

MYCOMPUTERCAREER

TRAINING FOR A BETTER LIFE

RALEIGH, NC, CHARLOTTE, NC, ARLINGTON, TX,
DALLAS, TX, HOUSTON, TX, SUGAR LAND, TX,
COLUMBUS, OH, LAS VEGAS, NV, INDIANAPOLIS, IN.

~ 2020-2021 STUDENT CATALOG ~

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Branches and Affiliated Campuses

MyComputerCareer at Raleigh LLC Main Campus (919) 371-4820 - 5511 Capital Center Dr. 500 Raleigh, NC 27606
 MyComputerCareer at Charlotte LLC branch (704) 302-1031 - 3701 Arco Corporate Dr. Suite 500 Charlotte, NC 28273
 MyComputerCareer at Arlington LLC branch (817) 210-6308 - 1701 E. Lamar Blvd. Suite 250 Arlington, TX 76006
 MyComputerCareer at Dallas LLC branch (214) 272-2772 - 12225 Greenville Ave. Suite 500 Dallas, TX 75243
 MyComputerCareer at North Houston LLC branch (281) 245-0888 - 7908 N Sam Houston Pkwy W Ste. 300 Houston, TX 77064
 MyComputerCareer at Sugar Land LLC branch - 14141 SW Freeway Ste. 1010 Sugar Land, TX 77478
 MyComputerCareer at Columbus LLC Main Campus (614) 891-3200 - 380 Polaris Pkwy Ste. 110 Westerville, OH 43082
 MyComputerCareer at Las Vegas LLC branch (Nellis Air Force Base) - 4475 England Ave. Bldg. #20 Nellis AFB, NV 89191
 MyComputerCareer at Indianapolis LLC Main Campus (317) 550-3044 -2601 Fortune Cir East Ste.100c Indianapolis, IN 46241

History: MyComputerCareer was founded by Tony Galati in Raleigh, North Carolina in 2008.

Governing Board of Directors

James A. Galati – CEO, Amy Onuska – President, Bruce Ackerman – Chief Marketing Officer, Michael Giamoni – Chief Financial Officer, Dan Pryor – Chief Operations Officer, Matthew Mosley – Secretary. James A. Galati (96.39%) and Amy Onuska (3.61%) are the owners of the institution.

Statement of Accuracy

“The information contained in this catalog is true and correct to the best of my knowledge.”

Darren L. Nelson
 Executive Director of Compliance

Mission Statement

Our mission at MyComputerCareer is to help our students develop the skills necessary to permanently and positively change their lives and futures by attaining financially rewarding and personally fulfilling careers in Information Technology.

Accreditation and State Governing Authority

MyComputerCareer is accredited by ACCET, the Accrediting Council for Continuing Education and Training. ACCET is listed by the U. S. Department of Education as a nationally recognized accrediting agency.



The governing authority of MyComputerCareer in the State of North Carolina is:

North Carolina Community College System
 200 W Jones St. Raleigh, NC 27603

The governing authority of MyComputerCareer locations in the State of Texas is:

Texas Workforce Commission Career Schools and Colleges
 101 East 15th Street Room 104T Austin, Texas 78778-0001

The governing authority of MyComputerCareer in the state of Ohio is:

Ohio State Board of Career Colleges and Schools
 30 East Broad Street, Suite 2481 Columbus, OH 43215
 School Registration Number 12-03-1987T

This institution in the State of Indiana is regulated by:

Office for Career and Technical Schools
 10 N Senate Avenue, Suite SE 308 Indianapolis IN 46204
OCTS@dwd.in.gov ~ <http://www.in.gov/dwd/2731.htm>

Campus Hours

Students are required to attend two Lecture classes per week at the institution. Students will be scheduled at enrollment to attend a specific Lecture class schedule. Breaks will be held as deemed necessary by the instructor with no more than one ten-minute break per class hour. An Instructor is available outside of class from Noon – 5pm Monday – Thursday, while Flex-Time instructors are available throughout the day.

Lecture Schedule Monday – Thursday: EST

Morning	9:30am - 3:30pm
Late Morning	11:00am - 4:00pm
Evening	6:00pm - 10:20pm

IDL Lecture Schedule Monday – Thursday: EST

Morning	9:00am - 3:00pm
Late Morning	11:00am - 5:00pm
Evening	6:00pm - 10:20pm or 7:00pm - 11:20pm

CSS & CSE Schedule - 6:45pm - 11:05pm

Associate Degree Schedule - 6:30pm - 8:45pm

Campus Laboratory Hour Schedule

MyComputerCareer opens Monday-Friday at 9:00am daily unless otherwise specified and will remain open for students until 10:20pm Monday-Thursday, 5:00pm on Fridays and 3:00pm on Saturdays. Students are required to complete Laboratory hours each week during an open campus time that does not conflict with their scheduled Lecture hour time. If time outside of these scheduled hours is needed, the student may make arrangements with their instructor. **IDL hours** start at noon Monday through Thursday and disconnect at 11:00pm and on Fridays from 9:00am to 1:00pm. Saturday IDL hours are online from 9:00am – 3:00pm.

Facilities

MyComputerCareer at Raleigh LLC, MyComputerCareer at Charlotte LLC, MyComputerCareer at Arlington LLC, MyComputerCareer at Dallas LLC, MyComputerCareer at North Houston LLC, MyComputerCareer at Sugar Land LLC, MyComputerCareer at Columbus LLC and MyComputerCareer at Indianapolis LLC are wholly owned subsidiaries of MyComputerCareer.com, Inc. James A. Galati (96.39%) and Amy Onuska (3.61%) are the owners of the institution.

Raleigh: MyComputerCareer is located in the Capital Center at 5511 Capital Center Drive, Suite 500, Raleigh, NC 27606. The student facilities consist of five large classrooms, a kitchen area with a refrigerator, and a large break/study area. A licensed testing facility is also on-site. Classrooms are designed to accommodate students with a student to equipment ratio of 1:1. A student to instructor maximum ratio of 30:1 is followed. Policy guidelines for use of school property will be posted in a common area within the school.

Arlington: MyComputerCareer is located at 1701 Lamar Blvd., Suite 250, Arlington, TX 76006. The student facilities consist of three large classrooms, a kitchen area with fridge, and a large break/study area. A licensed testing facility is also on-site. Classrooms are designed to accommodate students with a student to equipment ratio of 1:1. A student to instructor maximum ratio of 30:1 per class is followed. Students may visit with their

instructors during predetermined office hours. Policy guidelines for use of school property will be posted in a common area within the school.

Charlotte: MyComputerCareer is located in the 3701 Arco Corporate Drive, Suite 500, Charlotte, NC 28273. The student facilities consist of five large classrooms, a kitchen area with a refrigerator, and a large break/study area. A licensed testing facility is also on-site. Classrooms are designed to accommodate students with a student to equipment ratio of 1:1. A student to instructor maximum ratio of 30:1 is followed. Policy guidelines for use of school property will be posted in a common area within the school.

Dallas: MyComputerCareer is located at 12225 Greenville Ave, Suite 500, Dallas, TX 75243. The student facilities consist of three large classrooms, a kitchen area with a refrigerator, and a large break/study area. Students may also have access to a café located in the building, depending on hours set by the café management. A licensed testing facility is also on-site. The instructors primarily work area is in the classroom. Students may visit with their instructors during predetermined office hours. Classrooms are designed to accommodate students with a student to equipment ratio of 1:1. A student to instructor maximum ratio of 30:1 per class is followed. Policy guidelines for use of school property will be posted in a common area within the school.

North Houston: MyComputerCareer is located at 7908 North Sam Houston Parkway West, Suite 300, Houston, TX 77064. The student facilities consist of three large classrooms, a boot camp training room, a kitchen area with a refrigerator, and a large break/study area. The instructors primarily work in the classroom and also have an office located near the classroom. Students may visit with their instructors during predetermined office hours. Classrooms are designed to accommodate students with a student to equipment ratio of 1:1. A student to instructor maximum ratio of 30:1 per class is followed. A licensed testing facility is also on-site. Policy guidelines for use of school property will be posted in a common area within the school.

Sugar Land: MyComputerCareer is located at 14141 SW Freeway Ste. 1010 Sugar Land, TX 77478. The student facilities consist of four classrooms, a flextime area, and a break room for students. Classrooms are designed to accommodate students with a student to equipment ratio of 1:1. A student to instructor maximum ratio of 30:1 per class is followed. Instructors are available to provide personal instruction as students develop their hands-on skills. A licensed testing facility is also on-site. Policy guidelines for use of school property will be posted in a common area in the school.

Columbus: The MyComputerCareer is located at 380 Polaris Parkway, Suite 110, Westerville, OH 43802. The student facilities consist of five classrooms, a large flextime area, and a break room for students. Classrooms are designed to accommodate students with a student to equipment ratio of 1:1. A student to instructor maximum ratio of 30:1 per class is followed. Instructors are available to provide personal instruction as students develop their hands-on skills. A licensed testing facility is also on-site. Policy guidelines for use of school property will be posted in a common area within the school.

Indianapolis: The MyComputerCareer is located at 2601 Fortune Circle East Suite 100c Indianapolis, IN 46241. The student facilities consist of four classrooms and a break room for students. Classrooms are designed to accommodate students with a student to equipment ratio of 1:1. A student to instructor maximum ratio of 30:1 per class is followed. Instructors are available to provide personal instruction as students develop their hands-on skills. A licensed testing facility is also on-site. Policy guidelines for use of school property will be posted in a common area within the school.

Enrollment Policies and Guidelines

Students must meet with a member of the Admissions Team to be considered for acceptance into our programs. The Admissions Team member will ascertain the prospective students' ability to enroll in a program during the admissions process. MyComputerCareer will determine acceptance into any offered program. The decision to allow a student to enroll in the program will also be guided by the standards for each State below. Any prospective student who has a special needs request or accommodation must submit the request in writing via email to their Admissions Advisor/Director prior to enrollment to determine if the school can accommodate the request.

- State of North Carolina

- Documentation of one of the following is required for enrollment: High School transcript, copy of the certificate of high school equivalency, transcript showing graduation from a community college or university that operates in compliance with state or local law, completion of secondary education equivalent to high school education in the United States or a signed, notarized attestation of graduation from any of the above. VA benefit enrollment requirements may vary. Please consult with your Admissions team for those requirements.
- There is a minimum age requirement of 17 for enrollment into any program at MyComputerCareer. Applicants under the age of 18 need a parent or guardian's signature in addition to their own signature on the Enrollment agreement.

- State of Texas

- Proof of High School Completion, GED or successful completion (or equivalent) of one full-time academic semester (12 academic semester hours) or academic quarter (18 academic quarter hours) at an accredited college, university, or other postsecondary school is required for enrollment.
- There is a minimum age requirement of 17 for enrollment into any program at MyComputerCareer. Applicants under the age of 18 need a parent or guardian's signature in addition to their own signature on the enrollment agreement.

- State of Ohio

- High School Completion, GED, College Degree or equivalent is required for enrollment. Proof of attainment must be supplied, and a copy will be kept in the student's file.
- There is a minimum age requirement of 17 for enrollment into any program at MyComputerCareer. Applicants under the age of 18 need a parent or guardian's signature in addition to their own signature on the enrollment agreement.
- All students who are accepted for enrollment will be given a copy of the student catalog at the time of enrollment that lists the graduation and placement rates for the program they are entering for each of the preceding three yrs.

- State of Indiana

- High School Completion, GED, College Degree or equivalent is required for enrollment. Proof of attainment must be supplied, and a copy will be kept in the student's file.
- There is a minimum age requirement of 17 for enrollment into any program at MyComputerCareer. Applicants under the age of 18 need a parent or guardian's signature in addition to their own signature on the enrollment agreement.

- VA Benefits Enrollment Policy – All Campuses

MyComputerCareer follows the requirements as listed in PL 115-407 Section 103 and 104 Compliance: Title 38 USC 3679 (e). As an institution, MyComputerCareer does not impose any penalty, including assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds while awaiting payment of VA funds under chapter 31 and 33. A student requesting to use benefits must submit a COE before the first day of class, sign the Memorandum of Understanding to use such entitlement, provide additional information necessary to certify enrollment, and may impose a fee for the amount that is different between the VA payment.

Policy on Non-Discrimination

MyComputerCareer does not discriminate nor condone discrimination on the basis of sex, religion, nationality, color, race, age, disability, sexual orientation, or any other legally protected characteristic. Our facilities are handicap accessible. Students with special needs may need to meet minimum mobility requirements for testing of the companies issuing the certification. Students with special educational needs should notify their Admissions Representative before enrolling so the institution can make an effort to accommodate the needs

Transfer of Credit Policy

MyComputerCareer will consider credit for previous training and education that a student has received at another institution that is related to the program in which they are enrolled. The student must notify their Admissions Representative, prior to enrollment, of previous training or education that they would like to have considered for transfer. Any courses to be considered must have been passed with a “C” (70%) or better and must be from an accredited institution or provided by the U.S Military. Transcripts must be provided at the time of the request. Students seeking credit for any course that provides training towards a certification must provide proof that they have passed the Industry certification exam that is still active and must pass an equivalent course practice exam with a 90% or better. General Education courses in the Associates Degree program do not require an exam for transfer credit review. A member of the Transfer Credit Review Committee will review the documentation provided to arrive at a final decision. If credit is awarded, the tuition will be reduced by a prorated amount, and the program length will be adjusted. If transfer credit is denied, an appeal must be submitted to the Campus Director within 10 days of the denial and prior to the start of classes. No fees will be assessed for the evaluation of transfer credit. Transfer credits from other institutions may not exceed 50% of the program.

All Credits earned at MyComputerCareer are eligible for transfer credit at any MyComputerCareer location, therefore the proof of certification and practice exam requirement outlined above is not needed for alumni.

MyComputerCareer will assist students wishing to transfer credits to another school by, for example, providing transcripts, syllabi, student catalog, etc. Requests can be made at any time by emailing the Campus Director. Clock or Credit hours earned at the institution will in all likelihood not transfer to another institution. Students should check with their transferring institution to determine if credits are likely to transfer. Military students seeking to use their veteran’s benefits must provide their written transcript of previous training and education for evaluation for credit prior to enrollment at the school. Any schools with articulation agreements with MyComputerCareer will be listed with the program and campus where the articulation agreement exists.

Tuition Payment

MyComputerCareer accepts tuition payment in the form of check, money order, credit card and student loans where available. Payments at the Raleigh, NC and Charlotte, NC campuses can only be received up to 50% of the total tuition prior to the program’s midpoint. The remainder of the tuition may be collected only when the student has completed one-half of the program. The Columbus, OH campus defers the collection and application of federal, state or local government funds in the manner as controlled by the applicable federal, state or local regulations. Student loans or other financial aid funds received from private entities including, but not limited to, banks, financing companies, credit card companies, and other lending sources must be collected or disbursed in the following manner: 1. Loans or other financing payments for amounts less than five thousand dollars may be disbursed as a single disbursement, regardless of course length. 2. Loans or other financing payments for amounts greater than five thousand dollars that reflect a class term greater than six months, but less than twelve months must have three equal disbursements. The disbursement schedule is as follows: one-third of the tuition amount released initially, the second disbursement will be released one-third of the way through the length of the training, and the remainder released two-thirds of the way through the course term. MyComputerCareer accepts the following Federal Student Aid:

- Federal Pell Grants

- A Pell Grant is awarded based on need and don't have to be repaid. They can be awarded to students who have not yet earned a bachelor's degree. The maximum Pell Grant award for the 2020/21 award year is \$6345, however, the actual award depends on the student's financial need (Estimated Family Contribution / EFC), the Cost of Attendance and the length of the academic year in which the student is enrolled. Not all students qualify.
- William D. Ford Federal Direct Loans - Loans that must be repaid plus interest
 - Subsidized Loans - Based on financial need. The federal government pays interest while the student is in school and during deferment.
 - Unsubsidized Loans - Based on the student's education costs and other aid received. Interest accrues immediately.
 - Direct Plus Loans – Available to parents of dependent students. They are unsubsidized.

Eligible Title IV disbursements will be made at the beginning of each program except for Direct Loans, which are delayed by 30 days from the first day of the payment period, and again at the program midpoint once the student has successfully completed the credit hours attempted in the payment period and half of the academic year in instructional weeks (i.e., 15 weeks or 21 weeks). Title IV disbursements for the Associate Degree program on the Columbus, OH campus occur at the end of each payment period when the student has successfully completed the weeks of instruction in the payment period and 18 quarter credits.

MyComputerCareer also accepts WOIA & TAA vouchers, GI Bill® and other Military funding sources, and other state and federal grants and scholarship programs. Tuition payment must be arranged or received before the 1st day of the scheduled start of their program. Financial institutions providing student loans may be given other payment terms and may charge their own fees for lending including interest, origination fees, and any and all other fees any institution may charge. Student loan applications are available through the Admissions Director or Financial Counselor if you don't seek private lending on your own. For more information about private lending options please visit the Financial Aid Disclosures and Application Process section at

www.mycomputercareer.edu/additional-disclosure-documents/. MyComputerCareer has no control over the fees charged by lending institutions. Any funds that are not paid at the time of obligation by the student are subject to collection. Additionally, students are subject to termination for nonpayment. MyComputerCareer will attempt to recover the funds from the student prior to turning the debt over to a collection agency. Institutional scholarships and/or grants where applicable are outlined in the campus specific section at the end of this catalog.

MyComputerCareer will also charge a \$50.00 service fee for any returned checks that are given to the school as payment for tuition.

Scarlett Scholarship – an annual scholarship to a Veteran, Veteran Spouse or Veteran Dependent with no military benefits remaining or has never had benefits to use for education. Must meet the general admission requirements outlined above, complete the application with an essay and provide verification of military affiliation. The Scholarship recipient will be chosen each year by Scarlett's parent. To learn more about Scarlett and details of the scholarship please visit our website.

Education Assistance Grant – A need-based Grant available for all ITSA enrollments who apply and complete a FAFSA. The Grant award for each eligible student will be based on their official Estimated Family Contribution (EFC) and applied at enrollment according to the chart below. *See Admissions Advisor for further details.*

EFC Range	Grant	EFC Range	Grant
\$0	\$6,930	Between \$2,501 and \$7,800	\$4,400
Between \$1 and \$600	\$6,310	Between \$7,801 and \$8,800	\$4,310
Between \$601 and \$1,000	\$5,810	Between \$8,801 and \$10,200	\$3,210
Between \$1,001 and \$1,300	\$5,280	Between \$10,201 and \$11,200	\$1,190
Between \$1,301 and \$1,700	\$4,860	Between \$11,201 and \$12,600	\$200
Between \$1,701 and \$2,000	\$4,620	\$12,601 and above	\$0
Between \$2,001 and \$2,500	\$4,470		

Title IV Credit Balance

Whenever MyComputerCareer disburses Title IV funds by crediting a student's account and the total amount of ONLY Title IV funds credited exceeds the amount of tuition, fees and other authorized charges assessed to the student, the excess is considered a Title IV Credit Balance. Title IV Credit Balances will be paid to the student or parent within 14 days of the disbursement that created the excess or as per instructions supplied by a completed "Authorization to Hold or Release Funds" form.

Title IV Overage

Whenever MyComputerCareer disburses Title IV funds *and/or other sources of funding* by crediting a student's account and the total amount of ALL funds credited exceeds the amount of tuition, fees and other authorized charges assessed to the student, the excess that is not a Title IV Credit Balance is considered an Overage. Overages will be evaluated and paid to the student or parent according to the timeline specified below or as per instructions supplied by a completed "Authorization to Hold or Release Funds" form.

Overage Evaluation and Payment

If the overage occurs before the student reaches the program midpoint the overage will be paid within a few weeks of the disbursement that created the overage. After the program midpoint the student's account will be evaluated for an overage and overage payment after the student reaches the eighty percent point of the program.

MyComputerCareer is governed by the Department of Education, the states in which we do business and our accrediting body, amongst others. Our policies and procedures follow the guidelines set forth by each of these organizations. In the event the rules and regulations of our governing bodies prohibit MyComputerCareer from paying a credit balance or overage according to the time frames set forth above, the rules and regulations of that governing body will supersede those of MyComputerCareer.

Title IV Funds Return

Students who receive Title IV aid (Federal Pell, Federal SEOG, Federal Subsidized and/or Federal Unsubsidized Stafford loans and PLUS.) and withdraw from school are subject to the Return of Title IV aid regulations. (Federal law now requires that a student must "earn" the aid that they receive.) When a student withdraws from school, the school is required to determine the amount "earned" using the Return of Title IV regulations. When calculating a R2T4 the department of education determines a student earns quarter credit hours when they have completed academic work to receive a passing grade in the course. This calculation is based on the percentage of the period completed and the pace, where necessary, at which the student is progressing. The percentage of the period completed is determined by dividing the number of calendar days completed in the payment period as of the student's last day of attendance by the total number of calendar days in the period unless the student is not on pace to complete the payment period within the expected timeframe. If the student is not on pace, the payment period will be lengthened based on the student's rate of progress. If the student completes more than 60% of the payment period it is determined that all the aid has been earned. If a student completes 60% or less of the payment period, the earned and unearned portion will be calculated.

1. The "unearned" portion of the institutional charges will be returned by the institution to the appropriate Title IV program. The institution will then bill the student for the amount of institutional charges that were returned in excess of the college's refund policy.
2. The "unearned" portion of the aid that was disbursed directly to the student will also be calculated. If applicable, the student will owe repayment to the Title IV programs. The student will receive an overpayment letter and will be given 45 days to make the repayment. The student will be eligible for further Title IV aid during the 45-day period but will become ineligible after the 45 days has passed. The student will remain ineligible until the funds are repaid or satisfactory payment arrangements have been made with the Department of Education.
3. Last day of verifiable attendance will be considered the withdrawal date for official or unofficial withdrawals.
 - **Official Withdrawal** – Formal notice of intent to WD in (writing, email, verbal) to the Campus Director.

- **Unofficial Withdrawal** – 14 consecutive days of no attendance.

4. The timeframe for the return of Title IV program funds is forty-five days from the Date of Determination (DOD) unless the State or other governing body in which the school is operating has a more stringent deadline.

The school will return Title IV funds to the programs from which the student received aid during the payment period as applicable, in the following order, up to the net amount disbursed from each source:

- Unsubsidized Direct Stafford loans
- Subsidized Direct Stafford loans.
- Direct PLUS loans.
- Federal Pell Grants for which a return of funds is required.

If a student started and qualified for a disbursement of **Pell**:

1. The funds can be disbursed without student authorization as per the “Treatment of Title IV Funds When Student Withdrawals” (R2T4) calculation and no later than 180 days of the DOD as a post withdrawal disbursement.
2. If an individual completed a FAFSA and clears Verification or a C Code they can also become eligible for a post withdrawal disbursement or late disbursement of Pell (not direct loans) w/in 180 days of the DOD.
 - (1) Any post-withdrawal disbursement of grant funds that is not credited to the student's account will be disbursed no later than 45 days after the date of determination that the student withdrew.

If a student started and qualified for a disbursement of **Direct Loan**

1. The funds can be disbursed only after authorization from the borrower as per the “Treatment of Title IV Funds When a Student Withdrawals” (R2T4) calculation and no later than 180 days of the DOD.
2. In the unusual circumstance where a post withdrawal disbursement can be requested during the second payment period the disbursement must happen within 180 days of the students last date of attendance.

A student may be eligible for a **post-withdrawal disbursement** if, prior to withdrawing, the student earned more federal financial aid than was disbursed. If a student is eligible for a post-withdrawal disbursement for Title IV funds, it will be processed for the student and a refund will be issued within 14 days of the credit balance.

If the post-withdrawal disbursement includes loan funds, MyCC must get the student’s permission before it can disburse the loan. Students may choose to decline some or all of the loan funds so that s/he does not incur additional debt. A notice will be sent out to the student, and the signed, original document must be returned to the School within 14 days.

MyComputerCareer may automatically use all or a portion of the post-withdrawal disbursement of grant funds for tuition and fees. However, the school needs the student’s permission to use the post-withdrawal grant disbursement for all other school charges. If the student does not give his/her permission, the student will be offered the funds. However, it may be in the student’s best interest to allow the school to keep the funds to reduce the student’s debt at the school.

It is also important to understand that accepting a post-withdrawal disbursement of student loan funds will increase a student’s overall student loan debt that must be repaid under the terms of the Master Promissory Note. Additionally, accepting the disbursement of grant funds will reduce the remaining amount of grant funds available to the student should the student continue his/her education at a later time.

Exit Counseling

Within 30 days of graduating or leaving school, Direct Loan borrowers must complete exit counseling. The Direct Loan Exit Counseling will explain your rights and responsibilities as a Direct Loan borrower and help with repayment information and options. Exit counseling is to be done at:

<https://studentloans.gov/myDirectLoan/index.action>

Academic Calendar

The start dates for the programs at MyComputerCareer are dependent upon sufficient enrollment. Enrollment periods will begin approximately 6-8 weeks before the start date of class and end within one week after the start date of class. Program start dates occur approximately every 5-7 weeks. Enrollment in the IT ProBasic program will have start dates that occur on the same dates as the ITSA program. The following table contains approximate ITSA, CSS, CSE and NACS enrollment terms for the 2020-2021 academic year.

30 Week Campus Starts	42 Week Campus Starts	30 Week Full IDL Starts	42 Week Full IDL Starts	CSS Starts	CSE & NACS Starts
7/10/2020	7/20/2020	7/27/2020	8/17/2020	7/13/2020	7/28/2020
8/14/2020	9/7/2020	8/31/2020	10/5/2020	8/31/2020	9/15/2020
10/23/2020	10/26/2020	10/5/2020	11/23/2020	10/19/2020	11/3/2020
11/27/2020	12/14/2020	11/9/2020	1/18/2021	12/7/2020	12/22/2020
1/8/2021	2/8/2021	12/14/2020	3/8/2021	2/1/2021	2/16/2021
2/12/2021	3/29/2021	1/25/2021	4/26/2021	3/22/2021	4/6/2021
3/19/2021	5/17/2021	3/1/2021	6/14/2021	5/10/2021	5/25/2021
4/23/2021	7/5/2021	4/5/2021	8/2/2021	6/28/2021	6/13/2021
5/28/2021	8/23/2021	5/10/2021	9/20/2021	8/16/2021	8/31/2021
6/2/2021	10/11/2021	6/14/2021	11/8/2021	10/4/2021	10/19/2021
8/6/2021	11/29/2021	7/19/2021	1/3/2022	11/22/2021	12/7/2021

School Holidays

MyComputerCareer will be closed and not hold classes on the following holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Veterans Days, Thanksgiving Day and the week of Christmas.

Attendance Policy

Attendance is critical to the success of students who attend the programs at MyComputerCareer. Absences can prevent students from succeeding in class and hinder their preparation for starting a career in the computer industry. A maximum of 20% of excused absences is permitted by the school towards the attendance completion requirement. MyComputerCareer will record all attendance for students. A student must complete 80% of their scheduled clock hours in each course in order to avoid receiving a failing grade for the course. Students who receive a failing grade for the course will be required to repeat the course as discussed in the "Repeating Courses" section below. Students who fail two courses in the first payment period or more than two courses in the program are subject to Academic Termination.

Absences

Students are expected to attend each class session on time and participate actively in class. Students are also expected to complete the required number of laboratory hours each week. If a student will be absent from class, they are expected to inform the instructor by email or phone prior to the start of class. The accumulation of absences exceeding 20% of scheduled clock hours in any course will result in a failing grade for the course. Students who receive an "F" grade in a course will be required to repeat the course as discussed in the "Repeating Courses" section below. Students who fail two courses in the first payment period or more than two courses in the program are subject to Academic Termination.

Students with no attendance for 14 consecutive calendar days are subject to dismissal for violation of the attendance policy. Dismissed students must submit an appeal to the Campus Director within 10 days of termination. Approval of appeal is at the discretion of the Appeals Committee.

Make-up Work

Students who need to complete missed assignments and receive additional review of topics missed in class should make arrangements with their Instructor or Instructor Mentor. Students must complete the required minimum number of hours, assignments and/or make-up work by the end date of each course. Students who do not complete the minimum required hours and/or assignments by the end of each course will receive a failing grade for that course. Students who receive a failing grade in a course will be required to repeat the course as discussed in the "Repeating Courses" section below. Students who fail two courses in the first payment period or more than two courses in the program are subject to Academic Termination.

Tardiness & Early Departures

Students are expected to be on time for all class sessions, exams, material review sessions, and so forth. Tardiness is defined as any time missed after the start of class. Early Departure is defined as any time remaining prior to the end of class. Tardiness and early departures are recorded on a real-time basis with students logging in immediately upon arrival and immediately upon departure. Consistent tardiness can adversely affect the learning environment. Excessive tardiness or early departures can result in not meeting the required hours for the training program. Students falling below these minimum requirements may earn a failing grade for the course, may be required to repeat the course, and may be subject to Academic Termination if they fail two courses in the first payment period or more than two courses in the program.

Repeating Courses

To progress timely through the program, and to meet graduation requirements, MyComputerCareer students are expected to achieve a passing grade and minimum attendance requirements by the end date of each course.

If a student does not achieve a minimum passing grade of 60%, and a minimum of 80% attendance, by the end date of a course, the student will receive a grade of "F" for that course. The student must repeat the failed course and achieve a minimum passing grade of 60%, and a minimum of 80% attendance, to successfully pass the course. A cumulative GPA of 70% and, for each course, attendance of 80% must be achieved to meet graduation standards.

MyComputerCareer will allow a student to repeat a failed course at no additional tuition cost to the student. A student will not be eligible for additional federal financial assistance for the repeat courses.

Upon successfully passing the repeated course, and achieving required attendance in the repeated course, the grade earned in the repeated course will replace the grade in the failed course in order to determine the cumulative GPA. All credits in the repeated course and in the failed course will be included as credits attempted.

The student must repeat the failed course when it is scheduled by the school administration. The student may take a different course in their program prior to repeating the failed course. Effort will be made by MyComputerCareer to align the repeat course with the student's current schedule, but due to limited availability of seats in repeat classes, the repeat course may be scheduled for a different time/day that the student's original schedule. If for any reason the student does not repeat the failed course, then the student will be subject to Academic Termination from the program.

A student will be Academically Terminated if the student fails two courses in the first payment period. If the student fails three courses in the program, the student will be Academically Terminated. No Appeal will be available to students under either of these circumstances. A student may repeat a course that they have already passed in two limited circumstances: (1) a single round-out course during the student's final term, if required, for students receiving military benefits; or (2) a course to replace a course preventing the student from achieving a cumulative GPA of 70% to graduate.

Should the student pass their individual courses but not achieve the required cumulative Program GPA of 70%, the student will not be allowed to graduate and may appeal their Did Not Graduate status. In order to graduate, MyComputerCareer will allow the student to retake courses they have already passed, as determined and scheduled by the school administration, to achieve the minimum passing course grade needed to meet the cumulative Program GPA of 70%. A minimum of 80% attendance must be achieved in the repeat course. The repeat course's grade will replace the originally passed course's grade. All credits in the repeated course and in the prior course will be included as credits attempted. No additional tuition cost will be charged to the student for this repeat course.

All required courses in the program must be completed and passed, and the minimum cumulative Program GPA achieved, within the maximum time frame of the published length of the program. Retakes will only be allowed when it is mathematically possible to reach graduation standards.

Repeating Courses - VA Students Impact

In conjunction with the course repeat policy, VA students are unable to repeat courses using benefits where they have successfully passed the course (60% course grade, 80% attendance) with VA funding. As a result, when courses are repeated but the original course has met the minimum requirements, the course may not be certified for VA funding or certification. When a course is being repeated and the original course was not passed, the course will be certified with no additional tuition and fees. The impact to the housing allowance and eligibility usage will be at the discretion of the VA. Whenever possible the repeated course will be scheduled to minimize the financial impact. However, if a financial impact occurs as a result of the repeating course, the impacted student will be notified by a school certifying official accordingly.

Leave of Absence

A leave of absence (LOA) may be permitted when a student faces a temporary problem such as military deployment, accident, illness, death in the family, or other emergency. Any student who seeks a leave of absence must submit the signed, dated request in writing and specify a reason to the Campus Director prior to the beginning date of the LOA, unless unforeseen circumstances prevent a student from doing so. An email may be accepted as deemed necessary by the Campus Director. Corroborating documentation may be required.

The granting, denial, and duration of a leave of absence will be done on a case-by-case basis at the sole discretion of MyComputerCareer. In order for a leave of absence to be granted, MyComputerCareer must have a reasonable expectation that the student will return to the program at the end of the requested leave of absence.

Students must return to school the day after the leave of absence ends, or they will be terminated. Students have 10 calendar days to appeal termination. Please refer to the appeals policy for more information.

The leave of absence(s) is limited to 180 calendar days in any 12-month period or one-half the published program length, whichever is shorter. An approved LOA may be extended for an additional period of time provided that the extension request meets all of the above requirements and a written request is made and the institution continues to have a reasonable expectation that the student will return.

If a student does not return from his/her LOA, the student may lose some or all of his/her 6-month grace period of his/her student loan.

Intent to Return

If a course is unavailable due to unexpected schedule changes making it necessary for a student to interrupt his/her training, MyComputerCareer may permit a student to remain enrolled until the course is available. This is common when a student needs to repeat a course previously failed in order to meet graduation requirements, but the course is not immediately available. Courses are typically available every five to seven weeks depending on the program. The following requirements must be met for approval:

1. The student must request and complete the Intent to Return form available from the school.
2. A School Official must approve and sign the Intent to Return request.
3. Intent to Return may be approved only if the school can determine there is reasonable assurance that the student will return on the scheduled returned date, which must be no later than 60 calendar days from the date the student ceases attendance.
4. Upon approval of and during the Intent to Return period, the school does not assess the student any additional institutional charges, the student's need may not increase, and the student is not eligible for any additional Federal Student Aid.
5. The school must provide an explanation to the student, prior to granting the Intent to Return, regarding the effects that the student's failure to return from an Intent to Return may have on the student's loan repayment terms, including the expiration of the student's grace period.

6. Students must return on the class start date of the course needed for graduation.
7. Existing financial obligations, where applicable, remain in effect during an Intent to Return period.
8. Students who fail to return to class on their scheduled Intent to Return date are dropped from the program.
9. An Intent to Return may be extended if a written request is received on or prior to the scheduled return date, but the return date must be no later than 60 calendar days from the date the student originally ceased attendance.

Grades & Graduation Standards

The following is the grading scale based on the percentage of points earned over the length of a program or course.

% Of Total Points Earned	Letter Grade
90-100	A
80-89	B
70-79	C
60-69	D
59 or below	F
Temporary Leave of Absence	L

The final grade will be comprised of multiple components, each critical to the success of the student. Refer to the course syllabus for each course breakdown. The following table shows the common breakdown of the final grade:

Criteria	% Of Total Grade
Final Exam	40%
Post Assessments	30%
Graded Labs	20%
Homework Assignments	10%

A student must achieve the following to graduate from a credit hour program at MyComputerCareer:

1. Completion of all credit hours in the program
2. Cumulative grade percentage of 70% or higher
 - Minimum GPA of 60% is required for individual courses.
3. Completion of 80% of the scheduled clock hours in each course.
4. Completion of the graduation requirements within the maximum program length, which is 143% of the published length of the program.

All graduates will receive a Certificate of Completion or Diploma, based on program of enrollment.

Transcript Request

Students may request a copy of their academic transcript at any time by visiting the campus, calling the campus directly or emailing the Campus Director. There is no transcript release fee at this time.

Satisfactory Academic Progress

Progress Standards for Credit Hour Programs:

- A. Quantitative progress is based upon the successful completion of credit hours. A student must have earned 70 percent of the attempted credit hours.
- B. Qualitative progress is based upon the cumulative grade point average. The minimum cumulative GPA required is 70 percent.
- C. Students must be progressing at a rate which would allow them to complete their program within 143 percent of the scheduled weeks for the program.

Evaluation Points:

All Certificate Programs are one academic year in length. SAP will be evaluated at the scheduled program midpoint, the program end date and the program's maximum time frame (or 143 percent). For the Associate's Degree Program, SAP will be evaluated at the end of each payment period and the program's maximum time frame (or 143 percent). At each evaluation period, both quantitative and qualitative progress will be measured, which specifically includes the cumulative GPA and pace as outlined above in the "Progress Standards for Credit Hour Programs" description. Students that do not meet SAP standards at midpoint or lab end date may be Academically Terminated as defined below.

All students are able to access their On-Track Progress Check (OTPC), via their time clock. The OTPC provides a snapshot of their academic and attendance status throughout the program towards meeting graduation requirements. Attendance is updated daily, while their GPA and credits earned vs attempted is updated at the end of each course.

All Quarter Credit Hour programs are less than one year in length. Eligible Title IV disbursements will be made at the beginning of each program and again at the program midpoint. SAP will be evaluated at the scheduled program midpoint, the program end date and the program maximum time frame (or 143% date). At each evaluation period both quantitative and qualitative progress will be measured as outlined above in the "Progress Standards for Credit Hour Programs" description. Students that do not meet SAP standards at the scheduled midpoint or at the scheduled end date will be Academically Terminated as defined below.

Academic Termination and Financial Aid Probation:

Students not meeting the SAP standards at the scheduled evaluation point will be notified via email of their Academic Termination. When a student loses Title IV eligibility and is academically terminated because he or she fails to make Satisfactory Academic Progress, the student may submit an Appeal as described in the next section. If an Appeal is approved, the student will be placed on Financial Aid Probation. When the student is placed on Financial Aid Probation, an Academic Plan will be developed and provided to the student. This Academic Plan must allow the student to meet SAP standards by the Maximum Time Frame of the program. The student's Satisfactory Academic Progress will be evaluated at the end of the next payment period, as is required of a student on Financial Aid Probation status, to determine if the student is meeting the minimum standards of SAP or if the student is meeting the requirements of the Academic Plan. The student is eligible to receive Title IV aid while on Financial Aid Probation and the Academic Plan, as long as the student continues to meet the minimum standards of SAP or is meeting the requirements of the Academic Plan. Students not meeting the minimum requirements following the payment period when the student is on Financial Aid Probation will no longer be eligible for Title IV aid and will be terminated unless a subsequent appeal is submitted and granted. If the student previously appealed on the basis of one circumstance and intends to appeal again based on the same circumstance, the student must provide information about what has changed to permit the student to make satisfactory academic progress at the next evaluation.

Appeal Process:

Students academically terminated from MyComputerCareer will be notified via email of their dismissal. The student may submit a written Appeal (email is an accepted form of written communication) to the Campus Director within 10 calendar days of the dismissal notification. Students who fail two courses in the first payment period or who fail more than two courses in the entire program will not be eligible to appeal their termination.

Appeals are granted for mitigating circumstances defined as: documented student illness/injury which is an emergency or severe in nature, death of an immediate relative, personal tragedy or natural disaster, called to active military duty and/or other mitigating circumstances that are not everyday occurrences of life and are beyond your control. The Appeal must include a definitive statement from the student defining the mitigating circumstances as

to why s/he failed to meet SAP standards and what has changed in the student's situation that will allow him/her to meet SAP standards at the next SAP evaluation. Documentation may be required with the Appeal.

Upon a successful appeal, the student will be placed on Financial Aid Probation and given an Academic Plan. The Academic Plan will clearly identify a path for the student to successfully complete the program within the maximum timeframe allowed.

The Appeals Committee, composed of the Campus Director and the Director of Education, or two members of the executive leadership as needed, will examine all Appeals. The approval or denial of the Appeal is at the sole discretion of the Appeals Committee. The student will be sent the Appeals Committee's decision within 14 days of the Campus Director's receipt of the appeal. The decision of the Appeals Committee is final. The withdrawal calculation for students whose appeal is denied will be based upon their last day of attendance.

Transfer Students:

Students awarded transfer credits will have their enrollment term adjusted based on the number of Quarter Credit Hours remaining in the program. Transfer credits will be counted toward the maximum timeframe and will count as credits attempted and credits earned in the quantitative evaluation of SAP.

Course Repeats:

Repeat courses in the classroom training environment must be discussed with the instructor for the class and the Campus Director. Students who repeat courses will not be eligible for additional federal or military financial assistance for the repeat courses. See the "Repeating Courses" section above for further details.

Incomplete Courses, Remedial Courses, Course Withdrawals and Internal Program Transfer:

If a student does not successfully complete a course by the end of the course's scheduled end date, MyComputerCareer counts the credits in the course as attempted credit hours toward the student's Quantitative progress, but not as earned credit hours.

MyComputerCareer generally does not allow individual course withdrawals, nor does it offer remedial programs.

All periods of enrollment count towards the determination of SAP including periods when a student does not receive Title IV aid. Additionally, when a student pursues another program at MyComputerCareer, only those credits for the courses that apply toward the second program count in the calculation of SAP for the second program.

Attendance & Progress Standards for VA Students in North Carolina

VA students will be evaluated at the end of each course. If a student failed to meet standards (80% attendance, 70% grade average) during that course, s/he will be placed on probation for the following course. At the end of the course of probation, if the student continued to fail to meet standards (80% attendance, 70% academic standards), s/he will be terminated. Summary: 1 month below standards; 1 month on probation; then termination. Effective 7/1/2020

Students wishing to appeal this action due to mitigating circumstances must do so in writing within 10 days. Please refer to the Appeal Process on page 17.

VA Re-entry Policy: updated 10/29/2018

Once a student is terminated, the following actions will be accomplished for re-entry:

- Student must be terminated for a period of 60 days before consideration for re-entry,
- Student will submit a new application for admission,
- The Appeals Committee will evaluate student's written request and status; determine the student has sufficient ability and potential to warrant a 2nd entry,
- Campus Director will provide the student

- (1) letter of re-entry,
 - (2) contract for re-entry specifying hours of pursuit,
 - (3) notification that student is on VA probation for one course after re-entry
- If the student has not obtained standards of progress at the end of the course, s/he will be terminated and will not receive future consideration for re-entry.

Attendance & Progress Standards for VA Students enrolled in Ohio and Indiana

VA students must meet all academic standards of progress for MyCC including, but not limited to the Satisfactory Academic Progress policy. In addition, VA funded students will be evaluated at the end of each course (five weeks for the 30-wk. program, seven weeks for the 42 wk. program) to maintain eligibility for GI Bill® certification. At the end of each course VA funded students must meet the following non-cumulative standards:

- GPA of 70% or higher for that course.
- Attendance of 80% of scheduled clock-hours or higher for that course.

Students not meeting this requirement at the end of any course will be placed on VA Academic Probation. Students on VA Academic Probation will have until the end of the next course to meet these standards. When the above standards are met the student will be removed from VA Academic Probation. Failure to meet these standards by the end of the probationary period will result in an Academic Termination. Students wishing to appeal this action due to mitigating circumstances must do so in writing within 10 days. Please refer to the appeal process on page 18 of the catalog.

Attendance & Progress Standards for VA Students enrolled in Texas

Unsatisfactory attendance, including absence of five (5) consecutive business days, will be reported to the Department of Veteran Affairs on VA form 22-1999b and may result in a reduction and/or loss of BAH and possible termination of Enrollment Certification.

VA students must also meet all academic standards of progress for MyCC including, but not limited to the Satisfactory Academic Progress policy. VA funded students will be evaluated at the end of each course (five weeks for the 30-wk. program, seven weeks for the 42-wk. program) to maintain eligibility for GI Bill® certification.

At the end of each course VA funded students must meet the following non-cumulative standards:

- GPA of 70% or higher for that course.
- Attendance of 80% of scheduled clock-hours or higher for that course.

Students not meeting this requirement at the end of any course will be placed on VA Academic Probation. Students on VA Academic Probation will have until the end of the next course to meet these standards. When the above standards are met the student will be removed from VA Academic Probation. Failure to meet these standards by the end of the probationary period will result in an Academic Termination. Students wishing to appeal this action due to mitigating circumstances must do so in writing within 10 days. Please refer to the appeal process on page 18 of the catalog.

Cancellation and Refund Policies

- ACCET

- a. If an applicant is rejected for enrollment or the program is canceled prior to the start of the program a full refund will be made. If an applicant cancels prior to the start of scheduled classes or never attends class (no-show), the institution will issue a full refund of tuition and fees.
- b. Refund amounts must be based on a student's last date of attendance (LDA). When determining the number of weeks completed by the student, the institution may consider a partial week the same as if a whole week were completed, provided the student was present at least one day during the scheduled week.

- c. During the first week of classes, tuition charges withheld must not exceed 10 percent (10%) of the stated tuition up to a maximum of \$1,000.
- d. After the first week and through fifty percent (50%) of the period of financial obligation, tuition charges retained must not exceed a pro rata portion of tuition for the training period completed, plus ten percent (10%) of the unearned tuition for the period of training that was not completed, up to a maximum of \$1,000.
- e. After fifty percent (50%) of the period of financial obligation is completed, the institution may retain the full tuition.

- State of North Carolina

The tuition refund to which students are entitled as a result of withdrawal or dismissal is governed by regulations of the State of North Carolina General Statutes and Administrative Code and by the Accrediting Council for Continuing Education and Training. MyComputerCareer will base refunds on whichever policy is most beneficial to the student based upon the current regulations from both entities. The student has the right to cancel this agreement at any time. If the school rejects the student, all tuition and fees will be refunded. If the institution cancels a program subsequent to a student's enrollment, the institution will refund all tuition and fees paid by the student. A no-show is defined as any cancellation of enrollment prior to the Lab Start Date. A full refund of tuition and fees will be made to all enrolled students determined to be a no-show. Refunds for books, tools, or other supplies will be handled separately from refund of tuition and fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased and the student starts the program, no refund will be made.

Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions, and school holidays will not be counted as part of the scheduled class attendance. The effective date of termination for refund purposes will be the last day of attendance. The institution may retain an administrative fee associated with withdrawal or termination not to exceed \$100. When determining the number of weeks completed by the student, the institution will consider a partial week the same as if a whole week were completed, provided the student was present at least one day during the scheduled week. Up to the 25% mark, a student will receive a 75% refund of the total tuition. After the 25% mark and through fifty percent (50%) of the period of financial obligation, tuition charges retained will not exceed a prorated portion of tuition for the training period completed, plus ten percent (10%) of the unearned tuition for the period of training that was not completed, up to a maximum of \$1,000. After fifty percent (50%) of the period of financial obligation is completed, the school may retain the full tuition.

A request for withdraw can be delivered or sent to the training center in writing, via email or can be verbally conferred to the Campus Director. If an applicant never attends class all refunds will be paid within 45 calendar days from the first scheduled day of class or the date of the withdrawal request, whichever is earlier. For students that attend a class, all refunds due will be paid within 45 calendar days from the documented date of determination. The date of determination is the date the student gives written or verbal notice of withdrawal to the Campus Director or the date the institution terminates the student by applying MyComputerCareer's attendance, conduct or SAP policy.

- State of Texas

The tuition refund, to which students are entitled as a result of withdrawal or dismissal, is governed by regulations of the State of Texas Education Code and ACCET accreditation standards. MyComputerCareer will base refunds on whichever policy is most beneficial to the student based upon the current regulations from both entities. Currently, the State of Texas Education Code for refunds is consistently more lenient towards the student. The student has the right to cancel this agreement at any time. If the school rejects the student, all tuition and fees will be refunded. If the institution cancels a program subsequent to a student's enrollment, the institution will refund all tuition and fees paid by the student. A no-show is defined as any cancellation of enrollment prior to the Lab Start Date. A full refund of tuition and fees will be made to all enrolled students determined to be a no-show. Refunds for books, tools, or other supplies will be handled separately from refund of tuition and fees for students who start the program and have taken possession of the items. The student will not be required to purchase instructional

supplies, books and tools until such time as these materials are required. Once these materials are purchased and the student starts the program, no refund will be made.

Refunds for books, tools, or other supplies will be handled separately from refund of tuition and fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made.

Tuition Refunds

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. LOAs, suspensions, and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the last day of attendance.
3. A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed and a tour of the facilities and inspection of the equipment is made by the prospective student or who cancels within the student's first three scheduled class days
4. If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter school, not more than \$100 in nonrefundable administrative fees shall be retained by the school for the entire residence program or synchronous distance education course.
5. If a student withdraws or is otherwise terminated, the school or college may retain not more than \$100 in nonrefundable administrative fees for the entire program.
6. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.¹
7. A no-show is defined as any cancellation of enrollment prior to the Lab Start Date.
8. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
9. A full refund of all tuition and fees is due and refundable in each of the following cases:
 - (1) An enrollee is not accepted by the school;
 - (2) If the course of instruction is discontinued by the school and this prevents the student from completing the course;
 - (3) A no-show; or
 - (4) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

Refund Policy For Students Called To Active Military Service.

10. A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:
 - (a) if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
 - (b) a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later

than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or

- (c) the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
 - (1) satisfactorily completed at least 90 percent of the required coursework for the program; and
 - (2) demonstrated sufficient mastery of the program material to receive credit for completing the program.

11. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 45 days after the effective date of termination.

A request for withdraw can be delivered or sent to the training center in writing, via email or can be verbally conferred to the Campus Director. If an applicant never attends class all refunds will be paid within 45 calendar days from the first scheduled day of class or the date of the withdrawal request, whichever is earlier. For students that attend a class, all refunds due will be paid within 45 calendar days from the documented date of determination. The date of determination is the date the student gives written or verbal notice of withdrawal to the Campus Director or the date the institution terminates the student by applying MyComputerCareer's attendance, conduct or SAP policy.

- State of Indiana

The tuition refund, to which students are entitled as a result of withdrawal or dismissal, is governed by regulations of the Indiana Administrative Code and the ACCET accreditation standards. MyComputerCareer will base refunds on whichever policy is most beneficial to the student based upon the current regulations from both entities. The student has the right to cancel this agreement at any time. If the school rejects the student, all tuition and fees will be refunded. If the institution cancels a program subsequent to a student's enrollment, the institution will refund all tuition and fees paid by the student. A full refund will be made to any student who cancels the enrollment contract within 6 calendar days after the enrollment contract is signed. A no-show is defined as any cancellation of enrollment prior to the Lab Start Date. A full refund of tuition and fees will be made to all enrolled students determined to be a no-show. Refunds for books, tools, or other supplies will be handled separately from refund of tuition and fees for students who start the program and have taken possession of the items. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased and the student starts the program, no refund will be made.

The student has the right to cancel this agreement at any time. If the school rejects the student, all tuition and fees will be refunded. If the institution cancels a program subsequent to a student's enrollment, the institution will refund all tuition and fees paid by the student. The student may cancel within six calendar days from the date the enrollment agreement was signed and will receive a full refund of all money paid to the school or its representatives. After six days from the day the agreement was signed, but before the school term starts, the student will receive a full refund of all tuition and fees paid. After the school term has started the refund policy listed below will apply. The last day of verifiable attendance by the student will be considered as the withdrawal date for refund calculations. Upon cancellation all monies due to the student will be refunded within thirty-one days.

- a. A student is entitled to a full refund if one (1) or more of the following criteria are met:
 - 1. The student cancels the enrollment agreement or enrollment application within six (6) business days after signing.
 - 2. The student does not meet the postsecondary proprietary educational institution's minimum admission requirements.
 - 3. The student's enrollment was procured as a result of a misrepresentation in the written materials utilized by the postsecondary proprietary educational institution.
 - 4. If the student has not visited the postsecondary educational institution prior to enrollment, and, upon touring the institution or attending the regularly scheduled orientation/classes, the student withdrew from the program within three (3) days.
- b. A student withdrawing from an instructional program, after starting the instructional program at a postsecondary proprietary institution and attending one (1) week or less, is entitled to a refund of ninety

- percent (90%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
- c. A student withdrawing from an instructional program, after attending more than one (1) week but equal to or less than twenty-five percent (25%) of the duration of the instructional program, is entitled to a refund of seventy-five percent (75%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
 - d. A student withdrawing from an instructional program, after attending more than twenty-five percent (25%) but equal to or less than fifty percent (50%) of the duration of the instructional program, is entitled to a refund of fifty percent (50%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
 - e. A student withdrawing from an instructional program, after attending more than fifty percent (50%) but equal to or less than sixty percent (60%) of the duration of the instructional program, is entitled to a refund of forty percent (40%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
 - f. A student withdrawing from an institutional program, after attending more than sixty percent (60%) of the duration of the instructional program, is not entitled to a refund.

- State of Ohio

The tuition refund, to which students are entitled as a result of withdrawal or dismissal, is governed by regulations of the State Board of Career Colleges and Schools (OH Administrative Rule 3332-1-10) and the ACCET accreditation standards. MyComputerCareer will base refunds on whichever policy is most beneficial to the student based upon the current regulations from both entities. The student has the right to cancel this agreement at any time. If the school rejects the student, all tuition and fees will be refunded. If the institution cancels a program subsequent to a student's enrollment, the institution will refund all tuition and fees paid by the student. A full refund will be made to any student who cancels the enrollment contract within 5 calendar days after the enrollment contract is signed. A no-show is defined as any cancellation of enrollment prior to the Lab Start Date. A full refund of tuition and fees will be made to all enrolled students determined to be a no-show. Refunds for books, tools, or other supplies will be handled separately from refund of tuition and fees for students who start the program and have taken possession of the items. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased and the student starts the program, refunds will be made in accordance with OAC 3332-1-10.1.

The student has the right to cancel this agreement at any time. If the school rejects the student, all tuition and fees will be refunded. If the institution cancels a program subsequent to a student's enrollment, the institution will refund all tuition and fees paid by the student. The student may cancel within five calendar days from the date the enrollment agreement was signed and will receive a full refund of all money paid to the school or its representatives. After five days from the day the agreement was signed, but before the school term starts, the student will receive a full refund of all tuition and fees paid. After the school term has started the refund policy listed below will apply. The last day of verifiable attendance by the student will be considered as the withdrawal date for refund calculations. Upon cancellation all monies due to the student will be refunded within thirty days.

- a. A student who starts class and withdraws during the first full calendar week of the academic term shall be obligated for 25 percent of the tuition and refundable fees for that academic term plus the registration fee.
- b. A student who withdraws during the second full calendar week of the academic term shall be obligated for fifty per cent of the tuition and refundable fees for that academic term plus the registration fee.
- c. A student who withdraws during the third full calendar week of the academic term shall be obligated for seventy-five per cent of the tuition and refundable fees for that academic term plus the registration fee.
- d. A student who officially withdraws beginning with the fourth full calendar week of the academic term will not be entitled to a refund of any portion of the tuition or refundable fees.

A request for withdraw can be sent to the training center in writing, via email or can be verbally conferred to the Campus Director. If an applicant never attends class all refunds will be paid within 30 calendar days from the first scheduled day of class or the date of the withdrawal request, whichever is earlier. For students that attend a class, all refunds due will be paid within 30 calendar days from the documented date of determination. The date of

determination is the date the student gives written or verbal notice of withdrawal to the Campus Director or the date the institution terminates the student by applying MyComputerCareer's attendance, conduct or SAP policy.

3332-1-10.1 Refunds for books, fees and supplies.

- (a) In the event that a student withdraws or is dismissed from school, all efforts will be made to refund pre-paid amounts for books, fees and supplies except for those items determined to fall within the preview of paragraphs (B)(1) and (B)(2) of this rule.
- (b) Charges for required purchase of books, fees and supplies can be non-refundable if the student has consumed or used the books, fees and/or supplies. Consumption of books, fees and supplies shall be defined as:
 - (1) Items that were special ordered for a particular student and cannot be used by or sold to another student; or,
 - (2) Items that were returned in a condition that prevents them from being used by or sold to new students.
 - (3) Individually documented non-refundable fees for goods or services provided by third party vendors.
- (c) Items or services not delivered to the student cannot be considered consumed except for those items covered by paragraph (B) (1) of this rule.
- (d) A record of the refund determination for books, fees and supplies shall be kept in the student's record.

- California Regulation:

(Residents of California ~ Columbus Full IDL only)

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the Fund STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if you are not a California resident, or are not enrolled in a residency program. It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four years from the date of the action or event that made the student eligible for recovery from STRF. A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number.”

Dismissal from a Program

Students are expected to conduct themselves in a professional manner and to act, speak, and show respect to others as in a business environment. MyComputerCareer reserves the right to dismiss students for activities detrimental to themselves, other students, and the school. Reasons for dismissal include, but are not limited to, the following:

- Any Behavior that negatively affects the learning environment.
- Unlawful possession, use, or distribution of illicit drugs and alcohol.
- Providing false information required during the admissions process.
- Violation of the terms and conditions of the Enrollment Agreement.
- Falsifying student records.
- Not meeting Satisfactory Academic Progress.
- Failing two courses in the first payment period or failing three courses in the program.
- Failure to attend for 14 consecutive calendar days.
- Nonpayment of any student loan.

If a student is dismissed from the program and wants to re-enter the same program where they left off, they must go through the enrollment process within 180 days of withdraw date. After 180 days would be considered a new enrollment with transfer credit, where applicable. The Admission process is outlined on pages 11-12 depending on your State. Approval for reenrollment is at the sole discretion of MyCC.

Grievance Procedure

MyComputerCareer seeks to resolve disputes or claims between any student and the school in a manner that addresses an individual student’s complaint in an efficient, cost-effective, and quicker manner than traditional litigation. A student who enrolls at MyComputerCareer agrees, as a condition of his or her enrollment, to resolve any dispute through mandatory arbitration that shall not be adjudicated as a class action or a consolidated class arbitration proceeding. However, the school cannot require a student loan borrower to participate in arbitration or any internal dispute resolution process offered by the institution prior to filing a borrower defense to repayment application with the U.S. Department of Education pursuant to 34 CFR 685.206(e); the school cannot, in any way, require students to limit, relinquish, or waive their ability to pursue filing a borrower defense claim, pursuant to 34 CFR 685.206(e) at any time; and any arbitration, required by a pre-dispute arbitration agreement, tolls the limitations period for filing a borrower defense to repayment application pursuant to 34 CFR 685.206(e)(6)(ii). Full details can be found under the Borrower Defense Rule Information section on the following page

- <https://www.mycomputercareer.edu/additional-disclosure-statements/>

All student complaints should be communicated to the Campus Director. Students that have addressed their concern to the Campus Director and have not reached their desired outcome, or have an issue directly related to the Campus Director are encouraged to write a letter to Tony, founder and CEO of MyComputerCareer by going to <http://info.mycomputercareer.com/dear-tony>. The student will be contacted, and an attempt will be made to resolve the complaint internally to the satisfaction of the student, within reasonable discretion. Students are encouraged to go through this internal complaint process as a first attempt to resolve any complaints.

If the complaint cannot be resolved, the student will be referred to the higher governing authority listed below:

Ohio students may contact the State Board of Career Colleges and Schools at 30 East Broad St. Suite 2481 Columbus, OH 43215-3414, Phone 614-466-2752 or toll free at 877-275-4219.

Indiana students may file a formal complaint at the Office of Career and Technical Schools located at 10 N Senate Avenue, Suite SE 308 Indianapolis, IN 46204, phone - 317-234-8338 or 317-232-1732 or email - OCTS@dwd.in.gov.

Texas - School Number: **Arlington:** S4925 * **Dallas:** S3367 * **Houston:** S3692 * **Sugar Land** S4925

Students may file a formal complaint with TWC, who provides our Certificate of Approval and approves all of MyComputerCareer's programs, by completing the Student Complaint Form and following the instructions in the following link: <http://www.twc.state.tx.us/files/jobseekers/csc-401a-student-complaint-form-twc.pdf>.

Additional information on filing a complaint can be found at

<http://www.texasworkforce.org/careerschoolstudents>. Complaint forms can be sent to: *TWC Career Schools and Colleges, 101 East 15th Street, Room 226T, Austin, Texas 78778-0001. Phone: (512) 936-3100.*

North Carolina students may file a formal complaint by completing the Student Complaint Form and following the instructions in the following link: http://www.nccommunitycolleges.edu/sites/default/files/basic-page-file-uploads/proprietary-schools/fillable_student_complaint_form_-_arial.pdf

In addition, students can submit complaints to **ACCET** by following the complaint procedure posted in each campus or by clicking on the following link that contains their contact information:

http://docs.accet.org/downloads/docs/doc49_1.pdf. ACCET's address and phone number are as follows: 1722 N Street, NW Washington, DC 20036 Telephone: 202-955-1113.

Software Piracy, Copyright Laws, and Internet Use

MyComputerCareer strictly prohibits the piracy of software and the violation of piracy and copyright laws. MyComputerCareer reserves the right to dismiss students from the program who are found to be using the equipment of MyComputerCareer to illegally copy software or other copyrighted materials for their own gain. No student should attempt to copy, make available, or distribute copies of copyrighted material. Students will have access to the Internet for educational purposes only. Surfing the Internet or using any Internet based application during class is strictly prohibited, including all social networking sites and all web based messenger services, unless specifically required by labs and the instructor.

Confidentiality of Student Records

The policy of MyCC is to comply with the Family Educational Rights and Privacy Act (FERPA) and, in so doing, protect the confidentiality of personally identifiable educational records of students and former students. The student has the following rights: the right to inspect and review his/her education records within 45 days of the day the school receives a request for access; the right to request an amendment of his/her education records that the student believes are inaccurate or misleading; the right to consent to disclosures of personal identifiable information (pii) contained in his/her education records except to the extent that FERPA authorizes disclosure without consent; and the right to file a complaint with the U.S. Department of Education concerning alleged failures by MyCC to comply with the requirements of FERPA. A health and safety exception permits the disclosure of pii from a student's record to appropriate parties if knowledge of the information is necessary to protect the health or safety of the student or other individuals from an immediate threat.

Career Services

MyComputerCareer provides lifetime career services to students currently enrolled in or graduates of any vocational program at MyComputerCareer. Career services at MyComputerCareer consist of but are not limited to:

- | | |
|---|---------------------------------------|
| (a) Resume preparation assistance | (e) Career counseling |
| (b) Cover Letter preparation assistance | (f) Application Assistance |
| (c) Interview preparation | (g) On-site Certification Test Center |
| (d) Job referrals | (h) Refresher Courses for Alumni |

Students are encouraged to meet with their Career Services Director often to discuss the status of their career search and their training stage and certification level. The Career Services Director will serve as a liaison between

the student and employers and continually works to build and improve relationships with local employers in the area. MyComputerCareer cannot by law, guarantee a job upon completion of the student's program.

Background checks are a standard part of the hiring process for many employers. If you have a criminal history it will impact your job search. MyComputerCareer cannot define that impact for you.

Visitors

The Campus Director must approve all visitors to our campus. Visitors are not permitted in our classrooms and are to remain in the lobby area. Bringing children to campus during class or flextime is prohibited.

Instructional Equipment

MyComputerCareer installs a proprietary image, including MyComputerCareer branding, on all student laptops. This image comes pre-installed with a number of ISO's specifically designed for student classes and labs, including but not limited to Linux, Windows Server and multiple versions of Windows.

Additionally, the laptop comes with free 24/7 Customer Support via Velocitor, who assists our students with hardware/software issues and ships a loaner laptop to those students who experience hardware failure. This service allows students to continue their education without missing classes or waiting to buy another laptop.

Our current laptop has the following specs:

- AMD Ryzen 5 3500U (2.10GHz) - 4 core CPU
- L2 Cache - 2MB
- 8GB SO-DIMM DDR4-2400 memory
- Integrated AMD Radeon Vega 8 Graphics
- 256GB SSD M.2 2242 PCIe NVMe 3.0x2
- 15.6" FHD (1920x1080) WVA 250nits Anti-glare
- 1-year hardware warranty

We reevaluate laptop configurations frequently to keep our students up to date with the latest technology.

Certification Conditions

There are no courses or programs offered by MyComputerCareer requiring state licensure or state certification.

All students should review the EC-Council Code of Ethics in the CEH Handbook before enrolling any program offering EC Council Certifications (CSS, CSE, Associates NACS) found here -

<https://cert.eccouncil.org/images/doc/CEH-Handbook-v4.0.pdf>. The infringement of any exam policies, rules, NDA, certification agreement or the involvement in misdemeanor that may harm the integrity and image of EC-Council certification program, may result in the candidate's temporary or permanent ban, at EC-Council's discretion, from taking any future EC-Council certification exams, revocation or decertification of current certifications. Such infringements include but are not limited to:

1. The publication of any exam contents or parts with any person without a prior written approval from EC-Council.
2. The recreation, imitation, or replication of any exam content through any means including memory recalling whether free or paid through any media including Web forums, instant messaging, study guides, etc.
3. Harnessing any materials or devices not explicitly authorized by EC-Council during the exam.
4. Taking out any materials that hold any exam contents outside the exam room, using for example, scratch paper, notebook, etc.
5. The impersonation of a candidate.
6. Meddling with the exam equipment in an unauthorized way.
7. Giving or being receptive of any assistance unauthorized by EC-Council.
8. Acting in an uncivil, disturbing, mobbish, or unprofessional manner that may disregard or disrespect other candidates or exam officials during the exam.

9. Communicating by whatever verbal or non-verbal means with other candidates in the exam room.
10. Not adhering to EC-Council Exam Retake Policy and other candidate agreements.
11. Not adhering to EC-Council Code of Ethics.
12. Felony conviction in the court of law.

Drug and Alcohol Prevention Policy, Tobacco Use, Clery Act, VAWA

Tobacco use of any kind (e-cig, chewing tobacco, etc.) is prohibited on campus. All employees and students are forbidden to use, possess, transfer or sell illegal drugs on company premises. Violators will be subject to disciplinary action, including immediate discharge for employees and expulsion for students. All employees and students are forbidden to use, possess or be under the influence of alcohol on company premises. Violators will be subject to disciplinary action that may include immediate discharge for employees and expulsion for students. All employees and students are prohibited from being under the influence of any drug on company premises. Any off-duty employee or student who is arrested for possession, use, being under the influence of or selling illegal drugs will be suspended pending the outcome of the judicial proceedings. The employee or student will be discharged or dismissed if subsequently convicted of a drug-related crime. Illegal use, possession or distribution of drugs is subject to criminal legal sanctions under local, state and federal law. Additional information on this topic as well as detailed information on the Clery Act, Title IX, VAWA and Campus Crime and Safety can be found on our website at <http://www.mycomputercareer.edu/additional-disclosure-documents/>.

Student Right-to-know Act

MyComputerCareer, acting in compliance with the Student Right to Know Act, is happy to provide information on the graduation rates of our cohorts of full-time, first-time, certificate-seeking undergraduates, that have received financial aid. You can find this information along with details on other general information such as student diversity at the College Navigator link located here: www.mycomputercareer.edu/additional-disclosure-documents/

Vocational Program Offerings

Definitions:

1. Lecture hours are defined by ACCET as “instructional hours consisting of theory or new principals”.
2. Lab Hours are defined by ACCET as “Instructional hours consisting of supervised student practice of a previously introduced theory/principle during which practical skills are developed and reinforced”.
3. Academic Definition of a Credit: Vocational program lengths are measured in Quarter Credit Hours using the Carnegie clock-to-credit conversion. One (1) Quarter Credit Hour is equivalent to ten (10) Lecture Hours. One (1) Quarter Credit Hour is also equivalent to twenty (20) Lab Hours.
4. Financial Aid Definition of a Credit: The Financial Aid for eligible vocational programs is measured in Quarter Credit Hours. The institution uses the approved method of: one Quarter Credit Hour is equivalent to twenty (20) Clock Hours of scheduled attendance with each Quarter Credit Hour requiring a minimum of five (5) hour of homework.

Raleigh Programs and Campus Staff

5511 Capital Center Dr. 500 Raleigh, NC 27606 ~ 919-371-4820

Faculty & Staff

Hollye LaBrosse – Campus Director
 Kirsten Green – Sr. Assistant Director of Admission
 Candice Kiser – Assistant Director of Education
 Kay Fogle Jr Financial Services Analyst
 Heather Harrell – VA Specialist
 Malik Simmons – Career Services Director
 N’Dea Gentry – Career Services Specialist
 Priscilla Chavez – Career Services Specialist
 Jennifer Price – Financial Services Analyst
 Robert Dote – Financial Counselor

Timothy Stewart – Admissions Advisor
 Lou Everett – Instructor
 Scott McClain – Instructor
 Alexander Kinyara – Instructor
 Damon Zerby – Instructor
 Christopher Reid – Traveling Instructor
 Bernard Bullington – Traveling Instructor
 Christopher Freeman – Traveling Instructor
 Gerard Slusser – Flex Instructor
 Melissa George – Office Administrator

Programs

IT ProBasic Program

Learning Methodology: Resident, Hybrid IDL or Full IDL

Academic QCHs: 22.5, Clock Hours: 360

Enrollment Term: 15, 21 or 24 weeks

Award Attainment: Certificate

Program Cost	\$ 14,887.00
Tuition	\$ 12,745.00
Computers*	\$ 728.00
Curriculum*	\$ 1,314.00
Registration Fee*	\$ 100.00

**These items are non-refundable once the students starts and issued to the student.*

The IT ProBasic Program consists of three courses that provide the knowledge and skills to help students obtain a well-rounded IT education. Upon completion of the program, the candidate will have valuable understanding and skills in basic hardware installation, troubleshooting and maintenance and networking. The coursework and practice tests within the program prepare students to sit for the following Industry Certification exams: CompTIA A+, MTA Security Fundamentals and Linux Essentials. All eligible students may receive at least one certification exam voucher upon request for each exam at no cost.

Vocational Objectives:

The objective of this program is to provide the technical skills and knowledge identified in the course descriptions below along with the professional soft skills needed to start and maintain a career in the IT Industry. Job opportunities exist within all levels of the economy from government employment, employment with Fortune 100 and 500 companies, and small businesses. Opportunities exist in all types of settings for these types of positions such as:

- Level I, II and III Help Desk Support
- PC Repair Technicians
- Technical Support Engineers
- Technical Consultants

Course Sequence and Descriptions:

Each course is typically 5-7 weeks at 17-24 hours per week. Courses can be taken in any order.

**Computer and Security Essentials (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:
1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours)**

To provide the student with the knowledge necessary to identify, install, configure, upgrade, and troubleshoot software on personal computer components and devices. Students will configure security settings on laptops and portable devices, operating systems, printers and scanners, and networks. Students will also understand and implement fundamental safety and security principles, environmental guidelines, disaster preparedness, and proper employee communication and professionalism for business operations.

**Networking I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:
1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours)**

To provide students with technical competency in general computer-based management and security. Student will demonstrate critical knowledge of networking concepts and configuration, workstation design, and mobile device network connectivity.

**Operating Systems I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:
1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

This course introduces students to various types of operating systems. Emphasis is placed on overall concepts, installation, maintenance, management, resources, and security. Students will be introduced to operating systems from both a client and a server perspective.

Information Technology Security and Administration (ITSA)

Learning Methodology: Resident, Hybrid IDL, Full IDL

Academic QCHs: 45, **FA QCHs:** 36, **Clock Hours:** 720

Enrollment Term: 30, 42 or 48 Weeks

Award Attainment: Certificate

Program Cost	\$ 24,997.00
Tuition	\$ 21,443.00
Computer*	\$ 728.00
Curriculum*	\$ 2,726.00
Registration Fee*	\$ 100.00
* These items are non-refundable once the students starts and issued to the student	

The IT Security and Administration program includes six courses that provide the knowledge and skills to help students obtain a well-rounded IT education. Upon completion of the program, the candidate will have valuable understanding and skills in basic hardware installation, troubleshooting and maintenance, networking and topology support, security configuration and analysis, as well as the configuration, securing, maintenance and troubleshooting of a computer network. This includes security measures, web authentication, and extensive TCP/IP familiarity. The coursework and practice tests within the program prepare students to sit for the following Industry Certification exams: CompTIA A+, MTA Security Fundamentals, Linux Essentials, MTA Server Fundamentals, CompTIA Server+, MTA Networking, CompTIA N+ and CompTIA Security+. All eligible students may receive at least one certification exam voucher upon request for each exam at no cost.

Vocational Objectives:

The IT Security and Administration program is designed for individuals seeking a career as an information technology (IT) professional working in the typically complex computing environment of medium to large organizations.

- Technical support engineers
- Systems Administrators
- Technical consultants
- PC Repair Technicians
- Level I, II and III Help Desk Support

The objective of this program is to provide the technical skills and knowledge identified below along with the professional soft skills needed to start and maintain a career in the IT Industry.

Course Sequence and Descriptions:

Each course is typically 5-7 weeks at 17-24 hours per week. Courses can be taken in any order.

**Computer and Security Essentials (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:
1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours)**

To provide the student with the knowledge necessary to identify, install, configure, upgrade, and troubleshoot software on personal computer components and devices. Students will configure security settings on laptops and portable devices, operating systems, printers and scanners, and networks. Students will also understand and implement fundamental safety and security principles, environmental guidelines, disaster preparedness, and proper employee communication and professionalism for business operations.

**Networking I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:
1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours)**

To provide students with technical competency in general computer-based management and security. Student will demonstrate critical knowledge of networking concepts and configuration, workstation design, and mobile device network connectivity.

**Operating Systems I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:
1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

This course introduces students to various types of operating systems. Emphasis is placed on overall concepts, installation, maintenance, management, resources, and security. Students will be introduced to operating systems from both a client and a server perspective.

**Server I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:
1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

To provide the student with the knowledge necessary to implement, administer and troubleshoot a server environment.

**Security I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:
1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

Students will learn how to secure and manage all facets of your network from CPU cycles to software used by individuals or across a network. Students will learn how to implement and maintain an effective security strategy within your company's network infrastructure. This includes learning the knowledge of systems security, network infrastructure, access control, assessments, and audits.

**Networking and Security I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:
1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

To provide the student with the knowledge necessary to plan, configure, and operate simple WAN and switched LAN networks. Topics such as IPv6 basics, network device security, and establishing internet connectivity are covered. This course also focuses on securing business networks in the BYOD environment that exists today.

Cyber Security Specialist (CSS)

Learning Methodology: Resident, Hybrid IDL, Full IDL

Academic QCHs: 45, FA QCHs: 36, Clock Hours: 720

Enrollment Term: 30 or 42 Weeks

Award Attainment: Certificate

Program Cost	\$24,805.00
Tuition	\$21,113.00
CEH Curriculum*	\$1,072.00
Curriculum*	\$2,520.00
Registration Fee*	\$100.00

**These items are non-refundable once the students starts and issued to the student.*

The Cyber Security Specialist program includes six courses to prepare students to achieve System Administrator and Network Security Skills and knowledge. Completion of these courses will demonstrate skills in Network Infrastructure and Security. Upon completion of the program, the candidate will know how to plan, configure, and operate simple WAN and switched LAN networks as well as know how intruders escalate privileges and what steps can be taken to secure a system.

Vocational Objectives:

The Cyber Security Specialist program is designed for individuals seeking a career as an information technology (IT) professional working in the typically complex computing environment of medium to large organization. The student will also have developed professional skills to assist in the obtainment of work and promotion in the IT industry. Examples of occupations include, but are not limited to: Security Consultant, Systems Analyst, Firewall Engineer, Cisco Network Engineer, Infrastructure Network Engineer, Security Analyst, Data Security Engineer, IT Security Risk Management, Security Supervisor, Information System Security Specialist, Security Engineer, Information Security Officer, Threat & Vulnerability Analyst, Information Security Consultant, Protection & Control Specialist, and Windows Security. The coursework and practice tests within the program prepare students to sit for the following Industry Certification exams: MTA Server Fundamentals, CompTIA Server+, MTA Networking, CompTIA Network+, CompTIA Security+, CCNA, CySA+, and Certified Ethical Hacker. All eligible students may receive at least one certification exam voucher upon request for each exam at no cost.

Course Sequence and Descriptions:

Each course is typically 5-7 weeks at 17-24 hours per week. Courses can be taken in any order.

Server I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:

1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):

To provide the student with the knowledge necessary to implement, administer and troubleshoot a server environment.

Security I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:

1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):

Students will learn how to secure and manage all facets of your network from CPU cycles to software used by individuals or across a network. Students will learn how to implement and maintain an effective security strategy within your company's network infrastructure. This includes learning the knowledge of systems security, network infrastructure, access control, assessments, and audits.

Networking and Security I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:

1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):

To provide the student with the knowledge necessary to plan, configure, and operate simple WAN and switched LAN networks. Topics such as IPv6 basics, network device security, and establishing internet connectivity are covered. This course also focuses on securing business networks in the BYOD environment that exists today.

Networking and Security III (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:

1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):

Students will learn how to configure, manage, and maintain routers in a complex networking environment. Students will learn to recognize and evaluate the following terms: VLSM, OSPF, and EIGRP protocols in relation to network configuration and how to use Access Control Lists and NAT to secure a network environment. The primary objective for this course is for students to gain an understanding of what it takes to install and maintain routing devices in an Enterprise environment.

Networking and Security IV (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:

1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):

This course will provide the knowledge and practical experience with the current essential security systems. Students will learn how intruders escalate privileges and what steps can be taken to secure a system. This course also focuses on addressing security issues to the latest operating systems and addresses developments in mobile and web technologies.

Networking and Security VI (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:

1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):

Students will learn how to identify malware and gain an understanding of the approach required to mitigate these threats. Students will also learn about Advanced Persistent Threats (APTs) allowing for them to gain an enhanced ability to recognize threats across a broad attack surface. Students will learn to configure and use threat detection tools, perform data analysis, and interpret results to identify vulnerabilities, threats, and risks to an organization.

Cyber Security Engineer (CSE)

Learning Methodology: Resident, Hybrid IDL, Full IDL

Academic QCHs: 45, **FA QCHs:** 36, **Clock Hours:** 720

Enrollment Term: 30 or 42 Weeks

Award Attainment: Certificate

Program Cost	\$24,805.00
Tuition	\$20,548.00
CEH Curriculum*	\$1,072.00
Curriculum*	\$2,435.00
CFRCurriculum*	\$650.00
Registration Fee*	\$100.00

**These items are non-refundable once the students starts and issued to the student.*

The Cyber Security Engineer program includes six courses to prepare students to achieve Network Security skills and knowledge. These courses demonstrate a student's skills in Network Infrastructure and Security. Upon completion of the program, the candidate will know how to plan, configure, and operate simple WAN and switched LAN networks. Students will also understand VLSM, IPv6, OSPF, and EIGRP protocols and learn to use access lists using NAT and DHCP. Students will be able to make the design and technology decisions necessary to ensure successful technology implementation projects. Students will learn how to summarize business and industry influences and identify the security risks associated with those relationships. Students will also learn how to apply security mitigation strategies and controls in an Enterprise environment. The coursework and practice tests within the program prepare students to sit for the following Industry Certification exams: CCNA, CySA+, Certified Ethical Hacker, CCNA Security, CASP and the Cybersecurity First Responder. All eligible students may receive at least one certification exam voucher upon request for each exam at no cost.

Vocational Objectives:

The Cyber Security Engineer program is designed for individuals seeking a career as an information technology (IT) professional working in the typically complex computing environment of medium to large organizations. The student will also have developed professional skills to assist in the obtainment of work and promotion in the IT industry. Examples of occupations include, but are not limited to:

- Cisco Network Engineers
- Information System Security Specialist
- Network Engineer
- Systems Administrators
- Threat & Vulnerability Analyst
- Security Analyst

Course Sequence and Descriptions:

Each course is typically 5-7 weeks at 17-24 hours per week. Courses can be taken in any order.

Networking and Security III (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):

Students will learn how to configure, manage, and maintain routers in a complex networking environment. Students will learn to recognize and evaluate the following terms: VLSM, OSPF, and EIGRP protocols in relation to network configuration and how to use Access Control Lists and NAT to secure a network environment. The primary objective for this course is for students to gain an understanding of what it takes to install and maintain routing devices in an Enterprise environment.

Networking and Security IV (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):

This course will provide the knowledge and practical experience with the current essential security systems. Students will learn how intruders escalate privileges and what steps can be taken to secure a system. This course

also focuses on addressing security issues to the latest operating systems and addresses developments in mobile and web technologies.

**Networking and Security VI (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:
1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

Students will learn how to identify malware and gain an understanding of the approach required to mitigate these threats. Students will also learn about Advanced Persistent Threats (APTs) allowing for them to gain an enhanced ability to recognize threats across a broad attack surface. Students will learn to configure and use threat detection tools, perform data analysis, and interpret results to identify vulnerabilities, threats, and risks to an organization.

**Networking and Security VIII (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:
1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

Students will gain the technical knowledge and skills required to conceptualize, engineer, integrate and implement secure solutions across complex environments to support a resilient enterprise. Students will learn how to summarize business and industry influences and identify the security risks associated with those relationships. Students will also learn how to apply security mitigation strategies and controls in an Enterprise environment.

**Networking and Security IX (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:
1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

This course is designed to prepare students to begin an IT career working alongside associate-level cybersecurity analysts in a security operations center. The content presented in this course will prepare students to take the “Understanding Cisco Cybersecurity Fundamentals (SECFND) certification exam (210-250)” and “Implementing Cisco Cybersecurity Operations (SECOPS) certification exam (210-255).” Instruction for the 210-250 portion of this course will focus on network concepts, security concepts, cryptography, host-based analysis, security monitoring, and attack methods. Instruction for the 210-255 portion of the course will focus on the topics of endpoint threat analysis and computer forensics, network intrusion analysis, incident response, data and event analysis, and incident handling.

**Networking and Security X (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:
1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

Students will learn how to apply security governance principles in alignment with business goals and organizational processes in an Enterprise environment. The legal and regulatory concerns related to information technology security enforcement will be reviewed in this course. Physical and virtual asset security is defined along with the concepts relative to applying security engineering in the business environment.

Charlotte Programs and Campus Staff

3701 Arco Corporate Dr. Suite 500 Charlotte, NC 28273 ~ 704-302-1031

Faculty and Staff

Tenika Glenn – Campus Director

Tokisha Wilson – Assistant Director of Admissions

Dr. Lachelle Green – Assistant Director of Education

Kay Fogle – Jr. Financial Services Analyst

Heather Harrell – VA Specialist

Jennifer Price – Financial Services Analyst

Carmela Cohn – Financial Counselor

Savoyia Lewis – Admissions Advisor

Kenya Maull – Admissions Advisor

Paul Urtel-Admission Advisor

Carlos Lewis – Instructor

Mike Viola – Instructor

Dr. Sherdenia Stewart – Instructor

Edriel Jeffrey – Instructor

Adam Hebert – Flex Instructor

Erika Parter – Sr. Office Administrator

Kendra Bradford – Office Administrator

Programs

IT ProBasic Program

Learning Methodology: Resident, Hybrid IDL or Full IDL

Academic QCHs: 22.5, Clock Hours: 360

Enrollment Term: 15, 21 or 24 weeks

Award Attainment: Certificate

Program Cost	\$ 14,887.00
Tuition	\$ 12,745.00
Computers*	\$ 728.00
Curriculum*	\$ 1,314.00
Registration Fee*	\$ 100.00

**These items are non-refundable once the students starts and issued to the student.*

The IT ProBasic Program consists of three courses that provide the knowledge and skills to help students obtain a well-rounded IT education. Upon completion of the program, the candidate will have valuable understanding and skills in basic hardware installation, troubleshooting and maintenance and networking. The coursework and practice tests within the program prepare students to sit for the following Industry Certification exams: CompTIA A+, MTA Security Fundamentals and Linux Essentials. All eligible students may receive at least one certification exam voucher upon request for each exam at no cost.

Vocational Objectives:

The objective of this program is to provide the technical skills and knowledge identified in the course descriptions below along with the professional soft skills needed to start and maintain a career in the IT Industry. Job opportunities exist within all levels of the economy from government employment, employment with Fortune 100 and 500 companies, and small businesses. Opportunities exist in all types of settings for these types of positions such as:

- Level I, II and III Help Desk Support
- PC Repair Technicians
- Technical Support Engineers
- Technical Consultants

Course Sequence and Descriptions:

Each course is typically 5-7 weeks at 17-24 hours per week. Courses can be taken in any order.

Computer and Security Essentials (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):

To provide the student with the knowledge necessary to identify, install, configure, upgrade, and troubleshoot software on personal computer components and devices. Students will configure security settings on laptops and portable devices, operating systems, printers and scanners, and networks. Students will also understand and implement fundamental safety and security principles, environmental guidelines, disaster preparedness, and proper employee communication and professionalism for business operations.

**Networking I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:
1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

To provide students with technical competency in general computer-based management and security. Student will demonstrate critical knowledge of networking concepts and configuration, workstation design, and mobile device network connectivity.

**Operating Systems I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:
1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

This course introduces students to various types of operating systems. Emphasis is placed on overall concepts, installation, maintenance, management, resources, and security. Students will be introduced to operating systems from both a client and a server perspective.

Information Technology Security and Administration (ITSA)

Learning Methodology: Resident, Hybrid IDL, Full IDL

Academic QCHs: 45, FA QCHs: 36, Clock Hours: 720

Enrollment Term: 30, 42 or 48 Weeks

Award Attainment: Certificate

Program Cost	\$ 24,997.00
Tuition	\$ 21,443.00
Computer*	\$ 728.00
Curriculum*	\$ 2,726.00
Registration Fee*	\$ 100.00
* These items are non-refundable once the students starts and issued to the student	

The IT Security and Administration program includes six courses that provide the knowledge and skills to help students obtain a well-rounded IT education. Upon completion of the program, the candidate will have valuable understanding and skills in basic hardware installation, troubleshooting and maintenance, networking and topology support, security configuration and analysis, as well as the configuration, securing, maintenance and troubleshooting of a computer network. This includes security measures, web authentication, and extensive TCP/IP familiarity. The coursework and practice tests within the program prepare students to sit for the following Industry Certification exams: CompTIA A+, MTA Security Fundamentals, Linux Essentials, MTA Server Fundamentals, CompTIA Server+, MTA Networking, CompTIA N+ and CompTIA Security+. All eligible students may receive at least one certification exam voucher upon request for each exam at no cost.

Vocational Objectives:

The IT Security and Administration program is designed for individuals seeking a career as an information technology (IT) professional working in the typically complex computing environment of medium to large organizations.

- Technical support engineers
- Systems Administrators
- Technical consultants
- PC Repair Technicians
- Level I, II and III Help Desk Support

The objective of this program is to provide the technical skills and knowledge identified below along with the professional soft skills needed to start and maintain a career in the IT Industry.

Course Sequence and Descriptions:

Each course is typically 5-7 weeks at 17-24 hours per week. Courses can be taken in any order.

**Computer and Security Essentials (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:
1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours)**

To provide the student with the knowledge necessary to identify, install, configure, upgrade, and troubleshoot software on personal computer components and devices. Students will configure security settings on laptops and portable devices, operating systems, printers and scanners, and networks. Students will also understand and

implement fundamental safety and security principles, environmental guidelines, disaster preparedness, and proper employee communication and professionalism for business operations.

**Networking I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:
1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours)**

To provide students with technical competency in general computer-based management and security. Student will demonstrate critical knowledge of networking concepts and configuration, workstation design, and mobile device network connectivity.

**Operating Systems I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:
1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

This course introduces students to various types of operating systems. Emphasis is placed on overall concepts, installation, maintenance, management, resources, and security. Students will be introduced to operating systems from both a client and a server perspective.

**Server I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:
1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

To provide the student with the knowledge necessary to implement, administer and troubleshoot a server environment.

**Security I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:
1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

Students will learn how to secure and manage all facets of your network from CPU cycles to software used by individuals or across a network. Students will learn how to implement and maintain an effective security strategy within your company's network infrastructure. This includes learning the knowledge of systems security, network infrastructure, access control, assessments, and audits.

**Networking and Security I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:
1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

To provide the student with the knowledge necessary to plan, configure, and operate simple WAN and switched LAN networks. Topics such as IPv6 basics, network device security, and establishing internet connectivity are covered. This course also focuses on securing business networks in the BYOD environment that exists today.

Cyber Security Specialist (CSS)

Learning Methodology: Resident, Hybrid IDL, Full IDL

Academic QCHs: 45, FA QCHs: 36, Clock Hours: 720

Enrollment Term: 30 or 42 Weeks

Award Attainment: Certificate

Program Cost	\$24,805.00
Tuition	\$21,113.00
CEH Curriculum*	\$1,072.00
Curriculum*	\$2,520.00
Registration Fee*	\$100.00

**These items are non-refundable once the students starts and issued to the student.*

The Cyber Security Specialist program includes six courses to prepare students to achieve System Administrator and Network Security Skills and knowledge. Completion of these courses will demonstrate skills in Network Infrastructure and Security. Upon completion of the program, the candidate will know how to plan, configure, and operate simple WAN and switched LAN networks as well as know how intruders escalate privileges and what steps can be taken to secure a system.

Vocational Objectives:

The Cyber Security Specialist program is designed for individuals seeking a career as an information technology (IT) professional working in the typically complex computing environment of medium to large organization. The student will also have developed professional skills to assist in the obtainment of work and promotion in the IT industry. Examples of occupations include, but are not limited to: Security Consultant, Systems Analyst, Firewall

Engineer, Cisco Network Engineer, Infrastructure Network Engineer, Security Analyst, Data Security Engineer, IT Security Risk Management, Security Supervisor, Information System Security Specialist, Security Engineer, Information Security Officer, Threat & Vulnerability Analyst, Information Security Consultant, Protection & Control Specialist, and Windows Security. The coursework and practice tests within the program prepare students to sit for the following Industry Certification exams: MTA Server Fundamentals, CompTIA Server+, MTA Networking, CompTIA Network+, CompTIA Security+, CCNA, CySA+, and Certified Ethical Hacker. All eligible students may receive at least one certification exam voucher upon request for each exam at no cost.

Course Sequence and Descriptions:

Each course is typically 5-7 weeks at 17-24 hours per week. Courses can be taken in any order.

Server I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:**1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

To provide the student with the knowledge necessary to implement, administer and troubleshoot a server environment.

Security I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:**1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

Students will learn how to secure and manage all facets of your network from CPU cycles to software used by individuals or across a network. Students will learn how to implement and maintain an effective security strategy within your company's network infrastructure. This includes learning the knowledge of systems security, network infrastructure, access control, assessments, and audits.

Networking and Security I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:**1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

To provide the student with the knowledge necessary to plan, configure, and operate simple WAN and switched LAN networks. Topics such as IPv6 basics, network device security, and establishing internet connectivity are covered. This course also focuses on securing business networks in the BYOD environment that exists today.

Networking and Security III (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:**1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

Students will learn how to configure, manage, and maintain routers in a complex networking environment. Students will learn to recognize evaluate the following terms: VLSM, OSPF, and EIGRP protocols in relation to network configuration and how to use Access Control Lists and NAT to secure a network environment. The primary objective for this course is for students to gain an understanding of what it takes to install and maintain routing devices in an Enterprise environment.

Networking and Security IV (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:**1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

This course will provide the knowledge and practical experience with the current essential security systems. Students will learn how intruders escalate privileges and what steps can be taken to secure a system. This course also focuses on addressing security issues to the latest operating systems and addresses developments in mobile and web technologies.

Networking and Security VI (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:**1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

Students will learn how to identify malware and gain an understanding of the approach required to mitigate these threats. Students will also learn about Advanced Persistent Threats (APTs) allowing for them to gain an enhanced ability to recognize threats across a broad attack surface. Students will learn to configure and use threat detection tools, perform data analysis, and interpret results to identify vulnerabilities, threats, and risks to an organization.

Cyber Security Engineer (CSE)

Learning Methodology: Resident, Hybrid IDL, Full IDL

Academic QCHs: 45, FA QCHs: 36, Clock Hours: 720

Enrollment Term: 30 or 42 Weeks

Award Attainment: Certificate

Program Cost	\$24,805.00
Tuition	\$20,548.00
CEH Curriculum*	\$1,072.00
Curriculum*	\$2,435.00
CFRCurriculum*	\$650.00
Registration Fee*	\$100.00

**These items are non-refundable once the students starts and issued to the student.*

The Cyber Security Engineer program includes six courses to prepare students to achieve Network Security skills and knowledge. These courses demonstrate a student's skills in Network Infrastructure and Security. Upon completion of the program, the candidate will know how to plan, configure, and operate simple WAN and switched LAN networks. Students will also understand VLSM, IPv6, OSPF, and EIGRP protocols and learn to use access lists using NAT and DHCP. Students will be able to make the design and technology decisions necessary to ensure successful technology implementation projects. Students will learn how to summarize business and industry influences and identify the security risks associated with those relationships. Students will also learn how to apply security mitigation strategies and controls in an Enterprise environment. The coursework and practice tests within the program prepare students to sit for the following Industry Certification exams: CCNA, CySA+, Certified Ethical Hacker, CCNA Security, CASP and the Cybersecurity First Responder. All eligible students may receive at least one certification exam voucher upon request for each exam at no cost.

Vocational Objectives:

The Cyber Security Engineer program is designed for individuals seeking a career as an information technology (IT) professional working in the typically complex computing environment of medium to large organizations. The student will also have developed professional skills to assist in the obtainment of work and promotion in the IT industry. Examples of occupations include, but are not limited to:

- Cisco Network Engineers
- Information System Security Specialist
- Network Engineer
- Systems Administrators
- Threat & Vulnerability Analyst
- Security Analyst

Course Sequence and Descriptions:

Each course is typically 5-7 weeks at 17-24 hours per week. Courses can be taken in any order.

Networking and Security III (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):

Students will learn how to configure, manage, and maintain routers in a complex networking environment. Students will learn to recognize evaluate the following terms: VLSM, OSPF, and EIGRP protocols in relation to network configuration and how to use Access Control Lists and NAT to secure a network environment. The primary objective for this course is for students to gain an understanding of what it takes to install and maintain routing devices in an Enterprise environment.

Networking and Security IV (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):

This course will provide the knowledge and practical experience with the current essential security systems. Students will learn how intruders escalate privileges and what steps can be taken to secure a system. This course also focuses on addressing security issues to the latest operating systems and addresses developments in mobile and web technologies.

Networking and Security VI (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):

Students will learn how to identify malware and gain an understanding of the approach required to mitigate these threats. Students will also learn about Advanced Persistent Threats (APTs) allowing for them to gain an enhanced

ability to recognize threats across a broad attack surface. Students will learn to configure and use threat detection tools, perform data analysis, and interpret results to identify vulnerabilities, threats, and risks to an organization.

**Networking and Security VIII (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:
1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

Students will gain the technical knowledge and skills required to conceptualize, engineer, integrate and implement secure solutions across complex environments to support a resilient enterprise. Students will learn how to summarize business and industry influences and identify the security risks associated with those relationships. Students will also learn how to apply security mitigation strategies and controls in an Enterprise environment.

**Networking and Security IX (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:
1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

This course is designed to prepare students to begin an IT career working alongside associate-level cybersecurity analysts in a security operations center. The content presented in this course will prepare students to take the “Understanding Cisco Cybersecurity Fundamentals (SECFND) certification exam (210-250)” and “Implementing Cisco Cybersecurity Operations (SECOPS) certification exam (210-255).” Instruction for the 210-250 portion of this course will focus on network concepts, security concepts, cryptography, host-based analysis, security monitoring, and attack methods. Instruction for the 210-255 portion of the course will focus on the topics of endpoint threat analysis and computer forensics, network intrusion analysis, incident response, data and event analysis, and incident handling.

**Networking and Security X (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:
1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

Students will learn how to apply security governance principles in alignment with business goals and organizational processes in an Enterprise environment. The legal and regulatory concerns related to information technology security enforcement will be reviewed in this course. Physical and virtual asset security is defined along with the concepts relative to applying security engineering in the business environment.

Arlington Programs and Campus Staff

1701 E. Lamar Blvd. Suite 250 Arlington, TX 76006 ~ 817-210-6308

Faculty

Jarvis Hill – Campus Director
 Angela Miller– Interim Asst. Director of Education
 Jessica Toney – Sr. Assistant Director of Admissions
 Kay Fogle – Jr Financial Services Analyst
 Heather Harrell – VA Specialist
 Ashley Rapp – Career Services Director Eligibility
 Mia Phillips – Career Services Specialist Placement
 Lisa Clough – Career Services Specialist
 Andrea Hicks – Financial Services Analyst
 Elyse Henderson – Financial Counselor
 Kenneth Graves – Sr. Admissions Advisor

Robert Paris – Admissions Director
 Oscar Falodun – Traveling Admissions Advisor
 I’Keliha Williams – Admission Advisor
 George DeHaven – Instructor
 Dana Cain – Instructor
 Steven Kellmeyer – Instructor
 Jonathan Rutledge – Instructor
 Alexandra Smith – Instructor
 Jack Ladlie – Flextime Instructor
 Angela Pointer – Office Administrator
 Jennifer Leza – Office Administrator

Programs

IT ProBasic Program

Learning Methodology: Resident, Hybrid IDL or Full IDL

Academic QCHs: 22.5, Clock Hours: 360

Enrollment Term: 15, 21 or 24 weeks

Award Attainment: Certificate

Program Cost	\$ 14,887.00
Tuition	\$ 12,745.00
Computers*	\$ 728.00
Curriculum*	\$ 1,314.00
Registration Fee*	\$ 100.00

**These items are non-refundable once the students starts and issued to the student.*

The IT ProBasic Program consists of three courses that provide the knowledge and skills to help students obtain a well-rounded IT education. Upon completion of the program, the candidate will have valuable understanding and skills in basic hardware installation, troubleshooting and maintenance and networking. The coursework and practice tests within the program prepare students to sit for the following Industry Certification exams: CompTIA A+, MTA Security Fundamentals and Linux Essentials. All eligible students may receive at least one certification exam voucher upon request for each exam at no cost.

Vocational Objectives:

The objective of this program is to provide the technical skills and knowledge identified in the course descriptions below along with the professional soft skills needed to start and maintain a career in the IT Industry. Job opportunities exist within all levels of the economy from government employment, employment with Fortune 100 and 500 companies, and small businesses. Opportunities exist in all types of settings for these types of positions such as:

- Level I, II and III Help Desk Support
- PC Repair Technicians
- Technical Support Engineers
- Technical Consultants

Course Sequence and Descriptions:

Each course is typically 5-7 weeks at 17-24 hours per week. Courses can be taken in any order.

Computer and Security Essentials (6 FIN AID/VA QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):

To provide the student with the knowledge necessary to identify, install, configure, upgrade, and troubleshoot software on personal computer components and devices. Students will configure security settings on laptops and portable devices, operating systems, printers and scanners, and networks. Students will also understand and

implement fundamental safety and security principles, environmental guidelines, disaster preparedness, and proper employee communication and professionalism for business operations.

**Networking I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:
1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

To provide students with technical competency in general computer-based management and security. Student will demonstrate critical knowledge of networking concepts and configuration, workstation design, and mobile device network connectivity.

**Operating Systems I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:
1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

This course introduces students to various types of operating systems. Emphasis is placed on overall concepts, installation, maintenance, management, resources, and security. Students will be introduced to operating systems from both a client and a server perspective.

Information Technology Security and Administration (ITSA)

Learning Methodology: Resident, Hybrid IDL, Full IDL

Academic QCHs: 45, FA QCHs: 36, Clock Hours: 720

Enrollment Term: 30, 42 or 48 Weeks

Award Attainment: Certificate

Program Cost	\$ 24,997.00
Tuition	\$ 21,443.00
Computer*	\$ 728.00
Curriculum*	\$ 2,726.00
Registration Fee*	\$ 100.00
* These items are non-refundable once the students starts and issued to the student	

The IT Security and Administration program includes six courses that provide the knowledge and skills to help students obtain a well-rounded IT education. Upon completion of the program, the candidate will have valuable understanding and skills in basic hardware installation, troubleshooting and maintenance, networking and topology support, security configuration and analysis, as well as the configuration, securing, maintenance and troubleshooting of a computer network. This includes security measures, web authentication, and extensive TCP/IP familiarity. The coursework and practice tests within the program prepare students to sit for the following Industry Certification exams: CompTIA A+, MTA Security Fundamentals, Linux Essentials, MTA Server Fundamentals, CompTIA Server+, MTA Networking, CompTIA N+ and CompTIA Security+. All eligible students may receive at least one certification exam voucher upon request for each exam at no cost.

Vocational Objectives:

The IT Security and Administration program is designed for individuals seeking a career as an information technology (IT) professional working in the typically complex computing environment of medium to large organizations.

- Technical support engineers
- Systems Administrators
- Technical consultants
- PC Repair Technicians
- Level I, II and III Help Desk Support

The objective of this program is to provide the technical skills and knowledge identified below along with the professional soft skills needed to start and maintain a career in the IT Industry.

Course Sequence and Descriptions:

Each course is typically 5-7 weeks at 17-24 hours per week. Courses can be taken in any order.

**Computer and Security Essentials (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:
1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours)**

To provide the student with the knowledge necessary to identify, install, configure, upgrade, and troubleshoot software on personal computer components and devices. Students will configure security settings on laptops and

portable devices, operating systems, printers and scanners, and networks. Students will also understand and implement fundamental safety and security principles, environmental guidelines, disaster preparedness, and proper employee communication and professionalism for business operations.

**Networking I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:
1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours)**

To provide students with technical competency in general computer-based management and security. Student will demonstrate critical knowledge of networking concepts and configuration, workstation design, and mobile device network connectivity.

**Operating Systems I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:
1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

This course introduces students to various types of operating systems. Emphasis is placed on overall concepts, installation, maintenance, management, resources, and security. Students will be introduced to operating systems from both a client and a server perspective.

**Server I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:
1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

To provide the student with the knowledge necessary to implement, administer and troubleshoot a server environment.

**Security I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:
1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

Students will learn how to secure and manage all facets of your network from CPU cycles to software used by individuals or across a network. Students will learn how to implement and maintain an effective security strategy within your company's network infrastructure. This includes learning the knowledge of systems security, network infrastructure, access control, assessments, and audits.

**Networking and Security I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:
1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

To provide the student with the knowledge necessary to plan, configure, and operate simple WAN and switched LAN networks. Topics such as IPv6 basics, network device security, and establishing internet connectivity are covered. This course also focuses on securing business networks in the BYOD environment that exists today.

Cyber Security Engineer (CSE)

Learning Methodology: Resident, Hybrid IDL, Full IDL

Academic QCHs: 45, FA QCHs: 36, Clock Hours: 720

Enrollment Term: 30 or 42 Weeks

Award Attainment: Certificate

Program Cost	\$24,805.00
Tuition	\$20,548.00
CEH Curriculum*	\$1,072.00
Curriculum*	\$2,435.00
CFRCurriculum*	\$650.00
Registration Fee*	\$100.00

**These items are non-refundable once the students starts and issued to the student.*

The Cyber Security Engineer program includes six courses to prepare students to achieve Network Security skills and knowledge. These courses demonstrate a student's skills in Network Infrastructure and Security. Upon completion of the program, the candidate will know how to plan, configure, and operate simple WAN and switched LAN networks. Students will also understand VLSM, IPv6, OSPF, and EIGRP protocols and learn to use access lists using NAT and DHCP. Students will be able to make the design and technology decisions necessary to ensure successful technology implementation projects. Students will learn how to summarize business and industry influences and identify the security risks associated with those relationships. Students will also learn how to apply security mitigation strategies and controls in an Enterprise environment. The coursework and practice tests within the program prepare students to sit for the following Industry Certification exams: CCNA, CySA+, Certified

Ethical Hacker, CCNA Security, CASP and the Cybersecurity First Responder. All eligible students may receive at least one certification exam voucher upon request for each exam at no cost.

Vocational Objectives:

The Cyber Security Engineer program is designed for individuals seeking a career as an information technology (IT) professional working in the typically complex computing environment of medium to large organizations. The student will also have developed professional skills to assist in the obtainment of work and promotion in the IT industry. Examples of occupations include, but are not limited to:

- Cisco Network Engineers
- Information System Security Specialist
- Network Engineer
- Systems Administrators
- Threat & Vulnerability Analyst
- Security Analyst

Course Descriptions: Each course is typically 5-7 weeks at 17-24 hours per week. Courses can be taken in any order.

Networking and Security III (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):

Students will learn how to configure, manage, and maintain routers in a complex networking environment. Students will learn to recognize and evaluate the following terms: VLSM, OSPF, and EIGRP protocols in relation to network configuration and how to use Access Control Lists and NAT to secure a network environment. The primary objective for this course is for students to gain an understanding of what it takes to install and maintain routing devices in an Enterprise environment.

Networking and Security IV (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):

This course will provide the knowledge and practical experience with the current essential security systems. Students will learn how intruders escalate privileges and what steps can be taken to secure a system. This course also focuses on addressing security issues to the latest operating systems and addresses developments in mobile and web technologies.

Networking and Security V (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):

Students will learn how to secure and manage all facets of your network from CPU cycles to software used by individuals or across a network. Students will learn how to implement and maintain an effective security strategy within your company's network infrastructure. This includes learning the knowledge of systems security, network infrastructure, access control, assessments, and audits.

Networking and Security VI (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):

Students will learn how to identify malware and gain an understanding of the approach required to mitigate these threats. Students will also learn about Advanced Persistent Threats (APTs) allowing for them to gain an enhanced ability to recognize threats across a broad attack surface. Students will learn to configure and use threat detection tools, perform data analysis, and interpret results to identify vulnerabilities, threats, and risks to an organization.

Networking and Security VIII (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):

Students will gain the technical knowledge and skills required to conceptualize, engineer, integrate and implement secure solutions across complex environments to support a resilient enterprise. Students will learn how to summarize business and industry influences and identify the security risks associated with those relationships. Students will also learn how to apply security mitigation strategies and controls in an Enterprise environment.

Networking and Security X (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):

Students will learn how to apply security governance principles in alignment with business goals and organizational processes in an Enterprise environment. The legal and regulatory concerns related to information technology security enforcement will be reviewed in this course. Physical and virtual asset security is defined along with the concepts relative to applying security engineering in the business environment.

Dallas Programs and Campus Staff

12225 Greenville Ave. Suite 500 Dallas, TX 75243 ~ 214-272-2772

Faculty and Staff

Armin Garza – Campus Director	Delmeshia Busby – Admissions Advisor
Elis Bailey – Assistant Director of Education	Rachel Davis – Admissions Advisor
Alicia Yancy – Assistant Director of Admissions	Anthony Fisher – Sr. Admissions Advisor
Kay Fogle – Jr. Financial Services Analyst	Michael Weekes – Instructor
Heather Harrell – VA Specialist	John Currie – Instructor
Courtney Thompson – Career Services Director	Alpesh Patel – Instructor
Shenika Phillips – Career Services Specialist-Placement	Timothy Eric Hall – Instructor
Chaka Witherspoon – Career Services Specialist	Matthew Powell – Flextime Instructor
Jennifer Price – Financial Services Analyst	MeShell Allen – Office Administrator
Oleg Dreyzin – Financial Counselor	Jelissa Guerrero – Office Administrator
Schreese Fontaine – Admissions Advisor	

Programs

IT ProBasic Program

Learning Methodology: Resident, Hybrid IDL or Full IDL

Academic QCHs: 22.5, Clock Hours: 360

Enrollment Term: 15, 21 or 24 weeks

Award Attainment: Certificate

Program Cost	\$ 14,887.00
Tuition	\$ 12,745.00
Computers*	\$ 728.00
Curriculum*	\$ 1,314.00
Registration Fee*	\$ 100.00

**These items are non-refundable once the students starts and issued to the student.*

The IT ProBasic Program consists of three courses that provide the knowledge and skills to help students obtain a well-rounded IT education. Upon completion of the program, the candidate will have valuable understanding and skills in basic hardware installation, troubleshooting and maintenance and networking. The coursework and practice tests within the program prepare students to sit for the following Industry Certification exams: CompTIA A+, MTA Security Fundamentals and Linux Essentials. All eligible students may receive at least one certification exam voucher upon request for each exam at no cost.

Vocational Objectives:

The objective of this program is to provide the technical skills and knowledge identified in the course descriptions below along with the professional soft skills needed to start and maintain a career in the IT Industry. Job opportunities exist within all levels of the economy from government employment, employment with Fortune 100 and 500 companies, and small businesses. Opportunities exist in all types of settings for these types of positions such as:

- Level I, II and III Help Desk Support
- Technical Support Engineers
- PC Repair Technicians
- Technical Consultants

Course Sequence and Descriptions:

Each course is typically 5-7 weeks at 17-24 hours per week. Courses can be taken in any order.

Computer and Security Essentials (6 FIN AID/VA QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):

To provide the student with the knowledge necessary to identify, install, configure, upgrade, and troubleshoot software on personal computer components and devices. Students will configure security settings on laptops and portable devices, operating systems, printers and scanners, and networks. Students will also understand and implement fundamental safety and security principles, environmental guidelines, disaster preparedness, and proper employee communication and professionalism for business operations.

**Networking I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:
1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

To provide students with technical competency in general computer-based management and security. Student will demonstrate critical knowledge of networking concepts and configuration, workstation design, and mobile device network connectivity.

**Operating Systems I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:
1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

This course introduces students to various types of operating systems. Emphasis is placed on overall concepts, installation, maintenance, management, resources, and security. Students will be introduced to operating systems from both a client and a server perspective.

Information Technology Security and Administration (ITSA)

Learning Methodology: Resident, Hybrid IDL, Full IDL

Academic QCHs: 45, FA QCHs: 36, Clock Hours: 720

Enrollment Term: 30, 42 or 48 Weeks

Award Attainment: Certificate

Program Cost	\$ 24,997.00
Tuition	\$ 21,443.00
Computer*	\$ 728.00
Curriculum*	\$ 2,726.00
Registration Fee*	\$ 100.00
* These items are non-refundable once the students starts and issued to the student	

The IT Security and Administration program includes six courses that provide the knowledge and skills to help students obtain a well-rounded IT education. Upon completion of the program, the candidate will have valuable understanding and skills in basic hardware installation, troubleshooting and maintenance, networking and topology support, security configuration and analysis, as well as the configuration, securing, maintenance and troubleshooting of a computer network. This includes security measures, web authentication, and extensive TCP/IP familiarity. The coursework and practice tests within the program prepare students to sit for the following Industry Certification exams: CompTIA A+, MTA Security Fundamentals, Linux Essentials, MTA Server Fundamentals, CompTIA Server+, MTA Networking, CompTIA N+ and CompTIA Security+. All eligible students may receive at least one certification exam voucher upon request for each exam at no cost.

Vocational Objectives:

The IT Security and Administration program is designed for individuals seeking a career as an information technology (IT) professional working in the typically complex computing environment of medium to large organizations.

- Technical support engineers
- Systems Administrators
- Technical consultants
- PC Repair Technicians
- Level I, II and III Help Desk Support

The objective of this program is to provide the technical skills and knowledge identified below along with the professional soft skills needed to start and maintain a career in the IT Industry.

Course Sequence and Descriptions:

Each course is typically 5-7 weeks at 17-24 hours per week. Courses can be taken in any order.

**Computer and Security Essentials (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:
1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours)**

To provide the student with the knowledge necessary to identify, install, configure, upgrade, and troubleshoot software on personal computer components and devices. Students will configure security settings on laptops and portable devices, operating systems, printers and scanners, and networks. Students will also understand and

implement fundamental safety and security principles, environmental guidelines, disaster preparedness, and proper employee communication and professionalism for business operations.

**Networking I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:
1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours)**

To provide students with technical competency in general computer-based management and security. Student will demonstrate critical knowledge of networking concepts and configuration, workstation design, and mobile device network connectivity.

**Operating Systems I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:
1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

This course introduces students to various types of operating systems. Emphasis is placed on overall concepts, installation, maintenance, management, resources, and security. Students will be introduced to operating systems from both a client and a server perspective.

**Server I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:
1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

To provide the student with the knowledge necessary to implement, administer and troubleshoot a server environment.

**Security I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:
1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

Students will learn how to secure and manage all facets of your network from CPU cycles to software used by individuals or across a network. Students will learn how to implement and maintain an effective security strategy within your company's network infrastructure. This includes learning the knowledge of systems security, network infrastructure, access control, assessments, and audits.

**Networking and Security I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:
1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

To provide the student with the knowledge necessary to plan, configure, and operate simple WAN and switched LAN networks. Topics such as IPv6 basics, network device security, and establishing internet connectivity are covered. This course also focuses on securing business networks in the BYOD environment that exists today.

Cyber Security Specialist (CSS)

Learning Methodology: Resident, Hybrid IDL, Full IDL

Academic QCHs: 45, FA QCHs: 36, Clock Hours: 720

Enrollment Term: 30 or 42 Weeks

Award Attainment: Certificate

Program Cost	\$24,805.00
Tuition	\$21,113.00
CEH Curriculum*	\$1,072.00
Curriculum*	\$2,520.00
Registration Fee*	\$100.00

**These items are non-refundable once the students starts and issued to the student.*

The Cyber Security Specialist program includes six courses to prepare students to achieve System Administrator and Network Security Skills and knowledge. Completion of these courses will demonstrate skills in Network Infrastructure and Security. Upon completion of the program, the candidate will know how to plan, configure, and operate simple WAN and switched LAN networks as well as know how intruders escalate privileges and what steps can be taken to secure a system.

Vocational Objectives:

The Cyber Security Specialist program is designed for individuals seeking a career as an information technology (IT) professional working in the typically complex computing environment of medium to large organization. The student will also have developed professional skills to assist in the obtainment of work and promotion in the IT

industry. Examples of occupations include, but are not limited to: Security Consultant, Systems Analyst, Firewall Engineer, Cisco Network Engineer, Infrastructure Network Engineer, Security Analyst, Data Security Engineer, IT Security Risk Management, Security Supervisor, Information System Security Specialist, Security Engineer, Information Security Officer, Threat & Vulnerability Analyst, Information Security Consultant, Protection & Control Specialist, and Windows Security. The coursework and practice tests within the program prepare students to sit for the following Industry Certification exams: MTA Server Fundamentals, CompTIA Server+, MTA Networking, CompTIA Network+, CompTIA Security+, CCNA, CySA+, and Certified Ethical Hacker. All eligible students may receive at least one certification exam voucher upon request for each exam at no cost.

Course Sequence and Descriptions:

Each course is typically 5-7 weeks at 17-24 hours per week. Courses can be taken in any order.

Server I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:**1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

To provide the student with the knowledge necessary to implement, administer and troubleshoot a server environment.

Security I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:**1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

Students will learn how to secure and manage all facets of your network from CPU cycles to software used by individuals or across a network. Students will learn how to implement and maintain an effective security strategy within your company's network infrastructure. This includes learning the knowledge of systems security, network infrastructure, access control, assessments, and audits.

Networking and Security I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:**1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

To provide the student with the knowledge necessary to plan, configure, and operate simple WAN and switched LAN networks. Topics such as IPv6 basics, network device security, and establishing internet connectivity are covered. This course also focuses on securing business networks in the BYOD environment that exists today.

Networking and Security III (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:**1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

Students will learn how to configure, manage, and maintain routers in a complex networking environment. Students will learn to recognize evaluate the following terms: VLSM, OSPF, and EIGRP protocols in relation to network configuration and how to use Access Control Lists and NAT to secure a network environment. The primary objective for this course is for students to gain an understanding of what it takes to install and maintain routing devices in an Enterprise environment.

Networking and Security IV (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:**1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

This course will provide the knowledge and practical experience with the current essential security systems. Students will learn how intruders escalate privileges and what steps can be taken to secure a system. This course also focuses on addressing security issues to the latest operating systems and addresses developments in mobile and web technologies.

Networking and Security VI (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:**1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

Students will learn how to identify malware and gain an understanding of the approach required to mitigate these threats. Students will also learn about Advanced Persistent Threats (APTs) allowing for them to gain an enhanced ability to recognize threats across a broad attack surface. Students will learn to configure and use threat detection tools, perform data analysis, and interpret results to identify vulnerabilities, threats, and risks to an organization.

Cyber Security Engineer (CSE)

Learning Methodology: Resident, Hybrid IDL, Full IDL

Academic QCHs: 45, **FA QCHs:** 36, **Clock Hours:** 720

Enrollment Term: 30 or 42 Weeks

Award Attainment: Certificate

Program Cost	\$24,805.00
Tuition	\$20,548.00
CEH Curriculum*	\$1,072.00
Curriculum*	\$2,435.00
CFRCurriculum*	\$650.00
Registration Fee*	\$100.00

**These items are non-refundable once the students starts and issued to the student.*

The Cyber Security Engineer program includes six courses to prepare students to achieve Network Security skills and knowledge. These courses demonstrate a student's skills in Network Infrastructure and Security. Upon completion of the program, the candidate will know how to plan, configure, and operate simple WAN and switched LAN networks. Students will also understand VLSM, IPv6, OSPF, and EIGRP protocols and learn to use access lists using NAT and DHCP. Students will be able to make the design and technology decisions necessary to ensure successful technology implementation projects. Students will learn how to summarize business and industry influences and identify the security risks associated with those relationships. Students will also learn how to apply security mitigation strategies and controls in an Enterprise environment. The coursework and practice tests within the program prepare students to sit for the following Industry Certification exams: CCNA, CySA+, Certified Ethical Hacker, CCNA Security, CASP and the Cybersecurity First Responder. All eligible students may receive at least one certification exam voucher upon request for each exam at no cost.

Vocational Objectives:

The Cyber Security Engineer program is designed for individuals seeking a career as an information technology (IT) professional working in the typically complex computing environment of medium to large organizations. The student will also have developed professional skills to assist in the obtainment of work and promotion in the IT industry. Examples of occupations include, but are not limited to:

- Cisco Network Engineers
- Information System Security Specialist
- Network Engineer
- Systems Administrators
- Threat & Vulnerability Analyst
- Security Analyst

Course Sequence and Descriptions:

Each course is typically 5-7 weeks at 17-24 hours per week. Courses can be taken in any order.

Networking and Security III (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):

Students will learn how to configure, manage, and maintain routers in a complex networking environment. Students will learn to recognize and evaluate the following terms: VLSM, OSPF, and EIGRP protocols in relation to network configuration and how to use Access Control Lists and NAT to secure a network environment. The primary objective for this course is for students to gain an understanding of what it takes to install and maintain routing devices in an Enterprise environment.

Networking and Security IV (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):

This course will provide the knowledge and practical experience with the current essential security systems. Students will learn how intruders escalate privileges and what steps can be taken to secure a system. This course also focuses on addressing security issues to the latest operating systems and addresses developments in mobile and web technologies.

Networking and Security V (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):

Students will learn how to secure and manage all facets of your network from CPU cycles to software used by individuals or across a network. Students will learn how to implement and maintain an effective security strategy within your company's network infrastructure. This includes learning the knowledge of systems security, network infrastructure, access control, assessments, and audits.

**Networking and Security VI (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:
1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

Students will learn how to identify malware and gain an understanding of the approach required to mitigate these threats. Students will also learn about Advanced Persistent Threats (APTs) allowing for them to gain an enhanced ability to recognize threats across a broad attack surface. Students will learn to configure and use threat detection tools, perform data analysis, and interpret results to identify vulnerabilities, threats, and risks to an organization.

**Networking and Security VIII (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:
1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

Students will gain the technical knowledge and skills required to conceptualize, engineer, integrate and implement secure solutions across complex environments to support a resilient enterprise. Students will learn how to summarize business and industry influences and identify the security risks associated with those relationships. Students will also learn how to apply security mitigation strategies and controls in an Enterprise environment.

**Networking and Security X (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:
1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

Students will learn how to apply security governance principles in alignment with business goals and organizational processes in an Enterprise environment. The legal and regulatory concerns related to information technology security enforcement will be reviewed in this course. Physical and virtual asset security is defined along with the concepts relative to applying security engineering in the business environment.

Houston Programs and Campus Staff

7908 North Sam Houston Parkway West Suite 300 Houston, TX 77064 ~ 281-245-0888

Faculty and Staff

Vincent Tinebra – Campus Director
 Valory Hemphill – Assistant Director of Admissions
 Candice Kiser– Interim Assist Director of Education
 Kay Fogle – VA Specialist
 Heather Harrell – VA Specialist
 Troy Morlan – Military Program Director
 Kerelle Caldwell – Admissions Advisor
 Leon Lee – Admissions Advisor
 Andrea Hicks – Financial Services Analyst
 Cece Turner – Financial Counselor
 Yolanda Frieson – Career Services Specialist

Tiffany Mills – Career Services Specialist
 Vanessa Thomas – Career Service Specialist-Placement
 Marty Mulsow – Lead Instructor
 Michael Alonzo – Instructor
 Rehan Ahmed – Instructor
 Gerald Washington –Instructor
 Gonzalo Regalado – Instructor
 Joanna Dydak – Flex Instructor
 Deborah Edwards – Office Administrator
 Alex Vanover – Office Administrator

Programs

IT ProBasic Program

Learning Methodology: Resident, Hybrid IDL or Full IDL

Academic QCHs: 22.5, Clock Hours: 360

Enrollment Term: 15, 21 or 24 weeks

Award Attainment: Certificate

Program Cost	\$ 14,887.00
Tuition	\$ 12,745.00
Computers*	\$ 728.00
Curriculum*	\$ 1,314.00
Registration Fee*	\$ 100.00

**These items are non-refundable once the students starts and issued to the student.*

The IT ProBasic Program consists of three courses that provide the knowledge and skills to help students obtain a well-rounded IT education. Upon completion of the program, the candidate will have valuable understanding and skills in basic hardware installation, troubleshooting and maintenance and networking. The coursework and practice tests within the program prepare students to sit for the following Industry Certification exams: CompTIA A+, MTA Security Fundamentals and Linux Essentials. All eligible students may receive at least one certification exam voucher upon request for each exam at no cost.

Vocational Objectives:

The objective of this program is to provide the technical skills and knowledge identified in the course descriptions below along with the professional soft skills needed to start and maintain a career in the IT Industry. Job opportunities exist within all levels of the economy from government employment, employment with Fortune 100 and 500 companies, and small businesses. Opportunities exist in all types of settings for these types of positions such as:

- Level I, II and III Help Desk Support
- PC Repair Technicians
- Technical Support Engineers
- Technical Consultants

Course Sequence and Descriptions:

Each course is typically 5-7 weeks at 17-24 hours per week. Courses can be taken in any order.

Computer and Security Essentials (6 FIN AID/VA QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):

To provide the student with the knowledge necessary to identify, install, configure, upgrade, and troubleshoot software on personal computer components and devices. Students will configure security settings on laptops and portable devices, operating systems, printers and scanners, and networks. Students will also understand and implement fundamental safety and security principles, environmental guidelines, disaster preparedness, and proper employee communication and professionalism for business operations.

**Networking I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:
1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

To provide students with technical competency in general computer-based management and security. Student will demonstrate critical knowledge of networking concepts and configuration, workstation design, and mobile device network connectivity.

**Operating Systems I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:
1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

This course introduces students to various types of operating systems. Emphasis is placed on overall concepts, installation, maintenance, management, resources, and security. Students will be introduced to operating systems from both a client and a server perspective.

Information Technology Security and Administration (ITSA)

Learning Methodology: Resident, Hybrid IDL, Full IDL

Academic QCHs: 45, FA QCHs: 36, Clock Hours: 720

Enrollment Term: 30, 42 or 48 Weeks

Award Attainment: Certificate

Program Cost	\$ 24,997.00
Tuition	\$ 21,443.00
Computer*	\$ 728.00
Curriculum*	\$ 2,726.00
Registration Fee*	\$ 100.00
* These items are non-refundable once the students starts and issued to the student	

The IT Security and Administration program includes six courses that provide the knowledge and skills to help students obtain a well-rounded IT education. Upon completion of the program, the candidate will have valuable understanding and skills in basic hardware installation, troubleshooting and maintenance, networking and topology support, security configuration and analysis, as well as the configuration, securing, maintenance and troubleshooting of a computer network. This includes security measures, web authentication, and extensive TCP/IP familiarity. The coursework and practice tests within the program prepare students to sit for the following Industry Certification exams: CompTIA A+, MTA Security Fundamentals, Linux Essentials, MTA Server Fundamentals, CompTIA Server+, MTA Networking, CompTIA N+ and CompTIA Security+. All eligible students may receive at least one certification exam voucher upon request for each exam at no cost.

Vocational Objectives:

The IT Security and Administration program is designed for individuals seeking a career as an information technology (IT) professional working in the typically complex computing environment of medium to large organizations.

- Technical support engineers
- Systems Administrators
- Technical consultants
- PC Repair Technicians
- Level I, II and III Help Desk Support

The objective of this program is to provide the technical skills and knowledge identified below along with the professional soft skills needed to start and maintain a career in the IT Industry.

Course Sequence and Descriptions:

Each course is typically 5-7 weeks at 17-24 hours per week. Courses can be taken in any order.

**Computer and Security Essentials (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:
1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours)**

To provide the student with the knowledge necessary to identify, install, configure, upgrade, and troubleshoot software on personal computer components and devices. Students will configure security settings on laptops and portable devices, operating systems, printers and scanners, and networks. Students will also understand and

implement fundamental safety and security principles, environmental guidelines, disaster preparedness, and proper employee communication and professionalism for business operations..

**Networking I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:
1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours)**

To provide students with technical competency in general computer-based management and security. Student will demonstrate critical knowledge of networking concepts and configuration, workstation design, and mobile device network connectivity.

**Operating Systems I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:
1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

This course introduces students to various types of operating systems. Emphasis is placed on overall concepts, installation, maintenance, management, resources, and security. Students will be introduced to operating systems from both a client and a server perspective.

**Server I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:
1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

To provide the student with the knowledge necessary to implement, administer and troubleshoot a server environment.

**Security I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:
1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

Students will learn how to secure and manage all facets of your network from CPU cycles to software used by individuals or across a network. Students will learn how to implement and maintain an effective security strategy within your company's network infrastructure. This includes learning the knowledge of systems security, network infrastructure, access control, assessments, and audits.

**Networking and Security I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:
1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

To provide the student with the knowledge necessary to plan, configure, and operate simple WAN and switched LAN networks. Topics such as IPv6 basics, network device security, and establishing internet connectivity are covered. This course also focuses on securing business networks in the BYOD environment that exists today.

Cyber Security Specialist (CSS)

Learning Methodology: Resident, Hybrid IDL, Full IDL

Academic QCHs: 45, FA QCHs: 36, Clock Hours: 720

Enrollment Term: 30 or 42 Weeks

Award Attainment: Certificate

Program Cost	\$24,805.00
Tuition	\$21,113.00
CEH Curriculum*	\$1,072.00
Curriculum*	\$2,520.00
Registration Fee*	\$100.00

**These items are non-refundable once the students starts and issued to the student.*

The Cyber Security Specialist program includes six courses to prepare students to achieve System Administrator and Network Security Skills and knowledge. Completion of these courses will demonstrate skills in Network Infrastructure and Security. Upon completion of the program, the candidate will know how to plan, configure, and operate simple WAN and switched LAN networks as well as know how intruders escalate privileges and what steps can be taken to secure a system.

Vocational Objectives:

The Cyber Security Specialist program is designed for individuals seeking a career as an information technology (IT) professional working in the typically complex computing environment of medium to large organization. The student will also have developed professional skills to assist in the obtainment of work and promotion in the IT

industry. Examples of occupations include, but are not limited to: Security Consultant, Systems Analyst, Firewall Engineer, Cisco Network Engineer, Infrastructure Network Engineer, Security Analyst, Data Security Engineer, IT Security Risk Management, Security Supervisor, Information System Security Specialist, Security Engineer, Information Security Officer, Threat & Vulnerability Analyst, Information Security Consultant, Protection & Control Specialist, and Windows Security. The coursework and practice tests within the program prepare students to sit for the following Industry Certification exams: MTA Server Fundamentals, CompTIA Server+, MTA Networking, CompTIA Network+, CompTIA Security+, CCNA, CySA+, and Certified Ethical Hacker. All eligible students may receive at least one certification exam voucher upon request for each exam at no cost.

Course Sequence and Descriptions:

Each course is typically 5-7 weeks at 17-24 hours per week. Courses can be taken in any order.

Server I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:**1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

To provide the student with the knowledge necessary to implement, administer and troubleshoot a server environment.

Security I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:**1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

Students will learn how to secure and manage all facets of your network from CPU cycles to software used by individuals or across a network. Students will learn how to implement and maintain an effective security strategy within your company's network infrastructure. This includes learning the knowledge of systems security, network infrastructure, access control, assessments, and audits.

Networking and Security I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:**1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

To provide the student with the knowledge necessary to plan, configure, and operate simple WAN and switched LAN networks. Topics such as IPv6 basics, network device security, and establishing internet connectivity are covered. This course also focuses on securing business networks in the BYOD environment that exists today.

Networking and Security III (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:**1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

Students will learn how to configure, manage, and maintain routers in a complex networking environment. Students will learn to recognize evaluate the following terms: VLSM, OSPF, and EIGRP protocols in relation to network configuration and how to use Access Control Lists and NAT to secure a network environment. The primary objective for this course is for students to gain an understanding of what it takes to install and maintain routing devices in an Enterprise environment.

Networking and Security IV (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:**1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

This course will provide the knowledge and practical experience with the current essential security systems. Students will learn how intruders escalate privileges and what steps can be taken to secure a system. This course also focuses on addressing security issues to the latest operating systems and addresses developments in mobile and web technologies.

Networking and Security VI (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:**1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

Students will learn how to identify malware and gain an understanding of the approach required to mitigate these threats. Students will also learn about Advanced Persistent Threats (APTs) allowing for them to gain an enhanced ability to recognize threats across a broad attack surface. Students will learn to configure and use threat detection tools, perform data analysis, and interpret results to identify vulnerabilities, threats, and risks to an organization.

Cyber Security Engineer (CSE)

Learning Methodology: Resident, Hybrid IDL, Full IDL

Academic QCHs: 45, **FA QCHs:** 36, **Clock Hours:** 720

Enrollment Term: 30 or 42 Weeks

Award Attainment: Certificate

Program Cost	\$24,805.00
Tuition	\$20,548.00
CEH Curriculum*	\$1,072.00
Curriculum*	\$2,435.00
CFRCurriculum*	\$650.00
Registration Fee*	\$100.00

**These items are non-refundable once the students starts and issued to the student.*

The Cyber Security Engineer program includes six courses to prepare students to achieve Network Security skills and knowledge. These courses demonstrate a student's skills in Network Infrastructure and Security. Upon completion of the program, the candidate will know how to plan, configure, and operate simple WAN and switched LAN networks. Students will also understand VLSM, IPv6, OSPF, and EIGRP protocols and learn to use access lists using NAT and DHCP. Students will be able to make the design and technology decisions necessary to ensure successful technology implementation projects. Students will learn how to summarize business and industry influences and identify the security risks associated with those relationships. Students will also learn how to apply security mitigation strategies and controls in an Enterprise environment. The coursework and practice tests within the program prepare students to sit for the following Industry Certification exams: CCNA, CySA+, Certified Ethical Hacker, CCNA Security, CASP and the Cybersecurity First Responder. All eligible students may receive at least one certification exam voucher upon request for each exam at no cost.

Vocational Objectives:

The Cyber Security Engineer program is designed for individuals seeking a career as an information technology (IT) professional working in the typically complex computing environment of medium to large organizations. The student will also have developed professional skills to assist in the obtainment of work and promotion in the IT industry. Examples of occupations include, but are not limited to:

- Cisco Network Engineers
- Information System Security Specialist
- Network Engineer
- Systems Administrators
- Threat & Vulnerability Analyst
- Security Analyst

Course Sequence and Descriptions:

Each course is typically 5-7 weeks at 17-24 hours per week. Courses can be taken in any order.

Networking and Security III (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):

Students will learn how to configure, manage, and maintain routers in a complex networking environment. Students will learn to recognize and evaluate the following terms: VLSM, OSPF, and EIGRP protocols in relation to network configuration and how to use Access Control Lists and NAT to secure a network environment. The primary objective for this course is for students to gain an understanding of what it takes to install and maintain routing devices in an Enterprise environment.

Networking and Security IV (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):

This course will provide the knowledge and practical experience with the current essential security systems. Students will learn how intruders escalate privileges and what steps can be taken to secure a system. This course also focuses on addressing security issues to the latest operating systems and addresses developments in mobile and web technologies.

Networking and Security V (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):

Students will learn how to secure and manage all facets of your network from CPU cycles to software used by individuals or across a network. Students will learn how to implement and maintain an effective security strategy within your company's network infrastructure. This includes learning the knowledge of systems security, network infrastructure, access control, assessments, and audits.

**Networking and Security VI (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:
1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

Students will learn how to identify malware and gain an understanding of the approach required to mitigate these threats. Students will also learn about Advanced Persistent Threats (APTs) allowing for them to gain an enhanced ability to recognize threats across a broad attack surface. Students will learn to configure and use threat detection tools, perform data analysis, and interpret results to identify vulnerabilities, threats, and risks to an organization.

**Networking and Security VIII (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:
1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

Students will gain the technical knowledge and skills required to conceptualize, engineer, integrate and implement secure solutions across complex environments to support a resilient enterprise. Students will learn how to summarize business and industry influences and identify the security risks associated with those relationships. Students will also learn how to apply security mitigation strategies and controls in an Enterprise environment.

**Networking and Security X (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:
1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

Students will learn how to apply security governance principles in alignment with business goals and organizational processes in an Enterprise environment. The legal and regulatory concerns related to information technology security enforcement will be reviewed in this course. Physical and virtual asset security is defined along with the concepts relative to applying security engineering in the business environment.

Sugar Land Programs and Campus Staff

14141 SW Freeway Suite 1010 Sugar Land, TX 77478 ~ Phone - TBD

Faculty and Staff

Dana Hagen – Interim Campus Director
 Isaias Charlie Minjares – Asst. Director of Admissions
 Kay Fogle – Jr Financial Services Analyst
 Heather Harrell – VA Specialist
 Jerold Green – Admissions Advisor
 Christopher Rodriguez – Admissions Advisor
 Andrea Hicks – Financial Services Analyst

Cece Turner – Financial Counselor
 Frank Elsaleh – Instructor
 Eddie Garza – Instructor
 Tammie-Michael Williams – Career Services Dir.
 Sara Martinez – Career Services Specialist-Placement
 Opemipo Bada – Sr. Office Administrator
 Lindsey Thomas – Office Administrator

Programs

IT ProBasic Program

Learning Methodology: Resident, Hybrid IDL or Full IDL

Academic QCHs: 22.5, Clock Hours: 360

Enrollment Term: 15, 21 or 24 weeks

Award Attainment: Certificate

Program Cost	\$ 14,887.00
Tuition	\$ 12,745.00
Computers*	\$ 728.00
Curriculum*	\$ 1,314.00
Registration Fee*	\$ 100.00

**These items are non-refundable once the students starts and issued to the student.*

The IT ProBasic Program consists of three courses that provide the knowledge and skills to help students obtain a well-rounded IT education. Upon completion of the program, the candidate will have valuable understanding and skills in basic hardware installation, troubleshooting and maintenance and networking. The coursework and practice tests within the program prepare students to sit for the following Industry Certification exams: CompTIA A+, MTA Security Fundamentals and Linux Essentials. All eligible students may receive at least one certification exam voucher upon request for each exam at no cost.

Vocational Objectives:

The objective of this program is to provide the technical skills and knowledge identified in the course descriptions below along with the professional soft skills needed to start and maintain a career in the IT Industry. Job opportunities exist within all levels of the economy from government employment, employment with Fortune 100 and 500 companies, and small businesses. Opportunities exist in all types of settings for these types of positions such as:

- Level I, II and III Help Desk Support
- PC Repair Technicians
- Technical Support Engineers
- Technical Consultants

Course Sequence and Descriptions:

Each course is typically 5-7 weeks at 17-24 hours per week. Courses can be taken in any order.

Computer and Security Essentials (6 FIN AID/VA QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):

To provide the student with the knowledge necessary to identify, install, configure, upgrade, and troubleshoot software on personal computer components and devices. Students will configure security settings on laptops and portable devices, operating systems, printers and scanners, and networks. Students will also understand and implement fundamental safety and security principles, environmental guidelines, disaster preparedness, and proper employee communication and professionalism for business operations.

**Networking I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:
1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

To provide students with technical competency in general computer-based management and security. Student will demonstrate critical knowledge of networking concepts and configuration, workstation design, and mobile device network connectivity.

**Operating Systems I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:
1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

This course introduces students to various types of operating systems. Emphasis is placed on overall concepts, installation, maintenance, management, resources, and security. Students will be introduced to operating systems from both a client and a server perspective.

Information Technology Security and Administration (ITSA)

Learning Methodology: Resident, Hybrid IDL, Full IDL

Academic QCHs: 45, FA QCHs: 36, Clock Hours: 720

Enrollment Term: 30, 42 or 48 Weeks

Award Attainment: Certificate

Program Cost	\$ 24,997.00
Tuition	\$ 21,443.00
Computer*	\$ 728.00
Curriculum*	\$ 2,726.00
Registration Fee*	\$ 100.00
* These items are non-refundable once the students starts and issued to the student	

The IT Security and Administration program includes six courses that provide the knowledge and skills to help students obtain a well-rounded IT education. Upon completion of the program, the candidate will have valuable understanding and skills in basic hardware installation, troubleshooting and maintenance, networking and topology support, security configuration and analysis, as well as the configuration, securing, maintenance and troubleshooting of a computer network. This includes security measures, web authentication, and extensive TCP/IP familiarity. The coursework and practice tests within the program prepare students to sit for the following Industry Certification exams: CompTIA A+, MTA Security Fundamentals, Linux Essentials, MTA Server Fundamentals, CompTIA Server+, MTA Networking, CompTIA N+ and CompTIA Security+. All eligible students may receive at least one certification exam voucher upon request for each exam at no cost.

Vocational Objectives:

The IT Security and Administration program is designed for individuals seeking a career as an information technology (IT) professional working in the typically complex computing environment of medium to large organizations.

- Technical support engineers
- Systems Administrators
- Technical consultants
- PC Repair Technicians
- Level I, II and III Help Desk Support

The objective of this program is to provide the technical skills and knowledge identified below along with the professional soft skills needed to start and maintain a career in the IT Industry.

Course Sequence and Descriptions:

Each course is typically 5-7 weeks at 17-24 hours per week. Courses can be taken in any order.

**Computer and Security Essentials (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:
1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours)**

To provide the student with the knowledge necessary to identify, install, configure, upgrade, and troubleshoot software on personal computer components and devices. Students will configure security settings on laptops and portable devices, operating systems, printers and scanners, and networks. Students will also understand and

implement fundamental safety and security principles, environmental guidelines, disaster preparedness, and proper employee communication and professionalism for business operations.

**Networking I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:
1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours)**

To provide students with technical competency in general computer-based management and security. Student will demonstrate critical knowledge of networking concepts and configuration, workstation design, and mobile device network connectivity.

**Operating Systems I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:
1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

This course introduces students to various types of operating systems. Emphasis is placed on overall concepts, installation, maintenance, management, resources, and security. Students will be introduced to operating systems from both a client and a server perspective.

**Server I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:
1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

To provide the student with the knowledge necessary to implement, administer and troubleshoot a server environment.

**Security I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:
1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

Students will learn how to secure and manage all facets of your network from CPU cycles to software used by individuals or across a network. Students will learn how to implement and maintain an effective security strategy within your company's network infrastructure. This includes learning the knowledge of systems security, network infrastructure, access control, assessments, and audits.

**Networking and Security I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:
1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

To provide the student with the knowledge necessary to plan, configure, and operate simple WAN and switched LAN networks. Topics such as IPv6 basics, network device security, and establishing internet connectivity are covered. This course also focuses on securing business networks in the BYOD environment that exists today.

Information Technology Security and Administration - Bilingual

Learning Methodology: Resident, Hybrid IDL, Full IDL

Academic QCHs: 45, FA QCHs: 36, Clock Hours: 720

Enrollment Term: 30, 42 or 48 Weeks

Award Attainment: Certificate

Program Cost	\$ 24,997.00
Tuition	\$ 21,443.00
Computer*	\$ 728.00
Curriculum*	\$ 2,726.00
Registration Fee*	\$ 100.00
* These items are non-refundable once the students starts and issued to the student	

The IT Security and Administration – Bilingual program is identical to the regular ITSA program, except the lecture, information presented on the projector and other classroom activities are conducted in Spanish. All handouts, Curriculum and other materials will be in English. Successful completion of an English entrance exam is required for enrollment. Upon completion of the program, the candidate will have valuable understanding and skills in basic hardware installation, troubleshooting and maintenance, networking and topology support, security configuration and analysis, as well as the configuration, securing, maintenance and troubleshooting of a computer network. This includes security measures, web authentication, and extensive TCP/IP familiarity. The coursework and practice tests within the program prepare students to sit for the following Industry Certification exams:

CompTIA A+, MTA Security Fundamentals, Linux Essentials, MTA Server Fundamentals, CompTIA Server+, MTA Networking, CompTIA N+ and CompTIA Security+. All eligible students may receive at least one certification exam voucher upon request for each exam at no cost.

Vocational Objectives:

The IT Security and Administration program is designed for individuals seeking a career as an information technology (IT) professional working in the typically complex computing environment of medium to large organizations.

- Technical support engineers
- Systems Administrators
- Technical consultants
- PC Repair Technicians
- Level I, II and III Help Desk Support

The objective of this program is to provide the technical skills and knowledge identified below along with the professional soft skills needed to start and maintain a career in the IT Industry.

Course Sequence and Descriptions:

Each course is typically 5-7 weeks at 17-24 hours per week. Courses can be taken in any order.

Computer and Security Essentials (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours)

To provide the student with the knowledge necessary to identify, install, configure, upgrade, and troubleshoot software on personal computer components and devices. Students will configure security settings on laptops and portable devices, operating systems, printers and scanners, and networks. Students will also understand and implement fundamental safety and security principles, environmental guidelines, disaster preparedness, and proper employee communication and professionalism for business operations.

Networking I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours)

To provide students with technical competency in general computer-based management and security. Student will demonstrate critical knowledge of networking concepts and configuration, workstation design, and mobile device network connectivity.

Operating Systems I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):

This course introduces students to various types of operating systems. Emphasis is placed on overall concepts, installation, maintenance, management, resources, and security. Students will be introduced to operating systems from both a client and a server perspective.

Server I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):

To provide the student with the knowledge necessary to implement, administer and troubleshoot a server environment.

Security I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):

Students will learn how to secure and manage all facets of your network from CPU cycles to software used by individuals or across a network. Students will learn how to implement and maintain an effective security strategy within your company's network infrastructure. This includes learning the knowledge of systems security, network infrastructure, access control, assessments, and audits.

Networking and Security I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):

To provide the student with the knowledge necessary to plan, configure, and operate simple WAN and switched LAN networks. Topics such as IPv6 basics, network device security, and establishing internet connectivity are covered. This course also focuses on securing business networks in the BYOD environment that exists today.

Cyber Security Specialist (CSS)

Learning Methodology: Resident, Hybrid IDL, Full IDL

Academic QCHs: 45, FA QCHs: 36, Clock Hours: 720

Enrollment Term: 30 or 42 Weeks

Award Attainment: Certificate

Program Cost	\$24,805.00
Tuition	\$21,113.00
CEH Curriculum*	\$1,072.00
Curriculum*	\$2,520.00
Registration Fee*	\$100.00

**These items are non-refundable once the students starts and issued to the student.*

The Cyber Security Specialist program includes six courses to prepare students to achieve System Administrator and Network Security Skills and knowledge. Completion of these courses will demonstrate skills in Network Infrastructure and Security. Upon completion of the program, the candidate will know how to plan, configure, and operate simple WAN and switched LAN networks as well as know how intruders escalate privileges and what steps can be taken to secure a system.

Vocational Objectives:

The Cyber Security Specialist program is designed for individuals seeking a career as an information technology (IT) professional working in the typically complex computing environment of medium to large organization. The student will also have developed professional skills to assist in the obtainment of work and promotion in the IT industry. Examples of occupations include, but are not limited to: Security Consultant, Systems Analyst, Firewall Engineer, Cisco Network Engineer, Infrastructure Network Engineer, Security Analyst, Data Security Engineer, IT Security Risk Management, Security Supervisor, Information System Security Specialist, Security Engineer, Information Security Officer, Threat & Vulnerability Analyst, Information Security Consultant, Protection & Control Specialist, and Windows Security. The coursework and practice tests within the program prepare students to sit for the following Industry Certification exams: MTA Server Fundamentals, CompTIA Server+, MTA Networking, CompTIA Network+, CompTIA Security+, CCNA, CySA+, and Certified Ethical Hacker. All eligible students may receive at least one certification exam voucher upon request for each exam at no cost.

Course Sequence and Descriptions:

Each course is typically 5-7 weeks at 17-24 hours per week. Courses can be taken in any order.

Server I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:

1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):

To provide the student with the knowledge necessary to implement, administer and troubleshoot a server environment.

Security I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:

1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):

Students will learn how to secure and manage all facets of your network from CPU cycles to software used by individuals or across a network. Students will learn how to implement and maintain an effective security strategy within your company's network infrastructure. This includes learning the knowledge of systems security, network infrastructure, access control, assessments, and audits.

Networking and Security I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:

1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):

To provide the student with the knowledge necessary to plan, configure, and operate simple WAN and switched LAN networks. Topics such as IPv6 basics, network device security, and establishing internet connectivity are covered. This course also focuses on securing business networks in the BYOD environment that exists today.

Networking and Security III (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:

1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):

Students will learn how to configure, manage, and maintain routers in a complex networking environment. Students will learn to recognize evaluate the following terms: VLSM, OSPF, and EIGRP protocols in relation to network configuration and how to use Access Control Lists and NAT to secure a network environment. The primary objective for this course is for students to gain an understanding of what it takes to install and maintain routing devices in an Enterprise environment.

**Networking and Security IV (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:
1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

This course will provide the knowledge and practical experience with the current essential security systems. Students will learn how intruders escalate privileges and what steps can be taken to secure a system. This course also focuses on addressing security issues to the latest operating systems and addresses developments in mobile and web technologies.

**Networking and Security VI (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:
1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

Students will learn how to identify malware and gain an understanding of the approach required to mitigate these threats. Students will also learn about Advanced Persistent Threats (APTs) allowing for them to gain an enhanced ability to recognize threats across a broad attack surface. Students will learn to configure and use threat detection tools, perform data analysis, and interpret results to identify vulnerabilities, threats, and risks to an organization.

Cyber Security Engineer (CSE)

Learning Methodology: Resident, Hybrid IDL, Full IDL

Academic QCHs: 45, FA QCHs: 36, Clock Hours: 720

Enrollment Term: 30 or 42 Weeks

Award Attainment: Certificate

Program Cost	\$24,805.00
Tuition	\$20,548.00
CEH Curriculum*	\$1,072.00
Curriculum*	\$2,435.00
CFR Curriculum*	\$650.00
Registration Fee*	\$100.00

**These items are non-refundable once the students starts and issued to the student.*

The Cyber Security Engineer program includes six courses to prepare students to achieve Network Security skills and knowledge. These courses demonstrate a student's skills in Network Infrastructure and Security. Upon completion of the program, the candidate will know how to plan, configure, and operate simple WAN and switched LAN networks. Students will also understand VLSM, IPv6, OSPF, and EIGRP protocols and learn to use access lists using NAT and DHCP. Students will be able to make the design and technology decisions necessary to ensure successful technology implementation projects. Students will learn how to summarize business and industry influences and identify the security risks associated with those relationships. Students will also learn how to apply security mitigation strategies and controls in an Enterprise environment. The coursework and practice tests within the program prepare students to sit for the following Industry Certification exams: CCNA, CySA+, Certified Ethical Hacker, CCNA Security, CASP and the Cybersecurity First Responder. All eligible students may receive at least one certification exam voucher upon request for each exam at no cost.

Vocational Objectives:

The Cyber Security Engineer program is designed for individuals seeking a career as an information technology (IT) professional working in the typically complex computing environment of medium to large organizations. The student will also have developed professional skills to assist in the obtainment of work and promotion in the IT industry. Examples of occupations include, but are not limited to:

- Cisco Network Engineers
- Information System Security Specialist
- Network Engineer
- Systems Administrators
- Threat & Vulnerability Analyst
- Security Analyst

Course Sequence and Descriptions:

Each course is typically 5-7 weeks at 17-24 hours per week. Courses can be taken in any order.

Networking and Security III (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:**1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

Students will learn how to configure, manage, and maintain routers in a complex networking environment. Students will learn to recognize evaluate the following terms: VLSM, OSPF, and EIGRP protocols in relation to network configuration and how to use Access Control Lists and NAT to secure a network environment. The primary objective for this course is for students to gain an understanding of what it takes to install and maintain routing devices in an Enterprise environment.

Networking and Security IV (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:**1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

This course will provide the knowledge and practical experience with the current essential security systems. Students will learn how intruders escalate privileges and what steps can be taken to secure a system. This course also focuses on addressing security issues to the latest operating systems and addresses developments in mobile and web technologies.

Networking and Security VI (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:**1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

Students will learn how to identify malware and gain an understanding of the approach required to mitigate these threats. Students will also learn about Advanced Persistent Threats (APTs) allowing for them to gain an enhanced ability to recognize threats across a broad attack surface. Students will learn to configure and use threat detection tools, perform data analysis, and interpret results to identify vulnerabilities, threats, and risks to an organization.

Networking and Security VIII (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:**1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

Students will gain the technical knowledge and skills required to conceptualize, engineer, integrate and implement secure solutions across complex environments to support a resilient enterprise. Students will learn how to summarize business and industry influences and identify the security risks associated with those relationships. Students will also learn how to apply security mitigation strategies and controls in an Enterprise environment.

Networking and Security IX (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:**1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

This course is designed to prepare students to begin an IT career working alongside associate-level cybersecurity analysts in a security operations center. The content presented in this course will prepare students to take the “Understanding Cisco Cybersecurity Fundamentals (SECFND) certification exam (210-250)” and “Implementing Cisco Cybersecurity Operations (SECOPS) certification exam (210-255).” Instruction for the 210-250 portion of this course will focus on network concepts, security concepts, cryptography, host-based analysis, security monitoring, and attack methods. Instruction for the 210-255 portion of the course will focus on the topics of endpoint threat analysis and computer forensics, network intrusion analysis, incident response, data and event analysis, and incident handling.

Networking and Security X (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:**1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

Students will learn how to apply security governance principles in alignment with business goals and organizational processes in an Enterprise environment. The legal and regulatory concerns related to information technology security enforcement will be reviewed in this course. Physical and virtual asset security is defined along with the concepts relative to applying security engineering in the business environment.

Columbus Programs and Campus Staff

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Registration Number 12-03-1987T

Faculty and Staff

Diana Compson – Campus Director

Angela Miller – Assistant Director of Education

Christine Schlosser – Asst. Director of Admissions

Kay Fogle – Jr Financial Services Analyst

Heather Harrell – VA Specialist

Patricia Dioguardo – Financial Services Analyst

Betsy Guardado – Financial Counselor

Tricia Mosher – Sr. Career Services Director

Chris Deinlein – Admissions Advisor

Raeann Lee – Admissions Advisor

Jordan Whiting – Admissions Advisor

Timothy Foster – Instructor

Lawrence Curtiss – Instructor

James Miao – Instructor

Jim Herbert – Flex Instructor

Nick Goodburn – Office Administrator

Tiffany Hopkins – Sr. Office Administrator

Programs

Columbus (Westerville), OH Accrediting Body Completion & Placement Results						
Program	2017	2017	2018	2018	2019	2019
	Completion Rate	Placement Rate	Completion Rate	Placement Rate	Completion Rate	Placement Rate
ITSA 30 week Resident	84.62%	90.00%	84.62%	81.82%	66.67%	50.00%
ITSA 42 week Resident	84.21%	78.57%	88.89%	84.62%	33.33%	100.00%
ITSA 30 week Hybrid IDL	76.25%	92.16%	71.28%	70.37%	77.01%	82.46%
ITSA 42 week Hybrid IDL	85.00%	78.57%	71.17%	80.65%	78.13%	82.81%
ITSA 30 week Full IDL	n/a	n/a	69.39	67.27	68.55%	49.16%
ITSA 42 week Full IDL	79.69%	82.14%	70.16%	66.43%	77.45%	61.19%
CSS 30 week Full IDL	n/a	n/a	n/a	n/a	n/a	n/a
CSS 42 week Full IDL	94.59%	100%	91.60%	76.77%	89.82%	75.74%
CSS 30 & 42 wk Resident and Hybrid IDL	n/a	n/a	n/a	n/a	n/a	n/a
CSE Full IDL	n/a	n/a	n/a	n/a	100%	80%
CSE 30 & 42 wk Resident and Hybrid IDL	n/a	n/a	n/a	n/a	n/a	n/a
Associates Degree NACS Full IDL	n/a	n/a	n/a	n/a	100%	100%
Associates Degree NACS Resident	n/a	n/a	n/a	n/a	n/a	n/a

n/a = program did not have any graduates, CSS = formerly known as ITSS, 2019 data = January through September

Information Technology Security and Administration (ITSA)

Learning Methodology: Resident, Hybrid IDL, Full IDL

Academic QCHs: 45, **FA QCHs:** 36, **Clock Hours:** 720

Enrollment Term: 30, 42 or 48 Weeks

Award Attainment: Certificate

Program Cost	\$ 24,997.00
Tuition 1st Half	\$ 10,721.50
Tuition 2nd Half	\$ 10,721.50
Computer*	\$ 728.00
Curriculum*	\$ 2,726.00
Registration Fee*	\$ 100.00
* Refunds will be made in accordance with OAC 3332-1-10.1	

The IT Security and Administration program includes six courses that provide the knowledge and skills to help students obtain a well-rounded IT education. Upon completion of the program, the candidate will have valuable understanding and skills in basic hardware installation, troubleshooting and maintenance, networking and topology support, security configuration and analysis, as well as the configuration, securing, maintenance and troubleshooting of a computer network. This includes security measures, web authentication, and extensive TCP/IP familiarity. The coursework and practice tests within the program prepare students to sit for the following Industry

Certification exams: CompTIA A+, MTA Security Fundamentals, Linux Essentials, MTA Server Fundamentals, CompTIA Server+, MTA Networking, CompTIA N+ and CompTIA Security+. All eligible students may receive at least one certification exam voucher upon request for each exam at no cost.

Vocational Objectives:

The IT Security and Administration program is designed for individuals seeking a career as an information technology (IT) professional working in the typically complex computing environment of medium to large organizations. The student will also have developed professional skills to assist in the obtainment of work and promotion in the IT industry. Examples of occupations include, but are not limited to:

- Technical support engineers
- Systems Administrators
- Technical consultants
- PC Repair Technicians
- Level I, II and III Help Desk

The objective of this program is to provide the technical skills and knowledge identified below along with the professional soft skills needed to start and maintain a career in the IT Industry.

Course Sequence and Descriptions:

Each course is typically 5-7 weeks at 17-24 hours per week. Courses can be taken in any order.

**Computer and Security Essentials (6 FIN AID/VA QCH, 7.5 ACAD QCH/120 Clock Hours:
1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours)**

To provide the student with the knowledge necessary to identify, install, configure, upgrade, and troubleshoot software on personal computer components and devices. Students will configure security settings on laptops and portable devices, operating systems, printers and scanners, and networks. Students will also understand and implement fundamental safety and security principles, environmental guidelines, disaster preparedness, and proper employee communication and professionalism for business operations.

**Networking I (6 FIN AID/VA QCH, 7.5 ACAD QCH/120 Clock Hours:
1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours)**

To provide students with technical competency in general computer-based management and security. Student will demonstrate critical knowledge of networking concepts and configuration, workstation design, and mobile device network connectivity.

**Operating Systems I (6 FIN AID/VA QCH, 7.5 ACAD QCH/120 Clock Hours:
1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

This course introduces students to various types of operating systems. Emphasis is placed on overall concepts, installation, maintenance, management, resources, and security. Students will be introduced to operating systems from both a client and a server perspective.

**Server I (6 FIN AID/VA QCH, 7.5 ACAD QCH/120 Clock Hours:
1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

To provide the student with the knowledge necessary to implement, administer and troubleshoot a server environment.

**Security I (6 FIN AID/VA QCH, 7.5 ACAD QCH/120 Clock Hours:
1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

Students will learn how to secure and manage all facets of your network from CPU cycles to software used by individuals or across a network. Students will learn how to implement and maintain an effective security strategy within your company's network infrastructure. This includes learning the knowledge of systems security, network infrastructure, access control, assessments, and audits.

Networking and Security I (6 FIN AID/VA QCH, 7.5 ACAD QCH/120 Clock Hours:**1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

To provide the student with the knowledge necessary to plan, configure, and operate simple WAN and switched LAN networks. Topics such as IPv6 basics, network device security, and establishing internet connectivity are covered. This course also focuses on securing business networks in the BYOD environment that exists today.

Cyber Security Specialist (CSS)**Learning Methodology: Resident, Hybrid IDL, Full IDL****Academic QCHs: 45, FA QCHs: 36, Clock Hours: 720****Enrollment Term: 30, 42 or 48 Weeks****Award Attainment: Certificate**

Program Cost	\$ 24,805.00
Tuition 1st Half	\$ 10,556.50
Tuition 2nd Half	\$ 10,556.50
CEH Curriculum*	\$ 1,072.00
Curriculum*	\$ 2,520.00
Registration Fee*	\$ 100.00
*refunds will be made in accordance with OAC 3332-1-10.1	

The Cyber Security Specialist program includes six courses to prepare students to achieve System Administrator and Network Security Skills and knowledge. Completion of these courses will demonstrate skills in Network Infrastructure and Security. Upon completion of the program, the candidate will know how to plan, configure, and operate simple WAN and switched LAN networks as well as know how intruders escalate privileges and what steps can be taken to secure a system.

Vocational Objectives:

The Cyber Security Specialist program is designed for individuals seeking a career as an information technology (IT) professional working in the typically complex computing environment of medium to large organization. The student will also have developed professional skills to assist in the obtainment of work and promotion in the IT industry. Examples of occupations include, but are not limited to: Security Consultant, Systems Analyst, Firewall Engineer, Cisco Network Engineer, Infrastructure Network Engineer, Security Analyst, Data Security Engineer, IT Security Risk Management, Security Supervisor, Information System Security Specialist, Security Engineer, Information Security Officer, Threat & Vulnerability Analyst, Information Security Consultant, Protection & Control Specialist, and Windows Security. The coursework and practice tests within the program prepare students to sit for the following Industry Certification exams: MTA Server Fundamentals, CompTIA Server+, MTA Networking, CompTIA Network+, CompTIA Security+, CCNA, CySA+, and Certified Ethical Hacker. All eligible students may receive at least one certification exam voucher upon request for each exam at no cost.

Course Sequence and Descriptions:

Each course is typically 5-7 weeks at 17-24 hours per week. Courses can be taken in any order.

Server I (6 FIN AID/VA QCH, 7.5 ACAD QCH/120 Clock Hours:**1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

To provide the student with the knowledge necessary to implement, administer and troubleshoot a server environment.

Security I (6 FIN AID/VA QCH/, 7.5 ACAD QCH/120 Clock Hours:**1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

Students will learn how to secure and manage all facets of your network from CPU cycles to software used by individuals or across a network. Students will learn how to implement and maintain an effective security strategy within your company's network infrastructure. This includes learning the knowledge of systems security, network infrastructure, access control, assessments, and audits.

Networking and Security I (6 FIN AID/VA QCH, 7.5 ACAD QCH/120 Clock Hours:**1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

To provide the student with the knowledge necessary to plan, configure, and operate simple WAN and switched LAN networks. Topics such as IPv6 basics, network device security, and establishing internet connectivity are covered. This course also focuses on securing business networks in the BYOD environment that exists today.

Networking and Security III (6 FIN AID/VA QCH, 7.5 ACAD QCH/120 Clock Hours:**1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

Students will learn how to configure, manage, and maintain routers in a complex networking environment. Students will learn to recognize and evaluate the following terms: VLSM, OSPF, and EIGRP protocols in relation to network configuration and how to use Access Control Lists and NAT to secure a network environment. The primary objective for this course is for students to gain an understanding of what it takes to install and maintain routing devices in an Enterprise environment.

Networking and Security IV (6 FIN AID/VA QCH, 7.5 ACAD QCH/120 Clock Hours:**1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

This course will provide the knowledge and practical experience with the current essential security systems. Students will learn how intruders escalate privileges and what steps can be taken to secure a system. This course also focuses on addressing security issues to the latest operating systems and addresses developments in mobile and web technologies.

Networking and Security VI (6 FIN AID/VA QCH, 7.5 ACAD QCH/120 Clock Hours:**1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

Students will learn how to identify malware and gain an understanding of the approach required to mitigate these threats. Students will also learn about Advanced Persistent Threats (APTs) allowing for them to gain an enhanced ability to recognize threats across a broad attack surface. Students will learn to configure and use threat detection tools, perform data analysis, and interpret results to identify vulnerabilities, threats, and risks to an organization.

Cyber Security Engineer (CSE)**Learning Methodology: Resident, Hybrid IDL, Full IDL****Academic QCHs: 45, FA QCHs: 36, Clock Hours: 720****Enrollment Term: 30, 42 or 48 Weeks****Award Attainment: Certificate**

Program Cost	\$ 24,805.00
Tuition 1st Half	\$ 10,274.00
Tuition 2nd Half	\$ 10,274.00
CEH Curriculum*	\$ 1,072.00
Curriculum*	\$ 2,435.00
CFR Curriculum*	\$ 650.00
Registration Fee*	\$ 100.00
*refunds will be made in accordance with OAC 3332-1-10.1	

The Cyber Security Engineer program includes six courses to prepare students to achieve Network Security skills and knowledge. These courses demonstrate a student's skills in Network Infrastructure and Security. Upon completion of the program, the candidate will know how to plan, configure, and operate simple WAN and switched LAN networks. Students will also understand VLSM, IPv6, OSPF, and EIGRP protocols and learn to use access lists using NAT and DHCP. Students will be able to make the design and technology decisions necessary to ensure successful technology implementation projects. Students will learn how to summarize business and industry influences and identify the security risks associated with those relationships. Students will also learn how to apply security mitigation strategies and controls in an Enterprise environment. The coursework and practice tests within the program prepare students to sit for the following Industry Certification exams: CCNA, CySA+, Certified Ethical Hacker, CCNA Security, CASP and the Cybersecurity First Responder. All eligible students may receive at least one certification exam voucher upon request for each exam at no cost.

Vocational Objectives:

The Cyber Security Engineer program is designed for individuals seeking a career as an information technology (IT) professional working in the typically complex computing environment of medium to large organizations. The student will also have developed professional skills to assist in the obtainment of work and promotion in the IT industry. Examples of occupations include, but are not limited to:

- Cisco Network Engineers
- Information System Security Specialist
- Network Engineer
- Systems Administrators
- Threat & Vulnerability Analyst
- Security Analyst

Course Sequence and Descriptions:

Each course is typically 5-7 weeks at 17-24 hours per week. Courses can be taken in any order.

**Networking and Security III (6 FIN AID/VA QCH, 7.5 ACAD QCH/120 Clock Hours:
1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

Students will learn how to configure, manage, and maintain routers in a complex networking environment. Students will learn to recognize and evaluate the following terms: VLSM, OSPF, and EIGRP protocols in relation to network configuration and how to use Access Control Lists and NAT to secure a network environment. The primary objective for this course is for students to gain an understanding of what it takes to install and maintain routing devices in an Enterprise environment.

**Networking and Security IV (6 FIN AID/VA QCH, 7.5 ACAD QCH/120 Clock Hours:
1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

This course will provide the knowledge and practical experience with the current essential security systems. Students will learn how intruders escalate privileges and what steps can be taken to secure a system. This course also focuses on addressing security issues to the latest operating systems and addresses developments in mobile and web technologies.

**Networking and Security VI (6 FIN AID/VA QCH, 7.5 ACAD QCH/120 Clock Hours:
1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

Students will learn how to identify malware and gain an understanding of the approach required to mitigate these threats. Students will also learn about Advanced Persistent Threats (APTs) allowing for them to gain an enhanced ability to recognize threats across a broad attack surface. Students will learn to configure and use threat detection tools, perform data analysis, and interpret results to identify vulnerabilities, threats, and risks to an organization.

**Networking and Security VIII (6 FIN AID/VA QCH, 7.5 ACAD QCH/120 Clock Hours:
1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

Students will gain the technical knowledge and skills required to conceptualize, engineer, integrate and implement secure solutions across complex environments to support a resilient enterprise. Students will learn how to summarize business and industry influences and identify the security risks associated with those relationships. Students will also learn how to apply security mitigation strategies and controls in an Enterprise environment.

**Networking and Security IX (6 FIN AID/VA QCH, 7.5 ACAD QCH/120 Clock Hours:
1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

This course is designed to prepare students to begin an IT career working alongside associate-level cybersecurity analysts in a security operations center. The content presented in this course will prepare students to take the “Understanding Cisco Cybersecurity Fundamentals (SECFND) certification exam (210-250)” and “Implementing Cisco Cybersecurity Operations (SECOPS) certification exam (210-255).” Instruction for the 210-250 portion of this course will focus on network concepts, security concepts, cryptography, host-based analysis, security monitoring, and attack methods. Instruction for the 210-255 portion of the course will focus on the topics of endpoint threat analysis and computer forensics, network intrusion analysis, incident response, data and event analysis, and incident handling.

**Networking and Security X (6 FIN AID/VA QCH, 7.5 ACAD QCH/120 Clock Hours:
1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

Students will learn how to apply security governance principles in alignment with business goals and organizational processes in an Enterprise environment. The legal and regulatory concerns related to information

technology security enforcement will be reviewed in this course. Physical and virtual asset security is defined along with the concepts relative to applying security engineering in the business environment.

Associate of Applied Science in Network Administration and Cyber Security

Academic QCHs: 112.5, FA QCHs: 83.25, Program Clock Hours: 1665

Enrollment Term: 85 or 119 Weeks

Award Attainment: Associate of Applied Science

Teaching Methodology: Resident and Full IDL

Prerequisite: HS Diploma or equivalent

Program Cost	\$	52,646.82	Computer**	\$	728.00
Tuition term one		10,238.33	Term One Curriculum*		2,726.00
Tuition term two		10,238.33	Term Three Curriculum*		2,520.00
Tuition term three		10,238.33	Term Three CEH Cur *		1,072.00
Tuition term four		10,238.33	Term Four Curriculum*		2,435.00
Tuition term five		1,170.00	Term Four CFR Cur.*		650.00
Tuition term six		292.50	Registration Fee*		100.00

*refunds will be made in accordance with OAC 3332-1-10.1

** Computer will not be provided and the fee will be excluded for students transferring in all ITSA courses.

The Network Administration and Cyber Security program includes 12 core IT courses to earn numerous computer industry certifications and five general education courses to obtain a well-rounded education. Upon completion of the first six courses, students will have valuable understanding and skills in basic hardware installation, troubleshooting and maintenance, networking and topology support, security configuration and analysis, as well as the configuration, securing, maintenance and troubleshooting of a computer network. This includes security measures, web authentication, and extensive TCP/IP familiarity. Upon completion of the next six IT courses, students will understand how to plan, configure, and operate simple WAN and switched LAN networks as well as know how intruders escalate privileges and what steps can be taken to secure a system. In addition, students will understand VLSM, IPv6, OSPF, and EIGRP protocols and learn to use access lists using NAT and DHCP. Students will be able to make the design and technology decisions necessary to ensure successful technology implementation projects. This includes Active Directory, security measures, web authentication, and extensive TCP/IP familiarity. The coursework and practice tests within the program prepare students to sit for the following Industry Certification exams: CompTIA A+, MTA Security Fundamentals, Linux Essentials, MTA Server Fundamentals, CompTIA Server+, MTA Server Fundamentals, CompTIA Server+, MTA Networking, CompTIA Network+, CompTIA Security+, CCNA, CySA+, Certified Ethical Hacker, CCNA Security, CASP and the Cybersecurity First Responder. All eligible students may receive at least one certification exam voucher upon request for each exam at no cost.

Articulation Agreement: MyComputerCareer has entered into an articulation agreement with Franklin University. This agreement guarantees admission to Franklin University, transferability of credits, and a seamless transition for students seeking a bacheloriolate degree.

Course Descriptions:

ITPC 101 - Intro to PCs (6 FIN AID/VA QCH, 7.5 ACAD QCH/120 Clock Hours:

1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):

To provide the student with the knowledge necessary to identify, install, configure, upgrade and troubleshoot personal computer components, laptops and portable devices, operating systems, printers and scanners, networks, security, understand safety and environmental issues, upgrade and troubleshoot personal computer components, operating systems, laptop/portable computers, printers and scanners. As well as, identify the fundamental principles of wired/wireless networks, computer security, safety, environmental issues, and proper employee communication and professionalism for business operations.

NET 101 - Intro to Networking (6 FIN AID/VA QCH, 7.5 ACAD QCH/120 Clock Hours:

1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):

To provide the student with technical competency in networking administration and support. The student will demonstrate critical knowledge of network technologies, media and topologies, network devices, network management, network tools and network security.

**ITOS 101 - Operating Systems (6 FIN AID/VA QCH, 7.5 ACAD QCH/120 Clock Hours:
1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

This course introduces students to various types of operating systems. Emphasis is placed on overall concepts, installation, maintenance, management, resources, and security. Students will be introduced to operating systems from both a client and a server perspective.

**SER 101 - Intro to Server (6 FIN AID/VA QCH, 7.5 ACAD QCH/120 Clock Hours:
1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

To provide the student with the knowledge necessary to implement, administer and troubleshoot a server environment.

**CLI 201 – Security I (6 FIN AID/VA QCH, 7.5 ACAD QCH/120 Clock Hours:
1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

Students will learn how to secure and manage all facets of your network from CPU cycles to software used by individuals or across a network. Students will learn how to implement and maintain an effective security strategy within your company's network infrastructure. This includes learning the knowledge of systems security, network infrastructure, access control, assessments, and audits.

**NSEC 101 - Intro to Security and Networking (6 FIN AID/VA QCH, 7.5 ACAD QCH/120 Clock Hours:
1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hrs.):**

To provide the student with the knowledge necessary to plan, configure, and operate simple WAN and switched LAN networks. Topics such as IPv6 basics, network device security, and establishing internet connectivity are covered. This course also focuses on securing business networks in the BYOD environment that exists today.

**NSEC 203 - Networking and Security III (6 FIN AID/VA QCH, 7.5 ACAD QCH, 120 Clock Hours:
1.5 QCH/30 Lecture Hrs. 6 QCH/90 Lab Hrs.):**

Students will learn how to configure, manage, and maintain routers in a complex networking environment. Students will learn to recognize evaluate the following terms: VLSM, OSPF, and EIGRP protocols in relation to network configuration and how to use Access Control Lists and NAT to secure a network environment. The primary objective for this course is for students to gain an understanding of what it takes to install and maintain routing devices in an Enterprise environment.

**NSEC 204 - Networking and Security IV (6 FIN AID/VA QCH, 7.5 ACAD QCH/120 Clock Hours:
1.5 QCH/30 Lecture Hrs. 6 QCH/90 Lab Hrs.):**

This course will provide the knowledge and practical experience with the current essential security systems. Students will learn how intruders escalate privileges and what steps can be taken to secure a system. This course also focuses on addressing security issues to the latest operating systems and addresses developments in mobile and web technologies.

**NSEC 206 - Networking and Security VI (6 FIN AID/VA QCH, 7.5 ACAD QCH/120 Clock Hours:
1.5 QCH/30 Lecture Hrs, 6 QCH/90 Lab Hrs):**

Students will learn how to identify malware and gain an understanding of the approach required to mitigate these threats. Students will also learn about Advanced Persistent Threats (APTs) allowing for them to gain an enhanced ability to recognize threats across a broad attack surface. Students will learn to configure and use threat detection tools, perform data analysis, and interpret results to identify vulnerabilities, threats, and risks to an organization.

**NSEC 208 - Networking and Security VIII (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hrs:
1.5 QCH/30 Lecture Hrs, 6 QCH/90 Lab Hrs):**

Students will gain the technical knowledge and skills required to conceptualize, engineer, integrate and implement secure solutions across complex environments to support a resilient enterprise. Students will learn how to summarize business and industry influences and identify the security risks associated with those relationships. Students will also learn how to apply security mitigation strategies and controls in an Enterprise environment.

**NSEC 209 - Networking and Security IX (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hrs:
1.5 QCH/30 Lecture Hrs, 6 QCH/90 Lab Hrs):**

This course is designed to prepare students to begin an IT career working alongside associate-level cybersecurity analysts in a security operations center. The content presented in this course will prepare students to take the

“Understanding Cisco Cybersecurity Fundamentals” and “Implementing Cisco Cybersecurity Operations” certification exams. Instruction for the first portion of this course will focus on network concepts, security concepts, cryptography, host-based analysis, security monitoring, and attack methods. Instruction for the implementation portion of the course will focus on the topics of endpoint threat analysis and computer forensics, network intrusion analysis, incident response, data and event analysis, and incident handling.

**NSEC 210 - Networking and Security X (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:
1.5 QCH/30 Lecture Hrs, 6 QCH/90 Lab Hrs):**

Students will learn how to apply security governance principles in alignment with business goals and organizational processes in an Enterprise environment. The legal and regulatory concerns related to information technology security enforcement will be reviewed in this course. Physical and virtual asset security is defined along with the concepts relative to applying security engineering in the business environment.

ENG 101 - English Composition I (2.25 FIN AID/VA QCH, 4.5 ACAD QCH, 45 Clock Hours lecture):

This course helps students develop quality writing skills by explaining and identifying the steps involved in the writing process. The importance of proper grammar, punctuation, and spelling is highlighted, as emphasis is placed on editing and revising pieces of writing. Students also learn proper research techniques, utilizing the Modern Language Association (MLA) style.

COM 101 - Introduction to Communication (2.25 FIN AID/VA QCH, 4.5 ACAD QCH, 45 Clock Hours lecture)

This course introduces students to the main principles of the communication process. Students will investigate the characteristics of communication foundations to include verbal, nonverbal, and intercultural communication. The dynamics of communication in groups, in public speaking, for problem-solving, for persuasion, as well as organizational and interpersonal communication will be explored to introduce students to some of the key concepts and skills in speech communication.

GOV 101 - American Government (2.25 FIN AID/VA QCH, 4.5 ACAD QCH, 45 Clock Hours lecture)

In this course, students will explore the ideals that the United States was founded upon, and discuss their lasting influence on the nation's politics. Students will discover how the founders created a representative democracy form of government based upon the ideals of liberty, equality, and self-government. Students will explore how the federal government is structured and how it operates, as well as examine the three branches of government (legislative, executive, and judicial) that make up the system of separation of powers and checks and balances.

PHI 101 - Philosophy (2.25 FIN AID/VA QCH, 4.5 ACAD QCH, 45 Clock Hours lecture)

This course is a critical introduction to the field of philosophical inquiry. After defining philosophy and identifying the major fields of philosophical study, the course examines the history of Western thought, from the famous Greek philosophers up to the cutting-edge intellectuals of today.

MAT 102 - Business Math (2.25 FIN AID/VA QCH, 4.5 ACAD QCH, 45 Clock Hours lecture)

This course is designed to provide students with a basic approach to business mathematics using a practical, skill-building approach. This course will provide students with basic business vocabulary and an understanding of financial statements, insurance, and investments. Students will conclude this course by creating amortization tables and constructing business charts based on statistical information.

Elective

PSY 101 - Introduction to Psychology (2.25 FIN AID/VA QCH, 4.5 ACAD QCH, 45 Clock Hours lecture)

This course introduces students to the fundamentals of psychology including biological foundations of behaviors, sensation and perception, as well as consciousness, learning, and memory. Students will discover how psychological concepts explain human development as the course looks to integrate the science of psychology into actionable knowledge that can be integrated into real-life situations.

Indianapolis Programs and Campus Staff

2601 Fortune Circle East Suite 100c Indianapolis, IN 46241 ~ 317-550-3044

Faculty and Staff

Darrell Lashley – Campus Director
 Candice Kiser – Interim Asst. Director of Education
 Donald Weathersbe – Asst. Director of Admissions
 Kay Fogle – Jr Financial Services Analyst
 Heather Harrell – VA Specialist
 Asia Jackson – Career Services Specialist
 DeAndrea Beaven – Career Services Specialist
 Eric Sieferman – Admissions Advisor
 Robert Oseterling – Admissions Advisor

Jamie Elzey- Admissions Advisor
 Andrea Hicks – Financial Services Analyst
 Raul Manzano – Financial Counselor
 Robert Teney – Instructor
 David Berryman – Instructor
 Robert Felvus – Flextime Instructor
 Anthanique Cooper – Office Administrator
 Johndalyn McCarey – Office Administrator

Programs

Information Technology Security and Administration (ITSA)

Learning Methodology: Resident, Hybrid IDL, Full IDL

Academic QCHs: 45, FA QCHs: 36, Clock Hours: 720

Enrollment Term: 30, 42 or 48 Weeks

Award Attainment: Certificate

Program Cost	\$ 24,997.00
Tuition	\$ 21,443.00
Computer*	\$ 728.00
Curriculum*	\$ 2,726.00
Registration Fee*	\$ 100.00

* These items are non-refundable once the students starts and issued to the student

The IT Security and Administration program includes six courses that provide the knowledge and skills to help students obtain a well-rounded IT education. Upon completion of the program, the candidate will have valuable understanding and skills in basic hardware installation, troubleshooting and maintenance, networking and topology support, security configuration and analysis, as well as the configuration, securing, maintenance and troubleshooting of a computer network. This includes security measures, web authentication, and extensive TCP/IP familiarity. The coursework and practice tests within the program prepare students to sit for the following Industry Certification exams: CompTIA A+, MTA Security Fundamentals, Linux Essentials, MTA Server Fundamentals, CompTIA Server+, MTA Networking, CompTIA N+ and CompTIA Security+. All eligible students may receive at least one certification exam voucher upon request for each exam at no cost.

Vocational Objectives:

The IT Security and Administration program is designed for individuals seeking a career as an information technology (IT) professional working in the typically complex computing environment of medium to large organizations.

- Technical support engineers
- Systems Administrators
- Technical consultants
- PC Repair Technicians
- Level I, II and III Help Desk Support

The objective of this program is to provide the technical skills and knowledge identified below along with the professional soft skills needed to start and maintain a career in the IT Industry.

Course Sequence and Descriptions:

Each course is typically 5-7 weeks at 17-24 hours per week. Courses can be taken in any order.

**Computer and Security Essentials (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:
 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours)**

To provide the student with the knowledge necessary to identify, install, configure, upgrade, and troubleshoot software on personal computer components and devices. Students will configure security settings on laptops and portable devices, operating systems, printers and scanners, and networks. Students will also understand and implement fundamental safety and security principles, environmental guidelines, disaster preparedness, and proper employee communication and professionalism for business operations.

**Networking I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:
1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours)**

To provide students with technical competency in general computer-based management and security. Student will demonstrate critical knowledge of networking concepts and configuration, workstation design, and mobile device network connectivity.

**Operating Systems I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:
1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

This course introduces students to various types of operating systems. Emphasis is placed on overall concepts, installation, maintenance, management, resources, and security. Students will be introduced to operating systems from both a client and a server perspective.

**Server I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:
1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

To provide the student with the knowledge necessary to implement, administer and troubleshoot a server environment.

**Security I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:
1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

Students will learn how to secure and manage all facets of your network from CPU cycles to software used by individuals or across a network. Students will learn how to implement and maintain an effective security strategy within your company's network infrastructure. This includes learning the knowledge of systems security, network infrastructure, access control, assessments, and audits.

**Networking and Security I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:
1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

To provide the student with the knowledge necessary to plan, configure, and operate simple WAN and switched LAN networks. Topics such as IPv6 basics, network device security, and establishing internet connectivity are covered. This course also focuses on securing business networks in the BYOD environment that exists today.

Information Technology Security Specialist (ITSS)

Learning Methodology: Resident, Hybrid IDL, Full IDL

Academic QCHs: 45, FA QCHs: 36, Clock Hours: 720

Enrollment Term: 30 or 42 Weeks

Award Attainment: Certificate

Program Cost	\$24,805.00
Tuition	\$21,113.00
CEH Curriculum*	\$1,072.00
Curriculum*	\$2,520.00
Registration Fee*	\$100.00

**These items are non-refundable once the students starts and issued to the student.*

The IT Security Specialist program includes six courses to prepare students to achieve System Administrator and Network Security Skills and knowledge. Completion of these courses will demonstrate skills in Network Infrastructure and Security. Upon completion of the program, the candidate will know how to plan, configure, and operate simple WAN and switched LAN networks as well as know how intruders escalate privileges and what steps can be taken to secure a system.

Vocational Objectives:

The IT Security Specialist program is designed for individuals seeking a career as an information technology (IT) professional working in the typically complex computing environment of medium to large organization. The student will also have developed professional skills to assist in the obtainment of work and promotion in the IT industry. Examples of occupations include, but are not limited to: Security Consultant, Systems Analyst, Firewall Engineer, Cisco Network Engineer, Infrastructure Network Engineer, Security Analyst, Data Security Engineer, IT Security Risk Management, Security Supervisor, Information System Security Specialist, Security Engineer, Information Security Officer, Threat & Vulnerability Analyst, Information Security Consultant, Protection & Control Specialist, and Windows Security. The coursework and practice tests within the program prepare students to sit for the following Industry Certification exams: MTA Server Fundamentals, CompTIA Server+, MTA Networking, CompTIA Network+, CompTIA Security+, CCNA, CySA+, and Certified Ethical Hacker. All eligible students may receive at least one certification exam voucher upon request for each exam at no cost.

Course Sequence and Descriptions:

Each course is typically 5-7 weeks at 17-24 hours per week. Courses can be taken in any order.

**Server I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:
1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

To provide the student with the knowledge necessary to implement, administer and troubleshoot a server environment.

**Security I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:
1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

Students will learn how to secure and manage all facets of your network from CPU cycles to software used by individuals or across a network. Students will learn how to implement and maintain an effective security strategy within your company's network infrastructure. This includes learning the knowledge of systems security, network infrastructure, access control, assessments, and audits.

**Networking and Security I (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:
1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

To provide the student with the knowledge necessary to plan, configure, and operate simple WAN and switched LAN networks. Topics such as IPv6 basics, network device security, and establishing internet connectivity are covered. This course also focuses on securing business networks in the BYOD environment that exists today.

**Networking and Security III (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:
1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

Students will learn how to configure, manage, and maintain routers in a complex networking environment. Students will learn to recognize evaluate the following terms: VLSM, OSPF, and EIGRP protocols in relation to network configuration and how to use Access Control Lists and NAT to secure a network environment. The primary objective for this course is for students to gain an understanding of what it takes to install and maintain routing devices in an Enterprise environment.

**Networking and Security IV (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:
1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

This course will provide the knowledge and practical experience with the current essential security systems. Students will learn how intruders escalate privileges and what steps can be taken to secure a system. This course also focuses on addressing security issues to the latest operating systems and addresses developments in mobile and web technologies.

**Networking and Security V (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:
1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

Students will learn how to secure and manage all facets of your network from CPU cycles to software used by individuals or across a network. Students will learn how to implement and maintain an effective security strategy within your company's network infrastructure. This includes learning the knowledge of systems security, network infrastructure, access control, assessments, and audits.

Cyber Security Engineer (CSE)

Learning Methodology: Resident, Hybrid IDL, Full IDL

Academic QCHs: 45, **FA QCHs:** 36, **Clock Hours:** 720

Enrollment Term: 30 or 42 Weeks

Award Attainment: Certificate

Program Cost	\$24,805.00
Tuition	\$20,548.00
CEH Curriculum*	\$1,072.00
Curriculum*	\$2,435.00
CFRCurriculum*	\$650.00
Registration Fee*	\$100.00

**These items are non-refundable once the students starts and issued to the student.*

The Cyber Security Engineer program includes six courses to prepare students to achieve Network Security skills and knowledge. These courses demonstrate a student's skills in Network Infrastructure and Security. Upon completion of the program, the candidate will know how to plan, configure, and operate simple WAN and switched LAN networks. Students will also understand VLSM, IPv6, OSPF, and EIGRP protocols and learn to use access lists using NAT and DHCP. Students will be able to make the design and technology decisions necessary to ensure successful technology implementation projects. Students will learn how to summarize business and industry influences and identify the security risks associated with those relationships. Students will also learn how to apply security mitigation strategies and controls in an Enterprise environment. The coursework and practice tests within the program prepare students to sit for the following Industry Certification exams: CCNA, CySA+, Certified Ethical Hacker, CCNA Security, CASP and the Cybersecurity First Responder. All eligible students may receive at least one certification exam voucher upon request for each exam at no cost.

Vocational Objectives:

The Cyber Security Engineer program is designed for individuals seeking a career as an information technology (IT) professional working in the typically complex computing environment of medium to large organizations. The student will also have developed professional skills to assist in the obtainment of work and promotion in the IT industry. Examples of occupations include, but are not limited to:

- Cisco Network Engineers
- Information System Security Specialist
- Network Engineer
- Systems Administrators
- Threat & Vulnerability Analyst
- Security Analyst

Course Sequence and Descriptions: Each course is typically 5-7 weeks at 17-24 hours per week. Courses can be taken in any order.

Networking and Security III (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):

Students will learn how to configure, manage, and maintain routers in a complex networking environment. Students will learn to recognize and evaluate the following terms: VLSM, OSPF, and EIGRP protocols in relation to network configuration and how to use Access Control Lists and NAT to secure a network environment. The primary objective for this course is for students to gain an understanding of what it takes to install and maintain routing devices in an Enterprise environment.

Networking and Security IV (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours: 1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):

This course will provide the knowledge and practical experience with the current essential security systems. Students will learn how intruders escalate privileges and what steps can be taken to secure a system. This course also focuses on addressing security issues to the latest operating systems and addresses developments in mobile and web technologies.

Networking and Security V (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:**1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

Students will learn how to secure and manage all facets of your network from CPU cycles to software used by individuals or across a network. Students will learn how to implement and maintain an effective security strategy within your company's network infrastructure. This includes learning the knowledge of systems security, network infrastructure, access control, assessments, and audits.

Networking and Security VI (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:**1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

Students will learn how to identify malware and gain an understanding of the approach required to mitigate these threats. Students will also learn about Advanced Persistent Threats (APTs) allowing for them to gain an enhanced ability to recognize threats across a broad attack surface. Students will learn to configure and use threat detection tools, perform data analysis, and interpret results to identify vulnerabilities, threats, and risks to an organization.

Networking and Security VIII (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:**1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

Students will gain the technical knowledge and skills required to conceptualize, engineer, integrate and implement secure solutions across complex environments to support a resilient enterprise. Students will learn how to summarize business and industry influences and identify the security risks associated with those relationships. Students will also learn how to apply security mitigation strategies and controls in an Enterprise environment.

Networking and Security X (6 FIN AID QCH, 7.5 ACAD QCH/120 Clock Hours:**1.5 QCH/30 Lecture Hours, 6 QCH/90 Lab Hours):**

Students will learn how to apply security governance principles in alignment with business goals and organizational processes in an Enterprise environment. The legal and regulatory concerns related to information technology security enforcement will be reviewed in this course. Physical and virtual asset security is defined along with the concepts relative to applying security engineering in the business environment.

Full IDL Faculty and Campus Staff

Administration

Matt Mosley – VP of Online Operations
 Todd Duhamel – Director of Online Operations
 Allison Johnson – Director of Online Operations
 Josh Davis – Director of Online Operations
 Kimberly Warwick – Dir. Of Education – IDL
 Russell Munisteri – Asst. Director of Education
 Terrance Robinson – Asst. Dir. of Education
 Gerald Bastien – Assistant Director of Education
 Elroy Bethell – Asst. Dir of Education
 Teika Clavell – Asst. Dir. of General Ed

Instructors

AJ Drosdick – Lead Instructor
 Ardell DuPaty – Lead Instructor
 Christopher Short – Instructor
 Codie McNamara – Lead Instructor
 Cory Sadler – Lead Instructor
 Dan Ward – Sr. Lead Instructor
 Jill Schaumloeffel – Lead Instructor
 Leonard Nichols – Lead Instructor
 Robin Mathew – Instructor
 Scott Porter – Sr. Lead Instructor
 Ray Downing – Lead Instructor
 David Perry – Lead Instructor
 Michael Kalka – Lead Instructor
 Noel Broman - Lead Instructor
 James Atria - Lead Instructor
 Jeffery Shingleton - Lead Instructor
 John Harwell – Lead Instructor
 Tami Berner – Sr. Instructor Mentor
 Ahmed Mohammed – Sr. Instructor Mentor
 Andron Stallion – Sr. Instructor Mentor
 Betsy Wilkins – Sr. Instructor Mentor
 Blake Greene – Sr. Instructor Mentor
 David Hatch – Sr. Instructor Mentor
 Elizabeth Stapp – Sr. Instructor Mentor
 James Moore – Sr. Instructor Mentor
 Kevin Shull – Sr. Instructor Mentor
 Patrick Ransome – Sr. Instructor Mentor
 Rocky Thomas – Sr. Instructor Mentor
 Steven Kalarites – Sr. Instructor Mentor
 Virginia Casablance Sr. Instructor Mentor
 Allie Sternitzky - Instructor Mentor
 Antony Anderson - Instructor Mentor
 Benjamin Conover - Instructor Mentor
 Brad McGee – Instructor Mentor
 Bryan Butler - Instructor Mentor
 Bobby Barker - Instructor Mentor
 Christopher Raino - Instructor Mentor
 Christopher Yoder - Instructor Mentor
 Cliff Thompson - Instructor Mentor

Caitlyn Johnson- Instructor Mentor
 Courtney Powell - Instructor Mentor
 David Carter - Instructor Mentor
 Derrick Madison - Instructor Mentor
 Edward Brewster - Instructor Mentor
 Eduardo Montoya - Instructor Mentor
 Eric Hall Instructor Mentor
 Hunter Black – Instructor Mentor
 Jack Bossert - Instructor Mentor
 Jacob Burt - Instructor Mentor
 James Weidner - Instructor Mentor
 Jared Eyster - Instructor Mentor
 Jay Emerick - Instructor Mentor
 Justin Duran - Instructor Mentor
 John Currie - Instructor Mentor
 John McKinney - Instructor Mentor
 Joe Glenn – Instructor Mentor
 Kevin Berry - Instructor Mentor
 Kevin Smoot - Instructor Mentor
 Kenneth Johnston-Instructor Mentor
 Kofi Adease - Instructor Mentor
 Larry McSween - Instructor Mentor
 Laura Pierson – Instructor Mentor
 Matthew Nelson - Instructor Mentor
 Maurisha Jackson - Instructor Mentor
 Michale Coffey - Instructor Mentor
 Oscar Rosse - Instructor Mentor
 Paul Bailey - Instructor Mentor
 Randell Ross - Instructor Mentor
 Ricky Dalton - Instructor Mentor
 Samuel Cloud - Instructor Mentor
 Sarah Cowell - Instructor Mentor
 Samuel Gugilotta - Instructor Mentor
 Scott Lewis - Instructor Mentor
 Servando Hernandez - Instructor Mentor
 Tom Thaxton - Instructor Mentor
 Tiffany Mack - Instructor Mentor
 Mathew Swiger – Instructor Mentor
 Vivian Nguyen - Instructor Mentor
 Brian Moran - Instructor Mentor
 Joel Heegel - Instructor Mentor
 Tammy Bond - Instructor Mentor
 Lauara Lamascola - Instructor Mentor
 Cindy Toenniesson - Instructor Mentor
 James Branham - Instructor Mentor
 Mark Firkus - Instructor Mentor
 Alec Luna - Instructor Mentor
 Austin Bouteiller - Instructor Mentor
 Blade Cerrato - Instructor Mentor
 Brian Moran - Instructor Mentor
 Charles Carter - Instructor Mentor

Christopher Erwin - Instructor Mentor
 Daniel Hoke - Instructor Mentor
 Daniel Waitt - Instructor Mentor
 Darrol Hazel - Instructor Mentor
 David Hill - Instructor Mentor
 Isaac Woloff - Instructor Mentor
 Jacob Crisman - Instructor Mentor
 Jeffrey Lowery - Instructor Mentor
 Jeffrey Sims - Instructor Mentor
 Jennifer Ledger - Instructor Mentor
 Jintrell Hardy - Instructor Mentor
 Kyle Guilfooy - Instructor Mentor
 Larry Lawrence - Instructor Mentor
 Matthew Reynolds - Instructor Mentor
 Ray Genova - Instructor Mentor
 Robin Lee - Instructor Mentor
 Shane Bass - Instructor Mentor
 Samantha Jones - Instructor Mentor
 Carol Marcusse - Instructor Mentor
 Seth Venable - Instructor Mentor
 Ibrahim Alhallaq - Instructor Mentor
 Bennie Keith Grissom - Instructor Mentor
 Jonathan Vazquez - Instructor Mentor
 Peter Forslund - Instructor Mentor
 Ashley Carpenter – Flex Instructor
 Wayne Pol – Flex Instructor
 Melinda Woodley - Flex Instructor
 Charles Collins – Flex Instructor

Financial Planning/Financial Services

David Sturgeon – Director of Fin Planning
 Marie Ryczywot – Director of Fin Planning
 Brendan Henkel – Asst. Dir of Fin Counseling
 Forrest Ambrose – Asst. Dir of Fin Counseling
 Orion Trunk – Asst. Dir of Fin Planning
 Patrick Conley – Financial Planner Manager
 Patti Dioguardo – Financial Services Analyst
 Jennifer Price - Financial Services Analyst
 Andrea Hicks - Financial Services Analyst
 Susan Borgesi - Sr. Financial Counselor
 Alyssa Jones - Financial Counselor
 Carmela Cohn - Financial Counselor
 Carol Burton - Financial Counselor
 Ceceila Turner - Financial Counselor
 Caleb Benton - Sr. Financial Counselor
 Andrea Jones - Financial Counselor
 Jason Sweetapple - Sr. Financial Counselor
 Laura Martinez - Financial Aid Counselor
 Ronald Whittington - Financial Counselor
 Brenton Ferrell – Sr. Financial Counselor
 E'Lyse Henderson - Financial Counselor
 Christopher Kidd - Financial Counselor
 Jason Ellerbe - Financial Counselor

N'neka Craig - Financial Counselor
 Robert Dote - Financial Counselor
 Jennifer Gillespie - Financial Counselor
 Oleg Dreyzin - Financial Counselor
 Stan Mead - Financial Counselor
 Kay Fogle - VA Specialist
 Heather Harrell - VA Specialist

Student Success

Jeffrey Marrero - Director of Student Success
 Andrea Reo – Assistant Director of Student Success
 Nick Adams – Sr. Success Coordinator
 Tykeria Hall – Sr. Success Coordinator
 Christine Michael - Success Coordinator
 Eduardo Alonso – Sr. Success Coordinator
 Emily Trotta – Sr. Success Coordinator
 Jade Journigan - Success Coordinator
 Jeremy Smith - Success Coordinator
 Marko Zjacic - Success Coordinator
 Shanice Mason - Success Coordinator
 Ashley Pate - Success Coordinator
 Shannon Jones - Success Coordinator
 Emily Morton - Success Coordinator
 Tanisha Wonlin - Success Coordinator
 Ross Pescaro - Success Coordinator
 Oscar Perez - Success Coordinator
 Flaxen Legbagah - Success Coordinator
 Jeremy Faison - Success Coordinator
 Kayla Arrington - Success Coordinator
 Erin Roediger - Success Coordinator
 Timothy Ross Thompson - Success Coordinator
 Beth Nichols - Pathways Director
 Dara Cox - Pathways Facilitator, Gen Ed Instr.
 Brian Tracy - Pathways Engmnt Coordinator
 Toni Bond - Pathways Engmnt Coordinator

Career Services

Sandra Vann- Exe Dir of Career Services
 Tim Pillard- Asst. Dir of Career Services
 Heather DeShield – Asst. Dir of Career Services
 Stacey Martinez – Asst. Dir of Career Services
 Elliot White- Career Serv. Manager
 Taylor Newcomb- Career Services Office Admin
 Arinn Williams - Career Serv. Spec-Elig
 Courtney White - Sr. Career Serv. Specialist Elig.
 James Webb- Career Serv. Specialist Elig
 Jeneen Jefferson - Sr. Career Serv. Elig. Specialist
 Richard Saltares Career Serv. Elig. Specialist
 Sheniques Suggs Career Serv. Elig. Specialist
 Amirah Raji- Career Serv. Specialist-Place
 Asya McClelland-Career Serv. Specialist-Place
 Jason Vernon- Career Serv. Specialist-Place
 Karen Parker-Career Serv. Specialist-Place
 Margaret Peebles-Career Serv. Specialist Place
 Pedro Perez – Career Serv. Specialist-Place
 Robin Stoehr-Career Service Specialist Place
 Ryan Breeden-Career Serv. Specialist Place
 Samantha Davenport-Career Serv. Spec Place
 Skenika Phillips Career Serv. Specialist Place
 Sherman Williams Career Serv. Specialist Place
 Jamie Manos Career Serv. Specialist Place
 Jill Clayton Career Serv. Specialist Place
 Jean-Marie Joseph Taily Career Serv. Spec Place.
 Phillip Johnson Career Serv Specialist Place.
 Sabrina McKee- Career Services Specialist
 Melissa Mowbry - Career Services Specialist
 Amanda Patton - Career Services Specialist
 Quenaisha Moody - Career Services Specialist
 Taylor Newcomb - Career Services Specialist
 Jennifer Chadwell - Career Services Specialist
 Catherin Stugill - Career Services Specialist
 Daishania Meeks - Career Services Specialist
 Elaine Erickson - Career Services Specialist
 Helen Pasca - Career Services Specialist
 Holly Best - Career Services Specialist
 Jazzmyn Dew - Career Services Specialist
 Jenee Blount - Career Services Specialist
 Logan Meacham - Career Services Specialist
 Victor Kother - Career Services Specialist
 Erica Burgess - Career Services Specialist
 Berrie Meisner - Career Services Specialist

Alumni Services

Kelly Dowling – Director of Alumni Services
 Ashley Paden- Alumni Coordinator
 Brittany Perez Alumni Coordinator
 Kari Bonham Alumni Coordinator
 Marybeth Frisby- Alumni Coordinator
 Alyssa Baucom - Alumni Coordinator
 Matthew Yeatman - Alumni Coordinator

Admissions

Ashley Moralez - Exec. Dir. of LoL Admissions
 Melanie Galati - Regional Dir. of Enrollment
 Valerie Curry - Dir of Live OnLine Admissions
 Jeffery Halpin - Assistant Director of Admissions
 Lorisa Kertamus - Assistant Dir of Admissions
 Cedrick Crudup - Asst. Director of Admissions
 Daniel Marshall - Asst. Director of Admissions
 Jerome Boatright - Assistant Dir of Admissions
 Kathi Winters - Assistant Director of Admissions
 Laura Morris - Assistant Dir of Admissions
 Luis Nunez - Assistant Director of Admissions
 Rachel Feldman - Assistant Director of Admissions
 Nadia Martinez - Assistant Director of Admissions
 Jorge Lorenzana - Assistant Director of Admissions
 Denise Bailey - Admission Specialist
 Joseph Galati - Admissions Specialist
 Kimberly Graham - Admission Specialist
 Gary Jones - Admission Specialist
 Thelma Robinson - Admission Specialist
 Melanie Hannah - Admission Specialist
 Christina Salazar - Admission Specialist
 Bradley Brown - Admission Advisor
 Brandy Humphrey - Sr. Admissions Advisor
 Christiny Ray - Admissions Advisor
 Courtney Farrington - Admissions Advisor
 Danny Pacheco - Admissions Advisor
 Dawn Donovan - Admission Advisor
 Damien Humphry - Admissions Advisor
 Denise Calapp - Admissions Advisor
 Dioanne Taylor - Admissions Advisor
 Eduardo Cisnoros - Admission Advisor
 Erika Baines - Admission Advisor
 Garrick Dawson - Admission Advisor
 Greg Collier Sr. - Admission Advisor
 Heather Norman - Admission Advisor
 James Rogers - Admission Advisor
 Jason Lindsey - Admission Advisor
 Jason Michaud - Admission Advisor
 Jerry Brown - Admission Advisor
 James Riley - Admission Advisor
 Kristel Pennington - Admissions Advisor
 Lauara Armstrong - Admission Advisor
 Lance Shurtleff - Admission Advisor
 Mark Ruetzel - Admission Advisor
 Paula Cohen Sr. - Admission Advisor
 Reginald Grimes - Admission Advisor
 Rick Trader - Admission Advisor
 Scott Michaud - Admission Advisor
 Simon Boamah - Admission Advisor
 Shawntel Peacock - Admission Advisor
 Steve DiBernard - Admission Advisor
 Todd Brock - Admission Advisor

Tony Potts - Admission Advisor
Tony Gibson Sr. - Admission Advisor
Wells True Sr. - Admission Advisor
Brayden Hamilton - Admission Advisor
Allison Gondoli - Admission Advisor
Karri Lauritzen - Admission Advisor
Taneisha Thompson - Admission Advisor
Annette Debell - Admission Advisor
Burley Hairston - Admission Advisor
Crystal Hunt - Admission Advisor
Danielle Cauve - Admission Advisor
Germanie Barnes - Admission Advisor
Julio Vera - Admission Advisor
Madison Livergood - Admission Advisor
Omner Vera - Admission Advisor
Kenyari Fields - Admission Advisor
Leslie Downing - Admission Advisor
Rashard Brandon - Admission Advisor
Rashetta Stevens - Admission Advisor
Roger Jackson - Admission Advisor
Wilbur Lucas - Admission Advisor
Keenan McGill - Admission Advisor
Carli Hamilton - Admission Advisor
Danyal Edgerly - Admission Advisor
Ted Bledsoe - Admission Advisor
Wendell Martineau - Admission Advisor
Kimberly Harris - Admission Advisor

Office Administrators

Aijha Mason Bryant - Mgr. Office Administrator
Liana Perez - Office Administrator
Jamie Sokol - Office Administrator
Shaquondra Brown – Office Administrator
Keisha Overton - Office Administrator
Annmarie Galati- Office Administrator
Erin Michaud - Office Administrator
Ashley Peters - Office Administrator
Autumn Mathews - Office Administrator
Victoria Montano- Office Administrator
Brenda Ordonez - Office Administrator