



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

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

eCourseware

New Horizons CLC Career Development Inc. is committed to doing our part to conserve the environment and provide our students with the most technologically advanced “Best Practices” in IT training.

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



With eCourseware, you’ll be able to:

- Access course material on-the-go from your home or office
- Courseware is stored on a flash or thumb drive, so there is no need to tote around heavy books
- Ability to annotate or take notes directly in the eCourseware for future reference
- Download course content to hand-held and other personal electronic devices
- Interactive multimedia functions let you search through text to quickly find topics and answers

Print Name (Eligible Person): _____

Signature: _____

Career Consultant _____

Date: _____



Computer Training Services for:

Montgomery GI Bill

Individual Consumers

Veteran's Administration

Employer Reimbursed Training

Vocational Rehabilitation

MAIN CAMPUS LOCATIONS

Anaheim Campus

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

Burbank Campus

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

Culver City Campus

100 Corporate Pointe, Suite 270
Culver City, CA 90230
(310) 342-3500
BPPE # 3012321

San Diego Campus

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

San Bernardino Campus

451 E. Vanderbilt Way, Suite 250
San Bernardino, CA 92408
(888) 825-6684
BPPE # 3012321

www.nhsocal.com

CALIFORNIA CAREER DEVELOPMENT CATALOG
01/01/2012-12/31/2013

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Revised 8/27/12



Founded in 1982, New Horizons has grown to become the largest training organization in the world for computer software and hardware instruction. New Horizons offers computer education at over 300 campuses worldwide and services the computer and networking needs for thousands of local and international corporate clients. Courses offered include PC software applications, networking, operating systems, graphics, internetworking, hardware and client/server programming along with Project Management, Six Sigma, Solar installation and Healthcare Information.

New Horizons CLC Career Development Inc provides a first rate, quality education, to students entering the Information Systems field for the first time, as well as supplementing the existing knowledge of experienced users. Our goal is to provide the student with a foundation of working knowledge that will allow them to be a success in the workplace. New Horizons CLC Career Development Inc is a private institution and is approved to operate by the Buenu of Private Postsecondary Education (BPPE).

MISSION STATEMENT

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

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

WHY NEW HORIZONS?

If you are looking to upgrade your skills or begin a career in the Information Technology or Healthcare Information Management fields, New Horizons can give you the training which businesses are looking to hire. We have been training employees of thousands of these same businesses for the last 28 years, working with the premier training provider to that industry just makes sense. New Horizons offers a complete, simplified learning solution that focuses on knowledge transfer, retention and skills development.

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

STUDENT SERVICES

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

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

Mentored Learning Classroom

The Mentored Learning Lab hours are posted at each location and subject to change. Labs are open during New Horizons campus business hours.

Authorized Prometric Testing Center

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

Class Repeat Privilege

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

Hands-On Instructor-Led Training

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

INTEGRATED LEARNING

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

- Mentored Learning: Instructor led Education at your own Pace.
- Classroom Learning: traditional instructor-led classroom learning.

THE MENTORED LEARNING CLASSROOM

New Horizons Mentored Learning puts time back in your hands. Flexible course schedules allow you to acquire skills around your daily schedule.

New Horizons knows that time is money and Mentored Learning allows you to maintain productivity and schedule around deadlines while increasing your capabilities.

Benefits of New Horizons Mentored Learning The Mentored Learning Approach

Mentored Learning is an on-demand delivery model - you determine when you attend training and for how long.

- Each workstation includes two computer monitors
- One monitor contains course content
- One monitor has access to a production environment to practice your skills
- A live instructor is your personal mentor and coach
- You set the course pace

Focused Learning

Learn what you need to learn without wasting your time with what you may already know.

- Skill sets are assessed prior to training
- Custom learning path can then be created to fill the knowledge gap
- Focus only on what you need to learn at your pace
- Learn while doing approach increases retention
- Post-assessments track progress and return on investment.

One-On-One Mentoring

Certified Instructors are present to provide ongoing coaching, support and guidance throughout your training.

- One-on-one mentoring increases comprehension of the material
- Blending lecture, hands-on practice and instructor interaction creates a stimulating and effective learning environment
- Mentors answer questions and provide additional instruction

Flexible Scheduling

Flexible schedules allow you to get that added skill set while maintaining your daily schedule.

- Build your training schedule around your work schedule
- Remain productive at work while training
- Ability to control the pace of the course
- Put your newly-learned skills into action immediately

PROGRAM DESCRIPTIONS

MOS –with Business Skills

General Course Description

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

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

Prerequisites

A High school diploma or equivalency is required and New Horizons CLC Career Development Inc. and Microsoft do not strictly define the prerequisites for the MOS Certification. As a result, no preexisting knowledge or skill set is required; however basic computer skills are highly recommended. A good work ethic will help as well!

Acquired Skills

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

Job Titles

Executive Assistant

First-Line Supervisors

Managers of Office and
Administrative Support

Receptionists
Information Clerks

Course Information

| | | | | |
|--|---------------------------------------|---------|---------------------------|-------------------|
| Hours: 448 | Approximately 23 weeks of instruction | Price: | \$6,350.00 | |
| Course | | Lecture | Mentored Learning | Total Hours |
| QuickBooks or Windows 7 | | | | |
| Word | | 24 | 48 | 72 |
| Excel | | 24 | 48 | 72 |
| Power Point | | 16 | 32 | 48 |
| Access | | 48 | 96 | 144 |
| Outlook | | 24 | 48 | 72 |
| Advanced Interpersonal Communication | | 8 | | 8 |
| Business Writing | | 8 | | 8 |
| Effective Presentations | | 8 | | 8 |
| Time Management or Organizational Skills | | 8 | | 8 |
| *One Microsoft Exam Voucher | | | | \$100.00 |
| | | | Total Program Cost | \$6,450.00 |

Microsoft® Office Specialist Certification Program

General Course Description

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

Prerequisites

A High school diploma or equivalency is required and some basic knowledge of Computers.

Acquired Skills

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

The Microsoft Office Specialist program offers certification tracks for a number of Microsoft Office editions—Office 2010, Office 2003 Editions, Office XP, and Office 2000.

Job Titles

Bookkeeping

Accounting

Auditing

Customer Service Representative

Computer Operators

Course Information

| | | | | |
|---|---------------------------------------|---------|-------------------|-------------|
| Hours: 360 | Approximately 18 weeks of instruction | Price: | \$3,500.00 | |
| Course | | Lecture | Mentored Learning | Total Hours |
| Microsoft Office Window 7 Level One, Two | | 16 | 4 | 20 |
| Microsoft Office Word Level One, Two, Three | | 24 | 36 | 60 |
| Microsoft Office Excel Level One, Two, Three | | 24 | 36 | 60 |
| Microsoft Office Outlook Level One, Two, Three | | 24 | 36 | 60 |
| Microsoft Office Power Point Level One, Two | | 16 | 24 | 40 |
| Microsoft Office Access Level One, Two, and Three | | 48 | 72 | 120 |
| MOS Exam Voucher | | | | \$100.00 |
| Total Program Cost | | | \$3,600.00 | |

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

Business Skills Program

General Course Description

The Business Skills Program is a combination of globally recognized MOS applications along with valuable Business skills courses.

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

Prerequisites

A High school diploma or equivalency is required and No preexisting knowledge or skill set is required; however basic computer skills are highly recommended.

Acquired Skills

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

Job Titles

Executive Assistant

Managers of Office and
Administrative Support

Receptionists
Information Clerks

Course Information

| | | | | |
|-----------------------------|---------------------------------------|---------|-------------------|------------------|
| Hours: 340 | Approximately 16 weeks of instruction | Price: | \$5000.00 | |
| Course | | Lecture | Mentored Learning | Total Hours |
| Windows 7 | | 16 | 16 | 32 |
| Word | | 24 | 24 | 48 |
| Excel | | 24 | 24 | 48 |
| Power Point | | 16 | 16 | 32 |
| Outlook | | 24 | 24 | 48 |
| Grammar Skills | | 8 | | 8 |
| Business Writing | | 8 | | 8 |
| Effective Presentations | | 8 | | 8 |
| *One Microsoft Exam Voucher | | | | \$100.00 |
| Total Program Cost | | | | \$5100.00 |

ACE – Adobe Certified Expert Web Specialist Program

General Course Description

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

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

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

Prerequisites

A High school diploma or equivalency is required. New Horizons Computer Learning Centers and Adobe do not strictly define the prerequisites for ACE Web Specialist. As a result, no preexisting knowledge or skill set is required; however basic computer skills are suggested and Creativity/Artistic is a plus

Acquired Skills

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

Job Titles

Web Design

Web-Analyst

Graphic Designer

Marketing Specialist

Course Information

| | | | | |
|----------------------------------|---------------------------------------|---------|-------------------|-------------|
| Hours: 476 | Approximately 25 weeks of instruction | Price: | \$5600.00 | |
| Course | | Lecture | Mentored Learning | Total Hours |
| Power Point | | 16 | 16 | 32 |
| Dreamweaver | | 32 | 46 | 80 |
| InDesign | | 32 | 46 | 76 |
| Acrobat | | 16 | 16 | 32 |
| Web Design for XHTML, HTML & CSS | | 24 | 36 | 60 |
| Photoshop | | 32 | 32 | 64 |
| Illustrator | | 28 | 28 | 56 |
| Flash | | 32 | 44 | 76 |
| Five Adobe Exam Vouchers | | | \$900.00 | |
| Total Program Cost | | | \$6500.00 | |

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

Adobe – Microsoft® Certified Application Program

General Course Description

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

Prerequisites

A High school diploma or equivalency is required. New Horizons Computer Learning Centers and Adobe do not strictly define the prerequisites for ACE Web Specialist. As a result, no preexisting knowledge or skill set is required; however basic computer skills are suggested and Creativity/Artistic is a plus.

Acquired Skills

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

Job Titles

Graphic Designers

Multi-Media Artist and Animators

Executive Secretaries and Administrative Assistants

Receptionist Information Clerks

Course Information

| | | | | |
|--|---------------------------------------|---------|--------------------|-------------|
| Hours: 684 | Approximately 35 weeks of instruction | Price: | \$9400.00 | |
| Course | | Lecture | Mentored Learning | Total Hours |
| Dreamweaver Level One, Two and Three | | 42 | 42 | 84 |
| Web Design for XHTML, HTML & CSS | | 24 | 24 | 48 |
| Acrobat 9.0 | | 28 | 28 | 56 |
| Illustrator Levels One and Two | | 42 | 42 | 84 |
| Photoshop Levels One and Two / Photo Printing & Color / Web Production | | 42 | 42 | 84 |
| Flash levels One and Two | | 42 | 42 | 84 |
| Word Levels One, Two & Three. | | 24 | 16 | 40 |
| Excel Levels One, Two and Three | | 24 | 20 | 44 |
| PowerPoint Levels One and Two | | 24 | 24 | 48 |
| Outlook levels One and Two | | 24 | 24 | 48 |
| Access levels One and Two | | 32 | 32 | 64 |
| *Three Exam Vouchers | | | \$600.00 | |
| Total Program Cost | | | \$10,000.00 | |

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

Adobe Web Design with Microsoft Backend Development

General Course Description

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

Prerequisites

A High school diploma or equivalency is required. New Horizons Computer Learning Centers and Adobe do not strictly define the prerequisites for ACE Web Specialist. As a result, no preexisting knowledge or skill set is required; however basic computer skills are suggested and Creativity/Artistic is a plus.

Acquired Skills

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

Job Titles

Graphic Designers

Multi-Media Artist and Animators

Executive Secretaries and Administrative Assistants

Receptionist Information Clerks

| | | | | |
|--|------------------------------------|---------|--------------------|-------|
| Hours: 602 | Approximately 31 weeks of training | Price: | \$9,640.00 | |
| Course | | Lecture | Mentored Learning | Hours |
| Dreamweaver | | 42 | 42 | 84 |
| Web Design for XHTML, HTML & CSS | | 42 | 42 | 84 |
| Illustrator | | 42 | 42 | 84 |
| Photoshop | | 42 | 42 | 84 |
| Flash | | 28 | 28 | 56 |
| 2778 For T-SQL | | 35 | 35 | 70 |
| 4994 Intro to Programming | | 35 | 35 | 70 |
| 2310 Developing Microsoft ASP.Net Web Applications Using Visual Studio.net | | 35 | 35 | 70 |
| *Two Adobe Exam Vouchers | | | \$360.00 | |
| Total Program Cost | | | \$10,000.00 | |

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

Web Specialist Program

General Course Description

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

Prerequisites

A High school diploma or equivalency is required and Basic computer skills are suggested and Creativity/Artistic is a plus.

Acquired Skills

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

Job Titles

Web Design

Web-Analyst

Graphic Designer

Marketing Specialist

Course Information

| | | | | |
|----------------------------------|---------------------------------------|---------|-------------------|-------------|
| Hours: 296 | Approximately 16 weeks of instruction | Price: | \$5000.00 | |
| Course | | Lecture | Mentored Learning | Total Hours |
| Dreamweaver | | 32 | 32 | 64 |
| Web Design for XHTML, HTML & CSS | | 24 | 24 | 48 |
| Photoshop | | 32 | 32 | 64 |
| Illustrator | | 28 | 28 | 56 |
| Flash | | 32 | 32 | 64 |
| Total Program Cost | | | \$5,000.00 | |

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

Adobe Photoshop for Fine Art Photography

General Course Description

A Five-Part Workshop Series

This academic level course teaches fine art photography theory, themes, visual voice, and the postproduction practices necessary in Adobe Photoshop postproduction for exceptional thematic work. Over 5 learning modules, students learn to: develop a portfolio of thematic work, master fine art capture and post production tools, learn to print on fine art substrates, and acquire the knowledge necessary to develop an audience for sales. This course grows the student's creative processes and skills with a working artist as your mentor.

The Five Workshops

The five workshops begin with a portfolio review of your current work and ends with your participation in the widely attended Fine Art Gallery Exhibition for those photographers who successfully complete all modules. Workshops modules vary from two to three days depending upon the subject, and occur 2-3 weeks apart, which gives the photographer space to produce his or her thematic project.

Prerequisites

A High school diploma or equivalency is required

Acquired Skills

Job Titles

| | | | | |
|-----------------------------|-----------------------|---------------|----------------|-------------|
| Hours: 128 | Approximately 7 Weeks | Price | \$5995.00 | |
| | | Lecture Hours | Workshop Hours | Total Hours |
| Fine Art Fundamentals | | | 16 | 16 |
| Vision Beyond Documentation | | | 24 | 24 |
| Adobe Fine Art Master Tools | | | 32 | 32 |
| Adobe Fine Art Output | | | 32 | 32 |
| Adobe Fine Art Marketing | | | 24 | 24 |
| | Total Program Cost | | | \$5995.00 |

Adobe Workflow Certified Videographer

General Course Description

Students will learn the keys to utilizing video and motion imaging including web commercials, wedding films, birth-announcements, family films, music videos, and films for events. Primary video and motion imaging techniques include storytelling, camera movement, lens selection, creating emotion, audio and editing. This course is designed to acquaint the student with the fundamental concepts, digital cameras and digital photographic processes through computer systems & photo editing software. Mastering Adobe Editing is a key element of this program.

Students will earn a **New Horizons Videographer Certification** after passing a written exam along with submission of an acceptable portfolio (practical exam).

Students will learn to use lenses, stabilization, and work flow to create professional HD films. Whether you are a current filmmaker, photographer, or just starting out this program will help you become an expert to film your projects.

Prerequisites

Basic computer skills are a necessity. A High school diploma or equivalency is required.

Acquired Skills

Properly expose professional shots (iso, aperture ,shutter speed).

The proper use of lenses for varying lighting and shot situations.

Techniques for stabilizing photography units (sliders, jibs, glidecams, tripods, monopods and hand-held mounts). Students will master everything from onboard recording to standalone units and will learn how to edit footage using Adobe products.

Job Titles

DSLR filmmaker & Videographer

| Hours: 269 | Approximately 14 Weeks of Instruction | Price: | | \$10,995.00 |
|------------------------------|---------------------------------------|---------------|----------|--------------------|
| Course | Lecture | Mentored | Workshop | Total |
| Intro to DSLR Video 101 | | 17 | | 17 |
| Basic Camera 101 | 8 | | 8 | 16 |
| Intro to Lightroom | 8 | 16 | | 24 |
| Photoshop Level One | 8 | 16 | | 24 |
| Video Lighting | 4 | | 8 | 12 |
| Rigs & Support | 4 | | 8 | 12 |
| Fashion Videtorial | 4 | | 8 | 12 |
| Production Sound Mixing | 4 | | 8 | 12 |
| Video Fusion | 4 | | 8 | 12 |
| Video Interviews | 4 | | 8 | 12 |
| Video Background Replacement | 4 | | 8 | 12 |
| Production Planning | 8 | | | 8 |
| Music Video | 8 | | 16 | 24 |
| Adobe Editing | 24 | | | 24 |
| Wedding Details | 4 | | | 4 |
| Encoding | 4 | | | 4 |
| Narrative Filmmaking | 8 | | 32 | 40 |
| Total Program Cost | | | | \$10,995.00 |

Adobe Certified Wedding Photographer

General Course Description

This course is designed to acquaint the student with the fundamental concepts, digital cameras and digital photographic processes through computer systems & photo editing software. Learn photographic techniques used by event and wedding photographers. The course is composed of lectures and studio lab workshop assignments. Students will earn a **New Horizons Certification in Wedding Photography** after passing a written exam along with submission of an acceptable portfolio (practical exam).

Prerequisites

Basic computer skills are a necessity. A High school diploma or equivalency is required.

Acquired Skills

Students will gain the foundational skills in lighting and posing that are used by world-class photographers. Incorporating classical, fashion and glamour techniques to shooting situations. Students will expand personal creativity by mastering basic photography skills and fusing the skills with modern styles. Light and pose subjects within minutes with award winning style.

Job Titles

Pro Wedding Photographer
Wedding workflow manager

Course Information

| Hours: 370 | Approximately 19 Weeks of Instruction | | | Price: | \$14,995.00 |
|-------------------------------------|--|-------------------|----------------|---------------------------|--------------------|
| Course | Lecture Hours | Mentored Learning | Workshop Hours | Total Hours | |
| Intro to Wedding Photography 101 | | 10 | | 10 | |
| Basic Camera 101 | 8 | | 8 | 16 | |
| Intermediate Camera 102 | 8 | | 8 | 16 | |
| Intro to Lightroom | 8 | 16 | | 24 | |
| Photoshop Level One | 8 | 16 | | 24 | |
| Creating Images with Impact | 8 | | | 8 | |
| Posing 1, 2 & 3 | 8 | | 24 | 32 | |
| Lighting 1,2 & 3 | 8 | | 24 | 32 | |
| Workflow & Reception | 8 | | 16 | 24 | |
| Business Mgmt, Marketing, Portfolio | 8 | | | 8 | |
| Adobe Lightroom Complete | 24 | 24 | | 48 | |
| Adobe Photoshop Complete | 32 | 32 | | 64 | |
| Adobe Digital Wedding Workflow | 40 | | | 40 | |
| Adobe Album Design | 24 | | | 24 | |
| | | | | Total Program Cost | \$14,995.00 |

Adobe Certified Portrait Photographer

Course Description:

This course provides instruction in basic technical skills of lighting, composition, digital cameras and digital photographic processes through computer systems & photo editing software.

Integrated throughout the course are foundational standards which include reading, writing, math, communication, ethics, interpersonal/team skills, critical thinking, problem solving, safety, technology, and other employment skills. Students are encouraged to demonstrate personal qualities, including responsibility, self-confidence, and self-management. Students will earn a **New Horizons Certification in Studio Portraiture** after passing a written exam along with submission of an acceptable portfolio (practical exam).

Prerequisites

Basic computer skills are a necessity. A High school diploma or equivalency is required.

Acquired Skills

The basics of portraiture.

Students will master the skills needed to photograph babies, families, pregnancy, seniors, adults, groups and couples.

Students will gain the knowledge to be successful in studio portraiture, location portraits and business portraits.

Understanding and professional use of portrait lights (main, fill, hair, back, kick) along with studio lighting (split, short, loop, broad, butterfly).

Special attention will also be given in studio marketing, workflow, print production, ROES lab ordering systems and pricing.

JOB TITLE

Professional Photographer

| Hours 378 | Approximately 19 weeks of instruction | | | Price | \$14,995.00 |
|-------------------------------------|---------------------------------------|----------|----------------|--------------------|-------------|
| Course | Lecture | Mentored | Workshop Hours | Total Hours | |
| Intro to Portrait Photography 101 | | 10 | | 10 | |
| Basic Camera 101 | 8 | | 8 | 16 | |
| Intermediate Camera | 8 | | 8 | 16 | |
| Photoshop Level One | 8 | 16 | | 24 | |
| Intro to Lightroom | 8 | 16 | | 24 | |
| Creating Images with Impact | 8 | | | 8 | |
| Studio Lighting Techniques | 4 | | 16 | 20 | |
| Posing 1 Pregnancy & Newborns | 4 | | 8 | 12 | |
| Posing 2 Fashion/Beauty | 4 | | 8 | 12 | |
| Posing 3 Seniors & Grads | 4 | | 8 | 12 | |
| Posing 4 Boudoir/Pin-up | 4 | | 8 | 12 | |
| Posing 5 Families | 4 | | 8 | 12 | |
| Adobe Lightroom Complete | 24 | 24 | | 48 | |
| Adobe Photoshop Complete | 32 | 32 | | 64 | |
| Perfect Photo Suite | 24 | | | 24 | |
| Adobe Workflow, Marketing & Pricing | 40 | | | 40 | |
| Adobe Album Design | 24 | | | 24 | |
| Total Program Cost | | | | \$14,995.00 | |

Adobe – Microsoft® Certified Application Program

General Course Description

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

Prerequisites

New Horizons Computer Learning Centers and Adobe do not strictly define the prerequisites for ACE Web Specialist. As a result, no preexisting knowledge or skill set is required; however basic computer skills are suggested and Creativity/Artistic is a plus.

Acquired Skills

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

Job Titles

Graphic Designers

Multi-Media Artist and Animators

Executive Secretaries and Administrative Assistants

Receptionist Information Clerks

Course Information

| | | | | |
|--|---------------------------------------|---------|--------------------|-------------|
| Hours: 684 | Approximately 35 weeks of instruction | Price: | \$9400.00 | |
| Course | | Lecture | Mentored Learning | Total Hours |
| Dreamweaver Level One, Two and Three | | 42 | 42 | 84 |
| Web Design for XHTML, HTML & CSS | | 24 | 24 | 48 |
| Acrobat | | 28 | 28 | 56 |
| Illustrator Levels One and Two | | 42 | 42 | 84 |
| Photoshop Levels One and Two / Photo Printing & Color / Web Production | | 42 | 42 | 84 |
| Flash levels One and Two | | 42 | 42 | 84 |
| Word Levels One, Two & Three. | | 24 | 16 | 40 |
| Excel Levels One, Two and Three | | 24 | 20 | 44 |
| PowerPoint Levels One and Two | | 24 | 24 | 48 |
| Outlook levels One and Two | | 24 | 24 | 48 |
| Access levels One and Two | | 32 | 32 | 64 |
| *Three Exam Vouchers | | | \$600.00 | |
| Total Program Cost | | | \$10,000.00 | |

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

CompTIA A+ Certification

General Course Description

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

Audience

A+ is an ideal program for anyone who wishes to gain a basic understanding of computer network technology. The course is suited for novice computer users looking to upgrade their skills in order to successfully perform as an entry-level computer service technician.

Prerequisites

A High school diploma or equivalency is required. New Horizons Computer Learning Centers and CompTIA do not strictly define the prerequisites for A+. As a result, no pre-existing knowledge or skill set involving computer technology is required; however Computers Made Easy is suggested.

Acquired Skills

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

Job Titles

Computer Repair Technician
Hardware Technician

PC / Network Support
Bench Technician

Systems Support
PC Field Technician

Program Information

| | | | | | |
|--|-----|--------------------------------------|---------|-------------------|-------|
| Hours: | 140 | Approximately 8 weeks of instruction | Price: | \$2,995.00 | |
| Course | | | Lecture | Mentored Learning | Hours |
| CompTIA A+ Training – Essentials – IT Tech/Remote Support/Depot Tech | | | 70 | 70 | 140 |
| *Two CompTIA Exam Vouchers and Exam Prep | | | | \$400.00 | |
| Total Program Cost | | | | \$3,395.00 | |

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

CompTIA Network+ Certification

General Course Description

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

Audience

The demand for skilled network support professionals continues to grow, and CompTIA Network+ is a valuable credential to help start or enhance a networking career. In fact, many IT certifications integrate CompTIA Network+ into their curriculums. Microsoft added CompTIA Network+ into their Microsoft Certified Systems Administrator (MCSA) program, and other corporations such as Novell, Cisco, HP, Lotus and 3Com also recognize CompTIA Network+ as part of their certification tracks.

Prerequisites

A High school diploma or equivalency is required and CompTIA along with New Horizons recommend CompTIA A+ training.

Acquired Skills

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

Job Titles

PC / Network Support

Systems Support

PC Field Technician

Program Information

| | | | | | |
|---|-----|--------------------------------------|---------|-------------------|-------------|
| Hours: | 105 | Approximately 7 weeks of instruction | Price: | \$1,995.00 | |
| Course | | | Lecture | Mentored Learning | Total Hours |
| CompTIA Network+ Training | | | 35 | 70 | 105 |
| *One CompTIA Exam Voucher and Exam Prep | | | | \$300.00 | |
| Total Program Cost | | | | \$2,295.00 | |

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

CompTIA A+, Network+

General Course Description

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

Prerequisites

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

Acquired Skills

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

Job Titles

Computer Repair Technician

PC / Network Support

Systems Support

PC Field Technician

Course Information

| | | | | | |
|------------------------------------|-----|---------------------------------------|---------------|-------------------|-------------------|
| Hours: | 245 | Approximately 19 weeks of instruction | Price: | \$5,000.00 | |
| Course | | | Lecture | Mentored Learning | Total Hours |
| CompTIA A+ | | | 70 | 70 | 140 |
| CompTIA Network+ | | | 35 | 70 | 105 |
| *Three Exam Vouchers and Exam Prep | | | | | \$700.00 |
| Total Program Cost | | | | | \$5,700.00 |

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

CompTIA Security + Certification

General Course Description

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

Objective:

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

Prerequisites

A High school diploma or equivalency is required
 A+ Certification
 Network+ Certification
 Server Knowledge

At Course Completion:

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

Job Titles

Security Management
 Computer Security Specialist
 Systems Support

Program Information

| | | | | | |
|---|-----|--------------------------------------|---------------------------|-------------------|-------------------|
| Hours: | 105 | Approximately 7 weeks of instruction | Price: | \$1,995.00 | |
| Course | | | Lecture | Mentored Learning | Total Hours |
| CompTIA Security+ Training | | | 35 | 70 | 105 |
| *One CompTIA Exam Voucher and Exam Prep | | | | | \$300.00 |
| | | | Total Program Cost | | \$2,295.00 |

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

CompTIA Linux+ Certification

General Course Description

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

Prerequisite

A High school diploma or equivalency is required
CompTIA A+, CompTIA Network+

Acquired Skills

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

Job Titles

PC / Desktop Support

Systems Support

Program Information

| | | | | | |
|---|-----|--------------------------------------|---------------------------|-------------------|-------------------|
| Hours: | 105 | Approximately 7 weeks of instruction | Price: | \$2,356.00 | |
| Course | | | Lecture | Mentored Learning | Total Hours |
| CompTIA Linux+ Training | | | 35 | 70 | 105 |
| *Two CompTIA Exam Voucher and Exam Prep | | | | | \$600.00 |
| | | | Total Program Cost | | \$2,956.00 |

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

EC Council - CEH Certified Ethical Hacker

General Course Description

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

Prerequisites

A High school diploma or equivalency is required and Server and Network knowledge and experience

Acquired Skills

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

Job Titles

IT Security Specialist

Systems Security Analyst

Network Administrator

Program Information

| | | | | | |
|--------------------------|-----|---------------------------------------|---------------------------|-------------------|-------------------|
| Hours: | 160 | Approximately 10 weeks of instruction | Price: | \$3,595.00 | |
| Course | | | Lecture | Mentored Learning | Total Hours |
| Certified Ethical Hacker | | | 35 | 125 | 160 |
| *One Exam Voucher | | | | | \$300.00 |
| | | | Total Program Cost | | \$3,895.00 |

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

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

General Course Description

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

Prerequisites

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

Acquired Skills

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

Job Titles

Computer Repair Technician

PC / Network Support

Systems Support

PC Field Technician

Course Information

| | | | | | |
|---------------------------|-----|---------------------------------------|---------|-------------------|-------------------|
| Hours: | 350 | Approximately 19 weeks of instruction | Price: | \$5,673.00 | |
| Course | | | Lecture | Mentored Learning | Total Hours |
| CompTIA A+ | | | 70 | 70 | 140 |
| CompTIA Network+ | | | 35 | 70 | 105 |
| CompTIA Security+ | | | 35 | 70 | 105 |
| *Four Exam Vouchers | | | | | \$1,000.00 |
| Total Program Cost | | | | | \$6,673.00 |

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

Network+, Security+, CASP Certification

SOC 15-1041 Department of Labor- Projection of Jobs Change 2008-2018 +12%

General Course Description

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

Prerequisites

Individuals should have basic knowledge of computers and operating systems.

Acquired Skills

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

Job Titles

PC / Network Support

Systems Support

Course Information

| | | | | |
|---|---------------------------------------|---------|-------------------|-------------|
| Hours: 315 | Approximately 16 weeks of instruction | Price: | \$6995.00 | |
| Course | | Lecture | Mentored Learning | Total Hours |
| CompTIA Network+ | | 35 | 70 | 105 |
| CompTIA Security+ | | 35 | 70 | 105 |
| CompTIA Advanced Security Practitioner (CASP) | | 35 | 70 | 105 |
| *Three CompTIA Exam Prep and Vouchers | | | | |
| Total Program Cost | | | \$6995.00 | |

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

Certified Information Systems Security Professional (CISSP)

General Course Description

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

Prerequisites

A High school diploma or equivalency is required and
Security+
Certified Ethical Hacker

Acquired Skills

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

Job Titles

PC / Network Administrator

Security Analyst

Certified Hacker

Program Information

| | | | | | |
|---|-----|--------------------------------------|---------|-------------------|-------------|
| Hours: | 160 | Approximately 9 weeks of instruction | Price: | \$3,595.00 | |
| Course | | | Lecture | Mentored Learning | Total Hours |
| Certified Information Systems Security Professional (CISSP) | | | 35 | 125 | 160 |
| Total Program Cost | | | | \$3,595.00 | |

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

Computer Hacking Forensics Investigator (CHFI)

General Course Description

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

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

Prerequisites

A High school diploma or equivalency is required

Security+

Certified Ethical Hacker

Acquired Skills

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

Job Titles

PC / Network Administrator

Security Analyst

Certified Hacker

Program Information

| | | | | | |
|--|-----|--------------------------------------|---------------------------|-------------------|-------------------|
| Hours: | 160 | Approximately 9 weeks of instruction | Price: | 3,595.00 | |
| Course | | | Lecture | Mentored Learning | Total Hours |
| Computer Hacking Forensics Investigator (CHFI) | | | 35 | 125 | 160 |
| *One Exam Voucher | | | | | \$300.00 |
| | | | Total Program Cost | | \$3,895.00 |

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

Security Professional Program

General Course Description

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

Prerequisites

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

Acquired Skills

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

Job Titles

PC / Network Administrator

Security Analyst

Certified Hacker

Program Information

| | | | | | |
|--|-----|---------------------------------------|---------|-------------------|-------------|
| Hours: | 425 | Approximately 23 weeks of instruction | Price: | \$7,700.00 | |
| Course | | | Lecture | Mentored Learning | Total Hours |
| CompTIA Security + | | | 35 | 70 | 105 |
| Certified Ethical Hacker (CEH) OR Computer Hacking Forensics Investigator (CHFI) | | | 35 | 125 | 160 |
| Certified Information Systems Security Professional (CISSP) | | | 35 | 125 | 160 |
| *Two Exam Vouchers (CISSP Voucher not Included) and Exam Prep (CISSP not Included) | | | | \$800.00 | |
| Total Program Cost | | | | \$8,500.00 | |

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

Security Professional Program with Computer Hacking Forensics Investigator (CHF)

General Course Description

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

Prerequisites

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

Acquired Skills

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

Job Titles

PC / Network Administrator

Security Analyst

Certified Hacker

Program Information

| | | | | | |
|--|-----|---------------------------------------|---------|--------------------|-------------|
| Hours: | 585 | Approximately 32 weeks of instruction | Price: | \$8,600.00 | |
| Course | | | Lecture | Mentored Learning | Total Hours |
| CompTIA Security + | | | 35 | 70 | 105 |
| Certified Ethical Hacker (CEH) | | | 35 | 125 | 160 |
| Computer Hacking Forensics Investigator (CHF) | | | 35 | 125 | 160 |
| Certified Information Systems Security Professional (CISSP) | | | 35 | 125 | 160 |
| *Three Exam Vouchers (CISSP Voucher not Included) and Exam Prep (CISSP not Included) | | | | \$900.00 | |
| Total Program Cost | | | | \$10,000.00 | |

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

Cisco® Certified Entry Networking Technician Program (CCENT)

General Course Description

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

Audience

Those who are looking to gain access to entry level network support positions

Prerequisites

A High school diploma or equivalency is required and CompTIA Network+

Acquired Skills

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

Job Titles:

Entry Level Network Support WAN/LAN Administrator Network Technician
Help Desk Support

Course Information

| | | | | | |
|--|-----|--------------------------------------|---------------------------|-------------------|-------------------|
| Hours: | 105 | Approximately 7 weeks of instruction | Price: | \$2,995.00 | |
| Course | | | Lecture | Mentored Learning | Total Hours |
| Interconnect Cisco Network Devices-ICND Part 1 | | | 35 | 70 | 105 |
| *One Cisco Exam Voucher and Exam Prep | | | | | \$200.00 |
| | | | Total Program Cost | | \$3,195.00 |

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

Cisco® Certified Networking Administrator Program (CCNA)

General Course Description

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

Audience

This course is appropriate for Network Administrators, Network Engineers, Systems Administrators, IT Professionals, IS Administrators, Network Technicians, and Technical Support Specialists.

Prerequisites

A High school diploma or equivalency is required and Student needs to complete the CompTIA - Network+ course or comparable experience showing an understanding of networking concepts and networking fundamentals.

Acquired Skills

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

Job Titles:

Network Administrator

Support Engineer

Network Technician

LAN/WAN Administrator

Course Information

| | | | | | |
|--|-----|---------------------------------------|---------------------------|-------------------|-------------------|
| Hours: | 210 | Approximately 12 weeks of instruction | Price: | \$5,295.00 | |
| Course | | | Lecture | Mentored Learning | Total Hours |
| Interconnect Cisco Network Devices-ICND Part 1 | | | 35 | 70 | 105 |
| Interconnect Cisco Network Devices-ICND Part 2 | | | 35 | 70 | 105 |
| *Two Cisco Exam Vouchers and Exam Prep | | | | | \$400.00 |
| | | | Total Program Cost | | \$5,695.00 |

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

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

General Course Description

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

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

Audience

This course is appropriate for experienced Network Administrators, Network Engineers, Systems Administrators, IT Professionals, IS Administrators, Network Technicians, and Technical Support Specialists.

Prerequisites

A High school diploma or equivalency is required and Student should have Help Desk or Server experience. It is recommended that student has successfully completed CompTIA A+

Acquired Skills

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

Job Titles:

Network Administrator

Support Engineer

Network Technician

LAN/WAN Administrator

Course Information

| | | | | | |
|--|-----|---------------------------------------|---------------------------|-------------------|-------------------|
| Hours: | 220 | Approximately 12 weeks of instruction | Price: | \$5,000.00 | |
| Course | | | Lecture | Mentored Learning | Total Hours |
| CompTIA Network+ Training | | | 35 | 75 | 110 |
| Interconnect Cisco Network Devices-ICND Part 1 | | | 35 | 75 | 110 |
| *One Cisco Exam Vouchers & One CompTIA Voucher and Exam Prep | | | | | \$500.00 |
| | | | Total Program Cost | | \$5,500.00 |

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

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

General Course Description

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

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

Audience

This course is appropriate for experienced Network Administrators, Network Engineers, Systems Administrators, IT Professionals, IS Administrators, Network Technicians, and Technical Support Specialists.

Prerequisites

A High school diploma or equivalency is required and Student should have Help Desk or Server experience. It is recommended that student has successfully completed CompTIA A+

Acquired Skills

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

Job Titles:

Network Administrator

Support Engineer

Network Technician

LAN/WAN Administrator

Course Information

| | | | | | |
|--|-----|---------------------------------------|---------------------------|-------------------|-------------------|
| Hours: | 320 | Approximately 16 weeks of instruction | Price: | \$6,295.00 | |
| Course | | | Lecture | Mentored Learning | Total Hours |
| CompTIA Network+ Training | | | 35 | 75 | 110 |
| Interconnect Cisco Network Devices-ICND Part 1 | | | 35 | 70 | 105 |
| Interconnect Cisco Network Devices-ICND Part 2 | | | 35 | 70 | 105 |
| *Two Cisco Exam Vouchers & One CompTIA Voucher and Exam Prep | | | | | \$700.00 |
| | | | Total Program Cost | | \$6,995.00 |

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

Cisco® Certified Networking Administrator Program (CCNA) with Specialization

General Course Description

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

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

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

Audience

This course is appropriate for experienced Network Administrators, Network Engineers, Systems Administrators, IT Professionals, IS Administrators, Network Technicians, and Technical Support Specialists.

Prerequisites

A High school diploma or equivalency is required and Student should have Help Desk or Server experience. It is recommended that student has successfully completed CompTIA Network+

Acquired Skills

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

Job Titles:

Network Administrator Support Engineer Network Technician

LAN/WAN Administrator

Course Information

| | | | | | |
|---|-----|---------------------------------------|---------------------------|-------------------|------------------|
| Hours: | 320 | Approximately 16 weeks of instruction | Price: | \$7500.00 | |
| Course | | | Lecture | Mentored Learning | Total Hours |
| Implementing Cisco IOS Network Security (IINS) or Introducing Cisco Voice and Unified Communications Administration v8.0 (ICOMM) or Implementing Cisco Unified Wireless Networking Essentials (IUWNE) | | | 35 | 75 | 110 |
| Interconnect Cisco Network Devices-ICND Part 1 | | | 35 | 70 | 105 |
| Interconnect Cisco Network Devices-ICND Part 2 | | | 35 | 70 | 105 |
| *Three Cisco Exam Vouchers | | | | | \$600.00 |
| | | | Total Program Cost | | \$8100.00 |

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

Cisco® Professional Program (CCNP)

General Course Description

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

Audience

This course is appropriate for Network Administrators, Network Engineers, Systems Administrators, IT Professionals, IS Administrators, Network Technicians, and Technical Support Specialists.

Prerequisites

- Candidates should have six to 12 months of experience implementing and administering a desktop operating system, implementing and administering a network operating system, and managing an existing network infrastructure.
- A CCNA certification is a prerequisite for registering for CCNP exams.
- A High school diploma or equivalency is required

Acquired Skills

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

Job Titles:

Network Administrator Level 2 Support Engineer Network Technician
Deployment Engineer

Course Information

| | | | | | |
|--|-----|---------------------------------------|---------|--------------------|-------------|
| Hours: | 525 | Approximately 31 weeks of instruction | Price: | \$10,500.00 | |
| Course | | | Lecture | Mentored Learning | Total Hours |
| Implementing Cisco IP Routing (ROUTE) | | | 35 | 140 | 175 |
| Implementing Cisco IP Switched Networks (SWITCH) | | | 35 | 140 | 175 |
| Troubleshooting and Maintaining Cisco IP Networks (TSHOOT) | | | 35 | 140 | 175 |
| *Three Cisco Exam Vouchers and Exam Preps | | | | 500.00 | |
| Total Program Cost | | | | \$11,000.00 | |

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

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

General Course Description

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

Audience

This course is appropriate for experienced Network Administrators, Network Engineers, Systems Administrators, IT Professionals, IS Administrators, Network Technicians, and Technical Support Specialists.

Prerequisites

Student must have an active CCNA and A High school diploma or equivalency is required

Acquired Skills

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

Job Titles:

Network Administrator Support Engineer Network Technician LAN/WAN Administrator

Course Information

| | | | | | |
|--|-----|---------------------------------------|---------|--------------------|--------------------|
| Hours: | 875 | Approximately 49 weeks of instruction | Price: | \$17,500.00 | |
| Course | | | Lecture | Mentored Learning | Total Hours |
| Implementing Cisco IOS Network Security (IINS) v1.0 | | | 35 | 140 | 175 |
| Securing Networks with Cisco Routers and Switches (SECURE) v1.0 | | | 35 | 140 | 175 |
| Implementing Cisco Intrusion Prevention System v7.0 (IPS v7.0) | | | 35 | 140 | 175 |
| Deploying Cisco ASA Firewall Solutions v1.0 (FIREWALL v1.0) | | | 35 | 140 | 175 |
| Deploying Cisco ASA VPN Solutions (VPN v1.0) | | | 35 | 140 | 175 |
| *Five Cisco Exam Vouchers | | | | | \$1,000.00 |
| Total Program Cost | | | | | \$18,500.00 |
| | | | | | |

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

Cisco® Certified CCNP Wireless Certification

General Course Description

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

Audience

This course is appropriate for experienced Network Administrators, Network Engineers, Systems Administrators, IT Professionals, IS Administrators, Network Technicians, and Technical Support Specialists.

Prerequisites

Student must have an active CCNA and A High school diploma or equivalency is required

Acquired Skills

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

Job Titles:

Network Administrator Support Engineer Network Technician

LAN/WAN Administrator

Course Information

| | | | | | |
|---|-----|---------------------------------------|---------------------------|-------------------|--------------------|
| Hours: | 875 | Approximately 44 weeks of instruction | Price: | \$16,000.00 | |
| Course | | | Lecture | Mentored Learning | Total Hours |
| Conducting Cisco Unified Wireless Site Survey (CUWSS) | | | 35 | 140 | 175 |
| Implementing Cisco Unified Wireless Voice Networks (IUWVN) | | | 35 | 140 | 175 |
| Implementing Cisco Unified Mobility Services (IUWMS) | | | 35 | 140 | 175 |
| Implementing Advanced Cisco Unified Wireless Security (IAUWS) | | | 35 | 140 | 175 |
| Implementing Cisco Unified Wireless Networking Essentials (IUWNE) | | | 35 | 140 | 175 |
| *Five Cisco Exam Vouchers | | | | | \$1,000.00 |
| | | | Total Program Cost | | \$17,000.00 |

Cisco® Certified Network Professional Program (CCNP) Voice

General Course Description

Cisco Certified Voice Professional (CCNP®Voice) validates advance knowledge and skills required to integrate into underlying network architectures. Furthermore, this certification validates a robust set of skills in implementing, operating, configuring, and troubleshooting a converged IP network. With a CCNP Voice certification, a network professional can help create a telephony solution that is transparent, scalable, and manageable.

Audience

This course is appropriate for experienced Network Administrators, Network Engineers, Systems Administrators, IT Professionals, IS Administrators, Network Technicians, and Technical Support Specialists.

Prerequisites

Student must have an active CCNA and A High school diploma or equivalency is required

Acquired Skills

The CCNP Voice curriculum focuses on Cisco Unified Communications Manager (formerly Unified CallManager), quality of service (QoS), gateways, gatekeepers, IP phones, voice applications, and utilities on Cisco routers and Cisco Catalyst switches.

Job Titles:

Network Administrator Support Engineer Network Technician LAN/WAN Administrator

Course Information

| | | | | | |
|--|------|---------------------------------------|---------|-------------------|--------------------|
| Hours: | 1050 | Approximately 52 weeks of instruction | Price: | \$19,200.00 | |
| Course | | | Lecture | Mentored Learning | Total Hours |
| Introducing Cisco Voice and Unified Communications Administration v8.0 (ICOMM) | | | 35 | 140 | 175 |
| Implementing Cisco Voice Communications and QoS v8.0 (CVOICE v8.0) | | | 35 | 140 | 175 |
| Implementing Cisco Unified Communications Manager, Part 1 v8.0 (CIPT1 v8.0) | | | 35 | 140 | 175 |
| Implementing Cisco Unified Communications Manager, Part 2 v8.0 (CIPT1 v8.0) | | | 35 | 140 | 175 |
| Troubleshooting Cisco Unified Communications v8.0 (TVOICE v8.0) | | | 35 | 140 | 175 |
| Integrating Cisco Unified Communications Applications v8.0 (CAPPS v8.0) | | | 35 | 140 | 175 |
| *Six Cisco Exam Vouchers and Exam Preps | | | | | \$1,200.00 |
| Total Program Cost | | | | | \$20,400.00 |

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

Cisco® Certified Networking Program With Security (CCNA) (CCNP) (Voice, Wireless and Security) with CompTIA - Network+, CISSP, CEH, CFI

General Course Description

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

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

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

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

Cisco Certified Voice Professional (CCNP®Voice) validates advance knowledge and skills required to integrate into underlying network architectures. Furthermore, this certification validates a robust set of skills in implementing, operating, configuring, and troubleshooting a converged IP network. With a CCNP Voice certification, a network professional can help create a telephony solution that is transparent, scalable, and manageable.

Audience

This course is appropriate for experienced Network Administrators, Network Engineers, Systems Administrators, IT Professionals, IS Administrators, Network Technicians, and Technical Support Specialists.

Prerequisites

A High school diploma or equivalency is required and Student should have Help Desk or Server experience. It is recommended that student has successfully completed CompTIA A+

Acquired Skills

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

Job Titles:

Network Administrator

Support Engineer

Network Technician

LAN/WAN Administrator

Course Information

| | | | | | |
|---|------|--|---------|--------------------|-------------|
| Hours: | 2100 | Approximately 105 weeks of instruction | Price: | \$38,000.00 | |
| Course | | | Lecture | Mentored Learning | Total Hours |
| CompTIA Network+ Training | | | 35 | 140 | 175 |
| Interconnect Cisco Network Devices-ICND Part 1 | | | 35 | 140 | 175 |
| Interconnect Cisco Network Devices-ICND Part 2 | | | 35 | 140 | 175 |
| Implementing Cisco IOS Network Security (IINS) v1.0 | | | 35 | 140 | 175 |

| | | | |
|---|----|-----|--------------------|
| Implementing Cisco IP Routing (<u>ROUTE</u>) | 35 | 140 | 175 |
| Implementing Cisco IP Switched Networks (<u>SWITCH</u>) | 35 | 140 | 175 |
| Troubleshooting and Maintaining Cisco IP Networks (<u>TSHOOT</u>) | 35 | 140 | 175 |
| Introducing Cisco Voice and Unified Communications Administration v8.0 (<u>ICOMM</u>) | 35 | 140 | 175 |
| Implementing Cisco Unified Wireless Networking Essentials (<u>IUWNE</u>) | 35 | 140 | 175 |
| Certified Ethical Hacker | 35 | 140 | 175 |
| CISSP | 35 | 140 | 175 |
| Certified Forensics Investigator | 35 | 140 | 175 |
| *8 Cisco Exam Vouchers & One CompTIA Voucher | | | 1,900.00 |
| Total Program Cost | | | \$39,900.00 |

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

Citrix Certified Administrator for Virtualization and MCITP – Microsoft® Certified IT Professional Enterprise Administrator

General Course Description

The Microsoft Certified IT Professional (MCITP) credential is the leading certification for Windows Enterprise Administrator, providing widely recognized, objective validation of your ability to perform critical, current IT job roles by using Microsoft technologies to their best advantage. Citrix Certified Administrator is the leading certification for virtual application, desktop, and server technology, validating your knowledge of Citrix implementation in the Enterprise.

Audience

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

Prerequisites

A High school diploma or equivalency is required and The MCITP Enterprise Administrator is an advanced certification for Windows Server Enterprise Administrators. It is expected that candidates pursuing this certification have a minimum of one year experience working with Windows Server products.

Acquired Skills

The MCITP Server 2008 Enterprise Administrator is an advanced certification for Windows Server 2008 Network Administrators. Individuals who successfully complete this program will be able to design and implement enterprise infrastructure systems using the Microsoft Windows platform and Microsoft server software, based on analysis of business needs. Citrix Certified Administrators can effectively centralize and manage virtual desktops and applications in a datacenter environment and deliver them to users anywhere. CCAs can build proof-of concept and production environments.

Job Titles

| | | | |
|---------------------------------|------------------------------|-----------------------------|----------------------|
| Window Enterprise Administrator | Server Systems Administrator | Network administrator | Citrix Administrator |
| Virtualization Engineer | Server Farm Administrator | Remote Access Administrator | VDI Specialist |

| | | | | | |
|---|------|--|---------|--------------------|-------------|
| Hours: | 2076 | Approximately 104 weeks of instruction | Price: | \$37,500.00 | |
| Course | | | Lecture | Mentored Learning | Total Hours |
| A+ Certificate | | | 70 | 210 | 280 |
| Network+ Certificate | | | 35 | 105 | 140 |
| 6292 Installing and Configuring Windows 7 | | | 21 | 63 | 84 |
| 6293 Troubleshooting and Supporting Windows 7 in the Enterprise | | | 21 | 63 | 84 |
| 10135 Configuring, Managing and Troubleshooting Microsoft Exchange Server 2010 | | | 35 | 105 | 140 |
| 6421 Configuring and Troubleshooting a Windows Server 2008 Network Infrastructure | | | 35 | 105 | 140 |
| 6418 Deploying Windows Server 2008 | | | 21 | 63 | 84 |

| | | | |
|--|----|-----|--------------------|
| 6427 Configuring and Troubleshooting Internet Information Services 7.0 in Windows Server 2008 | 21 | 63 | 84 |
| 6428 Configuring and Troubleshooting Windows Server 2008 Terminal Services | 14 | 38 | 52 |
| 6419 Configuring, Managing, and Maintaining Windows Server 2008 Server | 35 | 105 | 140 |
| Configuring and Troubleshooting Windows Server Active Directory Domain Services | 35 | 105 | 140 |
| 6426 Configuring Identity and Access Solutions with Windows Server Active Directory | 21 | 63 | 84 |
| 6435 Designing a Windows Server 2008 Network Infrastructure | 35 | 105 | 140 |
| 6436 Designing a Windows Server 2008 Active Directory Infrastructure and Services | 35 | 105 | 140 |
| CXA-204: XenApp Administration Certification <i>Citrix Certified Administrator for XenApp</i> | 35 | 35 | 70 |
| CXA-300: XenApp Advanced Administration Certification <i>Citrix Certified Advanced Administrator for XenApp</i> | 35 | 35 | 70 |
| CXD-202: XenDesktop Administration Certification <i>Citrix Certified Administrator for XenDesktop</i> | 35 | 35 | 70 |
| CXS-202: XenServer Administration Certification <i>Citrix Certified Administrator for XenServer</i> | 35 | 35 | 70 |
| 6437 Designing a Windows Server 2008 Applications Infrastructure | 21 | 43 | 64 |
| *Five Microsoft Exam Vouchers , Three CompTIA Exam Vouchers | | | \$1,700.00 |
| Total Program Cost | | | \$39,200.00 |

MCTS – Microsoft® Certified Technician Specialist Program

General Course Description

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

Audience

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

Prerequisites

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

Acquired Skills

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

Job Titles

Help Desk

PC Technician

PC/Desktop Support Analyst

Course Information

| | | | | |
|--|---------------------------------------|---------------|-------------------|-------------------|
| Hours: 203 | Approximately 11 weeks of instruction | Price: | \$5,000.00 | |
| Course | | Lecture | Mentored Learning | Total Hours |
| CompTIA A+ | | 70 | 70 | 140 |
| 6292 Installing and Configuring Windows 7 Client | | 21 | 42 | 63 |
| *One Microsoft Exam Vouchers & Two CompTIA Exam Vouchers | | | | \$600.00 |
| Total Program Cost | | | | \$5,600.00 |

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

MCDST/MCTS – Microsoft® Certified Desktop Support Technician Program

General Course Description

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

Audience

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

Prerequisites

A High school diploma or equivalency is required and An MCDST candidate should have 6-12 months of experience supporting end-users of a desktop operating system.

Acquired Skills

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

Job Titles

Help Desk

PC Technician

PC/Desktop Support Analyst

Course Information

| | | | | |
|---|---------------------------------------|---------------|-------------------|-------------|
| Hours: 280 | Approximately 14 weeks of instruction | Price: | \$5,995.00 | |
| Course | | Lecture | Mentored Learning | Total Hours |
| CompTIA A+ | | 70 | 70 | 140 |
| CompTIA Network+ | | 35 | 35 | 70 |
| 6292 Installing and Configuring Windows 7 Client | | 35 | 35 | 70 |
| One Microsoft Exam Vouchers & Three CompTIA Exam Vouchers | | | \$900.00 | |
| Total Program Cost | | | \$6,895.00 | |

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

Microsoft® Certified Desktop Support Technician MCAS Program

General Course Description

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

Audience

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

Prerequisites

A High school diploma or equivalency is required and the candidate should be familiar with PC.

Acquired Skills

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

Job Titles

Help Desk

PC Technician

PC/Desktop Support Analyst

Course Information

| | | | | |
|--|---------------------------------------|---------------|--------------------|-------------|
| Hours: 659 | Approximately 35 weeks of instruction | Price: | \$8,975.00 | |
| Course | | Lecture | Mentored Learning | Total Hours |
| CompTIA A+ | | 70 | 98 | 168 |
| CompTIA Network+ | | 35 | 55 | 90 |
| 6292 Supporting Users for Microsoft Windows 7 | | 21 | 42 | 63 |
| 6293 Troubleshooting and Supporting Windows 7 in the Enterprise | | 21 | NA | 21 |
| Microsoft Office Windows 7 Level One, Two | | 16 | 16 | 32 |
| Microsoft Office Word Level One, Two, Three | | 24 | 24 | 48 |
| Microsoft Office Excel Level One, Two, Three | | 24 | 24 | 48 |
| Microsoft Office Outlook Level One, Two, Three | | 24 | 24 | 48 |
| Microsoft Office Power Point Level One, Two | | 16 | 16 | 32 |
| Microsoft Office Access Level One, Two, and Three | | 48 | 61 | 109 |
| *Two Microsoft Exam Vouchers & Three CompTIA Exam Vouchers and Exam Prep | | | \$1,100.00 | |
| Total Program Cost | | | \$10,075.00 | |

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

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

General Course Description

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

Prerequisites

A High school diploma or equivalency is required

Acquired Skills

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

Job Titles:

Computer and Network Support Specialist

Network and Computer Systems Administrators

Course Information

| | | | | | |
|--|-----|---------------------------------------|---------|--------------------|-------------|
| Hours: | 679 | Approximately 32 weeks of instruction | Price: | \$8,995.00 | |
| Course | | | Lecture | Mentored Learning | Total Hours |
| CompTIA A+ Training – Essentials IT/Remote/Depot/Technician | | | 70 | 70 | 140 |
| CompTIA Network+ Training | | | 35 | 35 | 70 |
| Interconnect Cisco Network Devices-ICND Part 1 | | | 35 | 35 | 70 |
| CompTIA Linux+ | | | 35 | 35 | 70 |
| Fundamentals of Windows Server Network Infrastructure and Application Platform | | | 35 | 35 | 70 |
| Fundamentals of Microsoft Server Active Directory | | | 21 | 21 | 42 |
| Configuring and Troubleshooting a Windows Server Network Infrastructure | | | 35 | 35 | 70 |
| 6292 Installing and Configuring Windows 7 | | | 21 | 35 | 56 |
| 6293 Troubleshooting and Supporting Windows 7 in the Enterprise | | | 21 | NA | 21 |
| CompTIA Security+ | | | 35 | 35 | 70 |
| *Five CompTIA, Two Microsoft and One Cisco Exam Vouchers | | | | | \$1,800.00 |
| Total Program Cost | | | | \$10,795.00 | |

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

MCTS - Microsoft® Junior Server Administrator with Linux and CompTIA - Security+ With Healthcare IT Specialization

General Course Description

Student will receive Basic Computer training to Networking to Server Administration. This program offers a rounded education in the IT Networking Server World. The Microsoft Windows Server 2008 Junior Server Administrator Program at New Horizons of Southern California is designed to give you in-depth, current skills on network infrastructure using Windows Server 2008. Prerequisites Student should be familiar with personal computers and the Windows operating system and have a good idea of how to use basic computer applications. This is a beginning course that will introduce the student to the network world starting with the basic hardware of A+ and network world with Net +. The Medical Coding and Billing Program is designed to empower students with skills and knowledge that will increase their workplace competence and advantage. The balanced training program covers industry specification preparation for Coding, Billing and Insurance, and Microsoft Office computer technologies.

Prerequisites

A High school diploma or equivalency is required

Acquired Skills

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

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

- Identify the administrative roles and understand the various concepts and skills necessary, to function in the medical environment.
- Demonstrate an understanding of medical terminology, basic anatomy and physiology, medical ethics and legal aspects, and privacy and security issues.
- Demonstrate competency and the application of administrative skills and procedures needed for the medical administrative assistant to function in a health care setting.
- Demonstrate proficiency and application of various computer applications related to health care, including word processing, excel, time and contact management and presentation software, computerized medical office management.
- Demonstrate understanding of the insurance systems and the application of billing and reimbursement techniques.
- Demonstrate the necessary level of professionalism, responsibility, flexibility, organization, and skill in human relations and customer service to enter the health care field.

Job Titles:

Hospital Computer and Network Support Specialist

Hospital Network and Computer Systems Administrators

Course Information

| | | | | | |
|---|------|--|---------|-------------------|-------------|
| Hours: | 2014 | Approximately 104 weeks of instruction | Price: | \$35,000.00 | |
| Course | | | Lecture | Mentored Learning | Total Hours |
| CompTIA A+ Training – Essentials IT/Remote/Depot/Technician | | | 70 | 210 | 280 |
| CompTIA Network+ Training | | | 35 | 105 | 140 |

| | | | |
|---|----|------------------------------|--------------------|
| Interconnect Cisco Network Devices-ICND Part 1 | 35 | 105 | 140 |
| CompTIA Linux+ | 35 | 105 | 140 |
| 6420 Fundamentals of Windows Server Network Infrastructure and Application Platform | 35 | 105 | 140 |
| 6419 Configuring, Managing, and Maintaining Windows Server 2008 Server | 35 | 105 | 140 |
| 6421 Configuring and Troubleshooting a Windows Server Network Infrastructure | 35 | 105 | 140 |
| 6292 Installing and Configuring Windows 7 | 21 | 63 | 84 |
| 6293 Troubleshooting and Supporting Windows 7 in the Enterprise | 21 | 63 | 84 |
| CompTIA Security+ | 35 | 105 | 140 |
| Medical Office Procedures and Administration | 32 | 64 | 96 |
| Computers and Office Applications: MOS Series | 32 | 64 | 96 |
| Human Anatomy, Physiology & Medical Terminology | 64 | 128 | 192 |
| Insurance and Billing, and Coding Essentials: Series | 54 | 108 | 162 |
| HIPAA Overview: Privacy and Security OLA | 0 | 40 | 40 |
| Six CompTIA Exam Vouchers Two Microsoft Exam Vouchers One Cisco Exam Voucher & Exam Preps | | | \$2,000.00 |
| | | Total Cost Of Program | \$37,000.00 |

MCTS – Microsoft® Windows Server Admin

General Course Description

The Microsoft Windows Server 2008 Junior Server Administrator Program at New Horizons of Southern California is designed to give you in-depth, current skills on network infrastructure using Windows Server 2008. Learn to troubleshoot hardware and software problems that may affect network processing and routing operations. Analyze immediate networks issues, and apply solutions.

Audience

The goal of this program is to prepare you to provide support for IT systems including day-to-day operations, monitoring, and problem resolution for network problems. Windows 2008 Junior Server Administrators assist in administration, troubleshooting, and support of operating systems, servers, and applications.

Prerequisites

This individual should have a good idea of how to use basic computer applications. This is a beginning course that will introduce the student to the network world starting with the basic hardware of A+ and network world with Net +and A High school diploma or equivalency is required

Acquired Skills

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

Job Titles

Network Administrator Network Technician PC/Network Support Desktop Support

Course Information

| | | | | |
|--|---------------------------------------|---------|-------------------|-------------|
| Hours: 224 | Approximately 12 weeks of instruction | Price: | \$5500.00 | |
| Course | | Lecture | Mentored Learning | Total Hours |
| 6420 Fundamentals of Windows Server 2008 Network Infrastructure and Application Platform or 10135 Configuring, Managing and Troubleshooting Microsoft Exchange Server 2010 | | 35 | 21 | 56 |
| 6419 Configuring, Managing, and Maintaining Windows Server 2008 Server | | 35 | 21 | 56 |
| 6421 Configuring and Troubleshooting a Windows Server 2008 Network Infrastructure | | 35 | 21 | 56 |
| 6422 Implementing and Managing Windows Server 2008 Hyper V or CompTIA Security+ | | 35 | 21 | 56 |
| Two Microsoft Exams Exam Vouchers and One CompTIA Exam Voucher and Exam Prep | | | \$700.00 | |
| Total Program Cost | | | \$6,200.00 | |

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

MCTS – Microsoft® Certified Technician Specialist Program

General Course Description

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

Audience

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

Prerequisites

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

Acquired Skills

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

Job Titles

Help Desk

PC Technician

PC/Desktop Support Analyst

Course Information

| | | | | |
|--|---------------------------------------|---------------|-------------------|-------------|
| Hours: 228 | Approximately 12 weeks of instruction | Price: | \$5,600.00 | |
| Course | | Lecture | Mentored Learning | Total Hours |
| CompTIA A+ | | 70 | 70 | 140 |
| 6292 Installing and Configuring Windows 7 Client | | 24 | 48 | 72 |
| Interpersonal Communications | | 16 | NA | 16 |
| *One Microsoft Exam Vouchers & Two CompTIA Exam Vouchers and Exam Prep | | | \$600.00 | |
| Total Program Cost | | | \$6,200.00 | |

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

MCTS – Microsoft® Windows Server Junior Server Administrator

General Course Description

The Microsoft Windows Server 2008 Junior Server Administrator Program at New Horizons of Southern California is designed to give you in-depth, current skills on network infrastructure using Windows Server 2008. Learn to troubleshoot hardware and software problems that may affect network processing and routing operations. Analyze immediate networks issues, and apply solutions.

Audience

The goal of this program is to prepare you to provide support for IT systems including day-to-day operations, monitoring, and problem resolution for network problems. Windows 2008 Junior Server Administrators assist in administration, troubleshooting, and support of operating systems, servers, and applications.

Prerequisites

This individual should have a good idea of how to use basic computer applications. This is a beginning course that will introduce the student to the network world starting with the basic hardware of A+ and network world with Net +.and A High school diploma or equivalency is required

Acquired Skills

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

Job Titles

Network Administrator Network Technician PC/Network Support Desktop Support

Course Information

| | | | | |
|---|---------------------------------------|---------|-------------------|-------------|
| Hours: 434 | Approximately 23 weeks of instruction | Price: | \$6,585.00 | |
| Course | | Lecture | Mentored Learning | Total Hours |
| CompTIA A+ Certification | | 70 | 84 | 154 |
| CompTIA Network + Certification | | 35 | 35 | 70 |
| 6419 Configuring, Managing, and Maintaining Windows Server 2008 Server | | 35 | 35 | 70 |
| 6421 Configuring and Troubleshooting a Windows Server 2008 Network Infrastructure | | 35 | 35 | 70 |
| CompTIA Security+ | | 35 | 35 | 70 |
| One Microsoft and Three CompTIA Exams and Exam Prep | | | \$900 | |
| Total Program Cost | | | \$7,485.00 | |

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

MCITP – Microsoft® Certified IT Professional Windows Server 2008 Administrator

General Course Description

The Microsoft Certified IT Professional (MCITP) credential is the leading certification for Windows Server 2008, providing widely recognized, objective validation of your ability to perform critical, current IT job roles by using Microsoft technologies to their best advantage.

Audience

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

Prerequisites

It is expected that candidates pursuing this certification have a minimum of one year experience working with Windows Server products completion of either Network+ or A+.and A High school diploma or equivalency is required

Acquired Skills

The MCITP Server 2008 Administrator is an advanced certification for Windows Server 2008 Network Administrators. Individuals who successfully complete this program will be able to design and implement infrastructure systems using the Microsoft Windows platform and Microsoft server software, based on analysis of business needs, install, configure, and troubleshoot network systems.

Job Titles

Window Server administrator

Server Systems Administrator

Network administrator

Monitoring operator

Course Information

| | | | | |
|---|---------------------------------------|---------|-------------------|-------------|
| Hours: 574 | Approximately 29 weeks of instruction | Price: | \$8,610.00 | |
| Course | | Lecture | Mentored Learning | Total Hours |
| CompTIA A+ Certificate | | 70 | 70 | 140 |
| CompTIA Network+ Certificate | | 35 | 35 | 70 |
| 6419 Configuring, Managing, and Maintaining Windows Server 2008 Server | | 35 | 35 | 70 |
| 6425 Configuring Windows Server 2008 Active Directory Domain Services | | 35 | 35 | 70 |
| 6426 Configuring Identity and Access Solutions with Windows Server Active Directory | | 21 | 21 | 42 |
| 6421 Configuring and Troubleshooting a Windows Server 2008 Network Infrastructure | | 35 | 35 | 70 |
| 10135 Configuring, Managing and Troubleshooting Microsoft Exchange Server 2010 | | 35 | 35 | 70 |
| 6430 Planning and Administering Windows Server 2008 Servers | | 21 | 21 | 42 |
| *Three Microsoft Exam Vouchers & Three CompTIA Exam Vouchers | | | \$1,300.00 | |
| Total Program Cost | | | \$9,910.00 | |

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

MCITP – Microsoft® Certified IT Professional Enterprise Administrator

General Course Description

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

Audience

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

Prerequisites

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

Acquired Skills

The MCITP Server 2008 Enterprise Administrator is an advanced certification for Windows Server 2008 Network Administrators. Individuals who successfully complete this program will be able to design and implement enterprise infrastructure systems using the Microsoft Windows platform and Microsoft server software, based on analysis of business needs.

Job Titles

Window Enterprise
Administrator

Server Systems
Administrator

Network administrator

Monitoring operator

Course Information

| | | | | |
|---|---------------------------------------|---------|--------------------|--------------------|
| Hours: 840 | Approximately 42 weeks of instruction | Price: | \$15,500.00 | |
| Course | | Lecture | Mentored Learning | Total Hours |
| A+ Certificate | | 70 | 60 | 130 |
| Network+ Certificate | | 35 | 33 | 68 |
| 6292 Installing and Configuring Windows 7 | | 21 | 33 | 54 |
| 6293 Troubleshooting and Supporting Windows 7 in the Enterprise | | 21 | NA | 21 |
| 10135 Configuring, Managing and Troubleshooting Microsoft Exchange Server 2010 | | 35 | 33 | 68 |
| 6421 Configuring and Troubleshooting a Windows Server 2008 Network Infrastructure | | 35 | 33 | 68 |
| 6418 Deploying Windows Server 2008 | | 21 | 19 | 40 |
| 6427 Configuring and Troubleshooting Internet Information Services 7.0 in Windows Server 2008 | | 21 | 19 | 40 |
| 6428 Configuring and Troubleshooting Windows Server 2008 Terminal Services | | 14 | 13 | 27 |
| 6419 Configuring, Managing, and Maintaining Windows Server 2008 Server | | 21 | 19 | 40 |
| Configuring and Troubleshooting Windows Server Active Directory Domain Services | | 35 | 33 | 68 |
| 6426 Configuring Identity and Access Solutions with Windows Server Active Directory | | 21 | 19 | 40 |
| 6435 Designing a Windows Server 2008 Network Infrastructure | | 35 | 33 | 68 |
| 6436 Designing a Windows Server 2008 Active Directory Infrastructure and Services | | 35 | 33 | 68 |
| 6437 Designing a Windows Server 2008 Applications Infrastructure | | 21 | 19 | 40 |
| *Five Microsoft Exam Vouchers & Three CompTIA Exam Vouchers | | | | \$1,700.00 |
| Total Program Cost | | | | \$17,200.00 |

MCITP – Microsoft® Certified IT Professional Enterprise Administrator with MOS

General Course Description

The Microsoft Certified IT Professional (MCITP) credential is the leading certification for Windows Enterprise Administrator, providing widely recognized, objective validation of your ability to perform critical, current IT job roles by using Microsoft technologies to their best advantage. Microsoft Office Specialist credential is a globally recognized standard that validates skills with using the Microsoft Office system and Windows 7 to meet the demand for the most up-to-date skills on the latest technologies from Microsoft

Audience

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

Prerequisites

The MCITP Enterprise Administrator is an advanced certification for Windows Server Enterprise Administrators. It is expected that candidates pursuing this certification have a minimum of one year experience working with Windows Server products and A High school diploma or equivalency is required

Acquired Skills

The MCITP Server 2008 Enterprise Administrator is an advanced certification for Windows Server 2008 Network Administrators. Individuals who successfully complete this program will be able to design and implement enterprise infrastructure systems using the Microsoft Windows platform and Microsoft server software, based on analysis of business needs.

Acquired Skills

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

Job Titles

Help Desk

PC Technician

PC/Desktop Support Analyst

Course Information

| | | | | |
|---|--|---------|-------------------|-------------|
| Hours 2057 | Approximately 106 weeks of instruction | Price: | \$35,000.00 | |
| Course | | Lecture | Mentored Learning | Total Hours |
| CompTIA A+ | | 70 | 210 | 280 |
| CompTIA Network+ | | 35 | 105 | 140 |
| 6292 Supporting Users for Microsoft Windows 7 | | 21 | 63 | 84 |
| 6420 Fundamentals of Windows Server Network Infrastructure and Application Platform | | 35 | 105 | 140 |
| 6419 Configuring, Managing, and Maintaining Windows Server 2008 Server | | 35 | 105 | 140 |
| 6421 Configuring and Troubleshooting a Windows Server Network Infrastructure | | 35 | 105 | 140 |
| 6418 Deploying Windows Server 2008 | | 21 | 63 | 84 |
| 6427 Configuring and Troubleshooting Internet Information Services 7.0 in Windows Server 2008 | | 21 | 63 | 84 |
| 6428 Configuring and Troubleshooting Windows Server 2008 Terminal Services | | 14 | 42 | 53 |
| Configuring and Troubleshooting Windows Server Active Directory Domain Services | | 35 | 105 | 140 |
| 6435 Designing a Windows Server 2008 Network Infrastructure | | 35 | 105 | 140 |

| | | | |
|---|----|-----|--------------------|
| 6436 Designing a Windows Server 2008 Active Directory Infrastructure and Services | 35 | 105 | 140 |
| 6437 Designing a Windows Server 2008 Applications Infrastructure | 21 | 63 | 84 |
| Microsoft Office Word Level One, Two, Three | 24 | 48 | 72 |
| Microsoft Office Excel Level One, Two, Three | 24 | 48 | 72 |
| Microsoft Office Outlook Level One, Two, Three | 24 | 48 | 72 |
| Microsoft Office Power Point Level One, Two | 16 | 32 | 48 |
| Microsoft Office Access Level One, Two, and Three | 48 | 96 | 144 |
| *Six Microsoft Exam Vouchers, Three CompTIA Exam Vouchers and One MOS Vouchers and Exam Preps | | | \$2,000.00 |
| Total Program Cost | | | \$37,000.00 |

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

Virtualization Program with MCTS- Hyper-V and VMWARE

15-1199.09 - Information Technology Project Managers

15-1199.02 - Computer Systems Engineers/Architects

General Course Description

This course provides details on how to deploy and manage Hyper-V and Remote Desktop Services on Windows Servers Hyper-V and Remote Desktop Services on Windows Server. The course also provides details on how to Manage a server virtualization environment by using System Center products. The VMWare explores installation, configuration and management of VMware vSphere.

Audience

for Network Administrators, Network Engineers, Systems Administrators, IT Professionals, IS Administrators, Network Technicians, and Technical Support Specialists.

Prerequisites

This individual should have a knowledge and experience as a Network or Server Administrator. A High school diploma or equivalency is required

.Acquired Skills

Deploying and managing Hyper-V and Remote Desktop Services on Windows Servers Hyper-V and Remote Desktop Services on Windows Server. Managing a server virtualization environment by using System Center products. The VMWare explores installation, configuration and management of VMware vSphere.

Job Titles

VMWARE Administrator Systems Administrator
 Computer Systems Information
 Engineers/Architects Technology Project
 Managers

Course Information

| | | | | |
|---|--------------------------------------|---------|-------------------|-------------|
| Hours:140 hours | Approximately 8 weeks of instruction | Price: | \$9,695.00 | |
| Course | | Lecture | Mentored Learning | Total Hours |
| 10215 Implementing and Managing Microsoft Server Virtualization | | 35 | 35 | 70 |
| VMWare VSphere 5.0 Troubleshooting | | 35 | 0 | 35 |
| VMWare VSphere 5.0 Install, Configure, Manage | | 35 | 0 | 35 |
| One Microsoft Exam Voucher and Exam Prep | | | | |
| Total Program Cost | | | \$9,695.00 | |

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

MCTS – Microsoft Office SharePoint Server 2007

General Course Description

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

Prerequisites

A typical candidate for this program has a minimum of one year of experience in configuring Microsoft Office SharePoint Server and related technologies. In addition, the candidate should have general knowledge of configuring or administering the following technologies: Internet information server, Windows Server 2003 Active Directory administration, Networking infrastructure-TCP/IP and clustering, Microsoft .NET 2.0, Internet security and acceleration server, network load-balancing for applications, some programming language, and Microsoft SQL server 2005. A High school diploma or equivalency is required

Acquired Skills

The MCTS: Microsoft Office SharePoint Server 2007 – Configuration certification highlights your area of expertise and validates the knowledge and skills required to configure and deploy Office SharePoint Server 2007. If you have the MCTS: Microsoft Office SharePoint Server 2007 – Configuration credential, you typically have an understanding of how to configure Office SharePoint Server 2007 and to build an interface that creates workflow within an organization's business processes.

Job Titles:

SharePoint Administrator
SharePoint Workflow Specialist

SharePoint Developer
SharePoint Analyst

Course Information

| | | | | | |
|--|-----|---------------------------------------|---------------------------|-------------------|-------------------|
| Hours: | 478 | Approximately 24 weeks of instruction | Price: | \$7,170.00 | |
| Course | | | Lecture | Mentored Learning | Total Hours |
| SharePoint End-user | | | 32 | 32 | 64 |
| Implementing Windows SharePoint Services 3.0 | | | 14 | 14 | 28 |
| Implementing Microsoft Office SharePoint Server 2007 | | | 21 | 21 | 42 |
| SharePoint 2007 Operations | | | 35 | 35 | 70 |
| SharePoint Designer | | | 32 | 32 | 64 |
| Fundamentals of Windows Server Network Infrastructure and Application Platform | | | 35 | 35 | 70 |
| Configuring, Managing, and Maintaining Windows Server | | | 21 | 49 | 70 |
| Maintaining a Microsoft SQL Server Database | | | 35 | 35 | 70 |
| *Two Microsoft Exams | | | | | \$400.00 |
| | | | Total Program Cost | | \$7,570.00 |

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

MCTS – Microsoft Office SharePoint Development and Administration 2010 w/ a background in Server and SQL Platforms

General Course Description

Microsoft SharePoint 2010 is the business collaboration platform for enterprises and the web. It enables you to connect and empower people through an integrated set of rich features. Explore the wide range of Microsoft SharePoint 2010 training available from Microsoft Learning. These resources can help you improve your technology and job-role skills and help you earn certifications that are highly valued by employers

Prerequisites

A typical candidate for this program has a minimum of one year of experience in configuring Microsoft Office SharePoint Server and related technologies. In addition, the candidate should have general knowledge of configuring or administering the following technologies: Internet information server, Windows Server 2008 Active Directory administration, Networking infrastructure-TCP/IP and clustering, Microsoft .NET 2.0, Internet security and acceleration server, network load-balancing for applications, some programming language, and Microsoft SQL Server 2008 and A High school diploma or equivalency is required

Acquired Skills

The MCTS: Microsoft Office SharePoint Server – Configuration certification highlights your area of expertise and validates the knowledge and skills required to configure and deploy Office SharePoint Server 2010. If you have the MCTS: Microsoft Office SharePoint 2010 – credential, you typically have an understanding of how to configure Office SharePoint Server 2007 and to build an interface that creates workflow within an organization's business processes.

Job Titles:

SharePoint Administrator
SharePoint Workflow Specialist

SharePoint Developer
SharePoint Analyst

Course Information

| | | | | | |
|--|------|-------------------------|---------|-------------------|-------------|
| Hours: | 1914 | Approximately 24 Months | Price: | \$35,000.00 | |
| Course | | | Lecture | Mentored Learning | Total Hours |
| 10174 Configuring and Administering Sharepoint 2010 | | | 35 | 105 | 140 |
| 10175 Microsoft Sharepoint 2010, Application Development | | | 35 | 105 | 140 |
| 10231A Designing a Microsoft Sharepoint 2010 Infrastructure | | | 35 | 105 | 140 |
| 10232 Designing and Developing a Microsoft Sharepoint Server 2010 Applications | | | 35 | 105 | 140 |
| Sharepoint Services 3.0 – L1 | | | 16 | 48 | 64 |
| Sharepoint Services 3.0 – L2 | | | 16 | 48 | 64 |
| 50354 Sharepoint 2010 Sharepoint Designer | | | 16 | 48 | 64 |
| Sharepoint Designer 2010 – L1 | | | 7 | 21 | 28 |
| Sharepoint Designer 2010 – L2 | | | 7 | 21 | 28 |
| 10231 – Designing a Sharepoint 2010 Infrastructure | | | 35 | 105 | 140 |

| | | | |
|--|----|-----|--------------------|
| 10232 – Designing and Developing Sharepoint Server 2010 Applications | 35 | 105 | 140 |
| 6463 Visual Studio 2008: ASP.NET 3.5 | 14 | 42 | 56 |
| 50429 Sharepoint 2010 Business Intelligence | 35 | 105 | 140 |
| 6464 Visual Studio 2008 ADO.NET 3.5 | 14 | 42 | 56 |
| 6419 Configuring, Managing, and Maintaining Windows Server 2008 Server | 21 | 49 | 70 |
| 10135 Configuring, Managing and Troubleshooting Exchange Server | 35 | 105 | 140 |
| 6424 Fundamentals of Windows Server 2008 Active Directory | 35 | 105 | 140 |
| 2778 Writing Queries Using SQL Server 2008 – Transact SQL | 21 | 63 | 84 |
| 6231 Maintaining a Microsoft SQL Server 2008 Database | 35 | 35 | 140 |
| *Six Microsoft Exams With Exam Preps | | | \$1200.00 |
| Total Program Cost | | | \$36,200.00 |

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

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

General Course Description

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

Audience

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

Prerequisites

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

Acquired Skills

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

Job Titles

Web Developers Windows developers Database Developers
Systems Administrator Enterprise Applications Developers

Course Information

| | | | | |
|---|---------------------------------------|---------|-------------------|-------------------|
| Hours: 322 | Approximately 17 weeks of instruction | | | \$6295.00 |
| Course | | Lecture | Mentored Learning | Hours |
| 4994 Introduction to Programming MS.Net Applications with MS Visual Studio 2005 | | 35 | 35 | 70 |
| 2310 Developing MS ASP.Net Web Applications Using Visual Studio.Net | | 35 | 35 | 70 |
| 10264 Developing web Application w/MS Visual Studio 2010 | | 35 | 35 | 70 |
| 10267 Introduction to Web Development w/MS Visual Studio 2010 | | 35 | 35 | 70 |
| Web design for XHTML, HTML and CSS | | 21 | 21 | 42 |
| *One Microsoft Exam Voucher and Exam Prep | | | | \$200.00 |
| Total Program Cost | | | | \$6,495.00 |

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

MCPD – Microsoft® Certified Enterprise Applications Developer

General Course Description The Microsoft Certified Professional Developer: Enterprise Applications Developer (MCPD: Enterprise Applications Developer) certification demonstrates that you have the comprehensive skills that are required to build n-tier solutions that target both Web and rich-client user experiences

Prerequisites

A MCTS candidate, you should be able to manage a solution environment using the Visual Studio integrated development environment (IDE) and tools, understand Microsoft .NET Framework and the Common Language Runtime, be able to program an application using a .NET Framework compliant language, know how to make assemblies available to other applications, and have a basic understanding of XML, including XML declaration, elements, attributes, and namespaces and A High school diploma or equivalency is required

Acquired Skills

By completing your MCTS program, you are skilled to create a simple Windows Forms application, Configure standard controls, Build menus, and Display and edit data by using data-bound controls. You can provide user assistance and enhance usability. You will be able to create consistent applications by using dialogs and forms inheritance, add print and report functionality to a Windows Forms application. You will know how to perform asynchronous tasks by using the "Background Worker" component and deploy a Windows Forms application by using "Click-Once"

Job Titles

Web Developers Windows Developers Enterprise Software Developers
System Administrators Software Developers

Course Information

| | | | | |
|--|---------------------------------------|---------|--------------------|------------|
| Hours:480 | Approximately 26 weeks of instruction | Price: | \$15,000.00 | |
| Course | | Lecture | Mentored Learning | Hours |
| 10267 Introduction to Web Development with MS Visual Studio 2010 | | 35 | 35 | 70 |
| 10266 Programming with C# using Microsoft.NET Framework 4.0 | | 35 | 35 | 70 |
| 10262, Developing Windows Applications with Microsoft Visual Studio 2010 | | 35 | 35 | 70 |
| 10263, Developing Windows Communication Foundation Solutions with Microsoft Visual Studio 2010 | | 35 | 35 | 70 |
| 10265, Developing Data Access Solutions with Microsoft Visual Studio 2010 | | 35 | 35 | 70 |
| 10552, Application Design with Microsoft Visual Studio 2010 | | 35 | 35 | 70 |
| 10264, Developing Web Applications with Microsoft Visual Studio 2010 | | 35 | 35 | 70 |
| *Five Microsoft Exam Vouchers and Exam Prep | | | | \$1,000.00 |
| Total Program Cost | | | \$16,000.00 | |

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

Microsoft® Backend Development

Audience

Technology Specialists typically pursue careers as Web developers, Windows developers, or enterprise software developers. They may also be developers and system administrators who do not work with the .NET Framework 2.0 daily but who want to show their breadth of technology experience

Prerequisites

Students should have a basic understanding of programming and Web Development and A High school diploma or equivalency is required

Job Titles

Graphic Designers
Multi-Media Artists
Animators

Course Information

| Hours: 582 | Approximately 29 weeks of instruction | Price: | \$8730.00 | |
|--|---------------------------------------|--------|-------------------|-----|
| HTML Fundamentals | | 16 | 16 | 32 |
| Writing Queries Using MS SQL | | 14 | 14 | 28 |
| Implementing a Microsoft SQL Server Database | | 35 | 35 | 70 |
| Designing Microsoft SQL Server-Side Solutions | | 21 | 21 | 42 |
| Tuning and Optimizing Queries Using a Microsoft SQL Server | | 21 | 21 | 42 |
| Developing Microsoft ASP.NET Web Applications Using Visual Studio | | 35 | 35 | 70 |
| Intro to Programming (No Courseware Included) | | | 116 | 116 |
| Core Data Access with Microsoft Visual Studio 2005 | | 21 | 21 | 42 |
| Advanced Data Access with Microsoft Visual Studio 2005 | | 14 | 14 | 28 |
| Core Web Application Technologies with Microsoft Visual Studio | | 21 | 21 | 42 |
| Advanced Web Application Technologies with Microsoft Visual Studio | | 14 | 14 | 28 |
| Programming with XML in the Microsoft .NET Framework | | 21 | 21 | 42 |
| *One Microsoft Exam 70-536 | | | \$200.00 | |
| Total Program Cost | | | \$8,930.00 | |

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

MCTS – Microsoft® SQL Database Administrator

General Course Description

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

Audience

Entry level database training for career changers and career enhancers.

Prerequisites

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

Acquired Skills

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

Job Titles

Database Administrators

Network Systems and Data
Communications Analysis

Network and Systems Administrators

Course Information

| | | | | |
|--|------------------------------------|---------------|-------------------|-------------------|
| Hours: 363 | Approximately 18 weeks of training | Price: | \$5,300.00 | |
| Course | | Lecture | Mentored Learning | Hours |
| Microsoft Access | | 48 | 48 | 96 |
| Crystal Reports | | 32 | 32 | 64 |
| 2667 Introduction to Programming (NO Courseware Included) | | | 21 | 21 |
| 2778 Writing Queries using Microsoft SQL 2008 Transact-SQL | | 21 | 21 | 42 |
| 6232 Implementing a Microsoft SQL Server 2008 Database | | 35 | 35 | 70 |
| 6231 Maintaining a Microsoft SQL Server 2008 Database | | 35 | 35 | 70 |
| *Two Microsoft Exam Vouchers and Exam Prep | | | | \$200.00 |
| Total Program Cost | | | | \$5,500.00 |

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

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

General Course Description

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

Audience

Entry level database training for career changers and career enhancers.

Prerequisites

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

Acquired Skills

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

Job Titles

Database Administrators

Network Systems and Data
Communications Analysis

Network and Systems Administrators

Course Information

| | | | | |
|--|------------------------------------|---------|-------------------|-------------------|
| Hours: 426 | Approximately 22 weeks of training | Price: | \$6,995.00 | |
| Course | | Lecture | Mentored Learning | Hours |
| Microsoft Access | | 48 | 48 | 96 |
| Crystal Reports | | 32 | 32 | 64 |
| 2667 Introduction to Programming (No Courseware Included) | | | 21 | 21 |
| 2778 Writing Queries using Microsoft SQL 2008 Transact-SQL | | 21 | 21 | 42 |
| 6232 Implementing a Microsoft SQL Server 2008 Database | | 35 | 35 | 70 |
| 6231 Maintaining a Microsoft SQL Server 2008 Database | | 35 | 35 | 70 |
| 6234 Implementing and Maintaining MS SQL 2008 Analysis services | | 21 | | 21 |
| 6235 Implementing and Maintaining MS SQL 2008 Integration services | | 21 | | 21 |
| 6236 Implementing and Maintaining MS SQL 2008 Reporting services | | 21 | | 21 |
| *Two Microsoft Exam Vouchers and Exam Prep | | | | \$400.00 |
| Total Program Cost | | | | \$7,395.00 |

MCITP – Microsoft® Certified IT Professional BI Developer for SQL Server

General Course Description

This certification demonstrates that you can design analysis solutions, data transformations, and reports. Business intelligence developers design and implement multi-dimensional database models (logical and physical), data marts, data warehousing, data transforms, data analytics, and reporting solutions.

Audience

The Database developer that design and implement relational database models (logical and physical) and database storage objects is the intent candidate for this program. This course is for current professional database developers who have three or more years of on-the-job experience developing SQL Server database solutions in an enterprise environment.

Prerequisites

One must have experience reading user requirements and business-need documents and understand Transact-SQL syntax and programming logic; XML; security requirements; be able to design a database to have basic monitoring and troubleshooting skills; have basic knowledge of the operating system and platform; have basic knowledge of application architecture; be familiar with SQL Server features, tools, and technologies; and have a Microsoft Certified Technology Specialist: Microsoft SQL Server credential, or equivalent experience and A High school diploma or equivalency is required

Job Titles

Database Developer

Database Technical Consultant

Course Information

| | | | | |
|---|------------------------------------|---------|-------------------|-------------------|
| Hours: 364 | Approximately 19 weeks of training | Price: | \$6,370.00 | |
| Course | | Lecture | Mentored Learning | Hours |
| 2778 Querying and Processing SQL Server Data with SQL Statements | | 21 | 31 | 52 |
| 6232 Implementing a Microsoft SQL Server 2008 Database | | 35 | 40 | 75 |
| 6231 Maintaining a Microsoft SQL Server 2008 Database | | 35 | 40 | 75 |
| 6234 Implementing and maintaining MS SQL 2008 Analysis services | | 21 | 22 | 43 |
| 6235 Implementing and maintaining MS SQL 2008 Integration services | | 21 | 21 | 42 |
| 6236 Implementing and maintaining MS SQL 2008 Reporting services | | 21 | 21 | 42 |
| 50399 Designing a Business Intelligence Solution by Using Microsoft SQL Server 2008 | | 35 | NA | 35 |
| *Three Microsoft Exam Vouchers and Exam Prep | | | | \$600.00 |
| Total Program Cost | | | | \$6,970.00 |

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

MCITP – Microsoft® Certified IT Professional DB Administrator for SQL Server

General Course Description

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

Audience

This course is appropriate for individuals employed as or seeking a position as a DB Administrator for SQL Server /Systems System Engineer. This course is intended for current professional database administrators who have three or more years of on-the-job experience administering SQL Server database solutions in an enterprise environment.

Prerequisites

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

Acquired Skills

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

Job Titles

Database Administrator

Sr. Database Administrator

Course Information

| | | | | |
|---|------------------------------------|---------|-------------------|-------|
| Hours: 252 | Approximately 13 weeks of training | Price: | \$5,010.00 | |
| Course | | Lecture | Mentored Learning | Hours |
| 2778 Writing Queries using SQL Server Transact SQL | | 21 | 36 | 57 |
| Implementing a Microsoft SQL Server Database | | 35 | 45 | 80 |
| Maintaining a Microsoft SQL Server Database | | 35 | 45 | 80 |
| 50400 Designing Optimizing and Maintaining a Database Administrative Solution for MS SQL Server | | 35 | NA | 35 |
| *Two Microsoft Exam Vouchers | | | | |
| Total Program Cost | | | \$5,010.00 | |

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

MCITP – Microsoft® Certified IT Professional DB Developer for SQL Server

General Course Description

Microsoft Certified IT Professional: Database Developer (MCITP: Database Developer) is the premier certification for database designers and developers. This credential demonstrates that the developer can design a secure, stable, enterprise database solution by using Microsoft SQL Server. Database developers design and implement relational database models (logical and physical) and database storage objects. They retrieve or modify data using SQL queries or tune and optimize queries. Database developers are typically employed by mid-sized to large-sized organizations.

Audience

The Database developer that design and implement relational database models (logical and physical) and database storage objects is the intent candidate for this program. They also program servers by using user-defined functions, triggers, stored procedures, Transact-SQL, or the CLR. They retrieve or modify data using SQL queries or tune and optimize queries. Database developers are typically employed by mid-sized to large-sized organizations. This course is intended for current professional database developers who have three or more years of on-the-job experience developing SQL Server database solutions in an enterprise environment.

Prerequisites

Have experience reading user requirements and business-need documents. Understand Transact-SQL syntax and programming logic. • Understand XML. • Understand security requirements. • Be able to design a database to Have basic monitoring and troubleshooting skills. • Have basic knowledge of the operating system and platform. • Have basic knowledge of application architecture. Be familiar with SQL Server features, tools, and technologies. • Have a Microsoft Certified Technology Specialist: Microsoft SQL Server credential, or equivalent experience and a High school diploma or equivalency is required

Acquired Skills

Select SQL Server services to support an organization's business needs, design a security strategy for a SQL Server solution. • Design a data modeling strategy. • Design a transaction strategy for a SQL Server solution. • Design a Notification Services solution. • Design a Service Broker solution. • Plan for source control, unit testing, and deployment to meet an organization's needs. • Evaluate advanced query techniques. • Evaluate advanced XML techniques. Approach database design from a systematic perspective, gather database requirements, and formulate a conceptual design. • Analyze and evaluate a logical database design. • Apply best practices for creating a physical database design. • Apply best practices when designing for database scalability. • Design a database access strategy. • Design a normalized database, Optimize a database design by demormalizing

Job Titles

Database Developer

Database Technical Consultant

Course Information

| | | | | |
|--|------------------------------------|---------|-------------------|-------|
| Hours: 252 | Approximately 16 weeks of training | Price: | \$5,010.00 | |
| Course | | Lecture | Mentored Learning | Hours |
| 2778 Writing Queries using MS SQL Server 2008 Transact SQL | | 21 | 36 | 57 |
| Implementing a Microsoft SQL Server Database | | 35 | 45 | 80 |
| Maintaining a Microsoft SQL Server Database | | 35 | 45 | 80 |
| 50401 Designing Microsoft SQL Server Database Solutions | | 35 | NA | 35 |
| *Two Microsoft Exam Vouchers | | | | |
| Total Program Cost | | | \$5,010.00 | |

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

MCITP – Microsoft® Certified IT Professional Enterprise Administrator ITIL Six Sigma and Project Management

General Course Description

The Microsoft Certified IT Professional (MCITP) credential is the leading certification for Windows Enterprise Administrator, providing widely recognized, objective validation of your ability to perform critical, current IT job roles by using Microsoft technologies to their best advantage. Students will also receive Program Management training including ILT, Project Management and Six Sigma

Audience

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

Prerequisites

The MCITP Enterprise Administrator is an advanced certification for Windows Server Enterprise Administrators. It is expected that candidates pursuing this certification have a minimum of one year experience working with Windows Server products and a High school diploma or equivalency is required.

Acquired Skills

The MCITP Server 2008 Enterprise Administrator is an advanced certification for Windows Server 2008 Network Administrators. Individuals who successfully complete this program will be able to design and implement enterprise infrastructure systems using the Microsoft Windows platform and Microsoft server software, based on analysis of business needs.

Acquired Skills

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

Job Titles

Help Desk

PC Technician

PC/Desktop Support Analyst

Course Information

| Hours 2003 | Approximately 100 weeks of instruction | Price: | \$36,500.00 | |
|---|--|---------|-------------------|-------------|
| Course | | Lecture | Mentored Learning | Total Hours |
| CompTIA A+ | | 70 | 210 | 280 |
| CompTIA Network+ | | 35 | 105 | 140 |
| 6292 Supporting Users for Microsoft Windows 7 | | 21 | 63 | 84 |
| 6420 Fundamentals of Windows Server Network Infrastructure and Application Platform | | 35 | 105 | 140 |
| 6419 Configuring, Managing, and Maintaining Windows Server 2008 Server | | 35 | 105 | 140 |
| 6421 Configuring and Troubleshooting a Windows Server Network Infrastructure | | 35 | 105 | 140 |
| 6418 Deploying Windows Server 2008 | | 21 | 63 | 84 |
| 6427 Configuring and Troubleshooting Internet Information Services 7.0 in Windows Server 2008 | | 21 | 63 | 84 |
| 6428 Configuring and Troubleshooting Windows Server 2008 Terminal Services | | 14 | 42 | 53 |
| Configuring and Troubleshooting Windows Server Active Directory Domain Services | | 35 | 105 | 140 |
| 6435 Designing a Windows Server 2008 Network Infrastructure | | 35 | 105 | 140 |

| | | | |
|---|----|-----|--------------------|
| 6436 Designing a Windows Server 2008 Active Directory Infrastructure and Services | 35 | 105 | 140 |
| 6437 Designing a Windows Server 2008 Applications Infrastructure | 21 | 63 | 84 |
| ITIL V3 Foundations | 21 | | 21 |
| Six Sigma Green Belt | 21 | | 21 |
| Six Sigma Black Belt | 35 | 105 | 140 |
| PMP | 35 | 105 | 140 |
| Microsoft Project Levels One and Two | 14 | 28 | 32 |
| *Six Microsoft Exam Vouchers, Three CompTIA Exam Vouchers and Exam Prep | | | \$1,900.00 |
| Total Program Cost | | | \$38,400.00 |

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

MCTS/MCITP – Microsoft® Certified IT Professional Developer for SQL Server

General Course Description

This certification demonstrates that you can design analysis solutions, data transformations, and reports. Business intelligence developers design and implement multi-dimensional database models (logical and physical), data marts, data warehousing, data transforms, data analytics, and reporting solutions

Audience

The Database developer that design and implement relational database models (logical and physical) and database storage objects is the intent candidate for this program. This course is for current professional database developers who have three or more years of on-the-job experience developing SQL Server database solutions in an enterprise environment.

Prerequisites

One must have experience reading user requirements and business-need documents and understand Transact-SQL syntax and programming logic; XML; security requirements; be able to design a database to have basic monitoring and troubleshooting skills; have basic knowledge of the operating system and platform; have basic knowledge of application architecture; be familiar with SQL Server features, tools, and technologies; and have a Microsoft Certified Technology Specialist: Microsoft SQL Server credential, or equivalent experience and a High school diploma or equivalency is required

Job Titles

Database Developer

Database Technical Consultant

Course Information

| | | | | |
|--|------------------------------------|---------|-------------------|--------------------|
| Hours :1018 | Approximately 52 weeks of training | Price: | \$18,500.00 | |
| Course | | Lecture | Mentored Learning | Hours |
| Access Levels One, Two and Three | | 42 | 103 | 145 |
| Excel Levels One, Two and Three | | 21 | 49 | 70 |
| Crystal Reports Levels One and Two | | 24 | 60 | 84 |
| 2667 Intro to Programming | | 35 | 88 | 123 |
| 2778 Querying and Processing SQL Server Data with SQL Statements | | 21 | 53 | 70 |
| 6232 Implementing a Microsoft SQL Server 2008 Database | | 35 | 88 | 123 |
| 6231 Maintaining a Microsoft SQL Server 2008 Database | | 35 | 88 | 123 |
| 6234 Implementing and maintaining MS SQL 2008 Analysis services | | 21 | 49 | 70 |
| 6235 Implementing maintaining MS SQL 2008 Integration services | | 21 | 49 | 70 |
| 6236 Implementing and maintaining MS SQL 2008 Reporting services | | 21 | 49 | 70 |
| 50399 Designing a Business Intelligence Solution by Using Microsoft SQL Server 2008 | | 35 | NA | 35 |
| 50400 Designing Optimizing and Mantaining a Database Administrative Solution for Microsoft SQL Server 2008 | | 35 | NA | 35 |
| Five Microsoft Exam Vouchers and Exam Prep | | | | \$1,000.00 |
| Total Program Cost | | | | \$19,500.00 |

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

MCTS – Microsoft SQL Database Administrator / Business Intelligence Analyst

GENERAL COURSE DESCRIPTION

Healthcare information technology (HIT) provides the umbrella framework to describe the comprehensive management of health information across computerized systems and its secure exchange between consumers, providers, government and quality entities, and insurers. Health information technology (HIT) is in general increasingly viewed as the most promising tool for improving the overall quality, safety and efficiency of the health delivery system. Broad and consistent utilization of HIT will:

Improve health care quality; Prevent medical errors; Reduce health care costs; Increase administrative efficiencies Decrease paperwork; and
Expand access to affordable care.

Emphasis is placed on the Microsoft SQL environment. Students will take the T-SQL coding along with XML syntax. Students will earn a Database Administration Certification and a Business Intelligence Certification. Business Intelligence uses Analysis, Integration, Data Warehousing and Reporting Services to produce knowledge and company planning.

Audience

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

Prerequisites

Before attending this course, students must have basic knowledge of objected oriented programming, relational databases and basic knowledge on PC's or have a Microsoft Certified Technology Specialist: Microsoft SQL Server credential

Acquired Skills

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

Job Titles

Healthcare Analysts

Vendor/Data Analysis

Database Administrators

Salary

Gartner Inc. shows salaries range between \$45K – \$110K

Industry Growth

Data Analysis is listed in the Top 10 of industries with high job growth over the next 15 years.

Course Information

| | | | | |
|--|------------------------------------|---------------|-------------------|-------|
| Hours: 350 | Approximately 24 weeks of training | Price: | \$6,700.00 | |
| Course | | Lecture | Mentored Learning | Hours |
| 2778 Writing Queries using Microsoft SQL 2008 Transact-SQL | | 21 | 21 | 42 |
| 6232 Implementing a Microsoft SQL Server 2008 Database | | 35 | 35 | 70 |
| 6231 Maintaining a Microsoft SQL Server 2008 Database | | 35 | 35 | 70 |
| 6234 Implementing and Maintaining MS SQL 2008 Analysis services | | 21 | 21 | 21 |
| 6235 Implementing and Maintaining MS SQL 2008 Integration services | | 21 | 21 | 21 |
| 6236 Implementing and Maintaining MS SQL 2008 Reporting services | | 21 | 21 | 21 |
| Human Anatomy, Physiology | | - | 35 | 35 |
| HIPAA Overview: Privacy and Security | | - | 35 | 35 |
| Medical Terminology | | - | 35 | 35 |
| Two Microsoft Exam Vouchers and Practice Prep Programs: | | | \$300.00 | |
| Total Program Cost | | | \$7000.00 | |

MCTS - Microsoft® Help Desk with Healthcare IT Specialization

General Course Description

Student will receive Basic Computer training to Networking to Server Administration. This program offers a rounded education in the IT Networking Server World. The Microsoft Windows Server 2008 Junior Server Administrator Program at New Horizons of Southern California is designed to give you in-depth, current skills on network infrastructure using Windows Server 2008. Prerequisites Student should be familiar with personal computers and the Windows operating system and have a good idea of how to use basic computer applications. This is a beginning course that will introduce the student to the network world starting with the basic hardware of A+ and network world with Net +. The Medical Coding and Billing Program is designed to empower students with skills and knowledge that will increase their workplace competence and advantage. The balanced training program covers industry specification preparation for Coding, Billing and Insurance, and Microsoft Office computer technologies.

Prerequisites

A High school diploma or equivalency is required

Acquired Skills

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

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

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

Job Titles:

Hospital Computer and Network Support Specialist

Hospital Network and Computer Systems Help Desk Specialist

Course Information

| | | | | | |
|--|-----|---------------------------------------|---------|-------------------|-------------|
| Hours: | 522 | Approximately 26 weeks of instruction | Price: | \$7,995.00 | |
| Course | | | Lecture | Mentored Learning | Total Hours |
| CompTIA A+ Training – Essentials IT/Remote/Depot/Technician | | | 70 | 70 | 140 |
| CompTIA Network+ Training | | | 35 | 35 | 70 |
| 6292 Installing and Configuring Windows 7 | | | 21 | 21 | 42 |
| 6293 Troubleshooting and Supporting Windows 7 in the Enterprise | | | 21 | 21 | 42 |
| Computers and Office Applications: MOS Series | | | 32 | 32 | 64 |
| Human Anatomy, Physiology & Medical Terminology | | | 64 | 64 | 124 |
| HIPAA Overview: Privacy and Security OLA | | | 0 | 40 | 40 |
| Three CompTIA Exam Vouchers Two Microsoft Exam Vouchers Voucher and Exam Preps | | | | \$1,100.00 | |
| Total Cost Of Program | | | | \$9,095.00 | |

Six Sigma Lean Black Belt

General Course Description

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

Prerequisites

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

Job Titles

Software Quality Assurance Engineer and
Tester
Medical and Health Services Manager

Computer Systems Analyst
Management Analysis

Course Information

| | | | | |
|---------------------------|-----------------------------------|---------|-------------------|-------|
| Hours: 35 | Approximately 2 weeks of training | Price: | \$3,500.00 | |
| Course | | Lecture | Mentored Learning | Hours |
| Six Sigma Black Belt | | 35 | NA | 35 |
| Total Program Cost | | | \$3,500.00 | |

Six Sigma Lean Black Belt with Project Management

General Course Description

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

Prerequisites

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

Job Titles

Project Managers
Medical and Health Services Manager

Computer Systems Analyst
Management Analysis

Course Information

| | | | | |
|---------------------------------|-----------------------------------|---------|-------------------|-------|
| Hours: 137 | Approximately 7 weeks of training | Price: | \$7,800.00 | |
| Course | | Lecture | Mentored Learning | Hours |
| Six Sigma Green Belt | | 21 | NA | 21 |
| Project Management Professional | | 35 | NA | 32 |
| Six Sigma Lean Black Belt | | 35 | NA | 35 |
| Independent Study | | NA | 46 | 46 |
| Total Program Cost | | | \$7,800.00 | |

Six Sigma Lean Green Belt, Black Belt and Lean Facilitator

13-1111.00 - Management Analysts DOL forecast above 20% increase

General Course Description

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

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

Prerequisites

A High school diploma or equivalency is required

Job Titles

Management Analyst
Administrative Analyst

Quality Control Analyst
Manufacturing Analyst

Course Information

| | | | | |
|------------------------------|-----------------------------------|---------|-------------------|-------|
| Hours: 147 | Approximately 8 weeks of training | Price: | \$7,800.00 | |
| Course | | Lecture | Mentored Learning | Hours |
| Six Sigma Green Belt | | 21 | NA | 21 |
| Six Sigma Black Belt | | 35 | NA | 35 |
| Lean Facilitator Certificate | | 14 | NA | 14 |
| Excel One, Two and Three | | NA | 42 | 42 |
| Mentored Study | | | | 35 |
| Total Program Cost | | | \$7,800.00 | |

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

General Course Description

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

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

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

Prerequisites

Should be familiar with personal computers and the windows operating system and be a business professional and a High school diploma or equivalency is required

Job Titles

Software Quality Assurance Engineer and Tester

Computer Systems Analyst

Medical and Health Service Managers

Management Analysis

Course Information

| | | | | |
|---------------------------|-----------------------------------|---------|-------------------|-------|
| Hours: 151 | Approximately 8 weeks of training | Price: | \$8,000.00 | |
| Course | | Lecture | Mentored Learning | Hours |
| Six Sigma Lean Black Belt | | 35 | NA | 35 |
| ITIL Foundations V3 | | 21 | 39 | 60 |
| Six Sigma Green Belt | | 21 | NA | 21 |
| CompTIA Project + | | 35 | NA | 35 |
| CompTIA Exam | | | \$400.00 | |
| Total Program Cost | | | \$8,400.00 | |

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

MASTER Six Sigma Black Belt Program

General Course Description

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

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

Prerequisites

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

Job Titles

Project Manager
Managers

Management Analysis

Course Information

| | | | | |
|---------------------------|------------------------------------|---------|-------------------|-------|
| Hours: 240 | Approximately 12 weeks of training | Price: | \$9995.00 | |
| Course | | Lecture | Mentored Learning | Hours |
| Six Sigma Lean Green Belt | | 21 | NA | 21 |
| Six Sigma Lean Black Belt | | 35 | NA | 35 |
| Master Black Belt | | 35 | NA | 35 |
| Independent Study | | NA | 149 | 149 |
| Total Program Cost | | | \$9995.00 | |

Project Certifications Program

General Course Description

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

Prerequisites

You will need basic PC skills and experience with Microsoft Office and some experience in Project Management and a High school diploma or equivalency is required

Acquired Skills

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

Job Titles

Architects
Managers of Construction

First-Line Supervisor
Civil Engineers

Network and Computer
Systems Administrator

Computer and IS Admin

Course Information

| | | | | |
|---|---------------------------------------|---------|-------------------|-------------|
| Hours: 266 | Approximately 14 weeks of instruction | Price: | \$5,575.00 | |
| Course | | Lecture | Mentored Learning | Total Hours |
| Project Management Fundamentals | | 8 | 8 | 16 |
| Microsoft Project Levels One and Two | | 16 | 18 | 34 |
| Excel Levels One, Two and Three | | 24 | 36 | 60 |
| CompTIA Project + | | 35 | NA | 35 |
| 5927 Microsoft Office Project 2007 Managing Projects | | 21 | 42 | 63 |
| 5928 Microsoft Office Project Server 2007 Managing Projects | | 21 | 21 | 42 |
| Visio Levels One and Two | | 16 | NA | 16 |
| *One Microsoft and One CompTIA Test Exam Voucher | | | \$500.00 | |
| Total Program Cost | | | \$6,075.00 | |

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

Project Certifications Program Path with AutoCAD

General Course Description

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

Prerequisites

You will need basic PC skills and experience with Microsoft Office and some experience in Project Management and a High school diploma or equivalency is required

Acquired Skills

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

Job Titles

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

Course Information

| | | | | |
|--|---------------------------------------|---------|-------------------|-------------|
| Hours: 306 | Approximately 17 weeks of instruction | Price: | \$6,575 | |
| Course | | Lecture | Mentored Learning | Total Hours |
| Project Management Fundamentals | | 8 | 8 | 16 |
| Microsoft Project Levels One and Two | | 16 | 32 | 48 |
| Microsoft Excel Levels One Two and Three | | 24 | 36 | 60 |
| CompTIA Project + | | 35 | NA | 35 |
| Microsoft Office Project Managing Projects | | 21 | 28 | 49 |
| Microsoft Office Project Server Managing Projects | | 21 | 21 | 42 |
| Visio Levels One and Two | | 16 | NA | 16 |
| AutoCAD Levels One and Two | | 40 | NA | 40 |
| *One Microsoft and One CompTIA Test Exam Voucher and Exam Prep | | | \$600.00 | |
| Total Program Cost | | | \$7,175.00 | |

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

Project Management Professional Program

General Course Description

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

Prerequisites

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

Course Information

| | | | | |
|--------------------------------------|-----------------------------------|---------|-------------------|-------|
| Hours: 101 | Approximately 6 weeks of training | Price: | \$5000.00 | |
| Course | | Lecture | Mentored Learning | Hours |
| Microsoft Project Levels One and two | | 14 | 10 | 24 |
| Project Management Professional | | 35 | | 35 |
| Excel Levels One, Two and Three | | 21 | 21 | 42 |
| | | | | |
| Total Program Cost | | | \$5000.00 | |

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

Project Management Professional (PMI) Program

General Course Description

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

Prerequisites

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

Course Information

| | | | | |
|--------------------------------------|------------------------------------|---------|-------------------|-------|
| Hours: 307 | Approximately 20 weeks of training | Price: | \$6,500.00 | |
| Course | | Lecture | Mentored Learning | Hours |
| CompTIA Project + | | 35 | NA | 35 |
| Microsoft Project Levels One and two | | 16 | 42 | 58 |
| Project Management Professional | | 35 | 67 | 102 |
| Visio Levels One and Two | | 16 | NA | 16 |
| Excel Levels One, Two and Three | | 24 | 48 | 72 |
| Project Management Fundamentals | | 8 | 16 | 24 |
| *One CompTIA Exam | | | | |
| Total Program Cost | | | \$6,500.00 | |

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

Project Management Professional / Six Sigma Lean Black Belt Training Program

General Course Description

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

Prerequisites

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

Course Information

| | | | | |
|--|------------------------------------|---------|--------------------|-------|
| Hours: 444 | Approximately 22 weeks of training | Price: | \$10,000.00 | |
| Course | | Lecture | Mentored Learning | Hours |
| Six Sigma Green Belt | | 21 | NA | 21 |
| Microsoft Project Levels One and two | | 16 | 32 | 48 |
| Project Management Professional | | 35 | 70 | 105 |
| Six Sigma Lean Black Belt | | 35 | NA | 35 |
| Visio Levels One and Two | | 16 | NA | 16 |
| Excel Levels One, Two and Three | | 24 | 48 | 72 |
| Time Management or Organizational Skills | | 16 | NA | 16 |
| Project Management Fundamentals | | 8 | 16 | 24 |
| Effective Presentations | | 16 | NA | 16 |
| Independent Study | | NA | 91 | 91 |
| Total Program Cost | | | \$10,000.00 | |

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

Solar Photovoltaic Installer Program with Project Management

General Course Description

This Project oriented program includes Microsoft application classes along with Solar Photovoltaic Installation. The program begins with foundational classes where students will master the skills of Microsoft applications and moves forward to Project Training. Solar Photovoltaic Installation is designed to teach learning objectives as outlined by the Electronics Technician Association Level One Installer Certification Competencies while preparing the student for the ETA Level 1 Installer Certification Exam.

Prerequisites

Basic Computer Knowledge along with an interest in pursuing the “Green” Alternative Energy career fields and a High school diploma or equivalency is required

Acquired Skills

Along with Microsoft applications training the student will learn basic Solar PV theory via classroom lecture and experience a hands on lab session which focuses on solar PV installation including site evaluation, sizing calculation, testing and troubleshooting methods for “Grid-Tie and “Stand Alone Battery” PV Systems.

Job Titles

Solar Energy Installers Solar Panel Sales Engineers
Civil Engineers

Course Information

| | | | | |
|--|---------------------------------------|---------|-------------------|-------------|
| Hours: 200 | Approximately 10 weeks of instruction | Price: | \$6,900.00 | |
| Course | | Lecture | Mentored Learning | Total Hours |
| Project Management Fundamentals | | 8 | 8 | 16 |
| Microsoft Project Levels One and Two | | 16 | 16 | 32 |
| Microsoft Excel Levels One Two and Three | | 24 | 24 | 48 |
| Microsoft Word Level One | | 8 | 8 | 16 |
| Microsoft Outlook Level One and Two | | 16 | 16 | 32 |
| Microsoft Visio Levels One and Two | | 16 | | 16 |
| Solar Photovoltaic Installation | | 40 | | 40 |
| Total Program Cost | | | \$6,900.00 | |

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

Solar Photovoltaic Installer Program with Project Management and Auto Desk Revit

General Course Description

This Project oriented program includes Microsoft application classes along with Solar Photovoltaic Installation. Students will also be exposed to Autodesk Revit. Student will also receive PMI training which will cover the mandatory 35 hour training to the PMP exam. The program begins with foundational classes where students will master the skills of Microsoft applications and moves forward to Project Training. Solar Photovoltaic Installation is designed to teach learning objectives as outlined by the Electronics Technician Association Level One Installer Certification Competencies while preparing the student for the ETA Level 1 Installer Certification Exam.

Prerequisites

Basic Computer Knowledge along with an interest in pursuing the "Green" Alternative Energy career fields. Student should have experience with AutoDesk Products and a High school diploma or equivalency is required

Acquired Skills

Along with Microsoft applications training the student will learn basic Solar PV theory via classroom lecture and experience a hands on lab session which focuses on solar PV installation including site evaluation, sizing calculation, testing and trouble shooting methods for "Grid-Tie and "Stand Alone Battery" PV Systems. Student will also learn the essential features and functionality of AutoCAD® Revit , from building design through construction documentation.

Job Titles

Solar Energy Installers
Civil Engineers

Solar Panel Sales Engineers
Constructor Managers

Course Information

| | | | | |
|--|---------------------------------------|---------|--------------------|-------------|
| Hours: 283 | Approximately 14 weeks of instruction | Price: | \$10,000.00 | |
| Course | | Lecture | Mentored Learning | Total Hours |
| Project Management Fundamentals | | 8 | 8 | 16 |
| Microsoft Project Levels One and Two | | 16 | 16 | 32 |
| Microsoft Excel Levels One Two and Three | | 24 | 24 | 48 |
| Microsoft Word Level One | | 8 | 8 | 16 |
| Microsoft Outlook Level One and Two | | 16 | 16 | 32 |
| Microsoft Visio Levels One and Two | | 16 | | 16 |
| Solar Photovoltaic Installation | | 40 | | 40 |
| Autodesk Revit Essentials | | 32 | | 32 |
| Autodesk Revit Advanced | | 16 | | 16 |
| Project Management for Professionals (PMI) | | 35 | | 35 |
| Total Cost of Program | | | \$10,000.00 | |

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

Red Hat Certified Engineer (RHCE) – Standard

General Course Description

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

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

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

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

Audience

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

Prerequisites

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

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

Job Titles

Linux system administrator

Course Information

| | | | | |
|---|------------------------------------|------------------------------|--------------------|-------|
| Hours: 280 | Approximately 14 weeks of training | Price: | \$13000.00 | |
| Course | | Lecture | ML Hours | Hours |
| RH124 Red Hat System Administration I | | 35 | 35 | 70 |
| RH200 RHCSA Rapid Track Course | | 35 | 35 | 70 |
| RH255 Red Hat System Administration III | | 35 | 35 | 70 |
| RH300 RHCE Rapid Track Course | | 35 | 35 | 70 |
| Exams | | Included | | |
| | | Total Cost of Program | \$13,000.00 | |

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

Specialist Program- Medical Front Office Assistant and Administration

General Course Description

The Medical Front Office Assistant and Administration Program is designed to empower students with skills and knowledge that will increase their workplace competence and advantage. The balanced training program covers industry specification preparation for Billing and Insurance, and entry level coding and Microsoft Office computer technologies. The students will receive up-to-date training... Medical bill processing including patient account management, diagnosis, and basic coding including medical insurance claim processing will be a program focus.

Prerequisites

A High school diploma or equivalency is required and a High school diploma or equivalency is required

Acquired Skills

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

- Identify the administrative roles and understand the various concepts and skills necessary, to function in the medical environment.
- Demonstrate an understanding of medical terminology, basic anatomy and physiology, medical ethics and legal aspects, and privacy and security issues.
- Demonstrate competency and the application of administrative skills and procedures needed for the medical administrative
- Demonstrate proficiency and application of various computer applications related to health care, including word processing, excel, time and contact management and presentation software, computerized medical office management.
- Demonstrate understanding of the insurance systems and the application of billing and reimbursement techniques.
- Demonstrate some knowledge in and the application of: outpatient coding.
- Demonstrate the necessary level of professionalism, responsibility, flexibility, organization, and skill in human relations and customer service to enter the health care field.
- Be able to prepare a resume, a cover letter, prepare for job interviews.

Job Titles

| | | |
|-----------------------------------|-------------------------------------|------------------------------|
| Outpatient Clinic Manager | Claims Processor | Governmental Agency Coder |
| Medical Records Manager | Medical Office Specialist | Medical Front Office Manager |
| Claims Processor | Reimbursement Specialist | Entry Level Medical Coder |
| Public & Home Health Agency Coder | Insurance Company Coding Specialist | |

Course Information

| | | | | | |
|---------------------------|---|---------------------------------------|---------|-------------------|------------|
| Hours: 352 | | Approximately 21 weeks of instruction | | Price: | \$5,495.00 |
| Course | | | Lecture | Mentored Learning | Hours |
| HI1011 | Medical Office Procedures and Administration | | 32 | 32 | 64 |
| HI1012 | The Automated Medical Office Level I & II | | 32 | 32 | 64 |
| HI1013 | Computers and Office Applications: MOS Series | | 32 | 32 | 64 |
| HI1014 | Human Anatomy, Physiology & Medical Terminology | | 64 | 64 | 128 |
| HI2014 | Professional and Career Development | | 0 | 32 | 32 |
| HI2015 | HIPAA Overview: Privacy and Security | | 0 | 20 | 20 |
| Total Program Cost | | | | \$5,495.00 | |

Advanced Program-Medical Coding and Billing Associate

General Course Description

The Medical Coding and Billing Program is designed to empower students with skills and knowledge that will increase their workplace competence and advantage. The balanced training program covers industry specification preparation for Coding, Billing and Insurance, and Microsoft Office computer technologies.

Prerequisites

A High school diploma or equivalency is required

Acquired Skills

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

- Identify the administrative roles and understand the various concepts and skills necessary, to function in the medical environment.
- Demonstrate an understanding of medical terminology, basic anatomy and physiology, medical ethics and legal aspects, and privacy and security issues.
- Demonstrate competency and the application of administrative skills and procedures needed for the medical administrative assistant to function in a health care setting.
- Demonstrate proficiency and application of various computer applications related to health care, including word processing, excel, time and contact management and presentation software, computerized medical office management.
- Demonstrate understanding of the insurance systems and the application of billing and reimbursement techniques.
- Demonstrate the necessary level of professionalism, responsibility, flexibility, organization, and skill in human relations and customer service to enter the health care field.

Job Titles

Outpatient Clinic Manager Claims Processor Governmental Agency Coder Medical Records Manager
 Medical Office Specialist Medical Front/Office Manger. Claims Processor Reimbursement Specialist
 Public & Home Health Coder Insurance Company Coding Specialist

Course Information

| | | | | | |
|---------------------------|--|---------------------------------------|---------|-------------------|-------------------|
| Hours: 480 | | Approximately 29 weeks of instruction | | Price: | \$6,995.00 |
| Course | | | Lecture | Mentored Learning | Hours |
| HI1011 | Medical Office Procedures and Administration | | 32 | 32 | 64 |
| HI1013 | Computers and Office Applications: MOS Series | | 32 | 32 | 64 |
| HI1014 | Human Anatomy, Physiology & Medical Terminology | | 64 | 64 | 128 |
| HI1015 | Insurance and Billing, and Coding Essentials: Series | | 54 | 54 | 108 |
| H12015 | HIPAA Overview: Privacy and Security | | 0 | 20 | 20 |
| HI1012 | The Automated Medical Office Level I & II | | 32 | 32 | 64 |
| HI2014 | Professional and Career Development | | 0 | 32 | 32 |
| Total Program Cost | | | | \$6,995.00 | |

Premier Program- Diploma in Health Information Management (HCIM) Specialization in Medical Coding

General Course Description

The Health Information Management Program is designed to empower students with skills and knowledge that will increase their workplace competence and advantage. The balanced training program covers premier industry specifications preparation for Coding, Billing and Insurance, and Microsoft Office computer technologies.

Prerequisites

A High school diploma or equivalency is required.

Acquired Skills:

As the student combines industry preparation with the skills learned in the professional development series he/ she is able to:

Job Titles

Reimbursement Specialist
Claims Processor

Medical Coding Specialist
Admin Assistant

Insurance Co. Coding Specialist
Medical Coding and Billing

Medical Front Office
Medical Records Manager

Course Information

| | | | | | |
|---------------------------|--|---------------------------------------|-----|---------|-------------------|
| Hours: 800 | | Approximately 49 weeks of instruction | | Price: | \$9,995.00 |
| Course | | | | Lecture | Mentored Learning |
| HI1011 | Medical Office Procedures and Administration | 32 | 32 | 64 | |
| HI1013 | Computers and Office Applications: MOS Series | 32 | 32 | 64 | |
| HI1014 | Human Anatomy, Physiology & Medical Terminology | 64 | 64 | 128 | |
| HI2011 | Medical Coding Certification Series | 128 | 128 | 256 | |
| HI1015 | Insurance and Billing, and Coding Essentials: Series | 54 | 54 | 108 | |
| HI1012 | The Automated Medical Office | 32 | 32 | 64 | |
| HI2013 | Medical Coding Series: Preparation and Practicum | 0 | 64 | 64 | |
| Total Program Cost | | | | | \$9,995.00 |

INDIVIDUAL COURSE ENROLLMENT

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

CLASSROOM LEARNING

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

Club Memberships

Club Memberships are a valuable way to learn more technologies during your regularly scheduled classes at New Horizons. A club membership gives you access to any class offered under the club grouping for one year, as well as the opportunity to retake classes based on availability. Club memberships are only eligible for students who are enrolled and have completed 3 – 5 of our Instructed Lead Training classes.

DESKTOP APPLICATIONS

| Class | Days | Hours | Price |
|---|------|-------|--------|
| Business Skills | | | |
| Grammar Skills | 1 | 8 | \$395 |
| Business Writing | 1 | 8 | \$395 |
| Effective Presentations | 1 | 8 | \$395 |
| Time Management | 2 | 16 | \$590 |
| Advanced Business Writing | 1 | 8 | \$395 |
| Advanced Communication Skills | 1 | 8 | \$395 |
| Business Etiquette | 1 | 8 | \$395 |
| Effective Business Writing | 2 | 8 | \$395 |
| Email Etiquette | 1 | 8 | \$395 |
| Interviewing Skills | 1 | 8 | \$395 |
| Managerial Leadership | 1 | 8 | \$395 |
| Negotiating | 1 | 8 | \$395 |
| Organizational Skills | 1 | 8 | \$395 |
| Project Management Fundamentals | 1 | 8 | \$395 |
| Six Sigma White Belt | 1 | 7 | \$700 |
| Six Sigma Yellow Belt | 2 | 14 | \$1400 |
| Six Sigma Green Belt | 3 | 21 | \$2100 |
| Six Sigma Black Belt | 5 | 35 | \$3500 |
| Contact Management | | | |
| ACT! 6.0 - Level 1 | 1 | 8 | \$295 |
| Databases | | | |
| Access 2003, 2007 or 2010 - Level 1 | 2 | 16 | \$590 |
| Access 2003, 2007 or 2010 - Level 2 | 2 | 16 | \$590 |
| Access 2003, 2007 or 2010 - Level 3 | 2 | 16 | \$590 |
| Crystal Reports XI - Level 1 | 2 | 16 | \$990 |
| Crystal Reports XI - Level 2 | 2 | 16 | \$990 |
| VBA for Excel | 2 | 16 | \$790 |
| VBA for Access | 2 | 16 | \$790 |
| Desktop Presentations | | | |
| PowerPoint 2003, 2007 or 2010 - Level 1 | 1 | 8 | \$295 |
| PowerPoint 2003, 2007 or 2010- Level 2 | 1 | 8 | \$295 |
| Desktop Publishing | | | |
| InDesign CS4 Level 1 | 2 | 16 | \$790 |
| InDesign CS4 Level 2 | 2 | 16 | \$790 |
| Acrobat 9.0 Level 1 | 1 | 8 | \$395 |
| Acrobat 9.0 Level 2 | 1 | 8 | \$395 |

DESKTOP APPLICATIONS (CONTINUED)

| Class | Days | Hours | Price |
|--|------|-------|-------|
| Developer | | | |
| XHTML 4 - Level 1 | 1 | 8 | \$395 |
| XHTML 4 - Level 2 | 1 | 8 | \$395 |
| XHTML 4 - Level 3 | 1 | 8 | \$395 |
| Fundamentals | | | |
| Computers Made Easy | 1 | 8 | \$295 |
| Graphics/Web Design | | | |
| Illustrator CS2/CS3/CS4 - Level 1 Creating Basic Illustrations | 2 | 14 | \$790 |
| Illustrator CS2/CS3/CS4 - Level 2 Creating Complex Illustrations | 2 | 14 | \$790 |
| Photoshop CS2/CS3/CS4 - Level 1 Basic Image Enhancement | 2 | 14 | \$790 |
| Photoshop CS2/CS3/CS4 - Level 2 Redefined Masking, Image Effects, and Retouching | 2 | 14 | \$790 |
| Photoshop CS3/CS4 – Photo Printing and Color | 1 | 8 | \$395 |
| AutoCAD | | | |
| AutoCAD Level 1 | 4 | 28 | \$895 |
| AutoCAD Level 2 | 3 | 21 | \$750 |
| Blueprint Reading for Industry | 2 | 14 | \$495 |
| AutoCAD Update: 2002 - 2007 | 2 | 14 | \$495 |
| AutoCAD Update: 2004 - 2008 | 3 | 28 | \$750 |
| AutoCAD Update: 2007 - 2008 | 1 | 7 | \$250 |
| Revit Architecture Level 1 Essentials | 3 | 28 | \$795 |
| Internet | | | |
| Dreamweaver CS4 - Level 1 | 2 | 16 | \$790 |
| Dreamweaver CS4 - Level 2 | 2 | 16 | \$790 |
| FrontPage 2003 - Level 1 | 1 | 8 | \$395 |
| Multimedia | | | |
| Flash 8 or CS4 - Level 1 | 2 | 16 | \$790 |
| Flash 8 or CS4 - Level 2 | 2 | 16 | \$790 |
| Operating Systems | | | |
| Windows XP - Level 1 | 1 | 8 | \$295 |
| Windows XP - Level 2 | 1 | 8 | \$295 |
| Windows Vista – Level 1 | 1 | 8 | \$295 |
| Windows Vista – Level 2 | 1 | 8 | \$295 |
| Windows 7-Level One | 1 | 8 | \$295 |
| Windows 7-Level Two | 1 | 8 | \$295 |
| Personal Productivity | | | |
| Outlook 2003 or 2007 or 2010 – Level 1 | 1 | 8 | \$295 |
| Outlook 2003 or 2007 or 2010 - Level 2 | 1 | 8 | \$295 |
| Outlook 2003 or 2007 or 2010 - Level 3 | 1 | 8 | \$295 |

DESKTOP APPLICATIONS (CONTINUED)

| Class | Days | Hours | Price |
|---|------|-------|---------|
| Project Management | | | |
| Project 2003 or 2007 or 2010 Level 1 | 1 | 8 | \$395 |
| Project 2003 or 2007 or 2010 Level 2 | 1 | 8 | \$395 |
| Project+ A (CompTIA) | 5 | 35 | \$1,995 |
| Visio Professional 2003 or 2007 or 2010 Level 1 | 1 | 8 | \$395 |
| Visio Professional 2002 or 2007 or 2010 Level 2 | 1 | 8 | \$395 |
| Spreadsheets | | | |
| Excel 2003 or 2007 or 2010 - Level 1 | 1 | 8 | \$295. |
| Excel 2003 or 2007 or 2010- Level 2 | 1 | 8 | \$295. |
| Excel 2003 or 2007 or 2010 - Level 3 | 1 | 8 | \$295. |
| Word Processing | | | |
| Word 2003 or 2007 or 2010- Level 1 | 1 | 8 | \$295 |
| Word 2003 or 2007 or 2010 - Level 2 | 1 | 8 | \$295 |
| Word 2003 or 2007 or 2010 - Level 3 | 1 | 8 | \$295 |

TECHNICAL TRAINING CLASSES

| Class | Days | Hours | Price |
|--|------|-------|---------|
| CISCO | | | |
| Building Cisco Multi-Layer Switched Networks (BCMSN) | 5 | 35 | \$3,395 |
| Implementing Secure Converged Wide Area Network (ISCW) | 5 | 35 | \$3,395 |
| Building Scalable Cisco Internetworks (BSCI) | 5 | 35 | \$3,395 |
| Optimizing Converged Cisco Networks (ONT) | 5 | 35 | \$3,395 |
| Securing Networks with PIX and ASA (SNPA) | 5 | 35 | \$3,395 |
| Interconnecting Cisco Network Devices (ICND) Part 1 | 5 | 35 | \$2,995 |
| Interconnecting Cisco Network Devices (ICND) Part 2 | 5 | 35 | \$2,995 |
| Cisco Implementing Cisco Unified Wireless Networking Essentials (IUWNE) | 5 | 35 | \$3,395 |
| Cisco Securing Networks with PiX and ASA (SNPA) | 5 | 35 | \$3,395 |
| Cisco Implementing Cisco IOS Unified Communications (IIUC) | 5 | 35 | \$3,395 |
| Implementing Cisco IOS Network Security (IINS) | 5 | 35 | \$3,395 |
| Implementing Cisco IP Routing (ROUTE) | 5 | 35 | \$3,395 |
| Implementing Cisco Switched Networks (SWITCH) | 5 | 35 | \$3,395 |
| Interconnecting Cisco Networking Devices Accelerated (CCNAX) | 5 | 35 | \$3,395 |
| Securing Networks with ASA Fundamentals (SNAF) | 5 | 35 | \$3,395 |
| Troubleshooting and Maintaining Cisco IP Networks (TSHOOT) | 5 | 35 | \$3,395 |
| Citrix | | | |
| CTX-1259 CI Citrix XenApp 5 for Windows Server 2003: Administration | 5 | 35 | \$2,995 |
| CTX-1264 BI Citrix Presentation Server 4.5 and XenApp 5.0 for Windows Server 2003: Support | 3 | 21 | \$1,595 |
| CTX-1308AI Citrix Access Gateway 4.5 Advanced Addition: Administration | 2 | 14 | \$1,295 |
| CTX-1327AI Citrix Password Manager 4.5: Administration | 2 | 14 | \$1,295 |
| CTX-1456 AI Citrix Access Suite 4.0: Build/Test | 2 | 14 | \$1,295 |
| CTX-1256BI Citrix Presentation Server 4.0: Administration | 4 | 28 | \$2,495 |
| CXS-200-11 Implementing Citrix XenServer Enterprise Server 2008 | 2 | 35 | \$1,200 |
| CMB-200-aa Implementing the Citrix Desktop Delivery | 5 | 35 | \$2,955 |
| CXA-300-11 Advanced Administration for Citrix XenApp 5.0 for Windows Server 2008 | 5 | 35 | \$2,955 |
| CAG200-11 Implementing Citrix Access Gateway 9.0 Enterprise Edition | 2 | 14 | \$1,295 |
| CMB-200-2I Implementing the Citrix Desktop Delivery Infrastructure | 5 | 35 | \$2,955 |
| CMB-201-1I Implementing Citrix XenApp Platinum Edition Components | 5 | 35 | \$2,955 |
| CNS-200-11 Basic Administration for Citrix NetScaler 9.0 | 5 | 35 | \$2,955 |
| CTX-1259CI Citrix XenApp 5 for Windows Server 2003: Administration | 5 | 35 | \$2,955 |
| CTX-1264 BI Citrix Presentation Server 4.5 and XenApp 5.0 for Windows Server t | 3 | 21 | \$1,595 |
| CXA-100-11 Providing Help Desk Support for Citrix XenApp | 2 | 14 | \$1,295 |
| CXA-300-11 Advanced Administration for Citrix XenApp 5.0 for Windows Server 08 | 5 | 35 | \$2,955 |
| CXS-200-11 Implementing Citrix XenServer Enterprise Edition 5.0 | 2 | 14 | \$1,295 |
| Hardware | | | |
| A+ Certification – Essentials-IT /Remote/Depot Support Technician | 10 | 70 | \$2,995 |
| Network+ Certification | 5 | 35 | \$1,995 |
| Information Security | | | |
| Certified Ethical Hacker | 5 | 35 | \$3,595 |
| Computer Hacking Forensics Investigator | 5 | 35 | \$3,595 |
| New Horizons Training for CISSP Certification | 5 | 35 | \$3,595 |
| Security+ Certification | 5 | 35 | \$1,995 |
| Linux/Unix | | | |
| Linux+ Certification | 5 | 35 | \$2,475 |

Technical Training Classes (continued)

| Class | Days | Hours | Price |
|---|------|-------|---------|
| Microsoft Applications | | | |
| 2030 Creating Reporting Solutions Using Microsoft SQL Server 2000 Reporting Services | 2 | 14 | \$798 |
| 2124 Programming with C Sharp | 5 | 35 | \$1,995 |
| Microsoft Exchange Server | | | |
| 2011 Troubleshooting Microsoft Exchange Server 2003 | 3 | 21 | \$1,497 |
| 2400 Implementing and Managing Microsoft Exchange Server 2003 | 5 | 35 | \$2495 |
| 10135 Configuring, Managing Microsoft Exchange Server 2010 | 5 | 35 | \$2495 |
| 10233 Designing and Deploying Messaging Solutions with Exchange Server 2010 | 5 | 35 | \$2495 |
| 2008 Designing and Planning Exchange Server 2003 Organization | 2 | 14 | \$995 |
| 5047 Introduction to Installing and Managing Microsoft Exchange Server 2007 | 3 | 21 | \$1497 |
| 5049 Managing Messaging Security using Microsoft Exchange Server 2007 | 2 | 14 | \$998 |
| 5050 Recovering Messaging Servers and Databases using Exchange 2008 | 1 | 7 | \$998 |
| 5053 Designing a messaging Infrastructure Using Exchange 2007 | 3 | 21 | \$1497 |
| 5051 Monitoring and Troubleshooting Exchange Server 2007 | 2 | 14 | \$998 |
| 3910 Getting Started with Microsoft Exchange Server 2007 | 1 | 7 | \$499 |
| 10233 Designing and Deploying messaging Solutions with Microsoft Exchange Server 2010 | 5 | 35 | \$2495 |
| 5054 Designing a high Availability Messaging Solution Using MS Exchange Server | 2 | 14 | \$998 |
| 3938 Updating Your Skills from Microsoft Exchange 2000 Server or Microsoft Exchange Server 2003 to Microsoft Exchange Server 2007 | 3 | 21 | \$1497 |
| 5054 Designing a High Availability Messaging Solution Using Microsoft Exchange Server 2007 | 2 | 14 | \$998 |
| Microsoft Office - Technical | | | |
| 10174 Configuring, Managing SharePoint 2010 | 5 | 35 | \$2495 |
| 10175 SharePoint 2010 Application Development | 5 | 35 | \$2495 |
| 10231 Designing and Deploying Microsoft SharePoint 2010 | 5 | 35 | \$2495 |
| 10232 Designing and Developing Microsoft SharePoint 2010 Applications | 5 | 35 | \$2495 |
| 50046 Introduction to Development Using Windows SharePoint Services 3.0 | 2 | 14 | \$998 |
| 50352 SharePoint 2010 Overview for Developers | 2 | 14 | \$998 |
| 50353 SharePoint 2010 Overview for End Users | 3 | 21 | \$1497 |
| 5060 Implementing Windows SharePoint Services 3.0 | 2 | 14 | \$998 |
| 5061 Implementing Microsoft Office SharePoint Server 2007 | 3 | 21 | \$1497 |
| Microsoft SharePoint Designer 2007 Level 1 | 1 | 7 | \$499 |
| Microsoft SharePoint Designer 2007 Level 2 | 1 | 7 | \$499 |
| SharePoint Fundamentals | 3 | 21 | \$1497 |
| Windows SharePoint Services 3.0 –Level 1 | 2 | 14 | \$998 |
| Windows SharePoint Services 3.0 –Level 1 | 2 | 14 | \$998 |
| 50047 Advanced IT pro Course for MS Office Sharepoint 2007 | 5 | 35 | \$2495 |
| 50051 Architecting Portals and Collaboration Solutions with MS office Sharepoint 2007 | 2 | 14 | \$998 |
| 50064 Advanced Sharepoint Development 5 days | 5 | 35 | \$2495 |
| 50149 Sharepoint 2007 Operations 5 days | 5 | 35 | \$2495 |
| 50227 Sharepoint 2007 End User 3 days | 3 | 21 | \$1497 |
| 50351 Sharepoint 2010 for Developers 2 days | 2 | 14 | \$998 |
| 50354 Sharepoint 2010 ofr Designer | | | |

Technical Training Classes (continued)

| Class | Days | Hours | Price |
|---|------|-------|---------|
| Microsoft.NET | | | |
| 2072 Administering a Microsoft SQL Server 2000 Database | 5 | 35 | \$2495 |
| 2073 Programming a Microsoft SQL Server 2000 Database | 5 | 35 | \$2495 |
| 2310 Developing Microsoft ASP.NET Web Applications Using Visual Studio.NET | 5 | 35 | \$2495 |
| 2349 programming with the Microsoft.NET Framework (Visual C Sharp.NET) | 5 | 35 | \$2495 |
| 2373 Programming with Microsoft Visual Basic .NET | 5 | 35 | \$2495 |
| 2389 Programming with Microsoft ADO.NET | 3 | 21 | \$1,497 |
| 2415 Programming with the Microsoft.NET Framework (Microsoft Visual Basic.NET) | 5 | 35 | \$2495 |
| 2524 Developing XML Web Services Using Microsoft ASP.NET | 3 | 21 | \$1,497 |
| 2526 Developing Distributed Applications with Microsoft.NET Remoting | 2 | 14 | \$998 |
| 2546 Core Windows Forms Technologies with Microsoft Visual Studio 2005 | 3 | 21 | \$1,497 |
| 2547 Advanced Windows Forms Technologies with Microsoft Visual Studio 2005 | 2 | 14 | \$998 |
| 2555 Developing Microsoft.NET Applications for Windows (Visual C Sharp.NET) | 5 | 35 | \$2495 |
| 2565 Developing Microsoft .NET Applications for Windows (Visual Basic.NET) | 5 | 35 | \$2495 |
| 2557 Building COM+ Applications Using Microsoft .NET Enterprise Services | 5 | 35 | \$2495 |
| 2558 Programming with Managed Extensions for Microsoft Visual C++.NET | 3 | 21 | \$1,497 |
| 2559 Introduction to Microsoft Visual Basic .NET Programming with Microsoft.NET | 5 | 35 | \$2495 |
| 2565 Developing Microsoft .NET Applications for Windows (Visual Basic.NET) | 5 | 35 | \$2495 |
| 2609 Introduction to C Sharp Programming with Microsoft .NET | 5 | 35 | \$2495 |
| 2640 Upgrading Web Development Skills from ASP to Microsoft ASP.NET Daytime Classes | 3 | 21 | \$1,497 |
| 2657 Programming Microsoft Access 2002 | 3 | 21 | \$1,497 |
| 2663 Programming with XML in the Microsoft.NET Framework | 3 | 21 | \$1,497 |
| 2667 Introduction to Programming | 3 | 21 | \$1,497 |
| 2733 Updating Your Database Administration Skills to Microsoft SQL Server 2005 | 3 | 21 | \$1,497 |
| 2734 Updating Your Database Development Skills to Microsoft SQL Server 2005 | 3 | 21 | \$1,497 |
| 4994 Introduction to Programming Microsoft .Net applications | 5 | 35 | \$2,495 |
| 4995 Programming with Microsoft .Net Framework | 5 | 35 | \$2,495 |
| 6463 Visual Studio 2008 ASP.NET 3.5 | 2 | 14 | \$997 |
| 6464 Visual Studio 2008 ADO.NET 3.5 | 2 | 14 | \$997 |
| 10266 Programming with C# using Microsoft .NET Framework 4 | 5 | 35 | \$2,495 |
| 2710 Analyzing Requirements and Defining Microsoft .NET Solution Architectures | 5 | 35 | \$2,495 |
| Microsoft Windows | | | |
| 2087 Implementing Microsoft Windows 2000 Clustering | 3 | 21 | \$1,497 |
| 2152 Implementing Microsoft Windows 2000 Professional and Server | 5 | 35 | \$2495 |
| 2153 Implementing a Microsoft Windows 2000 Network Infrastructure | 5 | 35 | \$2495 |
| 2154 Implementing and Administering Microsoft Windows 2000 Directory Services | 5 | 35 | \$2495 |
| 2207 Windows Server 2003 Upgrade Workshop for MCSE on Windows 2000 | 5 | 35 | \$2495 |
| 2208 Updating Support Skills from Microsoft Windows NT 4.0 to Microsoft Windows Server 2003 | 3 | 21 | \$1,497 |
| 2209 Updating Systems Administrator Skills from Microsoft Windows 2000 to Windows Svr. 2003 | 2 | 14 | \$997 |
| 2261 Supporting Users Running the Microsoft Windows XP Operating System | 3 | 21 | \$1,497 |
| 2262 Supporting Users Running Applications on a Microsoft Windows XP Operating System | 2 | 14 | \$997 |
| 2272 Implementing and Supporting Microsoft Windows XP Professional | 5 | 35 | \$2495 |
| 2710 Analyzing Requirements and Defining Microsoft .NET Solution Architectures | 5 | 35 | \$2495 |
| 2717 Introduction to Microsoft .NET Development | 2 | 14 | \$998 |
| 2732 Planning, Deploying and Managing an Enterprise Project Management Solution | 5 | 35 | \$2495 |
| 2810 Fundamentals of Network Security | 4 | 28 | \$1,996 |

Technical Training Classes (continued)

| Class | Days | Hours | Price |
|---|------|-------|---------|
| 10159 Updating Your Windows Server 2008 Technology Specialist Skills to R2 (Beta) | 3 | 21 | \$1,497 |
| 10262 Developing Windows Applications with Microsoft Visual Studio 2010 (Beta) | 5 | 35 | \$2495 |
| 10263 Developing Windows Communication Foundation Solutions, Ms Visual Studio 2010 (Beta) | 3 | 21 | \$1,497 |
| Microsoft Other - Technical | | | |
| 2723 Microsoft SQL Server 2000 for Experienced Database Professionals | 3 | 21 | \$1,497 |
| 2823 Implementing and Administering Security in a Microsoft Windows Server 2003 Network | 5 | 35 | \$2495 |
| 2824 Deploying and Managing Microsoft Internet Security and Acceleration Server 2004 | 4 | 28 | \$1,996 |
| Microsoft Server 2003 | | | |
| 2273 Managing and Maintaining a Microsoft Windows Server 2003 Environment | 5 | 35 | \$2495 |
| 2274 Managing a Microsoft Windows Server 2003 Environment | 5 | 35 | \$2495 |
| 2275 Maintaining a Microsoft Windows Server 2003 Environment | 3 | 21 | \$1,497 |
| 2276 Implementing a MS Windows Server 03 Network Infrastructure - Network Hosts | 2 | 14 | \$998 |
| 2277 Implementing Managing and Maintaining a Microsoft Windows Server | 5 | 35 | \$2495 |
| 2278 Planning and Maintaining a MS Windows Server 2003 Network Infrastructure | 5 | 35 | \$2495 |
| 2279 Planning, Implementing, and Maintaining a MS Server 2003 Active Directory | 5 | 35 | \$2495 |
| 2282 Designing a MS Windows Server 03 Active Directory and Network Infrastructure | 5 | 35 | \$2495 |
| 2285 Installing, Configuring, and Administering Microsoft Windows XP Professional | 2 | 14 | \$998 |
| Microsoft SQL | | | |
| 2072 Administering a Microsoft SQL Server 2000 Database | 5 | 35 | \$2495 |
| 2073 Programming a Microsoft SQL Server 2000 Database | 5 | 35 | \$2495 |
| 2733 Updating Your Database Administration Skills to Microsoft SQL Server 2005 | 3 | 21 | \$1497 |
| 2734 Updating Your Database Development Skills to Microsoft SQL Server 2005 | 3 | 21 | \$1497 |
| 2778 Writing Queries Using Microsoft SQL Server 2008 Transact-SQL | 5 | 35 | \$2495 |
| 2779 Implementing a Microsoft SQL Server 2005 Database | 5 | 35 | \$2495 |
| 2780 Maintaining a Microsoft SQL Server 2005 Database | 5 | 35 | \$2495 |
| 2781 Designing Microsoft SQL Server 2005 Server-Side Solutions | 3 | 21 | \$1497 |
| 2782 Designing Microsoft SQL Server 2005 Databases | 2 | 14 | \$998 |
| 2783 Designing the Data Tier for Microsoft SQL Server 2005 | 1 | 7 | \$499 |
| 2784 Tuning and Optimizing Queries Using Microsoft SQL Server 2005 | 3 | 21 | \$1497 |
| 2786 Designing Microsoft SQL Server 2005 Infrastructure and Services | 2 | 14 | \$998 |
| 2787 Designing Security for Microsoft SQL Server 2005 | 2 | 14 | \$998 |
| 2788 Designing a High Availability Database Solutions Using MS SQL Server 2005 | 3 | 21 | \$1497 |
| 2789 Administering and Automating MS SQL Server 2005 Databases and Servers | 2 | 14 | \$998 |
| 2790 Troubleshooting and Optimizing Database Servers using MS SQL Server 2005 | 3 | 21 | \$1497 |
| 2791 Implementing and Maintaining Microsoft SQL Server 2005 Analysis Services | 3 | 21 | \$1497 |
| 2792 Implementing and Maintaining Microsoft SQL Server 2005 Integration Services | 3 | 21 | \$1497 |
| 2793 Implementing and Maintaining Microsoft SQL Server 2005 Reporting Services | 3 | 21 | \$1497 |
| 2795 Designing an ETL Solution Architecture Using MS SQL 05 Integration Services | 2 | 14 | \$998 |
| 2796 Designing an Analysis Solution Architecture Using SQL 05 Analysis Services | 3 | 21 | \$1497 |
| 2797 Designing a Reporting Solution Architecture Using MS SQL05 Reporting Services | 2 | 14 | \$998 |
| 6231 Maintaining a Microsoft SQL Server 2008 Database | 5 | 35 | \$2495 |
| 6232 Implementing a Microsoft SQL Server 2008 Database | 5 | 35 | \$2495 |
| 6234 Implementing and Maintaining Microsoft SQL Server 2008 Analysis Services | 3 | 21 | \$1497 |
| 6235 Implementing and Maintaining Microsoft SQL Server 2008 Integration Services | 3 | 21 | \$1497 |
| 6236 Implementing and Maintaining Microsoft SQL Server 2008 Reporting Services | 3 | 21 | \$1497 |
| Oracle Database 10g: Program With PL/SQL | 5 | 35 | \$2495 |
| Oracle Database 11g: SQL Fundamentals I | 5 | 35 | \$2495 |

Technical Training Classes (continued)

| Class | Days | Hours | Price |
|---|------|-------|--------|
| Microsoft | | | |
| 2546 Core Windows Forms Technologies with Microsoft Visual Studio 2005 | 2 | 14 | \$998 |
| 2547 Advanced Windows Forms Technologies with Microsoft Visual Studio 2005 | 5 | 35 | \$2495 |
| 2555 Developing Microsoft .NET Applications for Windows (Visual C Sharp .NET) | 5 | 35 | \$2495 |
| 2823 Implementing and Administering Security in a MS Windows Server 2003 Network | 5 | 35 | \$2495 |
| 2853 Developing and Maintaining Applications on Windows XP Service Pack 2 | 3 | 21 | \$1497 |
| 50046 Introduction to Development Using Windows SharePoint Services 3.0 | 5 | 35 | \$2495 |
| 50047 Advanced IT Pro Course for MS Office SharePoint Server 2007 and Windows SharePoint Services 3.0 | 5 | 35 | \$2495 |
| 50331 Windows 7, Enterprise Desktop Support Technician | 5 | 35 | \$2495 |
| 5060 Implementing Windows SharePoint Services 3.0 | 2 | 14 | \$998 |
| 5115 Installing and Configuring the Windows Vista™ | 3 | 21 | \$1497 |
| 5116 Configuring Windows Vista Mobile Computing and Applications | 2 | 14 | \$998 |
| 5118 Supporting Windows Vista and Applications in the Enterprise | 5 | 35 | \$2495 |
| 5119 Supporting Windows Vista Computers with Desktop Images and Application | 2 | 14 | \$998 |
| 6292 Installing and Configuring Windows 7 Client | 3 | 21 | \$1497 |
| 6294 Planning and Managing Windows 7 Desktop Developments and Environments | 5 | 35 | \$2495 |
| 6416 Updating your Net Infrastructure and Active Directory Technology Skills Server 2008 | 5 | 35 | \$2495 |
| 6417 Updating your Applications Infrastructure Technology Skills to Server 2008 | 3 | 21 | \$1497 |
| 6418 Deploying Windows Server 2008 | 3 | 21 | \$1497 |
| 6419 Configuring, Managing, and Maintaining Windows Server 2008 Servers | 5 | 35 | \$2495 |
| 6420 Fundamentals of Windows Server 2008 Network and Applications Infrastructure | 5 | 35 | \$2495 |
| 6421 Configuring and Troubleshooting a Windows Server 2008 Network Infrastructure | 5 | 35 | \$2495 |
| 6422 Implementing and Managing Windows Server 2008 Hyper-V | 3 | 21 | \$1497 |
| 6423 Implementing and Managing Windows Server 2008 Clustering | 3 | 21 | \$1497 |
| 6424 Fundamentals of Windows Server 2008 Active Directory | 3 | 21 | \$1497 |
| 6425 Configuring Windows Server 2008 Active Directory Domain Services | 5 | 35 | \$2495 |
| 6426 Configuring and Troubleshooting Identity and Access Solutions with Windows Server | 3 | 21 | \$1497 |
| 6427 Configuring and Troubleshooting Internet Information Services 7.0 in Windows 2008 | 3 | 21 | \$1497 |
| 6428 Configuring and Troubleshooting Windows Server 2008 Terminal Services | 2 | 14 | \$998 |
| 6429 Configuring and Managing Windows Media Services for Windows Server 2008 | 2 | 14 | \$998 |
| 6430 Planning for Windows Server 2008 Servers | 3 | 21 | \$1497 |
| 6431 Managing and Maintaining Windows Server 2008 Network Infrastructure Servers | 2 | 14 | \$998 |
| 6432 Managing and Maintaining Windows Server 2008 Active Directory Servers | 2 | 14 | \$998 |
| 6434 Automating Windows Server 2008 Administration with Windows PowerShell | 3 | 21 | \$1497 |
| 6435 Designing a Windows Server 2008 Network Infrastructure | 5 | 35 | \$2495 |
| 6436 Designing a Server 2008 Active Directory Infrastructure and Services | 5 | 35 | \$2495 |
| 6437 Designing a Windows Server 2008 Applications Platform Infrastructure | 3 | 21 | \$1497 |
| 6460 Visual Studio 2008 Connected Systems: Windows Presentation Foundation | 5 | 35 | \$2495 |
| 6461 Visual Studio 2008 Connected Systems: Windows Communication Foundation | 3 | 21 | \$1497 |
| 6462 Visual Studio 2008 Connected Systems: Windows Workflow Foundation | 2 | 14 | \$998 |
| Microsoft SMS | | | |
| 2596 Managing Microsoft Systems Management Server 2003 | 5 | 35 | \$2495 |
| Microsoft Web/E-Commerce Applications | | | |
| 2157 Developing E-Business Solutions /Using Microsoft BizTalk Server 2004 | 5 | 35 | \$2495 |
| 2158 Deploying and Managing E-Business Solutions using Microsoft BizTalk Server 2004 | 2 | 14 | \$998 |

Technical Training Classes (continued)

| Class | Days | Hours | Price |
|---|------|-------|--------|
| Oracle | | | |
| Oracle Database 11g: Administration Workshop | 5 | 35 | \$2495 |
| Oracle Database 11g: New Features for Administrators | 5 | 35 | \$2495 |
| Oracle Database 11g: SQL Fundamentals I | 5 | 35 | \$2495 |
| Oracle OCA (Oracle Certified Associate) Bootcamp | 5 | 35 | \$2495 |
| Project | | | |
| 5927 Microsoft Office Project 2007 Managing Projects | 3 | 21 | \$1497 |
| 5928 Microsoft Office Project Server 2007, Managing Projects | 3 | 21 | \$1497 |
| 5929 Microsoft Office Project Server 2007, Managing Projects and Programs | 5 | 35 | \$2495 |
| Managing Project Teams | 1 | 7 | \$499 |
| Project Management Fundamentals | 1 | 7 | \$499 |
| Project Management Professional (PMP®) Certification | 5 | 35 | \$2495 |
| Project Management Skills for Non-Project Managers | 1 | 7 | \$499 |

GENERAL RULES AND POLICIES

Although this institution was approved to operate by the former Bureau for Private Postsecondary and Vocational Education, our pending application for re-approval to operate has not yet been reviewed by the Bureau for Private Postsecondary Education.

Non-Discrimination Policy

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

Drug Free Campus

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

“NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION”

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

Articulations Agreements With Universities or Colleges

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

Student Records Reporting and Confidentiality

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

- New Horizons Staff
- Authorized Consumer Affairs representatives
- Authorized CSAAVE representatives
- The student

If a student wishes a printout of their transcript, they will need to visit the school in person and fill out a REQUEST FOR STUDENT RECORD FORM. The student will also need to return in person in order to pick up a copy of their transcript. The school does not mail any transcripts or certifications directly to the student.

All student records are stored in a location only assessable by approved staff of New Horizons CLC Career Development Inc.

New Horizons is a Non-Resident Campus

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

SCHOOL GOVERNING BODY, ADMINISTRATORS AND FACULTY

Directors

Kevin Landry President / CEO
 Anna Nursalim CFO
 Cindy Sutherland CAO

Administrative Officials

Jeremy Janov Guidance Counselor

VA Certifying Officials

Kevin Landry
 Jeremy Janov
 Cindy Sutherland

School Locations

Anaheim Campus: 1900 S State College Blvd., Suite 100
 Anaheim, CA 92806
 (714) 221-3100

Culver City Campus: 100 Corporate Pointe, Suite 270
 Culver City, CA 90230
 (310) 342-3500

Burbank Campus: 333 N Glen Oaks Blvd., Suite 400
 Burbank, CA 91502
 (818) 333-4600

San Bernardino Campus: 301 East Vanderbilt Way, Suite 250
 San Bernardino, CA 92408
 (909) 380-7970

San Diego Campus: 7480 Miramar Road Bldg. B, Suite 202
 San Diego, CA 92126
 (858) 880-2200

*Training Purchased at the Anaheim, Burbank, Culver City, San Bernardino & San Diego Centers may be taken at any of these 5 centers.

Instructional Facilities

| Site | Square Footage | # Classrooms | Maximum Room Capacity | Mentored Learning Classrooms Capacity | Testing Room Capacity | Break Room Capacity |
|----------------|----------------|--------------|-----------------------|---------------------------------------|-----------------------|---------------------|
| Anaheim | 19,247 | 9 | 18 | 52 | 6 | 25 |
| Burbank | 4,644 | 3 | 17 | 10 | 2 | 8 |
| Culver City | 7,935 | 3 | 16 | 10 | 4 | 4 |
| San Bernardino | 5,665 | 2 | 18 | 15 | 1 | 8 |
| San Diego | 12,756 | 5 | 18 | 12 | 3 | 15 |

Instructional Schedule

Training instruction is offered Monday through Friday from 7:30 AM to 4:30 PM. Evening Classes are Schedule on as/need basis. Some Weekend instructions are scheduled depending on need.

ADMISSIONS PROCESS

- “As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the “School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement”
- When a prospective student contacts New Horizons to inquire about our training, an Education Consultant will discuss our offerings with the student and an invitation is extended to attend an evaluation class and a tour. This evaluation class is generally a 4-hour Software Applications class. The evaluation class allows the student to sample a half a day of training without any further obligation.
- An Education Consultant will meet with the student to discuss their individual training interests. An appointment will be made to take the entrance exam. The Education Counselor will discuss the exam results with the candidate. It is determined at this time whether a student has the required prerequisite knowledge, and ability to be successful in the chosen program.
- An interview may also be used to determine the viability of a candidate. A member of our management team conducts interviews. *Additional interviews may be required in certain situations.* Student interviews assess employment history, educational background, and relevant skills. Interview results are used to determine the candidate's ability to be successful in the desired program. Upon successful completion of assessments and interviews, a candidate may request enrollment.
- All enrolling students will read and sign a *Contractual Enrollment Agreement* and the *Students Right to Cancel Notification along with reviewing the School Performance Fact Sheet.* These documents outline the items included in the program, cost, cancellation grace period, withdrawal, and refund policies.
- Each program has requirements listed for the given program
- A High school diploma or equivalency is required for enrollment

Course Hours

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

Standard Class Hours:

| Class Type | *Day | *Eve |
|---|--|-------------------|
| Mentored Learning (Students may schedule 1 or 2 sessions daily) Technical Courses (Microsoft®, Novell®, CompTIA®, CISCO®) | 7:00 AM – 11:00 AM 11:00 AM – 4:00 PM | 4:00 PM – 9:00 PM |
| Instructor Led Technical Courses (Microsoft®, Novell®, CompTIA®, CISCO®) | 7:30 AM – 3:30 PM | |
| Application Courses | 8:00 AM - 4:00 PM | |

*Start and end times may vary by location

Breaks are as follows:

First 15 minute break - Starts 2 hours from class start time, Lunch Period – Starts 2 hours from first break, Second 15 minute break – Starts at 2 hours from the lunch period.

2012 Holidays

School is closed for the following holidays

| | |
|------------------|---------------------|
| Presidents Day | 02/20/12 |
| Memorial Day | 05/28/12 |
| Independence Day | 07/04/12 |
| Labor Day | 09/03/12 |
| Thanksgiving | 11/22/12 & 11/23/12 |
| Christmas | 12/24/12 & 12/25/12 |
| New Year's Eve | 12/31/12 |

2013 Holidays

School is closed for the following holidays

| | |
|------------------|---------------------|
| Presidents Day | 02/18/13 |
| Memorial Day | 05/26/13 |
| Independence Day | 07/04/13 |
| Labor Day | 09/02/13 |
| Thanksgiving | 11/28/13 & 11/29/13 |
| Christmas | 12/24/13 & 12/25/13 |
| New Year's Eve | 01/01/14 |

ESL

New Horizons does not provide ESL. All students must have a High School Diploma or GED to enroll in our programs.

Enrollment Policy

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

Notice of Student Rights and Cancellation

1. You have the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later, as described in the Notice of Cancellation which you are given at the time of enrollment.

Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask your New Horizons Education Consultant for a sample copy.

2. After the end of the cancellation period, you also have the right to stop your training at any time; and you have the right to receive a refund for the portion of the course you have not yet taken. Your refund rights are described in your contract and dependent upon your funding terms. If you have lost your contract, ask your New Horizons Education Consultant for a description of the refund policy.
3. If New Horizons closes before you complete your training, you may be entitled to a refund. Contact the Bureau for Private Post-Secondary and Vocational Education at the address and telephone number printed below for information.
4. If you have any complaints, questions, or problems, which you cannot work out with New Horizons CLC Career Development Inc., call or write to:

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

Program Refund information

You may withdraw from a program after instruction has started and receive a pro-rata refund for the unused portion of the tuition and other refundable charges. To determine your refund you would deduct a registration fee of seventy-

five dollars **(\$75.00)** from the tuition charge. You would then divide this figure by the number of hours in the program. The rate is the hourly charge for the program. The amount owed by the student for the purpose of calculating a refund is derived by multiplying the total hours attended by the hourly charge for instruction plus the amount of the registration fee and the documented costs of any books or equipment that were not returned. *For example if the student completes only 10 hours of a 40 hour course and paid \$400.00 tuition, and a registration fee of \$75.00, the student would receive a refund of \$300.00. (\$475.00 total fee, less the registration fee of \$75.00, divide this by the 40 hours of the program, this will give you the hourly rate of \$10.00 per hour). Multiply this rate times the hours completed 10 hours completed x \$10.00 per hour, totaling the \$100.00 for the tuition charge. This charge plus the registration fee would be deducted from the amount paid. Total paid \$475.00, less registration fee \$75.00, less tuition charge \$100.00 refund paid \$300.00.*

Individual Class Refund Information

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

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

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

Grievance Procedures

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

- | | |
|--|--|
| • 1 st level - Your Guidance Counselor | • 3 rd level - Director of Career Development |
| • 2 nd level - Your Campus Education Consultant | • 4 th level – President / CEO |

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

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

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

If you are not satisfied with our assistance and have exhausted all staff levels of the grievance procedure, you may appeal in writing to:

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

Reimbursement to Veterans and Eligible Persons

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

Credit Evaluation Policy

Students who enter New Horizons with previous training in the course to be pursued will be tested upon enrollment and when appropriate, be given credit for prior educations and/or experience. Evaluation will be based upon a written exam, an oral exam, official documentation or certificates or a combination of the above criteria. Credit will be recorded on enrollment record and the length of the course shortened proportionately. Tuition will be adjusted accordingly. In addition the student and the Department of Veteran's Administration (DVA) shall be notified. All prior training is subject to evaluation.

STUDENT POLICIES

Attendance

Attendance & Tardiness:

We require students to arrive to class on time. If a student arrives more than 15 minutes late, we may allow another student to take their place in class. If students arrive more than 30 minutes late, they will not be admitted to class. If the class is a multiple day class (2-5 days long) and the student is more than 30 minutes late or the seat is relinquished due to tardiness, the seat is relinquished for the entire length of the class (2-5 days long). The student will need to reschedule the class. If a student misses more than 20% of a certified program, a certificate of completion will not be awarded. If an absence or tardy is absolutely necessary, we require that you notify us by calling The Customer Service desk at your local campus on or before the date(s) in question.

Accumulation of tardiness and/or absences during a reporting period (as outlined below) may result in a Recovery Schedule Evaluation Period (RSEP) or Dismissal from the program.

A Reporting Period = 1 Month

Absence = 2 or more hours of unattended class time per day. This is a 7-hour deduction from attendance per day.

Recovery Schedule Evaluation Period (RSEP) = 1 Month. The performance during this period will be reviewed. If attendance does not improve, a student may be dismissed from the program. RSEP is initiated when a student has more than 3 Tardies or more than 2 absences. Successful completion of courses requires an 80 percent attendance rate.

Program Interrupt-Extension Policy / Leave of Absence / Withdrawal

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

Suspension or Dismissal

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

1. Inappropriate and/or violent conduct displayed by the student.
2. Inappropriate clothing, or improper clothing attire, and/or indecent exposure.
3. Disrespect for New Horizons property and equipment.
4. Software piracy or violating copyright rules and regulations.

5. Recurring attendance problems despite continuous meetings with the Education Consultant and/or Site Manager to rectify the issues.

SUSPENSION OR DISMISSAL

The general levels of reprimand are as follows:

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

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

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

Appeal of Academic Probation, Disciplinary Action, Dismissal

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

New Horizons CLC Career Development CAO

1900 S. State College Blvd. Suite 100

Anaheim, CA 92806

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

Grading Standards

N/A – New Horizons does not issue letter grades. A Completion Certificate is granted when a student completes 80% attendance and passes the New Horizons post class exam. A Completion Certificate is not issued when a student is absent more than 20% of the course or does not pass the post class exam.

Reentrance

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

Certification Testing

New Horizons Programs does include the cost of certification exams unless noted in the program. Each student is financially responsible for the cost of exam registrations. Exam registration fees vary and are established individually by each certifying body (Microsoft, Novell, CIW, CompTIA etc.). Appointments for exams are registered and purchased from Prometric. Exam appointments may be made via the Prometric website at www.prometric.com or via telephone at (800) 733-3926. If you schedule an exam with Prometric and fail to make that appointment, Prometric will charge you for that exam.

Vouchers / Exam Policy

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

Completion Requirements

Completion requires a minimum of 80% course attendance and a passing score on all New Horizons post class exams.

Equipment

Manuals and equipment for application classes will be distributed at the beginning of each individual course. The Novell, Microsoft, CIW, CompTIA and CISCO training materials (Student Kits) are given to each student at the beginning of each course. These kits become the property and responsibility of the student; by no means should any student material or property be left in a classroom unattended. As a note, replacement costs for some of these kits are as much as \$300 plus tax. For security reasons, the classrooms will be locked at the noon break and students will not be allowed to stay and study. ***Be advised:*** The photocopying or reproduction of any copyrighted material (books, computer data, files, etc.) may be a violation of governing laws and will not be allowed. This, along with any theft of New Horizons' or other student's hardware, software, books or personal belongings may lead to immediate dismissal from the program.

Student Conduct

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

New Horizons CLC Career Development Inc. believes that no student has the right to interfere with another student's ability to learn. If any student exhibits behavior that hinders that right, they will be asked to leave the classroom. Children are not allowed to accompany parents into any class or to labs. Students are prohibited from unlawful possession, use, or distribution of illicit drugs, alcohol, or weapons of any kind. No student will be allowed to use any verbal, physical, or discriminatory threats or abusive language towards another student, or member of the staff. The use of profanity is strictly prohibited. Discriminatory remarks of any kind will not be tolerated and may result in termination from the program (See **Non-Discrimination Policy on page #92**). Any violation of this conduct policy should be brought to the attention of the Instructor immediately. These concerns can be made verbally, or in writing as stated in the grievance procedures described in this catalog.

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

Student Dress Code

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

Software Piracy and Personal Items

In accordance with copyright laws, all New Horizons students are prohibited from copying any of the software loaded on the school's machines. Please understand that any student found doing so may be terminated from the program. Students are not allowed to bring any of their personal computers or related software and hardware items on any New Horizons campuses to be connected or used with the school's equipment. New Horizons shall not be held responsible for any lost or stolen items belonging to any student while on any New Horizons campus.

Student Loans

New Horizons is not a Federal Department of Education school. Therefore, students cannot use attendance during this program to defer a student loan. New Horizons does not participate in Federal or State Financial Aid Programs.

If a student obtains a loan to pay for an educational program the student will have the responsibility to repay the full amount of the loan plus interest less the amount of any refund.

Payment Policy

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

STRF Fees

"You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student, who is a California resident and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident.
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party."

(b) In addition to the statement described under subdivision (a) of this section, a qualifying institution shall include the following statement on its current schedule of student charges:

"The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

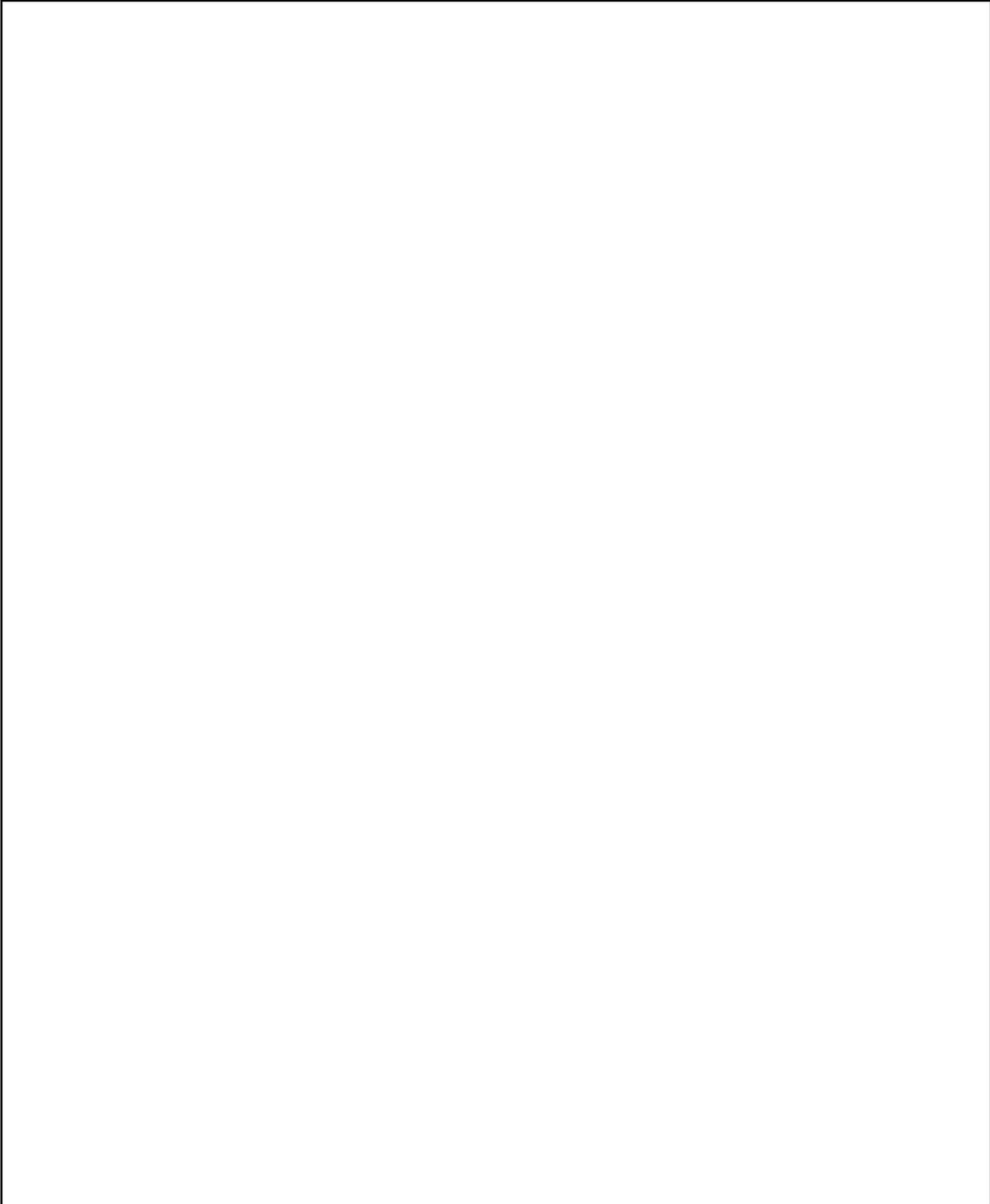
You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

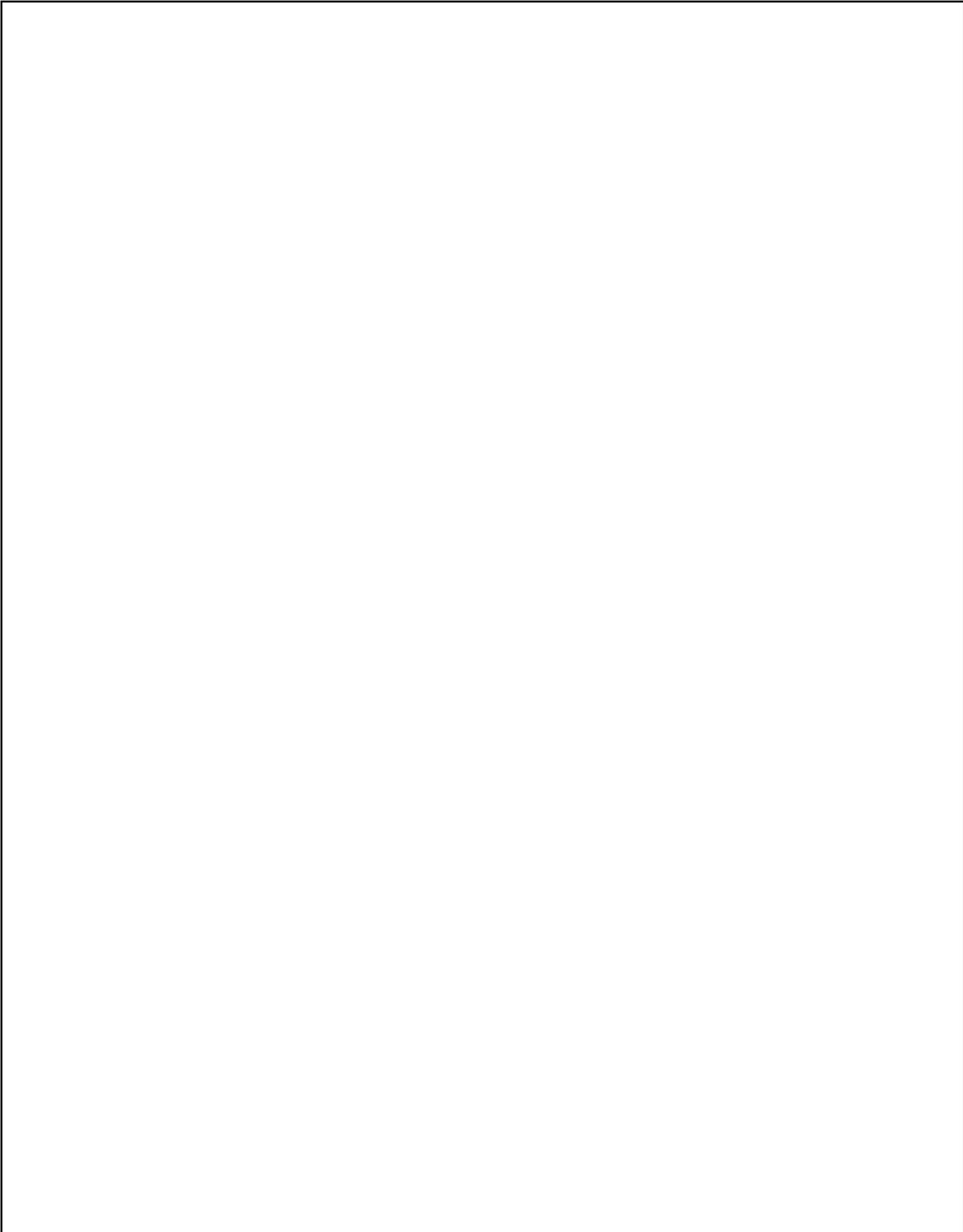
1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide

Equipment or materials for which a charge was collected within 180 days before the closure of the school.

1. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost.
2. There was a decline in the quality of the course of instruction within 30 days before the school closed or, if the decline began earlier than 30 days prior to closure, the period of decline determined by the Bureau.
3. An inability to collect on a judgment against the institution for a violation of the Act."

NOTE: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, Education Code.





**CERTIFIED INSTRUCTORS
CONTINUED**

HEALTHCARE INSTRUCTORS

| FACULTY MEMBER | EXPERIENCE & QUALIFICATIONS |
|--|---|
| <p>Beverly Comsa CPC HealthCare Information Management Training & Program Manager</p> | <p>30+ years In HealthCare Industry, Teaching more than 15 years, Management/Supervisory Clinics, Practices, Agencies, Home-Based Businesses, Billing, Coding, and Medical Trans. Founder / President Local AAPCs, Instructor for CPC Review Classes, Proctor CPC, CPC-H and CPC-P exams, Certified Medical Assistant (CMA), California Designated Subjects Teaching Credential from Cal Poly Pomona, CA, Certificate in Test Writing from California State Department of Education, Certificate Labor Code and Rating Processes – Workers’ Compensation – Ruben Weiss.</p> |