I have received a copy of the Career Development Solutions, LLC Catalog which contains the rules, regulations, course completion requirements and costs for the specific course in which I am interested.

I am aware that I am not responsible for the tuition cost of my training program which is covered by the State or Federal agency that has contracted with Career Development Solutions, LLC to pay for the cost of my program.

eCourseware

Career Development Solutions, LLC is committed to doing our part to conserve the environment and provide our students with the most technologically advanced "Best Practices" in IT training.

With this in mind, our students will have the benefit of utilizing electronic courseware.

With eCourseware, you'll be able to:

- Access course material on-the-go from your home or office
- Courseware is stored on a flash or thumb drive, so there is no need to tote around heavy books
- Ability to annotate or take notes directly in the eCourseware for future reference
- Download course content to hand-held and other personal electronic devices
- Interactive multimedia functions let you search through text to quickly find topics and answers

Print Name (Eligible Person): _____

Signature: _____

Career Consultant_____

Date: _____

Career Development Solutions, LLC

1810 E Sahara Ave, Suite 142,
Las Vegas, NV 89104
Phone: (702) 214-3910
https://www.careerdevelopmentsolutions.com/lasvegas

4001 S. Virginia Street., Suite D2
Reno, NV 89502
Phone: (775) 851-4333
https://www.careerdevelopmentsolutions.com/reno

A nonpublic career education school providing technical training for people
who want to become certified in the area of computer technology

Licensed by:
State of Nevada
Commission on Postsecondary Education
2800 E. St. Louis
Las Vegas, Nevada 89104
Phone: (702) 486-2897
Fax: (702) 486-7340

Date of Publication
1/1/2023 – 12/31/2024
Volume 2 / Effective 1/1/2023

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About Career Development Solutions

HISTORY

Founded in 1982, Career Development Solutions, LLC has grown to become one of the largest training organizations in the world for computer software and hardware lecture. With convenient locations in Las Vegas and Reno, we offer a wide range of technical, application and business skills courses. 2012 marks Career Development Solutions, LLC delivering 30 years of computer training to more than 30 million students worldwide. Today, Career Development Solutions, LLC has over 300 centers located in 70 countries.

The reason for Career Development Solutions, LLC' 30-year success is simple—we are a leading source for computer training and certification worldwide. Career Development Solutions, LLC offers an extensive selection of vendor-authorized training and certifications for top technology providers such as Microsoft, Cisco, CompTIA and VMware. Being an authorized partner ensures that our students receive quality training materials and train on the latest products and technologies available.

PHILOSOPHY

Career Development Solutions, LLC believes that any person willing to apply themselves in the area of technology, they can benefit from the training offered by the center. Computer and Information Technology related jobs are currently in demand, specifically in the area of IT networking. The center provides a broad scope of training, from entry-level PC operation to advanced technical topics needed to become a Certified Networking Specialist. The learning center provides hands on training, textbooks, labs, and lecture, which have been certified by Microsoft, CompTIA, and Cisco in order to prepare the student for their vendor-level certification examinations. It is the institution's goal to provide students with resources that assist all types of learners to be successful in beginning, transitioning, enhancing or advancing their Information Technology Careers.

MISSION

Career Development Solutions, LLC's mission is to provide an educational environment of excellence that encourages and promotes success by adequately preparing each student to achieve their career goals.

NOTE: In this publication the terms, "Student", "Client" and "Candidates", refers to a person who receives training by the center.

WHY CAREER DEVELOPMENT SOLUTIONS

If you are looking to upgrade your skills or begin a career in the Information Technology or Healthcare Information Management fields, Career Development Solutions, LLC can give you the training which businesses are looking to hire. We have been training employees of thousands of these same businesses for over 30 years, working with the premier training provider to that industry just makes sense. Career Development Solutions, LLC offers a complete, simplified learning solution that focuses on knowledge transfer, retention and skills development.

- Career Development Solutions, LLC's training programs are based on our corporate clients' hiring needs. With our clients' input, we tailor our training programs to the needs of the industry, giving our students a distinct advantage.
- You will be trained and prepared to pass the industry certifications required by employers, setting you apart from the competition.
- Our programs are short and intensive so you can get the critical skills and prepare for the certifications you need to enter the job market.
- Career Development Solutions, LLC is one of the world's largest independent training companies, offering more courses at more times and in more locations to individuals and businesses.
- We are the complete solution:
  - ➢ We start with the instructor-led training delivered by vendor-approved instructors.
  - ➢ We give you our Virtual Labs to practice what you've learned.
  - ➢ We provide you with test preparation tools to assist you in preparing for your exams.
  - ➢ We assist you in entering the workforce. Our extensive corporate relationships allow us to design our programs around industry demand. These relationships also open the door for our graduates.

STUDENT SERVICES

At Career Development Solutions, LLC we understand no two people learn the same way. To help you meet your training goals, we provide a comprehensive learning experience to effectively maximize your potential. At completion of your training program, Career Development Solutions, LLC offers placement assistance. Career Development Solutions, LLC is committed to making your transition to becoming an IT Professional as smooth as possible. We consider ourselves a partner in your success. Additional services that may be included in your Career Development Program are resume/cover letter development, resume distribution, interview coaching, and job search assistance. Additionally, Career Development Solutions, LLC works with businesses we train to find job opportunities for our students. It is the student's responsibility to work in conjunction with Career Development Solutions, LLC to find employment. Career Development Solutions, LLC also conducts job fairs for our completed students with companies who have job openings. Our job fairs are conducted on a supply and demand basis.

INTEGRATED LEARNING

Career Development Solutions, LLC CLC offers a professional learning experience and the flexibility to fit your busy schedule. Career Development Solutions, LLC Integrated Learning guides learners through all stages of the learning lifecycle. Integrated Learning consists of five components - Assess, Learn, Reinforce, Support and Validate - and merges multiple delivery methods and learning resources to create an effective and comprehensive learning experience.

- **TRADITIONAL INSTRUCTOR-LED TRAINING**
  As the foundation of our integrated learning approach, the classroom experience has become more enriching, dynamic, and valuable for our students. Our traditional Instructor Led Training - instructor lecture and demonstration, followed by student practice through hands-on lab - has been enhanced to include Web-based resources during and after class. Students receive a Learning Guide as a reference tool while in class. Please note, any individual who is certified for VA educational benefits will have to utilize the traditional instructor-led method of learning.

- **INSTRUCTOR-LED ONLINE LIVE TRAINING**
  Just like in our physical classrooms, you can both SEE and HEAR your instructor live as they teach your course and get clarification on your questions immediately via voice or text. Through Online LIVE®, Career Development Solutions, LLC provides you a complete set of industry recognized training with authorized courseware. Online LIVE® courses are taught by the same experienced, top-tier instructors found in local Career Development Solutions, LLC. Our extensive course schedule makes it easy to find a class that is convenient to your schedule. For courses with a "hands-on" component, the Online LIVE® environment also includes an unparalleled lab experience. Career Development Solutions, LLC Labs on Demand provide online access to the underlying client and server technologies covered in your course. This allows you to test, apply and hone your new skills on real equipment accessed over the Internet.

- **INSTRUCTOR-LED MENTORED LEARNING TRAINING**
  Focused learning, one-on-one mentoring, and flexible scheduling are the cornerstones of Career Development Solutions, LLC Mentored Learning. Flexible course schedules allow students to acquire valued new skills around your daily schedule. Targeting learning means you learn what you need to learn without wasting your time with what you may already know. Career Development Solutions, LLC knows that time is precious and Mentored Learning allows you to maintain productivity and schedule around your life while increasing your capabilities. Certified instructors Mentor you and answer questions to ensure your comprehension of the course material. Pre- and post-assessments track progress and gauge return on investment. Authorized vendor courseware is used to ensure proper skill development. Blending lecture, hands-on lab practice and instructor interaction creates the most stimulating and effective learning environment possible.
  - ➢ **The Instructor-Led Mentored Learning Approach:** Mentored Learning is an on-demand delivery model, where students can determine when to attend training based on their schedule and guidance from mentors. Each workstation contains two computer monitors. On one, you can access the course content: video, text and audio. On the other monitor, you have access to the production environment so you can practice your skills at any time during the course. This allows you to fast-forward through areas, or stop the content and practice a concept hands-on as many times as you need. This increases knowledge retention and the ability to apply your newly acquired knowledge on the job.
  - ➢ **Focused Learning:** Skill sets are assessed prior to training to identify the gap between your current level of knowledge and required level of knowledge. Your learning path can then be customized to specifically fill that knowledge gap. You are completely in charge of the pace of the course and the content covered so you can focus only what you need to learn.
  - ➢ **One-On-One Mentoring:** Certified Instructors are present to provide ongoing coaching, support and guidance throughout your training. Mentors can answer questions and provide additional lecture when needed to help increase your comprehension and retention of the course material.
  - ➢ **Flexible Scheduling:** Flexible course schedules allow you to get that added skill set while maintaining your daily schedule. Flexible schedule allows individuals to acquire new skills with the ability to control the pace of the course and content covered meets individual learning needs (within program guidelines).

CLASS REPEAT PRIVILEGE

Students may retake courses listed on the public schedule free of charge, Lifetime on a standby basis. Students who are retaking classes must use original courseware or purchase new courseware if they desire.

LICENSED BY

State of Nevada
Commission on Postsecondary Education
2800 E. St. Louis
Las Vegas, Nevada 89104

Phone: 702-486-2897

Fax: 702-486-7340

CENTER VENDOR CERTIFICATION PARTNERSHIPS / CREDENTIALS

- Adobe Authorized Training Center
- EC-Council Training Center
- Cisco Learning Solutions Partner
- Citrix Authorized Learning Centers Partners
- CompTIA Authorized Partner Program (CAPP)
- ISC2 Authorized Education Providers
- Microsoft Certified Partner for Learning Solutions
- Red Hat Certified Training Partner
- Security Certified Professional Authorized Training Partners
- VMware Certified Training Partner
- Authorized Prometric Testing Center
- Authorized Pearson Vue Testing Center
- Authorized Certiport Testing Center
- Authorized ISO Quality Testing Center
- Authorized Kryterion Testing Center

DESCRIPTION OF SCHOOL FACILITIES

Career Development Solutions, LLC in Las Vegas is a 10,659 square foot single floor training facility located at 1810 E Sahara Ave, Suite 142, Las Vegas, NV 89104. The Las Vegas, NV facility is staffed with Career Development Solutions, LLC representative and available for students or prospective students for questions.

Career Development Solutions, LLC in Reno is a 7,598 square foot single floor training facility located at 4001 S. Virginia St., Suite D2, Reno, NV 89502. The Reno, NV training facility has four (4) classrooms, one (1) student break room and one (1) testing room. Each classroom is equipped with PC's meeting Microsoft Level IV or higher specifications and LCD flat panel monitors. The testing room is equipped with PC's meeting Microsoft Level V or higher specifications and LCD flat panel monitors per testing vendor requirements.

CLASSROOMS

Students benefit from comfortable classrooms, furnished with padded chairs. Visual presentations are displayed on dry erase white boards. Projection equipment and screens are used to display curriculum. Classrooms are equipped with at least one computer for each student in class.

SPECIAL NEEDS

Career Development Solutions, LLC welcomes applicants with special needs. These applicants must meet the same admissions criteria as any other student. If a student has any special educational needs Career Development Solutions, LLC will assess these circumstances during the enrollment stage.

OWNERSHIP

Kevin Landry is the principal owner of Career Development Solutions, LLC CLC of Las Vegas and Career Development Solutions, LLC CLC of Reno, collectively identified as "Career Development Solutions, LLC CLC of Nevada" in this publication. The principal office is located at 4001 S. Virginia St. Suite D2, Reno, NV 89502. The governing body is located in Anaheim, California at Career Development Solutions, LLC Corporation.

Career Development Solutions, LLC CLC of Nevada locations are affiliated with all other Career Development Solutions, LLC Computer Learning Centers Worldwide, Inc. through our corporate franchise network. Each Career Development Solutions, LLC location is independently owned and operated; and may offer different training and have different vendor credentials.

NEVADA CAREER DEVELOPMENT SOLUTIONS, LLC FACULTY AND STAFF

Las Vegas, Nevada

Las Vegas	7674 W. Lake Mead Blvd. Ste. 250, Las Vegas, NV 89128		
Operations			
Cindy Sutherland	President of Career Development Solutions		(702) 214-3910
Mark Alvarez	Director		(775) 300-7142
Admissions Representatives / Business Account Executives			
Marne Thompson	Education Advisor / Veteran Liaison		(702) 216-9479
Jeremy Janov	Guidance Counselor Supervisor		(775) 300-7132

Reno, Nevada

Reno	HQ: 4001 S. Virginia St., Ste. D2, Reno, NV 89502		
Cindy Sutherland	VP of Career Development Solutions		(775) 851-4333
Mark Alvarez	Director		(775) 300-7142
Jeremy Janov	Guidance Counselor Supervisor		(775) 300-7132
Admissions Representatives / Business Account Executives			
Richard Maci	Education Advisor / Veteran Liaison		(775) 300-7132

Instructors			
Christopher Dominguez	Applications Instructor	MOS/Adobe/Business Skills/CompTIA /Six Sigma/ITIL/PMF	(714) 221-3140
Gabe Chapa	Applications Instructor	MOS/Adobe/Business Skills/Six Sigma/SharePoint/QuickBooks/SQL	(714) 221-3181
Genaro Moran	Applications Instructor	MOS/Adobe/Business Skills/QuickBooks	(714) 221-3146
Imelda Navasca-Leverette	Applications Instructor	MOS/Adobe/Business Skills	(714) 221-3117
Jason Schuler	Applications Instructor	MOS	(818) 333-4602
Jessica Brown	Applications Instructor	MOS/Business Skills/ SharePoint/PMF/Visio	(818) 333-4619
Melissa Gwyn	Applications Instructor	MOS/Adobe/Business Skills/Crystal Reports/QuickBooks/CAPM/PMF/SQL	(702) 214-3910
Melodie Wilson	Applications Instructor	MOS/Adobe/Business Skills	(702) 214-3914
Natalie Green	Applications Instructor	MOS/Adobe/Business Skills	(702) 214-3913
Jacqueline Eaton	Applications Instructor	MOS//Business Skills	(714) 214-3940
Raza Tahir	Applications Instructor	MOS	(818) 333-4605
Bill Sullivan	Technical Instructor	Microsoft/CompTIA/ISC2	(714) 221-3156
Dennis Thibodeaux	Technical Instructor	Microsoft/ISC2/CompTIA/EC-Council/CyberSec	(714) 221-3194
Gary Kuebler	Technical Instructor	Microsoft/CompTIA/	(858) 880-2502
James Hanavan	Technical Instructor	Microsoft/Cisco	(714) 221-3154
James Nelson	Technical Instructor	Microsoft/CompTIA/MOS	(714) 221-3161
Jeffrey Zahorowski	Technical Instructor	Microsoft/CompTIA/MOS/	(209) 474-2932

John Devries	Technical Instructor	Microsoft/CompTIA /JavaScript/PMF	(916) 692-7913
Joseph Ng	Technical Instructor	Microsoft/Cisco/CompTIA/VMware	(714) 221-3152
Martin Wuesthoff	Technical Instructor	Microsoft	(714) 221-3172
Matthew VanRhysseghem	Technical Instructor	MOS/Adobe/ Business Skills /CompTIA	(702) 216-9486
Peter Brabson	Technical Instructor	CompTIA/EC-Council	(714) 221-3182

CAREER DEVELOPMENT PROGRAMS

Start or Advance Your Career Today with one of our Career Development Training Programs

Whether you are new to Information Technology or a seasoned professional looking to move your career in a new direction, the Career Development Programs at Career Development Solutions, LLC CLC of Nevada are designed with you in mind.

Despite tough economic times, job growth and prospects in Information Technology remain strong. Our programs are designed to prepare you for real-world skills that employers are looking for today.

According to the United States Department of Labor Bureau of Labor Statistics (www.BLS.gov), employment of computer support specialists is expected to increase by 14 percent from 2008 to 2018, which is faster than the average for all occupations. Demand for these workers will result as organizations and individuals continue to adopt the newest forms of technology. As technology becomes more complex and widespread, support specialists will be needed in greater numbers to resolve the technical problems that arise. Businesses, especially, will demand greater levels of support, as information technology has become essential in the business environment.

Employment of network systems analysts is projected to increase by 53 percent from 2008 to 2018, placing it among the fastest growing of all occupations. This occupational category includes network architects and engineers. Demand for network architects and engineers will increase as organizations continue to upgrade their IT capacity and incorporate the newest technologies. The growing reliance on wireless networks will result in a need for many more of these workers. Workers with knowledge of information security also will be in demand, as computer networks transmit an increasing amount of sensitive data.

Employment of computer systems analysts is expected to grow by 20 percent from 2008 to 2018, which is much faster than the average for all occupations. Demand for these workers will increase as organizations continue to adopt and integrate increasingly sophisticated technologies and as the need for information security grows. As information technology becomes an increasingly important aspect of the business environment, the demand for computer networking, Internet, and intranet functions will drive demand for computer systems analysts. The increasing adoption of the wireless Internet, known as Wi-Fi, and of personal mobile computers has created a need for new systems that can integrate these technologies into existing networks. Explosive growth in these areas is expected to fuel demand for analysts who are knowledgeable about systems development and integration. In addition, as sensitive data continues to be transmitted and stored electronically, the need for information security specialists is expected to grow rapidly. Furthermore, the healthcare industry is expected to increase its use of information technology and will demand the services of this occupation. The adoption of e-prescribing, electronic health records and other IT platforms will drive this trend, creating a large number of new jobs.

The following rationale relates to the focus of Career Development Solutions, LLC CLC of Nevada career programs on certification. While industry certifications are not required for program completion, Career Development Solutions, LLC does encourage students to take and pass industry certification tests in order to increase the validation of their education.

"Programs Eligible for Veteran Educational Benefits"
"Programs that have the U.S. American flag are approved for veteran educational benefits."

*Chapter 30, 32, 33, 35 and 1606 Students MAY NOT use Mentored Learning Classroom and/or Online Live for Educational Clock Hours.

PROGRAM SUMMARY

TRAINING PROGRAMS

Program Name	Lecture	Lab (Optional)	Program Price	Certification Exam	Total Investment
OFFICE ADMINISTRATOR CERTIFICATE PROGRAM 🇺🇸	204 hours	N/A	$5,600	$200	$5,800
DATA ANALYST (ENTRY LEVEL) 🇺🇸	288 hours	N/A	$8,300	$200	$8,500
CERTIFIED ASSOCIATE IN PROJECT MANAGEMENT (CAPM)	40 hours	80 hours	$2,695	$550	$3,245
CERTIFIED ETHICAL HACKER (CEH)	40 hours	80 hours	$2,695	$500	$3,195
CERTIFIED HACKING FORENSIC INVESTIGATION (CHFI)	40 hours	80 hours	$2,695	$500	$3,195
CERTIFIED WEB MASTER	160 hours	160 hours	$5,625	$900	$6,525
CISCO CERTIFIED NETWORK ASSOCIATE (CCNA)	80 hours	160 hours	$6,540	$350	$6,890
CISCO CERTIFIED NETWORK ASSOCIATE ACCELREATED (CCNA)	40 hours	80 hours	$3,495	$350	$3,845
COMPTIA A+ CERTIFICATION	80 hours	88 hours	$3,359	$500	$3,859
COMPTIA A+ OBJECTIVES	40 hours	80 hours	$2,475	$500	$2,975
INFORMATION TECHNOLOGY NETWORK SUPPORT SPECIALIST CERTIFICATE PROGRAM 🇺🇸	252 hours	N/A	$7,441	$1459	$8,900
COMPTIA ADVANCED SECURITY PRACTITIONER (CASP)	40 hours	80 hours	$2,695	$452	$3,147
COMPTIA CLOUD ESSENTIALS	16 hours	N/A	$1,497	$123	$1,620
COMPTIA NETWORK+ CERTIFICATION	40 hours	80 hours	$2,495	$329	$2,824
COMPTIA SECURITY+ CERTIFICATION	40 hours	80 hours	$2,495	$349	$2,844
CERTIFIED INFORMATION SYSTEMS SECURITY PROFESSIONAL	40 hours	80 hours	$2,995	$699	$3,694
DESIGNING AND DEPLOYING MICROSOFT EXCHANGE SERVER 2016	40 hours	80 hours	$2,495	$165	$2,660
MANAGING MICROSOFT SHAREPOINT SERVER 2016	40 hours	80 hours	$2,495	$165	$2,660
ADVANCED TECHNOLOGIES OF SHAREPOINT 2016	40 hours	80 hours	$2,495	$165	$2,660
MICROSOFT CERTIFIED SOLUTIONS ASSOCIATE: SQL DATABASE ADMINISTRATION 2016	80 hours	160 hours	$4,990	$330	$5,320
MICROSOFT CERTIFIED SOLUTIONS ASSOCIATE: WINDOWS 10	80 hours	160 hours	$4,990	$330	$5,320
MICROSOFT CERTIFIED SOLUTIONS ASSOCIATE: WINDOWS SERVER 2016	120 hours	240 hours	$7,485	$495	$7,980
MICROSOFT CERTIFIED SOLUTIONS EXPERT: MESSAGING	80 hours	160 hours	$4,990	$165	$5,155
MICROSOFT CERTIFIED SOLUTIONS EXPERT: PRIVATE CLOUD AND INFRASTRUCTURE	80 hours	160 hours	$4,990	$330	$5,320
MICROSOFT CERTIFIED SOLUTIONS EXPERT: SERVER INFRASTRUCTURE	80 hours	160 hours	$4,990	$330	$5,320
MICROSOFT CERTIFIED SOLUTIONS EXPERT: SHAREPOINT	80 hours	160 hours	$4,990	$330	$5,320
MICROSOFT CERTIFIED SOLUTIONS ASSOCIATE: SQL SERVER 2014	120 hours	240 hours	$7,485	$495	$7,980
MICROSOFT CERTIFIED SOLUTIONS EXPERT: BUSINESS INTELLIGENCE 2016	80 hours	160 hours	$4,990	$330	$5,320
MICROSOFT CERTIFIED SOLUTIONS EXPERT: DATA PLATFORM	80 hours	160 hours	$4,990	$330	$5,320
SIX SIGMA GREEN BELT	32 hours	N/A	$2,800	N/A	$2,800
SIX SIGMA BLACK BELT	40 hours	N/A	$3,500	N/A	$3,500

INDVIDUAL COURSES

Program Name	Lecture	**Lab (Optional)	Program Price	Certification Exam	Total Investment
MICROSOFT 20703-1 Administering System Center Configuration Manager	40 hours	80 hours	$2,495	$165	$2,660
MICROSOFT 20744 Securing Windows Server 2016	40 hours	80 hours	$2,495	$165	$2,660
MICROSOFT 20761 Querying Data with Transact SQL	40 hours	80 hours	$2,495	$165	$2,660
MICROSOFT 20762 Developing SQL Databases	40 hours	80 hours	$2,495	$165	$2,660
MICROSOFT 20764 Administering a SQL Database Infrastructure	40 hours	80 hours	$2,495	$165	$2,660
MICROSOFT 20765 Provisioning SQL Databases	40 hours	80 hours	$2,495	$165	$2,660
MICROSOFT 20767 Implementing a SQL Data Warehouse	40 hours	80 hours	$2,495	$165	$2,660
MICROSOFT 20768 Developing SQL Data Models	40 hours	80 hours	$2,495	$165	$2,660
MICROSOFT 20339-1 Planning and Administering SharePoint 2016	40 hours	80 hours	$2,495	$165	$2,660
MICROSOFT 20339-2 Advanced Technologies of SharePoint 2016	40 hours	80 hours	$2,495	$165	$2,660
MICROSOFT 20345-1 Administering Microsoft Exchange Server 2016/2019	40 hours	80 hours	$2,495	$165	$2,660
MICROSOFT 20345-2 Designing and Deploying Microsoft Exchange Server 2016/2019	40 hours	80 hours	$2,495	$165	$2,660
MICROSOFT 20740 Installation, Storage, and Compute with Windows Server 2016	40 hours	80 hours	$2,495	$165	$2,660
MICROSOFT 20741 Networking with Windows Server 2016	40 hours	80 hours	$2,495	$165	$2,660
MICROSOFT 20742 Identity with Windows Server 2016	40 hours	80 hours	$2,495	$165	$2,660
MICROSOFT 20744 Securing Windows Server 2016	40 hours	80 hours	$2,495	$165	$2,660
MICROSOFT 20480 Programming in HTML5 with JavaScript and CSS3	40 hours	80 hours	$2,495	$165	$2,660
MICROSOFT MD-100T00 Windows 10	40 hours	80 hours	$2,495	$165	$2,660
MICROSOFT MD-101T00 Managing Modern Desktops	40 hours	80 hours	$2,495	$165	$2,660
SQL Querying Fundamentals - Part 1	8 hours	0 hours	$495	$0	$495
SQL Querying Fundamentals - Part 2	8 hours	0 hours	$495	$0	$495

*Students are expected to understand basic office professional skills prior to beginning any program and may be required to attend basic office software courses and/or business skills courses as co-requisites in addition to their program.

** Veteran Students (Ch. 30 & 33), Labs Hour do not count as clock hours

***Lab hours are comprised of "hands-on" exercises which test, apply and hone students' skills on real hardware and/or real equipment accessed over the Internet. Labs hours reinforce students newly acquired knowledge and provide students the experience in working with the technology supervised by the lab instructor. Lab hours must be scheduled with the lab instructor in advance. Lab hours are Monday through Friday, 8:30am to 4:30pm. Lab hours are optional. VA benefits cannot be applied towards optional lab hours.
****Lecture/class start and end dates are listed on the attached Course Schedule.

Approved programs but not being offered at this time

Program Name	Lecture	Lab	Program Price	Certification Exam	Total Investment
Six Sigma Lean Black Belt with Project Management	137 hours	0 hours	$7,500.00	$0	$7,500.00

TRAINING PROGRAMS

Office Administrator Certificate Program

CRM ID: OACP

General Course Description

Students will begin with learning basic computer skills along with mastering Microsoft Application Skills of Power Point, Word, Outlook, Excel and Access. Students will also be trained in basic business skills involving communication skills, both written and verbal. Business writing skills include proper business email use. This program works with both Microsoft Office Skills and Professional Skills.

Office Administrator consists of 204 hours of lecture. Maximum student to instructor ratio is 32:1

Prerequisites

Students must be familiar with personal computers, the windows operating system

Program Objectives

• This course is designed for end users who are familiar with computers and who need to use the features and functionality of the Windows 10 operating system for personal and/or professional reasons

• Word part 1, students will learn how to use Word to create and edit simple documents; format documents; add tables and lists; add design elements and layout options; and proof documents. Students taking Word part 2 will learn to use Word efficiently by automating tasks and creating complex documents that include lists, tables, charts, graphics, and newsletter layouts including merging data to personalize correspondence and labels. In Word Part 3, the student will gain advanced skills to work with lengthy documents, collaborate with others, create forms, as well as revise, manage, and secure business documents

• Outlook Part 1, In this course, students will use Outlook to manage email communications, including composing, reading, and responding to emails; schedule appointments and meetings; manage contact information; schedule tasks and create notes; customize message response options, and organize mail. Outlook Part 2 In this course, students will use Outlook's advanced features to customize and manage email communications, including using advanced features to organize emails; managing calendar settings and options; managing contact information; scheduling tasks; and managing Outlook backups and data file settings.

• Excel Part 1, upon successful completion of this course, students will be able to create and develop Excel worksheets and workbooks in order to work with and analyze the data that is critical to the success of your organization. Excel Part 2 upon successful completion of this course, students will be able to leverage the power of data analysis and presentation in order to make informed, intelligent organizational decisions. Excel Part 3, upon successful completion of this course, students will be able to perform advanced data analysis, collaborate on workbooks with other users, and automate workbook functionality

• Upon successful completion of this course, Students will be able to use Excel advanced PivotTable functionality to analyze raw data./ Upon successful completion of this course, students will be able to use Power Pivot along with Excel to analyze data from a variety of sources.

• Upon completing this course, students will be able to create and deliver engaging multimedia presentations that convey the key points of your message using text, graphics, and animation.

Job Titles (Job Titles related to IT Training stretch Horizontally, they can vastly vary, the list below is a sampling but not limited to)

Executive Assistant	Office Clerk	Managers of Office and Administrative Support	Information Clerk
Office Administrator	Receptionist		

Required Courses

Hours: 204	Approximately 10 weeks of instruction	Total Price:	**$5,800.00**
Course			Hours
Microsoft Windows 10			12
Microsoft Word Levels One, Two and Three			36
Microsoft Outlook Levels One and Two			24
Microsoft Excel Levels One, Two and Three			36
Pivot Tables			6
Microsoft PowerPoint Levels One and Two			24
Acrobat One and Two			24
Email Etiquette			12
Communication Strategies			12
Time Management			12
Professional Prep			6
Program Price			**$5,600.00**
Certification Exam *MOS Certification Prep and Exam Voucher for MS Excel			$200.00
Total Investment			**$5,800.00**

*It is the student's responsibility to take all certification exams within six months of completion of their original program completion date at that time, all exam vouchers expire. All extensions must be approved by the Director of Education.

Data Analyst (Entry Level)
CRM ID: DAEL

General Course Description
Students will master Excel from learning to navigate the User Interface to using the software for Data Mining, Machine learning and predictive analytics utilizing toolsets including Analysis Services and Power Pivots and Pivot Tables.   Microsoft Access will be used to manage data including creating a new database, constructing tables, designing forms and reports. Students will be able to expand their knowledge of database design, write advanced queries, structure existing data, share data across applications, and customize reports. Students will create a basic report by connecting to a database and modifying the report's presentation. Information is critical to making sound business decisions.   Understand the role of the business analyst. Acquire a solid understanding of the various tasks/activities that comprises business analysis. Recognize the pre and post project business analysis activities. Develop requirements for software-intensive systems using proven methodologies. Build a use case-based requirements model Write user stories and brief, casual, fully developed use cases   Validate requirements, manage the changes and keep traceability   Learn how to initiate a root cause analysis and gather data for investigating process and non-process incidents.   Apply powerful techniques to identify and know the difference between symptoms and root causes Learn how to avoid future incidents by developing appropriate recommendations to address causal factors and root causes. Develop a process to identify systemic

The Data Analyst (Entry Level) consists of approximately 288 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 32:1

Prerequisites
Student should have basic computer literacy including basic PC operating system navigation skills, and basic internet usage skills.

Program Objectives
Excel
- Write a range of fundamental Excel commands
- Perform worksheet calculations
- Build custom formulas
- Amend elements in a worksheet
- Apply formatting changes to cells
- Manage workbook properties
- Perform calculations using functions and formulas
- Sort, filter and query data
- Create and format tables
- Visualize data with charts
- Create advanced formulas
- Analyze data with PivotTables and PivotCharts
- Refer to internal and external worksheets
- Perform LOOKUPs and audit formulas
- Share and protect workbooks
- Automate workbook functionality using validation rules and macros
- Create sparklines and map data
- Forecast data

Access
- Navigate within the Microsoft Access application environment, create a simple database, and customize Access configuration options
- Organize and manage data stored within Access tables
- Use queries to join, sort, and filter data from different tables
- Use forms to make it easier to view, access, and input data
- Create and format custom reports
- Customize a form layout to improve usability and efficiency of data entry
- Share data across applications

- Use macros to improve user interface design
- Use VBA to enhance tasks
- Organize data into appropriate tables to ensure data dependency and minimize redundancy
- Lock down and prepare a database for distribution to multiple users
- Create and modify a database switchboard and set the startup options

Crystal Reports
- Identify the elements of the Crystal Reports interface.
- Create and modify a basic report.
- Use formulas to calculate and filter data.
- Build a parameterized report.
- Group report data
- Enhance a report
- Create a report using data from an Excel workbook
- Distribute data
- Create automatic and manual running totals
- Work with cross-tab reports
- Add subreports
- Create drill-downs in a report
- Use SQL statements in report processing
- Create complex formulas

Data Analysis with PivotTables/Power Pivot
- Prepare data for PivotTable reporting and create PivotTables from various data sources
- Analyze data by using PivotTables
- Work with PivotCharts
- Get started with Power Pivot
- Visualize Power Pivot data
- Work with advanced functionality in Power Pivot

BA01 - Business Analysis Essentials.
- Discuss industry standards/resources for obtaining more information about business analysis
- Acquire a solid understanding of the various tasks/activities that comprises business analysis
- Recognize the pre and post project business analysis activities
- Learn how to plan, elicit, analyze, model, and test requirements

BA10 - Understanding Root Cause Analysis
- Learn how to initiate a root cause analysis and gather data for investigating process and non-process incidents
- Demonstrate how to collect data through interviews and analysis
- Apply powerful techniques to identify and know the difference between symptoms and root causes
- Learn to know when to use the appropriate technique in root cause identification
- Learn how to avoid future incidents by developing appropriate recommendations to address causal factors and root causes
- Develop a process to identify systemic problem areas

BA30 – Foundations of Business Analysis
- Understand the main professional associations and standards supporting business analysts in the industry
- Discuss and explore the components of each of the domains/knowledge areas that comprise the work of business analysis

- Recognize the importance of properly defining the business need prior to engaging in requirements activities
- Formulate a strong understanding of the concepts that comprise strategy analysis
- Obtain knowledge of and experience with the important work of stakeholder analysis
- Decipher between project and product scope and successfully use models to communicate scope
- Thoroughly understand and identify the various requirements categories and be able to recognize requirements of various types
- Develop interviewing skills and explore ways to plan and structure interviews

Project Management Fundamentals
- identify the key processes and requirements of project management.
- initiate a project.
- plan for time and cost.
- plan for project risks, communication, and change control.
- manage a project.
- execute the project closeout phase.

Job Titles (Job Titles related to IT Training stretch Horizontally, they can vastly vary, the list below is a sampling but not limited to)

Business Analyst   Data Analyst   Research Analyst   Business Intelligence Analyst

Required Course

Hours: 288	Approximately 16 weeks of instruction	Total Price:	**$8,500.00**
Course			Lecture Hours
Microsoft Excel Levels One, Two and Three			36
Microsoft Access Levels One and Two			48
Crystal Reports Levels One and Two			48
Data Analysis with Pivot Tables			12
Data Analysis with Power Pivot			12
BA01 – Business Analysis Essentials			36
BA10 – Understanding Root Cause Analysis			36
BA30 – Foundation of Business Analyst			48
Project Management Fundamentals			12
Program Price			**$8,300.00**
Certification Exam *MOS Certification Prep and Exam Voucher for MS Excel			$200.00
Total Investment			**$8,500.00**

*It is the student's responsibility to take all certification exams within six months of completion of their original program completion date at that time, all exam vouchers expire. All extensions must be approved by the Director of Education.

Certified Associate in Project Management (CAPM)
CRM ID: NH85061S

General Course Description
In this course, students will apply the generally recognized practices of project management acknowledged by the Project Management Institute (PMI®) to successfully manage projects. Designed for those with little or no project experience, the CAPM® demonstrates your understanding of the fundamental knowledge, terminology and processes of effective project management.

The CERTIFIED ASSOCIATE IN PROJECT MANAGEMENT (CAPM) PROGRAM consists of approximately 120 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 32:1

Prerequisites
The prerequisite for this program is Project Management Fundamentals. Students are expected to have a basic understanding of office professional skills prior to beginning this program and may be required to attend basic office software courses and business skills courses as co-requisite courses to develop their professional skills.

Program Objectives
- Examining Professional Project Management
- Initiating a Project
- Planning Project Work
- Developing Project Schedules
- Developing Cost Estimates and Budgets
- Planning Project Quality, Staffing, and Communications
- Analyzing Risks and Planning Risk Responses
- Planning Project Procurement
- Executing Project Work
- Managing Project Procurement
- Monitoring and Controlling Project Work
- Monitoring and Controlling Project Schedule and Costs
- Monitoring and Controlling Project Performance and Quality
- Monitoring and Controlling Project Risk and Procurements

Job Titles (Job Titles related to IT Training stretch Horizontally, they can vastly vary, the list below is a sampling but not limited to)

Sr. Project Manager	Project Coordinator	Customer Service Supervisor
Associate Project Manager	Service Project Manager	
	IT Project Coordinator	

Required Course

Hours: 120	Approximately 6 weeks of instruction	Total	$3,245.00	
Course			Lecture	**Labs (Optional)
Project Management for Professionals (PMP)			40 Hours	80 Hours
Program Price			**$2,695.00**	
Certification Exam * Project Management certification			$550.00	
Total Investment			**$3,245.00**	

*It is the student's responsibility to take all certification exams within six months of completion of their original program completion date at that

time, all exam vouchers expire. All extensions must be approved by the Director of Education.
** Veteran Students (Ch. 30 & 33), Labs Hour do not count as clock hours

Certified Ethical Hacker (CEH)
CRM ID: P20SoCal

General Course Description
The CEH Program prepares individuals in the specific network security discipline of Ethical Hacking from a vendor-neutral perspective. This class will immerse the student into an interactive environment where they will be shown how to scan, test, hack and secure their own systems. Students then learn how intruders escalate privileges and what steps can be taken to secure a system. Certified Ethical Hacker (CEH) is a program created by the EC-Council to prove your skills in the area of preemptive measures against hacker attacks.

The CEH Program consists of approximately 120 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 32:1

Prerequisites
The prerequisite for this program is basic end-user experience. Students are expected to understand basic office professional skills prior to beginning this program and may be required to attend basic office software courses and business skills courses as co-requisite courses to develop their professional skills

Program Objectives
- Introduction to Ethical Hacking
- Hacking Laws, Footprinting, Scanning, Enumeration, System Hacking
- Trojans and Backdoors and Viruses and Worms
- Sniffers
- Social Engineering
- Phishing (DVD)
- Hacking Email Accounts, Web Servers
- Denial-of-Service
- Session Hijacking
- Web Application Vulnerabilities and Web-Based Password Cracking Techniques
- SQL Injection
- Hacking Wireless Networks, Routers, Cable Modems and Firewalls, Mobile Phones, PDA and Handheld Devices, RSS and Atom, and Web Browsers (Firefox, IE)
- Physical Security
- Evading IDS, Firewalls and Detecting Honey Pots
- Buffer Overflows
- Cryptography and Penetration Testing
- Macintosh, Linux, Bluetooth, VoIP, RFID, and Google Hacking
- Spamming
- Hacking USB Devices, Database Servers, and Global Positioning System (GPS)
- Cyber Warfare- Hacking, Al-Qaida and Terrorism
- Internet Content Filtering Techniques
- Privacy on the Internet
- Securing Laptop Computers
- Spying Technologies
- Corporate Espionage- Hacking Using Insiders : Creating Security Policies
- Software Piracy and Warez : Hacking and Cheating Online Games
- Proxy Server Technologies
- Data Loss Prevention

Job Titles (Job Titles related to IT Training stretch Horizontally, they can vastly vary, the list below is a sampling but not limited to)

Penetration Tester	Ethical Hacker	Site Administrator and Audito
Network Security Specialist	Security Consultant	

Required Course

Hours: 120	Approximately 6 weeks of instruction	Total Price:	$3,195.00	
Course			Lecture	**Labs (Optional)
Certified Ethical Hacker			40 Hours	80 Hours
Program Price			$2,695.00	
Certification Exam * EC-Council Certified Ethical Hacker Exam I			$500.00	

Total Investment	$3,195.00

*It is the student's responsibility to take all certification exams within six months of completion of their original program completion date at that time, all exam vouchers expire. All extensions must be approved by the Director of Education.

** Veteran Students (Ch. 30 & 33), Labs Hour do not count as clock hours

Certified Hacking Forensic Investigation (CHFI)
CRM ID: C6SoCal

General Course Description
Computer Hacking Forensic Investigation (CHFI) presents detailed methodological approach to computer forensics and evidence analysis. It is a comprehensive course covering major forensic investigation scenarios that enables students to acquire necessary hands-on experience on various forensic investigation techniques and standard forensic tools necessary to successfully carryout a computer forensic investigation leading to prosecution of perpetrators. This course helps forensic investigators to excel in incident handling and investigate various types of security incidents such as data breaches, latest persistent security issues, insider employee threats and intricate digital forensic circumstances and cases.

The CHFI Program consists of approximately 40 hours lecture. Lab hours are optional. Maximum student to instructor ratio is 32:1

Prerequisites
The prerequisite for this program is Certified Ethical Hacker (CEH). Students are expected to understand basic office professional skills prior to beginning this program and may be required to attend basic office software courses and business skills courses as co-requisite courses to develop their professional skills.

Program Objectives
- Computer Forensics in Today's World
- Computer Forensics Investigation Process
- Searching and Seizing Computers
- Digital Evidence
- First Responder Procedures
- Computer Forensics Lab
- Understanding Hard Disks and File Systems
- Windows Forensics
- Data Acquisition and Duplication
- Recovering Deleted Files and Deleted Partitions
- Forensics Investigation using AccessData FTK
- Forensics Investigation Using EnCase
- Stenography and Image File Forensics
- Application Password Crackers
- Log Capturing and Event Correlation
- Network Forensics, Investigating Logs
- Investigating Network Traffic
- Investigating Wireless Attacks
- Investigating Web Attacks
- Tracking Emails and Investigating Email Crimes
- Mobile Forensics
- Investigative Reports
- Becoming an Expert Witness

Job Titles (Job Titles related to IT Training stretch Horizontally, they can vastly vary, the list below is a sampling but not limited to)

Information Security Analyst	Cyber Security Engineer	Information Security Manager
Cyber Security Analyst	Security Engineer	Penetration Teste

Required Course

Hours: 120	Approximately 6 weeks of instruction	Total Price:	$3,195.00	
Course			Lecture	**Labs (Optional)
Certified Hacking Forensic Investigation			40 Hours	80 Hours
Program Price			$2,695.00	

Certification Exam *MOS Certification Prep and Exam Voucher for MS Excel	$500.00
Total Investment	**$3,195.00**

*It is the student's responsibility to take all certification exams within six months of completion of their original program completion date at that   time, all exam vouchers expire. All extensions must be approved by the Director of Education.

** Veteran Students (Ch. 30 & 33), Labs Hour do not count as clock hours

Certified Web Master

CRM ID: C84NHLG

General Course Description

This Certification Program is designed to empower students with skills and knowledge to increase their workplace competence and professional advantage in the graphics field. A balanced learning approach provides students with an appropriate skill set for their field of study and enhances their potential while preparing them for the Adobe Certified Associate (ACA) Certification. Students receive up-to-date training in several graphics programs while receiving a thorough understanding of real-world projects and business skills to provide a comprehensive training platform. Upon successful completion of this educational program, certified graduates possess the knowledge and skills necessary to obtain employment as a Marketing Assistant or Graphics Designer.

The Certified Web Master Program consists of approximately 160 hours lecture. Lab hours are optional. Maximum student to instructor ratio is 32:1

Prerequisites

There are no prerequisite courses for this program. Students are expected to understand basic office professional skills prior to beginning this program and may be required to attend basic office software courses and business skills courses as co-requisite courses to develop their professional skills.

Program Objectives

Acrobat
- Accessing, creating and modifying a PDF Document
- Navigating to Specific Content in a PDF Document
- Working with Multiple PDF Documents
- Reviewing and validating a PDF Document
- Creating and enhancing PDFs from Technical Documents
- Creating Interactive PDF Forms in Adobe LiveCycle Designer
- Preparing and Finalizing PDF Files for Commercial Printing

HTML5
- Linking Web Pages and formatting Text
- Creating Tables and a Page Layout Using Tables
- Separating Structure and Presentation
- Creating Forms and Adding Dynamic Content

Dreamweaver
- Initiating a Website and Designing Web Pages
- Creating Reusable Site Assets and Working with Links
- Uploading a Website and Working in Code View
- Formatting with Advanced CSS Techniques
- Working with AP Elements and Spry Elements
- Integrating External Files with Dreamweaver

Captivate
- You will create responsive lessons (using Fluid Boxes and Breakpoints) that automatically reflow to fit just about any kind of display including desktops, laptops, tablets, and smart phones.
- Learn new features that Captivate now supports; such as, Virtual Reality with 360-degree images and videos along with interactive videos.
- Fine-tune your Captivate production skills by leveraging object styles, master slides, themes, and advanced actions.
- Engage your learners by adding variables, widgets, and learner interactions (including drag and drop) to your eLearning.

- Learn to create object styles, apply them globally, and import and export them. Knock large projects down to size by learning to create branch groups. Create branching scenarios that allow learners to plot their own path through your course. You will also learn to create templates.
- Ensure your eLearning can be used by people with disabilities by adding such 508-compliant features as accessibility text, keyboard shortcuts, and closed captions.
- Enable Captivates reporting features and, along the way, learn about Learning Management Systems, SCORM, SCOs, Manifests, and content packages.

Illustrator
- Creating Shapes in a Document and Custom Paths
- Working with Text and Objects
- Enhancing and Proofing a Document
- Saving Images for Web and Print
- Creating and Enhancing Complex Illustrations
- Creating a Vector Version of a Raster Graphic
- Creating Special Effects and Working with Graphs and Variables
- Exporting Graphics for the Web and Mobile Devices

Photoshop
- Exploring the Photoshop Environment
- Working with Image Areas and Layers
- Enhancing and Saving Images for Web and Print
- Managing Assets with Adobe® Bridge
- Working with Vector Paths, Shape Layers and Masks
- Automating Tasks and Working with Video Files

InDesign
- Navigate the InDesign interface.
- Customize a document using color, swatches, gradients, and styles.
- Manage page elements.
- Add tables.

Job Titles (Job Titles related to IT Training stretch Horizontally, they can vastly vary, the list below is a sampling but not limited to)

Web Designer   Graphic Designer
Web-Analyst   Marketing Specialist

Required Course

Hours: 320	Approximately 16 weeks of instruction	Total Price:	**$6,525.00**	
Course			Lecture	**Labs (Optional)
Acrobat Part 1 – 2			16	16
HTML5: Content Authoring Fundamentals / New and Advanced Features			24	24
Dreamweaver Part 1 – 3			24	24
Captivate - The Essentials / Captivate – Beyond The Essentials			32	32
Illustrator Part 1 – 2			16	16
Photoshop Part 1 – 2			32	32
InDesign Part 1			16	16
Program Price			**$5,625.00**	
Certification Exam *6 Adobe Exam Vouchers for Acrobat Professional, Adobe Dreamweaver, Adobe Captivate, Adobe Illustrator, Adobe Photoshop, Adobe InDesign			$900.00	
Total Investment			**$6,525.00**	

*It is the student's responsibility to take all certification exams within six months of completion of their original program completion date at that time, all exam vouchers expire. All extensions must be approved by the Director of Education.
** Veteran Students (Ch. 30 & 33), Labs Hour do not count as clock hours

CISCO Certified Network Associate (CCNA)

CRM ID: P10SoCal
Certification Cisco CCNA

General Course Description

The Cisco Certified Network Associate Program teaches students how to install, operate, configure, and verify a basic IPv4 and IPv6 network. It covers configuring network components such as switches, routers, and Wireless LAN Controllers; managing network devices; and identifying basic security threats. It also gives a foundation in network programmability, automation, and software-defined networking. This program helps to prepare to take the 200-301 Cisco Certified Network Associate (CCNA) exam to obtain a CCNA certification.

The CCNA Program consists of approximately 40 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 32:1.

Prerequisites

Student should have basic computer literacy including basic PC operating system navigation skills, basic internet usage skills, and basic IP address knowledge.

Program Objective

Cisco Interconnecting Cisco Networking Devices Part 1 & Part 2
- Building a Simple Network
- Ethernet Local Area Networks
- Wireless Local Area Networks
- Local Area Network Connections
- Wide Area Networks Connections
- Network Environment Management
- Small Network Implementation
- Medium-Sized Switched Network Construction
- Medium-Sized Routed Network Construction
- Single Area OSPF Implementation
- EIGRP Implementation
- Access Control Lists
- Address Space Management
- LAN Extension to a WAN

Cisco Implementing and Administering Cisco Solutions v1.0 (CCNA)
- Identify the components of a computer network and describe their basic characteristics
- Understand the model of host-to-host communication
- Describe the features and functions of the Cisco IOS Software
- Describe LANs and the role of switches within LANs
- Describe Ethernet as the network access layer of TCP/IP and describe the operation of switches
- Install a switch and perform the initial configuration
- Describe the TCP/IP internet Layer, IPv4, its addressing scheme, and subnetting
- Describe the TCP/IP Transport layer and Application layer
- Explore functions of routing
- Implement basic configuration on a Cisco router
- Explain host-to-host communications across switches and routers
- Identify and resolve common switched network issues and common problems associated with IPv4 addressing
- Describe IPv6 main features, addresses and configure and verify basic IPv6 connectivity
- Describe the operation, benefits, and limitations of static routing

- Describe, implement and verify VLANs and trunks
- Describe the application and configuration of inter-VLAN routing
- Explain the basics of dynamic routing protocols and describe components and terms of OSPF
- Explain how STP and RSTP work
- Configure link aggregation using EtherChannel
- Describe the purpose of Layer 3 redundancy protocols
- Describe basic WAN and VPN concepts
- Describe the operation of ACLs and their applications in the network
- Configure internet access using DHCP clients and explain and configure NAT on Cisco routers
- Describe the basic QoS concepts
- Describe the concepts of wireless networks, which types of wireless networks can be built and how to use WLC
- Describe network and device architectures and introduce virtualization
- Introduce the concept of network programmability and SDN and describe the smart network management solutions like Cisco DNA Center, SD-Access and SD-WAN
- Configure basic IOS system monitoring tools
- Describe the management of Cisco devices
- Describe the current security threat landscape
- Describe threat defense technologies
- Implement a basic security configuration of the device management plane
- Implement basic steps to harden network devices

Acquired Skills

Students will learn networking functions, network components, TCP/IP networking, addressing/routing, remote access services, LAN/WAN, VPN, Cisco IOS (software language).

Job Titles (Job Titles related to IT Training stretch Horizontally, they can vastly vary, the list below is a sampling but not limited to)

Network Administrator   Support Engineer   Network Technician   LAN/WAN Administrator

Course Information

Hours: 240	Approximately 12 weeks of instruction	Total Price	**$6,890.00**
			Hours
Required Course		Lecture	**Lab (Optional)
Cisco ICND1, ICND2 (CCTV Content)			120
Implementing and Administering Cisco Solutions (CCNA) 200-301		40	80
Program Price			**$6,540.00**
*Exam (non-refundable) Implementing and Administering Cisco Solutions (CCNA) 200-301			**$350.00**
Total Investment			**$6,890.00**

*It is the student's responsibility to take all certification exams within six months of completion of their original program completion date at that time, all exam vouchers expire. All extensions must be approved by the Director of Education.

** Veteran Students (Ch. 30 & 33), Labs Hour do not count as clock hours

CISCO Certified Network Associate Accelerated (CCNA)
CRM ID: 9917CWEE

General Course Description
The Cisco Certified Network Associate Program teaches students how to install, operate, configure, and verify a basic IPv4 and IPv6 network. The course covers configuring network components such as switches, routers, and Wireless LAN Controllers; managing network devices; and identifying basic security threats. It also gives a foundation in network programmability, automation, and software-defined networking. This program helps you prepare to take the 200-301 Cisco Certified Network Associate (CCNA) exam to obtain CCNA certification.

The CCNA Program consists of approximately 40 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 32:1.

Prerequisites
Student should have basic computer literacy including basic PC operating system navigation skills, basic internet usage skills, and basic IP address knowledge.

Program Objective

Cisco Implementing and Administering Cisco Solutions v1.0 (CCNA)
- Identify the components of a computer network and describe their basic characteristics
- Understand the model of host-to-host communication
- Describe the features and functions of the Cisco IOS Software
- Describe LANs and the role of switches within LANs
- Describe Ethernet as the network access layer of TCP/IP and describe the operation of switches
- Install a switch and perform the initial configuration
- Describe the TCP/IP internet Layer, IPv4, its addressing scheme, and subnetting
- Describe the TCP/IP Transport layer and Application layer
- Explore functions of routing
- Implement basic configuration on a Cisco router
- Explain host-to-host communications across switches and routers
- Identify and resolve common switched network issues and common problems associated with IPv4 addressing
- Describe IPv6 main features, addresses and configure and verify basic IPv6 connectivity
- Describe the operation, benefits, and limitations of static routing
- Describe, implement and verify VLANs and trunks
- Describe the application and configuration of inter-VLAN routing
- Explain the basics of dynamic routing protocols and describe components and terms of OSPF
- Explain how STP and RSTP work
- Configure link aggregation using EtherChannel
- Describe the purpose of Layer 3 redundancy protocols
- Describe basic WAN and VPN concepts

- Describe the operation of ACLs and their applications in the network
- Configure internet access using DHCP clients and explain and configure NAT on Cisco routers
- Describe the basic QoS concepts
- Describe the concepts of wireless networks, which types of wireless networks can be built and how to use WLC
- Describe network and device architectures and introduce virtualization
- Introduce the concept of network programmability and SDN and describe the smart network management solutions like Cisco DNA Center, SD-Access and SD-WAN
- Configure basic IOS system monitoring tools
- Describe the management of Cisco devices
- Describe the current security threat landscape
- Describe threat defense technologies
- Implement a basic security configuration of the device management plane
- Implement basic steps to harden network devices

Acquired Skills

Students will learn networking functions, network components, TCP/IP networking, addressing/routing, remote access services, LAN/WAN, VPN, Cisco IOS (software language).

Job Titles (Job Titles related to IT Training stretch Horizontally, they can vastly vary, the list below is a sampling but not limited to)

Network Administrator   Support Engineer   Network Technician   LAN/WAN Administrator

Course Information

Hours: 120	Approximately 12 weeks of instruction	Total Price	**$ 3,845.00**
			Hours
Required Course		Lecture	**Lab (Optional)
Implementing and Administering Cisco Solutions (CCNA) 200-301		40	80
Program Price			**$ 3,495.00**
*Exam (non-refundable) Implementing and Administering Cisco Solutions (CCNA) 200-301			**$ 350.00**
Total Investment			**$ 3,845.00**

*It is the student's responsibility to take all certification exams within six months of completion of their original program completion date at that time, all exam vouchers expire. All extensions must be approved by the Director of Education.

** Veteran Students (Ch. 30 & 33), Labs Hour do not count as clock hours

COMPTIA A+ Certification

CRM ID: P14SoCal

General Course Description

The CompTIA A+ Certification Program is designed to empower students with skills and knowledge to increase their workplace competence and professional advantage. A balanced learning approach provides students with an appropriate skill set for their field of study and enhances their potential while preparing them for certification in A+. Students receive up-to-date training in multiple areas of Desktop Support Services, a highly valuable workplace competency, while receiving a thorough understanding of real-world projects and business skills to provide a comprehensive training platform. Upon successful completion of this educational program, certified graduates possess the knowledge and skills necessary to obtain employment as a Help Desk Technical Support and Computer Technician

The CompTIA A+ Program consists of approximately. 56 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 32:1

Prerequisites

Students are expected to understand basic office professional skills prior to beginning this program and may be required to attend basic office software courses and business skills courses and a basic IT course as co-requisite courses to develop their professional skills.

Program Objectives

CompTIA A+ - Part 1

- Support operating systems.
- Install and configure PC system unit components and peripheral devices.
- Install, configure, and troubleshoot display and multimedia devices.
- Install, configure, and troubleshoot storage devices.
- Install, configure, and troubleshoot internal system components.
- Install, configure, and maintain operating systems.
- Maintain and troubleshoot Microsoft Windows.
- Explain network infrastructure concepts.
- Configure and troubleshoot network connections.
- Manage users, workstations, and shared resources.
- Implement client virtualization and cloud computing.
- Implement physical security.
- Secure workstations and data.
- Troubleshoot workstation security issues.
- Support and troubleshoot laptops.
- Support and troubleshoot mobile devices.
- Install, configure, and troubleshoot print devices.
- Implement operational procedures.

CompTIA A+ - Part 2

- Install and configure PC system unit components and peripheral devices.
- Install, configure, and troubleshoot display and multimedia devices.
- Install, configure, and troubleshoot storage devices.
- Install, configure, and troubleshoot internal system components.
- Install, configure, and maintain operating systems.
- Maintain and troubleshoot Microsoft Windows.
- Explain network infrastructure concepts.
- Configure and troubleshoot network connections.
- Manage users, workstations, and shared resources.
- Implement client virtualization and cloud computing.
- Implement physical security.
- Secure workstations and data.
- Troubleshoot workstation security issues.
- Support and troubleshoot laptops.
- Support and troubleshoot mobile devices.
- Install, configure, and troubleshoot print devices.
- Implement operational procedures.

Job Titles (Job Titles related to IT Training stretch Horizontally, they can vastly vary, the list below is a sampling but not limited to)

Computer Repair Technician   Systems Support Technician   Bench Technician
PC / Network Support   Hardware Technician   PC Field Technician

Required Course

Hours: 168	Approximately 9 weeks of instruction	Total Price:	**$3,859.00**	
Course			Lecture	**Labs (Optional)
CompTIA A+ - Part 1			40 Hours	44 Hours
CompTIA A+ - Part 2			40 Hours	44 Hours
Program Price			**$3,359.00**	
Certification Exam *CompTIA A+ 220-1001, CompTIA A+ 220-1002			$500.00	
Total Investment			**$3,859.00**	

*It is the student's responsibility to take all certification exams within six months of completion of their original program completion date at that time, all exam vouchers expire. All extensions must be approved by the Director of Education.
** Veteran Students (Ch. 30 & 33), Labs Hour do not count as clock hours

CompTIA A+ Objective

CRM ID: 9662CSTM

General Course Description

The CompTIA A+ Certification Program is designed to empower students with skills and knowledge to increase their workplace competence and professional advantage. A balanced learning approach provides students with an appropriate skill set for their field of study and enhances their potential while preparing them for certification in A+. Students receive up-to-date training in multiple areas of Desktop Support Services, a highly valuable workplace competency, while receiving a thorough understanding of real-world projects and business skills to provide a comprehensive training platform. Upon successful completion of this educational program, certified graduates possess the knowledge and skills necessary to obtain employment as a Help Desk Technical Support and Computer Technician.

The CompTIA A+ Program consists of approximately. 40 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 32:1

Prerequisites

The prerequisite course for this program is CompTIA Strata IT Fundamentals. Students are expected to have an understanding of basic office professional skills prior to beginning this program and may be required to attend basic office software courses and business skills courses and a basic IT course as co-requisite courses to develop their professional skills.

Program Objectives

- Support operating systems.
- Install and configure PC system unit components and peripheral devices.
- Install, configure, and troubleshoot display and multimedia devices.
- Install, configure, and troubleshoot storage devices.
- Install, configure, and troubleshoot internal system components.
- Install, configure, and maintain operating systems.
- Maintain and troubleshoot Microsoft Windows.
- Explain network infrastructure concepts.
- Configure and troubleshoot network connections.
- Manage users, workstations, and shared resources.
- Implement client virtualization and cloud computing.
- Implement physical security.
- Secure workstations and data.
- Troubleshoot workstation security issues.
- Support and troubleshoot laptops.
- Support and troubleshoot mobile devices.
- Install, configure, and troubleshoot print devices.
- Implement operational procedures.

Job Titles (Job Titles related to IT Training stretch Horizontally, they can vastly vary, the list below is a sampling but not limited to)

Computer Repair Technician	Systems Support	Bench Technician
PC / Network Support	Hardware Technician	PC Field Technician

Required Course

Hours: 120	Approximately 6 weeks of instruction	Total Price:	$2,975.00	
Course			Lecture	**Labs (Optional)
CompTIA A+ Certification (Exams 220-1001 and 220-1002)			40 Hours	80 Hours
Program Price			**$2,475.00**	
Certification Exam *CompTIA A+ 220-1001, CompTIA A+ 220-1002			$500.00	
Total Investment			**$2,975.00**	

*It is the student's responsibility to take all certification exams within six months of completion of their original program completion date at that time, all exam vouchers expire. All extensions must be approved by the Director of Education.
** Veteran Students (Ch. 30 & 33), Labs Hour do not count as clock hours

Information Technology Network Support Specialist Certificate Program
CRM ID: ITNSSCP

General Course Description
Students will receive Basic Computer training and accelerate to Networking, Security and Cloud Administration. This program offers a rounded education in the world of Information Technology. This is an Introductory course that will introduce the student to basic hardware and software with CompTIA A+ Certification. The student will then be introduced to basic networking with CompTIA Network+ Certification. Students will create a wholistic knowledgebase with their training with IT Security training, known as CompTIA Security+ Certification. Training will be completed with an introduction to computing within the Cloud, CompTIA Cloud+ Certification.

The Information Technology Network Support Specialist Certificate Program consists of approximately. 252 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 32:1

Prerequisites
Students are expected to understand basic office professional skills prior to beginning this program and may be required to attend basic office software courses and business skills courses including a basic IT course as co-requisite courses to develop their professional skills.

Program Objectives
CompTIA A+
- Hardware Fundamentals
- Managing System Components
- Managing Data Storage
- Supporting Display Devices
- Installing and Configuring Peripheral Components
- Customized Client Environments
- Supporting Printers and Multifunction Devices
- Networking Technologies
- Installing, Configuring Networking Capabilities
- Supporting Mobile Digital Devices
- Operating System Fundamentals
- Installing and Configuring Microsoft Windows
- Optimizing and Maintaining Microsoft Windows
- Working with Other Operating Systems
- Networking and Security Fundamentals
- Security Threats, Vulnerabilities, and Controls
- Implementing Security Controls
- Troubleshooting System-Wide Issues
- Safety and Operational Procedures

CompTIA Network+
- NETWORK THEORY
- BOUNDED NETWORK MEDIA
- UNBOUNDED NETWORK MEDIA
- NETWORK IMPLEMENTATIONS
- TCP/IP ADDRESSING AND DATA DELIVERY
- ROUTING
- TCP/IP SERVICES
- WAN INFRASTRUCTURE
- CLOUD AND VIRTUALIZATION TECHNOLOGIES
- NETWORK SECURITY BASICS
- PREVENTING SECURITY BREACHES

- RESPONDING TO SECURITY INCIDENTS
- REMOTE NETWORKING
- NETWORK MANAGEMENT
- TROUBLESHOOTING NETWORK ISSUES
- APPENDIX

CompTIA Security+
- SECURITY FUNDAMENTALS
- IDENTIFYING SECURITY THREATS AND VULNERABILITIES
- MANAGING DATA, APPLICATION, AND HOST SECURITY
- IMPLEMENTING NETWORK SECURITY
- IMPLEMENTING ACCESS CONTROL, AUTHENTICATION, AND ACCOUNT MANAGEMENT
- MANAGING CERTIFICATES
- IMPLEMENTING COMPLIANCE AND OPERATIONAL SECURITY
- RISK MANAGEMENT
- TROUBLESHOOTING AND MANAGING SECURITY INCIDENTS
- BUSINESS CONTINUITY AND DISASTER RECOVERY PLANNING

CompTIA Cloud+
- CLOUD COMPUTING CONCEPTS, MODELS AND TERMINOLOGY
- DISK STORAGE SYSTEMS
- STORAGE NETWORKING
- NETWORK INFRASTRUCTURE
- VIRTUALIZATION COMPONENTS
- VIRTUALIZATION AND THE CLOUD
- NETWORK MANAGEMENT
- PERFORMANCE TUNING
- SYSTEMS MANAGEMENT
- TESTING AND TROUBLESHOOTING
- SECURITY IN THE CLOUD
- BUSINESS CONTINUITY AND DISASTER RECOVERY

Job Titles **(Job Titles related to IT Training stretch Horizontally, they can vastly vary, the list below is a sampling but not limited to)**

Computer Specialist	Computer Technician	Network Technician Specialist
Computer Support Specialist	Information Technology Specialist	Help Desk Analyst

Required Course

Hours: 252	Approximately 14 weeks of instruction	Total Price:	**$8,900.00**
Course			Lecture
CompTIA A+			90 Hours
CompTIA Network+			54 Hours
CompTIA Security+			54 Hours
CompTIA Cloud+			54 Hours
Program Price			**$7,441.00**
Certification Exam *CompTIA A+ (220-901, 220-902), CompTIA Network+ N10-006, CompTIA Security+ SY0-401, CompTIA Cloud+ CV0-001			$1,459.00
Total Investment			**$8,900.00**

*It is the student's responsibility to take all certification exams within six months of completion of their original program completion date at that time, all exam vouchers expire. All extensions must be approved by the Director of Education.

CompTIA Advanced Security Practitioner (CASP)

CRM ID: NH85709S

General Course Description

The CompTIA Advanced Security Practitioner (CASP) credential designates IT professionals with advanced-level security skills and knowledge. This course provides students with the technical knowledge and skills required to conceptualize, design, and engineer secure solutions across complex enterprise environments. It involves applying critical thinking and judgment across a broad spectrum of security disciplines to propose and implement solutions that map to enterprise drivers.

The CompTIA Advanced Security Practitioner (CASP)Program consists of approximately 40 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 32:1

Prerequisites

While there is no required prerequisite, the CASP certification is intended to follow CompTIA Security+ or equivalent experience and has a technical, hands-on focus at the enterprise level. Students are expected to understand basic office professional skills prior to beginning this program and may be required to attend basic office software courses and business skills courses as co-requisite courses to develop their professional skills.

Program Objectives

- Enterprise Security Architecture and Technology
- Security Design and Solutions
- Managing Risk, Policies and Procedures
- Enterprise Security Integration
- Security Research and Analysis

Job Titles (Job Titles related to IT Training stretch Horizontally, they can vastly vary, the list below is a sampling but not limited to)

Cyber Security Analyst   Network Engineer   Information Security Engineer
Cyber Security Engineer   Systems Administrator
Information Security Manager   Information Security Analyst

Required Course

Hours: 120	Approximately 6 weeks of instruction	Total Price:	**$3,147.00**	
Course			Lecture	**Labs (Optional)
CompTIA Advanced Security Practitioner			40 Hours	80 Hours
Program Price			**$2,695.00**	
Certification Exam *CompTIA CASP - CAS-003			$452.00	
Total Investment			**$3,147.00**	

*It is the student's responsibility to take all certification exams within six months of completion of their original program completion date at that time, all exam vouchers expire. All extensions must be approved by the Director of Education.

** Veteran Students (Ch. 30 & 33), Labs Hour do not count as clock hours

CompTIA Cloud Essentials
CRM ID: NH85195S

General Course Description
The CompTIA Cloud Essentials credential demonstrates an individual knows what cloud computing means from a business and technical perspective, as well as what is involved in moving to and governing the cloud. This course provides students with the technical knowledge and skills required to conceptualize, design, and engineer secure solutions across complex enterprise environments. It involves applying critical thinking and judgment across a broad spectrum of security disciplines to propose and implement solutions that map to enterprise drivers.

The CompTIA Cloud Essentials Program consists of approximately 16 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 32:1

Prerequisites
While it is not required, CompTIA recommends that a candidate have at least six months working in an environment that markets or relies on IT-related services. Students are expected to understand basic office professional skills and basic IT skills prior to beginning this program and may be required to attend basic office software courses and business skills courses as co-requisite courses to develop their professional skills.

Program Objectives
- Common terms and definitions of cloud computing.
- Characteristics of clouds and cloud services from a business perspective.
- Various types of clouds from a technical perspective and provide examples.
- Identify the organizational capabilities that are relevant for realizing the benefits of clouds.
- Impact and changes of cloud computing on IT Service Management.
- Issues associated with integrating cloud computing into an organization's existing compliance risk and regulatory framework.
- Maintaining strategic flexibility.

Job Titles (Job Titles related to IT Training stretch Horizontally, they can vastly vary, the list below is a sampling but not limited to)

Systems Engineer	Information Technology Specialist	Information Technology
Systems Engineer	Systems Administrator	
Senior Systems Engineer	System Administrator, Windows Server	

Required Course

Hours: 16	Approximately 1 week of instruction	Total Price:	$1620.00
Course			Lecture
CompTIA Cloud Essentials			16 Hours
Program Price			**$1,497.00**
Certification Exam *CompTIA Cloud Essentials CLO-001			$123.00
Total Investment			**$1620.00**

*It is the student's responsibility to take all certification exams within six months of completion of their original program completion date at that time, all exam vouchers expire. All extensions must be approved by the Director of Education.

CompTIA Network+ Certification

CRM ID: P17SoCal

General Course Description

The Network+ Certification program is designed to empower students with skills and knowledge to increase their workplace competence and professional advantage. A balanced learning approach provides students with an appropriate skill set for their field of study and enhances their potential while preparing them for the Network+ certification. Students receive up-to-date training in networking, a highly valuable workplace competency, while receiving a thorough understanding of real-world projects and business skills to provide a comprehensive training platform.

The CompTIA Network+ Program consists of approximately 40 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 32:1

Prerequisites

The prerequisite for this program is CompTIA A+ Certification. Students are expected to understand basic office professional skills prior to beginning this program and may be required to attend basic office software courses and business skills courses as co-requisite courses to develop their professional skills.

Program Objectives

- Network Theory
- Network Communications Methods
- Network Implementations
- TCP/IP Services
- Network Security
- Disaster Recovery
- Network Troubleshooting

Job Titles (Job Titles related to IT Training stretch Horizontally, they can vastly vary, the list below is a sampling but not limited to)

IT Consultant	Help Desk Technician	Network Support Specialist
Computer Technician	System Engineer	Network Analyst

Required Course

Hours: 120	Approximately 6 weeks of instruction	Total Price:	$2,824.00	
Course			Lecture	**Labs (Optional)
CompTIA Network+ Certification			40 Hours	80 Hours
Program Price			**$2,495.00**	
Certification Exam * CompTIA Network+ Certification			$329.00	
Total Investment			**$2,824.00**	

*It is the student's responsibility to take all certification exams within six months of completion of their original program completion date at that time, all exam vouchers expire. All extensions must be approved by the Director of Education.

** Veteran Students (Ch. 30 & 33), Labs Hour do not count as clock hours

CompTIA Security+ Certification

CRM ID: NH85544S

General Course Description

The Security+ Certification program is designed to empower students with skills and knowledge to increase their workplace competence and professional advantage. A balanced learning approach provides students with an appropriate skill set for their field of study and enhances their potential while preparing them for the Security+ certification. Students receive up-to-date training in security, a highly valuable workplace competency, while receiving a thorough understanding of real-world projects and business skills to provide a comprehensive training platform

The CompTIA Security+ Program consists of approximately 40 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 32:1

Prerequisites

The prerequisite for this program is CompTIA A+ Certification and CompTIA Network+ Certification. Students are expected to understand basic office professional skills prior to beginning this program and may be required to attend basic office software courses and business skills courses as co-requisite courses to develop their professional skills.

Program Objectives

- Security Fundamentals
- Security Threats
- Hardening Internal Systems and Services
- Hardening Internetwork Devices and Services
- Securing Network Communications
- Securing Web Applications

- Managing Public Key Infrastructure (PKI)
- Managing Certificates
- Enforcing Organizational Security Policies
- Monitoring the Security Infrastructure
- Managing Security Incidents

Job Titles (Job Titles related to IT Training stretch Horizontally, they can vastly vary, the list below is a sampling but not limited to)

Systems Administrator
Cyber Security Analyst
Network Engineer

Information Security Analyst
Information Technology (IT) Manager
Information Technology Specialist

Network Administrator

Required Course

Hours: 120	Approximately 6 weeks of instruction	Total Price:	**$2,844.00**	
Course			Lecture	**Labs (Optional)
CompTIA Security+ Certification			40 Hours	80 Hours
Program Price			**$2,495.00**	
Certification Exam * CompTIA Security+ Certification			$349.00	
Total Investment			**$2,844.00**	

*It is the student's responsibility to take all certification exams within six months of completion of their original program completion date at that time, all exam vouchers expire. All extensions must be approved by the Director of Education.

** Veteran Students (Ch. 30 & 33), Labs Hour do not count as clock hours

Certified Information Systems Security Professional

CRM ID: C41SoCal

General Course Description

The Certified Information Systems Security Professional credential confirms an individual's knowledge in the field of information security. CISSPs are information assurance professionals who define the architecture, design, management and/or controls that assure the security of business environments. It was the first certification in the field of information security to meet the stringent requirements of ISO/IEC Standard 17024.

The Certified Information Systems Security Professional Program consists of approximately 40 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 32:1

Prerequisites

It is highly recommended that students have certifications in CompTIA Network+ or CompTIA Security+ or possess equivalent professional experience upon entering CISSP training. It will be beneficial if students have one or more of the following security-related or technology-related certifications or equivalent industry experience: MCSE, MCTS, MCITP, SCNP, CCNP, RHCE, LCE, CNE, SSCP®, GIAC, CISA™, or CISM®.

Program Objectives

- Information Security and Risk Management
- Access Control
- Cryptography
- Physical Security
- Security Architecture and Design
- Business Continuity Planning and Disaster Recovery Planning
- Telecommunications and Network Security
- Application Security
- Operations Security
- Legal, Regulations, Compliance and Investigation

Job Titles (Job Titles related to IT Training stretch Horizontally, they can vastly vary, the list below is a sampling but not limited to)

Information Security Manager.	Chief Information Security Officer.	Security Architect, IT.
Information Security Analyst.	Security Engineer.	
Cyber Security Analyst.	Cyber Security Engineer.	

Required Course

Hours: 120	Approximately 6 weeks of instruction	Total Price:	**$3,694.00**	
Course			Lecture	**Labs (Optional)
Certified Information Systems Security Professional			40 Hours	80 Hours
Program Price			**$2,995.00**	
Certification Exam * Certified Information Systems Security Professional			$699.00	
Total Investment			**$3,694.00**	

*It is the student's responsibility to take all certification exams within six months of completion of their original program completion date at that time, all exam vouchers expire. All extensions must be approved by the Director of Education.

** Veteran Students (Ch. 30 & 33), Labs Hour do not count as clock hours

Designing and Deploying Microsoft Exchange Server 2016
CRM ID: MSCW10135

General Course Description
The typical candidate for the Microsoft Certified Technology Specialist (MCTS): Exchange Server is a Messaging Generalist responsible for the maintenance and administration of the Exchange servers in an enterprise environment. Day to day, the candidate typically installs and manages Exchange Server and manages users, mailboxes, security, servers, and databases by using Exchange Server. The candidate might also monitor and troubleshoot Exchange Server.

The Microsoft Certified Technology Specialist: Exchange Server, Configuring Program consists of approximately 40 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 32:1

Prerequisites
The prerequisite courses for this program are CompTIA A+ Certification and CompTIA Network+ Certification. Students are expected to understand basic office professional skills prior to beginning this program and may be required to attend basic office software courses and business skills courses as co-requisite courses to develop their professional skills.

Program Objectives
- Deploy Exchange Server.
- Plan and configure storage for Exchange Server.
- Create and manage various recipient objects in Exchange Server.
- Perform recipient management and Exchange server management tasks by using Exchange Server cmdlets.
- Deploy Client Access services in Exchange Server.
- Manage high availability in Exchange Server.
- Implement disaster recovery for Exchange Server.
- Configure and manage message transport in Exchange Server.
- Configure message security in Exchange Server.
- Monitor and troubleshoot Exchange Server.
- Configure Exchange Server role-based access control permissions and configure audit logging for both administrators and users.
- Implement and manage integration with Exchange Online.

Job Titles (Job Titles related to IT Training stretch Horizontally, they can vastly vary, the list below is a sampling but not limited to)

System Administrator   Information Systems Analyst   Network Administrator   Systems
PC LAN Technician   Engineer

Required Course

Hours: 120	Approximately 6 weeks of instruction	Total Price:	$2,660.00	
Course			Lecture	**Labs (Optional)
20345-1 Administering Microsoft Exchange Server 2016 / 2019			40 Hours	80 Hours
Program Price			$2,495.00	
Certification Exam *Microsoft 70-345			$165.00	
Total Investment			$2,660.00	

*It is the student's responsibility to take all certification exams within six months of completion of their original program completion date at that time, all exam vouchers expire. All extensions must be approved by the Director of Education.
** Veteran Students (Ch. 30 & 33), Labs Hour do not count as clock hours

Managing Microsoft SharePoint Server 2016

CRM ID: MS20339-1

General Course Description

This Microsoft program provide students with the knowledge and skills to plan and administer a Microsoft SharePoint 2016 environment. The course teaches students how to deploy, administer, and troubleshoot their SharePoint environment.

The 20339-1 Planning and Administering SharePoint 2016 Program consists of approximately 40 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 32:1

Prerequisites

Before attending this course, students must have knowledge of: Software management in a Windows Server 2012 or Windows Server 2012 R2 enterprise server environment; Deploying and managing applications natively, virtually, and in the cloud; Administering IIS; Configuring AD DS for use in authentication, authorization, and as a user store; Managing an application remotely by using Windows PowerShell 4.0; Managing databases and server roles in SQL Server.

Program Objectives

- Describe the key features of SharePoint 2016.
- Design an information architecture for a SharePoint 2016 deployment.
- Design a logical architecture for a SharePoint 2016 deployment.
- Design the physical architecture for a SharePoint 2016 deployment.
- Install and configure SharePoint 2016.
- Create and configure web applications and site collections.
- Plan and configure service applications for a SharePoint 2016 deployment.
- Manage users and permissions, and secure content in a SharePoint 2016 deployment.
- Configure authentication in a SharePoint 2016 deployment.
- Configure platform and farm-level security in a SharePoint 2016 deployment.
- Manage information taxonomy in SharePoint web applications and site collections.
- Configure and manage user profiles and audiences.
- Configure and manage the search experience in SharePoint 2016.
- Monitor, maintain, and troubleshoot a SharePoint 2016 deployment.

Job Titles (Job Titles related to IT Training stretch Horizontally, they can vastly vary, the list below is a sampling but not limited to)

SharePoint Administrator   SharePoint Developer
SharePoint Workflow Specialist   SharePoint Analyst

Required Course

Hours: 120	Approximately 6 weeks of instruction	Total Price:	**$2,660.00**	
Course			Lecture	**Labs (Optional)
20339-1 Planning and Administering SharePoint 2016			40 Hours	80 Hours
Program Price			**$2,495.00**	
Certification Exam *Microsoft 70-339			$165.00	
Total Investment			**$2,660.00**	

*It is the student's responsibility to take all certification exams within six months of completion of their original program completion date at that time, all exam vouchers expire. All extensions must be approved by the Director of Education.
** Veteran Students (Ch. 30 & 33), Labs Hour do not count as clock hours

Advanced Technologies of SharePoint 2016
CRM ID: MS20339-2

General Course Description
This program teaches students how to plan, configure, & manage the advanced features in a SharePoint 2016 environment. The areas of focus for this course include implementing high availability, disaster recovery, & service application architecture.

The Microsoft Certified Technology Specialist: SharePoint, Application Development Program consists of approximately 40 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 32:1

Prerequisites
20339-1 Planning and Administering SharePoint 2016 or at least one-year experience with deploying and administering multiple SharePoint Server 2013 farms across a large enterprise.

Program Objectives
- Describe the core SharePoint 2016 architecture and its new and improved features.
- Describe the key hybrid features in SharePoint 2016.
- Plan and design a SharePoint 2016 environment to meet requirements for high availability and disaster recovery.
- Plan and implement Business Connectivity Services and Secure Store Service.
- Configure and manage productivity services for a SharePoint 2016 deployment.
- Manage solutions in a SharePoint 2016 deployment.

- Plan and configure social computing features.
- Plan and configure web content management for an Internet-facing environment.
- Plan and configure Enterprise Content Management in a SharePoint 2016 deployment.
- Plan and configure business intelligence solutions.
- Plan and configure work management, productivity, and collaboration platforms and features.
- Perform an upgrade or migration to SharePoint 2016.

Job Titles (Job Titles related to IT Training stretch Horizontally, they can vastly vary, the list below is a sampling but not limited to)

SharePoint Administrator　　　　　　　　SharePoint Developer
SharePoint Workflow Specialist　　　　　　SharePoint Analyst

Required Course

Hours: 120	Approximately 6 weeks of instruction	Total Price:	**$2,660.00**	
Course			Lecture	**Labs (Optional)
20339-2 Advanced Technologies of SharePoint 2016			40 Hours	80 Hours
Program Price			**$2,495.00**	
Certification Exam *Microsoft 70-339			$165.00	
Total Investment			**$2,660.00**	

*It is the student's responsibility to take all certification exams within six months of completion of their original program completion date at that time, all exam vouchers expire. All extensions must be approved by the Director of Education.
** Veteran Students (Ch. 30 & 33), Labs Hour do not count as clock hours

Microsoft Certified Solutions Associate: SQL Database Administration 2016

CRM ID: C85NHLG

General Course Description

The MCSA: Data Administration 2016 program validates the student's ability to administer high-availability solutions on the SQL Server 2016 platform. Demonstrate your broad skill sets in building and administrating enterprise-scale data solutions both on-premise and in cloud environments

The Microsoft Certified Solutions Associate: SQL 2016 Database Administration Program consists of approximately 80 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 32:1

Prerequisites

In addition to their professional experience, students who attend this training should already have the following technical knowledge: Basic knowledge of the Microsoft Windows operating system and its core functionality; Working knowledge of Transact-SQL; Working knowledge of relational databases; Some experience with database design. Students are expected to understand basic office professional skills prior to beginning this program and may be required to attend basic office software courses and business skills courses as co-requisite courses to develop their professional skills.

Program Objectives

20764 Administering a SQL Database Infrastructure
- Authenticate and authorize users
- Assign server and database roles
- Authorize users to access resources
- Protect data with encryption and auditing
- Describe recovery models and backup strategies
- Backup SQL Server databases
- Restore SQL Server databases
- Automate database management
- Configure security for the SQL Server agent
- Manage alerts and notifications

- Managing SQL Server using
- PowerShell Trace access to SQL Server
- Monitor a SQL Server infrastructure
- Troubleshoot a SQL Server infrastructure
- Import and export data
  20765 Provisioning SQL Databases
- Provision a Database Server
- Upgrade SQL Server
- Configure SQL Server
- Manage Databases and Files (shared)
- Provision, migrate and manage databases in the cloud

Job Titles (Job Titles related to IT Training stretch Horizontally, they can vastly vary, the list below is a sampling but not limited to)

Database Administrators
Network Systems and Data
Communications Analysis

Network and Systems Administrators
Database Developer
Database Technical Consultant

Required Course

Hours: 240	Approximately 12 weeks of instruction	Total Price:	**$5,320.00**	
Course			Lecture	**Labs (Optional)
Microsoft 20764 Administering a SQL Database Infrastructure			40 Hours	80 Hours
Microsoft 20765 Provisioning SQL Databases			40 Hours	80 Hours
Program Price			**$4,990.00**	
Certification Exam *Microsoft 70-764, 70-765			$330.00	
Total Investment			**$5,320.00**	

*It is the student's responsibility to take all certification exams within six months of completion of their original program completion date at that time, all exam vouchers expire. All extensions must be approved by the Director of Education.
** Veteran Students (Ch. 30 & 33), Labs Hour do not count as clock hours

Microsoft Certified Solutions Associate: Windows 10
CRM ID: C89NHLG

General Course Description
The Microsoft Certified Solutions Associate: Windows Program teaches individuals how to install, manage, configure, support, troubleshoot and configure the Windows 10 operating system.

The Microsoft Certified Solutions Associate: Windows Program consists of approximately 80 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 32:1

Prerequisites
Basic understanding of computer networks and hardware concepts, Basic understanding of OS and Application concepts and Experience with using the Windows OS.

Program Objectives
MD-100T00 Windows 10
- Install Windows
- Updating Windows
- Post Installation Configuration and Personalization
- Configuring Peripherals and Drivers
- Configuring Networking
- Configuring Storage
- Managing Apps in Windows 10
- Imaging Considerations
- Configuring Authorization & Authentication
- Configuring Data Access and Usage
- Configuring Advanced Management Tools

- Supporting the Windows 10 Environment
- Troubleshooting the Windows OS
- Troubleshooting Hardware and Drivers

MD-101T00 Managing Modern Desktops
- Planning an Operating System Deployment Strategy
- Implementing Windows 10
- Managing Updates for Windows 10
- Device Enrollment
- Configuring Profiles
- Managing Authentication in Azure AD
- Managing Devices and Device Policies
- Managing Security

Job Titles (Job Titles related to IT Training stretch Horizontally, they can vastly vary, the list below is a sampling but not limited to)

Administrative Assistant   Administrative Specialist

Administrative Manager   Administrative Support Manager

Required Course

Hours: 240	Approximately 12 weeks of instruction	Total Price:	**$5,320.00**	
Course			Lecture	**Labs (Optional)
Microsoft MD-100T00 Windows 10			40 Hours	80 Hours
Microsoft MD-101T00 Managing Modern Desktops			40 Hours	80 Hours
Program Price			**$4,990.00**	
Certification Exam *Microsoft MD-100, MD-101I			$330.00	
Total Investment			**$5,320.00**	

*It is the student's responsibility to take all certification exams within six months of completion of their original program completion date at that time, all exam vouchers expire. All extensions must be approved by the Director of Education.

** Veteran Students (Ch. 30 & 33), Labs Hour do not count as clock hours

Microsoft Certified Solutions Associate: Windows Server 2016
CRM ID: C23SoCal

General Course Description
The "Associate Level" is represented by the MCSA (Microsoft Certified Solutions Associate) certification. This foundational certification is designed to serve as the beginning of the certification process, and to validate the core platform skills needed in an IT environment. The MCSA is for IT professionals or developers looking to get their first job in Microsoft technology. The MCSA Windows Server 2016 Certification is the foundation for establishing your working knowledge of Windows Server 2016. The Microsoft Windows Server 2016 MCSA training delivers hundreds of new features and enhancements for transforming virtualization and cloud computing, helping with the reduction of IT costs. The knowledge and skills consist of designing, implementing, configuring, or managing a Windows Server infrastructure in an organization.

The Microsoft Certified Solutions Associate: Windows Server 2016 Program consists of approximately 120 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 32:1

Prerequisites
Before attending this course, students must have: A basic understanding of networking fundamentals; An awareness and understanding of security best practices; An understanding of basic AD DS concepts; Basic knowledge of server hardware; Experience supporting and configuring Windows client operating systems such as Windows 10. Additionally, students would benefit from having some previous Windows Server operating system experience, such as experience as a Windows Server systems administrator.

Program Objectives
20740 Installation, Storage, and Compute with Windows Server 2016
- After completing this course, students will be able to:
- Prepare and install Nano Server, a Server Core installation, and plan a server upgrade and migration strategy.
- Describe the various storage options, including partition table formats, basic and dynamic disks, file systems, virtual hard disks, and drive hardware, and explain how to manage disks and volumes.
- Describe enterprise storage solutions and select the appropriate solution for a given situation.
- Implement and manage Storage Spaces and Data Deduplication.
- Install and configure Microsoft Hyper-V.
- Deploy, configure, and manage Windows and Hyper-V containers.
- Describe the high availability and disaster recovery technologies in Windows Server 2016.
- Plan, create, and manage a failover cluster.
- Implement failover clustering for Hyper-V virtual machines.
- Configure a Network Load Balancing (NLB) cluster, and plan for an NLB implementation.
- Create and manage deployment images.
- Manage, monitor, and maintain virtual machine installations.

20741 Networking with Windows Server 2016
- After completing this course, students will be able to:

- Plan and implement an IPv4 network.
- Implement Dynamic Host Configuration Protocol (DHCP).
- Implement IPv6. Implement Domain Name System (DNS).
- Implement and manage IP address management (IPAM).
- Plan for remote access. Implement DirectAccess.
- Implement virtual private networks (VPNs).
- Implement networking for branch offices.
- Configure advanced networking features.
- Implement software defined networking.

20742 Identity with Windows Server 2016
- After completing this course, students will be able to:
- Install and configure domain controllers.
- Manage objects in AD DS by using graphical tools and Windows PowerShell.
- Implement AD DS in complex environments.
- Implement AD DS sites and configure and manage replication.
- Implement and manage Group Policy Objects (GPOs).
- Manage user settings by using GPOs. Secure AD DS and user accounts.
- Implement and manage a certificate authority (CA) hierarchy with AD CS.

Job Titles (Job Titles related to IT Training stretch Horizontally, they can vastly vary, the list below is a sampling but not limited to)

Network Administrator   PC/Network Support
Network Technician   Desktop Support

Required Course

Hours: 360	Approximately 18 weeks of instruction		Total Price:	$7,980.00	
Course				Lecture	**Labs (Optional)
Microsoft 20740 Installation, Storage, and Compute with Windows Server 2016				40 Hours	80 Hours
Microsoft 20741 Networking with Windows Server 2016				40 Hours	80 Hours
Microsoft 20742 Identity with Windows Server 2016				40 Hours	80 Hours
Program Price				$7,485.00	
Certification Exam * Microsoft 70-740, 70-741 and 70-742				$495.00	
Total Investment				$7,980.00	

*It is the student's responsibility to take all certification exams within six months of completion of their original program completion date at that time, all exam vouchers expire. All extensions must be approved by the Director of Education.
** Veteran Students (Ch. 30 & 33), Labs Hour do not count as clock hours

Microsoft Certified Solutions Expert: Messaging

CRM ID: C56SoCal

General Course Description

The MCSE: Messaging certification confirms your knowledge of configuring transport, the mailbox role, and Client Access, and it confirms your understanding of unified messaging, site resiliency, security, archival, and enterprise deployments for an Exchange environment

The Microsoft Certified Solutions Expert: Communication Program consists of approximately 80 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 32:1

Prerequisites

A minimum two years of experience administering Windows Server, including Windows Server 2012 R@ or Windows Server 2016; A minimum two years of experience working with active Directory Domain Services (AD DS). A minimum two years of experience working with name resolution including Domain Name System (DNS); Understanding of TCP/IP and networking concepts; Understanding of Windows Server 2012 R2 or later, and AD DS, including planning, designing, and deploying; Understanding of security concepts such as authentication and authorization; Understanding of Simple Mail Transfer Protocol (SMTP); Working knowledge of public key infrastructure (PKI) technologies, including Active Directory Certificate Services (AD CS).

Program Objectives

20345-1 Administering Microsoft Exchange Server 2016/2019
- Deploy Exchange Server.
- Plan and configure storage for Exchange Server.
- Create and manage various recipient objects in Exchange Server.
- Perform recipient management and Exchange server management tasks by using Exchange Server cmdlets.
- Deploy Client Access services in Exchange Server.
- Manage high availability in Exchange Server.
- Implement disaster recovery for Exchange Server.
- Configure and manage message transport in Exchange Server.
- Configure message security in Exchange Server.
- Monitor and troubleshoot Exchange Server.
- Configure Exchange Server role-based access control permissions and configure audit logging for both administrators and users.
- Implement and manage integration with Exchange Online.

20345-2 Designing and Deploying Microsoft Exchange Server 2016/2019

- Plan for Exchange Server deployments.
- Plan and deploy Exchange Server hardware, virtualization, mailbox databases, and public folders.
- Plan message transport in Exchange Server.
- Plan and deploy Client Access services in Exchange Server.
- Design and implement a highly available Exchange Server environment.
- Maintain Exchange Server by using Managed Availability and Desired State Configuration (DSC).
- Plan for messaging security and design and implement Active Directory Rights Management Services (AD RMS) and Microsoft Azure RMS in Exchange Server.
- Design and implement message retention and archiving.
- Design and implement data loss prevention policies, In-Place Hold, and eDiscovery.
- Design and implement messaging coexistence among Exchange Server organizations.
- Plan and implement the upgrade from previous versions of Exchange Server to Exchange Server 2019.
- Plan a hybrid Exchange deployment.

Job Titles (Job Titles related to IT Training stretch Horizontally, they can vastly vary, the list below is a sampling but not limited to)

System Administrator	Information Systems Analyst	Systems Engineer
PC LAN Technician	Network Administrator	

Required Course

Hours: 240	Approximately 12 weeks of instruction		Total Price:	**$5,155.00**	
Course				Lecture	**Labs (Optional)
20345-1 Administering Microsoft Exchange Server 2016/2019				40 Hours	80 Hours
20345-2 Designing and Deploying Microsoft Exchange Server 2016/2019				40 Hours	80 Hours
Program Price				**$4,990.00**	
Certification Exam *Microsoft 70-345				$165.00	
Total Investment				**$5,155.00**	

*It is the student's responsibility to take all certification exams within six months of completion of their original program completion date at that time, all exam vouchers expire. All extensions must be approved by the Director of Education.
** Veteran Students (Ch. 30 & 33), Labs Hour do not count as clock hours

Microsoft Certified Solutions Expert: Private Cloud and Infrastructure

CRM ID: C19SoCal

General Course Description

The MCSE: Private Cloud is a premier credential for technical professionals who analyze the business requirements and design/implement the infrastructure for business solutions based on the Microsoft Windows platform and Microsoft server software. It will give students expertise in managing and implementing Microsoft private cloud computing technologies. With Windows Server and System Center, students will learn to build Microsoft private cloud solutions to optimize IT service delivery and gain the automation and flexibility need for IT infrastructure, now and in the future

The Microsoft Certified Solutions Expert: Private Cloud and Infrastructure Program consists of approximately 80 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 32:1

Prerequisites

The prerequisite course of this program is MCSA: Windows Server Certification. Students are expected to understand basic office professional skills prior to beginning this program and may be required to attend basic office software courses and business skills courses as co-requisite courses to develop their professional skills.

Program Objectives

10965 IT Service Management with System Center Service Manager
- Describe Service Manager 2016.
- Upgrade to Service Manager 2016.
- Install Service Manager 2016.
- Describe Service Manager usage cases.
- Configure base settings in Service Manager 2016.
- Configure Incident and Problem Management.
- Configure Activity, Change, and Release Management.
- Configure and Manage Service Requests.
- Automate business processes with Service Manager and Orchestrator.
- Configure Service Level Management.
- Customize the Self-Service Portal.
- Use Reports and Analyze Data in Service Manager.
- Perform advanced troubleshooting and disaster recovery in Service Manager.
- Customize Service Manager Forms.

20703-1 Administering System Center Configuration Manager
- Describe the features Configuration Manager and Intune include, and explain how you can use these features to manage PCs and mobile devices in an enterprise environment.

- Analyze data by using queries and reports.
- Prepare a management infrastructure, including configuring boundaries, boundary groups, and resource discovery, and integrating mobile-device management with Microsoft Exchange Server.
- Deploy and manage the Configuration Manager client.
- Configure, manage, and monitor hardware and software inventory, and use Asset Intelligence and software metering.
- Identify and configure the most appropriate method to distribute and manage content used for deployments.
- Distribute, deploy, and monitor applications for managed users and systems.
- Maintain software updates for PCs that Configuration Manager manages.
- Implement Endpoint Protection for managed PCs.
- Manage configuration items, baselines, and profiles to assess and configure compliance settings and data access for users and devices.
- Configure an operating-system deployment strategy by using Configuration Manager.
- Manage and maintain a Configuration Manager site.

Job Titles (Job Titles related to IT Training stretch Horizontally, they can vastly vary, the list below is a sampling but not limited to)

System Administrator	Information Systems Analyst	Systems Engineer
PC LAN Technician	Network Administrator	

Required Course

Hours: 240	Approximately 12 weeks of instruction		Total Price:	**$5,320.00**	
Course				Lecture	**Labs (Optional)
20703-1 Administering System Center Configuration Manager				40 Hours	80 Hours
10965 IT Service Management with System Center Service Manager				40 Hours	80 Hours
Program Price				**$4,990.00**	
Certification Exam *Microsoft 70-703, 70-965				$330.00	
Total Investment				**$5,320.00**	

*It is the student's responsibility to take all certification exams within six months of completion of their original program completion date at that time, all exam vouchers expire. All extensions must be approved by the Director of Education.
** Veteran Students (Ch. 30 & 33), Labs Hour do not count as clock hours

Microsoft Certified Solutions Expert: Server Infrastructure

CRM ID: C57SoCal

General Course Description

The Microsoft Certified Solutions Expert: Server Infrastructure program is a premier training for technical professionals who analyze the business requirements and design/implement the infrastructure for business solutions based on the Microsoft Windows platform and Microsoft server software.

The Microsoft Certified Solutions Expert: Server Infrastructure Program consists of approximately 80 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 32:1

Prerequisites

The prerequisite course of this program is MCSA: Windows Server Certification. Students are expected to understand basic office professional skills prior to beginning this program and may be required to attend basic office software courses and business skills courses as co-requisite courses to develop their professional skills.

Program Objectives

20744 Securing Windows Server 2016

- Secure Windows Server.
- Secure application development and a server workload infrastructure.
- Manage security baselines.
- Configure and manage just enough and just-in-time (JIT) administration.
- Manage data security.
- Configure Windows Firewall and a software-defined distributed firewall.
- Secure network traffic.
- Secure your virtualization infrastructure.
- Manage malware and threats.
- Configure advanced auditing.
- Manage software updates.
- Manage threats by using Advanced Threat Analytics (ATA) and Microsoft Operations Management Suite (OMS).
-

20345-1 Administering Microsoft Exchange Server 2016/2019

- Deploy Exchange Server.
- Plan and configure storage for Exchange Server.
- Create and manage various recipient objects in Exchange Server.
- Perform recipient management and Exchange server management tasks by using Exchange Server cmdlets.
- Deploy Client Access services in Exchange Server.
- Manage high availability in Exchange Server.
- Implement disaster recovery for Exchange Server.
- Configure and manage message transport in Exchange Server.
- Configure message security in Exchange Server.
- Monitor and troubleshoot Exchange Server.
- Configure Exchange Server role-based access control permissions and configure audit logging for both administrators and users.
- Implement and manage integration with Exchange Online.

Job Titles (Job Titles related to IT Training stretch Horizontally, they can vastly vary, the list below is a sampling but not limited to)

System Administrator   Information Systems Analyst   Systems Engineer
PC LAN Technician   Network Administrator

Required Course

Hours: 240	Approximately 12 weeks of instruction	Total Price:	**$5,320.00**	
Course			Lecture	**Labs (Optional)
20744 Securing Windows Server 2016			40 Hours	80 Hours
20345-1 Administering Microsoft Exchange Server 2016			40 Hours	80 Hours
Program Price			**$4,990.00**	
Certification Exam *Microsoft 70-744, 70-345			$330.00	
Total Investment			**$5,320.00**	

*It is the student's responsibility to take all certification exams within six months of completion of their original program completion date at that time, all exam vouchers expire. All extensions must be approved by the Director of Education.
** Veteran Students (Ch. 30 & 33), Labs Hour do not count as clock hours

Microsoft Certified Solutions Expert: SharePoint

CRM ID: C28SoCal

General Course Description

The Microsoft Certified Solutions Expert: SharePoint program is a premier training for technical professionals who analyze the business requirements and design/implement the infrastructure for business solutions based on the Microsoft Windows platform and Microsoft server software. Students will have the ability to move their company to the cloud, increase user productivity and flexibility, reduce data loss, and improve data security for their organization.

The Microsoft Certified Solutions Expert: SharePoint Program consists of approximately 80 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 32:1

Prerequisites

The prerequisite course of this program is MCSA: Windows Server Certification. Students are expected to understand basic office professional skills prior to beginning this program and may be required to attend basic office software courses and business skills courses as co-requisite courses to develop their professional skills.

Program Objectives

20339-1 Planning and Administering SharePoint 2016
- Describe the key features of SharePoint 2016.
- Design an information architecture for a SharePoint 2016 deployment.
- Design a logical architecture for a SharePoint 2016 deployment.
- Design the physical architecture for a SharePoint 2016 deployment.
- Install and configure SharePoint 2016.
- Create and configure web applications and site collections.
- Plan and configure service applications for a SharePoint 2016 deployment.
- Manage users and permissions, and secure content in a SharePoint 2016 deployment.
- Configure authentication in a SharePoint 2016 deployment.
- Configure platform and farm-level security in a SharePoint 2016 deployment.
- Manage information taxonomy in SharePoint web applications and site collections.
- Configure and manage user profiles and audiences.
- Configure and manage the search experience in SharePoint 2016.

- Monitor, maintain, and troubleshoot a SharePoint 2016 deployment.

20339-2 Advanced Technologies of SharePoint 2016
- Describe the core SharePoint 2016 architecture and its new and improved features.
- Describe the key hybrid features in SharePoint 2016.
- Plan and design a SharePoint 2016 environment to meet requirements for high availability and disaster recovery.
- Plan and implement Business Connectivity Services and Secure Store Service.
- Configure and manage productivity services for a SharePoint 2016 deployment.
- Manage solutions in a SharePoint 2016 deployment.
- Plan and configure social computing features.
- Plan and configure web content management for an Internet-facing environment.
- Plan and configure Enterprise Content Management in a SharePoint 2016 deployment.
- Plan and configure business intelligence solutions.
- Plan and configure work management, productivity, and collaboration platforms and features.
- Perform an upgrade or migration to SharePoint 2016.

Job Titles (Job Titles related to IT Training stretch Horizontally, they can vastly vary, the list below is a sampling but not limited to)

SharePoint Administrator   SharePoint Developer
SharePoint Workflow Specialist   SharePoint Analyst

Required Course

Hours: 240	Approximately 12 weeks of instruction	Total Price:	**$5,155.00**	
Course			Lecture	**Labs (Optional)
20339-1 Planning and Administering SharePoint 2016			40 Hours	80 Hours
20339-2 Advanced Technologies of SharePoint 2016			40 Hours	80 Hours
Program Price			**$4,990.00**	
Certification Exam *Microsoft 70-339			$165.00	
Total Investment			**$5,155.00**	

*It is the student's responsibility to take all certification exams within six months of completion of their original program completion date at that time, all exam vouchers expire. All extensions must be approved by the Director of Education.
** Veteran Students (Ch. 30 & 33), Labs Hour do not count as clock hours

Microsoft Certified Solutions Associate: SQL Server 2014

CRM ID: C33SoCal

General Course Description

The Microsoft Certified Solutions Associate: SQL Server certification is an entry-level SQL Server certification. Students will gain knowledge and skills in designing, building, and maintaining the next wave of cloud-ready database and information solutions.

The Microsoft Certified Solutions Associate: SQL Server Program consists of approximately 120 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 32:1

Prerequisites

The prerequisite courses of this program are CompTIA A+ Certification, CompTIA Network+ Certification and SQL Querying: Fundamentals and Advanced Querying. Students are expected to understand basic office professional skills prior to beginning this program and may be required to attend basic office software courses and business skills courses as co-requisite courses to develop their professional skills.

Program Objectives

20761 Querying Data with Transact SQL
- Describe the key capabilities and components of SQL Server
- Confidently speak about T-SQL, sets and predicate logic
- Write single- and multi-table SELECT statements
- Explain how SQL Server uses data types
- Manipulate set operators to combine query results
- Work with and implement views and table-valued functions
- Write DML statements and queries
- Transform data by implementing pivot, unpivot, rollup and cube
- Create and implement stored procedures
- Add programming constructs such as variables, conditions and loops to T-SQL code

20764 Administering a SQL Database Infrastructure
- Authenticate and authorize users
- Assign server and database roles
- Backup and restore SQL Server databases
- Protect data with encryption and auditing
- Automate database management
- Configure security for the SQL Server agent

- Manage alerts and notifications
- Administer SQL Server using PowerShell
- Monitor and troubleshoot a SQL Server infrastructure
- Import and export data

20767 Implementing a SQL Data Warehouse
- Describe the main hardware required to build a data warehouse
- Execute logical and physical design for a data warehouse
- Create column store indexes and dynamic packages that include variables and parameters
- Implement an Azure SQL Data Warehouse
- Represent the key features of SSIS
- Apply control flow by using tasks and precedence constraints
- Debug and deploy SSIS projects
- Understand the considerations to implement an ETL solution
- Enable Data Quality Services and a Master Data Services model
- Interpret how to use custom components to extend SSIS
- Define common BI scenarios

Job Titles (Job Titles related to IT Training stretch Horizontally, they can vastly vary, the list below is a sampling but not limited to)

Database Administrator
Sr. Database Administrator

Business Analyst
Systems Administrator

SQL Server Developer

Required Course

Hours: 360	Approximately 18 weeks of instruction		Total Price:	$7,980.00	
Course				Lecture	**Labs (Optional)
20761 Querying Data with Transact SQL				40 Hours	80 Hours
20764 Administering a SQL Database Infrastructure				40 Hours	80 Hours
20767 Implementing a SQL Data Warehouse				40 Hours	80 Hours
Program Price				$7,485.00	
Certification Exam *Microsoft 70-761, 70-764, 70-767				$495.00	
Total Investment				$7,980.00	

*It is the student's responsibility to take all certification exams within six months of completion of their original program completion date at that time, all exam vouchers expire. All extensions must be approved by the Director of Education.
** Veteran Students (Ch. 30 & 33), Labs Hour do not count as clock hours

Microsoft Certified Solutions Associate: Business Intelligence 2016

CRM ID: C20SoCal

General Course Description

Microsoft Certified Solutions Associate (MCSA): Business Intelligence program teaches students and techniques needed to design, build, and deploy solutions that deliver more data to more people across the organization. The MCSA: Business Intelligence certification validates teaches students to work in the Business Intelligence Developer role to create analysis and reporting solutions on the SQL Server 2016 platform.

The Microsoft Certified Solutions Associate: Business Intelligence 2016 Program consists of approximately 80 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 32:1

Prerequisites

In addition to their professional experience, students who attend this training should already have the following technical knowledge: At least 2 years' experience of working with relational databases, including: Designing a normalized database, Creating tables and relationships. Querying with Transact-SQL, exposure to basic programming constructs (such as looping and branching), An awareness of key business priorities such as revenue, profitability, and financial accounting is desirable. Students are expected to understand basic office professional skills prior to beginning this program and may be required to attend basic office software courses and business skills courses as co-requisite courses to develop their professional skills.

Program Objectives

20767 Implementing a SQL Data Warehouse
- Describe the key elements of a data warehousing solution
- Describe the main hardware considerations for building a data warehouse
- Implement a logical design for a data warehouse
- Implement a physical design for a data warehouse
- Create column store indexes
- Implementing an Azure SQL Data Warehouse
- Describe the key features of SSIS
- Implement a data flow by using SSIS
- Implement control flow by using tasks and precedence constraints
- Create dynamic packages that include variables and parameters

- Debug SSIS packages
- Describe the considerations for implement an ETL solution
- Implement Data Quality Services
- Implement a Master Data Services model
- Describe how you can use custom components to extend SSIS
20768 Developing SQL Data Models
- Describe the components, architecture, and nature of a BI solution
- Create a multidimensional database with analysis services
- Implement dimensions in a cube
- Implement measures and measure groups in a cube
- Use MDX syntax
- Customize a cube
- Implement a tabular database

Job Titles (Job Titles related to IT Training stretch Horizontally, they can vastly vary, the list below is a sampling but not limited to)

Database Administrator	Business Analyst	SQL Server Developer
Sr. Database Administrator	Systems Administrator	

Required Course

Hours: 240	Approximately 12 weeks of instruction		Total Price:	**$5,320.00**	
Course				Lecture	**Labs (Optional)
20767 Implementing a SQL Data Warehouse				40 Hours	80 Hours
20768 Developing SQL Data Models				40 Hours	80 Hours
Program Price				**$4,990.00**	
Certification Exam *Microsoft 70-767, 70-768				$330.00	
Total Investment				**$5,320.00**	

*It is the student's responsibility to take all certification exams within six months of completion of their original program completion date at that time, all exam vouchers expire. All extensions must be approved by the Director of Education.
** Veteran Students (Ch. 30 & 33), Labs Hour do not count as clock hours

Microsoft Certified Solutions Expert: Data Platform
CRM ID: C58SoCal

General Course Description
The MCSE: Data Platform certification teaches students to administer high-availability solutions on the SQL Server 2016 platform. Student will learn how to build and administer enterprise-scale data solutions both on-premise and in cloud environments by earning an MCSE: Data Platform certification.

The Microsoft Certified Solutions Expert: Data Platform Program consists of approximately 80 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 32:1

Prerequisites
The prerequisite course for this program is MCSA: SQL Server Certification. Students are expected to understand basic office professional skills prior to beginning this program and may be required to attend basic office software courses and business skills courses as co-requisite courses to develop their professional skills.

Program Objectives
20762 Developing SQL Databases
- Design and implement tables
- Confidently speak about advanced table designs
- Ensure data integrity through constraints
- Describe indexes, including optimized and column store indexes
- Work with spatial data
- Address data manipulation using triggers
- Execute managed code in SQL Server

- Store and query XML data, BLOBs and text documents
- Design and implement views, stored procedures, user-defined functions and in-memory tables

20765 Provisioning SQL Databases
- Provision a database server
- Upgrade SQL Server
- Configure SQL Server
- Manage shared databases and files
- Set up, migrate and manage databases in the cloud

Job Titles (Job Titles related to IT Training stretch Horizontally, they can vastly vary, the list below is a sampling but not limited to)

Database Administrator   Systems Administrator
Sr. Database Administrator   SQL Server Developer

Required Course

Hours: 240	Approximately 12 weeks of instruction	Total Price:	**$5,320.00**	
Course			Lecture	**Labs (Optional)
20762 Developing SQL Databases			40 Hours	80 Hours
20765 Provisioning SQL Database			40 Hours	80 Hours
Program Price			**$4,990.00**	
Certification Exam *Microsoft 70-762, 70-765			$330.00	
Total Investment			**$5,320.00**	

*It is the student's responsibility to take all certification exams within six months of completion of their original program completion date at that time, all exam vouchers expire. All extensions must be approved by the Director of Education.
** Veteran Students (Ch. 30 & 33), Labs Hour do not count as clock hours

Six Sigma Green Belt

CRM ID: C70SoCal

General Course Description

This accelerated Lean Six Sigma Green Belt program and methodology allows students to complete certification requirements faster than traditional Six Sigma and Lean training programs. This three-day course is combined with a Green Belt test and demonstrable application of the tools will lead to Green Belt certification. Students will gain hands-on experience in Lean Six Sigma (LSS) implementation, Understand LSS tools and methodologies, learn qualities of a Lean Leader, learn to value a Continuous Improvement culture. Student who obtain a Six Sigma Lean Green belt will be able to start and manage Lean Six Sigma projects, Has Lean Six Sigma expertise but in less detail than Black Belts, Provides just-in-time training to others. Lean Six Sigma is utilized in a wide range of industries, including healthcare, technology, financial services, transportation, manufacturing, government agencies and nonprofit organizations

The Six Sigma Lean Green Belt Program consists of approximately 32 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 32:1

Prerequisites

Must be familiar with Six Sigma concepts, personal computers and the windows operating system

Program Objectives

- LEAN SIX SIGMA INTRODUCTION
  Introduction to Lean Six Sigma Overview Lean Six Sigma Principles & Terminology Roles and Responsibilities in a Lean Six Sigma Organization Value Stream Maps 5S 7 Wastes Project Selection
- DEFINE PHASE
  Voice of Customer Project Charter Process Mapping (high level and detailed mapping)
- MEASURE PHASE
  Selecting Measures: Y=(f)x Data Collection Planning Baseline Data Collection Basic Statistics
- ANALYZE PHASE
  Process Analysis (Non-Value Add vs. Value Add) Graphical Analysis Determining Root Cause
- IMPROVE PHASE
  Lean Solution Concepts: Standard Work, Batch Size Reduction, Work Cells, Kanban, Pull Systems and Kaizen Events Brainstorming Solutions to Address Root Cause Solution Selection, Pilot and Implementation Improvement Data Capture
- CONTROL PHASE
  Monitoring, Revision and Response Plans Mistake Proofing and Visual Management Replication
- GREEN BELT TEST

Job Titles (Job Titles related to IT Training stretch Horizontally, they can vastly vary, the list below is a sampling but not limited to)

Management Analysis
Lead Manufacturing Engineer.

Process Development Engineer.
Compliance Structural Engineer.
Reliability Engineer.

Operating System Specialist.
Senior IT Project Manager.

Required Course

Hours: 32	Approximately 1 weeks of instruction	Total Price:	$2.800.00
Course			Lecture
Lean Six Sigma Green Belt			32 Hours
Program Price			**$2,800.00**
Certification Exam			$0.00
Total Investment			**$2,800.00**

*It is the student's responsibility to take all certification exams within six months of completion of their original program completion date at that time, all exam vouchers expire. All extensions must be approved by the Director of Education.

Six Sigma Black Belt

CRM ID: P63SoCal

General Course Description

The accelerated lean Six Sigma Black Belt program and methodology allows students to complete certification requirements faster than traditional Six Sigma and Lean training programs. Students will learn how to use the DMAIC methodology in order to improve and control the processes within an organization. Learning how to identify, evaluate and justify projects and their outcomes, creating a Lean Culture, leading a Lean Transformation, designing flow in manufacturing and transactional (office) processes and balancing it, Studying data collection, data analysis and statistical techniques.

Students who obtain a Six Sigma Lean Black Belt will be able to report to a Master Black Belt, have advanced Lean Six Sigma expertise, and can functions as a coach, mentor, teacher, or project leader for project teams.

Lean Six Sigma is utilized in a wide range of industries, including healthcare, technology, financial services, transportation, manufacturing, government agencies and nonprofit organizations

The Lean Six Sigma program is designed to help professionals prepare for a position to manage teams that handle Lean and Six Sigma projects, leading to better and faster results for an organization. The knowledge and skills acquired in the classroom may immediately be applied to the workplace.

The Six Sigma Lean Black Belt Program consists of approximately 40 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 32:1

Prerequisites

Must be Six Sigma Lean Green Belt Certified and be familiar with personal computers and the windows operating system

Program Objectives

- LEAN SIX SIGMA OVERVIEW
- Review Lean Six Sigma DMAIC Model Black Belt Roles and Responsibilities
- LEAN SIX SIGMA LEADERSHIP
- Stakeholder Management Tollgate Reviews Leading Teams Change Management Project Selection Strategies
- MEASURE PHASE
- Introduction to SPC XL software Measurement Systems Analysis Sampling Strategies and Calculations Process Capability; DPMO Calculations Rolled Throughput Yield Charts: Histogram, Pareto, Box Plot and Scatter Plot Lean Metrics
- ANALYZE PHASE
- Generating Root Cause Hypothesis Validating Hypothesis Scientific Method and P-Values Statistical Testing: T-Tests, ANOVA Statistical Testing: Proportion Tests, Chi-Square Statistical Testing: Correlation and Regression
- IMPROVE PHASE
- Lean Solution Concepts Design of Experiments (DOE) Failure Modes and Effects Analysis (FMEA) Capturing Improvement Data
- CONTROL PHASE
- Statistical Process Control Charts: C Chart, P Chart, X-bar & R Chart Project Communication and Replication
- BLACK BELT TEST

Job Titles (Job Titles related to IT Training stretch Horizontally, they can vastly vary, the list below is a sampling but not limited to)

Operations Director	Senior Continuous Improvement Leader	Reliability Engineer.
Senior Business Process Analyst	Senior Project Manager.	

Required Course

Hours: 40 Hours	Approximately 1 weeks of instruction	Total Price:	$3,500.00
Course			Lecture
Lean Six Sigma Black Belt			40 Hours
Program Price			$3,500.00
Certification Exam			$0.00
Total Investment			$3,500.00

*It is the student's responsibility to take all certification exams within six months of completion of their original program completion date at that time, all exam vouchers expire. All extensions must be approved by the Director of Education.

Microsoft 20703-1 Administering System Center Configuration Manager
CRM ID: MS20703-1

General Course Description
This course teaches students how to management tasks, including how to manage applications, client health, hardware and software inventory, operating system deployment, and software updates by using Configuration Manager. You also will learn how to optimize System Center Endpoint Protection, manage compliance, and create management queries and reports.

The 20703-1 Administering System Center Configuration Manager Program consists of approximately 40 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 32:1

Prerequisites
Working Knowledge of Networking fundamentals including common networking protocols, topologies, hardware, media, routing, switching, and addressing. Active Directory Domain Services (AD DS) principles and fundamentals of AD DS management, Installation, configuration, and troubleshooting for Windows-based personal computers,

Program Objectives
* Describe the features Configuration Manager and Intune include, and explain how you can use these features to manage PCs and mobile devices in an enterprise environment.
* Analyze data by using queries and reports.
* Prepare a management infrastructure, including configuring boundaries, boundary groups, and resource discovery, and integrating mobile-device management with Microsoft Exchange Server.
* Deploy and manage the Configuration Manager client.
* Configure, manage, and monitor hardware and software inventory, and use Asset Intelligence and software metering.
* Identify and configure the most appropriate method to distribute and manage content used for deployments.
* Distribute, deploy, and monitor applications for managed users and systems.
* Maintain software updates for PCs that Configuration Manager manages.
* Implement Endpoint Protection for managed PCs.
* Manage configuration items, baselines, and profiles to assess and configure compliance settings and data access for users and devices.
* Configure an operating-system deployment strategy by using Configuration Manager.
* Manage and maintain a Configuration Manager site.

Job Titles (Job Titles related to IT Training stretch Horizontally, they can vastly vary, the list below is a sampling but not limited to)

System Administrator	Network Administrator	Server Systems Administrator
Information Systems Analyst	Window Server Administrator	

Required Course

Hours: 120	Approximately 6 weeks of instruction	Total Price:	**$2,660.00**	
Course			Lecture	Labs (Optional)
20703-1 Administering System Center Configuration Manager			40 Hours	80 Hours
Program Price			**$2,495.00**	
Certification Exam *Microsoft 70-703			$165.00	
Total Investment			**$2,660.00**	

*It is the student's responsibility to take all certification exams within six months of completion of their original program completion date at that time, all exam vouchers expire. All extensions must be approved by the Director of Education.

Microsoft 20744 Securing Windows Server 2016

CRM ID: MS20744

General Course Description

This course is for IT professionals who need to administer Windows Server 2016 networks securely. Students will be prepared to work with networks that are configured as Windows Server domain-based environments, with managed access to the Internet and cloud services.

The 20744 Securing Windows Server 2016 Program consists of approximately 40 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 32:1

Prerequisites

At least two years of experience in the IT field, A solid, practical understanding of networking fundamentals, including TCP/IP, User Datagram Protocol (UDP), and Domain Name System (DNS)

Program Objectives

- Secure Windows Server.
- Secure application development and a server workload infrastructure.
- Manage security baselines.
- Configure and manage just enough and just-in-time (JIT) administration.
- Manage data security.
- Configure Windows Firewall and a software-defined distributed firewall.

- Secure network traffic.
- Secure your virtualization infrastructure.
- Manage malware and threats.
- Configure advanced auditing.
- Manage software updates.
- Manage threats by using Advanced Threat Analytics (ATA) and Microsoft Operations Management Suite (OMS).

Job Titles (Job Titles related to IT Training stretch Horizontally, they can vastly vary, the list below is a sampling but not limited to)

Window Server Administrator
IT Technology Project Managers

Server Systems Administrator
Network administrator

Computer Systems Engineers

Required Course

Hours: 120	Approximately 6 weeks of instruction	Total Price:	**$2,660.00**	
Course			Lecture	Labs (Optional)
20744 Securing Windows Server 2016			40 Hours	80 Hours
Program Price			**$2,495.00**	
Certification Exam *Microsoft 70-744			$165.00	
Total Investment			**$2,660.00**	

*It is the student's responsibility to take all certification exams within six months of completion of their original program completion date at that time, all exam vouchers expire. All extensions must be approved by the Director of Education.

Microsoft 20761 Querying Data with Transact SQL
CRM ID: MS20761

General Course Description
The course teaches students with the technical skills required to write basic Transact-SQL queries for Microsoft SQL Server 2012. This course is the foundation for all SQL Server-related disciplines; namely, Database Administration, Database Development and Business Intelligence

The 20761 Querying Data with Transact SQL Program consists of approximately 40 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 32:1

Prerequisites
We want you to get the most value possible out of your SQL Server training. To maximize your time taking this course, you should have working knowledge of relational databases and 1-2 years of experience using SQL Server. Basic understanding of the Windows operating system and its core functionalities will also set you up for success.

Program Objectives
- Describe the key capabilities and components of SQL Server
- Confidently speak about T-SQL, sets and predicate logic
- Write single- and multi-table SELECT statements
- Explain how SQL Server uses data types
- Manipulate set operators to combine query results
- Work with and implement views and table-valued functions
- Write DML statements and queries
- Transform data by implementing pivot, unpivot, rollup and cube
- Create and implement stored procedures
- Add programming constructs such as variables, conditions and loops to T-SQL code

Job Titles (Job Titles related to IT Training stretch Horizontally, they can vastly vary, the list below is a sampling but not limited to)

Database Administrators

Network Systems and Data Communications

Analysis Network and Systems Administrators

Required Course

Hours: 120	Approximately 6 weeks of instruction	Total Price:	$2,660.00	
Course			Lecture	Labs (Optional)
20761 Querying Data with Transact SQL			40 Hours	80 Hours
Program Price			**$2,495.00**	
Certification Exam *Microsoft 70-761			$165.00	
Total Investment			**$2,660.00**	

*It is the student's responsibility to take all certification exams within six months of completion of their original program completion date at that time, all exam vouchers expire. All extensions must be approved by the Director of Education.

Microsoft 20762 Developing SQL Databases

CRM ID: MS20762

General Course Description

This course provides students with the knowledge and skills to use SQL Server 2016 features and tools and gain the knowledge and skills to develop a SQL Server database.

The 20762 Developing SQL Databases Program consists of approximately 40 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 32:1

Prerequisites

The prerequisite course you should have a working knowledge of Transact-SQL and relational databases. Basic knowledge of the Microsoft Windows operating system and its core functionality will also help you succeed in this course.

Program Objectives

- Design and implement tables
- Confidently speak about advanced table designs
- Ensure data integrity through constraints
- Describe indexes, including optimized and column store indexes
- Work with spatial data
- Address data manipulation using triggers
- Execute managed code in SQL Server
- Store and query XML data, BLOBs and text documents
- Design and implement views, stored procedures, user-defined functions and in-memory tables

Job Titles (Job Titles related to IT Training stretch Horizontally, they can vastly vary, the list below is a sampling but not limited to)

Database Administrators	Network Systems and Data Communications	Analysis Network and Systems Administrators

Required Course

Hours: 120	Approximately 6 weeks of instruction	Total Price:	$2,660.00	
Course			Lecture	Labs (Optional)
20762 Developing SQL Databases			40 Hours	80 Hours
Program Price			**$2,495.00**	
Certification Exam *Microsoft 70-762			$165.00	
Total Investment			**$2,660.00**	

*It is the student's responsibility to take all certification exams within six months of completion of their original program completion date at that time, all exam vouchers expire. All extensions must be approved by the Director of Education.

Microsoft 20764 Administering a SQL Database Infrastructure
CRM ID: MS20764

General Course Description
This course, students will learn the ins and outs of database administration and gain hands-on experience automating, backing up, restoring and troubleshooting SQL Server.

The 20764 Administering a SQL Database Infrastructure Program consists of approximately 40 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 32:1

Prerequisites
The prerequisite course of this program is familiar with the Microsoft Windows operating system. You will also feel more prepared if you have working knowledge of Transact-SQL and relational databases and experience with database design.

Program Objectives
- Authenticate and authorize users
- Assign server and database roles
- Backup and restore SQL Server databases
- Protect data with encryption and auditing
- Automate database management
- Configure security for the SQL Server agent
- Manage alerts and notifications
- Administer SQL Server using PowerShell
- Monitor and troubleshoot a SQL Server infrastructure
- Import and export data

Job Titles (Job Titles related to IT Training stretch Horizontally, they can vastly vary, the list below is a sampling but not limited to)

Database Administrators

Network Systems and Data Communications

Analysis Network and Systems Administrators

Required Course

Hours: 120	Approximately 6 weeks of instruction	Total Price:	$2,660.00	
Course			Lecture	Labs (Optional)
20764 Administering a SQL Database Infrastructure			40 Hours	80 Hours
Program Price			**$2,495.00**	
Certification Exam *Microsoft 70-764			$165.00	
Total Investment			**$2,660.00**	

*It is the student's responsibility to take all certification exams within six months of completion of their original program completion date at that time, all exam vouchers expire. All extensions must be approved by the Director of Education.

Microsoft 20765 Provisioning SQL Databases

CRM ID: MS20765

General Course Description

In this course, students will learn how to Provision SQL Databases course, including how to configure and manage SQL Server databases both on-premises and in SQL Azure.

The 20765 Provisioning SQL Databases Program consists of approximately 40 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 32:1

Prerequisites

The prerequisite course of this program student should have some experience with database design and working knowledge of Transact-SQL and relational databases. Basic understanding of the Microsoft Windows operating system and its core functionality will also set you up for success.

Program Objectives

• Provision a database server
• Upgrade SQL Server
• Configure SQL Server
• Manage shared databases and files
• Set up, migrate and manage databases in the cloud

Job Titles (Job Titles related to IT Training stretch Horizontally, they can vastly vary, the list below is a sampling but not limited to)

Database Administrators   Database Developer   Database Technical Consultant

Required Course

Hours: 120	Approximately 6 weeks of instruction	Total Price:	$2,660.00	
Course			Lecture	Labs (Optional)
20765 Provisioning SQL Databases			40 Hours	80 Hours
Program Price			**$2,495.00**	
Certification Exam *Microsoft 70-765			$165.00	
Total Investment			**$2,660.00**	

*It is the student's responsibility to take all certification exams within six months of completion of their original program completion date at that time, all exam vouchers expire. All extensions must be approved by the Director of Education.

Microsoft 20767 Implementing a SQL Data Warehouse

CRM ID: MS20767

General Course Description

This course provides students with the knowledge and skills to implement a SQL data warehouse. It will prepare students to create advanced BI solutions and learn how to provision a Microsoft SQL Server database both on-premises and in Azure.

The 20767 Implementing a SQL Data Warehouse Program consists of approximately 40 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 32:1

Prerequisites

The prerequisite course you should have at least two years of professional experience working with relational databases. You should also have basic knowledge of the Windows operating system and foundational database design skills.

Program Objectives

- Describe the main hardware required to build a data warehouse
- Execute logical and physical design for a data warehouse
- Create column store indexes and dynamic packages that include variables and parameters
- Implement an Azure SQL Data Warehouse
- Represent the key features of SSIS
- Apply control flow by using tasks and precedence constraints
- Debug and deploy SSIS projects
- Understand the considerations to implement an ETL solution
- Enable Data Quality Services and a Master Data Services model
- Interpret how to use custom components to extend SSIS
- Define common BI scenarios

Job Titles (Job Titles related to IT Training stretch Horizontally, they can vastly vary, the list below is a sampling but not limited to)

Database Administrators

Network Systems and Data Communications

Analysis Network and Systems Administrators

Required Course

Hours: 120	Approximately 6 weeks of instruction	Total Price:	**$2,660.00**	
Course			Lecture	Labs (Optional)
20767 Implementing a SQL Data Warehouse			40 Hours	80 hours
Program Price			**$2,495.00**	
Certification Exam *Microsoft 70-767			$165.00	
Total Investment			**$2,660.00**	

*It is the student's responsibility to take all certification exams within six months of completion of their original program completion date at that time, all exam vouchers expire. All extensions must be approved by the Director of Education.

Microsoft 20768 Developing SQL Data Models

CRM ID: MS20768

General Course Description

This course provides students with the knowledge and skills to use SQL Server 2016 features and tools and gain the knowledge and skills to develop a SQL Server database. In the Developing SQL Data Models course, students will learn how to implement multidimensional databases and create tabular semantic data models for analysis using SQL Server Analysis Services (SSAS).

The 20768 Developing SQL Data Models Program consists of approximately 40 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 32:1

Prerequisites

The prerequisite course you should have a basic understanding of the Microsoft Windows operating system and its core functionality. You should also have experience working with Transact-SQL and relational databases.

Program Objectives

- Describe the components, architecture and nature of a BI solution
- Create a multidimensional database with analysis services
- Implement dimensions and measures in a cube
- Customize a cube
- Apply MDX syntax
- Implement a tabular database
- Work with DAX to query a tabular model
- Use data mining for predictive analysis

Job Titles (Job Titles related to IT Training stretch Horizontally, they can vastly vary, the list below is a sampling but not limited to)

Database Administrators   Database Developer   Database Technical Consultant

Required Course

Hours: 120	Approximately 6 weeks of instruction	Total Price:	**$2,660.00**	
Course			Lecture	Labs (Optional)
20768 Developing SQL Data Models			40 Hours	80 Hours
Program Price			**$2,495.00**	
Certification Exam *Microsoft 70-768			$165.00	
Total Investment			**$2,660.00**	

*It is the student's responsibility to take all certification exams within six months of completion of their original program completion date at that   time, all exam vouchers expire. All extensions must be approved by the Director of Education

Microsoft 20339-1 Planning and Administering SharePoint 2016

CRM ID: MS20339-1

General Course Description

This course will teach students to configure and manage a Microsoft SharePoint Server environment, configure SharePoint Server, as well as provide guidelines, best practices, and considerations that will help them optimize SharePoint server deployment.

The 20339-1 Planning and Administering SharePoint 2016 Program consists of approximately 40 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 32:1

Prerequisites

The prerequisite course students must have knowledge of: Software management in a Windows Server 2012 or Windows Server 2012 R2 enterprise server environment; Deploying and managing applications natively, virtually, and in the cloud; Administering IIS; Configuring AD DS for use in authentication, authorization, and as a user store; Managing an application remotely by using Windows PowerShell 4.0; Managing databases and server roles in SQL Server.

Program Objectives

- Describe the key features of SharePoint 2016.
- Design an information architecture for a SharePoint 2016 deployment.
- Design a logical architecture for a SharePoint 2016 deployment.
- Design the physical architecture for a SharePoint 2016 deployment.
- Install and configure SharePoint 2016.
- Create and configure web applications and site collections.
- Plan and configure service applications for a SharePoint 2016 deployment.
- Manage users and permissions, and secure content in a SharePoint 2016 deployment.
- Configure authentication in a SharePoint 2016 deployment.
- Configure platform and farm-level security in a SharePoint 2016 deployment.
- Manage information taxonomy in SharePoint web applications and site collections.
- Configure and manage user profiles and audiences.
- Configure and manage the search experience in SharePoint 2016.
- Monitor, maintain, and troubleshoot a SharePoint 2016 deployment.

Job Titles (Job Titles related to IT Training stretch Horizontally, they can vastly vary, the list below is a sampling but not limited to)

SharePoint Administrator   SharePoint Developer
SharePoint Workflow Specialist   SharePoint Analyst

Required Course

Hours: 120	Approximately 6 weeks of instruction	Total Price:	**$2,660.00**	
Course			Lecture	Labs (Optional)
20339-1 Planning and Administering SharePoint 2016			40 Hours	80 Hours
Program Price			**$2,495.00**	
Certification Exam *Microsoft 70-339			$165.00	
Total Investment			**$2,660.00**	

*It is the student's responsibility to take all certification exams within six months of completion of their original program completion date at that time, all exam vouchers expire. All extensions must be approved by the Director of Education.

Microsoft 20339-2 Advanced Technologies of SharePoint 2016

CRM ID: MS20339-2

General Course Description

This course examines how to plan, configure, and manage a Microsoft SharePoint Server environment. Special areas of focus include implementing high availability, disaster recovery, service application architecture, Business Connectivity Services, social computing features, productivity and collaboration platforms and features, business intelligence solutions, enterprise content management, web content management infrastructure, solutions, and apps. The course also examines how to optimize the search experience, how to develop and implement a governance plan including how to perform an upgrade or migration to SharePoint Server.

The 20339-2 Advanced Technologies of SharePoint 2016 Program consists of approximately 40 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 32:1

Prerequisites

The prerequisite course of this program is 20339-1 Planning and Administering SharePoint 2016, An ideal candidate for this course must have at least one-year experience with deploying and administering multiple SharePoint Server 2013 farms across a large enterprise.

Program Objectives

- Describe the core SharePoint 2016 architecture and its new and improved features.
- Describe the key hybrid features in SharePoint 2016.
- Plan and design a SharePoint 2016 environment to meet requirements for high availability and disaster recovery.
- Plan and implement Business Connectivity Services and Secure Store Service.
- Configure and manage productivity services for a SharePoint 2016 deployment.
- Manage solutions in a SharePoint 2016 deployment.

- Plan and configure social computing features.
- Plan and configure web content management for an Internet-facing environment.
- Plan and configure Enterprise Content Management in a SharePoint 2016 deployment.
- Plan and configure business intelligence solutions.
- Plan and configure work management, productivity, and collaboration platforms and features.
- Perform an upgrade or migration to SharePoint 2016.

Job Titles (Job Titles related to IT Training stretch Horizontally, they can vastly vary, the list below is a sampling but not limited to)

SharePoint Administrator	SharePoint Developer
SharePoint Workflow Specialist	SharePoint Analyst

Required Course

Hours: 120	Approximately 6 weeks of instruction	Total Price:	**$2,660.00**	
Course			Lecture	Labs (Optional)
20339-2 Advanced Technologies of SharePoint 2016			40 Hours	80 Hours
Program Price			**$2,495.00**	
Certification Exam *Microsoft 70-339			$165.00	
Total Investment			**$2,660.00**	

*It is the student's responsibility to take all certification exams within six months of completion of their original program completion date at that time, all exam vouchers expire. All extensions must be approved by the Director of Education.

Microsoft 20345-1 Administering Microsoft Exchange Server 2016/2019

CRM ID: MS20345-1

General Course Description

In this course, students will learn how install and configure Exchange Server. It also covers how to manage mail recipients and public folders, including how to perform bulk operations by using Exchange Management Shell. In addition, the course covers how to manage client connectivity, message transport and hygiene, and highly available Exchange Server deployments. It also covers how to implement disaster recovery solutions. Finally, the course covers how to maintain and monitor an Exchange Server deployment and how to administer Exchange Online in an Office 365 deployment.

The 20345-1 Administering Microsoft Exchange Server 2016/2019 Program consists of approximately 40 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 32:1

Prerequisites

The prerequisite Windows Servicer 2012 R@ or Windows Server 2016; active Directory Domain Services (AD DS).Domain Name System (DNS); Understanding of TCP/IP and networking concepts; Understanding of Windows Server 2012 R2 or later, and AD DS, including planning, designing, and deploying; Understanding of security concepts such as authentication and authorization; Understanding of Simple Mail Transfer Protocol (SMTP); Working knowledge of public key infrastructure (PKI) technologies, including Active Directory Certificate Services (AD CS)

Program Objectives

- DEPLOYING MICROSOFT EXCHANGE SERVER 2016
- MANAGING EXCHANGE SERVER 2016 STORAGE
- MANAGING RECIPIENT OBJECTS
- MANAGING RECIPIENTS AND EXCHANGE SERVERS BY USING EXCHANGE SERVER CMDLETS
- IMPLEMENTING CLIENT CONNECTIVITY
- MANAGING HIGH AVAILABILITY IN EXCHANGE SERVER
- IMPLEMENTING DISASTER RECOVERY FOR EXCHANGE SERVER

- CONFIGURING AND MANAGING MESSAGE TRANSPORT
- CONFIGURING MESSAGE SECURITY
- MONITORING AND TROUBLESHOOTING EXCHANGE SERVER
- SECURING AND MAINTAINING EXCHANGE SERVER
- IMPLEMENTING AND MANAGING EXCHANGE ONLINE DEPLOYMENTS

Job Titles (Job Titles related to IT Training stretch Horizontally, they can vastly vary, the list below is a sampling but not limited to)

System Administrator

Network Administrator

Server Systems Administrator

Information Systems Analyst

Window Server Administrator

Required Course

Hours: 120	Approximately 6 weeks of instruction	Total Price:	$2,660.00	
Course			Lecture	Labs (Optional)
20345-1 Administering Microsoft Exchange Server 2016/2019			40 Hours	80 Hours
Program Price			**$2,495.00**	
Certification Exam *Microsoft 70-345			$165.00	
Total Investment			**$2,660.00**	

*It is the student's responsibility to take all certification exams within six months of completion of their original program completion date at that time, all exam vouchers expire. All extensions must be approved by the Director of Education.

Microsoft 20345-2 Designing and Deploying Microsoft Exchange Server 2016/2019

CRM ID: MS20345-2

General Course Description

In this course, students will learn design and implement an Exchange Server messaging environment. The course covers how to design and configure advanced components in an Exchange Server deployment such as site resiliency, advanced security, compliance, archiving and discovery solutions, coexistence with other Exchange organizations or Exchange Online, and migration from previous versions of Exchange server. The course also provides guidelines, best practices, and considerations that will help optimize Exchange Server

The 20345-2 Designing and Deploying Microsoft Exchange Server 2016/2019 Program consists of approximately 40 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 32:1

Prerequisites

The prerequisite course of this program is Attended course 20345-1B: Administering Microsoft Exchange Server 2016/2019, experience working with Exchange Server 2013 or Exchange Server 2016, Windows Server operating system, including Windows Server 2016 or Windows Server 2019, Active Directory Domain Services (AD DS), name resolution, including Domain Name System (DNS), including public key infrastructure (PKI) certificates, Experience working with Windows PowerShell

Program Objectives

- PLANNING EXCHANGE SERVER DEPLOYMENTS
- PLANNING AND DEPLOYING EXCHANGE SERVER MAILBOX SERVICES
- PLANNING MESSAGE TRANSPORT
- PLANNING AND DEPLOYING CLIENT ACCESS
- DESIGNING AND IMPLEMENTING HIGH AVAILABILITY
- MAINTAINING EXCHANGE SERVER
- DESIGNING MESSAGING SECURITY
- DESIGNING AND IMPLEMENTING MESSAGE RETENTION AND ARCHIVING
- DESIGNING AND IMPLEMENTING MESSAGING COMPLIANCE
- DESIGNING AND IMPLEMENTING MESSAGING COEXISTENCE
- UPGRADING TO EXCHANGE SERVER 2019
- PLANNING A HYBRID EXCHANGE SERVER DEPLOYMENT

Job Titles (Job Titles related to IT Training stretch Horizontally, they can vastly vary, the list below is a sampling but not limited to)

System Administrator   Network Administrator   Server Systems Administrator
Information Systems Analyst   Window Server Administrator

Required Course

Hours: 120	Approximately 6 weeks of instruction	Total Price:	$2,660.00	
Course			Lecture	Labs (Optional)
20345-2 Designing and Deploying Microsoft Exchange Server 2016/2019			40 Hours	80 Hours
Program Price			**$2,495.00**	
Certification Exam *Microsoft 70-345			$165.00	
Total Investment			**$2,660.00**	

*It is the student's responsibility to take all certification exams within six months of completion of their original program completion date at that time, all exam vouchers expire. All extensions must be approved by the Director of Education.

Microsoft 20740 Installation, Storage, and Compute with Windows Server 2016

CRM ID: MS20740

General Course Description

This course provides the skills and knowledge necessary to implement a core Windows Server infrastructure in an existing enterprise environment. The three courses collectively cover implementing, managing, maintaining, and provisioning services and infrastructure in a Windows Server environment. While there is some cross-over in skillset and tasks across the courses, this course primarily covers the initial implementation and configuration of those core services, such as Active Directory Domain Services (AD DS), networking services, and Hyper-V configuration

The 20740 Installation, Storage, and Compute with Windows Server 2016 Program consists of approximately 40 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 32:1

Prerequisites

The prerequisite course of this program is a basic understanding of networking fundamentals; An awareness and understanding of security best practices; An understanding of basic AD DS concepts; Basic knowledge of server hardware; Experience supporting and configuring Windows client operating systems such as Windows 8 or Windows 10. Additionally, students would benefit from having some previous Windows Server operating system experience, such as experience as a Windows Server systems administrator.

Program Objectives

- Prepare and install Nano Server, a Server Core installation, and plan a server upgrade and migration strategy.
- Describe the various storage options, including partition table formats, basic and dynamic disks, file systems, virtual hard disks, and drive hardware, and explain how to manage disks and volumes.
- Describe enterprise storage solutions and select the appropriate solution for a given situation.
- Implement and manage Storage Spaces and Data Deduplication.
- Install and configure Microsoft Hyper-V.
- Deploy, configure, and manage Windows and Hyper-V containers.
- Describe the high availability and disaster recovery technologies in Windows Server 2016.
- Plan, create, and manage a failover cluster.
- Implement failover clustering for Hyper-V virtual machines.
- Configure a Network Load Balancing (NLB) cluster, and plan for an NLB implementation.
- Create and manage deployment images.
- Manage, monitor, and maintain virtual machine installations.

Job Titles (Job Titles related to IT Training stretch Horizontally, they can vastly vary, the list below is a sampling but not limited to)

Network Administrator   PC/Network Support
Network Technician   Desktop Support

Required Course

Hours: 120	Approximately 6 weeks of instruction	Total Price:	**$2,660.00**	
Course			Lecture	Labs (Optional)
20740 Installation, Storage, and Compute with Windows Server 2016			40 Hours	80 Hours
Program Price			**$2,495.00**	
Certification Exam *Microsoft 70-740			$165.00	
Total Investment			**$2,660.00**	

*It is the student's responsibility to take all certification exams within six months of completion of their original program completion date at that time, all exam vouchers expire. All extensions must be approved by the Director of Education.

Microsoft 20741 Networking with Windows Server 2016

CRM ID: MS20741

General Course Description

This course provides the skills and knowledge necessary to implement a core Windows Server infrastructure in an existing enterprise environment. The three courses in total will collectively cover implementing, managing, maintaining and provisioning services and infrastructure in a Windows Server environment. While there is some cross-over in skillset and tasks across the courses, this course will primarily cover the administration tasks necessary to maintain a Windows Server infrastructure, such as user and group management, network access and data security.

The 20741 Networking with Windows Server 2016 Program consists of approximately 40 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 32:1

Prerequisites

The prerequisite course is professional experience, students who attend this training should already have the following technical knowledge: Experience working with Windows Server 2008 or Windows Server 2012; Experience working in a Windows Server infrastructure enterprise environment; Knowledge of the Open Systems Interconnection (OSI) model; Understanding of core networking infrastructure components and technologies such as cabling, routers, hubs, and switches; Familiarity with networking topologies and architectures such as local area networks (LANs), wide area networks (WANs) and wireless networking; Some basic knowledge of the TCP/IP protocol stack, addressing and name resolution; Experience with and knowledge of Hyper-V and virtualization; Hands-on experience working with the Windows client operating systems such as Windows 8.1 or Windows 10

Program Objectives

- Plan and implement an IPv4 network.
- Implement Dynamic Host Configuration Protocol (DHCP).
- Implement IPv6.
- Implement Domain Name System (DNS).
- Implement and manage IP address management (IPAM).
- Plan for remote access.
- Implement DirectAccess.
- Implement virtual private networks (VPNs).
- Implement networking for branch offices.
- Configure advanced networking features.
- Implement software defined networking.

Job Titles (Job Titles related to IT Training stretch Horizontally, they can vastly vary, the list below is a sampling but not limited to)

Network Administrator
Network Technician

PC/Network Support
Desktop Support

Required Course

Hours: 120	Approximately 6 weeks of instruction	Total Price:	**$2,660.00**	
Course			Lecture	Labs (Optional)
20741 Networking with Windows Server 2016			40 Hours	80 Hours
Program Price			**$2,495.00**	
Certification Exam *Microsoft 70-741			$165.00	
Total Investment			**$2,660.00**	

*It is the student's responsibility to take all certification exams within six months of completion of their original program completion date at that time, all exam vouchers expire. All extensions must be approved by the Director of Education.

Microsoft 20742 Identity with Windows Server 2016

CRM ID: MS20742

General Course Description

This course teaches IT Pros how to deploy and configure Active Directory Domain Services in a distributed environment, how to implement Group Policy, how to perform backup & restore, & how to troubleshoot Active Directory–related issues.

The 20742 Identity with Windows Server 2016 Program consists of approximately 40 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 32:1

Prerequisites

The prerequisite course of this program is exposure to and experience with AD DS concepts and technologies in Windows Server 2012 or Windows Server 2016; Experience working with and configuring Windows Server 2012 or Windows Server 2016; Experience and an understanding of core networking technologies such as IP addressing, name resolution, and Dynamic Host Configuration Protocol (DHCP); Experience working with and an understanding of Microsoft Hyper-V and basic server virtualization concepts; An awareness of basic security best practices; Hands-on working experience with Windows client operating systems such as Windows 7, Windows 8, Windows 8.1, or Windows 10; Basic experience with the Windows PowerShell command-line interface.

Program Objectives

- Install and configure domain controllers.
- Manage objects in AD DS by using graphical tools and Windows PowerShell.
- Implement AD DS in complex environments.
- Implement AD DS sites and configure and manage replication.
- Implement and manage Group Policy Objects (GPOs).
- Manage user settings by using GPOs.
- Secure AD DS and user accounts.

- Implement and manage a certificate authority (CA) hierarchy with AD CS.
- Deploy and manage certificates.
- Implement and administer AD FS.
- Implement and administer Active Directory Rights Management Services (AD RMS).
- Implement synchronization between AD DS and Azure AD.
- Monitor, troubleshoot, and establish business continuity for AD DS services.

Job Titles (Job Titles related to IT Training stretch Horizontally, they can vastly vary, the list below is a sampling but not limited to)

Network Administrator   PC/Network Support
Network Technician   Desktop Support

Required Course

Hours: 120	Approximately 6 weeks of instruction	Total Price:	$2,660.00	
Course			Lecture	Labs (Optional)
20742 Identity with Windows Server 2016			40 Hours	80 Hours
Program Price			**$2,495.00**	
Certification Exam *Microsoft 70-742			$165.00	
Total Investment			**$2,660.00**	

*It is the student's responsibility to take all certification exams within six months of completion of their original program completion date at that time, all exam vouchers expire. All extensions must be approved by the Director of Education.

Microsoft 20744 Securing Windows Server 2016

CRM ID: MS20744

General Course Description

This course teaches students to audit and how to utilize the Advanced Threat Analysis feature in Windows Server 2016 to identify security issues. Students will also learn how to mitigate malware threats, secure your virtualization platform, and use deployment options such as Nano server and containers to enhance security. The course teaches students how to protect access to files by using encryption and dynamic access control, and to enhance your network's security.

The 20744 Securing Windows Server 2016 Program consists of approximately 40 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 32:1

Prerequisites

The prerequisite course of this program is MCSA: Windows Server. Students are expected to understand basic office professional skills prior to beginning this program and may be required to attend basic office software courses and business skills courses as co-requisite courses to develop their professional skills.

Program Objectives

- Secure Windows Server.
- Secure application development and a server workload infrastructure.
- Manage security baselines.
- Configure and manage just enough and just-in-time (JIT) administration.
- Manage data security.
- Configure Windows Firewall and a software-defined distributed firewall.

- Secure network traffic.
- Secure your virtualization infrastructure.
- Manage malware and threats.
- Configure advanced auditing.
- Manage software updates.
- Manage threats by using Advanced Threat Analytics (ATA) and Microsoft Operations Management Suite (OMS).

Job Titles (Job Titles related to IT Training stretch Horizontally, they can vastly vary, the list below is a sampling but not limited to)

System Administrator   Information Systems Analyst   Systems Engineer
PC LAN Technician   Network Administrator

Required Course

Hours: 120	Approximately 6 weeks of instruction	Total Price:	**$2,660.00**	
Course			Lecture	Labs (Optional)
20744 Securing Windows Server 2016			40 Hours	80 Hours
Program Price			**$2,495.00**	
Certification Exam *Microsoft 70-744l			$165.00	
Total Investment			**$2,600.00**	

*It is the student's responsibility to take all certification exams within six months of completion of their original program completion date at that time, all exam vouchers expire. All extensions must be approved by the Director of Education.

Microsoft 20480 Programming in HTML5 with JavaScript and CSS3
CRM ID: MS20480

General Course Description
This course introduces HTML5, CSS3, and JavaScript. This course helps students gain basic HTML5/CSS3/JavaScript programming skills.

The 20480 Programming in HTML5 with JavaScript and CSS3 Program consists of approximately 40 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 32:1

Prerequisites
This course requires that you meet the following prerequisites: Working knowledge of HTML5, JavaScript and CSS3. Basic knowledge of the Microsoft Windows operating system and its core functionality.

Program Objectives
- Explain how to use Visual Studio 2017 to create and run a Web application.
- Describe the new features of HTML5 and create and style HTML5 pages.
- Add interactivity to an HTML5 page by using JavaScript.
- Create HTML5 forms by using different input types and validate user input by using HTML5 attributes and JavaScript code.
- Send and receive data to and from a remote data source by using XMLHTTP Request objects and Fetch API.
- Style HTML5 pages by using CSS3.
- Create well-structured and easily-maintainable JavaScript code.
- Write modern JavaScript code and use babel to make it compatible to all browsers.

- Use common HTML5 APIs in interactive Web applications.
- Create Web applications that support offline operations.
- Create HTML5 Web pages that can adapt to different devices and form factors.
- Add advanced graphics to an HTML5 page by using Canvas elements, and by using and Scalable Vector Graphics.
- Enhance the user experience by adding animations to an HTML5 page.
- Use Web Sockets to send and receive data between a Web application and a server.
- Improve the responsiveness of a Web application that performs long-running operations by using Web Worker processes.
- Use Webpack to package web applications for production.

Job Titles (Job Titles related to IT Training stretch Horizontally, they can vastly vary, the list below is a sampling but not limited to)

Graphic Designers	Animators	Webmaster
Multi-Media Artists	Web Application Developer	

Required Course

Hours: 120	Approximately 6 weeks of instruction	Total Price:	**$2,660.00**	
Course			Lecture	**Labs (Optional)
20480 Programming in HTML5 with JavaScript and CSS3			40 Hours	80 Hours
Program Price			**$2,495.00**	
Certification Exam *Microsoft 70-480l			$165.00	
Total Investment			**$2,660.00**	

*It is the student's responsibility to take all certification exams within six months of completion of their original program completion date at that time, all exam vouchers expire. All extensions must be approved by the Director of Education.
** Veteran Students (Ch. 30 & 33), Labs Hour do not count as clock hours

Microsoft MD-100T00 Windows 10

CRM ID: MD100

General Course Description

This course is intended for IT professionals who perform installation, configuration, general local management and maintenance of Windows 10 core services. Candidates may also be familiar with enterprise scenarios and cloud-integrated services

The MD-100T00 Windows 10 Program consists of approximately 40 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 32:1

Prerequisites

The prerequisite course of this program is CompTIA A+ and CompTIA Network+. Students should start this course already having the following skills: Basic understanding of computer networks and hardware concepts. Basic understanding of OS and Application concepts. Experience with using the Windows OS.

Program Objectives

- Install Windows
- Updating Windows
- Post Installation Configuration and Personalization
- Configuring Peripherals and Drivers
- Configuring Networking
- Configuring Storage
- Managing Apps in Windows 10

- Imaging Considerations
- Configuring Authorization & Authentication
- Configuring Data Access and Usage
- Configuring Advanced Management Tools
- Supporting the Windows 10 Environment
- Troubleshooting the Windows OS
- Troubleshooting Hardware and Drivers

Job Titles (Job Titles related to IT Training stretch Horizontally, they can vastly vary, the list below is a sampling but not limited to)

Administrative Assistant.   Administrative Specialist.
Administrative Manager.   Administrative Support Manager

Required Course

Hours: 120	Approximately 6 weeks of instruction	Total Price:	**$2,660.00**	
Course			Lecture	Labs (Optional)
MD-100T00 Windows 10			40 Hours	80 Hours
Program Price			**$2,495.00**	
Certification Exam *Microsoft MD-100			$165.00	
Total Investment			**$2,660.00**	

*It is the student's responsibility to take all certification exams within six months of completion of their original program completion date at that time, all exam vouchers expire. All extensions must be approved by the Director of Education.

Microsoft MD-101T00 Managing Modern Desktops

CRM ID: MD101

General Course Description

In this course, students learn how to deploys, configures, secures, manages, and monitors devices and client applications in an enterprise environment. Responsibilities include managing identity, access, policies, updates, and apps. The MDA collaborates with the M365 Enterprise Administrator to design and implement a device strategy that meets the business needs of a modern organization.

The MD-101 Managing Modern Desktops Program consists of approximately 40 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 32:1

Prerequisites

The prerequisite course of this program is CompTIA A+, CompTIA Network+ and Microsoft MD-100T00. Students must be familiar with M365 workloads and must have strong skills and experience of deploying, configuring, and maintaining Windows 10 and non-Windows devices. The MDA role focuses on cloud services rather than on-premises management technologies

Program Objectives

- Planning an Operating System Deployment Strategy
- Implementing Windows 10
- Managing Updates for Windows 10
- Device Enrollment
- Configuring Profiles

- Managing Authentication in Azure AD
- Managing Devices and Device Policies
- Managing Security

Job Titles (Job Titles related to IT Training stretch Horizontally, they can vastly vary, the list below is a sampling but not limited to)

Administrative Assistant.   Administrative Specialist.
Administrative Manager.   Administrative Support Manager

Required Course

Hours: 120	Approximately 6 weeks of instruction	Total Price:	**$2,660.00**	
Course			Lecture	Labs (Optional)
MD-101T00 Managing Modern Desktops			40 Hours	80 Hours
Program Price			**$2,495.00**	
Certification Exam * Microsoft MD-101			$165.00	
Total Investment			**$2,660.00**	

*It is the student's responsibility to take all certification exams within six months of completion of their original program completion date at that time, all exam vouchers expire. All extensions must be approved by the Director of Education.

SQL Querying Fundamentals - Part 1

CRM ID: 0793CWEE

General Course Description

In this course, students will compose SQL queries to retrieve desired information from a database.

The SQL Querying Fundamentals - Part 1 Program consists of approximately 8 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 32:1

Prerequisites

The prerequisite course of this program is Microsoft Excel and Microsoft Access. Students are expected to understand basic office professional skills prior to beginning this program and may be required to attend basic office software courses and business skills courses as co-requisite courses to develop their professional skills.

Program Objectives

- Connect to the SQL Server database and execute a simple query.
- Include a search condition in a simple query.
- Use various functions to perform calculations on data.
- Organize the data obtained from a query before it is displayed on-screen.
- Retrieve data from multiple tables.
- Export the results of a query.

Job Titles (Job Titles related to IT Training stretch Horizontally, they can vastly vary, the list below is a sampling but not limited to)

Database Administrators	Network Systems and Data Communications	Analysis Network and Systems Administrators

Required Course

Hours: 8	Approximately 1 weeks of instruction	Total Price:	$495.00
Course			Lecture
SQL Querying Fundamentals - Part 1			8 Hours
Program Price			**$495.00**
Total Investment			**$495.00**

*It is the student's responsibility to take all certification exams within six months of completion of their original program completion date at that time, all exam vouchers expire. All extensions must be approved by the Director of Education.

SQL Querying Fundamentals - Part 2
CRM ID: 0794CWEE

General Course Description
In this course, students will compose SQL queries to retrieve desired information from a database.

The SQL Querying Fundamentals - Part 2 Program consists of approximately 8 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 32:1

Prerequisites
The prerequisite course of this program is Microsoft Excel and Microsoft Access. Students are expected to understand basic office professional skills prior to beginning this program and may be required to attend basic office software courses and business skills courses as co-requisite courses to develop their professional skills.

Program Objectives
- Use subqueries to generate query output.
- Manipulate table data by inserting and updating records in a table and deleting records from a table.
- Manipulate the table structure.
- Create views, manipulate data through views, modify the view structure, and drop views.
- Create indexes on table columns and drop inefficient indexes.
- Mark the beginning of a transaction, roll back a transaction, and commit a transaction.

Job Titles (Job Titles related to IT Training stretch Horizontally, they can vastly vary, the list below is a sampling but not limited to)

Database Administrators	Network Systems and Data Communications	Analysis Network and Systems Administrators

Required Course

Hours: 8	Approximately 1 weeks of instruction	Total Price:	$495.00
Course			Lecture
SQL Querying Fundamentals - Part 2			8 Hours
Program Price			**$495.00**
Total Investment			**$495.00**

*It is the student's responsibility to take all certification exams within six months of completion of their original program completion date at that time, all exam vouchers expire. All extensions must be approved by the Director of Education.

INDIVIDUAL COURSE ENROLLMENT

Career Development Solutions, LLC CLC of Nevada offers our students many training options. In addition to our approved Career Development Programs, individual course offerings are available. For individual course enrollment, please refer to our current class schedule located on our websites www.nhlearninggroup.com

GENERAL RULES AND POLICIES

NON-DISCRIMINATION POLICY

Career Development Solutions, LLC CLC of Nevada is committed to providing a learning environment that is free of discrimination. Equal opportunity will be extended to all persons in all aspects of our Program. Career Development Solutions, LLC CLC of Nevada locations does not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, age, physical or mental disability. If a student believes they are being discriminated against, they should report the facts of the incident to the Instructor, the Education Advisor, or the Director of Admissions in writing.

DRUG FREE CAMPUS

Career Development Solutions, LLC CLC of Nevada is a drug and alcohol-free school. Student use of alcohol or the manufacture, distribution, dispensing, or use of a controlled substance on school property, or while participating in school related activities, is prohibited. Students who violate this policy are subject to disciplinary action, which could include dismissal from the program.

WEAPON FREE CAMPUS

Career Development Solutions, LLC CLC of Nevada is a weapon free school. Possession of a weapon (including incendiary devices or explosives) on school property is prohibited. Students shall not possess, use or store at the Career Development Solutions, LLC CLC of Nevada, its property or at any of its events or activities, including extra-curricular activities, weapons or any item that is intended for use as a weapon, or any object that is used as a weapon for the purpose of intimidating, threatening or causing harm to a person or to property. Violations of this rule should be reported to management personnel for immediate action. Any student aiding or abetting violation of this or any policy shall also be deemed to have violated that policy.

SERVICES TO DISABLED STUDENTS

The training offered by the center may be suitable to handicapped persons who are unable to undertake strenuous vocations or lack the mobility required by other occupations but can fulfill the learning and employment requirements of the program offered. It is the policy of the school to make reasonable accommodation for students with disabilities who submit written requests with medical documentation prescribing the requested accommodation. The school requires advance notification of the need for accommodation, and enough time to make a determination if the need can be reasonably accommodated. Notification is requested to the Director of Admissions. The school may assign specific seating arrangements in order to accommodate all persons in the class effectively.

STUDENT RECORDS REPORTING AND CONFIDENTIALITY

Student records are permanently retained by the training center. Students have the right to any and all their personal records which Career Development Solutions, LLC maintains for the sole purpose of monitoring progress during their enrollment. This includes attendance, personal information, and entrance testing results. Career Development Solutions, LLC is obligated by various government regulatory entities to use the student records to report performance statistics related to enrollments. Because of the confidentiality of student records, Career Development Solutions, LLC does not give out student information without proper authorization. The only individuals who have proper authorization without written permission from the student are Career Development Solutions, LLC Staff, Authorized Funding Agency Representatives, and Authorized Commission on Postsecondary Education Representatives. If a student wishes to obtain of copy of their student records, they will need to submit a written Request for Student Record Form. Career Development Solutions, LLC will mail or ship the student records to the provided address at the sole expense of the requesting student.

Student transcripts are saved and permanently maintained electronically at our main campus for a period of five years, along with copies of the enrollment agreement and if applicable, copies of the student's prior training credit form and copies of transcripts that were supplied by the student at the time of enrollment.

NON-RESIDENT CAMPUS

Career Development Solutions, LLC CLC of Nevada does not assist students in finding housing. There are no dormitory facilities under our control. We do not advise students regarding cost range of housing.

ARTICULATIONS AGREEMENTS WITH UNIVERSITIES OR COLLEGES

Career Development Solutions, LLC does not have an articulation or transfer agreement with any other college or university.

ADMISSIONS PROCEDURE AND POLICIES

ADMISSION REQUIREMENTS AND PROCEDURES

The purpose of the admissions process is to assist prospective students by providing the information necessary to determine a successful career path. Education Advisors interview applicants on campus to assist students in determining whether the Career Development Programs offered meet their individual career objectives. During the interview process, the Education Advisor will review and evaluate the applicant's career history, education history, and goals to assess the candidate's potential for academic success.

An applicant must be at least 18 years of age and be capable of demonstrating the ability to benefit from the programs offered at Career Development Solutions, LLC. All applicants are required to possess a high school diploma or its legal equivalent, or pass the Career Development Solutions, LLC entrance exam with a score of 70% or better.

Candidates must verify that they have a basic knowledge of PC desktop operation during an interview with an Education Advisor prior to admission in any Technical Program. If an applicant does not have the basic knowledge generally gained from entry-level classes, which may be prerequisites for a program, the applicant may be *required* to take the entry-level classes before entering their program of study. Students must show that they have the basic knowledge necessary for the program during an interview prior to enrollment. Previous work, certifications, or training experience may allow a student to be exempt from some courses in a program. An Education Advisor will assist the student in determining whether he/she qualifies for such exemption (see section **Transfer of Previous Clock Hours Policy**). Please note, all Veterans, Participants, Military and other Eligible Persons wishing to enroll under provisions of Title 38 and Title 10 United States Code are required to provide official transcripts for all previous education and training for transferable credit review by Career Development Solutions, LLC. Any candidate that verifies a basic knowledge of PC desktop operation will be considered as having met the admission requirements for entry into Technical Programs of study.

For candidates to gain greater confidence that they are selecting the proper program prior to enrolling, Career Development Solutions, LLC CLC of Nevada allows students to take advantage of the following assessment options. The assessment options are not required for enrollment.

1. A candidate may take a Kaplan assessment Exam to determine their skill level prior to enrolling. This is an exam covering information instructed in the Career Development Solutions, LLC CLC of Nevada classes.
2. A candidate may audit a class prior to entering the program, at no cost, in order to assess his/her own ability to engage successfully in the program. This audit is generally a four (4) hour Software Application class. The class audit allows the candidate to sample a half day of training without any further obligation.

Candidates must complete and sign an Enrollment Agreement and provide photo identification. The Director of Admissions reviews all applications to determine final enrollment eligibility. Students will be notified within two weeks of application of their acceptance status.

Each candidate is assigned an Education Advisor that will interview the candidate prior to entry into any Program. The Education Advisor will continue to monitor the candidate as well as counsel them through each part of their Program.

Any student applying for admission requiring special needs regarding facilities, enrollment, or training should request appropriate assistance at time of application. Career Development Solutions, LLC will work to accommodate the requests if they are within reasonable capabilities of the facilities, faculty and staff. Animals and People of Assistance for visually impaired and hearing impaired are always permitted on campus for students with such needs.

Candidates who meet the admissions requirements must meet with an Admissions Representative, demonstrate an understanding of the Program, and express a true commitment to meet the challenges of successfully completing the program and becoming employed. Enrollment is accomplished when tuition is arranged, a valid Enrollment Agreement is signed, and the candidate has met with and been approved by the Director of Admissions or School Director in an Admission Interview.

CLASS STARTING AND ENDING DATES

Career Development Solutions, LLC CLC of Nevada programs are offered as non-standard term programs – a candidate may enter the training at any time. Candidates may not begin any class or Training Program until enrollment agreements are completed and signed by both candidate and Admissions Representative. Student must meet prerequisites for the class or Training Program that he/she is enrolling. Prerequisites for each class and Training Program are listed in class outlines distributed via our websites, https://nhlearninggroup.com/lasvegas and https://nhlearninggroup.com/reno, and in the Training Program descriptions. Training Program start dates are determined at the time of enrollment in order to best coordinate an individual candidate's schedule with facility training availability. A candidate's start date typically falls within 30-days after Program enrollment. Class start and end dates are listed on the attached Course Schedule. Career Development Solutions, LLC distributes course schedules via our websites, https://nhlearninggroup.com/lasvegas and https://nhlearninggroup.com/reno. Schedules should be reviewed for specific class dates and times.

Career Development Solutions, LLC schedules class times and frequency based on consumer demand. Career Development Solutions, LLC reserves the right to add or cancel class scheduling based on enrollment and consumer demand.

Career Development Solutions, LLC CLC of Nevada recommends that candidates take the courses in the order listed under the program curriculum, in conjunction with ongoing consultation with their Education Advisor/Admissions Representative. The date of completion is determined by the date that the candidate successfully completes all the course requirements for each program. All courses are awarded a Certificate of Completion upon successful

satisfies all requirements. Candidates may wish to complete their program of training on a faster or slower timeline. A candidate may get counsel from their assigned Education Advisor and alter the speed of the program if the schedule permits.

Candidates wishing to increase their knowledge and master the subject matter may repeat classes at no additional charge on a space available basis up to six months from the first day of each class (See Class Repeat Privilege).

For purposes of comparing relative clock hours, Career Development Solutions, LLC CLC of Nevada locations define its clock hours based on the stated number of *days of training* listed on the syllabi and content from the various certification vendors who have structured the content of their certification preparation courses for classroom delivery at the rate of eight clock hours of time per day of technical training. For example, a 5-day technical course would count for 40 clock hours delivered by Career Development Solutions, LLC CLC of Nevada.

HOURS OF OPERATION

Career Development Solutions, LLC CLC of Nevada locations hours of operations are typically Monday through Friday, 6:00am to 4:00pm.

Schedule of Class Times

Traditional Instructor-Led/Online LIVE Training	Day Classes	Monday- Friday	8:00am to 4:00pm
Cohorts Instructor-Led/Online LIVE Training	Day Classes	Monday- Thursday	11:00am to 3:30pm
			4:30pm to 9:00pm
Instructor-Led Mentored Learning Training	A.M. Sessions	Monday- Friday	7:00am to 12:00pm
	P.M. Sessions	Monday- Friday	12:00pm to 4:00pm
Application/Technical Training Lab	A.M. Sessions	Monday- Friday	7:00am to 12:00pm
Lab hours are optional.	P.M. Sessions	Monday- Friday	12:00pm to 4:00pm

Evening classes are scheduled on as-need basis. Some weekend lectures are scheduled depending on need.

HOLIDAYS AND SCHOOL CLOSINGS

2023 Holidays
School is closed for the following holidays
New Year's Day 12/30/2023
Memorial Day........................05/39/2023
Independence Day................07/03/2023 – 07/04/2023
Labor Day 09/04/2023
Thanksgiving.........................11/23/2023 – 11/24/2023
Christmas..............................12/25/2023 – 12/26/2023
New Year's Eve 12/31/2023

2024 Holidays

New Year' Eve 01/01/2024
Memorial Day...............................05/27/2024
Independence Day.......................07/04/2024- 07/05/2024
Labor Day 09/02/2024
Thanksgiving................................11/28/2023 – 11/29/2023
Christmas.....................................12/24/2023 – 12/25/2022
New Year's Day 12/31/2023

Additional holidays may be declared at the discretion of the Director of Admissions. If any Career Development Solutions, LLC CLC of Nevada facility has lost power, there will be no phone greeting and students can assume that the center is closed.

CLASSIFICATION OF STUDENTS

Students will be classified as "full-time" or "part-time" according to the standards defined by their funding source, based upon the number of clock hours of class per normal class week. In the event that the funding source requires the school to establish the criteria, but does not itself provide one, then 16 clock hours will be used as the standard for "full-time". Students will be classified as "military," or other designations as necessary to qualify or comply with funding sources. Definitions employed for determining such classifications for a student will be made by applying the specific criteria designated at the time by the scholarship or funding source.

CANCELLATION OF PROGRAMS AND REFUND POLICY

In the event a program is cancelled for any reason, the candidate will be offered the option of exchanging any remaining courses in his/her program for courses in another program. If Career Development Solutions, LLC CLC of Nevada has substantially failed to furnish the training program agreed upon in the enrollment agreement, the institution shall refund to a student all the money the student has paid.

Should a student be terminated or cancel for any reason, refunds will be made according to the below listed refund schedule. Cancellation must be made in writing, in person at the school, by electronic mail, by Certified Mail, or by termination. The official termination date will be the date of letter receipt.

1. An applicant is eligible for a refund if the applicant is not accepted by the school or if the student cancels within five (5) business days after signing the enrollment agreement and making initial payment. If a student cancels his or her enrollment before the start of the training program and monies have been paid, the institution shall refund to the student all the money the student has paid, minus 10 percent of the tuition agreed upon in the enrollment agreement or $100, whichever is less.
2. That if a student withdraws or is expelled by the institution after the start of the training program and before the completion of more than 60 percent of the program, the institution shall refund to the student a pro rata amount of the tuition agreed upon in the enrollment agreement, minus 10 percent of the tuition agreed upon in the enrollment agreement or $100, whichever is less.
3. That if a student withdraws or is expelled by the institution after completion of more than 60 percent of the training program, the institution is not required to refund the student any money and may charge the student the entire cost of the tuition agreed upon in the enrollment agreement.
4. If a refund is owed, Career Development Solutions, LLC CLC of Nevada shall pay the refund to the person or entity who paid the tuition within 15 calendar days after the:
   a. Date of cancellation by a student of his or her enrollment;
   b. Date of termination by the institution of the enrollment of a student;
   c. Last day of an authorized leave of absence if a student fails to return after the period of authorized absence; or
   d. Last day of attendance of a student,
   →Whichever is applicable.
5. Books, educational supplies or equipment for individual use are not included in the policy for refund required, and a separate refund must be paid by the institution to the student if those items were not used by the student. Disputes must be resolved by the Administrator for refunds required by this subsection on a case-by-case basis.
6. For the purposes of this section:
   a. The period of a student's attendance is measured from the first day of lecture as set forth in the enrollment agreement through the student's last day of actual attendance, regardless of absences.
   b. The period of time for a training program is the period set forth in the enrollment agreement.
   c. Tuition must be calculated using the tuition and fees set forth in the enrollment agreement and does not include books, educational supplies or equipment that is listed separately from the tuition and fees.
7. Cancellation after attendance has begun will result in a pro-rata refund computed on the actual number of days in attendance to the total number of days in the program.
8. Withdrawal/Refund Policy for Veterans, Participants, Military and other Eligible Persons enrolled under provisions of Title 38 and Title 10 United States Code is as follows:
   a. The institution has and maintains the following policy of the refund of the unused portion of tuition, fees, and other charges. This policy covers situations when the eligible person fails to enter the course or withdraws or is discontinued at any time prior to completion.
   b. The charges to the eligible person for tuition, fees, and other charges will not exceed the approximate pro rata portion of the tuition, fees, and other charges that the length of the completed portion of the course bears to the total length of the course.
   c. If the eligible person withdraws or is expelled by the institution after the start of the training program, the institution shall refund to the student a pro rata amount of the tuition agreed upon in the enrollment agreement, minus the registration fee per VA regulation 38 CFR 21.4255 can only hold $10 of the registration fee.
   d. Any refund will be sent to the veteran within 15 days per NRS. 394.449 or reference the above policies in the catalog for all other aspects of the refund.

Account for Student Indemnification

In an event of school discontinued operation or a violation by the institution per NRS 394.383 to NAC 394.560, an account for student indemnification may be used to indemnify a student or enrollee who has suffered damage as a result of discontinuance of operation or violation by such institution of any provision of NRS 394.383 to 394.560.

COMPLIANT/GRIEVANCE POLICY

If you encounter any problems concerning the education or administration of the Training Program, please contact your Education Advisor immediately and state your grievance in writing to allow Career Development Solutions, LLC to help you. The issue will not be addressed until a written grievance has been submitted. If your Education Advisor has not responded to your grievance issue in a satisfactory manner, please forward your written grievance to the Director of Admissions.

Any questions or problems concerning Career Development Solutions, LLC CLC of Nevada which have not been satisfactorily resolved or answered by Career Development Solutions, LLC Nevada should be directed to:

State of Nevada
Commission on Postsecondary Education
2800 E. St. Louis
Las Vegas, Nevada 89104

Phone: 702-486-2897

Fax: 702-486-7340

TRANSFER OF PREVIOUS CLOCK HOURS POLICY

Career Development Solutions, LLC CLC of Nevada will accept hours obtained from attending courses at other schools when deemed related to the Career Development Program for which the student is enrolling. Acceptance of transfer hours will be at the discretion of the Director of Admissions. Courses offered at colleges, universities, military programs, and apprenticeships may be accepted for transfer, provided the student can show proof of completion with a passing grade.

Students wishing to transfer previous clock hours are required to submit official transcripts for review and provide a school catalog, course outline or course syllabus to help determine the validity of transfer. Please note, all Veterans, Participants, Military and other Eligible Persons wishing to enroll under provisions of Title 38 and Title 10 United States Code are required to provide official transcripts for all previous education and training for transferable credit review by Career Development Solutions, LLC. Upon completion of transcript review, the student will be notified of any clock hours accepted as transferable and Career Development Solutions, LLC will issue a credit against the student's tuition charge for determined number of clock hours accepted. Once transcript review is complete, and applicable credits are applied to the students Career Development Solutions, LLC training program the student can be scheduled to begin their training program with Career Development Solutions, LLC.

Students may also receive clock hours for previously attained industry certifications. A student must fill out a Transfer of Clock Hours Evaluation Request from prior to signing their Enrollment Agreement and provide proof of certification. Upon certification review, the student will be notified of any clock hours allowed for previously earned industry certifications and Career Development Solutions, LLC will issue a credit against the student's tuition charge for determined number of clock hours accepted. Once transcript review is complete, and applicable credits are applied to the students Career Development Solutions, LLC training program the student can be scheduled to begin their training program with Career Development Solutions, LLC.

Students who have been officially accepted in our programs may request in writing a transfer of credit in accordance with Career Development Solutions, LLC CLC of Nevada Transfer of Previous Clock Hours Policy outlined below. It is noted that Career Development Solutions, LLC CLC of Nevada does not guarantee transfer of credit. Students intending to transfer out of our programs should research the schools they plan to transfer their credits. Completion of a program at Career Development Solutions, LLC CLC of Nevada neither implies nor guarantees that educational requirements of another school have been met. For this reason, any student who expects to transfer to another institution is advised to contact the specific department that handles these types of requests.

Career Development Solutions, LLC CLC of Nevada will evaluate courses taken from another school or prior vendor certifications. Students will be notified in writing within 1 week of the request if the transfer of credit request is approved. There is no fee for requesting a transfer of credit.

The following criteria for a transfer of credit for transfer into Career Development Solutions, LLC CLC of Nevada apply:

1. Must have a B or 3.0 grade point average for courses/programs that are being considered for credit.
2. Students must obtain a passing score on a widely accepted industry certification exam to be administered at an authorized testing center.
3. Only 2 courses of equal or greater comparability of current program content can be transferred into the program in which the student will enroll. Transferred clock hours, including industry-based certifications may not comprise more than twenty five percent (25%) of the student's entire Career Development Program.
4. Students must produce documentation including but not limited to official transcripts, catalog, syllabi, or course outlines for review.
5. Tuition and fees will be adjusted for courses that are accepted.
6. If the request is declined, students may request an appeal in writing within 5 days of receiving notice from Career Development Solutions, LLC CLC of Nevada.

Career Development Solutions, LLC CLC of Nevada will review all transcripts and previously earned certifications for credits at no charge to the student.

STUDENT POLICIES

ATTENDANCE AND TARDINESS

Attendance is not only an essential ingredient for academic achievement, but it is also a fundamental building block for success in your career training program. Successful completion of programs requires an 80% attendance rate per class. Students are expected to attend all classes as scheduled, on time, and to remain in the classes for the full duration. Outside employment is not to be scheduled during class hours. There are no excused absences. Instructors will take attendance at least once per day during each class. Absences are recorded from the first day of the class regardless of the reason for the absence. The student's attendance record will be retained in the students file. If an absence is necessary, we require that you notify us by calling The Front Office at your local campus on or before the date(s) in question.

A student will be terminated from the training program if he/she misses more than 20% of a class. In the event that a student had already completed one or more classes prior to being terminated, the student will be permitted to receive credit (if earned) for the classes already completed. If terminated from the training program, refunds will be applied per the stated refund policy. Students using VA benefits to pay for the training program with absences accumulated to missing more than 20% of a class (80% required attendance) will be terminated from their VA educational benefits for unsatisfactory attendance. A student who is terminated from Career Development Solutions, LLC CLC of Nevada for attendance reasons must apply for readmission, and, if readmitted, may have to pay the tuition in effect at the time of readmission.

Career Development Solutions, LLC CLC of Nevada reserves the right to schedule or reschedule classes at any time necessary to accommodate classroom and facility usage needs

PROGRAM INTERRUPTION/EXTENSION AND REINSTATEMENT POLICY

All written requests for a "Leave of Absence", "Training Extension", or "Reinstatement" will be considered. Students who interrupt training for reasons other than improper conduct may re-enter or re-enroll into the same program with the approval of the Director of Admissions. Students re-entering into the program cannot be assured they will be assigned the class schedule they requested, as seating is limited. Seats are filled on an availability basis. Students who interrupt from one class and transfer to the next available class will be responsible for any cost incurred due to any change or upgrade made in course kits or books. If an upgrade occurs, the added cost will be the sole responsibility of the student. Career Development Solutions, LLC will not incur any of the additional costs.

SUSPENSION OR DISMISSAL

It is the intention of Career Development Solutions, LLC to provide the most effective learning and training environment for our students. Therefore, it is imperative that our staff maintains and enforces guidelines that will ensure the best possible educational atmosphere for the students. The following are general examples of behaviors and actions that may lead to a student's suspension and/or dismissal:

1. Inappropriate and/or violent conduct displayed by the student.

2. Inappropriate clothing, or improper clothing attire, and/or indecent exposure.

3. Disrespect for Career Development Solutions, LLC property and equipment.

4. Software piracy or violating copyright rules and regulations.

The general levels of reprimand are as follows:

1. The student will meet with the Education Advisor or Director of Admissions to discuss the inappropriate conduct and the respective consequences.

2. The second level, if the problem persists after the primary level of reprimand has been exhausted is to suspend the student [no longer than thirty (30) days] from the training facility. A mutual plan will be discussed and agreed upon by the Education Advisor, Director of Admissions and the student. Once all parties agree upon this mutual plan, then the student will be reinstated.

3. If the primary and secondary levels do not resolve the inappropriate behavior, then the student will be terminated from the training program. However, if the inappropriate behavior displayed violated any section of the federal, state, and local penal codes, then it is under the discretion of Career Development Solutions, LLC CLC of Nevada to terminate the student from the training program and facility.

APPEAL OF DISCIPLINARY ACTION, OR DISMISSAL

Students have the right to appeal dismissal, and disciplinary actions taken against them, as well as final decisions regarding any other dispute resolution procedure. Students who believe they have extenuating circumstances regarding a particular matter should submit an appeal in writing to the President and mailed to:

Career Development Solutions, LLC CLC of Nevada
Attn: President
4001 S. Virginia Street, Suite D2
Reno, NV 89502

The President will review the appeal within 10 days of the student's submission. A decision to the appeal will be made within 30 days of receipt of the written appeal.

GRADING STANDARDS

Career Development Solutions, LLC CLC of Nevada uses a Pass/Fail Grading Standard that applies to all coursework and any quizzes during each class.

- A Passing Grade is received when Satisfactory Progress requirements are met (see Standards of Progress).
- A Failing Grade is received when Satisfactory Progress requirements are not met (see Standards of Progress).

STANDARDS OF PROGRESS

Career Development Solutions, LLC CLC of Nevada monitors each student's progress throughout their training program to determine if the student is making Satisfactory Progress. Every reasonable effort will be made by Career Development Solutions, LLC to aid the student in meeting Satisfactory Progress requirements.

Satisfactory Progress is when all the following requirements are met:

- Completed coursework: Students must complete all coursework satisfactorily. Completed coursework is graded pass/fail.
- Completed class quizzes: Students must complete all class quizzes satisfactorily. Class quizzes are graded pass/fail.
    - An overall 70% or better score is required on class assessments (quizzes) to be considered a "pass"
- Practical skill demonstrations: Students must perform practical skills as demonstration of learning the training objectives satisfactorily. These demonstrations are graded pass/fail.

Students who withdraw:

- Students who withdraw prior to meeting Career Development Solutions, LLC' graduation requirements will not receive a certificate of completion for the program, instead an "Incomplete" grade will be awarded.

Unsatisfactory Progress is when any of the following occurs:

- Coursework not completed
- Class quizzes not completed
- Failed to demonstrate practical skills

Students with Unsatisfactory Progress will receive an "Incomplete" and not be allowed to move on to the next class in a program until the current class has been successfully completed.

Students with Unsatisfactory Progress will be counseled by the Admissions Representative or School Director and the student's Instructor to determine the best Corrective Action that will help the student Successfully Complete the class. Counseling recommendations will be in writing. The student's participation in counseling is mandatory. Students who do not participate in counseling will be terminated from the training program. The "Incomplete" grade will be converted to a failing grade for students who do not participate in counseling.

Corrective Action will include one or more of the following: redoing and resubmitting incomplete/incorrect coursework; redoing and resubmitting incomplete/incorrect quizzes; and receiving remedial review for practical skill demonstration one time. At the discretion of the Admissions Representative or Admission Director, the student may be allocated up to five (5) business days following the end of the class to complete the Corrective Action and Successfully Complete the class. Students that do not successfully complete the class after this period will receive a failing grade and will be terminated from the training program. In the event that a student had already completed one or more classes prior to being terminated, the student will be permitted to receive credit (if earned) for the classes already completed. If terminated from the training program, refunds will be applied per the stated refund

policy. A student who is terminated from Career Development Solutions, LLC CLC of Nevada for failing grade must apply for readmission, and, if readmitted, may have to pay the tuition in effect at the time of readmission.

If a student using VA educational benefits is terminated from the training program, the VA will be promptly notified, and benefits may cease.

A class is successfully completed when Satisfactory Progress requirements have been met or exceeded at the end of the class or by the end of the time allocated for corrective action. Students having successfully completed each class will receive a Certificate of Completion.

GRADUATION REQUIREMENTS

Each graduate will be awarded a Career Development Solutions, LLC Training Program Certificate of Completion, stating that the student has successfully completed the program "encompassing skills and knowledge toward" their area of study. Each graduate has:

- Successfully completed all required classes in their selected Program of Training which includes meeting the Attendance Policy requirements.
- Fulfilled all monetary obligations to Career Development Solutions, LLC in accordance with the Payment Policy.

REENTRANCE

Conditions for re-enrollment will be approved only after evidence is shown to the Admission Directors satisfaction that the condition, which caused the interruption for unsatisfactory progress, has been rectified.

CERTIFICATION TESTING

Certification Exam testing facilities are provided on-site at the training facility. The training center is an Authorized Prometric, Pearson VUE, Certiport, and Kryterion Testing Center. Pricing on certification exams are established by each certifying body (CompTIA, Microsoft, Cisco, VMware, etc.) and are subject to change. Appointments for exams are registered through the testing entity (i.e. Prometric/Pearson Vue). Changes to a scheduled exam appointment are subject to the testing entity's rescheduling/cancellation policy. All Certification Exam records are maintained by the independent testing entity (i.e. Prometric/Pearson Vue), and not by the training center. The candidate is provided with copies of all exam score reports upon testing.

While industry certifications are not required for Training Program completion, Career Development Solutions, LLC CLC of Nevada does encourage students to take and pass industry certification test in order to increase the validation of their education. Industry certifications add additional validation to a student's training and qualifications. Certifications through organizations such as Microsoft, Cisco, and CompTIA show employers that a potential employee has the education and skills necessary to work in the industry. Individuals who have industry certifications get more interviews and exposure to potential employers. A 2006 Microsoft Certified Professional Customer Satisfaction Study found that "75% of hiring managers believe that certified individuals are more productive and that certifications are important to team performance."

VOUCHERS / EXAM POLICY

All unused vouchers for exams expire 12 months from the date of purchase. When a student is issued an exam voucher, it is the student's responsibility to schedule and complete the exam before the expiration date of the exam voucher. If an exam voucher is lost or stolen, a replacement voucher will not be provided.

COURSEWARE

Courseware for applications and/or graphics classes will be distributed at the beginning of each individual course. The technical courseware or student kits for courses such as Microsoft, CompTIA, CISCO, or CEH are given to each student at the beginning of each course and become the personal property/responsibility of the student. Career Development Solutions, LLC shall not be held responsible for any student kits that become lost or stolen. Please note, replacement costs for some of these kits are as much as $350 plus tax. ***Be advised***: The photocopying or reproduction of any copyrighted material (books, computer data, files, etc.) may be a violation of governing laws and will not be allowed. This, along with any theft of Career Development Solutions, LLC' or other student's hardware, software, books or personal belongings may lead to immediate dismissal from the program.

STUDENT CONDUCT

Students must abide by all school policies and regulations. This includes the proper use of software, hardware, classroom behavior, dress code, respect for the instructor's authority, completion of courses in the designated time frame, and adherence to attendance policies.

Career Development Solutions, LLC CLC of Nevada believes that no student has the right to interfere with another student's ability to learn. If any student exhibits behavior that hinders that right, they will be asked to leave the classroom. Children are not allowed to accompany parents into any class or to labs. Students are prohibited from unlawful possession, use, or distribution of illicit drugs, alcohol, or weapons of any kind. No student will be allowed to use any verbal, physical, or discriminatory threats or abusive language towards another student, or member of the staff. The use of profanity is strictly prohibited. Discriminatory remarks of any kind will not be tolerated and may result in dismissal from the program in accordance with the Non-Discrimination Policy.

Career Development Solutions, LLC CLC of Nevada does not tolerate hacking and attacks. "Hacking" is any unauthorized attempt to monitor, access or modify computer system information or interfere with normal system operations, whether this involves the school's equipment or any computer system or network that is accessed through the school's equipment. An "attack" is any interference with Internet service to any student, host or network, including, but not limited to, mail-bombing, ping flooding, broadcast attempts or any attempt to overload a system to interrupt service. Inappropriate activity may result in civil or criminal liability. Career Development Solutions, LLC CLC of Nevada will investigate such activity, and will, as appropriate, involve law enforcement authorities in prosecuting students involved in inappropriate actions.
Any violation of this conduct policy should be brought to the attention of the Education Advisor immediately. These concerns must be submitted in writing in accordance with the Complaint/Grievance Policy. Any student who violates this student conduct policy may be placed on advisement, suspension, or terminated from the program

STUDENT DRESS CODE

The dress code for Career Development Solutions, LLC CLC of Nevada is "business casual." Career Development Solutions, LLC is a corporate client-based atmosphere. You may encounter a future employer in the hallway or break-room. Therefore, students are requested to wear clothing that is clean, and appropriate. It is further requested that students refrain from wearing the following articles of clothing: baseball caps, bandanas, sweatpants, revealing shorts/skirts, or any shirt that may expose your midriff. Please use your best judgment in this matter. If you are observed in inappropriate attire, you may be asked to go home and change.

SOFTWARE PIRACY AND PERSONAL ITEMS

In accordance with copyright laws, all Career Development Solutions, LLC CLC of Nevada students are prohibited from copying any of the software loaded on the school's machines. Generally, conduct that violates law, regulation, or the accepted norms and ethics of the student community or the community at large, whether expressly mentioned, is prohibited. Inappropriate activity may result in civil or criminal liability. Career Development Solutions, LLC CLC of Nevada will investigate such activity, and will, as appropriate, involve law enforcement authorities in prosecuting students involved in inappropriate actions. This, along with any theft of Career Development Solutions, LLC' or other student's hardware, software, books or personal belongings may lead to immediate dismissal from the program. Students are not allowed to bring any of their personal computers or related software and hardware items on any Career Development Solutions, LLC CLC of Nevada campuses to be connected or used with the school's equipment. Career Development Solutions, LLC CLC of Nevada shall not be held responsible for any lost or stolen items belonging to any student while on any Career Development Solutions, LLC CLC of Nevada campus.

SECURITY

Career Development Solutions, LLC CLC of Nevada computer stations and network systems are to be respected and guarded by students. As a student and I.T. Professional in training, exercise care for the equipment entrusted to you for your use. No student will attempt to access Career Development Solutions, LLC CLC of Nevada computer systems or networks except those to which the student is explicitly authorized; to use another's username or password; to place software onto any Career Development Solutions, LLC equipment without being properly authorized to do so; to copy files from Career Development Solutions, LLC CLC of Nevada systems or install them at home without proper authorization and licensure; to violate the copyright laws of any software publisher; to solicit; to spam or to distribute any virus of any type; or to facilitate in any way obscene, objectionable, demeaning or offensive content. No student will penetrate or attempt to penetrate any of Career Development Solutions, LLC CLC of Nevada security systems or any other of its systems, whether electronic, business or otherwise. No student using equipment for inappropriate reasons or content should expect tolerance or leniency in the consequences for such conduct, which can include program dismissal and pursuit of legal remedies available to all injured parties.

FINANCIAL ASSISTANCE

Students may qualify for private, non-federal financial assistance in the form of education loans.

General eligibility requirements for financial assistance are as follows:

- Student must be a US citizen or eligible non-citizen with a valid social security number
- Student must be accepted for enrollment in an eligible Career Development Program
- Student must maintain satisfactory academic progress
- Identification verification generally achieved with valid driver's license or state issued ID

Student loan funding sources are available to those who qualify. These private, non-federal education loans are based on individual credit history and often require co-signers to complete. The terms of these loans including origination fees, interest rates and repayment options are based on individual credit rating and will vary accordingly.

PAYMENT POLICY

Payment in full for tuition is required prior to the first day of the Career Development Program unless financial services have been arranged. The school offers financial services through Mary Mae Financial, LLC. The student may, at their discretion, apply with this company for a student career loan. If a student has qualified for a student loan/promissory note with the student lending organization, it must be signed prior to the attendance. Career Development Solutions, LLC CLC of Nevada accepts tuition payments via the following methods: Credit Card (Visa, MasterCard, American Express, and Discover), Cash, Personal Check, Cashier's Check, and Money Order. Upon receiving approval and payment, the student will be registered for their Training Program. Students who do not have a signed promissory note with a student lending organization and have not paid tuition in full prior to the first day of class will not be permitted to attend class. Enrollment will be delayed until payment or promissory note is received.

The collection policy at Career Development Solutions, LLC CLC of Nevada will consider an account past due after thirty (30) days and the student will be placed on suspension, suspending all services until the account is current. For delinquencies over ninety (90) days, the student will be administratively withdrawn. If the loan reaches default status, it will be turned over to a third-party collection company.

Veterans Addendum

Satisfactory Academic Progress Policy

Progress will be monitored at the end of <u>each week</u> of every program for all students receiving veterans' benefits. If at the end of any week, the student's grade falls below 70%, the student will be placed on academic probation for one week. If at the end of the probation period, the student's grade is not raised to 70%, the Department of Veterans Affairs will be notified, and benefits will be interrupted.

Funding Policy

Career Development Solutions, LLC Computer Learning Center does not penalize students using VA Education benefit programs under Chapters 33 and 31 while waiting for payment from the Department of Veterans Affairs providing they submit a certificate of eligibility, a written request to use such entitlement, and any additional information needed to certify enrollment. Students will continue have access to classes, labs, and other institutional facilities as outlined in our catalog. No late fees will be assessed and student's accounts will be considered on hold.
This is required under Title 38 USC 3679(e)

VA Benefits

I understand that it is my responsibility to monitor my benefits. I also understand that I am responsible for the funding of my training.

Attendance Policy

A student will be placed on attendance probation if he or she is below 80% in attendance in any given week. The student must bring his/her attendance above 80% by the end of the following week to be removed from probation. If at the end of the probation period, the student's attendance is not raised to 80% of scheduled classes, the Department of Veterans Affairs will be notified, and benefits will be interrupted.

A student can be placed on a maximum of TWO-week probation for attendance prior to academic dismissal.

Prior Education and Training Policy

This institution will inquire about each veteran's previous education and training, and request transcripts from all prior institutions, including military training, traditional college coursework and vocational training. Previous transcripts will be evaluated, and credit will be granted, as appropriate:
This is required per 38 CFR 21.4254(b)(12)

CAREER DEVELOPMENT SOLUTIONS, LLC NEVADA LOCATIONS

Career Development Solutions, LLC CLC of R

4001 S. Virginia Street, Suite D2

Reno, NV 89502
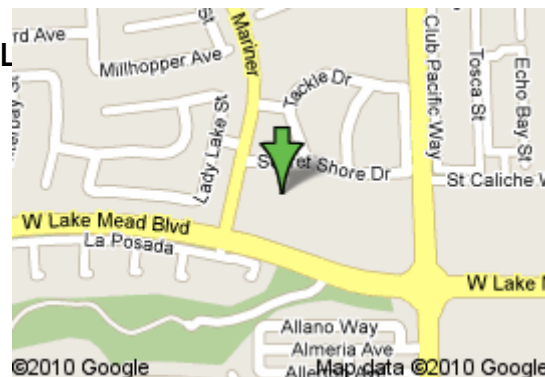
(775) 851-4333

https://nhlearninggroup.com/reno

Career Development Solutions, LLC CLC of L

7674 W. Lake Mead Blvd., Suite 250

Las Vegas, NV 89128

(702) 214-3910

https://nhlearninggroup.com/lasvegas

Career Development Solutions, LLC CLC of Nevada

7674 W. Lake Mead Boulevard, Suite 250
Las Vegas, NV 89128
Phone: (702) 214-3910
https://nhlearninggroup.com/lasvegas

4001 S. Virginia Street, Suite D2
Reno, NV 89502
Phone: (775) 851-4333
https://nhlearninggroup.com/reno

PROGRAM SUMMARY

PRE-VOCATIONAL COURSES

Program Name	Lecture	Program Price	TOTAL INVESTMENT
ACCESS PART 1	16 hours	$590	$590
ACCESS PART 2	16 hours	$590	$590
EXCEL PART 1	8 hours	$295	$295
EXCEL PART 2	8 hours	$295	$295
EXCEL PART 3	8 hours	$295	$295
ONENOTE	8 hours	$295	$295
OUTLOOK PART 1	8 hours	$295	$295
OUTLOOK PART 2	8 hours	$295	$295
POWERPOINT PART 1	8 hours	$295	$295
POWERPOINT PART 2	8 hours	$295	$295
PROJECT PART 1	8 hours	$395	$395
PROJECT PART 2	8 hours	$395	$395
PUBLISHER	8 hours	$395	$395
SHAREPOINT PART 1	8 hours	$395	$395
SHAREPOINT PART 2	8 hours	$395	$395
VISIO PART 1	8 hours	$395	$395
VISIO PART 2	8 hours	$395	$395
Using Microsoft Windows 10	8 hours	$295	$295
WORD PART 1	8 hours	$295	$295
WORD PART 2	8 hours	$295	$295
WORD PART 3	8 hours	$295	$295
BUSINESS ETIQUETTE	8 hours	$295	$295
BUSINESS PROBLEM SOLVING	8 hours	$295	$295
BUSINESS WRITING	8 hours	$295	$295
CUSTOMER SERVICE	8 hours	$295	$295
FINANCE ESSENTIALS	8 hours	$295	$295
FUNDAMENTALS OF COMMUNICATION	8 hours	$295	$295
GRAMMAR ESSENTIALS	8 hours	$295	$295
PROJECT MANAGEMENT FUNDAMENTALS	8 hours	$295	$295

** Note: The Pre-Vocational courses are not eligible for the training of US Military Veterans using **Chapter 30, 32, 33, 35, 1606 for their Educational Benefits.**

Access Part 1

Students will learn how to use Access to manage your data, including creating a new database, constructing tables, designing forms and reports, and creating queries to join, filter, and sort data.	
The Access Part 1 consists of 16 hours of lecture. Maximum student to instructor ratio is 32:1.	
Prerequisite Courses	
The prerequisite course of this program is Windows Part 1.	
Required Courses	• Access Part 1 (16 hours)
Program Objectives	• Getting Started with Access • Working with Table Data • Querying a Database • Generating Reports • Joining Tables • Organizing a Database for Efficiency • Advanced Reporting

PROGRAM PRICE	$590	Lecture: 16 hours
TOTAL INVESTMENT	$590	TOTAL LENGTH: 16 hours

Access Part 2

Students will expand their knowledge of Microsoft Access to include relational database design, writing advanced queries, structuring existing data, sharing data across applications, and customizing reports.	
The Access Part 2 consists of 16 hours of lecture. Maximum student to instructor ratio is 32:1.	
Prerequisite Courses	
The prerequisite course of this program is Access Part 1.	
Required Courses	• Access Part 2 (16 hours)
Program Objectives	• Advanced Form Design • Data Validation • Using Macros to Improve User Interface Design • Advanced Database Management • Distributing and Securing a Database • Managing Switchboards

PROGRAM PRICE	$590	Lecture: 16 hours
TOTAL INVESTMENT	$590	TOTAL LENGTH: 16 hours

Excel Part 1		
In this course, students will use Microsoft Office Excel to create spreadsheets and workbooks that they can use to store, manipulate, and share data.		
The Excel Part 1 consists of 8 hours of lecture. Maximum student to instructor ratio is 32:1.		
Prerequisite Courses		
The prerequisite course of this program is Windows Part 1.		
Required Courses	• Excel Part 1 (8 hours)	
Program Objectives	•Get started with Microsoft Office Excel. •Perform calculations. •Modify a worksheet. •Format a worksheet. •Print workbooks. •Manage workbooks.	
PROGRAM PRICE	**$295**	**Lecture: 8 hours**
TOTAL INVESTMENT	$295	TOTAL LENGTH: 8 hours

Excel Part 2		
Students will build upon the foundational Microsoft Office Excel knowledge and skills already acquired and learn to create advanced workbooks and worksheets, including advanced formulas, tables, PivotTables, PivotCharts and data filtering.		
The Excel Part 2 consists of 8 hours of lecture. Maximum student to instructor ratio is 32:1.		
Prerequisite Courses		
The prerequisite course of this program Excel Part 1.		
Required Courses	• Excel Part 2 (8 hours)	
Program Objectives	•Customize the Excel environment. •Create advanced formulas. •Analyze data by using functions and conditional formatting. •Organize and analyze datasets and tables. •Visualize data by using basic charts. •Analyze data by using PivotTables, slicers, and PivotCharts.	
PROGRAM PRICE	**$295**	**Lecture: 8 hours**
TOTAL INVESTMENT	$295	TOTAL LENGTH: 8 hours

Excel Part 3

Students will learn some of the more advanced features of Excel, including automating common tasks, auditing workbooks to avoid errors, sharing data with other people, analyzing data, and using Excel data in other applications	
The Excel Part 3 consists of 8 hours of lecture. Maximum student to instructor ratio is 32:1.	

Prerequisite Courses	
The prerequisite course of this program is Excel Part 2.	
Required Courses	• Excel Part 3 (8hours)
Program Objectives	• Automate worksheet functions. • Audit worksheets. • Analyze data. • Work with multiple workbooks. • Import and export data.

PROGRAM PRICE	**$295**	**Lecture: 8 hours**
TOTAL INVESTMENT	$295	TOTAL LENGTH: 8 hours

OneNote

In this course, students will create, edit, organize, and enhance notes and also integrate them with other applications using Microsoft OneNote.	
The OneNote consists of 8 hours of lecture. Maximum student to instructor ratio is 32:1.	

Prerequisite Courses	
The prerequisite course of this program is Windows Part 1.	
Required Courses	• OneNote (8 hours)
Program Objectives	• Getting Started with OneNote • Creating Notes • Organizing and Working with OneNote • Integrating OneNote with Other Applications • Collaborating and Working with Notes

PROGRAM PRICE	**$295**	**Lecture: 8 hours**
TOTAL INVESTMENT	$295	TOTAL LENGTH: 8 hours

Outlook Part 1

In this course, students will learn the basic skills needed to start using Outlook to manage email communications, calendar events, contact information, tasks, and notes.	
The Outlook Part 1 consists of 8 hours of lecture. Maximum student to instructor ratio is 32:1.	
Prerequisite Courses	
The prerequisite course of this program is Windows Part 1.	
Required Courses	• Outlook Part 1 (8 hours)
Program Objectives	• Getting Started with Outlook • Composing Messages • Reading and Responding to Messages • Managing Your Messages • Managing Your Contacts • Customizing the Outlook Environment

PROGRAM PRICE	$295	Lecture: 8 hours
TOTAL INVESTMENT	$295	TOTAL LENGTH: 8 hours

Outlook Part 2

In this course, students will explore the advanced features provided with the Outlook interface, such as advanced message, calendar, and contacts management.	
The Outlook Part 2 consists of 8 hours of lecture. Maximum student to instructor ratio is 32:1.	
Prerequisite Courses	
The prerequisite course of this program is Outlook Part 1.	
Required Courses	• Outlook Part 2 (8hours)
Program Objectives	• Configure Advanced Message Options • Advanced Message Management • Advanced Calendar Management • Managing Activities by Using Tasks and Journal Entries • Sharing Workspaces with Others • Managing Outlook Data Files

PROGRAM PRICE	$295	Lecture: 8 hours
TOTAL INVESTMENT	$295	TOTAL LENGTH: 8 hours

PowerPoint Part 1	
Students will use PowerPoint to begin creating engaging, dynamic multimedia presentations.	
The PowerPoint Part 1 consists of 8 hours of lecture. Maximum student to instructor ratio is 32:1.	
Prerequisite Courses	
The prerequisite course of this program is Windows Part 1.	
Required Courses	• PowerPoint Part 1 (8 hours)
Program Objectives	• Getting Started with PowerPoint • Developing a PowerPoint Presentation • Performing Advanced Text Editing • Adding Graphical Elements to Your Presentation • Adding Tables to Your Presentation • Preparing to Deliver Your Presentation
PROGRAM PRICE	**$295**	**Lecture: 8 hours**
TOTAL INVESTMENT	$295	TOTAL LENGTH: 8 hours

PowerPoint Part 2	
Students will enhance their presentation by using features that will transform it into a powerful means of communication. They will customize the PowerPoint interface to suit the requirements and use features to create presentations.	
The PowerPoint Part 2 consists of 8 hours of lecture. Maximum student to instructor ratio is 32:1.	
Prerequisite Courses	
The prerequisite course of this program is PowerPoint Part 1.	
Required Courses	• PowerPoint Part 2 (8 hours)
Program Objectives	• Getting Started with PowerPoint • Customize the PowerPoint environment. • Customize a design template. • Add SmartArt graphics to a presentation. • Add special effects to a presentation. • Customize a slide show. • Collaborate on a presentation. • Secure and distribute a presentation.
PROGRAM PRICE	**$295**	**Lecture: 8 hours**
TOTAL INVESTMENT	$295	TOTAL LENGTH: 8 hours

Project Part 1

Students will familiarize themselves with the basic features and functions of Microsoft Project Professional so that they can use it effectively and efficiently in a real-world environment.	
The Project Part 1 consists of 8 hours of lecture. Maximum student to instructor ratio is 32:1.	
Prerequisite Courses	
The prerequisite course of this program is Windows Part 1.	
Required Courses	• Project Part 1 (8 hours)
Program Objectives	• Starting a Project • Working with Project Calendars • Working with Project Tasks • Working with Project Resources • Delivering a Project Plan

PROGRAM PRICE	**$395**		**Lecture: 8 hours**
TOTAL INVESTMENT	$395		TOTAL LENGTH: 8 hours

Project Part 2

Students will learn the advanced features and functions of Microsoft Project Professional.	
The Project Part 2 consists of 8 hours of lecture. Maximum student to instructor ratio is 32:1.	
Prerequisite Courses	
The prerequisite course of this program is Project Part 1.	
Required Courses	• Project Part 2 (8hours)
Program Objectives	• Managing the Project Environment • Managing Task Structures • Generating Project Views • Producing Project Reports

PROGRAM PRICE	**$395**		**Lecture: 8 hours**
TOTAL INVESTMENT	$395		TOTAL LENGTH: 8 hours

Publisher

In this course, students will create, format, edit, and distribute publications.		
The Publisher consists of 8 hours of lecture. Maximum student to instructor ratio is 32:1.		
Prerequisite Courses		
The prerequisite course of this program is Windows Part 1.		
Required Courses	• Publisher (8 hours)	
Program Objectives	• Getting Started with Publisher • Modifying the Layout and Structure of a Publication • Formatting Text in a Publication • Editing Content in a Publication • Preparing a Publication for Distribution	
PROGRAM PRICE	**$395**	**Lecture: 8 hours**
TOTAL INVESTMENT	$395	TOTAL LENGTH: 8 hours

SharePoint Part 1

In this course, students will use, create, and edit content in a team website. Students will also create and perform basic management of a team site using SharePoint.		
The SharePoint Part 1 consists of 8 hours of lecture. Maximum student to instructor ratio is 32:1.		
Prerequisite Courses		
The prerequisite course of this program is Outlook Part 1 and Windows Part 1.		
Required Courses	• SharePoint Part 1 (8 hours)	
Program Objectives	• Introducing Microsoft SharePoint • Working with Lists • Working with Libraries • Communicating with Team Members • Customizing Your SharePoint Environment • Creating a Team Site	
PROGRAM PRICE	**$395**	**Lecture: 8 hours**
TOTAL INVESTMENT	$395	TOTAL LENGTH: 8 hours

SharePoint Part 2		
In this course, students will manage site collections and site components as a site collection administrator and as a site administrator.		
The SharePoint Part 2 consists of 8 hours of lecture. Maximum student to instructor ratio is 32:1.		
Prerequisite Courses		
The prerequisite course of this program is SharePoint Part 1.		
Required Courses	• SharePoint Part 2 (8 hours)	
Program Objectives	• Branding a Site Collection • Managing Libraries • Managing Content Structures • Managing Workflows • Managing the SharePoint Applications Using Central Administration • Managing Site Maintenance	
PROGRAM PRICE	**$395**	**Lecture: 8 hours**
TOTAL INVESTMENT	$395	TOTAL LENGTH: 8 hours

Visio Part 1		
In this course students will design and manage basic diagrams, workflows, and flowcharts.		
The Visio Part 1 consists of 8 hours of lecture. Maximum student to instructor ratio is 32:1.		
Prerequisite Courses		
The prerequisite course of this program is Windows Part 1		
Required Courses	• Visio Part 1 (8 hours)	
Program Objectives	• Getting Started with Visio • Creating a Route Map • Enhancing a Basic Diagram • Creating Process Diagrams • Representing an Organization Hierarchy	
PROGRAM PRICE	**$395**	**Lecture: 8 hours**
TOTAL INVESTMENT	$395	TOTAL LENGTH: 8 hours

Visio Part 2

In this course, students will create custom elements and a custom template, represent external data as a drawing, and share their work with others.	
The Visio Part 2 consists of 8 hours of lecture. Maximum student to instructor ratio is 32:1.	
Prerequisite Courses	
The prerequisite course of this program is Visio Part 1.	
Required Courses	• Visio Part 2 (8 hours)
Program Objectives	• Creating a Custom Shape • Designing a Custom Stencil • Designing Styles and Templates • Designing a Floor Plan • Sharing Your Drawings

PROGRAM PRICE	**$395**	**Lecture: 8 hours**
TOTAL INVESTMENT	$395	TOTAL LENGTH: 8 hours

Using Microsoft Windows 10

This course teaches the core features and functions of Windows. Students will learn how to use the Start menu and taskbar; move and resize windows; create and manage files, folders, and libraries; edit file metadata; and search for content.	
The Windows Part 1 consists of 8 hours of lecture. Maximum student to instructor ratio is 32:1.	
Prerequisite Courses	
The prerequisite course of this program is intended for computer users who want to use the basic tools and features of Windows 10. Previous exposure to personal computers, desktop applications and the Internet is needed.	
Required Courses	• Using Microsoft Windows 10 (8 hours)
Program Objectives	• ACCESSING WINDOWS 10 • USING WINDOWS APPS AND DESKTOP APPLICATIONS • WORKING WITH FILES AND FOLDERS • ACCESSING THE INTERNET USING MICROSOFT EDGE • CUSTOMIZING THE WINDOWS 10 ENVIRONMENT • NSTALLING AND REMOVING DEVICES • USING WINDOWS 10 SECURITY FEATURE

PROGRAM PRICE	**$295**	**Lecture: 8 hours**
TOTAL INVESTMENT	$295	TOTAL LENGTH: 8 hours

Word Part 1	
Students learn how to use Word to create and edit simple documents; format documents; add tables and lists; add design elements and layout options; and proof documents.	
The Word Part 1 consists of 8 hours of lecture. Maximum student to instructor ratio is 32:1.	
Prerequisite Courses	
The prerequisite course of this program is Windows Part 1.	
Required Courses	• Word Part 1 (8 hours)
Program Objectives	• Getting Started with Word • Editing a Document • Formatting Text and Paragraphs • Adding Tables • Inserting Graphic Objects • Customizing the Word Environment
PROGRAM PRICE **$295**	**Lecture: 8 hours**
TOTAL INVESTMENT $295	TOTAL LENGTH: 8 hours

Word Part 2	
Students will create complex documents and build personalized efficiency tools using Microsoft Office Word.	
The Word Part 2 consists of 8 hours of lecture. Maximum student to instructor ratio is 32:1.	
Prerequisite Courses	
The prerequisite course of this program Word Part 1.	
Required Courses	• Word Part 2 (8 hours)
Program Objectives	• Working with Tables and Charts • Customizing Formats Using Styles and Themes • Using Images in a Document • Controlling Text Flow • Using Templates • Using Macros
PROGRAM PRICE **$295**	**Lecture: 8 hours**
TOTAL INVESTMENT $295	TOTAL LENGTH: 8 hours

Word Part 3		
Students will learn to collaborate on complicated documents and manage how the documents are accessed and distributed. Advanced features of Word enable students to revise, manage, and secure your business documents.		
The Word Part 3 consists of 8 hours of lecture. Maximum student to instructor ratio is 32:1.		
Prerequisite Courses		
The prerequisite course of this program is Word Part 2.		
Required Courses	• Word Part 3 (8hours)	
Program Objectives	• Collaborating on Documents • Adding Reference Marks and Notes • Simplifying and Managing Long Documents • Securing a Document • Forms	
PROGRAM PRICE	**$295**	**Lecture: 8 hours**
TOTAL INVESTMENT	$295	TOTAL LENGTH: 8 hours

Business Etiquette

In this course, students will understand the concepts of business etiquette and learn how to apply business etiquette rules in a wide variety of typical business situations.	
The Business Etiquette consists of 8 hours of lecture. Maximum student to instructor ratio is 32:1.	

Prerequisite Courses	
The prerequisite course of this program is a basic understanding of the mouse and keyboard.	
Required Courses	• Business Etiquette (8hours)
Program Objectives	• Office protocol • Professional conduct • Communicating in the workplace • Etiquette in communication • Business functions • Traveling for business

PROGRAM PRICE	$295	Lecture: 8 hours
TOTAL INVESTMENT	$295	TOTAL LENGTH: 8 hours

Business Problem Solving

In this course, students will understand the fundamentals of problem solving, develop critical thinking skills, and learn how to utilize problems solving techniques in a team environment.	
The Business Problem Solving consists of 8 hours of lecture. Maximum student to instructor ratio is 32:1.	

Prerequisite Courses	
The prerequisite course of this program is a basic understanding of the mouse and keyboard.	
Required Courses	• Business Problem Solving (8hours)
Program Objectives	• Problem solving basics • Problem solving in the corporate world • Problem-solving process • Critical thinking and information analysis • Problem-solving teams

PROGRAM PRICE	$295	Lecture: 8 hours
TOTAL INVESTMENT	$295	TOTAL LENGTH: 8 hours

Business Writing

In this course, students will learn how to use writing to effectively communicate information.	
The Business Writing consists of 8 hours of lecture. Maximum student to instructor ratio is 32:1.	
Prerequisite Courses	
The prerequisite course of this program is a basic understanding of the mouse and keyboard.	
Required Courses	• Business Writing (8hours)
Program Objectives	• Writing skills • Writing specific messages • Understanding proposals • Letter proposals • Formal proposals

PROGRAM PRICE	**$295**	**Lecture: 8 hours**
TOTAL INVESTMENT	$295	TOTAL LENGTH: 8 hours

Customer Service

This course provides guidelines and best practices for providing excellent customer service that will enable frontline associates and service staff in back-up and support roles to build, maintain, and increase a loyal customer base.	
The Customer Service consists of 8 hours of lecture. Maximum student to instructor ratio is 32:1.	
Prerequisite Courses	
The prerequisite course of this program is a basic understanding of the mouse and keyboard.	
Required Courses	• Customer Service (8hours)
Program Objectives	• Understanding Customer Service • Focusing on the Customer • Handling Complaints • Delivering Excellent Customer Service on the Telephone • Coping with Stress

PROGRAM PRICE	**$295**	**Lecture: 8 hours**
TOTAL INVESTMENT	$295	TOTAL LENGTH: 8 hours

Finance Essentials

This course will provide an overview of the basics of finance in business. It will cover financial roles and responsibilities in business organizations, discuss the purpose of financial reports and documents as well as how to read them.	
The Finance Essentials consists of 8 hours of lecture. Maximum student to instructor ratio is 32:1.	

Prerequisite Courses

The prerequisite course of this program is a basic understanding of the mouse and keyboard.

Required Courses	• Finance Essentials (8hours)	
Program Objectives	• Understanding Business and Finance • Reading Financial Reports and Documents • Focusing on Financial Institutions • Understanding Financial Management • Practicing Financial Ethics	
PROGRAM PRICE	**$295**	**Lecture: 8 hours**
TOTAL INVESTMENT	$295	TOTAL LENGTH: 8 hours

Fundamentals of Communication

This course provides an overview of the basic principles of business communication. It provides guidelines and best practices for effectively communicating in the workplace.	
The Fundamentals of Communication consists of 8 hours of lecture. Maximum student to instructor ratio is 32:1.	

Prerequisite Courses

The prerequisite course of this program is a basic understanding of the mouse and keyboard.

Required Courses	• Fundamentals of Communication (8hours)	
Program Objectives	• Understanding Business Communication • Communicating in Writing • Communicating with Graphics • Using Verbal and Non-verbal Communication • Communicating Electronically	
PROGRAM PRICE	**$295**	**Lecture: 8 hours**
TOTAL INVESTMENT	$295	TOTAL LENGTH: 8 hours

Grammar Essentials

In this course, students will review the rules of grammar, identify common grammar errors, and refine their business writing style.	
The Grammar Essentials consists of 8 hours of lecture. Maximum student to instructor ratio is 32:1.	

Prerequisite Courses	
The prerequisite course of this program is a basic understanding of the mouse and keyboard.	
Required Courses	• Grammar Essentials (8hours)
Program Objectives	• Identifying Nouns, Pronouns, and Verbs • Identifying Adjectives and Adverbs • Identifying Prepositions, Conjunctions, and Interjections • Identifying Rules • Identifying Correct Punctuation • Identifying Sentence Fragments, Run-ons, and Comma Splices • Improving Word Choices • Building Effective Sentences • Editing Effectively • Avoiding Hypercorrections

PROGRAM PRICE	**$295**	**Lecture: 8 hours**
TOTAL INVESTMENT	$295	TOTAL LENGTH: 8 hours

Project Management Fundamentals

In this course, students will identify effective project management practices and their related processes. They will examine the elements of sound project management and apply the generally recognized practices to successfully manage projects.	
The Project Management Fundamentals consists of 8 hours of lecture. Maximum student to instructor ratio is 32:1.	

Prerequisite Courses	
The prerequisite course of this program is a basic understanding of the mouse and keyboard.	
Required Courses	• Project Management Fundamentals (8hours)
Program Objectives	• Getting Started with Project Management • Initiating a Project • Planning for Time and Cost • Planning for Project Risks, Communication, and Change Control • Managing a Project • Executing the Project Closeout Phase

PROGRAM PRICE	**$295**	**Lecture: 8 hours**
TOTAL INVESTMENT	$295	TOTAL LENGTH: 8 hours