

New Horizons Computer Learning Center of South Florida

LEARNING CATALOG

A customer service oriented technical education establishment designed to service the needs of individuals and career changers alike, who desire to improve upon their existing knowledge and skills or for those who desire to begin their computer experience at a level that they feel comfortable.

Licensed by:

Commission for Independent Education

325 West Gaines Street, Suite 1414

Tallahassee, Florida 32399

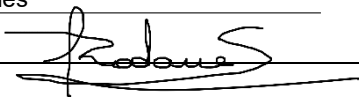
888-224-6684

“CERTIFIED TRUE AND CORRECT IN CONTENT AND POLICY”

Official Signatory:

Name: Carlos Rodanes

Signature



Date of Publication

October 1, 2020

VOLUME 30

TABLE OF CONTENTS

TABLE OF CONTENTS-----	2
GENERAL INFORMATION-----	5
HISTORY-----	5
PHILOSOPHY-----	5
PURPOSE-----	5
OWNERSHIP-----	5
GOVERNING BODY-----	6
ADMINISTRATION – FT. LAUDERDALE, MIAMI & WEST PALM BEACH-----	6
FACULTY – FT. LAUDERDALE-----	6
FACULTY – MIAMI-----	8
FACULTY – WEST PALM BEACH-----	9
DESCRIPTION OF SCHOOL FACILITIES-----	11
APPROVAL FROM NON-GOVERNMENTAL AGENCIES-----	11
AMERICANS WITH DISABILITIES ACT (ADA)-----	12
SMOKE FREE SCHOOL POLICY-----	12
HOURS OF OPERATION-----	12
HOLIDAYS-----	12
ADMISSIONS-----	13
POLICY STATEMENT-----	13
ADMISSION REQUIREMENTS-----	13
ACCEPTANCE OF TRANSFER CREDIT AND ADVANCE STANDING-----	13
SCHOLARSHIP PROGRAM-----	13
ACADEMIC INFORMATION-----	14
GRADUATION REQUIREMENTS-----	14
GRADING-----	14
VETERANS’ BENEFITS AND ASSISTANCE-----	14
RULES & REGULATIONS-----	16
APPEAL / COMPLAINT PROCEDURES-----	17
CLOCK HOUR DEFINITION-----	17
CLASS STARTING & ENDING DATES-----	18
CLASS CANCELLATION POLICY-----	18
PROGRAMS OF STUDY AND LOCATION OFFERINGS-----	19
COMPUTER PROGRAMS:-----	19
DISTANCE LEARNING (ONLINE) PROGRAMS:-----	20
ADMINISTRATIVE PROFESSIONAL-----	21
ADMINISTRATIVE PROFESSIONAL WITH ENGLISH AS A SECOND LANGUAGE (ESL)-----	22
CISCO (CCNA) PREPARATORY-----	23

CISCO (CCNA) ROUTING and SWITCHING PREPARATORY	24
CYBERSECURITY & ETHICAL HACKING PREPARATORY	25
HELP DESK	26
MICROSOFT CERTIFIED SOLUTIONS EXPERT (MCSE): BUSINESS INTELLIGENCE PREPARATORY	27
MICROSOFT CERTIFIED SOLUTIONS DEVELOPER (MCSD): WEB APPLICATIONS PREPARATORY.....	28
MICROSOFT CERTIFIED SOLUTIONS DEVELOPER (MCSD): WINDOWS STORE APPS PREPARATORY	29
MICROSOFT CERTIFIED APPLICATION SPECIALIST (MCAS) PREPARATORY	30
MICROSOFT CERTIFIED SOLUTIONS EXPERT (MCSE): SERVER INFRASTRUCTURE GREEN IT PREPARATORY.....	31
MICROSOFT CERTIFIED SOLUTIONS EXPERT (MCSE): SERVER INFRASTRUCTURE PREPARATORY	32
MICROSOFT TECHNOLOGY ASSOCIATE (MTA) PREPARATORY	33
MICROSOFT CERTIFIED SOLUTIONS ASSOCIATE WINDOWS (MCSA) SERVER AND DESKTOP IT PREPARATORY	34
MICROSOFT CERTIFIED SOLUTIONS ASSOCIATE WINDOWS (MCSA) SERVER 2012 PREPARATORY	35
NETWORK ADMINISTRATOR PREPARATORY	36
NETWORKING PROFESSIONAL PREPARATORY	37
NETWORKING SECURITY & CLOUD TECHNOLOGY PROFESSIONAL PREPARATORY	38
NETWORKING SECURITY PROFESSIONAL PREPARATORY.....	39
PC SUPPORT PREPARATORY.....	40
PROJECT MANAGEMENT PROFESSIONAL (PMP).....	41
PROJECT MANAGEMENT PROFESSIONAL (PMP) & CERTIFIED SIX SIGMA GREEN BELT (CSSGB) PREPARATORY PROGRAM	42
SYSTEMS SECURITY PREPARATORY	43
TRAIN THE TRAINER PREPARATORY.....	44
VMWARE CERTIFIED PROFESSIONAL (VCP) PREPARATORY	45
ADMINISTRATIVE PROFESSIONAL	46
ADMINISTRATIVE PROFESSIONAL WITH ENGLISH AS A SECOND LANGUAGE (ESL)	47
CISCO (CCNA) PREPARATORY	48
CISCO (CCNA) ROUTING and SWITCHING PREPARATORY	49
CYBERSECURITY & ETHICAL HACKING PREPARATORY	50
HELP DESK	51
MICROSOFT CERTIFIED SOLUTIONS EXPERT (MCSE): BUSINESS INTELLIGENCE PREPARATORY	52
MICROSOFT CERTIFIED SOLUTIONS DEVELOPER (MCSD): WEB APPLICATIONS PREPARATORY.....	53
MICROSOFT CERTIFIED SOLUTIONS DEVELOPER (MCSD): WINDOWS STORE APPS PREPARATORY	54
MICROSOFT CERTIFIED APPLICATION SPECIALIST (MCAS) PREPARATORY	55
MICROSOFT CERTIFIED SOLUTIONS EXPERT (MCSE): SERVER INFRASTRUCTURE GREEN IT PREPARATORY.....	56
MICROSOFT CERTIFIED SOLUTIONS EXPERT (MCSE): SERVER INFRASTRUCTURE PREPARATORY	57
MICROSOFT TECHNOLOGY ASSOCIATE (MTA) PREPARATORY	58
MICROSOFT CERTIFIED SOLUTIONS ASSOCIATE WINDOWS (MCSA) SERVER AND DESKTOP IT PREPARATORY	59
MICROSOFT CERTIFIED SOLUTIONS ASSOCIATE WINDOWS (MCSA) SERVER 2012 PREPARATORY	60
NETWORK ADMINISTRATOR PREPARATORY	61
NETWORKING PROFESSIONAL PREPARATORY	62
NETWORKING SECURITY & CLOUD TECHNOLOGY PROFESSIONAL PREPARATORY	63
NETWORKING SECURITY PROFESSIONAL PREPARATORY.....	64

PC SUPPORT PREPARATORY----- 65

PROJECT MANAGEMENT PROFESSIONAL (PMP)----- 66

PROJECT MANAGEMMENT PROFESSIONAL (PMP) & CERTIFIED SIX SIGMA GREEN BELT (CSSGB) PREPARATORY PROGRAM
----- 67

SYSTEMS SECURITY PREPARATORY ----- 68

VMWARE CERTIFIED PROFESSIONAL (VCP) PREPARATORY ----- 69

STUDENT SERVICES----- 70

HOUSING ----- 70

STUDENT RECORDS: ----- 70

TESTING: ----- 70

QUALIFICATIONS:----- 70

STUDENT PLACEMENT: ----- 70

ENROLLMENT AGREEMENT ----- 70

REFUND POLICY----- 71

PROGRAM TUITION AND FEE PAYMENT SCHEDULES ----- 72

INDIVIDUAL COURSE DESCRIPTIONS ----- 77

GENERAL INFORMATION

HISTORY

New Horizons Computer Learning Center of Miami was established in November 1996 in order to provide training and employable skills in the computer related industry.

In November 1996, New Horizons Computer Learning Center of Miami joined the worldwide team of New Horizons Computer Learning Centers, Inc. by purchasing a franchise.

In July 1997, New Horizons Computer Learning Center of South Florida opened with ten classrooms.

PHILOSOPHY

New Horizons Computer Learning Center of South Florida believes that any person willing to apply themselves to the study of computers can benefit from the training offered by the school. The school provides training from entry level to those areas needed to become a Certified Networking Specialist. The school provides hands on training, textbooks, labs and instruction, which have been certified, by Microsoft, CompTIA, Cisco, and Citrix in order to prepare the student for the final examination and certification.

PURPOSE

The purpose of the institutions is to provide computer and business skills related training and consulting services. The school strives to provide quality education and to produce competent graduates who can succeed at their next level of endeavor in an ever-changing richly diverse society.

The school provides a well-balanced curriculum in an environment conducive to learning and delivered by a highly quailed staff with a commitment to excellence. The school recognizes its responsibility to assist students in the achievement of their success.

OWNERSHIP

GEB Computer Training, LTD D/B/A New Horizons Computer Learning Center of South Florida, a limited partnership, formed under the laws of the State of Florida.

Owner: Gil J. Bonwitt

New Horizons Computer Learning Center of South Florida 7757 West Flagler Street, Suite 200

Miami, FL 33144

GOVERNING BODY

The principal office of the partnership is located at 100 South Pine Island Rd., suite 200; Plantation, FL 33324, with additional training facilities located at 7757 West Flagler Street, Suite 200; Miami, FL 33144, and 2101 Vista Parkway, Suite 1100, West Palm Beach, FL 33411.

ADMINISTRATION – FT. LAUDERDALE, MIAMI & WEST PALM BEACH

Owner:	Gil J. Bonwitt
Chief Administrative Officer	Carlos Rodanes
Director of Education	Jamie Cooper
Education Counselors:	Ruben Aguilera Nardo Perez Kenrick Chandon
Director of Career Services:	Darnelle Daverman
Controller:	Don Cumming

FACULTY – FT. LAUDERDALE

Faculty-Member Name	Programs Taught	Degrees/Diplomas Held & Awarding Institution
Luis Barreiros	<ul style="list-style-type: none"> • Cisco (CCNA) Routing and Switching Preparatory • Help Desk • Microsoft Certified Solutions Associate Windows (MCSA) Server and Desktop IT • Network Administrator Preparatory • Networking Professional Preparatory • Networking Security Professional Preparatory 	<p>B.A. in Information Technology from American Intercontinental University.</p> <p>Instructor is Certified to teach all courses listed under the Courses Taught section by appropriate vendors as noted below:</p> <ol style="list-style-type: none"> 1. Cisco Certified Network Associate (CCNA) Routing and Switching certification 2. CompTIA A+ certification 3. CompTIA Network+ certification 4. CompTIA Security+ certification 5. Microsoft Certified Technology Specialist 6. Microsoft Certified Professional 7. Microsoft Certified Solutions Associate 8. Microsoft Certified Trainer (MCT)
Eddie Davis	<ul style="list-style-type: none"> • Cisco (CCNA) Routing and Switching Preparatory • Cybersecurity and Ethical Hacking Preparatory • Help Desk • Microsoft Certified Solutions Expert (MCSE): Business Intelligence • Microsoft Certified Application Specialist (MCAS) Preparatory • Microsoft Certified Solutions Expert (MCSE): Server Infrastructure Green IT Preparatory • Microsoft Certified Solutions Expert (MCSE): Server Infrastructure Preparatory • Microsoft Certified Solutions Associate Windows (MCSA) Server and Desktop IT • Microsoft Certified Solutions Associate Windows (MCSA) Server 2012 Preparatory • Microsoft Technology Associate (MTA) Preparatory • Network+ CertificationPreparatory 	<p>B.A. in Business Administration from Florida International University</p> <p>Instructor is Certified to teach all courses listed under the Courses Taught section by appropriate vendors as noted below:</p> <ol style="list-style-type: none"> 1. Cisco Certified Network Associate (CCNA) Routing and Switching certification 2. Certified Ethical Hacker 3. CompTIA A+ certification 4. CompTIA Cloud+ certification 5. CompTIA CySA+ certification 6. CompTIA Linux+ certification 7. CompTIA Network+ certification 8. CompTIA PenTest+ 9. CompTIA Security+ certification 10. CompTIA Server+ certification 11. Microsoft Technology Associate (MTA) certification 12. Microsoft Certified Solutions Expert (MCSE): Business Intelligence certification 13. Microsoft Certified Solutions Expert (MCSE): Server Infrastructure certification

	<ul style="list-style-type: none"> • Network Administrator Preparatory • Networking Professional Preparatory • Networking Security Professional Preparatory • Networking Security and Cloud Technology Professional Preparatory 	<ul style="list-style-type: none"> 14. Microsoft Certified Solutions Associate (MCSA): Windows Server 2012 certification 15. Microsoft Certified IT Professional Server Administrator certification 16. Microsoft Certified Technology Specialist Windows Server 2008 certification 17. Microsoft Certified Application Specialist (MCAS) certification 18. Microsoft Certified Azure Administrator Associate certification
Boanerge Rodriguez	<ul style="list-style-type: none"> • Cisco (CCNA) Routing and Switching Preparatory • Help Desk • Windows (MCSA) Server and Desktop IT • Network Administrator Preparatory • Networking Professional Preparatory • Networking Security Professional Preparatory 	<p>Instructor is Certified to teach all courses listed under the Courses Taught section by appropriate vendors as noted below:</p> <ol style="list-style-type: none"> 1. Cisco Certified Network Associate (CCNA) Routing and Switching certification 2. CompTIA A+ certification 3. CompTIA Network+ certification 4. CompTIA Security+ certification 5. Microsoft Certified Technology Specialist 6. Microsoft Certified Professional 7. Microsoft Certified Solutions Associate 8. Microsoft Certified Trainer (MCT) 9. Microsoft Specialist
Jeffrey Rosario	<ul style="list-style-type: none"> • Cisco (CCNA) Routing and Switching Preparatory • Help Desk • Windows (MCSA) Server and Desktop IT • Network Administrator Preparatory • Networking Professional Preparatory • Networking Security Professional Preparatory 	<p>Instructor is Certified to teach all courses listed under the Courses Taught section by appropriate vendors as noted below:</p> <ol style="list-style-type: none"> 1. Cisco Certified Network Associate (CCNA) Routing and Switching certification 2. CompTIA A+ certification 3. CompTIA Network+ certification 4. CompTIA Security+ certification 5. CompTIA Server+ 6. Microsoft Certified Trainer 7. Microsoft Certified Solutions Associate 8. Microsoft Certified Solutions Expert 9. Microsoft Certified Azure Administrator Associate 10. Microsoft Certified Azure Fundamentals
Chuck Turay	<ul style="list-style-type: none"> • Cisco (CCNA) Routing and Switching Preparatory • Help Desk • Windows (MCSA) Server and Desktop IT • Network Administrator Preparatory • Networking Professional Preparatory • Networking Security Professional Preparatory 	<p>Instructor is Certified to teach all courses listed under the Courses Taught section by appropriate vendors as noted below:</p> <ol style="list-style-type: none"> 1. Cisco Certified Network Associate (CCNA) Routing and Switching certification 2. CompTIA A+ certification 3. CompTIA Network+ certification 4. CompTIA Security+ certification 5. Microsoft Certified Professional 6. Microsoft Certified Solutions Associate 7. Microsoft Specialist
David Winters	<ul style="list-style-type: none"> • Cisco (CCNA) Routing and Switching Preparatory • Help Desk • Windows (MCSA) Server and Desktop IT • Network Administrator Preparatory • Networking Professional Preparatory • Networking Security Professional Preparatory 	<p>Instructor is Certified to teach all courses listed under the Courses Taught section by appropriate vendors as noted below:</p> <ol style="list-style-type: none"> 1. VM Ware Certified Professional 2. Microsoft Azure Fundamentals 3. CompTIA A+ certification 4. CompTIA IT Operations Specialist 5. CompTIA N+ 6. CompTIA S+ 7. Microsoft Certified Professional

FACULTY – MIAMI

Faculty-Member Name	Programs Taught	Degrees/Diplomas Held & Awarding Institution
Luis Barreiros	<ul style="list-style-type: none"> • Cisco (CCNA) Routing and Switching Preparatory • Help Desk • Microsoft Certified Solutions Associate Windows (MCSA) Server and Desktop IT • Network Administrator Preparatory • Networking Professional Preparatory • Networking Security Professional Preparatory 	<p>B.A. in Information Technology from American Intercontinental University.</p> <p>Instructor is Certified to teach all courses listed under the Courses Taught section by appropriate vendors as noted below:</p> <ol style="list-style-type: none"> 1. Cisco Certified Network Associate (CCNA) Routing and Switching certification 2. CompTIA A+ certification 3. CompTIA Network+ certification 4. CompTIA Security+ certification 5. Microsoft Certified Technology Specialist 6. Microsoft Certified Professional 7. Microsoft Certified Solutions Associate 8. Microsoft Certified Trainer (MCT)
Eddie Davis	<ul style="list-style-type: none"> • Cisco (CCNA) Routing and Switching Preparatory • Cybersecurity and Ethical Hacking Preparatory • Help Desk • Microsoft Certified Solutions Expert (MCSE): Business Intelligence • Microsoft Certified Application Specialist (MCAS) Preparatory • Microsoft Certified Solutions Expert (MCSE): Server Infrastructure Green IT Preparatory • Microsoft Certified Solutions Expert (MCSE): Server Infrastructure Preparatory • Microsoft Certified Solutions Associate Windows (MCSA) Server and Desktop IT • Microsoft Certified Solutions Associate • Windows (MCSA) Server 2012 Preparatory • Microsoft Technology Associate (MTA) Preparatory • Network+ CertificationPreparatory • Network AdministratorPreparatory • Networking Professional Preparatory • Networking Security Professional Preparatory • Networking Security and Cloud Technology Professional Preparatory 	<p>B.A. in Business Administration from Florida International University</p> <p>Instructor is Certified to teach all courses listed under the Courses Taught section by appropriate vendors as noted below:</p> <ol style="list-style-type: none"> 1. Cisco Certified Network Associate (CCNA) Routing and Switching certification 2. Certified Ethical Hacker 3. CompTIA A+ certification 4. CompTIA Cloud+ certification 5. CompTIA CySA+ certification 6. CompTIA Linux+ certification 7. CompTIA Network+ certification 8. CompTIA PenTest+ 9. CompTIA Security+ certification 10. CompTIA Server+ certification 11. Microsoft Technology Associate (MTA) certification 12. Microsoft Certified Solutions Expert (MCSE): Business Intelligence certification 13. Microsoft Certified Solutions Expert (MCSE): Server Infrastructure certification 14. Microsoft Certified Solutions Associate (MCSA): Windows Server 2012certification 15. Microsoft Certified IT Professional Server Administrator certification 16. Microsoft Certified Technology Specialist Windows Server 2008 certification 17. Microsoft Certified Application Specialist (MCAS) certification 18. Microsoft Certified Azure Administrator Associate certification
Boanerge Rodriguez	<ul style="list-style-type: none"> • Cisco (CCNA) Routing and Switching Preparatory • Help Desk • Windows (MCSA) Server and Desktop IT • Network Administrator Preparatory • Networking Professional Preparatory • Networking Security Professional Preparatory 	<p>Instructor is Certified to teach all courses listed under the Courses Taught section by appropriate vendors as noted below:</p> <ol style="list-style-type: none"> 1. Cisco Certified Network Associate (CCNA) Routing and Switching certification 2. CompTIA A+ certification 3. CompTIA Network+ certification 4. CompTIA Security+ certification 5. Microsoft Certified Technology Specialist 6. Microsoft Certified Professional 7. Microsoft Certified Solutions Associate 8. Microsoft Certified Trainer (MCT) 9. Microsoft Specialist

Jeffrey Rosario	<ul style="list-style-type: none"> • Cisco (CCNA) Routing and Switching Preparatory • Help Desk • Windows (MCSA) Server and Desktop IT • Network Administrator Preparatory • Networking Professional Preparatory • Networking Security Professional Preparatory 	<p>Instructor is Certified to teach all courses listed under the Courses Taught section by appropriate vendors as noted below:</p> <ol style="list-style-type: none"> 1. Cisco Certified Network Associate (CCNA) Routing and Switching certification 2. CompTIA A+ certification 3. CompTIA Network+ certification 4. CompTIA Security+ certification 5. CompTIA Server+ 6. Microsoft Certified Trainer 7. Microsoft Certified Solutions Associate 8. Microsoft Certified Solutions Expert 9. Microsoft Certified Azure Administrator Associate 10. Microsoft Certified Azure Fundamentals
Chuck Turay	<ul style="list-style-type: none"> • Cisco (CCNA) Routing and Switching Preparatory • Help Desk • Windows (MCSA) Server and Desktop IT • Network Administrator Preparatory • Networking Professional Preparatory • Networking Security Professional Preparatory 	<p>Instructor is Certified to teach all courses listed under the Courses Taught section by appropriate vendors as noted below:</p> <ol style="list-style-type: none"> 1. Cisco Certified Network Associate (CCNA) Routing and Switching certification 2. CompTIA A+ certification 3. CompTIA Network+ certification 4. CompTIA Security+ certification 5. Microsoft Certified Professional 6. Microsoft Certified Solutions Associate 7. Microsoft Specialist
David Winters	<ul style="list-style-type: none"> • Cisco (CCNA) Routing and Switching Preparatory • Help Desk • Windows (MCSA) Server and Desktop IT • Network Administrator Preparatory • Networking Professional Preparatory • Networking Security Professional Preparatory 	<p>Instructor is Certified to teach all courses listed under the Courses Taught section by appropriate vendors as noted below:</p> <ol style="list-style-type: none"> 1. VM Ware Certified Professional 2. Microsoft Azure Fundamentals 3. CompTIA A+ certification 4. CompTIA IT Operations Specialist 5. CompTIA N+ 6. CompTIA S+ 7. Microsoft Certified Professional

FACULTY – WEST PALM BEACH

Faculty-Member Name	Programs Taught	Degrees/Diplomas Held & Awarding Institution
Luis Barreiros	<ul style="list-style-type: none"> • Cisco (CCNA) Routing and Switching Preparatory • Help Desk • Microsoft Certified Solutions Associate Windows (MCSA) Server and Desktop IT • Network Administrator Preparatory • Networking Professional Preparatory • Networking Security Professional Preparatory 	<p>B.A. in Information Technology from American Intercontinental University.</p> <p>Instructor is Certified to teach all courses listed under the Courses Taught section by appropriate vendors as noted below:</p> <ol style="list-style-type: none"> 1. Cisco Certified Network Associate (CCNA) Routing and Switching certification 2. CompTIA A+ certification 3. CompTIA Network+ certification 4. CompTIA Security+ certification 5. Microsoft Certified Technology Specialist 6. Microsoft Certified Professional 7. Microsoft Certified Solutions Associate 8. Microsoft Certified Trainer (MCT)
Eddie Davis	<ul style="list-style-type: none"> • Cisco (CCNA) Routing and Switching Preparatory • Cybersecurity and Ethical Hacking Preparatory • Help Desk • Microsoft Certified Solutions Expert (MCSE): Business Intelligence • Microsoft Certified Application Specialist (MCAS) Preparatory • Microsoft Certified Solutions Expert (MCSE): Server Infrastructure Green IT Preparatory 	<p>B.A. in Business Administration from Florida International University</p> <p>Instructor is Certified to teach all courses listed under the Courses Taught section by appropriate vendors as noted below:</p> <ol style="list-style-type: none"> 1. Cisco Certified Network Associate (CCNA) Routing and Switching certification 2. Certified Ethical Hacker 3. CompTIA A+ certification 4. CompTIA Cloud+ certification 5. CompTIA CySA+ certification 6. CompTIA Linux+ certification 7. CompTIA Network+ certification

	<ul style="list-style-type: none"> • Microsoft Certified Solutions Expert (MCSE): Server Infrastructure Preparatory • Microsoft Certified Solutions Associate Windows (MCSA) Server and Desktop IT • Microsoft Certified Solutions Associate Windows (MCSA) Server 2012 Preparatory • Microsoft Technology Associate (MTA) Preparatory • Network+ CertificationPreparatory • Network AdministratorPreparatory • Networking Professional Preparatory • Networking Security Professional Preparatory • Networking Security and Cloud Technology Professional Preparatory 	<ol style="list-style-type: none"> 8. CompTIA PenTest+ 9. CompTIA Security+ certification 10. CompTIA Server+ certification 11. Microsoft Technology Associate (MTA) certification 12. Microsoft Certified Solutions Expert (MCSE): Business Intelligence certification 13. Microsoft Certified Solutions Expert (MCSE): Server Infrastructure certification 14. Microsoft Certified Solutions Associate (MCSA): Windows Server 2012certification 15. Microsoft Certified IT Professional Server Administrator certification 16. Microsoft Certified Technology Specialist Windows Server 2008 certification 17. Microsoft Certified Application Specialist (MCAS) certification 18. Microsoft Certified Azure Administrator Associate certification
Boanerge Rodriguez	<ul style="list-style-type: none"> • Cisco (CCNA) Routing and Switching Preparatory • Help Desk • Windows (MCSA) Server and Desktop IT • Network Administrator Preparatory • Networking Professional Preparatory • Networking Security Professional Preparatory 	<p>Instructor is Certified to teach all courses listed under the Courses Taught section by appropriate vendors as noted below:</p> <ol style="list-style-type: none"> 1. Cisco Certified Network Associate (CCNA) Routing and Switching certification 2. CompTIA A+ certification 3. CompTIA Network+ certification 4. CompTIA Security+ certification 5. Microsoft Certified Technology Specialist 6. Microsoft Certified Professional 7. Microsoft Certified Solutions Associate 8. Microsoft Certified Trainer (MCT) 9. Microsoft Specialist
Jeffery Rosario	<ul style="list-style-type: none"> • Cisco (CCNA) Routing and Switching Preparatory • Help Desk • Windows (MCSA) Server and Desktop IT • Network Administrator Preparatory • Networking Professional Preparatory • Networking Security Professional Preparatory 	<p>Instructor is Certified to teach all courses listed under the Courses Taught section by appropriate vendors as noted below:</p> <ol style="list-style-type: none"> 1. Cisco Certified Network Associate (CCNA) Routing and Switching certification 2. CompTIA A+ certification 3. CompTIA Network+ certification 4. CompTIA Security+ certification 5. CompTIA Server+ 6. Microsoft Certified Trainer 7. Microsoft Certified Solutions Associate 8. Microsoft Certified Solutions Expert 9. Microsoft Certified Azure Administrator Associate 10. Microsoft Certified Azure Fundamentals
Chuck Turay	<ul style="list-style-type: none"> • Cisco (CCNA) Routing and Switching Preparatory • Help Desk • Windows (MCSA) Server and Desktop IT • Network Administrator Preparatory • Networking Professional Preparatory • Networking Security Professional Preparatory 	<p>Instructor is Certified to teach all courses listed under the Courses Taught section by appropriate vendors as noted below:</p> <ol style="list-style-type: none"> 8. Cisco Certified Network Associate (CCNA) Routing and Switching certification 9. CompTIA A+ certification 10. CompTIA Network+ certification 11. CompTIA Security+ certification 12. Microsoft Certified Professional 13. Microsoft Certified Solutions Associate 14. Microsoft Specialist
David Winters	<ul style="list-style-type: none"> • Cisco (CCNA) Routing and Switching Preparatory • Help Desk • Windows (MCSA) Server and Desktop IT • Network Administrator Preparatory • Networking Professional Preparatory • Networking Security Professional Preparatory 	<p>Instructor is Certified to teach all courses listed under the Courses Taught section by appropriate vendors as noted below:</p> <ol style="list-style-type: none"> 1. VM Ware Certified Professional 2. Microsoft Azure Fundamentals 3. CompTIA A+ certification 4. CompTIA IT Operations Specialist 5. CompTIA N+ 6. CompTIA S+ 7. Microsoft Certified Professional

New Horizons Computer Learning Center of South Florida maintains adequate staffing levels to teach all the classes that we run at any of our office locations throughout South Florida by having our instructors teach out of the appropriate center where a class is scheduled to be held as needed. If a class fills up and is at maximum capacity, then we will immediately schedule a new class as needed with enough time between them to ensure that classes do not run with more students than our maximum capacity, and to ensure that we always are able to have instructors available to teach any class that is taking place.

DESCRIPTION OF SCHOOL FACILITIES

The Fort Lauderdale Campus is in an 8,000 square feet facility located at 8211 West Broward Boulevard, Suite 210, Plantation FL 33324. Suite 210 is in a 5,100 square feet space located on the second floor and is used for technology-based training. This space includes 4 classrooms, a reference library and break room, 1 conference room and a testing facility.

The Miami campus is located in an 11,000 square foot facility at 7757 W. Flagler Street, Suite 200, Miami, FL 33144. This location has 10 classrooms, a lab for Technology-Based Training, break room, two conference rooms and a testing facility. The 10 classrooms are used for the study of computer related subjects equipped with current computer hardware needed for classes. The classrooms are equipped with one computer per person, video and overhead projectors and white boards for visual aid.

The West Palm Beach campus is located in a 6,000-square foot facility at 2101 Vista Parkway, Suite 1100, West Palm Beach, FL 33411. This location has 3 classrooms and 1 lab technology for Technology-Based Training, break room, and 1 conference room. The 3 classrooms are used for the study of computer related subjects equipped with current computer hardware needed for classes. The classrooms are equipped with one computer per person, video and overhead projector and white boards for visual aid.

APPROVAL FROM NON-GOVERNMENTAL AGENCIES

- CompTIA Training Center (1998)

Certified to deliver Computer Hardware Training (A+) and Computer Network Training

- Microsoft Certified Partner Learning Solutions – Gold Level (1999)

Certifies that we meet Microsoft's' most rigorous requirements to deliver training for Microsoft products CIW Authorized

- CIW Authorized Learning Center (2000)

Certifies that we are technically sound to deliver training for CIW certification.

- Adobe Certified Training Provider (2000)

Certifies that we are technically sound to deliver training for Adobe products

- Security Certified Professional Authorized Training Partner (2001)

Certifies that we are technically sound to deliver training for Security Certified Professional (SCP) certification.

- Project Management Institute (PMI) (2009)

Certifies that we are technically sound to deliver training for Project Management Professional (PMP) certification.

- ISC2 Authorized Training Center (2005)

Certifies that we are authorized to deliver the full range of advanced security training including preparation for the CISSP Certification

- VMware Authorized Training Center (2011)

Certifies that we are technically sound to deliver training for VMware Certified Professional (VCP) certification.

The school is affiliated with all other New Horizons worldwide, although each location is independently owned and operated.

Each location may offer different classes and have different accreditation.

AMERICANS WITH DISABILITIES ACT (ADA)

New Horizons Computer Learning Center of South Florida is located in a facility that meets ADA requirements. Special single occupancy restrooms are available for special needs. Elevators include Braille raised letters on their control panels. Control panels are lowered to accommodate wheelchair height. The Classroom and laboratory PC stations are at a desk height to accommodate wheelchair access. Questions relative to ADA accessibility should be directed to the Facility Manager who can be reached during the Hours of 9 AM thru 5 PM Monday thru Friday.

SMOKE FREE SCHOOL POLICY

To protect and enhance our indoor air quality and to contribute to the health and well-being of all employees and students, New Horizons Computer Learning Center of South Florida is an entirely smoke free institution. The use of tobacco and smoking products, including chewing tobacco and using electronic cigarettes (E-cigarettes) is banned from our facilities.

Smoking is prohibited in all of the enclosed areas within the school, without exception. This includes common work areas, classrooms, conference and meeting rooms, private offices, hallways, the lunchrooms, and all other enclosed facilities.

Not complying with this policy may be grounds for dismissal and/or termination.

HOURS OF OPERATION

The business office is open from 8:00 AM to 5:00 PM Monday through Friday. Registration will be conducted from 9:00 AM to 6:00 PM Monday through Friday.

Classes are in session:

Monday through Friday 8:30 AM to 10:30 PM

Saturday 8:30 AM to 4:30 PM

Lunch and Dinner Breaks:

Lunch Break 12:00 PM to 1:00 PM

Dinner Break 7:30 PM to 8:00 PM

HOLIDAYS

School will not be held on the following holidays.

New Year's Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Christmas Day

ADMISSIONS

POLICY STATEMENT

The school does not discriminate regarding race, color, creed and/or religion. The training offered by the school is also recommended to handicapped persons who are unable to undertake strenuous vocations or lack the mobility required by other occupations.

ADMISSION REQUIREMENTS

An applicant requesting admission may be asked to take entry-level class(s) before entering into a program. There would be no testing on these entry-level classes that would keep the applicant from entering the program. If the applicant did not have even basic knowledge of entry-level classes, which may be prerequisites for a program, applicant may be *required* to take the entry-level class(s) before entering the program. Students must show that they have a basic knowledge of program during interview prior to enrollment.

A student wishing to apply for enrollment may attend one (one day PC class) session prior to entering the program at no cost. Students are encouraged to attend the class to determine his or her level of commitment and financial obligation.

Each student is assigned an Educational Counselor that interviews the student prior to any program. The Educational Counselor will continue to monitor the student as well as counsel them through each program. Each Educational Counselor is trained, tested, and certified to council students in specific programs that the school offers.

ACCEPTANCE OF TRANSFER CREDIT AND ADVANCE STANDING

Credit may be given for relevant course work at other licensed post-secondary institutions which is documented by official transcript, up to a maximum of the following 2 vendor certifications, CompTIA A+ certification and CompTIA Network+ Certification. New Horizons Computer Learning Center of South Florida reserves the right to administer appropriate examinations to prospective students seeking credit.

The transfer of credit from New Horizons Computer Learning Center of South Florida to other institutions is solely within the purview of the accepting institution. Students who wish to transfer credit earned from New Horizons Computer Learning Center of South Florida should consult with the admissions department of the Institution in which they choose to continue their education

SCHOLARSHIP PROGRAM

New Horizons Computer Learning Center of South Florida offers need-based scholarships to students who qualify. This is financial assistance, which full-time and part-time students can apply for each academic year to help pay for tuition and fees and does not need to be paid back. Scholarships are available to all students, including students who may receive other forms of financial assistance, such as Veterans educational benefits. The following eligibility requirements apply:

- (a) applicants must be a U.S. citizen or lawful permanent resident;
- (b) if the applicant has served in the military, the applicant must be an honorably discharged veteran;
- (c) applicant's financial need must not exceed \$13,000 (need is calculated by subtracting cost of tuition minus other sources of funding/financing available to the student).

Scholarship amounts may vary based on the student's demonstrated financial need. To receive funding, the recipient must meet the Standards of Academic Progress requirements applicable to VA students stated on page 17 of this Catalog without regard to whether the student receives VA benefits. Students may contact the Office of Admissions to obtain an application and/or ask questions about the scholarship program.

ACADEMIC INFORMATION

GRADUATION REQUIREMENTS

A Diploma is presented to the Student that has:

1. Successfully completed all required courses in the selected program.
2. Attended all required class hours.
3. Fulfilled all monetary obligations to the school.
4. Passed any required testing for selected program.

GRADING

Students are graded during each course of study on a Pass/Fail basis. Students seeking a full certification will be tested for each class within the program. These are proctored tests issued by a specific program vendor, which the student has chosen based upon their program of study. This testing has a different grade scale for each test. Upon receiving a passing score, the student will receive a Certification of Completion for the specific class. Upon testing and passing the required tests for the program, the student will receive a diploma for that specific program directly from the vendor responsible for the certification. The student has to meet the requirements of the program to receive a certification from the vendor.

Students are not terminated for failure to acquire skills but are encouraged to repeat classes or attend additional classes. Each program includes two test attempts for each class. If the student fails the test twice and wants to test again, it will be the student's obligation to purchase the additional test. Students are requested to take all practice exams before taking the final test. This procedure ensures the student is ready to take the final test.

VETERANS' BENEFITS AND ASSISTANCE

STUDENTS ELIGIBLE FOR VETERANS' BENEFITS

New Horizons Computer Learning Center of South Florida has been granted state approval to train veterans or war orphans under the provisions of Chapter 36, Title 38, United States Code Section 1775. Individuals interested in obtaining more information should contact the VA office that has possession of their records.

a) Standards of Academic Progress for VA Students

Instructors grade students during each course on a Pass/Fail scale. Students receiving VA educational benefits must maintain a minimum Standard of Progress Status of "Pass" for all technical program courses taken during each monthly evaluation period.

A VA student whose Standards of Progress Status falls below "Pass" at the end of any monthly evaluation period will be placed on academic probation for a maximum of two consecutive terms of enrollment. If the VA student's Standards of Progress Status is still below "Pass" at the end of the second consecutive term of probation, the student's VA educational benefits will be terminated. Students may not be recertified for VA educational benefits until the student achieves satisfactory academic progress.

A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified after one term has elapsed and after attaining a Standard of Progress Status of "Pass" during that monthly evaluation period.

b) Veteran's Attendance Policy

Veteran students must achieve a minimum of 80% attendance (or no more than 20% absenteeism rate) of the scheduled hours for the term of study (per course). Veteran students who fail to meet the minimum policy requirements will have their VA benefits terminated on the last date of attendance prior to violating the attendance policy for that term of study (course). Veteran students will be placed on attendance probation for the following term of study (course). Veteran students will be allowed to have their benefits certified while on attendance probation for the following term of study (course). After such time, veteran students that violate the attendance policy while on attendance probation, will be terminated on the last date of attendance prior to violating the attendance policy for that term of study (course). Veteran students will not be certified for a future term of study (course) until the veteran student can show that the cause of unsatisfactory attendance has been removed. In order to show that the cause of unsatisfactory attendance has been removed, veteran students must show good attendance (as defined) for one term of study (course) after being terminated for unsatisfactory attendance. After such time, the veteran student may be recertified for VA education benefits.

Early departures, class absences, tardiness, etc., for any portion of a class period will be counted as ½ day of absence. Veteran students are approved "as certified", with the school to keep records of attendance and term dates in the VA student files for USDVA and SAA audit purposes. The student's attendance records, and term dates will be retained in the veteran's file for USDVA and SAA for audit purposes. Attendance will be monitored, and the policy enforced.

c) Veteran' Refund Policy

The refund of the unused portion of tuition, fees, and other charges for veterans or eligible persons who fail to enter a course or withdraw or discontinue prior to completion will be made for all amounts paid which exceed the approximate pro rata portion of the total charges that the length of the completed portion bears to the total length of the course. The proration will be determined on the ratio of the number of days or hours of instruction completed by the student to the total number of instructional days or hours in the course and must be pro rata to the very end.

d) Veteran's Credit for Previous Education or Training

Students must report all previous post-secondary education and training. The school must maintain a written record that clearly indicates official transcripts have been obtained from all post-secondary institutions that the student has attended, those transcripts have been reviewed and evaluated, and appropriate credit has been granted toward the student's current program, with training time shortened and tuition reduced proportionately, and the VA and the veteran so notified.

e) Student Progress/Transcript Records

Student Progress/Transcript records are permanently retained by the school and are available to students upon individual request.

f) Distance Learning/Online Programs: courses and programs are not approved and will not be submitted to the VA on the enrollment certifications.

RULES & REGULATIONS

A. Attendance/Class Cuts:

Technical programs that the student is seeking certification require 80% attendance. After missing one day in any class, the student is counseled by the Educational Counselor. If a student is not making the 80% attendance required by the program, the Educational Counselor and an Administrative Officer will counsel the student. Veteran students are not eligible for benefit payment during period of extra sessions, make-up work/repeated work. Veteran students may receive VA educational benefits for only SAA approved number of program hours. There is a one-year time period on completion of any program without further charge.

B. Tardiness:

A student arriving after attendance has been taken is considered late. The instructor will record the amount of time. All class time missed in excess of 50% of the class time will be counted as half a day of attendance.

C. Conduct:

Students are expected to conduct themselves in a professional manner at all times. Foul language, possession of non-prescribed drugs or alcoholic beverages, and disrespectful behavior is considered unsatisfactory conduct and may be grounds for dismissal. A student who conducts himself in a manner detrimental to the school, staff or other students will be terminated. Theft of property from the school or other students is grounds for immediate dismissal.

D. Make up work:

Students absent for any reason are required to make up any missed classes before proceeding to the next course of study. A student may make up missed time by attending another class in session or attending Saturday or night classes, which are conducted for other students. Veteran students may receive VA educational benefits for only SSA approved number of program hours.

E. Probation:

A student that does not adhere to the attendance policy will be placed on probation for 30 days. Should the student be absent while on probation, he will be counseled by the Director of Education, which could result in termination.

F. Interruptions in Training/Termination:

A student is not terminated for failure to learn the required skills. A student that has not successfully completed the examinations at the end of each course is encouraged to attend the additional class sessions for extra practice. The student is permitted to retake the examinations within a reasonable time as determined by the instructor. The retaking of such classes is of no extra costs to the student. If the student fails to achieve a passing grade the second time, he/she is counseled by the Director of Education as to the advisability of continuing and that if he/she decides to continue a Certificate of Completion may not be awarded. Veteran students are not eligible for benefit payment during period of extra sessions, make-up work/repeated work. Veteran students may receive VA educational benefits for only SAA approved number of program hours.

G. Leaves of Absence:

A student may be granted a leave of absence for a reasonable amount of time as determined by the Director of Education (a 60-day maximum). A request for a leave of absence must be in writing and the date of expected return must be specified. Veteran students may not receive educational benefits while on leave of absence; enrollment must be terminated at the point of the last date of attendance.

H. Re-entry:

A student that has canceled or has been terminated and desires to re-enter the program of study must notify the school and follow the required admission procedures. A student that was terminated for any reason must have an interview with the Director of Education and show cause why he/she should be re-instated. The decision of the Director of Education is final.

APPEAL / COMPLAINT PROCEDURES

Any student who has a grievance with the school or an instructor should discuss the problem first with the instructor or may contact the Training Manager at 754-212-3934 during normal school hours. If a resolution is not reached, the student should make a written appeal and/or complaint and submit it to the school director, who is the appointed student complaint designee. If necessary, other students will be interviewed to determine the validity of the appeal and/or complaint. The student will receive a written response within 14 days following the receipt of the appeal and/or complaint, which shall include a summary of the institution's investigation and disposition of the appeal and/or complaint.

New Horizons Computer Learning Center of South Florida is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution and/or complaint issues may be directed to the Commission at the address below.

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

CLOCK HOUR DEFINITION

New Horizons Computer Learning Center of South Florida measures academic progress using the clock hour system. A Clock Hour means a period of 60 minutes with a minimum of 50 minutes of instruction in the presence of an instructor. New Horizons Computer Learning Center of South Florida does not have any quarters or semesters; we are on a rolling schedule system. A class will begin the Tuesday directly after New Horizons Computer Learning Center of South Florida has been able to certify that the minimum number of students necessary to start a class (8 students) are available and able to attend.

CLASS STARTING & ENDING DATES

The school recommends that the student take the classes in the order listed under the program curriculum. The date of completion is determined by the date that the student completes all of the required classes for each program. All classes are awarded a certificate upon completion. To obtain a program Diploma, all classes in the specific program must be completed. Students may wish to complete a program faster or slower. A student may get counseling from their assigned Educational Counselor and alter the speed of the program if the schedule permits.

Students may repeat any class as many times as they wish up to twelve months from first day of each class start date.

Veteran students must complete their enrolled program with the SAA approved number of program hours. Term dates will be certified from the start of the term through the end of the term. Students receiving VA educational benefits will have completed their enrolled program when they have completed the SAA approved number of program hours.

CLASS CANCELLATION POLICY

New Horizons Computer Learning Center of South Florida reserves the right to cancel a course or class within a student's track due to low enrollment or circumstances beyond its control. Every effort will be made to reschedule a canceled class or transfer enrollment to a later date without undue hardship or penalty. If the school cancels a course or class etc., the student is entitled to a refund of all monies paid.

PROGRAMS OF STUDY AND LOCATION OFFERINGS

DIPLOMA PROGRAMS

SEE INDIVIDUAL PROGRAM INFORMATION FOR LOCATION OFFERINGS

COMPUTER PROGRAMS:

- Administrative Professional
- Administrative Professional with English As A Second Language (ESL)
- Cisco (CCNA) Preparatory
- Cisco (CCNA) Routing and Switching Preparatory
- Cybersecurity & Ethical Hacking Preparatory
- Help Desk
- Microsoft Certified Solutions Expert (MCSE): Business Intelligence Preparatory
- Microsoft Certified Solutions Developer (MCSD): Web Applications Preparatory
- Microsoft Certified Solutions Developer (MCSD): Windows Store Apps Preparatory
- Microsoft Certified Application Specialist (MCAS) Preparatory
- Microsoft Certified Solutions Expert (MCSE): Server Infrastructure Green IT Preparatory
- Microsoft Certified Solutions Expert (MCSE): Server Infrastructure Preparatory
- Microsoft Technology Associate (MTA) Preparatory
- Microsoft Certified Solutions Associate Windows (MCSA) Server and Desktop IT Preparatory
- Microsoft Certified Solutions Associate Windows (MCSA) Server 2012 Preparatory
- Network Administrator Preparatory
- Networking Professional Preparatory
- Networking Security & Cloud Technology Preparatory
- Networking Security Professional Preparatory
- PC Support Preparatory
- Project Management Professional (PMP)
- Project Management Professional (PMP) & Certified Six Sigma Green Belt (CSSGB) Preparatory Program
- Systems Security Preparatory
- Train the Trainer Preparatory
- VMware Certified Professional (VCP) Preparatory

DISTANCE LEARNING (ONLINE) PROGRAMS:

- Administrative Professional
- Administrative Professional with English As A Second Language (ESL)
- Cisco (CCNA) Preparatory
- Cisco (CCNA) Routing and Switching Preparatory
- Cybersecurity & Ethical Hacking Preparatory
- Help Desk
- Microsoft Certified Solutions Expert (MCSE): Business Intelligence Preparatory
- Microsoft Certified Solutions Developer (MCSD): Web Applications Preparatory
- Microsoft Certified Solutions Developer (MCSD): Windows Store Apps Preparatory
- Microsoft Certified Application Specialist (MCAS) Preparatory
- Microsoft Certified Solutions Expert (MCSE): Server Infrastructure Green IT Preparatory
- Microsoft Certified Solutions Expert (MCSE): Server Infrastructure Preparatory
- Microsoft Technology Associate (MTA) Preparatory
- Microsoft Certified Solutions Associate Windows (MCSA) Server and Desktop IT Preparatory
- Microsoft Certified Solutions Associate Windows (MCSA) Server 2012 Preparatory
- Network Administrator Preparatory
- Networking Professional Preparatory
- Networking Security & Cloud Technology Preparatory
- Networking Security Professional Preparatory
- PC Support Preparatory
- Project Management Professional (PMP)
- Project Management Professional (PMP) & Certified Six Sigma Green Belt (CSSGB) Preparatory Program
- Systems Security Preparatory
- VMware Certified Professional (VCP) Preparatory

ADMINISTRATIVE PROFESSIONAL**WEST PALM BEACH & MIAMI LOCATIONS**

The Microsoft Office Specialist (MOS) credential, part of the Microsoft Business Certification program, identifies specific skills covering the most in-demand Microsoft Office system products—Microsoft Office Word, Excel, PowerPoint, Access, and Outlook — as well as the Windows operating system. Candidates who pass a certification exam show that they can meet globally recognized performance standards.

Program Objective:

To obtain one or more of the Microsoft Office Specialist (MOS) Certifications.

Program Requirements:

- Entrance Requirement: Basic understanding of Windows recommended, but not required.
- 4 weeks required to complete the program.
- 5 Certification Exams (not included)

COURSE TITLE	CLOCK HOURS
MSA 1010 – Word – Level 1	6.5
MSA 1011 – Word – Level 2	6.5
MSA 1012 – Word – Level 3	6.5
MSA 1020 – Excel – Level 1	6.5
MSA 1021 – Excel – Level 2	6.5
MSA 1022 – Excel – Level 3	6.5
MSA 1030 – Access – Level 1	13.0
MSA 1031 – Access – Level 2	13.0
MSA 1032 – Access – Level 3	6.5
MSA 1040 – PowerPoint – Level 1	6.5
MSA 1041 – PowerPoint – Level 2	6.5
MSA 1050 – Outlook – Level 1	6.5
MSA 1051 – Outlook – Level 2	6.5
QBS 1000 – Getting Started with QuickBooks	6.5
QBS 1001 – Keep Going with QuickBooks	6.5
PROGRAM TOTAL	110.5

ADMINISTRATIVE PROFESSIONAL WITH ENGLISH AS A SECOND LANGUAGE (ESL)**MIAMI LOCATION ONLY**

The Microsoft Office Specialist (MOS) credential, part of the Microsoft Business Certification program, identifies specific skills covering the most in-demand Microsoft Office system products—Microsoft Office Word, Excel, PowerPoint, Access, and Outlook — as well as the Windows operating system. Candidates who pass a certification exam show that they can meet globally recognized performance standards.

Program Objective:

To obtain one or more of the Microsoft Office Specialist (MOS) Certifications.

Program Requirements:

- Entrance Requirement: Basic understanding of Windows recommended, but not required.
- 6 weeks required to complete the program.
- 5 Certification Exams (not included)

COURSE TITLE	CLOCK HOURS
MSA 1010 – Word – Level 1	6.5
MSA 1011 – Word – Level 2	6.5
MSA 1012 – Word – Level 3	6.5
MSA 1020 – Excel – Level 1	6.5
MSA 1021 – Excel – Level 2	6.5
MSA 1022 – Excel – Level 3	6.5
MSA 1030 – Access – Level 1	13.0
MSA 1031 – Access – Level 2	13.0
MSA 1032 – Access – Level 3	6.5
MSA 1040 – PowerPoint – Level 1	6.5
MSA 1041 – PowerPoint – Level 2	6.5
MSA 1050 – Outlook – Level 1	6.5
MSA 1051 – Outlook – Level 2	6.5
QBS 1000 – Getting Started with QuickBooks	6.5
QBS 1001 – Keep Going with QuickBooks	6.5
ESL 1000 – English as a Second Language Workshop	75.0
PROGRAM TOTAL	185.5

CISCO (CCNA) PREPARATORY**WEST PALM BEACH LOCATION ONLY**

The Interconnecting Cisco Network Devices (ICND) course presents the concepts, commands, and practice required to configure Cisco switches and routers in multi-protocol Internet works. Through lectures, discussions, demonstrations, exercises, and laboratory projects, students are given information sufficient to identify and recommend the best Cisco solutions for small to medium-sized businesses. Students perform all basic configuration procedures to build a multi router, multi group internet work that uses LAN and WAN interfaces for the most commonly used routing and routed protocols. ICND provides the installation, configuration, and troubleshooting information that technical support people require installing and configuring Cisco products.

Program Objective:

To obtain the Cisco Certified Network Associate (CCNA) Routing and Switching Certification.

Program Requirements:

- Entrance Requirements: A student should have Knowledge of data networking; generally, the student should have a basic understanding of networking concepts and an exposure to IP or IPX networking.
- 1 week required to complete the program.
- 2 Certification Exams (not included)

COURSE TITLE	CLOCK HOURS
CCT 1000 – Interconnecting Cisco Network Devices (ICND)	32.5
PROGRAM TOTAL	32.5

CISCO (CCNA) ROUTING and SWITCHING PREPARATORY

FT. LAUDERDALE & MIAMI LOCATIONS

The Interconnecting Cisco Network Devices (ICND) course presents the concepts, commands, and practice required to configure Cisco switches and routers in multi-protocol Internet works. Through lectures, discussions, demonstrations, exercises, and laboratory projects, students are given information sufficient to identify and recommend the best Cisco solutions for small to medium-sized businesses. Students perform all basic configuration procedures to build a multi router, multi group internet work that uses LAN and WAN interfaces for the most commonly used routing and routed protocols. ICND provides the installation, configuration, and troubleshooting information that technical support people require installing and configuring Cisco products.

Program Objective:

To obtain the Cisco Certified Network Associate (CCNA) Routing and Switching Certification.

Program Requirements:

- Entrance Requirements: A student should have Knowledge of data networking; generally, the student should have a basic understanding of networking concepts and an exposure to IP or IPX networking.
- 1 week required to complete the program.
- 2 Certification Exams (not included)

COURSE TITLE	CLOCK HOURS
CCT 1000 – Interconnecting Cisco Network Devices (ICND)	32.5
PROGRAM TOTAL	32.5

CYBERSECURITY & ETHICAL HACKING PREPARATORY

FT. LAUDERDALE, WEST PALM BEACH, & MIAMI LOCATIONS

The CYBERSECURITY & ETHICAL HACKING PREPARATORY PROGRAM is designed to provide an individual with computer knowledge an opportunity to prepare them for a career in IT, advance their current IT career and to prepare for four industry certifications. The certifications addressed in this preparatory program include CompTIA Linux+, CompTIA CySA+, CompTIA PenTest+ and CEH.

All simulations and/or lab environments used in class are built to be totally isolated from any public network and maintained through New Horizons Computer Learning Centers. All labs cover basic breach and report, troubleshooting, security analysis, command and GUI based exercises. The basic in-class environment includes a Microsoft server environment, Windows client, and Linux client.

The term, “Ethical Hacker” relates to an individual who can display all the necessary requirements to perform white-hat vulnerability scanning and penetration testing actions. The CEH course is NOT a malicious hacking course. The CEH training offers students an understanding on how hackers think and which tools they prefer to use. Students will learn to analyze existing security controls and procedures, understand the way attackers’ approach prospective targets, how to look for undetected internal weaknesses and exploitable strengths so that organizations can create security policies which defend against both current and emerging threats. It also provides students the skills they need to conduct thorough penetration testing on enterprise networks and discover potential weaknesses before hackers do the same. It allows the students to gain the knowledge they need to create realistic, adaptable attack scenarios, then test existing security policies and employee preparedness. Students will spend most of the class time learning about industry compliance, tools used in penetration testing, and current lawful regulations as dictated by global regulators.

At the completion of this program students are qualified to administer a Linux operating system, prevent platform lock-in and promote more flexible approaches to Linux system troubleshooting. Perform data analysis and interpret the results to identify vulnerabilities, threats and risks to an organization; configure and use threat-detection tools and secure and protect applications and systems within an organization. Assess penetration testing, vulnerability assessment and management skills necessary to determine the resiliency of the network against attacks. Customize assessment frameworks to effectively collaborate on and report findings. Communicate recommended strategies to improve the overall state of IT security. Look for weaknesses and vulnerabilities in target systems and assess the security posture of a target system.

Program Objective:

To obtain the CompTIA Linux+, CompTIA CySA+, CompTIA PenTest+, and EC-Council’s Certified Ethical Hacker (CEH) certifications.

Program Requirements:

- Entrance Requirements: Proficiency using the Windows environment and general knowledge of Hardware and Network concepts, but computer knowledge or experience is not required.
- 12 weeks required to complete the program.
- 4 Certification Exams (not included)

COURSE TITLE	CLOCK HOURS
COT 1042 – Linux Foundations	54.0
COT 1043 – Cybersecurity Threat Detection & Response	54.0
COT 1044 – Vulnerability Assessment & Penetration Testing	54.0
ECC 1050 – Ethical Hacking & Network Defense	54.0
PROGRAM TOTAL	216.0

HELP DESK**FT. LAUDERDALE, WEST PALM BEACH, & MIAMI LOCATIONS**

The program is designed to prepare individuals for a help desk or similar entry level position in the field of Information Technology. The program highlights preparation for three recognized certifications: A+, N+ and Windows Desktop Certifications. The A+ and N+ Certifications were developed by the Computing Technology Industry Association (CompTIA) to certify the competency of entry-level (6 month's experience) service technicians in the computer industry. Having the A+ and N+ Certifications signify that the individual possesses the knowledge to support a wide variety of software and hardware, and indicate their high-quality knowledge, technical ability and customer service. The Windows Desktop Certification will get individuals started in their IT career by ensuring they have the skills to successfully troubleshoot desktop environments running on the Microsoft Windows® operating system.

Program Objective:

To obtain the CompTIA A+, CompTIA Network+, and Windows Desktop Certification.

Program Requirements:

- Entrance Requirements: A typical student should have some basic computer knowledge, but computer knowledge or experience is not required.
- 6 weeks required to complete the program.
- 3 Certification Exams (not included)

COURSE TITLE	CLOCK HOURS
COT 1001 – A+ Mobility	39.6
COT 1021 – Network+ Mobility	36.0
MST 90331 – Windows Enterprise Desktop Support Technician	36.0
PROGRAM TOTAL	111.6

MICROSOFT CERTIFIED SOLUTIONS EXPERT (MCSE): BUSINESS INTELLIGENCE PREPARATORY

FT. LAUDERDALE, WEST PALM BEACH, & MIAMI LOCATIONS

The MCSE Business Intelligence Certification is the premier certification for IT professionals who implement and administer SQL Server Databases. The MCSE Business Intelligence certification allows students to demonstrate the broad skill sets in building and administrating enterprise-scale data solutions both on-premises and in cloud environments. Earning an MCSE: Business Intelligence certification will qualify students for such jobs as database analyst and database designer. The Microsoft Certified Solutions Expert (MCSE) credential provides IT professionals with a more targeted framework to showcase the technical skills required for specific developer jobroles.

Program Objective:

To obtain the Microsoft Certified Solutions Expert (MCSE): Business Intelligence Certification.

Program Requirements:

- Entrance Requirements: Proficiency using the Windows environment and general knowledge of Hardware and Network concepts, but computer knowledge or experience is not required.
- 6 weeks required to complete the program.
- 5 Certification Exams (not included)

COURSE TITLE	CLOCK HOURS
MST 10774 – Querying Microsoft SQL Server	32.5
MST 10775 – Administering Microsoft SQL Server Databases	32.5
ST 10776 – Developing Microsoft SQL Server Databases	32.5
MST 10777 – Implementing a Data Warehouse with Microsoft SQL Server	32.5
MST 20465 – Designing Database Solutions for SQL Server	32.5
PROGRAM TOTAL	162.5

MICROSOFT CERTIFIED SOLUTIONS DEVELOPER (MCSO): WEB APPLICATIONS PREPARATORY**FT. LAUDERDALE & MIAMI LOCATIONS**

The Microsoft Certified Solutions Developer (MCSO): Web Applications credential requires professionals to master the following skills:

- Envisioning & Designing an Application
- Designing & Developing a User Interface
- Designing & Developing a Component
- Designing & Developing an Application Framework
- Testing & Stabilizing an Application
- Deploying & Supporting an Application

Developers who earn the MCSO: Web Applications certification have demonstrated breadth and depth of skills and knowledge required to build interactive, data-driven Web applications that use ASP.NET for both intranet and Internet uses, across multiple networks, using the latest in Microsoft infrastructure and networking technologies.

Program Objective:

To obtain the Microsoft Certified Solutions Developer (MCSO): Web Applications Certification. Program Requirements:

- Entrance Requirements: Proficiency using the Windows environment and general knowledge of hardware and network concepts, but computer knowledge or experience is not required.
- 6 weeks required to complete the program.
- 3 Certification Exams (not included)

COURSE TITLE	CLOCK HOURS
MST 10264 – Developing Web Applications with Microsoft Visual Studio	32.5
MST 10265 – Developing Data Access Solutions with Microsoft Visual Studio	32.5
MST 10267 – Introduction to Web Development with Microsoft Visual Studio	32.5
MST 20480 – Programming in HTML 5 with JavaScript and CSS3	32.5
MST 20486 – Developing ASP.NET MVC 4 Web Applications	32.5
MST 20487 – Developing Windows Azure and Web Services	32.5
PROGRAM TOTAL	195.0

MICROSOFT CERTIFIED SOLUTIONS DEVELOPER (MCSD): WINDOWS STORE APPS PREPARATORY**FT. LAUDERDALE, WEST PALM BEACH, & MIAMI LOCATIONS**

The Microsoft Certified Solutions Developer (MCSD): Windows Store Apps credential requires professionals to master the following skills:

- Envisioning & Designing an Application
- Designing & Developing a User Interface
- Designing & Developing a Component
- Designing & Developing an Application Framework
- Testing & Stabilizing an Application
- Deploying & Supporting an Application

Developers who earn the MCSD: Windows Store Apps certification have demonstrated breadth and depth of skills and knowledge required to build interactive, data-driven Windows Store applications that use ASP.NET for both intranet and Internet uses, across multiple networks, using the latest in Microsoft infrastructure and networking technologies.

Program Objective:

To obtain the Microsoft Certified Solutions Developer (MCSD): Windows Store Apps Certification.

Program Requirements:

- Entrance Requirements: Proficiency using the Windows environment and general knowledge of hardware and network concepts, but computer knowledge or experience is not required.
- 6 weeks required to complete the program.
- 3 Certification Exams (not included)

COURSE TITLE	CLOCK HOURS
MST 10262 – Developing Windows Applications with Microsoft Visual Studio	32.5
MST 10263 – Developing Windows Communication Foundation Solutions with Microsoft Visual Studio	19.5
MST 10265 – Developing Data Access Solutions with Microsoft Visual Studio	32.5
MST 20480 – Programming in HTML 5 with JavaScript and CSS3	32.5
MST 20481 – Essentials of Developing Windows Store Apps Using HTML5 and JavaScript	32.5
MST 20482– Advanced Windows Store App Development Using HTML5 and JavaScript	32.5
PROGRAM TOTAL	182.0

MICROSOFT CERTIFIED APPLICATION SPECIALIST (MCAS) PREPARATORY**FT. LAUDERDALE & MIAMI LOCATIONS**

The Microsoft Certified Application Specialist (MCAS) credential, part of the Microsoft Business Certification program, identifies specific skills covering the most in-demand Microsoft Office system products—Microsoft Office Word, Excel, PowerPoint, Access, and Outlook — as well as the Windows operating system. The MCAS certification is replacing the Microsoft Office Specialist or MOS certification for the Office Suite.

Program Objective:

To obtain one or more of the Microsoft Office Specialist (MOS) Certifications.

Program Requirements:

- Entrance Requirement: Basic understanding of Windows recommended, but not required.
- 4 weeks required to complete the program.
- 5 Certification Exams (not included)

COURSE TITLE	CLOCK HOURS
MSA 1010 – Word – Level 1	6.5
MSA 1011 – Word – Level 2	6.5
MSA 1012 – Word – Level 3	6.5
MSA 1020 – Excel – Level 1	6.5
MSA 1021 – Excel – Level 2	6.5
MSA 1022 – Excel – Level 3	6.5
MSA 1030 – Access – Level 1	13.0
MSA 1031 – Access – Level 2	13.0
MSA 1032 – Access – Level 3	6.5
MSA 1040 – PowerPoint – Level 1	6.5
MSA 1041 – PowerPoint – Level 2	6.5
MSA 1050 – Outlook – Level 1	6.5
MSA 1051 – Outlook – Level 2	6.5
MST 5058 – Windows 8 Transition from Windows 7	6.5
PROGRAM TOTAL	104.0

MICROSOFT CERTIFIED SOLUTIONS EXPERT (MCSE): SERVER INFRASTRUCTURE GREEN IT
PREPARATORY

FT. LAUDERDALE, WEST PALM BEACH, & MIAMI LOCATIONS

As an MCSE, you are able to validate your ability to handle day-to-day management of the server operating system, file structure, and directory services; handle software distribution and updates; monitor servers; provide tier-2 troubleshooting support; support engineering and change-management projects; build and configure servers; implement auditing policy; perform scheduled vulnerability-assessment scans; and monitor logs for firewalls and intrusion-detection systems.

Program Objective:

To obtain the CompTIA Network+, Cisco Certified Network Associate (CCNA) Routing and Switching, and Microsoft Certified Solutions Expert (MCSE) Certifications.

Program Requirements:

- Entrance Requirements: A typical student should have proficiency using the Windows environment and general knowledge of Hardware and Network concepts, but computer knowledge or experience is not required.
- 8 weeks required to complete the program.
- 8 Certification Exams (not included)

COURSE TITLE	CLOCK HOURS
MST 20410 – Installing and Configuring Windows Server	32.5
MST 20411 – Administering Windows Server	32.5
MST 20412 – Configuring Advanced Windows Server Services	32.5
MST 20413 – Designing and Implementing a Server Infrastructure	32.5
MST 20414 – Implementing an Advanced Server Infrastructure	32.5
MST 55021 – Configuring and Administering Hyper-V in Windows Server	19.5
COT 1020 – Network +	32.5
CCT 1000 – Interconnecting Cisco Network Devices (ICND)	32.5
PROGRAM TOTAL	247.0

MICROSOFT CERTIFIED SOLUTIONS EXPERT (MCSE): SERVER INFRASTRUCTURE PREPARATORY

FT. LAUDERDALE, WEST PALM BEACH, & MIAMI LOCATIONS

As an MCSE, you are able to validate your ability to handle day-to-day management of the server operating system, file structure, and directory services; handle software distribution and updates; monitor servers; provide tier-2 troubleshooting support; support engineering and change-management projects; build and configure servers; implement auditing policy; perform scheduled vulnerability-assessment scans; and monitor logs for firewalls and intrusion-detection systems.

Program Objective:

To obtain the CompTIA Network+, Cisco Certified Network Associate (CCNA) Routing and Switching, and Microsoft Certified Solutions Expert (MCSE) Certifications.

Program Requirements:

- Entrance Requirements: A typical student should have proficiency using the Windows environment and general knowledge of Hardware and Network concepts, but computer knowledge or experience is not required.
- 7 weeks required to complete the program.
- 7 Certification Exams (not included)

COURSE TITLE	CLOCK HOURS
MST 20410 – Installing and Configuring Windows Server	32.5
MST 20411 – Administering Windows Server	32.5
MST 20412 – Configuring Advanced Windows Server Services	32.5
MST 20413 – Designing and Implementing a Server Infrastructure	32.5
MST 20414 – Implementing an Advanced Server Infrastructure	32.5
COT 1020 – Network +	32.5
CCT 1000 – Interconnecting Cisco Network Devices (ICND)	32.5
PROGRAM TOTAL	227.5

MICROSOFT TECHNOLOGY ASSOCIATE (MTA) PREPARATORY

FT. LAUDERDALE, WEST PALM BEACH, & MIAMI LOCATIONS

The MTA Certification is the first step in Microsoft Certification. The MTA Certification is designed for those who want to demonstrate expertise with a particular Microsoft Product or Technology.

Program Objective:

To obtain the Microsoft Certified Professional (MCP) Certification.

Program Requirements:

- Entrance Requirements: Proficiency using the Windows environment and general knowledge of Hardware and Network concepts, but computer knowledge or experience is not required.
- 2 weeks required to complete the program.
- 1 Certification Exam (not included)

COURSE TITLE	CLOCK HOURS
MST 40033 – Windows Operating System and Windows Server Fundamentals	32.5
MST 40366 – Networking Fundamentals	19.5
PROGRAM TOTAL	52.0

**MICROSOFT CERTIFIED SOLUTIONS ASSOCIATE WINDOWS (MCSA) SERVER AND DESKTOP IT
PREPARATORY**

FT. LAUDERDALE, WEST PALM BEACH, & MIAMI LOCATIONS

The Microsoft Certified Solutions Associate (MCSA) Server is intended for IT professionals who work in the complex computing environment of medium-sized to large companies. The MCSA will gain experience implementing and administering a network operating system in an environment that has the following characteristics:

- 250 to 5,000 or more users
- Three or more physical locations
- Three or more domain controllers
- Network services and resources, such as messaging, a database, file and print, a proxy server, a firewall, the Internet, an intranet, remote access, and client computer management
- Connectivity requirements, such as connecting branch offices and individual users in remote locations to the corporate network and connecting corporate networks to the Internet

Program Objective:

To obtain the CompTIA A+, CompTIA Network+, Microsoft Windows Desktop, and Microsoft Certified Solutions Associate Certifications.

Program Requirements:

- Entrance Requirements: Proficiency using the Windows environment and general knowledge of Hardware and Network concepts, but computer knowledge or experience is not required.
- 12 weeks required to complete the program.
- 4 Certification Exams (not included)

COURSE TITLE	CLOCK HOURS
MST 90410 – Installing and Configuring Windows Servers	36.0
MST 90411 – Administering Windows Servers	36.0
MST 90412 – Configuring Advanced Windows Server Services	36.0
MST 90331 – Windows Enterprise Desktop Support Technician	36.0
COT 1001 – A+ Mobility	39.6
COT 1021 – Network+ Mobility	36.0
PROGRAM TOTAL	219.6

MICROSOFT CERTIFIED SOLUTIONS ASSOCIATE WINDOWS (MCSA) SERVER 2012 PREPARATORY**FT. LAUDERDALE, WEST PALM BEACH, & MIAMI LOCATIONS**

The Microsoft Certified Solutions Associate (MCSA) on Windows Server credential is intended for IT professionals who work in the complex computing environment of medium-sized to large companies. The MCSA will gain experience implementing and administering a network operating system in an environment that has the following characteristics:

- 250 to 5,000 or more users
- Three or more physical locations
- Three or more domain controllers
- Network services and resources, such as messaging, a database, file and print, a proxy server, a firewall, the Internet, an intranet, remote access, and client computer management
- Connectivity requirements, such as connecting branch offices and individual users in remote locations to the corporate network and connecting corporate networks to the Internet

Program Objective:

To obtain the CompTIA A+, CompTIA Network+, and Microsoft Certified Solutions Associate Certifications.

Program Requirements:

- Entrance Requirements: Proficiency using the Windows environment and general knowledge of hardware and network concepts, but computer knowledge or experience is not required.
- 6 weeks required to complete the program.
- 5 Certification Exams (not included)

COURSE TITLE	CLOCK HOURS
MST 20410 – Installing and Configuring Windows Server	32.5
MST 20411 – Administering Windows Server	32.5
MST 20412 – Configuring Advanced Windows Server Services	32.5
COT 2000 – A+ Comprehensive	65.0
COT 1020 – Network+	32.5
PROGRAM TOTAL	195.0

NETWORK ADMINISTRATOR PREPARATORY

FT. LAUDERDALE, WEST PALM BEACH, & MIAMI LOCATIONS

The NETWORK ADMINISTRATOR PREPARATORY PROGRAM is designed to provide an individual with computer knowledge an opportunity to prepare for a career in IT, advance their current IT career, and prepare for up to 6 industry certifications. The certifications that are addressed in this preparatory program include CompTIA A+, CompTIA Net+, CompTIA S+, CompTIA Server+, CompTIA Linux+ and CCNA. At the completion of this program, students will be able to explain types of network connections, configure various device operating systems as well as cloud-based software, troubleshoot and problem solve core services and support challenges in a basic IT infrastructure. They will be able to support the creation of virtualized networks and understand the latest trends and techniques in risk management, risk mitigation, threat management and intrusion detection. They will demonstrate foundational level knowledge of cloud services that span storage, security, networking, and computer cloud capabilities. They will apply common tasks in major distributions of Linux, including the Linux command line, basic maintenance, installing and configuring workstations, and networking, administer user and group permissions, configure hardware, and configure network interfaces. The program will also provide the concepts and practice required to configure Cisco switches and routers. This program is based on lectures, discussions, demonstrations, exercises and virtual labs.

Program Objective:

To obtain the CompTIA A+, CompTIA Network+, CompTIA Security+, CompTIA Server+, CompTIA Linux+ and the Cisco Certified Network Associate (CCNA) Routing and Switching certifications.

Program Requirements:

- Entrance Requirements: Proficiency using the Windows environment and general knowledge of hardware and network concepts, but computer knowledge or experience is not required.
- 18 weeks required to complete the program.
- 6 Certification Exams (Included)

COURSE TITLE	CLOCK HOURS
COT 1002 – A+ Mobility & Cloud Computing	54.0
COT 1022 – Network+ Mobility & Cloud Computing	54.0
COT 1032 – Security+ Comprehensive	54.0
CCT 1001 – Cisco Routing and Switching	72.0
COT 1040 – Server+	36.0
COT 1042 – Linux Foundations	54.0
PROGRAM TOTAL	324.0

NETWORKING PROFESSIONAL PREPARATORY

FT. LAUDERDALE, WEST PALM BEACH, & MIAMI LOCATIONS

The Networking Professional Preparatory program is designed to provide an individual with the computer knowledge and opportunity to prepare them for a career in IT, advance their current IT career and to prepare for three industry certifications. The certifications that are addressed in this preparatory program include the CompTIA IT Fundamentals, A+ and Network+.

At the completion of this program, students will be able to use features and functions of common operating systems and to establish network connectivity. They will be able to identify, use, and connect hardware components and devices, explain the purpose of a variety of networking concepts and implement them appropriately. Additionally, they will be able to determine and explain the appropriate cabling, device and storage technologies, and use best practices to manage the network, determine policies and ensure business continuity. They will be able to understand critical security concepts to helping networking professional work with security practitioners; understand key cloud computing best practices and typical service models,

This program is based on lectures, discussions, demonstrations, exercises and virtual labs.

Program Objective:

To obtain the CompTIA IT Fundamentals, CompTIA A and CompTIA Network+ certifications.

Program Requirements:

- Entrance Requirements: Proficiency using the Windows environment and general knowledge of Hardware and Network concepts, but computer knowledge or experience is not required.
- 8 weeks required to complete the program.
- 3 Certification Exams (Included)

COURSE TITLE	CLOCK HOURS
COT 1003 – IT Fundamentals	39.6
COT 1002 – A+ Mobility & Cloud Computing	54.0
COT 1022 – Network+ Mobility & Cloud Computing	54.0
PROGRAM TOTAL	147.6

NETWORKING SECURITY & CLOUD TECHNOLOGY PROFESSIONAL PREPARATORY

FT. LAUDERDALE, WEST PALM BEACH, & MIAMI LOCATIONS

The NETWORKING SECURITY AND CLOUD TECHNOLOGY PROFESSIONAL PREPARATORY PROGRAM is designed to provide an individual with computer knowledge an opportunity to prepare them for a career in IT, advance their current IT career and to prepare for nine industry certifications. The certifications that are addressed in this preparatory program include A+, Net+, Security +, Microsoft Office 365 Fundamentals, Managing Microsoft Teams, Microsoft 365 Messaging, Server +, Microsoft Azure Fundamentals and Microsoft Azure Administrator. At the completion of this program, students will be able to identify, use, and connect hardware components and devices, explain the purpose of a variety of networking concepts and implement them appropriately; determine and explain the appropriate cabling, device and storage technologies. and use best practices to manage the network, determine policies and ensure business continuity. They will be able to understand critical security concepts, understand key cloud computing best practices and typical service models. Additionally, they will understand the options available in Microsoft 365 and the benefits of adopting cloud services, the Software as a Service (SaaS) cloud model and implement the Microsoft 365 cloud service. Plan and configure a Microsoft Teams environment; deploy, configure, manage, troubleshoot, and monitor recipients, permissions, mail protection, mail flow, and public folders in hybrid and cloud enterprise environments; apply physical and network data security techniques and understand the benefits of cloud computing in Azure

Program Objective:

To obtain the CompTIA A+, CompTIA Network+, Security +, Microsoft Office 365 Fundamentals, Managing Microsoft Teams, Microsoft 365 Messaging, Server +, Microsoft Azure Fundamentals and Microsoft Azure Administrator Certifications

Program Requirements:

- Entrance Requirements: Proficiency using the Windows environment and general knowledge of Hardware and Network concepts, but computer knowledge or experience is not required.
- 18 weeks required to complete the program.
- 9 Certification Exams (Included)

COURSE TITLE	CLOCK HOURS
COT 1002 – A+ Mobility & Cloud Computing	54.0
COT 1022 – Network+ Mobility & Cloud Computing	54.0
COT 1032 – Security+ Comprehensive	54.0
MST 90414 – Office 365 Fundamentals	18.0
MST 90415 – Managing Microsoft Teams	18.0
MST 90416 – Cloud Exchange & Email Management	36.0
COT 1040 – Server+	36.0
MST 90413 – Azure Fundamentals and Administration	54.0
PROGRAM TOTAL	324.0

NETWORKING SECURITY PROFESSIONAL PREPARATORY

FT. LAUDERDALE, WEST PALM BEACH, & MIAMI LOCATIONS

The NETWORKING SECURITY PROFESSIONAL PREPARATORY PROGRAM is designed to provide an individual with computer knowledge an opportunity to prepare for a career in IT, advance their current IT career, and prepare for up to 6 industry certifications. The certifications that are addressed in this preparatory program include CompTIA A+, CompTIA Net+, CompTIA S+, CompTIA Server+, Microsoft Azure Fundamentals, Microsoft Azure Administrator and CCNA. At the completion of this program, students will be able to configure various device operating systems as well as cloud-based software, troubleshoot and problem solve core services and support challenges in a basic IT infrastructure. They will be able to support the creation of virtualized networks and understand the latest trends and techniques in risk management, risk mitigation, threat management and intrusion detection. They will demonstrate foundational level knowledge of cloud services that span storage, security, networking, and computer cloud capabilities. The program will also provide the concepts and practice required to configure Cisco switches and routers. This program is based on lectures, discussions, demonstrations, exercises and virtual labs.

Program Objective:

To obtain the CompTIA A+, CompTIA Network+, CompTIA Security+, CompTIA Server+, Microsoft Azure Fundamentals, Microsoft Azure Administrator and the Cisco Certified Network Associate (CCNA) Routing and Switching certifications.

Program Requirements:

- Entrance Requirements: Proficiency using the Windows environment and general knowledge of hardware and network concepts, but computer knowledge or experience is not required.
- 18 weeks required to complete the program.
- 6 Certification Exams (Included)

COURSE TITLE	CLOCK HOURS
COT 1002 – A+ Mobility & Cloud Computing	54.0
COT 1022 – Network+ Mobility & Cloud Computing	54.0
COT 1032 – Security+ Comprehensive	54.0
CCT 1001 – Cisco Routing and Switching	72.0
COT 1040 – Server+	36.0
MST 90413 – Azure Fundamentals and Administration	54.0
PROGRAM TOTAL	324.0

PC SUPPORT PREPARATORY**MIAMI AND WEST PALM BEACH LOCATIONS**

We have combined the CompTIA A+ certification with computer application training to give the student a wide breadth of computer skills to use in a daily PC support role. The student will learn Microsoft Windows, Word, Excel, Outlook and PowerPoint. The CompTIA A+ Certification is a program developed by the Computing Technology Industry Association (CompTIA) to certify the competency of entry-level (6 month's experience) service technicians in the computer industry. The CompTIA A+ Certification signifies that the individual possesses the knowledge to support a wide variety of software and hardware, and indicates their high-quality knowledge, technical ability and customer service.

Program Objective:

To obtain the CompTIA A+ Certification and basic Microsoft Office knowledge.

Program Requirements:

- Entrance Requirements: A typical student should have some basic computer knowledge, but computer knowledge or experience is not required.
- 4 weeks required to complete the program.
- 6 Certification Exams (not included)

COURSE TITLE	CLOCK HOURS
COT 1000 – A+	32.5
MSA 1000 – Windows – Level 1	6.5
MSA 1001 – Windows – Level 2	6.5
MSA 1010 – Word – Level 1	6.5
MSA 1011 – Word – Level 2	6.5
MSA 1012 – Word – Level 3	6.5
MSA 1020 – Excel – Level 1	6.5
MSA 1021 – Excel – Level 2	6.5
MSA 1022 – Excel – Level 3	6.5
MSA 1040 – PowerPoint – Level 1	6.5
MSA 1041 – PowerPoint – Level 2	6.5
MSA 1050 – Outlook – Level 1	6.5
MSA 1051 – Outlook – Level 2	6.5
PROGRAM TOTAL	110.5

PROJECT MANAGEMENT PROFESSIONAL (PMP)

FT. LAUDERDALE, WEST PALM BEACH, & MIAMI LOCATIONS

Globally recognized and demanded, the PMP credential demonstrates to employers, clients and colleagues that a project manager possesses project management knowledge, experience and skills to bring projects to successful completion.

The PMP recognizes the competence of an individual to perform in the role of a project manager, specifically experience in leading and directing projects. Year after year, the PMP credential has garnered global recognition and commanded a higher salary for credentialed individuals over non-credentialed individuals.

Program Objective:

To obtain the Project Management Professional Certification.

Program Requirements:

Education Experience / Project Management Experience:

1. Secondary degree (high school diploma, associate degree or global equivalent)
2. Minimum five years/60 months unique non-overlapping professional project management experience during which at least 7,500 hours were spent leading and directing project tasks

OR**Education Experience / Project Management Experience:**

1. Four-year degree (bachelor's degree or global equivalent)
 2. Minimum three years/36 months unique non-overlapping professional project management experience during which at least 4,500 hours were spent leading and directing project tasks
- 1 week required to complete the program.
 - 1 Certification Exam (not included)

COURSE TITLE	CLOCK HOURS
PMT 1000 – Project Management Professional (PMP) Certification Preparation	32.5
PROGRAM TOTAL	32.5

PROJECT MANAGEMENT PROFESSIONAL (PMP) & CERTIFIED SIX SIGMA GREEN BELT (CSSGB)
PREPARATORY PROGRAM

FT. LAUDERDALE, WEST PALM BEACH, & MIAMI LOCATIONS

Project Management Professional (PMP):

Globally recognized and demanded, the PMP credential demonstrates to employers, clients and colleagues that a project manager possesses project management knowledge, experience and skills to bring projects to successful completion.

The PMP recognizes the competence of an individual to perform in the role of a project manager, specifically experience in leading and directing projects. Year after year, the PMP credential has garnered global recognition and commanded a higher salary for credentialed individuals over non-credentialed individuals.

Six Sigma Green Belt (CSSGB):

The Six Sigma Green Belt operates in support of or under the supervision of a Six Sigma Black Belt, analyzes and solves quality problems and is involved in quality improvement projects. A Green Belt is someone with at least three years of work experience who wants to demonstrate his or her knowledge of Six Sigma tools and processes.

Program Objective:

To obtain the Project Management Professional (PMP) & the Certified Six Sigma Green Belt (CSSGB) Certifications.

Program Requirements:

Education Experience / Project Management Experience:

1. Secondary degree (high school diploma, associate degree or global equivalent)
2. Minimum five years/60 months unique non-overlapping professional project management experience during which at least 7,500 hours were spent leading and directing project tasks

OR

Education Experience / Project Management Experience:

1. Four-year degree (bachelor's degree or global equivalent)
 2. Minimum three years/36 months unique non-overlapping professional project management experience during which at least 4,500 hours were spent leading and directing project tasks
- 2 weeks required to complete the program.
 - 2 Certification Exams (not included)

COURSE TITLE	CLOCK HOURS
SST 1000 – Certified Six Sigma Green Belt (CSSGB) Certification Preparation	32.5
PMT 1000 – Project Management Professional (PMP) Certification Preparation	32.5
PROGRAM TOTAL	65.0

SYSTEMS SECURITY PREPARATORY

FT. LAUDERDALE, WEST PALM BEACH, & MIAMI LOCATIONS

The SYSTEMS SECURITY PREPARATORY PROGRAM is designed to provide an individual with computer knowledge an opportunity to prepare them for a career in IT, advance their current IT career and to prepare them for two industry certifications. The certifications that are addressed in this preparatory program are CASP and SSCP. At the completion of this program you are qualified to manage, support, and troubleshoot information systems in a wide range of computing environments. Additionally, the course will provide the concepts, commands, and practice required to setup, manage and maintain a secure network environment. This course is based on lectures, discussions, demonstrations, exercises, and laboratory projects.

Program Objective:

To obtain the CompTIA Advanced Security Practitioner (CASP) and the (ISC)2 Systems Security Certified Practitioner (SSCP) certifications.

Program Requirements:

- Entrance Requirements: Proficiency using the Windows environment and general knowledge of Hardware and Network concepts, but computer knowledge or experience is not required.
- 4 weeks required to complete the program.
- 2 Certification Exams (not included)

COURSE TITLE	CLOCK HOURS
SEC 1000 – Systems Security Practitioner	36.0
SEC 1001 – Advanced Security Practitioner	36.0
PROGRAM TOTAL	72.0

TRAIN THE TRAINER PREPARATORY

MIAMI LOCATION ONLY

This course teaches the students the principles of instruction and classroom techniques for teaching computer courses along with characteristics of adult learning.

Program Objective:

To obtain the Trainer Certification.

Program Requirements:

- Entrance Requirements: A typical student should have some basic computer knowledge, but computer knowledge or experience is not required.
- Certification in the Microsoft Office Specialist testing.
- 1 week required to complete the program.

COURSE TITLE	CLOCK HOURS
OTA 8000 – Train the Trainer	19.5
PROGRAM TOTAL	19.5

VMWARE CERTIFIED PROFESSIONAL (VCP) PREPARATORY

FT. LAUDERDALE, WEST PALM BEACH, & MIAMI LOCATIONS

This hands-on training course explores installation, configuration, and management of VMware vSphere, which consists of ESX/ESXi and VMware vCenter Server.

Program Objective:

To obtain the VMware Certified Professional (VCP) Certification.

Program Requirements:

- Entrance Requirements: Proficiency using the Windows environment, general knowledge of hardware and network concepts, as well as system administration experience on Microsoft Windows or Linux operating systems.
- 1 week required to complete the program.
- 1 Certification Exam (not included)

COURSE TITLE	CLOCK HOURS
VMT 4001 – VMware vSphere: Install, Configure, Manage	32.5
PROGRAM TOTAL	32.5

ADMINISTRATIVE PROFESSIONAL

DISTANCE LEARNING (ONLINE) PROGRAM – WEST PALM BEACH, & MIAMI LOCATIONS ONLY

The Microsoft Office Specialist (MOS) credential, part of the Microsoft Business Certification program, identifies specific skills covering the most in-demand Microsoft Office system products—Microsoft Office Word, Excel, PowerPoint, Access, and Outlook — as well as the Windows operating system. Candidates who pass a certification exam show that they can meet globally recognized performance standards.

Program Objective:

To obtain one or more of the Microsoft Office Specialist (MOS) Certifications.

Program Requirements:

- Entrance Requirement: Basic understanding of Windows recommended, but not required.
- 4 weeks required to complete the program.
- 5 Certification Exams (not included)

COURSE TITLE	CLOCK HOURS
MSA 1010 – Word – Level 1	6.5
MSA 1011 – Word – Level 2	6.5
MSA 1012 – Word – Level 3	6.5
MSA 1020 – Excel – Level 1	6.5
MSA 1021 – Excel – Level 2	6.5
MSA 1022 – Excel – Level 3	6.5
MSA 1030 – Access – Level 1	13.0
MSA 1031 – Access – Level 2	13.0
MSA 1032 – Access – Level 3	6.5
MSA 1040 – PowerPoint – Level 1	6.5
MSA 1041 – PowerPoint – Level 2	6.5
MSA 1050 – Outlook – Level 1	6.5
MSA 1051 – Outlook – Level 2	6.5
QBS 1000 – Getting Started with QuickBooks	6.5
QBS 1001 – Keep Going with QuickBooks	6.5
PROGRAM TOTAL	110.5

ADMINISTRATIVE PROFESSIONAL WITH ENGLISH AS A SECOND LANGUAGE (ESL)**DISTANCE LEARNING (ONLINE) PROGRAM – MIAMI LOCATION ONLY**

The Microsoft Office Specialist (MOS) credential, part of the Microsoft Business Certification program, identifies specific skills covering the most in-demand Microsoft Office system products—Microsoft Office Word, Excel, PowerPoint, Access, and Outlook — as well as the Windows operating system. Candidates who pass a certification exam show that they can meet globally recognized performance standards.

Program Objective:

To obtain one or more of the Microsoft Office Specialist (MOS) Certifications.

Program Requirements:

- Entrance Requirement: Basic understanding of Windows recommended, but not required.
- 6 weeks required to complete the program.
- 5 Certification Exams (not included)

COURSE TITLE	CLOCK HOURS
MSA 1010 – Word – Level 1	6.5
MSA 1011 – Word – Level 2	6.5
MSA 1012 – Word – Level 3	6.5
MSA 1020 – Excel – Level 1	6.5
MSA 1021 – Excel – Level 2	6.5
MSA 1022 – Excel – Level 3	6.5
MSA 1030 – Access – Level 1	13.0
MSA 1031 – Access – Level 2	13.0
MSA 1032 – Access – Level 3	6.5
MSA 1040 – PowerPoint – Level 1	6.5
MSA 1041 – PowerPoint – Level 2	6.5
MSA 1050 – Outlook – Level 1	6.5
MSA 1051 – Outlook – Level 2	6.5
QBS 1000 – Getting Started with QuickBooks	6.5
QBS 1001 – Keep Going with QuickBooks	6.5
ESL 1000 – English as a Second Language Workshop	75.0
PROGRAM TOTAL	185.5

CISCO (CCNA) PREPARATORY

DISTANCE LEARNING (ONLINE) PROGRAM – WEST PALM BEACH LOCATION ONLY

The Interconnecting Cisco Network Devices (ICND) course presents the concepts, commands, and practice required to configure Cisco switches and routers in multi-protocol Internet works. Through lectures, discussions, demonstrations, exercises, and laboratory projects, students are given information sufficient to identify and recommend the best Cisco solutions for small to medium-sized businesses. Students perform all basic configuration procedures to build a multi router, multi group internet work that uses LAN and WAN interfaces for the most commonly used routing and routed protocols. ICND provides the installation, configuration, and troubleshooting information that technical support people require installing and configuring Cisco products.

Program Objective:

To obtain the Cisco Certified Network Associate (CCNA) Routing and Switching Certification.

Program Requirements:

- Entrance Requirements: A student should have Knowledge of data networking; generally, the student should have a basic understanding of networking concepts and an exposure to IP or IPX networking.
- 1 week required to complete the program.
- 2 Certification Exams (not included)

COURSE TITLE	CLOCK HOURS
CCT 1000 – Interconnecting Cisco Network Devices (ICND)	32.5
PROGRAM TOTAL	32.5

CISCO (CCNA) ROUTING and SWITCHING PREPARATORY

DISTANCE LEARNING (ONLINE) PROGRAM – FT. LAUDERDALE & MIAMI LOCATIONS ONLY

The Interconnecting Cisco Network Devices (ICND) course presents the concepts, commands, and practice required to configure Cisco switches and routers in multi-protocol Internet works. Through lectures, discussions, demonstrations, exercises, and laboratory projects, students are given information sufficient to identify and recommend the best Cisco solutions for small to medium-sized businesses. Students perform all basic configuration procedures to build a multi router, multi group internet work that uses LAN and WAN interfaces for the most commonly used routing and routed protocols. ICND provides the installation, configuration, and troubleshooting information that technical support people require installing and configuring Cisco products.

Program Objective:

To obtain the Cisco Certified Network Associate (CCNA) Routing and Switching Certification.

Program Requirements:

- Entrance Requirements: A student should have Knowledge of data networking; generally, the student should have a basic understanding of networking concepts and an exposure to IP or IPX networking.
- 1 week required to complete the program.
- 1 Certification Exam (not included)

COURSE TITLE	CLOCK HOURS
CCT 1000 – Interconnecting Cisco Network Devices (ICND)	32.5
PROGRAM TOTAL	32.5

CYBERSECURITY & ETHICAL HACKING PREPARATORY

DISTANCE LEARNING (ONLINE) PROGRAM – FT. LAUDERDALE, WEST PALM BEACH, & MIAMI LOCATIONS

The CYBERSECURITY & ETHICAL HACKING PREPARATORY PROGRAM is designed to provide an individual with computer knowledge an opportunity to prepare them for a career in IT, advance their current IT career and to prepare for four industry certifications. The certifications addressed in this preparatory program include CompTIA Linux+, CompTIA CySA+, CompTIA PenTest+ and CEH.

All simulations and/or lab environments used in class are built to be totally isolated from any public network and maintained through New Horizons Computer Learning Centers. All labs cover basic breach and report, troubleshooting, security analysis, command and GUI based exercises. The basic in-class environment includes a Microsoft server environment, Windows client, and Linux client.

The term, “Ethical Hacker” relates to an individual who can display all the necessary requirements to perform white-hat vulnerability scanning and penetration testing actions. The CEH course is NOT a malicious hacking course. The CEH training offers students an understanding on how hackers think and which tools they prefer to use. Students will learn to analyze existing security controls and procedures, understand the way attackers’ approach prospective targets, how to look for undetected internal weaknesses and exploitable strengths so that organizations can create security policies which defend against both current and emerging threats. It also provides students the skills they need to conduct thorough penetration testing on enterprise networks and discover potential weaknesses before hackers do the same. It allows the students to gain the knowledge they need to create realistic, adaptable attack scenarios, then test existing security policies and employee preparedness. Students will spend most of the class time learning about industry compliance, tools used in penetration testing, and current lawful regulations as dictated by global regulators.

At the completion of this program students are qualified to administer a Linux operating system, prevent platform lock-in and promote more flexible approaches to Linux system troubleshooting. Perform data analysis and interpret the results to identify vulnerabilities, threats and risks to an organization; configure and use threat-detection tools and secure and protect applications and systems within an organization. Assess penetration testing, vulnerability assessment and management skills necessary to determine the resiliency of the network against attacks. Customize assessment frameworks to effectively collaborate on and report findings. Communicate recommended strategies to improve the overall state of IT security. Look for weaknesses and vulnerabilities in target systems and assess the security posture of a target system.

Program Objective:

To obtain the CompTIA Linux+, CompTIA CySA+, CompTIA PenTest+, and EC-Council’s Certified Ethical Hacker (CEH) certifications.

Program Requirements:

- Entrance Requirements: Proficiency using the Windows environment and general knowledge of Hardware and Network concepts, but computer knowledge or experience is not required.
- 12 weeks required to complete the program.
- 4 Certification Exams (not included)

COURSE TITLE	CLOCK HOURS
COT 1042 – Linux Foundations	54.0
COT 1043 – Cybersecurity Threat Detection & Response	54.0
COT 1044 – Vulnerability Assessment & Penetration Testing	54.0
ECC 1050 – Ethical Hacking & Network Defense	54.0
PROGRAM TOTAL	216.0

HELP DESK**DISTANCE LEARNING (ONLINE) PROGRAM – FT. LAUDERDALE, WEST PALM BEACH, & MIAMI LOCATIONS**

The program is designed to prepare individuals for a help desk or similar entry level position in the field of Information Technology. The program highlights preparation for three recognized certifications: A+, N+ and Windows Desktop Certifications. The A+ and N+ Certifications were developed by the Computing Technology Industry Association (CompTIA) to certify the competency of entry-level (6 month's experience) service technicians in the computer industry. Having the A+ and N+ Certifications signify that the individual possesses the knowledge to support a wide variety of software and hardware, and indicate their high-quality knowledge, technical ability and customer service. The Windows Desktop Certification will get individuals started in their IT career by ensuring they have the skills to successfully troubleshoot desktop environments running on the Microsoft Windows® operating system.

Program Objective:

To obtain the CompTIA A+, CompTIA Network+, and Windows Desktop Certification.

Program Requirements:

- Entrance Requirements: A typical student should have some basic computer knowledge, but computer knowledge or experience is not required.
- 6 weeks required to complete the program.
- 3 Certification Exams (not included)

COURSE TITLE	CLOCK HOURS
COT 1001 – A+ Mobility	39.6
COT 1021 – Network+ Mobility	36.0
MST 90331 – Windows Enterprise Desktop Support Technician	36.0
PROGRAM TOTAL	111.6

MICROSOFT CERTIFIED SOLUTIONS EXPERT (MCSE): BUSINESS INTELLIGENCE PREPARATORY

DISTANCE LEARNING (ONLINE) PROGRAM – FT. LAUDERDALE, WEST PALM BEACH, & MIAMI LOCATIONS

The MCSE Business Intelligence Certification is the premier certification for IT professionals who implement and administer SQL Server Databases. The MCSE Business Intelligence certification allows students to demonstrate the broad skill sets in building and administrating enterprise-scale data solutions both on-premises and in cloud environments. Earning an MCSE: Business Intelligence will qualify students for such jobs as database analyst and database designer. The Microsoft Certified Solutions Expert (MCSE) credential provides IT professionals with a more targeted framework to showcase the technical skills required for specific developer job roles.

Program Objective:

To obtain the Microsoft Certified Solutions Expert (MCSE): Business Intelligence Certification.

Program Requirements:

- Entrance Requirements: Proficiency using the Windows environment and general knowledge of hardware and network concepts, but computer knowledge or experience is not required.
- 6 weeks required to complete the program.
- 5 Certification Exams (not included)

COURSE TITLE	CLOCK HOURS
MST 10774 – Querying Microsoft SQL Server	32.5
MST 10775 – Administering Microsoft SQL Server Databases	32.5
MST 10776 – Developing Microsoft SQL Server Databases	32.5
MST 10777 – Implementing a Data Warehouse with Microsoft SQL Server	32.5
MST 20465 – Designing Database Solutions for SQL Server	32.5
PROGRAM TOTAL	162.5

MICROSOFT CERTIFIED SOLUTIONS DEVELOPER (MCSD): WEB APPLICATIONS PREPARATORY

DISTANCE LEARNING (ONLINE) PROGRAM – FT. LAUDERDALE & MIAMI LOCATIONS ONLY

The Microsoft Certified Solutions Developer (MCSD): Web Applications credential requires professionals to master the following skills:

- Envisioning & Designing an Application
- Designing & Developing a User Interface
- Designing & Developing a Component
- Designing & Developing an Application Framework
- Testing & Stabilizing an Application
- Deploying & Supporting an Application

Developers who earn the MCSD: Web Applications certification have demonstrated breadth and depth of skills and knowledge required to build interactive, data-driven Web applications that use ASP.NET for both intranet and Internet uses, across multiple networks, using the latest in Microsoft infrastructure and networking technologies.

Program Objective:

To obtain the Microsoft Certified Solutions Developer (MCSD): Web Applications Certification. Program Requirements:

- Entrance Requirements: Proficiency using the Windows environment and general knowledge of hardware and network concepts, but computer knowledge or experience is not required.
- 6 weeks required to complete the program.
- 3 Certification Exams (not included)

COURSE TITLE	CLOCK HOURS
MST 10264 – Developing Web Applications with Microsoft Visual Studio	32.5
MST 10265 – Developing Data Access Solutions with Microsoft Visual Studio	32.5
MST 10267 – Introduction to Web Development with Microsoft Visual Studio	32.5
MST 20480 – Programming in HTML 5 with JavaScript and CSS3	32.5
MST 20486 – Developing ASP.NET MVC 4 Web Applications	32.5
MST 20487 – Developing Windows Azure and Web Services	32.5
PROGRAM TOTAL	195.0

MICROSOFT CERTIFIED SOLUTIONS DEVELOPER (MCSD): WINDOWS STORE APPS PREPARATORY

DISTANCE LEARNING (ONLINE) PROGRAM – FT. LAUDERDALE, WEST PALM BEACH, & MIAMI LOCATIONS

The Microsoft Certified Solutions Developer (MCSD): Windows Store Apps credential requires professionals to master the following skills:

- Envisioning & Designing an Application
- Designing & Developing a User Interface
- Designing & Developing a Component
- Designing & Developing an Application Framework
- Testing & Stabilizing an Application
- Deploying & Supporting an Application

Developers who earn the MCSD: Windows Store Apps certification have demonstrated breadth and depth of skills and knowledge required to build interactive, data-driven Windows Store applications that use ASP.NET for both intranet and Internet uses, across multiple networks, using the latest in Microsoft infrastructure and networking technologies.

Program Objective:

To obtain the Microsoft Certified Solutions Developer (MCSD): Windows Store Apps Certification.

Program Requirements:

- Entrance Requirements: Proficiency using the Windows environment and general knowledge of hardware and network concepts, but computer knowledge or experience is not required.
- 6 weeks required to complete the program.
- 3 Certification Exams (not included)

COURSE TITLE	CLOCK HOURS
MST 10262 – Developing Windows Applications with Microsoft Visual Studio	32.5
MST 10263 – Developing Windows Communication Foundation Solutions with Microsoft Visual Studio	19.5
MST 10265 – Developing Data Access Solutions with Microsoft Visual Studio	32.5
MST 20480 – Programming in HTML 5 with JavaScript and CSS3	32.5
MST 20481 – Essentials of Developing Windows Store Apps Using HTML5 and JavaScript	32.5
MST 20482– Advanced Windows Store App Development Using HTML5 and JavaScript	32.5
PROGRAM TOTAL	182.0

MICROSOFT CERTIFIED APPLICATION SPECIALIST (MCAS) PREPARATORY

DISTANCE LEARNING (ONLINE) PROGRAM – FT. LAUDERDALE & MIAMI LOCATIONS ONLY

The Microsoft Certified Application Specialist (MCAS) credential, part of the Microsoft Business Certification program, identifies specific skills covering the most in-demand Microsoft Office system products—Microsoft Office Word, Excel, PowerPoint, Access, and Outlook — as well as the Windows operating system. The MCAS certification is replacing the Microsoft Office Specialist or MOS certification for the Office Suite.

Program Objective:

To obtain one or more of the Microsoft Office Specialist (MOS) Certifications.

Program Requirements:

- Entrance Requirement: Basic understanding of Windows recommended, but not required.
- 4 weeks required to complete the program.
- 5 Certification Exams (not included)

COURSE TITLE	CLOCK HOURS
MSA 1010 – Word – Level 1	6.5
MSA 1011 – Word – Level 2	6.5
MSA 1012 – Word – Level 3	6.5
MSA 1020 – Excel – Level 1	6.5
MSA 1021 – Excel – Level 2	6.5
MSA 1022 – Excel – Level 3	6.5
MSA 1030 – Access – Level 1	13.0
MSA 1031 – Access – Level 2	13.0
MSA 1032 – Access – Level 3	6.5
MSA 1040 – PowerPoint – Level 1	6.5
MSA 1041 – PowerPoint – Level 2	6.5
MSA 1050 – Outlook – Level 1	6.5
MSA 1051 – Outlook – Level 2	6.5
MST 5058 – Windows 8 Transition from Windows 7	6.5
PROGRAM TOTAL	104.0

**MICROSOFT CERTIFIED SOLUTIONS EXPERT (MCSE): SERVER INFRASTRUCTURE GREEN IT
PREPARATORY**

DISTANCE LEARNING (ONLINE) PROGRAM – FT. LAUDERDALE, WEST PALM BEACH, & MIAMI LOCATIONS

As an MCSE, you are able to validate your ability to handle day-to-day management of the server operating system, file structure, and directory services; handle software distribution and updates; monitor servers; provide tier-2 troubleshooting support; support engineering and change-management projects; build and configure servers; implement auditing policy; perform scheduled vulnerability-assessment scans; and monitor logs for firewalls and intrusion-detection systems.

Program Objective:

To obtain the CompTIA Network+, Cisco Certified Network Associate (CCNA) Routing and Switching, and Microsoft Certified Solutions Expert (MCSE) Certifications.

Program Requirements:

- Entrance Requirements: A typical student should have proficiency using the Windows environment and general knowledge of Hardware and Network concepts, but computer knowledge or experience is not required.
- 8 weeks required to complete the program.
- 8 Certification Exams (not included)

COURSE TITLE	CLOCK HOURS
MST 20410 – Installing and Configuring Windows Server	32.5
MST 20411 – Administering Windows Server	32.5
MST 20412 – Configuring Advanced Windows Server Services	32.5
MST 20413 – Designing and Implementing a Server Infrastructure	32.5
MST 20414 – Implementing an Advanced Server Infrastructure	32.5
MST 55021 – Configuring and Administering Hyper-V in Windows Server	19.5
COT 1020 – Network +	32.5
CCT 1000 – Interconnecting Cisco Network Devices (ICND)	32.5
PROGRAM TOTAL	247.0

MICROSOFT CERTIFIED SOLUTIONS EXPERT (MCSE): SERVER INFRASTRUCTURE PREPARATORY**DISTANCE LEARNING (ONLINE) PROGRAM – FT. LAUDERDALE, WEST PALM BEACH, & MIAMI LOCATIONS**

As an MCSE, you are able to validate your ability to handle day-to-day management of the server operating system, file structure, and directory services; handle software distribution and updates; monitor servers; provide tier-2 troubleshooting support; support engineering and change-management projects; build and configure servers; implement auditing policy; perform scheduled vulnerability-assessment scans; and monitor logs for firewalls and intrusion-detection systems.

Program Objective:

To obtain the CompTIA Network+, Cisco Certified Network Associate (CCNA) Routing and Switching, and Microsoft Certified Solutions Expert (MCSE) Certifications.

Program Requirements:

- Entrance Requirements: A typical student should have proficiency using the Windows environment and general knowledge of Hardware and Network concepts, but computer knowledge or experience is not required.
- 7 weeks required to complete the program.
- 8 Certification Exams (not included)

COURSE TITLE	CLOCK HOURS
MST 20410 – Installing and Configuring Windows Server	32.5
MST 20411 – Administering Windows Server	32.5
MST 20412 – Configuring Advanced Windows Server Services	32.5
MST 20413 – Designing and Implementing a Server Infrastructure	32.5
MST 20414 – Implementing an Advanced Server Infrastructure	32.5
COT 1020 – Network +	32.5
CCT 1000 – Interconnecting Cisco Network Devices (ICND)	32.5
PROGRAM TOTAL	227.5

MICROSOFT TECHNOLOGY ASSOCIATE (MTA) PREPARATORY

DISTANCE LEARNING (ONLINE) PROGRAM – FT. LAUDERDALE, WEST PALM BEACH, & MIAMI LOCATIONS

The MTA Certification is the first step in Microsoft Certification. The MTAP Certification is designed for those who want to demonstrate expertise with a particular Microsoft Product or Technology.

Program Objective:

To obtain the Microsoft Certified Professional (MCP) Certification.

Program Requirements:

- Entrance Requirements: Proficiency using the Windows environment and general knowledge of Hardware and Network concepts, but computer knowledge or experience is not required.
- 2 weeks required to complete the program.
- 1 Certification Exam (not included)

COURSE TITLE	CLOCK HOURS
MST 40033 – Windows Operating System and Windows Server Fundamentals	32.5
MST 40366 – Networking Fundamentals	19.5
PROGRAM TOTAL	52.0

**MICROSOFT CERTIFIED SOLUTIONS ASSOCIATE WINDOWS (MCSA) SERVER AND DESKTOP IT
PREPARATORY**

DISTANCE LEARNING (ONLINE) PROGRAM – FT. LAUDERDALE, WEST PALM BEACH, & MIAMI LOCATIONS

The Microsoft Certified Solutions Associate (MCSA) Server is intended for IT professionals who work in the complex computing environment of medium-sized to large companies. The MCSA will gain experience implementing and administering a network operating system in an environment that has the following characteristics:

- 250 to 5,000 or more users
- Three or more physical locations
- Three or more domain controllers
- Network services and resources, such as messaging, a database, file and print, a proxy server, a firewall, the Internet, an intranet, remote access, and client computer management
- Connectivity requirements, such as connecting branch offices and individual users in remote locations to the corporate network and connecting corporate networks to the Internet

Program Objective:

To obtain the CompTIA A+, CompTIA Network+, Microsoft Windows Desktop, and Microsoft Certified Solutions Associate Certifications.

Program Requirements:

- Entrance Requirements: Proficiency using the Windows environment and general knowledge of Hardware and Network concepts, but computer knowledge or experience is not required.
- 12 weeks required to complete the program.
- 6 Certification Exams (not included)

COURSE TITLE	CLOCK HOURS
MST 90410 – Installing and Configuring Windows Servers	36.0
MST 90411 – Administering Windows Servers	36.0
MST 90412 – Configuring Advanced Windows Server Services	36.0
MST 90331 – Windows Enterprise Desktop Support Technician	36.0
COT 1001 – A+ Mobility	39.6
COT 1021 – Network+ Mobility	36.0
PROGRAM TOTAL	219.6

MICROSOFT CERTIFIED SOLUTIONS ASSOCIATE WINDOWS (MCSA) SERVER 2012 PREPARATORY**DISTANCE LEARNING (ONLINE) PROGRAM – FT. LAUDERDALE, WEST PALM BEACH, & MIAMI LOCATIONS**

The Microsoft Certified Solutions Associate (MCSA) on Windows Server 2012 credential is intended for IT professionals who work in the complex computing environment of medium-sized to large companies. The MCSA will gain experience implementing and administering a network operating system in an environment that has the following characteristics:

- 250 to 5,000 or more users
- Three or more physical locations
- Three or more domain controllers
- Network services and resources, such as messaging, a database, file and print, a proxy server, a firewall, the Internet, an intranet, remote access, and client computer management
- Connectivity requirements, such as connecting branch offices and individual users in remote locations to the corporate network and connecting corporate networks to the Internet

Program Objective:

To obtain the CompTIA A+, CompTIA Network+, and Microsoft Certified Solutions Associate Certifications.

Program Requirements:

- Entrance Requirements: Proficiency using the Windows environment and general knowledge of Hardware and Network concepts, but computer knowledge or experience is not required.
- 6 weeks required to complete the program.
- 5 Certification Exams (not included)

COURSE TITLE	CLOCK HOURS
MST 20410 – Installing and Configuring Windows Server	32.5
MST 20411 – Administering Windows Server	32.5
MST 20412 – Configuring Advanced Windows Server Services	32.5
COT 2000 – A+ Comprehensive	65.0
COT 1020 – Network+	32.5
PROGRAM TOTAL	195.0

NETWORK ADMINISTRATOR PREPARATORY

DISTANCE LEARNING (ONLINE) PROGRAM – FT. LAUDERDALE, WEST PALM BEACH, & MIAMI LOCATIONS

The NETWORK ADMINISTRATOR PREPARATORY PROGRAM is designed to provide an individual with computer knowledge an opportunity to prepare for a career in IT, advance their current IT career, and prepare for up to 6 industry certifications. The certifications that are addressed in this preparatory program include CompTIA A+, CompTIA Net+, CompTIA S+, CompTIA Server+, CompTIA Linux+ and CCNA. At the completion of this program, students will be able to explain types of network connections, configure various device operating systems as well as cloud-based software, troubleshoot and problem solve core services and support challenges in a basic IT infrastructure. They will be able to support the creation of virtualized networks and understand the latest trends and techniques in risk management, risk mitigation, threat management and intrusion detection. They will demonstrate foundational level knowledge of cloud services that span storage, security, networking, and computer cloud capabilities. They will apply common tasks in major distributions of Linux, including the Linux command line, basic maintenance, installing and configuring workstations, and networking, administer user and group permissions, configure hardware, and configure network interfaces. The program will also provide the concepts and practice required to configure Cisco switches and routers. This program is based on lectures, discussions, demonstrations, exercises and virtual labs.

Program Objective:

To obtain the CompTIA A+, CompTIA Network+, CompTIA Security+, CompTIA Server+, CompTIA Linux+ and the Cisco Certified Network Associate (CCNA) Routing and Switching certifications.

Program Requirements:

- Entrance Requirements: Proficiency using the Windows environment and general knowledge of hardware and network concepts, but computer knowledge or experience is not required.
- 18 weeks required to complete the program.
- 6 Certification Exams (Included)

COURSE TITLE	CLOCK HOURS
COT 1002 – A+ Mobility & Cloud Computing	54.0
COT 1022 – Network+ Mobility & Cloud Computing	54.0
COT 1032 – Security+ Comprehensive	54.0
CCT 1001 – Cisco Routing and Switching	72.0
COT 1040 – Server+	36.0
COT 1042 – Linux Foundations	54.0
PROGRAM TOTAL	324.0

NETWORKING PROFESSIONAL PREPARATORY

DISTANCE LEARNING (ONLINE) PROGRAM – FT. LAUDERDALE, WEST PALM BEACH, & MIAMI LOCATIONS

The Networking Professional Preparatory program is designed to provide an individual with the computer knowledge and opportunity to prepare them for a career in IT, advance their current IT career and to prepare for three industry certifications. The certifications that are addressed in this preparatory program include the CompTIA IT Fundamentals, A+ and Network+.

At the completion of this program, students will be able to use features and functions of common operating systems and to establish network connectivity. They will be able to identify, use, and connect hardware components and devices, explain the purpose of a variety of networking concepts and implement them appropriately. Additionally, they will be able to determine and explain the appropriate cabling, device and storage technologies, and use best practices to manage the network, determine policies and ensure business continuity. They will be able to understand critical security concepts to helping networking professional work with security practitioners; understand key cloud computing best practices and typical service models,

This program is based on lectures, discussions, demonstrations, exercises and virtual labs.

Program Objective:

To obtain the CompTIA IT Fundamentals, CompTIA A and CompTIA Network+ certifications.

Program Requirements:

- Entrance Requirements: Proficiency using the Windows environment and general knowledge of Hardware and Network concepts, but computer knowledge or experience is not required.
- 8 weeks required to complete the program.
- 3 Certification Exams (Included)

COURSE TITLE	CLOCK HOURS
COT 1003 – IT Fundamentals	39.6
COT 1002 – A+ Mobility & Cloud Computing	54.0
COT 1022 – Network+ Mobility & Cloud Computing	54.0
PROGRAM TOTAL	147.6

NETWORKING SECURITY & CLOUD TECHNOLOGY PROFESSIONAL PREPARATORY

DISTANCE LEARNING (ONLINE) PROGRAM – FT. LAUDERDALE, WEST PALM BEACH, & MIAMI LOCATIONS

The NETWORKING SECURITY AND CLOUD TECHNOLOGY PROFESSIONAL PREPARATORY PROGRAM is designed to provide an individual with computer knowledge an opportunity to prepare them for a career in IT, advance their current IT career and to prepare for nine industry certifications. The certifications that are addressed in this preparatory program include A+, Net+, Security +, Microsoft Office 365 Fundamentals, Managing Microsoft Teams, Microsoft 365 Messaging, Server +, Microsoft Azure Fundamentals and Microsoft Azure Administrator. At the completion of this program, students will be able to identify, use, and connect hardware components and devices, explain the purpose of a variety of networking concepts and implement them appropriately; determine and explain the appropriate cabling, device and storage technologies. and use best practices to manage the network, determine policies and ensure business continuity. They will be able to understand critical security concepts, understand key cloud computing best practices and typical service models. Additionally, they will understand the options available in Microsoft 365 and the benefits of adopting cloud services, the Software as a Service (SaaS) cloud model and implement the Microsoft 365 cloud service. Plan and configure a Microsoft Teams environment; deploy, configure, manage, troubleshoot, and monitor recipients, permissions, mail protection, mail flow, and public folders in hybrid and cloud enterprise environments; apply physical and network data security techniques and understand the benefits of cloud computing in Azure

Program Objective:

To obtain the CompTIA A+, CompTIA Network+, Security +, Microsoft Office 365 Fundamentals, Managing Microsoft Teams, Microsoft 365 Messaging, Server +, Microsoft Azure Fundamentals and Microsoft Azure Administrator Certifications

Program Requirements:

- Entrance Requirements: Proficiency using the Windows environment and general knowledge of Hardware and Network concepts, but computer knowledge or experience is not required.
- 18 weeks required to complete the program.
- 9 Certification Exams (Included)

COURSE TITLE	CLOCK HOURS
COT 1002 – A+ Mobility & Cloud Computing	54.0
COT 1022 – Network+ Mobility & Cloud Computing	54.0
COT 1032 – Security+ Comprehensive	54.0
MST 90414 – Office 365 Fundamentals	18.0
MST 90415 – Managing Microsoft Teams	18.0
MST 90416 – Cloud Exchange & Email Management	36.0
COT 1040 – Server+	36.0
MST 90413 – Azure Fundamentals and Administration	54.0
PROGRAM TOTAL	324.0

NETWORKING SECURITY PROFESSIONAL PREPARATORY

DISTANCE LEARNING (ONLINE) PROGRAM – FT. LAUDERDALE, WEST PALM BEACH, & MIAMI LOCATIONS

The NETWORKING SECURITY PROFESSIONAL PREPARATORY PROGRAM is designed to provide an individual with computer knowledge an opportunity to prepare for a career in IT, advance their current IT career, and prepare for up to 6 industry certifications. The certifications that are addressed in this preparatory program include CompTIA A+, CompTIA Net+, CompTIA S+, CompTIA Server+, Microsoft Azure Fundamentals, Microsoft Azure Administrator and CCNA. At the completion of this program, students will be able to configure various device operating systems as well as cloud-based software, troubleshoot and problem solve core services and support challenges in a basic IT infrastructure. They will be able to support the creation of virtualized networks and understand the latest trends and techniques in risk management, risk mitigation, threat management and intrusion detection. They will demonstrate foundational level knowledge of cloud services that span storage, security, networking, and computer cloud capabilities. The program will also provide the concepts and practice required to configure Cisco switches and routers. This program is based on lectures, discussions, demonstrations, exercises and virtual labs.

Program Objective:

To obtain the CompTIA A+, CompTIA Network+, CompTIA Security+, CompTIA Server+, Microsoft Azure Fundamentals, Microsoft Azure Administrator and the Cisco Certified Network Associate (CCNA) Routing and Switching certifications.

Program Requirements:

- Entrance Requirements: Proficiency using the Windows environment and general knowledge of hardware and network concepts, but computer knowledge or experience is not required.
- 18 weeks required to complete the program.
- 6 Certification Exams (Included)

COURSE TITLE	CLOCK HOURS
COT 1002 – A+ Mobility & Cloud Computing	54.0
COT 1022 – Network+ Mobility & Cloud Computing	54.0
COT 1032 – Security+ Comprehensive	54.0
CCT 1001 – Cisco Routing and Switching	72.0
COT 1040 – Server+	36.0
MST 90413 – Azure Fundamentals and Administration	54.0
PROGRAM TOTAL	324.0

PC SUPPORT PREPARATORY**DISTANCE LEARNING (ONLINE) PROGRAM – WEST PALM BEACH & MIAMI LOCATIONS ONLY**

We have combined the CompTIA A+ certification with computer application training to give the student a wide breadth of computer skills to use in a daily PC support role. The student will learn Microsoft Windows, Word, Excel, Outlook and PowerPoint. The CompTIA A+ Certification is a program developed by the Computing Technology Industry Association (CompTIA) to certify the competency of entry-level (6 month's experience) service technicians in the computer industry. The CompTIA A+ Certification signifies that the individual possesses the knowledge to support a wide variety of software and hardware, and indicates their high-quality knowledge, technical ability and customer service.

Program Objective:

To obtain the CompTIA A+ Certification and basic Microsoft Office knowledge.

Program Requirements:

- Entrance Requirements: A typical student should have some basic computer knowledge, but computer knowledge or experience is not required.
- 4 weeks required to complete the program.
- 6 Certification Exams (not included)

COURSE TITLE	CLOCK HOURS
COT 1000 – A+	32.5
MSA 1000 – Windows – Level 1	6.5
MSA 1001 – Windows – Level 2	6.5
MSA 1010 – Word – Level 1	6.5
MSA 1011 – Word – Level 2	6.5
MSA 1012 – Word – Level 3	6.5
MSA 1020 – Excel – Level 1	6.5
MSA 1021 – Excel – Level 2	6.5
MSA 1022 – Excel – Level 3	6.5
MSA 1040 – PowerPoint – Level 1	6.5
MSA 1041 – PowerPoint – Level 2	6.5
MSA 1050 – Outlook – Level 1	6.5
MSA 1051 – Outlook – Level 2	6.5
PROGRAM TOTAL	110.5

PROJECT MANAGEMENT PROFESSIONAL (PMP)

DISTANCE LEARNING (ONLINE) PROGRAM – FT. LAUDERDALE, WEST PALM BEACH, & MIAMI LOCATIONS

Globally recognized and demanded, the PMP credential demonstrates to employers, clients and colleagues that a project manager possesses project management knowledge, experience and skills to bring projects to successful completion.

The PMP recognizes the competence of an individual to perform in the role of a project manager, specifically experience in leading and directing projects. Year after year, the PMP credential has garnered global recognition and commanded a higher salary for credentialed individuals over non-credentialed individuals.

Program Objective:

To obtain the Project Management Professional Certification.

Program Requirements:

Education Experience / Project Management Experience:

1. Secondary degree (high school diploma, associate degree or global equivalent)
2. Minimum five years/60 months unique non-overlapping professional project management experience during which at least 7,500 hours were spent leading and directing project tasks

OR

Education Experience / Project Management Experience:

1. Four-year degree (bachelor's degree or global equivalent)
 2. Minimum three years/36 months unique non-overlapping professional project management experience during which at least 4,500 hours were spent leading and directing project tasks
- 1 week required to complete the program.
 - 1 Certification Exam (not included)

COURSE TITLE	CLOCK HOURS
PMT 1000 – Project Management Professional (PMP) Certification Preparation	32.5
PROGRAM TOTAL	32.5

PROJECT MANAGEMENT PROFESSIONAL (PMP) & CERTIFIED SIX SIGMA GREEN BELT (CSSGB)
PREPARATORY PROGRAM

DISTANCE LEARNING (ONLINE) PROGRAM – FT. LAUDERDALE, WEST PALM BEACH, & MIAMI LOCATIONS

Project Management Professional (PMP):

Globally recognized and demanded, the PMP credential demonstrates to employers, clients and colleagues that a project manager possesses project management knowledge, experience and skills to bring projects to successful completion.

The PMP recognizes the competence of an individual to perform in the role of a project manager, specifically experience in leading and directing projects. Year after year, the PMP credential has garnered global recognition and commanded a higher salary for credentialed individuals over non-credentialed individuals.

Six Sigma Green Belt (CSSGB):

The Six Sigma Green Belt operates in support of or under the supervision of a Six Sigma Black Belt, analyzes and solves quality problems and is involved in quality improvement projects. A Green Belt is someone with at least three years of work experience who wants to demonstrate his or her knowledge of Six Sigma tools and processes.

Program Objective:

To obtain the Project Management Professional (PMP) & the Certified Six Sigma Green Belt (CSSGB) Certifications.

Program Requirements:

Education Experience / Project Management Experience:

1. Secondary degree (high school diploma, associate degree or global equivalent)
2. Minimum five years/60 months unique non-overlapping professional project management experience during which at least 7,500 hours were spent leading and directing project tasks

OR

Education Experience / Project Management Experience:

1. Four-year degree (bachelor's degree or global equivalent)
 2. Minimum three years/36 months unique non-overlapping professional project management experience during which at least 4,500 hours were spent leading and directing project tasks
- 2 weeks required to complete the program.
 - 2 Certification Exams (not included)

COURSE TITLE	CLOCK HOURS
SST 1000 – Certified Six Sigma Green Belt (CSSGB) Certification Preparation	32.5
PMT 1000 – Project Management Professional (PMP) Certification Preparation	32.5
PROGRAM TOTAL	65.0

SYSTEMS SECURITY PREPARATORY

DISTANCE LEARNING (ONLINE) PROGRAM – FT. LAUDERDALE, WEST PALM BEACH, & MIAMI LOCATIONS

The SYSTEMS SECURITY PREPARATORY PROGRAM is designed to provide an individual with computer knowledge an opportunity to prepare them for a career in IT, advance their current IT career and to prepare them for two industry certifications. The certifications that are addressed in this preparatory program are CASP and SSCP. At the completion of this program you are qualified to manage, support, and troubleshoot information systems in a wide range of computing environments. Additionally, the course will provide the concepts, commands, and practice required to setup, manage and maintain a secure network environment. This course is based on lectures, discussions, demonstrations, exercises, and laboratory projects.

Program Objective:

To obtain the CompTIA Advanced Security Practitioner (CASP) and the (ISC)2 Systems Security Certified Practitioner (SSCP) certifications.

Program Requirements:

- Entrance Requirements: Proficiency using the Windows environment and general knowledge of Hardware and Network concepts, but computer knowledge or experience is not required.
- 4 weeks required to complete the program.
- 2 Certification Exams (not included)

COURSE TITLE	CLOCK HOURS
SEC 1000 – Systems Security Practitioner	36.0
SEC 1001 – Advanced Security Practitioner	36.0
PROGRAM TOTAL	72.0

VMWARE CERTIFIED PROFESSIONAL (VCP) PREPARATORY

DISTANCE LEARNING (ONLINE) PROGRAM – FT. LAUDERDALE, WEST PALM BEACH, & MIAMI LOCATIONS

This hands-on training course explores installation, configuration, and management of VMware vSphere, which consists of ESX/ESXi and VMware vCenter Server.

Program Objective:

To obtain the VMware Certified Professional (VCP) Certification.

Program Requirements:

- Entrance Requirements: Proficiency using the Windows environment, general knowledge of hardware and network concepts, as well as system administration experience on Microsoft Windows or Linux operating systems.
- 1 week required to complete the program.
- 1 Certification Exam (not included)

COURSE TITLE	CLOCK HOURS
VMT 4001 – VMware vSphere: Install, Configure, Manage	32.5
PROGRAM TOTAL	32.5

STUDENT SERVICES

HOUSING

The school does not maintain housing for students. A list of reliable realtors and rental properties in close proximity to the school will be provided to the student that requests housing assistance at the time of enrollment.

STUDENT RECORDS:

Student records are permanently retained by the school and are available to students upon individual request. Student records will be provided to potential employers only after the student has made written request.

TESTING:

Certification testing is provided on site at the school. The school is an Authorized Prometric Testing Center. All testing records are maintained by the school and by Prometric. The student is provided with copies of all testing upon testing or by request.

QUALIFICATIONS:

The test is monitored by a test Center Administrator who has been certified by Sylvan Prometric.

STUDENT PLACEMENT:

Students are assisted with placement when the school can be of assistance. Names and addresses of employment possibilities are furnished to the students, as they become available to the school. The school will assist the student with employment to the best of its ability but cannot guarantee employment. There are currently no special requirements or physical limitations for employment in the industries for which New Horizons Computer Learning Center of South Florida provides training. New Horizons Computer Learning Center of South Florida strongly recommends third party certification where appropriate, such as those offered by Microsoft and CompTIA to enhance employment prospects.

ENROLLMENT AGREEMENT

Student enrolling in a Diploma program will receive an Enrollment Agreement stating the total tuition cost of the program and the estimated cost of books and supplies. Students re-entering the School in a Diploma program will also receive an Enrollment Agreement with tuition and fees based on the prevailing tuition and fee schedule at the time of re-entry.

REFUND POLICY

Should a student be terminated or canceled for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation must be made in person or by Certified Mail.
2. All monies will be refunded if the applicant is not accepted by the school or if the student cancels within three (3) business days after signing the Enrollment Agreement and making initial payment.
3. Cancellation after the third (3rd) business day from signing the Enrollment Agreement and making initial payment, but before the first class, will result in a refund of all monies paid, with the exception of the Registration Fee.
4. Cancellation after attendance has begun through 40% completion of the program, will result in a Pro-rata refund computed on the number of hours completed of the total program hours. All books & materials received by the student are non-refundable after the student has opened them. All registration fees are non-refundable.
5. Cancellation after completing more than 40% of the program will result in no refund.
6. Refunds will be made within 30 days following termination or receipt of a Cancellation Notice.
7. A student can be dismissed, at the discretion of the Director, for insufficient progress, nonpayment of costs, or failure to comply with rules.

VETERAN'S REFUND POLICY

The refund of the unused portion of tuition, fees, and other charges for veterans or eligible persons who fail to enter a course or withdraw or discontinue prior to completion will be made for all amounts paid which exceed the approximate pro-rata portion of the total charges that the length of the completed portion of the courses bears on the total length of the course. The proration will be determined on the ratio of the number of days or hours of instruction completed by the student to the total number of instructional days or hours in the course.

PROGRAM TUITION AND FEE PAYMENT SCHEDULES

REGISTRATION FEE AND PAYMENT SCHEDULES:

All prices for programs are as printed herein. There are no additional costs or supplies necessary for program completion. Those Students who wish to purchase additional study materials may do so at an additional cost from the school. Each student is responsible for his or her personal books and supplies. Extra books and supplies may be purchased from the school but are not to be borrowed from another student or the school.

Registration fee is due at the time of the signing the application for admission. Payment in full for class is required prior to the first day of said class unless financial services have been arranged. School offers financial services through Credit Climb, SLM Financial Corp., Microsoft, Sylvan Prometric, P.L.A.T.O, KeyBank, and Tech-loan for those who qualify.

The student may apply with one of these companies for a student loan. The New Horizons of South Florida Tuition Option Loan Program is available for students that cannot obtain any other alternative funding options and still have financial need. This loan is available for those students who qualify. Upon receiving approval and payment, the student will be registered.

STUDENTS USING U.S. DEPARTMENT OF VETERANS AFFAIRS (VA) POST 9/11 GI BILL® (CH. 33) OR VOCATIONAL

Rehabilitation & Employment (Ch. 31) benefits:

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 GI Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

TUITION AND FEES

Financial arrangements must be made with an Education Consultant.

ADMINISTRATIVE PROFESSIONAL

Registration Fee:	\$50.00
Books & Materials:	(Included)
Tuition Cost:	\$5,445.00
TOTAL PROGRAM COST:	<u>\$5,495.00</u>

ADMINISTRATIVE PROFESSIONAL PROGRAM WITH ENGLISH AS A SECOND LANGUAGE (ESL)

Registration Fee: Books & Materials:	\$50.00
	(Included)
Tuition Cost:	\$7,945.00
TOTAL PROGRAM COST:	<u>\$7,995.00</u>

CISCO (CCNA) PREPARATORY (WEST PALM BEACH)

Registration Fee: Books & Materials:	\$50.00
	(Included)
Tuition Cost:	\$4,700
TOTAL PROGRAM COST:	<u>\$4,750.00</u>

CISCO (CCNA) ROUTING AND SWITCHING PREPARATORY (MIAMI & FT. LAUDERDALE)

Registration Fee: Books & Materials:	\$50.00
	(Included)
Tuition Cost:	\$4,700
TOTAL PROGRAM COST:	<u>\$4,750.00</u>

CYBERSECURITY & ETHICAL HACKING PREPARATORY

Registration Fee: Books & Materials:	\$50.00
	(Included)
Tuition Cost:	\$14,904.00
TOTAL PROGRAM COST:	<u>\$14,954.00</u>

HELP DESK

Registration Fee:	\$50.00
Books & Materials:	(Included)
Tuition Cost:	\$8,146.80
TOTAL PROGRAM COST:	<u>\$8,196.80</u>

MICROSOFT CERTIFIED SOLUTIONS EXPERT (MCSE): BUSINESS INTELLIGENCE PREPARATORY

Registration Fee: Books &	\$50.00
Materials:	(Included)
Tuition Cost:	\$14,425.00
TOTAL PROGRAM COST:	<u>\$14,475.00</u>

MICROSOFT CERTIFIED SOLUTIONS DEVELOPER (MCSD): WEB APPLICATIONS PREPARATORY

Registration Fee: Books &	\$50.00
Materials:	(Included)
Tuition Cost:	\$15,945.00
TOTAL PROGRAM COST:	<u>\$15,995.00</u>

MICROSOFT CERTIFIED SOLUTIONS DEVELOPER (MCSD): WINDOWS STORE APPS PREPARATORY

Registration Fee: Books &	\$50.00
Materials:	(Included)
Tuition Cost:	\$12,445.00
TOTAL PROGRAM COST:	<u>\$12,495.00</u>

MICROSOFT CERTIFIED APPLICATION SPECIALIST (MCAS) PREPARATORY

Registration Fee: Books &	\$50.00
Materials:	(Included)
Tuition Cost:	\$3,700.00
TOTAL PROGRAM COST:	<u>\$3,750.00</u>

MICROSOFT CERTIFIED SOLUTIONS EXPERT (MCSE): SERVER INFRASTRUCTURE GREEN IT PREPARATORY

Registration Fee: Books &	\$50.00
Materials:	(Included)
Tuition Cost:	\$17,000.00
TOTAL PROGRAM COST:	<u>\$17,050.00</u>

MICROSOFT CERTIFIED SOLUTIONS EXPERT (MCSE): SERVER INFRASTRUCTURE PREPARATORY

Registration Fee: Books &	\$50.00
Materials:	(Included)
Tuition Cost:	\$16,000.00
TOTAL PROGRAM COST:	<u>\$16,050.00</u>

MICROSOFT TECHNOLOGY ASSOCIATE (MTA) PREPARATORY

Registration Fee: Books &	\$50.00
Materials:	(Included)

Tuition Cost:	\$3,450.00
TOTAL PROGRAM COST:	<u>\$3,500.00</u>

Microsoft Certified Solutions Associate Windows (MCSA) Server and Desktop IT Preparatory

Registration Fee: Books &	\$50.00
Materials:	(Included)
Tuition Cost:	\$16,030.80
TOTAL PROGRAM COST:	<u>\$16,080.840</u>

Microsoft Certified Solutions Associate Windows (MCSA) Server 2012 Preparatory

Registration Fee: Books &	\$50.00
Materials:	(Included)
Tuition Cost:	\$15,000.00
TOTAL PROGRAM COST:	<u>\$15,050.00</u>

NETWORK ADMINISTRATOR PREPARATORY

Registration Fee:	\$50.00
Books & Materials:	(Included)
Tuition Cost:	\$23,652.00
TOTAL PROGRAM COST:	<u>\$23,702.00</u>

NETWORKING PROFESSIONAL PREPARATORY

Registration Fee:	\$50.00
Books & Materials:	(Included)
Tuition Cost:	\$10,774.80
TOTAL PROGRAM COST:	<u>\$10,824.80</u>

NETWORKING SECURITY & CLOUD TECHNOLOGY PROFESSIONAL PREPARATORY

Registration Fee: Books &	\$50.00
Materials:	(Included)
Tuition Cost:	\$23,652.00
TOTAL PROGRAM COST:	<u>\$23,702.00</u>

NETWORKING SECURITY PROFESSIONAL PREPARATORY

Registration Fee: Books &	\$50.00
Materials:	(Included)
Tuition Cost:	\$23,652.00
TOTAL PROGRAM COST:	<u>\$23,702.00</u>

PC SUPPORT PREPARATORY PROGRAM

Registration Fee:	\$50.00
Books & Materials:	(Included)
Tuition Cost:	\$6,450.00
TOTAL PROGRAM COST:	<u>\$6,500.00</u>

PROJECT MANAGEMENT PROFESSIONAL(PMP)

Registration Fee:	\$50.00
Books & Materials:	(Included)
Tuition Cost:	\$3,645.00
TOTAL PROGRAM COST:	<u>\$3,695.00</u>

PROJECT MANAGEMENT PROFESSIONAL(PMP) & CERTIFIED SIX SIGMA GREEN BELT (CSSGB) PREPARATORY PROGRAM

Registration Fee: Books & Materials:	\$50.00
	(Included)
Tuition Cost:	\$7,945.00
TOTAL PROGRAM COST:	<u>\$7,995.00</u>

SYSTEMS SECURITY PREPARATORY

Registration Fee: Books & Materials:	\$50.00
	(Included)
Tuition Cost:	\$9,000.00
TOTAL PROGRAM COST:	<u>\$9,050.00</u>

TRAIN THE TRAINER PREPARATORY

Registration Fee:	\$50.00
Books & Materials:	(Included)
Tuition Cost:	\$925.00
TOTAL PROGRAM COST:	<u>\$975.00</u>

VMWARE CERTIFIED PROFESSIONAL (VCP) PREPARATORY

Registration Fee: Books & Materials:	\$50.00
	(Included)
Tuition Cost:	\$6445.00
TOTAL PROGRAM COST:	<u>\$6495.00</u>

INDIVIDUAL COURSE DESCRIPTIONS

COURSE NUMBERING SYSTEM

New Horizons Computer Learning Center of South Florida uses a seven-digit alphanumeric course code to identify each course. The course prefix is a three-letter designator for a major division of an academic discipline, subject matter area or subcategory of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the assigned prefix used to identify the course.

- CCT -- Cisco Course

- COT – CompTIA Course

- ECC – EC Council Course

- ESL – English as a Second Language Workshop

- ITT – ITIL Foundations Course

- MSA – Microsoft Office Course

- MST -- Microsoft Technical Course

- OTA – Train The Trainer

- PMT – Project Management Course

- SEC – Security Practitioner Course

- QBS – QuickBooks Course

- SST – Six Sigma Course

- VMT – VMware Course

CCT 1000 – Interconnecting Cisco Network Devices (ICND)	32.5Hours
Upon completion of this course, you should be able to: - How networks function, identifying major components, and function of network components. - Understand issues related to increasing traffic on an Ethernet LAN and identify switched LAN technology solutions to Ethernet networking issues - Extending the reach of a LAN and the methods that can be used with a focus on RF wireless access - Functions of Wide Area Networks (WANs), the major devices of WANs, and configure PPP encapsulation, static and dynamic routing, PAT and RIP routing. - Use of the command-line interface to discover neighbors on the network and managing the router's startup and configuration Technical Features of this course include the following: - The Open System Interconnection (OSI) reference model. - Ethernet and TCP/IP - IOS Software - Wireless LANs - LAN and WAN Technologies -- How to configure and troubleshoot a small network - Expanding the switched network from a small LAN to a medium-sized LAN - Use of multiple switches, supporting VLANs, trunking, and spanning tree - Routing concepts as they apply to a medium-sized network - Considerations when implementing routing on the network Technical Features of this course include the following: - VLANs and Trunks - Spanning Tree - Implementing and troubleshooting OSPF and EIGRP routing - Access Control Lists - NAT, PAT and IPv6.	
CCT 1001 – Cisco Routing and Switching	72 Hours
Upon completion of this course, students will be able to: - Understand how networks function, identifying major components, and function of network components. - Understand issues related to increasing traffic on an Ethernet LAN and identify switched LAN technology solutions to Ethernet networking issues - Extending the reach of a LAN and the methods that can be used with a focus on RF wireless access - Functions of Wide Area Networks (WANs), the major devices of WANs, and configure PPP encapsulation, static and dynamic routing, PAT and RIP routing. - Use of the command-line interface to discover neighbors on the network and managing the router's startup and configuration. Technical Features of this course include the following: - The Open System Interconnection (OSI) reference model. - Ethernet and TCP/IP - IOS Software - Wireless LANs - LAN and WAN Technologies -- How to configure and troubleshoot a small network - Expanding the switched network from a small LAN to a medium-sized LAN - Use of multiple switches, supporting VLANs, trunking, and spanning tree - Routing concepts as they apply to a medium-sized network - Considerations when implementing routing on the network Technical Features of this course include the following: - VLANs and Trunks - Spanning Tree - Implementing and troubleshooting OSPF and EIGRP routing - Access Control Lists - NAT, PAT and IPv6.	
COT 1000 – A+	32.5 Hours
Upon successful completion of this course, students will be able to: - identify the components of standard desktop personal computers. - identify fundamental components and functions of personal computer operating systems. - identify best practices followed by professional personal computer technicians. - install and configure computer components. - identify technical characteristics of system components. - maintain and troubleshoot peripheral components. - identify troubleshooting techniques for system components. - install and configure operating systems. - maintain and troubleshoot installations of Microsoft Windows. - identify network technologies. - support printers. - install and configure system components. - troubleshoot system components. - install and manage network connections. - support laptops and portable computing devices. - identify personal computer security concepts. - support personal computer security.	
COT 1001 – A+ Mobility	39.6 Hours
Upon successful completion of this course, students will be able to: - identify the components of standard desktop personal computers. - identify fundamental components and functions of personal computer operating systems. - identify best practices followed by professional personal computer technicians. - install and configure computer components. - identify technical characteristics of system components. - maintain and troubleshoot peripheral components. - identify troubleshooting techniques for system components. - install and configure operating systems. - maintain and troubleshoot installations of Microsoft Windows. - identify network technologies. - support printers. - install and configure system components. - troubleshoot system components. - install and manage network connections. - support laptops and portable computing devices. - identify personal computer security concepts. - support personal computer security. - understand and define cloud computing service models. - identify cloud computing service models. - understand and define cloud computing delivery models. - identify cloud computing delivery models. - understand mobile device management (MDM). - support mobile device management solutions.	
COT 1002 – A+ Mobility & Cloud Computing	54.0 Hours
Upon successful completion of this course, students will be able to: - identify, use, and connect hardware components and devices. - install and support Windows OS including command line & client support. - troubleshoot PC and mobile device's issues including application security support. - explain types of networks and connections including TCP/IP and WIFI. - troubleshoot device and network issues. - identify and protect against security vulnerabilities for devices and their network's connections - install and configure laptops and other mobile devices - compare and contrast cloud computing concepts and set up client-side virtualization. - follow up best practices for safety, environmental impacts, with good communication and professionalism. - understand physical versus logical security concepts, measures and malwares. - understand basic disaster prevention and recovery and scripting basics. - understand dependency on networking and device's connectivity	
COT 1003 – IT Fundamentals	39.60 Hours
Upon successful completion of this course, students will be able to: - perform tasks commonly performed by entry-level IT professionals. - identify and understand operating systems, programs, technologies, and file types. - identify and understand peripherals, connectors, and internal components. - define basic threats and implement security best practices. - set up basic workstations, operating system navigation, safety, support and backups. - use features and functions of common operating systems and establish network connectivity. - identify common software applications and their purpose. - use security and web browsing best practices.	
COT 1020 – Network +	32.5 Hours
Upon successful completion of this course, students will be able to: - manage, maintain, troubleshoot, install, operate and configure basic network infrastructure. -Understand networking technology design principles including adherence to wiring standard and use of testing tools - Implement network specific security practices, disaster recovery procedures, and data storage technology implementation.	
COT 1021 – Network + Mobility	36.0 Hours
Upon successful completion of this course, students will be able to: - Acquire the skills required to manage, maintain, troubleshoot, install, operate and configure basic network infrastructure. -Networking technologies design principles including adherence to wiring standard and use of testing tools -Network specific security practices including standards for mobile devices, disaster recovery procedures, data storage technology	

COT 1022 – Network + Mobility and Cloud Computing	54.0 Hours
Upon successful completion of this course, students will be able to: - explain the purpose of a variety of networking concepts and implement them appropriately. – determine and explain the appropriate cabling, device and storage technologies. – use best practices to manage the network, determine policies and ensure business continuity – summarize physical security and common attacks while securing wired and wireless networks. – explain the network troubleshooting methodology and appropriate tools to support connectivity and performance. – understand critical security concepts to helping networking professional work with security practitioners. – understand key cloud computing best practices and typical service models. – understand new hardware and virtualization techniques. -	
COT 1031 – Security+	32.0 Hours
Upon successful completion of this course, students will be able to: - identify fundamental concepts of computer security and security threats – demonstrate the skills to harden internal systems and services as well as internetwork devices and service – understand how to implement secure network communications - establish security best practices for creating and running web-based applications. - manage public key infrastructure (PKI) and certificates. - enforce organizational security policies. - monitor the security infrastructure and manage security incidents.	
COT 1032 – Security + Comprehensive	54.0 Hours
Upon successful completion of this course, students will be able to: - detect various types of compromise and understand penetration testing and vulnerability scanning concepts. – install, configure, and deploy network components while assessing and troubleshooting issues to support organizational security. – implement secure network architecture concepts and systems design. – install and configure identity and access services, as well as management controls. – implement and summarize risk management best practices and the business impact. – install and configure wireless security settings and implement public key infrastructure. – identify and address security threats, attacks and vulnerabilities.	
COT 1040 – Server +	36.0 Hours
Upon successful completion of this course, students will be able to: - understand, configure and support server components. – Manage and maintain servers, including OS configuration, access control and virtualization. – support storage devices technologies, including capacity and growth planning. – apply physical and network data security techniques. – configure systems for network connectivity, including physical and logical elements. – understand disaster recovery and implement backup techniques. – diagnose and resolve system hardware, software, connectivity, storage and security issues.	
COT 1040 – Cloud +	36.0 Hours
Upon successful completion of this course, students will be able to: - Identify fundamental concepts of cloud terminology and methods – Identify and implement IT security and industry best practices in both cloud computing and virtualization – Implement, maintain and deliver a secure cloud infrastructure – Develop competency in cloud models, virtualization, infrastructure, security, resource management and business continuity - Demonstrate the skills to harden internal systems and services as well as internetwork devices and service – Enforce organizational security policies. - Monitor the security infrastructure and manage security incidents in a cloud environment	
COT 1042 – Linux Foundations	54.0 Hours
Upon successful completion of this course, students will be able to: validate the skills that help prevent platform lock-in and that promote more flexible approaches to Linux system troubleshooting. – Apply common tasks in major distributions of Linux, including the Linux command line, basic maintenance, installing and configuring workstations, and networking. – Apply concepts for system configuration, the command line interface, scripting basics, network settings and system security, - Administer user and group permissions, configure hardware, and configure network interfaces.	
COT 1043 – Cybersecurity Threat Detection & Response	54.0 Hours
Upon successful completion of this course, students will be able to: - Assess information security risk in computing and network environments. - Analyze reconnaissance threats to computing and network environments. -Analyze attacks on computing and network environments. - Analyze post-attack techniques on computing and network environments. -Implement a vulnerability management program. -Collect cybersecurity intelligence. -Analyze data collected from security and event logs. -Perform active analysis on assets and networks. -Respond to cybersecurity incidents. -Investigate cybersecurity incidents. -Address security issues with the organization's technology architecture	
COT 1044 – Vulnerability Assessment & Penetration Testing	54.0 Hours
Upon successful completion of this course, students will be able to: -Plan and scope a vulnerability assessment. - Understand legal and compliance security requirements, - Perform vulnerability scanning and penetration testing using appropriate tools and techniques, - Analyze testing data and results. - Effectively communicate results. -Produce a written report containing proposed remediation techniques and practical recommendations.	
COT 2000 – A+ Comprehensive	65.0 Hours
Upon successful completion of this course, students will be able to: - identify the components of standard desktop personal computers. - identify fundamental components and functions of personal computer operating systems. - identify best practices followed by professional personal computer technicians. - install and configure computer components. - identify technical characteristics of system components. - maintain and troubleshoot peripheral components. - identify troubleshooting techniques for system components. - install and configure operating systems. - maintain and troubleshoot installations of Microsoft Windows. - identify network technologies. - support printers. - install and configure system components. - troubleshoot system components. - install and manage network connections. - support laptops and portable computing devices. - identify personal computer security concepts. -support personal computer security. – understand and define cloud computing service models. – identify cloud computing service models. – understand and define cloud computing delivery models. – identify cloud computing delivery models. – understand mobile device management (MDM). – support mobile device management solutions.	

ECC 1050 – Ethical Hacking & Network Defense	54.0 Hours
Upon successful completion of this course, students will be able to: learn to analyze existing security controls and procedures, - understand the way attackers approach prospective targets, - how to look for undetected internal weaknesses and exploitable strengths so that organizations can create security policies which defend against both current and emerging threats, - learn skills needed to conduct thorough penetration testing on enterprise networks and discover potential weaknesses before hackers do the same, - gain the knowledge to create realistic, adaptable attack scenarios, then test existing security policies and employee preparedness. – be exposed to industry compliance, tools used in penetration testing, and current lawful regulations as dictated by global regulations.	
ESL 1000 – English as a Second Language Workshop	75.0 Hours
Upon successful completion of this workshop, students will be able to accomplish and comprehend the following: - Acquire daily life interrogative and discourse capabilities. - basic person and place descriptive abilities. – number, time, quantity, and cost use. – daily life receptive understanding skills. – written usage to express situations, give instructions and explanations, communicate opinions, and narrate and comprehend stories. – specific terminology use based on students’ needs.	
MSA 1000 – Windows – Level 1	6.5 Hours
Upon successful completion of this course, students will be able to: - log on to Windows, explore its interface, and identify the different components present in the interface. - customize the Windows desktop. - manage files and folders. - use the common tools and programs available in Windows. - browse the Internet.	
MSA 1001 – Windows – Level 2	6.5 Hours
Upon successful completion of this course, students will be able to: - customize the Windows environment. - configure user accounts. - work with applications in Windows. - work with devices. - manage networks. - secure your system data. - enhance system performance. - work with Internet Explorer.	
MSA 1010 – Word – Level 1	6.5 Hours
Upon successful completion of this course, students will be able to: - create a basic Word document by using Microsoft Office Word. - edit a document by using Word. - format text in a Word document. - format paragraphs in a Word document. - insert a table in a Word document. - insert special characters and graphical objects in a Word document. - control the page setup and appearance of a Word document. - proofread documents for accuracy.	
MSA 1011 – Word – Level 2	6.5 Hours
Upon successful completion of this course, students will be able to: - manage lists. - customize tables and charts. - customize the formatting of a document using styles and themes. - modify pictures in a document. - create customized graphic elements. - insert content using Quick Parts. - control text flow. - use templates to automate document creation. - use the mail merge function. - use macros to automate common tasks.	
MSA 1012 – Word – Level 3	6.5 Hours
Upon successful completion of this course, students will be able to: - use Microsoft Office Word with other programs. - collaborate on documents. - manage document versions. - add reference marks and notes. - make long documents easier to use. - secure a document. - create forms. - use XML in Word.	
MSA 1020 – Excel – Level 1	6.5 Hours
Upon successful completion of this course, students will be able to: - create a basic worksheet using Microsoft® Office Excel®. - perform calculations in an Excel worksheet. - modify an Excel worksheet. - format a worksheet. - print Excel workbook contents. - manage an Excel workbook.	
MSA 1021 – Excel – Level 2	6.5 Hours
Upon successful completion of this course, students will be able to: - use advanced formulas. - organize worksheet and table data using various techniques. - create and modify charts. - analyze data using PivotTables, Slicers, and Pivot Charts. - insert and modify graphic objects in a worksheet. - customize and enhance workbooks and the Microsoft® Office Excel® environment.	
MSA 1022 – Excel – Level 3	6.5 Hours
Upon successful completion of this course, students will be able to: - enhance productivity and efficiency by streamlining your workflow. - collaborate with others using workbooks. - audit worksheets. - analyze data. - work with multiple workbooks. - import and export data. - use Excel with the web. - structure workbooks with XML.	
MSA 1030 – Access – Level 1	13.0 Hours
Upon successful completion of this course, students will be able to: - explore the Microsoft Office Access environment. - examine the components of a database. - work with tables. - manage data in a table. - query a database. - design forms. - generate reports. - modify the field properties of a table to streamline data entry and maintain data integrity. - join tables to retrieve data from multiple tables. - create flexible queries to display specified records, allow for user-determined query criteria, and modify data using queries. - Improve Forms. -customize reports to enhance the readability of the report. - use various applications to read, share and manipulate data across applications.	
MSA 1031 – Access – Level 2	13.0 Hours
Upon successful completion of this course, students will be able to: - restructure data into appropriate tables to ensure data dependency and minimize redundancy. - write advanced queries to analyze and summarize data. – create and revise Microsoft® Office Access® macros. - customize reports by using various Microsoft® Office Access® features. - maintain their databases using Microsoft® Office Access® tools.	
MSA 1032 – Access – Level 3	6.5 Hours
Upon successful completion of this course, students will be able to: - share Access data with other applications. - use VBA to automate a business process. - create and modify a database switchboard and set and modify the startup options. - secure databases. - share a database using a SharePoint site.	

MSA 1040 – PowerPoint – Level 1	6.5 Hours
Upon successful completion of this course, students will be able to: - explore the PowerPoint interface and get familiarized using it. - create a presentation. - format text on slides. - add graphical objects to a presentation. - modify graphical objects on slides. - work with tables in a presentation. - import charts to a presentation. - prepare to deliver a presentation.	
MSA 1041 – PowerPoint – Level 2	6.5 Hours
Upon successful completion of this course, students will be able to: - 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.	
MSA 1050 – Outlook – Level 1	6.5 Hours
Upon successful completion of this course, students will be able to: - identify the components of the Outlook environment. - compose email messages using Outlook. - send and receive email messages using Outlook. - organize email messages into folders. - manage contacts using Outlook. - schedule appointments using Outlook. - schedule meetings. - manage tasks, notes, and journal entries.	
MSA 1051 – Outlook – Level 2	6.5 Hours
Upon successful completion of this course, students will be able to: - customize message settings. - organize and locate Outlook messages. - set calendar options. -track activities using the Journal. - assign and track tasks. - share folder information. - customize the Outlook environment.	
MST 5058 – Windows 8 Transition from Windows 7	6.5 Hours
This course introduces students to Microsoft Windows, including an introduction to security, reliability, performance, manageability, and productivity features.	
MST 9410 – Installing and Configuring Servers	54.0 Hours
After completing this course, students will be able to: - Install and Configure Servers - Describe Directory Services - Manage Directory objects - Automate 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 Servers - Implement server virtualization – Implement basic file services – Implement basic network services – Implement remote storage – understand baseline configurations – apply a baseline configuration to a server.	
MST 9411 – Administering Servers	54.0 Hours
After completing this course, students will be able to: - Build server images - Deploy server images – Maintain server images - Configure and troubleshoot DNS – Configure and troubleshoot DHCP - Maintain Directory Domain Services - Manage User and Service Accounts - Implement a Group Policy Infrastructure - Manage User Desktops with Group Policy - Configure and troubleshoot Remote Access - Install, Configure and Troubleshoot Network Policy Server (NPS) role - Implement Network Access Protection (NAP) - Optimize File Services - Configure Encryption and Advanced Auditing - Implement Update Management - Monitor Servers – Configure Storage Spaces – Audit server baseline compliance – Create custom management consoles – Implement server virtualization.	
MST 9412 – Configuring Advanced Server Services	54.0 Hours
After completing this course, students will be able to: - Implement advanced network services - Implement advanced file services – Implement and configure iSCSI storage - Implement Dynamic Access Control - Implement distributed Directory Domain Services deployments - Implement sites and replication - Implement Directory Certification Services - Implement Directory Rights Management Services - Implement Directory Federation Services - Implement network load balancing (NLB) - Implement failover clustering – Implement failover clustering with virtualization- Implement disaster recovery – Secure DNS using DNSSEC – Authorize DHCP servers – Implement Storage Pools – Implement IP Address Management.	
MST 9331 – Enterprise Desktop Support Technician	54.0 Hours
After completing this course, students will be able to: - Identify and resolve software installation issues - Identify and resolve desktop application issues – Identify and resolve software configuration issues - Identify the cause of and resolve networking issues – Resolve software failure issues – Identify and resolve network printer issues - Manage and maintain systems that run Windows – Identify and resolve logon issues - Support mobile users – Identify the cause of and resolve security issues – Identify and resolve name resolution issues – Identify and resolve performance issues – Identify and resolve hardware failure issues – Identify and resolve wireless connectivity issues.	
MST 10262 – Developing Windows Applications with Microsoft Visual Studio	32.5 Hours
After completing this course, students will be able to: - understand how varying business requirements influence the design decisions when planning a Windows Client application - understand the new features of Visual Studio WPF - design and build a UI that provides the expected end-user experience and UI functionality - create a consistent and manageable user interface - understand best practices when testing and learn how to debug their applications - use advanced exception handling in Windows Client application scenarios - implement advanced data binding scenarios - use coding techniques to improve the responsiveness of their applications - implement localization, user assistance, and accessibility features within an application - understand the basics of graphics in WPF - customize controls and introduce students to custom controls - implement application behaviors based on user actions or events by using attached properties and Expression Blend behaviors - develop data visualization within their applications in a manner that enables the application user to drill down into data visually - manage application state and settings throughout the application lifecycle - deploy their applications using the various methods supported by Visual Studio	
MST 10263 – Developing Windows Communication Foundation Solutions with Microsoft Visual Studio	32.5 Hours
After completing this course, students will be able to: - 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.	

MST 10264 – Developing Web Applications with Microsoft Visual Studio	32.5 Hours
After completing this course, students will be able to: - Describe the underlying architecture and design of a Web application - Apply best practices and make appropriate trade-offs based on business requirements when designing a Web application - Develop MVC models - Develop MVC controllers - Develop MVC views - Optimize the design of a Web application for discoverability by search engines - Write server-side code for Web Forms - Optimize data management for Web Forms - Ensure quality by debugging, unit testing, and refactoring - Secure a Web application - Apply Master Pages and CSS for a consistent application UI - Develop client-side scripts and services for a responsive, rich, and interactive UI - Implement advanced AJAX in a Web application - Deploy a Web application - Develop a Web application by using Silverlight.	
MST 10265 – Developing Data Access Solutions with Microsoft Visual Studio	32.5 Hours
After completing this course, students will be able to: - Evaluate a variety of business cases, and then select an appropriate combination of data access technologies and tools most appropriate to each case. Describe the roles of Entity Framework, WCF Data Services, and ADO.NET for building and maintaining applications. Use LINQ on top of these technologies to improve productivity and the quality of their applications - Use the tools provided with the Entity Framework to map the conceptual model used by the business logic of an application to the logical data model provided by a database - Query an Entity Data Model (EDM) by using common methods such as LINQ to Entities, Entity SQL, and the classes in the Entity Client namespace - Perform data modification tasks on data in an EDM - Explain the function of the Object Services model implemented by the Entity Framework and the support provided by the Object Services API for addressing the issues faced by enterprise applications that have to handle multiple concurrent users simultaneously accessing the same data - Describe best practices for designing and building a scalable, optimized data access layer by using Object Services - Customize and extend entities with their own business logic and use advanced mappings to shape the data model to their business and application requirements - Reuse existing business classes in a data access layer built by using the Entity Framework - Address the architectural issues that can arise when building an n-tier enterprise application by using the Entity Framework. Build extensible solutions that can update data in an n-tier enterprise application by using the Entity Framework - Access offline data or data that has limited availability in client applications - Design, develop, and consume a simple WCF Data Service - Use WCF Data Services to update and delete data and to handle multi-user concerns. Develop high performance, scalable ADO.NET applications that can query and update data - Explain how LINQ to SQL enables development against a logical model which abstracts the low-level details of querying ADO.NET tables and result sets.	
MST 10267 – Introduction to Web Development with Microsoft Visual Studio	32.5 Hours
After completing this course, students will be able to: - Explore ASP.NET Web applications in Microsoft Visual Studio - Create Web applications by using Microsoft Visual Studio 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 - Validate user input - Debug Microsoft ASP.NET Web applications - Manage data in an ASP.NET 3.5 Web application - 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 for Web development.	
MST 10774 – Querying Microsoft SQL Server	32.5 Hours
After completing this course, students will be able to: - Write SELECT queries to retrieve data. - Query multiple tables – Use built-in functions – Use subqueries – Execute stored procedures – Use set operators – Implement error handling – Use table expressions – Sort and filter data – Use window ranking, offset and aggregate functions – Query SQL server metadata – Program with T-SQL – Improve query performance.	
MST 10775 – Administering Microsoft SQL Server Databases	32.5 Hours
After completing this course, students will be able to: - Plan and Install SQL Server - Create data types and tables. – Create SQL Server Backups – Restore SQL Server databases – Use the import/export wizards and explain how they relate to SSIS – Work with SQL Server security models, logins and users – Work with fixed server roles, user-defined server roles, fixed database roles and user-defined database roles – Work with permissions and the assignment of permissions – Work with SQL Server Audit – Work with SQL Server Agent, jobs and job history– Implement SQL Server Agent security, proxy accounts and credentials – Configure database mail, alerts and notifications – Create database maintenance plans – Troubleshoot SQL Server databases.	
MST 10776 – Developing Microsoft SQL Server Databases	32.5 Hours
After completing this course, students will be able to: - Determine appropriate data types to be used when designing tables, convert data between data types, and create alias data types – Implement Primary Key, Foreign Key, Default, Check and Unique constraints, and investigate cascading Foreign Key constraints – Determine appropriate single column and composite index strategies – Create tables as heaps and tables with clustered indexes – 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 DML triggers – Work with the Geography and Geometry data types – Implement and query a full-text index.	
MST 10777 – Implementing a Data Warehouse with Microsoft SQL Server	32.5 Hours
After completing this course, students will be able to: - Describe data warehouse concepts and architecture considerations – Select an appropriate hardware platform for a data warehouse – Implement Data Flow and Control Flow in an SSIS Package – Debug and Troubleshoot SSIS Packages – Integrate Cloud data into a data warehouse infrastructure – Implement data cleansing by using Microsoft Data Quality Services – Implement Master Data Services to enforce data integrity – Deploy and configure SSIS Packages.	
MST 20410 – Installing and Configuring Windows Server	32.5 Hours
After completing this course, students will be able to: - Install and Configure Windows Server - 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.	

MST 20411 – Administering Windows Server	32.5 Hours
After completing this course, students will be able to: - Deploy and Maintain Server Images - Configure and Troubleshoot DNS - Maintain Active Directory Domain Services (AD DS) - Manage User and Service Accounts - Implement a Group Policy Infrastructure - Manage User Desktops with Group Policy - Configure and Troubleshoot Remote Access - Install, Configure and Troubleshoot Network Policy Server (NPS) role - Implement Network Access Protection (NAP) - Optimize File Services - Configure Encryption and Advanced Auditing - Implement Update Management - Monitor Windows Server .	
MST 20412 – Configuring Advanced Windows Server Services	32.5 Hours
After completing this course, students will be able to: - Implement advanced network services - Implement advanced file services - Implement Dynamic Access Control - 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) - Implement network load balancing (NLB) - Implement failover clustering - Implement failover clustering with Hyper-V - Implement disaster recovery.	
MST 20413 – Designing and Implementing a Server Infrastructure	32.5 Hours
After completing this course, students will be able to: - Plan a server upgrade and migration - Plan and implement a server deployment infrastructure - Design and maintain an IP configuration and address management solution - Design and implement name resolution - Design and implement an AD DS forest and domain infrastructure - Design and implement an Active Directory organizational unit infrastructure - Design and implement a Group Policy Object (GPO) strategy - Design and implement an AD DS topology - Plan and implement storage - Plan and implement file services - Design and implement network access services - Design and implement network protection.	
MST 20414 – Implementing an Advanced Server Infrastructure	32.5 Hours
After completing this course, students will be able to: - Describe the considerations for managing an enterprise data center - Plan and implement a server virtualization strategy using Microsoft System Center - 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 high availability infrastructure by 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 (IRM) infrastructure.	
MST 20465 – Designing Database Solutions for SQL Server	32.5 Hours
After completing this course, students will be able to: - Design an appropriate database server infrastructure for a given business application scenario - Design a logical schema for a database based on application requirements - Design the physical implementation of a database for a given set of requirements - Evaluate options for including binary large object data in a database design - Plan and manage indexes to optimize performance - Describe the key considerations for designing security for SQL Server instances and databases - Plan policy-based management to manage server instances, databases, and other SQL Server objects more efficiently - Plan SQL Server health monitoring - Implement SQL Server health monitoring by using SQL Server Utility - Identify and implement the appropriate backup strategy for a given scenario - Plan and manage multi-server maintenance and automation - Understand the benefits of using PowerShell to manage SQL Server - Design an optimal replication strategy from a given set of business and technical requirements - Plan and implement a high availability solution.	
MST 20480 – Programming in HTML 5 with JavaScript and CSS3	32.5 Hours
After completing this course, students will be able to: - Explain how to use Visual Studio 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.	
MST 20481 – Essentials of Developing Windows Store Apps Using HTML 5 and JavaScript	32.5 Hours
After completing this course, students will be able to: - 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 App Bar 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.	
MST 20482 – Advanced Windows Store App Development Using HTML 5 and JavaScript	32.5 Hours
After completing this course, students will be able to: - 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 using tracing and profiling tools and APIs.	

MST 20486 – Developing ASP.NET MVC 4 Web Applications	32.5 Hours
After completing this course, students will be able to: - 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 interface 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 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 user requests - Write JavaScript code that runs on the client-side and utilizes the jQuery script library to optimize the responsiveness of an MVC 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 - Describe how to write a Windows Azure web service and call it from an MVC application - Describe what a Web API is and why developers might add a Web API to an application - Modify the way browser requests are handled by an MVC application - Describe how to package and deploy an ASP.NET MVC 4 web application from a development computer to a web server for staging or production.	
MST 20487 – Developing Windows Azure and Web Services	32.5 Hours
After completing this course, students will be able to: - 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 clients - Apply design principles to service contracts and extend WCF services using custom runtime components and behaviors - 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.	
MST 40033 – Windows Operating System and Windows Server Fundamentals	32.5 Hours
After completing this course, students will be able to: - Understand Operating System Configurations - Install and Upgrade Client Systems - Manage Applications - Manage Files and Folders - Manage Devices - Understand Operating System Maintenance - Understand Server Installation - Understand Server Roles - Understand Active Directory - Understand Storage - Understand Server Performance Management - Understand Server Maintenance.	
MST 40366 – Networking Fundamentals	19.5 Hours
After completing this course, students will be able to: - Understand Operating System Configurations - Install and Upgrade Client Systems - Manage Applications - Manage Files and Folders - Manage Devices - Understand Operating System Maintenance - Understand Server Installation - Understand Server Roles - Understand Active Directory - Understand Storage - Understand Server Performance Management - Understand Server Maintenance.	
MST 40366 – Networking Fundamentals	19.5 Hours
After completing this course, students will be able to: - Understand Network Infrastructures - Understand Network Hardware - Understand Protocols and Services.	
MST 55021 – Configuring and Administering Hyper-V in Windows Server	19.5 Hours
After completing this course, students will be able to: - Describe Microsoft’s virtualization technologies - Implement Hyper-V - Design and Manage virtual machine storage solutions - Design and Manage virtual networks Design the Hyper-V host architecture - Design the virtual machine architecture - Design a Windows Server Hyper- V Virtualization Infrastructure - Describe and manage Hyper-V Snapshots - Describe Hyper-V host and virtual machine high availability - Describe storage options for Virtual Machines - Describe the different types of virtual hard disks - Describe the Hyper-V integration services - Describe Live Migration - Understand Storage Migration Understand Virtual Machine Import.	
MST 90331 – Windows Enterprise Desktop Support Technician	36.0 Hours
After completing this course, students will be able to: - Identify and resolve software installation issues - Identify and resolve desktop application issues – Identify and resolve software configuration issues - Identify the cause of and resolve networking issues – Resolve software failure issues – Identify and resolve network printer issues - Manage and maintain systems that run Windows – Identify and resolve logon issues - Support mobile users – Identify the cause of and resolve security issues – Identify and resolve name resolution issues – Identify and resolve performance issues – Identify and resolve hardware failure issues – Identify and resolve wireless connectivity issues.	
MST 90410 – Installing and Configuring Windows Servers	36.0 Hours
After completing this course, students will be able to: - Install and Configure Windows Servers - 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.	

MST 90411 – Administering Windows Servers	36.0 Hours
After completing this course, students will be able to: - Deploy and Maintain Server Images - Configure and Troubleshoot DNS - Maintain Active Directory Domain Services (AD DS) - Manage User and Service Accounts - Implement a Group Policy Infrastructure - Manage User Desktops with Group Policy - Configure and Troubleshoot Remote Access - Install, Configure and Troubleshoot Network Policy Server (NPS) role - Implement Network Access Protection (NAP) - Optimize File Services - Configure Encryption and Advanced Auditing - Implement Update Management - Monitor Windows Servers.	
MST 90412 – Configuring Advanced Windows Server Services	36.0 Hours
After completing this course, students will be able to: - Implement advanced network services - Implement advanced file services - Implement Dynamic Access Control - 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) - Implement network load balancing (NLB) - Implement failover clustering - Implement failover clustering with Hyper-V - Implement disaster recovery.	
MST 90413 – Azure Fundamentals and Administration	54.0 Hours
After completing this course, students will be able to: - learn cloud concepts such as high availability, scalability, elasticity, agility, fault tolerance, and disaster recovery. – understand the benefits of cloud computing in Azure and how it can save time and money. – compare and contrast basic strategies for transitioning to the Azure cloud – understand the range of services available in Azure including compute, network, storage and security. - make recommendations on services to use for optimal performance and scale, as well as provision, size, monitor, and adjust resources	
MST 90414 – Office 365 Fundamentals	18.0 Hours
Upon successful completion of this course, students will be able to; - describe cloud concepts. – describe core Microsoft 365 services and concepts. – explain security, compliance, privacy, and trust in Microsoft 365. – understand the benefits of adopting cloud services, the Software as a Service (SaaS) cloud model. – implement Microsoft 365 cloud service	
MST 90415 – Managing Microsoft Teams	18.0 Hours
Upon successful completion of this course, students will be able to; - configure, deploy, and manage Office 365 workloads for Microsoft Teams. – plan, deploy, and manage Teams chat, apps, channels, meetings, audio conferencing, live events, and calling. – manage Teams and app policies.	
MST 90416 – Cloud Exchange & Email Management	36.0 Hours
Upon successful completion of this course, students will be able to: - deploy, configure, manage, troubleshoot, and monitor recipients, permissions, mail protection, mail flow, and public folders in hybrid and cloud enterprise environments, - manage hygiene, messaging infrastructure, hybrid configuration, migration, transport, mailboxes, and client access. – collaborate with security administrators in the implementation of a secure hybrid or cloud-only topology that meets the business needs of an enterprise	
OTA 8000 – Train the Trainer	19.5 Hours
In this course students learn how to demonstrate professional conduct and content expertise, how to use communication and presentation skills to facilitate learning, and how to establish and maintain a learner- centered environment. Finally, they'll learn techniques for evaluating learner performance throughout an event and techniques for evaluating their training performance and delivery of a course.	
PMT 1000 – Project Management Professional (PMP) Certification Preparation	32.5 Hours
Upon successful completion of this course, students will be able to: - describe professional project management - initiate a project. - plan project work. - develop project schedules - develop cost estimates, and budgets. - plan project quality, staffing, and communications. - analyze project risks. - plan project procurement. - manage project procurement - execute project work. - monitor and control project work. - monitor and control project schedule and costs. - monitor and control project quality, staffing, and communications. - monitor and control project risks and contracts. - close the project.	
SEC 1000 – Systems Security Practitioner	36.0 Hours
Upon successful completion of this course, students will be able to: Understand the skills required to manage, maintain, troubleshoot, install, operate and configure basic network infrastructure. Understand access controls and security operations and administration related activities. Understand networking technology design principles including adherence to wiring standards and use of testing tools. Implement risk identification, monitoring, and analysis within an enterprise network. Utilize network specific security practices, disaster recovery procedures and data storage technologies for network implementation. Understand the skills necessary for incident response and recovery. Implement and utilize cryptography, network and communications security, and systems and application security concepts across the network	
SEC 1001 – Advanced Security Practitioner	36.0 Hours
Upon completion of this course, students will be able to: Understand how networks function, identifying major components, and function of network components. Understand issues related to increasing traffic on an Ethernet LAN and identify switched LAN technology solutions to Ethernet networking issues. Understand the issues associated with enterprise security. Implement risk management and incident response activities in the enterprise. Identify issues associated with enterprise security through research and analysis. Integrate computing, communications, and business disciplines. Understand the technical integration of enterprise components	
QBS 1000 – Getting Started with QuickBooks	6.5 Hours
Upon successful completion of this course, students will be able to: -explore the QuickBooks interface and access the QuickBooks centers available in QuickBooks to familiarize yourself with the application. - set up a company and update the Chart of Accounts using the Easy Step Interview Wizard feature. - build and manage lists using the options available in the QuickBooks centers. - manage inventory using the options in the Vendor Center. - record a product sale in QuickBooks using the options in the Customer Center. - create invoice for services using the options in the Vendors Center. - work with bank accounts using the options provided in the Banking section of the QuickBooks interface.	

QBS 1001 – Keep Going with QuickBooks	6.5 Hours
Upon successful completion of this course, students will be able to: - create an estimate for a job and then convert it into an invoice. - record business assets and liabilities. - process sales tax. - create and work with reports. - process payroll manually. - check the accuracy of accounting data. - integrate other applications with QuickBooks.	
SST 1000 – Certified Six Sigma Green Belt (CSSGB) Certification Preparation	32.5 Hours
This course provides the foundation to utilize the Six Sigma methodology, including statistical tools, communication tools and techniques in order to deliver real dollar savings to your organization through defect reduction and variation reduction.	
VMT 4001 – VMware vSphere: Install, Configure, Manage	32.5 Hours
At course completion the student will be able to: - Install and configure ESX or ESXi - Install and configure vCenter Server components - Configure and manage ESX/ESXi networking and storage using vCenter Server - Deploy, manage, and migrate virtual machines - Manage user access to the VMware infrastructure - Use vCenter Server to monitor resource usage - Use vCenter Server to increase scalability - Use VMware vCenter Update Manager to apply ESX/ESXi patches - Use vCenter Server to manage higher availability and data protection.	