COURSE:	\$ 300.00 per course

Institute Disclosure Reporting Table-Microsoft Office Basic

Institutional Disclosures Reporting Table

July 1 through June 30 of the past fiscal year

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

Institution Name: AGB Institute

The following information must be submitted to the Board annually; failure to do so is grounds for immediate revocation of the permit of approval.

Disclosure Reporting Category	Program Name	CIP*	SOC*			
	Microsoft Office Basic Certificate	52.0401	43-0000			
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						
c) Transfers into the program from other programs at the school						
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						
b) Completed or graduated from a program or course of instruction						
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		0				
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.						
		0				
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.						
		Unavailable				

*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 standalone course that meets for an extended period of time and 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.

) In the event that the school fails to meet the minimum standards, that school shall be placed on probation.

) If that school's passage rate in its next reporting period does not exceed 50% of the average passage rate of that class of schools as a whole, then the Board shall revoke the school's approval for that program to operate in this State. Such revocation also shall be grounds for reviewing the approval to operate as an institution.

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
July 1, 2020 through June 30, 2021 (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 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* 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.

) In the event that the school fails to meet the minimum standards, that school shall be placed on probation.

) If that school's passage rate in its next reporting period does not exceed 50% of the average passage rate of that class of schools as a whole, then the Board shall revoke the school's approval for that program to operate in this State. Such revocation also shall be grounds for reviewing the approval to operate as an institution.

Security Services Management Diploma

The 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 Security Services 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

2020 (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	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.

] In the event that the school fails to meet the minimum standards, that school shall be placed on probation.

] If that school's passage rate in its next reporting period does not exceed 50% of the average passage rate of that class of schools as a whole, then the Board shall revoke the school's approval for that program to operate in this State. Such revocation also shall be grounds for reviewing the approval to operate as an institution.

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 TRAINING CERTIFICATE:	\$ 1240 .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 **
ADTL 110 Rapid Deployment	X	X	X	X	X	X	Darryl Griffin
ADTL 120 Tactical Self-Defense							Matthew Winston
ADTL 130 Suspect Management							Darryl Stroud
ADTL 140 Pistol Craft							Darryl Griffin
ADTL 150 Handcuffing, Subject Control and Pepper Spray							Steven Griffin
ADTL 160 Risk Assessment Management							Darryl Griffin
ISOC 110 Report Writing							Steven Griffin
PSOI 101 Conflict Resolution							John Griffin, Jr
PSOL 110 Critical Thinking							Self-guided courses
PSOI 103 Anger Management							Self-guided courses
PSOM 132 Time Management							Self-guided courses
PSOI 105 Customer Service							Self-guided courses
PSOL 113 Coaching and Mentoring							Self-guided courses
PSOL 115 Leadership and Influence							Self-guided courses
PSOL 114 Creative Problem Solving							Self-guided courses
ADTL 110 Rapid Deployment							Darryl Stroud
PSOM 135 Employee Motivation							Darryl Stroud
PSOI 110 Stress Management							Self-guided courses
ISOC 230 CPR Training							#N/A

Institute Disclosure Reporting Table-Advanced Tactical Training

Institutional Disclosures Reporting Table

July 1, 2020 through June 30, 2021 (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* 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.

} In the event that the school fails to meet the minimum standards, that school shall be placed on probation.

} If that school's passage rate in its next reporting period does not exceed 50% of the average passage rate of that class of schools as a whole, then the Board shall revoke the school's approval for that program to operate in this State. Such revocation also shall be grounds for reviewing the approval to operate as an institution.

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:

Course Number and Title	TERM						Instructor(s) Assigned **
	1 st	2 nd	3 rd	4 th	5 th	6 th	
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

July 1, 2020 through June 30, 2021 (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	20 Hour Armed Certification Course			
	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.					
		115			
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).					
		115			
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	115			
	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.					
		115			
B2) The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.					
		115			
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.

] In the event that the school fails to meet the minimum standards, that school shall be placed on probation.

] If that school's passage rate in its next reporting period does not exceed 50% of the average passage rate of that class of schools as a whole, then the Board shall revoke the school's approval for that program to operate in this State. Such revocation also shall be grounds for reviewing the approval to operate as an institution.

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 July 1, 2020 through June 30, 2021 (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				
	20 Hour Unarmed Certification Course				
	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.		522			
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).		522			
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	502			
	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.		502			
B2) The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.		502			
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.

) In the event that the school fails to meet the minimum standards, that school shall be placed on probation.

) If that school's passage rate in its next reporting period does not exceed 50% of the average passage rate of that class of schools as a whole, then the Board shall revoke the school's approval for that program to operate in this State. Such revocation also shall be grounds for reviewing the approval to operate as an institution.

Conceal and Carry

COURSE OBJECTIVES

The Conceal and Carry Certification Program provides each student with basic skills required to carry a concealed weapon. This program typically takes three days and requires 16 clock hours to earn the certification. The certification meets the training requirements necessary to apply for the Illinois Conceal and Carry license.

Student learning Outcomes

The completion of the continuing education courses will assist the student in being up to date on the latest information on local, state and federal conceal carry laws. 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:	\$ 30.00
COURSE COST:	\$ 100.00
BOOKS & SUPPLIES:	\$ 25.00
OTHERS:	\$ 20.00

Other may include training equipment, range fees, rental of eyes and ears protectors, and ammunition

TOTAL COST FOR CONCEAL AND CARRY PROGRAM/COURSE: \$175.00

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 **
CONC 450 Conceal and Carry Training	X	X	X	X	X	X	Steve Griffin, Darryl Griffin

Institute Disclosure Reporting Table- Conceal and Carry Certification Program

Institutional Disclosures Reporting Table July 1, 2020 through June 30, 2021 (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	Conceal and Carry	CIP*	IBHE Undeclared	SOC*	Code not listed
	Conceal and Carry					
			IBHE Undeclared			
					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* as of July 1 of this reporting period.		165				
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).		165				
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		165				
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.

] In the event that the school fails to meet the minimum standards, that school shall be placed on probation.

] If that school's passage rate in its next reporting period does not exceed 50% of the average passage rate of that class of schools as a whole, then the Board shall revoke the school's approval for that program to operate in this State. Such revocation also shall be grounds for reviewing the approval to operate as an institution.

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:

Course Number and Title	TERM						Instructor(s) Assigned **
	1 st	2 nd	3 rd	4 th	5 th	6 th	
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 July 1, 2020 through June 30, 2021 (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* 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.

] In the event that the school fails to meet the minimum standards, that school shall be placed on probation.

] If that school's passage rate in its next reporting period does not exceed 50% of the average passage rate of that class of schools as a whole, then the Board shall revoke the school's approval for that program to operate in this State. Such revocation also shall be grounds for reviewing the approval to operate as an institution.

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 July 1, 2020 through June 30, 2021 (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	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* 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>

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} In the event that the school fails to meet the minimum standards, that school shall be placed on probation.

} If that school's passage rate in its next reporting period does not exceed 50% of the average passage rate of that class of schools as a whole, then the Board shall revoke the school's approval for that program to operate in this State. Such revocation also shall be grounds for reviewing the approval to operate as an institution.

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

July 1, 2020 through June 30, 2021 (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 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>

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] In the event that the school fails to meet the minimum standards, that school shall be placed on probation.

] If that school's passage rate in its next reporting period does not exceed 50% of the average passage rate of that class of schools as a whole, then the Board shall revoke the school's approval for that program to operate in this State. Such revocation also shall be grounds for reviewing the approval to operate as an institution.

Microsoft EXCEL Certificate

COURSE OBJECTIVES

The Microsoft EXCEL Certificate program provides each student with a basic knowledge of the Microsoft EXCEL application. This program will take 1 day to complete. The certificate program provides textbook explanation and hands-on exercises to teach the fundamental principles of the four applications. The skills acquired will give the student the skills necessary to provide entry- to mid-level tasks in most working environments.

Student learning Outcomes

In the course, the student will learn how Excel can be used to analyze numbers, keep track of data, and graphically represent information. It will be shown how Excel also can make your data analysis problems easier by providing an easy-to-use interface, and an array of powerful tools to help you turn your data into useable information, which leads to better decision making.

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 EXCEL \$ 300.00 per course		

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 **
MIBE 101 Microsoft EXCEL Beginner	X	X	X	X	X	X	Jared Deane

Institute Disclosure Reporting Table- Microsoft EXCEL Certificate

Institutional Disclosures Reporting Table

July 1, 2020 through June 30, 2021 (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 Excel Certificate			
	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* 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>

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) If that school's passage rate in its next reporting period does not exceed 50% of the average passage rate of that class of schools as a whole, then the Board shall revoke the school's approval for that program to operate in this State. Such revocation also shall be grounds for reviewing the approval to operate as an institution.

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	

Institutional Disclosures Reporting Table
2020 (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	Unarmed Security Professional					
	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>

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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: \$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
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	
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

Institutional Disclosures Reporting Table

2020 (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	Armed Security Professional					
	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>

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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: \$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

Institutional Disclosures Reporting Table
2020 (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 Security Professional				
	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*		1			
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).		1			
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		1			
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		1			
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.					
		1			
B2) The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.					
		1			
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.

First Aid, CPR and AED

COURSE OBJECTIVES

This course teaches students critical skills needed to respond to and manage an emergency until emergency medical services arrives. Skills covered in this course include first aid; choking relief in adults, children, and infants; and what to do for sudden cardiac arrest in adults, children, and infants. The students will also learn when – and how – to use an automated external defibrillator (AED). The course delivers simple-to-use techniques and information that can help you save a life.

Student learning Outcomes

This course will help students look at first aid actions for medical emergencies, including breathing problem, severe choking, heart attack, and stroke. The actions in the first few minutes can help save someone's life.

Tuition & Fees

Non-Refundable Registration Fee	\$10
Course Cost with Card/Certificate	\$55
Total	\$65

Total Cost for the Medical Emergencies Program is \$65

PROJECTED SCHEDULE OF COURSE OFFERING*							
Program Name: First Aid, CPR & AED							
	TERM						
Course Number and Title	1st	2nd	3rd	4th	5th	6th	Instructor(s) Assigned**
FCA 1011 First Aid Basics	X	X	X	X	X	X	Perry Plarski
ME 101 Medical Emergencies	X	X	X	X	X	X	Perry Plarski
FCA 1012 Injury Emergencies	X	X	X	X	X	X	Perry Plarski
FCA 1013 Enviromental Emergencies	X	X	X	X	X	X	Perry Plarski
FCA 1014 CPR and AED Use for Adults	X	X	X	X	X	X	Perry Plarski
FCA 1015 CPR and AED Use for Children	X	X	X	X	X	X	Perry Plarski
FCA 1016 CPR for Infants	X	X	X	X	X	X	Perry Plarski

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

Workplace Harassment Training

COURSE OBJECTIVES

Workplace Harassment can be based on a variety of factors that differ from one person to another, such as race, sex, and disability. This course will give you the tools necessary to recognize harassment in the workplace as well understand your rights and responsibilities under the law, with regard to safety in the workplace.

Student learning Outcomes

- Identify the words and actions that constitute harassment.
- Understand what the law says about harassment.
- Implement anti-harassment policies.
- Educate employees and develop anti-harassment policies.
- Discuss employer and employee's rights and responsibilities.
- Address accusations of harassment.
- Apply proper mediation procedures.
- Deal with the aftermath of harassment.

Tuition & Fees

Non-Refundable Registration Fee	\$5
Course Cost	\$44
Total	\$49

Total Cost for the Workplace Harassment Training is \$49

PROJECTED SCHEDULE OF COURSE OFFERING*							
Program Name: Workplace Harassment Training							
		TERM					
Course Number and Title	1st	2nd	3rd	4th	5th	6th	Instructor(s) Assigned**
WH 101 Workplace Harassment	X	X	X	X	X	X	Johnny Tyler, John Griffin, Steve Griffin, Darryl Griffin, Perry Plarski, Elisa Brooks

Workplace Violence Training

COURSE OBJECTIVES

Our workplace violence training course will help supervisors and employees identify the kinds of behavior and language that can escalate into violence. These include verbal threats, verbal abuse, yelling, stalking, pushing, kicking, hitting, and other types of physical violence. In this training session, students will learn to identify signs and symptoms of domestic violence. They will also learn techniques to de-escalate situations. Finally, they will be trained in security procedures to ensure the safety of employees during violent situations.

Student learning Outcomes

- Define workplace harassment.
- Understand bullies and how to avoid hiring them.
- Create a risk assessment and understand how to handle violence.
- Recognize social and business responsibility.
- Develop relevant policies and procedures.
- Learn how to investigate complaints.

Tuition & Fees

Non-Refundable Registration Fee \$5

Course Cost \$44

Total \$49

Total Cost for the Workplace Violence Training is \$49

PROJECTED SCHEDULE OF COURSE OFFERING*							
Program Name: Workplace Violence Training							
	TERM						
Course Number and Title	1st	2nd	3rd	4th	5th	6th	Instructor(s) Assigned**
WV 101 Workplace Violence	X	X	X	X	X	X	Johnny Tyler, John Griffin, Steve Griffin, Darryl Griffin, Perry Plarski, Elisa Brooks

Business Acumen Training

COURSE OBJECTIVES

Through our Business Acumen training participants will improve their judgment and decisiveness skills. Business Acumen is all about seeing the big picture and recognizing that all decisions no matter how small can have an effect on the bottom line. Participants will increase their financial literacy and improve their business sense. The training will help your participants recognize learning events, manage risk better, and increase their critical thinking. Business Acumen has the ability to influence your whole organization and provide that additional edge that will lead to success.

Student learning Outcomes

- Know how to see the big picture
- Develop a risk management strategy
- Know how to practice financial literacy
- Develop critical thinking
- Practice management acumen
- Find key financial levers

Tuition & Fees

Non-Refundable Registration Fee \$15

Course Cost \$80

Total \$95

Total Cost for the Business Acumen Training is \$95

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

Business Etiquette Training

COURSE OBJECTIVES

This course examines the basics, most importantly to be considerate of others, dress/appearance, the workplace versus social situations, business meetings, proper introductions and 'the handshake', conversation skills/small talk, cultural differences affecting international business opportunities, dealing with interruptions, and proper business email and telephone etiquette. Our Business Etiquette training will help participants look and sound their best no matter what the situation.

Student learning Outcomes

- Define etiquette and provide an example of how etiquette can be of value to a company or organization.
- Understand the guidelines on how to make effective introductions.
- Identify the 3 C's of a good impression.
- Understand how to use a business card effectively.
- Identify the 3 steps in giving a handshake.
- Enumerate the four levels of conversation and provide an example for each.
- Understand the meaning of colors in dressing for success.
- Differentiate among the dressy casual, semi-formal, formal and black-tie dress code

Tuition & Fees

Non-Refundable Registration Fee \$15

Course Cost \$80

Total \$95

Total Cost for the Business Etiquette Training is \$95

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

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

Communication Strategies

COURSE OBJECTIVES

The Communication Strategies training will help participants understand the different methods of communication and how to make the most of each of them. These strategies will provide a great benefit for any organization and its employees. They will trickle down throughout the organization and positively impact everyone involved.

Student learning Outcomes

- Identify ways that communication can happen
- Identify barriers to communication and how to overcome them. Develop their non-verbal and paraverbal communication skills
- Use the STAR method to speak on the spot
- Listen actively and effectively
- Ask good questions. Use appreciative inquiry as a communication tool
- Adeptly converse and network with others
- Identify and mitigate precipitating factors. Establish common ground with others

Tuition & Fees

Non-Refundable Registration Fee	\$15
Course Cost	\$80
Total	\$95

Total Cost for the Communication Strategies is \$95

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

Conflict Management

COURSE OBJECTIVES

Conflict Resolution training, participants will learn crucial conflict management skills, including dealing with anger and using the Agreement Frame. Dealing with conflict is important for every organization no matter what the size. If it is left unchecked or not resolved it can lead to lost production, absences, attrition, and even lawsuits.

Student learning Outcomes

- Understand what conflict and conflict resolution mean
- Understand all six phases of the conflict resolution process
- Understand the five main styles of conflict resolution
- Be able to adapt the process for all types of conflicts
- Be able to break out parts of the process and use those tools to prevent conflict
- Be able to use basic communication tools, such as the agreement frame and open questions
- Be able to use basic anger and stress management techniques

Tuition & Fees

Non-Refundable Registration Fee \$15

Course Cost \$80

Total \$95

Total Cost for the Conflict Resolution Training is \$95

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

Creative Problem Solving

COURSE OBJECTIVES

The Creative Problem-Solving training will give participants an overview of the entire creative problem-solving process, as well as key problem solving tools that they can use every day. Skills such as brainstorming, information gathering, analyzing data, and identifying resources will be covered throughout the training.

Student learning Outcomes

- Understand problems and the creative problem-solving process
- Identify types of information to gather and key questions to ask in problem solving
- Identify the importance of defining a problem correctly. Identify and use four different problem definition tools
- Write concrete problem statements. Use basic brainstorming tools to generate ideas for solutions
- Evaluate potential solutions against criteria, including cost/benefit analysis and group voting
- Perform a final analysis to select a solution
- Understand the roles that fact and intuition play in selecting a solution. Understand the need to refine the shortlist and redefine it
- Understand how to identify the tasks and resources necessary to implement solutions
- Evaluate and adapt solutions to reality

Tuition & Fees

Non-Refundable Registration Fee \$15

Course Cost \$80

Total \$95

Total Cost for the Creative Problem-Solving Training is \$95

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

Critical Thinking

COURSE OBJECTIVES

Critical Thinking will lead to being a more rational and disciplined thinker. It will reduce your prejudice and bias which will provide you a better understanding of your environment. This training will provide you the skills to evaluate, identify, and distinguish between relevant and irrelevant information. It will lead you to be more productive in your career and provide a great skill in your everyday life.

Student learning Outcomes

- Understand the components of critical thinking
- Utilize non-linear thinking
- Use logical thinking
- Recognize what it means to be a critical thinker
- Evaluate information using critical thinking skills
- Identify the benefits of critical thinking
- Revise perspective, when necessary
- Comprehend problem solving abilities

Tuition & Fees

Non-Refundable Registration Fee	\$15
Course Cost	\$80
Total	\$95

Total Cost for the Critical Thinking Training is \$95

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

Body Language Basics

COURSE OBJECTIVES

Body Language Basics will provide you with a great set of skills to understand that what is not said is just as important than what is said. It will also give you the ability to see and understand how your own Body Language is being seen. You will be able to adjust and improve the way you communicate through non-verbal communications. Through Body Language Basics you will be given a set of tools to use to your advantage. These tools can be utilized in the office and at home. Understanding Body Language will provide you a great advantage in your daily communications.

Student learning Outcomes

- Define body language.
- Understand the benefits and purpose of interpreting body language.
- Learn to interpret basic body language movements.
- Recognize common mistakes when interpreting body language.
- Understand your own body language and what you are communicating.
- Practice your body language skills.

Tuition & Fees

Non-Refundable Registration Fee	\$15
Course Cost	\$80
Total	\$95

Total Cost for the Body Language Basic Training is \$95

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

Emotional Intelligence

COURSE OBJECTIVES

Emotional Intelligence is defined as a set of competencies demonstrating the ability one has to recognize his or her behaviors, moods, and impulses, and to manage them best according to the situation. This course will give you the tools you need to be emotionally intelligent in your workplace. An employee with high emotional intelligence can manage his or her own impulses, communicate with others effectively, manage change well, solve problems, and use humor to build rapport in tense situations. These employees also have empathy, remain optimistic even in the face of adversity, and are gifted at educating and persuading in a sales situation and resolving customer complaints in a customer service role.

Student learning Outcomes

- Define and practice self-awareness, self-regulation, self-motivation, and empathy.
- Understand, use, and manage your emotions.
- Verbally communicate with others.
- Successfully communicate with others in a non-verbal manner.
- Identify the benefits of emotional intelligence.
- Relate emotional intelligence to the workplace.
- Balance optimism and pessimism.
- Effectively impact others.

Tuition & Fees

Non-Refundable Registration Fee	\$15
Course Cost	\$80
Total	\$95

Total Cost for the Emotional Intelligence Training is \$95

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

Leadership and Influence

COURSE OBJECTIVES

This training will teach participants the different leadership types that can be effective, and which leadership style fits your personality best. The participants will be able to build the confidence it takes to take the lead. The training will help participants develop their personal leadership strengths. The training will help participants grow in their management skills fast—and get on the fast track to achieving leadership success.

Student learning Outcomes

- Define “leadership” and understand different leadership types
- Understand Transformational Leadership
- Understand the people you lead and how to adapt your leadership styles
- Explain leading by Directing
- Explain leading by Participating
- Explain leading by Delegating
- Conduct a personal inventory
- Create an action plan
- Establish personal leadership goals

Tuition & Fees

Non-Refundable Registration Fee	\$15
Course Cost	\$80
Total	\$95

Total Cost for the Leadership and Influence Training is \$95

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

Stress Management

COURSE OBJECTIVES

The Stress Management workshop will give participants a three-option method for addressing any stressful situation, as well as a toolbox of personal skills, including using routines, relaxation techniques, and a stress log system. They will also understand what lifestyle elements they can change to reduce stress.

Student learning Outcomes

- Identify the best approach to a stressful situation
- Understand what lifestyle elements you can change to reduce stress
- Use routines to reduce stress
- Use environmental and physical relaxation techniques
- Better cope with major events
- Use a stress log to identify stressors and create a plan to reduce or eliminate them

Tuition & Fees

Non-Refundable Registration Fee	\$15
Course Cost	\$80
Total	\$95

Total Cost for the Stress Management Training is \$95

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

Self-Management

COURSE OBJECTIVES

In this training participants will learn the skills required to effectively manage themselves in order to achieve greater things in life. The course teaches the participants the self-awareness skills, time management skills and problem-solving skills.

Student learning Outcomes

- Develop a greater sense of integrity and strength to accomplish goals
- Build a healthier self-concept to manage issues and events
- Develop strategy towards a greater time-task productivity
- Manage task more effectively and efficiently
- Cultivate greater flexibility contributing toward an effective self-managed team

Tuition & Fees

Non-Refundable Registration Fee	\$15
Course Cost	\$80
Total	\$95

Total Cost for the Self-Management Training is \$95

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

Assertiveness & Self Confidence

COURSE OBJECTIVES

The Assertiveness and Self-Confidence training will give participants an understanding of what assertiveness and self-confidence each mean (in general and to them personally) and how to develop those feelings in their day-to-day lives. These skills will encompass many aspects of participant's lives and have a positive effect on them.

Student learning Outcomes

- Define assertiveness and self-confidence, and list different styles of communication
- Describe the types of negative thinking, and how one can overcome negative thoughts
- Explain the difference between listening and hearing.
- Define the importance of goal setting, and practice setting SMART goals for assertive behavior
- Utilize methodologies for understanding your worth -- and the use of positive self-talk
- List reasons why a pleasing appearance and body language are critical for creating a strong first impression
- Practice strategies for gaining positive outcomes in difficult interpersonal situations.

Tuition & Fees

Non-Refundable Registration Fee \$15

Course Cost \$80

Total \$95

Total Cost for the Assertiveness & Self Confidence is \$95

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

Attention Management

COURSE OBJECTIVES

A distracted employee is a less effective employee. Employees who do not pay attention to their work can waste valuable time and make careless mistakes. Your participants will be more efficient at their job, make fewer mistakes, and overall be more productive. Attention Management is a useful skill that allows managers to connect with their employees on an emotional level and motivate them to focus on their work and how to reach their personal and company goals. Your participants will gain valuable insight and strategies into what it takes to be more attentive and vigilant.

Student learning Outcomes

- Define and understand attention management.
- Identify different types of attention.
- Create strategies for goals and SMART goals.
- Be familiar with methods that focus attention.
- Put an end to procrastination.
- Learn how to prioritize time.
- Increased productivity
- Increased job satisfaction

Tuition & Fees

Non-Refundable Registration Fee \$15

Course Cost \$80

Total \$95

Total Cost for the Attention Management is \$95

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

Delivering Constructive Criticism

COURSE OBJECTIVES

Delivering Constructive Criticism is one of the most challenging things for anyone. Through this workshop your participants will gain valuable knowledge and skills that will assist them with this challenging task. When an employee commits an action that requires feedback or criticism it needs to be handled in a very specific way.

Student learning Outcomes

- Understand when feedback should take place
- Learn how to prepare and plan to deliver constructive criticism
- Determine the appropriate atmosphere in which it should take place
- Identify the proper steps to be taken during the session
- Know how emotions and certain actions can negatively impact the effects of the session
- Recognize the importance of setting goals and the method used to set them
- Uncover the best techniques for following up with the employee after the session

Tuition & Fees

Non-Refundable Registration Fee	\$15
Course Cost	\$80
Total	\$95

Total Cost for the Delivering Constructive Criticism is \$95

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

Facilitation Skills

COURSE OBJECTIVES

The Facilitation Skills training can help any organization make better decisions. This training will give participants an understanding of what facilitation is all about, as well as some tools that they can use to facilitate small meetings. A strong understating of how a facilitator can command a room and dictate the pace of a meeting will have participants on the road to becoming great facilitators.

Student learning Outcomes

- Define facilitation and identify its purpose and benefits.
- Clarify the role and focus of a facilitator.
- Differentiate between process and content in the context of a group discussion.
- Provide tips in choosing and preparing for facilitation.
- Identify a facilitator’s role when managing groups in each of Tuckman and Jensen’s stages of group development: forming, storming, norming and performing.
- Identify ways a facilitator can help a group reach a consensus: from encouraging participation to choosing a solution.
- Provide guidelines in dealing with disruptions, dysfunctions, and difficult people in groups.
- Define what interventions are when they are appropriate and how to implement them.

Tuition & Fees

Non-Refundable Registration Fee	\$15
Course Cost	\$80
Total	\$95

Total Cost for the Facilitation Skills is \$95

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

Generation Gaps

COURSE OBJECTIVES

This training will help you understand the various generations present at work and understand what motivates each of them and how to work together. Learning how to deal with the generation gap at work will help you become a better manager or co-worker.

Student learning Outcomes

- History behind generation gaps
- Understand different generations like traditionalists, Baby boomers, Generation X, Generation Y, Generation Z
- Differences between each type of generation
- Finding common ground among the generations
- Conflict management

Tuition & Fees

Non-Refundable Registration Fee	\$15
Course Cost	\$80
Total	\$95

Total Cost for the Generation Gap is \$95

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

Workplace Diversity

COURSE OBJECTIVES

This training will help participants understand what diversity all they is about, and how can help create a more diverse world at work and at home. They will be instructed to use skills such as active listening to receive messages in a diverse population, employ effective questioning techniques, and communicate with strength.

Student learning Outcomes

- Explain the definition, terms, and history of diversity
- Describe the meaning of stereotypes and biases, how they develop, and the reasons for your own perspectives
- List strategies for removing barriers to encouraging diversity for yourself, in the workplace, and in the social community
- Use active listening skills to receive messages in a diverse population, employ effective questioning techniques, and communicate with strength
- Identify ways to encourage diversity in the workplace, and prevent and discourage discrimination
- Understand and respond to personal complaints, and develop a support system to manage the resolution process
- List the steps a manager should take to record a complaint, analyze the situation, and take appropriate resolution action

Tuition & Fees

Non-Refundable Registration Fee	\$15
Course Cost	\$80
Total	\$95

Total Cost for the Workplace Diversity is \$95

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

Goal Setting and Getting Things Done

COURSE OBJECTIVES

The training will cover strategies to help participants overcome procrastination. These skills will translate into increased satisfaction in their professional and personal lives. Participants will learn the Goal Setting characteristics of successful people and in turn will become happier and more productive individuals.

Student learning Outcomes

- Overcome procrastination
- Manage time effectively
- Accomplish important tasks
- Self-motivate
- Create SMART goals

Tuition & Fees

Non-Refundable Registration Fee	\$15
Course Cost	\$80
Total	\$95

Total Cost for the Goal Setting and Getting Things Done is \$95

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

Interpersonal Skills

COURSE OBJECTIVES

The Interpersonal Skills training will help participants work towards being that unforgettable person by providing communication skills, negotiation techniques, tips on making an impact, and advice on networking and starting conversations. They will also identify the skills needed in starting a conversation, moving a conversation along, and progressing to higher levels of conversation.

Student learning Outcomes

- Understand the difference between hearing and listening. Know some ways to improve the verbal skills of asking questions and communicating with power.
- Understand what ‘non-verbal communication’ is and how it can enhance interpersonal relationships.
- Identify the skills needed in starting a conversation.
- Identify ways of creating a powerful introduction, remembering names, and managing situations when you’ve forgotten someone’s name.
- Understand how seeing the other side can improve skills in influencing other people.
- Understand how the use of facts and emotions can help bring people to your side.
- Identify ways of sharing one’s opinions constructively.
- Learn tips in preparing for a negotiation, opening a negotiation, bargaining, and closing a negotiation.
- Learn tips in making an impact through powerful first impressions.

Tuition & Fees

Non-Refundable Registration Fee	\$15
Course Cost	\$80
Total	\$95

Total Cost for the Interpersonal Skills is \$95

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

Public Speaking

COURSE OBJECTIVES

The Public Speaking training will give participants some basic public speaking skills, including in-depth information on developing an engaging program and delivering their presentation with power. Through this training your participants will become more confident and relaxed in front of an audience which will translate into a successful speaking event.

Student learning Outcomes

- Identify their audience
- Create a basic outline
- Organize their ideas
- Flesh out their presentation
- Find the right words
- Prepare all the details
- Overcome nervousness
- Deliver a polished, professional speech
- Handle questions and comments effectively

Tuition & Fees

Non-Refundable Registration Fee	\$15
Course Cost	\$80
Total	\$95

Total Cost for the Public Speaking is \$95

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

Social Intelligence

COURSE OBJECTIVES

Social Intelligence training is about understanding your environment and having a positive influence. Participants will become more confident in their social situations by learning how to express and interrupt social cues. They will create positive connections and increase their influence during social situations. Improving social skills through active listening, understanding body language, and being more empathic will give participants the advantage in their interactions.

Student learning Outcomes

- Be aware of our own behaviors
- Learn to be empathetic with others
- Know tools for active listening
- Effectively communicate interpersonally
- Recognize various social cues
- Determine appropriate conversation topics
- Know various forms of body language

Tuition & Fees

Non-Refundable Registration Fee	\$15
Course Cost	\$80
Total	\$95

Total Cost for the Social Intelligence is \$95

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

Work Life Balance

COURSE OBJECTIVES

This training will show how to focus on the important things, set accurate and achievable goals, and communicate better with your peers at work and your family at home. By balancing a career with home life, it will provide benefits in each environment. You will become healthier, mentally, and physically, and you will be able to produce more career wise.

Student learning Outcomes

- Explain the benefits of work life balance.
- Recognize the signs of an unbalanced life.
- Identify employer resources for a balanced lifestyle.
- Improve time management and goal setting.
- Use the most effective work methods for you.
- Create balance at work and at home.
- Manage stress.

Tuition & Fees

Non-Refundable Registration Fee	\$15
Course Cost	\$80
Total	\$95

Total Cost for the Work Life Balance is \$95

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

Social Learning

COURSE OBJECTIVES

Social Learning training will help participants create learning communities that benefit every aspect of your organization. They will learn new behaviors through observation and modeling and be instilled with a passion for learning. Social Learning is an effective way to train your employees through modeling positive behaviors. It is a great way to promote cohesion and involvement as it builds a culture of learning.

Student learning Outcomes

- Define and use social learning.
- Identify social learning tools.
- Manipulate group dynamics and culture.
- Craft and lead role play scenarios.
- Practice being a role model.
- Understand modeling and observation.

Tuition & Fees

Non-Refundable Registration Fee	\$15
Course Cost	\$80
Total	\$95

Total Cost for the Social Learning is \$95

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

Medical Emergencies

COURSE OBJECTIVES

When a serious injury occurs, you have to think and act quickly. Medical assistance may be only minutes away, but sometimes seconds count. What you do in those first few seconds and minutes can make the difference between life and death. This course will help participants identify proper procedures for a variety of medical emergencies; assist in administering first aid when someone is injured.

Student learning Outcomes

- Identify proper procedures for a variety of medical emergencies.
- Assist in administering first aid when someone is injured.

Tuition & Fees

Non-Refundable Registration Fee \$15

Course Cost \$75

Books and supplies \$10

Total Cost for the Social Learning is \$100

Program Name: Medical Emergencies							
	TERM						
Course Number and Title	1st	2nd	3rd	4th	5th	6th	Instructor(s) Assigned**
ME 1011 Breathing Problem	x	x	x	x	x	x	Kevin Salmon
ME 1012 Choking in Adult, Child or Infant	x	x	x	x	x	x	Kevin Salmon
ME 1013 Allergic Reaction	x	x	x	x	x	x	Kevin Salmon
ME 1014 Heart Attack	x	x	x	x	x	x	Kevin Salmon
ME 1015 Fainting	x	x	x	x	x	x	Kevin Salmon
ME 1016 Diabetes and low blood sugar	x	x	x	x	x	x	Kevin Salmon
ME 1017 Stroke	x	x	x	x	x	x	Kevin Salmon
ME 1018 Seizure	x	x	x	x	x	x	Kevin Salmon

Winter-Spring Calendar 2021-2022

Spring 2020 Term	16-week Session	12-week Session	8-week Session
Open Registration	November 22, 2021 – December 31, 2021		
First Day of Class	June 1, 2021	July 6, 2021	August 2, 2021
Independence Day Holiday	July 5, 2021		
Labor Day Holiday	September 6, 2021		
Mid-Term	February 28, 2022	March 14, 2022	March 28, 2022
Spring Break	April 11, 2022 – April 17, 2022		
Last Day of Spring Class	May 6, 2022		
Spring 2020 Term ends	May 6, 2022		

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.