New Horizons CLC of Nevada

7674 W. Lake Mead Boulevard, Suite 250
Las Vegas, NV 89128
Phone: (702) 214-3910
Fax: (702) 214-3911
www.nhlasvegas.com

4001 S. Virginia Street., Suite D2
Reno, NV 89502
Phone: (775) 851-4333
Fax: (775) 851-3676
www.nhreno.com

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

Licensed by:
State of Nevada
Commission on Postsecondary Education
8778 South Maryland Parkway, Suite 115
Las Vegas, Nevada 89123
Phone: (702) 486-7330
Fax: (702) 486-7340

Date of Publication
Febuary 2018
Effective 2/23/2018

TABLE OF CONTENTS

ABOUT NEW HORIZONS

HISTORY

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

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

PHILOSOPHY

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

MISSION

New Horizons CLC of Nevada's mission is to provide an educational environment of excellence that encourages and promotes success by adequately preparing each student to achieve their career goals.

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

WHY NEW HORIZONS

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

- New Horizons' 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 is one of the world's largest independent training companies, offering more courses at more times and in more locations to individuals and businesses.
- We are the complete solution:
  - ➢ We start with the instructor-led training delivered by vendor-approved instructors.
  - ➢ We give you our Virtual Labs to practice what you've learned.
  - ➢ We provide you with test preparation tools to assist you in preparing for your exams.
  - ➢ We assist you in entering the workforce. Our extensive corporate relationships allow us to design our programs around industry demand. These relationships also open the door for our graduates.

STUDENT SERVICES

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

New Horizons to find employment. New Horizons also conducts job fairs for our completed students with companies who have job openings. Our job fairs on conducted on a supply and demand basis.

INTEGRATED LEARNING

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

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

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

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

CLASS REPEAT PRIVILEGE

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

LICENSED BY

State of Nevada
Commission on Postsecondary Education
8778 South Maryland Parkway, Suite 115
Las Vegas, Nevada 89123

Phone: 702-486-7330

Fax: 702-486-7340

CENTER VENDOR CERTIFICATION PARTNERSHIPS / CREDENTIALS

- Adobe Authorized Training Center
- EC-Council Training Center
- Cisco Learning Solutions Partner
- Citrix Authorized Learning Centers Partners
- CompTIA Authorized Partner Program (CAPP)
- ISC2 Authorized Education Providers
- Microsoft Certified Partner for Learning Solutions
- Red Hat Certified Training Partner

- Security Certified Professional Authorized Training Partners
- VMware Certified Training Partner
- Authorized Prometric Testing Center
- Authorized Pearson Vue Testing Center
- Authorized Certiport Testing Center
- Authorized ISO Quality Testing Center
- Authorized Kryterion Testing Center

DESCRIPTION OF SCHOOL FACILITIES

New Horizons CLC of Las Vegas is a 10,659 square foot single floor training facility located at 7674 W. Lake Mead Blvd., Suite 250, Las Vegas, NV 89128. The Las Vegas, NV training facility has nine (9) classrooms, one (1) student break room and one (1) testing room. Each classroom is equipped with PC's meeting Microsoft Level IV or higher specifications and LCD flat panel monitors. The testing room is equipped with PC's meeting Microsoft Level V or higher specifications and LCD flat panel monitors per testing vendor requirements.

New Horizons CLC of Reno is a 7,598 square foot single floor training facility located at 4001 S. Virginia St., Suite D2, Reno, NV 89502. The Reno, NV training facility has six (6) classrooms, one (1) student break room and one (1) testing room. Each classroom is equipped with PC's meeting Microsoft Level IV or higher specifications and LCD flat panel monitors. The testing room is equipped with PC's meeting Microsoft Level V or higher specifications and LCD flat panel monitors per testing vendor requirements.

CLASSROOMS

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

SPECIAL NEEDS

New Horizons CLC of Nevada welcomes applicants with special needs. These applicants must meet the same admissions criteria as any other student. If a student has any special educational needs New Horizons CLC of Nevada will assess these circumstances during the enrollment stage.

OWNERSHIP

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

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

NEVADA NEW HORIZONS FACULTY AND STAFF

Las Vegas, Nevada

Las Vegas	7674 W. Lake Mead Blvd. Ste. 250, Las Vegas, NV 89128		
Operations			
Cindy Sutherland	VP of Career Development Solutions		(702) 214-3910
Sean McKesson	Director		(702) 216-9477
Admissions Representatives / Business Account Executives			
Sean McKesson	Business Account Manager		(702) 216-9477
Sarah Olson	Admissions Representative / Veteran Liaison		(702) 216-9484

Reno, Nevada

Reno	HQ: 4001 S. Virginia St., Ste. D2, Reno, NV 89502		
Cindy Sutherland	VP of Career Development Solutions		(775) 851-4333
Mark Alvarez	Director		(775) 300-7142
Kayla Tellers	Office Administrator		(775) 851-4333
Admissions Representatives / Business Account Executives			
Michael Nelson	Business Account Executive		(775) 300-7129
Tiffany Davis	Career Development Manager/Veteran Liaison		(775) 851-4333

Instructors			
Melissa Gwyn	Applications Instructor	MOS/Adobe/Business Skills/Crystal Reports/QuickBooks	(702) 214-3910
Linda Young	Applications Instructor	MOS/Adobe/SQL	(775) 851-4333
Robert Hanon	Applications Instructor	MOS/Adobe/SQL	(714) 221-3133
Genaro Moran	Applications Instructor	MOS/Adobe/Business Skills/QuickBooks/SQL	(714) 221-3146
Jesse Clymer	Applications Instructor	MOS/Adobe/Business Skills/Google Apps/SQL	(714) 221-3149
Ron Marsh	Applications Instructor	MOS/Adobe/CompTIA/Crystal Reports/SQL	(714) 221-3150
Imelda Navasca-Leverette	Applications Instructor	MOS/Adobe/Business Skills/SQL	(714) 221-3117
Jessica Brown	Applications Instructor	MOS/Adobe/Business Skills/SQL	(818) 333-4619
Barbara Benneian	Applications Instructor	MOS/Adobe/Business Skills/SQL	(310) 342-3502
Jeremy Collins	Applications Instructor	MOS/Adobe/SQL	(520) 589-1036
Patrick Galligan	Applications Instructor	MOS/Adobe/Business Skills/SQL	(714) 221-3143
Diane Nelson	Applications Instructor	MOS/Adobe/Business Skills/SQL	(714) 221-3155
Phillip Dunn	Applications Instructor	MOS/Adobe/Business Skills/SQL	(714) 221-3126
Gabe Chapa	Applications Instructor	MOS/Adobe/Business Skills/Six Sigma/SharePoint/QuickBooks/SQL	(714) 221-3181
Christopher Dominguez	Applications Instructor	MOS/Adobe/Business Skills/Six Sigma	(714) 221-3140
Kent Tuominen	Technical Instructor	Microsoft	(714) 221-3118
Jeffrey Zahorowski	Technical Instructor	Microsoft/CompTIA/MOS/	(209) 474-2932
James Hanavan	Technical Instructor	Microsoft/Cisco	(714) 221-3154
James Nelson	Technical Instructor	Microsoft/CompTIA	(714) 221-3161
Rhett Williams	Technical Instructor	Microsoft/Cisco/Red Hat/	(714) 221-3180

William Berger	Technical Instructor	Microsoft/ITIL	(714) 221-3157
Mazhar Haq	Technical Instructor	CompTIA/Prince/PMP/Red Hat/VMware	(310) 342-3509
Matthew VanRhysseghem	Technical Instructor	MOS/Adobe/ Business Skills /CompTIA	(702) 216-9486
Joseph Ng	Technical Instructor	Microsoft/Cisco/CompTIA/VMware	(714) 221-3152
Martin Wuesthoff	Technical Instructor	Microsoft/	(714) 221-3172
John Devries	Technical Instructor	Microsoft/Adobe/JavaScript	(916) 692-7913
Nicholas Lane	Technical Instructor	Microsoft/CompTIA/EC-Council	(909) 380-7340
Gerald Riani	Technical Instructor	Microsoft/CompTIA/Red Hat	(714) 221-3189
Bill Sullivan	Technical Instructor	Microsoft/CompTIA/ISC2	(714) 221-3156
Dennis Thibodeaux	Technical Instructor	Microsoft/ISC2/CompTIA/EC-Council/CyberSec	(714) 221-3194

CAREER DEVELOPMENT PROGRAMS

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

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

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

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

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

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

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

PROGRAM SUMMARY

TRAINING PROGRAMS

Program Name	Lecture	Lab	Program Price	Certification Exam	TOTAL INVESTMENT
Office Administrator Certificate	204 hours	N/A	$5,600	$200	$5,800
Data Analyst (Entry Level)	288 hours	N/A	$8,300	$200	$8,500
CERTIFIED ASSOCIATE IN PROJECT MANAGEMENT (CAPM)	40 hours	80 hours	$2,695	$555	$3,250
CERTIFIED ETHICAL HACKER (CEH)	40 hours	80 hours	$2,695	$500	$3,195
CERTIFIED HACKING FORENSIC INVESTIGATION (CHFI)	40 hours	80 hours	$2,695	$500	$3,195
CERTIFIED WEB MASTER	160 hours	160 hours	$5,625	$900	$6,525
CISCO CERTIFIED NETWORK ASSOCIATE (CCNA)	80 hours	160 hours	$6,590	$300	$6,890
CISCO CERTIFIED NETWORK ASSOCIATE ACCELREATED (CCNAX)	40 hours	80 hours	$3,495	$300	$3,795
CISCO CERTIFIED NETWORK PROFESSIONAL (CCNP)	120 hours	240 hours	$10,400	$900	$11,300
COMPTIA A+ CERTIFICATION	56 hours	112 hours	$3,493	$366	$3,859
COMPTIA A+ OBJECTIVES	40 hours	80 hours	$2,495	$366	$2,861
INFORMATION TECHNOLOGY NETWORK SUPPORT SPECIALIST CERTIFICATE PROGRAM	252 hours	N/A	$7,728	$1172	$8,900
COMPTIA ADVANCED SECURITY PRACTITIONER (CASP)	40 hours	80 hours	$2,695	$330	$3,025
COMPTIA CLOUD ESSENTIALS	16 hours	N/A	$1,497	$185	$1,682
COMPTIA NETWORK+ CERTIFICATION	40 hours	80 hours	$2,495	$261	$2,756
COMPTIA SECURITY+ CERTIFICATION	40 hours	80 hours	$2,495	$284	$2,779
CERTIFIED INFORMATION SYSTEMS SECURITY PROFESSIONAL	40 hours	80 hours	$2,995	$599	$3,594
MCSD – Microsoft Certified Solutions Developer Windows Store Apps Using HTML	144 hours	288 hours	$7,485	$450	$7,935
MICROSOFT CERTIFIED SOLUTIONS DEVELOPER: WINDOWS STORE APPS USING C#	144 hours	288 hours	$7,485	$450	$7,935
MICROSOFT CERTIFIED TECHNOLOGY SPECIALIST: EXCHANGE SERVER 2010, CONFIGURING	40 hours	80 hours	$2,495	$150	$2,645
MICROSOFT CERTIFIED TECHNOLOGY SPECIALIST: SHAREPOINT 2010, CONFIGURING	40 hours	80 hours	$2,495	$150	$2,645
MICROSOFT CERTIFIED TECHNOLOGY SPECIALIST: SHAREPOINT 2010, APPLICATION DEVELOPMENT	40 hours	80 hours	$2,495	$150	$2,645
MICROSOFT CERTIFIED SOLUTIONS ASSOCIATE: SQL 2016 DATABASE ADMINISTRATION	80 hours	160 hours	$4,990	$300	$5,290
MICROSOFT CERTIFIED SOLUTIONS ASSOCIATE: WINDOWS 8	80 hours	160 hours	$4,990	$300	$5,290
MICROSOFT CERTIFIED SOLUTIONS ASSOCIATE: WINDOWS SERVER 2012/2016	120 hours	240 hours	$7,485	$450	$7,935
MICROSOFT CERTIFIED SOLUTIONS EXPERT: COMMUNICATION	80 hours	160 hours	$4,990	$300	$5,290
MICROSOFT CERTIFIED SOLUTIONS EXPERT: DESKTOP INFRASTRUCTURE	80 hours	160 hours	$4,990	$300	$5,290
MICROSOFT CERTIFIED SOLUTIONS EXPERT: MESSAGING	80 hours	160 hours	$4,990	$300	$5,290
MICROSOFT CERTIFIED SOLUTIONS EXPERT: PRIVATE CLOUD AND INFRASTRUCTURE	80 hours	160 hours	$4,990	$300	$5,290
MICROSOFT CERTIFIED SOLUTIONS EXPERT: SERVER INFRASTRUCTURE	80 hours	160 hours	$4,990	$300	$5,290
MICROSOFT CERTIFIED SOLUTIONS EXPERT: SHAREPOINT	80 hours	160 hours	$4,990	$300	$5,290
MICROSOFT CERTIFIED SOLUTIONS ASSOCIATE: SQL SERVER 2014	120 hours	240 hours	$7,485	$450	$8,295
MICROSOFT CERTIFIED SOLUTIONS EXPERT: BUSINESS INTELLIGENCE 2016	80 hours	160 hours	$4,990	$300	$5,290
MICROSOFT CERTIFIED SOLUTIONS EXPERT: DATA PLATFORM	80 hours	160 hours	$4,990	$300	$5,290
SIX SIGMA GREEN BELT	21 hours	N/A	$2,100	N/A	$2,100
SIX SIGMA BLACK BELT	35 hours	N/A	$3,500	N/A	$3,500
SIX SIGMA LEAN BLACK BELT WITH PROJECT MANAGEMENT	137 hours	N/A	$7,500	N/A	$7,500

INDVIDUAL COURSES

Program Name	Lecture	Lab	Program Price	Certification Exam	TOTAL INVESTMENT
INTERCONNECTING NETWORK DEVICES – PART 1 (ICND1)	40 hours	80 hours	$3,295	$150	$3,445
INTERCONNECTING NETWORK DEVICES – PART 2 (ICND2)	40 hours	80 hours	$3,295	$150	$3,445
CISCO IMPLEMENTING CICSO IP ROUTING (ROUTE)	40 hours	80 hours	$3,395	$200	$3,595
CISCO IMPLEMENTING CISCO SWITCHED NETWORKS (SWITCH)	40 hours	80 hours	$3,395	$200	$3,595
CISCO TROUBLESHOOTING AND MAINTAINING CISCO IP NETWORKS (TSHOOT)	40 hours	80 hours	$3,395	$200	$3,595
MICROSOFT 10231: DESIGNING A MICROSOFT SHAREPOINT 2010 INFRASTRUCTURE	40 hours	80 hours	$2,495	$150	$2,645
MICROSOFT 10263: DEVELOPING WINDOWS COMMUNICATION FOUNDATION SOLUTIONS WITH MICROSOFT VISUAL STUDIO	40 hours	80 hours	$2,495	$150	$2,645
MICROSOFT 10264: DEVELOPING WEB APPLICATIONS AND MICROSOFT VISUAL STUDIO	40 hours	80 hours	$2,495	$150	$2,645
MICROSOFT 10267: INTRODUCTION TO WEB DEVELOPMENT WITH MICROSOFT VISUAL STUDIO	40 hours	80 hours	$2,495	$150	$2,645
MICROSOFT 10750: MONITORING AND OPERATING A PRIVATE CLOUD SYSTEM CENTER	40 hours	80 hours	$2,495	$150	$2,645
MICROSOFT 10751: CONFIGURING AND DEPLOYING A PRIVATE CLOUD WITH SYSTEM CENTER	40 hours	80 hours	$2,495	$150	$2,645
MICROSOFT 10774: QUERYING MICROSOFT SQL SERVER	40 hours	80 hours	$2,495	$150	$2,645
MICROSOFT 10775: ADMINISTERING MICROSOFT SQL SERVER DATABASES	40 hours	80 hours	$2,495	$150	$2,645
MICROSOFT 10776: DEVELOPING MICROSOFT SQL SERVER DATABASES	40 hours	80 hours	$2,495	$150	$2,645
MICROSOFT 10777: IMPLEMENTING A DATA WAREHOUSE WITH MICROSOFT SQL SERVER	40 hours	80 hours	$2,495	$150	$2,645
MICROSOFT 10778: IMPLEMENTING DATA MODELS AND REPORTS WITH MICROSOFT SQL SERVER	40 hours	80 hours	$2,495	$150	$2,645
MICROSOFT 20331: CORE SOLUTIONS OF MICROSOFT SHAREPOINT SERVER	40 hours	80 hours	$2,495	$150	$2,645
MICROSOFT 20332: ADVANCED SOLUTIONS OF MICROSOFT SHAREPOINT SERVER	40 hours	80 hours	$2,495	$150	$2,645
MICROSOFT 20336: CORE SOLUTIONS OF MICROSOFT LYNC SERVER	40 hours	80 hours	$2,495	$150	$2,645
MICROSOFT 20337: ENTERPRISE VOICE AND ONLINE SERVICES WITH MICROSOFT LYNC SERVER	40 hours	80 hours	$2,495	$150	$2,645
MICROSOFT 20341: CORE SOLUTIONS OF MICROSOFT EXCHANGE SERVER	40 hours	80 hours	$2,495	$150	$2,645
MICROSOFT 20342: ADVANCED SOLUTIONS OF MICROSOFT EXCHANGE SERVER	40 hours	80 hours	$2,495	$150	$2,645
MICROSOFT 20410: INSTALL AND CONFIGURE WINDOWS SERVER	40 hours	80 hours	$2,495	$150	$2,645
MICROSOFT 20411: ADMINISTERING WINDOWS SERVER	40 hours	80 hours	$2,495	$150	$2,645
MICROSOFT 20412: CONFIGURING ADVANCED WINDOWS SERVER SERVICES	40 hours	80 hours	$2,495	$150	$2,645
MICROSOFT 20413: DESIGNING AND IMPLEMENTING A SERVER INFRASTRACTURE	40 hours	80 hours	$2,495	$150	$2,645
MICROSOFT 20414: IMPLEMENTING AN ADVANCED SERVER INFRASTRACTURE	40 hours	80 hours	$2,495	$150	$2,645
MICROSOFT 20415: IMPLEMENTING A DESKTOP INFRASTRACTURE	40 hours	80 hours	$2,495	$150	$2,645
MICROSOFT 20416: IMPLEMENTING DESKTOP APPLICATION ENVIRONMENTS	40 hours	80 hours	$2,495	$150	$2,645
MICROSOFT 20417: UPGRADING YOUR SKILLS TO MCSA: WINDOWS SERVER 2012	40 hours	80 hours	$2,495	$150	$2,645
MICROSOFT 20465: DESIGNING DATABASE SOLUTIONS FOR MICROSOFT SQL SERVER	40 hours	80 hours	$2,495	$150	$2,645
MICROSOFT 20467: DESIGNING BUSINESS INTELLIGENCE SOLUTIONS WITH MICROSOFT SQL SERVER	40 hours	80 hours	$2,495	$150	$2,645
MICROSOFT 20480 Programming in HTML5 with JavaScript and CSS3	40 hours	80 hours	$2,495	$150	$2,645

Course	Lecture	Lab**	Tuition	Fees	Total
MICROSOFT 20481: ESSENTIALS OF DEVELOPING WINDOWS STORE APPS USING HTML5 AND JAVASCRIPT	40 hours	80 hours	$2,495	$150	$2,645
MICROSOFT 20482: ADVANCED WINDOWS STORE APPS USING HTML5 AND JAVASCRIPT	40 hours	80 hours	$2,495	$150	$2,645
MICROSOFT 20483: PROGRAMMING IN C#	40 hours	80 hours	$2,495	$150	$2,645
MICROSOFT 20484: ESSENTIALS OF DEVELOPING WINDOWS STORE APPS USING C#	40 hours	80 hours	$2,495	$150	$2,645
MICROSOFT 20485: ADVANCED WINDOWS STORE APPS DEVELOPMENT USING C#	40 hours	80 hours	$2,495	$150	$2,645
MICROSOFT 20486 Developing ASP.NET MVC 4 Web Applications	40 hours	80 hours	$2,495	$150	$2,645
MICROSOFT 20487 Developing Windows Azure and Web Services	40 hours	80 hours	$2,495	$150	$2,645
MICROSOFT 20687: CONFIGURING WINDOWS 8	40 hours	80 hours	$2,495	$150	$2,645
MICROSOFT 20688: MANAGING AND MAINTAINING WINDOWS 8	40 hours	80 hours	$2,495	$150	$2,645
SQL QUERYING LEVEL 1: FUNDAMENTALS OF QUERYING	8 hours	0 hours	$499	$0	$499
SQL QUERYING LEVEL 2: ADVANCED QUERYING	8 hours	0 hours	$499	$0	$499

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

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

***Lecture/class start and end dates are listed on the attached Course Schedule.

TRAINING PROGRAMS

OFFICE ADMINISTRATOR CERTIFICATE

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.

Office Administrator consists of 204 hours of lecture. Maximum student to instructor ratio is 24:1.

Prerequisite Courses

Must be familiar with personal computers and the windows operating system and a high school diploma or equivalency is required

Required Courses	- Microsoft Windows 10 (12 hours) - Word Levels One, Two and Three (36 hours) - Outlook Levels One, Two and Three (24 hours) - Excel Levels One, Two and Three (36 hours) - Excel: Data Analysis with Power Pivot / Pivot Tables (12 hours) - PowerPoint Levels One and Two (24 hours) - Acrobat Levels One and Two (24 hours) - Email Etiquette / Communication Strategies / Time Management (36 hours)
Program Objectives	- This course is designed for end users who are familiar with computers and who need to use the features and functionality of the Windows 10 operating system for personal and/or professional reasons - Word part 1, you'll learn how to use Word to create and edit simple documents; format documents; add tables and lists; add design elements and layout options; and proof documents. Students taking Word part 2 will learn to use Word more efficiently by automating some tasks and creating complex documents that include lists, tables, charts, graphics, and newsletter layouts and will merge data to personalize correspondence and labels. In Word Part 3, the student will gain advanced skills to work with lengthy documents, collaborate with others, and create forms, as well as revise, manage, and secure business documents - Outlook Part 1, In this course, you will use Outlook to manage your email communications, including composing, reading, and responding to emails; schedule appointments and meetings; manage contact information; schedule tasks and create notes; customize message response options, and organize your mail. Outlook Part 2 In this course, you will use Outlook's advanced features to customize and manage your email communications, including using advanced features to organize emails; managing calendar settings and options; managing contact information; scheduling tasks; and managing Outlook backups and data file settings. - Excel Part 1, upon successful completion of this course, you will be able to create and develop Excel worksheets and workbooks in order to work with and analyze the data that is critical to the success of your organization. You will. Excel Part 2 upon successful completion of this course, you will be able to leverage the power of data analysis and presentation in order to make informed, intelligent organizational decisions. Excel Part 3, upon successful completion of this course, you will be able to perform advanced data analysis, collaborate on workbooks with other users, and automate workbook functionality - Upon successful completion of this course, you will be able to use Excel advanced PivotTable functionality to analyze your raw data./ Upon successful completion of this course, you will be able to use Power Pivot along with Excel to analyze data from a variety of sources. - Upon completing this course, you will be able to create and deliver engaging multimedia presentations that convey the key points of your message through the use of text, graphics, and animations.
PROGRAM PRICE	**$5,800** **Lecture: 204 hours**
TOTAL INVESTMENT	$5,800 TOTAL LENGTH: 204 hours (Approximate 10 Weeks)

DATA ANALYST (ENTRY LEVEL)

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

The Data Analyst (Entry Level) consists of approx. 288 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 24:1.

Prerequisite Courses

A High School Diploma or equivalency is required

Required Course	- Excel Levels One, Two and Three (36 Hours) - Access Levels One and Two (48 Hours) - Crystal Reports Levels One and Two (48 Hours) - Excel: Data Analysis with Power Pivot / with Pivot Tables (24 Hours)	- BA01 – Business Analysis Essentials (36 Hours) - BA10 – Understanding Root Cause Analysis zz (36 Hours) - BA30 – Foundation of Business Analysit or BA02 - Strategic Business Analysis (48 Hours) - Project Management Fundamentals (12 Hours)
Certification Exam	MOS – Microsoft Office Specailist	
Program Objectives	Excel Part 1, Upon successful completion of this course, you will be able to create and develop Excel worksheets and workbooks in order to work with and analyze the data that is critical to the success of your organization. You will. Excel Part 2 Upon successful completion of this course, you will be able to leverage the power of data analysis and presentation in order to make informed, intelligent organizational decisions. Excel Part 3, Upon successful completion of this course, you will be able to perform advanced data analysis, collaborate on workbooks with other users, and automate workbook functionality In this course, you will create and manage an Access database In this course, you will connect to a database to extract data and present it as a report. You will: Identify the elements of the Crystal Reports interface. Create and modify a basic report. Use formulas to calculate and filter data. Build a parameterized report. Group report data. Enhance a report. Create a report using data from an Excel workbook. Distribute data. you will create complex reports using tools in Crystal Reports. You will: Create automatic and manual running totals. Work with cross-tab reports. Add subreports. Create drill-downs in a report. Use SQL statements in report processing. Create complex formulas. Add charts to reports. Enhance report functionality. Upon successful completion of this course, you will be able to use Excel advanced PivotTable functionality to analyze your raw data./ Upon successful completion of this course, you will be able to use Power Pivot along with Excel to analyze data from a variety of sources Upon completing this course, you will be able to create and deliver engaging multimedia presentations that convey the key points of your message through the use of text, graphics, and animations Understand the role of the business analyst Discuss industry standards/resources for obtaining more information about business analysis Acquire a solid understanding of the various tasks/activities that comprises business analysis Recognize the pre and post project business analysis activities Learn how to plan, elicit, analyze, model, and test requirements After completing this course, students will know how to: - Learn how to initiate a root cause analysis and gather data for investigating process and non-process incidents - Demonstrate how to collect data through interviews and analysis - Apply powerful techniques to identify and know the difference between symptoms and root causes - Learn to know when to use the appropriate technique in root cause identification - Learn how to avoid future incidents by developing appropriate recommendations to address causal factors and root causes - Develop a process to identify systemic problem areas Learn how to see the "big picture" and understand the internal/external characteristics of your enterprise before determining solutions Understand what comprises strategy analysis and when and how it is performed Recognize how risks influence the viability of solution options Identify the benefits for developing a thorough change strategy Discuss the purpose and importance of business case development and how to leverage a business case to communicate the viability for pursuing a change to your decision makers Prepare a business case employing qualitative and quantitative analysis methods Upon successful completion of this course, students will be able to: - identify the key processes and requirements of project management. - initiate a project. - plan for time and cost. - plan for project risks, communication, and change control. - manage a project. - execute the project closeout phase.	
PROGRAM PRICE	**$8,300**	**Lecture: 288 hours**
CERTIFICATION EXAM	$200	
TOTAL INVESTMENT	$8,500	TOTAL LENGTH: 288 hours (Approximately 15 Weeks)

CERTIFIED ASSOCIATE IN PROJECT MANAGEMENT (CAPM)

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

The CAPM Program consists of approx. 40 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 24:1.

Prerequisite Courses

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

Required Course	• Project Management for Professionals (PMP) (40 hours)
Certification Exam	• Certified Associate in Project Management (CAPM) certification
Program Objectives	• Examining Professional Project Management • Initiating a Project • Planning Project Work • Developing Project Schedules • Developing Cost Estimates and Budgets • Planning Project Quality, Staffing, and Communications • Analyzing Risks and Planning Risk Responses • Planning Project Procurement • Executing Project Work • Managing Project Procurement • Monitoring and Controlling Project Work • Monitoring and Controlling Project Schedule and Costs • Monitoring and Controlling Project Performance and Quality • Monitoring and Controlling Project Risk and Procurements

PROGRAM PRICE	**$2,695**	**Lecture: 40 hours** **Lab: 80 hours (Optional)**
CERTIFICATION EXAM	$555	
TOTAL INVESTMENT	$3,250	TOTAL LENGTH: 120 hours (Approximately 6 Weeks)

CERTIFIED ETHICAL HACKER (CEH)

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

The CEH Program consists of approx. 40 hours lecture. Lab hours are optional. Maximum student to instructor ratio is 24:1.

Prerequisite Courses

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

Required Course	• Certified Ethical Hacker (40 hours)
Certification Exam	• EC-Council Certified Ethical Hacker Exam
Program Objectives	• Introduction to Ethical Hacking • Hacking Laws, Footprinting, Scanning, Enumeration, System Hacking • Trojans and Backdoors and Viruses and Worms • Sniffers • Social Engineering • Phishing (DVD) • Hacking Email Accounts, Web Servers • Denial-of-Service • Session Hijacking • Web Application Vulnerabilities and Web-Based Password Cracking Techniques • SQL Injection • Hacking Wireless Networks, Routers, Cable Modems and Firewalls, Mobile Phones, PDA and Handheld Devices, RSS and Atom, and Web Browsers (Firefox, IE) • Physical Security • Evading IDS, Firewalls and Detecting Honey Pots • Buffer Overflows • Cryptography and Penetration Testing • Macintosh, Linux, Bluetooth, VoIP, RFID, and Google Hacking • Spamming • Hacking USB Devices, Database Servers, and Global Positioning System (GPS) • Cyber Warfare- Hacking, Al-Qaida and Terrorism • Internet Content Filtering Techniques • Privacy on the Internet • Securing Laptop Computers • Spying Technologies • Corporate Espionage- Hacking Using Insiders : Creating Security Policies • Software Piracy and Warez : Hacking and Cheating Online Games • Proxy Server Technologies • Data Loss Prevention
PROGRAM PRICE	$2,695	**Lecture: 40 hours** **Lab: 80 hours (Optional)**
CERTIFICATION EXAM	$500	
TOTAL INVESTMENT	$3,195	TOTAL LENGTH: 120 hours (Approximately 6 Weeks)

CERTIFIED HACKING FORENSIC INVESTIGATION (CHFI)

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

The CHFI Program consists of approx. 40 hours lecture. Lab hours are optional. Maximum student to instructor ratio is 24:1.

Prerequisite Courses

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

Required Course	• Certified Hacking Forensic Investigation (40 hours)
Certification Exam	• EC-Council Certified Hacking Forensic Investigation Exam
Program Objectives	• Computer Forensics in Today's World • Computer Forensics Investigation Process • Searching and Seizing Computers • Digital Evidence • First Responder Procedures • Computer Forensics Lab • Understanding Hard Disks and File Systems • Windows Forensics • Data Acquisition and Duplication • Recovering Deleted Files and Deleted Partitions • Forensics Investigation using AccessData FTK • Forensics Investigation Using EnCase • Stenography and Image File Forensics • Application Password Crackers • Log Capturing and Event Correlation • Network Forensics, Investigating Logs and Investigating Network Traffic • Investigating Wireless Attacks • Investigating Web Attacks • Tracking Emails and Investigating Email Crimes • Mobile Forensics • Investigative Reports • Becoming an Expert Witness

PROGRAM PRICE	**$2,695**	**Lecture: 40 hours** **Lab: 80 hours (Optional)**
CERTIFICATION EXAM	$500	
TOTAL INVESTMENT	$3,195	TOTAL LENGTH: 120 hours (Approximately 6 Weeks)

CERTIFIED WEB MASTER

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

The Certified Web Master Program consists of approx. 160 hours lecture. Lab hours are optional. Maximum student to instructor ratio is 24:1.

Prerequisite Courses

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

Required Courses	- Acrobat Levels 1 – 2 (16 hours) - HTML5: Content Authoring Fundamentals / New and Advanced Features (24 hours) - Dreamweaver Levels 1 – 3 (24 hours) - Flash Levels 1 – 2 (32 hours) (Adobe Animate) - Illustrator Levels 1 – 2 (16 hours) - Photoshop Levels 1 – 2 (32 hours) - Photoshop Photo Printing (8 hours) - Photoshop Web Production (8 hours)
Certification Exams	- Adobe Acrobat Professional - Adobe Dreamweaver - Adobe Flash (Adobe Animate) - Adobe Illustrator - Adobe Photoshop
Program Objectives	**Acrobat** - Accessing, creating and modifying a PDF Document - Navigating to Specific Content in a PDF Document - Working with Multiple PDF Documents - Reviewing and validating a PDF Document - Creating and enhancing PDFs from Technical Documents - Creating Interactive PDF Forms in Adobe LiveCycle Designer - Preparing and Finalizing PDF Files for Commercial Printing **HTML5** - Linking Web Pages and formatting Text - Creating Tables and a Page Layout Using Tables - Separating Structure and Presentation - Creating Forms and Adding Dynamic Content **Dreamweaver** - Initiating a Website and Designing Web Pages - Creating Reusable Site Assets and Working with Links - Uploading a Website and Working in Code View - Formatting with Advanced CSS Techniques - Working with AP Elements and Spry Elements - Integrating External Files with Dreamweaver **Flash** - Add Shapes, Colors, and Lines with Drawing and Painting Tools - Creating Symbols and Instances - Identifying Image Types, Copyright and Citation Requirements - Compare Vector and Bitmap Images - Optimize Bitmap Images for Flash - Manipulating Objects and Working with Text - Using Animation Basics to Create Animations and ActionScript - Planning a Flash Project and Designing a Project

CERTIFIED WEB MASTER (Cont.)

Program Objectives (Cont.)	• Managing Symbols and Laying Out Text • Creating Advanced Animations and Adding Audio to a Movie • Working with ActionScript™ 3.0 • Publishing a Movie in Different Formats and Extending Flash **Illustrator** • Creating Shapes in a Document and Custom Paths • Working with Text and Objects • Enhancing and Proofing a Document • Saving Images for Web and Print • Creating and Enhancing Complex Illustrations • Creating a Vector Version of a Raster Graphic • Creating Special Effects and Working with Graphs and Variables • Exporting Graphics for the Web and Mobile Devices **Photoshop** • Exploring the Photoshop Environment • Working with Image Areas and Layers • Enhancing and Saving Images for Web and Print • Managing Assets with Adobe® Bridge • Working with Vector Paths, Shape Layers and Masks • Automating Tasks and Working with Video Files **Photoshop Web Production** • Preparing and Optimizing Web Images • Preparing Images for Cross-Platform Viewing • Creating Web Page Layouts and Exporting a Web Page • Creating Animations for Web and Mobile Devices	
PROGRAM PRICE	**$5,625**	**Lecture: 160 hours** **Lab: 160 hours (Optional)**
CERTIFICATION EXAMS	$900	
TOTAL INVESTMENT	$6,525	TOTAL LENGTH: 320 hours (Approximately 16 Weeks)

CISCO CERTIFIED NETWORK ASSOCIATE (CCNA)

The CCNA Certification Program is designed to empower students with skills and knowledge to increase their workplace competence and professional advantage. A balanced learning approach provides students with an appropriate skill set for their field of study and enhances their potential while preparing them for the CCNA certification. Students receive up-to-date training in Cisco-specific networking, a highly valuable workplace competency, while receiving a thorough understanding of real-world projects and business skills to provide a comprehensive training platform. This course focuses on providing the skills and knowledge necessary to install, operate, and troubleshoot a small branch office Enterprise network, including configuring a switch, a router, and connecting to a WAN and implementing network security. Upon successful completion of this educational program, certified graduates possess the knowledge and skills necessary to obtain employment as a Network Administrator.

The CCNA Program consists of approx. 80 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 24:1.

Prerequisite Courses

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

Required Courses	• Cisco Interconnection Cisco Networking Devices Part 1 (40 hours)
	• Cisco Interconnection Cisco Networking Devices Part 2 (40 hours)
Certification Exams	• Cisco Interconnection Cisco Networking Devices Part 1
	• Cisco Interconnection Cisco Networking Devices Part 2
Program Objectives	**Cisco® Interconnecting Cisco® Networking Devices Part 1**
	• Building a Simple Network
	• Ethernet Local Area Networks
	• Wireless Local Area Networks
	• Local Area Network Connections
	• Wide Area Networks Connections
	• Network Environment Management
	Cisco® Interconnecting Cisco® Networking Devices Part 2
	• Small Network Implementation
	• Medium-Sized Switched Network Construction
	• Medium-Sized Routed Network Construction
	• Single Area OSPF Implementation
	• EIGRP Implementation
	• Access Control Lists
	• Address Space Management
	• LAN Extension to a WAN

PROGRAM PRICE	**$6,590**	**Lecture: 80 hours** **Lab: 160 hours (Optional)**
CERTIFICATION EXAMS	$300	
TOTAL INVESTMENT	$6,890	TOTAL LENGTH: 240 hours (Approximately 12 Weeks)

CISCO CERTIFIED NETWORK ASSOCIATE ACCELERATED (CCNAX)

The CCNA curriculum includes a third course, Interconnecting Cisco Networking Devices: Accelerated (CCNAX), a derivative works course consisting of ICND1 and ICND2 content in its entirety, but with the content merged into a single course. Overlapping content between ICND1 and ICND2 is eliminated and content is rearranged for the purpose of the course flow. This course teaches learners how to install, operate, configure, and verify a basic IPv4 and IPv6 network, including configuring a LAN switch, configuring an IP router, identifying basic security threats, understanding redundant topologies, troubleshooting common network issues, connecting to a WAN, configuring EIGRP and OSPF in both IPv4 and IPv6, understanding wide-area network technologies, and getting familiar with device management and Cisco licensing. CCANX v2.0 is augmented by a virtual classroom presentation, which has additional slides and interactions for instructor use. In addition to the classic hardware-based lab, Cisco will offer a new set of Cisco Learning Lab Classroom Labs. Learner will encounter more troubleshooting, and more lab time than with the previous version of CCNAX.

The CCNAX Program consists of approx. 40 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 24:1.

Prerequisite Courses

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

Required Courses	• Cisco Interconnection Cisco Networking Devices: Accelerated (40 hours)
Certification Exams	• Cisco Interconnection Cisco Networking Devices Part 1 • Cisco Interconnection Cisco Networking Devices Part 2
Program Objectives	**Cisco® Interconnecting Cisco® Networking Devices Accelerated** • Describe network fundamentals and build simple LANs • Establish Internet connectivity • Manage network device security • Describe IPv6 basics • Troubleshoot VLAN issues, explain how STP works, configure EtherChannel, and understand the idea behind Layer 3 redundancy • Troubleshoot IP connectivity • Define the characteristics, functions, and components of a WAN Configure and troubleshoot EIGRP in an IPv4 environment, and configure EIGRP for IPv6 • Configure, verify, and troubleshoot multi-area OSPF • Describe SNMP, syslog and NetFlow, and manage Cisco device configurations, IOS images, an licenses

PROGRAM PRICE	**$3,495**	**Lecture: 40 hours** **Lab: 80 hours (Optional)**
CERTIFICATION EXAMS	$300	
TOTAL INVESTMENT	$3,795	TOTAL LENGTH: 120 hours (Approximately 6 Weeks)

CISCO CERTIFIED NETWORK PROFESSIONAL (CCNP)

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

The Cisco Certified Network Professional Program consists of approx. 120 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 24:1.

Prerequisite Courses: ICND1, ICND2 or CCNAX

The knowledge and skills that a learner must have before attending this Curriculum are as follows: Describing network fundamentals Establishing Internet and WAN connectivity (IPv4 and IPv6) Managing network device security Operating a medium-sized LAN with multiple switches, supporting VLANs, trunking, and spanning tree Troubleshooting IP connectivity (IPv4 and IPv6) Configuring and troubleshooting EIGRP and OSPF (IPv4 and IPv6) Configuring devices for SNMP, Syslog, and NetFlow access Managing Cisco device configurations, Cisco IOS images, and licenses

Required Courses	• Cisco Implementing Cisco IP Routing v2.0 (ROUTE) (40 hours) • Cisco Implementing Cisco Switched Networks v2.0 (SWITCH) (40 hours) • Cisco Troubleshooting and Maintaining Cisco IP Networks v2.0 (TSHOOT) (40 hours)
Certification Exams	• 300-101 exam Cisco Implementing Cisco IP Routing v2.0 (ROUTE) • 300-115 exam Cisco Implementing Cisco Switched Networks v2.0 (SWITCH) • 300-135 exam Cisco Troubleshooting and Maintaining Cisco IP Networks v2.0 (TSHOOT)
Program Objectives	**Cisco Implementing Cisco IP Routing v2.0 (ROUTE)** • Describe routing protocols, different remote connectivity options and their impact on routing and implement RIPng • Configure EIGRP in IPv4 and IPv6 environment • Configure OSPF in IPv4 and IPv6 environment • Implement route redistribution using filtering mechanisms • Implement path control using policy based routing and IP SLA • Implement enterprise Internet connectivity • Secure Cisco routers according to best practices and configure authentication for routing protocols **Cisco Implementing Cisco Switched Networks v2.0 (SWITCH)** • Configure Live Streaming solutions. • Configure On-Demand Streaming solutions. • Configure service roles. • Configure logging and plug-ins. • Configure Advanced Streaming solutions 7.0. • Configure WMS availability solutions. **Cisco Troubleshooting and Maintaining Cisco IP Networks v2.0 (TSHOOT)** • Describe the troubleshooting tools and methodologies that are used to identify and resolve issues in complex enterprise networks • Isolate and fix the network issues that your company, SECHNIK Networking Ltd., is facing • Isolate and fix the network issues that your customer, TINC Garbage Disposal Ltd., is facing • Isolate and fix the network issues that your customer, PILE Forensic Accounting Ltd., is facing • Isolate and fix the network issues that your customer, Bank of POLONA Ltd., is facing • Isolate and fix the network issues that your customer, RADULKO Transport Ltd., is facing

PROGRAM PRICE	**$10,400**	**Lecture: 120 hours** **Lab: 240 hours (Optional)**
CERTIFICATION EXAMS	$900	
TOTAL INVESTMENT	$11,300	TOTAL LENGTH: 360 hours (Approximately 18 Weeks)

COMPTIA A+ CERTIFICATION

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

The CompTIA A+ Program consists of approx. 56 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 24:1.

Prerequisite Courses

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

Required Courses	• CompTIA A+ Essentials (32 hours) • CompTIA A+ Practical Application (24 hours)	
Certification Exams	• CompTIA A+ Essentials • CompTIA A+ Practical Applications	
Program Objectives	**A+ Essentials Certification** • Operating System Fundamentals • CPU & Motherboards • Memory Systems • Networking • BIOS • Expansion Cards • Safety **A+ Practical Application Certification** • Introduction to Computers • Setting up a Personal Computer • Installing or Removing Internal Hardware • Upgrading System Components • Supporting Portable Computing Devices • Performing Preventative Maintenance • Troubleshooting Device Problems • Troubleshooting System Problems	
PROGRAM PRICE	**$3,493**	**Lecture: 56 hours Lab: 112hours (Optional)**
CERTIFICATION EXAMS	$366	
TOTAL INVESTMENT	$3,859	TOTAL LENGTH: 168 hours (Approximately 9 Weeks)

COMPTIA A+ OBJECTIVES

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

The CompTIA A+ Program consists of approx. 40 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 24:1.

Prerequisite Courses

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

Required Courses	• CompTIA A+ Objectives (40 hours)
Certification Exams	• CompTIA A+ Essentials • CompTIA A+ Practical Applications
Program Objectives	**A+ Objectives** • Hardware Fundamentals • Operating System Fundamentals • Operational Procedures • Peripheral Components • Managing system Components • Installing and Configuring Operation Systems • Customized Client Environments • Networking Technologies • Installing, Configuring, and Maintaining SOHO Networks • Supporting Laptops • Mobile Computing • Supporting Printers • Security • Troubleshooting Hardware Components • Troubleshooting System-Wide Issues

PROGRAM PRICE	**$2,495**	**Lecture: 40 hours** **Lab: 80 hours (Optional)**
CERTIFICATION EXAMS	$366	
TOTAL INVESTMENT	$2,861	TOTAL LENGTH: 120 hours (Approximately 6 Weeks)

INFORMATION TECHNOLOGY NETWORK SUPPORT SPECIALIST CERTIFICATE PROGRAM

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.

The Information Technology Network Support Specialist Certificate Program consists of approx. 252 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 24:1.

Prerequisite Courses

Students are expected to have an understanding of basic office professional skills prior to beginning this program and may be required to attend basic office software courses and business skills courses and a basic IT course as co-requisite courses to develop their professional skills. A High school diploma or equivalency is required

Required Courses	- CompTIA A+ (90 hours) - CompTIA Network+ (54 hours) - CompTIA Security+ (54 hours) - CompTIA Cloud+ (54 hours)
Certification Exams	- CompTIA A+ 220-901 & 220-902 - CompTiA Network+ N10-006 - CompTIA Security+ SY0-401 - CompTIA Cloud+ CV0-001
Program Objectives	**CompTIA A+** - Hardware Fundamentals - Managing System Components - Managing Data Storage - Supporting Display Devices - Installing and Configuring Peripheral Components - Customized Client Environments - Supporting Printers and Multifunction Devices - Networking Technologies - Installing, Configuring Networking Capabilities - Supporting Mobile Digital Devices - Operating System Fundamentals - Installing and Configuring Microsoft Windows - Optimizing and Maintaining Microsoft Windows - Working With Other Operating Systems - Networking and Security Fundamentals - Security Threats, Vulnerabilities, and Controls - Implementing Security Controls - Troubleshooting System-Wide Issues - Safety and Operational Procedures **CompTIA Network+** - NETWORK THEORY - BOUNDED NETWORK MEDIA - UNBOUNDED NETWORK MEDIA - NETWORK IMPLEMENTATIONS - TCP/IP ADDRESSING AND DATA DELIVERY - ROUTING - TCP/IP SERVICES - WAN INFRASTRUCTURE - CLOUD AND VIRTUALIZATION TECHNOLOGIES - NETWORK SECURITY BASICS - PREVENTING SECURITY BREACHES - RESPONDING TO SECURITY INCIDENTS - REMOTE NETWORKING - NETWORK MANAGEMENT - TROUBLESHOOTING NETWORK ISSUES - APPENDIX

	CompTIA Security+	
	• SECURITY FUNDAMENTALS	
	• IDENTIFYING SECURITY THREATS AND VULNERABILITIES	
	• MANAGING DATA, APPLICATION, AND HOST SECURITY	
	• IMPLEMENTING NETWORK SECURITY	
	• IMPLEMENTING ACCESS CONTROL, AUTHENTICATION, AND ACCOUNT MANAGEMENT	
	• MANAGING CERTIFICATES	
	• IMPLEMENTING COMPLIANCE AND OPERATIONAL SECURITY	
	• RISK MANAGEMENT	
	• TROUBLESHOOTING AND MANAGING SECURITY INCIDENTS	
	• BUSINESS CONTINUITY AND DISASTER RECOVERY PLANNING	
	CompTIA Cloud+	
	• CLOUD COMPUTING CONCEPTS, MODELS AND TERMINOLOGY	
	• DISK STORAGE SYSTEMS	
	• STORAGE NETWORKING	
	• NETWORK INFRASTRUCTURE	
	• VIRTUALIZATION COMPONENTS	
	• VIRTUALIZATION AND THE CLOUD	
	• NETWORK MANAGEMENT	
	• PERFORMANCE TUNING	
	• SYSTEMS MANAGEMENT	
	• TESTING AND TROUBLESHOOTING	
	• SECURITY IN THE CLOUD	
	• BUSINESS CONTINUITY AND DISASTER RECOVERY	
PROGRAM PRICE	**$7,728.00**	**Lecture: 252 hours**
CERTIFICATION EXAMS	$1,172.00	
TOTAL INVESTMENT	$8,900.00	TOTAL LENGTH: 252 hours (Approximately 13 Weeks)

COMPTIA ADVANCED SECURITY PRACTITIONER (CASP)

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

The CASP Program consists of approx. 40 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 24:1.

Prerequisite Courses

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

Required Course	• CompTIA Advanced Security Practitioner (40 hours)	
Certification Exam	• CompTIA Advanced Security Practitioner	
Program Objectives	• Enterprise Security Architecture and Technology • Security Design and Solutions • Managing Risk, Policies and Procedures • Enterprise Security Integration • Security Research and Analysis	
PROGRAM PRICE	**$2,695**	**Lecture: 40 hours** **Lab: 80 hours (Optional)**
CERTIFICATION EXAMS	$330	
TOTAL INVESTMENT	$3,025	TOTAL LENGTH: 120 hours (Approximately 6 Weeks)

COMPTIA CLOUD ESSENTIALS

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

The CompTIA Cloud Essentials Program consists of approx. 16 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 24:1.

Prerequisite Courses

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

Required Course	• CompTIA Cloud Essentials (16 hours)	
Certification Exam	• CompTIA Cloud Essentials	
Program Objectives	• Common terms and definitions of cloud computing. • Characteristics of clouds and cloud services from a business perspective. • Various types of clouds from a technical perspective and provide examples. • Identify the organizational capabilities that are relevant for realizing the benefits of clouds. • Impact and changes of cloud computing on IT Service Management. • Issues associated with integrating cloud computing into an organization's existing compliance risk and regulatory framework. • Maintaining strategic flexibility.	
PROGRAM PRICE	**$1,497**	**Lecture: 16 hours** **Lab: N/A**
CERTIFICATION EXAM	$185	
TOTAL INVESTMENT	$1,682	TOTAL LENGHTH: 16 hours (Approximately 1 Weeks)

COMPTIA NETWORK+ CERTIFICATION

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

The CompTIA Network+ Program consists of approx. 40 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 24:1.

Prerequisite Courses

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

Required Course	• CompTIA Network+ Certification (40 hours)	
Certification Exam	• CompTIA Network+ Certification	
Program Objectives	• Network Theory • Network Communications Methods • Network Implementations • TCP/IP Services • Network Security • Disaster Recovery • Network Troubleshooting	
PROGRAM PRICE	**$2,495**	**Lecture: 40 hours** **Lab: 80 hours (Optional)**
CERTIFICATION EXAM	$261	
TOTAL INVESTMENT	$2,756	TOTAL LENGTH: 120 hours (Approximately 6 Weeks)

COMPTIA SECURITY+ CERTIFICATION

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

The CompTIA Security+ Program consists of approx. 40 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 24:1.

Prerequisite Courses

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

Required Course	• CompTIA Security+ Certification (40 hours)	
Certification Exam	• CompTIA Security+ Certification	
Program Objectives	• Security Fundamentals • Security Threats • Hardening Internal Systems and Services • Hardening Internetwork Devices and Services • Securing Network Communications • Securing Web Applications • Managing Public Key Infrastructure (PKI) • Managing Certificates • Enforcing Organizational Security Policies • Monitoring the Security Infrastructure • Managing Security Incidents	
PROGRAM PRICE	**$2,495**	**Lecture: 40 hours** **Lab: 80 hours (Optional)**
CERTIFICATION EXAM	$284	
TOTAL INVESTMENT	$2,779	TOTAL LENGTH: 120 hours (Approximately 6 Weeks)

CERTIFIED INFORMATION SYSTEMS SECURITY PROFESSIONAL

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

The Certified Information Systems Security Professional Program consists of approx. 40 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 24:1.

Prerequisite Courses

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

Required Course	• Certified Information Systems Security Professional (40 hours)
Certification Exam	• Certified Information Systems Security Professional
Program Objectives	• Information Security and Risk Management • Access Control • Cryptography • Physical Security • Security Architecture and Design • Business Continuity Planning and Disaster Recovery Planning • Telecommunications and Network Security • Application Security • Operations Security • Legal, Regulations, Compliance and Investigation

PROGRAM PRICE	**$2995**	**Lecture: 40 hours** **Lab: 80 hours (Optional)**
CERTIFICATION EXAM	$599	
TOTAL INVESTMENT	$3594	TOTAL LENGTH: 120 hours (Approximately 6 Weeks)

MCSD – Microsoft Certified Solutions Developer Windows Store Apps Using HTML

The course is intended for professional developers who develop solutions for apps and technologies in a team-based, medium-sized to large development environment. If you're leveraging your existing web programming skills in JavaScript, or starting from scratch on a new website, we recommend choosing the HTML5 path. If you're a .NET developer and are planning to create Windows 8 apps, choose the C# path.

The Certified Information Systems Security Professional Program consists of approx. 40 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 24:1.

Prerequisite Courses

Before attending this course, students must have at least three months of professional development experience.
In addition to their professional experience, students who attend this training should have a combination of practical and conceptual knowledge related to HTML5 programming. This
Includes the following prerequisites, Understand the basic HTML document structure, How to use HTML tags to display text content, How to use HTML tags to display graphics.
How to use HTML APIs, Understand how to style common HTML elements using CSS, including, How to separate presentation from content, How to manage content flow, How to control the position of individual elements, How to implement basic CSS styling, Understand how to write JavaScript code to add functionality to a web page, How o create and use variables, How to use, arithmetic operators to perform arithmetic calculations involving one or more variables, relational operators to test the relationship between two variables or expressions, logical operators to combine expressions that contain relational operators, How to control the, program flow by using if … else statements, How to implement iterations by using loops, How to write simple functions.

Required Course	20480 Programing in HTML5 with Javascript and CSS3 (40 hours) 20481 Essentials of Developing Windows Store Apps Using HTML5 and JavaScript (40 hours) 20482 Advanced Windows Store App Development Using HTML5 and JavaScript (40 hours) - HTML5: Content Authoring Fundamentals / New and Advanced Features (24 hours)
Certification Exam	70-480 exam 70-481 exam 70-482 exam
Program Objectives	**20480 Programing in HTML5 with Javascript and CSS3** - Explain how to use Visual Studio 2012 to create and run a Web application. - Describe the new features of HTML5, and create and style HTML5 pages. - Add interactivity to an HTML5 page by using JavaScript. - Create HTML5 forms by using different input types, and validate user input by using HTML5 attributes and JavaScript code. - Send and receive data to and from a remote data source by using XMLHTTPRequest objects and jQuery AJAX operations. - Style HTML5 pages by using CSS3. - Create well-structured and easily-maintainable JavaScript code. - Use common HTML5 APIs in interactive Web applications. - Create Web applications that support offline operations. - Create HTML5 Web pages that can adapt to different devices and form factors. - Add advanced graphics to an HTML5 page by using Canvas elements, and by using and Scalable Vector Graphics. - Enhance the user experience by adding animations to an HTML5 page. - Use Web Sockets to send and receive data between a Web application and a server. - Improve the responsiveness of a Web application that performs long-running operations by using Web Worker processes. **20481 Essentials of Developing Windows Store Apps Using HTML5 and JavaScript** - Describe the Windows 8 platform and features, and explore the basics of a Windows app interface. - Create the User Interface layout and structure. - Apply the MVVM pattern to application design. - Implement the AppBar and layout controls. - Use templates to create the UI. - Use data binding to present data in the UI. - Handle files and streams. - Design and implement Process Lifetime Management (PLM). - Handle navigation scenarios in a Windows Store app. - Implement Semantic Zoom. - Design and implement contracts such as Search, Share and Settings. - Implement tiles and toast notifications in a Windows Store app. - Respond to mouse, keyboard and touch events, including gestures. - Deploy a Windows Store app to the Windows Store or an enterprise store **20482 Advanced Windows Store App Development Using HTML5 and JavaScript**

	- Add animations and transitions in a Windows Store app to improve the user experience. - Localize the Windows Store app UI. - Brand the Windows Store app and improve the loading experience with a splash screen. - Use various storage mechanisms, choose a suitable caching strategy for their Windows Store app, and use advanced file access methods. - Create custom controls, extend templated controls, and create and consume WinMD components. - Implement the Print and Settings contracts and the Play To API. - Work with the Push Notification Service (WNS). - Capture media with the camera and microphone. - Create and consume background tasks. - Discover device capabilities, interact with devices, and act upon sensor data. - Implement Windows Store trial licensing and in-app purchasing and advertising. - Understand how to manage Windows authentication and web authentication in Windows Store apps. - Diagnose problems and monitor application behavior by using tracing and profiling tools and APIs. **HTML5: Content Authoring Fundamentals / New and Advanced Features** - Optimize HTML content to take advantage of HTML5 and CSS3 features. - Write advanced CSS3 selectors and media queries. - Use advanced background and border options introduced in CSS3. - Use advanced text formatting options introduced in CSS3. - Use HTML5 graphics and multimedia elements, including transforms, animation, audio, and video. - Follow best practices to enable HTML content to be successfully processed by many different web browsers and machine readers.	
PROGRAM PRICE	**$7485**	**Lecture:144 hours** **Lab: 288 hours (Optional)**
CERTIFICATION EXAM	$450	
TOTAL INVESTMENT	$7935.00	TOTAL LENGTH: 432 hours (Approximately 22 Weeks)

MICROSOFT CERTIFIED SOLUTIONS DEVELOPER: WINDOWS STORE APPS USING C#

Demonstrate your expertise at designing and developing fast and fluid Windows 8 style applications using C#.

The MCSD: Windows Store Apps Using C# consists of approx. 144 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 24:1.

Prerequisite Courses

The prerequisites for this program are MS 2667 Introduction to Programming and/or MS 2609 Introduction to C Sharp Programming with Microsoft .NET. Students are expected to have an understanding of basic office professional skills prior to beginning this program and may be required to attend basic office software courses and business skills courses as co-requisite courses to develop their professional skills.

Required Courses	- Microsoft 20483 – Programming in C# (40 hours) - Microsoft 20484 – Essentials of Developing Windows Store Apps using C# (40 hours) - Microsoft 20485 – Advanced Windows Store Apps using C# (40hours)
Certification Exams	- Microsoft Exam 70-483 - Microsoft Exam 70-484 - Microsoft Exam 70-485
Program Objectives	**20483: Programming in C#** - Review of C# Syntax - Creating Methods, handling Exceptions, and Monitoring Applications - Developing the Code for a Graphical Application - Creating Classes and Implementing Type-safe Collections - Creating a Class Hierarchy by Using Inheritance - Reading and Writing Local Data - Accessing a Database - Accessing Remote Data - Designing the User interface for a Graphical Application - Improving Application Performance and Responsiveness - Integrating with Unmanaged Code - Creating Reusable Types and Assemblies - Encrypting and Decrypting Grades Reports **20484: Essentials of Developing Windows Store Apps Using C#** - Overview of the Windows 8 Platform and Windows Store Apps - Creating user Interfaces using XAML - Presenting Data - Implementing Layout using Windows 8 Built-In Controls - Handling Files in Windows Store Apps - Windows Store App Process Lifetime Management - Working with Resources, Styles, and Templates - Designing and Implementing Navigation in a Windows Store App - Implementing Windows 8 Contracts - Implementing Tiles and User Notifications - Designing and Implementing a Data Access Strategy - Responding to Mouse and Touch - Planning for Windows Store App Deployment **20485: Advanced Windows Store App Development Using C#** - Windows Store App Essentials - Implementing Animations and Transitions - Implementing Globalization and Localization - Branding and a Seamless User Interface - Advanced Data Scenarios in a Windows Store App - Creating Reusable Controls and Components - Implementing Advanced Contract Scenarios - The Windows Push Notification Service (WNS) **20485: Advanced Windows Store App Development Using C# (Cont.)** - Capturing Media - Background Tasks

MICROSOFT CERTIFIED SOLUTIONS DEVELOPER: WINDOWS STORE APPS USING C# (Cont.)

Program Objectives (Cont.)	• Working with Sensors and Devices • Generating Revenue with your App • Securing windows Store App Data • Tracing and Profiling Windows Store Apps	
PROGRAM PRICE	**$7,485**	**Lecture: 144 hours.** **Lab: 288 hours (Optional)**
CERTIFICATION EXAMS	$450	
TOTAL INVESTMENT	$7,935	TOTAL LENGTH: 432 hours (Approximately 22 Weeks)

MICROSOFT CERTIFIED TECHNOLOGY SPECIALIST: EXCHANGE SERVER 2010, CONFIGURING

The typical candidate for the Microsoft Certified Technology Specialist (MCTS): Exchange Server 2010 is a Messaging Generalist responsible for the maintenance and administration of the Exchange servers in an enterprise environment. Day to day, the candidate typically installs and manages Exchange Server 2010 and manages users, mailboxes, security, servers, and databases by using Exchange Server 2010. The candidate might also monitor and troubleshoot Exchange Server 2010.

The MCTS: Exchange Server 2010, Configuring Program consists of approx. 40 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 24:1.

Prerequisite Courses

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

Required Course	• Microsoft 10135 - Configuring, Managing and Troubleshooting Microsoft Exchange Server 2010 (40 hours)	
Certification Exam	• Microsoft 70-662	
Program Objectives	• Deploying Microsoft Exchange Server 2010 • Configuring Mailbox Services • Managing Recipient Objects, Client Access and Message Transport • Implementing Messaging Security and Backup and Recovery • Configuring Messaging Policy and Compliance • Securing and Maintaining Microsoft Exchange Server 2010 • Upgrading from Exchange Server 2003 or Exchange Server 2007 to Exchange Server 2010	
PROGRAM PRICE	**$2,495**	**Lecture: 40 hours** **Lab: 80 hours (Optional)**
CERTIFICATION EXAM	$150	
TOTAL INVESTMENT	$2,645	PROGRAM LENGTH: 120 hours (Approximately 6 Weeks)

MICROSOFT CERTIFIED TECHNOLOGY SPECIALIST: SHAREPOINT 2010, CONFIGURING

This Microsoft program is designed for the IT professional who configures and deploys Microsoft SharePoint 2010 including Internet Information Services (IIS), Windows Server 2008, and Active Directory, and networking infrastructure services.	
The MCTS: SharePoint 2010, Configuring program consists of approx. 40 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 24:1.	

Prerequisite Courses

Students should have completed Microsoft 6425 Configuring and Troubleshooting Windows Server 2008 Active Directory Domain Services and Microsoft 6421 Configuring and Troubleshooting a Windows Server 2008 Network Infrastructure. Students are expected to have general conceptual awareness of Microsoft .NET Framework as it relates to SharePoint 2010 as well as general security and authentication practices. Students should also have an understanding of basic office professional skills prior to beginning this program and may be required to attend basic office software courses and business skills courses as co-requisite courses to develop their professional skills.

Required Course	• Microsoft 10174: Configuring and Administering Microsoft SharePoint 2010 (40 hours)
Certification Exam	• Microsoft 70-667
Program Objectives	• Introducing SharePoint 2010 • Creating a SharePoint 2010 Intranet and Administering and Automating SharePoint • Configuring Content Management and Authentication • Managing SharePoint Customizations • Configuring, Managing and Securing SharePoint Services and Applications • Configuring User Profiles and Social Networking • Administering SharePoint Search

PROGRAM PRICE	**$2,495**	**Lecture: 40 hours** **Lab: 80 hours (Optional)**
CERTIFICATION EXAM	$150	
TOTAL INVESTMENT	$2,645	TOTAL LENGTH: 120 hours (Approximately 6 Weeks)

*Note: Exam retired January 31, 2014

MICROSOFT CERTIFIED TECHNOLOGY SPECIALIST: SHAREPOINT 2010, APPLICATION DEVELOPMENT

This Microsoft program is designed for the IT professional who configures and deploys Microsoft SharePoint 2010 including Internet Information Services (IIS), Windows Server 2008, and Active Directory, and networking infrastructure services.	
The MCTS: SharePoint 2010, Configuring program consists of approx. 40 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 24:1.	

Prerequisite Courses

Students should have completed Microsoft 6425 Configuring and Troubleshooting Windows Server 2008 Active Directory Domain Services and Microsoft 6421 Configuring and Troubleshooting a Windows Server 2008 Network Infrastructure. Students are expected to have general conceptual awareness of Microsoft .NET Framework as it relates to SharePoint 2010 as well as general security and authentication practices. Students should also have an understanding of basic office professional skills prior to beginning this program and may be required to attend basic office software courses and business skills courses as co-requisite courses to develop their professional skills.

Required Course	• Microsoft 10175: Microsoft SharePoint 2010, Application Development (40 hours)
Certification Exam	• Microsoft 70-573
Program Objectives	• Introducing Microsoft SharePoint 2010 Development Platform • Using SharePoint 2010 Developer Tools • Developing SharePoint 2010 Web Parts • Working with SharePoint Objects on the Server • Creating Event Receivers and Application Settings • Developing Solutions by Using Business Connectivity Services • Developing SharePoint 2010 Workflows • Working with Client-Based APIs for SharePoint 2010 • Developing .Interactive User Interfaces • Developing Silverlight Applications for SharePoint • Developing Sandboxed Solutions

		Lecture: 40 hours **Lab: 80 hours (Optional)**
PROGRAM PRICE	$2,495	
CERTIFICATION EXAM	$150	
TOTAL INVESTMENT	$2,645	TOTAL LENGTH: 120 hours (Approximately 6 Weeks)

*Note: Exam retired January 31, 2014

MICROSOFT CERTIFIED SOLUTIONS ASSOCIATE: SQL 2016 DATABASE ADMINISTRATION

The MCSA: Data Administration 2016 certification validates your ability to administer high-availability solutions on the SQL Server 2016 platform. Demonstrate your broad skill sets in building and administrating enterprise-scale data solutions both on-premise or in cloud environments by earning an MCSE: Data Platform certification.

The MCSA: Data Administration Program consists of approx. 80 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 24:1.

Prerequisite Courses

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

Required Courses	• Microsoft 20764 Administering a SQL Database Infrastructure (40 hours) • Microsoft 20765 Provisioning SQL Databases (40 hours)
Certification Exams	• Microsoft 70-464 • Microsoft 70-465
Program Objectives	**20764 Administering a SQL Database Infrastructure** • After completing this course, students will be able to: • Authenticate and authorize users • Assign server and database roles • Authorize users to access resources • Protect data with encryption and auditing • Describe recovery models and backup strategies • Backup SQL Server databases • Restore SQL Server databases • Automate database management • Configure security for the SQL Server agent • Manage alerts and notifications • Managing SQL Server using • PowerShell Trace access to SQL Server • Monitor a SQL Server infrastructure • Troubleshoot a SQL Server infrastructure • Import and export data **20765 Provisioning SQL Databases** • Provision a Database Server • Upgrade SQL Server • Configure SQL Server • Manage Databases and Files (shared) • Provision, migrate and manage databases in the cloud

PROGRAM PRICE	**$4,990**	**Lecture: 80 hours** **Lab: 160 hours (Optional)**
CERTIFICATION EXAMS	$300	
TOTAL INVESTMENT	$5,290	TOTAL LENGTH: 240 hours (Approximately 12 Weeks)

MICROSOFT CERTIFIED SOLUTIONS ASSOCIATE: WINDOWS 8

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

The MCSE: Messaging Program consists of approx. 80 hours lecture. Lab hours are optional. Maximum student to instructor ratio is 24:1.

Prerequisite Courses	
The prerequisite course of this program is CompTIA A+ Certification and CompTIA Network+ Certification. Students are expected to have an understanding of basic office professional skills prior to beginning this program and may be required to attend basic office software courses and business skills courses as co-requisite courses to develop their professional skills.	
	• Microsoft 20687 Configuring Windows 8 (40 hours) • Microsoft 20688 Managing and Maintaining Windows 8 (40 hours)
Certification Exams	• Microsoft 70-687 • Microsoft 70-688
Program Objectives	**20687 Configuring Windows 8** • Install Windows 8 • Upgrading and Migrating to Windows 8 • Managing Disks and Device Drivers • Configuring and Troubleshooting Network Connections • Implementing Wireless Network Connections • Implementing Network Security • Configuring File Access and Printers on Windows 8 Clients • Securing Windows 8 Desktops • Configuring Applications • Optimizing and Maintaining Windows 8 Client Computers • Configuring Mobile Computing and Remote Access • Implementing Hyper-V • Troubleshooting and Recovering Windows 8 • Using Windows PowerShell **20688 Managing and Maintaining Windows 8** • Planning and Implementing Management of Windows 8 • Designing and Implementing an Installation Strategy • Planning and Implementing Authentication for Windows 8 • Planning and Implementing IP Addressing and Intranet Connectivity • Implementing an Application Strategy for Windows 8 • Planning and Implementing a Solution for User Settings • Configuring Cloud Services • Implementing Windows Intune • Managing Computers by Using Window Intune • Planning and Implementing Access to File and Print Resources • Planning and Implementing Encryption for Windows 8 • Designing and Implementing Endpoint Security for Windows 8 • Designing and Implementing Extranet Connectivity • Planning and Implementing a Recovery Solution

		Lecture: 80 hours
PROGRAM PRICE	**$4,990**	**Lab: 160 hours (Optional)**
CERTIFICATION EXAM	$300	
TOTAL INVESTMENT	$5,290	TOTAL LENGTH: 240 hours (Approximately 12 Weeks)

MICROSOFT CERTIFIED SOLUTIONS ASSOCIATE: WINDOWS SERVER 2012/2016

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

The MCSA: Windows Server 2012/2016 Program consists of approx. 120 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 24:1.

Prerequisite Courses

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

Required Courses	• Microsoft 20740 Installation, Storage, and Compute with Windows Server 2016 **or** 20410 Installing and Configuring Windows Server 2012 (40 hours) • Microsoft 20741 Networking with Windows Server 2016 **or** Microsoft 20411 Administering Windows Server 2012 (40 hours) • Microsoft 20742 Identity with Windows Server 2016 **or** 20412 Configuring Advanced Windows Server 2012 Services (40 hours)
Certification Exams	• Microsoft 70-740 or 70-410 Exam • Microsoft 70-741 or 70-411 Exam • Microsoft 70-742 or 70-412 Exam
Program Objectives	**20740 Installation, Storage, and Compute with Windows Server 2016** • After completing this course, students will be able to: • Prepare and install Nano Server, a Server Core installation, and plan a server upgrade and migration strategy. • Describe the various storage options, including partition table formats, basic and dynamic disks, file systems, virtual hard disks, and drive hardware, and explain how to manage disks and volumes. • Describe enterprise storage solutions, and select the appropriate solution for a given situation. • Implement and manage Storage Spaces and Data Deduplication. • Install and configure Microsoft Hyper-V. • Deploy, configure, and manage Windows and Hyper-V containers. • Describe the high availability and disaster recovery technologies in Windows Server 2016. • Plan, create, and manage a failover cluster. • Implement failover clustering for Hyper-V virtual machines. • Configure a Network Load Balancing (NLB) cluster, and plan for an NLB implementation. • Create and manage deployment images. • Manage, monitor, and maintain virtual machine installations. **OR 20410 Installing and Configuring Windows Server 2012** • Install and Configure Windows Server 2012. • Describe AD DS. • Manage Active Directory objects. • Automate Active Directory administration. • Implement IPv4. • Implement Dynamic Host Configuration Protocol (DHCP). • Implement Domain Name System (DNS). • Implement IPv6. • Implement local storage. • Share files and printers. • Implement Group Policy. • Use Group Policy Objects (GPOs) to secure Windows Servers. • Implement server virtualization using Hyper-V. **20741 Networking with Windows Server 2016** • After completing this course, students will be able to: • Plan and implement an IPv4 network.

	- Implement Dynamic Host Configuration Protocol (DHCP). - Implement IPv6. Implement Domain Name System (DNS). - Implement and manage IP address management (IPAM). - Plan for remote access. Implement DirectAccess. - Implement virtual private networks (VPNs). - Implement networking for branch offices. - Configure advanced networking features. - Implement software defined networking. **Or 20411 Administering Windows Server 2012** - Configure and Troubleshoot Domain Name System - Maintain Active Directory Domain Services - Manage User and Service Accounts - Implement Group Policy Infrastructure - Manage User Desktops using Group Policy - Install, Configure and Troubleshoot Network Policy Server - Implement Network Access Protection - Implement Remote Access - Optimize File Services - Configure Encryption and Advanced Auditing - Deploy and Maintain Server Images - Implement Update Managements - Monitor Windows Server 2012 **20742 Identity with Windows Server 2016** - After completing this course, students will be able to: - Install and configure domain controllers. - Manage objects in AD DS by using graphical tools and Windows PowerShell. - Implement AD DS in complex environments. - Implement AD DS sites, and configure and manage replication. - Implement and manage Group Policy Objects (GPOs). - Manage user settings by using GPOs. Secure AD DS and user accounts. - Implement and manage a certificate authority (CA) hierarchy with AD CS. **Or 20412 Configuring Advanced Windows Server 2012 Services** - Implement advanced network services. - Implement advanced file services. - Implement Dynamic Access Control. - Implement network load balancing (NLB). - Implement failover clustering. - Implement failover clustering with Hyper-V. - Implement disaster recovery. - Implement distributed Active Directory® Domain Services (AD DS) deployments. - Implement AD DS sites and replication. - Implement Active Directory Certification Services (AD CS). - Implement Active Directory Rights Management Services (AD RMS). - Implement Active Directory Federation Services (AD FS).	
PROGRAM PRICE	$7,485	**Lecture: 120 hours** **Lab: 240 hours (Optional)**
CERTIFICATION EXAMS	$450	
TOTAL INVESTMENT	$7,935	TOTAL LENGTH: 360 hours (Approximately 18 Weeks)

MICROSOFT CERTIFIED SOLUTIONS EXPERT: COMMUNICATION
The MCSE: Messaging certification confirms your knowledge of configuring transport, the mailbox role, and Client Access, and it confirms your understanding of unified messaging, site resiliency, security, archival, and enterprise deployments for an Exchange environment
The MCSE: Messaging Program consists of approx. 80 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 24:1.

Prerequisite Courses	
The prerequisite course of this program is MCSA: Windows Server 2016 Certification. Students are expected to have an understanding of basic office professional skills prior to beginning this program and may be required to attend basic office software courses and business skills courses as co-requisite courses to develop their professional skills.	
Required Courses	• Microsoft 20341 Core Solutions of Microsoft Exchange Server (40 hours) • Microsoft 20342 Advanced Solutions of Microsoft Exchange Server (40 hours)
Certification Exams	• Microsoft 70-341 • Microsoft 70-342
Program Objectives	**20341 Core Solutions of Microsoft Exchange Server** • Deploying and Managing Exchange Server 2013 • Planning and Configuring Mailbox Servers • Managing Recipient Objects • Planning and Deploying Client Access Servers • Planning and Configuring Messaging Client Connectivity • Planning and Configuring Message Transport • Planning and Implementing High Availability • Planning and Implementing Disaster Recovery • Planning and Configuring Message Security Options • Planning and Configuring Administrative Security and Auditing • Monitoring and Troubleshooting Exchange Server 2013 **20342 Advanced Solutions of Microsoft Exchange Server** • Overview of Exchange Server 2013 Unified Messaging • Designing and Implementing Exchange Server 2013 Unified Messaging • Designing and Implementing site resiliency • Planning virtualization for Exchange Server 2013 • Designing and implementing message transport security • Designing and implementing message retention • Designing and Implementing message compliance • Designing and implementing administrative security and auditing • Managing Exchange Server 2013 with Exchange Management Shell • Designing and implementing integration with Exchange Online • Designing and implementing messaging coexistence • Designing and implementing Exchange Server migrations and upgrades

		Lecture: 80 hours Lab: 160 hours (Optional)
PROGRAM PRICE	**$4,990**	
CERTIFICATION EXAM	$300	
TOTAL INVESTMENT	$5,290	TOTAL LENGTH: 240 hours (Approximately 12 Weeks)

MICROSOFT CERTIFIED SOLUTIONS EXPERT: DESKTOP INFRASTRUCTURE

The MCSE Desktop Infrastructure certification is an advanced certification, validating skills in desktop virtualization, remote desktop services, and application virtualization. Show that you can deploy and manage desktops and devices that provide access from anywhere, while maintaining security and compliance.

The MCSE: Desktop Infrastructure Program consists of approx. 80 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 24:1.

Prerequisite Courses

The prerequisite course of this program is MCSA: Windows Server 2012 Certification. Students are expected to have an understanding of basic office professional skills prior to beginning this program and may be required to attend basic office software courses and business skills courses as co-requisite courses to develop their professional skills.

Required Courses	• Microsoft 20415 Implementing a Desktop Infrastructure (40 hours) • Microsoft 20416 Implementing Desktop Application Environments (40 hours)
Certification Exams	• Microsoft 70-415 • Microsoft 70-416
Program Objectives	**20415 Implementing a Desktop Infrastructure** • Assessing and Determining Desktop Deployment Options • Planning an Image a Management Strategy • Implementing Desktop Security • Capturing and Managing a Desktop Operating System Imaging • Planning and Implementing User State Migration • Planning and Deploying Desktops Using the Microsoft Deployment Toolkit • Planning and Deploying Desktops by Using System Center 2012 Configuration Manager • Planning and Implementing a Remote Desktop Services Infrastructure • Managing User State Virtualization for Enterprise Desktops • Planning and Implementing an Updates Infrastructure to Support Enterprise Desktops • Protecting Enterprise Desktops from Malware and Data Loss • Monitoring the Performance and Health of the Desktop Infrastructure **20416 Implementing Desktop Application Environments** • Designing an Application Distribution Strategy • Diagnosing and Remediating Application Compatibility • Deploying Applications by Using Group Policy and Window Intune • Deploying Applications by Using System Center Configuration Manager • Configuring Self-Service Application Deployment • Designing and Implementing Presentation Virtualization Infrastructure • Preparing, Configuring and Deploying Presentation Virtualization Applications • Designing and Deploying an Applications Virtualization Environment • Preparing, Sequencing, and Deploying Virtual Applications • Planning and Implementing Application Updates and Security • Planning and Implementing Application Upgrade and Supersedence • Monitoring Application Deployment, Utilization, and Performance.

		Lecture: 80 hours
PROGRAM PRICE	**$4,990**	**Lab: 160 hours (Optional)**
CERTIFICATION EXAM	$300	
TOTAL INVESTMENT	$5,290	TOTAL LENGTH: 240 hours (Approximately 12 Weeks)

MICROSOFT CERTIFIED SOLUTIONS EXPERT: MESSAGING

The MCSE: Messaging certification confirms your knowledge of configuring transport, the mailbox role, and Client Access, and it confirms your understanding of unified messaging, site resiliency, security, archival, and enterprise deployments for an Exchange environment	
The MCSE: Messaging Program consists of approx. 80 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 24:1.	

Prerequisite Courses	
The prerequisite course of this program is MCSA: Windows Server 2012 Certification. Students are expected to have an understanding of basic office professional skills prior to beginning this program and may be required to attend basic office software courses and business skills courses as co-requisite courses to develop their professional skills.	

Required Courses	• Microsoft 20341 Core Solutions of Microsoft Exchange Server (40 hours) • Microsoft 20342 Advanced Solutions of Microsoft Exchange Server (40 hours)
Certification Exams	• Microsoft 70-341 • Microsoft 70-342
Program Objectives	**20341 Core Solutions of Microsoft Exchange Server** • Deploying and Managing Exchange Server 2013 • Planning and Configuring Mailbox Servers • Managing Recipient Objects • Planning and Deploying Client Access Servers • Planning and Configuring Messaging Client Connectivity • Planning and Configuring Message Transport • Planning and Implementing High Availability • Planning and Implementing Disaster Recovery • Planning and Configuring Message Security Options • Planning and Configuring Administrative Security and Auditing • Monitoring and Troubleshooting Exchange Server 2013 **20342 Advanced Solutions of Microsoft Exchange Server** • Overview of Exchange Server 2013 Unified Messaging • Designing and Implementing Exchange Server 2013 Unified Messaging • Designing and Implementing site resiliency • Planning virtualization for Exchange Server 2013 • Designing and implementing message transport security • Designing and implementing message retention • Designing and Implementing message compliance • Designing and implementing administrative security and auditing • Managing Exchange Server 2013 with Exchange Management Shell • Designing and implementing integration with Exchange Online • Designing and implementing messaging coexistence • Designing and implementing Exchange Server migrations and upgrades

PROGRAM PRICE	**$4,990**	**Lecture: 80 hours** **Lab: 160 hours (Optional)**
CERTIFICATION EXAM	$300	
TOTAL INVESTMENT	$5,290	TOTAL LENGTH: 240 hours (Approximately 12 Weeks)

MICROSOFT CERTIFIED SOLUTIONS EXPERT: PRIVATE CLOUD AND INFRASTRUCTURE

The MCSE: Private Cloud 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

The MCSE: Messaging Program consists of approx. 80 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 24:1.

Prerequisite Courses

The prerequisite course of this program is MCSA: Windows Server 2012 or 2016 Certification. Students are expected to have an understanding of basic office professional skills prior to beginning this program and may be required to attend basic office software courses and business skills courses as co-requisite courses to develop their professional skills.

Required Courses	• Microsoft 20246 Monitoring and Operating a Private Cloud (40 hours) • Microsoft 20247 Configuring and Deploying a Private Cloud (40 hours)
Certification Exams	• Microsoft 70-246 • Microsoft 70-247
Program Objectives	**20246 Monitoring and Operating a Private Cloud** • Describe the Cloud Model • Configure and optimize a private cloud • Deploy Cloud Services • Monitor Cloud Services • Configure application performance monitoring in a cloud environment • Operate and extend service management in in a cloud environment • Automate incident creation, remediation, and change requests in a cloud environment • Perform problem management in a cloud environment • Automate Self-Service Provisioning in a cloud environment • Operate a self-service multi-tenant cloud • Cloud high availability, protection and recovery in a cloud environment • Optimize the cloud infrastructure • Configure SLAs, dashboards, and widgets in a cloud environment **20247 Configuring and Deploying a Private Cloud** • Plan for a hybrid cloud. • Configure and deploy a private cloud with Microsoft System Center 2012 R2 Virtual Machine Manager. • Extend and maintain the cloud infrastructure. • Configure application delivery for a cloud. • Create private cloud building blocks. • Deploy and access private clouds. • Monitor the cloud infrastructure. • Extend and customize monitoring of the cloud infrastructure. • Implement service management for the cloud. • Configure high availability, disaster recovery and protection for a cloud. • Automate and standardize the cloud. • Configure a multi-tenant cloud.
PROGRAM PRICE	**$4,990**	**Lecture: 80 hours** **Lab: 160 hours (Optional)**
CERTIFICATION EXAM	$300	
TOTAL INVESTMENT	$5,290	TOTAL LENGTH: 240 hours (Approximately 12 Weeks)

MICROSOFT CERTIFIED SOLUTIONS EXPERT: SERVER INFRASTRUCTURE

The MCSE: Server Infrastructure certification focuses on how to design, build, manage, and run a highly efficient data center. With the know-how of essential services ranging from identity management, systems management, virtualization, storage, and networking, you have the tools needed to run a highly efficient and modern datacenter. This certification empowers you to go beyond virtualization and deliver the essential services for a highly efficient and modern datacenter.

The MCSE: Windows Server 2016 Program consists of approx. 80 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 24:1.

Prerequisite Courses

The prerequisite course of this program is MCSA: Windows Server 2012 or 2016 Certification. Students are expected to have an understanding of basic office professional skills prior to beginning this program and may be required to attend basic office software courses and business skills courses as co-requisite courses to develop their professional skills.

Required Courses	• Microsoft 20413 Designing and Implementing a Server Infrastructure (40 hours) • Microsoft 20414 Implementing an Advanced Server Infrastructure (40 hours)
Certification Exams	• Microsoft 70-413 • Microsoft 70-414
Program Objectives	**20413 Designing and Implementing a Server Infrastructure** • Planning Server Upgrade and Migration • Planning and Implementing a Server Deployment Infrastructure • Designing and Maintaining an IP Configuration and Address Management Solution • Designing and Implementing Name Resolution • Designing and Implementing an Active Directory Domain Services Forest and Domain Infrastructure • Designing and Implementing an OU Infrastructure and AD DS Permissions Model • Designing and Implementing a Group Policy Object Strategy • Designing and Implementing an AD DS Physical Topology • Planning and Implementing Storage • Planning and Implementing File Services • Designing and Implementing Network Access Services • Designing and Implementing Network Protection **20414 Implementing an Advanced Server Infrastructure** • Plan and implement server virtualization strategy. • Plan and implement networks and storage for virtualization. • Plan and deploy virtual machines. • Manage a virtual machine deployment. • Plan and implement a server monitoring strategy. • Plan and implement high availability for file services and applications. • Plan and implement a highly available infrastructure using failover clustering. • Plan and implement a server updates infrastructure. • Plan and implement a business continuity strategy. • Plan and implement a public key infrastructure (PKI). • Plan and implement an identity federation infrastructure. • Plan and Implement an information rights management infrastructure.
PROGRAM PRICE	**$4,990**	**Lecture: 80 hours** **Lab: 160 hours (Optional)**

PROGRAM PRICE	**$4,990**	**Lecture: 80 hours** **Lab: 160 hours (Optional)**
CERTIFICATION EXAM	$300	
TOTAL INVESTMENT	$5,290	TOTAL LENGTH: 240 hours (Approximately 12 Weeks)

MICROSOFT CERTIFIED SOLUTIONS EXPERT: SHAREPOINT

With a properly deployed system, processes become more secure, are managed through a familiar environment and integrate seamlessly into the collaboration infrastructure. Whether deployed on-premise or as a hosted service, SharePoint's integrated capabilities make it possible to rapidly respond to critical needs with data-driven business insight.

The MCSE: SharePoint Program consists of approx. 80 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 24:1.

Prerequisite Courses

The prerequisite course of this program is MCSA: Windows Server 2012 Certification. Students are expected to have an understanding of basic office professional skills prior to beginning this program and may be required to attend basic office software courses and business skills courses as co-requisite courses to develop their professional skills.

Required Courses	• Microsoft 20331 Core Solutions of Microsoft SharePoint Server (40 hours) • Microsoft 20332 Advanced Solutions of Microsoft SharePoint Server (40 hours)
Certification Exams	• Microsoft 70-331 • Microsoft 70-332
Program Objectives	**20331 Core Solutions of Microsoft SharePoint Server** • Introduction to SharePoint Server • Designing an Information Architecture • Designing a Logical Architecture • Designing a Physical Architecture • Installing and Configuring SharePoint Server • Creating Web Applications and Site Collections • Planning and Configuring Service Applications • Managing Users and Permissions • Configuring Authentications for SharePoint • Securing a SharePoint Deployment • Managing Taxonomy • Configuring User Profiles • Configuring Enterprise Search • Monitoring and Maintaining a SharePoint Environment **20332 Advanced Solutions of Microsoft SharePoint Server** • Understanding Architecture in SharePoint Server • Designing for Business Continuity Management • Test the Backup and Restore Process • Configuring and Managing Business Connectivity Services • Connecting People • Enabling Productivity and Collaboration • Planning and Configuring Business intelligence • Planning and Configuring Enterprise Search • Planning and Configuring Enterprise Content Management • Planning and Configuring Web Content Management • Managing Solutions in SharePoint Server • Managing Apps for SharePoint Server • Developing a Governance Plan • Upgrading and Migrating to SharePoint Server

PROGRAM PRICE	**$4,990**	**Lecture: 80 hours** **Lab: 160 hours (Optional)**
CERTIFICATION EXAM	$300	
TOTAL INVESTMENT	$5,290	TOTAL LENGTH: 240 hours (Approximately 12 Weeks)

MICROSOFT CERTIFIED SOLUTIONS ASSOCIATE: SQL SERVER 2014

The "Associate Level" is represented by the MCSA (Microsoft Certified Solutions Associate) certification. This foundational certification is designed to serve as the beginning of the certification process, and to validate the core platform skills needed in an IT environment. The MCSA is for IT professionals or developers looking to get their first job in Microsoft technology. The MCSA: SQL Server 2012 certification is an entry-level SQL Server 2014 certification. Gain knowledge and skills in designing, building, and maintaining the next wave of cloud-ready database and information solutions.

The MCSA: SQL Server Program consists of approx. 120 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 24:1.

Prerequisite Courses

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

Required Courses	- Microsoft 20461 Querying Microsoft SQL Server (40 hours) - Microsoft 20462 Administering Microsoft SQL Server Databases (40 hours) - Microsoft 20463 Implementing a Data Warehouse with Microsoft SQL Server (40 hours)
Certification Exams	- Microsoft 70-461 Querying Microsoft SQL Server - Microsoft 70-462 Administering Microsoft SQL Server Databases - Microsoft 70-463 Implementing a Data Warehouse with Microsoft SQL Services
Program Objecties	**20461 Querying Microsoft SQL Server** - Write SELECT queries - Query multiple tables - Sort and filter data - Describe the use of data types in SQL Server - Modify data using Transact-SQL - Use built-in functions - Group and aggregate data - Use subqueries - Use table expressions - Use set operators - Use window ranking, offset and aggregate functions - Implement pivoting and grouping sets - Execute stored procedures - Program with T-SQL - Implement error handling - Implement transactions **20462 Administering Microsoft SQL Server Databases** - Describe core database administration tasks and tools. - Install and configure SQL Server 2014. Configure SQL Server databases and storage. - Plan and implement a backup strategy. - Restore databases from backups. - Import and export data. - Monitor SQL Server. - Trace SQL Server activity. - Manage SQL Server security. - Audit data access and encrypt data. - Perform ongoing database maintenance. - Automate SQL Server maintenance with SQL Server Agent Jobs. - Configure Database Mail, alerts and notifications.

MICROSOFT CERTIFIED SOLUTIONS ASSOCIATE: SQL SERVER 2014 (Cont.)		
Program Objectives (Cont.)	**20463 Implementing a Data Warehouse with Microsoft SQL Server** • Describe data warehouse concepts and architecture considerations. • Select an appropriate hardware platform for a data warehouse. • Design and implement a data warehouse. • Implement Data Flow in an SSIS Package. • Implement Control Flow in an SSIS Package. • Debug and Troubleshoot SSIS packages. • Implement an ETL solution that supports incremental data extraction. • Implement an ETL solution that supports incremental data loading. • Implement data cleansing by using Microsoft Data Quality Services. • Implement Master Data Services to enforce data integrity. • Extend SSIS with custom scripts and components. • Deploy and Configure SSIS packages. • Describe how BI solutions can consume data from the data warehouse	
PROGRAM PRICE	**$7,845**	**Lecture: 120 hours** **Lab: 240 hours (Optional)**
CERTIFICATION EXAM	$450	
TOTAL INVESTMENT	$8,295	TOTAL LENGTH: 360 hours (Approximately 18 Weeks)

MICROSOFT CERTIFIED SOLUTIONS ASSOCIATE: BUSINESS INTELLIGENCE 2016

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

The MCSA: Business Intelligence Program consists of approx. 80 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 24:1.

Prerequisite Courses

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

Required Courses	• Microsoft 20767 Implementing a SQL Data Warehouse (40 hours) • Microsoft 20768 Developing SQL Data Models (40 hours)
Certification Exams	• Microsoft 70-767 • Microsoft 70-768
Program Objectives	**20767 Implementing a SQL Data Warehouse** • Describe the key elements of a data warehousing solution • Describe the main hardware considerations for building a data warehouse • Implement a logical design for a data warehouse • Implement a physical design for a data warehouse • Create columnstore indexes • Implementing an Azure SQL Data Warehouse • Describe the key features of SSIS • Implement a data flow by using SSIS • Implement control flow by using tasks and precedence constraints • Create dynamic packages that include variables and parameters • Debug SSIS packages • Describe the considerations for implement an ETL solution • Implement Data Quality Services • Implement a Master Data Services model • Describe how you can use custom components to extend SSIS • Deploy SSIS projects • Describe BI and common BI scenarios **20768 Developing SQL Data Models** • Describe the components, architecture, and nature of a BI solution • Create a multidimensional database with analysis services • Implement dimensions in a cube • Implement measures and measure groups in a cube • Use MDX syntax • Customize a cube • Implement a tabular database • Use DAX to query a tabular model • Use data mining for predictive analys

PROGRAM PRICE	**$4,990**	**Lecture: 80 hours** **Lab: 160 hours (Optional)**
CERTIFICATION EXAMS	$300	
TOTAL INVESTMENT	$5,290	TOTAL LENGTH: 240 hours (Approximately 12 Weeks)

MICROSOFT CERTIFIED SOLUTIONS EXPERT: DATA PLATFORM

The MCSE: Data Platform certification validates your ability to administer high-availability solutions on the SQL Server 2014 platform. Demonstrate your broad skill sets in building and administrating enterprise-scale data solutions both on-premise or in cloud environments by earning an MCSE: Data Platform certification.

The MCSE: Data Platform Program consists of approx. 80 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 24:1.

Prerequisite Courses	
The prerequisite course for this program is MCSA: SQL Server Certification. Students are expected to have an understanding of basic office professional skills prior to beginning this program and may be required to attend basic office software courses and business skills courses as co-requisite courses to develop their professional skills.	
Required Courses	• Microsoft 20464 Developing Microsoft SQL Server Databases (40 hours) • Microsoft 20465 Designing a Data Solution with Microsoft SQL Server (40 hours)
Certification Exams	• Microsoft 70-464 • Microsoft 70-465

20464 Developing Microsoft SQL Server Databases
- Introduce the entire SQL Server platform and its major tools. It will cover editions, versions, basics of network listeners, and concepts of services and service accounts.
- Determine appropriate data types to be used when designing tables, convert data between data types, and creat alias data types.
- Be aware of good design practices regarding SQL Server tables and be able to create tables using T-SQL. (Note: partitioned tables are not covered).
- Implement PRIMARY KEY, FOREIGN KEY, DEFAULT, CHECK and UNIQUE constraints, and investigate cascading FOREIGN KEY constraints.
- Determine appropriate single column and composite indexes strategies.
- Create tables as heaps and tables with clustered indexes. Also consider the design of a table and suggest an appropriate structure.
- Read and interpret details of common elements from execution plans.
- Design effective non-clustered indexes.
- Design and implement views
- Design and implement stored procedures.
- Work with table types, table valued parameters and use the MERGE statement to create stored procedures that update data warehouses.
- Design and implement functions, both scalar and table-valued. (Also describe where they can lead to performanc issues).
- Perform basic investigation of a deadlock situation and learn how transaction isolation levels affect application concurrency.
- Use both traditional T-SQL error handling code and structured exception handling.
- Design and implement DML triggers

20465 Designing a Data Solution with Microsoft SQL Server
- Assess an existing enterprise environment.
- Plan and implement Policy-Based Management.
- Describe the considerations for consolidating workloads with SQL Server 2014.
- Describe considerations for including SQL Server 2014 in a private cloud.
- Use Microsoft Azure storage with SQL Server 2014.
- Implement and configure databases in Microsoft Azure SQL Database.
- Implement and configure databases in Microsoft Azure virtual machines.
- Describe high availability technologies in SQL Server 2014 and implement log shipping.
- Describe Windows Server Failover Clustering and Implement an AlwaysOn Failover Cluster Instance.
- Implement an Always On Availability Group.

PROGRAM PRICE	**$4,990**	**Lecture: 80 hours** **Lab: 160 hours (Optional)**
CERTIFICATION EXAMS	$300	
TOTAL INVESTMENT	$5,290	TOTAL LENGTH: 240 hours (Approximately 12 Weeks)

SIX SIGMA LEAN GREEN BELT

The accelerated Lean Six Sigma Green Belt program and methodology allows students to complete certification requirements faster than traditional Six Sigma and Lean training programs. This three-day course, combined with a Green Belt test and demonstrable application of the tools will lead to Green Belt certification.

Lean Six Sigma Lean Greeen Belt consists of 21 hours of lecture. Maximum student to instructor ratio is 24:1.

Prerequisite Courses	
Must be familiar with Six Sigma concepts, personal computers and the windows operating system and a high school diploma or equivalency is required	
Required Courses	• Lean Six Sigma Green Belt (21 hours)
Program Objectives	• **LEAN SIX SIGMA INTRODUCTION** Introduction to Lean Six Sigma Overview Lean Six Sigma Principles & Terminology Roles and Responsibilities in a Lean Six Sigma Organization Value Stream Maps 5S 7 Wastes Project Selection • **DEFINE PHASE** Voice of Customer Project Charter Process Mapping (high level and detailed mapping) • **MEASURE PHASE** Selecting Measures: Y=(f)x Data Collection Planning Baseline Data Collection Basic Statistics • **ANALYZE PHASE** Process Analysis (Non-Value Add vs. Value Add) Graphical Analysis Determining Root Cause • **IMPROVE PHASE** Lean Solution Concepts: Standard Work, Batch Size Reduction, Work Cells, Kanban, Pull Systems and Kaizen Events Brainstormi(ng) Solutions to Address Root Cause Solution Selection, Pilot and Implementation Improvement Data Capture • **CONTROL PHASE** Monitoring, Revision and Response Plans Mistake Proofing and Visual Management Replication • **GREEN BELT TEST**

PROGRAM PRICE	**$2,100**	**Lecture: 21 hours**
TOTAL INVESTMENT	$2,100	TOTAL LENGTH: 21 hours (Approximately 1 Weeks)

SIX SIGMA LEAN BLACK BELT

The accelerated lean Six Sigma Black Belt program and methodology allows students to complete certification requirements faster than traditional Six Sigma and Lean training programs. Students will learn how to use the DMAIC methodology in order to improve and control the processes within an organization

Six Sigma Lean Black Belt consists of 35 hours of lecture. Maximum student to instructor ratio is 24:1.

Prerequisite Courses	
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	
Required Courses	• Lean Six Sigma Black Belt (35 hours)
Program Objectives	• **LEAN SIX SIGMA OVERVIEW** Review Lean Six Sigma DMAIC Model Black Belt Roles and Responsibilities • **LEAN SIX SIGMA LEADERSHIP** Stakeholder Management Tollgate Reviews Leading Teams Change Management Project Selection Strategies • **MEASURE PHASE** Introduction to SPC XL software Measurement Systems Analysis Sampling Strategies and Calculations Process Capability; DPMO Calculations Rolled Throughput Yield Charts: Histogram, Pareto, Box Plot and Scatter Plot Lean Metrics • **ANALYZE PHASE** Generating Root Cause Hypothesis Validating Hypothesis Scientific Method and P-Values Statistical Testing: T-Tests, ANOVA Statistical Testing: Proportion Tests, Chi-Square Statistical Testing: Correlation and Regression • **IMPROVE PHASE** Lean Solution Concepts Design of Experiments (DOE) Failure Modes and Effects Analysis (FMEA) Capturing Improvement Data • **CONTROL PHASE** Statistical Process Control Control Charts: C Chart, P Chart, X-bar & R Chart Project Communication and Replication • **BLACK BELT TEST**

PROGRAM PRICE	**$3,500**	**Lecture: 35 hours**
TOTAL INVESTMENT	$3,500	TOTAL LENGTH: 35 hours (Approximately 1 Weeks)

SIX SIGMA LEAN BLACK BELT WITH PROJECT MANAGEMENT

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.

Six Sigma Lean Black Belt with Project Management consists of 137 hours of lecture. Maximum student to instructor ratio is 24:1.

Prerequisite Courses

Must be familiar with Six Sigma concepts, personal computers and the windows operating system and a high school diploma or equivalency is required

Required Courses	- Lean Six Sigma Green Belt (21 hours) - Project Management Professional (PMP) (35 hours) - Lean Six Sigma Black Belt (35 hours) - Microsoft Project 1 / Microsoft Project 2 (16 hours)
Program Objectives	- Demonstrable application of the tools will lead to Green Belt certification - Get started with project management fundamentals. - Identify organizational influences and project life cycle. - Work with project management processes - Initiate a project. - Plan a project. - Plan for project time management. - Plan project budget, quality, and communications. - Plan for risk, procurements, and stakeholder management. - Execute a project - Manage project work, scope, schedules, and cost. - Control a project - Close a project. - Demonstrable application of the tools will lead to Black Belt certification - Create and engage in basic management of a project using Microsoft Project Professional. You will: Identify project management concepts and navigate the Project environment. Create and define a new project plan. Create and organize tasks. Manage resources in a project plan. Finalize a project plan

PROGRAM PRICE	$7,500	**Lecture: 107 hours** **Labs: 30 hours (Optional)**
TOTAL INVESTMENT	$7,500	TOTAL LENGTH: 137 hours (Approximately 7 Weeks)

INDIVIDUAL COURSES

INTERCONNECTING NETWORK DEVICES – PART 1 (ICND1)

Interconnecting Cisco Networking Devices Part 1 focuses on providing the skills and knowledge necessary to implement and support a small switched and routed network. For the purpose of this course, a small network is defined as 1 to 20 hosts connected to a single switch, with the switch running a single VLAN (VLAN1). The switch is also connected to a router providing a routed link (Routing Information Protocol [RIP] and default) to a simulated Internet and corporate office. ICND1 works from the bottom up, providing knowledge and skills as they are needed. The course starts with an introduction to networks. It then introduces host-to-host communications using TCP / IP. Next, Layer 2 devices (switches) are introduced into the network. Next, Layer 3 devices (routers) are introduced into the network. The introduction of Layer 3 devices leads to the use of WANs and routing to connect the site to the Internet and corporate sites.	

The ICND1 Program consists of approx. 40 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 24:1.

Prerequisite Courses

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

Required Courses	• Cisco Interconnection Cisco Networking Devices Part 1 (40 hours)	
Certification Exams	• Cisco Interconnection Cisco Networking Devices Part 1	
Program Objectives	• Building a Simple Network • Ethernet Local Area Networks • Wireless Local Area Networks • Local Area Network Connections • Wide Area Networks Connections • Network Environment Management	
PROGRAM PRICE	**$3,295**	**Lecture: 40 hours** **Lab: 80 hours (Optional)**
CERTIFICATION EXAMS	$150	
TOTAL INVESTMENT	$3,445	TOTAL LENGTH: 120 hours

INTERCONNECTING NETWORK DEVICES – PART 2 (ICND2)

Interconnecting Cisco Networking Devices Part 2 focuses on using Cisco Catalyst switches and Cisco routers that are connected in LANs and WANs typically found at medium-sized network sites. Upon completing this training course, you should be able to configure, verify, and troubleshoot the various Cisco networking devices in a small network environment	

The ICND2 Program consists of approx. 40 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 24:1.

Prerequisite Courses

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

Required Courses	• Cisco Interconnection Cisco Networking Devices Part 2 (40 hours)	
Certification Exams	• Cisco Interconnection Cisco Networking Devices Part 2	
Program Objectives	• Small Network Implementation • Medium-Sized Switched Network Construction • Medium-Sized Routed Network Construction • Single-Area OSPF Implementation • EIGRP Implementation • Access Control Lists • Address Space Management • LAN Extension into a WAN	
PROGRAM PRICE	**$3,295**	**Lecture: 40 hours** **Lab: 80 hours (Optional)**
CERTIFICATION EXAMS	$150	
TOTAL INVESTMENT	$3,445	TOTAL LENGTH: 120 hours

Cisco Implementing Cisco IP Routing v2.0 (ROUTE)

ROUTE v2.0 includes major updates and follows an updated blueprint. However, note that this course does not cover all items listed on the blueprint. Some older topics have been removed or simplified, while several new IPv6 routing topics have been added.	
The Cisco Implementing Cisco IP Routing v2.0 (ROUTE) Program consists of approx. 40 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 24:1.	

Prerequisite Courses	
The knowledge and skills that a learner must have before attending this Curriculum are as follows: Describing network fundamentals Establishing Internet and WAN connectivity (IPv4 and IPv6), Managing network device security,Operating a medium-sized LAN with multiple switches, supporting VLANs, trunking, and spanning tree,Troubleshooting IP connectivity (IPv4 and IPv6),Configuring and troubleshooting EIGRP and OSPF (IPv4 and IPv6),Configuring devices for SNMP, Syslog, and NetFlow access,Managing Cisco device configurations, Cisco IOS images, and licenses	

Required Courses	• Cisco Implementing Cisco IP Routing v2.0 (ROUTE) (40 hours)
Certification Exams	• 300-101 exam
Program Objectives	• Describe routing protocols, different remote connectivity options and their impact on routing and implement RIPng • Configure EIGRP in IPv4 and IPv6 environment • Configure OSPF in IPv4 and IPv6 environment • Implement route redistribution using filtering mechanisms • Implement path control using policy based routing and IP SLA • Implement enterprise Internet connectivity • Secure Cisco routers according to best practices and configure authentication for routing protocols

PROGRAM PRICE	**$3,495**	**Lecture: 40 hours** **Lab: 80 hours (Optional)**
CERTIFICATION EXAMS	$300	
TOTAL INVESTMENT	$3,795	TOTAL LENGTH: 120 hours

Cisco Implementing Cisco Switched Networks v2.0 (SWITCH)

This course provides students with the knowledge and skills to configure and manage Windows Media Services.	
The Cisco Implementing Cisco Switched Networks v2.0 (SWITCH) Program consists of approx. 40 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 24:1.	

Prerequisite Courses	
Internet Information Services (IIS) 6.0 experience The knowledge and skills that a learner must have before attending this Curriculum are as follows:, Describing network fundamentals, Establishing Internet and WAN connectivity (IPv4 and IPv6), Managing network device security, Operating a medium-sized LAN with multiple switches, supporting VLANs, trunking, and spanning tree, Troubleshooting IP connectivity (IPv4 and IPv6), Configuring and troubleshooting EIGRP and OSPF (IPv4 and IPv6), Configuring devices for SNMP, Syslog, and NetFlow access, Managing Cisco device configurations, Cisco IOS images, and licenses	

Required Courses	• Cisco Implementing Cisco Switched Networks v2.0 (SWITCH) (40 hours)
Certification Exams	300-115 exam
Program Objectives	• Configure Live Streaming solutions. • Configure On-Demand Streaming solutions. • Configure service roles. • Configure logging and plug-ins. • Configure Advanced Streaming solutions 7.0. • Configure WMS availability solutions.

PROGRAM PRICE	**$3,495**	**Lecture: 40 hours** **Lab: 80 hours (Optional)**
CERTIFICATION EXAMS	$300	
TOTAL INVESTMENT	$3,795	TOTAL LENGTH: 120 hours

Cisco Implementing Cisco Switched Networks v2.0 (TShoot)

The goal of the course is to build upon the knowledge and skills from CCNA Routing and Switching and help you expand competencies to plan, implement, and monitor a scalable routing network..	
The Cisco Implementing Cisco Switched Networks v2.0 (TShoot) Program consists of approx. 40 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 24:1.	

Prerequisite Courses

Prior to attending this course students should have the knowledge of and experience with the implementation and verification of enterprise routing and switching technologies as offered by the Implementing Cisco Switched Networks (SWITCH) v2.0 and Implementing Cisco IP Routing (ROUTE) v2.0 courses or equivalent skills and knowledge. This includes knowledge and experience of the following technologies:, Layer 2 switching o VLANs, VLAN access control lists, port security o Switch security issues, Link aggregation protocols, Spanning Tree Protocol (STP), Inter-VLAN routing solutions, First Hop Redundancy Protocols (FHRPs) - HSRP, VRRP, and GLBP, Branch office operations, Enhanced Interior Gateway Routing Protocol (EIGRP), Open Shortest Path First (OSPF), Layer 3 path control, Redistribution, Internal and External Border Gateway Protocol (BGP), IPv6 Networking

Required Courses	• Cisco Implementing Cisco Switched Networks v2.0 (SWITCH) (40 hours)
Certification Exams	300-135 exam
Program Objectives	• Describe the troubleshooting tools and methodologies that are used to identify and resolve issues in complex enterprise networks • Isolate and fix the network issues that your company, SECHNIK Networking Ltd., is facing • Isolate and fix the network issues that your customer, TINC Garbage Disposal Ltd., is facing • Isolate and fix the network issues that your customer, PILE Forensic Accounting Ltd., is facing • Isolate and fix the network issues that your customer, Bank of POLONA Ltd., is facing • Isolate and fix the network issues that your customer, RADULKO Transport Ltd., is facing

PROGRAM PRICE	**$3,495**	**Lecture: 40 hours** **Lab: 80 hours (Optional)**
CERTIFICATION EXAMS	$300	
TOTAL INVESTMENT	$3,795	TOTAL LENGTH: 120 hours

MICROSOFT 10231: DESIGNING A MICROSOFT SHAREPOINT 2010 INFRASTRUCTURE

This course teaches IT Professionals to design and deploy Microsoft SharePoint 2010.	
The Microsoft 10231 consists of approx. 40 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 24:1.	

Prerequisite Courses

The prerequisite course of this program is CompTIA A+ Certification, CompTIA Network+ Certification and Microsoft 10174. Students are expected to have an understanding of basic office professional skills prior to beginning this program and may be required to attend basic office software courses and business skills courses as co-requisite courses to develop their professional skills.

Required Courses	• Microsoft 10231: Designing a Microsoft SharePoint 2010 Infrastructure (40 hours)
Certification Exams	• Microsoft 70-668
Program Objectives	• Designing a Logical Architecture • Planning a Service Application Architecture and Planning for Performance and Capacity • Designing a Physical Architecture and Designing a Security Plan • Planning Authentication and Planning Managed Metadata • Planning Social Computing • Designing an Enterprise Search Strategy • Planning Enterprise Content Management • Planning a SharePoint 2010 Implementation of a Business Intelligence Strategy • Developing a Plan for Governance • Designing a Maintenance and Monitoring Plan • Planning Business Continuity and Planning for Upgrade to SharePoint 2010 • Planning for SharePoint Online

PROGRAM PRICE	**$2,495**	**Lecture: 40 hours** **Lab: 80 hours (Optional)**
CERTIFICATION EXAM	$150	
TOTAL INVESTMENT	$2,645	TOTAL LENGTH: 120 hours

MICROSOFT 10263: DEVELOPING WINDOWS COMMUNICATION FOUNDATION SOLUTIONS WITH MICROSOFT VISUAL STUDIO

This course provides students with provides participants with the knowledge and skills to develop distributed applications using WCF 4 and Microsoft Visual Studio. Course 10263 is designed for experienced .NET developers who are interested in becoming Technology Specialists in the area of WCF application development.

The Microsoft 10263 consists of approx. 40 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 24:1.

Prerequisite Courses

The prerequisite course of this program is Microsoft HTML5 with programming experience using Visual Basic .NET or Visual C# .NET. Students are expected to have an understanding of basic office professional skills prior to beginning this program and may be required to attend basic office software courses and business skills courses as co-requisite courses to develop their professional skills.

Required Courses	• Microsoft 10263: Developing Windows Comm Foundation Solutions with Microsoft Visual Studio (24 hours)
Certification Exams	• Microsoft 70-513
Program Objectives	• Implement Service-Oriented Architecture tenets in WCF services • Host WCF services in a variety of Windows hosts • Define and implement WCF service contracts, data contracts, and message contracts • Use multiple endpoints with various messaging patterns • Test, troubleshoot, monitor, and diagnose WCF services • Ensure service reliability using transactions and message queues • Secure WCF services using message and transport security • Extend WCF using behaviors, dispatchers, inspectors, and formatters

		Lecture: 24 hours Lab: 48 hours (Optional)
PROGRAM PRICE	**$1,497**	
CERTIFICATION EXAM	$150	
TOTAL INVESTMENT	$1,647	TOTAL LENGTH: 72 hours

MICROSOFT 10264: DEVELOPING WEB APPLICATIONS AND MICROSOFT VISUAL STUDIO

This course provides in-depth training on configuring and troubleshooting Active Directory Identity and Access (IDA) solutions with Windows Server 2008 and Windows Server 2008 R2.

The Microsoft 6426 consists of approx. 40 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 24:1.

Prerequisite Courses

The prerequisite course of this program is CompTIA A+ Certification, CompTIA Network+ Certification and Microsoft 10267. Students are expected to have an understanding of basic office professional skills prior to beginning this program and may be required to attend basic office software courses and business skills courses as co-requisite courses to develop their professional skills.

Required Courses	• Microsoft 10264 Developing Web Applications with Microsoft Visual Studio (40 hours)
Certification Exams	• Microsoft 70-515 (MS 10267 is required for this exam)
Program Objectives	• Explore ASP.NET Web applications in Microsoft Visual Studio 2010. • Create Web applications by using Microsoft Visual Studio 2010 and Microsoft .NET–based languages. • Create a Microsoft ASP.NET Web Form. • Add functionality to a Microsoft ASP.NET Web Form. • Implement master pages and user controls and Validate user input. • Debug Microsoft ASP.NET Web applications. • Manage data in an ASP.NET 3.5 Web application and Manage data access tasks by using LINQ. • Manage data by using ASP.NET Dynamic Data. • Create a Microsoft ASP.NET AJAX application. • Consume and Windows Communication Foundation (WCF) services. • Manage state in Web applications. • Configure and deploy a Microsoft ASP.NET Web application. • Secure a Microsoft ASP.NET Web application. • Implement new technologies supported by Visual Studio 2010 for Web development.

		Lecture: 40 hours Lab: 80 hours (Optional)
PROGRAM PRICE	**$2,495**	
CERTIFICATION EXAM	$150	
TOTAL INVESTMENT	$2,645	TOTAL LENGTH: 120 hours

MICROSOFT 10267: INTRODUCTION TO WEB DEVELOPMENT WITH MICROSOFT VISUAL STUDIO

This course provides in-depth training on configuring and troubleshooting Active Directory Identity and Access (IDA) solutions with Windows Server 2008 and Windows Server 2008 R2.	
The Microsoft 10267 consists of approx. 40 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 24:1.	

Prerequisite Courses

The prerequisite course of this program is CompTIA A+ Certification, CompTIA Network+ Certification and Microsoft 6425. Students are expected to have an understanding of basic office professional skills prior to beginning this program and may be required to attend basic office software courses and business skills courses as co-requisite courses to develop their professional skills.

Required Courses	• Microsoft 10267: Introduction to Web Development with Microsoft Visual Studio (40 hours)
Certification Exams	• Microsoft 70-640 (MS 6425 is required for this exam)
Program Objectives	• Overview of Web Application Design • Designing a Web Application • Developing MVC Models and Developing MVC Controllers • Developing MVC Views • Designing for Discoverability • Writing Server-Side Code for Web Forms • Optimizing Data Management for Web Forms • Ensuring Quality by Debugging, Unit Testing, and Refactoring
PROGRAM PRICE	**$2,495**	**Lecture: 40 hours** **Lab: 80 hours (Optional)**
CERTIFICATION EXAM	$150	
TOTAL INVESTMENT	$2,645	TOTAL LENGTH: 120 hours

MICROSOFT 10750: MONITORING AND OPERATING A PRIVATE CLOUD SYSTEM CENTER

This course describes how to monitor and operate a private cloud with Microsoft System Center 2012. This course focuses on how to manage and administer the private cloud, and it describes how you can monitor key infrastructure elements and applications that run within the private cloud	
The Microsoft 10750 consists of approx. 40 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 24:1.	

Prerequisite Courses

The prerequisite course of this program is CompTIA A+ Certification, CompTIA Network+ Certification and Microsoft 6425. Students are expected to have an understanding of basic office professional skills prior to beginning this program and may be required to attend basic office software courses and business skills courses as co-requisite courses to develop their professional skills.

Required Courses	• Microsoft 10750: Monitoring and Operating a Private Cloud with System Center (40 hours)
Certification Exams	• Microsoft 70-246
Program Objectives	• Introduction to the Private Cloud • Configuring and Optimizing Business Unit Clouds • Deploying Cloud Services • Monitoring Private Cloud Services • Configuring Application Performance Monitoring • Operating and Extending Service Management in the Private Cloud • Automatic Incident Creation, Remediation, and Change Requests • Problem Management in the Private Cloud and Automating Self-Service Provisioning • Private Cloud Protection and Recovery • Configuring Compliance in the Private Cloud and Configuring SLAs, Dashboards, and Widgets
PROGRAM PRICE	**$2,495**	**Lecture: 40 hours** **Lab: 80 hours (Optional)**
CERTIFICATION EXAM	$150	
TOTAL INVESTMENT	$2,645	TOTAL LENGTH: 120 hours

MICROSOFT 10751: CONFIGURING AND DEPLOYING A PRIVATE CLOUD WITH SYSTEM CENTER

This course describes private cloud configuration and deployment with Microsoft System Center 2012	
The Microsoft 10751 consists of approx. 40 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 24:1.	

Prerequisite Courses

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

Required Courses	• Microsoft 10751: Monitoring and Operating a Private Cloud with System Center (40 hours)
Certification Exams	• Microsoft 70-247
Program Objectives	• Planning for the Private Cloud • Configuring and Deploying the Private Cloud with System Center 2012-Virtual Machine Manager • Extending and Maintaining the Private Cloud Infrastructure. Configuring Application Delivery • Creating the Private Cloud Building Blocks Deploying and Accessing a Private Cloud • Monitoring the Private Cloud Infrastructure • Extending and Customizing Monitoring of the Private Cloud Infrastructure • Implementing Service Management for the Private Cloud • Protecting the Private Cloud Infrastructure • Automating and Standardizing the Private Cloud • Configuring the Cloud Services Process Pack

PROGRAM PRICE	$2,495	Lecture: 40 hours Lab: 80 hours (Optional)
CERTIFICATION EXAM	$150	
TOTAL INVESTMENT	$2,645	TOTAL LENGTH: 120 hours

MICROSOFT 10774: QUERYING MICROSOFT SQL SERVER

The course provides students with the technical skills required to write basic Transact-SQL queries for Microsoft SQL Server 2012. This course is the foundation for all SQL Server-related disciplines; namely, Database Administration, Database Development and Business Intelligence	
The Microsoft 10774 consists of approx. 40 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 24:1.	

Prerequisite Courses

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

Required Courses	• Microsoft 10774: Querying Microsoft SQL Server (40 hours)
Certification Exams	• Microsoft 70-461
Program Objectives	• Introduction to Microsoft SQL Server • Getting Started with SQL Azure • Introduction to T-SQL Querying. Writing SELECT Queries. Querying Multiple Tables • Sorting and Filtering Data • Working with SQL Server Data Types • Using Built-In Functions • Grouping and Aggregating Data • Using Subqueries. Using Table Expressions. Using Set Operators • Using Window Ranking, Offset and Aggregate Functions • Pivoting and Grouping Sets • Querying SQL Server Metadata • Executing Stored Procedures • Programming with T-SQL • Implementing Error Handling. Implementing Transactions. Improving Query Performance

PROGRAM PRICE	$2,495	Lecture: 40 hours Lab: 80 hours (Optional)
CERTIFICATION EXAM	$150	
TOTAL INVESTMENT	$2,645	TOTAL LENGTH: 120 hours

MICROSOFT 10775: ADMINISTERING MICROSOFT SQL SERVER DATABASES

This course provides students with the knowledge and skills to maintain a Microsoft SQL Server 2012 database. The course focuses on teaching individuals how to use SQL Server 2012 product features and tools related to maintaining a database

The Microsoft 10775 consists of approx. 40 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 24:1.

Prerequisite Courses

The prerequisite course of this program is CompTIA A+ Certification, CompTIA Network+ Certification, and MS 10774. Students are expected to have an understanding of basic office professional skills prior to beginning this program and may be required to attend basic office software courses and business skills courses as co-requisite courses to develop their professional skills.

Required Courses	• Microsoft 10775: Querying Microsoft SQL Server (40 hours)
Certification Exams	• Microsoft 70-462
Program Objectives	• Introduction to SQL Server and its Toolset • Preparing Systems for SQL Server • Installing and Configuring SQL Server • Working with Databases • Understanding SQL Server Recovery Models • Backup of SQL Server Databases • Restoring SQL Server Databases • Importing and Exporting Data • Authenticating and Authorizing Users • Assigning Server and Database Roles • Authorizing Users to Access Resources • Auditing SQL Server Environments • Automating SQL Server Management • Configuring Security for SQL Server Agent • Monitoring SQL Server with Alerts and Notifications • Performing Ongoing Database Maintenance • Tracing Access to SQL Server • Monitoring SQL Server • Managing Multiple Servers • Troubleshooting Common SQL Server Administrative Issues

PROGRAM PRICE	**$2,495**	**Lecture: 40 hours** **Lab: 80 hours (Optional)**
CERTIFICATION EXAM	$150	
TOTAL INVESTMENT	$2,645	TOTAL LENGTH: 120 hours

MICROSOFT 10776: DEVELOPING MICROSOFT SQL SERVER DATABASES
The course introduces SQL Server 2012 and describes logical table design, indexing and query plans. It also focusses on the creation of database objects including views, stored procedures, along with parameters, and functions. Other common aspects of procedure coding, such as transactions, concurrency, error handling, triggers, and SQL CLR are also covered in this course.
The Microsoft 10776 consists of approx. 40 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 24:1.

Prerequisite Courses
The prerequisite course of this program is CompTIA A+ Certification, CompTIA Network+ Certification, MCSA: SQL Server and MS 10774 and MS 10775. Students are expected to have an understanding of basic office professional skills prior to beginning this program and may be required to attend basic office software courses and business skills courses as co-requisite courses to develop their professional skills.

Required Courses	• Microsoft 10776: Developing Microsoft SQL Server (40 hours)
Certification Exams	• Microsoft 70-464
Program Objectives	• Introduction to SQL Server and its Toolset • Preparing Systems for SQL Server • Installing and Configuring SQL Server • Working with Databases • Understanding SQL Server Recovery Models • Backup of SQL Server Databases • Restoring SQL Server Databases • Importing and Exporting Data • Authenticating and Authorizing Users • Assigning Server and Database Roles • Authorizing Users to Access Resources • Auditing SQL Server Environments • Automating SQL Server Management • Configuring Security for SQL Server Agent • Monitoring SQL Server with Alerts and Notifications • Performing Ongoing Database Maintenance • Tracing Access to SQL Server • Monitoring SQL Server • Managing Multiple Servers • Troubleshooting Common SQL Server Administrative Issues

PROGRAM PRICE	**$2,495**	**Lecture: 40 hours** **Lab: 80 hours (Optional)**
CERTIFICATION EXAM	$150	
TOTAL INVESTMENT	$2,645	TOTAL LENGTH: 120 hours

MICROSOFT 10777: IMPLEMENTING A DATA WAREHOUSE WITH MICROSOFT SQL SERVER

The course focuses on teaching individuals how to create a data warehouse with SQL Server 2012, implement ETL with SQL Server Integration Services, and validate and cleanse data with SQL Server Data Quality Services and SQL Server Master Data Services.

The Microsoft 10777 consists of approx. 40 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 24:1.

Prerequisite Courses

The prerequisite course of this program is CompTIA A+ Certification, CompTIA Network+ Certification, MCSA: SQL Server and MS 10774 and MS 10775. Students are expected to have an understanding of basic office professional skills prior to beginning this program and may be required to attend basic office software courses and business skills courses as co-requisite courses to develop their professional skills.

Required Courses	• Microsoft 10777: Implementing a Data Warehouse with Microsoft SQL Server (40 hours)
Certification Exams	• Microsoft 70-463
Program Objectives	• Introduction to Data Warehousing • Data Warehouse Hardware • Designing and Implementing a Data Warehouse • Creating an ETL Solution with SSIS • Implementing Control Flow in an SSIS Package • Debugging and Troubleshooting SSIS Packages • Implementing an Incremental ETL Process • Incorporating Data from the Cloud into a Data Warehouse • Enforcing Data Quality • Using Master Data Services • Extending SQL Server Integration services • Deploying and Configuring SSIS Packages

PROGRAM PRICE	**$2,495**	**Lecture: 40 hours** **Lab: 80 hours (Optional)**
CERTIFICATION EXAM	$150	
TOTAL INVESTMENT	$2,645	TOTAL LENGTH: 120 hours

MICROSOFT 10778: IMPLEMENTING DATA MODELS AND REPORTS WITH MICROSOFT SQL SERVER

This course teaches students how to empower information workers through self-service analytics and reporting. Students will learn how to implement multidimensional analysis solutions, create PowerPivot and tabular data models, deliver rich data visualizations with PowerView and SQL Server Reporting Services, and discover business insights by using data mining.

The Microsoft 10778 consists of approx. 40 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 24:1.

Prerequisite Courses

The prerequisite course of this program is CompTIA A+ Certification, CompTIA Network+ Certification and MCSA: SQL Server. Students are expected to have an understanding of basic office professional skills prior to beginning this program and may be required to attend basic office software courses and business skills courses as co-requisite courses to develop their professional skills.

Required Courses	• Microsoft 10778: Implementing Data Models and Reports with Microsoft SQL Server (40 hours)
Certification Exams	• Microsoft 70-466
Program Objectives	• Introduction to Business Intelligence and Data Modeling • Implementing Reports with SQL Server Reporting Services • Supporting Self Service Reporting • Managing Report Execution and Delivery • Creating Multidimensional Databases • Working with Dimensions • Working with Measures and Measure Groups • Introduction to MDX • Customizing Cube Functionality • Implementing a Tabular Data Model with Microsoft PowerPivot • Introduction to DAX • Implementing an Analysis Services Tabular Data Model • Creating Data Visualizations with Power View

PROGRAM PRICE	**$2,495**	**Lecture: 40 hours** **Lab: 80 hours (Optional)**
CERTIFICATION EXAM	$150	
TOTAL INVESTMENT	$2,645	TOTAL LENGTH: 120 hours

MICROSOFT 20331: CORE SOLUTIONS OF MICROSOFT SHAREPOINT SERVER

This course will provide you with the knowledge and skills to configure and manage a Microsoft SharePoint Server 2013 environment. This course will teach you how to configure SharePoint Server 2013, as well as provide guidelines, best practices, and considerations that will help you optimize your SharePoint server deployment.

The Microsoft 20331 consists of approx. 40 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 24:1.

Prerequisite Courses

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

Required Courses	• Microsoft 20331: Core Solutions of Microsoft SharePoint Server (40 hours)	
Certification Exams	• Microsoft 70-331	
Program Objectives	• Introducing SharePoint Server • Designing an Information Architecture • Designing a Logical Architecture • Designing a Physical Architecture • Installing and Configuring SharePoint Server • Creating Web Applications and site Collections • Planning and Configuring Service Applications • Managing Users and Permissions • Configuring Authentication for SharePoint • Securing a SharePoint 2013 Deployment • Managing Taxonomy • Configuring User Profiles • Configuring Enterprise Search • Monitoring and Maintaining a SharePoint 2013 Environment	
PROGRAM PRICE	**$2,495**	**Lecture: 40 hours** **Lab: 80 hours (Optional)**
CERTIFICATION EXAM	$150	
TOTAL INVESTMENT	$2,645	TOTAL LENGTH: 120 hours

MICROSOFT 20332: ADVANCED SOLUTIONS OF MICROSOFT SHAREPOINT SERVER

This course examines how to plan, configure, and manage a Microsoft SharePoint Server 2013 environment. Special areas of focus include implementing high availability, disaster recovery, service application architecture, Business Connectivity Services, social computing features, productivity and collaboration platforms and features, business intelligence solutions, enterprise content management, web content management infrastructure, solutions, and apps. The course also examines how to optimize the Search experience, how to develop and implement a governance plan. and how to perform an upgrade or migration to SharePoint Server 2013.

The Microsoft 20332 consists of approx. 40 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 24:1.

Prerequisite Courses

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

Required Courses	• Microsoft 20332: Advanced Solutions of Microsoft SharePoint Server (40 hours)
Certification Exams	• Microsoft 70-332
Program Objectives	• Understanding Architecture in SharePoint Server 2013 • Designing for Business Continuity Management • Test the Backup and Restore Process • Configuring and Managing Business Connectivity Services • Connecting People • Enabling Productivity and Collaboration • Planning and Configuring Business intelligence • Planning and Configuring Enterprise Search • Planning and Configuring Enterprise Content Management • Planning and Configuring Web Content Management • Managing Solutions in SharePoint Server 2013 • Managing Apps for SharePoint Server 2013 • Developing a Governance Plan • Upgrading and Migrating a SharePoint Server 2013

		Lecture: 40 hours Lab: 80 hours (Optional)
PROGRAM PRICE	**$2,495**	
CERTIFICATION EXAM	$150	
TOTAL INVESTMENT	$2,645	TOTAL LENGTH: 120 hours

MICROSOFT 20336: CORE SOLUTIONS OF MICROSOFT LYNC SERVER

This course teaches IT professionals how to plan, design, deploy, configure, and administer a Microsoft Lync Server 2013 solution. The course emphasizes Lync Server 2013 Enterprise Unified Communications features with particular emphasis on coexisting with and migrating from legacy communication services.

The Microsoft 20336 consists of approx. 40 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 24:1.

Prerequisite Courses

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

Required Courses	• Microsoft 20336: Core Solutions of Microsoft Lync Server (40 hours)	
Certification Exams	• Microsoft 70-336	
Program Objectives	• Architecture and Design Approach for Microsoft Lync Server 2013 • Designing a Lync Server 2013 Topology • Configuring Users and Rights in Microsoft Lync Server 2013 • Client and Device Deployment and Management • Conferencing in Lync Server 2013 • Designing and Deploying External Access • Deploying Microsoft Lync Server 2013 Persistent Chat • Monitoring and Archiving • Administration and Maintenance of Lync Server 2013 • High Availability in Lync Server 2013 • Disaster Recovery in Lync Server 2013 • Planning a Migration to Lync Server 2013	
PROGRAM PRICE	**$2,495**	**Lecture: 40 hours** **Lab: 80 hours (Optional)**
CERTIFICATION EXAM	$150	
TOTAL INVESTMENT	$2,645	TOTAL LENGTH: 120 hours

MICROSOFT 20337: ENTERPRISE VOICE AND ONLINE SERVICES WITH MICROSOFT LYNC SERVER

This course teaches how to design and configure Enterprise Voice and Online Services in Microsoft Lync Server. This course will teach you how to configure Lync Server, as well as provide guidelines, best practices, and considerations that will help you optimize your Lync server deployment. In addition, it will provide the skills needed to deliver a Lync based enterprise voice solution.

The Microsoft 20337 consists of approx. 40 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 24:1.

Prerequisite Courses

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

Required Courses	• Microsoft 20337: Enterprise Voice and Online Services with Microsoft Lync Server (40 hours)	
Certification Exams	• Microsoft 70-337	
Program Objectives	• Voice Architecture • Configuring Basic Enterprise Voice Functionality • Designing Exchange Server 2013 Unified Messaging with Lync Server 2013 • Voice Applications • Configuring and Deploying Emergency Calling • PSTN Integration • Lync Server 2013 and Networking • Phones and Devices • Online Configuration and Migration • Hybrid Voice and Unified Messaging • Monitoring and Voice Resiliency	
PROGRAM PRICE	**$2,495**	**Lecture: 40 hours** **Lab: 80 hours (Optional)**
CERTIFICATION EXAM	$150	
TOTAL INVESTMENT	$2,645	TOTAL LENGTH: 120 hours

MICROSOFT 20341: CORE SOLUTIONS OF MICROSOFT EXCHANGE SERVER

In this course, students will learn to configure and manage a Microsoft Exchange Server 2013 messaging environment. This course will teach students guidelines, best practices, and considerations that will help them optimize their Exchange server deployment. This course and will provide you with the knowledge and skills to plan, install, and manage the mailbox role, client access, transport, and Exchange infrastructure.

The Microsoft 20341 consists of approx. 40 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 24:1.

Prerequisite Courses

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

Required Courses	• Microsoft 20341: Core Solutions of Microsoft Exchange Server (40 hours)
Certification Exams	• Microsoft 70-341
Program Objectives	• Deploying and Managing Exchange Server 2013 • Planning and Configuring Mailbox Servers • Managing Recipient Objects • Planning and Deploying Client Access Servers • Planning and Configuring Messaging Client Connectivity. Planning and Configuring Message Transport • Planning and Implementing High Availability. Planning and Implementing Disaster Recovery • Planning and Configuring Message Security Options • Planning and Configuring Administrative Security and Auditing • Monitoring and Troubleshooting Exchange Server 2013

PROGRAM PRICE	**$2,495**	**Lecture: 40 hours** **Lab: 80 hours (Optional)**
CERTIFICATION EXAM	$150	
TOTAL INVESTMENT	$2,645	TOTAL LENGTH: 120 hours

MICROSOFT 20342: ADVANCED SOLUTIONS OF MICROSOFT EXCHANGE SERVER

In this course, students will learn to configure and manage a Microsoft Exchange Server 2013 messaging environment. This course will teach you how to configure Exchange Server 2013, and it will provide guidelines, best practices, and considerations that will help you optimize your Exchange Server deployment.

The Microsoft 20341 consists of approx. 40 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 24:1.

Prerequisite Courses

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

Required Courses	• Microsoft 20342: Advanced Solutions of Microsoft Exchange Server (40 hours)
Certification Exams	•Microsoft 70-342
Program Objectives	• Designing and Implementing Site Resilience • Planning Virtualization for Microsoft Exchange Server 2013 • Overview of Exchange Server 2013 Unified Messaging • Designing and Implementing Exchange Server 2013 Unified Messaging • Designing and Implementing Message Transport Security • Designing and Implementing Message Retention • Designing and Implementing Messaging Compliance • Designing and Implementing Messaging Compliance • Designing and Implementing Administrative Security and Auditing • Managing Exchange Server 2013 with Exchange Management Shell • Designing and Implementing Integration with Microsoft Exchange Online • Designing and Implementing Messaging Coexistence • Designing and Implementing Exchange Server Upgrades

PROGRAM PRICE	**$2,495**	**Lecture: 40 hours** **Lab: 80 hours (Optional)**
CERTIFICATION EXAM	$150	
TOTAL INVESTMENT	$2,645	TOTAL LENGTH: 120 hours

MICROSOFT 20410: INSTALL AND CONFIGURE WINDOWS SERVER

The course is part one of a series of three courses that provide the skills and knowledge necessary to implement a core Windows Server 2012 infrastructure in an existing enterprise environment. The three courses collectively cover implementing, managing, maintaining, and provisioning services and infrastructure in a Windows Server 2012 environment. While there is some cross-over in skillset and tasks across the courses, this course primarily covers the initial implementation and configuration of those core services, such as Active Directory Domain Services (AD DS), networking services, and Hyper-V configuration

The Microsoft 20410 consists of approx. 40 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 24:1.

Prerequisite Courses

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

Required Courses	• Microsoft 20410: Install and Configure Windows Server (40 hours)	
Certification Exams	•Microsoft 70-410	
Program Objectives	• Install and Configure Windows Server • Describe AD DS infrastructure, and install and configure domain controllers. • Manage AD DS objects. • Automate AD DS administration. • Describe Internet Protocol Version 4 (IPv4) addressing. • Describe installing and configuring Dynamic Host Configuration Protocol (DHCP), in addition to managing a DHCP database. • Describe name resolution for Windows operating system clients and Windows Server servers. • Describe implementing IPv6 addressing. • Describe implementing storage configuration options for Windows Server • Enable and configure file and print services in Windows Server. • Describe implementing Group Policy.	
PROGRAM PRICE	**$2,495**	**Lecture: 40 hours** **Lab: 80 hours (Optional)**
CERTIFICATION EXAM	$150	
TOTAL INVESTMENT	$2,645	TOTAL LENGTH: 120 hours

MICROSOFT 20411: ADMINISTERING WINDOWS SERVER

The course is part two of a series of three courses, which provide the skills and knowledge necessary to implement a core Windows Server 2012 infrastructure in an existing enterprise environment. The three courses in total will collectively cover implementing, managing, maintaining and provisioning services and infrastructure in a Windows Server 2012 environment. While there is some cross-over in skillset and tasks across the courses, this course will primarily cover the administration tasks necessary to maintain a Windows Server 2012 infrastructure, such as user and group management, network access and data security.

The Microsoft 20411 consists of approx. 40 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 24:1.

Prerequisite Courses

The prerequisite course of this program is CompTIA A+ Certification, CompTIA Network+ Certification and MS 20410. Students are expected to have an understanding of basic office professional skills prior to beginning this program and may be required to attend basic office software courses and business skills courses as co-requisite courses to develop their professional skills.

Required Courses	• Microsoft 20411: Administering Windows Server (40 hours)	
Certification Exams	• Microsoft 70-411	
Program Objectives	• Implement a Group Policy infrastructure. • Manage user desktops with Group Policy. • Manage user and service accounts. • Maintain Active Directory Domain Services (AD DS). • Configure and troubleshoot Domain Name System (DNS). • Configure and troubleshoot Remote Access. • Install, configure, and troubleshoot the Network Policy Server (NPS) role. • Implement Network Access Protection (NAP). • Optimize file services. • Configure encryption and advanced auditing. • Deploy and maintain server images.	
PROGRAM PRICE	**$2,495**	**Lecture: 40 hours** **Lab: 80 hours (Optional)**
CERTIFICATION EXAM	$150	
TOTAL INVESTMENT	$2,645	TOTAL LENGTH: 120 hours

MICROSOFT 20412: CONFIGURING ADVANCED WINDOWS SERVER SERVICES

This course builds on the knowledge learned in 20410A and 20411A, and it primarily covers advanced configuration and service tasks for deploying, managing, and maintaining a Windows Server 2012 infrastructure. This includes identity management, network load balancing, business continuity, disaster recovery, fault tolerance, and rights management.

The Microsoft 20412 consists of approx. 40 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 24:1.

Prerequisite Courses

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

Required Courses	• Microsoft 20412: Configuring Advanced Windows Server Services (40 hours)	
Certification Exams	• Microsoft 70-412	
Program Objectives	• Implementing Advanced Network Services and Advanced File Services • Implementing Dynamic Access Control • Implementing Distributed Active Directory Domain Services Deployments • Implementing Active Directory Domain Services Sites and Replication ;Active Directory Certificate Services • Implementing Active Directory Rights Management Services and Active Directory Federation Services • Implementing Network Load Balancing • Implementing Failover Clustering and Failover Clustering with Hyper-V • Implementing Disaster Recovery	
PROGRAM PRICE	**$2,495**	**Lecture: 40 hours Lab: 80 hours (Optional)**
CERTIFICATION EXAM	$150	
TOTAL INVESTMENT	$2,645	TOTAL LENGTH: 120 hours

MICROSOFT 20413: DESIGNING AND IMPLEMENTING A SERVER INFRASTRACTURE

The course provides you with the skills and knowledge needed to plan, design, and deploy a physical and logical Windows Server 2012 Active Directory Domain Services (AD DS) infrastructure. The course also provides the skills to perform name resolution, application integration, and optimization of automate remediation and maintenance of network services.

The Microsoft 20413 consists of approx. 40 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 24:1.

Prerequisite Courses

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

Required Courses	• Microsoft 20413: Designing and Implementing a Server Infrastructure (40 hours)	
Certification Exams	• Microsoft 70-413	
Program Objectives	• Planning Server Upgrade and Migration • Planning and Implementing a Server Deployment Infrastructure • Designing and Maintaining an IP Configuration and Address Management Solution • Designing and Implementing Name Resolution • Designing and Implementing an Active Directory Domain Services Forest and Domain Infrastructure • Designing and Implementing an OU Infrastructure and AD DS Permissions Model • Designing and Implementing a Group Policy Object Strategy • Designing and Implementing an AD DS Physical Topology • Planning and Implementing Storage and Planning and Implementing File Services • Designing and Implementing Network Access Services and Network Protection	
PROGRAM PRICE	**$2,495**	**Lecture: 40 hours Lab: 80 hours (Optional)**
CERTIFICATION EXAM	$150	
TOTAL INVESTMENT	$2,645	TOTAL LENGTH: 120 hours

MICROSOFT 20414: IMPLEMENTING AN ADVANCED SERVER INFRASTRACTURE

In this course, students will learn how to plan and implement some of the more advanced features available in Windows Server 2012

The Microsoft 20414 consists of approx. 40 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 24:1.

Prerequisite Courses

The prerequisite course of this program is CompTIA A+ Certification, CompTIA Network+ Certification, MCSA: Windows Server and MS 20413. Students are expected to have an understanding of basic office professional skills prior to beginning this program and may be required to attend basic office software courses and business skills courses as co-requisite courses to develop their professional skills.

Required Courses	• Microsoft 20414: Implementing An Advanced Server Infrastructure (40 hours)	
Certification Exams	• Microsoft 70-414	
Program Objectives	• Plan and implement server virtualization strategy. • Plan and implement networks and storage for virtualization. • Plan and deploy virtual machines. • Manage a virtual machine deployment. • Plan and implement a server monitoring strategy. • Plan and implement high availability for file services and applications. • Plan and implement a highly available infrastructure using failover clustering. • Plan and implement a server updates infrastructure. • Plan and implement a business continuity strategy. • Plan and implement a public key infrastructure (PKI). • Plan and implement an identity federation infrastructure. • Plan and Implement an information rights management infrastructure	
PROGRAM PRICE	**$2,495**	**Lecture: 40 hours Lab: 80 hours (Optional)**
CERTIFICATION EXAM	$150	
TOTAL INVESTMENT	$2,645	TOTAL LENGTH: 120 hours

MICROSOFT 20415: IMPLEMENTING A DESKTOP INFRASTRACTURE

The course provides you with the skills and knowledge needed to plan, design, and implement a Windows 8 desktop infrastructure. The course provides guidance on planning and deploying desktops by using several technologies such as User State Migration Tool (USMT), Microsoft Deployment Toolkit (MDT), Virtual Desktop Infrastructure (VDI), and more. Additionally, the course describes how to protect desktops and monitor their health and performance.

The Microsoft 20415 consists of approx. 40 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 24:1.

Prerequisite Courses

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

Required Courses	• Microsoft 20415: Implementing a Desktop Infrastructure (40 hours)
Certification Exams	• Microsoft 70-415
Program Objectives	• Assessing and Determining Desktop Deployment Options • Planning an Image a Management Strategy • Implementing Desktop Security • Capturing and Managing a Desktop Operating System Imaging • Planning and Implementing User State Migration • Planning and Deploying Desktops Using the Microsoft Deployment Toolkit • Planning and Deploying Desktops by Using System Center 2012 Configuration Manager • Planning and Implementing a Remote Desktop Services Infrastructure • Managing User State Virtualization for Enterprise Desktops • Planning and Implementing an Updates Infrastructure to Support Enterprise Desktops • Protecting Enterprise Desktops from Malware and Data Loss • Monitoring the Performance and Health of the Desktop Infrastructure

		Lecture: 40 hours
PROGRAM PRICE	**$2,495**	**Lab: 80 hours (Optional)**
CERTIFICATION EXAM	$150	
TOTAL INVESTMENT	$2,645	TOTAL LENGTH: 120 hours

MICROSOFT 20416: IMPLEMENTING DESKTOP APPLICATION ENVIRONMENTS

In this course, students provides students with the skills and knowledge to be able to design, deploy and manage a physical as well as a virtual Windows Server 2012 application management infrastructure. Students will also learn to design, deploy and manage Windows 8 Enterprise applications in a physical and virtual environment as well as in the cloud. Students should have experience with course 20415: Implementing a Desktop Infrastructure, and have their Windows 2012 Server certification (MCSA) or equivalent skills. This course also maps to and supports exam 70-416: Implementing Desktop Application Environments

The Microsoft 20416 consists of approx. 40 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 24:1.

Prerequisite Courses

The prerequisite course of this program is CompTIA A+ Certification, CompTIA Network+ Certification, MCSA: Windows Server and MS 20415. Students are expected to have an understanding of basic office professional skills prior to beginning this program and may be required to attend basic office software courses and business skills courses as co-requisite courses to develop their professional skills.

Required Courses	• Microsoft 20416: Implementing Desktop Application Environments (40 hours)
Certification Exams	• Microsoft 70-416
Program Objectives	• Designing an Application Distribution Strategy • Diagnosing and Remediating Application Compatibility • Deploying Applications by Using Group Policy and Window Intune • Deploying Applications by Using System Center Configuration Manager • Configuring Self-Service Application Deployment • Designing and Implementing Presentation Virtualization Infrastructure • Preparing, Configuring and Deploying Presentation Virtualization Applications • Designing and Deploying an Applications Virtualization Environment • Preparing, Sequencing, and Deploying Virtual Applications • Planning and Implementing Application Updates and Security • Planning and Implementing Application Upgrade and Supersedence • Monitoring Application Deployment, Utilization, and Performance.

		Lecture: 40 hours
PROGRAM PRICE	**$2,495**	**Lab: 80 hours (Optional)**
CERTIFICATION EXAM	$150	
TOTAL INVESTMENT	$2,645	TOTAL LENGTH: 120 hours

MICROSOFT 20417: UPGRADING YOUR SKILLS TO MCSA: WINDOWS SERVER 2012

This course explains new features and functionality in Windows Server 2012 around management, networking infrastructure, storage, access control, Hyper-V, high availability, and identity federation. Specific technologies covered will include Dynamic Access Control (DAC), Failover Clustering, Microsoft Online Backup and changes with Active Directory, and Hyper-V and Active Directory Federation Services (ADFS).

The Microsoft 20417 consists of approx. 40 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 24:1.

Prerequisite Courses

The prerequisite course of this program is CompTIA A+ Certification, CompTIA Network+
And one of the following:
- MCITP: Server Administrator on Windows Server 2008 / MCSA: Windows Server 2008
- MCITP: Virtualization Administrator
- MCITP: Enterprise Messaging Administrator
- MCITP: Lync Server Administrator
- MCITP: SharePoint Administrator
- MCITP: Enterprise Desktop Administrator.

Students are expected to have an understanding of basic office professional skills prior to beginning this program and may be required to attend basic office software courses and business skills courses as co-requisite courses to develop their professional skills.

Required Courses	• Microsoft 20417: Upgrading your skills to MCSA: Windows Server 2012 (40 hours)
Certification Exams	• Microsoft 70-417
Program Objectives	• Install and Configure Windows Server • Monitoring and Maintaining Windows Server • Managing Windows Server by Using Windows PowerShell 3.0 • Managing storage for Windows Server • Implementing Network Services • Implementing Remote Access • Implementing Failover Clustering • Implementing Hyper-V • Implementing Failover Clustering with Hyper-V • Implementing Dynamic Access Control • Implementing Active Directory Domain Services • Implementing Active Directory Federation Services
PROGRAM PRICE	**$2,495**	**Lecture: 40 hours** **Lab: 80 hours (Optional)**
CERTIFICATION EXAM	$150	
TOTAL INVESTMENT	$2,645	TOTAL LENGTH: 120 hours

MICROSOFT 20465: DESIGNING DATABASE SOLUTIONS FOR MICROSOFT SQL SERVER

This course describes how to design and monitor high performance, highly available data solutions with SQL Server 2012. This course focuses on creating plans and designs for database structure, storage, objects, and servers. Students will have the opportunity to practices hands-on skills and design tasks in a virtual lab environment and will learn about topics such as data compression, high availability, data migration, security, and scalability.

The Microsoft 20465 consists of approx. 40 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 24:1.

Prerequisite Courses

This course requires that you meet the following prerequisites: •Working knowledge of relational databases. •Basic knowledge of the Microsoft Windows operating system and its core functionality

Required Courses	• Microsoft 20465: Designing Database Solutions for Microsoft SQL Server (40 hours)	
Certification Exams	• Microsoft 70-465	
Program Objectives	• Designing a Database Server Infrastructure and Designing a Logical Database Schema • Designing a Physical Database Implementation • Designing a Database Solution for BLOB Data • Tuning Database Performance • Designing Database Security • Using Policy-Based Management • Monitoring Server Health • Designing a Database Backup Solution • Automating Multi-Server Maintenance • Managing SQL Server with PowerShell • Replicating Data • Designing for High Availability	
PROGRAM PRICE	**$2,495**	**Lecture: 40 hours** **Lab: 80 hours (Optional)**
CERTIFICATION EXAM	$150	
TOTAL INVESTMENT	$2,645	TOTAL LENGTH: 120 hours

MICROSOFT 20467: DESIGNING BUSINESS INTELLIGENCE SOLUTIONS WITH MICROSOFT SQL SERVER

This course teaches students how to design and implement a BI infrastructure. The course discusses design, installation. The course discusses design, installation, and maintenance of a BI platform.

The Microsoft 20467 consists of approx. 40 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 24:1.

Prerequisite Courses

This course requires that you meet the following prerequisites: •Working knowledge of relational databases. •Basic knowledge of the Microsoft Windows operating system and its core functionality.

Required Courses	• Microsoft 20467: Designing Business Intelligence Solutions with Microsoft SQL Server (40 hours)	
Certification Exams	• Microsoft 70-467	
Program Objectives	• Plan the components of a BI solution. Plan a BI infrastructure. • Design a data warehouse. Design an ETL solution. • Plan analytical data models. Plan a BI delivery solution. • Design a Reporting Services solution. • Design an Excel reporting solution. • Plan a SharePoint Server BI solution. • Monitor and optimize a BI solution. • Plan for BI operations	
PROGRAM PRICE	**$2,495**	**Lecture: 40 hours** **Lab: 80 hours (Optional)**
CERTIFICATION EXAM	$150	
TOTAL INVESTMENT	$2,645	TOTAL LENGTH: 120 hours

MICROSOFT 20480 Programming in HTML5 with JavaScript and CSS3

This course provides an introduction to HTML5, CSS3, and JavaScript. This course helps students gain basic HTML5/CSS3/JavaScript programming skills.	
The Microsoft 20480 consists of approx. 40 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 24:1.	

Prerequisite Courses	
This course requires that you meet the following prerequisites: •Working knowledge of HTML5, JavaScript and CSS3. •Basic knowledge of the Microsoft Windows operating system and its core functionality.	
Required Courses	• Microsoft 20467: Designing Business Intelligence Solutions with Microsoft SQL Server (40 hours)
Certification Exams	• Microsoft 70-467
Program Objectives	• Explain how to use Visual Studio 2012 to create and run a Web application. • Describe the new features of HTML5, and create and style HTML5 pages. • Add interactivity to an HTML5 page by using JavaScript. • Create HTML5 forms by using different input types, and validate user input by using HTML5 attributes and JavaScript code. • Send and receive data to and from a remote data source by using XMLHTTPRequest objects and jQuery AJAX operations. • Style HTML5 pages by using CSS3. • Create well-structured and easily-maintainable JavaScript code. • Use common HTML5 APIs in interactive Web applications. • Create Web applications that support offline operations. • Create HTML5 Web pages that can adapt to different devices and form factors. • Add advanced graphics to an HTML5 page by using Canvas elements, and by using and Scalable Vector Graphics. • Enhance the user experience by adding animations to an HTML5 page. • Use Web Sockets to send and receive data between a Web application and a server. • Improve the responsiveness of a Web application that performs long-running operations by using Web Worker processes.

PROGRAM PRICE	$2,495	**Lecture: 40 hours** **Lab: 80 hours (Optional)**
CERTIFICATION EXAM	$150	
TOTAL INVESTMENT	$2,645	TOTAL LENGTH: 120 hours

MICROSOFT 20481: ESSENTIALS OF DEVELOPING WINDOWS STORE APPS USING HTML5 AND JAVASCRIPT

In this course students will learn essential programming skills and techniques that are required to develop Windows Store apps. This includes a combination of both design and development skills, as well as ensuring that students are comfortable using and making the most of the Visual Studio and Expression Blend tools.	
The Microsoft 20481 consists of approx. 40 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 24:1.	

Prerequisite Courses	
The prerequisite course of this program Microsoft 20480. Students are expected to have an understanding of basic office professional skills prior to beginning this program and may be required to attend basic office software courses and business skills courses as co-requisite courses to develop their professional skills.	
Required Courses	• Microsoft 20481: Essentials of Developing Windows Store Apps Using HTML5 and JavaScript (40 hours)
Certification Exams	• Microsoft 70-481
Program Objectives	• Overview of the Windows 8 Platform and Windows Store Apps • Single-Page Applications and the MVVM Design Pattern • Using WinJS • Implementing Layout using Windows 8 Built-In Controls • Presenting Data • Handling Files in Windows Store Apps • Windows Store App Process Lifetime Management • Designing and Implementing Navigation in a Windows Store App • Implementing Windows 8 Contracts and Implementing Tiles and User Notifications • Designing and Implementing a Data Access Strategy • Responding to Mouse and Touch • Planning for Windows Store App Deployment

PROGRAM PRICE	$2,495	**Lecture: 40 hours** **Lab: 80 hours (Optional)**
CERTIFICATION EXAM	$150	
TOTAL INVESTMENT	$2,645	TOTAL LENGTH: 120 hours

MICROSOFT 20482: ADVANCED WINDOWS STORE APPS USING HTML5 AND JAVASCRIPT

In this course the students will learn the more advanced programming skills and techniques that they can use to optimize their Windows Store app and differentiate their app from other apps in the Windows Store. These advanced skills and techniques include a combination of both design and development skills. The students will also learn about supporting the apps that they have published to the Windows Store.

The Microsoft 20482 consists of approx. 40 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 24:1.

Prerequisite Courses

The prerequisite course of this program Microsoft 20481. Students are expected to have an understanding of basic office professional skills prior to beginning this program and may be required to attend basic office software courses and business skills courses as co-requisite courses to develop their professional skills.

Required Courses	• Microsoft 20482: Advanced Windows Store Apps Using HTML5 and JavaScript (40 hours)	
Certification Exams	• Microsoft 70-482	
Program Objectives	• Windows Store App Essentials • Implementing Animations and Transitions • Implementing Globalization and Localization • Branding and a Seamless User Interface • Advanced Data Scenarios in a Windows Store App • Creating Reusable Controls and Components • Implementing Advanced Contract Scenarios • The Windows Push Notification Service (WNS) • Capturing Media • Background Tasks • Working with Sensors and Devices • Generating Revenue with your App • Securing windows Store App Data • Tracing and Profiling Windows Store Apps	
PROGRAM PRICE	**$2,495**	**Lecture: 40 hours** **Lab: 80 hours (Optional)**
CERTIFICATION EXAM	$150	
TOTAL INVESTMENT	$2,645	TOTAL LENGTH: 120 hours

MICROSOFT 20483: PROGRAMMING IN C#

This training course teaches developers the programming skills that are required for developers to create Windows applications using the C# language. During their five days in the classroom students review the basics of C# program structure, language syntax, and implementation details, and then consolidate their knowledge throughout the week as they build an application that incorporates several features of the .NET Framework 4.5.At the end of the course, students should leave the class with a solid knowledge of C# and how to use it to develop .NET Framework 4.5 applications. This course uses Visual Studio 2012, running on Windows 8.

The Microsoft 20483 consists of approx. 40 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 24:1.

Prerequisite Courses

The prerequisite course of this program Microsoft 2609. Students are expected to have an understanding of basic office professional skills prior to beginning this program and may be required to attend basic office software courses and business skills courses as co-requisite courses to develop their professional skills.

Required Courses	• Microsoft 20483: Programming in C# (40 hours)
Certification Exams	• Microsoft 70-483
Program Objectives	• Review of C# Syntax • Creating Methods, handling Exceptions, and Monitoring Applications • Developing the Code for a Graphical Application • Creating Classes and Implementing Type-safe Collections • Creating a Class Hierarchy by Using Inheritance • Reading and Writing Local Data • Accessing a Database • Accessing Remote Data • Designing the User interface for a Graphical Application • Improving Application Performance and Responsiveness • Integrating with Unmanaged Code • Creating Reusable Types and Assemblies • Encrypting and Decrypting Grades Reports

PROGRAM PRICE	$2,495	Lecture: 40 hours Lab: 80 hours (Optional)
CERTIFICATION EXAM	$150	
TOTAL INVESTMENT	$2,645	TOTAL LENGTH: 120 hours

MICROSOFT 20484: ESSENTIALS OF DEVELOPING WINDOWS STORE APPS USING C#

In this course students will learn essential programming skills and techniques that are required to develop Windows Store apps. This includes a combination of both design and development skills, as well as ensuring that students are comfortable using and making the most of the Visual Studio and Expression Blend tools.

The Microsoft 20484 consists of approx. 40 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 24:1.

Prerequisite Courses

The prerequisite course of this program Microsoft 20493. Students are expected to have an understanding of basic office professional skills prior to beginning this program and may be required to attend basic office software courses and business skills courses as co-requisite courses to develop their professional skills.

Required Courses	• Microsoft 20484: Essentials of Developing Windows Stores Apps Using C# (40 hours)
Certification Exams	• Microsoft 70-484
Program Objectives	• Overview of the Windows 8 Platform and Windows Store Apps • Creating user Interfaces using XAML • Presenting Data • Implementing Layout using Windows 8 Built-In Controls • Handling Files in Windows Store Apps • Windows Store App Process Lifetime Management • Working with Resources, Styles, and Templates • Designing and Implementing Navigation in a Windows Store App • Implementing Windows 8 Contracts • Implementing Tiles and User Notifications • Designing and Implementing a Data Access Strategy • Responding to Mouse and Touch • Planning for Windows Store App Deployment

PROGRAM PRICE	$2,495	Lecture: 40 hours Lab: 80 hours (Optional)
CERTIFICATION EXAM	$150	
TOTAL INVESTMENT	$2,645	TOTAL LENGTH: 120 hours

MICROSOFT 20485: ADVANCED WINDOWS STORE APPS DEVELOPMENT USING C#

In this course the students will learn the more advanced programming skills and techniques that they can use to optimize their Windows Store app and differentiate their app from other apps in the Windows Store. These advanced skills and techniques include a combination of both design and development skills. The students will also learn about supporting the apps that they have published to the Windows Store.

The Microsoft 20485 consists of approx. 40 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 24:1.

Prerequisite Courses

The prerequisite course of this program Microsoft 20493. Students are expected to have an understanding of basic office professional skills prior to beginning this program and may be required to attend basic office software courses and business skills courses as co-requisite courses to develop their professional skills.

Required Courses	• Microsoft 20485: Advanced Windows Stores Apps Development Using C# (40 hours)	
Certification Exams	• Microsoft 70-485	
Program Objectives	• Windows Store App Essentials • Implementing Animations and Transitions • Implementing Globalization and Localization • Branding and a Seamless User Interface • Advanced Data Scenarios in a Windows Store App • Creating Reusable Controls and Components • Implementing Advanced Contract Scenarios • The Windows Push Notification Service (WNS) • Capturing Media • Background Tasks • Working with Sensors and Devices • Generating Revenue with your App • Securing windows Store App Data	
PROGRAM PRICE	**$2,495**	**Lecture: 40 hours** **Lab: 80 hours (Optional)**
CERTIFICATION EXAM	$150	
TOTAL INVESTMENT	$2,645	TOTAL LENGTH: 120 hours

MICROSOFT 20486 Developing ASP.NET MVC 4 Web Applications

Students will learn to develop advanced ASP.NET MVC applications using .NET Framework 4.5 tools and technologies.

The Microsoft 20486 consists of approx. 40 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 24:1.

Prerequisite Courses

Before attending this course, students must have a minimum of two to three years of experience developing web-based applications by using Microsoft Visual Studio and Microsoft ASP.NET, proficiency in using the .NET Framework, and some familiarity with the C# language.

Required Courses	• Microsoft 20486: Developing ASP.NET MVC 4 Web Applications (40 hours)	
Certification Exams	• Microsoft 70-486	
Program Objectives	• Describe the Microsoft Web Technologies stack and select an appropriate technology to use to develop any given application • Design the architecture and implementation of a web application that will meet a set of functional requirements, user interfa requirements, and address business models. • Create MVC Models and write code that implements business logic within Model methods, properties, and events. • Add Controllers to an MVC Application to manage user interaction, update models, and select and return Views. • Create Views in an MVC application that display and edit data and interact with Models and Controllers. • Run unit tests and debugging tools against a web application in Visual Studio 2012 and configure an application for troubleshooting. • Develop a web application that uses the ASP.NET routing engine to present friendly URLs and a logical navigation hierarchy to users. • Implement a consistent look and feel, including corporate branding, across an entire MVC web application. • Use partial page updates and caching to reduce the network bandwidth used by an application and accelerate responses to u requests. • Write JavaScript code that runs on the client-side and utilizes the jQuery script library to optimize the responsiveness of an M web application. • Implement a complete membership system in an MVC 4 web application. • Build an MVC application that resists malicious attacks and persists information about users and preferences.	
PROGRAM PRICE	**$2,495**	**Lecture: 40 hours** **Lab: 80 hours (Optional)**
CERTIFICATION EXAM	$150	
TOTAL INVESTMENT	$2,645	TOTAL LENGTH: 120 hours

MICROSOFT 20487 Developing Windows Azure and Web Services

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

The Microsoft 20487 consists of approx. 40 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 24:1.

Prerequisite Courses

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.. Basic knowledge of the Microsoft Windows operating system and its core functionality

Required Courses	• Microsoft 20487: Developing Windows Azure and Web Services (40 hours)
Certification Exams	• Microsoft 70-487
Program Objectives	- Query and manipulate data with Entity Framework - Use ASP.NET Web API to create HTTP-based services and consume them from .NET and non-.NET clients - Extend ASP.NET Web API services using message handlers, model binders, action filters, and media type formatters - Create SOAP-based services with the Windows Communication Foundation (WCF) and consume them from .NET client - Apply design principles to service contracts and extend WCF services using custom runtime components and behavior - Secure WCF services using transport and message security - Use Windows Azure Service Bus for relayed messaging and brokered messaging using queues and topics - Host services on on-premises servers, and on various Windows Azure environments, such as Web Roles, Worker Roles and Web Sites - Deploy services to both on-premises servers and Windows Azure - Store and access data in Windows Azure Storage, and configure storage access rights - Monitor and log services, both on-premises and in Windows Azure - Implement federated authentication by using ACS with ASP.NET Web API services - Create scalable, load-balanced services

PROGRAM PRICE	**$2,495**	**Lecture: 40 hours** **Lab: 80 hours (Optional)**
CERTIFICATION EXAM	$150	
TOTAL INVESTMENT	$2,645	TOTAL LENGTH: 120 hours

MICROSOFT 20687: CONFIGURING WINDOWS 8

This course is intended for IT professionals who administer and support Windows 8.1 PCs, devices, users, and associated network and security resources. The networks with which these professionals typically work are configured as Windows Server domain-based environments with managed access to the Internet and cloud services. This course is also intended to provide foundation configuration skills for Enterprise Desktop/Device Support Technicians (EDSTs) who provide Tier 2 support to users who run Windows desktops and devices within a Windows domain environment in medium to large enterprise organizations. Students who seek certification in the 70-687 Windows 8.1 Configuring exam will also benefit from this course.

The Microsoft 20687 consists of approx. 40 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 24:1.

Prerequisite Courses

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

Required Courses	• Microsoft 20687: Developing Windows Azure and Web Services (40 hours)	
Certification Exams	• Microsoft 70-687	
Program Objectives	• Installing and Deploying Windows 8 • Upgrading and Migrating to Windows 8 • Managing Disks and Device Drivers • Configuring and Troubleshooting Network Connections • Implementing Wireless Network Connections and Implementing Network Security • Configuring File Access and Printers on Windows 8 Clients • Securing Windows 8 Desktops • Configuring Applications • Optimizing and Maintaining Windows 8 Client Computers • Configuring Mobile Computing and Remote Access • Implementing Hyper-V	
PROGRAM PRICE	**$2,495**	**Lecture: 40 hours** **Lab: 80 hours (Optional)**
CERTIFICATION EXAM	$150	
TOTAL INVESTMENT	$2,645	TOTAL LENGTH: 120 hours

MICROSOFT 20688: MANAGING AND MAINTAINING WINDOWS 8

In this course, students learn how to plan and implement the installation, management, and maintenance of Windows 8. Course participants develop their knowledge and skills in Windows 8 installation methods, local and remote management using bundled tools, policy and Windows PowerShell, networking, user authentication and access control, endpoint protection, encryption, profiles and settings, file and print resources, Windows Store apps and desktop apps, and mobile device management with Windows Intune.

The Microsoft 20688 consists of approx. 40 hours of lecture. Lab hours are optional. Maximum student to instructor ratio is 24:1.

Prerequisite Courses

The prerequisite course of this program is CompTIA A+, CompTIA Network+ and Microsoft 20687. Students are expected to have an understanding of basic office professional skills prior to beginning this program and may be required to attend basic office software courses and business skills courses as co-requisite courses to develop their professional skills.

Required Courses	• Microsoft 20688: Managing and Maintaining Windows 8 (40 hours)	
Certification Exams	• Microsoft 70-688	
Program Objectives	• Planning and Implementing Management of Windows 8 • Designing and Implementing an Installation Strategy • Planning and Implementing Authentication for Windows 8 • Planning and Implementing IP Addressing and Intranet Connectivity • Implementing an Application Strategy for Windows 8 • Planning and Implementing a Solution for User Settings • Configuring Cloud Services • Implementing Windows Intune • Managing Computers by Using Window Intune • Planning and Implementing Access to File and Print Resources • Planning and Implementing Encryption for Windows 8 • Designing and Implementing Endpoint Security for Windows 8	
PROGRAM PRICE	**$2,495**	**Lecture: 40 hours** **Lab: 80 hours (Optional)**
CERTIFICATION EXAM	$150	
TOTAL INVESTMENT	$2,645	TOTAL LENGTH: 120 hours

SQL QUERYING LEVEL 1: FUNDAMENTALS OF QUERYING

In this course, students will compose SQL queries to retrieve desired information from a database.	
The SQL Querying Level 1: Fundamentals of Querying consists of 8 hours of lecture. Maximum student to instructor ratio is 24:1.	

Prerequisite Courses

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

Required Courses	• SQL Querying Level 1: Fundamentals of Querying (8 hours)	
Program Objectives	• Executing a Simple Query • Performing a Conditional Search • Working with Functions • Organizing Data • Retrieving Data from Tables • Presenting Query Results	
PROGRAM PRICE	**$499**	**Lecture: 8 hours**
TOTAL INVESTMENT	$499	TOTAL LENGTH: 8 hours

SQL QUERYING LEVEL 2: ADVANCED QUERYING

In this course, students will work with advanced queries to manipulate and index tables. Students will also create transactions so that you can choose to save or cancel data entry process.	
The SQL Querying Level 2: Advanced Querying consists of 8 hours of lecture. Maximum student to instructor ratio is 24:1.	

Prerequisite Courses

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

Required Courses	• SQL Querying Level 2: Advanced Querying (8 hours)	
Program Objectives	• Using Subqueries to Perform Advanced Querying • Manipulating Table Data • Working with Views • Indexing Data • Managing Transactions	
PROGRAM PRICE	**$499**	**Lecture: 8 hours**
TOTAL INVESTMENT	$499	TOTAL LENGTH: 8 hours

INDIVIDUAL COURSE ENROLLMENT

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

GENERAL RULES AND POLICIES

NON-DISCRIMINATION POLICY

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

DRUG FREE CAMPUS

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

WEAPON FREE CAMPUS

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

SERVICES TO DISABLED STUDENTS

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

STUDENT RECORDS REPORTING AND CONFIDENTIALITY

Student records are permanently retained by the training center. Students have the right to any and all of their personal records which New Horizons maintains for the sole purpose of monitoring progress during their enrollment. This includes attendance, personal information, and entrance testing results. New Horizons 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 does not give out student information without proper authorization. The only individuals who have proper authorization without written permission from the student are New Horizons Staff, Authorized Funding Agency Representatives, and Authorized Commission on Postsecondary Education Representatives. If a student wishes to obtain of copy of their student records, they will need to submit a written Request For Student Record Form. New Horizons will mail or ship the student records to the provided address at the sole expense of the requesting student.

NON-RESIDENT CAMPUS

New Horizons CLC of Nevada does not assist students in finding housing. There are no dormitory facilities under our control. We do not advise students regarding cost range of housing.

ARTICULATIONS AGREEMENTS WITH UNIVERSITIES OR COLLEGES

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

ADMISSIONS PROCEDURE AND POLICIES

ADMISSION REQUIREMENTS AND PROCEDURES

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

An applicant must be at least 18 years of age and be capable of demonstrating the ability to benefit from the programs offered at New Horizons. All applicants are required to possess a high school diploma or its legal equivalent. A high school diploma/transcript or proof of passing the GED is required.

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

In order for candidates to gain greater confidence that they are selecting the proper program prior to enrolling, New Horizons CLC of Nevada allows students to take advantage of the following assessment options. The assessment options are not required for enrollment.

1. A candidate may take a Measure Up/Transcender Exam to determine their skill level prior to enrolling. This is an exam covering information instructed in the New Horizons CLC of Nevada classes.

2. A candidate may audit a class prior to entering the program, at no cost, in order to assess his/her own ability to engage successfully in the program. This audit is generally a four (4) hour Software Application class. The class audit allows the candidate to sample a half day of training without any further obligation.

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

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

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

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

CLASS STARTING AND ENDING DATES

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

New Horizons CLC of Nevada recommends that candidates take the courses in the order listed under the program curriculum, in conjunction with ongoing consultation with their Education Consultant/Admissions Representative. The date of completion is determined by the date that the candidate successfully completes all of the course requirements for each program. All courses are

awarded a Certificate of Completion upon successful completion. A New Horizons Training Program Certificate of Completion will be issued to each candidate who successfully completes all their required Program courses and satisfies all requirements. Candidates may wish to complete their program of training on a faster or slower timeline. A candidate may get counsel from their assigned Education Consultant and alter the speed of the program if the schedule permits.

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

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

HOURS OF OPERATION

New Horizons CLC of Nevada locations hours of operations are typically Monday through Friday, 8:00am to 5:00pm.

Schedule of Class Times

Traditional Instructor-Led/Online LIVE Training	Day Classes	Monday- Friday	8:30am to 4:30pm
Instructor-Led Mentored Learning Training	A.M. Sessions	Monday- Friday	8:30am to 12:00pm
	P.M. Sessions	Monday- Friday	1:00pm to 4:30pm
Application/Technical Training Lab	A.M. Sessions	Monday- Friday	8:30am to 12:00pm
Lab hours are optional.	P.M. Sessions	Monday- Friday	1:00pm to 4:30pm

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

HOLIDAYS AND SCHOOL CLOSINGS

New Horizons CLC of Nevada facilities will not be open and training will not take place on the following holidays:

New Year's Day	Labor Day	Christmas Eve
Memorial Day	Thanksgiving Day	Christmas Day
Independence Day	Day after Thanksgiving	

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

CLASSIFICATION OF STUDENTS

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

CANCELLATION OF PROGRAMS AND REFUND POLICY

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

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

1. An applicant is eligible for a refund if the applicant is not accepted by the school or if the student cancels within five (5) business days after signing the enrollment agreement and making initial payment. If a student cancels his or her enrollment before the start of the training program and monies have been paid, the institution shall refund to the student all the money the student has paid, minus 10 percent of the tuition agreed upon in the enrollment agreement or $100, whichever is less.

2. That if a student withdraws or is expelled by the institution after the start of the training program and before the completion of more than 60 percent of the program, the institution shall refund to the student a pro rata amount of the tuition agreed upon in the enrollment agreement, minus 10 percent of the tuition agreed upon in the enrollment agreement or $100, whichever is less.

3. That if a student withdraws or is expelled by the institution after completion of more than 60 percent of the training program, the institution is not required to refund the student any money and may charge the student the entire cost of the tuition agreed upon in the enrollment agreement.

4. If a refund is owed, New Horizons CLC of Nevada shall pay the refund to the person or entity who paid the tuition within 15 calendar days after the:

   a. Date of cancellation by a student of his or her enrollment;

   b. Date of termination by the institution of the enrollment of a student;

   c. Last day of an authorized leave of absence if a student fails to return after the period of authorized absence; or

   d. Last day of attendance of a student,

   →Whichever is applicable.

5. Books, educational supplies or equipment for individual use are not included in the policy for refund required, and a separate refund must be paid by the institution to the student if those items were not used by the student. Disputes must be resolved by the Administrator for refunds required by this subsection on a case-by-case basis.

6. For the purposes of this section:

   a. The period of a student's attendance is measured from the first day of lecture as set forth in the enrollment agreement through the student's last day of actual attendance, regardless of absences.

   b. The period of time for a training program is the period set forth in the enrollment agreement.

   c. Tuition must be calculated using the tuition and fees set forth in the enrollment agreement and does not include books, educational supplies or equipment that is listed separately from the tuition and fees.

7. Cancellation after attendance has begun will result in a pro-rata refund computed on the actual number of days in attendance to the total number of days in the program.

8. Withdrawal/Refund Policy for Veterans, Participants, Military and other Eligible Persons enrolled under provisions of Title 38 and Title 10 United States Code is as follows:

   a. The institution has and maintains the following policy of the refund of the unused portion of tuition, fees, and other charges. This policy covers situations when the eligible person fails to enter the course or withdraws or is discontinued at any time prior to completion.

   b. The charges to the eligible person for tuition, fees, and other charges will not exceed the approximate pro rata portion of the tuition, fees, and other charges that the length of the completed portion of the course bears to the total length of the course.

   c. If the eligible person withdraws or is expelled by the institution after the start of the training program, the institution shall refund to the student a pro rata amount of the tuition agreed upon in the enrollment agreement, minus the pro rata registration fee. The registration fee is 10 percent of the tuition agreed upon in the enrollment agreement or $100, whichever is less; which is then prorated based upon the percentage of completion. *For example, if the eligible person completes 40% of their training program and the overall registration fee is calculated at $100, the pro rata registration fee due to the institution is $40.*

Account for Student Indemnification

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

COMPLIANT/GRIEVANCE POLICY

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

Any questions or problems concerning New Horizons CLC of Nevada which have not been satisfactorily resolved or answered by New Horizons Nevada should be directed to:

State of Nevada
Commission on Postsecondary Education
8778 South Maryland Parkway, Suite 115
Las Vegas, Nevada 89123

Phone: 702-486-7330

Fax: 702-486-7340

TRANSFER OF PREVIOUS CLOCK HOURS POLICY

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

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

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

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

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

The following criteria for a transfer of credit for transfer into New Horizons CLC of Nevada apply:

1. Must have a B or 3.0 grade point average for courses/programs that are being considered for credit.

2. Students must obtain a passing score on a widely accepted industry certification exam to be administered at an authorized testing center.

3. Only 2 courses of equal or greater comparability of current program content can be transferred into the program in which the student will enroll. Transferred clock hours, including industry based certifications may not comprise more than twenty five percent (25%) of the student's entire Career Development Program.

4. Students must produce documentation including but not limited to official transcripts, catalog, syllabi, or course outlines for review.

5. Tuition and fees will be adjusted for courses that are accepted.

6. If the request is declined, students may request an appeal in writing within 5 days of receiving notice from New Horizons CLC of Nevada.

New Horizons CLC of Nevada will review all transcripts and previously earned certifications for credits at no charge to the student.

STUDENT POLICIES

ATTENDANCE AND TARDINESS

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

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

New Horizons CLC of Nevada reserves the right to schedule or reschedule classes at any time necessary to accommodate classroom and facility usage needs

PROGRAM INTERRUPTION/EXTNESION AND REINSTATEMENT POLICY

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

SUSPENSION OR DISMISSAL

It is the intention of New Horizons 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 property and equipment.

4. Software piracy or violating copyright rules and regulations.

The general levels of reprimand are as follows:

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

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

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

APPEAL OF DISCIPLINARY ACTION, OR DISMISSAL

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

New Horizons CLC of Nevada
Attn: President
4001 S. Virginia Street, Suite D2
Reno, NV 89502

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

GRADING STANDARDS

New Horizons CLC of Nevada uses a Pass/Fail Grading Standard that applies to all coursework and any quizzes during each class.

- A Passing Grade is received when Satisfactory Progress requirements are met (see Standards of Progress).

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

STANDARDS OF PROGRESS

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

Satisfactory Progress is when all of the following requirements are met:

-
- Completed coursework: Students must complete all coursework satisfactorily. Completed coursework is graded pass/fail.

- Completed class quizzes: Students must complete all class quizzes satisfactorily. Class quizzes are graded pass/fail.

- Practical skill demonstrations: Students must perform practical skills as demonstration of learning the training objectives satisfactorily. These demonstrations are graded pass/fail.

Unsatisfactory Progress is when any of the following occurs:

- Coursework not completed

- Class quizzes not completed

- Failed to demonstrate practical skills

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

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

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

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

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

GRADUATION REQUIREMENTS

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

- Successfully completed all required classes in their selected Program of Training which includes meeting the Attendance Policy requirements.
- Fulfilled all monetary obligations to New Horizons in accordance with the Payment Policy.

REENTRANCE

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

CERTIFICATION TESTING

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

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

VOUCHERS / EXAM POLICY

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

COURSEWARE

Courseware for applications and/or graphics classes will be distributed at the beginning of each individual course. The technical courseware or student kits for courses such as Microsoft, CompTIA, CISCO, or CEH are given to each student at the beginning of each course and become the personal property/responsibility of the student. New Horizons shall not be held responsible for any student kits that become lost or stolen. Please note, replacement costs for some of these kits are as much as $350 plus tax. *Be advised*: The photocopying or reproduction of any copyrighted material (books, computer data, files, etc.) may be a violation of governing laws and will not be allowed. This, along with any theft of New Horizons' 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 CLC of Nevada believes that no student has the right to interfere with another student's ability to learn. If any student exhibits behavior that hinders that right, they will be asked to leave the classroom. Children are not allowed to accompany parents into any class or to labs. Students are prohibited from unlawful possession, use, or distribution of illicit drugs, alcohol, or weapons of any kind. No student will be allowed to use any verbal, physical, or discriminatory threats or abusive language towards another student, or member of the staff. The use of profanity is strictly prohibited. Discriminatory remarks of any kind will not be tolerated and may result in dismissal from the program in accordance with the Non-Discrimination Policy.

New Horizons CLC of Nevada does not tolerate hacking and attacks. "Hacking" is any unauthorized attempt to monitor, access or modify computer system information or interfere with normal system operations, whether this involves the school's equipment or any computer system or network that is accessed through the school's equipment. An "attack" is any interference with Internet service to any student, host or network, including, but not limited to, mail-bombing, ping flooding, broadcast attempts or any attempt to overload a system to interrupt service. Inappropriate activity may result in civil or criminal liability. New Horizons CLC of Nevada will investigate such activity, and will, as appropriate, involve law enforcement authorities in prosecuting students involved in inappropriate actions.

Any violation of this conduct policy should be brought to the attention of the Education Consultant immediately. These concerns must be submitted in writing in accordance with the Complaint/Grievance Policy. Any student who violates this student conduct policy may be placed on advisement, suspension, or terminated from the program

STUDENT DRESS CODE

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

SOFTWARE PIRACY AND PERSONAL ITEMS

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

SECURITY

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

FINANCIAL ASSISTANCE

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

General eligibility requirements for financial assistance are as follows:

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

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

PAYMENT POLICY

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

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

NEW HORIZONS NEVADA LOCATIONS

New Horizons CLC of Reno

4001 S. Virginia Street, Suite D2

Reno, NV 89502

(775) 851-4333

www.nhreno.com

New Horizons CLC of Las Vegas

7674 W. Lake Mead Blvd., Suite 250

Las Vegas, NV 89128

(702) 214-3910

www.nhlasvegas.com
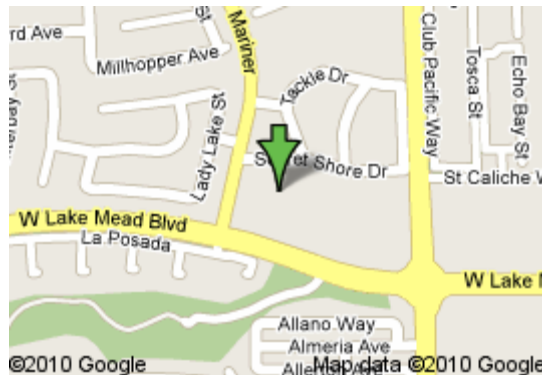
New Horizons CLC of Nevada

7674 W. Lake Mead Boulevard, Suite 250
Las Vegas, NV 89128
Phone: (702) 214-3910
Fax: (702) 214-3911
www.nhlasvegas.com

4001 S. Virginia Street, Suite D2
Reno, NV 89502
Phone: (775) 851-4333
Fax: (775) 851-3676
www.nhreno.com

PROGRAM SUMMARY

PRE-VOCATIONAL COURSES

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

** Note: The Pre-Vocational courses are not eligible for the training of US Military Veterans using **Chapter 30, 32, 35, 1606, or 1607 of their Educational Benefits.**

Access Part 1

Students will learn how to use Access to manage your data, including creating a new database, constructing tables, designing forms and reports, and creating queries to join, filter, and sort data.	
The Access Part 1 consists of 16 hours of lecture. Maximum student to instructor ratio is 24:1.	
Prerequisite Courses	
The prerequisite course of this program is Windows Part 1.	
Required Courses	• Access Part 1 (16 hours)
Program Objectives	• Getting Started with Access • Working with Table Data • Querying a Database • Generating Reports • Joining Tables • Organizing a Database for Efficiency • Advanced Reporting

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

Access Part 2

Students will expand their knowledge of Microsoft Access to include relational database design, writing advanced queries, structuring existing data, sharing data across applications, and customizing reports.	
The Access Part 2 consists of 16 hours of lecture. Maximum student to instructor ratio is 24:1.	
Prerequisite Courses	
The prerequisite course of this program is Access Part 1.	
Required Courses	• Access Part 2 (16 hours)
Program Objectives	• Advanced Form Design • Data Validation • Using Macros to Improve User Interface Design • Advanced Database Management • Distributing and Securing a Database • Managing Switchboards

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

Excel Part 1

In this course, students will use Microsoft Office Excel to create spreadsheets and workbooks that they can use to store, manipulate, and share data.	
The Excel Part 1 consists of 8 hours of lecture. Maximum student to instructor ratio is 24:1.	
Prerequisite Courses	
The prerequisite course of this program is Windows Part 1.	
Required Courses	• Excel Part 1 (8 hours)
Program Objectives	•Get started with Microsoft Office Excel. •Perform calculations. •Modify a worksheet. •Format a worksheet. •Print workbooks. •Manage workbooks.

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

Excel Part 2

Students will build upon the foundational Microsoft Office Excel knowledge and skills already acquired and learn to create advanced workbooks and worksheets, including advanced formulas, tables, PivotTables, PivotCharts and data filtering.	
The Excel Part 2 consists of 8 hours of lecture. Maximum student to instructor ratio is 24:1.	
Prerequisite Courses	
The prerequisite course of this program Excel Part 1.	
Required Courses	• Excel Part 2 (8 hours)
Program Objectives	•Customize the Excel environment. •Create advanced formulas. •Analyze data by using functions and conditional formatting. •Organize and analyze datasets and tables. •Visualize data by using basic charts. •Analyze data by using PivotTables, slicers, and PivotCharts.

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

Excel Part 3

Students will learn some of the more advanced features of Excel, including automating common tasks, auditing workbooks to avoid errors, sharing data with other people, analyzing data, and using Excel data in other applications	
The Excel Part 3 consists of 8 hours of lecture. Maximum student to instructor ratio is 24:1.	
Prerequisite Courses	
The prerequisite course of this program is Excel Part 2.	
Required Courses	• Excel Part 3 (8hours)
Program Objectives	• Automate worksheet functions. • Audit worksheets. • Analyze data. • Work with multiple workbooks. • Import and export data.

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

OneNote

In this course, students will create, edit, organize, and enhance notes and also integrate them with other applications using Microsoft OneNote.	
The OneNote consists of 8 hours of lecture. Maximum student to instructor ratio is 24:1.	
Prerequisite Courses	
The prerequisite course of this program is Windows Part 1.	
Required Courses	• OneNote (8 hours)
Program Objectives	• Getting Started with OneNote • Creating Notes • Organizing and Working with OneNote • Integrating OneNote with Other Applications • Collaborating and Working with Notes

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

Outlook Part 1

In this course, students will learn the basic skills needed to start using Outlook to manage email communications, calendar events, contact information, tasks, and notes.	
The Outlook Part 1 consists of 8 hours of lecture. Maximum student to instructor ratio is 24:1.	
Prerequisite Courses	
The prerequisite course of this program is Windows Part 1.	
Required Courses	• Outlook Part 1 (8 hours)
Program Objectives	• Getting Started With Outlook • Composing Messages • Reading and Responding to Messages • Managing Your Messages • Managing Your Contacts • Customizing the Outlook Environment

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

Outlook Part 2

In this course, students will explore the advanced features provided with the Outlook interface, such as advanced message, calendar, and contacts management.	
The Outlook Part 2 consists of 8 hours of lecture. Maximum student to instructor ratio is 24:1.	
Prerequisite Courses	
The prerequisite course of this program is Outlook Part 1.	
Required Courses	• Outlook Part 2 (8hours)
Program Objectives	• Configure Advanced Message Options • Advanced Message Management • Advanced Calendar Management • Managing Activities by Using Tasks and Journal Entries • Sharing Workspaces with Others • Managing Outlook Data Files

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

PowerPoint Part 1

Students will use PowerPoint to begin creating engaging, dynamic multimedia presentations.	
The PowerPoint Part 1 consists of 8 hours of lecture. Maximum student to instructor ratio is 24:1.	
Prerequisite Courses	
The prerequisite course of this program is Windows Part 1.	
Required Courses	• PowerPoint Part 1 (8 hours)
Program Objectives	• Getting Started with PowerPoint • Developing a PowerPoint Presentation • Performing Advanced Text Editing • Adding Graphical Elements to Your Presentation • Adding Tables to Your Presentation • Preparing to Deliver Your Presentation

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

PowerPoint Part 2

Students will enhance their presentation by using features that will transform it into a powerful means of communication. They will customize the PowerPoint interface to suit the requirements and use features to create presentations.	
The PowerPoint Part 2 consists of 8 hours of lecture. Maximum student to instructor ratio is 24:1.	
Prerequisite Courses	
The prerequisite course of this program is PowerPoint Part 1.	
Required Courses	• PowerPoint Part 2 (8 hours)
Program Objectives	• Getting Started with PowerPoint • Customize the PowerPoint environment. • Customize a design template. • Add SmartArt graphics to a presentation. • Add special effects to a presentation. • Customize a slide show. • Collaborate on a presentation. • Secure and distribute a presentation.

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

Project Part 1

Students will familiarize themselves with the basic features and functions of Microsoft Project Professional so that they can use it effectively and efficiently in a real-world environment.	
The Project Part 1 consists of 8 hours of lecture. Maximum student to instructor ratio is 24:1.	
Prerequisite Courses	
The prerequisite course of this program is Windows Part 1.	
Required Courses	• Project Part 1 (8 hours)
Program Objectives	• Starting a Project • Working with Project Calendars • Working with Project Tasks • Working with Project Resources • Delivering a Project Plan

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

Project Part 2

Students will learn the advanced features and functions of Microsoft Project Professional.	
The Project Part 2 consists of 8 hours of lecture. Maximum student to instructor ratio is 24:1.	
Prerequisite Courses	
The prerequisite course of this program is Project Part 1.	
Required Courses	• Project Part 2 (8hours)
Program Objectives	• Managing the Project Environment • Managing Task Structures • Generating Project Views • Producing Project Reports

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

Publisher

In this course, students will create, format, edit, and distribute publications.	
The Publisher consists of 8 hours of lecture. Maximum student to instructor ratio is 24:1.	
Prerequisite Courses	
The prerequisite course of this program is Windows Part 1.	
Required Courses	• Publisher (8 hours)
Program Objectives	• Getting Started with Publisher • Modifying the Layout and Structure of a Publication • Formatting Text in a Publication • Editing Content in a Publication • Preparing a Publication for Distribution

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

SharePoint Part 1

In this course, students will use, create, and edit content in a team website. Students will also create and perform basic management of a team site using SharePoint.	
The SharePoint Part 1 consists of 8 hours of lecture. Maximum student to instructor ratio is 24:1.	
Prerequisite Courses	
The prerequisite course of this program is Outlook Part 1 and Windows Part 1.	
Required Courses	• SharePoint Part 1 (8 hours)
Program Objectives	• Introducing Microsoft SharePoint • Working with Lists • Working with Libraries • Communicating with Team Members • Customizing Your SharePoint Environment • Creating a Team Site

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

SharePoint Part 2

In this course, students will manage site collections and site components as a site collection administrator and as a site administrator.	
The SharePoint Part 2 consists of 8 hours of lecture. Maximum student to instructor ratio is 24:1.	
Prerequisite Courses	
The prerequisite course of this program is SharePoint Part 1.	
Required Courses	• SharePoint Part 2 (8 hours)
Program Objectives	• Branding a Site Collection • Managing Libraries • Managing Content Structures • Managing Workflows • Managing the SharePoint Applications Using Central Administration • Managing Site Maintenance

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

Visio Part 1	
In this course students will design and manage basic diagrams, workflows, and flowcharts.	
The Visio Part 1 consists of 8 hours of lecture. Maximum student to instructor ratio is 24:1.	
Prerequisite Courses	
The prerequisite course of this program is Windows Part 1	
Required Courses	• Visio Part 1 (8 hours)
Program Objectives	• Getting Started with Visio • Creating a Route Map • Enhancing a Basic Diagram • Creating Process Diagrams • Representing an Organization Hierarchy
PROGRAM PRICE $395	**Lecture: 8 hours**
TOTAL INVESTMENT $395	TOTAL LENGTH: 8 hours

Visio Part 2	
In this course, students will create custom elements and a custom template, represent external data as a drawing, and share their work with others.	
The Visio Part 2 consists of 8 hours of lecture. Maximum student to instructor ratio is 24:1.	
Prerequisite Courses	
The prerequisite course of this program is Visio Part 1.	
Required Courses	• Visio Part 2 (8 hours)
Program Objectives	• Creating a Custom Shape • Designing a Custom Stencil • Designing Styles and Templates • Designing a Floor Plan • Sharing Your Drawings
PROGRAM PRICE $395	**Lecture: 8 hours**
TOTAL INVESTMENT $395	TOTAL LENGTH: 8 hours

Windows Part 1	
This course teaches the core features and functions of Windows. Students will learn how to use the Start menu and taskbar; move and resize windows; create and manage files, folders, and libraries; edit file metadata; and search for content.	
The Windows Part 1 consists of 8 hours of lecture. Maximum student to instructor ratio is 24:1.	
Prerequisite Courses	
The prerequisite course of this program is a basic understanding of the mouse and keyboard.	
Required Courses	• Windows Part 1 (8 hours)
Program Objectives	• The Windows environment • Files, folders, and libraries • Managing content • Customizing the environment • Internet Explorer
PROGRAM PRICE $295	**Lecture: 8 hours**
TOTAL INVESTMENT $295	TOTAL LENGTH: 8 hours

Windows Part 2	
In this course students will learn how to configure user accounts, work with devices and printers, manage and protect important files, maintain and restore their computers, troubleshoot applications, share and access network resources, and configure power-saving plans.	
The Windows Part 2 consists of 8 hours of lecture. Maximum student to instructor ratio is 24:1.	
Prerequisite Courses	
The prerequisite course of this program is Windows Part 1	
Required Courses	• Windows Part 2 (8 hours)
Program Objectives	• User accounts • Devices and printers • File management and protection • Programs and utilities • Networks and mobile computing • Security
PROGRAM PRICE	**$295**	**Lecture: 8 hours**
TOTAL INVESTMENT	$295	TOTAL LENGTH: 8 hours

Word Part 1	
Students learn how to use Word to create and edit simple documents; format documents; add tables and lists; add design elements and layout options; and proof documents.	
The Word Part 1 consists of 8 hours of lecture. Maximum student to instructor ratio is 24:1.	
Prerequisite Courses	
The prerequisite course of this program is Windows Part 1.	
Required Courses	• Word Part 1 (8 hours)
Program Objectives	• Getting Started with Word • Editing a Document • Formatting Text and Paragraphs • Adding Tables • Inserting Graphic Objects • Customizing the Word Environment
PROGRAM PRICE	**$295**	**Lecture: 8 hours**
TOTAL INVESTMENT	$295	TOTAL LENGTH: 8 hours

Word Part 2	
Students will create complex documents and build personalized efficiency tools using Microsoft Office Word.	
The Word Part 2 consists of 8 hours of lecture. Maximum student to instructor ratio is 24:1.	
Prerequisite Courses	
The prerequisite course of this program Word Part 1.	
Required Courses	• Word Part 2 (8 hours)
Program Objectives	• Working with Tables and Charts • Customizing Formats Using Styles and Themes • Using Images in a Document • Controlling Text Flow • Using Templates • Using Macros
PROGRAM PRICE	**$295**	**Lecture: 8 hours**
TOTAL INVESTMENT	$295	TOTAL LENGTH: 8 hours

Word Part 3

Students will learn to collaborate on complicated documents and manage how the documents are accessed and distributed. Advanced features of Word enable students to revise, manage, and secure your business documents.

The Word Part 3 consists of 8 hours of lecture. Maximum student to instructor ratio is 24:1.

Prerequisite Courses

The prerequisite course of this program is Word Part 2.

Required Courses	• Word Part 3 (8hours)	
Program Objectives	• Collaborating on Documents • Adding Reference Marks and Notes • Simplifying and Managing Long Documents • Securing a Document • Forms	
PROGRAM PRICE	**$295**	**Lecture: 8 hours**
TOTAL INVESTMENT	$295	TOTAL LENGTH: 8 hours

QuickBooks Part 1

In this course, students will be introduced to QuickBooks primary features as well as the new features and functionality.

The QuickBooks Part 1 consists of 8 hours of lecture. Maximum student to instructor ratio is 24:1.

Prerequisite Courses

The prerequisite course of this program is Excel Part 2.

Required Courses	• QuickBooks Part 1 (8 hours)	
Program Objectives	• Starting QuickBooks • Setting Up a Company • Working with Lists • Invoicing for Services • Working with Bank Accounts • Entering and Paying Bills	
PROGRAM PRICE	**$395**	**Lecture: 8 hours**
TOTAL INVESTMENT	$395	TOTAL LENGTH: 8 hours

QuickBooks Part 2

In this course, student will be introduced to the advanced features of QuickBooks.

The QuickBooks Part 2 consists of 8 hours of lecture. Maximum student to instructor ratio is 24:1.

Prerequisite Courses

The prerequisite course of this program is QuickBooks Part 1.

Required Courses	• QuickBooks Part 2 (8hours)	
Program Objectives	• Memorizing Transactions • Customizing Forms • Using Other QuickBooks Accounts • Creating Reports • Creating Graphs • Preparing Payroll with QuickBooks	
PROGRAM PRICE	**$395**	**Lecture: 8 hours**
TOTAL INVESTMENT	$395	TOTAL LENGTH: 8 hours

Business Etiquette

In this course, students will understand the concepts of business etiquette and learn how to apply business etiquette rules in a wide variety of typical business situations.	
The Business Etiquette consists of 8 hours of lecture. Maximum student to instructor ratio is 24:1.	
Prerequisite Courses	
The prerequisite course of this program is a basic understanding of the mouse and keyboard.	
Required Courses	• Business Etiquette (8hours)
Program Objectives	• Office protocol • Professional conduct • Communicating in the workplace • Etiquette in communication • Business functions • Traveling for business

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

Business Problem Solving

In this course, students will understand the fundamentals of problem solving, develop critical thinking skills, and learn how to utilize problems solving techniques in a team environment.	
The Business Problem Solving consists of 8 hours of lecture. Maximum student to instructor ratio is 24:1.	
Prerequisite Courses	
The prerequisite course of this program is a basic understanding of the mouse and keyboard.	
Required Courses	• Business Problem Solving (8hours)
Program Objectives	• Problem solving basics • Problem solving in the corporate world • Problem-solving process • Critical thinking and information analysis • Problem-solving teams

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

Business Writing

In this course, students will learn how to use writing to effectively communicate information.	
The Business Writing consists of 8 hours of lecture. Maximum student to instructor ratio is 24:1.	
Prerequisite Courses	
The prerequisite course of this program is a basic understanding of the mouse and keyboard.	
Required Courses	• Business Writing (8hours)
Program Objectives	• Writing skills • Writing specific messages • Understanding proposals • Letter proposals • Formal proposals

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

Customer Service

This course provides guidelines and best practices for providing excellent customer service that will enable frontline associates and service staff in back-up and support roles to build, maintain, and increase a loyal customer base.	
The Customer Service consists of 8 hours of lecture. Maximum student to instructor ratio is 24:1.	

Prerequisite Courses

The prerequisite course of this program is a basic understanding of the mouse and keyboard.	
Required Courses	• Customer Service (8hours)
Program Objectives	• Understanding Customer Service • Focusing on the Customer • Handling Complaints • Delivering Excellent Customer Service on the Telephone • Coping With Stress

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

Finance Essentials

This course will provide an overview of the basics of finance in business. It will cover financial roles and responsibilities in business organizations, discuss the purpose of financial reports and documents as well as how to read them.	
The Finance Essentials consists of 8 hours of lecture. Maximum student to instructor ratio is 24:1.	

Prerequisite Courses

The prerequisite course of this program is a basic understanding of the mouse and keyboard.	
Required Courses	• Finance Essentials (8hours)
Program Objectives	• Understanding Business and Finance • Reading Financial Reports and Documents • Focusing on Financial Institutions • Understanding Financial Management • Practicing Financial Ethics

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

Fundamentals of Communication

This course provides an overview of the basic principles of business communication. It provides guidelines and best practices for effectively communicating in the workplace.	
The Fundamentals of Communication consists of 8 hours of lecture. Maximum student to instructor ratio is 24:1.	

Prerequisite Courses

The prerequisite course of this program is a basic understanding of the mouse and keyboard.	
Required Courses	• Fundamentals of Communication (8hours)
Program Objectives	• Understanding Business Communication • Communicating in Writing • Communicating with Graphics • Using Verbal and Non-verbal Communication • Communicating Electronically

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

Grammar Essentials

In this course, students will review the rules of grammar, identify common grammar errors, and refine their business writing style.

The Grammar Essentials consists of 8 hours of lecture. Maximum student to instructor ratio is 24:1.

Prerequisite Courses

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

Required Courses	• Grammar Essentials (8hours)	
Program Objectives	• Identifying Nouns, Pronouns, and Verbs • Identifying Adjectives and Adverbs • Identifying Prepositions, Conjunctions, and Interjections • Identifying Rules • Identifying Correct Punctuation • Identifying Sentence Fragments, Run-ons, and Comma Splices • Improving Word Choices • Building Effective Sentences • Editing Effectively • Avoiding Hypercorrections	
PROGRAM PRICE	**$295**	**Lecture: 8 hours**
TOTAL INVESTMENT	$295	TOTAL LENGTH: 8 hours

Project Management Fundamentals

In this course, students will identify effective project management practices and their related processes. They will examine the elements of sound project management and apply the generally recognized practices to successfully manage projects.

The Project Management Fundamentals consists of 8 hours of lecture. Maximum student to instructor ratio is 24:1.

Prerequisite Courses

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

Required Courses	• Project Management Fundamentals (8hours)	
Program Objectives	• Getting Started with Project Management • Initiating a Project • Planning for Time and Cost • Planning for Project Risks, Communication, and Change Control • Managing a Project • Executing the Project Closeout Phase	
PROGRAM PRICE	**$295**	**Lecture: 8 hours**
TOTAL INVESTMENT	$295	TOTAL LENGTH: 8 hours