



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

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

### eCourseware

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

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



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- Interactive multimedia functions let you search through text to quickly find topics and answers

Print Name (Eligible Person): \_\_\_\_\_

Signature: \_\_\_\_\_

Career Consultant \_\_\_\_\_

Date: \_\_\_\_\_

## Career Development Catalog 2017-2019

Effective 5/1/2017

# New Horizons Career Development Solutions

Computer and Technology Training Services

Delivered at the Following Locations:

### Anaheim

#### Administration Campus

1900 S. State College Blvd.,  
Suite 100  
Anaheim, CA 92806  
(714) 221-3100  
BPPE # 3012321

### Burbank

#### Branch Campus

333 N. Glenoaks Blvd.,  
Suite 400  
Burbank, CA 91502  
(818) 333-4600  
BPPE # 3012321

### Gardena

#### Branch Campus

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Suite 430  
Gardena, CA 90248  
(310) 342-3500  
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#### Branch Campus

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Suite 150  
Sacramento, CA 95833  
(916) 609-4700  
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### San Bernardino

#### Branch Campus

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Suite 250  
San Bernardino, CA 92408  
(909) 380-7970  
BPPE # 3012321

### San Diego

#### Branch Campus

7480 Miramar Rd, Bldg. B  
Suite 202  
San Diego, CA 92126  
(858) 880-2200  
BPPE # 3012321

### Website

[www.nhlearninggroup.com](http://www.nhlearninggroup.com)

Courses are also available online

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Revised 04-16-2019

New Horizons Career Development Solutions has grown to become a leader in computer software and hardware instruction. New Horizons Career Development Solutions offers computer education. Seven campuses and services the computer and networking needs for thousands of local and international corporate clients. Courses offered include PC software applications, networking, operating systems, graphics, internetworking, hardware and client/server programming along with Project Management, Six Sigma, Solar installation and Healthcare Information.

New Horizons Career Development Solutions provides a first rate, quality education, to students entering the Information Systems field for the first time, as well as supplementing the existing knowledge of experienced users. Our goal is to provide the student with a foundation of working knowledge that will allow them to be a success in the workplace.

## HISTORY

New Horizons Computer Learning Centers, Inc. was founded in 1982, and in 2007 KML Enterprises Career Development, LLC acquired the Greater Los Angeles and Orange County franchise of New Horizons Computer Learning Centers.

In August 2009, New Horizons Computer Learning Centers in Riverside and San Bernardino Counties joined the KML family. Just 4 months later San Diego and Imperial County centers came on board.

In 2015, the growth, success and excitement continued, first with a name change to New Horizons Career Development Solutions, LLC and then with the acquisition of the Tucson and Sierra Vista Arizona franchise.

Most recently, in August 2016, Sacramento, Reno, and Las Vegas franchises joined our team.

Our growth from a one-room classroom in 2007 to 10 centers in 3 states: Arizona, California and Nevada in 2016 is a direct result of our determination and commitment to "Empower People to Succeed through Learning".

## MISSION STATEMENT

Due to the ever-increasing need for well-trained and skilled computer professionals, New Horizons Career Development Solutions develops and effectively delivers well-structured courses where the focus is on increasing the students growth opportunities by making them more employable and increasing opportunities for career advancement. New Horizons Career Development Solutions maintains awareness of the Information Technology (IT) market demands, through its link to the corporate employers we serve. Students are equipped with cutting-edge, specialized and marketable skills. New Horizons Career Development Solutions Programs are approved by the Bureau for Private Post-Secondary Education (BPPE) and Veteran's Administration (VA). New Horizons Career Development Solutions individual classes are Registered with the BPPE. New Horizons Career Development Solutions is committed to maintaining its position as a worldwide industry leader in providing quality, cost-effective training.

New Horizons Career Development Solutions provides a cost-effective, compelling education solution for those wanting a career change or enhancement in the Healthcare Information Management, Project Mangement, Solar Installation or Information Technology (IT) industries. If you have a strong desire to make a career change, or if you are looking to upgrade your career prospects by pursuing a certification in IT or Healthcare, New Horizons Career Development Solutions can help.

## WHY NEW HORIZONS CAREER DEVELOPMENT SOLUTIONS?

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

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

## STUDENT SERVICES

At New Horizons Career Development Solutions we understand no two people learn the same way. To help you meet your training goals, we provide a comprehensive learning experience to effectively maximize your potential. A Guidance Counselor will assist you assuring your studies are on track and you are preparing properly for your exams.

At completion of your training New Horizons Career Development Solutions offers placement assistance. Our Placement Specialist works with businesses we train to find job opportunities for our students. It is the student's responsibility to work in conjunction with our Job Placement Specialist to find employment. Our placement assistance services include a Job Portal which is only available to our students who have completed our program. The jobs listed on the Portal are with companies who train with New Horizons Career Development Solutions and have requested to advertise the job on the Portal. We also conduct job fairs for our completed students with companies who have job openings. Our job fairs are conducted on a supply and demand basis.

### Authorized Prometric Testing Center

These centers are available for our students' convenience. Additionally, Prometric tests may be taken at hundreds of other locations locally. New Horizons Career Development Solutions is a Thomson/Prometric Authorized Testing Center which enables students to take Certification tests for Microsoft<sup>®</sup>, Novell<sup>®</sup> CISCO<sup>®</sup>, CIW<sup>®</sup> and Comptia<sup>®</sup>. The purchase of test vouchers and registration for exams must be made through the Prometric<sup>®</sup> website or via telephone at (800) 733-3926.

### Class Repeat Privilege

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

## INTEGRATED LEARNING

New Horizons Career Development Solutions offers a professional learning experience and the flexibility to fit your busy schedule. New Horizons Career Development Solutions Integrated Learning is a comprehensive approach to learning that guides you through all stages of your learning lifecycle, and allows you to choose convenient delivery methods for your training:

### Live Instructor Led Training

- Classroom Learning: traditional instructor-led classroom learning.
- Instructor led labs with a hands on approach to assure students are mastering the technology they are learning
- Our Learn while doing approach increases retention
- Post-assessments track progress and return on investment.
- Certification Exam Preps included in all programs which train for Industry Recognized Certifications

### Hands-On Instructor-Led Training

Our classroom training gives you hands-on training from professional, certified Instructors, who are constantly re-tested and evaluated by every student to keep our quality of instruction at the highest level. Our student to computer ratio is one-to-one.

### CCTV Lab

The CCTV lab is great for those who want to focus just on what they need to know without wasting time. Our team will take an assessment of your skills before your class begins, then customize a learning plan that helps you fill in any weak areas. This approach allows you to work with your mentor to strengthen your weaknesses and pay attention to areas for improvement.

### To Obtain a Catalog

Individuals interested in obtaining a New Horizons Career Development Solutions Catalog can visit one of our campus, or may download our catalog by visiting our website at [www.nhlearninggroup.com](http://www.nhlearninggroup.com) and refer to our CA Career Development Catalogue at <https://nhlearninggroup.com/Portals/283/Career%20Development%20Solutions/062817%20CA%20NH%20Career%20Development%20Catalogue.pdf>.

Individuals can also obtain a catalog by calling us at 714-221-3100 and request a catalog to be mailed to their home address.

### Enrollment Requirements

All Classes taught at New Horizons Career Development Solutions are taught in English. We currently do not have an English as a Second Language Program

Students enrolling in programs and courses at New Horizons Career Development Solutions must be proficient in the English language and must possess a High School Diploma or equivalent. New Horizons Career Development Solutions Learning Group reserves the right to refuse enrollment of students.



### “Programs Eligible for Veteran Educational Benefits”

“Programs that have the U.S. American flag are approved for veteran educational benefits.”

\*Chapter 30 and Chapter 33 Students MAY NOT use Mentored Learning Classroom for Educational Clock Hours.



## PROGRAM DESCRIPTIONS

### MCAS/MOS –with Business Skills

CalJOBS# 52040821000000      CRM ID: P27Socal

#### General Course Description

Microsoft Office Specialist (MOS) with an emphasis on Business Skills. This credential is a globally recognized standard that validates skills with using the Microsoft Office system.

The MOS credential validates the skills that individuals and organizations depend on. Candidates who successfully complete the program by passing a certification exam prove that they meet globally recognized performance standards and are able to work productively and efficiently.

#### Prerequisites

A High school diploma or equivalency is required.

#### Acquired Skills

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

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

Executive Assistant	First-Line Supervisors Managers	Managers of Office and Administrative Support Sales	Receptionists Information Clerks Shipping and Receiving
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#### Course Information

Hours: 448	Approximately 23 weeks of instruction	Price	<b>\$6,450.00</b>
Course		Hours	
QuickBooks or Microsoft Windows Levels One and Two		20	
Microsoft Word Levels One, Two and Three		60	
Microsoft Excel Levels One, Two and Three		60	
Microsoft Power Point Levels One and Two		40	
Microsoft Access Levels One and Two		120	
Microsoft Outlook Levels One and Two		60	
Advanced Interpersonal Communication		22	
Business Writing		22	
Effective Presentations		22	
Time Management or Organizational Skills		22	
*One Microsoft Exam Voucher and Exam Prep			

<b>Price</b>	<b>\$5,865.00</b>
QuickBooks or Microsoft Windows Levels One and Two (\$20x2)	\$40.00
Microsoft Word Levels One, Two and Three (\$20x3)	\$60.00
Microsoft Excel Levels One, Two and Three (\$20x3)	\$60.00
Microsoft Power Point Levels One and Two (\$20x2)	\$40.00
Microsoft Access Levels One and Two (\$20x2)	\$40.00
Microsoft Outlook Levels One and Two (\$20x2)	\$40.00
Advanced Interpersonal Communication	\$10.00
Business Writing	\$10.00
Effective Presentations	\$10.00
<b>Total Textbook Cost (required and non-refundable)</b>	<b>\$310.00</b>
<b>Exam (non-refundable)</b>	<b>\$200.00</b>
<b>Registration Fee (non-refundable)</b>	<b>\$75.00</b>
<b>Total Program Cost</b>	<b>\$6,450.00</b>

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

# MICROSOFT® OFFICE SPECIALIST CERTIFICATION PROGRAM

CalJOBS# 11089912000000

CRM ID: P46Socal

I-Train: 52040717300100

SBY Local: 3027

## General Course Description

The Microsoft Office Specialist certification program is the only comprehensive, performance-based certification program approved by Microsoft to validate desktop computer skills in the below Microsoft Office desktop productivity programs. The MOS program meets the demand for “job ready” people in the global workplace.

## Prerequisites

A High school diploma or equivalency is required.

## Acquired Skills

The Microsoft Office Specialist certification program provides computer program literacy, measures proficiency, and identifies opportunities for enhancement of skills. Successful candidates receive a Microsoft Office Specialist certification credential that sets them apart from their peers in the competitive job market. The certificate is a valuable credential that is recognized worldwide as proof that an individual has the desktop computing skills needed to work productively and efficiently.

The Microsoft Office Specialist program offers certification tracks for a number of Microsoft Office 2013 programs.

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

Bookkeeping

Accounting

Auditing

Customer Service Representative

Computer Operators

## Course Information

Hours: 360	Approximately 18 weeks of instruction	Price	\$5,000.00
Course		Hours	
Microsoft Windows Levels One and Two		20	
Microsoft Word Levels One, Two and Three		60	
Microsoft Excel Levels One, Two and Three		60	
Microsoft Outlook Levels One and Two		60	
Microsoft Power Point Levels One and Two		40	
Microsoft Access Levels One and Two		120	
*One Microsoft Exam Voucher and Exam Prep			

<b>Price</b>	<b>\$4,445.00</b>
Microsoft Windows Levels One and Two (\$20x2)	\$40.00
Microsoft Word Levels One, Two and Three (\$20x3)	\$60.00
Microsoft Excel Levels One, Two and Three (\$20x3)	\$60.00
Microsoft Outlook Levels One and Two (\$20x2)	\$40.00
Microsoft Power Point Levels One and Two (\$20x2)	\$40.00
Microsoft Access Levels One and Two (\$20x2)	\$40.00
<b>Total Textbook Cost (required and non-refundable)</b>	<b>\$280.00</b>
<b>Exam (non-refundable)</b>	<b>\$200.00</b>
<b>Registration Fee (non-refundable)</b>	<b>\$75.00</b>
<b>Total Program Cost</b>	<b>\$5,000.00</b>

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

# MOS – Excel and Access – Along w/ Business Analysis Training

CalJOBS# 52040111000038

CRM ID: C62SoCal

According to the International Institute of Business Analysis (IIBA), business analysis is the practice of enabling change in an organizational context, by defining needs and recommending solutions that deliver value to stakeholders. As a profession, business analysts work in many different types of industries, functioning in a multitude of capacities and holding a variety of job titles. As in other professions, there is great value in having a strong educational background, being part of a professional community and earning professional certification.

## Prerequisites

and A High school diploma or equivalency is required.

## Acquired Skills

Supporting the Project Portfolio, Developing the Solution Vision, Planning and Eliciting Requirements, Modeling Requirements, Validating Requirements, Assess the capabilities of your organization, assessing the risk, justifying the solution, the Business Case, Managing SharePoint Projects, etc

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

Data Analyst

Business Analysis

Planning and Development

## Course Information

Hours: 292	Approximately 16 weeks of training	Price	<b>\$6,050.00</b>
Course		Hours	
Microsoft Excel, Level One, Two and Three		60	
Microsoft Access Levels One, Two		120	
BA – 01 Business Analysis Essentials		13	
BA – 02 Strategic Enterprise Analysis		13	
BA – 03 Writing Effective Business Cases		13	
BA – 04 Eliciting and Writing Effective Requirements		21	
BA – 05 Process Modeling Using BPMN		13	
BA – 06 Managing and Communicating Reqs for Projects		13	
BA – 09 Managing Requirements for SharePoint Projects		13	
BA – 10 Understanding Root Cause Analysis		13	
*Two Microsoft Exam Voucher and Exam Prep			
<b>Price</b>		<b>\$5,075.00</b>	

Microsoft Excel, Level One, Two and Three – (\$20x3)	\$60.00
Microsoft Access Levels One, Two – (\$20x2)	\$40.00
BA -01, BA-02, BA-03, BA-04, BA-05, BA-06, BA-09, BA-10 – (\$50x8)	\$400.00
<b>Total Textbook Cost (required and non-refundable)</b>	<b>\$500.00</b>
<b>Exam (non-refundable)</b>	<b>\$400.00</b>
<b>Registration Fee (non-refundable)</b>	<b>\$75.00</b>
<b>Total Program Cost</b>	<b>\$6,050.00</b>

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

# Business Skills Program

CalJOBS# 52040811000027

CRM ID: P8Socal

## General Course Description

The Business Skills Program is a combination of globally recognized MOS applications along with valuable Business skills courses. The MOS credential validates the skills that individuals and organizations depend on. Candidates who successfully complete the program by passing a certification exam prove that they meet globally recognized performance standards and are able to work productively and efficiently.

## Prerequisites

A High School Diploma or equivalency is required and no preexisting knowledge or skill set is required; however basic computer skills are highly recommended.

## Acquired Skills

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

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

Executive Assistant

Managers of Office and Administrative Support

Receptionists Information Clerks

## Course Information

Hours: 340	Approximately 17 weeks of instruction	Price:	<b>\$5,100.00</b>
Course		Hours	
Microsoft Windows 7 Levels One and Two		47	
Microsoft Word Levels One, Two and Three		61	
Microsoft Excel Levels One, Two and Three		72	
Microsoft Power Point Levels One and Two		51	
Microsoft Outlook Levels One, Two		61	
Grammar Skills		16	
Business Writing		16	
Effective Presentations		16	
*One Microsoft Exam Voucher and Exam Prep			

<b>Price</b>	<b>\$4,555.00</b>
Microsoft Windows 7 Levels One and Two (\$20x2)	\$40.00
Microsoft Word Levels One, Two and Three (\$20x3)	\$60.00
Microsoft Excel Levels One, Two and Three (\$20x3)	\$60.00
Microsoft Outlook Levels One and Two (\$20x2)	\$40.00
Microsoft Power Point Levels One and Two (\$20x2)	\$40.00
Grammar Skills	\$10.00
Business Writing	\$10.00
Effective Presentations	\$10.00
<b>Total Textbook Cost (required and non-refundable)</b>	<b>\$270.00</b>
<b>Exam (non-refundable)</b>	<b>\$200.00</b>
<b>Registration Fee (non-refundable)</b>	<b>\$75.00</b>
<b>Total Program Cost</b>	<b>\$5,100.00</b>

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



# ESL MOS –with Business Skills

CalJOBS# 52040811000019

CRM ID: C48SoCal

## General Course Description

Our ESL/MOS with Business Skills program will help the student gain speaking, listening, reading and written skills in English along with teaching fundamental Microsoft application computer skills for the contemporary office with an emphasis on Business Skills which include Email Etiquette, Time Management and Presentation Skills. The Microsoft credential is a globally recognized standard that validates skills with using the Microsoft Office system. Candidates who successfully complete the program by passing a Microsoft certification exam and the ESL exam prove that they meet globally recognized performance standards and are able to work productively and efficiently in any business. The MOS credential validates the skills that individuals and organizations depend on. Candidates who successfully complete the program by passing a certification exam prove that they meet globally recognized performance standards and are able to work productively and efficiently.

## Prerequisites

New Horizons Career Development Solutions and Microsoft do not strictly define the prerequisites for the MOS Certification. As a result, no preexisting knowledge or skill set is required; however basic computer skills are highly recommended.

## Acquired Skills

Students will begin with ESL section and move into mastering Microsoft Application Skills which include Power Point, Word, Outlook, Excel and QuickBooks. The student will then learn specific office knowledge like communication skills written and verbal along with email communications, business writing skills, presentations and a business grammar course. Student will also be trained basic business skills involving communication skills, both written and verbal. Business writing skills including proper business email use.

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

Executive Assistant      First-Line      Managers of Office and      Receptionists Information  
 Manufacturing Office      Supervisors      Administrative Support      Clerks

## Course Information

Hours: 520	Approximately 26 weeks of instruction	Price:	<b>\$8,990.00</b>
Course		Hours	
English Tutoring (ESL) Dexway		84	
Computers Made Easy		28	
Microsoft Windows		42	
QuickBooks		42	
Microsoft Word		42	
Microsoft Excel		63	
Microsoft Power Point		42	
Typing		28	
Microsoft Outlook		42	
Advanced Interpersonal Communication		14	
Business Writing		14	
Grammar Skills		14	
Effective Presentations		14	
*One Microsoft Exam Voucher			

<b>Price</b>	<b>\$8,415.00</b>
English Tutoring (ESL) Dexway	No Courseware
Computers Made Easy	No courseware
Microsoft Windows	\$20.00
QuickBooks	\$40.00
Microsoft Word	\$60.00
Microsoft Excel	\$60.00
Microsoft Power Point	\$40.00
Typing	No courseware
Microsoft Outlook	\$40.00
Advanced Interpersonal Communication	\$10.00
Business Writing	\$10.00
Grammar Skills	\$10.00
Effective Presentations	\$10.00
<b>Total Textbook Cost (required and non-refundable)</b>	<b>\$300.00</b>
<b>Exam (non-refundable)</b>	<b>\$200.00</b>
<b>Registration Fee (non-refundable)</b>	<b>\$75.00</b>
<b>Total Program Cost</b>	<b>\$8,990.00</b>

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



# ACE – Adobe Certified Expert Web Specialist Program

CalJOBS# 11080312000000

CRM ID: P4Social

iTrain: 50040217300100 SBY: 3024

## General Course Description

It can be difficult to get ahead in today's market. To stand out and be noticed, more than ever, you need a clear and focused way to tell the world about your expertise. The solution? Become Adobe Certified. Adobe certification is an industry standard of excellence, and it's the absolute best way to communicate your proficiency in leading products from Adobe.

An Adobe Certified Expert (ACE) is a person who has demonstrated proficiency with one or more Adobe software products. To become an ACE, you must pass one or more product-specific proficiency exams and agree to the ACE terms and conditions.

Adobe Certified Professionals (ACPs) set themselves apart from other IT professionals. They consistently demonstrate expertise with Adobe products and platforms, and add value to colleagues, managers, and their own career.

## Prerequisites

A High school diploma or equivalency is required.

## Acquired Skills

An Adobe Certified Expert is a person who has demonstrated proficiency with one or more Adobe Software products. ACE is recognized as a worldwide standard of excellence in Adobe software knowledge. To become an ACE, one must pass one or more product-specific proficiency exams and agree to the ACE terms and conditions.

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

Web Design

Web-Analyst

Graphic Designer

Marketing Specialist

## Course Information

Hours: 476	Approximately 24 weeks of instruction	Price	<b>\$6,500.00</b>
Course		Hours	
Microsoft Power Point		40	
Adobe Dreamweaver		64	
Adobe InDesign		64	
Adobe Acrobat		40	
HTML5: Content Authoring Fundamentals / New and Advanced Features		66	
Adobe Photoshop		64	
Adobe Illustrator		64	
Adobe Animate		74	
*Five Adobe Exam Vouchers			

<b>Price</b>	<b>\$5,105.00</b>
Microsoft Power Point (\$20x2)	\$40.00
Adobe Dreamweaver (\$20x2)	\$40.00
Adobe InDesign (\$20x2)	\$40.00
Adobe Acrobat (\$20x2)	\$40.00
HTML5: Content Authoring Fundamentals / New and Advanced Features (\$20x2)	\$40.00
Adobe Photoshop (\$20x2)	\$40.00
Adobe Illustrator (\$20x2)	\$40.00
Adobe Animate (\$20x2)	\$40.00
<b>Total Textbook Cost (required and non-refundable)</b>	<b>\$320.00</b>
<b>Exams (non-refundable)</b>	<b>\$1,000.00</b>
<b>Registration Fee (non-refundable)</b>	<b>\$75.00</b>
<b>Total Program Cost</b>	<b>\$6,500.00</b>

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

## Office Specialist/Database Admin

CalJOBS# 52040811000025

CRM ID: P48Socal

### General Course Description

The Office Specialist/Database Admin Program combination of globally recognized MOS applications along with a Microsoft MTA Certification in Databases. The MOS credential validates the skills that individuals and organizations depend on. Candidates who successfully complete the program by passing a certification exam prove that they meet globally recognized performance standards and are able to work productively and efficiently. Student will also earn an entry level Microsoft Technical Certification as a Database Specialist.

### Prerequisites

A High School Diploma or equivalency is required and no preexisting knowledge or skill set is required; however basic computer skills are highly recommended.

### Acquired Skills

Students will begin with learning basic computer skills along with mastering Microsoft Application skills of Word, Outlook and Excel. Students will also be trained in database skills starting with MS Access then moving on to Crystal Reports. Students will also earn a MTA as a Database Admin showing mastery of Database Fundamentals.

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

Database Analyst

Managers of Office and Administrative Support

### Course Information

Hours: 182	Approximately 10 weeks of instruction	Price:	\$5,195.00
Course		Hours	
Microsoft Word Levels One, Two and Three		24	
Microsoft Outlook Levels One and Two		17	
Microsoft Excel Levels One, Two and Three		24	
Microsoft Access Levels One and Two		64	
40364 Database Administration Fundamentals		21	
Crystal Reports Levels One and Two		32	
*One Microsoft Exam Voucher and Exam Prep and One MOS Exam Prep and Voucher			

Price	\$4,195.00
Microsoft Word Levels One, Two and Three (\$20x3)	\$60.00
Microsoft Outlook Levels One and Two (\$20x2)	\$40.00
Microsoft Excel Levels One, Two and Three 20x3)	\$60.00
Microsoft Access Levels One and Two (\$20x2)	\$40.00
40364 Database Administration Fundamentals	\$150.00
Crystal Reports Levels One and Two (\$20x2)	\$130.00
<b>Total Textbook Cost (required and non-refundable)</b>	<b>\$480.00</b>
<b>Exams (non-refundable)</b>	<b>\$445.00</b>
<b>Registration Fee (non-refundable)</b>	<b>\$75.00</b>
<b>Total Program Cost</b>	<b>\$5,195.00</b>

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



# Office Administrator Certificate Program

CalJOBS#

CRM ID:

43-9061.00- Office Clerks, General



## General Course Description

The Office Administrator Certificate Program gives students the foundations they need to begin a career performing general office duties. This program includes training in the four most used Microsoft Office Software Programs. Students will also be trained in Business Skills to help them be effective and efficient in a professional work environment.

Included in the Certification Program is an exam prep and exam voucher for a Microsoft Specialist Certification. The MOS credential validates the skills that as a specialist in Microsoft Excel.

## Prerequisites

A High School Diploma or equivalency is required

## Acquired Skills

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

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

Executive Assistant  
Office Administrator

Office Clerk  
Receptionist

Managers of Office and  
Administrative Support

Information Clerks  
Shipping and Receiving

## Course Information

Hours: 204	Approximately 12 weeks of instruction	Price:	<b>\$5,800.00</b>
Course			Hours
Microsoft Windows Part One			12
Microsoft Word Levels One, Two and Three			36
Microsoft Outlook Levels One and Two			24
Microsoft PowerPoint Levels One and Two			24
Microsoft Excel Levels One, Two and Three			36
Pivot Tables			6
Acrobat One and Two			24
Email Etiquette			12
Communication Strategies			12
Time Management			12
Professional Prep			6
*MOS Certification Prep and Exam Voucher for MS Excel			

<b>Price</b>	<b>\$5,490.00</b>
Microsoft Windows Part One (\$20x1)	\$20.00
Microsoft Word Levels One, Two and Three (\$20x3)	\$60.00
Microsoft Outlook Levels One and Two (\$20x2)	\$40.00
Microsoft PowerPoint Levels One and Two (\$20x2)	\$40.00
Microsoft Excel Levels One, Two and Three (\$20x3)	\$60.00
Pivot Tables (\$20x1)	\$20.00
Acrobat One and Two (\$20x2)	\$40.00
Email Etiquette (\$10x1)	\$10.00
Communication Strategies (\$20x1)	\$10.00
Time Management (\$10x1)	\$10.00
<b>Total Textbook Cost (required and non-refundable)</b>	<b>\$310.00</b>
<b>Exam</b>	<b>No Charge</b>
<b>Total Program Cost</b>	<b>\$5,800.00</b>

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



# PERFORMANCE CONSULTANT CERTIFICATE

CalJOBS# CRM ID:

Onet 13-1111.00-Management Analysts

## General Course Description

New Horizons Career Development Solutions has partnered with the top Executive Coaching, Leadership Development and Turn- Around Management Professionals in the nation to develop a training program which teaches former executives to become Performance Consultants. Candidates completing our program will work with Executive and Management teams in finding the best solution for businesses leadership, sales, and culture transformation.

## Prerequisites

A High School Diploma or GED®

## Acquired Skills

Students will learn Strategy Management as an effective process to solve major business challenges, get an existing initiative back on track, or build an effective and efficient plan for a new Business Development opportunity. They will learn to help management and functional teams work through problems and goals to achieve better results. Master the art of bringing a leadership team together in a structured environment and use a proven facilitation process. Lead teams to develop clear concise goals and efficient action steps to solve organizations top business challenges. Proven methods will be learned to develop sales people into Business Consultants who can create a value proposition, make a compelling presentation, move the sale through hibernation, prepare a plan for negotiating the terms of the sale, assist in the post-sale process, and develop a growth and measurement plan along with a Six Step Performance Management Strategy that enables managers to achieve expected and desired results from the people and resources under their leadership. A unique blend of hands on corporate experience with a strong leadership background and coaching style will be taught. One-on-One Coaches learn solution techniques for any business leader or as a Strategic Coach or Trainer for leadership teams within an organization.

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

Leadership Development Manager	Organizational Development Consultant	Management Consultant
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## Course Information

Hours: 192	Approximately 16 weeks of training	Price:	<b>\$7,500.00</b>
Course			Hours
Microsoft Excel			32
Microsoft Outlook			32
Microsoft PowerPoint			32
Microsoft Word			48
Project Management Fundamentals			8
Effective Presentations			8
Advanced Communications			8
Performance Consultant Training			24
<b>Price</b>			<b>\$7,105.00</b>

Microsoft Excel	\$60.00
Microsoft Outlook	\$40.00
Microsoft PowerPoint	\$40.00
Microsoft Word	\$60.00
Project Management Fundamentals	\$10.00
Effective Presentations	\$10.00
Advanced Communications	\$10.00
Performance Consultant Training	\$10.00
<b>Total Textbook Cost (required and non-refundable)</b>	<b>\$320.00</b>
<b>Exams (None)</b>	<b>\$0.00</b>
<b>Registration Fee (non-refundable)</b>	<b>\$75.00</b>
<b>Total Program Cost</b>	<b>\$7,500.00</b>

# Junior Data Analyst

CalJOBS# 11010111000006

CRM ID: C50Socal

## General Course Description

According to the International Institute of Business Analysis (IISA), business analysis is the practice of enabling change in an organizational context, by defining needs and recommending solutions that deliver value to stakeholders. As a profession, business analysts work in many different types of industries, functioning in a multitude of capacities and holding a variety of job titles. As in other professions, there is great value in having a strong educational background, being part of a professional community and earning professional certification. New Horizons Career Development Solutions has developed a full program of business analysis training that will help you to achieve your goals, up to and including the achievement of earning your CBAP (Certified Business Analysis Professional) certification.

## Audience

Entry level database training for career changers and career enhancers.

## Prerequisites

New Horizons Career Development Solutions and Microsoft do not strictly define the prerequisites. As a result, no pre-existing knowledge or skill set involving computer technology is required; however Computers Made Easy and basic computer skills are suggested and a High School Diploma or equivalency is required

## Acquired Skills

Functional, non-functional and implementation requirements; requirements vs. specifications, risk management, risk response, work breakdown structure, Business Requirements Document (BRD); Modeling using BPMN, validation and verification, types of testing, analysis.

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

Analyst

Data Analyst

Manager

## Course Information

Hours: 328	Approximately 16 weeks of training	Price:	<b>\$5,200.00</b>
Course			Hours
Microsoft Access			96
Microsoft Excel			72
Excel – Business Data Analysis			8
Crystal Reports			64
2778 Querying Using Microsoft Transact SOL			72
BA-01 – Business Analysis Essentials			16
*Two MOS Exam Vouchers / Preps			

Price	<b>\$4,175.00</b>
Microsoft Access (\$20x2)	\$40.00
Microsoft Excel (\$20x3)	\$60.00
Excel – Business Data Analysis (\$20x1)	\$20.00
Crystal Reports (\$65x2)	\$130.00
2778 Querying Using Microsoft Transact SOL (\$250x1)	\$250.00
BA-01 – Business Analysis Essentials (\$10x1)	\$50.00
<b>Total Textbook Cost (required and non-refundable)</b>	<b>\$550.00</b>
<b>Exams (non-refundable)</b>	<b>\$400.00</b>
<b>Registration Fee (non-refundable)</b>	<b>\$75.00</b>
<b>Total Program Cost</b>	<b>\$5,200.00</b>

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



## Data Analyst (Entry Level)

CalJOBS#

CRM ID:

15-1121.00- Computer Systems Analysts : 15-1199.08- Business Intelligence Analysts



### General Course Description

The need for IT departments and Business Units to monitor and analyze data is increasing daily. There is currently an unprecedented demand for the skills required to manage and leverage large data sets into a competitive advantage. Professionals completing our certificate program will understand how to automate methods of collecting and analyzing data and utilizing the findings to create a business recommendation.

### Prerequisites

A High school diploma or GED®

### Acquired Skills

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

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

**Business Analysts**

**Data Analyst**

**Research Analyst**

**Business Intelligence Analyst**

### Course Information

Hours: 288	Approximately 16 weeks of instruction	Price	<b>\$8,500.00</b>
Course		Hours	
Microsoft Excel Levels One, Two and Three		36	
Microsoft Access Levels One and Two		48	
Crystal Reports Levels One and Two		48	
Data Analysis with Pivot Tables		12	
Data Analysis with Power Pivot		12	
BA01 – Business Analysis Essentials		36	
BA10 – Understanding Root Cause Analysis		36	
BA30 – Foundation of Business Analysis		48	
Project Management Fundamentals		12	
*MOS Excel Certification exam prep and exam voucher			
<b>Price</b>		<b>\$8,070.00</b>	

Microsoft Excel Levels One, Two and Three	\$60.00
Microsoft Access Levels One and Two	\$40.00
Crystal Reports Levels One and Two (\$65x2)	\$130.00
Data Analysis with Pivot Tables	\$20.00
Data Analysis with Power Pivot	\$20.00
BA01 – Business Analysis Essentials	\$50.00
BA10 – Understanding Root Cause Analysis	\$50.00
BA30 – Foundation of Business Analysis	\$50.00
Project Management Fundamentals	\$10.00
<b>Total Textbook Cost (required and non-refundable)</b>	<b>\$430.00</b>
<b>Exam</b>	<b>No Charge</b>
<b>Total Program Cost</b>	<b>\$8,500.00</b>

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



## Data Analyst (Level Two)

MCSA/ MTA – Microsoft® SQL Business Intelligence Development

O\*Net 15-1199 15-2041 15-2041 11-3021 43-9111

### General Course Description

SQL Server is a vital tool for businesses and large organizations around the world, as it allows them to gain better insight into their data and leverage the information to make more informed decisions. This information can mean the difference between success and failure as businesses continually work to understand industry trends, customer behavior, and more. Earning an MCSA: SQL 2016 Business Intelligence Development certification validates your extract, transform, and load (ETL) and data warehouse skills, along with those for implementing BI solutions using multidimensional and tabular data models and online analytical processing (OLAP) cubes. This certification will qualify you for a position as a BI developer.

### Prerequisites

A High school diploma or equivalency is required.

### Acquired Skills

Skills acquired are not limited to, but include: Create Transact-SQL SELECT queries. Query data by using subqueries and APPLY. Create database programmability objects by using Transact-SQL. Implement error handling and transactions. Implement data types and NULLs. Design and implement dimension tables. Design and implement fact tables. Design and implement indexes for a data warehouse workload. Design storage for a data warehouse. Design and implement partitioned tables and views. Design and implement an extract, transform, and load (ETL) control flow by using a SQL Server Integration Services (SSIS) package. Design and implement an ETL data flow by using an SSIS package. Implement an ETL solution that supports incremental data extraction. Create a multidimensional database by using Microsoft SQL Server Analysis Services (SSAS). Design and publish a tabular data model. Configure memory limits, configure Non-Uniform Memory Architecture (NUMA), configure disk layout, determine SSAS instance placement.

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

Data Warehousing Specialist

Business Intelligence Analysts

Data Management Specialist

Statisticians

Computer and Information Systems Specialist



### Course Information

Hours: 324	Approximately 18 Weeks	Price	\$8400.00
Course		Total Hours	
Database Fundamentals		36	
Intro to SQL Databases		36	
SQL Querying –Level 1 Fundamentals of Querying		18	
SQL Querying - Level 2 Advanced Querying		18	
Querying Data with Transact SQL		54	
Developing SQL Data Models		36	
Implementing a Data Warehouse with Microsoft SQL Server		54	
Communication Strategies		9	
Developing Successful Interpersonal Skills		31.5	
Writing for the Business Professional		31.5	

*THREE Microsoft Exam Vouchers and Exam Prep (2 for MCSA and MTA 98-364)	
<b>Price</b>	<b>\$7,440.00</b>
Database Fundamentals	\$10.00
Intro to SQL Databases	\$150.00
SQL Querying –Level 1 Fundamentals of Querying	\$10.00
SQL Querying - Level 2 Advanced Querying	\$10.00
Querying Data with Transact SQL	\$250.00
Developing SQL Data Models	\$250.00
Implementing a Data Warehouse with Microsoft SQL Server	\$250.00
Communication Strategies	\$10.00
Developing Successful Interpersonal Skills	\$10.00
Writing for the Business Professional	\$10.00
<b>Total Textbook Cost (required and non-refundable)</b>	<b>\$960.00</b>
<b>Exam</b>	No Charge
<b>Total Program Cost</b>	<b>\$8,400.00</b>

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





# Adobe – Microsoft® Certified Application Program

CalJOBS# 50040911000014

CRM ID: P5SoCal

## General Course Description

This program incorporates both Adobe Training and Microsoft Application Training. Two Certifications will be earned through the training, Adobe Certified Web Expert and One Microsoft Certified Application Specialist in the Strident field of choice; Excel, Word, PowerPoint, Outlook or Access.

## Prerequisites

A High school diploma or equivalency is required.

## Acquired Skills

An Adobe Microsoft Certified Application person is someone who has demonstrated proficiency with one or more Adobe Software products and one of the Microsoft Office Suite applications. This certification is recognized as a worldwide standard of excellence in Adobe software knowledge and one Microsoft certified application.

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

Graphic Designers

Multi-Media Artist and Animators

Executive Secretaries & Administrative Assistants

Receptionist Information Clerks

## Course Information

Hours: 684	Approximately 35 weeks of instruction	Price	\$10,000.00
Course		Total Hours	
Adobe Dreamweaver Levels One and Two		60	
HTML5: Content Authoring Fundamentals / New and Advanced Features		60	
Adobe Acrobat Levels One and Two		30	
Adobe Illustrator Levels One and Two		60	
Adobe Photoshop Levels One and Two		60	
Adobe Animate levels One and Two		74	
Microsoft Word Levels One, Two and Three		60	
Microsoft Excel Levels One, Two and Three		60	
Microsoft PowerPoint Levels One and Two		40	
Microsoft Outlook Levels One and Two		60	
Microsoft Access Levels One and Two		120	
*Three Exam Vouchers and Exam Preps			

Price	\$8,845.00
Adobe Dreamweaver Levels One and Two (\$20x2)	\$40.00
HTML5: Content Authoring Fundamentals / New and Advanced Features (\$20x2)	\$40.00
Adobe Acrobat Levels One and Two (\$20x2)	\$40.00
Adobe Illustrator Levels One and Two (\$20x2)	\$40.00
Adobe Photoshop Levels One and Two (\$20x2)	\$40.00
Adobe Animate levels One and Two (\$20x2)	\$40.00
Microsoft Word Levels One, Two and Three (\$20x3)	\$60.00
Microsoft Excel Levels One, Two and Three (\$20x3)	\$60.00
Microsoft PowerPoint Levels One and Two (\$20x2)	\$40.00
Microsoft Outlook Levels One and Two (\$20x2)	\$40.00
Microsoft Access Levels One and Two (\$20x2)	\$40.00
<b>Total Textbook Cost (required and non-refundable)</b>	<b>\$480.00</b>
<b>Exams (non-refundable)</b>	<b>\$600.00</b>
<b>Registration Fee (non-refundable)</b>	<b>\$75.00</b>
<b>Total Program Cost</b>	<b>\$10,000.00</b>

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

# Adobe Web Design with Microsoft Backend Development

CaJOBS# 11080111000008

CRM ID: P6SoCal

## General Course Description

Students will learn Adobe frontend/static web specific applications. Using these tools and applications, students will learn how to create and edit webpages to develop full, content-rich web applications, along with publications and other collateral. Students will also learn Microsoft Backend Development. This will allow students to develop their web applications and properly run and store them on the Microsoft platforms.

## Prerequisites

A High school diploma or equivalency is required.

## Acquired Skills

Students will master more Adobe Software along with Microsoft Backend Development skills.

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

Graphic Designers

Multi-Media Artist

Animators

## Course Information

Hours: 602	Approximately 31 weeks of training	Price	\$10,000.00
Course		Hours	
Adobe Dreamweaver Levels One and Two		64	
HTML5: Content Authoring Fundamentals / New and Advanced Features		66	
Adobe Illustrator Levels One and Two		64	
Adobe Photoshop Levels One and Two		64	
Adobe InDesign Level One and Two		64	
20480 Programming in HTML 5 with JavaScript and CSS 3		70	
10774 Writing Querying using Microsoft SQL Transact-SQL or 20461 Querying Microsoft SQL Server		70	
20486 Developing ASP.Net MVC Applications		70	
20487 Developing Windows Azure and Web Services		70	
*Three Adobe Exam Vouchers and Three Microsoft Exam Vouchers			

Price	<b>\$7,450.00</b>
Adobe Dreamweaver Levels One and Two	\$40.00
HTML5: Content Authoring Fundamentals / New and Advanced Features	\$40.00
Adobe Illustrator Levels One and Two	\$40.00
Adobe Photoshop Levels One and Two	\$40.00
Adobe InDesign Level One and Two	\$40.00
20480 Programming in HTML 5 with JavaScript and CSS 3	\$250.00
10774 Writing Querying using Microsoft SQL Transact-SQL or 20461 Querying Microsoft SQL Server	\$250.00
20486 Developing ASP.Net MVC Applications	\$250.00
20487 Developing Windows Azure and Web Services	\$250.00
<b>Total Textbook Cost (required and non-refundable)</b>	<b>\$1,200.00</b>
<b>Exams (non-refundable)</b>	<b>\$1,275.00</b>
<b>Registration Fee (non-refundable)</b>	<b>\$75.00</b>
<b>Total Program Cost</b>	<b>\$10,000.00</b>

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

## Web Specialist Program

CalJOBS# 11080311000005

CRM ID: P67Socal

### General Course Description

Our Web Specialist Program allows the student to master the Adobe Web design related software products.

### Prerequisites

A High School Diploma or equivalency is required and Basic computer skills are suggested and Creativity/Artistic qualities are a plus.

### Acquired Skills

Students will learn how to use Adobe Web Design products which they can implement in to design web pages. Students will have courses in Dreamweaver, XHTML, HTML and CSS, Photoshop, Illustrator and Adobe Animate.

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

Web Design

Web-Analyst

Graphic Designer

Marketing  
Specialist

### Course Information

Hours: 296	Approximately 15 weeks of instruction	Price	\$5,000.00
<b>Course</b>		<b>Hours</b>	
Adobe Dreamweaver Levels One, Two and Three		80	
Web Design for XHTML, HTML & CSS Levels One, Two and Three		48	
Adobe Photoshop Levels One and Two / Photo Printing & Color / Web Production		56	
Adobe Illustrator Levels One and Two		44	
Adobe Animate Levels One and Two		68	
<b>Price</b>		<b>\$4,685.00</b>	
Adobe Dreamweaver Levels One, Two and Three		\$60.00	
Web Design for XHTML, HTML & CSS Levels One, Two and Three		\$60.00	
Adobe Photoshop Levels One and Two / Photo Printing & Color / Web Production		\$40.00	
Adobe Illustrator Levels One and Two		\$40.00	
Adobe Animate Levels One and Two		\$40.00	
<b>Total Textbook Cost (required and non-refundable)</b>		<b>\$240.00</b>	
<b>NO Exams</b>		<b>\$0.00</b>	
<b>Registration Fee (non-refundable)</b>		<b>\$75.00</b>	
<b>Total Program Cost</b>		<b>\$5,000.00</b>	

# CompTIA A+ Certification

CaJOBS# 11090111000008

CRM ID: P14SoCal

## General Course Description

CompTIA A+ is a program curriculum sponsored by CompTIA that increases the knowledge and technical competency of entry-level computer service technicians. A+ covers two main areas of competency: The Essentials class is followed by: IT Technician, Remote Support Technician, and Depot Technician. A+ is a non-vendor, non-product specific program. It provides industry-recognized valuable knowledge that may open doors with prospective employers or leads to job advancement opportunities. The program is supported by major computer hardware and software vendors, distributors, resellers and publications.

## Prerequisites

A High school diploma or equivalency is required or student must pass an Ability to Benefit Exam.

## Acquired Skills

CompTIA A+ program trains students to be able to identify different types of computers, hardware components, manipulate and control Windows desktop, files, and disks, and change system settings. In addition, students will gain an understanding of how software applications work and how to install and configure them. For every device and process students will have a conceptual and hands on troubleshooting experience.

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

Computer Repair Technician  
Hardware Technician

PC / Network Support  
Bench Technician

Systems Support  
PC Field Technician

## Program Information

Hours: 140	Approximately 8 weeks of instruction	Price	<b>\$3,900.00</b>
<b>Course</b>		<b>Hours</b>	
CompTIA A+ Training – Essentials – IT Tech/Remote Support/Depot Tech		140	
*Two CompTIA Exam Vouchers and Exam Preps			
<b>Price</b>		<b>\$3,257.00</b>	
CompTIA A+ Training – Essentials – IT Tech/Remote Support/Depot Tech		\$68.00	
<b>Total Textbook Cost (required and non-refundable)</b>		<b>\$68.00</b>	
<b>Exams (non-refundable)</b>		<b>\$500.00</b>	
<b>Registration Fee (non-refundable)</b>		<b>\$75.00</b>	
<b>Total Program Cost</b>		<b>\$3,900.00</b>	

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

# CompTIA Network+ Certification

CalJOBS# 11100112000002

CRM ID: P17SoCal

## General Course Description

CompTIA Network+ validates the knowledge and skills of networking professionals. It is an international, vendor-neutral certification that recognizes a technician's ability to describe the features and functions of networking components and to install, configure and troubleshoot basic networking hardware, protocols and services.

## .Prerequisites

A High school diploma or equivalency is required.

## Acquired Skills

Understanding networking and networking cabling, hubs, switches, routers, bridges, servers, workstations, IP subnetting, WAN/LAN typology, and firewalls.

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

PC / Network Support

Systems Support

PC Field Technician

## Program Information

Hours: 70	Approximately 4 weeks of instruction	Price	<b>\$2,395.00</b>
Course		Hours	
CompTIA Network+ Training		70	
<b>*One CompTIA Exam Voucher and Exam Prep</b>			
Price		<b>\$1,902.00</b>	
CompTIA Network+ Training		\$68.00	
<b>Total Textbook Cost (required and non-refundable)</b>		<b>\$68.00</b>	
<b>Exam (non-refundable)</b>		<b>\$350.00</b>	
<b>Registration Fee (non-refundable)</b>		<b>\$75.00</b>	
<b>Total Program Cost</b>		<b>\$2,395.00</b>	

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

# CompTIA A+, Network+

CaIJOBS# 11100611000034

CRM ID: C47SoCal

## General Course Description

**CompTIA A+** is a program curriculum sponsored by CompTIA that increases the knowledge and technical competency of entry-level computer service technicians. A+ covers two main areas of competency: The Essentials class is followed by: IT Technician, Remote Support Technician, and Depot Technician. A+ is a non-vendor, non-product specific program. It provides industry-recognized valuable knowledge that may open doors with prospective employers or leads to job advancement opportunities. **CompTIA Network+** validates the knowledge and skills of networking professionals. It is an international, vendor-neutral certification that recognizes a technician's ability to describe the features and functions of networking components and to install, configure and troubleshoot basic networking hardware, protocols and services

## Prerequisites

A High School Diploma or equivalency is required and Individuals should have basic knowledge of computers and operating systems.

## Acquired Skills

Students will be able to identify different types of computers, hardware components, manipulate and control Windows desktop, files, and disks, and change system settings. In addition, students will gain an understanding of how software applications work and how to install and configure them. For every device and process students will have a conceptual and hands on troubleshooting experience. Understanding networking and networking cabling, hubs, switches, routers, bridges, servers, workstations, IP subnetting, WAN/LAN typology, and firewalls.

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

Computer Repair Technician

PC / Network Support

Systems Support

PC Field Technician

## Course Information

Hours:	245	Approximately 13 weeks of instruction	Price:	\$6,100.00
Course				Hours
CompTIA A+				140
CompTIA Network+				105
*Three CompTIA Exam Vouchers and Exam Preps				



Price	\$5,039.00
CompTIA A+	\$68.00
CompTIA Network+	\$68.00
<b>Total Textbook Cost (required and non-refundable)</b>	<b>\$136.00</b>
<b>Exams (non-refundable)</b>	<b>\$850.00</b>
<b>Registration Fee (non-refundable)</b>	<b>\$75.00</b>
<b>Total Program Cost</b>	<b>\$6,100.00</b>

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

## A+, Network+, MCSA Windows 8

CalJOBS# 11100112000018

CRM ID: C10Socal

iTrain: 15030117190200

SBY: 3021

### General Course Description

The Microsoft Certified Solutions Associate credential proves that you have the skills to successfully support end-users and to successfully troubleshoot desktop environments that are running the Microsoft Windows operating system.

### Audience

The MCSA credential is for IT professionals who are working in the typically complex computing environment of small, medium, or large organizations.

### Prerequisites

A High School Diploma or equivalency is required

### Acquired Skills

You will be supporting users, troubleshooting desktop applications and Windows 8 operating systems. You will acquire basic computer hardware and software skills and knowledge. Basic networking skills and knowledge will be achieved.

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

Help Desk

PC Technician

PC/Desktop Support Analyst

### Course Information

Hours: 350	Approximately 18 weeks of instruction	Price:	\$6,695.00
Course			Hours
CompTIA A+			140
CompTIA Network+			70
20687 Configuring Windows 8 or 20697-1 Implementing and Managing Windows 10 or MD-100T01, MD-100T02, MD-100T03, MD-100T04			70
20688 Managing and Maintaining Windows 8 or 20697-2 Deploying and Managing Windows 10 Using Enterprise Services or MD-101T01, MD-101T02, MD-101T03			70
*Two Microsoft Exam Vouchers & Three CompTIA Exam Vouchers			

Price	\$4,684.00
CompTIA A+	\$68.00
CompTIA Network+	\$68.00
20687 Configuring Windows 8 or 20697-1 Implementing and Managing Windows 10 or MD-100T01, MD-100T02, MD-100T03, MD-100T04	\$250.00
20688 Managing and Maintaining Windows 8 or 20697-2 Deploying and Managing Windows 10 Using Enterprise Services or MD-101T01, MD-101T02, MD-101T03	\$250.00
<b>Total Textbook Cost (required and non-refundable)</b>	<b>\$636.00</b>
<b>Exams (non-refundable)</b>	<b>\$1,300.00</b>
<b>Registration Fee (non-refundable)</b>	<b>\$75.00</b>
<b>Total Program Cost</b>	<b>\$6,695.00</b>

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

## CompTIA Security + Certification

CalJOBS # 43011611000002

CRM ID: P18Socal

### General Course Description

This course will prepare students to pass the current **CompTIA Security+** certification exam. After taking this course, students will understand the field of network security and how it relates to other areas of information technology. This course also provides the broad-based knowledge necessary to prepare for further study in specialized security fields, or it can serve as a capstone course that gives a general introduction to the field.

### Objective

Upon successful completion of this course, students will be able to: - identify fundamental concepts of computer security. - identify security threats. - harden internal systems and services. - harden internetwork devices and services. - secure network communications. - establish security best practices for creating and running web-based applications. - manage public key infrastructure (PKI). - manage certificates. - enforce organizational security policies. - monitor the security infrastructure. - manage security incidents.

### Prerequisites

### At Course Completion

Upon successful completion of this course, students will be able to: - identify fundamental concepts of computer security. - identify security threats. - harden internal systems and services. - harden internetwork devices and services. - secure network communications. - manage public key infrastructure (PKI). - manage certificates. - enforce organizational security policies. - monitor the security infrastructure.

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

Security Management

Computer Security Specialist

Systems Support

### Program Information

Hours: 105	Approximately 7 weeks of instruction	Price	\$2,395.00
Course		Hours	
CompTIA Security+ Training		105	
*One CompTIA Exam Voucher and Exam Prep			
Price		\$1,877.00	
CompTIA Security+ Training		\$68.00	
Total Textbook Cost (required and non-refundable)		\$68.00	
Exam (non-refundable)		\$375.00	
Registration Fee (non-refundable)		\$75.00	
Total Program Cost		\$2,395.00	

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

# CompTIA Linux+ Certification

CalJOBS # 11010111000004

CRM ID: P16Socal

## General Course Description

This course provides what you need to prepare for the Linux+ exam, including key core elements of the Linux operating system - installation, file system, RPMs, network configuration, backup, restore, X Window, kernel configuration, application management.

## Prerequisite

A High School Diploma or equivalency is required  
CompTIA A+, CompTIA Network+

## Acquired Skills

This course provides what you need to prepare for the Linux+ exam, including key core elements of the Linux operating system - installation, file system, RPMs, network configuration, backup, restore, X Window, kernel configuration, application management

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

PC / Desktop Support

Systems Support

## Course Information

Hours:	105	Approximately 6 weeks of instruction	Price:	\$3,156.00
Course				Hours
CompTIA Linux+ Training				105
*Two CompTIA Exam Vouchers and Exam Preps				
Price				\$2,513.00
CompTIA Linux+ Training				\$68.00
Total Textbook Cost (required and non-refundable)				\$68.00
Exams (non-refundable)				\$500.00
Registration Fee (non-refundable)				\$75.00
Total Program Cost				\$3,156.00

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

## EC Council - CEH Certified Ethical Hacker

CalJOBS# 43011611000003

CRM ID: P20SoCal

### General Course Description

This class will immerse the student into an interactive environment where they will be shown how to scan, test, hack and secure their own systems. Students then learn how intruders escalate privileges and what steps can be taken to secure a system.

### Prerequisites

A High school diploma or equivalency is required.

### Acquired Skills

Students will learn about Intrusion Detection, Policy Creation, Social Engineering, DDoS Attacks, Buffer Overflows and Virus Creation. When a student leaves this intensive 5 day class they will have hands on understanding and experience in Ethical Hacking.

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

IT Security Specialist

Systems Security Analyst

Network Administrator

### Program Information

Hours: 160	Approximately 10 weeks of instruction	Price	<b>\$3,995.00</b>
Course		Hours	
Certified Ethical Hacker		160	
*One Exam Voucher and Exam Prep			
<b>Price</b>		<b>\$2,870.00</b>	
Certified Ethical Hacker		\$300.00	
<b>Total Textbook Cost (required and non-refundable)</b>		<b>\$300.00</b>	
<b>Exam (non-refundable)</b>		<b>\$750.00</b>	
<b>Registration Fee (non-refundable)</b>		<b>\$75.00</b>	
<b>Total Program Cost</b>		<b>\$3,995.00</b>	

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

## Network+ and Security+

CaJOBS# 11100311000007

CRM ID:C63SoCal

### General Course Description

CompTIA Network+ validates the knowledge and skills of networking professionals. It is an international, vendor-neutral certification that recognizes a technician's ability to describe the features and functions of networking components and to install, configure and troubleshoot basic networking hardware, protocols and services. CompTIA Security+ validates the knowledge and skills of a professional in the field of security, one of the fastest-growing fields in IT. Security+ proves competency in system security, network infrastructure, access control and organizational security.

### Prerequisites

A High School Diploma or equivalency is required and Individuals should have basic knowledge of computers and operating systems.

### Acquired Skills

Students will be able to identify different types of computers, hardware components, manipulate and control Windows desktop, files, and disks, and change system settings. In addition, students will gain an understanding of how software applications work and how to install and configure them. For every device and process students will have a conceptual and hands on troubleshooting experience. Understanding networking and networking cabling, hubs, switches, routers, bridges, servers, workstations, IP subnetting, WAN/LAN typology, and firewalls. Students will be able to identify fundamental concepts of computer security. - identify security threats. - harden internal systems and services. - harden internetwork devices and services. - secure network communications. - manage public key infrastructure (PKI). - manage certificates. - enforce organizational security policies. - monitor the security infrastructure.

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

Computer Repair Technician

PC / Network Support

Systems Support

PC Field Technician

### Course Information

Hours:	320	Approximately 12 weeks of instruction	Price:	\$5,200.00
Course				Hours
CompTIA Network+				160
CompTIA Security+				160
*Two CompTIA Exam Vouchers and Exam Preps				

Price	\$4,264.00
CompTIA Network+	\$68.00
CompTIA Security+	\$68.00
<b>Total Textbook Cost (required and non-refundable)</b>	<b>\$136.00</b>
<b>Exams (non-refundable)</b>	<b>\$725.00</b>
<b>Registration Fee (non-refundable)</b>	<b>\$75.00</b>
<b>Total Program Cost</b>	<b>\$5,200.00</b>

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



## CompTIA A+, Network+, Security+ Certification (DOD 8570)

CaJOBS# 11100112000004

CRM ID: P15SoCal

### General Course Description

CompTIA A+ is a program curriculum sponsored by CompTIA that increases the knowledge and technical competency of entry-level computer service technicians. A+ covers two main areas of competency: The Essentials class is followed by: IT Technician, Remote Support Technician, and Depot Technician. A+ is a non-vendor, non-product specific program. It provides industry-recognized valuable knowledge that may open doors with prospective employers or leads to job advancement opportunities. **CompTIA Network+** validates the knowledge and skills of networking professionals. It is an international, vendor-neutral certification that recognizes a technician's ability to describe the features and functions of networking components and to install, configure and troubleshoot basic networking hardware, protocols and services. **CompTIA Security+** validates the knowledge and skills of a professional in the field of security, one of the fastest-growing fields in IT. Security + proves competency in system security, network infrastructure, access control and organizational security.

### Prerequisites

A High school diploma or equivalency is required.

### Acquired Skills

Students will be able to identify different types of computers, hardware components, manipulate and control Windows desktop, files, and disks, and change system settings. In addition, students will gain an understanding of how software applications work and how to install and configure them. For every device and process students will have a conceptual and hands on troubleshooting experience. Understanding networking and networking cabling, hubs, switches, routers, bridges, servers, workstations, IP subnetting, WAN/LAN typology, and firewalls. Students will be able to identify fundamental concepts of computer security. - identify security threats. - harden internal systems and services. - harden internetwork devices and services. - secure network communications. - manage public key infrastructure (PKI). - manage certificates. - enforce organizational security policies. - monitor the security infrastructure.

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

Computer Repair Technician

PC / Network Support

Systems Support PC Field Technician

### Course Information

Hours: 350	Approximately 19 weeks of instruction	Price	\$7,073.00
Course		Hours	
CompTIA A+		140	
CompTIA Network+		105	
CompTIA Security+		105	
*Four CompTIA Exam Vouchers and Exam Preps			
Price		\$5,569.00	

CompTIA A+	\$68.00
CompTIA Network+	\$68.00
CompTIA Security+	\$68.00
<b>Total Textbook Cost (required and non-refundable)</b>	<b>\$204.00</b>
<b>Exams (non-refundable)</b>	<b>\$1,225.00</b>
<b>Registration Fee (non-refundable)</b>	<b>\$75.00</b>
<b>Total Program Cost</b>	<b>\$7,073.00</b>

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



# Information Technology Network Support Specialist Certificate Program

CalJOBS# 15-1151.00 -Computer User Support Specialists  
 CRM ID:



## General Course Description

Student will receive Basic Computer training to Networking to Cloud Administration. This program offers a rounded education in the IT World. This is a beginning course that will introduce the student to basic hardware and software with CompTIA A+ then introduce them to basic networking with CompTIA Network+. Students will round out their training with IT Security training. Training will be completed with an introduction to computing within the Cloud.

## Prerequisites

A High school diploma or equivalency is required.

## Acquired Skills

Students will learn how networks function, network components and their functions, TCP/IP networking, addressing and routing, remote access services, LAN/WAN, VPN, and Cisco IOS (software language). A junior Hardware installation, configuring and troubleshooting, Software installation, configuring and troubleshooting, Networking basics, IP addressing and services, Monitoring network services, Names resolution, IP addressing and services, File and print services, Network and remote access. Basic IT Security fundamentals will be mastered along with the foundations of Cloud computing.

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

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

## Course Information

Hours: 252	Approximately 14 weeks of instruction	Price	<b>\$8,900.00</b>
Course		Hours	
CompTIA A+ Training – Essentials IT/Remote/Depot/Technician		90	
CompTIA Network+ Training		54	
CompTIA Security+		54	
CompTIA Cloud+		54	
*Five CompTIA Exam Vouchers and Exam Preps			

Price	<b>\$8,628.00</b>
CompTIA A+ Training – Essentials IT/Remote/Depot/Technician	\$68.00
CompTIA Network+ Training	\$68.00
CompTIA Security+	\$68.00
CompTIA Cloud+	\$68.00
<b>Total Textbook Cost (required and non-refundable)</b>	<b>\$272.00</b>
<b>Exam</b>	<b>No Charge</b>
<b>Total Program Cost</b>	<b>\$8,900.00</b>

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



# Information Technology Network Support Specialist Certificate Program (Track TWO)

*Microsoft MCSA/MTA*

O\*Net 15-1142 15-1151 15-1143 11-3021 15-1152



## General Course Description

The Microsoft Certified Solutions Associate (MCSA): Windows Server certification shows that you have the minimum set of skills needed to hit the ground running, and differentiates you as better able to work with Windows Server in a real-world business context. This certification validates a set of primary Windows Server skills that are relevant across multiple solution areas.

## Prerequisites

A High school diploma or equivalency is required.

## Acquired Skills

A typical MCSA will support from 200 to 26,000 or more users at two to 100 physical locations. Typical network services and resources include messaging, file and print, proxy server or firewall, Internet and intranet, remote access, and client computer management. Connectivity needs include connecting branch offices and individual users in remote locations to the corporate network and connecting corporate networks to the Internet.

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

Network Administrator

Network Technician

PC/Network Support

Desktop Support

## Course Information

Hours: 252	Approximately 14 weeks of instruction	Price	<b>\$6,700.00</b>
Course		Hours	
Cloud Fundamentals		36	
Installation, Storage and Computer with Windows Server		54	
Networking with Windows Server		54	
Identity with Windows Server		54	
Professional Development Labs		18	
Constructive Conflict Management		18	
Excellence in Service		18	
*Three Microsoft Exam Vouchers and Exam Preps MTA-98-369			
<b>Price</b>		<b>\$5,770.00</b>	

Cloud Fundamentals	\$150.00
Installation, Storage and Computer with Windows Server	\$250.00
Networking with Windows Server	\$250.00
Identity with Windows Server	\$250.00
Professional Development Labs (No Courseware)	\$0.00
Constructive Conflict Management	\$10.00
Excellence in Service	\$20.00
<b>Total Textbook Cost (required and non-refundable)</b>	<b>\$930.00</b>
<b>Exam</b>	<b>Included</b>
<b>Total Program Cost</b>	<b>\$6,700.00</b>

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



# Information Technology Network Support Specialist Certificate Program (Track Three)

## *Cisco Certified Networking Administrator Program (CCNA) with Specialization*

O\*net 15-1121 15-1142 15-1151 15-1151 11-3021 11-3021 11-1152 15-1141



### General Course Description

Cisco Certified Network Associate Security (CCNA® Security) validates associate-level knowledge and skills required to secure Cisco networks. With a CCNA Security certification, a network professional demonstrates the skills required to develop a security infrastructure, recognize threats and vulnerabilities to networks, and mitigate security threats. The CCNA Security curriculum emphasizes core security technologies, the installation, troubleshooting and monitoring of network devices to maintain integrity, confidentiality and availability of data and devices, and competency in the technologies that Cisco uses in its security structure

### Prerequisites

A High school diploma or equivalency is required.

### Acquired Skills

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

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

Network Administrator

Support Engineer

LAN/WAN Administrator

Network Technician

### Course Information

Hours: 234	Approximately 13 weeks of instruction	Price	<b>\$8,400.00</b>
Course		Hours	
Interconnect Cisco Network Devices-ICND Part 1		54	
Interconnect Cisco Network Devices-ICND Part 2		54	
Implementing Cisco IOS Network Security ( <u>IINS</u> )		54	
Business Etiquette		9	
Professional Development labs		36	
Developing Successful Interpersonal Skills		27	
*Three Cisco Exam Vouchers and Exam Preps			

Price	<b>\$7,537.00</b>
Interconnect Cisco Network Devices-ICND Part 1	\$281.00
Interconnect Cisco Network Devices-ICND Part 2	\$281.00
Implementing Cisco IOS Network Security ( <u>IINS</u> )	\$281.00
Business Etiquette	\$10.00
Professional Development labs	\$0.00
Developing Successful Interpersonal Skills	\$10.00
<b>Total Textbook Cost (required and non-refundable)</b>	<b>\$863.00</b>
Exam	<b>Included</b>
<b>Total Program Cost</b>	<b>\$8,400.00</b>

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





# Network+, Security+, CASP Certification

CalJOBS# 11100111000026

CRM ID: C5Socal

## General Course Description

**CompTIA Network+** validates the knowledge and skills of networking professionals. It is an international, vendor-neutral certification that recognizes a technician's ability to describe the features and functions of networking components and to install, configure and troubleshoot basic networking hardware, protocols and services. **CompTIA Security+** validates the knowledge and skills of a professional in the field of security, one of the fastest-growing fields in IT. Security + proves competency in system security, network infrastructure, access control and organizational security. **The CompTIA Advanced Security Practitioner (CASP) certification** designates IT professionals with advanced-level security skills and knowledge.

## Prerequisites

A High school diploma or equivalency is required.

## Acquired Skills

Students will be able to identify different types of computers, hardware components, manipulate and control Windows desktop, files, and disks, and change system settings. In addition, students will gain an understanding of how software applications work and how to install and configure them. For every device and process students will have a conceptual and hands on troubleshooting experience. Understanding networking and networking cabling, hubs, switches, routers, bridges, servers, workstations, IP subnetting, WAN/LAN typology, and firewalls. Students will be able to identify fundamental concepts of computer security. - identify security threats. - harden internal systems and services. - harden internetwork devices and services. - secure network communications. - manage public key infrastructure (PKI). - manage certificates. - enforce organizational security policies. - monitor the security infrastructure. The CASP certification is an international, vendor-neutral exam that proves competency in enterprise security; risk management; research and analysis; and integration of computing, communications, and business disciplines.

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

PC / Network Support

Systems Support

## Course Information

Hours: 315	Approximately 16 weeks of instruction	Price	<b>\$7,395.00</b>
Course			Hours
CompTIA Network+			105
CompTIA Security+			105
CompTIA Advanced Security Practitioner (CASP)			105
*Three CompTIA Exam Vouchers and Exam Preps			

Price	\$5,916.00
CompTIA Network+	\$68.00
CompTIA Security+	\$68.00
CompTIA Advanced Security Practitioner (CASP)	\$68.00
<b>Total Textbook Cost (required and non-refundable)</b>	<b>\$204.00</b>
<b>Exams (non-refundable)</b>	<b>\$1,200.00</b>
<b>Registration Fee (non-refundable)</b>	<b>\$75.00</b>
<b>Total Program Cost</b>	<b>\$7,395.00</b>

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

## CompTIA Training & Certification A+, Network +, Security + (8570), Cloud Essentials

CalJOBS# 47010411000018

CRM ID: C15Socal

New Horizons Career Development Solutions is proud to offer CompTIA courses and training to help you prepare for CompTIA certifications or advance your skills. CompTIA is an internationally-recognized association representing the technology community. CompTIA has developed specialized certification programs which assure employers of a candidate's basic technology skills.

**CompTIA A+** is a program curriculum sponsored by CompTIA that increases the knowledge and technical competency of entry-level computer service technicians. A+ covers two main areas of competency: The Essentials class is followed by: IT Technician, Remote Support Technician, and Depot Technician. A+ is a non-vendor, non-product specific program. It provides industry-recognized valuable knowledge that may open doors with prospective employers or leads to job advancement opportunities. **CompTIA Network+** validates the knowledge and skills of networking professionals. It is an international, vendor-neutral certification that recognizes a technician's ability to describe the features and functions of networking components and to install, configure and troubleshoot basic networking hardware, protocols and services. **CompTIA Security+** validates the knowledge and skills of a professional in the field of security, one of the fastest-growing fields in IT. Security + proves competency in system security, network infrastructure, access control and organizational security. **CompTIA Cloud Essentials** Not since the emergence of the World Wide Web has a single technology prompted such a significant shift in how businesses operate. At the simplest level, Cloud computing changes the way customers interact with their data and applications. Instead of being stored on local hard drives or network servers, data and applications can be stored on a remote host that can be accessed at any time— from any location— using the Internet and a simple web browser

### Prerequisites

A High school diploma or equivalency is required .

### Acquired Skills

Students will be able to identify different types of computers, hardware components, manipulate and control Windows desktop, files, and disks, and change system settings. In addition, students will gain an understanding of how software applications work and how to install and configure them. For every device and process students will have a conceptual and hands on troubleshooting experience. Understanding networking and networking cabling, hubs, switches, routers, bridges, servers, workstations, IP subnetting, WAN/LAN typology, and firewalls. Students will be able to identify fundamental concepts of computer security. - identify security threats. - harden internal systems and services. - harden internetwork devices and services. - secure network communications. - manage public key infrastructure (PKI). - manage certificates. - enforce organizational security policies. - monitor the security infrastructure. Overview of Cloud Computers – Technical Challenges, Adoption, Business Value, etc.

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

Computer Repair Technician

PC / Network Support

Systems Support

PC Field Technician

### Course Information

Hours: 371	Approximately 21 weeks of instruction	Price	<b>\$9,400.00</b>
Course			Hours
CompTIA A+			140
CompTIA Network+			105
CompTIA Security+			105
CompTIA Cloud Essentials			21
*Five CompTIA Exam Vouchers and Exam Preps			

<b>Price</b>	<b>\$7,534.00</b>
CompTIA A+	\$68.00
CompTIA Network+	\$68.00
CompTIA Security+	\$68.00
CompTIA Cloud Essentials	\$68.00
<b>Total Textbook Cost (required and non-refundable)</b>	<b>\$272.00</b>
<b>Exams (non-refundable)</b>	<b>\$1,519.00</b>
<b>Registration Fee (non-refundable)</b>	<b>\$75.00</b>
<b>Total Program Cost</b>	<b>\$9,400.00</b>

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

# Certified Information Systems Security Professional (CISSP)

CalJOBS# 11100311000006

CRM ID: C41Social

## General Course Description

This is a very in-depth, comprehensive class designed for security professionals. You will get to understand the “Common Body of Knowledge” which contains a common framework of security terms and principals used by security professionals worldwide. You will learn about the core information security triad and assurance tenets: confidentiality, integrity and availability Access control systems and methodology

## Prerequisites

A High school diploma or equivalency is required

## Acquired Skills

The training you receive will move you towards mastering the ten security domains as described by the (ISC)2. Main focus: Access Control Systems and Methodology, Application and systems development security, Cryptography, Law and Ethics, Operations Security, Physical Security, Security Management Practices and Telecommunications and Networking Security.

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

PC / Network Administrator

Security Analyst

Certified Hacker

## Program Information

Hours: 160	Approximately 8 weeks of instruction	Price	\$3,595.00
Course		Hours	
Certified Information Systems Security Professional (CISSP)		160	
Price		\$3,460.00	
Certified Information Systems Security Professional (CISSP)		\$60.00	
Total Textbook Cost (required and non-refundable)		\$60.00	
No Exam Included		\$0.00	
Registration Fee (non-refundable)		\$75.00	
Total Program Cost		\$3,595.00	

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

# Certified Information Systems Security Professional (CISSP) and ITIL

CaJOBS# 11100311000008

CRM ID: C42SoCal

## General Course Description

This is a very in-depth, comprehensive class designed for security professionals. You will get to understand the "Common Body of Knowledge" which contains a common framework of security terms and principals used by security professionals worldwide. You will learn about the core information security triad and assurance tenets: confidentiality, integrity and availability access control systems and methodology

In the ITIL Foundations course the student will learn how to effectively organize and work within a team environment.

## Prerequisites

A High School Diploma or equivalency is required and Security+

## Acquired Skills

The training you receive will move you towards mastering the ten security domains as described by the (ISC)2. Main focus: Access Control Systems and Methodology, Application and systems development security, Cryptography, Law and Ethics, Operations Security, Physical Security, Security Management Practices and Telecommunications and Networking Security.

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

PC / Network Administrator

Security Analyst

Certified Hacker

## Course Information

Hours:	195	Approximately 8 weeks of instruction	Price:	\$5,000.00
Course				Hours
ITIL				35
Certified Information Systems Security Professional (CISSP)				160
Price				\$4,715.00
ITIL				\$150.00
Certified Information Systems Security Professional (CISSP)				\$60.00
Total Textbook Cost (required and non-refundable)				\$210.00
No Exam Included				\$0.00
Registration Fee (non-refundable)				\$75.00
Total Program Cost				\$5,000.00

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



# Computer Hacking Forensics Investigator (CHFI)

CalJOBS# 11100311000002

CRM ID: C6SoCal

## General Course Description

This course will provide participants the necessary skills to identify an intruder's footprint and to properly gather the necessary evidence to prosecute in the court of law.

Computer forensics enables the systematic and careful identification of evidence in computer related crime and abuse cases. This may range from tracing the tracks of a hacker through a client's systems, to tracing the originator of defamatory emails, to recovering signs of fraud.

## Prerequisites

A High school diploma or equivalency is required

## Acquired Skills

Computer forensics enables the systematic and careful identification of evidence in computer related crime and abuse cases. This may range from tracing the tracks of a hacker through a client's systems, to tracing the originator of defamatory emails, to recovering signs of fraud.

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

PC / Network Administrator

Security Analyst

Certified Hacker

## Program Information

Hours: 160	Approximately 9 weeks of instruction	Price	<b>\$3,995.00</b>
Course		Hours	
Computer Hacking Forensics Investigator (CHFI)		160	
*One Exam Voucher and Exam Prep			
Price		<b>\$3,120.00</b>	
Computer Hacking Forensics Investigator (CHFI)			
Total Textbook Cost (required and non-refundable)		<b>\$300.00</b>	
Exam (non-refundable)		<b>\$500.00</b>	
Registration Fee (non-refundable)		<b>\$75.00</b>	
Total Program Cost		<b>\$3,995.00</b>	

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

# Security Professional Program

CalJOBS# 43011611000001

CRM ID: P60Socal

## General Course Description

This high level security program is a combination of CompTIA Security +, Certified Ethical Hacker (CEH) or Computer Hacking Forensics Investigator (CHFI) and Certified Information Systems Security Professional (CISSP). These courses provide a very in-depth, comprehensive approach designed for security professionals. This program will take you from basic computer infrastructure security to learning how to prevent security threats from hackers in addition to learning the “Common Body of Knowledge” which contains a common framework of security terms and principals used by security professionals worldwide.

## Prerequisites

The program is designed for experienced technology professionals who have knowledge of networks and server environments. Students should have some experience with Information Security concepts and practices. To earn the CISSP® certification, 4 years of full-time experience in information security or 3 years plus a B.S. degree is required.

## Acquired Skills

Upon successful completion of this program, students will be able to: - identify fundamental concepts of computer security. - Harden internal systems and services - enforce organizational security policies. - monitor the security infrastructure- Scan, test, hack and secure their own systems- Master the ten security domains as described by the (ISC)2.

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

PC / Network Administrator

Security Analyst

Certified Hacker

## Course Information

Hours:	425	Approximately 22 weeks of instruction	Price:	\$8,700.00
Course				Hours
CompTIA Security +				105
Certified Ethical Hacker (CEH) <b>OR</b> Computer Hacking Forensics Investigator (CHFI)				160
Certified Information Systems Security Professional (CISSP)				160
*Two Exam Vouchers (CISSP Voucher not Included) and Exam Preps (CISSP not Included)				



Price	\$7,072.00
CompTIA Security +	\$68.00
Certified Ethical Hacker (CEH) <b>OR</b> Computer Hacking Forensics Investigator (CHFI)	\$300.00
Certified Information Systems Security Professional (CISSP)	\$60.00
<b>Total Textbook Cost (required and non-refundable)</b>	<b>\$428.00</b>
<b>Exams (non-refundable)</b>	<b>\$1,125.00</b>
<b>Registration Fee (non-refundable)</b>	<b>\$75.00</b>
<b>Total Program Cost</b>	<b>\$8,700.00</b>

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

## Security Professional Program with Computer Hacking Forensics Investigator (CHF)

CalJOBS# 43011611000000

CRM ID: P61Socal

### General Course Description

This high level security program is a combination of CompTIA Security +, Certified Ethical Hacker (CEH), Computer Hacking Forensics Investigator (CHF) and Certified Information Systems Security Professional (CISSP). These courses provide a very in-depth, comprehensive approach designed for security professionals. This program will take you from basic computer infrastructure security to learning how to prevent security threats from hackers in addition to learning the "Common Body of Knowledge" which contains a common framework of security terms and principals used by security professionals worldwide.

### Prerequisites

A High school diploma or equivalency is required.

### Acquired Skills

Upon successful completion of this program, students will be able to: - identify fundamental concepts of computer security. - Harden internal systems and services - enforce organizational security policies. - monitor the security infrastructure- Scan, test, hack and secure their own systems- Master the ten security domains as described by the (ISC)2.

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

PC / Network Administrator

Security Analyst

Certified Hacker

### Program Information

Hours: 585	Approximately 32 weeks of instruction	Price	<b>\$10,300.00</b>
Course		Hours	
CompTIA Security +		105	
Certified Ethical Hacker (CEH)		160	
Computer Hacking Forensics Investigator (CHF)		160	
Certified Information Systems Security Professional (CISSP)		160	
*Three Exam Vouchers (CISSP Voucher not Included) and Exam Preps (CISSP not Included)			

Price	\$7,872.00
CompTIA Security +	\$68.00
Certified Ethical Hacker (CEH)	\$300.00
Computer Hacking Forensics Investigator (CHFI)	\$300.00
Certified Information Systems Security Professional (CISSP)	\$60.00
<b>Total Textbook Cost (required and non-refundable)</b>	<b>\$728.00</b>
<b>Exams (non-refundable)</b>	<b>\$1,625.00</b>
<b>Registration Fee (non-refundable)</b>	<b>\$75.00</b>
<b>Total Program Cost</b>	<b>\$10,300.00</b>

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

## Cisco® Certified Entry Networking Technician Program (CCENT)

CalJOBS# 11100111000007

CRM ID: P9Social

### General Course Description

The Cisco CCENT (Cisco Certified Entry Networking Technician) certification validates the skills required for entry-level network support positions, the starting point for many successful careers in networking. Candidates should have the knowledge and skill to install, operate and troubleshoot a small enterprise branch network, including basic network security.

### Prerequisites

A High school diploma or equivalency is required.

### Acquired Skills

Knowledge of how to install, operate and troubleshoot a small network, including basic network security.

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

Entry Level Network Support

WAN/LAN Administrator

Network Technician

Help Desk Support

### Course Information

Hours: 105	Approximately 7 weeks of instruction	Price	<b>\$3,295.00</b>
Course		Hours	
Interconnect Cisco Network Devices-ICND Part 1		105	
*One Cisco Exam Voucher and Exam Prep			
Price		<b>\$2,739.00</b>	
Interconnect Cisco Network Devices-ICND Part 1		\$281.00	
<b>Total Textbook Cost (required and non-refundable)</b>		<b>\$281.00</b>	
Exam (non-refundable)		<b>\$200.00</b>	
Registration Fee (non-refundable)		<b>\$75.00</b>	
<b>Total Program Cost</b>		<b>\$3,295.00</b>	

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

## Cisco® Certified Networking Administrator Program (CCNA)

CCNA Routing and Switching

CalJOBS# 11100112000001

CRM ID: P10SoCal

iTrain Program Number: 11050117300100 SBY: 3030

### General Course Description

The Cisco CCNA network associate certification validates the ability to install, configure, operate, and troubleshoot medium-size routed and switched networks, including implementation and verification of connections to remote sites in a WAN. This new curriculum includes basic mitigation of security threats, introduction to wireless networking concepts and terminology, and performance-based skills.

### Prerequisites

A High school diploma or equivalency is required.

### Acquired Skills

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

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

Network Administrator

Support Engineer

Network Technician

LAN/WAN Administrator

### Course Information

Hours: 210	Approximately 12 weeks of instruction	Price	<b>\$5,695.00</b>
Course		Hours	
Interconnect Cisco Network Devices-ICND Part 1		105	
Interconnect Cisco Network Devices-ICND Part 2		105	
*Two Cisco Exam Vouchers and Exam Prep			
<b>Price</b>		<b>\$4,658.00</b>	
Interconnect Cisco Network Devices-ICND Part 1		\$281.00	
Interconnect Cisco Network Devices-ICND Part 2		\$281.00	
<b>Total Textbook Cost (required and non-refundable)</b>		<b>\$562.00</b>	
<b>Exams (non-refundable)</b>		<b>\$400.00</b>	
<b>Registration Fee (non-refundable)</b>		<b>\$75.00</b>	
<b>Total Program Cost</b>		<b>\$5,695.00</b>	

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

## Cisco® Certified Entry Level Networking Technician (CCENT) with CompTIA - Network+

CalJOBS# 11100611000050

CRM ID: C8SoCal

### General Course Description

CompTIA Network+ validates the knowledge and skills of networking professionals. It is an international, vendor-neutral certification that recognizes a technician's ability to describe the features and functions of networking components and to install, configure and troubleshoot basic networking hardware, protocols and services.

The Cisco CCENT (Cisco Certified Entry Networking Technician) certification validates the skills required for entry-level network support positions, the starting point for many successful careers in networking. Candidates should have the knowledge and skill to install, operate and troubleshoot a small enterprise branch network, including basic network security.

### Prerequisites

A High School Diploma or equivalency is required and student should have Help Desk or server experience. It is recommended that student has successfully completed CompTIA A+.

### Acquired Skills

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

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

Network Administrator

Support Engineer

Network Technician

LAN/WAN Administrator

### Course Information

Hours: 220	Approximately 16 weeks of instruction	Price	<b>\$5,700.00</b>
Course		Hours	
CompTIA Network+ Training		110	
Interconnect Cisco Network Devices-ICND Part 1		110	
*Two Cisco Exam Vouchers, One CompTIA Exam Voucher and Exam Preps			
<b>Price</b>		<b>\$4,726.00</b>	
CompTIA Network+ Training		\$68.00	
Interconnect Cisco Network Devices-ICND Part 1		\$281.00	
<b>Total Textbook Cost (required and non-refundable)</b>		<b>\$349.00</b>	
<b>Exams (non-refundable)</b>		<b>\$550.00</b>	
<b>Registration Fee (non-refundable)</b>		<b>\$75.00</b>	
<b>Total Program Cost</b>		<b>\$5,700.00</b>	

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

## Cisco® Certified Entry Level Networking Technician (CCENT) with CompTIA - Linux+

CaJOBS# 15120111000001

CRM ID: C45SoCal

### General Course Description

This program will prepare you for the Linux+ exam and will train you in key core elements of the Linux operating system - installation, file system, RPMs, network configuration, backup, restore, X Window, kernel configuration, application management.

The Cisco CCENT (Cisco Certified Entry Networking Technician) certification validates the skills required for entry-level network support positions, the starting point for many successful careers in networking. Candidates should have the knowledge and skill to install, operate and troubleshoot a small enterprise branch network, including basic network security.

#### Audience

This course is appropriate for experienced Linux/Cisco Administrators, Network Admin, Systems Administrators, IT Professionals, IS Administrators, Network Technicians, and Technical Support Specialists.

#### Prerequisites

A High School Diploma or equivalency is required and student should have Help Desk or server experience. It is recommended that student has successfully completed CompTIA A+.

#### Acquired Skills

Students will learn how networks function, network components and their functions, TCP/IP networking, addressing and routing, remote access services, LAN/WAN, VPN, Cisco IOS (software language). In the Linux operating system - installation, file system, RPMs, network configuration, backup, restore, X Window, kernel configuration, application management.

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

Network Administrator

Support Engineer

Network Technician

LAN/WAN Administrator

### Course Information

Hours:	270	Approximately 12 weeks of instruction	Price:	<b>\$5,200.00</b>
Course				Hours
CompTIA Linux+ Training				135
Interconnect Cisco Network Devices-ICND Part 1				135
*One Cisco Exam Voucher, One CompTIA Exam Voucher and Exam Preps				
<b>Price</b>				<b>\$4,076.00</b>
CompTIA Linux+ Training				\$68.00
Interconnect Cisco Network Devices-ICND Part 1				\$281.00
<b>Total Textbook Cost (required and non-refundable)</b>				<b>\$349.00</b>
<b>Exams (non-refundable)</b>				<b>\$700.00</b>
<b>Registration Fee (non-refundable)</b>				<b>\$75.00</b>
<b>Total Program Cost</b>				<b>\$5,200.00</b>

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

## Cisco® Certified Networking Administrator Program (CCNA) with CompTIA - Network+

CCNA Routing and Switching  
CalJOBS# 11100112000002

CRM ID: P11Socal

iTrain Program Number: 47010417300100

SBY: 3055

**General Course Description** CompTIA Network+ validates the knowledge and skills of networking professionals. It is an international, vendor-neutral certification that recognizes a technician's ability to describe the features and functions of networking components and to install, configure and troubleshoot basic networking hardware, protocols and services.

The Cisco CCNA network associate certification validates the ability to install, configure, operate, and troubleshoot medium-size routed and switched networks, including implementation and verification of connections to remote sites in a WAN. This new curriculum includes basic mitigation of security threats, introduction to wireless networking concepts and terminology, and performance-based skills.

### Prerequisites

A High school diploma or equivalency is required.

### Acquired Skills

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

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

Network Administrator

Support Engineer

Network Technician

LAN/WAN Administrator

### Course Information

Hours: 320	Approximately 16 weeks of instruction	Price	<b>\$6,995.00</b>
Course		Hours	
CompTIA Network+ Training		110	
Interconnect Cisco Network Devices-ICND Part 1		105	
Interconnect Cisco Network Devices-ICND Part 2		105	
*Two Cisco Exam Vouchers, One CompTIA Exam Voucher and Exam Preps			
<b>Price</b>		<b>\$5,540.00</b>	
CompTIA Network+ Training		\$68.00	
Interconnect Cisco Network Devices-ICND Part 1		\$281.00	
Interconnect Cisco Network Devices-ICND Part 2		\$281.00	
<b>Total Textbook Cost (required and non-refundable)</b>		<b>\$630.00</b>	
<b>Exams (non-refundable)</b>		<b>\$750.00</b>	
<b>Registration Fee (non-refundable)</b>		<b>\$75.00</b>	
<b>Total Program Cost</b>		<b>\$6,995.00</b>	

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



## Cisco® Certified Networking Administrator Program (CCNA) with Specialization

CCNA Routing and Switching

CaJOBS# 11010111000005

CRM ID: P12Social

### General Course Description

Cisco Certified Network Associate Security (CCNA® Security) validates associate-level knowledge and skills required to secure Cisco networks. With a CCNA Security certification, a network professional demonstrates the skills required to develop a security infrastructure, recognize threats and vulnerabilities to networks, and mitigate security threats. The CCNA Security curriculum emphasizes core security technologies, the installation, troubleshooting and monitoring of network devices to maintain integrity, confidentiality and availability of data and devices, and competency in the technologies that Cisco uses in its security structure

The Cisco Certified Network Associate Voice (CCNA® Voice) validates associate-level knowledge and skills required to administer a voice network. The Cisco® CCNA Voice certification confirms that the required skill set for specialized job roles in voice technologies such as voice technologies administrator, voice engineer, and voice manager. It validates skills in VoIP technologies such as IP PBX, IP telephony, handset, call control, and voicemail solutions

The Cisco Certified Network Associate Wireless (CCNA® Wireless) validate your ability to configure, implement and support wireless LANs using Cisco equipment. Join that growing number of IT professionals who can manage a wireless LAN configuration across all access points and stations by becoming CCNA Wireless certified.

### Prerequisites

A High school diploma or equivalency is required.

### Acquired Skills

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

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

Network Administrator

Support Engineer

LAN/WAN Administrator

Network Technician

### Course Information

Hours: 320	Approximately 16 weeks of instruction	Price	\$8,400.00
Course		Hours	
Implementing Cisco IOS Network Security ( <u>IINS</u> ) or Introducing Cisco Voice and Unified Communications Administration v8.0 ( <u>ICOMM</u> ) or Implementing Cisco Unified Wireless Networking Essentials ( <u>IUWNE</u> ) or Implementing Cisco Wireless Network Fundamentals (WIFUND)		110	
Interconnect Cisco Network Devices-ICND Part 1		105	
Interconnect Cisco Network Devices-ICND Part 2		105	
*Three Cisco Exam Vouchers and Exam Preps			

Price	\$6,782.00
Implementing Cisco IOS Network Security ( <u>IINS</u> ) or Introducing Cisco Voice and Unified Communications Administration v8.0 ( <u>ICOMM</u> ) or Implementing Cisco Unified Wireless Networking Essentials ( <u>IUWNE</u> ) or Implementing Cisco Wireless Network Fundamentals (WIFUND)	\$281.00
Interconnect Cisco Network Devices-ICND Part 1	\$281.00
Interconnect Cisco Network Devices-ICND Part 2	\$281.00
<b>Total Textbook Cost (required and non-refundable)</b>	<b>\$843.00</b>
<b>Exams (non-refundable)</b>	<b>\$700.00</b>
<b>Registration Fee (non-refundable)</b>	<b>\$75.00</b>
<b>Total Program Cost</b>	<b>\$8,400.00</b>

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

## Cisco® Professional Program (CCNP)

CalJOBS# 11100111000007

CRM ID: P13SoCal

### General Course Description

The CCNP Program (Cisco Certified Network Professional) indicates advanced or journeyman knowledge of networks. A CCNP validates the network professional can install, configure, and troubleshoot local and wide area networks for enterprise organizations with networks from 100 to more than 500 nodes.

### Prerequisites

A High school diploma or equivalency is required.

### Acquired Skills

The CCNP certifies an individual's networking skills at the advanced level. A CCNP certification shows that you can install, configure, and operate LAN, WAN, and dial access services for larger (100- to 500-node) multiprotocol networks.

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

Network Administrator	Level 2 Support Engineer	Network Technician
Support Engineer	Deployment Engineer	LAN/WAN Administrator

### Course Information

Hours: 525	Approximately 31 weeks of instruction	Price	\$11,300.00
Course		Hours	
Implementing Cisco IP Routing ( <u>ROUTE</u> )		175	
Implementing Cisco IP Switched Networks ( <u>SWITCH</u> )		175	
Troubleshooting and Maintaining Cisco IP Networks ( <u>TSHOOT</u> )		175	
*Three Cisco Exam Vouchers and Exam Preps			
<b>Price</b>		<b>\$9,332.00</b>	
Implementing Cisco IP Routing ( <u>ROUTE</u> )		\$281.00	
Implementing Cisco IP Switched Networks ( <u>SWITCH</u> )		\$281.00	
Troubleshooting and Maintaining Cisco IP Networks ( <u>TSHOOT</u> )		\$281.00	
<b>Total Textbook Cost (required and non-refundable)</b>		<b>\$843.00</b>	
<b>Exams (non-refundable)</b>		<b>\$1,050.00</b>	
<b>Registration Fee (non-refundable)</b>		<b>\$75.00</b>	
<b>Total Program Cost</b>		<b>\$11,300.00</b>	

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

## Cisco® Certified Network Professional Security Professional Program (CCNP Security)

CalJOBS# 11999911000004

CRM ID: C26SoCal

### General Course Description

Cisco Certified Network Professional Security (CCNP® Security) validates advanced knowledge and skills required to secure Cisco networks. With a CCNP Security certification, a network professional demonstrates the skills required to secure and manage network infrastructures to protect productivity, mitigate threats, and reduce costs.

### Prerequisites

A High school diploma or equivalency is required.

### Acquired Skills

The CCNP Security curriculum emphasizes Cisco Router IOS (ISR) and Catalyst Switch security features, Adaptive Security Appliance (ASA), secure VPN connectivity, Intrusion Prevention Systems (IPS), Cisco Security Agent (CSA), Security Enterprise and Device Management, Network Admission Control (NAC) as well as techniques to optimize these technologies in a single, integrated network security solution. In addition, CCSP leverages the new CCNA Security certification as a prerequisite.

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

Network Administrator

Support Engineer

Network Technician

LAN/WAN Administrator

### Course Information

Hours: 875	Approximately 44 weeks of instruction	Price	<b>\$19,000.00</b>
Course		Hours	
Implementing Cisco IOS Network Security ( <u>IINS</u> ) v1.0		175	
Securing Networks with Cisco Routers and Switches (SECURE) v1.0 or Implementing Cisco Secure Access Solutions (SISAS)		175	
Implementing Cisco Intrusion Prevention System v7.0 ( <u>IPS v7.0</u> ) or Implementing Cisco Edge Network Security Solutions (SENS)		175	
Deploying Cisco ASA Firewall Solutions v1.0 ( <u>FIREWALL v1.0</u> ) or Implementing Cisco Secure Mobility Solutions (SIMOS)		175	
Deploying Cisco ASA VPN Solutions ( <u>VPN v1.0</u> ) or Implementing Cisco Threat Control Solutions (SITCS)		175	
*Five Cisco Exam Vouchers and Exam Preps			

<b>Price</b>	<b>\$16,020.00</b>
Implementing Cisco IOS Network Security ( <u>IINS</u> ) v1.0	\$281.00
Securing Networks with Cisco Routers and Switches ( <u>SECURE</u> ) v1.0 or Implementing Cisco Secure Access Solutions ( <u>SISAS</u> )	\$281.00
Implementing Cisco Intrusion Prevention System v7.0 ( <u>IPS v7.0</u> ) or Implementing Cisco Edge Network Security Solutions ( <u>SENS</u> )	\$281.00
Deploying Cisco ASA Firewall Solutions v1.0 ( <u>FIREWALL v1.0</u> ) or Implementing Cisco Secure Mobility Solutions ( <u>SIMOS</u> )	\$281.00
Deploying Cisco ASA VPN Solutions ( <u>VPN v1.0</u> ) or Implementing Cisco Threat Control Solutions ( <u>SITCS</u> )	\$281.00
<b>Total Textbook Cost (required and non-refundable)</b>	<b>\$1,405.00</b>
<b>Exams (non-refundable)</b>	<b>\$1,500.00</b>
<b>Registration Fee (non-refundable)</b>	<b>\$75.00</b>
<b>Total Program Cost</b>	<b>\$19,000.00</b>

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

# Cisco® Certified CCNP Wireless Certification

CRM ID: C44SoCal

## General Course Description

CCNP Wireless certification addresses the need for designing, implementing, and operating Cisco Wireless networks and mobility infrastructures. CCNP Wireless certification emphasizes wireless networking principles and theory. It also recognizes the expertise and technical acumen of wireless professionals who can assess and translate network business requirements into technical specifications that in turn, are incorporated into successful installations.

## Prerequisites

A High school diploma or equivalency is required.

## Acquired Skills

Plan and conduct a wireless site survey, to design the RF network and to conduct a post installation assessment to ensure compliancy. Integrate VoWLAN services into the wireless network, implement QoS, as well as support multicast, video and high bandwidth applications into the wireless network. . Integrate mobility services into the network; tune and troubleshoot the WLAN and implement indoor enterprise mesh networks

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

Network Administrator      Support Engineer      Network Technician      LAN/WAN Administrator

## Course Information

Hours: 875	Approximately 44 weeks of instruction	Price	<b>\$19,000.00</b>
Course		Hours	
Conducting Cisco Unified Wireless Site Survey (CUWSS) or Designing Cisco Wireless Enterprise Networks (WIDESIGN)		175	
Implementing Cisco Unified Wireless Voice Networks (IUWVN) or Deploying Cisco Wireless Enterprise Networks (WIDEPLOY)		175	
Implementing Cisco Unified Mobility Services (IUWMS) or Troubleshooting Cisco Wireless Enterprise Networks (WITSHOOT)		175	
Implementing Advanced Cisco Unified Wireless Security (IAUWS) or Securing Cisco Wireless Enterprise Networks (WISECURE)		175	
Implementing Cisco Unified Wireless Networking Essentials (IUWNE)		175	
*Five Cisco Exam Vouchers and Exam Preps			

<b>Price</b>	<b>\$16,020.00</b>
Conducting Cisco Unified Wireless Site Survey ( <u>CUWSS</u> ) or Designing Cisco Wireless Enterprise Networks ( <u>WIDESIGN</u> )	\$281.00
Implementing Cisco Unified Wireless Voice Networks ( <u>IUWVN</u> ) or Deploying Cisco Wireless Enterprise Networks ( <u>WIDEPLOY</u> )	\$281.00
Implementing Cisco Unified Mobility Services ( <u>IUWMS</u> ) or Troubleshooting Cisco Wireless Enterprise Networks ( <u>WITSHOOT</u> )	\$281.00
Implementing Advanced Cisco Unified Wireless Security ( <u>IAUWS</u> ) or Securing Cisco Wireless Enterprise Networks ( <u>WISECURE</u> )	\$281.00
Implementing Cisco Unified Wireless Networking Essentials ( <u>IUWNE</u> )	\$281.00
<b>Total Textbook Cost (required and non-refundable)</b>	<b>\$1,405.00</b>
<b>Exams (non-refundable)</b>	<b>\$1,500.00</b>
<b>Registration Fee (non-refundable)</b>	<b>\$75.00</b>
<b>Total Program Cost</b>	<b>\$19,000.00</b>

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

## MCDST/MCTS – Microsoft® Certified Desktop Support Technician Program

MCSA Windows

CalJOBS# 11100611000029

CRM ID: C52SoCal

### General Course Description

The Microsoft Certified Solutions Associate (MCSA) credential proves that you have the skills to successfully support end-users and to successfully troubleshoot desktop environments that are running the Microsoft Windows operating system.

### Prerequisites

A High school diploma or equivalency is required.

### Acquired Skills

You will be supporting users, troubleshooting desktop applications and Windows 7 or Windows 8 operating systems.

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

Help Desk

PC Technician

PC/Desktop Support Analyst

### Course Information

Hours: 280	Approximately 16 weeks of instruction	Price	\$7,595.00
Course		Hours	
CompTIA A+		140	
CompTIA Network+		70	
(20687 Configuring Windows 8 and 20688 Managing and Maintaining Windows 8) or (20697-1 Implementing and Managing Windows 10 and 20697-2 Deploying and Managing Windows 10 Using Enterprise Services) or (MD-100T01, MD-100T02, MD-100T03, MD-100T04, MD-101T01, MD-101T02, MD-101T03)		70	
*One Microsoft Exam Voucher, Three CompTIA Exam Vouchers and Exam Preps			
<b>Price</b>		<b>\$5,809.00</b>	
CompTIA A+		\$68.00	
CompTIA Network+		\$68.00	
(20687 Configuring Windows 8 and 20688 Managing and Maintaining Windows 8) or (20697-1 Implementing and Managing Windows 10 and 20697-2 Deploying and Managing Windows 10 Using Enterprise Services) or (MD-100T01, MD-100T02, MD-100T03, MD-100T04, MD-101T01, MD-101T02, MD-101T03)		\$500.00	
<b>Total Textbook Cost (required and non-refundable)</b>		<b>\$636.00</b>	
<b>Exams (non-refundable)</b>		<b>\$1,075.00</b>	
<b>Registration Fee (non-refundable)</b>		<b>\$75.00</b>	
<b>Total Program Cost</b>		<b>\$7,595.00</b>	

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



## Microsoft® Certified Desktop Support Technician MCAS Program

CalJOBS# 11109911000004

CRM ID: C61SoCal

### General Course Description

The Microsoft Certified Desktop Support Technician credential proves that you have the skills to successfully support end-users and to successfully troubleshoot desktop environments that are running the Microsoft Windows operating system. The Microsoft Certified Application Specialist (MCAS) credential is a globally recognized standard that validates skills with using the 2007 Microsoft Office system and Windows Vista. The successor to the Microsoft Office Specialist (MOS) credential, the Microsoft Certified Application Specialist credential meets the demand for the most up-to-date skills on the latest technologies from Microsoft

### Audience

The Desktop credential is for IT professionals who are working in the typically complex computing environment of small, medium, or large organizations.

### Prerequisites

A High School Diploma or equivalency is required and the candidate should be familiar with PC.

### Acquired Skills

You will be supporting users, troubleshooting desktop applications and operating systems.

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

Help Desk

PC Technician

PC/Desktop Support Analyst

### Course Information

Hours: 659	Approximately 33 weeks of instruction	Price:	\$10,575.00
Course			Hours
CompTIA A+			168
CompTIA Network+			90
(20687 Configuring Windows 8 and 20688 Managing and Maintaining Windows 8) or (20697-1 Implementing and Managing Windows 10 and 20697-2 Deploying and Managing Windows 10 Using Enterprise Services) or (MD-100T01, MD-100T02, MD-100T03, MD-100T04, MD-101T01, MD-101T02, MD-101T03)			63
6293 Troubleshooting and Supporting Windows 7 in the Enterprise			21
Microsoft Windows Levels One and Two			32
Microsoft Word Levels One, Two and Three			48
Microsoft Excel Levels One, Two and Three			48
Microsoft Outlook Levels One, Two and Three			48
Microsoft Power Point Levels One and Two			32
Microsoft Access Levels One, Two and Three			109
*Two Microsoft Exam Vouchers, Three CompTIA Exam Vouchers and Exam Preps			

Price	<b>\$8,014.00</b>
CompTIA A+	\$68.00
CompTIA Network+	\$68.00
(20687 Configuring Windows 8 and 20688 Managing and Maintaining Windows 8) or (20697-1 Implementing and Managing Windows 10 and 20697-2 Deploying and Managing Windows 10 Using Enterprise Services) or (MD-100T01, MD-100T02, MD-100T03, MD-100T04, MD-101T01, MD-101T02, MD-101T03)	\$500.00
6293 Troubleshooting and Supporting Windows 7 in the Enterprise	\$250.00
Microsoft Windows Levels One and Two	\$40.00
Microsoft Word Levels One, Two and Three	\$60.00
Microsoft Excel Levels One, Two and Three	\$60.00
Microsoft Outlook Levels One, Two and Three	\$60.00
Microsoft Power Point Levels One and Two	\$40.00
Microsoft Access Levels One, Two and Three	\$40.00
<b>Total Textbook Cost (required and non-refundable)</b>	<b>\$1,186.00</b>
<b>Exams (non-refundable)</b>	<b>\$1,300.00</b>
<b>Registration Fee (non-refundable)</b>	<b>\$75.00</b>
<b>Total Program Cost</b>	<b>\$10,575.00</b>

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

# Microsoft® Junior Server Administrator with Linux and CompTIA Security+ Specialization

MCSA Windows Server 2012

CalJOBS# 11100111000008

CRM ID: P25SoCal

## General Course Description

Student will receive Basic Computer training to Networking to Server Administration. This program offers a rounded education in the IT Networking Server World. The Microsoft Windows Server 2012 Junior Server Administrator Program at New Horizons Career Development Solutions of Southern California is designed to give you in-depth, current skills on network infrastructure using Windows Server 2008. Prerequisites student should be familiar with personal computers and the Windows operating system and have a good idea of how to use basic computer applications. This is a beginning course that will introduce the student to the network world starting with the basic hardware of A+ and network world with Net +.

## Prerequisites

A High school diploma or equivalency is required.

## Acquired Skills

Students will learn how networks function, network components and their functions, TCP/IP networking, addressing and routing, remote access services, LAN/WAN, VPN, and Cisco IOS (software language). A junior Hardware installation, configuring and troubleshooting, Software installation, configuring and troubleshooting, Networking basics, IP addressing and services, Monitoring network services, Names resolution, IP addressing and services, File and print services, Network and remote access.

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

Computer and Network Support Specialist

Network and Computer Systems Administrators

## Course Information

Hours:	679	Approximately 36 weeks of instruction	Price:	\$11,395.00
Course				Hours
CompTIA A+ Training – Essentials IT/Remote/Depot/Technician				154
CompTIA Network+ Training				70
CompTIA Linux+				35
20410 Installing and Configuring Windows Server 2012 or 20740 Installation, Storage, and Compute with Windows Server 2016				105
20411 Administering Windows Server 2012 or 20741 Networking with Windows Server 2016				105
20412 Configuring Advanced Windows Server 2012 or 20742 Identity with Windows Server 2016				105
CompTIA Security+				105
*Six CompTIA Exam Vouchers, Three Microsoft Exam Vouchers and Exam Preps				

<b>Price</b>	<b>\$7,898.00</b>
CompTIA A+ Training – Essentials IT/Remote/Depot/Technician	\$68.00
CompTIA Network+ Training	\$68.00
CompTIA Linux+	\$68.00
20410 Installing and Configuring Windows Server 2012 or 20740 Installation, Storage, and Compute with Windows Server 2016	\$250.00
20411 Administering Windows Server 2012 or 20741 Networking with Windows Server 2016	\$250.00
20412 Configuring Advanced Windows Server 2012 or 20742 Identity with Windows Server 2016	\$250.00
CompTIA Security+	\$68.00
<b>Total Textbook Cost (required and non-refundable)</b>	<b>\$1,022.00</b>
<b>Exams (non-refundable)</b>	<b>\$2,400.00</b>
<b>Registration Fee (non-refundable)</b>	<b>\$75.00</b>
<b>Total Program Cost</b>	<b>\$11,395.00</b>

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

# MCTS – Microsoft® Certified Technician Specialist Program

CalJOBS# 11100611000042

CRM ID: C21SoCal

## General Course Description

The Microsoft Certified Technician Program (MCTS) credential proves that you have the skills to successfully support end-users and to successfully troubleshoot desktop environments that are running the Microsoft Windows operating system.

## Audience

The MCTS credential is for IT professionals who are working in the typically complex computing environment of small, medium, or large organizations.

## Prerequisites

An MCTS Desktop candidate should have 6-12 months of experience supporting end-users of a desktop operating system and a High School Diploma or equivalency is required.

## Acquired Skills

You will be supporting users, troubleshooting desktop applications and Windows 7 operating systems.

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

Help Desk

PC Technician

PC/Desktop Support Analyst

## Course Information

Hours: 228	Approximately 12 weeks of instruction	Price:	\$5,800.00
Course		Hours	
CompTIA A+		140	
20687 Configuring Windows 8 or 20697-1 Implementing and Managing Windows 10 or MD-100T01, MD-100T02, MD-100T03, MD-100T04		72	
Interpersonal Communications or 20688 Managing and Maintaining Windows 8 or 20697-2 Deploying and Managing Windows 10 Using Enterprise Services or MD-101T01, MD-101T02, MD-101T03		16	
*Two Microsoft Exam Voucher, Two CompTIA Exam Vouchers and Exam Preps			

Price	\$4,207.00
CompTIA A+	\$68.00
20687 Configuring Windows 8 or 20697-1 Implementing and Managing Windows 10 or MD-100T01, MD-100T02, MD-100T03, MD-100T04	\$250.00
Interpersonal Communications or 20688 Managing and Maintaining Windows 8 or 20697-2 Deploying and Managing Windows 10 Using Enterprise Services or MD-101T01, MD-101T02, MD-101T03	\$250.00
<b>Total Textbook Cost (required and non-refundable)</b>	<b>\$568.00</b>
<b>Exams (non-refundable)</b>	<b>\$950.00</b>
<b>Registration Fee (non-refundable)</b>	<b>\$75.00</b>
<b>Total Program Cost</b>	<b>\$5,800.00</b>

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

# MCSA – Microsoft® Windows Server Junior Server Administrator

CalJOBS# 11100312000000  
SBY: 3280

CRM ID: C12SoCal

iTrain Program Number: 11050117300200

## General Course Description

The Microsoft Windows Server Junior Server Administrator Program at New Horizons Career Development Solutions is designed to give you in-depth, current skills on network infrastructure using Windows Server. Learn to troubleshoot hardware and software problems that may affect network processing and routing operations. Analyze immediate networks issues, and apply solutions.

## Audience

The goal of this program is to prepare you to provide support for IT systems including day-to-day operations, monitoring, and problem resolution for network problems. Windows 2012 Junior Server Administrators assist in administration, troubleshooting, and support of operating systems, servers, and applications.

## Prerequisites

A High school diploma or equivalency is required.

## Acquired Skills

A junior hardware installation, configuring and troubleshooting, Software installation, configuring and troubleshooting, Networking basics, IP addressing and services, Monitoring network services, Names resolution, IP addressing and services, File and print services, Network and remote access.

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

Network Administrator    Network Technician    PC/Network Support    Desktop Support

## Course Information

Hours: 420	Approximately 22 weeks of instruction	Price:	<b>\$7,495.00</b>
Course		Hours	
CompTIA A+ Certification		140	
CompTIA Network + Certification		70	
20410 Installing and Configuring Windows Server 2012 or 20740 Installation, Storage, and Compute with Windows Server 2016		70	
20411 Administering Windows Server 2012 or 20741 Networking with Windows Server 2016		70	
20412 Configuring Advanced Windows Server 2012 or 20742 Identity with Windows Server 2016		70	
* Three Microsoft and Three CompTIA Exams and Exam Prep			

<b>Price</b>	<b>\$5,009.00</b>
CompTIA A+ Certification	\$68.00
CompTIA Network + Certification	\$68.00
20410 Installing and Configuring Windows Server 2012 or 20740 Installation, Storage, and Compute with Windows Server 2016	\$250.00
20411 Administering Windows Server 2012 or 20741 Networking with Windows Server 2016	\$250.00
20412 Configuring Advanced Windows Server 2012 or 20742 Identity with Windows Server 2016	\$250.00
<b>Total Textbook Cost (required and non-refundable)</b>	<b>\$886.00</b>
<b>Exams (non-refundable)</b>	<b>\$1,525.00</b>
<b>Registration Fee (non-refundable)</b>	<b>\$75.00</b>
<b>Total Program Cost</b>	<b>\$7,495.00</b>

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



# MCSA – Microsoft® Certified Solutions Associate

CalJOBS# 11100611000036

CRM ID: C23SoCal

## General Course Description

The Microsoft Certified Solutions Associate (MCSA): Windows Server certification shows that you have the minimum set of skills needed to hit the ground running, and differentiates you as better able to work with Windows Server in a real-world business context. This certification validates a set of primary Windows Server skills that are relevant across multiple solution areas. MCSA: Windows Server certification is a prerequisite for earning an MCSE: Private Cloud.

## Prerequisites

A High school diploma or equivalency is required.

## Acquired Skills

A typical MCSA will support from 200 to 26,000 or more users at two to 100 physical locations. Typical network services and resources include messaging, database, file and print, proxy server or firewall, Internet and intranet, remote access, and client computer management. Connectivity needs include connecting branch offices and individual users in remote locations to the corporate network and connecting corporate networks to the Internet.

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

Network Administrator    Network Technician    PC/Network Support    Desktop Support

## Course Information

Hours: 315	Approximately 16 weeks of instruction	Price	<b>\$7,860.00</b>
Course		Hours	
20410 Installing and Configuring Windows Server 2012 or 20740 Installation, Storage, and Compute with Windows Server 2016		105	
20411 Administering Windows Server 2012 or 20741 Networking with Windows Server 2016		105	
20412 Configuring Advanced Windows Server 2012 or 20742 Identity with Windows Server 2016		105	
*Three Microsoft Exam Vouchers and Exam Preps			

Price	\$6,360.00
20410 Installing and Configuring Windows Server 2012 or 20740 Installation, Storage, and Compute with Windows Server 2016	\$250.00
20411 Administering Windows Server 2012 or 20741 Networking with Windows Server 2016	\$250.00
20412 Configuring Advanced Windows Server 2012 or 20742 Identity with Windows Server 2016	\$250.00
<b>Total Textbook Cost (required and non-refundable)</b>	<b>\$750.00</b>
<b>Exams (non-refundable)</b>	<b>\$675.00</b>
<b>Registration Fee (non-refundable)</b>	<b>\$75.00</b>
<b>Total Program Cost</b>	<b>\$7,860.00</b>
*Three Microsoft Exam Vouchers and Exam Preps	
<b>Total Program Cost</b>	<b>\$7,860.00</b>

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

# Microsoft Certified Solutions Associate (MCSA) Desktop Support Technician Program / MCDST-MS Certified Desktop Support Tech

CalJOBS# 52040811000020

CRM ID: P28Socal

## General Course Description

The Microsoft Certified Solutions Associate (MCSA) credential proves that you have the skills to successfully support end-users and to successfully troubleshoot desktop environments that are running the Microsoft Windows operating system.

## Prerequisites

A High school diploma or equivalency is required.

## Acquired Skills

You will be supporting users, troubleshooting desktop applications and Windows 7 or Windows 8 operating systems.

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

Help Desk

PC Technician

PC/Desktop Support Analyst

## Course Information

Hours: 280	Approximately 16 weeks of instruction	Price	\$7,595.00
Course		Hours	
CompTIA A+		140	
CompTIA Network+		70	
(20687 Configuring Windows 8 and 20688 Managing and Maintaining Windows 8) or (20697-1 Implementing and Managing Windows 10 and 20697-2 Deploying and Managing Windows 10 Using Enterprise Services) or (MD-100T01, MD-100T02, MD-100T03, MD-100T04, MD-101T01, MD-101T02, MD-101T03)		70	
*Two Microsoft Exam Voucher, Three CompTIA Exam Vouchers and Exam Preps			
<b>Price</b>		<b>\$5,584.00</b>	
CompTIA A+		\$68.00	
CompTIA Network+		\$68.00	
(20687 Configuring Windows 8 and 20688 Managing and Maintaining Windows 8) or (20697-1 Implementing and Managing Windows 10 and 20697-2 Deploying and Managing Windows 10 Using Enterprise Services) or (MD-100T01, MD-100T02, MD-100T03, MD-100T04, MD-101T01, MD-101T02, MD-101T03)		\$500.00	
<b>Total Textbook Cost (required and non-refundable)</b>		<b>\$636.00</b>	
<b>Exams (non-refundable)</b>		<b>\$1,300.00</b>	
<b>Registration Fee (non-refundable)</b>		<b>\$75.00</b>	
<b>Total Program Cost</b>		<b>\$7,595.00</b>	

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

# MCSA– Microsoft® Certified Solutions Associate for SQL Server

CalJOBS# 11100111000031

CRM ID: C33SoCal

## General Course Description

MCSA DB Administrator for SQL Server prepares the student to install or configure Microsoft SQL Server and manage, maintain databases or multidimensional databases it includes development of strategies for data archiving, consolidation, distribution, and recovery. The course stresses capacity analysis and emphasizes the tradeoffs that need to be made during design. In addition, the course emphasizes that students should think about the whole environment, which includes business needs, regulatory requirements, network systems, and database considerations during design.

## Prerequisites

Before attending this course, students must have basic knowledge of security protocols, have working knowledge of network and database architectures and technologies, Active Directory service, have experience creating Microsoft Office Visio drawings or have equivalent knowledge or have a Microsoft Certified Technology Specialist: Microsoft SQL Server credential and a High School Diploma or equivalency is required.

## Acquired Skills

After completing this course, students will be able to manage and automate databases and servers. Manage supporting services, analyze storage, CPU, memory, and network capacity needs, design a strategy for Database Administration. Establish database conventions and standards in a Microsoft SQL Server environment.

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

Database Administrator

Sr. Database Administrator

## Course Information

Hours: 315	Approximately 18 weeks of training	Price	\$6,795.00
Course		Hours	
20461 Querying Microsoft SQL Server or 20761 Querying Data with Transact SQL		105	
20462 Administering Microsoft® SQL Server Databases or 20764 Administering a SQL Database Infrastructure		105	
20463 Implementing a Data Warehouse with Microsoft SQL Server or 20767 Implementing a SQL Data Warehouse		105	
*Three Microsoft Exam Vouchers and Exam Preps			

<b>Price</b>	<b>\$5,295.00</b>
20461 Querying Microsoft SQL Server or 20761 Querying Data with Transact SQL	\$250.00
20462 Administering Microsoft® SQL Server Databases or 20764 Administering a SQL Database Infrastructure	\$250.00
20463 Implementing a Data Warehouse with Microsoft SQL Server or 20767 Implementing a SQL Data Warehouse	\$250.00
<b>Total Textbook Cost (required and non-refundable)</b>	<b>\$750.00</b>
<b>Exams (non-refundable)</b>	<b>\$675.00</b>
<b>Registration Fee (non-refundable)</b>	<b>\$75.00</b>
<b>Total Program Cost</b>	<b>\$6,795.00</b>

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

# MCSA – Microsoft® SQL Database Administrator with Business Intelligence (Entry Level) / MCTS – Microsoft® SQL Database Administrator with Business Intelligence (Entry Level)

CalJOBS# 11080212000000

CRM ID: C11SoCal

iTrain Program Number: 11030117300100

SBY: 3080

## General Course Description

Program is designed as an entry level into the Microsoft SQL environment. Students will begin with Access and Crystal Reports training then will take the T-SQL coding along with XML syntax. Students will earn a Database Administration Certification and a Business Intelligence Certification. Business Intelligence uses Analysis, Integration, Data Warehousing and Reporting Services to produce knowledge and company planning.

## Prerequisites

A High school diploma or equivalency is required.

## Acquired Skills

Select SQL Server services to support an organization's business needs, plan for source control, unit testing, and deployment to meet an organization's needs. • Evaluate advanced query techniques. • Evaluate advanced XML techniques. Approach database design from a systematic perspective, gather database requirements, and formulate a conceptual design. • Analyze and evaluate a logical database design. • Design a database access strategy. • Design a normalized database, Optimize a database design by demoralizing

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

Database Administrators

Network Systems and Data  
Communications Analysis

Network and Systems  
Administrators

## Course Information

Hours: 426	Approximately 22 weeks of training	Price	<b>\$6,995.00</b>
Course		Total Hours	
Microsoft Access Levels One and Two		96	
Crystal Reports Levels One and Two		64	
Introduction to Programming (No Courseware Included)		56	
20461 Querying Microsoft SQL Server or 20761 Querying Data with Transact SQL		70	
20462 Administering Microsoft® SQL Server Databases or 20764 Administering a SQL Database Infrastructure		70	
20463 Implementing a Data Warehouse with Microsoft SQL Server or 20767 Implementing a SQL Data Warehouse		70	
*Three Microsoft Exam Vouchers and Exam Prep			

<b>Price</b>	<b>\$5,325.00</b>
Microsoft Access Levels One and Two (\$20x2)	\$40.00
Crystal Reports Levels One and Two (\$65x2)	\$130.00
Introduction to Programming (No Courseware Included)	\$0.00
20461 Querying Microsoft SQL Server or 20761 Querying Data with Transact SQL	\$250.00
20462 Administering Microsoft® SQL Server Databases or 20764 Administering a SQL Database Infrastructure	\$250.00
20463 Implementing a Data Warehouse with Microsoft SQL Server or 20767 Implementing a SQL Data Warehouse	\$250.00
<b>Total Textbook Cost (required and non-refundable)</b>	<b>\$920.00</b>
<b>Exams (non-refundable)</b>	<b>\$675.00</b>
<b>Registration Fee (non-refundable)</b>	<b>\$75.00</b>
<b>Total Program Cost</b>	<b>\$6,995.00</b>

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

## MCSE – Microsoft® Certified Solutions Expert Server Infrastructure

CalJOBS# 15129911000000 CRM ID: C57SoCal

### General Course Description

This program is the premier credential for technical professionals who analyze the business requirements and design/implement the infrastructure for business solutions based on the Microsoft Windows platform and Microsoft server software.

### Prerequisites

A High school diploma or equivalency is required.

### Acquired Skills

Design and implement infrastructure systems using the Microsoft Windows platform and Microsoft server software, based on your analysis of business needs. You are able to install, configure, and troubleshoot network systems.

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

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

### Course Information

Hours: 525	Approximately 29 weeks of instruction	Price	<b>\$13,000.00</b>
Course		Hours	
20410 Installing and Configuring Windows Server 2012 or 20740 Installation, Storage, and Compute with Windows Server 2016		105	
20411 Administering Windows Server 2012 or 20741 Networking with Windows Server 2016		105	
20412 Configuring Advanced Windows Server 2012 or 20742 Identity with Windows Server 2016		105	
20413 Designing and Implementing a Server Infrastructure or 20744 Securing Windows Server 2016		105	
20414 Implementing an Advanced Server Infrastructure or 20345-1 Administering Microsoft Exchange Server 2016		105	
*Five Microsoft Exam Vouchers and Exam Preps			



<b>Price</b>	<b>\$10,550.00</b>
20410 Installing and Configuring Windows Server 2012 or 20740 Installation, Storage, and Compute with Windows Server 2016	\$250.00
20411 Administering Windows Server 2012 or 20741 Networking with Windows Server 2016	\$250.00
20412 Configuring Advanced Windows Server 2012 or 20742 Identity with Windows Server 2016	\$250.00
20413 Designing and Implementing a Server Infrastructure or 20744 Securing Windows Server 2016	\$250.00
20414 Implementing an Advanced Server Infrastructure or 20345-1 Administering Microsoft Exchange Server 2016	\$250.00
<b>Total Textbook Cost (required and non-refundable)</b>	<b>\$1,250.00</b>
<b>Exams (non-refundable)</b>	<b>\$1,125.00</b>
<b>Registration Fee (non-refundable)</b>	<b>\$75.00</b>
<b>Total Program Cost</b>	<b>\$13,000.00</b>

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

## MCSE – Microsoft® Certified Solutions Expert Sharepoint

CalJOBS# 11100611000041 CRM ID: C28SoCal

### General Course Description

This program is the premier credential for technical professionals who analyze the business requirements and design/implement the infrastructure for business solutions based on the Microsoft Windows platform and Microsoft server software. Validate your ability to move your company to the cloud, increase user productivity and flexibility, reduce data loss, and improve data security for your organization.

### Prerequisites

A High school diploma or equivalency is required.

### Acquired Skills

Design and implement infrastructure systems using the Microsoft Windows platform and Microsoft server software, based on your analysis of business needs. You are able to install, configure, and troubleshoot network systems.

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

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

### Course Information

Hours: 525	Approximately 29 weeks of instruction	Price	<b>\$13,000.00</b>
Course		Hours	
20410 Installing and Configuring Windows Server 2012 or 20740 Installation, Storage, and Compute with Windows Server 2016		105	
20411 Administering Windows Server 2012 or 20741 Networking with Windows Server 2016		105	
20412 Configuring Advanced Windows Server 2012 or 20742 Identity with Windows Server 2016		105	
20331 Core Solutions of Microsoft SharePoint Server 2013 or 20339-1 Planning and Administering SharePoint 2016		105	
20332 Advanced Solutions of Microsoft SharePoint Server 2013 or 20339-2 Advanced Technologies of SharePoint 2016		105	
*Five Microsoft Exams Vouchers and Exam Preps			

<b>Price</b>	<b>\$10,550.00</b>
20410 Installing and Configuring Windows Server 2012 or 20740 Installation, Storage, and Compute with Windows Server 2016	\$250.00
20411 Administering Windows Server 2012 or 20741 Networking with Windows Server 2016	\$250.00
20412 Configuring Advanced Windows Server 2012 or 20742 Identity with Windows Server 2016	\$250.00
20331 Core Solutions of Microsoft SharePoint Server 2013 or 20339-1 Planning and Administering SharePoint 2016	\$250.00
20332 Advanced Solutions of Microsoft SharePoint Server 2013 or 20339-2 Advanced Technologies of SharePoint 2016	\$250.00
<b>Total Textbook Cost (required and non-refundable)</b>	<b>\$1,250.00</b>
<b>Exams (non-refundable)</b>	<b>\$1,125.00</b>
<b>Registration Fee (non-refundable)</b>	<b>\$75.00</b>
<b>Total Program Cost</b>	<b>\$13,000.00</b>

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

## MCSE Microsoft Certified Solutions Expert Private Cloud

CalJOBS# 11050111000012

CRM ID: C19SoCal

### General Course Description

This program is the premier credential for technical professionals who analyze the business requirements and design/implement the infrastructure for business solutions based on the Microsoft Windows platform and Microsoft server software. Prove your expertise in managing and implementing Microsoft private cloud computing technologies. With Windows Server and System Center, you will build your Microsoft private cloud solution to optimize IT service delivery and gain the automation and flexibility you need for your IT infrastructure, now and in the future.

### Prerequisites

A High school diploma or equivalency is required.

### Acquired Skills

Design and implement infrastructure systems using the Microsoft Windows platform and Microsoft server software, based on your analysis of business needs. You are able to install, configure, and troubleshoot network systems.

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

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

### Course Information

Hours: 525	Approximately 29 weeks of instruction	Price	\$13,000.00
Course		Hours	
20410 Installing and Configuring Windows Server 2012 or 20740 Installation, Storage, and Compute with Windows Server 2016		105	
20411 Administering Windows Server 2012 or 20741 Networking with Windows Server 2016		105	
20412 Configuring Advanced Windows Server 2012 or 20742 Identity with Windows Server 2016		105	
10750 Monitoring and Operating a Private Cloud Using System Center 2012 or 20703-1 Administering System Center Configuration Manager		105	
10751 Configuring and Deploying a Private Cloud Using System Center 2012 or 20703-2 Integrating Cloud Services with System Center Configuration Manager		105	
*Five Microsoft Exam Vouchers and Exam Preps			

<b>Price</b>	<b>\$10,550.00</b>
20410 Installing and Configuring Windows Server 2012 or 20740 Installation, Storage, and Compute with Windows Server 2016	\$250.00
20411 Administering Windows Server 2012 or 20741 Networking with Windows Server 2016	\$250.00
20412 Configuring Advanced Windows Server 2012 or 20742 Identity with Windows Server 2016	\$250.00
10750 Monitoring and Operating a Private Cloud Using System Center 2012 or 20703-1 Administering System Center Configuration Manager	\$250.00
10751 Configuring and Deploying a Private Cloud Using System Center 2012 or 20703-2 Integrating Cloud Services with System Center Configuration Manager	\$250.00
<b>Total Textbook Cost (required and non-refundable)</b>	<b>\$1,250.00</b>
<b>Exams (non-refundable)</b>	<b>\$1,125.00</b>
<b>Registration Fee (non-refundable)</b>	<b>\$75.00</b>
<b>Total Program Cost</b>	<b>\$13,000.00</b>

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

## MCSE – Microsoft® Certified Solutions Expert Messaging

CalJOBS# 11030111000001 CRM ID: C56SoCal

### General Course Description

This program is the premier credential for technical professionals who analyze the business requirements and design/implement the infrastructure for business solutions based on the Microsoft Windows platform and Microsoft server software. Validate your ability to move your company to the cloud, increase user productivity and flexibility, reduce data loss, and improve data security for your organization.

### Prerequisites

A High school diploma or equivalency is required.

### Acquired Skills

Design and implement infrastructure systems using the Microsoft Windows platform and Microsoft server software, based on your analysis of business needs. You are able to install, configure, and troubleshoot network systems.

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

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

### Course Information

Hours: 525	Approximately 29 weeks of instruction	Price	<b>\$13,000.00</b>
Course		Hours	
20410 Installing and Configuring Windows Server 2012 or 20740 Installation, Storage, and Compute with Windows Server 2016		105	
20411 Administering Windows Server 2012 or 20741 Networking with Windows Server 2016		105	
20412 Configuring Advanced Windows Server 2012 or 20742 Identity with Windows Server 2016		105	
20341 Core Solutions of Microsoft Exchange Server 2013 or 20345-1 Administering Microsoft Exchange Server 2016		105	
20342 Advanced Solutions of Microsoft Exchange Server 2013 or 20345-2 Designing and Deploying Microsoft Exchange Server 2016		105	
*Five Microsoft Exam Vouchers and Exam Preps			

<b>Price</b>	<b>\$10,550.00</b>
20410 Installing and Configuring Windows Server 2012 or 20740 Installation, Storage, and Compute with Windows Server 2016	\$250.00
20411 Administering Windows Server 2012 or 20741 Networking with Windows Server 2016	\$250.00
20412 Configuring Advanced Windows Server 2012 or 20742 Identity with Windows Server 2016	\$250.00
20341 Core Solutions of Microsoft Exchange Server 2013 or 20345-1 Administering Microsoft Exchange Server 2016	\$250.00
20342 Advanced Solutions of Microsoft Exchange Server 2013 or 20345-2 Designing and Deploying Microsoft Exchange Server 2016	\$250.00
<b>Total Textbook Cost (required and non-refundable)</b>	<b>\$1,250.00</b>
<b>Exams (non-refundable)</b>	<b>\$1,125.00</b>
<b>Registration Fee (non-refundable)</b>	<b>\$75.00</b>
<b>Total Program Cost</b>	<b>\$13,000.00</b>

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

## MCSE – Microsoft® Certified Solutions Expert Communication

CalJOBS# 11100111000030

CRM ID: C55SoCal

### General Course Description

This program is the premier credential for technical professionals who analyze the business requirements and design/implement the infrastructure for business solutions based on the Microsoft Windows platform and Microsoft server software. Validate your ability to move your company to the cloud, increase user productivity and flexibility, reduce data loss, and improve data security for your organization.

### Prerequisites

A High school diploma or equivalency is required.

### Acquired Skills

Design and implement infrastructure systems using the Microsoft Windows platform and Microsoft server software, based on your analysis of business needs. You are able to install, configure, and troubleshoot network systems.

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

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

### Course Information

Hours: 525	Approximately 29 weeks of instruction	Price	\$13,000.00
Course		Hours	
20410 Installing and Configuring Windows Server 2012 or 20740 Installation, Storage, and Compute with Windows Server 2016		105	
20411 Administering Windows Server 2012 or 20741 Networking with Windows Server 2016		105	
20412 Configuring Advanced Windows Server 2012 or 20742 Identity with Windows Server 2016		105	
20336 Core Solutions of Microsoft Lync Server 2013 or 40409 Deploying Voice Workloads for Skype for Business Online and Server 2015		105	
20337 Enterprise Voice & Online Services with Microsoft Lync Server 2013 or 20334 Core Solutions of Microsoft Skype for Business 2015		105	
*Five Microsoft Exam Vouchers and Exam Preps			



<b>Price</b>	<b>\$10,550.00</b>
20410 Installing and Configuring Windows Server 2012 or 20740 Installation, Storage, and Compute with Windows Server 2016	\$250.00
20411 Administering Windows Server 2012 or 20741 Networking with Windows Server 2016	\$250.00
20412 Configuring Advanced Windows Server 2012 or 20742 Identity with Windows Server 2016	\$250.00
20336 Core Solutions of Microsoft Lync Server 2013 or 40409 Deploying Voice Workloads for Skype for Business Online and Server 2015	\$250.00
20337 Enterprise Voice & Online Services with Microsoft Lync Server 2013 or 20334 Core Solutions of Microsoft Skype for Business 2015	\$250.00
<b>Total Textbook Cost (required and non-refundable)</b>	<b>\$1,250.00</b>
<b>Exams (non-refundable)</b>	<b>\$1,125.00</b>
<b>Registration Fee (non-refundable)</b>	<b>\$75.00</b>
<b>Total Program Cost</b>	<b>\$13,000.00</b>

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

## MCSE Windows Server 2012 Infrastructure / 2012 Desktop Infrastructure

CaJOBS# 11050111000013

CRM ID: C59SoCal

### General Course Description

The Microsoft Certified Solutions Expert credential is the leading certification for Windows Enterprise Administrator, providing widely recognized, objective validation of your ability to perform critical, current IT job roles by using Microsoft technologies to their best advantage.

### Audience

The MCSE program is appropriate for Network Administrators, Network Engineers, Systems Administrators, IT Professionals, IS Administrators, Network Technicians, and Technical Support Specialists.

### Prerequisites

The MCSE is an advanced certification for Windows Server Enterprise Administrators. It is expected that candidates pursuing this certification have a minimum of one year experience working with Windows Server products completion of either CompTIA Network+ or CompTIA A+ and a high school diploma or equivalency is required

### Acquired Skills

Individuals who successfully complete this program will be able to design and implement enterprise infrastructure systems using the Microsoft Windows platform and Microsoft server software, based on analysis of business needs.

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

Window Enterprise  
Administrator

Server Systems  
Administrator

Network administrator

Monitoring operator

### Course Information

Hours: 840	Approximately 42 weeks of instruction	Price	\$18,000.00
Course		Hours	
A+ Certificate		140	
Network+ Certificate		70	
20687 Configuring Windows 8 or 20697-1 Implementing and Managing Windows 10 or MD-100T01, MD-100T02, MD-100T03, MD-100T04		70	
20688 Managing and Maintaining Windows 8 or 20697-2 Deploying and Managing Windows 10 Using Enterprise Services or MD-101T01, MD-101T02, MD-101T03		70	
20410 Installing and Configuring Windows Server 2012 or 20740 Installation, Storage, and Compute with Windows Server 2016		70	
20411 Administering Windows Server 2012 or 20741 Networking with Windows Server 2016		70	
20412 Configuring Advanced Windows Server 2012 or 20742 Identity with Windows Server 2016		70	
20413 Designing and Implementing a Server Infrastructure or 20744 Securing Windows Server 2016		70	
20414 Implementing an Advanced Server Infrastructure or 20345-1 Administering Microsoft Exchange Server 2016		70	
20415 Implementing a Desktop Infrastructure or 20694 Virtualizing Enterprise Desktops and Apps		35	
20416 Implementing Desktop Application Environments or 20695 Deploying Windows Desktops and Enterprise Applications		35	
10135, Configuring, Managing and Troubleshooting Microsoft Exchange Server 2010 or 20345-2 Designing and Deploying Microsoft Exchange Server 2016		70	
*Five Microsoft Exam Vouchers, Three CompTIA Exam Vouchers and Exam Preps			

<b>Price</b>	<b>\$13,314.00</b>
A+ Certificate	\$68.00
Network+ Certificate	\$68.00
20687 Configuring Windows 8 or 20697-1 Implementing and Managing Windows 10 or MD-100T01, MD-100T02, MD-100T03, MD-100T04	\$250.00
20688 Managing and Maintaining Windows 8 or 20697-2 Deploying and Managing Windows 10 Using Enterprise Services or MD-101T01, MD-101T02, MD-101T03	\$250.00
20410 Installing and Configuring Windows Server 2012 or 20740 Installation, Storage, and Compute with Windows Server 2016	\$250.00
20411 Administering Windows Server 2012 or 20741 Networking with Windows Server 2016	\$250.00
20412 Configuring Advanced Windows Server 2012 or 20742 Identity with Windows Server 2016	\$250.00
20413 Designing and Implementing a Server Infrastructure or 20744 Securing Windows Server 2016	\$250.00
20414 Implementing an Advanced Server Infrastructure or 20345-1 Administering Microsoft Exchange Server 2016	\$250.00
20415 Implementing a Desktop Infrastructure or 20694 Virtualizing Enterprise Desktops and Apps	\$250.00
20416 Implementing Desktop Application Environments or 20695 Deploying Windows Desktops and Enterprise Applications	\$250.00
10135, Configuring, Managing and Troubleshooting Microsoft Exchange Server 2010 or 20345-2 Designing and Deploying Microsoft Exchange Server 2016	\$250.00
<b>Total Textbook Cost (required and non-refundable)</b>	<b>\$2,636.00</b>
<b>Exams (non-refundable)</b>	<b>\$1,975.00</b>
<b>Registration Fee (non-refundable)</b>	<b>\$75.00</b>
<b>Total Program Cost</b>	<b>\$18,000.00</b>

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

## MCSE – Microsoft® Certified Solutions Expert: Data Platform

CalJOBS# 11080211000005 CRM ID: C58SoCal

### General Course Description

Demonstrate your broad skill sets in building and administrating enterprise-scale data solutions both on-premises and in cloud environments. Earning an MCSE: Data Platform certification will qualify you for such jobs as database analyst and database designer.

### Prerequisites

A High school diploma or equivalency is required.

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

Database Developer

Database Technical Consultant

### Course Information

Hours: 525	Approximately 29 weeks of training	Price	<b>\$13,000.00</b>
Course		Hours	
20461 Querying Microsoft SQL Server or 20761 Querying Data with Transact SQL		105	
20462 Administering Microsoft® SQL Server Databases or 20764 Administering a SQL Database Infrastructure		105	
20463 Implementing a Data Warehouse with Microsoft SQL Server or 20767 Implementing a SQL Data Warehouse		105	
20464 Developing Microsoft® SQL Server Databases or 20762 Developing SQL Databases		105	
20465 Designing Database Solutions for Microsoft SQL Server or 20765 Provisioning SQL Databases		105	
*Five Microsoft Exam Vouchers and Exam Preps			
<b>Price</b>		<b>\$10,550.00</b>	
20461 Querying Microsoft SQL Server or 20761 Querying Data with Transact SQL		\$250.00	
20462 Administering Microsoft® SQL Server Databases or 20764 Administering a SQL Database Infrastructure		\$250.00	
20463 Implementing a Data Warehouse with Microsoft SQL Server or 20767 Implementing a SQL Data Warehouse		\$250.00	
20464 Developing Microsoft® SQL Server Databases or 20762 Developing SQL Databases		\$250.00	
20465 Designing Database Solutions for Microsoft SQL Server or 20765 Provisioning SQL Databases		\$250.00	
<b>Total Textbook Cost (required and non-refundable)</b>		<b>\$1,250.00</b>	
<b>Exams (non-refundable)</b>		<b>\$1,125.00</b>	
<b>Registration Fee (non-refundable)</b>		<b>\$75.00</b>	
<b>Total Program Cost</b>		<b>\$13,000.00</b>	

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

## MCSE – Microsoft® Certified Solutions Expert: Business Intelligence

CalJOBS# 11030111000002

CRM ID: C20Socal

### General Course Description

This certification demonstrates that you can design analysis solutions, data transformations, and reports. Business intelligence developers design and implement multi-dimensional database models (logical and physical), data marts, data warehousing, data transforms, data analytics, and reporting solutions. Prove that you have the skills and techniques needed to design, build, and deploy solutions that deliver more data to more people across the organization. Earning an MCSE: Business Intelligence certification will qualify for a position as a BI and reporting engineer

### Prerequisites

A High school diploma or equivalency is required

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

Database Developer

Database Technical Consultant

### Course Information

Hours: 525	Approximately 29 weeks of training	Price	<b>\$13,000.00</b>
Course		Hours	
20461 Querying Microsoft SQL Server or 20761 Querying Data with Transact SQL		105	
20462 Administering Microsoft® SQL Server Databases or 20767 Implementing a SQL Data Warehouse		105	
20463 Implementing a Data Warehouse with Microsoft SQL Server or 20768 Developing SQL Data Models		105	
20466 Implementing Data Models and Reports with Microsoft SQL Server or 20778 Analyzing Data with Power BI		105	
20467 Designing Business Intelligence Solutions with Microsoft SQL Server or 20779 Analyzing Data with Excel		105	
*Five Microsoft Exam Vouchers and Exam Preps			

<b>Price</b>	<b>\$10,550.00</b>
20461 Querying Microsoft SQL Server or 20761 Querying Data with Transact SQL	\$250.00
20462 Administering Microsoft® SQL Server Databases or 20767 Implementing a SQL Data Warehouse	\$250.00
20463 Implementing a Data Warehouse with Microsoft SQL Server or 20768 Developing SQL Data Models	\$250.00
20466 Implementing Data Models and Reports with Microsoft SQL Server or 20778 Analyzing Data with Power BI	\$250.00
20467 Designing Business Intelligence Solutions with Microsoft SQL Server or 20779 Analyzing Data with Excel	\$250.00
<b>Total Textbook Cost (required and non-refundable)</b>	<b>\$1,250.00</b>
<b>Exams (non-refundable)</b>	<b>\$1,125.00</b>
<b>Registration Fee (non-refundable)</b>	<b>\$75.00</b>
<b>Total Program Cost</b>	<b>\$13,000.00</b>

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

# MCSE – Microsoft® Certified Solutions Expert Server/Cloud with VMWARE

CalJOBS# 11100111000032

CRM ID: C17SoCal

## General Course Description

The Microsoft Certified Solutions Expert (MCSE) credential is the leading certification for Windows Server, providing widely recognized, objective validation of your ability to perform critical, current IT job roles by using Microsoft technologies to their best advantage. This course provides details on how to deploy and manage Hyper-V and Remote Desktop Services on Windows Servers Hyper-V and Remote Desktop Services on Windows Server. The course also provides details on how to manage a server virtualization environment by using System Center products. The VMWare explores installation, configuration and management of VMware vSphere.

## Audience

The MCSE program is appropriate for Network Administrators, Network Engineers, Systems Administrators, IT Professionals, IS Administrators, Network Technicians, and Technical Support Specialists.

## Prerequisites

It is expected that candidates pursuing this certification have a minimum of one year experience working as a Network or Systems Administrator. A high school diploma or equivalency is required.

## Acquired Skills

The MCSE Server 2012 Administrator is an advanced certification for Windows Server. Network Administrators. Individuals who successfully complete this program will be able to design and implement infrastructure systems using the Microsoft Windows platform and Microsoft server software, based on analysis of business needs, install, configure, and troubleshoot network systems. Deploying and managing Hyper-V and Remote Desktop Services on Windows Servers Hyper-V and Remote Desktop Services on Windows Server. Managing a server virtualization environment by using System Center products. The VMWare explores installation, configuration and management of VMware vSphere.

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

Window Server Administrator      Server Systems Administrator      Network administrator  
IT Technology Project Managers      Computer Systems Engineers

## Course Information

Hours: 560	Approximately 31 weeks of instruction	Price	<b>\$16,595.00</b>
Course		Hours	
20410 Installing and Configuring Windows Server 2012 or 20740 Installation, Storage, and Compute with Windows Server 2016		105	
20411 Administering Windows Server 2012 or 20741 Networking with Windows Server 2016		105	
20412 Configuring Advanced Windows Server 2012 or 20742 Identity with Windows Server 2016		105	
10750 Monitoring and Operating a Private Cloud Using System Center 2012 or 20703-1 Administering System Center Configuration Manager		105	
10751 Configuring and Deploying a Private Cloud Using System Center 2012 or 20744 Securing Windows Server 2016		105	
VMWare VSphere Install, Configure, Manage		35	
*Five Microsoft Exams, One VMWare Exam Voucher and Exams Preps included			

<b>Price</b>	<b>\$13,220.00</b>
20410 Installing and Configuring Windows Server 2012 or 20740 Installation, Storage, and Compute with Windows Server 2016	\$250.00
20411 Administering Windows Server 2012 or 20741 Networking with Windows Server 2016	\$250.00
20412 Configuring Advanced Windows Server 2012 or 20742 Identity with Windows Server 2016	\$250.00
10750 Monitoring and Operating a Private Cloud Using System Center 2012 or 20703-1 Administering System Center Configuration Manager	\$250.00
10751 Configuring and Deploying a Private Cloud Using System Center 2012 or 20744 Securing Windows Server 2016	\$250.00
VMWare VSphere Install, Configure, Manage	\$600.00
<b>Total Textbook Cost (required and non-refundable)</b>	<b>\$1,850.00</b>
<b>Exams (non-refundable)</b>	<b>\$1,450.00</b>
<b>Registration Fee (non-refundable)</b>	<b>\$75.00</b>
<b>Total Program Cost</b>	<b>\$16,595.00</b>

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



# MCITP – Microsoft® Certified IT Professional Windows Server Administrator with VMWARE

CalJOBS# 11100111000025

CRM ID: C13SoCal

## General Course Description

The Microsoft Certified IT Professional (MCITP) credential is the leading certification for Windows Server, providing widely recognized, objective validation of your ability to perform critical, current IT job roles by using Microsoft technologies to their best advantage. This course provides details on how to deploy and manage Hyper-V and Remote Desktop Services on Windows Servers Hyper-V and Remote Desktop Services on Windows Server. The course also provides details on how to Manage a server virtualization environment by using System Center products. The VMWare explores installation, configuration and management of VMWare vSphere.

## Audience

The MCITP program is appropriate for Network Administrators, Network Engineers, Systems Administrators, IT Professionals, IS Administrators, Network Technicians, and Technical Support Specialists.

## Prerequisites

It is expected that candidates pursuing this certification have a minimum of one year experience working as a Network or Systems Administrator. A high school diploma or equivalency is required.

## Acquired Skills

The MCITP Server 2008 Administrator is an advanced certification for Windows Server. Network Administrators. Individuals who successfully complete this program will be able to design and implement infrastructure systems using the Microsoft Windows platform and Microsoft server software, based on analysis of business needs, install, configure, and troubleshoot network systems. Deploying and managing Hyper-V and Remote Desktop Services on Windows Servers Hyper-V and Remote Desktop Services on Windows Server. Managing a server virtualization environment by using System Center products. The VMWare explores installation, configuration and management of VMWare vSphere.

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

Window Server Administrator

Server Systems Administrator

Network Administrator

## Course Information

Hours: 504	Approximately 26weeks of instruction	Price:	\$16,655.00
Course		Hours	
20410 Installing and Configuring Windows Server 2012 or 20740 Installation, Storage, and Compute with Windows Server 2016		70	
20411 Administering Windows Server 2012 or 20741 Networking with Windows Server 2016		70	
20412 Configuring Advanced Windows Server 2012 or 20742 Identity with Windows Server 2016		42	
20413 Designing and Implementing a Server Infrastructure or 20744 Securing Windows Server 2016		70	
20414 Implementing an Advanced Server Infrastructure or 20345-1 Administering Microsoft Exchange Server 2016		70	
20341 Core Solutions of Microsoft Exchange Server 2013 or 20345-2 Designing and Deploying Microsoft Exchange Server 2016		56	
20342 Advanced Solutions of Microsoft Exchange Server 2013 or 20703-1 Administering System Center Configuration Manager		56	
VMWare VSphere Troubleshooting		35	
VMWare VSphere Install, Configure, Manage		35	
*Five Microsoft, Two VMWare Exam and Prep included			

<b>Price</b>	<b>\$12,005.00</b>
20410 Installing and Configuring Windows Server 2012 or 20740 Installation, Storage, and Compute with Windows Server 2016	\$250.00
20411 Administering Windows Server 2012 or 20741 Networking with Windows Server 2016	\$250.00
20412 Configuring Advanced Windows Server 2012 or 20742 Identity with Windows Server 2016	\$250.00
20413 Designing and Implementing a Server Infrastructure or 20744 Securing Windows Server 2016	\$250.00
20414 Implementing an Advanced Server Infrastructure or 20345-1 Administering Microsoft Exchange Server 2016	\$250.00
20341 Core Solutions of Microsoft Exchange Server 2013 or 20345-2 Designing and Deploying Microsoft Exchange Server 2016	\$250.00
20342 Advanced Solutions of Microsoft Exchange Server 2013 or 20703-1 Administering System Center Configuration Manager	\$250.00
VMWare VSphere Troubleshooting	\$600.00
VMWare VSphere Install, Configure, Manage	\$600.00
<b>Total Textbook Cost (required and non-refundable)</b>	<b>\$2,950.00</b>
<b>Exams (non-refundable)</b>	<b>\$1,775.00</b>
<b>Registration Fee (non-refundable)</b>	<b>\$75.00</b>
<b>Total Program Cost</b>	<b>\$16,655.00</b>

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



# Virtualization Program with MCTS- Hyper-V and VMWARE

CaIJOBS# 11100111000029

CRM ID: C1Socal

## General Course Description

This course provides details on how to deploy and manage Hyper-V and Remote Desktop Services on Windows Servers Hyper-V and Remote Desktop Services on Windows Server. The course also provides details on how to manage a server virtualization environment by using System Center products. The VMWare explores installation, configuration and management of VMware vSphere, with the addition of Cloud Director for implementation of small private vCloud solutions.

## Prerequisites

A High school diploma or equivalency is required.

## Acquired Skills

Deploying and managing Hyper-V and Remote Desktop Services on Windows Servers Hyper-V and Remote Desktop Services on Windows Server. Managing a server virtualization environment by using System Center products. The VMWare explores installation, configuration and management of VMware vSphere. Deploy vCloud Director, Manage vCloud Director to satisfy small private cloud business needs.

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

VMWARE Administrator  
Computer Systems Engineers/Architects

Systems Administrator Information  
Technology Project Managers

## Course Information

Hours:140 hours		Approximately 8 weeks of instruction		Price	\$9,995.00
Course				Hours	
20409 Server Virtualization with Windows Server Hyper-V and System Center				70	
VMWare VSphere Install, Configure, Manage (VCP)				35	
WMWare VSphere Bootcamp				14	
CompTIA Cloud Essentials				21	
*One Microsoft, One VMWare, One CompTIA Exam Vouchers and Exam Preps					
<b>Price</b>				<b>\$7,558.00</b>	
20409 Server Virtualization with Windows Server Hyper-V and System Center				\$250.00	
VMWare VSphere Install, Configure, Manage (VCP)				\$600.00	
WMWare VSphere Bootcamp				\$600.00	
CompTIA Cloud Essentials				\$68.00	
<b>Total Textbook Cost (required and non-refundable)</b>				<b>\$1,518.00</b>	
<b>Exams (non-refundable)</b>				<b>\$844.00</b>	
<b>Registration Fee (non-refundable)</b>				<b>\$75.00</b>	
<b>Total Program Cost</b>				<b>\$9,995.00</b>	

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

# SharePoint for Administrators

CalJOBS# 11100111000028

CRM ID: C18SoCal

## General Course Description

The student will become proficient in Microsoft SharePoint and enable to deploy an intelligent portal that seamlessly connects users, teams and knowledge so that organizations can take advantage of relevant information across business processes that helps them work more efficiently. Student with an MCSA 2012 will be able to earn an MCSE SharePoint.

## Prerequisites

A High school diploma or equivalency is required.

## Acquired Skills

SharePoint Configuration certification highlights area of expertise and validates the knowledge and skills required to configure and deploy Office SharePoint Server. Students will have an understanding of how to configure Office SharePoint Server and to build an interface that creates workflow within an organization's business processes.

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

SharePoint Administrator  
SharePoint Workflow Specialist

SharePoint Developer  
SharePoint Analyst

## Course Information

Hours: 410	Approximately 23 weeks of instruction	Price	<b>\$9,495.00</b>
Course		Hours	
Microsoft SharePoint Foundation Site User		8	
Microsoft SharePoint Foundation Site Administrator		8	
Microsoft SharePoint Foundation Site Owner		8	
InfoPath Designer with SharePoint		8	
20331 Core Solutions of Microsoft SharePoint Server 2013 or 20339-1 Planning and Administering SharePoint 2016 (OLL)		105	
20332 Advanced Solutions of Microsoft SharePoint Server 2013 or 20339-2 Advanced Technologies of SharePoint 2016 (OLL)		105	
55033 SharePoint 2013 Site Collection and Site Administration or 55234 SharePoint 2016 Site Collections and Site Owner Administration		105	
55035 Microsoft SharePoint Server 2013 for the Site Owner/Power User or 55197 Microsoft SharePoint Server 2016 for the Site Owner/Power User		63	

<b>Price</b>	<b>\$8,490.00</b>
Microsoft SharePoint Foundation Site User	\$20.00
Microsoft SharePoint Foundation Site Administrator	\$20.00
Microsoft SharePoint Foundation Site Owner	\$20.00
InfoPath Designer with SharePoint	\$20.00
20331 Core Solutions of Microsoft SharePoint Server 2013 or 20339-1 Planning and Administering SharePoint 2016 (OLL)	\$250.00
20332 Advanced Solutions of Microsoft SharePoint Server 2013 or 20339-2 Advanced Technologies of SharePoint 2016 (OLL)	\$250.00
55033 SharePoint 2013 Site Collection and Site Administration or 55234 SharePoint 2016 Site Collections and Site Owner Administration	\$250.00
55035 Microsoft SharePoint Server 2013 for the Site Owner/Power User or 55197 Microsoft SharePoint Server 2016 for the Site Owner/Power User	\$100.00
<b>Total Textbook Cost (required and non-refundable)</b>	<b>\$930.00</b>
<b>NO Exams</b>	<b>\$0.00</b>
<b>Registration Fee (non-refundable)</b>	<b>\$75.00</b>
<b>Total Program Cost</b>	<b>\$9,495.00</b>

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

## MCTS – Microsoft® Certified Technology Specialist .NET Framework Web Applications

CalJOBS# 11100611000028

CRM ID: P36SoCal

### General Course Description

The Technology Specialist certifications let professionals target specific technologies and distinguish themselves by demonstrating in-depth knowledge and expertise in their subject area technologies.

### Audience

Technology Specialists are typically pursuing careers as a Web developer, Windows developer, or enterprise applications developer. They may also be individuals such as database developers and systems administrators who do not work with the .NET Framework 3.5 on a daily basis but who wish to show their breadth of technology experience.

### Prerequisites

Candidates for this exam are professional Web developers who use Microsoft Visual Studio. Candidates should have a minimum of two to three years of experience developing Web-based applications by using Visual Studio and Microsoft ASP.NET. Candidates should be experienced users of Visual Studio 2008 and later releases and should have a fundamental knowledge of the .NET Framework 4 programming languages (C# or Microsoft Visual Basic). In addition, candidates should understand how to use the new features of Visual Studio 2010 and the .NET Framework 4. A High school diploma or equivalency is required.

### Acquired Skills

After completing this program the student will be able to Develop Web Forms Pages. Include: page directives such as ViewState, request validation, event validation, MasterPageFile; and ClientIDMode. Students will use web.config to set the html doct type. Students will also use Web Forms Controls: client side, server side, and via AJAX; custom validation controls; regex validation; validation groups; datatype check along with jQuery validation. Instruction will include implementing Client-Side Scripting and AJAX Configuring and Extending a Web Application. Students will also learn to Display and Manipulate Data. Students will also learn advanced customization of DataList, Repeater, ListView, FormsView, DetailsView, TreeView, DataPager, Chart and GridViewDeveloping.2 . .NET 4.0 Framework

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

Web Developers

Windows developers

Database Developers

Systems Administrator

Enterprise Applications Developers

### Course Information

Hours: 322	Approximately 17 weeks of instruction	Price	\$6,595.00
Course		Hours	
4994 Introduction to Programming MS.Net Applications with MS Visual Studio 2005 or 10975 Introduction to Programming		70	
2310 Developing MS ASP.Net Web Applications Using Visual Studio.Net or 20486 Developing ASP.NET Core MVC Web Applications		70	
10264 Developing web Application w/MS Visual Studio 2010 or 10550 Programming in Visual Basic with Microsoft® Visual Studio® 2010		70	
10267 Introduction to Web Development w/MS Visual Studio 2010		70	
HTML5: Content Authoring Fundamentals / New and Advanced Features		42	
*One Microsoft Exam Voucher and Exam Prep			

<b>Price</b>	<b>\$5,255.00</b>
4994 Introduction to Programming MS.Net Applications with MS Visual Studio 2005 or 10975 Introduction to Programming	\$250.00
2310 Developing MS ASP.Net Web Applications Using Visual Studio.Net or 20486 Developing ASP.NET Core MVC Web Applications	\$250.00
10264 Developing web Application w/MS Visual Studio 2010 or 10550 Programming in Visual Basic with Microsoft® Visual Studio® 2010	\$250.00
10267 Introduction to Web Development w/MS Visual Studio 2010	\$250.00
HTML5: Content Authoring Fundamentals / New and Advanced Features	\$40.00
<b>Total Textbook Cost (required and non-refundable)</b>	<b>\$1,040.00</b>
<b>Exam (non-refundable)</b>	<b>\$225.00</b>
<b>Registration Fee (non-refundable)</b>	<b>\$75.00</b>
<b>Total Program Cost</b>	<b>\$6,595.00</b>

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

# Microsoft® Backend Development

MCSO Web Applications  
 CalJOBS# 50040911000015

CRM ID: P44SoCal

## Audience

Technology Specialists typically pursue careers as Web developers, Windows developers, or enterprise software developers. They may also be developers and system administrators who do not work with the .NET Framework daily but who want to show their breadth of technology experience

## Prerequisites

A High school diploma or equivalency is required.

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

- Graphic Designers
- Multi-Media Artists
- Animators

## Course Information

Hours: 582	Approximately 30 weeks of instruction	Price	<b>\$10,295.00</b>
Course			Hours
20480 Programming in HTML5 with Java Script and CSS3			105
20486 Developing ASP.NET 4.5 MVC Web Applications			105
20487 Developing Windows Azure and Web Services.			105
Java EE Programming: AJAX Fundamentals (LearnNowPlus)			70
Java Programming or Introduction to Java 9			70
Intro to Programming (No Courseware Included)			70
HTML5: Content Authoring Fundamentals / New and Advanced Features			57
*Three Microsoft Exam Vouchers and Exam Preps			
<b>Price</b>			<b>\$8,755.00</b>
20480 Programming in HTML5 with Java Script and CSS3			\$250.00
20486 Developing ASP.NET 4.5 MVC Web Applications			\$250.00
20487 Developing Windows Azure and Web Services			\$250.00
Java EE Programming: AJAX Fundamentals (LearnNowPlus) or Advanced Java 9			\$0.00
Java Programming or Introduction to Java 9			\$0.00
Intro to Programming (No Courseware Included)			\$0.00
HTML5: Content Authoring Fundamentals / New and Advanced Features			\$40.00
<b>Total Textbook Cost (required and non-refundable)</b>			<b>\$790.00</b>
<b>Exams (non-refundable)</b>			<b>\$675.00</b>
<b>Registration Fee (non-refundable)</b>			<b>\$75.00</b>
<b>Total Program Cost</b>			<b>\$10,295.00</b>

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



# MCTS – Microsoft® SQL Database Administrator

CalJOBS# 11050111000002

CRM ID: P72SoCal

## General Course Description

Program is designed as an entry level into the Microsoft SQL environment. Students will begin with Access and then will take the T-SQL coding along with XML syntax. Students will earn a Database Administration Certification.

## Audience

Entry level database training for career changers and career enhancers.

## Prerequisites

New Horizons Career Development Solutions and Microsoft do not strictly define the prerequisites. As a result, no pre-existing knowledge or skill set involving computer technology is required; however Computers Made Easy and basic computer skills are suggested and a high school diploma or equivalency is required

## Acquired Skills

Select SQL Server services to support an organization's business needs, plan for source control, unit testing, and deployment to meet an organization's needs. • Evaluate advanced query techniques. • Evaluate advanced XML techniques. Approach database design from a systematic perspective, gather database requirements, and formulate a conceptual design. • Design a database access strategy. • Design a normalized database, Optimize a database design by demoralizing

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

Database Administrators

Network Systems and Data  
Communications Analysis

Network and Systems  
Administrators

## Course Information

Hours: 363	Approximately 19 weeks of training	Price:	\$5,400.00
Course		Hours	
Microsoft Access Levels One, Two		96	
Introduction to Programming (No Courseware Included)		64	
20461 Querying Microsoft SQL Server or 20761 Querying Data with Transact SQL		63	
20462 Administering Microsoft® SQL Server Databases or 20764 Administering a SQL Database Infrastructure		70	
20463 Implementing a Data Warehouse with Microsoft SQL Server or 20767 Implementing a SQL Data Warehouse		70	
*One Microsoft Exam Voucher and Exam Prep			
Price		\$4,310.00	

Microsoft Access Levels One, Two	\$40.00
Introduction to Programming (No Courseware Included)	\$0.00
20461 Querying Microsoft SQL Server or 20761 Querying Data with Transact SQL	\$250.00
20462 Administering Microsoft® SQL Server Databases or 20764 Administering a SQL Database Infrastructure	\$250.00
20463 Implementing a Data Warehouse with Microsoft SQL Server or 20767 Implementing a SQL Data Warehouse	\$250.00
<b>Total Textbook Cost (required and non-refundable)</b>	<b>\$790.00</b>
<b>Exam (non-refundable)</b>	<b>\$225.00</b>
<b>Registration Fee (non-refundable)</b>	<b>\$75.00</b>
<b>Total Program Cost</b>	<b>\$5,400.00</b>

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



# MCSD– Microsoft® Certified Solutions Developer Web Applications

CalJOBS# 11100611000037

CRM ID: C54Socal

## General Course Description

In this course, students will learn how to design and develop services that access local and remote data from various data sources. Students will also learn how to develop and deploy services to hybrid environments, including on-premises servers and Windows Azure.

## Prerequisites

A High school diploma or equivalency is required. To achieve this certification you must have a foundation of web programming skills using HTML5 with JavaScript and ASP.NET MVC 4. This course is intended for both novice and experienced .NET developers who have a minimum of six months programming experience, and want to learn how to develop services and deploy them to hybrid environments

## Acquired Skills

Overview of HTML and CSS. Exploring the Contoso Conference Application. Creating and Styling HTML5 Pages. Introduction to JavaScript. Creating Forms to Collect Data and Validate User Input. Creating a Form and Validating User Input. Communicating with a Remote Data Source. Module 6: Styling HTML5 by Using CSS3. Creating Objects and Methods by Using JavaScript. Creating Interactive Pages using HTML5 APIs, Describe the Microsoft Web Technologies stack and select an appropriate technology to use to develop any given application. •Create MVC Models and write code that implements business logic within Model methods, properties, and events. Describe what a Web API is and why developers might add a Web API to an application. Secure WCF services using transport and message security. Implement federated authentication by using ACS with ASP.NET Web API services Monitor and log services, both on-premises and in Windows Azure.

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

Web Application Developer      Webmaster

## Course Information

Hours:316	Approximately 18 weeks of instruction	Price	<b>\$7,295.00</b>
Course		Hours	
20480 Programming in HTML5 with JavaScript and CSS3		70	
20486 Developing ASP.NET MVC 4 Web Applications		70	
20487 Developing Windows Azure and Web Services		70	
SharePoint Designer Levels One and Two		16	
HTML5: Content Authoring Fundamentals / New and Advanced Features		24	
JavaScript Programming		66	
*Three Microsoft Exam Vouchers and Exams Preps			

Price	\$5,715.00
20480 Programming in HTML5 with JavaScript and CSS3	\$250.00
20486 Developing ASP.NET MVC 4 Web Applications	\$250.00
20487 Developing Windows Azure and Web Services	\$250.00
SharePoint Designer Levels One and Two	\$40.00
HTML5: Content Authoring Fundamentals / New and Advanced Features	\$40.00
JavaScript Programming (No Courseware)	\$0.00
<b>Total Textbook Cost (required and non-refundable)</b>	<b>\$830.00</b>
<b>Exam (non-refundable)</b>	<b>\$675.00</b>
<b>Registration Fee (non-refundable)</b>	<b>\$75.00</b>
<b>Total Program Cost</b>	<b>\$7,295.00</b>

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

## MCTS – Microsoft SQL Database Administrator / Business Intelligence Analyst / Healthcare

CaJOBS# 11050111000011

CRM ID: P40Social

### GENERAL COURSE DESCRIPTION

**Healthcare information technology (HIT)** provides the umbrella framework to describe the comprehensive management of health information across computerized systems and its secure exchange between consumers, providers, government and quality entities, and insurers. Health information technology (HIT) is in general increasingly viewed as the most promising tool for improving the overall quality, safety and efficiency of the health delivery system. Broad and consistent utilization of HIT will: Improve health care quality; Prevent medical errors; Reduce health care costs; Increase administrative efficiencies Decrease paperwork; and Expand access to affordable care. Emphasis is placed on the Microsoft SQL environment. Students will take the T-SQL coding along with XML syntax. Students will earn a Database Administration Certification and a Business Intelligence Certification. Business Intelligence uses Analysis, Integration, Data Warehousing and Reporting Services to produce knowledge and company planning.

### Audience

Intermediate-level database training for career changers and career enhancers.

### Prerequisites

Before attending this course, students must have basic knowledge of object oriented programming, relational databases and basic knowledge on PC's .

### Acquired Skills

Select SQL Server services to support an organization's business needs, plan for source control, unit testing, and deployment to meet an organization's needs. • Evaluate advanced query techniques. • Evaluate advanced XML techniques. Approach database design from a systematic perspective, gather database requirements, and formulate a conceptual design. • Analyze and evaluate a logical database design. • Design a database access strategy. • Design a normalized database, Optimize a database design by de-normalizing. Electronic Medical Records

**CERTICATION for Certified Electronic Health Records Specialist (CEHRS) Exam Voucher not included**

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

Healthcare Analysts

Vendor/Data Analysis

Database Administrators

### Course Information

Hours: 350	Approximately 18 weeks of training	Price:	\$7,200.00
Course		Hours	
20461 Querying Microsoft SQL Server or 20761 Querying Data with Transact SQL		70	
20462 Administering Microsoft® SQL Server Databases or 20764 Administering a SQL Database Infrastructure		70	
20463 Implementing a Data Warehouse with Microsoft SQL Server or 20767 Implementing a SQL Data Warehouse		70	
HI 1014 Human Anatomy, Physiology & Medical Terminology		70	
HI-1018 Electronic Health Records		70	
*Two Microsoft Exam Vouchers and Prep Exams			

<b>Price</b>	<b>\$5,767.00</b>
20461 Querying Microsoft SQL Server or 20761 Querying Data with Transact SQL	\$250.00
20462 Administering Microsoft® SQL Server Databases or 20764 Administering a SQL Database Infrastructure	\$250.00
20463 Implementing a Data Warehouse with Microsoft SQL Server or 20767 Implementing a SQL Data Warehouse	\$250.00
HI 1014 Human Anatomy, Physiology & Medical Terminology	\$110.00
HI-1018 Electronic Health Records	\$48.00
<b>Total Textbook Cost (required and non-refundable)</b>	<b>\$908.00</b>
<b>Exam (non-refundable)</b>	<b>\$450.00</b>
<b>Registration Fee (non-refundable)</b>	<b>\$75.00</b>
<b>Total Program Cost</b>	<b>\$7,200.00</b>

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

# PowerShell

CalJOBS# 11100111000027

CRM ID: C64SoCal

## General Course Description

Students will gain fundamental knowledge and skills to use Windows PowerShell 3.0 for administering and automating administration of Windows based servers

## Audience

This course is intended for IT Professionals already experienced in general Windows Server and Windows Client administration or already experienced in administering and supporting Application servers and services including Exchange, SharePoint, SQL etc It is broadly intended for students who want to use Windows PowerShell to automate administrative tasks from the command line, using any Microsoft or independent software vendor (ISV) product that supports Windows PowerShell manageability

## Prerequisites

It is expected that candidates pursuing this certification have a minimum of one year experience working as a Network or Systems Administrator. A high school diploma or equivalency is required.

## Acquired Skills

Finding and running commands. Working with the Pipeline. Understand how the pipeline works. Using PS Providers and PSDrives, Using WMI and CIM. Prepare scripting. Administering Remote computers. Using advanced PowerShell techniques and profiles.

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

Window Server Administrator    Server Administrator    Systems Network Administrator

## Course Information

Hours: 105	Approximately 7 weeks of instruction	Price	<b>\$2,695.00</b>
Course		Hours	
Automating Administration with Windows PowerShell		105	
Price		<b>\$2,400.00</b>	
Automating Administration with Windows PowerShell		\$250.00	
Total Textbook Cost (required and non-refundable)		<b>\$250.00</b>	
No Exam		<b>\$0.00</b>	
Registration Fee (non-refundable)		<b>\$75.00</b>	
Total Program Cost		<b>\$2,695.00</b>	

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

# MCTS - Microsoft® Help Desk with Healthcare IT Specialization

MCSA CRM ID: P69Socal

## General Course Description

Student will receive Basic Computer training to Networking to Desktop Administration. This program offers a rounded education in the IT Networking Server World. Student should be familiar with personal computers and the Windows operating system and have a good idea of how to use basic computer applications. The Medical Terminology and Electronic Health Records is designed to empower students with skills and knowledge that will increase their workplace competence and advantage. The balanced training program covers industry specification preparation for working in a IT position in the healthcare field.

## Prerequisites

A high school diploma or equivalency is required

## Acquired Skills

Students will learn how networks function, network components and their functions, TCP/IP networking, addressing and routing, remote access services, LAN/WAN, VPN, and IOS (software language). A junior Hardware installation, configuring and troubleshooting, Software installation, configuring and troubleshooting, Networking basics, IP addressing and services, Monitoring network services, Names resolution, IP addressing and services, File and print services, Network and remote access

With the skills learned in the professional development series he/ she is able to perform:

- Identify the administrative roles and understand the various concepts and skills necessary, to function in the medical environment.
- Demonstrate an understanding of medical terminology, basic anatomy and physiology, medical ethics and legal aspects, and privacy and security issues.
- Demonstrate competency and the application of administrative skills and procedures needed for the medical administrative assistant to function in a health care setting.
- Demonstrate the necessary level of professionalism, responsibility, flexibility, organization, and skill in human relations and customer service to enter the health care field.

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

Hospital Computer and Network Support Specialist

Hospital Network and Computer Systems Help Desk Specialist

## Course Information

Hours:	522	Approximately 27 weeks of instruction	Price:	<b>\$9,595.00</b>
Course				Hours
CompTIA A+ Training – Essentials IT/Remote/Depot/Technician				140
CompTIA Network+ Training				70
20687 Configuring Windows 8 or 20697-1 Implementing and Managing Windows 10 or MD-100T01, MD-100T02, MD-100T03, MD-100T04				42
20688 Managing and Maintaining Windows 8 or 20697-2 Deploying and Managing Windows 10 Using Enterprise Services or MD-101T01, MD-101T02, MD-101T03				42
Outlook Levels One and Two				32
HI 1014 Human Anatomy, Physiology & Medical Terminology				98
HI-1018 Electronic Health Records				98
*Three CompTIA Exam Vouchers , Two Microsoft Exam Vouchers, CEHRS Exam Vouchers and Exam Preps				



Price	\$
CompTIA A+ Training – Essentials IT/Remote/Depot/Technician	\$68.00
CompTIA Network+ Training	\$68.00
20687 Configuring Windows 8 or 20697-1 Implementing and Managing Windows 10 or MD-100T01, MD-100T02, MD-100T03, MD-100T04	\$250.00
20688 Managing and Maintaining Windows 8 or 20697-2 Deploying and Managing Windows 10 Using Enterprise Services or MD-101T01, MD-101T02, MD-101T03	\$250.00
Outlook Levels One and Two	\$40.00
HI 1014 Human Anatomy, Physiology & Medical Terminology	\$110.00
HI-1018 Electronic Health Records	\$48.00
<b>Total Textbook Cost (required and non-refundable)</b>	<b>\$834.00</b>
<b>Exams (non-refundable)</b>	<b>\$1,300.00</b>
<b>Registration Fee (non-refundable)</b>	<b>\$75.00</b>
<b>Total Program Cost</b>	<b>\$9,595.00</b>

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

# ITIL - Foundations - Business Needs and Goals - IT Best Practices

CalJOBS# 11050111000010

CRM ID: C16Socal

## General Course Description

Career Development Solutions ITIL training and certification classes will show you how to align your business needs and goals with your IT services and prepare for ITIL Certification.

Learn procedures and best practices drawn from years of experience in both public and private sector organizations. Information Technology Infrastructure Library (ITIL) is a series of books and concepts which help guide an organization in IT best practices in order to provide quality IT services.

## Prerequisite

A High school diploma or equivalency is required.

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

Software Quality Assurance Engineer and Tester  
Medical and Health Service Managers

Computer Systems Analyst  
Management Analysis

## Course Information

Hours: 190	Approximately 11 weeks of training	Price	\$8,800.00
Course		Hours	
ITIL Foundations		63	
ITIL Service Strategy		28	
ITIL Operational Support and Analysis		35	
Microsoft Project Levels One and Two		48	
Project Management Strategic Planning Skills		16	
*Three Exam Vouchers and Exam Preps			

Price	\$7,485.00
ITIL Foundations	\$150.00
ITIL Service Strategy	\$150.00
ITIL Operational Support and Analysis	\$150.00
Microsoft Project Levels One and Two	\$40.00
Project Management Strategic Planning Skills	\$0.00
<b>Total Textbook Cost (required and non-refundable)</b>	<b>\$490.00</b>
<b>Exams (non-refundable)</b>	<b>\$750.00</b>
<b>Registration Fee (non-refundable)</b>	<b>\$75.00</b>
<b>Total Program Cost</b>	<b>\$8,800.00</b>

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

# Six Sigma Lean Green Belt

CalJOBS# 11100511000001

CRM ID: C70SoCal

## General Course Description

This course is designed for professionals with a MBA degree or has 10 years equivalent experience. Following the course combined with assigned projects can lead to Black Belt Certification.

## Prerequisites

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

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

Software Quality Assurance Engineer and Tester  
Medical and Health Services Manager

Computer Systems Analyst  
Management Analysis

## Course Information

Hours: 21	Approximately 2 weeks of training	Price:	\$2,100.00
Course		Hours	
Six Sigma Green Belt		21	
Price		\$1,975.00	
Six Sigma Green Belt		\$50.00	
Total Textbook Cost (required and non-refundable)		\$50.00	
Exam included with the training		\$0.00	
Registration Fee (non-refundable)		\$75.00	
Total Program Cost		\$2,100.00	

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

## Six Sigma Lean Black Belt

CalJOBS# 1110051100000

CRM ID: P63SoCal

### General Course Description

This course is designed for professionals with a MBA degree or has 10 years equivalent experience. Following the course combined with assigned projects can lead to Black Belt Certification.

### Prerequisites

Must be Six Sigma Lean Green Belt Certified and be familiar with personal computers and the windows operating system and a high school diploma or equivalency is required

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

Software Quality Assurance Engineer and  
Tester  
Medical and Health Services Manager

Computer Systems Analyst  
Management Analysis

### Course Information

Hours: 35	Approximately 2 weeks of training	Price:	\$3,500.00
Course		Hours	
Six Sigma Black Belt		35	
Price		\$3,375.00	
Six Sigma Black Belt		\$50.00	
Total Textbook Cost (required and non-refundable)		\$50.00	
Exam included with the training		\$0.00	
Registration Fee (non-refundable)		\$75.00	
Total Program Cost		\$3,500.00	

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

## Six Sigma Lean Black Belt with Project Management

CalJOBS# 52021111000006 CRM ID: P64Socal

iTrain Program Number: 52020117300100 SBY: 3072

### General Course Description

This Project oriented program includes Lean Six Sigma Black Belt training. Microsoft Project, which is a necessary tool for Project Management and Six Sigma Professionals, will be taught to the advanced level. Student will learn the basics of Lean Six Sigma and by the end will be able to apply Lean Six Sigma methodologies into a project. To earn Sigma Certification Students will need to complete a White Paper which implements Six Sigma Methodology into a project. Students will be awarded their belt from the instructor upon approval of the project. Students will learn the PMBOK methods of Project Management.

### Prerequisites

A High school diploma or equivalency is required

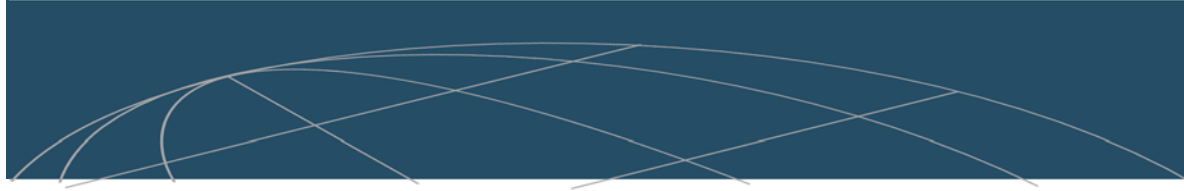
**Job Titles (Job Titles related to Six Sigma, Project Management and IT Training stretch Horizontally, they can vastly vary, the list below is a sampling but not limited to)**

Project Managers  
 Medical and Health Services Manager  
 Computer Systems Analyst  
 Management Analysis

### Course Information

Hours: 137	Approximately 7 weeks of training	Price	<b>\$7,500.00</b>
Course		Hours	
Six Sigma Green Belt		21	
Project Management Professional		35	
Six Sigma Lean Black Belt		35	
Microsoft Project Levels One and Two		46	
<b>Price</b>		<b>\$7,230.00</b>	
Six Sigma Green Belt		\$50.00	
Project Management Professional		\$55.00	
Six Sigma Lean Black Belt		\$50.00	
Microsoft Project Levels One and Two		\$40.00	
<b>Total Textbook Cost (required and non-refundable)</b>		<b>\$195.00</b>	
<b>Exams for Six Sigma are Included with the training. (No PMP Exam Included)</b>		<b>\$0.00</b>	
<b>Registration Fee (non-refundable)</b>		<b>\$75.00</b>	
<b>Total Program Cost</b>		<b>\$7,500.00</b>	

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



## Six Sigma Professional Program

CalJOBS# 11100511000005

CRM ID: C22SoCal

### General Course Description

This course is designed for professionals with a MBA degree or has 10 years equivalent experience

### Prerequisites

Should be familiar with personal computers and the windows operating system and be a business professional.

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

Project Managers

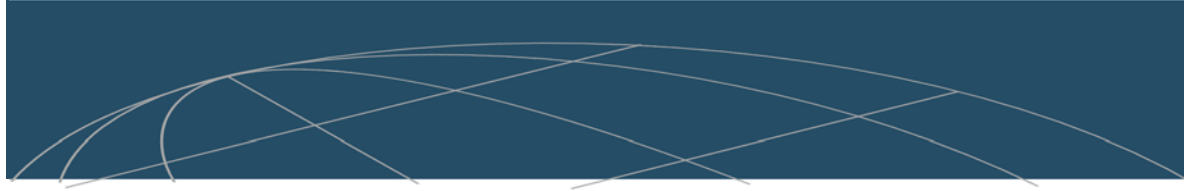
Management Analysis

### Course Information

Hours: 101	Approximately 5 weeks of training	Price:	\$5,000.00
Course			Hours
Six Sigma Lean Black Belt			35
Six Sigma Green Belt			21
Microsoft Project Levels One, Two			16
Microsoft Excel Levels One, Two			29
<b>Price</b>			<b>\$4,745.00</b>
Six Sigma Lean Black Belt			\$50.00
Six Sigma Green Belt			\$50.00
Microsoft Project Levels One, Two			\$40.00
Microsoft Excel Levels One, Two			\$40.00
<b>Total Textbook Cost (required and non-refundable)</b>			<b>\$180.00</b>
<b>Exams are included with the training</b>			<b>\$0.00</b>
<b>Registration Fee (non-refundable)</b>			<b>\$75.00</b>
<b>Total Program Cost</b>			<b>\$5,000.00</b>

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





# Six Sigma Lean Green Belt, Black Belt and Lean Facilitator

CalJOBS# 11050111000001

CRM ID: C9Socal

## General Course Description

This process improvement oriented program includes Lean Six Sigma training along with a certificate as a Lean Facilitator. Microsoft Excel, which is a necessary tool for Six Sigma Professionals, will be taught to the advanced level. Student will learn the basics of Lean Six Sigma and will be able to apply Lean Six Sigma methodologies into a project. To earn Sigma Green Belt Certification Students will need to pass an exam at the completion of training. To earn the Black Belt the student will need to pass the Black Belt exam along with completing a Six Sigma Project which will be approved by the Master Black Belt Instructor.

The Lean Facilitator course is jam-packed with knowledge about the key LEAN events which have the best results when the events are facilitated by a LEAN expert. Students learn the steps and techniques to effective LEAN facilitation along with easy templates and checklists that simplify the LEAN process. Students taking this course will improve the outcome of LEAN events for any organization.

## Prerequisites

A High school diploma or equivalency is required.

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

Management Analyst  
Administrative Analyst

Quality Control Analyst  
Manufacturing Analyst

## Course Information

Hours: 147	Approximately 8 weeks of training	Price	<b>\$7,800.00</b>
Course		Total Hours	
Six Sigma Green Belt		21	
Six Sigma Black Belt		35	
Lean Facilitator Certificate		14	
Microsoft Excel Levels One, Two and Three		77	
<b>Price</b>		<b>\$</b>	
Six Sigma Green Belt		\$50.00	
Six Sigma Black Belt		\$50.00	
Lean Facilitator Certificate		\$50.00	
Microsoft Excel Levels One, Two and Three		\$60.00	
<b>Total Textbook Cost (required and non-refundable)</b>		<b>\$210.00</b>	
<b>Exams are included with the training.</b>		<b>\$0.00</b>	
<b>Registration Fee (non-refundable)</b>		<b>\$75.00</b>	
<b>Total Program Cost</b>		<b>\$7,800.00</b>	

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

# Six Sigma Lean Black Belt / ITIL Foundations

CalJOBS# 11100611000044

CRM ID: C69SoCal

## General Course Description

This course is designed for professionals with a MBA degree or has 10 years equivalent experience in the IT world. Following the course combined with assigned projects can lead to Black Belt Certification.

In the ITIL Foundations course the student will learn how to effectively organize and work within a team environment.

## Prerequisites

Should be familiar with personal computers and the windows operating system and be a business professional.

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

Software Quality Assurance Engineer and Tester

Computer Systems Analyst

Medical and Health Service Managers

Management Analysis

## Course Information

Hours: 64	Approximately 4 weeks of training	Price:	\$5,000.00
Course		Hours	
Six Sigma Lean Black Belt		35	
ITIL Foundations V3 or Six Sigma Green Belt		29	
Price		\$4,475.00	
Six Sigma Lean Black Belt		\$50.00	
ITIL Foundations V3 or Six Sigma Green Belt		\$150.00	
Total Textbook Cost (required and non-refundable)		\$200.00	
Exam (non-refundable)		\$250.00	
Registration Fee (non-refundable)		\$75.00	
Total Program Cost		\$5,000.00	

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

## Six Sigma Lean Black Belt / ITIL Foundations / CompTIA- Project +

CalJOBS# 11010311000001

CRM ID: P62SoCal

### General Course Description

This course is designed for professionals with a MBA degree or has 10 years equivalent experience in the IT world. Following the course combined with assigned projects can lead to Black Belt Certification.

In the ITIL Foundations course the student will learn how to effectively organize and work within a team environment.

The CompTIA Project+ course will prepare students for the current CompTIA Certification exam. IT covers the full range of skills and concepts students need to know to plan and implement projects culminating in the creation of a project schedule. You learn how to manage business concerns such as cost and risk and it is balanced by thorough coverage of best practices in managing people and resources. Students will also learn how to manage change and the steps necessary in closing a project.

### Prerequisites

Should be familiar with personal computers .High school diploma or equivalency is required

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

Software Quality Assurance Engineer and Tester

Computer Systems Analyst

Medical and Health Service Managers

Management Analysis

### Course Information

Hours: 151	Approximately 8 weeks of training	Price	<b>\$8,500.00</b>
Course		Hours	
Six Sigma Lean Black Belt		35	
ITIL Foundations V3		60	
Six Sigma Green Belt		21	
CompTIA Project +		35	
One CompTIA Exam Voucher and Exam Prep			
<b>Price</b>		<b>\$7,757.00</b>	
Six Sigma Lean Black Belt		\$50.00	
ITIL Foundations V3		\$150.00	
Six Sigma Green Belt		\$50.00	
CompTIA Project +		\$68.00	
<b>Total Textbook Cost (required and non-refundable)</b>		<b>\$318.00</b>	
<b>Exams (non-refundable)</b>		<b>\$350.00</b>	
<b>Registration Fee (non-refundable)</b>		<b>\$75.00</b>	
<b>Total Program Cost</b>		<b>\$8,500.00</b>	

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

## MASTER Six Sigma Black Belt Program

CaJOBS# 11100611000033

CRM ID: C51SoCal

### General Course Description

A full time Master Black Belt position is the highest level of achievement within the Six Sigma infrastructure. The Master Black Belt engages with executive management to drive the process improvement initiative throughout the entire organization. In addition, the Master Black Belt fulfills the critical role of developing internal Six Sigma resources with primary accountability for the Black Belt bench strength and project results.

The New Horizons Career Development Solutions Master Six Sigma Lean Black Belt Program allows a qualified individual to first earn a Green Belt, mastering the practical process of Lean Six Sigma. The next step is studying for the Black Belt in which the student will learn to apply Six Sigma process methodology. The Master Black Belt course is the final step of the training program.

### Prerequisites

Student must have graduate degree or 10 years of experience in Process Management and a high school diploma or equivalency is required

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

Project Manager  
Managers

Management Analysis

### Course Information

<b>Hours:</b> 240	Approximately 12 weeks of training	<b>Price:</b>	<b>\$9995.00</b>
Course		Hours	
Six Sigma Lean Green Belt		21	
Six Sigma Lean Black Belt		35	
Master Black Belt		35	
Independent Study		149	
<b>Price</b>		<b>\$9,770.00</b>	
Six Sigma Lean Green Belt		\$50.00	
Six Sigma Lean Black Belt		\$50.00	
Master Black Belt		\$50.00	
<b>Total Textbook Cost (required and non-refundable)</b>		<b>\$150.00</b>	
<b>Exams are included with the training</b>		<b>\$0.00</b>	
<b>Registration Fee (non-refundable)</b>		<b>\$75.00</b>	
<b>Total Program Cost</b>		<b>\$9,995.00</b>	

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

## Project Certifications Program

CalJOBS# 52021111000010 CRM ID: P2csocal

### General Course Description

This Project oriented program includes a CompTIA Certification in Project (Project+). The program begins with foundational classes where students will master the skills of Microsoft project and moves forward to Project Certifications. VISIO levels one and two will also be covered within this program.

### Prerequisites

You will need basic PC skills. A High school diploma or equivalency is required.

### Acquired Skills

Student will learn to design and track well-formed projects by gathering requirements, creating a project plans and assessing project risk while managing multiple business priorities. In addition, the student will learn how to use a computer program (Microsoft Project) as a tool for projects and will acquire the ability through Visio.

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

Architects	First-Line Supervisor	Network and Computer	Computer and IS Admin
Managers of Construction	Civil Engineers	Systems Administrator	

### Course Information

Hours: 266	Approximately 14 weeks of instruction	Price	<b>\$6,275.00</b>
Course		Hours	
Project Management Fundamentals		16	
Microsoft Project Levels One and Two		31	
Microsoft Excel Levels One, Two and Three		72	
CompTIA Project +		35	
Microsoft SharePoint Foundation 2010 Levels One and Two		96	
Visio Levels One and Two		16	
*One Microsoft Exam Voucher, One CompTIA Exam Voucher and Exam Preps			

Price	\$5,232.00
Project Management Fundamentals	\$10.00
Microsoft Project Levels One and Two (\$20x2)	\$40.00
Microsoft Excel Levels One, Two and Three(\$20x3)	\$60.00
CompTIA Project +	\$68.00
Microsoft SharePoint Foundation 2010 Levels One and Two (\$100.00x2)	\$200.00
Visio Levels One and Two (\$20x2)	\$40.00
<b>Total Textbook Cost (required and non-refundable)</b>	<b>\$418.00</b>
<b>Exams (non-refundable)</b>	<b>\$550.00</b>
<b>Registration Fee (non-refundable)</b>	<b>\$75.00</b>
<b>Total Program Cost</b>	<b>\$6,275.00</b>

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

## Project Certifications Program Path with AutoCAD

CalJOBS# 11100511000004

CRM ID:C65SoCal

### General Course Description

This Project oriented program includes a Microsoft Certification (MCTS) and a CompTIA Certification in Project (Project+). The program begins with foundational classes where students will master the skills of Microsoft project and moves forward to Project Certifications. Both VISIO and AutoCAD levels one and two will also be covered within this program.

### Prerequisites

You will need basic PC skills and a High School Diploma

### Acquired Skills

Student will learn to design and track well-formed projects by gathering requirements, creating a project plans and assessing project risk while managing multiple business priorities. In addition, the student will learn how to use a computer program (Microsoft Project) as a tool for projects and will acquire the ability through Visio and Auto Cad to produce CAD drawings, providing familiar and intuitive drawings user interface and tool set for design/build construction process and you will receive one certification.

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

Construction Managers      First-Line Supervisors/Managers of Construction  
Civil Engineers              Architects

### Course Information

Hours: 306	Approximately 16 weeks of instruction	Price	<b>\$7,375.00</b>
Course		Hours	
Project Management Fundamentals		16	
Microsoft Project Levels One and Two		32	
Microsoft Excel Levels One, Two and Three		48	
CompTIA Project +		35	
Microsoft SharePoint Foundation 2010 - Level 1		32	
Microsoft SharePoint Foundation 2010 - Level 2		32	
Visio Levels One and Two		16	
AutoCAD Levels One and Two		95	
*One Microsoft Exam Voucher, One CompTIA Exam Voucher and Exam Preps			



<b>Price</b>	<b>\$6,207.00</b>
Project Management Fundamentals	\$10.00
Microsoft Project Levels One and Two (\$20x2)	\$40.00
Microsoft Excel Levels One, Two and Three (\$20x3)	\$60.00
CompTIA Project +	\$68.00
Microsoft SharePoint Foundation 2010 - Level 1	\$100.00
Microsoft SharePoint Foundation 2010 - Level 2	\$100.00
Visio Levels One and Two (\$20x2)	\$40.00
AutoCAD Levels One and Two (\$50.00x2)	\$100.00
<b>Total Textbook Cost (required and non-refundable)</b>	<b>\$518.00</b>
<b>Exams (non-refundable)</b>	<b>\$575.00</b>
<b>Registration Fee (non-refundable)</b>	<b>\$75.00</b>
<b>Total Program Cost</b>	<b>\$7,375.00</b>

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

## Project Management Professional Program

CalJOBS# 11100611000047

CRM ID: C72SoCal

### General Course Description

This Project oriented program includes a Project Management Professional PMI approved course along MS project and Excel. The combination of courses blends project management methodologies and computer applications for a well-rounded approach to Project Management.

### Prerequisites

This course is designed for professionals Five years or more experience as a Project Manager and a high school diploma or equivalency is required

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

Project Managers

Medical and Health Services Manager

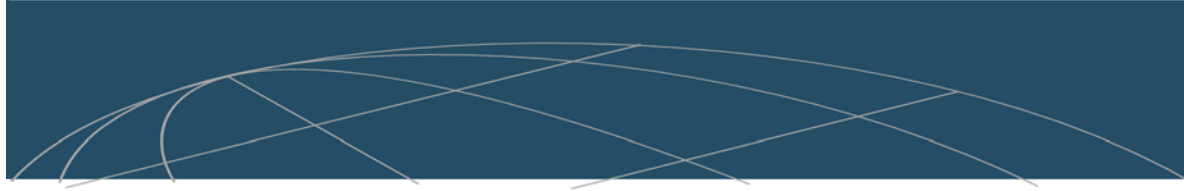
Computer Systems Analyst

Management Analysis

### Course Information

Hours: 101	Approximately 6 weeks of training	Price:	\$5,000.00
Course			Hours
Microsoft Project Levels One and Two			24
Project Management Professional			35
Microsoft Excel Levels One, Two and Three			42
<b>Price</b>			<b>\$4,770.00</b>
Microsoft Project Levels One and Two (\$20x2)			\$40.00
Project Management Professional			\$55.00
Microsoft Excel Levels One, Two and Three (\$20x3)			\$60.00
<b>Total Textbook Cost (required and non-refundable)</b>			<b>\$155.00</b>
<b>No Exams</b>			<b>\$0.00</b>
<b>Registration Fee (non-refundable)</b>			<b>\$75.00</b>
<b>Total Program Cost</b>			<b>\$5,000.00</b>

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



## Project Management Professional (PMI) Program

CRM ID: C56SoCal

### General Course Description

This Project oriented program includes a Project Management Professional PMI approved course along with Visio, MS project, Excel and a Project Business Skills course. The combination of courses blends project management methodologies and computer applications for a well-rounded approach to Project Management.

### Prerequisites

This course is designed for professionals Five years or more experience as a Project Manager and a high school diploma or equivalency is required

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

Project Managers  
Computer Systems Analyst

Medical and Health Services Manager  
Management Analysis

### Course Information

<b>Hours:</b> 307	Approximately 16 weeks of training	<b>Price:</b>	<b>\$6,600.00</b>
Course			Hours
CompTIA Project +			35
Microsoft Project Levels One and Two			58
Project Management Professional			102
Visio Levels One and Two			16
Microsoft Excel Levels One, Two and Three			72
Project Management Fundamentals			24
<b>Price</b>			<b>\$5,902.00</b>
CompTIA Project +			\$68.00
Microsoft Project Levels One and Two (\$20x2)			\$40.00
Project Management Professional			\$55.00
Visio Levels One and Two (\$20x2)			\$40.00
Microsoft Excel Levels One, Two and Three (\$20x3)			\$60.00
Project Management Fundamentals			\$10.00
<b>Total Textbook Cost (required and non-refundable)</b>			<b>\$273.00</b>
<b>Exam (non-refundable)</b>			<b>\$350.00</b>
<b>Registration Fee (non-refundable)</b>			<b>\$75.00</b>
<b>Total Program Cost</b>			<b>\$6,600.00</b>

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

## Project Management and Process Improvement

CalJOBS# 11100511000003

CRM ID: C66SoCal

### General Course Description

This Project oriented program includes Lean Six Sigma Green Belt training. Microsoft Project, which is a necessary tool for Project Management and Six Sigma Professionals, will be taught to the advanced level. Student will learn the basics of Lean Six Sigma and by the end will be able to apply Lean Six Sigma methodologies into a project. To earn Sigma Certification Students will need to complete a White Paper which implements Six Sigma Methodology into a project. Students will be awarded their belt from the instructor upon approval of the project. Students will learn the PMBOK methods of Project Management.

### Prerequisites

This course is designed for professionals with Five years or more experience as a Project Manager and a high school diploma or equivalency is required

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

Project Managers

Medical and Health Services Manager

Computer Systems Analyst

Management Analysis

### Course Information

<b>Hours:</b> 136	Approximately 7 weeks of training	<b>Price:</b>	<b>\$5,000.00</b>
Course			Hours
Six Sigma Green Belt			21
Project Management Professional			35
Microsoft Project Levels One and Two			32
Microsoft Excel Levels One, Two and Three			48
<b>Price</b>			<b>\$4,720.00</b>
Six Sigma Green Belt			\$50.00
Project Management Professional			\$55.00
Microsoft Project Levels One and Two (\$20x2)			\$40.00
Microsoft Excel Levels One, Two and Three (\$20x3)			\$60.00
<b>Total Textbook Cost (required and non-refundable)</b>			<b>\$205.00</b>
<b>Exam (non-refundable)</b>			<b>\$0.00</b>
<b>Registration Fee (non-refundable)</b>			<b>\$75.00</b>
<b>Total Program Cost</b>			<b>\$5,000.00</b>

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

## Project Management Professional / Six Sigma Lean Black Belt Training Program

CalJOBS# 11100511000002

CRM ID: P55SoCal

### General Course Description

This Project oriented program includes a Project Management Profession PMI approved course along with training for a Six Sigma Black Belt. Following the course combined with assigned projects can lead to Black Belt Certification.

### Prerequisites

A High school diploma or equivalency is required

**Job Titles (Job Titles related to Project Management and Six Sigma stretch Horizontally, they can vastly vary)**

### Course Information

<b>Hours: 444</b>	Approximately 23 weeks of training	<b>Price:</b>	<b>\$10,000.00</b>
Course			Hours
Six Sigma Green Belt			21
Microsoft Project Levels One and Two			48
Project Management Professional			105
Six Sigma Lean Black Belt			35
Visio Levels One and Two			16
Microsoft Excel Levels One, Two and Three			72
Time Management or Organizational Skills			16
Project Management Fundamentals			24
Effective Presentations			16
Independent Study			91
<b>Price</b>			<b>\$9,600.00</b>
Six Sigma Green Belt			\$50.00
Microsoft Project Levels One and Two			\$40.00
Project Management Professional			\$55.00
Six Sigma Lean Black Belt			\$50.00
Visio Levels One and Two			\$40.00
Microsoft Excel Levels One, Two and Three			\$60.00
Time Management or Organizational Skills			\$10.00
Project Management Fundamentals			\$10.00
Effective Presentations			\$10.00
<b>Total Textbook Cost (required and non-refundable)</b>			<b>\$325.00</b>
<b>Exam (non-refundable)</b>			<b>\$0.00</b>
<b>Registration Fee (non-refundable)</b>			<b>\$75.00</b>
<b>Total Program Cost</b>			<b>\$10,000.00</b>

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

## Red Hat Certified Systems Administrator (RHCSA)

CalJOBS# 11100611000049

CRM ID: C31Socal

### General Course Description

Red Hat Certified Engineer (RHCSA) is a performance-based test that measures actual competency on live systems. Called the "crown jewel of Linux certifications," RHCSA proves an individual's ability to configure networking services and security on servers running a Red Hat OS. RHCSA was recently named the hottest certification in all of IT by CertCities.com

An introduction to fundamental end-user and administrative tools in Red Hat Enterprise Linux, designed for students with little or no command-line Linux or UNIX experience

For users of Linux (or UNIX) who want to start building skills in systems administration on Red Hat Enterprise Linux, to a level where they can attach and configure a workstation on an existing network.

### Prerequisites

A High school diploma or equivalency is required.

### Acquired Skills

The RHCSA is designed for those wanting to prepare for professional responsibilities as a Linux systems administrator at the Technician level. You'll learn all the skills required to manage a Linux workstation and attach it to a corporate network, including configuration of client-side network services

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

Linux Administrator

Systems Administrator

### Course Information

Hours: 268	Approximately 16 weeks of training	Price	<b>\$7,500.00</b>
Course		Hours	
Advanced Interpersonal Communication		20	
Project Management Fundamentals		20	
Organizational Skills		20	
Time Management		23	
CompTIA Linux+ (exam not included)		105	
RH124 Red Hat System Administration I		40	
RH135 Red Hat System Administration II with RHCSA Exam		40	

<b>Price</b>	<b>\$7,317.00</b>
Advanced Interpersonal Communication	\$10.00
Project Management Fundamentals	\$10.00
Organizational Skills	\$10.00
Time Management	\$10.00
CompTIA Linux+	\$68.00
RH124 Red Hat System Administration I	\$0.00
RH135 Red Hat System Administration II with RHCSA Exam	\$0.00
<b>Total Textbook Cost (required and non-refundable)</b>	<b>\$108.00</b>
<b>RHCSA Exam included in the training (non-refundable)</b>	<b>\$0.00</b>
<b>Registration Fee (non-refundable)</b>	<b>\$75.00</b>
<b>Total Program Cost</b>	<b>\$7,500.00</b>



# Red Hat Certified Systems Administrator (RHCE)

CalJOBS# 11100611000048

CRM ID: C68SoCal

## General Course Description

Red Hat Certified Engineer (RHCE) is a performance-based test that measures actual competency on live systems. Called the "crown jewel of Linux certifications," RHCE proves an individual's ability to configure networking services and security on servers running a Red Hat OS. RHCE was recently named the hottest certification in all of IT by CertCities.com

An introduction to fundamental end-user and administrative tools in Red Hat Enterprise Linux, designed for students with little or no command-line Linux or UNIX experience

For users of Linux (or UNIX) who want to start building skills in systems administration on Red Hat Enterprise Linux, to a level where they can attach and configure a workstation on an existing network.

For Linux- and/or UNIX- systems administrators who want to build skills at configuring common network services and security administration using Red Hat Enterprise Linux. See complete details below.

## Prerequisites

A High school diploma or equivalency is required.

## Acquired Skills

RHCE is designed for those wanting to prepare for professional responsibilities as a Senior Administrator. You'll learn bash scripting and tools, file security, software management, network monitoring, route network traffic, secure network traffic, file sharing with NFS, Caching Only DNS Server, Troubleshooting Boot Process, etc.

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

Systems Administrator

Linux Engineer

Systems Engineer

## Course Information

Hours: 169	Approximately 8 weeks of training	Price	<b>\$7,500.00</b>
Course		Hours	
CompTIA Linux+ (exam not included)		105	
CompTIA Cloud Essentials		24	
RH255 Red Hat System Administration III with RHCE Exam		40	
<b>Price</b>		<b>\$7,289.00</b>	
CompTIA Linux+		\$68.00	
CompTIA Cloud Essentials		\$68.00	
RH255 Red Hat System Administration III with RHCE Exam		\$0.00	
<b>Total Textbook Cost (required and non-refundable)</b>		<b>\$136.00</b>	
<b>RHCE Exam included in the training (non-refundable)</b>		<b>\$0.00</b>	
<b>Registration Fee (non-refundable)</b>		<b>\$75.00</b>	
<b>Total Program Cost</b>		<b>\$7,500.00</b>	

## Red Hat Certified Engineer Standard

CalJOBS# 11100211000000 CRM ID: P68Socal

### General Course Description

Red Hat Certified Engineer (RHCE) is a performance-based test that measures actual competency on live systems. Called the "crown jewel of Linux certifications," RHCE proves an individual's ability to configure networking services and security on servers running a Red Hat OS. RHCE was recently named the hottest certification in all of IT by CertCities.com An introduction to fundamental end-user and administrative tools in Red Hat Enterprise Linux, designed for students with little or no command-line Linux or UNIX experience. For users of Linux (or UNIX) who want to start building skills in systems administration on Red Hat Enterprise Linux, to a level where they can attach and configure a workstation on an existing network. For Linux- and/or UNIX- systems administrators who want to build skills at configuring common network services and security administration using Red Hat Enterprise Linux. See complete details below.

### Audience

IT professionals who want to build user-level skills before learning Linux System and Network Administration.

### Prerequisites

User-level experience with any computer system, including: use of mouse, use of menus and use of any graphical user interface and a high school diploma or equivalency is required

**Acquired Skills** designed for those wanting to prepare for professional responsibilities as a Linux systems administrator at the Technician level. You'll learn all the skills required to manage a Linux workstation and attach it to a corporate network, including configuration of client-side network services

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

Linux system administrator

### Course Information

<b>Hours: 277</b>	Approximately 14 weeks of training	<b>Price:</b>	<b>\$13,000.00</b>
Course			Hours
CompTIA Linux+ (exam not included)			136
RH124 Red Hat System Administration I			40
RH135 Red Hat System Administration II with RHCSA Exam			40
CompTIA Cloud Essentials			21
RH255 Red Hat System Administration III with RHCE Exam			40
<b>Price</b>			<b>\$12,789.00</b>
CompTIA Linux+			\$68.00
RH124 Red Hat System Administration I			\$0.00
RH135 Red Hat System Administration II with RHCSA Exam			\$0.00
CompTIA Cloud Essentials			\$68.00
RH255 Red Hat System Administration III			\$0.00
<b>Total Textbook Cost (required and non-refundable)</b>			<b>\$136.00</b>
<b>RHCSA and RHCE Exams are included in the training (non-refundable)</b>			<b>\$0.00</b>
<b>Registration Fee (non-refundable)</b>			<b>\$75.00</b>
<b>Total Program Cost</b>			<b>\$13,000.00</b>

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

## Data Science (Entry Level)

### General Course Description

The need for IT departments and Business Units to monitor and analyze data is increasing daily. There is currently an unprecedented demand for the skills required to manage and leverage large data sets into a competitive advantage. Our curriculum is designed to meet the expanding needs for data scientists who are skilled in the utilization of a unique blend of software and LEAN Six Sigma methodologies. Professionals completing our certificate program will understand how to automate methods of collecting and analyzing data and utilizing the findings to create a lean business environment along with discovering cost saving insights that can profoundly impact the success of any business.

### Audience

This program is intended for entry level to professionals in a variety of industries and job roles who will help their organization understand and leverage massive amounts of diverse data they collect.

### Prerequisites

High School Diploma for GED®

### Acquired Skills

Students will master Excel from learning to navigate the User Interface to using the software for Data Mining, Machine learning and predictive analytics utilizing toolsets including SWL Server Analysis Services and Power Pivots and Pivot Tables. Microsoft Access will be used to manage data including creating a new database, constructing tables, designing forms and reports. Students will be able to expand their knowledge of database design, write advanced queries, structure existing data, share data across applications, and customize reports. Students will create a basic report by connecting to a database and modifying the report's presentation. Information is critical to making sound business decisions. The Capstone of the program is a Lean Six Sigma Green Belt Course. In this course students will be introduced to Lean Six Sigma Principles and Terminology. They will learn the Roles and responsibilities of a Lean Six Sigma Organization. The value of Stream Maps will be presented along with Assuring elimination of wastes and streamlining processes. The DMAIC Method will be mastered to allow the students use along with the software tools to implement in any business setting.

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

Data Solutions Consultant  
Manager

Marketing Data Analyst  
Administrator

Data Science Analyst  
Project Manager

Research Analyst  
Marketing

### Course Information

Hours: 276	Approximately 14 weeks of training	Price:	\$7,500.00
Course			Hours
Microsoft Excel One Two and Three			60
Microsoft Access Levels One and Two			96
Crystal Reports Levels One and Two			64
Lean Six Sigma Green Belt			21
Data Analysis with Pivot Tables			7
Data Analysis with Power Pivot			7
55040 Data Mining, Predictive Analytics with Microsoft Analysis Services and Excel PowerPivot			21

<b>Price</b>	<b>\$6,795.00</b>
Microsoft Excel One Two and Three (\$20x3)	\$60.00
Microsoft Access Levels One and Two (\$20x2)	\$40.00
Crystal Reports Levels One and Two (\$65x2)	\$130.00
Lean Six Sigma Green Belt	\$50.00
Data Analysis with Pivot Tables	\$50.00
Data Analysis with Power Pivot	\$50.00
55040 Data Mining, Predictive Analytics with Microsoft Analysis Services and Excel PowerPivot	\$250.00
<b>Total Textbook Cost (required and non-refundable)</b>	<b>\$630.00</b>
<b>No Exams</b>	<b>\$0.00</b>
<b>Registration Fee (non-refundable)</b>	<b>\$75.00</b>
<b>Total Program Cost</b>	<b>\$7,500.00</b>

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

# AWS CERTIFICATION PREP PROGRAM

O\*Net 15-1142 15-1151 15-1143 11-3021 15-1152

## General Course Description

This program begins with AWS Fundamentals, moves forward to Architecting on AWS and finishes with training for a SysOps Administrator. Classes are delivered through our remote top rated On line Live Delivery by our "best in the world instructors." Students will also be given the additional On Line Anytime AWS training to reinforce the knowledge they gained in our live instructor led classes.

**AWS certification** is a level of Amazon Web Services cloud expertise that an IT professional obtains after passing one or more exams the public cloud provider offers. IT pros gain **AWS** certifications to demonstrate and validate technical cloud knowledge and skills.

## Prerequisites

A High school diploma or equivalency is required.

## Acquired Skills

Students will learn to reach customers with AWS. - Implement AWS storage and database services. - Optimize compute and network services. - Use AWS management tools. - Secure an AWS deployment. , working knowledge of distributed systems, familiarity with general networking concepts, working knowledge of multi-tier architectures, & familiarity with cloud computing concepts - Implement AWS storage and database services. - Optimize compute and network services. - Use AWS management tools. - Secure an AWS deployment. Effective Communication and Interpersonal communication skills. Basic Project Management skills.

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

**AWS Architect      Cloud Computing      AWS Operations      Cloud Administrator**

## Course Information

Hours: 144	Approximately 8 Weeks	Price	<b>\$6,000.00</b>
Course		Hours	
New Horizons Training for AWS Fundamentals		8	
Architecting on AWS Certification – AWS Certified Solutions Architect – Associate		24	
New Horizons Training for AWS: Systems Operations Certification – AWS Certified SysOps Administrator – Associate		32	
On Line Training for Amazon Web Services Basic Series		40	
On Line Training for Amazon Web Services Intermediate Series		40	
<b>Price</b>		<b>\$5,726.00</b>	
New Horizons Training for AWS Fundamentals		\$0.00	
Architecting on AWS Certification – AWS Certified Solutions Architect – Associate		\$0.00	
New Horizons Training for AWS: Systems Operations Certification – AWS Certified SysOps Administrator – Associate		\$199.00	
<b>Total Textbook Cost (required and non-refundable)</b>		<b>\$199.00</b>	
<b>Exam</b>		<b>\$510.00</b>	
<b>Registration Fee (non-refundable)</b>		<b>\$75.00</b>	
<b>Total Program Cost</b>		<b>\$6,000.00</b>	

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

# AMAZON WEB SERVICES PROGRAM

O\*Net 15-1142 15-1151 15-1143 11-3021 15-1152

## General Course Description

This program begins with a foundation of basic Cloud Essentials through CompTIA Official Training . The Program continues with AWS Fundamentals, Architecting on AWS and finishes with training for a SysOps Administrator. Classes are delivered through our remote top rated On line Live Delivery by our “best in the world instructors.” Students will also be given the additional On Line Anytime AWS training to reinforce the knowledge they gained in our live instructor led classes. Students are also trained in professional communication courses along with project management to assure our students who complete our program are trained to be well rounded IT Professionals.

**AWS certification** is a level of Amazon Web Services cloud expertise that an IT professional obtains after passing one or more exams the public cloud provider offers. IT pros gain **AWS** certifications to demonstrate and validate technical cloud knowledge and skills.

## Prerequisites

A High school diploma or equivalency is required.

## Acquired Skills

Students will learn to reach customers with AWS. - Implement AWS storage and database services. - Optimize compute and network services. - Use AWS management tools. - Secure an AWS deployment. , working knowledge of distributed systems, familiarity with general networking concepts, working knowledge of multi-tier architectures, & familiarity with cloud computing concepts - Implement AWS storage and database services. - Optimize compute and network services. - Use AWS management tools. - Secure an AWS deployment. Effective Communication and Interpersonal communication skills. Basic Project Management skills.

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

**AWS Architect      Cloud Computing      AWS Operations      Cloud Administrator**

## Course Information

Hours: 258	Approximately 13 Weeks	Price	<b>\$9850.00</b>
Course		Hours	
CompTIA Cloud		80	
New Horizons Training for AWS Fundamentals		8	
Architecting on AWS <b>Certification – AWS Certified Solutions Architect – Associate</b>		24	
New Horizons Training for AWS: Systems Operations <b>Certification – AWS Certified SysOps Administrator – Associate</b>		32	
On Line Training for Amazon Web Services Basic Series		40	
On Line Training for Amazon Web Services Intermediate Series		40	
Communication Strategies		18	
Interpersonal Skills 3		8	
Project Management Essentials		8	
*TWO AWS Exam Vouchers and Exam Preps AWS-CSAA AWS-SAA 500			

<b>Price</b>	<b>\$9,478.00</b>
CompTIA Cloud	\$68.00
New Horizons Training for AWS Fundamentals	\$0.00
Architecting on AWS Certification – AWS Certified Solutions Architect – Associate	\$0.00
New Horizons Training for AWS: Systems Operations Certification – AWS Certified SysOps Administrator – Associate	\$199.00
Communication Strategies	\$10.00
Interpersonal Skills 3	\$10.00
Project Management Essentials	\$10.00
<b>Total Textbook Cost (required and non-refundable)</b>	<b>\$297.00</b>
<b>Exam</b>	<b>\$0.00</b>
<b>Registration Fee (non-refundable)</b>	<b>\$75.00</b>
<b>Total Program Cost</b>	<b>\$9,850.00</b>

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

## INDIVIDUAL COURSE ENROLLMENT

New Horizons Career Development Solutions offers our students many training options. In addition to our approved programs, BPPE "Registered" course offerings are available which include: individual classroom learning and Club memberships.

### CLASSROOM LEARNING

As the foundation of Integrated Learning, the classroom experience is enriching, dynamic, and valuable for our students. Our traditional classroom delivery method includes instructor lecture and demonstration, followed by student practice through hands on labs.

### DESKTOP APPLICATIONS

Class	Days	Hours	Price
<b>Business Skills</b>			
Grammar Skills	2	16	\$395
Business Writing	2	16	\$395
Effective Presentations	2	16	\$395
Time Management	2	16	\$590
Advanced Business Writing	1	8	\$395
Advanced Communication Skills	2	16	\$395
Business Etiquette	1	8	\$395
Effective Business Writing	2	16	\$395
Email Etiquette	1	8	\$395
Interviewing Skills	1	8	\$395
Managerial Leadership	1	8	\$395
Negotiating	1	8	\$395
Organizational Skills	1	8	\$395
Project Management Fundamentals	1	8	\$395
Six Sigma White Belt	1	7	\$700
Six Sigma Yellow Belt	2	14	\$1400
Six Sigma Green Belt	3	21	\$2100
Six Sigma Black Belt	5	35	\$3500
<b>Contact Management</b>			
ACT! 6.0 - Level 1	1	8	\$295
<b>Databases</b>			
Access 2013/2016 - Level 1	2	16	\$590
Access 2013/2016 - Level 2	2	16	\$590
Access 2013/2016 - Level 3	2	16	\$590
Crystal Reports XI - Level 1	2	16	\$990
Crystal Reports XI - Level 2	2	16	\$990
VBA for Excel	2	16	\$790
VBA for Access	2	16	\$790
<b>Desktop Presentations</b>			
PowerPoint 2013/2016 - Level 1	1	8	\$295
PowerPoint 2013/2016 - Level 2	1	8	\$295
<b>Desktop Publishing</b>			
InDesign CS6/CC Level 1	2	16	\$790
InDesign CS6/CC Level 2	2	16	\$790
Acrobat 9.0 Level 1	1	8	\$395
Acrobat 9.0 Level 2	1	8	\$395



## DESKTOP APPLICATIONS (CONTINUED)

Class	Days	Hour	Price
<b>Developer</b>			
XHTML 4 - Level 1	1	8	\$395
XHTML 4 - Level 2	1	8	\$395
XHTML 4 - Level 3	1	8	\$395
<b>Fundamentals</b>			
Computers Made Easy	1	8	\$295
<b>Graphics/Web Design</b>			
Illustrator CS6/CC - Level 1 Creating Basic Illustrations	2	16	\$790
Illustrator CS6/CC - Level 2 Creating Complex Illustrations	2	16	\$790
Photoshop CS6/CC - Level 1 Basic Image Enhancement	2	16	\$790
Photoshop CS6/CC - Level 2 Redefined Masking, Image Effects, and Retouching	2	16	\$790
Photoshop CS6/CC – Photo Printing and Color	1	8	\$395
<b>AutoCAD</b>			
AutoCAD Level 1: Essentials	3	24	\$1495
AutoCAD Level 2: Intermediate	2	16	\$1195
AutoCAD Level 3: Creating and Presenting 3D Models	3	24	\$1495
<b>Internet</b>			
Dreamweaver CS6/CC - Level 1	2	16	\$790
Dreamweaver CS6/CC - Level 2	2	16	\$790
FrontPage 2003 - Level 1	1	8	\$395
<b>Multimedia</b>			
Animate - Level 1	2	16	\$790
Animate - Level 2	2	16	\$790
<b>Operating Systems</b>			
Windows XP - Level 1	1	8	\$295
Windows XP - Level 2	1	8	\$295
Windows Vista – Level 1	1	8	\$295
Windows Vista – Level 2	1	8	\$295
Windows 7-Level One	1	8	\$295
Windows 7-Level Two	1	8	\$295
<b>Personal Productivity</b>			
Outlook 2013/2016 – Level 1	1	8	\$295
Outlook 2013/2016 - Level 2	1	8	\$295
Outlook 2013/2016 - Level 3	1	8	\$295
<b>Project Management</b>			
Project 2013/2016 - Level 1	1	8	\$395
Project 2013/2016 - Level 2	1	8	\$395
Project+ ( CompTIA )	5	35	\$2,475
Visio Professional 2010/2013 Level 1	1	8	\$395
Visio Professional 2010/2013 Level 2	1	8	\$395
<b>Spreadsheets</b>			
Excel 12013/2016 - Level 1	1	8	\$295.
Excel 12013/2016 - Level 2	1	8	\$295.

Excel 12013/2016 - Level 3	1	8	\$295.
<b>Word Processing</b>			
Word 12013/2016 - Level 1	1	8	\$295
Word 12013/2016 - Level 2	1	8	\$295
Word 12013/2016 - Level 3	1	8	\$295

## TECHNICAL TRAINING CLASSES

Class	Days	Hours	Price
<b>CISCO</b>			
Building Cisco Multi-Layer Switched Networks (BCMSN)	5	35	\$3,395
Implementing Secure Converged Wide Area Network (ISCW)	5	35	\$3,395
Building Scalable Cisco Internetworks (BSCI)	5	35	\$3,395
Optimizing Converged Cisco Networks (ONT)	5	35	\$3,395
Securing Networks with PIX and ASA (SNPA)	5	35	\$3,395
Interconnecting Cisco Network Devices (ICND) Part 1	5	35	\$2,995
Interconnecting Cisco Network Devices (ICND) Part 2	5	35	\$2,995
Cisco Implementing Cisco Unified Wireless Networking Essentials (IUWNE)	5	35	\$3,395
Cisco Securing Networks with PIX and ASA (SNPA)	5	35	\$3,395
Cisco Implementing Cisco IOS Unified Communications (IIUC)	5	35	\$3,395
Implementing Cisco IOS Network Security (IINS)	5	35	\$3,395
Implementing Cisco IP Routing (ROUTE)	5	35	\$3,395
Implementing Cisco Switched Networks (SWITCH)	5	35	\$3,395
Interconnecting Cisco Networking Devices Accelerated (CCNAX)	5	35	\$3,395
Securing Networks with ASA Fundamentals (SNAF)	5	35	\$3,395
Troubleshooting and Maintaining Cisco IP Networks (TSHOOT)	5	35	\$3,395
<b>Citrix</b>			
CTX-1259 CI Citrix XenApp 5 for Windows Server 2003: Administration	5	35	See Website
CTX-1264 BI Citrix Presentation Server 4.5 and XenApp 5.0 for Windows Server 2003: Support	3	21	See Website
CTX-1308AI Citrix Access Gateway 4.5 Advanced Addition: Administration	2	14	See Website
CTX-1327AI Citrix Password Manager 4.5: Administration	2	14	See Website
CTX-1456 AI Citrix Access Suite 4.0: Build/Test	2	14	See Website
CTX-1256BI Citrix Presentation Server 4.0: Administration	4	28	See Website
CXS-200-11 Implementing Citrix XenServer Enterprise Server 2008	2	35	See Website
CMB-200-aa Implementing the Citrix Desktop Delivery	5	35	See Website
CXA-300-1I Advanced Administration for Citrix XenApp 5.0 for Windows Server 2008	5	35	See Website
CAG200-1I Implementing Citrix Access Gateway 9.0 Enterprise Edition	2	14	See Website
CMB-200-2I Implementing the Citrix Desktop Delivery Infrastructure	5	35	See Website
CMB-201-1I Implementing Citrix XenApp Platinum Edition Components	5	35	See Website
CNS-200-1I Basic Administration for Citrix NetScaler 9.0	5	35	See Website
CTX-1259CI Citrix XenApp 5 for Windows Server 2003: Administration	5	35	See Website
CTX-1264 BI Citrix Presentation Server 4.5 and XenApp 5.0 for Windows Server t	3	21	See Website
CXA-100-1I Providing Help Desk Support for Citrix XenApp	2	14	See Website
CXA-300-1I Advanced Administration for Citrix XenApp 5.0 for Windows Server 08	5	35	See Website
CXS-200-1I Implementing Citrix XenServer Enterprise Edition 5.0	2	14	See Website
<b>Hardware</b>			
A+ Certification – Essentials-IT /Remote/Depot Support Technician	10	70	\$3,595.00
Network+ Certification	5	35	\$2,475.00

<b>Information Security</b>			
Certified Ethical Hacker	5	35	\$2,895
Computer Hacking Forensics Investigator	5	35	\$2,895
New Horizons Career Development Solutions Training for CISSP Certification	5	35	\$2,995
Security+ Certification	5	35	\$2,475
<b>Linux/Unix</b>			
Linux+ Certification	5	35	\$2,475
<b>Microsoft Applications</b>			
2030 Creating Reporting Solutions Using Microsoft SQL Server 2000 Reporting Services	2	14	\$990
2124 Programming with C Sharp	5	35	\$2475
<b>Microsoft Exchange Server</b>			
2011 Troubleshooting Microsoft Exchange Server 2003	3	21	\$1,485
2400 Implementing and Managing Microsoft Exchange Server 2003	5	35	\$2475
10135 Configuring, Managing Microsoft Exchange Server 2010	5	35	\$2475
10233 Designing and Deploying Messaging Solutions with Exchange Server 2010	5	35	\$2475
2008 Designing and Planning Exchange Server 2003 Organization	2	14	\$990
5047 Introduction to Installing and Managing Microsoft Exchange Server 2007	3	21	\$1,485
5049 Managing Messaging Security using Microsoft Exchange Server 2007	2	14	\$990
5050 Recovering Messaging Servers and Databases using Exchange 2008	1	7	\$990
5053 Designing a messaging Infrastructure Using Exchange 2007	3	21	\$1,485
5051 Monitoring and Troubleshooting Exchange Server 2007	2	14	\$990
3910 Getting Started with Microsoft Exchange Server 2007	1	7	\$490
10233 Designing and Deploying messaging Solutions with Microsoft Exchange Server 2010	5	35	\$2475
5054 Designing a high Availability Messaging Solution Using MS Exchange Server	2	14	\$990
3938 Updating Your Skills from Microsoft Exchange 2000 Server or Microsoft Exchange Server 2003 to Microsoft Exchange Server 2007	3	21	\$1,485
5054 Designing a High Availability Messaging Solution Using Microsoft Exchange Server 2007	2	14	\$990
<b>Microsoft Office - Technical</b>			
10174 Configuring, Managing SharePoint 2010	5	35	\$2475
10175 SharePoint 2010 Application Development	5	35	\$2475
10231 Designing and Deploying Microsoft SharePoint 2010	5	35	\$2475
10232 Designing and Developing Microsoft SharePoint 2010 Applications	5	35	\$2475
50046 Introduction to Development Using Windows SharePoint Services 3.0	2	14	\$990
50352 SharePoint 2010 Overview for Developers	2	14	\$990
50353 SharePoint 2010 Overview for End Users	3	21	\$1,485
5060 Implementing Windows SharePoint Services 3.0	2	14	\$990
5061 Implementing Microsoft Office SharePoint Server 2007	3	21	\$1,485
Microsoft SharePoint Designer 2007 Level 1	1	7	\$490
Microsoft SharePoint Designer 2007 Level 2	1	7	\$490
SharePoint Fundamentals	3	21	\$1,485
Windows SharePoint Services 3.0 –Level 1	2	14	\$990
Windows SharePoint Services 3.0 –Level 1	2	14	\$990
50047 Advanced IT pro Course for MS Office Sharepoint 2007	5	35	\$2475
50051 Architecting Portals and Collaboration Solutions with MS office Sharepoint 2007	2	14	\$990
50064 Advanced Sharepoint Development 5 days	5	35	\$2475
50149 Sharepoint 2007 Operations 5 days	5	35	\$2475
50227 Sharepoint 2007 End User 3 days	3	21	\$1,485
50351 Sharepoint 2010 for Developers 2 days	2	14	\$990
50354 Sharepint 2010 ofr Designer			
<b>Microsoft.NET</b>			

2072 Administering a Microsoft SQL Server 2000 Database	5	35	\$2475
2073 Programming a Microsoft SQL Server 2000 Database	5	35	\$2475
2310 Developing Microsoft ASP.NET Web Applications Using Visual Studio.NET	5	35	\$2475
2349 programming with the Microsoft.NET Framework (Visual C Sharp.NET)	5	35	\$2475
2373 Programming with Microsoft Visual Basic .NET	5	35	\$2475
2389 Programming with Microsoft ADO.NET	3	21	\$1,485
2415 Programming with the Microsoft.NET Framework (Microsoft Visual Basic.NET)	5	35	\$2475
2524 Developing XML Web Services Using Microsoft ASP.NET	3	21	\$1,485
2526 Developing Distributed Applications with Microsoft.NET Remoting	2	14	\$990
2546 Core Windows Forms Technologies with Microsoft Visual Studio 2005	3	21	\$1,485
2547 Advanced Windows Forms Technologies with Microsoft Visual Studio 2005	2	14	\$990
2555 Developing Microsoft.NET Applications for Windows (Visual C Sharp.NET)	5	35	\$2475
2565 Developing Microsoft .NET Applications for Windows (Visual Basic.NET)	5	35	\$2475
2557 Building COM+ Applications Using Microsoft .NET Enterprise Services	5	35	\$2475
2558 Programming with Managed Extensions for Microsoft Visual C++.NET	3	21	\$1,485
2559 Introduction to Microsoft Visual Basic .NET Programming with Microsoft.NET	5	35	\$2475
2565 Developing Microsoft .NET Applications for Windows (Visual Basic.NET)	5	35	\$2475
2609 Introduction to C Sharp Programming with Microsoft .NET	5	35	\$2475
2640 Upgrading Web Development Skills from ASP to Microsoft ASP.NET Daytime Classes	3	21	\$1,485
2657 Programming Microsoft Access 2002	3	21	\$1,485
2663 Programming with XML in the Microsoft.NET Framework	3	21	\$1,485
2667 Introduction to Programming	3	21	\$1,485
2733 Updating Your Database Administration Skills to Microsoft SQL Server 2005	3	21	\$1485
2734 Updating Your Database Development Skills to Microsoft SQL Server 2005	3	21	\$1,485
4994 Introduction to Programming Microsoft .Net applications	5	35	\$2,475
4995 Programming with Microsoft .Net Framework	5	35	\$2,475
6463 Visual Studio 2008 ASP.NET 3.5	2	14	\$990
6464 Visual Studio 2008 ADO.NET 3.5	2	14	\$990
10266 Programming with C# using Microsoft .NET Framework 4	5	35	\$2,475
2710 Analyzing Requirements and Defining Microsoft .NET Solution Architectures	5	35	\$2,475
<b>Microsoft Windows</b>			
2087 Implementing Microsoft Windows 2000 Clustering	3	21	\$1,485
2152 Implementing Microsoft Windows 2000 Professional and Server	5	35	\$2475
2153 Implementing a Microsoft Windows 2000 Network Infrastructure	5	35	\$2475
2154 Implementing and Administering Microsoft Windows 2000 Directory Services	5	35	\$2475
2207 Windows Server 2003 Upgrade Workshop for MCSE on Windows 2000	5	35	\$2475
2208 Updating Support Skills from Microsoft Windows NT 4.0 to Microsoft Windows Server 2003	3	21	\$1,485
2209 Updating Systems Administrator Skills from Microsoft Windows 2000 to Windows Svr. 2003	2	14	\$990
2261 Supporting Users Running the Microsoft Windows XP Operating System	3	21	\$1,485
2262 Supporting Users Running Applications on a Microsoft Windows XP Operating System	2	14	
2272 Implementing and Supporting Microsoft Windows XP Professional	5	35	\$2475
2710 Analyzing Requirements and Defining Microsoft .NET Solution Architectures	5	35	\$2475
2717 Introduction to Microsoft .NET Development	2	14	\$990
2732 Planning, Deploying and Managing an Enterprise Project Management Solution	5	35	\$2475
2810 Fundamentals of Network Security	4	28	\$1,980
10159 Updating Your Windows Server 2008 Technology Specialist Skills to R2 (Beta)	3	21	\$1,485
10262 Developing Windows Applications with Microsoft Visual Studio 2010 (Beta)	5	35	\$2475
10263 Developing Windows Communication Foundation Solutions, Ms Visual Studio 2010 (Beta)	3	21	\$1,485

<b>Microsoft Other - Technical</b>			
2723 Microsoft SQL Server 2000 for Experienced Database Professionals	3	21	\$1,485
2823 Implementing and Administering Security in a Microsoft Windows Server 2003 Network	5	35	\$2475
2824 Deploying and Managing Microsoft Internet Security and Acceleration Server 2004	4	28	\$1,980
<b>Microsoft Server 2003</b>			
2273 Managing and Maintaining a Microsoft Windows Server 2003 Environment	5	35	\$2475
2274 Managing a Microsoft Windows Server 2003 Environment	5	35	\$2475
2275 Maintaining a Microsoft Windows Server 2003 Environment	3	21	\$1,485
2276 Implementing a MS Windows Server 03 Network Infrastructure - Network Hosts	2	14	\$990
2277 Implementing Managing and Maintaining a Microsoft Windows Server	5	35	\$2475
2278 Planning and Maintaining a MS Windows Server 2003 Network Infrastructure	5	35	\$2475
2279 Planning, Implementing, and Maintaining a MS Server 2003 Active Directory	5	35	\$2475
2282 Designing a MS Windows Server 03 Active Directory and Network Infrastructure	5	35	\$2475
2285 Installing, Configuring, and Administering Microsoft Windows XP Professional	2	14	\$990
<b>Microsoft SQL</b>			
2072 Administering a Microsoft SQL Server 2000 Database	5	35	\$2475
2073 Programming a Microsoft SQL Server 2000 Database	5	35	\$2475
2733 Updating Your Database Administration Skills to Microsoft SQL Server 2005	3	21	\$1485
2734 Updating Your Database Development Skills to Microsoft SQL Server 2005	3	21	\$1485
2778 Writing Queries Using Microsoft SQL Server 2008 Transact-SQL	3	21	\$1485
2779 Implementing a Microsoft SQL Server 2005 Database	5	35	\$2475
2780 Maintaining a Microsoft SQL Server 2005 Database	5	35	\$2475
2781 Designing Microsoft SQL Server 2005 Server-Side Solutions	3	21	\$1485
2782 Designing Microsoft SQL Server 2005 Databases	2	14	\$990
2783 Designing the Data Tier for Microsoft SQL Server 2005	1	7	\$495
2784 Tuning and Optimizing Queries Using Microsoft SQL Server 2005	3	21	\$1485
2786 Designing Microsoft SQL Server 2005 Infrastructure and Services	2	14	\$990
2787 Designing Security for Microsoft SQL Server 2005	2	14	\$990
2788 Designing a High Availability Database Solutions Using MS SQL Server 2005	3	21	\$1485
2789 Administering and Automating MS SQL Server 2005 Databases and Servers	2	14	\$990
2790 Troubleshooting and Optimizing Database Servers using MS SQL Server 2005	3	21	\$1485
2791 Implementing and Maintaining Microsoft SQL Server 2005 Analysis Services	3	21	\$1485
2792 Implementing and Maintaining Microsoft SQL Server 2005 Integration Services	3	21	\$1485
2793 Implementing and Maintaining Microsoft SQL Server 2005 Reporting Services	3	21	\$1485
2795 Designing an ETL Solution Architecture Using MS SQL 05 Integration Services	2	14	\$990
2796 Designing an Analysis Solution Architecture Using SQL 05 Analysis Services	3	21	\$1485
2797 Designing a Reporting Solution Architecture Using MS SQL05 Reporting Services	2	14	\$990
6231 Maintaining a Microsoft SQL Server 2008 Database	5	35	\$2475
6232 Implementing a Microsoft SQL Server 2008 Database	5	35	\$2475
6234 Implementing and Maintaining Microsoft SQL Server 2008 Analysis Services	3	21	\$1485
6235 Implementing and Maintaining Microsoft SQL Server 2008 Integration Services	3	21	\$1485
6236 Implementing and Maintaining Microsoft SQL Server 2008 Reporting Services	3	21	\$1485
Oracle Database 10g: Program With PL/SQL	5	35	\$2475
Oracle Database 11g: SQL Fundamentals I	5	35	\$2475
2546 Core Windows Forms Technologies with Microsoft Visual Studio 2005	2	14	\$990
2547 Advanced Windows Forms Technologies with Microsoft Visual Studio 2005	5	35	\$2475
2555 Developing Microsoft .NET Applications for Windows (Visual C Sharp .NET)	5	35	\$2475
2823 Implementing and Administering Security in a MS Windows Server 2003 Network	5	35	\$2475
2853 Developing and Maintaining Applications on Windows XP Service Pack 2	3	21	\$1485
50046 Introduction to Development Using Windows SharePoint Services 3.0	5	35	\$2475
50047 Advanced IT Pro Course for MS Office SharePoint Server 2007 and Windows SharePoint Services 3.0	5	35	\$2475
50331 Windows 7, Enterprise Desktop Support Technician	5	35	\$2475
5060 Implementing Windows SharePoint Services 3.0	2	14	\$990

5115 Installing and Configuring the Windows Vista™	3	21	\$1485
5116 Configuring Windows Vista Mobile Computing and Applications	2	14	\$990
5118 Supporting Windows Vista and Applications in the Enterprise	5	35	\$2475
5119 Supporting Windows Vista Computers with Desktop Images and Application	2	14	\$990
6292 Installing and Configuring Windows 7 Client	3	21	\$1485
6293 Troubleshooting and Supporting Windows 7 in the Enterprise	3	21	\$1485
6416 Updating your Net Infrastructure and Active Directory Technology Skills Server 2008	5	35	\$2475
6417 Updating your Applications Infrastructure Technology Skills to Server 2008	3	21	\$1485
6418 Deploying Windows Server 2008	3	21	\$1485
6419 Configuring, Managing, and Maintaining Windows Server 2008 Servers	5	35	\$2475
6420 Fundamentals of Windows Server 2008 Network and Applications Infrastructure	5	35	\$2475
6421 Configuring and Troubleshooting a Windows Server 2008 Network Infrastructure	5	35	\$2475
6422 Implementing and Managing Windows Server 2008 Hyper-V	3	21	\$1485
6423 Implementing and Managing Windows Server 2008 Clustering	3	21	\$1485
6424 Fundamentals of Windows Server 2008 Active Directory	3	21	\$1485
6425 Configuring Windows Server 2008 Active Directory Domain Services	5	35	\$2475
6426 Configuring and Troubleshooting Identity and Access Solutions with Windows Server 2008 Active	3	21	\$1485
6427 Configuring and Troubleshooting Internet Information Services 7.0 in Windows Server2008	3	21	\$1485
6428 Configuring and Troubleshooting Windows Server 2008 Terminal Services	2	14	\$990
6429 Configuring and Managing Windows Media Services for Windows Server 2008	2	14	\$990
6430 Planning for Windows Server 2008 Servers	3	21	\$1485
6431 Managing and Maintaining Windows Server 2008 Network Infrastructure Servers	2	14	\$990
6432 Managing and Maintaining Windows Server 2008 Active Directory Servers	2	14	\$990
6434 Automating Windows Server 2008 Administration with Windows PowerShell	3	21	\$1485
6435 Designing a Windows Server 2008 Network Infrastructure	5	35	\$2475
6436 Designing a Server 2008 Active Directory Infrastructure and Services	5	35	\$2475
6437 Designing a Windows Server 2008 Applications Platform Infrastructure	3	21	\$1485
6460 Visual Studio 2008 Connected Systems: Windows Presentation Foundation	5	35	\$2475
6461 Visual Studio 2008 Connected Systems: Windows Communication Foundation	3	21	\$1485
6462 Visual Studio 2008 Connected Systems: Windows Workflow Foundation	2	14	\$990
<b>Microsoft SMS</b>			
2596 Managing Microsoft Systems Management Server 2003	5	35	\$2475
<b>Microsoft Web/E-Commerce Applications</b>			
2157 Developing E-Business Solutions /Using Microsoft BizTalk Server 2004	5	35	\$2475
2158 Deploying and Managing E-Business Solutions using Microsoft BizTalk Server 2004	2	14	\$990
<b>Oracle</b>			
Oracle Database 11g: Administration Workshop	5	35	\$2475
Oracle Database 11g: New Features for Administrators	5	35	\$2475
Oracle Database 11g: SQL Fundamentals I	5	35	\$2475
Oracle OCA (Oracle Certified Associate) Bootcamp	5	35	\$2475
<b>Project</b>			
5927 Microsoft Office Project 2007 Managing Projects	3	21	\$1,485
5928 Microsoft Office Project Server 2007, Managing Projects	3	21	\$1,485
5929 Microsoft Office Project Server 2007, Managing Projects and Programs	5	35	\$2475
Managing Project Teams	1	7	\$395
Project Management Fundamentals	1	8	\$395
Project Management Professional (PMP®) Certification	5	35	\$3,150
Project Management Skills for Non-Project Managers	1	7	\$395

## GENERAL RULES AND POLICIES

### **Non-Discrimination Policy**

New Horizons Career Development Solutions is committed to providing a learning environment that is free of discrimination. Equal opportunity will be extended to all persons in all aspects of our Program. New Horizons Career Development Solutions will not discriminate against a student because of race, color, religion, sex, sexual orientation, pregnancy, national origin, ancestry, age, marital status, physical or mental disability, or medical condition. If a student believes they are being discriminated against, they should report the facts of the incident to the Instructor, the Education Consultant, or the Site Manager in writing (see Grievance Procedures)

### **Drug Free Campus**

In accordance with the Drug-Free Schools and Communities Act, Public Law 101-226, New Horizons Career Development Solutions is a drug and alcohol free school. Student use of alcohol or the manufacture, distribution, dispensing, or use of a controlled substance on school property, or while participating in school related activities, is prohibited. Students who violate this policy are subject to disciplinary action, which could include termination from the program. A detailed copy of this policy is provided to all current students.

### **“Notice Concerning Transferability Of Credits And Credentials Earned At Our Institution”**

“The transferability of credits you earn at New Horizons Career Development Solutions is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Course, or Certification you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the Course, Certificate or Certification that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending New Horizons Career Development Solutions to determine if your Course, Certificate or Certification will transfer.”

### **Articulations Agreements with Universities or Colleges**

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

**New Horizons Career Development Solutions courses, programs and certificates are not accredited by an accrediting agency recognized by the United States Department of Education.**

## Student Records Reporting and Confidentiality

Students have a right to any and all of their personal records which our school maintains for the sole purpose of monitoring progress during their enrollment at New Horizons Career Development Solutions. This includes attendance, personal information, and entrance testing results. New Horizons Career Development Solutions is obligated by various government regulatory entities to use the student records as a whole to report performance statistics related to enrollments. Because of the confidentiality of student records, New Horizons Career Development Solutions does not give out student information without proper authorization. The only individuals who have proper authorization without written permission from the student are as follows:

- New Horizons Career Development Solutions Staff
- Authorized Consumer Affairs representatives
- Authorized CSAAVE representatives
- The student

If a student wishes a printout of their transcript, they will need to visit the school in person and fill out a REQUEST FOR STUDENT RECORD FORM. The student will also need to return in person in order to pick up a copy of their transcript. The school does not mail any transcripts or certifications directly to the student. All student records are stored in a location only assessable by approved staff of New Horizons Career Development Solutions. Student transcripts are saved and permanently maintained electronically at our main campus permanently.

### New Horizons Career Development Solutions is a Non-Resident Campus

New Horizons Career Development Solutions does not assist a student in finding housing. There are no dormitory facilities under New Horizons Career Development Solutions control. The cost range of housing in the area of the school is between \$1600 and \$2000 per month for a one bedroom apartment. New Horizons Career Development Solutions takes no responsibility to find or assist a student in finding housing.

## SCHOOL GOVERNING BODY, ADMINISTRATORS AND FACULTY

Kevin M. Landry CEO	<ul style="list-style-type: none"> <li>• 12 years at New Horizons Career Development Solutions</li> <li>• BA NAU</li> <li>• MBA National University</li> </ul>
Cindy Sutherland VP of Career Development	<ul style="list-style-type: none"> <li>• 11 years at New Horizons Career Development Solutions</li> <li>• BA CSUF</li> <li>• MASTERS CSUDH</li> </ul>
Ryan M Landry VP of Sales and General Manger	<ul style="list-style-type: none"> <li>• 10 years at New Horizons Career Development Solutions</li> <li>• BA Chapman University</li> <li>• MASTERS MIT (2017)</li> </ul>
Vic Emurian COO/Acting CFO	<ul style="list-style-type: none"> <li>• 11 years at New Horizons Career Development Solutions</li> <li>• BA CSUF</li> </ul>
Chris Gajdzik CFO	<ul style="list-style-type: none"> <li>• BA University of South California</li> </ul>
Laura Noid VP of Employer Experience	<ul style="list-style-type: none"> <li>• 8 years at New Horizons Career Development Solutions</li> <li>• BA University of Texas</li> </ul>
Jeremy Janov Guidance Counselor	<ul style="list-style-type: none"> <li>• 12 years at New Horizons Career Development Solutions</li> <li>• BA University of Phoenix</li> </ul>

### VA Certifying Officials

Jeremy Janov  
Cindy Sutherland  
Edith Silva  
Ellen Wallace



## School Locations: Computer and Technology Training Services Delivered at the following locations.

Anaheim Campus:	1900 S State College Blvd., Suite 100 Anaheim, CA 92806 (714) 221-3100
Burbank Campus:	333 N Glen Oaks Blvd., Suite 400 Burbank, CA 91502 (818) 333-4600
Gardena Campus:	1515 West 190 <sup>th</sup> Street, Suite 430 Gardena, CA 90248 (310) 342-3500
San Bernardino Campus:	451 East Vanderbilt Way, Suite 250 San Bernardino, CA 92408 (909) 380-7970
San Diego Campus:	7480 Miramar Road Bldg. B, Suite 202 San Diego, CA 92126 (858) 880-2200
Sacramento Campus	1750 Creekside Oaks Drive, Suite 150 Sacramento, CA 95833 (916) 609-4700

\*Training Purchased at the Anaheim, Burbank, Gardena, San Bernardino, San Diego Centers and Sacramento may be taken at any of these 6 centers.

Courses also available online.

### Instructional Facilities

Site	Square Footage	# Classrooms	Maximum Room Capacity	Classroom Capacity	Testing Room Capacity	Break Room Capacity
Anaheim	17,903	9	22	185	6	30
Burbank	6,560	5	18	86	1	8
Gardena	2,586	2	28	56	0	0
San Bernardino	5,270	4	20	74	2	8
San Diego	15,794	7	32	120	3	17
Sacramento	7,651	5	32	118	4	12

## ADMISSIONS PROCESS

- “As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the “School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement”
- When a prospective student contacts New Horizons Career Development Solutions to inquire about our training, an Education Consultant will discuss our offerings with the student and an invitation is extended to attend an evaluation class and a tour. This evaluation class is generally a 4-hour Software Applications class. The evaluation class allows the student to sample a half a day of training without any further obligation.
- An Education Consultant will meet with the student to discuss their individual training interests. An appointment will be made to take the entrance exam. The Education Counselor will discuss the exam results with the candidate. It is determined at this time whether a student has the required prerequisite knowledge, and ability to be successful in the chosen program.
- An interview may also be used to determine the viability of a candidate. A member of our management team conducts interviews. *Additional interviews may be required in certain situations.* Student interviews assess employment history, educational background, and relevant skills. Interview results are used to determine the candidate's ability to be successful in the desired program. Upon successful completion of assessments and interviews, a candidate may request enrollment.
- All enrolling students will read and sign a *Contractual Enrollment Agreement*, and the *Students Right to Cancel Notification along with reviewing the School Performance Fact Sheet*. These documents outline the items included in the program, cost, cancellation grace period, withdrawal, and refund policies.
- Each program has requirements listed for the given program
- A High School Diploma or equivalency is required for enrollment
- Students enrolling in Distance Learning Modalities will be required to pass an assessment class prior to enrolling in courses.
- Students enrolling in Distance Learning Online Anytime Classes will receive Learning Materials within SEVEN days of enrollment
- All instructor evaluations and response will be made within FIVE business days.
- Pursuant to the Rehabilitation Act of 1973 (Section 504) and the 1990 Americans With Disabilities Act (ADA), New Horizons Learning Centers will provide reasonable and individualized academic modifications for students who have provided proper documentation outlining their disabilities and have requested reasonable and appropriate accommodations.
- Classroom accommodations are not retroactive, but are effective only after the request has been made, the documentation has been received and the school has had an opportunity to address the request and/or accommodation. Therefore, if you have a disability, it is your responsibility to seek available assistance and make your needs known at the time of enrollment or as the need arises due to disability. Students are encouraged to request accommodations as early as feasible with the school to allow for time to gather necessary documentation and consider reasonable accommodations. Students cannot wait until after completing a course or activity or receiving a poor grade to request services and then expect a grade change or opportunity to retake the course.
- Although accommodations cannot be provided which would fundamentally alter the nature of the program, cause undue hardship on the school, or jeopardize the health, safety or learning environment of others, reasonable accommodations can be provided to specifically address the fundamental limitations of the student's specific disability.

## Course Hours

New Horizons Career Development Solutions courses are scheduled conveniently. Classes are available during the weekdays, and some evenings and Saturdays. Classes are scheduled frequently to allow students the flexibility to take daytime classes or to arrange classes around their work schedule. Class schedules vary based on location. New Horizons Career Development Solutions distributes class schedules via our website, [www.nhlearninggroup.com](http://www.nhlearninggroup.com). Schedules should be reviewed for specific class dates and times. New Horizons Career Development Solutions schedules class times and frequency based on consumer demand. All classes necessary to complete a program may not always be available Evenings and Saturdays. New Horizons Career Development Solutions reserves the right to add or cancel class scheduling based on enrollment and consumer demand.

### Standard Class Hours:

Class Type	*Day	*Eve
<b>Cohorts</b>	6:00 AM – 10:30 AM 11:00 AM – 3:30 PM	4:00 PM – 10:00 PM 5:30PM – 10:00 PM
Instructor Led Technical Courses (Microsoft®, CompTIA®, CISCO®)	6:00 AM – 2:00PM 7:00 AM – 3:00PM	
Application Courses	7:00 AM - 3:00 PM	

\*Start and end times may vary by location

Breaks are as follows:

First 20 minute break - Starts approximately two hours from class start time, Lunch Period – Starts approximately two hours from first break, Second 20 minute break – Starts at 2 hours from the lunch period.

### 2018 Holidays

School is closed for the following holidays

New Year's Day .....01/01/18  
 Memorial Day.....05/28/18  
 Independence Day.....07/04/18  
 Labor Day .....09/03/18  
 Thanksgiving.....11/22/18 – 11/23/18  
 Christmas.....12/24/18 – 12/25/18  
 New Year's Eve .....12/31/18

### 2019 Holidays

New Year's Day .....01/01/19  
 Memorial Day.....05/24/19  
 Independence Day.....07/04/19 – 07/05/19  
 Labor Day .....09/02/19  
 Thanksgiving.....11/28/19 – 11/29/19  
 Christmas.....12/24/19 – 12/25/19  
 New Year's Eve .....12/31/19

## Enrollment Policy

Student may enroll on any day school is in session. Student may not begin course or program until enrollment agreements are completed and signed by both student and Career Consultant. Student must pay required fees prior at time of enrollment. Student must meet prerequisites for the course he or she is enrolling. Prerequisites are for each course and program are listed in course outlines and program descriptions. Each course and program has a maximum enrollment of 36 per cohort.

## Notice of Student Rights and Cancellation

1. You have the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later, as described in the Notice of Cancellation which you are given at the time of enrollment.  
Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask your New Horizons Career Development Solutions Education Consultant for a sample copy.
2. After the end of the cancellation period, you also have the right to stop your training at any time; and you have the right to receive a refund for the portion of the course you have not yet taken. Your refund rights are described in your contract and dependent upon your funding terms. If you have lost your contract, ask your New Horizons Career Development Solutions Education Consultant for a description of the refund policy.
3. If New Horizons Career Development Solutions closes before you complete your training, you may be entitled to a refund. Contact the Bureau for Private Post-Secondary and Vocational Education at the address and telephone number printed below for information.
4. Student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, which is later.
5. If you have any complaints, questions, or problems, which you cannot work out with New Horizons Career Development Solutions call or write to:

**Bureau for Private Postsecondary Education**  
2535 Capitol Oaks Drive, Suite 400  
Sacramento, CA 95833  
Phone (888) 370-7589, Fax (916) 263-1897, [www.bppe.ca.gov](http://www.bppe.ca.gov)

## Program Refund information

You may withdraw from a program after instruction has started and receive a pro-rata refund for the unused portion of the tuition and other refundable charges. To determine your refund you would deduct a Registration Fee (non-refundable) of seventy-five dollars (**\$75.00**) from the tuition charge. You would then divide this figure by the number of hours in the program. The rate is the hourly charge for the program. The amount owed by the student for the purpose of calculating a refund is derived by multiplying the total hours attended by the hourly charge for instruction plus the amount of the Registration Fee (non-refundable) and the documented costs of any books or equipment that were not returned. *For example if the student completes only 10 hours of a 40 hour course and paid \$400.00 tuition, and a Registration Fee (non-refundable) of \$75.00, the student would receive a refund of \$300.00. (\$475.00 total fee, less the Registration Fee (non-refundable) of \$75.00, divide this by the 40 hours of the program, this will give you the hourly rate of \$10.00 per hour). Multiply this rate times the hours completed 10 hours completed x \$10.00 per hour, totaling the \$100.00 for the tuition charge. This charge plus the Registration Fee (non-refundable) would be deducted from the amount paid. Total paid \$475.00, less Registration Fee (non-refundable) \$75.00, less tuition charge \$100.00 refund paid \$300.00.*

### Individual Class Refund Information

You may withdraw from a class after instruction has started prior to completing more than 60% of a course and receive a pro-rata refund, less a \$75.00 application fee, based on the percentage of the course that you completed.

If New Horizons Career Development Solutions provided supplies, manuals, or other equipment for classes not attended, you must return these items within Five days of the date of the cancellation notice. If you do not return these items within this Five day period, New Horizons Career Development Solutions will withhold an amount equal to the cost of the items not returned. New Horizons Career Development Solutions is required to refund any amount remaining as provided in the Refund Agreement.

If you have any questions or need further clarification, please contact your Education Consultant at New Horizons Career Development Solutions.

## Veteran's Refund Policy

New Horizon CLC's Veterans Refund Policy complies with CFR 21.4255. In the event the veteran or eligible person fails to enter the course, withdraws, or is dismissed at any time prior to completion, any unused portion of tuition, fees, and other charges is refunded. Any amount in excess of \$10 of the application/Registration Fee (non-refundable) is subject to a 100% pro-rata refund policy. The amount charged will not exceed the exact pro-rata portion of total charges. The length of the completed portion of the course will be prorated over its total length, and the exact proration will be determined by the ratio of the number of days of instruction completed by the student, to the total number of instructional days in the course. Refunds are made within 40 days of the last date of the student's attendance.

## Grievance Procedures

If you encounter any problems concerning the education or administration of this program, please contact your Instructor Immediately and state your grievance in writing to allow us to help you. The issue will not be addressed until a written grievance has been submitted to the following New Horizons Career Development Solutions staff:

- |   |   |
|---|---|
| <ul style="list-style-type: none"><li>• 1st level - Your Guidance Counselor</li><li>• (Please Allow 3 Business Days)</li><li>• 2nd level - Your Campus Education Advisor</li><li>• (Please Allow 3 Business Days)</li></ul> | <ul style="list-style-type: none"><li>• 3rd level - Director of Career Development</li><li>• (Please Allow 3 Business Days)</li><li>• 4th level – Vice President of Career Development</li><li>• (Please Allow 3 Business Days)</li></ul> |
|---|---|

If the 1st level staff (Guidance Counselor) has not responded to your grievance issue in a satisfactory manner, please proceed to the next level of authority.

"A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov)

"Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Suite 400, Sacramento, CA 95833, P.O. Box 98018, West Sacramento, CA 95798-0818 [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or fax (916) 263 263-1897 or (916) 431-6959 or by fax (916) 263-1897

"A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet Web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

## Reimbursement to Veterans and Eligible Persons

For information or for resolution of specific payment problems, the veteran should call the DVA Nationwide toll free number at 1-800-827-1000

## Credit Evaluation Policy

Students who enter New Horizons Career Development Solutions with previous training in the course to be pursued will be tested upon enrollment and when appropriate, be given credit for prior educations and/or experience. Evaluation will be based upon a written exam, an oral exam, official documentation or certificates or a combination of the above criteria. Credit will be recorded on enrollment record and the length of the course shortened

proportionately. Tuition will be adjusted accordingly. In addition the student and the Department of Veteran's Administration (DVA) shall be notified. All prior training is subject to evaluation.

## STUDENT POLICIES

### Attendance

#### Attendance & Tardiness:

We require students to arrive to class on time. If a student arrives more than 30 minutes late, we may allow another student to take their place in class. If students arrive more than 30 minutes late, they will not be admitted to class. If the class is a multiple day class and the student is more than 30 minutes late or the seat is relinquished due to tardiness, the seat is relinquished for the entire length of the class. The student will need to reschedule the class. If a student misses more than 20% of a certified program, a certificate of completion will not be awarded. If an absence or tardy is absolutely necessary, we require that you notify us by calling The Customer Service desk at your local campus on or before the date(s) in question.

#### VA Attendance Policy

Students must attend 80% of their program hours, this time includes accumulated approved absences and class cuts. Students will be allowed three absences during the duration of their program. **THE 80% RULE TAKES PRECEDENCE OVER THE THREE ABSENCE RULE IN THE CASE WHERE THREE ABSENCES WOULD BE LESS THAN 80% OF A PROGRAM** A student will be placed on a 30 day attendance probation if he or she is below 80% in attendance. The student must bring his/her attendance above 80% within in 30 days to be removed from probation. If at the end of the probation period, the student's attendance is not raised to 80% of scheduled classes, the Department of Veterans Affairs will be notified and benefits will be interrupted.

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

#### Make Up Work

Students will work directly with instructor for make-up work. Students will have two weeks from the date of missed class to submit make up work

### Program Interrupt-Extension Policy / Leave of Absence / Withdrawal

All written requests for a "Leave of Absence", "Training Extension", or "Reinstatement" will be considered. These are granted to students at the discretion of the School. These interruptions or reinstatements into a program are subject to space availability. Students who interrupt from one class and transfer to the next available class will be responsible for any cost incurred due to any change or upgrade made in course kits or books. If an upgrade occurs, the added cost will be the sole responsibility of the student. New Horizons Career Development Solutions will not incur any of the additional costs.

### Suspension or Dismissal

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

1. Inappropriate and/or violent conduct displayed by the student.
2. Inappropriate clothing, or improper clothing attire, and/or indecent exposure.
3. Disrespect for New Horizons Career Development Solutions property and equipment.
4. Software piracy or violating copyright rules and regulations.
5. Recurring attendance problems despite continuous meetings with the Education Consultant and/or Site Manager to rectify the issues.

## SUSPENSION OR DISMISSAL

The general levels of reprimand are as follows:

The student will meet with the Education Consultant or Site Manager to discuss the inappropriate conduct and the respective consequences.

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

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

### Appeal of Academic Probation, Disciplinary Action, Dismissal

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

New Horizons Career Development Solutions CAO  
1900 S. State College Blvd. Suite 100  
Anaheim, CA 92806

The Board of Directors will review the appeal within 10 days of the student's submission. A decision to the appeal will be made within 30 days of the day the appeal was received.

### Grading Standards

New Horizons Career Development Solutions does not issue letter grades. We are a pass/fail school. A Completion Certificate is granted when a student completes 80% attendance and passes the New Horizons Career Development Solutions mid-term and final assessments at a score of 70% or better. A Completion Certificate is not issued when a student is absent more than 20% of the course or does not pass the post class assessment.

### Reentrance

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

### Certification Testing

New Horizons Career Development Solutions Programs does include the cost of certification exams unless noted in the program. Each student is financially responsible for the cost of exam registrations. Exam Registration Fee (non-refundable)s vary and are established individually by each certifying body (Microsoft, Novell, CIW, CompTIA etc.). Appointments for exams are registered and purchased from Pearson VUE. Exam appointments may be made via the Pearson VUE website at <https://home.pearsonvue.com/>. If you schedule an exam with Pearson VUE and fail to make that appointment, Pearson VUE will charge you for that exam.



## Vouchers / Exam Policy

All unused vouchers for exams expire 18 months from the date of purchase. When student is issued exam voucher it is the students responsibility to schedule and complete the exam before the expiration date of the exam voucher.

## Completion Requirements

Completion requires a minimum of 80% course attendance and a passing score on all New Horizons Career Development Solutions post class assessments.

## Equipment

Manuals and equipment for application classes will be distributed at the beginning of each individual course. The materials (Student courseware and labs) are given to each student at the beginning of each course. These Courseware and labs become the property and responsibility of the student; by no means should any student material or property be left in a classroom unattended. As a note, replacement costs for some of these kits are as much as \$700 plus tax. For security reasons, the classrooms will be locked at the noon break and students will not be allowed to stay and study. ***Be advised:*** The photocopying or reproduction of any copyrighted material (books, computer data, files, etc.) may be a violation of governing laws and will not be allowed. This, along with any theft of New Horizons Career Development Solutions' or other student's hardware, software, books or personal belongings may lead to immediate dismissal from the program.

## Student Conduct

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

New Horizons Career Development Solutions believes that no student has the right to interfere with another student's ability to learn. If any student exhibits behavior that hinders that right, they will be asked to leave the classroom. Children are not allowed to accompany parents into any class or to labs. Students are prohibited from unlawful possession, use, or distribution of illicit drugs, alcohol, or weapons of any kind. No student will be allowed to use any verbal, physical, or discriminatory threats or abusive language towards another student, or member of the staff. The use of profanity is strictly prohibited. Discriminatory remarks of any kind will not be tolerated and may result in termination from the program. Any violation of this conduct policy should be brought to the attention of the Instructor immediately. These concerns can be made verbally, or in writing as stated in the grievance procedures described in this catalog.

Any student who violates this student conduct policy may be placed on advisement, suspension, or dismissed from the program. Any courses that are missed due to violations of the conduct policy must be made up, and are the student's responsibility.

## Mobile Phone Policy

Students will always have Mobile Phones on silent. Talking on mobile phones in class is prohibited. Talking on phones in classrooms will result in student being asked to leave for the day. **NO EXCEPTIONS**

## Student Dress Code

New Horizons Career Development Solutions is “business casual.” New Horizons Career Development Solutions is a corporate client-based atmosphere. You may encounter a future employer in the hallway or break-room. Therefore, students are requested to wear clothing that is clean, and appropriate. It is further requested that students refrain from wearing the following articles of clothing: sandals, shorts, sweats or any shirt that may expose your midriff. Please use your best judgment in this matter. If you are observed in inappropriate attire, you may be asked to go home and change

## Veterans Addendum

The following policies are for students receiving veteran educational benefits as required to meet the minimum standards of federal law.

## Standards of Progress

Progress will be monitored for all students receiving veterans’ educational benefits. All students will take assessment exams at approximately the 30% and 60% point of completion of each course. If a student’s assessment is below 70% the student will be put on academic warning and re-assessed in 15 days or the next 15% of the course, whichever is sooner. If at the end of the warning period, the student’s assessment is not raised to 70%, the student will be placed on academic probation and re-assessed in 15 days or the next 15% of the course, whichever is sooner. If at the end of the probation period, the student’s assessment is not raised to 70%, the student will not be certified for Veteran Administration Benefits and the Department of Veterans Affairs will be notified. Please see “Appeal of Academic Probation, Disciplinary Action, Dismissal”

## Software Piracy and Personal Items

In accordance with copyright laws, all New Horizons Career Development Solutions students are prohibited from copying any of the software loaded on the school’s machines. Please understand that any student found doing so may be terminated from the program.

Students are not allowed to bring any of their personal computers or related software and hardware items on any New Horizons Career Development Solutions campuses to be connected or used with the school’s equipment. New Horizons Career Development Solutions shall not be held responsible for any lost or stolen items belonging to any student while on any New Horizons Career Development Solutions campus.

## Student Loans

New Horizons Career Development Solutions is not a Federal Department of Education school. Therefore, students cannot use attendance during this program to defer a student loan. New Horizons Career Development Solutions does not participate in Federal or State Financial Aid Programs and students are not eligible for federal financial aid.

If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest less the amount of any refund, and that if the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

## Payment Policy

Programs of four months, or less, may require payment of all tuition and fees on the first day of instruction. Programs designed to be four months or longer, require 50 percent for tuition along with courseware cost for payment at the time of enrollment. When 50 percent of the program has been completed the remaining payment is due. The limitations in this section shall not apply to any funds received by an institution through federal and state student financial aid grant and loan programs, or through any other federal or state programs. (An institution that provides private institutional loan funding to a student shall ensure that the student is not obligated for indebtedness that exceeds the total charges for the current period of attendance. At the student's option, an institution may accept payment in full for tuition and fees, including any funds received through institutional loans, after the student has been accepted and enrolled and the date of the first class session is disclosed on the enrollment agreement.

## STRF Fees

“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 (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 (4) 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 noncollection 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 (4) 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 (4) 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. ”

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, 94924 and 94925, Education Code.

New Horizons Career Development Solutions is currently not pending any petition in bankruptcy not operating as a debtor in possession nor has New Horizons Career Development Solutions filed a petition with the preceding five years and has not had a petition in bankruptcy filled against us within the preceding five years that resulting in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S. C. Sec. 1101 et seq.)

## CERTIFIED INSTRUCTORS

### FACULTY MEMBER

### EXPERIENCE & QUALIFICATIONS

#### **Diane Nelson**

##### **Microsoft Office Master and Applications Instructor**

##### **Bachelor of Arts – San Diego State University**

Diane Nelson is an Applications Instructor with Career Development Solutions, LLC. Diane has over 25 years of experience in the design industry, both as a commercial designer and trainer. Diane has worked with the Adobe Creative Suite for multiple generations and has assisted organizations on the latest version of the Adobe Creative Suite 6. She is certified in Adobe and proficient in most applications within the Suite, including Photoshop. Diane has always enjoyed training others and has done so in various capacities. She spent 25 years as a commercial designer, creating training manual documents, as well as handling new hire training. Diane also served as a Peace Corps volunteer, where she taught art in the primary school and computer courses to adults who had never touched a computer before.

#### **Jessica Brown**

##### **Microsoft Office Specialist and Applications Instructor**

##### **Bachelor of Arts – UNC Wilmington**

Jessica Brown is an Applications Instructor with Career Development Solutions, LLC. She has over eight years of experience in the training industry, both with Career Development Solutions, LLC and as an in-house corporate trainer. Jessica has worked with the Microsoft Office suite for multiple generations and has assisted organizations on the latest roll-outs of Windows 8 and Office 2013. She is certified in Microsoft Office and proficient in all versions of MS Office applications, including Access, Excel, Outlook, PowerPoint and Word. Jessica uses a combination of theoretical and real-world examples to inform her teaching method, although she leans towards real-world examples most, as it has more relevance to utilizing concepts in the working environment. In 2015, Jessica walked stage as a Top 25 Instructor in the Worldwide Network.

#### **Patrick Galligan**

##### **Microsoft Office Specialist and Applications Instructor**

##### **Bachelor of Arts – Columbia College Masters in Education – Loyola University**

After the chilly seasons in Chicago, Patrick decided to move to sunny San Diego and continue his teaching passion in California. After eight years in high school and adult education, technology found his niche. As a hands on trainer, Patrick connects to the real world. "I have always maintained that no matter what I am teaching, there must be an application outside the classroom. Patrick's background as a video producer, project manager and media coordinator, give him the ability to connect the classroom to the real world. Past experience professionally using Microsoft Office products influences his teaching, from organization, to orders, to pitching a new project to a client. The best teaching moments for Patrick come when students see that "aha" moment and can immediately begin to improve their daily activities

#### **Genaro L. Moran**

##### **Applications Instructor**

##### **Microsoft Office Specialist: Word, Excel, PowerPoint, Access, Outlook. Quickbooks, Great Plains**

##### **Bachelor of Arts in Finance- Cal State University Fullerton, MBA Liberty University, Doctoral Candidate in Organizational Management- Jones International University**

Genaro Moran is both an Applications instructor with over 30 years of Business and Educational field experience, working with various office applications. As a trainer, he holds more than 15 years, using real world situations to help his students understand. Genaro trains via all three of our training modalities; the traditional classroom environment, Online LIVE virtual training and On- sites. His teaching is based on both theoretical and real-world examples. Genaro specializes in Excel and Spanish based deliveries.

## CERTIFIED INSTRUCTORS

### FACULTY MEMBER

### EXPERIENCE & QUALIFICATIONS

#### **Imee Leverette**

**Applications Instructor Microsoft Office: Word, Excel, PowerPoint, Windows 7, Windows 8.1, Outlook. Adobe Creative Suite: Illustrator, Photoshop, InDesign, Animate, Mac OSX**  
**Associates of Arts in Fashion Design from FIDM in Los Angeles, Ca. A Bachelor of Arts from Ashford University and a Master of Arts in Education from Ashford University**

Imee Leverette comes from 15+ years of experience as a Senior Media Graphic/Apparel Designer for Action Sports Industries, 8 years as an Editor and Art Director for Tiaregirl Magazine in Hawaii. She also holds 4+ years' experience as a Higher Education instructor, teaching Adobe Creative Suites: Illustrator and Photoshop at Art Institute, FIDM and Mira Mesa College, with her concentration on Digital Art Design and Technical Drawing with Mac OSX and Windows platforms.

#### **Andrew Hamilton**

**Bachelor of Arts – Denison University Applications Instructor Microsoft Office Certified**

Andrew has a vast knowledge base as a Windows based applications instructor in the many client sectors of business. His experiences from the film and medical industries helps him to provide real world experience with informed software applications knowledge to out his classroom delivery. Andrew has worked notable clients such as Dole, The Directors Guild of America and Kaiser Permanente.

#### **Jesse Clymer**

**Applications Instructor Lean Six Sigma Black Belt, Google Analytics, Microsoft Office Master**  
**MBA – Robert Morris University**

10+ years in management including operations, project, analytical, hospitality and much more. Everything from starting small business, managing and growing medium sized ones, to working in management in Fortune 100 companies. After obtaining a Master's in Business Administration, I began a fast tracked career path that has ultimately led myself to Career Development Solutions, LLC. During this ascension, it has provided myself with a wealth of knowledge and experiences from various disciplines across the management landscape. By having experiences in both different types of management, as well as different industries and company sizes, it has provided myself with a well-rounded tool set. This tool set is part of what I use to provide the best learning experiences possible for my students as clients, as I motivate them to succeed.

#### **Phillip Dunn**

**Applications Instructor Microsoft Office Master and Business Skills**

16+ years in the training industry. Everything from starting small business, managing and growing medium sized ones, to working with management from major corporate entities. It's amazing where Microsoft Office has taken Phillip. He has trained rocket scientists at JPL, movie makers at Sony, Executives at Devon Energy and BP and Automakers like Toyota and Hyundai. Phillip also excels at Business Skills delivery and is currently studying Scrum methodologies.

#### **Jeremy Collins**

**Microsoft Office Specialist and Applications Instructor**  
**Master of Education – Mercy University**

Jeremy Collins is an Applications Instructor with Career Development Solutions, LLC. He has over twelve years of experience in the training industry, both with Career Development Solutions, LLC and as a technology trainer. Jeremy has worked with the Microsoft Office suite on every version since Office 2000 and has assisted organizations on the latest roll-outs of Windows 8 and Office 2013. She is certified in Microsoft Office and proficient in all versions of MS Office applications, including Access, Excel, Outlook, PowerPoint and Word.

## CERTIFIED INSTRUCTORS

### FACULTY MEMBER

### EXPERIENCE & QUALIFICATIONS

#### **Ronald Marsh**

**CIW, Adobe Certified, MOS Master and Applications Instructor  
BA Communications/Advertising, from the University of Kentucky**

Ron has over 20 years certified computer training experience with New Horizons and over 27 years as a trainer in some form or another. Ron has a proven track record of reliability and responsibility with both Consumer and Corporate clients. Ron's list of competencies is one of the largest in the company. Some of Ron's notable clients are Warner Brothers, California Resource Corporation and the US Attorney's office.

#### **Christopher Dominguez**

**Lean Six Sigma Black Belt, ITIL Foundations, Microsoft Office Specialist and Applications Instructor  
B.S. Computer Information Science Coleman College, San Diego**

Chris has 25+ years in Technical Support Management, Software Development, Infrastructure Management and End User training. His diverse career has provided him with examples for the benefits of proper training, as well as the consequences of its absence. Chris places an emphasis on great customer service, professional development and how to balance independence with being a contributing team member. His proficiency is not limited to Microsoft. He also performs well in the Six Sigma, ITIL and Business Skills realms as well.

#### **Gabe Chapa**

**MOS Master, Lean Six Sigma Black Belt, MCT**

Gabe began his career in the information technology field in 1997. Venturing into the field as a computer programmer allowed him to have a basic understanding of computers and how they worked. This led to a programming position as a Project Analyst with Experian, providing the first steps towards his current career as an Applications Instructor with New Horizons Computer Learning Center of Tucson. Gabe has seven years of experience as an instructor. Gabe is a three time winner of Top 25 Instructor in the Worldwide Network.

#### **Barbara Benneian**

**Microsoft Office Specialist, Adobe Ace and Applications Instructor**

Applications instructor with over 17 years of training experience. She joined New Horizons Career Development Solutions, LLC in 2014 and trains via all three of our training modalities; the traditional classroom environment, Online LIVE virtual training and On- sites. Her teaching is based on both theoretical and real-world examples. Barbara has worked with notable clients like Cedars Sinai, 20<sup>th</sup> Century Fox and

#### **Matt Van Rhyseghem**

**Microsoft Office Specialist, CompTIA A+, Sec +, Net + and Applications Instructor**

With a lengthy background in management, training and computing, Matt has been knowledgeable in many areas of the IT industry including hardware, software and networking. Matt has been an instructor with New Horizons for over 2.5 years with training focused primarily on software applications, ranging from Microsoft Office and Windows to cloud-based services like Google Applications and Office 365. In addition, his experience with the CompTIA certification objectives, leading instruction for both A+ and Network+. Free time activities include hiking, gaming, reading, writing and basically anything that gets me outside and moving. Matt is a great fit at New Horizons as it combines his love of computers with his love of conversation and social interaction. In his words "I absolutely love what I do and think that there's no better feeling than helping someone solve a problem they've been struggling with or seeing that light bulb come on when you show them something that they had maybe never considered possible"

## CERTIFIED INSTRUCTORS

### FACULTY MEMBER

### EXPERIENCE & QUALIFICATIONS

#### **Mia Gwyn**

##### **Applications Instructor Microsoft Office Certified**

##### **Bachelor of Arts – University of Colorado, Boulder.**

As an experienced technology expert and educator with over 10 years experience, Mia connects to her students at a very relatable level. Her practical and hands on approach encourages students to learn and not to be afraid of not knowing the program. Mia has been awarded as a Top 25 Instructor in the Worldwide network under two different ownership groups, which shows her stability and continued high level of performance. Mia focuses on Business Skills, Microsoft programs including high level VBA, Access and SharePoint as well as being able to deliver in Spanish as needed.

#### **Tony Bhawani**

##### **Applications Training Manager/Instructor**

##### **Master of Business Administration (Geographic Information Systems) from University of Redlands**

##### **Bachelors of Science in Business Administration from University of Redlands**

Tony Bhawani has been an Applications Instructor with New Horizons and is now the Applications Training Manager. In addition to his applications training experience, he has worked in education as a tutor at both the primary and secondary school levels. Tony has been involved in many Microsoft Delivery Events, including the latest roll-outs of Windows 7 and Office 2010, 2013 and 2016. He is certified in Microsoft Office, and proficient in all versions of MS Office applications, including Access, Excel, Outlook, PowerPoint, and Word.

#### **Rilynn Boykins**

##### **Applications and Business Skills Instructor**

##### **Bachelors of Psychology – University of Phoenix**

Rilynn has been an instructor for over 4 years in various capacities and in different business disciplines. Rilynn traces her love of teach back to working with her fellows in healthcare and helping them through their reservations when it came to new technology. She teaches with heart and patience, and even her most reluctant students leave her class with a new found confidence in the emerging technologies that are shaping their world. Certified Scrum Master, Microsoft PowerPoint, Microsoft Word, Quickbooks, Agile Project Management, Microsoft SharePoint, Conflict Resolution, Adobe Illustrator, Intrapersonal Communication. She is a member of Toastmasters International, SCRUM Alliance, Society of Industrial Organization and Psychology and Association for Talent Development.

#### **Doug Fisher**

##### **Applications Instructor Specializing in the Adobe Creative Suite**

##### **Bachelors of Fine Arts in Visual Communications from American InterContinental University**

Doug Fisher has nearly fifteen years of experience in the creative services industry. In that time, he has worked as a freelance designer, the lead graphic designer for a medical equipment manufacturer, a web developer and art director for a high-end advertising agency, and as the owner/creative director of his own graphic design studio. As an applications instructor at New Horizons, Doug draws on his extensive, real-world experience to provide thorough instruction in various software applications. Doug's specializes in Adobe Photoshop, Illustrator, and InDesign. He also has extensive experience in web design using HTML and CSS to create valid and standards-compliant web sites.



## CERTIFIED INSTRUCTORS

### FACULTY MEMBER

### EXPERIENCE & QUALIFICATIONS

#### **Robert Hanon**

**Microsoft Office, Adobe and Applications Instructor**

**Bachelor of Arts – California State University, Fullerton.**

Bob has been teaching for over 13 years to animators, designers and end users in the corporate realm. As an experienced and published cartoonist, Bob has worked with such companies as Sega America and Apple. Bob describes his training as an "experience," emphasizing not only learning but also steps in efficiency to improve his student's job performance. Bob teaches various platforms in both the Microsoft Office, 365 and Adobe Creative Suite.

#### **William (Bill) Berger**

**MCT, MCSE, MCSA, MCTS, MCP and ITIL, BA in MIS from California State University, Fullerton**

Bill has over 25 years of experience in IT consulting and training. He joined the New Horizons Career Development Solutions, LLC team in 1996. During this timeframe, he received recognition from New Horizons as Instructor of the Year, a Top Ten Technical Instructor in the United States, a Top 5 Exchange Instructor in the World and the Top Exchange Instructor in the United States. Bill's areas of expertise include Microsoft Server and Microsoft Exchange. Additionally, Bill holds ITIL certifications at the Foundation and Intermediate levels.

#### **Gerald (Gerry) Riani**

**MCT, MCSE, MCSA, MCTS, MCP, RHCI, RHCE, CompTIA A+, Network+, Security+, Linux+, Mobility+ and Cloud+, BA in English Literature from the University of San Diego**

After an initial career in the Financial Services industry, Gerry transitioned into an Information Technology career in 1999. He has worked as a Technical Instructor for more than 17 years. Additionally, from 2000 to 2014, he held the position of Chief Information Officer for New Horizons Computer Learning Centers of South Florida. In 2014, he joined the New Horizons Career Development Solutions, LLC team in 2014 as a Technical Instructor. As a Red Hat Certified Instructor and Engineer, Gerry's primary training focus has been with various Red Hat software products, especially Red Hat Enterprise Linux. Additionally, Gerry teaches classes covering various Microsoft technologies, as well as a number of CompTIA certification preparatory classes. Currently, Gerry also holds the position of Technical Training Manager for New Horizons Career Development Solutions.

#### **James Nelson**

**MCT, MCSA, MCSA, MOS and CompTIA Project+, BA in Communications from California State University, Fullerton**

James has more than 20 years of experience in the IT industry focusing on database administration, programming and design. James joined the New Horizons Career Development Solutions, LLC team in 1998. During this timeframe, James' principal training focus has been with Microsoft SQL Server administration, database design and programming, data warehousing and business intelligence. In addition, James teaches classes covering various other technologies such as Microsoft SharePoint, Microsoft Excel and Access VBA and Project Management.

#### **James Hanavan**

**MCT, MCSE, MCSA, MCITP, MCTS, MCP, CCSI and CCNA, BA in History from University of California, Santa Barbara**

James has more than 25 years of experience as an IT consultant and trainer and he joined the New Horizons Career Development Solutions, LLC team as a Technical Instructor in 1995. James specializes in the design, planning, implementation, management, maintenance and securing of Windows Server systems, Active Directory, Group Policy, Microsoft Exchange Server, Microsoft Skype for Business and Microsoft System Center. Moreover, as a Cisco Certified Systems Instructor, James delivers training for students interested in obtaining their Cisco CCNA certification.

## CERTIFIED INSTRUCTORS

### FACULTY MEMBER

### EXPERIENCE & QUALIFICATIONS

#### **Nicholas (Nick) Lane**

**MCT, MCSE, MCSA, MCITP, MCTS, MCP, EC-Council Certified Instructor, CEH, CompTIA A+, Network+, Security+, CASP and Cloud Essentials**

Since 1999, Nick has provided Technical Solutions, Systems Administration, Desktop Support, Technical and Applications Training to thousands of satisfied customers. He joined the New Horizons Career Development Solutions; LLC team in 2005 and, over that timeframe, Nick received recognition as one of the Top 25 Technical Instructors in the World on five separate occasions from New Horizons. Nick specializes in delivering Microsoft, CompTIA and EC-Council technical training.

#### **Rhett Williams**

**MCT, MCSE, MCSA, MCITP, MCTS, MCP, RHCI, RHCA, RHCE, CCSI, CCNA, CompTIA A+, Network+ and CTT+, BA in History from California State University, Fullerton**

Rhett has over 30 years instructing experience and he has been a technical instructor for New Horizons Career Development Solutions, LLC since 1996. He has a wide range of technical training capabilities including network operating systems, database administration and development, application development, internetworking and network security. As a Red Hat Certified Architect and Instructor, Rhett's training focus has been on various Red Hat technologies, especially Red Hat Enterprise Linux, Red Hat Virtualization and Red Hat OpenStack. He received recognition as a Top 25 Technical Instructor in the World from New Horizons and, in 2013, Red Hat recognized Rhett as their Training Advocate of the Year.

#### **Bill Sullivan**

**MCT, MCSE, MCSA, MCITP, MCTS, MCP, CISSP, CompTIA A+, Network+, Security+, Cloud Essentials and CASP, BA in Physics from the University of California, Berkeley**

As a US Navy veteran, Bill served in the Persian Gulf where he worked as a Fleet Instructor and Maintenance Check Pilot. Prior to beginning his career in Information Technology, Bill held the positions of Analyst and Total Quality Management Systems Instructor at Douglas Aircraft Company, as well as an Associate Professor of Aircraft Mechanics at Northrop University. Since 1994, Bill has held the position of Technical Instructor with New Horizons Career Development Solutions, LLC. As a Technical Instructor, Bill's focus has been on training and assisting students new to the IT world in becoming IT professionals and guiding them along the way to obtaining their Microsoft and CompTIA certifications. On three occasions, Bill received recognition as one of the Top 25 Technical Instructors in the World from New Horizons.

#### **Joseph (Joe) Ng**

**MCT, MCSE, MCDBA, MCSA, MCTS, MCP, CCSI, CCNA, VCI, VCP, AS in Computer Information Systems from Santa Monica College**

In addition to working as an IT Consultant, Joe has been an IT Technical Instructor since 1999. He has been a part of the New Horizons Career Development Solutions, LLC Technical Instructor team since 2001. Joe's areas of expertise are varied and include a number of Microsoft technologies, especially Windows Server and Microsoft Exchange, Cisco routing and switching technologies, as well as VMware's vSphere and Horizon products.

#### **Mazhar (Maz) Haq**

**VCI, VCP, RHCI, RHCE, PMP, PRINCE2 Foundation and Practitioner in Project Management, CompTIA Linux+, BS in Computer Science from California State University, Los Angeles**

Prior to joining New Horizons Career Development Solution, LLC, Maz held a variety of IT-related positions with Paramount Pictures where he gained hands on experience with products from vendors such as Microsoft, Citrix, Cisco and VMware. He has been a part of the New Horizons Career Development Solutions, LLC Technical Instructor team since 2013. Maz' training expertise are in the areas of VMware technologies, such as vSphere, Horizon and NSX, plus Red Hat Enterprise Linux and Project Management. In 2015, Maz received recognition from VMware as one of the top VMware Certified Instructors in North America.

## CERTIFIED INSTRUCTORS

### FACULTY MEMBER

### EXPERIENCE & QUALIFICATIONS

#### **Kent Tuominen**

**MCT, MCSE, MCSA, MCITP, MCTS, MCP, BS in Marketing from Cal Poly Pomona**

As the son of two teachers, Kent believes that teaching is in his blood. Kent initially joined New Horizons Career Development Solutions, LLC in 1996, first as an Applications Instructor and later transitioning into the role of Technical Instructor. After a period pursuing other opportunities within the IT field, Kent rejoined New Horizons Career Development Solutions in 2012. Kent's training focus has been in the area of Microsoft technologies, including the deployment, installation and management of various versions of the Windows Client and Server operating systems, Active Directory and Group Policy, as well as Microsoft Exchange Server. For 2016, New Horizons recognized Kent as one of the Top 25 Technical Instructors in the World

#### **Dennis Thibodeaux**

**MCT, MCSE, MCSA, MCITP, MCTS, MCP, CISSP, EC-Council Certified Instructor, CEH, CHFI, CFR, CISA, CISM, CompTIA A+, Network+, Security+, CASP, Linux+, Cloud+, Mobility+ and Project+, BS in Mass Communication from Middle Tennessee State University**

Dennis Thibodeaux is a technology educator and IT professional who has been a Microsoft Certified Professional since 1998. As an instructor, he draws on his extensive experience as an Information Systems Security Management specialist, Systems Engineer and Network Administrator. Dennis joined the New Horizons Career Development Solutions, LLC Technical Instructor team in 2014. Dennis brings real-world security experience and solid business skills to the classroom, often using his own professional activities as examples. His skillset includes vulnerability assessment, risk management, network security, application security, physical security, incident response and digital forensics. As an Information Security industry analyst recently put it, "Leaders like Mr. Thibodeaux are needed to usher in the next wave of maturity for InfoSec- a period characterized by the fusion of business and IT." For 2016, New Horizons recognized Dennis as one of the Top 25 Technical Instructors in the World.

## CERTIFIED INSTRUCTORS

### FACULTY MEMBER

### EXPERIENCE & QUALIFICATIONS

#### **John DeVries**

**MCT, MCSA, MCITP, MCTS, MCP**

John has a wide reaching and impressive range of prior experience within the IT industry. For over 30 years, he worked as a product and marketing manager in the computer and data communications industries. Additionally, during this same period, John ran his own web design, software development and consulting business. John began his career as a Technical Instructor with New Horizons of Tampa, FL and he joined the New Horizons Career Development Solutions team, in the same role, in 2016. John specializes in training IT professionals on Microsoft Azure cloud services, Microsoft Office 365 and Windows 10. Additionally, he also specializes on web development and programming leveraging technologies such as JavaScript, C# and Microsoft .NET. Besides his experience within the IT industry, John received the honor of serving as the Chair for a National Institute of Standards and Technology working group on telecommunications.

#### **Jeff Zahorowski**

**MCT, MCSA, MCITP, MCTS, MCP, CompTIA A+, Network+ and Security+, BS in Communications Studies from California State University, Sacramento**

Jeff has worked in various positions within the IT industry over the past 25 years and he has been a Technical Instructor since 2000. He joined the New Horizons Career Development Solutions Technical Instructor team in 2016. Jeff's training expertise include Microsoft's Windows Server and Client operating systems. Additionally, he focuses on assisting students new to the IT industry gain a foothold within the industry by obtaining their CompTIA A+, Network+ and Security+ certifications. Employees from companies such as Intel, Apple Computer, Oracle, Northrup-Grumman and the US Navy Fighter Weapons Schools have gained insight and technical knowledge from Jeff's training events.

#### **Martin Wuesthoff**

**MCT, SQL Business Intelligence and Data Modeling, Windows PowerShell Expert, Microsoft Exchange Server**

Martin has been a successful technical trainer for nearly 2 decades. In that time he has trained thousands of students on many different Microsoft Server products included SQL Server, SSIS, SSRS, SSAS, SharePoint BI, PowerShell, Windows Server, IIS, ISA Server, SMS, SCOM, SQL Server, VB Scripting and Exchange Server. He is highly ranked by students and focuses on providing real-world examples and practical knowledge.

#### **Patrick Shafer**

**CompTIA A+, CompTIA Network+.**

**Associates Degree in Communications – Sierra College - Rocklin, CA**

20 years of building and maintaining computer systems. For the past year, I have been mentoring students who are looking to get certifications of their own. Certifications: CompTIA A+, CompTIA Network+.

#### **Jason Burton**

**A.S. Networking Services Technology; CompTIA A+, Network +, Security +, Server +; MCSA: Windows 8, MCPx2 Windows Server 2012R2.** 5 years of professional IT experience, 3 years of Teaching experience.

I have always had a passion for IT industry, in fact, my first jobs paycheck went to building my first PC. I was in the U.S Navy and used the G.I bill to pursue a degree in IT. After college, I became a student at New Horizon here in Las Vegas to finish my certifications and then went out to the IT workforce. Eventually, I was called back to New Horizons to work as IT / Instructor and I have been here for going on 3 years. While at New Horizon I have taught multiple CompTIA and Microsoft courses. My favorite topic and primary focus is Windows server. The best part of my job is seeing the knowledge start to make sense to students, also troubleshooting issues then being able to bring these examples to students.

## CERTIFIED INSTRUCTORS

### FACULTY MEMBER

### EXPERIENCE & QUALIFICATIONS

#### Charlotte Augustine

**Bachelors in Business Administration, Master of Science in Accounting.** Certifications: CompTIA A+, CompTIA Network+, Microsoft Office User Specialist Certification, CIW Foundations Certification, Certified Public Accountant. 16 years of computer training experience. Held a position as a Corporate Training Administrator for five years in the banking industry developing and delivering training courses. Experienced with SQL and Crystal Reports

#### David Dogue

**Bachelors in Public Administration Human Resource Management.** Over 25 years of computer experience including PC support specialist, helpdesk, database design, programming, network specialist and administration. SQL, Access, C++, Visual Basic, .NET, and Visual Studio proficiency. Held position as training curriculum development and trainer for five years. IT Director position held for three years.

#### Craig Ashley

**Bachelors of Science and Electrical Engineering, Master of Science in Computer Science and Engineering.** Certifications: CompTIA A+, CompTIA Network+, MTA in Operating Systems, Server Fundamentals, Security, Database, and Networks. 29 years of computer experience including System Manager, Network Engineer and Instructor. Programming languages Pascal, Fortran, C, C++, Visual Basic, .NET. Teaching since 1994.

#### Marco Quezada

**Bachelors of Science Information Systems.** More than 20 years of computer experience including website design, network administration, Teaching CompTIA A+, Network+, Security+ and Microsoft Office Specialist classes since 1996. Held many high level positions at educational institutions including Director of Marketing, Director of Compliance, IT Manager, and Computer Department Chairman

#### Michael Sloane

**Diploma in Electronic Technology – Edison Technical College, Van Nuys, CA (1986);**

Certified Novell Engineer, DELLPro Certification, Microsoft Certified Professional, Citrix Certified Administrator.

30 years of experience in IT implementation and management across multiple disciplines specializing in IT infrastructure management, application delivery and service delivery. One year with New Horizons Learning group as an IT Tech / Trainer.

#### Jason Biskie

**Bachelors of Information Security**

18 years of computer experience, specializing in CompTIA A+, Network+, Security+ related activities and responsibilities.

Private sector virtual environment management experience using VMware & Microsoft Hyper-V. Windows Server 2003-2012R2, Active Directory and business applications.

#### MedCerts Instructor/SME/Mentor Bio's

Maria Calloway - Healthcare Programs Director

Degrees: Associate in Applied Science: Bachelors (Health Service Administration): MBA (Management) and an MS Ed. (Educational Leadership/Curriculum & Design).

Maria has over 30 years of Healthcare experience in the field of Medical Assisting, Billing and Education. Maria is a former Director of Education and has worked for a large Healthcare organization as well as private practices in Detroit, MI.

Maria earned her Associates degree from Wayne County Community College, Bachelor's degree from Davenport University, MBA from University of Phoenix and a Master's in Education from Kaplan University. She is a Registered Medical Assistant who has taught several classes in a traditional as well as online setting in the fields of Medical Assisting, Billing, Patient Care Technician and Business Administration.

Maria currently works as a Healthcare Programs Director for MedCerts while pursuing her Doctoral Degree in Education from Aspen University.

Kimberly Marshall - Pharmacy Technician Program Subject Matter Expert/Advisor

Degrees: BSP Pharm, PharmD

Certifications: BCACP, APhA Certified Immunizing Pharmacist, NACDS Certified POCP

Kimberly has nearly 30 years of experience in the practice of pharmacy, primarily in large a chain community practice setting with extensive experience as a training pharmacist, pharmacy manager/team leader and preceptor as well as academic instructor, advisor and administrator.

Kimberly earned her Bachelor of Science in Pharmacy and Doctor of Pharmacy from Wayne State University. She is a Board-Certified Ambulatory Care Pharmacist, American Pharmacist Association Certified Immunizing Pharmacist and National Association of Chain Drug Stores Certified Point of Care Testing Pharmacist. Clinical practice included MTM, immunizations and pharmacy benefits management. Academic Administrative responsibilities include curriculum development for CPhT candidates in Pharmacy Technology, Pharmacology, Pharmacy Operations, Pharmacy Computer Systems, Institutional Practice, Community Practice and other Pharmacy Practice settings, facilitating courses, supervision of faculty, academic advising, externship coordinator and mentor to students.

Kimberly currently works for MedCerts as the Pharmacy Technician Subject Matter Expert and online Exam Prep Advisor. She is an active member of the APhA, MPA, PTEC and is a PTCB Advocate Educator.

Barbara Westrick – Program Director / Medical Assistant Program

Degree(s): Associate

Certification(s): CMA (AAMA), CPT, CET, CPC

Barbara has over 40 years of experience in healthcare. She has worked in a variety of roles and environments in the ambulatory outpatient setting as a healthcare team member. Her experience also extends to the hospital setting and a medical department of a large corporation. Barbara is a member of the American Association of Medical Assistants, the American Academy of Professional Coders and the National Healthcareer Association.

Prior to joining MedCerts, healthcare education became her focus over 16 years ago when she began teaching administrative and clinical medical assisting, medical billing and coding, office administration and electronic health record courses at Ross Education. As a lead instructor, her role advanced to Program Chair for Medical Assisting and Medical Insurance Billing and Office Administration.

Along with her role in education, she has worked closely with learning solution representatives as a technical and content expert reviewer for healthcare publications and technology. Barbara is a part of the MedCerts Product Development team

involved with curriculum development, design, production and quality assurance. She serves as subject matter expert and is the Program Director for the Clinical Medical Assistant Program at MedCerts.

Joseph Fischer – IT and Tech Support Specialist

Degree(s): Bachelor of Science in Computer Engineering, Master of Art in Organizational Leadership Certification(s): Healthcare IT, A+, Net+, Server+, INet+, Security+, Linux+, MCP, MCSA, MCSE

Joseph has over 20 years of experience in computers and network technology. He earned his Bachelor's Degree in Computer Engineering, and Master degree in Business Management and Organizational Leadership from Siena Heights University. Joseph holds ten internationally recognized IT certifications – Healthcare IT, A+, Network+, Server+, INet+, Security+, Linux+, MCP, MCSA and MCSE, and has taught in both traditional class environment and on-line classes which include IT, business and medical career courses for the last seven years. Joseph serves on the advisory committee for IT programs at ITT Technical Institute.

Joseph is also a certified Group Fitness Instructor, Personal Trainer and Licensed Massage Therapist having recently obtained an Associate of Science Degree in Massage Therapy. He serves on the advisory committee for the Massage Therapy program at Schoolcraft College. A lifelong learner, Joseph enjoys expanding his knowledge, and sharing it with others.

Joe currently provides Technical Support and Student Support for MedCerts student; and is active with new program and curriculum development for IT Programs. Joe is also involved in researching and evaluating platforms to be utilized by employees and students.

Melissa Kirshner – AAPC Program Support Specialist

Degree(s): Bachelor of Science in Anatomy and Physiology, Master of Public Health Certification(s): CPC, CRC, CPC-I, OHCC, ICDCT-CM/PCS

Melissa has over 25 years of healthcare experience in the areas of billing, coding, compliance, education and software development. She is a former Administrator for both a large health system and billing company in the Detroit area and a former Compliance Officer with one of the largest health care law firms in the United States.

Melissa earned her Bachelor of Science degree in Anatomy and Physiology from Michigan State University and holds a Master of Public Health from the University of Michigan. She is a Certified Professional Coder (CPC), a Certified Risk Adjustment Auditor (CRC) through the Academy of Professional Coders (AAPC), and an Approved ICD-10 Trainer and Officer of Health Care Compliance (OHCC) through the American Institute of Health Care Compliance (AIHC). Melissa is also an AAPC and an AIHC approved instructor and teaches several courses in both a traditional classroom environment as well as on-line. Melissa works closely with the AAPC Education Department to align curriculum with new coding concepts and guidelines as well as student learning styles. She currently serves as the President of the Novi, Michigan chapter of the AAPC.

Melissa currently works for MedCerts as an online Advisor and Mentor for the Certified Professional Coder and Certified Professional Biller training programs. She also works as the Executive Director of a large physician organization providing compliance and education services to over 500 physicians in the Detroit area.

Jason Priest – Pharmacy Advisor / Pharmacy Externship Coordinator

Certification(s): CPhT, EMT-B, RPhT, AED, CPR

Jason has worked in several medical environments, mainly specializing in the pharmaceutical field. He has worked within the Inpatient Home Infusion Pharmacy for over eight years at one of the world's leading Hospitals, St. Joseph Mercy Health System, and also has worked at one of the nation's leading retail pharmacies for over six years at CVS/Pharmacy

as a certified pharmacy tech. He has experience as an Emergency Medical Technician (EMT) and was enrolled through one of the state's largest medical education providers, Huron Valley Medic School. In addition, he has experience with medication distribution including controlled substances at The Harvard Drug Group as a compliance specialist. Maintaining and implementing certain laws and regulations in pharmaceutical purchasing and complying with the DEA's (Drug Enforcement Administration) guidelines. Certifications include: CPhT (Certified Pharmacy Technician) through the PTCB (Pharmacy Technician Certification Board), RPhT (Registered Certified Pharmacy Technician) through Department of Licensing and EMT-B (Emergency Medical Technician-Basic) through Huron Valley Medic School which includes AED and CPR.

Jason currently provides Student Support and Externship Coordination to MedCerts pharmacy students and serves as a Pharmacy Tech subject matter expert for MedCerts programs.

Krystal Edwards – Student Support Advisor

Degree(s): Associates Degree General Studies, Hospital Pharmacy Certification(s): CPhT, CEHRS, CMAA, CBCS

Krystal Edwards has over 10 years of in-patient hospital pharmacy, pharmacy technician training, and customer service experience. She earned an associate degree in hospital pharmacy from Oakland Community College and is certified through the National PTCB as an active registered Pharmacy Technician (CPhT). Krystal has worked as an education consultant and in several sales and customer service positions.

Krystal currently provides Student Support for MedCerts students, serves as a Pharmacy Tech subject matter expert, and is active with new program resource and curriculum development for the Healthcare Programs. She is certified as a Certified Medical Administrative Assistant (CMAA), a Certified Electronic Health Records Specialist (CEHRS), and has recently obtained the Certified Billing and Coding Specialist (CBCS) credential through MedCerts.

Barbara Whatley – Student Support Advisor

Certification(s): CPhT, Florida Registered Pharmacy Technician (RPhT), CMAA, CEHRS, CBCS

Barbara has over 15 years of retail pharmacy experience. Throughout those years, she provided pharmacy technician training for new employees and helped to develop internal training opportunities for new and existing staff. She earned her National Certification with on the job training, is certified through Pharmacy Technician Certification Board (PTCB) and is registered with the Florida Board of Pharmacy as RPhT. She is also certified as a Certified Medical Administrative Assistant (CMAA), a Certified Billing and Coding Specialist (CBCS), and a Certified Electronic Health Records Specialist (CEHRS).

Barbara serves as Student Support Advisor for MedCerts, is a Pharmacy Technician subject matter expert, and is active with new program resource and curriculum development for MedCerts Healthcare Programs.

Jamie McLachlan – Student Support Advisor

Certification(s): CPC, CMAA

Jamie is certified as a Certified Professional Coder (CPC), Certified Risk Coder (CRC), Certified Professional Coder-Instructor (CPC-I; AAPC Approved Instructor) and as a Certified Medical Administrative Assistant (CMAA). Prior to joining MedCerts she worked within the medical field for 4 years, and served a large healthcare practice specializing in geriatrics, family medicine, pulmonary and gastroenterology. She has also worked at a large hospital as a professional coder involved in specialties including Neurosurgery (Adult and Pediatric), Neurology, Neuro Oncology, Critical Care and many others. As a Biller and Coder, she enjoyed the daily interaction with patients, and now enjoys working closely with students as the resident Billing and Coding subject matter expert for MedCerts.



Jamie currently provides Student Support to MedCerts students, and serves as Billing/Coding, Risk Adjustment and Medical Front Office subject matter expert for MedCerts programs.

Chenoa Deramus – Student Support Advisor

Degree(s): Associate of Medical Office Administration, Bachelor of Business Administration Certification(s): CBCS, CMAA, CEHRS

Chenoa is a graduate of University of Phoenix, where she earned her Associates in Medical Office Administration and her Bachelor's in Business Administration. In 2009, she graduated with a Certificate from Dorsey Schools in Medical Billing and Coding and became a Nationally Certified Insurance and Coding Specialist. Prior to joining MedCerts, she spent more than 10 years working in customer service and office administration.

Chenoa currently provides Student Support to MedCerts students.

Lisa Cochran – Product Developer and SME

Degree(s): Associate in Arts, Bachelor of Business Administration

Certification(s): ITIL V2 and V3 Foundations, Microsoft Certified Trainer, Microsoft Office Specialist (MOS): Word, Excel, PowerPoint, Access, Outlook

Lisa began her career in 1995 as an Assistant Manager of a popular food retail chain. After 3 years she transitioned into the Operations/Technology Department where she was responsible for training employees how to use various technologies. She then managed their Help Desk which supported all aspects of technology for 106 stores, plus the corporate office and the warehouse.

In 2001, Lisa began working for a computer training company where she spent over 12 years as a Microsoft Certified Trainer teaching in both the traditional classroom environment as well as online. The classes taught include Microsoft Word, Excel, PowerPoint, Access, Outlook, Project, Visio, Windows, SharePoint and Crystal Reports, as well as a variety of business skill classes such as Time Management, Organizational Skills, Project Management Fundamentals, and many more. She then worked in the IT Department of another company where she was able to use the skills she had been teaching others for so long.

Lisa currently works for MedCerts in the role of a Product Developer. She utilizes various technologies in the creation of online training courses. She assists the marketing department by developing flyers, brochures, online ads, and marketing presentations. She also provides software training and assistance to current staff members. Lisa has over 17 years of experience focused on working with computers and technology.

Tiffany Zachary – Dental Assistant Program Support Specialist

Degree(s): Bachelor's Degree in Dental Hygiene

Tiffany Zachary graduated from Indiana University Northwest in 2015 with a Bachelor's Degree in dental hygiene and a minor in biology. Tiffany currently holds a license to administer local anesthesia and practice dental hygiene in both Indiana and Illinois. She was the recipient of the 2015 Crest/Oral-B award for "Outstanding Clinical Treatment." In addition, she was continually on the Dean's/Chancellor's list, received multiple scholarships throughout her college career, and was chosen to be a participant in the 2011 IUN Speech Forum. While in college, Tiffany was a teaching assistant for anatomy and physiology and worked diligently to help students geared towards a medical/dental career fully understand the material presented to them and help prepare them for their programs of interest. She has a wonderfully friendly demeanor and is incredibly passionate about education especially in dentistry. She currently works as a licensed dental hygienist in two offices in northwest Indiana. "I feel it is of the utmost importance to create a fun and educational experience for patients when visiting the dental office. I believe that in doing so it will help to alleviate a chance for future dental anxiety

and foster a lifetime of good oral health." Tiffany and her husband Jake have three beautiful children and in her spare time she enjoys homesteading, cooking, painting, and crafting.

Landria Seals Green – RBT Program Support Specialist

Degree(s): Master of Arts in Speech-Language Pathology, Postgraduate certification Applied Behavior Analysis;

Organization Behavior Management Consultant; Autism Subject Matter Expert

Certification(s): Certificate of Clinical Competence in Speech Language Pathology; Board Certified Behavior Analyst;

Licensed Speech Pathologist (Michigan)

Landria Seals Green, MA, CCC-SLP, BCBA, is a licensed and certified speech language pathologist and Board-Certified Behavior Analyst with over 15 years of experience providing clinical assessments, evaluations and treatment for learners with autism in home, school and community-based settings.

Landria specializes in autism, social communication and organization behavior management. She trains professionals in speech pathology, applied behavior analysis, special education, and occupational therapy in program implementation for learners with autism. She has created training curricula and manuals for professionals. Providing consultation and training in Intensive Behavior Intervention (IBI) programs to public, private and charter schools, Landria is a sought-after expert in

the field for clinical consultation and in the area of therapy business management. She is an Autism Thought Leader and consultant providing professional development to professionals, parent trainings, and program development and supervision to clinicians and autism focused therapy centers throughout the world. Additionally, she provides coaching to clinic owners and leadership in the area of therapy business management.

Landria is the developer of the SOAR Autism Curriculum and SOAR Solutions for Autism, ABA, and special education, which provides web-based tools and training in ABA for parents and professionals. She is the founder and chief clinical officer of Momentum Autism Therapy Services and the Momentum Therapy Provider Network. Her blog has been featured in The Mighty, National Autism Association, and many other media outlets.

Landria is a graduate of the University of Illinois at Urbana-Champaign (B.S. Speech and Hearing Science) and Northwestern University (M.A. Speech Language Pathology). She received her training in Applied Behavior Analysis from the University of North Texas. She is trained in the ADOS (University of Michigan-Ann Arbor), PROMPT, and DIR-Floortime<sup>®</sup>.

Tina Bennett - Veterinary Assistant Program Support Specialist

Degree(s): Bachelor's degree in Biology Certification(s): Certified Veterinary Technician (CVT)

Tina received a Bachelor's degree in Biology from Montana State University in 1997. She has worked in veterinary practices in California and Montana and has been in Colorado at Wheat Ridge Animal Hospital by Ethos since 2002. Her veterinary career has taken her from Receptionist to Certified Veterinary Technician, through several supervisory positions, to her current role as the West Region Technician Learning and Development Manager for Ethos Veterinary Health. Her focus with Wheat Ridge Animal Hospital and Ethos Veterinary Health is providing and facilitating quality continuing education and training for the veterinary staff.

Amanda Brown - Veterinary Assistant Program Support Specialist

Degree(s): Bachelor's in Business Management, Bachelor's in Veterinary Technology Certification(s): Certified Veterinary Technician (CVT)

Amanda graduated with a Bachelor of Business Management from Newbury College, as well as a Bachelor of Science in veterinary technology from Mount Ida College. Amanda began her veterinary technician career in 2009. Starting in a large, fast paced general practice, gaining experience, while studying to get her veterinary technology degree. Soon after graduation realizing the need for more information and growth, she decided to transfer into specialty medicine and that journey has carried her to Boston West Veterinary Emergency and Specialty, where she is the specialty technician supervisor. Always looking to do more Amanda has been an adjunct clinical laboratory instructor at Mount Ida College,

teaching the future veterinary technicians, common clinical skills, while also helping to develop the Ethos and VetBloom Veterinary Assistant Programs. On her time off Amanda loves the outdoors, and will spend her time hiking, kayaking, and spending time with family/friends!

Patty Pate - Veterinary Assistant Program Support Specialist  
Certification(s): CVT, VTS (ECC), CFE

Patty Pate, CVT, VTS (ECC), CFE has nearly 20 years' experience in the veterinary field with 17 years focused on emergency and critical care, working in the emergency rooms at Massachusetts Veterinary Referral Hospital, Bulger Veterinary Hospital and Port City Veterinary Referral Hospital. Patty is a Certified Veterinary Technician in both New Hampshire and Massachusetts, and in 2012, she continued on to earn her Veterinary Technician Specialty in the discipline of Emergency and Critical Care. In her role as Technician Learning and Development Manager for Ethos Veterinary Health (East Region), Patty works to provide educational opportunities to nearly 400 veterinary technicians. She was instrumental in the

development of the Ethos and VetBloom Veterinary Assistant Programs and is a primary instructor for both programs. Patty is a certified Compassion Fatigue Educator and lectures regularly on emergency, critical care, and compassion fatigue. She supports her profession by serving as the secretary for the New Hampshire Veterinary Technician Association and as a mentor for technicians interested in advancing towards their VTS in emergency and critical care.

Elizabeth Cook – Contracted Video Instructor

Degree(s): Associate of Science in Medical Billing and Coding Certification(s): CPC, CASCC, CHA, CHI, CBCS, CMAA, CPhT, CEHRS

Elizabeth has over 23 years of professional experience in healthcare disciplines and training. She specializes in the organization and creation of medical healthcare programs and mentoring that includes both instructor-led and online/remote training of medical education. Liz has several years of experience working in both private and hospital-based billing companies, family practices, and a Physician Hospital Organization (PHO), where she governed over several physician accounts. Liz is the former President of the local chapter of the American Academy of Professional Coders (AAPC). She holds certifications as a Certified Professional Coder (CPC), Certified Ambulatory Surgical Center Coder (CASCC), Registered Medical Manager (RMM), Certified Healthcare Instructor (CHI), Certified HIPAA Administrator (CHA), Certified Billing & Coding Specialist (CBCS), Certified Medical Administrative Assistant (CMAA), Certified Pharmacy Technician (CPhT), Certified Electronic Health Records Specialist (CEHRS), and has an Associate of Science Degree, Medical Coding and Billing. She is currently studying to obtain a degree in Nursing and Healthcare Management.

Liz has developed and delivered curriculum for a variety of healthcare certification training programs, including most MedCerts courses and programs. She has served as a contract resource for curriculum and subject matter, as well as for new program development.

Garon Smith - Contracted Video Instructor

Degree(s): Associate of Applied Science, Health Information Technology Certification(s): RHIT, AHIMA Approved ICD-10 CM/PCS Trainer

Garon has over twenty-eight (28) years' experience in Health Information Management, Revenue Cycle Management, and coding & billing. Garon has worked with hospital inpatient, outpatient and freestanding facilities, as well as large and small multi-specialty practices. He has been involved in presentations for Clinical Documentation improvement within the risk adjustment environment and has worked with teams of clinicians and coders to establish and implement effective processes for company clients, which included both healthcare providers and healthcare payers in preparation for new ICD-10 coding requirements. He assisted in educating members on specific DRG inclusions, as well as changes in procedural coding and supportive documentation.

Garon has assisted in the development of curriculum for MedCerts' Certified Electronic Health Records Specialist course. He is also experienced in HIPAA and HITECH compliance, as well as Meaningful Use protocols for electronic medical/health records. In 1997, Mr. Smith established Payforce and Medforce Medical Accounts, a practice management corporation dedicated to improving accounts receivables in professional and facility settings. He has expertise in all phases of Revenue Management from patient access/intake, medical record review, credentialing, charge-master implementation to ensure appropriate fee capture, claim submission & A/R management, as well as all collection processes, and has managed both billing and coding staff.

Garon currently works with MedCerts as a virtual instructor for the Certified Billing and Coding Specialist, and the Certified Electronic Health Records Specialist programs. He also works as a Revenue Management Consultant for several large Physician Organizations, and a Physician Hospital Organization.

Jim Bode – Contracted Video Instructor

Degree(s): Master's Degree in Math Education, Master's Degree in Computer Science

Certification(s): Healthcare IT, CISSP, CASP, CEH, CHFI, A+, Network+, Security+, Linux+, MCSE

James Bode has been a college professor since 1987. Having advanced through the professorial ranking system to Professor status in 1997, he specializes in the area of Operating Systems and computer and network security, with an emphasis in Microsoft Networking topics. This includes an extensive study of Microsoft Windows NT4, Microsoft Windows 2000, 2003, 2008, & 2012 Server. He is also CISSP, CASP, Certified Ethical Hacker (CEH), Computer Hacking Forensics Investigator (CHFI), and CompTIA A+, Network+, Security+, Linux+, and Healthcare-IT Technician certified. In addition, he specializes in the areas of Microsoft Exchange Server and Microsoft SQL Server.

Since 1999, James has worked as a Microsoft Certified contract trainer for a variety of training centers and professional businesses throughout the US and the overseas. He has conducted hundreds of hours of training covering 35 or more IT certification topics. He was one of the first to receive a CompTIA Healthcare IT certification in 2012 and has since lead certification training in this topic for many healthcare organizations.

Jim has Master's Degrees in Math Education from the University of South Florida and in Computer Science from Nova University. He currently is an Adjunct Professor at State College of Florida and full-time contract trainer.