

The Academy  
Ft. Lauderdale Campus  
Course Catalog and Student Handbook

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Ft. Lauderdale Campus  
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## President's Statement

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

## Legal Status

The Academy is a private, postsecondary school incorporated in the state of Florida. The legal name for The Academy is The Academy of South Florida Inc. The school was founded in 1999 and is presently owned by Christopher Perez and Alfonso Perez. Additional information may be obtained by writing to: Christopher M Perez, Director of Operations, The Academy – Fort Lauderdale Campus, 800 West Cypress Creek Rd, Suite 200 Fort Lauderdale, Florida 33309 Mr. Perez may also be contacted by visiting the schools website at [www.it-certification-courses.com](http://www.it-certification-courses.com) or e-mail at: [cperez@academyfl.com](mailto:cperez@academyfl.com).

## Full-Time Faculty

**Joseph Childrose**, Director/Director of Education MCP, MCTS, MCSA, MCSE

**Winston Sutherland, Staff Instructor**

A+ Computer Technician,  
Microsoft MCSA/MCSE Prep, Application Architect, The Network Technician, Helpdesk Technician, Information Technology Program, Virtualization Professional Program

**Paul Goodall, Staff Instructor**

A+ Computer Technician, Microsoft MCSA/MCSE Prep, Application Architect, The Network Technician, Helpdesk Technician, Information Technology, Project Manager Professional (PMP)

**Harry Hunter, Staff Instructor**

A+ Computer Technician, Microsoft MCSA/MCSE Prep, Application Architect, The Network Technician, Helpdesk Technician, Information Technology Professional. Virtualization

Professional.

**Tim Donaldson, Staff Instructor**

A+ Computer  
Technician,  
Microsoft MCSA/MCSE  
Prep, Application  
Architect, The Network  
Technician, Helpdesk  
Technician,  
Information Technology  
Professional.  
Virtualization  
Professional.

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



**1/05/2017**

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Christopher Perez, Director of Education

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Date

## **Licensure**

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

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

## **History**

The Academy was incorporated in March of 1999 by Christopher Perez with a vision of helping others to become as successful as he had become doing what he enjoyed, working with computers. His goal was to give others the proper training to help them excel in the IT industry. The Academy was founded with one basic principle - to help students get a high quality computer education at an affordable price. Students who have graduated from The Academy's program(s) have been able to seek employment with the skills and knowledge they have attained at the school and be successful in a competitive job market.

In 2003, The Academy was re-established to fill the need for comprehensive computer training in South Florida. At the time, public schools were the main resource for computer training. The rapid growth of technology pointed to a current and future need for trained individuals to meet the need for computer specialists. For that reason, a father and his two sons – Alfonso, Andre, and Christopher Perez -- decided to join together to develop a computer training school to meet the needs of adult learners who wanted or needed computer expertise

## **Mission**

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

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

## **Philosophy**

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

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

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

## **School Facilities**

### **The Academy- Ft. Lauderdale Campus**

The Academy- Ft. Lauderdale Campus is located at 800 West Cypress Creek Road, Suite 200. Ft. Lauderdale, Florida 33309 and consists of 5,500 sq. ft. of classroom space. This location provides easy accessibility by private and public transportation. These facilities include administrative office space, classrooms with seating capacity for up to twenty-eight students, library facilities able to accommodate up to five students, testing and laboratory facilities which can accommodate up to ten students, and ample common space for study. The classrooms are outfitted with up-to-date presentation and Tier-1 vendor supplied computer equipment selected to give the student experience on the same equipment encountered in the corporate Information Technology environment.

## **Admissions Requirements and Procedures for Online Programs**

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

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

## Acceptable Modalities of Communication (Online Programs)

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

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

## Student Complaint/ Grievance Procedure

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

1. A student will attempt to resolve a grievance with the person involved within 1-2 days of said issue.
2. If a student is unable to resolve the grievance with the person involved, it should be submitted in writing to that person's supervisor by the second day.
3. If the grievance is still unresolved after two days, a written summary is submitted to the Campus Director. A meeting will be set up to include the student, person involved and the Campus Director. Every effort will be made to resolve the grievance at this point.
4. If the Campus Director cannot resolve the grievance, a written summary by the Campus Director, along with all other materials, will be forwarded to President. A written decision on the grievance report will be sent to the student and the Campus Director within five working days after receipt of the signed grievance.

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

Florida Department of Education, Commission for Independent Education

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

## Nondiscriminatory Policies

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

The Academy will provide reasonable accommodation to otherwise qualified students with disabilities.

## Privacy Rights

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

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

## Attendance Policy

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

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

## VA Students Attendance Policy

Early departures, class cuts, tardies, etc., for any portion of a class period will be counted as one absence.

Students exceeding 20% **total** absences in a calendar month **will be** terminated from their VA benefits for unsatisfactory attendance.

In order to show that the cause of unsatisfactory attendance has been removed, students must show good attendance (as defined) for one calendar month after being terminated for unsatisfactory attendance. After such time, the student may be recertified for VA education benefits.

The student’s attendance record will be retained in the veteran’s file for USDVA and SAA audit purposes.

## **Operating and Classroom Hours**

The Academy offers different class schedules to accommodate working students. Morning classes meet from 8:00 a.m. to 12:00p.m. (Monday – Friday), Afternoon classes meet from 1:00pm – 5:00pm (Monday-Friday) and evening classes from 6:00pm to 10:00 p.m. (Monday – Friday). Program lengths vary depending on the total clock hours in the program. A clock hour is defined as a period of (60) sixty minutes with a minimum of (50) fifty minutes of instruction in the presence of an instructor. The Academy has open enrollment classes and the student is advised of his/her start and anticipated program completion date prior to enrollment. The Academy’s administrative offices are open Monday – Friday 8:00am – 6:00pm.

## **Absences, Tardiness and Leaving Early**

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

## **Make-Up Policy**

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

## **Credit Transfer**

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

## **VA Student Credit Transfer and Evaluation**

In accordance with United States Department of Veterans’ Affairs law, all incoming students using VA education benefits for training at The Academy must have any previous training and/or education reviewed by the Director of Education to determine if credit towards his/her program of interest can be awarded. Incoming students must submit official transcripts and/or supporting documentation to the registrar’s office previous to the start date of their program. Acceptable supporting documentation includes official university/college transcripts, certificates of training completion issued during active duty, and vocational certification award documents. Students will receive written notification of the acceptance or rejection of credit within (5) five business days of submission of supporting documentation to the registrar’s office. Any documentation submitted by the student and

correspondence regarding credit review, approval and/or denial will be retained in the student's file indefinitely.

## Leaves of Absence

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

## Costs

All tuition costs are detailed in the specific program sections of this catalog. Program and individual course expenses are based on clock hour distributions of program elements that include both theoretical and practical training. Clock Hour means a period of 60 minutes with a minimum of 50 minutes of instruction in the presence of an instructor

## Grading Scale

### THE ACADEMY Grading Policy

#### Grade Definitions

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

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

<b>GP</b>	Grade Point
<b>GPA</b>	Grade Point Average
<b>V</b>	Incomplete
<b>W</b>	Withdrawal
<b>AU</b>	Audit
<b>CN</b>	Continuation
<b>N/A</b>	Not Applicable

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

## Standards of Academic Progress

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

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

### Academic Probation:

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

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

### Academic Appeal:

A student who feels that he/she unfairly placed on probation may submit a written appeal to the Campus Director within 10 days of being placed on probation. The Campus Director will evaluate the appeal on its individual merits and may elect to waive satisfactory progress requirements in light of extenuating circumstances, such as serious student illness, student injury, or death in the family. The appeal and the decision will be documented in the student's file, and the Campus Director's decision will be final. A separate academic probation policy applies to VA students.

### Standards of Academic Progress for VA Students

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

A VA student whose GPA falls below 2.0 at the end of any term will be placed on academic probation for the next two terms. If the VA student's GPA is still below 2.0 at the end of the probation period, the student's VA educational benefits will be terminated. A VA student may petition the school to be recertified for VA educational benefits after one term has elapsed. The school may recertify the VA

student only if there is a reasonable likelihood that the student will be able to maintain satisfactory academic progress for the remainder of the training program.

## **Standards of Academic Progress for Online Programs**

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

## **Academic Transcripts**

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

## **Re-Admission to Training**

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

## **Rules of Conduct – The Academy**

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

## **Rules of Conduct – Termination Policy**

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

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

## **Completion Requirements**

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

## **Student Services**

The Director of Student Services, in conjunction with the Student Services Department, coordinates all academic advising and personal advising for currently enrolled students. The Student Services Department is also in charge of the supervision and monitoring of attendance records, leaves of absence, placement assistance and activities, information concerning local housing, transportation, child care and relevant coping skills, and general development appropriate to higher education students. For questions and/or concerns relating to student services-related issues, please email [studentservicesftl@academyfl.com](mailto:studentservicesftl@academyfl.com).

## Learning Resource Center

Students are encouraged to utilize the school's Learning Resource Center (LRC). The LRC is presently located in Suite 200 at The Academy and is open from 9:00am-6:00pm (Monday - Friday; except holidays). Students may use the library for research, reference, and study projects. In addition to the video tapes, audio tapes, test reviews, CBT's, reference material, books and periodicals available for student usage, students can access and utilize software and applications on computer workstations provided in the computer lab located within the library. For more information of the LRC or to schedule an introduction to its usage, please email [studentservicesftl@academyfl.com](mailto:studentservicesftl@academyfl.com). Students are also encouraged to visit our new digital LCR. This resource is available 24/7 via the Internet and contains a wide range of information that is relevant to current information technology topics and studies. The digital LRC can be found here: <http://academyfl.com/show.aspx?mi=6287>

## Job Placement Assistance and Career Services

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

Information on obtaining career services is available through the Career Services Office in Suite 200 or by emailing [studentservicesftl@academyfl.com](mailto:studentservicesftl@academyfl.com).

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

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

## Procedure for Withdrawing

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

Notify the Student Services Department in writing at 800 W. Cypress Creek Rd ste. 200 Ft. Lauderdale, FL. 33309 or by email [studentservicesftl@academyfl.com](mailto:studentservicesftl@academyfl.com). The written notification should explain the reasons for wishing to terminate. Students will have the opportunity to meet with an appropriate staff member to determine if the problem can be resolved without termination.

## Student Records

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

Students may request that the school amend his/her education records on the grounds that they are inaccurate, misleading, or in violation of their right of privacy. In the event that the school refuses to amend the records, students may, after complying with the Academic Grievances Procedure, request a hearing before the Director of Education and Director of Student Services. If the outcome

of a hearing is unsatisfactory, the student may submit an explanatory statement for inclusion in the education record. Students have the right to file complaints as outlined in the Academic Grievances section of the Catalog.

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

2015

# The Academy 2017- Academic Calendar



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

FEBRUARY						
S	M	T	W	T	F	S
			1	2	3	4
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APRIL						
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MAY						
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JUNE						
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JULY						
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AUGUST						
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SEPTEMBER						
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OCTOBER						
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NOVEMBER						
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DECEMBER						
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31						

- Start of Term
- End of Term
- Holidays
- Last Day to Drop

**WINTER 2015-16**

- Jan.1 New Years (School Closed)
- Jan. 9 Start of TERM 1
- Jan. 13 Last Day for Add/Drop
- Jan. 16 Martin Luther King Jr.- No School (Faculty Workday)
- Feb. 17 End of TERM 1
- Feb. 20 Presidents Day- No school (Faculty Workday)
- Feb. 27 Start of TERM 2
- Mar. 3 Last Day for Add/Drop

**SPRING 2016**

- Apr. 2 Holy Thursday- No School (Faculty Workday)
- Apr. 3 Good Friday (School Closed)
- Apr. 7 End of TERM 2
- Apr. 17 Start of TERM 3
- Apr. 21 Last Day for Add/Drop
- May 26 End of TERM 3
- May 29 Memorial Day (School Closed)

**SUMMER 2016**

- Jun. 5 Start of TERM 4
- Jun. 9 Last Day for Add/Drop
- Jul. 4 Independence Day (School Closed)
- Jul. 14 End of TERM 4
- Jul. 24 Start of TERM 5
- Jul. 28 Last Day for Add/Drop
- Sep. 1 End of Term 5

**FALL 2016**

- Sep. 4 Labor Day (School Closed)
- Sep. 11 Start of Term 6
- Sep. 15 Last Day for Add/Drop
- Oct. 09 Columbus Day- No School (Faculty Workday)
- Oct. 20 End of TERM 6
- Oct. 30 Start of TERM 7
- Nov. 3 Last Day for Add/Drop
- Nov. 11 Veterans Day-
- Nov. 23-24 Thanksgiving (School Closed)

**WINTER 2016-17**

- Dec. 1 End of TERM 7
- Dec. 26-30 Winter Recess

2018

# The Academy 2018 - Academic Calendar



**JANUARY**

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**FEBRUARY**

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**MARCH**

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**APRIL**

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- Start of Term
- End of Term
- Holidays
- Last Day to Drop

**WINTER 2017-18**

- Jan.1 New Years (School Closed)
- Jan. 8 Start of TERM 1
- Jan. 12 Last Day for Add/Drop
- Jan. 15 Martin Luther King Jr.-No School (Faculty Workday)
- Feb. 19 Presidents Day - No School (Faculty Workday)
- Feb. 16 End of TERM 1
- Feb. 26 Start of TERM 2

**SPRING 2018**

- Mar. 2 Last Day for Add/Drop
- Mar. 29 Holy Thursday- No School (Faculty Workday)
- Mar. 30 Good Friday (School Closed)
- Apr. 6 End of TERM 2
- Apr. 16 Start of TERM 3
- Apr. 20 Last Day for Add/Drop
- May 25 End of TERM 3
- May 28 Memorial Day (School Closed)

**SUMMER 2018**

- Jun. 4 Start of TERM 4
- Jun. 8 Last Day for Add/Drop
- Jul. 4 Independence Day (School Closed)
- Jul. 13 End of TERM 4
- Jul. 23 Start of TERM 5
- Jul. 27 Last Day for Add/Drop

**FALL 2018**

- Aug. 31 End of TERM 5
- Sep. 3 Labor Day (School Closed)
- Sep. 10 Start of TERM 6
- Sep. 14 Last Day for Add/Drop
- Oct. 8 Columbus Day- No School (Faculty Workday)
- Oct. 19 End of TERM 6
- Oct. 29 Start of TERM 7
- Nov. 2 Last Day for Add/Drop
- Nov. 11 Veterans Day
- Nov. 22-23 Thanksgiving (School Closed)

**WINTER 2018-19**

- Dec. 7 End of TERM 7
- Dec. 24-31 Winter Recess (School Closed)

**MAY**

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**JUNE**

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**JULY**

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**AUGUST**

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**SEPTEMBER**

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**OCTOBER**

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**NOVEMBER**

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**DECEMBER**

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30	31					

## **Holiday Schedule**

The Academy is closed on: New Year's Day, Good Thursday (**faculty work day**), Holy Friday Memorial Day, Fourth of July, Labor Day, Veteran's Day (**faculty work day**) Thanksgiving, Friday following Thanksgiving Day, Christmas Eve, and Christmas Day. Students are marked as present during Holidays.

## **Friday Labs**

Friday Labs are available for all students to participate. VA Student (s) are **required** to attend Friday Lab sessions at the Fort Lauderdale Campus. Any VA student(s) that fails to adhere to the scheduled Friday Labs may result in disciplinary actions to be determined by The Department of Veteran Affairs.

## **Curriculum Outlines - Vocational Programs**

### **A+ Computer Technician**

Certificate of Completion

60 Clock Hours

3 Weeks

#### **Program Objective:**

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

Please note: For relevant CompTIA A+ Certification, the student must sit for and pass the following exams:

#### **CompTIA Exams:**

Exam 220-901: CompTIA A+ Essentials

Exam 220-902: CompTIA A+ Practical Application

#### **Program Description:**

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

<b>PROGRAM BREAKDOWN BY COURSE</b>		
<b>Course Number</b>	<b>Course Title</b>	<b>Clock Hours</b>
A+ (1)	Personal Computer Components This course covers how to install, manage, monitor, configure, upgrade, and troubleshoot computer hardware components.	7
A+ (1) L	Personal Computer Components Lab This lab covers all necessary principals of how computer hardware components work.	7
A+ (2)	Operating Systems The course covers the technical skills required to install, configure, upgrade, and troubleshoot computer software using Microsoft	4
A+ (2) L	Operating Systems Lab This lab covers all necessary skills to maintain Windows based computers.	2
A+ (3)	Printers and Scanners The course covers the technical skills required to install, configure, upgrade, and troubleshoot printers and scanners.	2
A+ (3) L	Printers and Scanners Lab This lab covers the installation, configuration, upgrade and troubleshooting of printers and scanners.	2
A+ (4)	Networks This course covers how to install, configure, upgrade, monitor, and troubleshoot various network components in order to allow computers to communicate with each other.	2
A+ (4) L	Networks Lab This lab covers skills for all hardware and software networking components.	2
A+ (5)	Security This course covers industry-wide topics, including communication security, infrastructure security and operational and organization security.	2

N+ (1)	<p>Network Theory</p> <p>This course covers how to install, configure, upgrade, monitor, and troubleshoot various network components in order to allow computers to communicate with each other.</p>	2
N+ (2)	<p>Network Communication Methods</p> <p>NBF supports two types of network communication methods: unreliable connectionless communications and reliable connection-oriented communications.</p>	2
N+ (3)	<p>Network Data Delivery</p> <p>This course defines and stresses on the NDD (Network Data Delivery), which is a novel network data sharing system.</p>	2
N+ (4)	<p>Network Media and Hardware</p> <p>As technology grows and IP-based networks are integrated into building infrastructure and household utilities, network hardware becomes an ambiguous statement owing to the increasing number of 'network capable' endpoints</p>	3
N+ (5)	<p>Network Implementations</p> <p>Network implementation consists of the following steps: Physical network design, Remote Access requirements, Testing, and Documentation</p>	3
N+ (6)	<p>Networking with TCP/IP</p> <p>This course provides theoretical and practical grounding in the operation of core TCP/IP and internet protocols</p>	3
N+ (6) L	<p>Networking with TCP/IP Lab</p> <p>This lab allows students to understand firewalling and routing, and it emphasizes the use of SNMP for integrated management of network devices and applications</p>	3
N+ (7)	<p>TCP/IP Services</p> <p>This course explains students how to avoid common internetworking problems, configure hosts and access internetworks using TCP/IP protocols and Troubleshoot TCP/IP networks using protocol analysis techniques</p>	3
N+ (9) L	<p>Local Area Network (LAN) Infrastructure Lab</p> <p>This lab allows students to determine e which wireless client devices require drivers installed on the client node.</p>	3
N+ (10)	<p>Wide Area Network (WAN) Infrastructure</p>	

	This course teaches the students to design strategies for implementing dial-up and Virtual Private Networking.	3
N+ (10) L	Wide Area Network (WAN) Infrastructure Lab After this lab, students should be able to design strategies for implementing dial-up and Virtual Private Networking	3
	<b>TOTAL:</b>	60

**Course Book List:**

A+ Computer Technician:

**CompTIA A+ Complete Deluxe Study Guide: Exams 220-901 and 220-902**

by Docter, Quentin, Dulaney, Emmet, Skandier, Toby

<b>PROGRAM COST:</b>	
Tuition	\$3933.00
Fees	\$100.00
Books & Supplies	\$250.00
Any Other Costs	\$712.00
Total Program Cost	\$4,995.00

**Application Architect**

Certificate of Completion

360 Clock Hours

18 Weeks

**Program Description:**

The core training for this program is defined by the competencies emphasized in attaining the Microsoft Certified Solutions Associate (MCSA) certification credential in the SQL Database Platform and the Microsoft Certified Solutions Developer (MCSD) Web Applications Development Platform. These certifications ensure that the holder possesses competencies in creating, developing, maintaining, and deploying .Net web applications and SQL Databases. Students in the Application Architect Program will be provided with hands-on learning in order to ensure that they receive ample experience in both structured learning and “real world” environments.

In order to achieve the MCTS certifications covered within the Application Architect, all students must sit for and pass the following exams:

**Microsoft Exams:**

Exam: 70-461 MCSA: Querying Microsoft SQL Server 2012

Exam: 70-462 MCSA: Administering Microsoft SQL Server 2012 Databases

Exam: 70-463 MCSA: Implementing a Data Warehouse with SQL Server 2012

Exam: 70-480 MCSA: Programming in HTML5 with JavaScript and CSS3

Exam: 70-486 MCSA: Developing ASP.Net MVC 4 Web Applications

Exam: 70-487 MCSA: Developing Windows Azure and Web Services

### **Program Objective:**

The objective for the Application Architect program is to teach individuals how to design and implement Microsoft.NET applications for PCs running a Microsoft Windows® operating system. The student will also learn how to write software/applications which access data from a database using HTML 5, JavaScript and Windows Azure cloud technologies to access and manipulate data sources and display information on the Windows Azure Platform. A Certificate of Completion will be awarded upon successful completion of this program.

### **Competencies for Employment**

The core training for this program is defined by the competencies emphasized in attaining the Microsoft Certified Solutions Associate (MCSA) certification credential in the SQL Database Platform and the Microsoft Certified Solutions Developer (MCSA) Web Applications Development Platform. These certifications ensure that the holder possesses competencies in creating, developing, maintaining, and deploying .Net web applications and SQL Databases. Students in the Application Architect Program will be provided with hands-on learning in order to ensure that they receive ample experience in both structured learning and “real world” environments.

### **Graduate Performance:**

This program provides the student with the knowledge to create basic Microsoft Windows software/applications. Students will be prepared for entry level employment as a Microsoft Windows programmer.

<b>PROGRAM BREAKDOWN BY COURSE</b>		
<b>Course Number</b>	<b>Course Title</b>	<b>Clock Hours</b>
AAP-SQL(1)	Creating Databases and Database Files This course provides students with the knowledge and skills to implement a Microsoft SQL Server 2012 database	30
AAP-SQL(2)	Creating Data Types and Tables This course provides students with the knowledge and skills to implement a Microsoft SQL Server 2012 database. The course focuses on teaching individuals how to use SQL Server 2012 product features and tools related to implementing a database	30
AAP-SQL(3)	Using XML This course is to provide students with the knowledge and skills they need to build applications that exchange data with Microsoft SQL Server™ in Extensible Markup Language (XML) format.	30

AAP-SQL(4)	Working with SQL This course is to provide students with the knowledge and skills that are required to develop SQL Web services-based solutions to solve common problems in the distributed application domain.	30
AAP-ASP.NET(5)	Installing and Configuring ASP.NET This course provides students with all of the information they need to set up and manage ASP.NET applications in a production environment	30
AAP-ASP.NET(6)	ASP.NET This course is to provide students who work with enterprise environments to code windows based web applications	30
AAP-ASP.NET (7)	Implementing System Types and Interfaces In this course students course will learn about the types and interfaces provided by the base class library in the Microsoft .NET Framework 2.0	30
AAP-ASP.NET (8)	Implementing Collections and Generics HTML 5 In this course students will learn about working with the various types of collections provided by the base class library in the Microsoft® .NET Framework 2.0.	30
AAP-HTML5/Java (9)	Monitoring and Debugging Applications HTML 5 In this course students will learn about the monitoring, debugging, and tracing capabilities provided to developers by the Microsoft® .NET Framework 2.0.	30
AAP-HTML5/Java (10)	Implementing HTML 5 This course provides students with the knowledge and skills to successfully code and troubleshoot HTML 5 application	30
AAP-HTML5/Java (11)	Implementing Microsoft JavaScript This course provides students with knowledge and skills required to implement Microsoft JavaScript.	30
AAP-HTML5/Java (12)	Troubleshoot and Debug Microsoft JavaScript This course provides students with knowledge and skills required to implement Microsoft JavaScript and debug JavaScript applications	30
	<b>TOTAL:</b>	360

**Program Book List:**

Application Architect:

MCTS Self-Paced Training Kit (Exam 70-432): Microsoft SQL Server 2008 Implementation and Maintenance (Pro-Certification). Solid Quality Learning. Microsoft Press. 2009.

MCTS Self-Paced Training Kit (Exam 70-536): Microsoft® .NET Framework Application Development Foundation, Second Edition (Self-Paced Training Kit). Northrup, Tony. Microsoft Press. 2008.

MCTS Self-Paced Training Kit (Exam 70-562): Microsoft .NET Framework 3.5 ASP.NET Application Development (Pro - Certification). Snell, Mike. 2008.

MCTS Self-Paced Training Kit (Exam 70-667): Configuring Microsoft SharePoint 2010 (Training Kits) [Paperback]. Holme, Matthews. Microsoft Press. 2011.

MCTS: Microsoft Office SharePoint Server 2010 Configuration Study Guide: Exam 70-630. Pyles, James. Microsoft Press. 2010.

<b>PROGRAM COST:</b>	
Tuition	\$14,400.00
Fees	\$100.00
Books & Supplies	\$1,000.00
Any Other Costs (Exams)	\$750.00
<b>Total Program Cost</b>	<b>\$16,250.00</b>

**Cisco Certified Network Associate & Network + Test Preparation**

Certificate of Completion

180 Clock Hours

9 Weeks

**Program Description:**

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

In order to achieve CCNA Program Certification, all students must sit for and pass the following exams:

Exam N10-006: CompTIA Network+ Exam (2016)

Exam 200-125: Cisco Certified Network Associate

**Program Objective:**

The objective of the Cisco Certified Network Associates & Network + is to prepare a student to obtain

the skills necessary to obtain entry-level employment in deploying and administering Cisco networking hardware in the field. The first part of this program teaches students how to apply that knowledge in the design and implementation of complex networks using Cisco networking hardware. Upon successful completion of the program and meeting all course requirements and financial obligations the student will be issued a diploma.

### **Graduate Performance:**

This program provides the student with the knowledge, skills, and competencies to support basic computer networks and devices. The students will be prepared for entry level employment as an entry level network administrator.

<b>PROGRAM BREAKDOWN BY COURSE</b>		
<b>Course Number</b>	<b>Course Title</b>	<b>Clock Hours</b>
N+ (1)	Network Theory This course covers how to install, configure, upgrade, monitor, and troubleshoot various network components in order to allow computers to communicate with each other.	2
N+ (2)	Network Communication Methods NBF supports two types of network communication methods: unreliable connectionless communications and reliable connection-oriented communications.	2
N+ (3)	Network Data Delivery This course defines and stresses on the NDD (Network Data Delivery), which is a novel network data sharing system.	2
N+ (4)	Network Media and Hardware As technology grows and IP-based networks are integrated into building infrastructure and household utilities, network hardware becomes an ambiguous statement owing to the increasing number of 'network capable' endpoints	4
N+ (5)	Network Implementations Network implementation consists of the following steps: Physical network design, Remote Access requirements, Testing, and Documentation	4
N+ (6)	Networking with TCP/IP This course provides theoretical and practical grounding in the operation of core TCP/IP and internet protocols	4
N+ (6) L	Networking with TCP/IP Lab This lab allows students to understand firewalling and routing, and it emphasizes the use of SNMP for integrated management of network devices and applications	3

N+ (7)	<p>TCP/IP Services</p> <p>This course explains students how to avoid common internetworking problems, configure hosts and access internetworks using TCP/IP protocols and Troubleshoot TCP/IP networks using protocol analysis techniques</p>	4
N+ (8)	<p>Other Network Protocols</p> <p>This course describes and explains other network protocols used to strategize networking methods.</p>	3
N+ (9)	<p>Local Area Network (LAN) Infrastructure</p> <p>This course describes the basic features of wireless access points, and it explains and applies wireless access point communication modes.</p>	4
N+ (9) L	<p>Local Area Network (LAN) Infrastructure Lab</p> <p>This lab allows students to determine which wireless client devices require drivers installed on the client node.</p>	3
N+ (10)	<p>Wide Area Network (WAN) Infrastructure</p> <p>This course teaches the students to design strategies for implementing dial-up and Virtual Private Networking.</p>	4
N+ (10) L	<p>Wide Area Network (WAN) Infrastructure Lab</p> <p>After this lab, students should be able to design strategies for implementing dialup and Virtual Private Networking.</p>	3
N+ (11)	<p>Network Security</p> <p>This course covers industry-wide topics, including communication security, infrastructure security and operational and organization security.</p>	4
N+ (12)	<p>Remote Networking</p> <p>This course centers on Remote Networking, a brand of IT managed services and a registered trademark of the RNS Corporation. Because of the success of this brand, it has become a generalized trademark in American English and many people in North America today refer to any computer network managed services as such.</p>	4
N+ (9) L	<p>Local Area Network (LAN) Infrastructure Lab</p> <p>This lab allows students to determine which wireless client devices require drivers installed on the client node.</p>	3
N+ (10)	<p>Wide Area Network (WAN) Infrastructure</p> <p>This course teaches the students to design strategies for implementing dial-up and Virtual Private Networking.</p>	4

N+ (10) L	Wide Area Network (WAN) Infrastructure Lab After this lab, students should be able to design strategies for implementing dialup and Virtual Private Networking.	3
N+ (11)	Network Security This course covers industry-wide topics, including communication security, infrastructure security and operational and organization security.	4
N+ (12)	Remote Networking This course centers on Remote Networking, a brand of IT managed services and a registered trademark of the RNS Corporation. Because of the success of this brand, it has become a generalized trademark in American English and many people in North America today refer to any computer network managed services as such.	4
N+ (13)	Disaster Recovery Disaster recovery is the process, policies and procedures related to preparing for recovery or continuation of technology infrastructure critical to an organization after a natural human induced disaster.	2
N+ (14)	Network Data Storage Network Data Storage is a file-level computer data storage connected to a computer network providing data access to network clients.	1
N+ (15)	Network Operations Systems This course introduces students to a broad range of operating system concepts, including installation and maintenance. Emphasis is operating system concepts, management, maintenance, and resources required	1
N+ (16)	Network Troubleshooting In this course students will learn how to configure, maintain and troubleshoot multiple network configurations.	4
N+ (16) L	Network Troubleshooting Lab In this lab students will manage IP address assignments and sub netting, identify and resolve application layer issues using protocol analysis	2
CCNA_N+17	Cisco Certified Network Associate	120
	<b>TOTAL</b>	<b>180</b>

**Program Book List:**

CompTIA Network+ Study Guide: Exam N10-006 (Comptia Network + Study Guide Authorized Courseware) Paperback – May 4, 2015

CCNA Routing and Switching Complete Study Guide: Exam 100-105, Exam 200-105, Exam 200-125

<b>PROGRAM COST:</b>	
Tuition	\$5760.00
Fees	\$100.00
Books & Supplies	\$1000.00
Any Other Costs	\$580.00
<b>Total Program Cost</b>	<b>\$7,440.00</b>

## **Cyber Security Professional**

Certificate of Completion

240 Clock Hours

12 Weeks

### **Program Description:**

The core training for this program is defined by the competencies emphasized in attaining the (CompTIA Security +, the (EC Council Certified Ethical Hacker CEH certification and the ISC2 CISSP certifications. These certifications ensure that the holder possesses standard competencies of achievement that confirms an individual's knowledge in the field of information security. Students in the Cyber Security Professional program will be provided with hands-on learning in order to ensure that they receive ample experience in both structured learning and real-world environments. Coursework will focus on all facets of information technology security such as the architecture, design, management and/or controls that assure the security of business environments and network infrastructures.

In order to achieve Cyber Security Professional certifications, all students must sit for and pass the following exams:

### **Certification Exams**

Exam: SY0-401: CompTIA Security+

Exam: 312-50: EC-Council Certified Ethical Hacker (CEH) v7

Exam: CISSP: (ISC)<sup>2</sup> Certified Information Systems Security Professional

### **Program Objective:**

The objective of the **Cyber Security Professional** program is to prepare an individual who has entry-level to intermediate knowledge of Information Technology to gain specialized knowledge and skills in the area of Information Assurance within the field of IT. The preparation should produce individuals who are capable of fulfilling the role of an IT security administrator in a small, medium and/or large IT infrastructure.

### **Graduate Performance:**

This program provides the student with the knowledge, skills, and competencies to support basic computer networks and devices. The students will be prepared for entry level employment as an entry level network administrator.

<b>PROGRAM BREAKDOWN BY COURSE</b>		
<b>Course Number</b>	<b>Course Title</b>	<b>Clock Hours</b>
CYBER PRO (1)	Systems Security In this course students learn the basics of network Security, including physical and logical security methods.	10
CYBER PRO (2)	Cryptography In this course students learn the basics of cryptography and encryption.	15
CYBER PRO (3)	Organizational Security In this course students learn about organization security and how it affects the network.	40
CYBER PRO (4)	Introduction to Ethical Hacking In this course students learn ethical hacking techniques including tools and software used the penetrate networks and devices.	25
CYBER PRO (5)	Scanning Networks In this course students to learn to scan networks with network scanning tools.	55
CYBER PRO (6)	Viruses and Worms In this course students learn about viruses and Trojan worms and how to protect against them.	15
CYBER PRO (7)	Penetration Testing In this course students learn tools to help them penetrate network including advanced tools.	15
CYBER PRO (8)	Security Management Practices In this course students learn to setup a security management practice and network diagrams necessary to build a proper secure network.	15
CYBER PRO (9)	Security Architecture and Models	10
CYBER PRO (10)	Operations and Physical Security	15
CYBER PRO (11)	Law, Investigations, and Ethics	25
	<b>TOTAL:</b>	240

**Program Book List:****The CyberSecurity Program**

CompTIA Security+ Study Guide (Exam SY0-401): Authorized Courseware, Sixth Edition.

(Paperback) May 2014.

CEH (Exam 312-50): Official Certified Ethical Hacker Review Guide for Version 7.1, First Edition.

(Paperback) February 2012.

CISSP: Official (ISC)<sup>2</sup> Guide to the CISSP CBK, Third Edition. (Hardcover) December 2012

<b>PROGRAM COST:</b>	
Tuition	\$9,600.00
Fees	\$100.00
Books & Supplies	\$1000.00
Any Other Costs (Exams)	\$1,410.00
<b>Total Program Cost</b>	<b>\$12,110.00</b>

## **Helpdesk Technician**

Certificate of Completion

120 Clock Hours

6 Weeks

### **Program Description:**

To prepare a student to obtain the skills necessary to become a competent entry-level Network Administrator. Consisting of the materials from the A+ Computer Technician and Network Professional (+) programs. The Helpdesk Technician program is designed to cross-train individuals in several disciplines. Upon successful completion of the program and meeting all course requirements and financial obligations the student will be issued a certificate of completion.

Note: In order to obtain the IT industry certifications covered by the content of this program, the graduate must sit for and pass the following exams:

### **CompTIA Exams:**

Exam 220-901: CompTIA A+ Essentials 2016

Exam 220-902: CompTIA A+ Computer Technicians Career

Path Exam N10-006: CompTIA Network+ Exam

### **Program Objective:**

The objective of this program is to combine the skills learned through the A+ Computer Technician and Network + Professional. Graduates will demonstrate the ability to build, repair and upgrade personal computers. Graduates will demonstrate a working understanding of different network standards and the advantages and disadvantages of each. Graduates will demonstrate the ability to use networking tools and utilities to troubleshoot common network infrastructure issues. Graduates will demonstrate the ability to install, configure and administer Microsoft Windows 2008 Professional and Server editions. Graduates will demonstrate the ability to implement and administer Windows 2008 Directory Services and Network Infrastructure. Graduates will demonstrate the ability to create a secure network using Windows 2008 security features. Graduates will demonstrate the ability to perform a migration from Microsoft Windows 2003 to Windows 2008. Students successfully completing The Network Associates Program will have the knowledge and ability to perform the job of an entry-level administrator of a Windows Server 2003/2008 local area network.

### **Competencies for Employment**

The objective of this program is to prepare a student to obtain the skills necessary to become a competent entry-level Network Administrator. The Network Technician Program is designed to cross-train individuals in several disciplines using the materials from the A+ Computer

Technician, Network Professional (+) and Level I of The Academy's Microsoft MCTS/MCITP course sequence. Upon successful completion of the program, meeting all course requirements and financial obligations, the student will be issued a certificate of completion.

### **Graduate Performance**

This program provides the student with the knowledge to support basic computer networks and devices. The students will be prepared for entry level employment as a PC technician or entry level helpdesk technician.

<b>PROGRAM BREAKDOWN BY COURSE</b>		
<b>Course Number</b>	<b>Course Title</b>	<b>Clock Hours</b>
HD 1	Comptia A+ Computer Technician Program This course teaches students how to build, troubleshoot and repair personal computers.	60
HD 2	Comptia Network + Professional Program This course teaches students how to build, repair and troubleshoot basic LAN and WAN networks	60
	<b>TOTAL:</b>	120

### **Program Book List:**

#### **The Helpdesk Technician:**

CompTIA A+ Complete Deluxe Study Guide: Exams 220-901 and 220-902 by Quentin Docter (Author), Emmett Dulaney (Author), Toby Skandier (Author)

CompTIA Network+ Study Guide: Exam N10-006 (Comptia Network + Study Guide Authorized Courseware) Paperback – May 4, 2015

<b>PROGRAM</b>	<b>COST:</b>
Tuition	\$3,840.00
Fees	\$100.00
Books & Supplies	\$1,000.00
Any Other Costs (Exams)	\$683
Total Program Cost	\$5,623.00

# Information Technology Professional

Certificate of Completion

480 Clock Hours

24 Weeks

## **Program Description**

The core training for this program is defined by the competencies emphasized in attaining the CompTIA A+, CompTIA Network+, (MCSA) Microsoft Certified Solutions Associate, the (MCSE) Microsoft Certified Solutions Expert certification and the Cisco Certified Network Associate (CCNA) certifications. These certifications ensure that the holder possesses competencies in implementing, managing, maintaining, and provisioning services and

Infrastructure in a Windows Server 2012 environment. Students in the Information Technology Professional program will be provided with hands-on learning in order to ensure that they receive ample experience in both structured learning and real-world environments. Coursework will focus on all facets of the Microsoft Windows Server 2012 Server Infrastructure, from installing the operating system to the planning, design and implementation, virtualization, security and customization of Microsoft Windows Server 2012 networks. Additionally, graduates will demonstrate a basic command of the Cisco Internetwork Operating System (IOS) for Cisco routers and switches.

In order to achieve the Microsoft and Cisco certifications covered by the contents of this program, all students must sit for and pass the following exams:

### **CompTIA Exams:**

Exam 220-901: CompTIA A+ Essentials 2016

Exam 220-902: CompTIA A+ Computer Technicians Career

Path Exam N10-006: CompTIA Network+ Exam

### **Microsoft Exams**

Exam: 70-410 MCSA: Installing and Configuring Windows Server

2012 Exam: 70-411 MCSA: Administering Windows Server 2012

Exam: 70-412 MCSA: Configuring Advanced Windows Server 2012

Services Exam: 70-413 MCSE: Designing and Implementing a Server

Infrastructure Exam: 70-414 MCSE: Implementing an Advanced Server

Infrastructure

### **Cisco Exams**

Exam 200-125-: Cisco Certified Network Associate

## **Program Objective:**

The objective of the Information Technology Professional program is to prepare students with the skills necessary for the design, implementation and administration of the Microsoft Windows Server 2012 Server Infrastructure and the administration of Cisco hardware. Upon successful program completion, graduates will possess the knowledge and skills necessary to obtain an entry-level information technology administration position in a medium to large sized organization.

## **Graduate Performance:**

This program provides the student with the knowledge, skills, and competencies to support basic computer networks and devices. The students will be prepared for entry level employment as an entry level network administrator.

<b>PROGRAM BREAKDOWN BY COURSE</b>		
<b>Course Numbe</b>	<b>Course Title</b>	<b>Clock Hours</b>
ESS A+1	CompTIA A+ Computer Technician Program This course teaches students how to build, troubleshoot and repair personal computers.	60
ESS N+2	CompTIA Network + Professional Program This course teaches students how to build, repair and troubleshoot basic LAN and WAN networks	60
MCSA1	Installing, Configuring Windows Server 2012 This course provides students with the knowledge and skills to configure Active Directory Domain Services in a distributed environment implement Group Policies, perform backup and restore, and monitor and troubleshoot Active Directory related issues.	30
MCSA2	Administering Windows Server 2012 This course provides the knowledge and skills that IT students need to configure identity and access solutions with Windows Server 2012 Active Directory.	30
MCSA3	Configuring and Troubleshooting a Windows Server 2012 R2 Network Infrastructure This course provides students with the knowledge and skills to configure and troubleshoot a Windows Server 2012 network infrastructure. Students will learn to implement and configure secure network access and implement fault tolerant storage technologies	30
MCSA4	Configuring Advanced Windows Server 2012 Services This course provides students with an understanding of migrating and deploying Windows Server 2012 including installation, configuration, and upgrading	30
MCSE1	Designing and Implementing a Server Infrastructure In this course students will learn to install, configure, maintain, and troubleshoot Internet Information Services (IIS) 7.0 Web Server in Windows Server 2012.	30

MCSE2	Configuring Windows Server 2012 R2 Remote Desktop Services 2 This course provides students with the knowledge and skills to configure, manage, monitor, and troubleshoot a Terminal Services (TS) environment. The course focuses on configuring of TS core functionality, licensing, Gateway, and Web Access.	30
MCSE3	Designing a Windows Server 2012 R2 Network Infrastructure This course will provide students with an understanding of how to design a Windows Server 2012 Network Infrastructure that meets business and technical requirements for network services	30
MCSE4	Implementing an Advanced Server Infrastructure In this course, students will learn how to design an Active Directory Infrastructure in Windows Server 2012. Students will learn how to design Active Directory forests, domain infrastructure, sites and replication, administrative structures, group policies, and Public Key Infrastructures	30
CCNA (1)	Interconnecting Cisco Networking Devices Part 1 This course covers how to install, configure, and operate LAN, WAN, and dial access services for small networks.	60
CCNA (2)	Interconnecting Cisco Networking Devices Part 2 This course covers how to troubleshoot Switched Networks, and establish a WAN Connection with Frame Relay.	60
	<b>TOTAL:</b>	480

**Program Book List:****Information Technology Professional:**

CompTIA A+ Complete Deluxe Study Guide: Exams 220-901 and 220-902 by Quentin Docter (Author), Emmett Dulaney (Author), Toby Skandier (Author)

CompTIA Network+ Study Guide: Exam N10-006 (Comptia Network + Study Guide Authorized Courseware) Paperback – May 4, 2015

MCSA/MCSE Training Kit (Exam 70-410): Installing and Configuring Windows Server 2012 (Microsoft Training Kit 70-410) (Hardcover) April 2009.

MCSA/MCSE Training Kit (Exam 70-411): Administering Windows Server 2012 Windows Server 2012 Active Directory, Second Edition. (Hardcover) July 2012.

MCSA/MCSE Training Kit (Exam 70-412): Configuring Advanced Windows Server 2012 Infrastructure Configuration, Second Edition. (Hardcover) May 2011.

MCSA/MCSE Training Kit (Exam 70-413): Designing and Implementing a Server Infrastructure. (Hardcover) May 2011.

MCSA/MCSE Training Kit (Exam 70-414): Designing and Implementing a Server Infrastructure. (Hardcover) May 2011.

CCNA Routing and Switching Complete Study Guide: Exam 100-105, Exam 200-105, Exam 200-125 2nd Edition

<b>PROGRAM COST:</b>	
Tuition	\$15,360.00
Fees	\$100.00
Books & Supplies	\$1,000.00
Any Other Costs	\$1,728.00
<b>Total Program Cost</b>	<b>\$18,188.00</b>

## **MCSA/MCSE SQL Test Prep**

Certificate of Completion

240 Clock Hours

12 Weeks

### **Program Objective:**

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

### **Program Description:**

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

In order to achieve MCSA/MCSE SQL Certification, all students must sit for and pass the following exams:

Exam 70-461 MCSA: Querying Microsoft SQL Server

Exam 70-462 MCSA: Administering Microsoft SQL Server 2012 Databases

Exam 70-463 MCSA: Implementing a Data Warehouse with Microsoft SQL Server 2012

Exam 70-464 MCSE: Developing Microsoft SQL Server 2012 Databases

Exam 70-465 MCSE: Designing Database Solutions for Microsoft SQL Server 2012

<b>PROGRAM BREAKDOWN BY COURSE</b>		
<b>Course Number</b>	<b>Course Title</b>	<b>Clock Hours</b>
MCSASQL (1)	Introduction to Microsoft SQL Server 2012 This module introduces the SQL Server platform and major tools. It discusses editions, versions, tools used to query, documentation sources, and the logical structure of databases.	30

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

### Program Book List:

MCTS Training Kit (Exam 70-620): Configuring Windows Vista(TM) Client (Microsoft Training Kit 70-620) (Hardcover). Microsoft Press. 2012.

MCTS Training Kit (Exam 70-640): Configuring Windows SQL 2012 Active Directory (Hardcover). Microsoft Press. 2012.

MCTS Training Kit (Exam 70-643): Configuring Windows SQL 2012 Application Platform (PRO-Certification) (Hardcover). Microsoft Press. 2012.

MCITP Training Kit (Exam 70-647): Windows SQL Enterprise Administration (Hardcover). Microsoft Press. 2012.

<b>PROGRAM COST:</b>	
Tuition	\$9,600.00
Fees	\$100.00
Books & Supplies	\$1,000.00
Any Other Costs	\$750.00
<b>Total Program Cost</b>	<b>\$11,450.00</b>

## **MCSA/MCSE Test Prep**

Certificate of Completion

360 Clock Hours

18 Weeks

### Program Objective:

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

### Program Description:

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

In order to achieve MCSA/MCSE Certification, all students must sit for and pass the following exams:

### **CompTIA Exams:**

Exam 220-901: CompTIA A+ Essentials 2016

Exam 220-902: CompTIA A+ Computer Technicians Career Path

Exam N10-006: CompTIA Network+ Exam

### **MicroSoft Exams:**

Exam 70-410 MCSA: Installing and Configuring Windows Server 2012

Exam 70-411 MCSA: Administering Windows Server 2012

Exam 70-412 MCSA: Configuring Advanced Windows Server 2012 Service

Exam 70-413 MCSE: Designing and Implementing a Server Infrastructure

Exam 70-414 MCSE: Implementing an Advanced Server Infrastructure  
 Exam 70-415 MCSE: Implementing a Desktop Infrastructure  
 Exam 70-416 MCSE: Implementing Desktop Application Environments

<b>PROGRAM BREAKDOWN BY COURSE</b>		
<b>Course Number</b>	<b>Course Title</b>	<b>Clock Hours</b>
ESSA+1	CompTIA A+ Computer Technician Program This course teaches students how to build, troubleshoot and repair personal computers.	60
ESSN+2	CompTIA Network + Professional Program This course teaches students how to build, repair and troubleshoot basic LAN and WAN networks	60
MCSA1	Installing, Configuring Windows Server 2012 This course provides students with the knowledge and skills to configure Active Directory Domain Services in a distributed environment implement Group Policies, perform backup and restore, and monitor and troubleshoot Active Directory related issues.	30
MCSA2	Administering Windows Server 2012 This course provides the knowledge and skills that IT students need to configure identity and access solutions with Windows Server 2012 Active Directory.	30
MCSA3	Configuring and Troubleshooting a Windows Server 2012 R2 Network Infrastructure This course provides students with the knowledge and skills to configure and troubleshoot a Windows Server 2012 network infrastructure. Students will learn to implement and configure secure network access and implement fault tolerant storage technologies	30
MCSA4	Configuring Advanced Windows Server 2012 Services This course provides students with an understanding of migrating and deploying Windows Server 2012 including installation, configuration, and upgrading	30
MCSE1	Designing and Implementing a Server Infrastructure In this course students will learn to install, configure, maintain, and troubleshoot Internet Information Services (IIS) 7.0 Web Server in Windows Server 2012.	30

MCSE2	Configuring Windows Server 2012 R2 Remote Desktop Services 2 This course provides students with the knowledge and skills to configure, manage, monitor, and troubleshoot a Terminal Services (TS) environment. The course focuses on configuring of TS core functionality, licensing, Gateway, and Web Access.	30
MCSE3	Designing a Windows Server 2012 R2 Network Infrastructure This course will provide students with an understanding of how to design a Windows Server 2012 Network Infrastructure that meets business and technical requirements for network services.	30
MCSE4	Implementing an Advanced Server Infrastructure In this course, students will learn how to design an Active Directory Infrastructure in Windows Server 2012. Students will learn how to design Active Directory forests, domain infrastructure, sites and replication, administrative structures, group policies, and Public Key Infrastructures	30
	<b>TOTAL</b>	<b>360</b>

### **Program Book List:**

CompTIA A+ Complete Deluxe Study Guide: Exams 220-901 and 220-902 by Quentin Docter (Author), Emmett Dulaney (Author), Toby Skandier (Author)

CompTIA Network+ Study Guide: Exam N10-006 (Comptia Network + Study Guide Authorized Courseware) Paperback – May 4, 2015

MCSA/MCSE Training Kit (Exam 70-410): Installing and Configuring Windows Server 2012 (Microsoft Training Kit 70-410) (Hardcover) April 2009.

MCSA/MCSE Training Kit (Exam 70-411): Administering Windows Server 2012 Windows Server 2012 Active Directory, Second Edition. (Hardcover) July 2012.

MCSA/MCSE Training Kit (Exam 70-412): Configuring Advanced Windows Server 2012 Infrastructure Configuration, Second Edition. (Hardcover) May 2011.

MCSA/MCSE Training Kit (Exam 70-413): Designing and Implementing a Server Infrastructure. (Hardcover) May 2011.

MCSA/MCSE Training Kit (Exam 70-414): Designing and Implementing a Server Infrastructure. (Hardcover) May 2011.

<b>PROGRAM COST:</b>	
Tuition	\$7,680.00
Fees	\$100.00
Books & Supplies	\$1,000.00
Any Other Costs	\$750.00
<b>Total Program Cost</b>	<b>\$9,530.00</b>

## Microsoft MCTS/MCITP Prep

Certificate of  
Completion 360 Clock  
Hours  
18 Weeks

### Program Objective:

The objective of this program is to combine the skills learned through the A+ Computer Technician, Network Professional. Graduates will demonstrate the ability to build, repair and upgrade personal computers. Graduates will demonstrate a working understanding of different network standards and the advantages and disadvantages of each. Graduates will demonstrate the ability to use networking tools and utilities to troubleshoot common network infrastructure issues. Graduates will demonstrate the ability to install, configure and administer Microsoft Windows 2008 Professional and Server editions. Graduates will demonstrate the ability to implement and administer Windows 2008 Directory Services and Network Infrastructure. Graduates will demonstrate the ability to create a secure network using Windows 2008 security features. Graduates will demonstrate the ability to perform a migration from Microsoft Windows 2003 to Windows 2008. Students successfully completing The Network Associates Program will have the knowledge and ability to perform the job of an entry-level administrator of a Windows Server 2003/2008 local area network.

### Program Description:

To prepare a student to obtain the skills necessary to become a competent entry-level Network Administrator. Consisting of the materials from the A+ Computer Technician, Network Professional (+) and Level I of the Microsoft MCTS/MCITP Program, The Network Associates Program is designed to cross-train individuals in several disciplines. Upon successful completion of the program and meeting all course requirements and financial obligations the student will be issued a diploma.

The objective of the Microsoft MCTS/MCITP Program is to prepare individuals to achieve MCTS/MCITP Program Certification by passing the following exams:

Exam: 70-680 MCTS: WIN7 Windows 7 Configuration

Exam: 70-640 MCTS: Windows Server 2008 - Active Directory Configuration

Exam: 70-642 MCTS: Windows Server 2008 - Network Infrastructure

Configuration Exam: 70-643 MCTS: Application Infrastructure Configuration

Exam:

Exam: 70-647 MCITP: Enterprise Administrator Windows Server 2008

<b>PROGRAM BREAKDOWN BY COURSE</b>		
<b>Course Number</b>	<b>Course Title</b>	<b>Clock Hours</b>
MCTS (1)	Installing, Deploying, Securing and Maintaining Windows 7 This course allows students to install, deploy, configure, secure, maintain, and troubleshoot Windows 7.	10
MCTS (2)	Configure Windows 7 Application and Tools This course will provide students with the knowledge and skills necessary to ensure successful configuration of the IT Pro tools and productivity applications that ship with Windows 7	10

MCTS (3)	Configuring and Troubleshooting Windows Server 2008 R2 Active Directory Domain Services This course provides students with the knowledge and skills to configure Active Directory Domain Services in a distributed environment implement Group Policies, perform backup and restore, and monitor and troubleshoot Active Directory related issues.	60
MCTS (4)	Configuring Identity and Access Solutions with Windows Server 2008 R2 Active Directory This course provides the knowledge and skills that IT students need to configure identity and access solutions with Windows Server 2008 Active Directory.	60
MCTS (5)	Configuring and Troubleshooting a Windows Server 2008 R2 Network Infrastructure This course provides students with the knowledge and skills to configure and troubleshoot a Windows Server 2008 network infrastructure. Students will learn to implement and configure secure network access and implement fault tolerant storage technologies	100
MCTS (6)	Deploying Windows Server 2008 R2 This course provides students with an understanding of migrating and deploying Windows Server 2008 including installation, configuration, and upgrading	20
MCTS (7)	Configuring and Troubleshooting Internet Information Services in Windows Server 2008 R2 In this course students will learn to install, configure, maintain, and troubleshoot Internet Information Services (IIS) 7.0 Web Server in Windows Server 2008.	20
MCTS (8)	Configuring Windows Server 2008 R2 Remote Desktop Services 2 This course provides students with the knowledge and skills to configure, manage, monitor, and troubleshoot a Terminal Services (TS) environment. The course focuses on configuring of TS core functionality, licensing, Gateway, and Web Access.	20
MCTS (9)	Designing a Windows Server 2008 R2 Network Infrastructure This course will provide students with an understanding of how to design a Windows Server 2008 Network Infrastructure that meets business and technical requirements for network services.	20
MCTS (10)	Designing a Windows Server 2008 R2 Active Directory Infrastructure In this course, students will learn how to design an Active Directory Infrastructure in Windows Server 2008. Students will learn how to design Active Directory forests, domain infrastructure, sites and replication, administrative structures, group policies, and Public Key Infrastructures	20
MCTS (11)	Designing a Windows Server 2008 R2 Application Infrastructure In this course students will learn how to design application infrastructure solutions based on Windows Server 2008 to meet varying business and technical requirements.	20

**TOTAL:** 360

MCTS Training Kit (Exam 70-680): Configuring Windows 7 Client (Microsoft Training Kit 70680) (Hardcover) April 2009.

MCTS Training Kit (Exam 70-640): Configuring Windows Server 2008 R2 Active Directory, Second Edition. (Hardcover) July 2011.

MCTS Training Kit (Exam 70-642): Configuring Windows Server 2008 R2 - Network Infrastructure Configuration, Second Edition. (Hardcover) May 2011.

MCTS Training Kit (Exam 70-643): Configuring Windows Server 2008 R2 Application Platform, Second Edition. (PRO-Certification) (Hardcover) August 2011.  
MCITP Training Kit (Exam 70-647): Windows Server Enterprise Administration (Hardcover) April 2008.

**Program Book List:**

**Microsoft MCTS/MCITP Prep:**

<b>PROGRAM COST:</b>	
Tuition	\$11,520.00
Fees	\$100.00
Books & Supplies	\$1,000.00
Any Other Costs	\$750.00
<b>Total Program Cost</b>	<b>\$13,370.00</b>

**Microsoft Office Specialist**

Certificate of  
 Completion 60 Clock  
 Hours  
 4 Weeks

**Program Objective:**

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

**Program Description:**

The Microsoft Certified Applications Specialist Program aims to teach its students the expertise and skills necessary to validate them as advanced users to experts in the Microsoft Office Suite of business productivity applications (including Word, Excel and PowerPoint). Being a proficient user of Microsoft Office products sets the student apart from others in the job market thus enhancing job opportunities, earnings potential and career advancement.

<b>PROGRAM BREAKDOWN BY COURSE</b>		
<b>Course Number</b>	<b>Course Title</b>	<b>Clock Hours</b>
MOS (1)	Microsoft Word This course allows individuals to learn word processing functions.	15

MOS (2)	Microsoft Excel This course allows individuals to gain skills to perform the most complex calculations and functions, and to work efficiently with related worksheets and workbooks.	15
MOS (3)	Microsoft PowerPoint This course is designed to offer individuals a practical, hands-on demonstration of how to use Microsoft PowerPoint to improve the quality and effectiveness of presentations.	15
MOS (4)	Microsoft Outlook This course is designed to offer individuals a practical, hands-on demonstration of how to use Microsoft Outlook to improve the quality and effectiveness of presentations.	15
	<b>TOTAL:</b>	60

### Microsoft Certified Applications Specialist (Prep):

Microsoft Office 2010 Step by Step. Frye, Curtis; Preppernau, Joan; Cox, Joyce K.; Lambert, Steve. Microsoft Press. 2010.

<b>PROGRAM COST</b>	
Tuition	\$2,750.00
Fees	\$100.00
Books & Supplies	\$300.00
Any Other Costs	\$384.00
Total Program Cost	\$3,534.00

### Network Professional (+)

Diploma  
60 Clock Hours  
3 Weeks

#### Program Objective:

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

#### Program Description:

The core training for this program is defined by the competencies emphasized by CompTIA Network+ curriculum. Upon graduation from the Network + Professional Program, students will demonstrate a solid understanding of basic computer networking setup, maintenance and

troubleshooting/repair. They will be able to demonstrate knowledge of and calculate the advantages and disadvantages of basic network design considerations such as topology, protocols and hardware. Graduated students will also be able to understand layered network models and their functions, network components and their functions, different media types and their advantages and disadvantages and vital network services and their proper configurations.

Please note: For relevant CompTIA Network + Certification, the student must sit for and pass the following exams:

Exam N10-006: CompTIA Network+ Exam (2015)

<b>PROGRAM BREAKDOWN BY COURSE</b>		
<b>Course Number</b>	<b>Course Title</b>	<b>Clock Hours</b>
N+ (1)	Network Theory This course covers how to install, configure, upgrade, monitor, and troubleshoot various network components in order to allow computers to communicate with each other.	2
N+ (2)	Network Communication Methods NBF supports two types of network communication methods: unreliable connectionless communications and reliable connection-oriented communications.	2
N+ (3)	Network Data Delivery This course defines and stresses on the NDD (Network Data Delivery), which is a novel network data sharing system.	2
N+ (4)	Network Media and Hardware As technology grows and IP-based networks are integrated into building infrastructure and household utilities, network hardware becomes an ambiguous statement owing to the increasing number of 'network capable' endpoints	4
N+ (5)	Network Implementations Network implementation consists of the following steps: Physical network design, Remote Access requirements, Testing, and Documentation	4
N+ (6)	Networking with TCP/IP This course provides theoretical and practical grounding in the operation of core TCP/IP and internet protocols	4
N+ (6) L	Networking with TCP/IP Lab This lab allows students to understand firewalling and routing, and it emphasizes the use of SNMP for integrated management of network devices and applications	3

N+ (7)	TCP/IP Services This course explains students how to avoid common internetworking problems, configure hosts and access internetworks using TCP/IP protocols and Troubleshoot TCP/IP networks using protocol analysis techniques	4
N+ (8)	Other Network Protocols This course describes and explains other network protocols used to strategize networking methods.	3
N+ (9)	Local Area Network (LAN) Infrastructure This course describes the basic features of wireless access points, and it explains and applies wireless access point communication modes.	4
N+ (9) L	Local Area Network (LAN) Infrastructure Lab This lab allows students to determine which wireless client devices require drivers installed on the client node.	3
N+ (10)	Wide Area Network (WAN) Infrastructure This course teaches the students to design strategies for implementing dial-up and Virtual Private Networking.	4
N+ (10) L	Wide Area Network (WAN) Infrastructure Lab After this lab, students should be able to design strategies for implementing dialup and Virtual Private Networking.	3
N+ (11)	Network Security This course covers industry-wide topics, including communication security, infrastructure security and operational and organization security.	4
N+ (12)	Remote Networking This course centers on Remote Networking, a brand of IT managed services and a registered trademark of the RNS Corporation. Because of the success of this brand, it has become a generalized trademark in American English and many people in North America today refer to any computer network managed services as such.	4
N+ (13)	Disaster Recovery Disaster recovery is the process, policies and procedures related to preparing for recovery or continuation of technology infrastructure critical to an organization after a natural human induced disaster.	2
N+ (14)	Network Data Storage Network Data Storage is a file-level computer data storage connected to a computer network providing data access to network clients.	1

N+ (15)	Network Operations Systems This course introduces students to a broad range of operating system concepts, including installation and maintenance. Emphasis is operating system concepts, management, maintenance, and resources required	1
N+ (16)	Network Troubleshooting In this course students will learn how to configure, maintain and troubleshoot multiple network configurations.	4
N+ (16) L	Network Troubleshooting Lab In this lab students will manage IP address assignments and sub netting, identify and resolve application layer issues using protocol analysis	2
	<b>TOTAL:</b>	60

**Course Book List:****Network Professional (+):**

CompTIA Network+ Study Guide: Exam N10-006 (Comptia Network + Study Guide Authorized Courseware) Paperback – May 4, 2015

<b>PROGRAM COST:</b>	
Tuition	\$3933.00
Fees	\$100.00
Books & Supplies	\$500.00
Any Other Costs	\$285.00
Total Program Cost	\$4818.00

**Office Administrator**

Certificate of Completion

120 Clock Hours

6 Weeks

**Program Description:**

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

**Program Objective:**

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

**Graduate Performance:**

This program provides the student with the knowledge, skills, and competencies required to begin a career as an Office Administrator. Upon completion of the Office Administration Program, you

can seek entry-level employment opportunities in various areas of administration.

<b>PROGRAM BREAKDOWN BY COURSE</b>		
<b>Course Number</b>	<b>Course Title</b>	<b>Clock Hours</b>
Office (1)	Microsoft Word This course allows individuals to learn word processing functions.	20
Office (2)	Microsoft Excel This course allows individuals to gain skills to perform the most complex Calculations and functions, and to work efficiently with related worksheets and workbook.	20
Office (3)	Microsoft Outlook This course is	20
Office (4)	Microsoft PowerPoint	20
Quickbooks	Quickbooks	40
		120

### **Program Book List:**

Microsoft Office 2010 Step by Step. Frye, Curtis; Preppernau, Joan; Cox, Joyce K.; Lambert, Steve. Microsoft Press. 2010.

Quickbooks 2015; The Missing manual Nov 6<sup>th</sup> 2014

<b>PROGRAM COST:</b>	
Tuition	\$2400.00
Registration Fees	\$100.00
Books & Supplies	\$1100.00
Any Other Costs (Exams)	\$0.00
Total Program Cost	\$3600.00

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

Certificate of Completion

240 Clock Hours

12 Weeks

### **Program Description:**

To prepare a student to obtain the skills necessary to become a competent entry-level IT project manager.

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

Note: In order to obtain the IT industry certifications covered by the content of this program, the

graduate must sit for and pass the following exams:

CompTIA Exams:

Exam SYO-401: CompTIA Security+

Exam PKO-003: CompTIA Project+

PMI

Project Management Institute: Project Management Professional (PMP)

**Program Objective:**

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

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

**Graduate Performance:**

This program provides the student with the knowledge, skills, and competencies to support basic computer networks and devices. The students will be prepared for entry level employment as an entry level network administrator.

<b>PROGRAM BREAKDOWN BY COURSE</b>		
<b>Course Number</b>	<b>Course Title</b>	<b>Clock Hours</b>
SEC (1)	Systems Security In this course students learn the basics of Network Security, including physical and logical security methods.	30
SEC (2)	Cryptography In this course students learn the basics of cryptography and encryption.	30
SEC (3)	Organizational Security In this course students learn about organization security and how it affects the network.	30
SEC (4)	Introduction to Ethical Hacking In this course students learn ethical hacking techniques including tools and software used the penetrate networks and devices.	30
PRO+ (1)	Project Management I In this course students learn the basics of using Microsoft Project to manage IT projects.	30
PRO+ (2)	Project Management II In this course students learn the advanced concepts of managing projects with Microsoft Project	30
PMP (1)	Project Management In this course students learn how to manage IT projects using the PMI methodology.	30
PMP (2)	Project Management In this course students learn the advanced concepts of managing IT related projects on the PMI methodology.	30
		240

**Program Book List:**

<b>PROGRAM COST:</b>	
Tuition	\$7303.00
Registration Fees	\$100.00
Books & Supplies	\$500.00
Any Other Costs (Exams)	\$1,347.00
<b>Total Program Cost</b>	<b>\$9250.00</b>

## **The Network Engineers**

Certificate of Completion

600 Clock Hours

30 Weeks

### **Program Description:**

The Network Engineers is a complete training program intended to prepare the student to perform all functions of an entry-level LAN/WAN administrator including: configuration and maintenance of desktop computers, server and networking equipment. Upon completion of this program, the students will possess the skills required to perform as an entry-level LAN/WAN Administrator. Upon successful completion of the program and meeting all course requirements and financial obligations the student will be issued a certificate of completion.

Please Note: In order to obtain the IT industry certifications covered by the contents of this program, the graduate must sit for and pass the following exams:

### **CompTIA Exams:**

Exam 220-901: CompTIA A+ Essentials 2016

Exam 220-902: CompTIA A+ Computer Technicians Career Path

Exam N10-006: CompTIA Network+ Exam (2015)

Exam SY0-401: CompTIA Security+ Certification Program

### **Microsoft Exams:**

Exam 70-410 MCSA: Installing and Configuring Windows Server 2012

Exam 70-411 MCSA: Administering Windows Server 2012

Exam 70-412 MCSA: Configuring Advanced Windows Server 2012 Service

Exam 70-413 MCSE: Designing and Implementing a Server Infrastructure

Exam 70-414 MCSE: Implementing an Advanced Server Infrastructure

### **Cisco**

Exam 200-125: Cisco Certified Network Associate

### **Program Objective:**

The objective of this program is to combine the skills learned through the A+ Computer Technician, Network Professional (+), Security+, The Academy's Microsoft MCSA/MCSE course sequence, and Cisco Certified Network Associates Program. Graduates will demonstrate the ability to: Build, repair and upgrade personal computers; employ a working understanding of different network standards and the advantages and disadvantages of each; use networking tools and utilities to troubleshoot common network infrastructure issues; install, configure and administer Microsoft Windows Server 2012 and Windows 7, & 8.1 operating systems; implement and administer Microsoft Windows Server 2012 Directory Services and Network Infrastructure; create a secure network using Microsoft Windows Server 2012 security features; design and deploy small to medium sized local area networks and wide area networks using Cisco routers and switches; and configure, troubleshoot and maintain network infrastructures built on Cisco routers, switches, and other network devices employing Cisco's Internetwork Operating System. Students successfully completing The Network Engineers Program will have the knowledge, skills and competencies to perform the job of an entry-level administrator of a Windows 2012 wide area network and possess the skills required to perform as an entry-level LAN/WAN Administrator.

### **Competencies for Employment**

The Network Engineers program is a complete training program intended to prepare the student to perform all functions of an entry-level LAN/WAN administrator including: configuration and maintenance of desktop computers, servers and networking appliances. Upon successful completion of the program and fulfillment of all course requirements and financial obligations the student will be issued a Certificate of Completion.

### **Graduate Performance**

This program provides the student with the knowledge to create and support Microsoft networks. The Students will be prepared for entry level employment as a LAN/WAN Administrator or Network Administrator.

<b>PROGRAM BREAKDOWN BY COURSE</b>		
<b>Course Number</b>	<b>Course Title</b>	<b>Clock Hours</b>
ESSA+1	CompTIA A+ Computer Technician Program This course teaches students how to build, troubleshoot and repair personal computers.	60
ESSN+2	CompTIA Network + Professional Program This course teaches students how to build, repair and troubleshoot basic LAN and WAN networks	60
MCSA1	Installing, Configuring Windows Server 2012 This course provides students with the knowledge and skills to configure Active Directory Domain Services in a distributed environment implement Group Policies, perform backup and restore, and monitor and troubleshoot Active Directory related issues.	30

MCSA2	<p>Administering Windows Server 2012</p> <p>This course provides the knowledge and skills that IT students need to configure identity and access solutions with Windows Server 2012 Active Directory.</p>	30
MCSA3	<p>Configuring and Troubleshooting a Windows Server 2012 R2 Network Infrastructure</p> <p>This course provides students with the knowledge and skills to configure and troubleshoot a Windows Server 2012 network infrastructure. Students will learn to implement and configure secure network access and implement fault tolerant storage technologies</p>	30
MCSA4	<p>Configuring Advanced Windows Server 2012 Services</p> <p>This course provides students with an understanding of migrating and deploying Windows Server 2012 including installation, configuration, and upgrading</p>	30
MCSE1	<p>Designing and Implementing a Server Infrastructure</p> <p>In this course students will learn to install, configure, maintain, and troubleshoot Internet Information Services (IIS) 7.0 Web Server in Windows Server 2012.</p>	30
MCSE2	<p>Configuring Windows Server 2012 R2 Remote Desktop Services 2</p> <p>This course provides students with the knowledge and skills to configure, manage, monitor, and troubleshoot a Terminal Services (TS) environment. The course focuses on configuring of TS core functionality, licensing, Gateway, and Web Access.</p>	30
MCSE3	<p>Designing a Windows Server 2012 R2 Network Infrastructure</p> <p>This course will provide students with an understanding of how to design a Windows Server 2012 Network Infrastructure that meets business and technical requirements for network services.</p>	30
MCSE4	<p>Implementing an Advanced Server Infrastructure</p> <p>In this course, students will learn how to design an Active Directory Infrastructure in Windows Server 2012. Students will learn how to design Active Directory forests, domain infrastructure, sites and replication, administrative structures, group policies, and Public Key Infrastructures</p>	30
CCNA (1)	<p>Interconnecting Cisco Networking Devices Part 1</p> <p>This course covers how to install, configure, and operate LAN, WAN, and dial access services for small networks.</p>	60
CCNA (2)	<p>Interconnecting Cisco Networking Devices Part 2</p> <p>This course covers how to troubleshoot Switched Networks, and establish a WAN Connection with Frame Relay.</p>	60

SEC+1	CompTIA Security+ Certification Program This course teaches students how to secure, protect and defend computers and computer networks.	120
<b>TOTAL:</b>		600

**Program Book List:****The Network Engineers:**

CompTIA A+ Complete Deluxe Study Guide: Exams 220-901 and 220-902 by Quentin Docter (Author), Emmett Dulaney (Author), Toby Skandier (Author)

CompTIA Network+ Study Guide: Exam N10-006 (Comptia Network + Study Guide Authorized Courseware) Paperback – May 4, 2015

MCSA/MCSE Training Kit (Exam 70-410): Installing and Configuring Windows Server 2012 (Microsoft Training Kit 70-410) (Hardcover) April 2009.

MCSA/MCSE Training Kit (Exam 70-411): Administering Windows Server 2012 Windows Server 2012 Active Directory, Second Edition. (Hardcover) July 2012.

MCSA/MCSE Training Kit (Exam 70-412): Configuring Advanced Windows Server 2012 Infrastructure Configuration, Second Edition. (Hardcover) May 2011.

MCSA/MCSE Training Kit (Exam 70-413): Designing and Implementing a Server Infrastructure. (Hardcover) May 2011.

MCSA/MCSE Training Kit (Exam 70-414): Designing and Implementing a Server Infrastructure. (Hardcover) May 2011.

CCNA Routing and Switching Complete Study Guide: Exam 100-105, Exam 200-105, Exam 200-125 2nd Edition

CompTIA Security + Certification Study Guide 2012 – Cert Prep

<b>PROGRAM COST:</b>	
Tuition	\$19,200.00
Fees	\$100.00
Books & Supplies	\$947.00
Any Other Costs	\$2,039.00
Total Program Cost	\$22,286.00

**The Network Expert Program**

Certificate of Completion 900

Clock Hours

45 Weeks

**Program Description:**

The Network Expert Program is a complete training program intended to prepare the student to perform all functions of an entry-level LAN/WAN administrator including: configuration and maintenance of desktop computers, server and networking equipment. Upon completion of this program, the students will possess the skills required to perform as an entry-level LAN/WAN Administrator. Upon successful completion of the program and meeting all course requirements and financial obligations the student will be issued a certificate of completion.

**Program Objective:**

The objective of this program is to combine the skills learned through the A+ Computer Technician, Network Professional (+), CompTIA Security+, Level I of The Academy's Microsoft MCTS/MCITP course sequence, Cisco's Cisco Certified Network Associate course, Microsoft's Exchange 2010 Configuration course, and Microsoft's MCITP SharePoint 2010 Configuration course. Graduates will demonstrate the ability to: Build, repair and upgrade personal computers; employ a working understanding of different network standards and the advantages and disadvantages of each; use networking tools and utilities to troubleshoot common network infrastructure issues; install, configure and administer Microsoft Windows Server 2008 and Windows 7 operating systems; implement and administer Microsoft Windows Server 2008 Directory Services and Network Infrastructure; create a secure network using Microsoft Windows Server 2008 security features; design and deploy small to medium sized local area networks and wide area networks using Cisco routers and switches; configure, troubleshoot and maintain network infrastructures built on Cisco routers, switches, and other network devices employing Cisco's Internetwork Operating System; Implement and configure a Microsoft Exchange 2010 mail server; and deploy, configure, and maintain a Microsoft SharePoint 2010 server infrastructure. Students successfully completing The Network Expert Program will have the knowledge, skills and competencies to perform the job of an entry-level to mid-level administrator of a Windows Server 2003/2008 local area network which employs Cisco network appliances, Microsoft Exchange 2010 e-mail services, and Microsoft SharePoint 2010 intranet web portals.

### **Competencies for Employment**

The Network Expert Program is a complete training program intended to prepare the student to perform all functions of an entry-level to mid-level LAN/WAN administrator including: configuration and maintenance of desktop computers, servers and networking equipment, implementation and maintenance of e-mail server infrastructures, and implementation and maintenance of advanced intranet portal infrastructures. Upon completion of this program, the students will possess the knowledge, skills, and competencies required to perform as an entry-level to mid-level LAN/WAN Administrator. Upon successful completion of the program and fulfillment all course requirements and financial obligations the student will be issued a Certificate of Completion.

Please Note: For this program, the graduate must sit for and pass the following exams in order to become certified.

### **CompTIA Exams**

Exam 220-901: CompTIA A+ Essentials 2016

Exam 220-902: CompTIA A+ Computer Technicians Career Path Exam

N10-006: CompTIA Network+ Exam (2015)

Exam SY0-401: CompTIA Security+ Certification Program

### **Microsoft**

Exam 70-410 MCSA: Installing and Configuring Windows Server 2012

Exam 70-411 MCSA: Administering Windows Server 2012

Exam 70-412 MCSA: Configuring Advanced Windows Server 2012 Service

Exam 70-413 MCSE: Designing and Implementing a Server Infrastructure Exam

70-414 MCSE: Implementing an Advanced Server Infrastructure Exam 70-461

MCSA: Querying Microsoft SQL Server

Exam 70-462 MCSA: Administering Microsoft SQL Server 2012 Databases

Exam 70-463 MCSA: Implementing a Data Warehouse with Microsoft SQL Server 2012

Exam 70-464 MCSE: Developing Microsoft SQL Server 2012 Databases

Exam 70-465 MCSE: Designing Database Solutions for Microsoft SQL Server 2012

### **Cisco**

Exam 200-125: Cisco Certified Network Associate

**Certification Exams**

Exam: 312-50: EC-Council Certified Ethical Hacker (CEH) v7

Exam: CISSP: (ISC)<sup>2</sup> Certified Information Systems Security Professional**Graduate Performance**

This program provides the student with the knowledge, skills, and competencies to manage a small to medium size enterprise Microsoft Network. The Students will be prepared for entry-level to mid-level employment as a LAN/WAN System Administrator or Network Engineer.

<b>PROGRAM BREAKDOWN BY COURSE</b>		
<b>Course Numbe</b>	<b>Course Title</b>	<b>Clock Hours</b>
ESSA+1	CompTIA A+ Computer Technician Program This course teaches students how to build, troubleshoot and repair personal computers.	60
ESSN+2	CompTIA Network + Professional Program This course teaches students how to build, repair and troubleshoot basic LAN and WAN networks	60
MCSA1	Installing, Configuring Windows Server 2012 This course provides students with the knowledge and skills to configure Active Directory Domain Services in a distributed environment implement Group Policies, perform backup and restore, and monitor and troubleshoot Active Directory related issues.	30
MCSA2	Administering Windows Server 2012 This course provides the knowledge and skills that IT students need to configure identity and access solutions with Windows Server 2012 Active Directory.	30
MCSA3	Configuring and Troubleshooting a Windows Server 2012 R2 Network Infrastructure This course provides students with the knowledge and skills to configure and troubleshoot a Windows Server 2012 network infrastructure. Students will learn to implement and configure secure network access and implement fault tolerant storage technologies	30
MCSA4	Configuring Advanced Windows Server 2012 Services This course provides students with an understanding of migrating and deploying Windows Server 2012 including installation, configuration, and upgrading	30

MCSE1	<p>Designing and Implementing a Server Infrastructure</p> <p>In this course students will learn to install, configure, maintain, and troubleshoot Internet Information Services (IIS) 7.0 Web Server in Windows Server 2012.</p>	30
MCSE2	<p>Configuring Windows Server 2012 R2 Remote Desktop Services 2</p> <p>This course provides students with the knowledge and skills to configure, manage, monitor, and troubleshoot a Terminal Services (TS) environment. The course focuses on configuring of TS core functionality, licensing, Gateway, and Web Access.</p>	30
MCSE3	<p>Designing a Windows Server 2012 R2 Network Infrastructure</p> <p>This course will provide students with an understanding of how to design a Windows Server 2012 Network Infrastructure that meets business and technical requirements for network services.</p>	30
MCSE4	<p>Implementing an Advanced Server Infrastructure</p> <p>In this course, students will learn how to design an Active Directory Infrastructure in Windows Server 2012. Students will learn how to design Active Directory forests, domain infrastructure, sites and replication, administrative structures, group policies, and Public Key Infrastructures</p>	30
CCNA (1)	<p>Interconnecting Cisco Networking Devices Part 1</p> <p>This course covers how to install, configure, and operate LAN, WAN, and dial access services for small networks.</p>	60
CCNA (2)	<p>Interconnecting Cisco Networking Devices Part 2</p> <p>This course covers how to troubleshoot Switched Networks, and establish a WAN Connection with Frame Relay.</p>	60
SEC (1)	<p>Systems Security</p> <p>In this course students learn the basics of network Security, including physical and logical security methods.</p>	30
SEC (2)	<p>Cryptography</p> <p>In this course students learn the basics of cryptography and encryption.</p>	30
SEC (3)	<p>Organizational Security</p> <p>In this course students learn about organization security and how it affects the network.</p>	30
SEC (4)	<p>Introduction to Ethical Hacking</p> <p>In this course students learn ethical hacking techniques including tools and software used the penetrate networks and devices.</p>	30
CEH/CISSP 1	<p>Scanning Networks</p> <p>In this course students to learn to scan networks with network scanning tools.</p>	30
CEH/CISSP 2	<p>Viruses and Worms</p> <p>In this course students learn about viruses and Trojan worms and how to protect against them.</p>	30

CEH/CISSP 3	Penetration Testing In this course students learn tools to help them penetrate network including advanced tools.	30
CEH/CISSP 4	Security Management Practices In this course students learn to setup a security management practice and network diagrams necessary to build a proper secure network.	30
MCSASQL (1)	Introduction to Microsoft SQL Server 2012 This module introduces the SQL Server platform and major tools. It discusses editions, versions, tools used to query, documentation sources, and the logical structure of databases.	30
MCSASQL(2)	Getting Started with SQL Azure This module introduces you to the concepts of SQL Azure. If the virtual machines in your classroom are able to connect to the internet and you have a Windows Azure account you may be able to connect to your Azure server and database. Many of the labs in the rest of this course are enabled for you to perform the lab while connected to your own Azure database in the cloud.	30
MCSASQL(3)	Introduction to T-SQL Querying This module introduces Transact SQL as the primary querying language of SQL Server. It discusses the basic structure of T-SQL queries, the logical flow of a SELECT statement, and introduces concepts such as predicates and set-based operations.	30
MCSASQL(4)	Writing SELECT Queries This module introduces the fundamentals of the SELECT statement, focusing on queries against a single table.	30
MCSESQL(5)	Querying Multiple Tables This module explains how to write queries which combine data from multiple sources in SQL Server. The module introduces the use of JOINS in T-SQL queries as a mechanism for retrieving data from multiple tables.	30
MCSESQL(6)	Querying Multiple Tables This module explains how to write queries which combine data from multiple sources in SQL Server. The module introduces the use of JOINS in T-SQL queries as a mechanism for retrieving data from multiple tables.	30
	TOTAL	900

**Program Book List: The Network Expert:**

CompTIA A+ Complete Deluxe Study Guide: Exams 220-901 and 220-902 by Quentin Docter (Author), Emmett Dulaney (Author), Toby Skandier (Author)

CompTIA Network+ Study Guide: Exam N10-006 (Comptia Network + Study Guide Authorized Courseware) Paperback – May 4, 2015

MCSA/MCSE Training Kit (Exam 70-410): Installing and Configuring Windows Server 2012 (Microsoft Training Kit 70-410) (Hardcover) April 2009.

MCSA/MCSE Training Kit (Exam 70-411): Administering Windows Server 2012 Windows Server 2012 Active Directory, Second Edition. (Hardcover) July 2012.

MCSA/MCSE Training Kit (Exam 70-412): Configuring Advanced Windows Server 2012 Infrastructure Configuration, Second Edition. (Hardcover) May 2011.

MCSA/MCSE Training Kit (Exam 70-413): Designing and Implementing a Server Infrastructure.

(Hardcover) May 2011.

MCSA/MCSE Training Kit (Exam 70-414): Designing and Implementing a Server Infrastructure.

(Hardcover) May 2011.

CCNA Routing and Switching Complete Study Guide: Exam 100-105, Exam 200-105, Exam 200-125 2nd Edition

MCTS Training Kit (Exam 70-662) MCTS: Microsoft Exchange Server 2010, Configuration

(Hardcover). Microsoft Press. 2010.

MCTS Self-Paced Training Kit (Exam 70-667): Configuring Microsoft SharePoint 2010 (Training Kits) [Paperback]. Holme, Matthews. Microsoft Press. 2011.

MCTS: Microsoft Office SharePoint Server 2010 Configuration Study Guide: Exam 70-630. Pyles, James. Microsoft Press. 2010.

<b>PROGRAM COST:</b>	
Tuition	\$23,040.00
Fees	\$100.00
Books & Supplies	\$1,890.00
Any Other Costs	\$3,038.00
Total Program Cost	\$28,068.00

## **The Network Technician**

Certificate of Completion

360 Clock Hours

18 Weeks

### **Program Description:**

The core training for this program is defined by the competencies emphasized in attaining the CompTIA A+, CompTIA Network+, (MCSA) Microsoft Certified Solutions Associate, and the (MCSE) Microsoft Certified Solutions Expert certification. These certifications ensure that the holder possesses competencies in implementing, managing, maintaining, and provisioning services and infrastructure in a Windows Server 2012 environment. Students in the Network Technician Program will be provided with hands-on learning in order to ensure that they receive ample experience in both structured learning and real-world environments. Coursework will focus on all facets of the Microsoft Windows Server 2012 Server Infrastructure, from installing the operating system to the planning, design and implementation, virtualization, security and customization of Microsoft Windows Server 2012 networks. Additionally, graduates will demonstrate a basic command of the Cisco Internetwork Operating System (IOS) for Cisco routers and switches.

Note: In order to obtain the IT industry certifications covered by the content of this program, the graduate must sit for and pass the following exams:

### **CompTIA Exams:**

Exam 220-901: CompTIA A+ Essentials 2016

Exam 220-902: CompTIA A+ Computer Technicians Career Path

Exam N10-006: CompTIA Network+ Exam (2015)

**Microsoft Exams:**

Exam 70-410 MCSA: Installing and Configuring Windows Server 2012  
 Exam 70-411 MCSA: Administering Windows Server 2012  
 Exam 70-412 MCSA: Configuring Advanced Windows Server 2012 Service  
 Exam 70-413 MCSE: Designing and Implementing a Server Infrastructure  
 Exam 70-414 MCSE: Implementing an Advanced Server Infrastructure

**Program Objective:**

The objective of this program is to combine the skills learned through the A+ Computer Technician, Network Professional (+) and MCSA/MCSE certification programs. Graduates will demonstrate the ability to: Build, repair and upgrade personal computers; employ a working understanding of different network standards and the advantages and disadvantages of each; use networking tools and utilities to troubleshoot common network infrastructure issues; install, configure and administer Microsoft Windows Server 2012 and Windows 7 operating systems; implement and administer Microsoft Windows Server 2012 Directory Services and Network Infrastructure; and create a secure network using Microsoft Windows Server 2012 security features. Students successfully completing The Network Technician Program will have the knowledge and ability to perform the job of an entry-level administrator of a Windows Server 2012 local area network.

**Competencies for Employment**

The objective of this program is to prepare a student to obtain the skills necessary to become a competent entry-level Network Administrator. The Network Technician Program is designed to cross-train individuals in several disciplines using the materials from the A+ Computer Technician, Network Professional (+) and the MCSA/MCSE course sequence. Upon successful completion of the program, meeting all course requirements and financial obligations, the student will be issued a certificate of completion.

**Graduate Performance**

This program provides the student with the knowledge to support basic computer networks and devices. The students will be prepared for entry level employment as a PC technician or entry level helpdesk technician.

<b>PROGRAM BREAKDOWN BY COURSE</b>		
<b>Course Number</b>	<b>Course Title</b>	<b>Clock Hours</b>
ESSA+1	CompTIA A+ Computer Technician Program This course teaches students how to build, troubleshoot and repair personal computers.	60
ESSN+2	CompTIA Network + Professional Program This course teaches students how to build, repair and troubleshoot basic LAN and WAN networks	60

MCSA1	<p>Installing, Configuring Windows Server 2012 This course provides students with the knowledge and skills to configure Active Directory Domain Services in a distributed environment implement Group Policies, perform backup and restore, and monitor and troubleshoot Active Directory related issues.</p>	30
MCSA2	<p>Administering Windows Server 2012 This course provides the knowledge and skills that IT students need to configure identity and access solutions with Windows Server 2012 Active Directory.</p>	30
MCSA3	<p>Configuring and Troubleshooting a Windows Server 2012 R2 Network Infrastructure This course provides students with the knowledge and skills to configure and troubleshoot a Windows Server 2012 network infrastructure. Students will learn to implement and configure secure network access and implement fault tolerant storage technologies</p>	30
MCSA4	<p>Configuring Advanced Windows Server 2012 Services This course provides students with an understanding of migrating and deploying Windows Server 2012 including installation, configuration, and upgrading</p>	30
MCSE1	<p>Designing and Implementing a Server Infrastructure In this course students will learn to install, configure, maintain, and troubleshoot Internet Information Services (IIS) 7.0 Web Server in Windows Server 2012.</p>	30
MCSE2	<p>Configuring Windows Server 2012 R2 Remote Desktop Services 2 This course provides students with the knowledge and skills to configure, manage, monitor, and troubleshoot a Terminal Services (TS) environment. The course focuses on configuring of TS core functionality, licensing, Gateway, and Web Access.</p>	30
MCSE3	<p>Designing a Windows Server 2012 R2 Network Infrastructure This course will provide students with an understanding of how to design a Windows Server 2012 Network Infrastructure that meets business and technical requirements for network services.</p>	30
MCSE4	<p>Implementing an Advanced Server Infrastructure In this course, students will learn how to design an Active Directory Infrastructure in Windows Server 2012. Students will learn how to design Active Directory forests, domain infrastructure, sites and replication, administrative structures, group policies, and Public Key Infrastructures</p>	30
	TOTAL	360

**Program Book List:****The Network Technician:**

CompTIA A+ Complete Deluxe Study Guide: Exams 220-901 and 220-902 by Quentin

Docter (Author), Emmett Dulaney (Author), Toby Skandier (Author)

CompTIA Network+ Study Guide: Exam N10-006 (Comptia Network + Study Guide Authorized Courseware) Paperback – May 4, 2015

MCSA/MCSE Training Kit (Exam 70-410): Installing and Configuring Windows Server 2012 (Microsoft Training Kit 70-410) (Hardcover) April 2009.

MCSA/MCSE Training Kit (Exam 70-411): Administering Windows Server 2012 Windows Server 2012 Active Directory, Second Edition. (Hardcover) July 2012.

MCSA/MCSE Training Kit (Exam 70-412): Configuring Advanced Windows Server 2012 Infrastructure Configuration, Second Edition. (Hardcover) May 2011.

MCSA/MCSE Training Kit (Exam 70-413): Designing and Implementing a Server Infrastructure. (Hardcover) May 2011.

MCSA/MCSE Training Kit (Exam 70-414): Designing and Implementing a Server Infrastructure. (Hardcover) May 2011.

<b>PROGRAM</b>	<b>COST:</b>
Tuition	\$11,520.00
Fees	\$100.00
Books & Supplies	\$1,000.00
Any Other Costs (Exams)	\$1,433.00
<b>Total Program Cost</b>	<b>\$14,053.00</b>

## **Virtualization Professional**

Certificate of Completion 107

Clock Hours

7 Weeks

### Program Objective:

The objective of the Virtualization Professional is to prepare a student to obtain the skills necessary to obtain entry-level employment in deploying and administering Cisco networking hardware in the field and in implementing, managing and maintaining Windows and/or Linux Operating Systems in a virtual environment. The first part of this program teaches students how to apply that knowledge in the design and implementation of complex networks using Cisco networking hardware.

The second portion of the program focuses on the technologies of VMWare explores installation, configuration and management of VMWare ESXi/ESX and vCenter Server. This program course will focus on configuration and management of storage, virtual machines and user access in the VMWare infrastructure.

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

### Program Description:

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

After completing the CCNA portion of the program, graduates will demonstrate knowledge of network segmentation using different hardware devices and the advantages and disadvantages of each. Graduates

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

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

The objective of the Virtualization Professional is to train and prepare individuals to achieve VCP Certification by passing the following exams:

VCP-310: VMware Certified Professional exam

<b>PROGRAM BREAKDOWN BY COURSE</b>		
<b>Course Number</b>	<b>Course Title</b>	<b>Clock Hours</b>
VP (1)	Course Introduction Installing, Deploying, Securing and Maintaining VMWARE Operating Systems .This course allows students to install, deploy, configure, secure, maintain, and troubleshoot Vmware	3
VP (2)	Introduction to VMware Virtualization Configure Vmware Application and Tools This course will provide students with the knowledge and skills necessary to ensure successful configuration of the IT Pro tools and productivity applications that ship with Vmware	5
VP (3)	Configuring ESXi/ESX Configuring and Troubleshooting Vmware Domain Services This course provides students with the knowledge and skills to configure Active Directory Domain Services in a distributed environment implement Group Policies, perform backup and restore, and monitor and troubleshoot Active Directory related issues.	5
VP (4)	Installing and Using VMware vCenter Server Configuring Identity and Access Solutions with VMWARE Active Directory This course provides the knowledge and skills that IT students need to configure identity and access solutions with VMWARE Directory.	5
VP (5)	Installing and Using VMware vCenter Server Configuring and Troubleshooting a VMWARE Network Infrastructure This course provides students with the knowledge and skills to configure and troubleshoot a VMWARE network infrastructure. Students will learn to implement and configure secure network access and implement fault tolerant storage technologies	5

VP (6)	<p>Networking 2.5 VP6 Storage</p> <p>This course provides students with an understanding of migrating and deploying VMWARE including installation, configuration, and upgrading</p>	5
VP (7)	<p>Scalability</p> <p>Configuring and Troubleshooting Internet Information Services in VMWARE for scalability.</p> <p>In this course students will learn to install, configure, maintain, and troubleshoot Internet Information Services (IIS) in VMWARE</p>	3
VP (8)	<p>Virtual Machines 1 VP8 Access Control</p> <p>Configuring Windows Server 2008 R2 Remote Desktop Services 2</p> <p>This course provides students with the knowledge and skills to configure, manage, monitor, and troubleshoot a Terminal Services (TS) environment. The course focuses on configuring of TS core functionality, licensing, Gateway, and Web Access.</p>	3
VP (9)	<p>Virtual Machines 1 VP8 Access Control</p> <p>Designing a Windows Server 2008 R2 Network Infrastructure</p> <p>This course will provide students with an understanding of how to design a Windows Server 2008 Network Infrastructure that meets business and technical requirements for network services.</p>	3
VP (10)	<p>Resource Monitoring</p> <p>Designing a VMware Active Directory Infrastructure</p> <p>In this course, students will learn how to design an VMware Infrastructure in VMware. Students will learn how to design Active Directory forests, domain infrastructure, sites and replication, administrative structures, group policies, and Public Key Infrastructures</p>	3
VP (11)	<p>High Availability and Data Protection</p> <p>Designing a VMware Application Infrastructure</p> <p>In this course students will learn how to design application infrastructure solutions based on VMware to meet varying business and technical requirements.</p>	3
VP (12)	<p>Configuration Management</p> <p>Designing a VMware Application Infrastructure</p> <p>In this course students will learn how to design application infrastructure solutions based on VMware to meet varying business and technical requirements.</p>	2
VP (13)	<p>Installing ESX</p> <p>Designing a VMware Application Infrastructure</p> <p>In this course students will learn how to design application infrastructure solutions based on VMware to meet varying business and technical requirements.</p>	2.5
VP (12)	<p>Configuration Management</p> <p>Designing a VMware Application Infrastructure</p> <p>In this course students will learn how to design application infrastructure solutions based on VMware to meet varying business and technical requirements.</p>	2
VP (13)	<p>Installing ESX</p> <p>Designing a VMware Application Infrastructure</p> <p>In this course students will learn how to design application infrastructure solutions based on VMware to meet varying business and technical requirements.</p>	2.5

VP (14)	Interconnecting Cisco Networking Devices Part 1 - Security This course covers how to install, configure, and operate LAN, WAN, and dial access services for small networks	22
VP (15)	Interconnecting Cisco Networking Devices Part 2 - Security This course covers how to troubleshoot Switched Networks, and establish a WAN Connection with Frame Relay.	37.5
	TOTAL	107

**Course Book List:**

Virtualization Professional:

VMware vSphere 4: Install, Configure, Manage – ESX 4.0, ESXi 4.0 and vCenter 4.0 - Volume 1, Revision B. VMWare Press. June 2012

VMware vSphere 4: Install, Configure, Manage – ESX 4.0, ESXi 4.0 and vCenter 4.0 - Volume 2, Revision B. VMWare Press. June 2009

VMware vSphere 4: Install, Configure, Manage – ESX 4.0, ESXi 4.0 and vCenter 4.0 – Laboratory Exercises, Revision B. VMWare Press. June 2009

CCNA Routing and Switching Study Guide: Exams 100-101, 200-101, and 200-120 Todd Lammi 2013

<b>PROGRAM COST:</b>	
Tuition	\$7,014.00
Fees	\$100.00
Books & Supplies	\$1,000.00
Any Other Costs	\$520.00
Total Program Cost	\$8,294.00

**Webmaster**

Certificate of Completion 240

Clock Hours

12 Weeks

**Program Description:**

Upon completion, student will have an understanding of what is necessary to design, configure and implement an e-commerce enabled webs sites. Successful graduates may either start their own web design business or seek entry level webs design employment. Students will learn how to utilize the Adobe Professional suite including Dreamweaver, Flash, Photoshop and the Wordpress content management system.

**Program Objective:**

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

**Graduate Performance:**

This program provides the student with the knowledge, skills, and competencies to support and maintain one or more websites. The students will be prepared for entry level employment as a web master being able to ensuring that the web servers, hardware and software are operating correctly, designing the website, generating and revising web pages, A/B testing, replying to user comments, and examining traffic through the site.

<b>PROGRAM BREAKDOWN BY COURSE</b>		
<b>Course Number</b>	<b>Course Title</b>	<b>Clock Hours</b>
Adobe 1	Adobe Professional (Dreamweaver, Flash, Photohop)	60
AAP II	Programming in HTML 5 with Javascript CSS3	120
WordPress 1	WordPress	60
		240

### **Program Book List:**

Adobe Dreamweaver Classroom in a Book James J Maivald Dec 25 2014

Adobe Flash Classroom in a Book Fussell Chun Aug 21st 2014

Adobe Photoshop Classroom in a Book Andrew Faulker Aug 4 2014

Wordpress for Beginners Tim Warren

Exam Ref: 70-480 Programming in HTML 5 and Javascript and CSS3

<b>PROGRAM COST:</b>	
Tuition	\$7200.00
Registration Fees	\$100.00
Books & Supplies	\$1595.00
Any Other Costs (Exams)	\$0.00
<b>Total Program Cost</b>	<b>\$8895.00</b>

### **Course Numbering System**

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

### **Payment Options**

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

**Pay in Full:** The Academy accepts cash, personal or company check or credit card payments.

**Educational Loans:** The Academy works with Universal Guardian Acceptance (UGA) to assist students in paying for their training. Information regarding education loans and current interest rates can be obtained

by visiting the Director of Financial Services or by emailing [studentservices@academyfl.com](mailto:studentservices@academyfl.com).

**In House Payment Plan:** Under certain circumstances, The Academy will agree to provide financing for students unable to otherwise find funding in advance of class start on a case-by-case basis. Information regarding education loans and current interest rates can be obtained by visiting the Director of Financial Services or by emailing [studentservices@academyfl.com](mailto:studentservices@academyfl.com).

## **Cancellation and Refund Policy**

1. 1. Should a student cancel or withdraw for any reason, notification must be received by the school in writing to the President of the School either in person or by certified mail.
2. Students who have not visited the school prior to enrollment will have the opportunity to withdraw without penalty within three business days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of the equipment where training and services are provided.
3. All refunds will be made (including \$100.00 registration fee) if the applicant is not accepted by the school or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.
4. Cancellation after the third (3<sup>rd</sup>) business day, but before the first class, will result in a refund of all monies paid, with the exception of the \$100.00 registration fee.
5. Cancellation after attendance has begun, but previous to program completion of 40% will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
6. Cancellation after completing 40% or more of the program will result in no refund.
7. Termination date: The termination date for refund computation purposes is the last day of attendance.
8. A student may apply previously paid tuition to another program pursuant to these policies within one year from the first scheduled class date of the original program. A student may apply tuition to another program only once.
9. Refunds will be made in the same payment method and to the same payee that the tuition payment was originally made. Refunds by credit card will generally be refunded to the same credit card used to pay the tuition. Refunds by check or cash will be refunded by check. All refunds will be made within 30 days of the date that The Academy determines that the student has withdrawn.

## **VA Cancellation and Refund Policy**

1. Should a student cancel or withdraw for any reason, written notification must be submitted to the school to the attention of the Student Services Department.
2. Students who have not visited the school prior to enrollment will have the opportunity to withdraw without penalty within three business days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of the equipment where training and services are provided.

3. All refunds will be made (including \$100.00 registration fee) if the applicant is not accepted by the school or if the student cancels within three (3) business days (or 72 hours) after signing the enrollment agreement and making initial payment.
4. If tuition and fees are collected in advance of entrance, and if, after the expiration of the 72- hour cancellation privilege, the student does not enter school or receive textbooks, materials, exams or other miscellaneous items, not more than \$100.00 shall be retained by the school.
5. Cancellation after attendance has begun, but previous to program completion of 100% will result in a Pro Rata refund computed on the number of hours completed to the total program hours. The school shall retain all earned tuition and the cost of any textbooks, materials and exam fees.
6. Cancellation after completing 100% or more of the program will result in no refund.
7. For refund calculation purposes, a student's last date of attendance shall be used to determine total hours taken towards a program's total hours.
8. A student may apply previously paid tuition to another program pursuant to these policies within one year from the first scheduled class date of the original program. A student may apply tuition to another program only once.
9. Refunds will be made in the same payment method and to the same payee that the tuition payment was originally made. Refunds by credit card will generally be refunded to the same credit card used to pay the tuition. Refunds by check or cash will be refunded by check.
10. All refunds will be made within 30 days of the date that the student withdraws or is administratively withdrawn. The Academy will determine that a student has withdrawn when they receive written notification from the student wishing to withdraw, when the student is absent from scheduled class for 8 consecutive days and/or when the student fails to meet satisfactory academic progress requirements as defined in The Academy Course Catalog and Student Handbook.

### **Employment Disclaimer**

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

### **Disclosure Statement**

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

### **Policy on Special Accommodations**

The Academy through the Director of Student Services, arranges academic accommodations for enrolled students upon request. Services must be arranged in advance and require documentation of the disability. Technical and adaptive equipment is available upon request by the Director of Student Services. Additional information is available by calling (954) 351-7040 or by emailing [studentservicesftl@academyfl.com](mailto:studentservicesftl@academyfl.com).

## 2017 Catalog Addendum

Updated: 1/1/2017

# The Academy

## Ft. Lauderdale Campus

CIE# 3409

**Administration** Full-Time

- Joseph Childrose (Campus Director/ Director of Education)
- Latika Maddox (Director of Student Services)
- Udo Nwabuoku (Director of Career Services)
- Matthew Lewis (Admissions Representative)
- Sam Mathews (Admissions Representative)

**Faculty**

Full-Time

<b>FACULTY MEMBER:</b>	<b>COURSE(S) TAUGHT:</b>	<b>DEGREES/ DIPLOMAS HELD &amp; AWARDED INSTITUTION:</b>
Winston Sutherland	A+ Computer Technician, Microsoft MCSA/MCSE Prep, Application Architect, The Network Technician, Helpdesk Technician, Information Technology Program, Virtualization Professional Program	Microsoft Certified System Administrator, Microsoft Certified Trainer (MCT); Microsoft Certified Systems Engineer (MCSE) CISCO CCNA, COMPTIA A+, NETWORK +
Paul Goodall	A+ Computer Technician, Microsoft MCSA/MCSE Prep, Application Architect, The Network Technician, Helpdesk Technician, Information Technology, Project Manager Professional (PMP)	Microsoft Certified System Administrator, Microsoft Certified Trainer (MCT); Microsoft Certified Systems Engineer (MCSE) CISCO CCNA, COMPTIA A+, NETWORK +

Harry Hunter	A+ Computer Technician, Microsoft MCSA/MCSE Prep, Application Architect, The Network Technician, Helpdesk Technician, Information Technology Program, Virtualization Professional Program	Microsoft Certified System Administrator, Microsoft Certified Trainer (MCT); Microsoft Certified Systems Engineer (MCSE) CISCO CCNA, COMPTIA A+, NETWORK +
Tim Donaldson	A+ Computer Technician, Microsoft MCSA/MCSE Prep, Application Architect, The Network Technician, Helpdesk Technician, Information Technology Professional. Virtualization Professional.	Microsoft Certified System Administrator, Microsoft Certified Trainer (MCT); Microsoft Certified Systems Engineer (MCSE) CISCO CCNA, COMPTIA A+, NETWORK +