The Academy

Miami Campus

Course Catalog and Student Handbook

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The Academy

Miami Campus

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President's Statement

At The Academy, we believe that almost any individual, given the proper training, can become a successful professional in the Information Technology field. Our goal is to help our students to develop and enhance their computer skills; to introduce them into the IT industry as entry-level computer technicians; and to help them ascend, through long term planning and training, to the top levels of IT management. Given that the Director of Education and faculty at The Academy are IT professionals who have ascended the IT ladder personally, we feel uniquely qualified to help our students make that journey.

Legal Status

The Academy is a private, postsecondary school incorporated in the state of Florida. The legal name for The Academy is The Academy of South Florida Inc. The school was founded in 1999 and is presently owned by Christopher M. Perez. Additional information may be obtained by writing to: Christopher M. Perez, President, The Academy, 3721 NW 7th Street, Suite 3721-1, Miami, FL 33126– (305) 648-2000. Mr. Perez may also be contacted by visiting the school's website at http://www.academyflorida.com/ or e-mail at: cperez@academyfl.com.

Full-Time Faculty

Faculty Member	**Courses Taught:**	**Degrees/Diplomas Held & Awarding Institution:**
Jorge Machado Director of Education	A+ Computer Technician, Network Professional (+), Microsoft Office Specialist, Microsoft MCTS/MCITP Prep, Cisco Certified Network Associates Test Preparation, InfoSec Warrior, Network Technician, The Network Engineers, The Network Expert Program	Microsoft Certified Professional (MCP) Microsoft Certified Trainer (MCT) Microsoft Certified System Administrator (MCSA) Microsoft Certified Systems Engineer (MCSE) Microsoft Certified IT Professional (MCITP) CISCO: CCNA COMPTIA: A+ COMPTIA NETWORK + COMPTIA Security+
Bryan Roberts Staff Instructor	A+ Computer Technician, Microsoft MCTS/MCITP Prep, Application Architect, Information Technology Professional, Virtualization Professional, InfoSec Warrior.	Microsoft Certified Professional (MCP), Microsoft Certified Trainer (MCT). Microsoft Certified Systems Engineer (MCSE) Microsoft Certified IT Professional MCITP CISCO CCNA,
Paul Goodall Staff Instructor	A+ Computer Technician, Network Professional (+), Microsoft Office Specialist, Microsoft MCTS/MCITP Prep, Network Technician, The Network Engineers, The Network Expert Program	Microsoft Certified Professional (MCP), Microsoft Certified Trainer (MCT). Microsoft Certified Systems Engineer (MCSE) Microsoft Certified IT Professional MCITP CISCO CCNA,

Jorge Machado Staff Instructor	A+ Computer Technician, Network Professional (+), Microsoft Office Specialist, Cisco Certified Network Associates Test Preparation, Network Technician	COMPTIA: A+ COMPTIA NETWORK + COMPTIA Security+, CISCO CCNA, Microsoft Certified Professional (MCP), Microsoft Certified Trainer (MCT);
Robert Cott Staff Instructor	A+ Computer Technician, Network Professional (+), Cisco Certified Network Associates Test Preparation, InfoSec Warrior, Network Technician, The Network Engineers, The Network Expert Program	Microsoft Certified Professional (MCP) Microsoft Certified Trainer (MCT) Microsoft Certified System Administrator (MCSA) Microsoft Certified Systems Engineer (MCSE) CISCO: CCNA COMPTIA: A+ COMPTIA NETWORK + COMPTIA Security+
Kerry Davids Staff Instructor	Full Stack Web, Webmaster, Application Architect Professional	MCSA SQL 2016, MCSE SQL 2016, Microsoft Certified Professional (MCP), Microsoft Certified Trainer (MCT)

Administrative Staff

- Jorge Machado (Director of Education)
- Christopher Perez (Director of Admissions)
- Mareny Perez (Financial Services/ Student Services Director)
- Madelyn Gomez (Registrar/Student Services Administrative)
- Katherine Quezada (Testing Administrator/Student Services Assistant)
- Mary Ramos (Admissions Representative)
- Nicole Pichardo (Admissions Representative)
- Marcelle Carrion (Career Services Director)
- Joshua Gonzalez (Helpdesk)

I certify this catalog to be true and correct in content and policy.



January 9, 2026

Christopher Perez, Director of Education **Date**

Licensure

The Academy is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution can be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414 Tallahassee, Florida 32399-0400; Toll-Free Telephone Number: (888) 224-6684.

Programs offered by The Academy are available to all students without regard to race, age, religion, sex, creed, handicap or national origin. Catalog information is subject to modification at any time by proper administrative procedures to meet changing industry needs or regulatory requirements. Program costs are based on rates in effect on the date of the signing of the enrollment agreement.

History

The Academy was incorporated in March of 1999 with a vision of helping others to become successful working with computers. The school's goal was to give students the proper training to help them excel in the IT industry. The Academy was founded with one basic principle – to help students get a high-quality computer education at an affordable price. Students who have graduated from The Academy's program(s) have been able to seek employment with the skills and knowledge they have attained at the school and be successful in a competitive job market. In 2003, The Academy was re-established to fill the need for comprehensive computer training in South Florida. At the time, public schools were the main resource for computer training. The rapid growth of technology pointed to a current and future need for trained individuals to meet the need for computer specialists. For that reason, Christopher Perez a Microsoft certified trainer, decided to develop a computer training school to meet the needs of adult learners and companies who needed computer expertise.

Mission

The Academy's mission is to provide students with first-class education, actual hands-on experience, and a unique, personalized "student experience." Our goal is to ensure that each student obtains the proper tools needed to begin a career in the Information Technology field.

The Academy strives in all its activities to provide an atmosphere that fosters professional and personal development, academic achievement and social interaction.

Philosophy

The purpose of The Academy is to bridge the gap between students and employers through quality training and personal development. The combined teaching of personal and professional skills enables our students to live and work responsibly in a complex, changing society. The school emphasizes the awareness of the consequences of individual actions and choices.

At The Academy, we dedicate ourselves to providing our students with a quality educational experience -- leading to an enriching and profitable career. In achieving this goal, our administration, staff members, and educators understand the following: (a) the most important people in our organization are our students; (b) our students are not dependent on us, we are dependent on them; (c) the purpose of our work is our students; (d) all students who enter the doors at The Academy are entitled to respect, dignity, and the recognition that they are the future professionals of their newly chosen field of study; (e) the staff at The Academy will provide support to the student in the attainment of his/her personal and professional goals and (f) the only unjustified suggestion or complaint is the one which goes unspoken.

We, at The Academy, in support and agreement with this statement, promise to uphold these ideals to the fullest of our abilities.

School Facilities

The Academy is located at 3721 NW 7th Street, Suite 3721-1, Miami, FL 33126 and consists of 3,483 sq. ft. of classroom space. This location provides easy accessibility by private and public transportation. These facilities include administrative office space, classrooms with seating capacity for up to twenty-two students, library facilities able to accommodate up to five students, testing and laboratory facilities which can accommodate up to ten students, and ample common space for study. The classrooms are outfitted with up-to-date presentations and Tier-1 vendor supplied computer equipment selected to give the student experience on the same equipment encountered in the corporate Information Technology environment.

Admissions Requirements and Procedures

It is recommended that an incoming student have basic computer knowledge, but it is not required.

Applicants are required to complete and score a 70% or better on The Academy's in-house assessment exam based on both general knowledge and computer literacy. This exam is administered during the student's initial visit with his/her admissions representative. A student's score on the in-house assessment exam may result in the school's advising the student that the level of sophistication contained in some subject matter may be too advanced for the student and he/she may be directed to another program or denied admission altogether.

In addition to the assessment requirement, the applicant is also responsible for providing the school with a transcript and/or diploma to certify proof of completion of high school requirements. Applicants under the age of 18 may be accepted into the school if they have proof of high school education or equivalent AND receive authorization from a parent or legal guardian. Upon the student's successful fulfillment of both admissions requirements, he/she will be granted acceptance and shall remit a registration fee of $100.00 to confirm enrollment and to assure a place in the program. Prospective students are encouraged to visit the school before registration, although a visit is not necessary for acceptance. The Academy's Admissions Office is located 3721 NW 7th Street, Suite 3721-1, Miami, FL 33126 and is open Monday-Friday (8am-6pm).

Admissions Requirements and Procedures for Online Programs

It is recommended that an incoming student have basic computer knowledge, but it is not required.

All prospective students wishing to enroll in any of The Academy's online programs must take The Academy Online Admissions Assessment Examination and obtain a minimum score of 70% to be considered eligible for enrollment. Prospective students must meet with their assigned Academy admissions staff member using a modality listed within the "Acceptable Modalities of Communication" listed within The Academy Catalog. During this meeting, the Prospective Student must obtain confirmation from their assigned Academy admissions staff member of their approval for their desired Online Program. Prospective students who successfully complete The Academy Online Admissions Assessment Examination by obtaining a 70% score or better and have obtained Online Program approval from their assigned Academy admissions representative, will meet with The Academy Registrar to review and discuss their Online Program Enrollment Agreement. The Prospective Student must provide a signed copy of their Online Program Enrollment Agreement to The Academy Registrar via fax, scan, or U.S. Postal Service correspondence. Once a Prospective Student has completed the steps, they will obtain the status of Student within The Academy. The student will be enrolled for the appropriate course of their program and should begin work on their program at their earliest opportunity.

Acceptable Modalities of Communication (Online Programs)

Students and Prospective Students of The Academy's online programs will be required to communicate with members of The Academy's staff via a limited number of communication modalities, to ensure validity and authenticity of communications.

Acceptable modalities of communication will include in-person meetings, telephone, video teleconference (i.e. Skype), and internet chat (only via The Academy's website: http://www.academyflorida.com). Email and written correspondence will not be considered legitimate forms of communication in the context of The Academy's Online Programs, due to the inability to confirm the identity of the party that is engaged in the communication. Email correspondence may be used for informal communications between Students, Prospective Students, and Academy staff members. No formal actions may be taken, or formal requests made via email or written correspondence.

Student Complaint/ Grievance Procedure

The Academy's objective is the preparation of its graduates for a career in their field of training. If a student has a grievance, the following procedure must be followed. It is The Academy's desire that a grievance be settled at the lowest possible level and resolved as rapidly as possible.

1. A student will attempt to resolve a grievance with the person involved. Student has up to 15 business days to present such grievances from the day it took place.
2. If after the student presents his/her grievance, they are unable to resolve the grievance with the person involved, it should be submitted in writing to that person's supervisor.
3. If the grievance is still unresolved after two business days, a written summary is submitted to the Director of Education. A meeting will be set up to include the student, person involved and the Director of Education. Every effort will be made to resolve the grievance at this point.
4. If the Director of Education cannot resolve the grievance, a written summary by the Director of Education, along with all other materials, will be forwarded to the President. A written decision on the grievance report will be sent to the student and the Director of Education within five working days after receipt of the signed grievance.

If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the State Licensing Agency at the following address:

Commission for Independent Education
325 West Gaines Street, Suite #1414, Tallahassee, Florida 32399-0400
(888) 224-6684

Nondiscriminatory Policies

The Academy is committed to the principle of equal opportunity. The Academy does not discriminate on the basis of race, color, creed, religion, national origin, gender, sexual orientation, age, marital status, disability, and disabled veteran or Vietnam era veteran status. When requested, The Academy will provide reasonable accommodation to otherwise qualified students with disabilities.

Privacy Rights

To protect the privacy of students and families, Federal law sets certain conditions on the disclosure of personal information from records kept by schools. The relevant law is "The Family Educational Rights and Privacy Act of 1974" (PL98-380).

Information regarding a student's attendance or grades will not normally be released without the student's express written permission. Students should be aware that federal and state agencies periodically request personal, attendance and grade information to verify both attendance and satisfactory progress. This information is required for continued enrollment in various tuition funding programs. The school will release information to these agencies as required by law. Disclosure may also be made to the student's parent, if the student is a dependent of the parent, as defined by the Internal Revenue Service. The school will maintain a written record of each request for access and each disclosure of personally identifiable student information.

Attendance Policy

Students are encouraged to have the best attendance record they possibly can. Student absences must not exceed 20% of the total program length or the student will be dismissed from training. Students who have four (4) absences will immediately receive a verbal and/or written warning about their absences. Students who have more than eight (8) consecutive days of absence will be dismissed from training. A student who exceeds the 20% allowable absences during the final 25% of the program may be dismissed from training at the Director of Education's discretion.

School holidays are not considered as days of absence. A student shall have the right to observe his/her appropriate religious holidays without penalty or reprisal. Such approved holiday absences will be taken into account when calculating a student's overall attendance and will not result in a penalty to the student. All absences for religious purposes must be submitted by the student to the Director of Education at least five (5) calendar days prior to the expected date of absence.

VA Student Attendance Policy

VA students who exceed three unexcused absences in a calendar month will lose veterans educational benefits for that month. The Director of Education will determine whether an absence is excused or unexcused. VA students must also comply with the general standards of attendance progress and attendance policy as described above.

Operating and Classroom Hours

The Academy offers different class schedules to accommodate working students. Morning classes meet from 8:00 a.m. to12:00p.m. (Monday – Friday), Afternoon classes meet from 1:00pm – 5:00pm (Monday-Friday) and evening classes from 6:00pm to 10:00 p.m. (Monday – Friday). Program lengths vary depending on the total clock hours in the program. A clock hour is defined as a period of (60) sixty minutes with a minimum of (50) fifty minutes of instruction in the presence of an instructor. The Academy has open enrollment classes and the student is advised of his/her start and anticipated program completion date prior to enrollment. The Academy's administrative offices are open Monday – Friday 8:00am – 6:00pm.

Absences, Tardiness and Leaving Early

An absence, regardless of the reason, is recorded each time a student fails to attend a regularly scheduled class period. Students are considered tardy if they arrive for class or laboratory after the scheduled starting time. Tardiness and/or leaving early are recorded as part of the absence totals. Absences, tardiness, and leaving early become a part of the student's permanent attendance record. A total of two (2) tardies and/or leaving class early will result in one (1) absence. Students may be required to make up hours and training if the time missed will have an adverse effect on continued progress in the program. All make-up work is at the discretion of the instructor and the Director of Education.

Make-Up Policy

All assignments, tests, etc. are due as scheduled in the syllabus. The Academy recognizes both excused and unexcused absences. In the case of an excused absence, the student may make-up the quiz or exam within three school days with no grade penalty. After the three-day window, ten points will be deducted from the overall test grade for every day past the three-day grace period. In the case of an unexcused absence, while the same make-up policies will be in effect, The Academy will recognize 90% as a "perfect score" and reduce ten points per day after the third day that the student returns to school.

Credit Transfer

The Academy does not grant advanced standing or credit to students for previous education or training. The Academy does not accept college or university credit toward any certificate granting program. The Academy cannot guarantee that credits earned at The Academy will be accepted by another institution. It is the student's responsibility to confirm whether or not credits obtained at The Academy are transferable to another institution of the student's choice.

VA Student Credit Transfer and Evaluation

In accordance with United States Department of Veterans' Affairs law, all incoming students using VA education benefits for training at The Academy will have an opportunity to have any previous training and/or education reviewed by the Director of Education to determine if credit towards his/her program of interest can be awarded. Incoming students wishing to have previous credit and/or credentials evaluated must submit official transcripts and/or supporting documentation to the registrar's office previous to the start date of their program. Acceptable supporting documentation includes official university/college transcripts, certificates of training completion issued during active duty, and vocational certification award documents. Students will receive written notification of the acceptance or rejection of credit within (5) five business days of submission of supporting documentation to the registrar's office. The maximum of transferable credits accepted cannot exceed 40 credits. Any documentation submitted by the student and correspondence regarding credit review, approval and/or denial will be retained in the student's file indefinitely.

Leaves of Absence

The school does not offer leaves of absence. Students experiencing difficulties in attending classes should meet with Student Services personnel.

Costs

All tuition costs are detailed in the specific program sections of this catalog. Program and individual course expenses are based on clock hour distributions of program elements that include both theoretical and practical training. A clock hour is defined as a period of sixty (60) minutes, with a minimum of fifty (50) minutes of instruction in the presence of an instructor.

Grading Scale

THE ACADEMY
Grading Policy
Grade Definitions

Grade	Grade Value
A 90-100%	4.0
B 80- 89%	3.0
C 70- 79%	2.0
D 60- 69%	1.0
F 0-59%	0.0

None of the following annotations are included in the computation of the GPA.

GP	Grade Point
GPA	Grade Point Average
I	Incomplete
W	Withdrawal
AU	Audit
CN	Continuation
N/A	Not Applicable

Students who officially withdraw from the school will receive a grade of "W."

Standards of Academic Progress

Students must (a) maintain the minimum cumulative grade point averages indicated in the table below and (b) must attend, at minimum, 80% of the total number of clock hours in their respective program.

	Terms in Attendance												
Program Length	**Term 1**	**Term 2**	**Term 3**	**Term 4**	**Term 5**	**Term 6**	**Term 7**	**Term 8**	**Term 9**	**Term 10**	**Term 11**	**Term 12**	**Term 13**
>1 Term	2.0												
1 Term	2.0												
2 Terms	1.5	2.0	2.0										
3 Terms	1.0	1.5	2.0	2.0									
4 Terms	1.0	1.5	2.0	2.0	2.0	2.0							
5 Terms	1.0	1.5	2.0	2.0	2.0	2.0	2.0						
6 Terms	1.0	1.5	1.7	2.0	2.0	2.0	2.0	2.0	2.0				
7 Terms	1.0	1.5	1.7	2.0	2.0	2.0	2.0	2.0	2.0	2.0			
8 Terms	1.0	1.0	1.5	1.7	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	
9 Terms	1.0	1.0	1.5	1.7	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0

Academic Probation

A student who, at the end of any term, fails to demonstrate satisfactory academic progress as defined by the table above will be placed on probation for the next term. At the end of the first probation term, the student's progress will be reassessed. Any student who again fails to make satisfactory progress will be placed on a second and final probation. At the end of the second probation period, the student must achieve the required cumulative GPA or be dismissed from training.

Upon achieving the minimum required cumulative GPA at the end of either the first or second (consecutive) academic probation, the student will be removed from probation.

A student who feels that he/she unfairly placed on probation may submit a written appeal to the Director of Education within 7 business days. The Director of Education will evaluate the appeal on its individual merits and may elect to waive satisfactory progress requirements considering extenuating circumstances, such as serious student illness, student injury, or death in the family. A decision will be reached and returned to students within 7 business days of receipt. The appeal and the decision will be documented in the student's file, and the Director of Education's decision will be final. A separate academic probation policy applies to VA students.

Standards of Academic Progress for VA Students

Students receiving veterans' educational benefits (VA students) must maintain a minimum grade point average (GPA) of 2.0 each term. In addition, VA students must meet all skill or technical requirements of the training program in which enrolled.

A VA student whose GPA falls below 2.0 at the end of any term will be placed on academic probation for the next two terms. If the VA student's GPA is still below 2.0 at the end of the probation period, the student's VA educational

benefits will be terminated. A VA student may petition the school to be recertified for VA educational benefits after one term has elapsed. The school may recertify the VA student only if there is a reasonable likelihood that the student will be able to maintain satisfactory academic progress for the remainder of the training program.

Standards of Academic Progress for Online Programs

Each Course of The Academy's Online Programs is to be completed within a span of nine calendar weeks of initiation. During this time, a student's access to the materials of the Online Program will be reviewed on a weekly basis by The Academy Student Services staff. A student's access to the contents of their enrolled Online Program will constitute their attendance to their respective course(s). This span of nine weeks will be referred to as the student's "Term". Each week, Students of The Academy's Online Programs will be contacted by members of The Academy staff to review and discuss their attendance for the preceding week, as well as their upcoming attendance expectations. Students must attend and complete the full complement of assigned Course materials within the Term of their enrolled Online Program Course. Students who fail to complete the full complement of assigned Course materials within the designated Term will be considered to have failed the Course for that given Term and shall receive a 0.0 Grade Point Average for that Term. In accordance with the established Academy Policy for Satisfactory Academic Progress, Students must maintain a Cumulative Grade Point Average (CGPA) of 2.0 to remain in Good Academic Standing and, as such, be allowed to continue their Enrolled Program at The Academy. Satisfactory Academic Progress and Academic Probation practices for Students enrolled in any of The Academy's online programs will be subject to the same rules and practices as those of Students enrolled in any of The Academy's on-campus programs.

Academic Transcripts

An official copy of each student's transcript is available to the student upon request within (3) three business days. The school reserves the right to withhold an official transcript if the student's financial account is in arrears. Transferability of hours attended at the school is limited and rests entirely on the decision of the receiving institution. There is no guarantee that the hours earned at The Academy will be accepted at another educational institution.

Re-Admission to Training

Students wishing to re-enter school to complete training or to repeat a course must apply for re-admission and pay a $100 re-admission fee. Once approved, the re-entering student must execute a new enrollment agreement and will be charged the prevailing tuition and fees (if applicable). The tuition for re-admission is prorated based on the number of contact hours required for the program. Re-entry or re-admission is offered on a space available basis and as the required course(s) become available. If a course is repeated, the higher of the two grades earned will be used to calculate the student's cumulative GPA.

Rules of Conduct – Termination Policy

Students attending classes at The Academy are expected to act with self-discipline, professionalism and to conduct themselves as responsible citizens both at the training complex and in the community. Mutual respect between students and faculty is paramount. Should any instance occur where the student's behavior is in question, he/she will receive a verbal warning. Should the student disregard the verbal warning and commit the same offense again, he/she will be subject to termination.

Should the infraction be of a grievous nature, the student will be terminated from the school immediately without a verbal warning. Students may be terminated from enrollment for the reasons listed below. Further clarification of these policies is available from the Director of Education and may be requested at any time.

Rules of Conduct – The Academy

Should any instance occur where the student's behavior is in question, he/she will receive a verbal warning. Should the student disregard the verbal warning and commit the same offense again, he/she will be subject to termination for the reasons listed below.

- In the school and student's best interests when the student is on probation and in the judgment of school officials no progress is in evidence nor anticipated.
- Failure to meet academic or attendance criteria
- Undesirable conduct which compromises or poses a threat of danger to the safety, health or property of the school including, but not limited to, other students, faculty, staff, officers, and/or him/herself.
- Undesirable conduct which is disruptive to the educational process and classroom environment.
- Gambling on any school premises or property.
- Sexual harassment, abusive language, use of profanity or threats to school staff or faculty.
- Failure to adhere to school rules contained in the school catalog, handbooks or other school publications.
- Academic Dishonesty including plagiarism and/or cheating.

Should the infraction be of a grievous nature, the student will be terminated from the school immediately without a verbal warning. Students may be terminated from enrollment for the reasons listed below.

- Use of and/or Possession of unauthorized and/or illegal drugs on school property.
- Failure to meet financial obligations as outlined in the Enrollment Agreement.
- Theft of goods, property or services.
- Possession or use of firearms or any other potentially dangerous weapon.

Appeal of Academic or Disciplinary Decisions

Students may appeal any academic or disciplinary decision taken by any member of faculty or staff by submitting a request in writing to the Director of Education within 30 days of the pronouncement of the decision. The Director of Education and Executive Staff will consider the appeal request and return a decision within 5 business days of appeal request submission. Decisions made by the Director of Education and Executive Staff regarding appeals to Academic or Disciplinary actions will be final and cannot be appealed further.

Completion Requirements

The credential awarded to all program graduates at The Academy is a Certificate of Completion. To be eligible to receive a certificate of completion for any given program, the student must have completed all required course work and have submitted all required tests and lab assignments for his/her selected program. The student must have also met all standards for satisfactory academic progress and have satisfactorily fulfilled all financial, academic, and other obligations to the school before matriculation.

Student Services

The Student Services Department coordinates all academic advising and personal advising for currently enrolled students. The Student Services Department is also in charge of the supervision and monitoring of attendance records, placement assistance and activities, information concerning local housing, transportation, childcare and relevant coping skills, and general development appropriate to higher education students. For questions and/or concerns relating to student services-related issues, please email studentservices@academyfl.com.

Learning Resource Center

Students are encouraged to utilize the school's Learning Resource Center (LRC). The LRC is presently located on the Second Floor of The Academy and is open from 9:00am-7:00pm (Monday-Friday; except holidays). Students may use the library for research, reference, and study projects. In addition to the video tapes, audio tapes, test reviews, CBT's, reference material, books and periodicals available for student usage, students can access and utilize software and applications on computer workstations provided in the computer lab located within the library. For more information of the LRC or to schedule an introduction to its usage, please email studentservices@academyfl.com.

Students are also encouraged to visit our new digital LCR located at http://academyfl.com/show.aspx?mi=6287. This resource is available 24/7 via the Internet and contains a wide range of information that is relevant to current information technology topics and studies.

Job Placement Assistance and Career Services

The Academy is vitally interested in the student as an individual. Individual and group advisement directed at personal and career concerns is available from highly experienced staff members. Career Services is a division of the Student Services Department which concentrates on preparing the student for successful entry into the job market following graduation.

Information on obtaining career services is available through the Career Services Office on the Third Floor or by emailing studentservices@academyfl.com.

Career Services assistance is available in the following areas: resume preparation, job search techniques and interview techniques, dressing for the job interview, and what to do following the interview.

In addition to providing a variety of presentations and activities aimed at aiding the student in his/her job search, the Career Services Office also maintains a job board and online forum where potential employers and available positions will be posted for student review. The school will assist the student with employment to the very best of its ability but **cannot guarantee employment or internships**.

Procedure for Withdrawing

Students who wish to terminate their training for any reason are required to take the following steps:

Notify the Student Services Department in writing at 3721 NW 7th Street, Suite 3721-1, Miami, FL 33126 or by email studentservices@academyfl.com. The written notification should explain the reasons for wishing to terminate. Students will have the opportunity to meet with an appropriate staff member to determine if the problem can be resolved without termination.

Student Records

Under the authority of the Family Educational Rights and Privacy Act of 1974, as amended, students have the right to examine certain school files, records, or documents which pertain to them. The school must permit students to examine such records within forty-five days after submission of a written request, and to obtain copies of such records upon payment of a reproduction fee.

Students may request that the school amend his/her education records on the grounds that they are inaccurate, misleading, or in violation of their right of privacy. In the event that the school refuses to amend the records, students may, after complying with the Academic Grievances Procedure, request a hearing before the Director of Education and at least one representative from the Student Services Department. If the outcome of a hearing is unsatisfactory, the student may submit an explanatory statement for inclusion in the education record. Students have the right to file complaints as outlined in the Academic Grievances section of the Catalog.

Education records are all school files, records or documents which contain information directly related to the student. Examples of education records are the student attendance records, transcripts, grades, placement files and financial aid files. The only people allowed access to such records are those who have a legitimate administrative or educational interest.

Academic Calendar 2026

JANUARY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	28	27	28	

MARCH

S	M	T	W	T	F	S
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

JULY

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
12	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SEPTEMBER

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER

S	M	T	W	T	F	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

DECEMBER

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Start of Term
End of Term
Holidays
Last Day to Drop

WINTER 2023-24

Jan.1	New Years (School Closed)
Jan. 6	Start of TERM 1
Jan. 10	Last Day for Add/Drop
Jan. 20	Martin Luther King Jr. (Faculty Workday)
Feb. 14	End of TERM 1
Feb. 17	Presidents Day (Faculty Workday)
Feb. 24	Start of TERM 2
Feb. 28	Last Day for Add/Drop

SPRING 2024

Apr. 17-18	Good Friday (School Closed)
Apr. 4	End of TERM 2
Apr. 14	Start of TERM 3
Apr. 18	Last Day for Add/Drop
May. 23	End of TERM 3
May. 26	Memorial Day (School Closed)

SUMMER 2024

Jun. 2	Start of TERM 4
Jun. 6	Last Day for Add/Drop
Jun. 19	Juneteenth (School Closed)
Jul. 4	Independence Day (School Closed)
Jul. 11	End of TERM 4
Jul. 21	Start of TERM 5
Jul. 25	Last Day for Add/Drop
Aug. 29	End of TERM 5

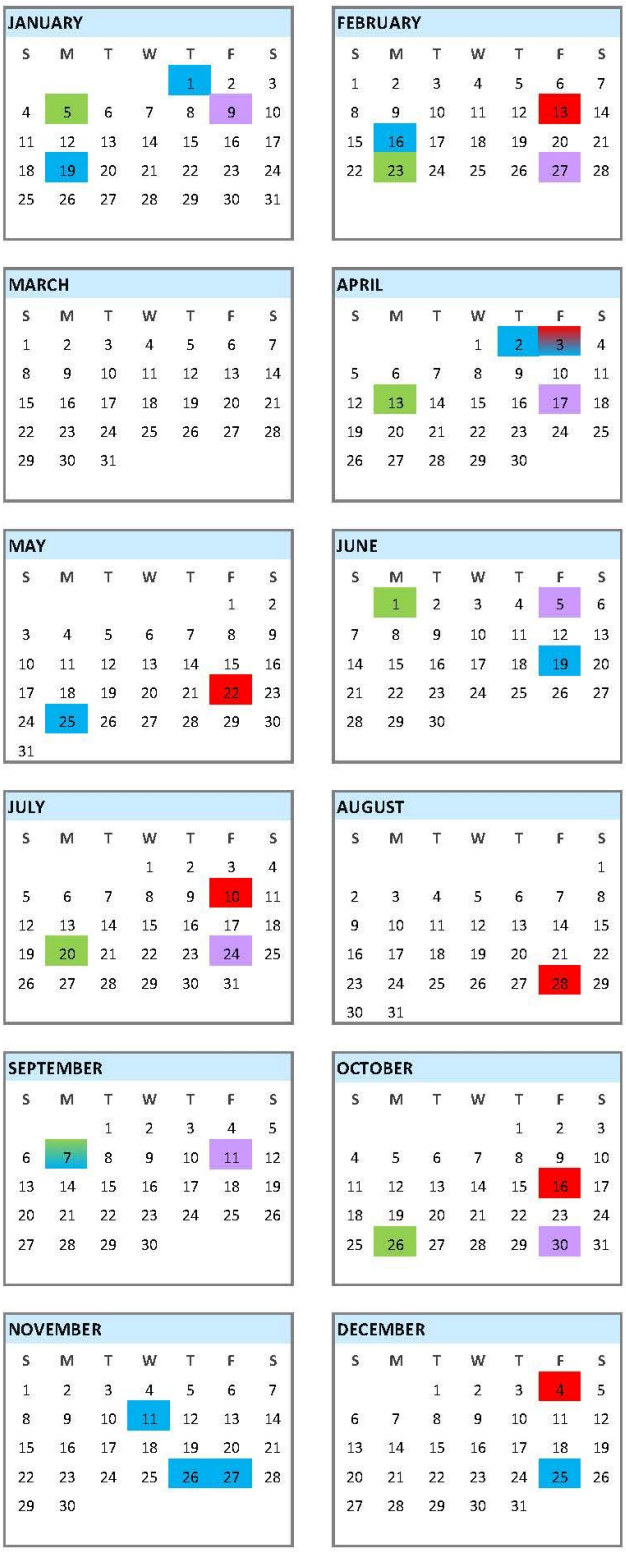
FALL 2024

Sep. 1	Labor Day (School Closed)
Sep. 8	Start of TERM 6
Sep. 12	Last Day for Add/Drop
Oct. 17	End of TERM 6
Oct. 27	Start of TERM 7
Oct. 31	Last Day for Add/Drop
Nov. 11	Veterans Day (Faculty WorkDay)
Nov. 27-28	Thanksgiving Break (School Closed)

WINTER 2024

Dec. 5	End of TERM 7
Dec. 25	Christmas Day (School Closed)

Academic Calendar 2027



Start of Term
End of Term
Holidays
Last Day to Drop

WINTER 2026

Jan. 1	New Years (School Closed)
Jan. 5	Start of TERM 1
Jan. 9	Last Day for Add/Drop
Jan. 19	Martin Luther King Jr. (Faculty Workday)
Feb. 13	End of TERM 1
Feb. 16	Presidents Day (Faculty Workday)
Feb. 23	Start of TERM 2
Feb. 27	Last Day for Add/Drop

SPRING 2026

Apr. 2-3	Good Friday (School Closed)
Apr. 3	End of TERM 2
Apr. 13	Start of TERM 3
Apr. 17	Last Day for Add/Drop
May. 22	End of TERM 3
May. 25	Memorial Day (School Closed)

SUMMER 2026

Jun. 1	Start of TERM 4
Jun.	Last Day for Add/Drop
Jun. 19	Juneteenth (School Closed)
Jul. 4	Independence Day
Jul. 10	End of TERM 4
Jul. 20	Start of TERM 5
Jul. 24	Last Day for Add/Drop
Aug. 28	End of TERM 5

FALL 2026

Sep. 7	Labor Day (School Closed)
Sep. 7	Start of TERM 6
Sep.	Last Day for Add/Drop
Oct. 16	End of TERM 6
Oct. 26	Start of TERM 7
Oct. 30	Last Day for Add/Drop
Nov. 11	Veterans Day (Faculty WorkDay)
Nov. 26-27	Thanksgiving Break (School Closed)

WINTER 2026

Dec. 4	End of TERM 7
Dec. 25	Christmas Day (School Closed)

Course Numbering System

The course numbering system reflects an abbreviation for each course. Within each program, there may be several courses that are numbered in a hierarchical order to display the normal progression through each individual program.

Payment Options

The Academy requires that payment or payment arrangements for tuition are made prior to the start of the first-class session. Various payment options are available:

- **Pay in Full:** The Academy accepts cash, personal or company check or credit card payments.
- **Educational Loans:** The Academy works with several financing institutions to assist students in paying for their training. Information regarding education loans and current interest rates can be obtained by visiting the Financial Services Coordinator or by emailing studentservices@academyfl.com.
- **In House Payment Plan:** Under certain circumstances, The Academy will agree to provide financing for students unable to otherwise find funding in advance of class start on a case-by-case basis. Information regarding education loans and current interest rates can be obtained by visiting the Financial Services Coordinator or by emailing studentservices@academyfl.com.

Cancellation and Refund Policy

1. Should a student cancel or withdraw for any reason, written notification must be submitted to the school to the attention of the Student Services Department.
2. Students who have not visited the school prior to enrollment will have the opportunity to withdraw without penalty within three business days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of the equipment where training and services are provided.
3. All refunds will be made (including $100.00 registration fee) if the applicant is not accepted by the school or if the student cancels within three (3) business days (or 72 hours) after signing the enrollment agreement and making initial payment.
4. If tuition and fees are collected in advance of entrance, and if, after the expiration of the 72-hour cancellation privilege, the student does not enter school or receive textbooks, materials, exams or other miscellaneous items, not more than $100.00 shall be retained by the school.
5. Cancellation after attendance has begun, through 40% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
6. Cancellation after completing more than 40% of the program will result in no refund.
7. For refund calculation purposes, a student's last date of attendance shall be used to determine total hours taken towards a program's total hours.
8. A student may apply previously paid tuition to another program pursuant to these policies within one year from the first scheduled class date of the original program. A student may apply tuition to another program only once.

9. Refunds will be made in the same payment method and to the same payee that the tuition payment was originally made. Refunds by credit card will generally be refunded to the same credit card used to pay the tuition. Refunds by check or cash will be refunded by check.
10. All refunds will be made within 30 days of the date that the student withdraws or is administratively withdrawn. The Academy will determine that a student has withdrawn when they receive written notification from the student wishing to withdraw, when the student is absent from scheduled class for 8 consecutive days and/or when the student fails to meet satisfactory academic progress requirements as defined in The Academy Course Catalog and Student Handbook.

Employment Disclaimer

The Academy makes no guarantee of employment upon completion of any training program.

Disclosure Statement

The school reserves the "right to change the program outlines, start dates, tuition, and/or to cancel programs." Currently enrolled students will not be affected by tuition increases. All program cancellations shall be in accordance with the Department of Education and State of Florida Rules and Regulations.

Policy on Special Accommodations

The Academy through the Student Services Department arranges academic accommodation for enrolled students upon request. Services must be arranged in advance and require documentation of the disability. Technical and adaptive equipment is available upon request from the Student Service Department. Additional information is available by calling (305) 648-2000 or by emailing studentservices@academyfl.com.

Curriculum Outlines - Vocational Programs

A+ Computer Technician

Certificate of Completion
60 Clock Hours
3 Weeks

Program Description:

The core training for this program is defined by the competencies emphasized by CompTIA A+ Essentials curriculum. Upon graduation from the A+ Computer Technician Program, students will demonstrate a solid understanding of personal computer (PC) hardware. They will be able to identify different components of PCs and describe their function, perform basic disk storage device management tasks, and install software (operating systems and applications), identify, and troubleshoot basic hardware and software failures, and manage files using both graphical user and command line interfaces.

Program Objective:

The objective of the CompTIA A+ Computer Technician Program is to prepare individuals to become entry-level computer service technicians. The curriculum focuses on the ability to build, repair and upgrade personal computer hardware. After completion of the program, graduates will possess the knowledge and skills necessary to seek employment in a variety of entry-level, computer service positions.

Certification Exams:

Exam 220-1101: CompTIA A+ Exam 1
Exam 220-1102: CompTIA A+ Exam 2

Program Breakdown by Course:

Course #	Course Title	Clock Hours
A+ (1)	Personal Computer Components- This course covers how to install, manage, monitor, configure, upgrade, and troubleshoot computer hardware components.	7
A+ (1) L	Personal Computer Components Lab- This lab covers all necessary principals of how computer hardware components work.	7
A+ (2)	Operating Systems- The course covers the technical skills required to install, configure, upgrade, and troubleshoot computer software using Microsoft	4
A+ (2) L	Operating Systems Lab- This lab covers all necessary skills to maintain Windows based computers.	2
A+ (3)	Printers and Scanners- The course covers the technical skills required to install, configure, upgrade, and troubleshoot printers and scanners.	2
A+ (3) L	Printers and Scanners Lab- This lab covers the installation, configuration, upgrade and troubleshooting of printers and scanners.	2
A+ (4)	Networks- This course covers how to install, configure, upgrade, monitor, and troubleshoot various network components in order to allow computers to communicate with each other.	2
A+ (4) L	Networks Lab- This lab covers skills for all hardware and software networking components.	2
A+ (5)	Security- This course covers industry-wide topics, including communication security, infrastructure security and operational and organization security.	2
A+ (6)	Network Theory- This course covers how to install, configure, upgrade, monitor, and troubleshoot various network components in order to allow computers to communicate with each other.	2
A+ (7)	Network Communication Methods- NBF supports two types of network communication methods: unreliable connectionless communications and reliable connection-oriented communications.	2

A+ (8)	Network Data Delivery- This course defines and stresses on the NDD (Network Data Delivery), which is a novel network data sharing system.	2
A+ (9)	Network Media and Hardware- As technology grows and IP-based networks are integrated into building infrastructure and household utilities, network hardware becomes an ambiguous statement owing to the increasing number of 'network capable' endpoints	3
A+ (10)	Network Implementations- Network implementation consists of the following steps: Physical network design, Remote Access requirements, Testing, and Documentation	3
A+ (11)	Networking with TCP/IP- This course provides theoretical and practical grounding in the operation of core TCP/IP and internet protocols	3
A+ (12)	Networking with TCP/IP Lab- This lab allows students to understand firewalling and routing, and it emphasizes the use of SNMP for integrated management of network devices and applications	3
A+ (13)	TCP/IP Services- This course explains students how to avoid common internetworking problems, configure hosts and access internetworks using TCP/IP protocols and Troubleshoot TCP/IP networks using protocol analysis techniques	3
A+ (14)	Local Area Network (LAN) Infrastructure Lab- This lab allows students to determine e which wireless client devices require drivers installed on the client node.	3
A+ (15)	Wide Area Network (WAN) Infrastructure- This course teaches the students to design strategies for implementing dial-up and Virtual Private Networking.	3
A+ (16)	Wide Area Network (WAN) Infrastructure Lab- After this lab, students should be able to design strategies for implementing dial-up and Virtual Private Networking	3
	TOTAL:	**60**

Course Book List:

CompTIA A+ Complete Study Guide: Exam Core 1 220-1101 and Exam Core 2 220-1102 4th Edition by Quentin Docter (Author), Jon Buhagiar (Author)

Program Cost:

Tuition	$3,933.00
Fees	$100.00
Books & Supplies	$250.00
Exam Fees	$712.00
Total Program Cost	$4,995.00

Application Architect Professional

Certificate of Completion
360 Clock Hours
18 Weeks

Program Description:

The core training for this program is defined by the competencies emphasized in attaining the Microsoft Technology Associate in Software Development, Javascript and Python. The core training for this program is also defined by the Microsoft Azure Developer Associate, Microsoft Azure Database Administrator and Microsoft Azure Database Analyst certifications. These certifications ensure that the holder possesses competencies in creating, developing, maintaining, and deploying web applications and SQL Databases. This program will prepare students for a position as either a full stack web developer, mobile app developer, web administrator, database administrator, or data analyst, Students in the Application Architect Program will be provided with hands-on learning in order to ensure that they receive ample experience in both structured learning and “real world” cloud environments.

Program Objective:

The objective for the Application Architect program is to teach individuals how to code, design and implement applications using today's most used programming languages and tools. The program provides training on the following programming languages: C#, Javascript and Python. Programming concepts such as proper syntax, data storage options, data connections, APIs, app authentication and authorization, compute and container deployment, debugging, performance tuning, and monitoring will be covered in this program. The focus will be on coding activities that enhance the performance and scalability of web applications for PCs running a Microsoft Windows® operating system. Azure compute, storage and security is covered in this program along with cloud-native and hybrid data platform solutions built on Microsoft Azure using SQL. Students will learn to write basic Transact-SQL queries and learn how to properly maintain a SQL Database. Students will also learn how to enable businesses to maximize the value of their data assets by using Microsoft Power BI. With Power BI students will create data models, clean and transform data and create easy-to-comprehend data visualizations. A Certificate of Completion will be awarded upon successful completion of this program.

The coding lab scenarios in this course are selected to support and demonstrate the structure of various application scenarios. They are intended to focus on the principles and coding components/structures that are used to establish a software application and a web application. This course uses C#.Net, Python, React.js, Node, Git, Microsoft Azure (Cloud), Visual Studio, Microsoft SQL, and many other tools.

Certification Exams:

Exam: 98-361: Software Development Fundamentals Exam
Exam: AZ-204: Developing Solutions for Microsoft Azure
Exam: 98-382: Introduction to Programming Using JavaScript
Exam: 98-381: Introduction to Programming Using Python
Exam: DP-300: Administering Relational Databases on Microsoft Azure
Exam: PL-300: Microsoft Power BI Data Analyst

Program Breakdown by Course:

Course #	Course Title	Clock Hours
DADP (1)	Azure Database Administrator The Azure Database Administrator implements and manages the operational aspects of cloud-native and hybrid data platform solutions built on Microsoft Azure data services and Microsoft SQL Server.	60
DADP (2)	Azure Database Analyst Data Analysts enable businesses to maximize the value of their data assets by using Microsoft Power BI.	60
DP200-1 (1)	Implementing an Azure Data Solution Azure Data Engineers design and implement the management, monitoring, security, and privacy of data using the full stack of Azure data services to satisfy business needs.	60
DP200-1 (2)	Designing an Azure Data Solution This exam measures your ability to accomplish the following technical tasks: implement data storage solutions; manage and develop data processing; and monitor and optimize data solutions.	60
AZ204	Developer Associate Microsoft Azure Developers design, build, test, and maintain cloud solutions, such as applications and services, partnering with cloud solution architects, cloud DBAs, cloud administrators, and clients to implement these solutions.	120
	TOTAL:	**360**

Course Book List:

Exam 98-361 MTA Software Development Fundamentals by Microsoft Official Academic Course
Exam Ref AZ-204 Developing Solutions for Microsoft Azure
A Smarter Way to Learn JavaScript. The new tech-assisted approach that requires half the effort 1st Edition by Mark Myers (Author)
A Smarter Way to Learn Python: Learn it faster. Remember it longer. Paperback – August 9, 2017 by Mark Myers (Author)
DP-300T00 - Administering Relational Databases on Microsoft Azure
PL-300: Microsoft Power BI Data Analyst

Program Cost:

Tuition	$14,400.00
Fees	$100.00
Books & Supplies	$1,000.00
Exam Fees	$750.00
Total Program Cost	$16,250.00

Application Architect Professional - Online

Certificate of Completion
227.50 Clock Hours
27 Weeks

Program Description:

The core training for this program is defined by the competencies emphasized in attaining the Microsoft Technology Associate in Software Development, Javascript and Python. The core training for this program is also defined by the Microsoft Azure Developer Associate, Microsoft Azure Database Administrator and Microsoft Azure Database Analyst certifications. These certifications ensure that the holder possesses competencies in creating, developing, maintaining, and deploying web applications and SQL Databases. This program will prepare students for a position as either a full stack web developer, mobile app developer, web administrator, database administrator, or data analyst, Students in the Application Architect Program will be provided with hands-on learning in order to ensure that they receive ample experience in both structured learning and “real world” cloud environments.

Program Objective:

The objective for the Application Architect program is to teach individuals how to code, design and implement applications using today’s most used programming languages and tools. The program provides training on the following programming languages: C#, Javascript and Python. Programming concepts such as proper syntax, data storage options, data connections, APIs, app authentication and authorization, compute and container deployment, debugging, performance tuning, and monitoring will be covered in this program. The focus will be on coding activities that enhance the performance and scalability of web applications for PCs running a Microsoft Windows® operating system. Azure compute, storage and security is covered in this program along with cloud-native and hybrid data platform solutions built on Microsoft Azure using SQL. Students will learn to write basic Transact-SQL queries and learn how to properly maintain a SQL Database. Students will also learn how to enable businesses to maximize the value of their data assets by using Microsoft Power BI. With Power BI students will create data models, clean and transform data and create easy-to-comprehend data visualizations. A Certificate of Completion will be awarded upon successful completion of this program.

The coding lab scenarios in this course are selected to support and demonstrate the structure of various application scenarios. They are intended to focus on the principles and coding components/structures that are used to establish

a software application and a web application. This course uses C#.Net, Python, React.js, Node, Git, Microsoft Azure (Cloud), Visual Studio, Microsoft SQL, and many other tools.

Certification Exams:

Exam: 98-361: Software Development Fundamentals Exam
Exam: AZ-204: Developing Solutions for Microsoft Azure
Exam: 98-382: Introduction to Programming Using JavaScript
Exam: 98-381: Introduction to Programming Using Python
Exam: DP-300: Administering Relational Databases on Microsoft Azure
PL-300: Microsoft Power BI Data Analyst

Program Breakdown by Course:

Course #	Course Title	Clock Hours
Orientation	This section will provide the student with a brief introduction to e-learning at The Academy. The tutorial will provide the student with information on logging in, checking email, and navigating through the e-learning portal.	1.5
DADP	Azure Database Administrator & Analyst The Azure Database Administrator implements and manages the operational aspects of cloud-native and hybrid data platform solutions built on Microsoft Azure data services and Microsoft SQL Server. Data Analysts enable businesses to maximize the value of their data assets by using Microsoft Power BI.	75
DP200	Designing & Implementing an Azure Data Solution This exam measures your ability to accomplish the following technical tasks: implement data storage solutions; manage and develop data processing; and monitor and optimize data solutions. Azure Data Engineers design and implement the management, monitoring, security, and privacy of data using the full stack of Azure data services to satisfy business needs.	75
AZ204	Developer Associate Microsoft Azure Developers design, build, test, and maintain cloud solutions, such as applications and services, partnering with cloud solution architects, cloud DBAs, cloud administrators, and clients to implement these solutions.	76
	TOTAL:	**227.50**

Course Book List:

Exam 98-361 MTA Software Development Fundamentals by Microsoft Official Academic Course
Exam Ref AZ-204 Developing Solutions for Microsoft Azure
A Smarter Way to Learn JavaScript. The new tech-assisted approach that requires half the effort 1st Edition by Mark Myers (Author)
A Smarter Way to Learn Python: Learn it faster. Remember it longer. Paperback – August 9, 2017 by Mark Myers (Author)
DP-300T00 - Administering Relational Databases on Microsoft Azure
PL-300: Microsoft Power BI Data Analyst

Program Cost:

Tuition	$9,100.00
Fees	$480.00
Books & Supplies	$100.00
Exam Fees	$750
Total Program Cost	$10,430.00

Business Analyst

Certificate of Completion
360 Clock Hours
18 Weeks

Program Description:

Consisting of the materials from the CompTIA Security+, CompTIA Project +, Microsoft Azure Database Administrator, Microsoft Azure Database Analyst and the PMI PMP Project Management Professional Certifications. The Business Analyst Professional is designed to cross-train individuals in several disciplines related to managing IT projects. Upon successful completion of the program and meeting all course requirements and financial obligations, the student will be issued a certificate of completion.

Program Objective:

The objective of this program is to combine the skills learned through the CompTIA Security+, CompTIA Project+ and the PMI PMP (Project Management Professional) certifications. Graduates will demonstrate the ability to: Manage IT related projects using Microsoft Project. Build, repair and upgrade Project plans, timelines, and budgets associated with the execution of technology projects. Students successfully completing the Business Analyst Professional program will have the knowledge and ability to perform the job of an entry-level project manager for a business organization.

Certification Exams:

Exam SYO-701: CompTIA Security +
Exam: PKO-004 CompTIA Project+
Exam: AZ-104 MCA Azure Administrator Associate
Exam AZ-900: Microsoft Azure Fundamentals
Exam DP-300 MCA Microsoft Azure Database Administrator
PL-300: Microsoft Power BI Data Analyst
Project Management Institute: Project Management Professional (PMP)

Program Breakdown by Course:

Course #	Course Title	Clock Hours
SEC+/AZ103 (1)	CompTIA Security+- install and configure systems to secure applications, networks, and devices; perform threat analysis and respond with appropriate mitigation techniques; participate in risk mitigation activities; and operate with an awareness of applicable policies, laws, and regulations. The successful candidate will perform these tasks to support the principles of confidentiality, integrity, and availability.	60
SEC+/AZ103 (2)	MCA Azure Administrator Associate- Azure Administrators implement, monitor, and maintain Microsoft Azure solutions, including major services related to compute, storage, network, and security.	60
PRO+ (1)	Project Management I- In this course students learn the basics of using Microsoft Project to manage IT projects.	30
PRO+ (2)	Project Management II- In this course students learn the advanced concepts of managing projects with Microsoft Project	30
PMP (1)	Project Management- In this course students learn how to manage IT projects using the PMI methodology.	30
PMP (2)	Project Management- In this course students learn the advanced concepts of managing IT related projects on the PMI methodology.	30

DADP (1)	Azure Database Administrator- The Azure Database Administrator implements and manages the operational aspects of cloud-native and hybrid data platform solutions built on Microsoft Azure data services and Microsoft SQL Server.	60
DADP (2)	Azure Database Analyst- Data Analysts enable businesses to maximize the value of their data assets by using Microsoft Power BI.	60
	TOTAL:	**360**

Course Book List:

CompTIA Security+ Study Guide: Exam SY0-701 by Emmett Dulaney (Author)
Exam Ref AZ-103 Microsoft Azure Administrator 1st Edition, by Michael Washam
CompTIA Project+ Study Guide: Exam PK0-004 2nd Edition, Kindle Edition by Kim Heldman
PMP: Project Management Professional Exam Study Guide 9th Edition, Kindle Edition by Kim Heldman
Professional Azure SQL Database Administration: Equip yourself with the skills to manage and maintain data in the cloud, 2nd Edition Copyright @ 2019 Packt Publishing

Program Cost:

Tuition	$11,520.00
Fees	$100.00
Books & Supplies	$1,960.00
Exam Fees	$1,050.00
Total Program Cost	$14,630.00

Cisco Certified Network Associates & Network + Test Preparation

Certificate of Completion
180 Clock Hours
9 Weeks

Program Description:

Core objectives for this class are defined by the two certification examinations. Graduates will demonstrate knowledge of network segmentation using different hardware devices and the advantages and disadvantages of each. Graduates will demonstrate knowledge of logical network subdivision and its advantages and disadvantages. Graduates will demonstrate the ability to distinguish the properties of different network addresses. Graduates will demonstrate the ability to install and configure a Cisco router. Graduates will demonstrate a basic command of the Cisco internetworking operating system. Graduates will demonstrate an understanding and the ability to differentiate between the functions and capabilities of various protocols. Graduates will demonstrate the ability to troubleshoot common internetworking issues. Students successfully completing this program will have the knowledge and ability to perform the job of a wide area network support technician.

Program Objective:

The objective of the Cisco Certified Network Associates & Network + is to prepare a student to obtain the skills necessary to obtain entry-level employment in deploying and administering Cisco networking hardware in the field. The first part of this program teaches students how to apply that knowledge in the design and implementation of complex networks using Cisco networking hardware. Upon successful completion of the program and meeting all the needed requirements, the student will receive a Certificate of Completion for this course.

Certification Exams:

Exam N10-009 CompTIA Network+
Exam 200-301: Cisco Certified Network Associate
Program Breakdown by Course:

Course #	Course Title	Clock Hours
N+ (1)	Network Theory- This course covers how to install, configure, upgrade, monitor, and troubleshoot various network components in order to allow computers to communicate with each other.	2
N+ (2)	Network Communication Methods- NBF supports two types of network communication methods: unreliable connectionless communications and reliable connection-oriented communications.	2
N+ (3)	Network Data Delivery- This course defines and stresses on the NDD (Network Data Delivery), which is a novel network data sharing system.	2
N+ (4)	Network Media and Hardware- As technology grows and IP-based networks are integrated into building infrastructure and household utilities, network hardware becomes an ambiguous statement owing to the increasing number of 'network capable' endpoints	4
N+ (5)	Network Implementations- Network implementation consists of the following steps: Physical network design, Remote Access requirements, Testing, and Documentation	4
N+ (6)	Networking with TCP/IP- This course provides theoretical and practical grounding in the operation of core TCP/IP and internet protocols	4
N+ (6) L	Networking with TCP/IP Lab- This lab allows students to understand firewalling and routing, and it emphasizes the use of SNMP for integrated management of network devices and applications	3
N+ (7)	TCP/IP Services- This course explains students how to avoid common internetworking problems, configure hosts and access internetworks using TCP/IP protocols and Troubleshoot TCP/IP networks using protocol analysis techniques	4
N+ (8)	Other Network Protocols- This course describes and explains other network protocols used to strategize networking methods.	3
N+ (9)	Local Area Network (LAN) Infrastructure- This course describes the basic features of wireless access points, and it explains and applies wireless access point communication modes.	4
N+ (9) L	Local Area Network (LAN) Infrastructure Lab - This lab allows students to determine which wireless client devices require drivers installed on the client node.	3
N+ (10)	Wide Area Network (WAN) Infrastructure- This course teaches the students to design strategies for implementing dial-up and Virtual Private Networking.	4
N+ (10) L	Wide Area Network (WAN) Infrastructure Lab After this lab, students should be able to design strategies for implementing dialup and Virtual Private Networking.	3
N+ (11)	Network Security- This course covers industry-wide topics, including communication security, infrastructure security and operational and organization security.	4
N+ (12)	Remote Networking- This course centers on Remote Networking, a brand of IT managed services and a registered trademark of the RNS Corporation. Because of the success of this brand, it has become a generalized trademark in American English and many people in North America today refer to any computer network managed services as such.	4
N+ (13)	Disaster Recovery- Disaster recovery is the process, policies and procedures related to preparing for recovery or continuation of technology infrastructure critical to an organization after a natural human induced disaster.	2
N+ (14)	Network Data Storage- Network Data Storage is a file-level computer data storage connected to a computer network providing data access to network clients.	1
N+ (15)	Network Operations Systems- This course introduces students to a broad range of operating system concepts, including installation and maintenance. Emphasis is operating system concepts, management, maintenance, and resources required	1

N+ (16)	Network Troubleshooting- In this course students will learn how to configure, maintain and troubleshoot multiple network configurations.	4
N+ (16) L	Network Troubleshooting Lab- In this lab students will manage IP address assignments and sub netting, identify and resolve application layer issues using protocol analysis	2
CCNA_N+17	Cisco Certified Network Associate	120
	TOTAL	**180**

Course Book List:

CompTIA Network+ Study Guide: Exam N10-009 (CompTIA Network + Study Guide Authorized Courseware) 4th Edition
CCNA 200-301 Official Cert Guide, Volume 1 Official Cert Guide, Odom, Wendell
CCNA 200-301 Official Cert Guide, Volume 2 Official Cert Guide, Odom, Wendell

Program Cost:

Tuition	$5,760.00
Fees	$100.00
Books & Supplies	$1,000.00
Exam Fees	$580.00
Total Program Cost	$7,440.00

Cloud and Security Network Administrator

Certificate of Completion
480 Clock Hours
24 Weeks

Program Description:

The Cloud and Security Network Administrator program focuses on computer and network repair, cloud computing, cyber security and advance networking. The program is designed to prepare students for employment in various industries that utilize technical skills and knowledge. Students who successfully complete this program will have knowledge and skills in such areas as computer repair, networking, cloud system networking, enterprise cloud technology and network security. Courses include theory and skill building using a dedicated server lab environment.

The core curriculum for this program is defined by the competencies emphasized in attaining the CompTIA A+, Network +, and Security + certifications. The MCA Azure Administrator Associate, The Amazon AWS certified solutions architect and the Cisco Certified Network Associate (CCNA) certification. These certifications ensure that the holder possesses competencies in maintaining, managing and administering cloud platforms in both the Microsoft Azure and Amazon AWS cloud environments. Students in the Cloud and Security Network Administrator will be provided with hands-on learning in order to ensure that they receive ample experience in both structured learning and “real world” environments. Additionally, graduates will demonstrate a basic command of computer repair, cybersecurity and the Cisco internetworking operating system for Cisco routers and switches.

Program Objective:

Upon completion of the Cloud and Security Network Administrator, students may seek entry-level employment in business, government, or a variety of industries where computer engineering skills are needed. Graduates may also seek employment in the technology industry as: computer repair technicians help desk support, networking

technicians, Cisco networking technicians, Server administrators, Cloud Engineers, data analysts, internet security, software applications and configurations.

Certification Exams:

Exam 220-1101: CompTIA A+ Exam 1
Exam 220-1102: CompTIA A+ Exam 2
Exam N10-009: CompTIA Network+ Exam
Exam SYO-701: CompTIA Security +
Exam CLF-C01: AWS Certified Cloud Practitioner
EXAM SAA-C03: AWS Certified Solutions Architect Associate
Exam: AZ-103 MCA Azure Administrator Associate
Exam 200-301: CCNA Implementing and Administering Cisco Solutions

Program Breakdown by Course:

Course #	Course Title	Clock Hours
ESSA+1	CompTIA A+ Computer Technician Program- Covers mobile devices, networking technology, hardware, virtualization and cloud computing and network troubleshooting. Also installing and configuring operating systems, expanded security, software troubleshooting and operational procedures.	60
ESSN+2	CompTIA Network + Professional Program- Critical security concepts to helping networking professionals work with security practitioners. Key cloud computing best practices and typical service models. Coverage of newer hardware and virtualization techniques	60
SEC+/AZ103 (1)	CompTIA Security+- Install and configure systems to secure applications, networks, and devices; perform threat analysis and respond with appropriate mitigation techniques; participate in risk mitigation activities; and operate with an awareness of applicable policies, laws, and regulations. The successful candidate will perform these tasks to support the principles of confidentiality, integrity, and availability.	60
SEC+/AZ103 (2)	MCA Azure Administrator Associate- Azure Administrators implement, monitor, and maintain Microsoft Azure solutions, including major services related to compute, storage, network, and security.	60
AMZAWS (1)	AWS Certified Cloud Practitioner- AWS products, services, and common solutions and fundamentals of identifying AWS services so that you can make informed decisions about IT solutions based on your business requirements.	60
AMZAWS (2)	AWS Certified Solutions Architect Associate- Fundamentals of building IT infrastructure on the AWS platform. Optimize the AWS Cloud by understanding how AWS services fit into cloud-based solutions.	60
CCNA	Cisco Certified Network Associate Program- Knowledge and skills related to network fundamentals, network access, IP connectivity, IP services, security fundamentals, and automation and programmability.	120
	TOTAL:	**480**

Course Book List:

CompTIA A+ Complete Study Guide: Exam Core 1 220-1101 and Exam Core 2 220-1102 4th Edition
by Quentin Docter (Author), Jon Buhagiar (Author)
Exam N10-009 CompTIA Network+
CompTIA Security+ Study Guide: Exam SY0-701 Exam SY0-701
Dulaney, Emmett, Easttom, Chuck, Wiley-Interscience
AWS Certified Cloud Practitioner Study Guide: CLF-C01 Exam by Ben Piper and David Clinton
AWS Certified Solutions Architect Study Guide, 3E- Associate SAA-C03 Exam (Aws Certified Solutions Architect Official: Associate Exam) 3rd Edition

Exam Ref AZ-103 Microsoft Azure Administrator 1st Edition, by Michael Washam
Exam 200-301: Cisco Certified Network Associate

Program Cost:

Tuition	$15,360.00
Fees	$100.00
Books & Supplies	$1,960.00
Exam Fees	$1,050.00
Total Program Cost	$18,470.00

Cyber Security Professional

Certificate of Completion
240 Clock Hours
12 Weeks

Program Description:

This program is comprised of content drawn from 4 courses which are well-regarded within the IT security field, namely the Certified Information System Security Professional (CISSP), EC-Council Certified Ethical Hacker (CEH), and CompTIA Security+. Over the span of two 6-week terms (first 6 weeks of CISSP and CEH, second 6 weeks of MCA Azure Administrator Associate and CompTIA Security+), students will be exposed to the course curricula from these four certification courses, in preparation for successfully passing the certification exams for the four related courses.

Program Objective:

Upon successful completion of the program and meeting all course requirements and financial obligations the student will be issued a certificate of program completion.

Certification Exams:

Exam SYO-701: CompTIA Security +
Exam: AZ-103 MCA Azure Administrator Associate
CEH: Certified Ethical Hacker
ISC CISSP Certification

Program Breakdown by Course:

Course #	Course Title	Clock Hours
SEC+/AZ103 (1)	CompTIA Security+- Install and configure systems to secure applications, networks, and devices; perform threat analysis and respond with appropriate mitigation techniques; participate in risk mitigation activities; and operate with an awareness of applicable policies, laws, and regulations. The successful candidate will perform these tasks to support the principles of confidentiality, integrity, and availability.	60
SEC+/AZ103 (2)	MCA Azure Administrator Associate- Azure Administrators implement, monitor, and maintain Microsoft Azure solutions, including major services related to compute, storage, network, and security.	60
CEH/CISSP1	Scanning Networks- In this course students to learn to scan networks with network scanning tools.	30

CEH/CISSP2	Viruses and Worms- In this course students learn about viruses and Trojan worms and how to protect against them.	30
CEH/CISSP3	Penetration Testing- In this course students learn tools to help them penetrate network including advanced tools.	30
CEH/CISSP4	Security Management Practices- In this course students learn to setup a security management practice and network diagrams necessary to build a proper secure network.	30
	TOTAL:	**240**

Course Book List:

CompTIA Security+ Study Guide: Exam SY0-701 by Emmett Dulaney (Author)
Exam Ref AZ-103 Microsoft Azure Administrator 1st Edition, by Michael Washam
EC Council Authorized Courseware – Certified Ethical Hacker v 10
(ISC)2 CISSP Certified Information Systems Security Professional Official Study Guide
by Mike Chapple , James Michael Stewart, et al

Program Cost:

Tuition	$9,600.00
Fees	$100.00
Books & Supplies	$1,000.00
Exam Fees	$1,410
Total Program Cost	$12,110.00

Full Stack Web Developer Test Prep

Certificate of Completion
360 Clock Hours
18 Weeks

Program Description:

The core training for this program is defined by the competencies emphasized in attaining the Microsoft Technology Associate in Software Development, JavaScript and Python. The core training for this program is also defined by the Microsoft Azure Developer Associate, Microsoft Azure Database Administrator and Microsoft Azure Database Analyst certifications. These certifications ensure that the holder possesses competencies in creating, developing, maintaining, and deploying web applications and SQL Databases. This program will prepare students for a position as either a full stack web developer, mobile app developer, web administrator, database administrator, or data analyst, Students in the Full Stack Web Developer will be provided with hands-on learning in order to ensure that they receive ample experience in both structured learning and “real world” cloud environments.

Program Objective:

The objective for the Full Stack Web Developer program is to teach individuals how to code, design and implement applications using today’s most used programming languages and tools. The program provides training on the following programming languages: C#, JavaScript and Python. Programming concepts such as proper syntax, data storage options, data connections, APIs, app authentication and authorization, compute and container deployment, debugging, performance tuning, and monitoring will be covered in this program. The focus will be on coding activities that enhance the performance and scalability of web applications for PCs running a Microsoft Windows® operating system. Azure compute, storage and security is covered in this program along with cloud-native and hybrid data platform solutions built on Microsoft Azure using SQL. Students will learn to write basic Transact-SQL queries and learn how to properly maintain a SQL Database. Students will also learn how to enable businesses to

maximize the value of their data assets by using Microsoft Power BI. With Power BI students will create data models, clean and transform data and create easy-to-comprehend data visualizations. A Certificate of Completion will be awarded upon successful completion of this program.

The coding lab scenarios in this course are selected to support and demonstrate the structure of various application scenarios. They are intended to focus on the principles and coding components/structures that are used to establish a software application and a web application. This course uses C#.Net, Python, React.js, Node, Git, Microsoft Azure (Cloud), Visual Studio, Microsoft SQL, and many other tools.

Certification Exams:

Exam: 98-361: Software Development Fundamentals Exam
Exam: AZ-204: Developing Solutions for Microsoft Azure
Exam: 98-382: Introduction to Programming Using JavaScript
Exam: 98-381: Introduction to Programming Using Python
Exam: DP-300: Administering Relational Databases on Microsoft Azure
PL-300: Microsoft Power BI Data Analyst

Program Breakdown by Course:

Course #	Course Title	Clock Hours
DADP (1)	Azure Database Administrator- The Azure Database Administrator implements and manages the operational aspects of cloud-native and hybrid data platform solutions built on Microsoft Azure data services and Microsoft SQL Server.	60
DADP (2)	Azure Database Analyst- Data Analysts enable businesses to maximize the value of their data assets by using Microsoft Power BI.	60
DP200-1 (1)	Implementing an Azure Data Solution- Azure Data Engineers design and implement the management, monitoring, security, and privacy of data using the full stack of Azure data services to satisfy business needs.	60
DP200-1 (2)	Designing an Azure Data Solution- This exam measures your ability to accomplish the following technical tasks: implement data storage solutions; manage and develop data processing; and monitor and optimize data solutions.	60
AZ204	Developer Associate- Microsoft Azure Developers design, build, test, and maintain cloud solutions, such as applications and services, partnering with cloud solution architects, cloud DBAs, cloud administrators, and clients to implement these solutions.	120
	TOTAL:	**360**

Course Book List:

Exam 98-361 MTA Software Development Fundamentals by Microsoft Official Academic Course
Exam Ref AZ-204 Developing Solutions for Microsoft Azure
A Smarter Way to Learn JavaScript. The new tech-assisted approach that requires half the effort 1st Edition by Mark Myers (Author)
A Smarter Way to Learn Python: Learn it faster. Remember it longer. Paperback – August 9, 2017 by Mark Myers (Author)
DP-300T00 - Administering Relational Databases on Microsoft Azure
PL-300: Microsoft Power BI Data Analyst

Program Cost:

Tuition	$11,520.00
Fees	$100.00
Books & Supplies	$1,960.00

Exam Fees	$1,050.00
Total Program Cost	$14,630.00

Information Technology Professional

Certificate of Completion
480 Clock Hours
24 Weeks

Program Description:

The Information Technology program focuses on computer and network repair, cloud computing, cyber security and advance networking. The program is designed to prepare students for employment in various industries that utilize technical skills and knowledge. Students who successfully complete this program will have knowledge and skills in such areas as computer repair, networking, cloud system networking, enterprise cloud technology and network security. Courses include theory and skill building using a dedicated server lab environment.

The core curriculum for this program is defined by the competencies emphasized in attaining the CompTIA A+, Network +, and Security + certifications. The MCA Azure Administrator Associate, The Amazon AWS certified solutions architect and the Cisco Certified Network Associate (CCNA) certification. These certifications ensure that the holder possesses competencies in maintaining, managing and administering cloud platforms in both the Microsoft Azure and Amazon AWS cloud environments. Students in the Information Technology Program will be provided with hands-on learning in order to ensure that they receive ample experience in both structured learning and "real world" environments. Additionally, graduates will demonstrate a basic command of computer repair, cyber security and the Cisco internetworking operating system for Cisco routers and switches.

Program Objective:

Upon completion of the Information Technology Program students may seek entry-level employment in business, government, or a variety of industries where computer engineering skills are needed. Graduates may also seek employment in the technology industry as: computer repair technicians help desk support, networking technicians, Cisco networking technicians, Server administrators, Cloud Engineers, data analysts, internet security, software applications and configurations.

Certification Exams:

Exam 220-1101: CompTIA A+ Exam 1
Exam 220-1102: CompTIA A+ Exam 2
Exam N10-009: CompTIA Network+ Exam
Exam SYO-701: CompTIA Security +
Exam CLF-C01: AWS Certified Cloud Practitioner
EXAM SAA-C03: AWS Certified Solutions Architect Associate
Exam: AZ-104 MCA Azure Administrator Associate
Exam AZ-900: Microsoft Azure Fundamentals
Exam 200-301: CCNA Implementing and Administering Cisco Solutions

Program Breakdown by Course:

Course #	Course Title	Clock Hours
ESSA+1	CompTIA A+ Computer Technician Program- Covers mobile devices, networking technology, hardware, virtualization and cloud computing and network troubleshooting. Also installing and configuring operating systems, expanded security, software troubleshooting and operational procedures.	60
ESSN+2	CompTIA Network + Professional Program- Critical security concepts to helping networking professionals work with security practitioners. Key cloud computing best	60

	practices and typical service models. Coverage of newer hardware and virtualization techniques	
SEC+/AZ103 (1)	CompTIA Security+- Install and configure systems to secure applications, networks, and devices; perform threat analysis and respond with appropriate mitigation techniques; participate in risk mitigation activities; and operate with an awareness of applicable policies, laws, and regulations. The successful candidate will perform these tasks to support the principles of confidentiality, integrity, and availability.	60
SEC+/AZ103 (2)	MCA Azure Administrator Associate- Azure Administrators implement, monitor, and maintain Microsoft Azure solutions, including major services related to compute, storage, network, and security.	60
AMZAWS (1)	AWS Certified Cloud Practitioner- AWS products, services, and common solutions and fundamentals of identifying AWS services so that you can make informed decisions about IT solutions based on your business requirements.	60
AMZAWS (2)	AWS Certified Solutions Architect Associate- Fundamentals of building IT infrastructure on the AWS platform. Optimize the AWS Cloud by understanding how AWS services fit into cloud-based solutions.	60
CCNA	Cisco Certified Network Associate Program- Knowledge and skills related to network fundamentals, network access, IP connectivity, IP services, security fundamentals, and automation and programmability.	120
	TOTAL:	**480**

Course Book List:

Exam 220-1101: CompTIA A+ Exam 1
Exam 220-1102: CompTIA A+ Exam 2
Exam N10-009: CompTIA Network+ Exam
Exam SYO-701: CompTIA Security +
Exam CLF-C01: AWS Certified Cloud Practitioner
EXAM SAA-C03: AWS Certified Solutions Architect Associate
Exam: AZ-103 MCA Azure Administrator Associate
Exam 200-301: CCNA Implementing and Administering Cisco Solutions

Program Cost:

Tuition	$15,360.00
Fees	$100.00
Books & Supplies	$1,000.00
Exam Fees	$1,728.00
Total Program Cost	$18,188.00

Information Technology Professional - Online

Certificate of Completion
284 Clock Hours
36 Weeks

Program Description:

The Information Technology program focuses on computer and network repair, cloud computing, cyber security and advance networking. The program is designed to prepare students for employment in various industries that utilize technical skills and knowledge. Students who successfully complete this program will have knowledge and skills in

such areas as computer repair, networking, cloud system networking, enterprise cloud technology and network security. Courses include theory and skill building using a dedicated server lab environment.

The core curriculum for this program is defined by the competencies emphasized in attaining the CompTIA A+, Network +, and Security + certifications. The MCA Azure Administrator Associate, The Amazon AWS certified solutions architect and the Cisco Certified Network Associate (CCNA) certification. These certifications ensure that the holder possesses competencies in maintaining, managing and administering cloud platforms in both the Microsoft Azure and Amazon AWS cloud environments. Students in the Information Technology Program will be provided with hands-on learning in order to ensure that they receive ample experience in both structured learning and "real world" environments. Additionally, graduates will demonstrate a basic command of computer repair, cybersecurity and the Cisco internet working operating system for Cisco routers and switches.

Program Objective:

Upon completion of the Information Technology Program students may seek entry-level employment in business, government, or a variety of industries where computer engineering skills are needed. Graduates may also seek employment in the technology industry as: computer repair technicians help desk support, networking technicians, Cisco networking technicians, Server administrators, Cloud Engineers, data analysts, internet security, software applications and configurations.

Certification Exams:

Exam 220-1101: CompTIA A+ Exam 1
Exam 220-1102: CompTIA A+ Exam 2
Exam N10-009: CompTIA Network+ Exam
Exam SYO-701: CompTIA Security +
Exam CLF-C01: AWS Certified Cloud Practitioner
EXAM SAA-C03: AWS Certified Solutions Architect Associate
Exam: AZ-103 MCA Azure Administrator Associate
Exam 200-301: CCNA Implementing and Administering Cisco Solutions

Program Breakdown by Course:

Course #	Course Title	Clock Hours
ESSA+1	CompTIA A+ Computer Technician Program- Covers mobile devices, networking technology, hardware, virtualization and cloud computing and network troubleshooting. Also installing and configuring operating systems, expanded security, software troubleshooting and operational procedures.	1.5
ESSN+2	CompTIA Network + Professional Program- Critical security concepts to helping networking professionals work with security practitioners. Key cloud computing best practices and typical service models. Coverage of newer hardware and virtualization techniques	70.5
SEC+/AZ103	CompTIA Security+- Install and configure systems to secure applications, networks, and devices; perform threat analysis and respond with appropriate mitigation techniques; participate in risk mitigation activities; and operate with an awareness of applicable policies, laws, and regulations. The successful candidate will perform these tasks to support the principles of confidentiality, integrity, and availability. MCA Azure Administrator Associate- Azure Administrators implement, monitor, and maintain Microsoft Azure solutions, including major services related to compute, storage, network, and security.	70.5
AMZAWS	AWS Certified Cloud Practitioner- AWS products, services, and common solutions and fundamentals of identifying AWS services so that you can make informed decisions about IT solutions based on your business requirements.	70.5

	AWS Certified Solutions Architect Associate- Fundamentals of building IT infrastructure on the AWS platform. Optimize the AWS Cloud by understanding how AWS services fit into cloud-based solutions.	
CCNA	Cisco Certified Network Associate Program- Knowledge and skills related to network fundamentals, network access, IP connectivity, IP services, security fundamentals, and automation and programmability.	71
	TOTAL:	**284**

Course Book List:

Exam 220-1101: CompTIA A+ Exam 1
Exam 220-1102: CompTIA A+ Exam 2
Exam N10-009: CompTIA Network+ Exam
Exam SYO-701: CompTIA Security +
Exam CLF-C01: AWS Certified Cloud Practitioner
EXAM SAA-C03: AWS Certified Solutions Architect Associate
Exam: AZ-103 MCA Azure Administrator Associate
Exam 200-301: CCNA Implementing and Administering Cisco Solutions

Program Cost:

Tuition	$9,088.00
Fees	$135.00
Books & Supplies	$100.00
Exam Fees	$1,728.00
Total Program Cost	$11,051.00

MCSA/MCSE SQL Test Prep

Certificate of Completion
240 Clock Hours
12 Weeks

Program Description:

The core training for this program is defined by the competencies emphasized in attaining the Microsoft Certified Solutions Associate (MCSA) and the Microsoft Certified Solutions Expert (MCSE) certifications. This certification ensures that the holder possesses competencies in managing, maintaining, and administering the Microsoft SQL Server 2012 Platform for business enterprise. Students in the MCSA/MCSE SQL Program will be provided with hands-on learning in order to ensure that they receive ample experience in both structured learning and “real world” environments. Coursework will focus on all facets of the SQL Server 2012 Network operating system platform from installing the operating system to the planning, design and implementation, virtualization, security, and customizing of SQL Server 2012 networks.

Program Objective:

The objective of the Microsoft MCSA/MCSE SQL Test Prep Program is to prepare students with the skills necessary for the design, implementation, and administration of the Microsoft SQL Server Platform. Upon successful program completion, graduates will possess the education and skills necessary to obtain an entry-level database administrator position in a medium to large sized organization.

Certification Exams:

Exam 70-461: Querying Microsoft SQL Server 2012
Exam 70-462: Administering Microsoft SQL Server 2012 Databases
Exam 70-463: Implementing a Data Warehouse with Microsoft SQL Server 2012
Exam 70-464: Developing Microsoft SQL Server 2012 Databases
Exam 70-465: Designing Database Solutions with Microsoft SQL Server 2012

Program Breakdown by Course:

Course #	Course Title	Clock Hours
MCSASQL (1)	Introduction to Microsoft SQL Server 2012- This module introduces the SQL Server platform and major tools. It discusses editions, versions, tools used to query, documentation sources, and the logical structure of databases.	30
MCSASQL(2)	Getting Started with SQL Azure- This module introduces you to the concepts of SQL Azure. If the virtual machines in your classroom are able to connect to the internet and you have a Windows Azure account you may be able to connect to your Azure server and database. Many of the labs in the rest of this course are enabled for you to perform the lab while connected to your own Azure database in the cloud.	30
MCSASQL3(3)	Introduction to T-SQL Querying- This module introduces Transact SQL as the primary querying language of SQL Server. It discusses the basic structure of T-SQL queries, the logical flow of a SELECT statement, and introduces concepts such as predicates and set-based operations.	30
MCSASQL(4)	Writing SELECT Queries- This module introduces the fundamentals of the SELECT statement, focusing on queries against a single table.	30
MCSESQL(5)	Querying Multiple Tables- This module explains how to write queries which combine data from multiple sources in SQL Server. The module introduces the use of JOINs in T-SQL queries as a mechanism for retrieving data from multiple tables.	30
MCSESQL(6)	Querying Multiple Tables- This module explains how to write queries which combine data from multiple sources in SQL Server. The module introduces the use of JOINs in T-SQL queries as a mechanism for retrieving data from multiple tables.	30
MCSESQL (7)	Sorting and Filtering Data- This module explains how to enhance queries to limit the rows they return, and to control the order in which the rows are displayed. The module also discusses how to resolve missing and unknown results.	30
MCSESQL (8)	Working with SQL Server 2012 Data Types- This module explains the data types SQL Server uses to store data. It introduces the many types of numeric and special-use data types. It also explains conversions between data types, and the importance of type precedence.	30
	TOTAL	**240**

Course Book List:

Training Kit (Exam 70-461) Querying Microsoft SQL Server 2012 (MCSA) (Microsoft Press Training Kit)Dec 25, 2012
by Dejan Sarka and Itzik Ben-Gan
Training Kit (Exam 70-462) Administering Microsoft SQL Server 2012 Databases (MCSA) (Microsoft Press Training Kit)Jul 25, 2012
by Orin Thomas and Peter Ward
Training Kit (Exam 70-463) Implementing a Data Warehouse with Microsoft SQL Server 2012 (MCSA) (Microsoft Press Training Kit)Dec 25, 2012
by Dejan Sarka and Matija Lah
Tabular Modeling in Microsoft SQL Server Analysis Services, 2nd Edition, By Marco Russo, Alberto Ferrari
T-SQL Fundamentals, 3rd Edition, By Itzik Ben-Gan

Program Cost:

Tuition	$9,600.00
Fees	$100.00
Books & Supplies	$1,000.00
Exam Fees	$750.00
Total Program Cost	$11,450.00

MCSA/MCSE SQL Test Prep: Data Management and Analysis

Certificate of Completion
360 Clock Hours
18 Weeks

Program Description:

The core training for this program is defined by the competencies emphasized in attaining the Microsoft Azure Developer Associate, Microsoft Azure Database Administrator, and Microsoft Azure Database Analyst certifications. These certifications ensure that the holder possesses competencies in creating, developing, maintaining, and deploying web applications and SQL Databases. This program will prepare students for a position as either a full stack web database administrator, database developer, or data analyst. Students in the MCSA/MCSE SQL Data Management and Analysis program will be provided with hands-on learning in order to ensure that they receive ample experience in both structured learning and “real world” cloud environments.

Program Objective:

The objective for the MCSA/MCSE SQL Data Management and Analysis Professional is to teach individuals how to design, implement, and administer a SQL Database Infrastructure. The student will also learn how to write Transact SQL code to access data from a SQL database, learn concepts for building enterprise-scale data solutions, and leveraging business intelligence data both on-premises and in cloud environments. Azure compute, storage, and security is covered in this program along with cloud-native and hybrid data platform solutions built on Microsoft Azure using SQL. Students will learn to write basic Transact-SQL queries and learn how to properly maintain a SQL Database. Students will also learn how to enable businesses to maximize the value of their data assets by using Microsoft Power BI. With Power, BI students will create data models, clean and transform data, and create easy-to-comprehend data visualizations. A Certificate of Completion will be awarded upon successful completion of this program. Upon successful program completion, graduates will possess the education and skills necessary to obtain an entry-level database administrator position in a medium to large sized organization.

Certification Exams:

Exam: 98-361: Software Development Fundamentals Exam
Exam: AZ-204: Developing Solutions for Microsoft Azure
Exam: 98-382: Introduction to Programming Using JavaScript
Exam: 98-381: Introduction to Programming Using Python
Exam: DP-300: Administering Relational Databases on Microsoft Azure
PL-300: Microsoft Power BI Data Analyst

Program Breakdown by Course:

Course #	Course Title	Clock Hours
DADP (1)	Azure Database Administrator- The Azure Database Administrator implements and manages the operational aspects of cloud-native and hybrid data platform solutions built on Microsoft Azure data services and Microsoft SQL Server.	60
DADP (2)	Azure Database Analyst- Data Analysts enable businesses to maximize the value of their data assets by using Microsoft Power BI.	60
DP200-1 (1)	Implementing an Azure Data Solution- Azure Data Engineers design and implement the management, monitoring, security, and privacy of data using the full stack of Azure data services to satisfy business needs.	60
DP200-1 (2)	Designing an Azure Data Solution- This exam measures your ability to accomplish the following technical tasks: implement data storage solutions; manage and develop data processing; and monitor and optimize data solutions.	60
AZ204	Developer Associate Microsoft Azure Developers design, build, test, and maintain cloud solutions, such as applications and services, partnering with cloud solution architects, cloud DBAs, cloud administrators, and clients to implement these solutions.	120
	TOTAL:	**360**

Course Book List:

Exam 98-361 MTA Software Development Fundamentals by Microsoft Official Academic Course
Exam Ref AZ-204 Developing Solutions for Microsoft Azure
A Smarter Way to Learn JavaScript. The new tech-assisted approach that requires half the effort 1st Edition by Mark Myers (Author)
A Smarter Way to Learn Python: Learn it faster. Remember it longer. Paperback – August 9, 2017 by Mark Myers (Author)
DP-300T00 - Administering Relational Databases on Microsoft Azure
PL-300: Microsoft Power BI Data Analyst

Program Cost:

Tuition	$11,520.00
Fees	$100.00
Books & Supplies	$1,960.00
Exam Fees	$1,050.00
Total Program Cost	$14,630.00

MCSA/MCSE Test Prep

Certificate of Completion
240 Clock Hours
12 Weeks

Program Description:

The core training for this program is defined by the competencies emphasized in attaining the (MCSA) Microsoft Certified Solutions Associate and the (MCSE) Microsoft Certified Solutions Expert certifications. This certification ensures that the holder possesses competencies in maintaining, managing and administering the Microsoft Windows 2012 Platform for business enterprise. Students in the Microsoft MCSA/MCSE Program will be provided with hands-

on learning in order to ensure that they receive ample experience in both structured learning and "real world" environments. Coursework will focus on all facets of the Windows 2012 Network operating system platform from installing the operating system to the planning, design and implementation, virtualization, security and customizing of Windows 2012 networks.

Program Objective:

The objective of the MCSA/MCSE Test Prep Program is to prepare students with the skills necessary for the design, implementation and administration of the Microsoft Windows 2008 Operating System/Server Platform. Upon successful program completion, graduates will possess the education and skills necessary to obtain an entry-level information technology administration position in a medium to large sized organization.

Certification Exams:

Exam SYO-701 CompTIA Security+ Exam
Exam:70-740 MCSA: Installation, Storage, and Compute with Windows Server 2016
Exam:70-741 MCSA: Networking with Windows Server 2016
Exam:70-742 MCSA: Identity with Windows Server 2016
Exam:70-744 MCSE: Security Windows Server 2016

Program Breakdown by Course:

Course #	Course Title	Clock Hours
MCSA1	Installing, Configuring Windows Server 2016- This course provides students with the knowledge and skills to configure Active Directory Domain Services in a distributed environment implement Group Policies, perform backup and restore, and monitor and troubleshoot Active Directory related issues.	30
MCSA2	Administering Windows Server 2016- This course provides the knowledge and skills that IT students need to configure identity and access solutions with Windows Server 2016 Active Directory.	30
MCSA3	Configuring and Troubleshooting a Windows Server 2016 Infrastructure- This course provides students with the knowledge and skills to configure and troubleshoot a Windows Server 2016 network infrastructure. Students will learn to implement and configure secure network access and implement fault tolerant storage technologies	30
MCSA4	Configuring Advanced Windows Server 2016 Services- This course provides students with an understanding of migrating and deploying Windows Server 2016 including installation, configuration, and upgrading	30
MCSE1	Microsoft Windows MCSE Cloud Platform- In this module, students will learn about breach detection, attack types and vectors, cybercrime, and how you can analyze your system's activity by using the Sysinternals tool suite. To configure user rights and security options, protect credentials by using credential guard, implement privileged-access workstations, and manage and deploy a local administrator-password solution so that you can manage passwords for local administrator accounts.	30
MCSE2	Microsoft Windows MCSE Server Security- This module explains the Microsoft Advanced Threat Analytics tool and the Microsoft Operations Management suite (OMS), and details how you can use them to monitor and analyze the security of a Windows Server deployment. How to configure Guarded Fabric virtual machines (VMs), including the requirements for shielded and encryption-supported VMs.	30
SEC 1	Systems Security and Cryptography- In this course students learn the basics of network Security, including physical and logical security methods.	30
SEC 2	Organizational Security- In this course students learn about organization security and how it affects the network.	30
	TOTAL	**240**

Course Book List:

CompTIA A+ Complete Study Guide: Exam Core 1 220-1101 and Exam Core 2 220-1102 4th Edition by Quentin Docter, Jon Buhagiar
CompTIA Network+ Study Guide: Exam N10-009 (CompTIA Network + Study Guide Authorized Courseware) 4th Edition by Todd Lammle
Exam Ref 70-410 Installing and Configuring Windows Server 2012 R2 (MCSA)Feb 25, 2014 by Craig Zacker
Exam Ref 70-411 Administering Windows Server 2012 R2 (MCSA)Jul 3, 2014 by Charlie Russel
Exam Ref 70-412 Configuring Advanced Windows Server 2012 R2 Services (MCSA)Mar 15, 2014 by J.C. Mackin and Orin Thomas
Exam Ref 70-413 Designing and Implementing a Server Infrastructure (MCSE) (2nd Edition) Jul 21, 2014 by Paul Ferrill and Tim Ferrill
Exam Ref 70-414 Implementing an Advanced Server Infrastructure (MCSE)Aug 1, 2014 by Steve Suehring

Program Cost:

Tuition	$7,680.00
Fees	$100.00
Books & Supplies	$1,000.00
Exam Fees	$750.00
Total Program Cost	$9,530.00

Microsoft Office Specialist

Certificate of Completion
50 Clock Hours
4 Weeks

Program Description:

The core training for this program is defined by the competencies emphasized in attaining the (MOS) Microsoft Office Specialist. This certification ensures that the holder possesses competencies in administering the Microsoft Office 2016. Students in the MOS Program will be provided with hands-on learning in order to ensure that they receive ample experience in both structured learning and “real world” environments. Coursework will focus on all facets of the Microsoft Office Professional Suite; Word, Excel, PowerPoint and Outlook. The Microsoft Certified Applications Specialist Program aims to teach its students the expertise and skills necessary to validate them as advanced users to experts in the Microsoft Office 2016 Suite of business productivity applications (including Word, Excel and PowerPoint). Being a proficient user of Microsoft Office products sets the student apart from others in the job market thus enhancing job opportunities, earnings potential and career advancement.

Program Objective:

This program is designed to enhance skills and prepare students for proficient use of the Microsoft Office Suite of Applications. This program provides ample training in the use of personal computers, their operating systems and the most popular and widely used word processing, database management, presentation aids and spreadsheet software. Upon successful completion of this course, the student will be issued a diploma contesting to his/her completion of the course curriculum.

Certification Exams:

Exam: 77-725 MOS: Microsoft Office Word 2016
Exam: 77-727 MOS: Microsoft Office Excel 2016
Exam: 77-729 MOS: Microsoft Office PowerPoint 2016
Exam: 77-731 MOS: Microsoft Office Outlook 2016

Program Breakdown by Course:

Course #	Course Title	Clock Hours
MOS (1)	Microsoft Word 2016- This course allows individuals to learn word processing functions.	13
MOS (2)	Microsoft Excel 2016- This course allows individuals to gain skills to perform the most complex calculations and functions, and to work efficiently with related worksheets and workbooks.	13
MOS (3)	Microsoft PowerPoint 2016- This course is designed to offer individuals a practical, hands-on demonstration of how to use Microsoft PowerPoint to improve the quality and effectiveness of presentations.	12
MOS (4)	Microsoft Outlook 2016- This course is designed to offer individuals a practical, hands-on demonstration of how to use Microsoft Outlook to improve the quality and effectiveness of presentations.	12
	TOTAL:	**60**

Course Book List:

Microsoft Office 2016 Step by Step 1st Edition

Program Cost:

Tuition	$2,750.00
Fees	$100.00
Books & Supplies	$300.00
Exam Fees	$384.00
Total Program Cost	$3,534.00

Network Professional (+)

Certificate of Completion
60 Clock Hours
3 Weeks

Program Description:

The core training for this program is defined by the competencies emphasized by CompTIA Network+ curriculum. Upon graduation from the Network + Professional Program, students will demonstrate a solid understanding of basic computer networking setup, maintenance and troubleshooting/repair. They will be able to demonstrate knowledge of and calculate the advantages and disadvantages of basic network design considerations such as topology, protocols and hardware. Graduated students will also be able to understand layered network models and their functions, network components and their functions, different media types and their advantages and disadvantages and vital network services and their proper configurations.

Program Objective:

The objective of the Network + Professional Program is to prepare individuals to become entry-level computer network technicians. The curriculum focuses on building, maintaining and troubleshooting basic physical networking issues. After completion of the program, graduates will possess the knowledge and skills necessary to seek employment in a variety of entry-level, supporting network administration positions.

Certification Exams:

Exam N10-006: CompTIA Network+ Exam

Program Breakdown by Course:

Course #	Course Title	Clock Hours
N+ (1)	Network Theory- This course covers how to install, configure, upgrade, monitor, and troubleshoot various network components in order to allow computers to communicate with each other.	2
N+ (2)	Network Communication Methods- NBF supports two types of network communication methods: unreliable connectionless communications and reliable connection-oriented communications.	2
N+ (3)	Network Data Delivery- This course defines and stresses on the NDD (Network Data Delivery), which is a novel network data sharing system.	2
N+ (4)	Network Media and Hardware- As technology grows and IP-based networks are integrated into building infrastructure and household utilities, network hardware becomes an ambiguous statement owing to the increasing number of 'network capable' endpoints	4
N+ (5)	Network Implementations- Network implementation consists of the following steps: Physical network design, Remote Access requirements, Testing, and Documentation	4
N+ (6)	Networking with TCP/IP- This course provides theoretical and practical grounding in the operation of core TCP/IP and internet protocols	4
N+ (6) L	Networking with TCP/IP Lab- This lab allows students to understand firewalling and routing, and it emphasizes the use of SNMP for integrated management of network devices and applications	3
N+ (7)	TCP/IP Services- This course explains students how to avoid common internetworking problems, configure hosts and access internetworks using TCP/IP protocols and Troubleshoot TCP/IP networks using protocol analysis techniques	4
N+ (8)	Other Network Protocols- This course describes and explains other network protocols used to strategize networking methods.	3
N+ (9)	Local Area Network (LAN) Infrastructure- This course describes the basic features of wireless access points, and it explains and applies wireless access point communication modes.	4
N+ (9) L	Local Area Network (LAN) Infrastructure Lab- This lab allows students to determine which wireless client devices require drivers installed on the client node.	3
N+ (10)	Wide Area Network (WAN) Infrastructure-This course teaches the students to design strategies for implementing dial-up and Virtual Private Networking.	4
N+ (10) L	Wide Area Network (WAN) Infrastructure Lab- After this lab, students should be able to design strategies for implementing dialup and Virtual Private Networking.	3
N+ (11)	Network Security- This course covers industry-wide topics, including communication security, infrastructure security and operational and organization security.	4
N+ (12)	Remote Networking- This course centers on Remote Networking, a brand of IT managed services and a registered trademark of the RNS Corporation. Because of the success of this brand, it has become a generalized trademark in American English and many people in North America today refer to any computer network managed services as such.	4
N+ (13)	Disaster Recovery- Disaster recovery is the process, policies and procedures related to preparing for recovery or continuation of technology infrastructure critical to an organization after a natural human induced disaster.	2

N+ (14)	Network Data Storage- Network Data Storage is a file-level computer data storage connected to a computer network providing data access to network clients.	1
N+ (15)	Network Operations Systems- This course introduces students to a broad range of operating system concepts, including installation and maintenance. Emphasis is operating system concepts, management, maintenance, and resources required	1
N+ (16)	Network Troubleshooting- In this course students will learn how to configure, maintain and troubleshoot multiple network configurations.	4
N+ (16) L	Network Troubleshooting Lab- In this lab students will manage IP address assignments and sub netting, identify and resolve application layer issues using protocol analysis	2
	TOTAL:	60

Course Book List:

CompTIA Network+ Study Guide: Exam N10-009 (Comptia Network + Study Guide Authorized Courseware) 4th Edition

Program Cost:

Tuition	$3933.00
Fees	$100.00
Books & Supplies	$500.00
Exam Fees	$285.00
Total Program Cost	$4,818.00

Office Administrator

Certificate of Completion
120 Clock Hours
6 Weeks

Program Description:

Utilizing the latest in software application tools, Office Administrator students learn how to utilize each of the different components Microsoft's Office Suite (Word, Excel, PowerPoint, Outlook) and Intuit's popular QuickBooks accounting application.

Program Objective:

Upon completion the student will be familiar with the four main components within the Microsoft Office Suite (Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Outlook and Intuit's popular accounting application, QuickBooks.

Certification Exams:

Exam: MO-100 Microsoft Office Specialist: Word Associate 2019
Exam: MO-201 Microsoft Office Specialist: Excel 2019
Exam: MO-300 Microsoft Office Specialist: PowerPoint 2019
Exam: MO-400 Microsoft Office Specialist: Outlook 2019
Intuit QuickBooks

Program Breakdown by Course:

Course #	Course Title	Clock Hours
Office (1)	Microsoft Word- This course allows individuals to learn word processing functions.	20
Office (2)	Microsoft Excel- This course allows individuals to gain skills to perform the most complex Calculations and functions, and to work efficiently with related worksheets and workbook.	20
Office (3)	Microsoft Outlook- This course allows individuals to learn and become efficient in office administrative tasks. Individuals will gain skills in email communication and tracking, calendar organization and functions on how to collaborate with others utilizing this technology.	20
Office (4)	Microsoft PowerPoint- This course allows individuals to gain skills to computerize and enhance presentations in the workplace.	20
QuickBooks	QuickBooks- This course allows individuals to learn accounting through a digital platform by maintaining and managing tasks and transactions for vendors, customers, company and its banks.	40
	TOTAL	**120**

Course Book List:

Microsoft Office 2019 Step by Step 1st Edition
Mastering QuickBooks 2020: The ultimate guide to bookkeeping and QuickBooks Online Paperback – Illustrated, December 27, 2019

Program Cost:

Tuition	$2400.00
Fees	$100.00
Books & Supplies	$1100.00
Exam Fees	$0.00
Total Program Cost	$3600.00

Project Manager Professional (Security+, Project+, and PMP)

Certificate of Completion
240 Clock Hours
12 Weeks

Program Description:

To prepare a student to obtain the skills necessary to become a competent entry-level IT project manager. Consisting of the materials from the CompTIA Security+, CompTIA Project+ and the PMI PMP certifications. The Project Manager Professional is designed to cross-train individuals in several disciplines related to managing IT projects. Upon successful completion of the program and meeting all course requirements and financial obligations, the student will be issued a certificate of completion.

Program Objective:

The objective of this program is to combine the skills learned through the CompTIA Security+, CompTIA Project+ and the PMI PMP certifications. Graduates will demonstrate the ability to: Manage IT related projects using Microsoft Project. Build, repair and upgrade Project plans, timelines, and budgets associated with the execution of technology projects.

Students successfully completing the Project Manager Professional certification will have the knowledge and ability to perform the job of an entry-level project manager for business organizations.

Certification Exams:

Exam SYO-701: CompTIA Security +
Exam: PKO-004 CompTIA Project+
Exam: AZ-103 MCA Azure Administrator Associate
Project Management Institute: Project Management Professional (PMP)

Program Breakdown by Course:

Course #	Course Title	Clock Hours
SEC+/AZ103 (1)	CompTIA Security+- install and configure systems to secure applications, networks, and devices; perform threat analysis and respond with appropriate mitigation techniques; participate in risk mitigation activities; and operate with an awareness of applicable policies, laws, and regulations. The successful candidate will perform these tasks to support the principles of confidentiality, integrity, and availability.	60
SEC+/AZ103 (2)	MCA Azure Administrator Associate- Azure Administrators implement, monitor, and maintain Microsoft Azure solutions, including major services related to compute, storage, network, and security.	60
PRO+ (1)	Project Management I- In this course students learn the basics of using Microsoft Project to manage IT projects.	30
PRO+ (2)	Project Management II- In this course students learn the advanced concepts of managing projects with Microsoft Project	30
PMP (1)	Project Management- In this course students learn how to manage IT projects using the PMI methodology.	30
PMP (2)	Project Management- In this course students learn the advanced concepts of managing IT related projects on the PMI methodology.	30
	TOTAL:	240

Course Book List:

CompTIA Security+ Study Guide: Exam SY0-701 by Emmett Dulaney (Author)
Exam Ref AZ-103 Microsoft Azure Administrator 1st Edition, by Michael Washam
CompTIA Project+ Study Guide: Exam PK0-004 2nd Edition, Kindle Edition by Kim Heldman
PMP: Project Management Professional Exam Study Guide 9th Edition, Kindle Edition by Kim Heldman

Program Cost:

Tuition	$7303.00
Fees	$100.00
Books & Supplies	$500.00
Exam Fees	$1,347.00
Total Program Cost	$9250.00

The Network Engineers

Certificate of Completion
600 Clock Hours
30 Weeks

Program Description:

The Network Engineers program focuses on computer and network repair, cloud computing, cyber security and advance networking. The program is designed to prepare students for employment in various industries that utilize technical skills and knowledge. Students who successfully complete this program will have knowledge and skills in such areas as computer repair, networking, cloud system networking, enterprise cloud technology and network security. Courses include theory and skill building using a dedicated server lab environment.

The core curriculum for this program is defined by the competencies emphasized in attaining the CompTIA A+, Network +, and Security + certifications. The MCA Azure Administrator Associate, The Amazon AWS certified solutions architect, the Cisco Certified Network Associate (CCNA) certification, The EC Council Certified Ethical Hacker Certification and the ISC2 CISSP certification. These certifications ensure that the holder possesses competencies in maintaining, managing and administering cloud platforms in both the Microsoft Azure and Amazon AWS cloud environments. Students in the Network Engineers program will be provided with hands-on learning in order to ensure that they receive ample experience in both structured learning and “real world” environments. Additionally, graduates will demonstrate a basic command of computer repair, cybersecurity and the Cisco internetworking operating system for Cisco routers and switches.

Program Objective:

Upon completion of The Network Engineers program, students may seek entry-level employment in business, government, or a variety of industries where computer engineering skills are needed. Graduates may also seek employment in the technology industry as: computer repair technicians help desk support, networking technicians, Cisco networking technicians, Server administrators, Cloud Engineers, data analysts, internet security, software applications and configurations.

Certification Exams:

Exam 220-1101: CompTIA A+ Exam 1
Exam 220-1102: CompTIA A+ Exam 2
Exam N10-009: CompTIA Network+ Exam
Exam SYO-701: CompTIA Security +
Exam CLF-C01: AWS Certified Cloud Practitioner
EXAM SAA-C03: AWS Certified Solutions Architect Associate
Exam: AZ-104: MCA Azure Administrator Associate
Exam AZ-900: Microsoft Azure Fundamentals
Exam 200-301: CCNA Implementing and Administering Cisco Solutions
CEH: Certified Ethical Hacker
ISC CISSP Certification

Program Breakdown by Course:

Course #	Course Title	Clock Hours
ESSA+1	CompTIA A+ Computer Technician Program- Covers mobile devices, networking technology, hardware, virtualization and cloud computing and network troubleshooting. Also installing and configuring operating systems, expanded security, software troubleshooting and operational procedures.	60
ESSN+2	CompTIA Network + Professional Program- Critical security concepts to helping networking professionals work with security practitioners. Key cloud computing best practices and typical service models. Coverage of newer hardware and virtualization techniques	60
SEC+/AZ103 (1)	CompTIA Security+- Install and configure systems to secure applications, networks, and devices; perform threat analysis and respond with appropriate mitigation techniques; participate in risk mitigation activities; and operate with an awareness of applicable policies, laws, and regulations. The successful candidate will perform these tasks to support the principles of confidentiality, integrity, and availability.	60
SEC+/AZ103 (2)	MCA Azure Administrator Associate- Azure Administrators implement, monitor, and maintain Microsoft Azure solutions, including major services related to compute, storage, network, and security.	60
AMZAWS (1)	AWS Certified Cloud Practitioner- AWS products, services, and common solutions and fundamentals of identifying AWS services so that you can make informed decisions about IT solutions based on your business requirements.	60
AMZAWS (2)	AWS Certified Solutions Architect Associate- Fundamentals of building IT infrastructure on the AWS platform. Optimize the AWS Cloud by understanding how AWS services fit into cloud-based solutions.	60
CCNA	Cisco Certified Network Associate Program- Knowledge and skills related to network fundamentals, network access, IP connectivity, IP services, security fundamentals, and automation and programmability.	120
CEH/CISSP1	Scanning Networks- In this course students to learn to scan networks with network scanning tools.	30
CEH/CISSP2	Viruses and Worms- In this course students learn about viruses and Trojan worms and how to protect against them.	30
CEH/CISSP3	Penetration Testing- In this course students learn tools to help them penetrate network including advanced tools.	30
CEH/CISSP4	Security Management Practices- In this course students learn to setup a security management practice and network diagrams necessary to build a proper secure network.	30
	TOTAL:	**600**

Course Book List:

Exam 220-1101: CompTIA A+ Exam 1
Exam 220-1102: CompTIA A+ Exam 2
Exam N10-009: CompTIA Network+ Exam
Exam SYO-701: CompTIA Security +
Exam CLF-C01 AWS Certified Cloud Practitioner
EXAM SAA-C03 AWS Certified Solutions Architect Associate
Exam: AZ-103 MCA Azure Administrator Associate
Exam 200-301: CCNA Implementing and Administering Cisco Solutions
CompTIA Security+ Study Guide: Exam SY0-701 by Emmett Dulaney (Author)
Exam Ref AZ-103 Microsoft Azure Administrator 1st Edition, by Michael Washam
EC Council Authorized Courseware – Certified Ethical Hacker v 10
(ISC)2 CISSP Certified Information Systems Security Professional Official Study Guide by Mike Chapple , James Michael Stewart, et al

Program Cost:

Tuition	$19,200.00
Fees	$100.00
Books & Supplies	$947.00
Exam Fees	$2,039.00
Total Program Cost	$22,286.00

The Network Expert

Certificate of Completion
720 Clock Hours
36 Weeks

Program Description:

The Network Expert program focuses on computer and network repair, cloud computing, cyber security and advance networking. The program is designed to prepare students for employment in various industries that utilize technical skills and knowledge. Students who successfully complete this program will have knowledge and skills in such areas as computer repair, networking, cloud system networking, enterprise cloud technology and network security. Courses include theory and skill building using a dedicated server lab environment.

The core curriculum for this program is defined by the competencies emphasized in attaining the CompTIA A+, Network +, and Security + certifications. The MCA Azure Administrator Associate, The Amazon AWS certified solutions architect, the Cisco Certified Network Associate (CCNA) certification, The EC Council Certified Ethical Hacker Certification, the ISC2 CISSP certification, the CompTIA Project+ certification and the PMI PMP certification. These certifications ensure that the holder possesses competencies in maintaining, managing and administering cloud platforms in both the Microsoft Azure and Amazon AWS cloud environments. Students in the Network Experts program will be provided with hands-on learning in order to ensure that they receive ample experience in both structured learning and “real world” environments. Additionally, graduates will demonstrate a basic command of computer repair, cybersecurity and the Cisco internetworking operating system for Cisco routers and switches.

Program Objective:

Upon completion of The Network Experts program, students may seek entry-level employment in business, government, or a variety of industries where computer engineering skills are needed. Graduates may also seek employment in the technology industry as: computer repair technicians help desk support, networking technicians, Cisco networking technicians, Server administrators, Cloud Engineers, data analysts, internet security, software applications and configurations.

Certification Exams:

Exam 220-1101: CompTIA A+ Exam 1
Exam 220-1102: CompTIA A+ Exam 2
Exam N10-009: CompTIA Network+ Exam
Exam SYO-701: CompTIA Security +
Exam PK0-004: CompTIA Project +
Exam CLF-C01: AWS Certified Cloud Practitioner
EXAM SAA-C03: AWS Certified Solutions Architect Associate
Exam: AZ-103: MCA Azure Administrator Associate
Exam 200-301: CCNA Implementing and Administering Cisco Solutions
CEH: Certified Ethical Hacker
ISC CISSP Certification
PMI PMP Project Management Professional Certification

Program Breakdown by Course:

Course #	Course Title	Clock Hours
ESSA+1	CompTIA A+ Computer Technician Program- Covers mobile devices, networking technology, hardware, virtualization and cloud computing and network troubleshooting. Also installing and configuring operating systems, expanded security, software troubleshooting and operational procedures.	60
ESSN+2	CompTIA Network + Professional Program- Critical security concepts to helping networking professionals work with security practitioners. Key cloud computing best practices and typical service models. Coverage of newer hardware and virtualization techniques	60
SEC+/AZ103 (1)	CompTIA Security+- Install and configure systems to secure applications, networks, and devices; perform threat analysis and respond with appropriate mitigation techniques; participate in risk mitigation activities; and operate with an awareness of applicable policies, laws, and regulations. The successful candidate will perform these tasks to support the principles of confidentiality, integrity, and availability.	60
SEC+/AZ103 (2)	MCA Azure Administrator Associate- Azure Administrators implement, monitor, and maintain Microsoft Azure solutions, including major services related to compute, storage, network, and security.	60
AMZAWS (1)	AWS Certified Cloud Practitioner Exam- AWS products, services, and common solutions and fundamentals of identifying AWS services so that you can make informed decisions about IT solutions based on your business requirements.	60
AMZAWS (2)	AWS Certified Solutions Architect Associate- Fundamentals of building IT infrastructure on the AWS platform. Optimize the AWS Cloud by understanding how AWS services fit into cloud-based solutions.	60
CCNA	Cisco Certified Network Associate Program- Knowledge and skills related to network fundamentals, network access, IP connectivity, IP services, security fundamentals, and automation and programmability.	120
CEH/CISSP1	Scanning Networks- In this course students to learn to scan networks with network scanning tools.	30
CEH/CISSP2	Viruses and Worms- In this course students learn about viruses and Trojan worms and how to protect against them.	30
CEH/CISSP3	Penetration Testing- In this course students learn tools to help them penetrate network including advanced tools.	30
CEH/CISSP4	Security Management Practices- In this course students learn to setup a security management practice and network diagrams necessary to build a proper secure network.	30
PRO+ (1)	Project Management I- In this course students learn the basics of using Microsoft Project to manage IT projects.	30
PRO+ (2)	Project Management II- In this course students learn the advanced concepts of managing projects with Microsoft Project	30
PMP (1)	Project Management- In this course students learn how to manage IT projects using the PMI methodology.	30
PMP (2)	Project Management- In this course students learn the advanced concepts of managing IT related projects on the PMI methodology.	30
	TOTAL:	720

Course Book List:

Exam 220-1101: CompTIA A+ Exam 1
Exam 220-1102: CompTIA A+ Exam 2
Exam N10-009: CompTIA Network+ Exam
Exam SYO-701: CompTIA Security +
Exam CLF-C01: AWS Certified Cloud Practitioner
EXAM SAA-C03: AWS Certified Solutions Architect Associate
Exam: AZ-103 MCA Azure Administrator Associate
Exam 200-301: CCNA Implementing and Administering Cisco Solutions
CompTIA Security+ Study Guide: Exam SY0-701 by Emmett Dulaney (Author)
Exam Ref AZ-103 Microsoft Azure Administrator 1st Edition, by Michael Washam
CompTIA Security+ Study Guide: Exam SY0-701 by Emmett Dulaney (Author)
Exam Ref AZ-103 Microsoft Azure Administrator 1st Edition, by Michael Washam
CompTIA Project+ Study Guide: Exam PK0-004 2nd Edition, Kindle Edition by Kim Heldman
PMP: Project Management Professional Exam Study Guide 9th Edition, Kindle Edition by Kim Heldman

Program Cost:

Tuition	$23,040.00
Fees	$100.00
Books & Supplies	$1,890.00
Exam Fees	$3,038.00
Total Program Cost	$28,068.00

The Network Technician

Certificate of Completion
360 Clock Hours
18 Weeks

Program Description:

The Network Technician program focuses on computer and network repair, cloud computing, cyber security and advance networking. The program is designed to prepare students for employment in various industries that utilize technical skills and knowledge. Students who successfully complete this program will have knowledge and skills in such areas as computer repair, networking, cloud system networking, enterprise cloud technology and network security. Courses include theory and skill building using a dedicated server lab environment.

The core curriculum for this program is defined by the competencies emphasized in attaining the CompTIA A+, Network +, and Security + certifications. The MCA Azure Administrator Associate and the Amazon AWS certified solutions architect. These certifications ensure that the holder possesses competencies in maintaining, managing and administering cloud platforms in both the Microsoft Azure and Amazon AWS cloud environments. Students in the Network Technician will be provided with hands-on learning in order to ensure that they receive ample experience in both structured learning and “real world” environments. Additionally, graduates will demonstrate a basic command of computer repair, networking and cloud enterprise systems.

Program Objective:

Upon completion of the Network Technician Program, students may seek entry-level employment in business, government, or a variety of industries where computer engineering skills are needed. Graduates may also seek employment in the technology industry as: computer repair technicians help desk support, networking technicians,

Cisco networking technicians, Server administrators, Cloud Engineers, data analysts, internet security, software applications and configurations.

Certification Exams:

Exam 220-1101: CompTIA A+ Exam 1
Exam 220-1102: CompTIA A+ Exam 2
Exam N10-009: CompTIA Network+ Exam
Exam SYO-701: CompTIA Security +
Exam: AZ-104 MCA Azure Administrator Associate
Exam AZ-900: Microsoft Azure Fundamentals
Exam 200-301: CCNA Implementing and Administering Cisco Solutions

Program Breakdown by Course:

Course #	Course Title	Clock Hours
ESSA+1	CompTIA A+ Computer Technician Program- Covers mobile devices, networking technology, hardware, virtualization and cloud computing and network troubleshooting. Also installing and configuring operating systems, expanded security, software troubleshooting and operational procedures.	60
ESSN+2	CompTIA Network + Professional Program- Critical security concepts to helping networking professionals work with security practitioners. Key cloud computing best practices and typical service models. Coverage of newer hardware and virtualization techniques	60
SEC+/AZ103 (1)	CompTIA Security+- Install and configure systems to secure applications, networks, and devices; perform threat analysis and respond with appropriate mitigation techniques; participate in risk mitigation activities; and operate with an awareness of applicable policies, laws, and regulations. The successful candidate will perform these tasks to support the principles of confidentiality, integrity, and availability.	60
SEC+/AZ103 (2)	MCA Azure Administrator Associate- Azure Administrators implement, monitor, and maintain Microsoft Azure solutions, including major services related to compute, storage, network, and security.	60
CCNA	Cisco Certified Network Associate Program- Knowledge and skills related to network fundamentals, network access, IP connectivity, IP services, security fundamentals, and automation and programmability.	120
	TOTAL:	**360**

Course Book List:

Exam 220-1101: CompTIA A+ Exam 1
Exam 220-1102: CompTIA A+ Exam 2
Exam N10-009: CompTIA Network+ Exam
Exam SYO-701: CompTIA Security +
Exam CLF-C01: AWS Certified Cloud Practitioner
EXAM SAA-C03: AWS Certified Solutions Architect Associate
Exam AZ-103: MCA Azure Administrator Associate

Program Cost:

Tuition	$11,520.00
Fees	$100.00
Books & Supplies	$1,000.00
Exam Fees	$1,433.00
Total Program Cost	$14,053.00

Virtualization Professional

Certificate of Completion
107 Clock Hours
6 Weeks

Program Description:

Core objectives for this program are defined by the Cisco Certified Network Associates (CCNA) and the VMWare Certified Professional (VCP) certification examinations.

After completing the CCNA portion of the program, graduates will demonstrate knowledge of network segmentation using different hardware devices and the advantages and disadvantages of each. Graduates will demonstrate knowledge of logical network subdivision and its advantages and disadvantages. Graduates will demonstrate the ability to distinguish the properties of different network addresses. Graduates will demonstrate the ability to install and configure a Cisco router. Graduates will demonstrate a basic command of the Cisco internetworking operating system. Graduates will demonstrate an understanding and the ability to differentiate between the functions and capabilities of various protocols. Graduates will demonstrate the ability to troubleshoot common internetworking issues. Students successfully completing this program will have the knowledge and ability to perform the job of a wide area network support technician.

Upon completion of the VMWare portion of the program, graduates will be able to install and configure ESX, install and configure vCenter Server, configure and manage ESX networking and storage using vCenter Server, deploy and manage virtual machines, manage user access to the VMware infrastructure, increase scalability using vCenter Server, monitor resource usage using vCenter Server, apply patches using VMware vCenter Update Manager and manage higher availability and data protection using vCenter Server.

Program Objective:

The objective of the Virtualization Professional is to prepare a student to obtain the skills necessary to obtain entry-level employment in deploying and administering Cisco networking hardware in the field and in implementing, managing and maintaining Windows and/or Linux Operating Systems in a virtual environment. The first part of this program teaches students how to apply that knowledge in the design and implementation of complex networks using Cisco networking hardware.
The second portion of the program focuses on the technologies of VMWare explores installation, configuration and management of VMWare ESXi/ESX and vCenter Server. This program course will focus on configuration and management of storage, virtual machines and user access in the VMWare infrastructure.

Certification Exams:

VCP: VMWare Certified Professional exam as administered by VMWare in conjunction with Pearson/VUE Testing
Exam: 200-301: Cisco Certified Network Associate (CCNA)

Program Breakdown by Course:

Course #	Course Title	Clock Hours
VP (1)	Course Introduction- Installing, Deploying, Securing and Maintaining VMWARE Operating Systems .This course allows students to install, deploy, configure, secure, maintain, and troubleshoot Vmware	3
VP (2)	Introduction to VMware Virtualization- Configure Vmware Application and Tools This course will provide students with the knowledge and skills necessary to ensure successful configuration of the IT Pro tools and productivity applications that ship with Vmware	5
VP (3)	Configuring ESXi/ESX- Configuring and Troubleshooting Vmware Domain Services This course provides students with the knowledge and skills to configure Active Directory Domain Services in a distributed environment implement Group Policies, perform backup and restore, and monitor and troubleshoot Active Directory related issues.	5
VP (4)	Installing and Using VMware vCenter Server- Configuring Identity and Access Solutions with VMWARE Active Directory. This course provides the knowledge and skills that IT students need to configure identity and access solutions with VMWARE Directory.	5
VP (5)	Installing and Using VMware vCenter Server- Configuring and Troubleshooting a VMWARE Network Infrastructure. This course provides students with the knowledge and skills to configure and troubleshoot a VMWARE network infrastructure. Students will learn to implement and configure secure network access and implement fault tolerant storage technologies	5
VP (6)	Networking 2.5 VP6 Storage- This course provides students with an understanding of migrating and deploying VMWARE including installation, configuration, and upgrading	5
VP (7)	Scalability Configuring and Troubleshooting Internet Information Services in VMWARE for scalability- In this course students will learn to install, configure, maintain, and troubleshoot Internet Information Services (IIS) in VMWARE	3
VP (8)	Virtual Machines 1 VP8 Access Control Configuring Windows Server 2008 R2 Remote Desktop Services 2- This course provides students with the knowledge and skills to configure, manage, monitor, and troubleshoot a Terminal Services (TS) environment. The course focuses on configuring of TS core functionality, licensing, Gateway, and Web Access.	3
VP (9)	Virtual Machines 1 VP8 Access Control Designing a Windows Server 2008 R2 Network Infrastructure- This course will provide students with an understanding of how to design a Windows Server 2008 Network Infrastructure that meets business and technical requirements for network services.	3
VP (10)	Resource Monitoring- Designing a Vmware Active Directory Infrastructure In this course, students will learn how to design an Vmware Infrastructure in Vmware. Students will learn how to design Active Directory forests, domain infrastructure, sites and replication, administrative structures, group policies, and Public Key Infrastructures	3
VP (11)	High Availability and Data Protection Designing a VMware Application Infrastructure In this course students will learn how to design application infrastructure solutions based on Wmware to meet varying business and technical requirements.	3
VP (12)	Configuration Management Designing a VMware Application Infrastructure In this course students will learn how to design application infrastructure solutions based on Wmware to meet varying business and technical requirements.	2
VP (13)	Installing ESX- Designing a VMware Application Infrastructure In this course students will learn how to design application infrastructure solutions based on Wmware to meet varying business and technical requirements.	2.5
VP (14)	Interconnecting Cisco Networking Devices Part 1 - Security This course covers how to install, configure, and operate LAN, WAN, and dial access services for small networks	22
VP (15)	Interconnecting Cisco Networking Devices Part 2 - Security This course covers how to troubleshoot Switched Networks, and establish a WAN Connection with Frame Relay.	37.5
	TOTAL	**107**

Course Book List:

VMware vSphere 4: Install, Configure, Manage – ESX 4.0, ESXi 4.0 and vCenter 4.0 - Volume 1, Revision B.VMWare Press. June 2012
VMware vSphere 4: Install, Configure, Manage – ESX 4.0, ESXi 4.0 and vCenter 4.0 - Volume 2, Revision B.VMWare Press. June 2009
VMware vSphere 4: Install, Configure, Manage – ESX 4.0, ESXi 4.0 and vCenter 4.0 – Laboratory Exercises, Revision B. VMWare Press. June 2009
CCNA 200-301 Official Cert Guide, Volume 1 1st Edition by Wendell Odom
CCNA 200-301 Official Cert Guide, Volume 2 1st Edition by Wendell Odom

Program Cost:

Tuition	$7,014.00
Fees	$100.00
Books & Supplies	$660.00
Exam Fees	$520.00
Total Program Cost	$8,294.00

Webmaster

Certificate of Completion
240 Clock Hours
12 Weeks

Program Description:

Upon completion, the student will have an understanding of what is necessary to design, configure, and implement e-commerce enabled web sites. Successful graduates may either start their own web design business or seek entry-level webs design employment.

Program Objective:

Utilizing the latest in software application tools Webmaster students learn how to create a state of the art website incorporating sound, graphics, animation, and e-commerce.

Certification Exams:

Dreamweaver CC
Illustrator CC
Photoshop CC

Program Breakdown by Course:

Course #	Course Title	Clock Hours
Adobe 1	Adobe Professional (Dreamweaver, Flash, Photohop) In this course students will learn how to utilize a software suite of graphic design, video editing, and web development applications.	60
AAP II	Programming in HTML 5 with Javascript CSS3 In this course students will gain basic HTML5/CSS3/JavaScript programming skills to implement programming logic, define and use variables, perform looping and branching, develop user interfaces, capture and validate user input, store data, and create well-structured application.	120
WordPress 1	WordPress- In this course students will learn how to Install Wordpress and find a web host, Navigate Wordpress and Customize the appearance and install themes. Students will also be able to create content, set up blogs, Install plugins, configure a contact form plugin, and a photo gallery plugin.	60
	TOTAL	**240**

Course Book List:

Adobe Dreamweaver Classroom in a Book James J Maivald Dec 25 2014
Adobe Flash Classroom in a Book Fussell Chun Aug 21st 2014
Adobe Photoshop Classroom in a Book Andrew Faulker Aug 4 2014
Wordpress for Beginners Tim Warren
Exam Ref: 70-480 Programming in HTML 5 and Javascript and CSS3

Program Cost:

Tuition	$7200.00
Fees	$100.00
Books & Supplies	$1495.00
Exam Fees	$0.00
Total Program Cost	$8795.00

HVAC REPAIR AND TECHNOLOGY

Certificate of Completion

185 Clock Hours

5 Weeks

Program Description:

Students who enroll in the 185-clock hour HVAC/R Technology Program will acquire knowledge of the heating and cooling cycles with various phases of the fundamental principles of controls and electrical systems associated with HVAC systems. Students also will acquire both residential and commercial HVAC systems troubleshooting mechanical and electrical systems. Students will also study the principles and concepts associated with the EPA Section 608 Certification and, if successfully passed, will obtain EPA Universal Certification.

Program Objective:

The school's HVAC/R Technology Program provides training for entry level employment in the construction maintenance and Heating, Ventilation, Air Conditioning (HVAC/R) industries.
Please note: For relevant EPA Section 608 Certification, the student must sit for and pass the following exams:

Please note: For relevant EPA Section 608 Certification, the student must sit for and pass the following exams:

Certification Exams:

EPA Section 608 Certification

Competencies for Employment:

The HVAC Technician Program is a comprehensive training program designed to prepare students to perform all functions of an entry-level HVAC technician. Students receive both theoretical knowledge and hands-on training in the installation, maintenance, troubleshooting, and repair of heating, ventilation, air conditioning, and refrigeration systems.
Upon successful completion of the program, including all course requirements and financial obligations, students will be awarded a Certificate of Completion. Graduates will be equipped with the foundational skills necessary to pursue entry-level employment in the HVAC industry and to sit for applicable industry certifications such as EPA Section 608.

Graduate Performance:

This program provides students with the knowledge, technical skills, and competencies required to install, maintain, troubleshoot, and repair heating, ventilation, air conditioning, and refrigeration (HVAC/R) systems. Graduates are prepared to perform entry-level technician duties while applying industry standards, safety procedures, and effective problem-solving skills in real-world work environments.

Program Breakdown by Course:

Course Numbers	Course Title	Clock Hours
HVAC/R1	HVAC CORE This introductory course provides students with a foundational understanding of the HVAC/R industry, including safety practices, basic electricity, tools, and equipment. Students are introduced to refrigeration principles, system components, and essential workplace skills required for entry-level technicians.	45
HVAC/R2	HVAC Level 1 This course builds on core fundamentals and focuses on basic HVAC system operations, including heating and cooling systems, airflow principles, and electrical circuits. Students develop hands-on skills in system installation, maintenance, and troubleshooting using industry-standard tools and techniques.	45
HVAC/R3	HVAC Level 2 This intermediate-level course expands students' technical knowledge and hands-on experience in HVAC systems. Topics include advanced troubleshooting, system diagnostics, electrical controls, and refrigeration servicing. Students gain practical experience working with residential and light commercial equipment.	45
HVAC/R4	HVAC Safety 1 This course introduces essential safety standards and regulatory requirements in the HVAC industry. Students learn OSHA guidelines, proper tool use, personal protective equipment (PPE), and safe handling of refrigerants and electrical systems to maintain a safe work environment.	45
HVAC/R5	HVAC Safety 2 This advanced safety course reinforces workplace safety and compliance practices. Students focus on hazard recognition, lockout/tagout procedures, environmental regulations, and emergency response. Emphasis is placed on real-world safety scenarios and maintaining compliance with OSHA and EPA standards.	5

Course Book List: HVAC REPAIR AND TECHNOLOGY

Core Curriculum Trainee Guide, 2015 Revision (5th Edition) 9780134130989 NCCER Pearson
HVAC Level 1 Trainee Guide (4th Edition) 9780133402537 NCCER Pearson
HVAC Level 2 Trainee Guide (4th Edition) 9780133404272 NCCER Pearson
Esco Institute - EPA Prep Manual 9781930044609 ESCO Esco

PROGRAM COST:	
Tuition	$6000.00
Fees	$100.00
Books & Supplies	$695.00
Any Other Costs	$200.00
Total Program Cost	$6995.00