

**New Horizons
Computer Learning Center
Sacramento Campus**

1750 Creekside Oaks Drive, Suite 150
Sacramento, CA 95833
(916) 609-4700
www.nhnorcal.com



Microsoft Certified Silver Learning Partner

California Career Development Catalog

January 1, 2012 – December 31, 2012

**New Horizons Computer Learning Center
Offering complete training solutions for Information Technology, Allied Health,
Design/Media, Project Management & Business Professionals**



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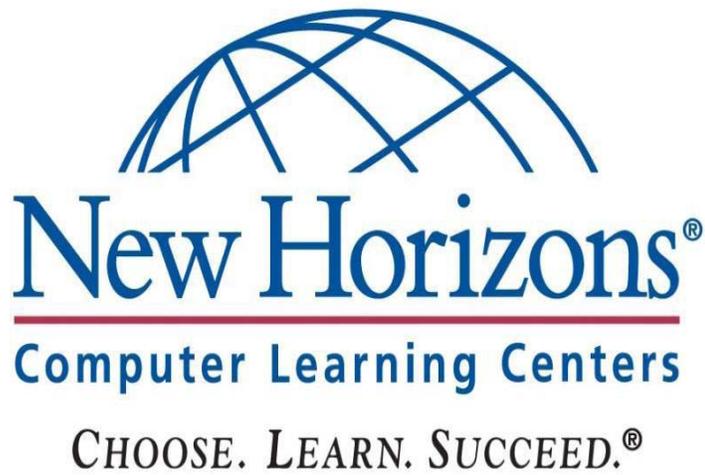
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New Horizons of Sacramento

1750 Creekside Oaks Drive, Suite 150
Sacramento, CA 95833
Phone: (916) 609-4700
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www.nhnorcal.com



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

Licensed by:

State of California
Bureau for Private Postsecondary Education (BPPE)
2535 Capitol Oaks Drive, Suite 400
Sacramento, California 95833
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Date of Publication

July 1, 2012

ABOUT NEW HORIZONS

HISTORY

New Horizons Computer Learning Centers (CLC) of Sacramento has been serving businesses and individuals in the greater Sacramento area since 1992. New Horizons Computer Learning Centers (CLC) of Sacramento offers a wide range of technical, application and business skills courses. 2012 marks New Horizons delivering 30 years of computer training to more than 30 million students worldwide. Today, New Horizons has over 300 centers located in 70 countries.

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

PHILOSOPHY

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

MISSION

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

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

OWNERSHIP

Ron Rowland is the Managing Member and an owner of Moroco, LLC DBA: New Horizons CLC of Sacramento. The principal office of Moroco, LLC is located at 1750 Creekside Oaks Drive, Suite 150, Sacramento, CA 95833. The governing body is located in Anaheim, California, at New Horizons Corporation.

New Horizons of Sacramento is affiliated with all other New Horizons Computer Learning Centers worldwide through our corporate franchise network. Each New Horizons location is independently owned and operated and may offer different training and have different vendor credentials.

ABOUT NEW HORIZONS (Cont.)

LICENSED BY

New Horizons of Sacramento programs are licensed by State of California, Bureau for Private Postsecondary Education (BPPE) located at 2535 Capitol Oaks Drive, Suite 400, Sacramento, California 95833, Phone: (916) 431-6959. New Horizons Computer Learning Center of Sacramento is a licensed Certified Small Business with the State of California (Certified Small Business Ref# 0041095).

GENERAL INFORMATION

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.

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 P.O. Box 980818, West Sacramento, CA 95798, www.bppe.ca.gov, Phone: (916) 574-7720, Fax: (916) 574-8648.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888-370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Website: www.bppe.ca.gov.

New Horizons Computer Learning Center of Sacramento does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

CENTER VENDOR CERTIFICATION PARTNERSHIPS / CREDENTIALS

Microsoft Certified Silver Partner for Learning Solutions (CPLS)

CPLS partners are the only training providers that meet the Microsoft's standards of excellence.

Authorized CompTIA Training Center Partner

CompTIA Certifications are an international industry credential that validates the foundational knowledge of IT technicians and networking professionals.

Authorized VMware Training Reseller Partner

As a training reseller New Horizons of Sacramento can offer customers the full range of VMware authorized training solutions.

Authorized Prometric Testing Center (APTC)

Provides authorized testing for Cisco, CompTIA & VMware Certification exams.

Authorized Pearson Vue Testing Center

Provides authorized testing for Cisco & CompTIA Certification exams.

Authorized Certiport Testing Center

Provides authorized testing for Microsoft Office Specialist certification exams.

Affiliated Partner School with the National Healthcareer Association (NHA)

National Healthcareer Association offers accredited certification exams for Allied Health Programs.

ABOUT NEW HORIZONS (Cont.)

NEW HORIZONS FACULTY AND STAFF

Ron Rowland – President / Owner: (916) 609-4700
Sacramento, CA

Sacramento	1750 Creekside Oaks Dr. Ste. 150 Sacramento, CA 95833	(916) 609-4700
Educational Consultants / Business Account Executives		
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Ron Rowland	Director of Admissions	(916) 609-4729
Sabrina Vasquez	Front Office Coordinator	(916) 609-4700
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Edith Silva	Career Services Specialist	(916) 916-4731
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Chris Krueger	IT Instructor	(916) 609-4700
Gary Renzi	IT Instructor	(916) 609-4700
Jeff Zahorowski	IT / Applications Instructor	(916) 609-4700
Pete Dozier	Applications Instructor	(916) 609-4700
Kris Breitstien	Applications Instructor	(916) 609-4700
Jason Curry	IT Instructor	(916) 609-4700

DESCRIPTION OF SCHOOL FACILITIES

New Horizons CLC of Sacramento is located at 1750 Creekside Oaks Drive, Suite 150 in Sacramento, CA. Each classroom and testing room is equipped with PCs that meet Microsoft Level VI or higher specifications and LCD flat panel monitors. The testing room is equipped with PCs that meet Microsoft Level V or higher specifications and LCD flat panel monitors per testing vendor requirements. The facility and on-site parking is fully handicapped-accessible in compliance with the American Disabilities Act. Access to public transportation is conveniently available nearby.

Site	Square Footage	Number of Classrooms	Maximum Room Capacity	Maximum Student to Instructor Ratio	Testing Room Capacity	Break Room Capacity
Sacramento	11,780	10	18	18:1	4	15

CAREER DEVELOPMENT PROGRAMS

Start or Advance Your Career Today with one of our Career Development Training Programs. Whether you are new to Information Technology or a seasoned professional looking to move your career in a new direction, the Career Development Programs at New Horizons are designed with you in mind.

Despite tough economic times, job growth and prospects in Information Technology remain strong. Our programs are designed to prepare you for real-world skills that employers are looking for today. According to the United States Department of Labor Bureau of Labor Statistics (www.BLS.gov) employment of computer support specialists is expected to increase by 14 percent (14%) from 2008 to 2018, which is faster than the average for all occupations. Demand for these workers will result as organizations and individuals continue to adopt the newest forms of technology. As technology becomes more complex and widespread, support specialists will be needed in greater numbers to resolve the technical problems that arise. Businesses, especially, will demand greater levels of support as information technology has become essential in the business environment.

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

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

New Horizons does MORE than teach you the latest technology.

Becoming an IT Professional, or starting a new career in any field, can be challenging. We are committed to making your transition to becoming an IT Professional as smooth as possible. We consider ourselves a partner in your success. Additional services included in your Career Development Program are:

- Resume and Cover Letter Development
- Resume Distribution
- Interview Coaching
- Job Search Assistance

Career Assistance is critical for any job search in today's job market. It is our goal to help you find a job in Information Technology or Allied Healthcare. Our Career Services Specialists will work hard to give you the edge over the thousands of candidates looking for the same jobs.

CAREER DEVELOPMENT PROGRAMS

Microsoft Office Specialist (MOS) 2010 Desktop Program

Overview: The Microsoft Office Specialist (MOS) credential is a globally recognized standard that validates skills with using the 2010 Microsoft Office system and Windows 7. This credential meets the demand for the most up-to-date skills on the latest technologies from Microsoft.

Audience: These programs are designed to train someone with very little experience with computers and provide the in-depth hands-on training needed to become a specialist in Office 2007 desktop applications. A high school diploma or equivalency is required and basic computer skills.

Skills Gained: The Microsoft Office Specialist program provides computer program literacy, measures proficiency and identifies opportunities for enhancement of skills. Successful candidates receive a **Microsoft Office Specialist (MOS) Certification** credential. This certification is recognized worldwide as proof that an individual has the desktop computing skills needed to work productively and efficiently.

Classes:	Course Hours	Review & Test Prep	Total Hours
Microsoft Windows 7 - Level 1, 2	14	14	28
Microsoft Office Word 2010 - Level 1, 2, 3	21	28	49
Microsoft Office Excel 2010 - Level 1, 2, 3	21	28	49
Microsoft Office Outlook 2010 - Level 1, 2, 3	21	28	49
Microsoft Office PowerPoint 2010 - Level 1, 2	14	21	35
Microsoft Office Access 2010 - Level 1, 2, 3	35	63	98
<input checked="" type="checkbox"/> 6 Microsoft Exam Vouchers and Exam Preps		Total Hours: 308	
REGISTRATION FEE	\$200 (Non-Refundable)		
SUPPLIES/SERVICES	\$885 (Books: \$445, Labs: \$440)		
TUITION	\$2,715		
TOTAL INVESTMENT	\$3,800	PROGRAM LENGTH: 16 Weeks	



CAREER DEVELOPMENT PROGRAMS (Cont.)

Medical Front Office Assistant & Administration Program

Overview: The Medical Front Office Assistant & Administration Program covers industry preparation for medical front office administration, billing and insurance, entry level coding and Microsoft Office computer technologies.

Who Should Attend: The target student is a person who wants to gain employable skills and knowledge required to successfully qualify for an entry-level position for an Administrative Medical Assistant (Front Office) position.

At Course Completion: Students will receive training on medical bill processing, patient account management, diagnosis and medical coding, including insurance claim processing. Students will have an understanding of compliance regulations, office administration and knowledge of Microsoft Office software. Medical practice management, marketing, customer service and management of practice finances are also included to provide well-rounded foundation for success in the workplace. This program prepares students for recommended certifications by the National Healthcareer Association as a **Certified Medical Administrative Assistant** and as a **Certified Billing and Coding Specialist**.

Classes:	Course Hours	Review & Test Prep	Total Hours
HI-1011 – Medical Office Procedures & Administration	140	-	140
HI-1012 – Automated Medical Office	140	-	140
HI-1013 – Microsoft Office Specialist 2010 Word and Excel	42	56	98
HI-1014A – Human Anatomy, Physiology and Medical Terminology	140	-	140
HI-1014B – Human Anatomy, Physiology and Medical Terminology	140	-	140
HI-1015 – Insurance, Billing and Coding Essentials	238	56	238
<input checked="" type="checkbox"/> 2 Microsoft and 2 NHA Exam Vouchers and Exam Preps		Total Hours: 896	
REGISTRATION FEE	\$200 (Non-Refundable)		
SUPPLIES/SERVICES	\$2,128 (Books: \$828, Labs: \$1,300)		
TUITION	\$6,671		
TOTAL INVESTMENT	\$8,999	PROGRAM LENGTH: 45 Weeks	



CAREER DEVELOPMENT PROGRAMS (Cont.)

Medical Front Office Administration Program

Overview: The Medical Front Office Administration Program offers a three-month training series presented by a comprehensive instructor led video training by an industry expert. The self-paced program includes 96 hours of video instruction and 96 hours of workbook, review and independent study time for a combined total of 192 hours. Students enrolled in this program have access to our exclusive Live Mentor online mentoring service, providing on-demand access to a subject matter expert via live chat.

Who Should Attend: The target student is a person who wants to gain employable skills and knowledge required to successfully qualify for an entry-level position as an Administrative Medical Assistant (Front Office) position.

At Course Completion: This program is designed to provide you with the knowledge and expertise required for achieving certifications as a **Certified Medical Administrative Assistant Program (CMAA)** and **Microsoft Office Specialist (MOS)**. Upon achieving certification, you will have the skills necessary for jobs such as Medical Receptionist, Medical Office Administrator, Medical Records Technician, Clinical Specialist and more.

Classes:	Course Hours	Review & Test Prep	Total Hours
HI-1011 – Medical Office Procedures & Administration	189	-	189
HI-1012 – Automated Medical Office	189	-	189
HI-1013 – Microsoft Office Specialist 2010 Word and Excel	42	56	98
<input checked="" type="checkbox"/> 1 NHA and 2 Microsoft Exam Vouchers and Exam Preps			Total Hours: 476
REGISTRATION FEE	\$200 (Non-Refundable)		
SUPPLIES/SERVICES	\$1,250 (Books: \$600, Labs: \$650)		
TUITION	\$3,550		
TOTAL INVESTMENT	\$ 5,000	PROGRAM LENGTH: 16 Weeks	



CAREER DEVELOPMENT PROGRAMS (Cont.)

Medical Billing Specialist Program

Overview: The Medical Billing Specialist Program offers a three-month video-based training series presented by an industry expert. The self-paced program includes 96 hours of video instruction and 96 hours of workbook, review and independent study time for a combined total of 192 hours. Students enrolled in this program have access to our exclusive Live Mentor online mentoring service, providing on-demand access to subject matter experts via live chat.

Who Should Attend: The target student is a person who wants to gain employable skills and knowledge required to successfully qualify for an entry-level position for an Administrative Medical Assistant (Front Office) position.

At Course Completion: This training is designed to provide you with the knowledge and expertise required for achieving status as a **Certified Billing and Coding Specialist (CBCS)**. Upon completion of the Medical Billing Specialist training and achieving certification, you will have the skills necessary for jobs such as Medical Biller, Medical Insurance Specialist, Medical Records Technician, Medical Secretary and many more!

Classes:	Course Hours	Review & Test Prep	Total Hours
HI-1014A – Human Anatomy, Physiology and Medical Terminology	120	-	120
HI-1014B – Human Anatomy, Physiology and Medical Terminology	120	-	120
HI-1015 – Insurance Billing and Coding Essentials	240	-	240
<input checked="" type="checkbox"/> 1 NHA Exam Voucher and Exam Prep			Total Hours: 480
REGISTRATION FEE	\$200 (Non-Refundable)		
SUPPLIES/SERVICES	\$1,268 (Books: \$600, Labs: \$668)		
TUITION	\$3,532		
TOTAL INVESTMENT	\$5,000	PROGRAM LENGTH: 16 Weeks	



CAREER DEVELOPMENT PROGRAMS (Cont.)

Pharmacy Technician Program

Overview: The Pharmacy Technician Program is designed to provide students the skill-set and expertise needed to gain two of the most recognized certifications in the health care industry. Upon successful completion of this program, students will be equipped with the knowledge needed to achieve status as a **Certified Medical Administrative Assistant (CMAA)**, **Certified Pharmacy Technician (CPhT)** and will earn certification as a **Microsoft Office Specialist (MOS)**. By attaining these certifications, you validate your competency and reliability in the field and will achieve certification from the Pharmacy Technician Certification Board (PTCB), the National Healthcareer Association (NHA) and Microsoft. Students enrolled in this program have access to our exclusive Live Mentor online mentoring service, providing on-demand access to subject matter experts via live chat.

Who Should Attend: The target student is a person who wants to gain employable skills and knowledge required to successfully qualify as a Pharmacy Technician.

At Course Completion: Upon completion of training and achieving certification, students will have the skills necessary for jobs such as Pharmacy Technician, Pharmacy Aid, Pharmacy Assistant, Medical Office Assistant, Medical Receptionist, Health Administration and many more.

Classes:	Course Hours	Review & Test Prep	Total Hours
HI-1011 – Medical Office Procedures & Administration	189	-	189
HI-1013 – Microsoft Office Specialist 2010 Word and Excel	42	56	98
HI-1014A – Human Anatomy, Physiology and Medical Terminology	189	-	189
H-1017 – Pharmacy Technician	420	-	420
<input checked="" type="checkbox"/> 1 NHA / 1 PTCB and 2 Microsoft Exam Vouchers and Exam Preps		Total Hours: 896	
REGISTRATION FEE	\$200 (Non-Refundable)		
SUPPLIES/SERVICES	\$2,238 (Books: \$938, Labs: \$1,300)		
TUITION	\$6,561		
TOTAL INVESTMENT	\$8,999	PROGRAM LENGTH: 45 Weeks	



CAREER DEVELOPMENT PROGRAMS (Cont.)

Web & Graphic Design Specialist Program

Overview: This program will give students training in all aspects of basic and advanced Web and Graphic Design using the latest programs.

Who Should Attend: New Horizons does not strictly define prerequisites for this program. As a result, no pre-existing knowledge or skill set is required, however basic computer skills are recommended. Usually, web and graphic designers are artistic and creative individuals.

At Course Completion: The Web and Graphic Design Specialist program at New Horizons will teach you the skills you need for entry-level web and graphic design jobs. Students with this training could work in the areas of web design, graphic design, media communications, web analyst, web page designers, graphic artists, advertising agencies, publishing companies, web developers or web publication designers. The U.S Bureau of Labor Statistics forecasts that the number of web and graphic design jobs will grow this decade with many new jobs associated with interactive media.

Classes:	Course Hours	Review & Test Prep	Total Hours
HTML - Level 1, 2	14	14	28
Web Development with Cascading Style Sheets (CSS)	14	28	42
Web Design with XHTML, HTML and CSS - Level 1, 2	14	28	42
Illustrator - Level 1	7	7	14
Dreamweaver - Level 1, 2	14	28	42
InDesign - Level 1, 2	14	28	42
Photoshop Web Production - Level 1	7	14	21
Photoshop - Level 1, 2	28	28	56
Acrobat - Level 1, 2	14	28	42
Flash - Level 1, 2	14	28	42
Total Hours: 385			
REGISTRATION FEE	\$200 (Non-Refundable)		
SUPPLIES/SERVICES	\$2,450 (Books: \$1,900, Labs: \$550)		
TUITION	\$7,349		
TOTAL INVESTMENT	\$9,999	PROGRAM LENGTH: 20 Weeks	



CAREER DEVELOPMENT PROGRAMS (Cont.)

Certified Associate in Project Management Program

Overview: This program delves into the unique challenges of managing IT projects and offers a roadmap to success. Students will learn to design and track well-formed projects by gathering requirements, creating project plans and assessing project risk while managing multiple business priorities. In addition, the student will learn how to use Microsoft Project as a tool for managing projects.

Who Should Attend: The target student is a professional who wants to gain the skills and knowledge required to successfully design, manage and deploy projects.

Certification: Project Management Institute's (PMI) **Certified Associate in Project Management (CAPM)** is a valuable certification for project practitioners. Designed for those with less project experience, the CAPM demonstrates your understanding of the fundamental knowledge, terminology and processes of effective project management.

Classes:	Course Hours	Review & Test Prep	Total Hours
Project Management Fundamentals	7	14	21
Microsoft Excel - Level 1	7	7	14
Microsoft Project 2010 - Level 1, 2	14	14	28
50413: Mastering Microsoft Project 2010	21	42	63
Project Management Professional (PMP)	35	35	70
Project Management Professional CAPM Exam Prep	28	56	84
Visio 2010 - Level 1	7	-	7
<input checked="" type="checkbox"/> 1 PMI Exam Voucher and Exam Prep		Total Hours: 287	
REGISTRATION FEE	\$200 (Non-Refundable)		
SUPPLIES/SERVICES	\$1,490 (Books: \$1,160, Labs: \$330)		
TUITION	\$4,309		
TOTAL INVESTMENT	\$5,999	PROGRAM LENGTH: 12 Weeks	



CAREER DEVELOPMENT PROGRAMS (Cont.)

Microsoft Office SharePoint Certification Program

Overview: Students will become proficient in Microsoft SharePoint which enables them to deploy an intelligent portal that seamlessly connects users, teams and knowledge allowing organizations to take advantage of relevant information across business processes and improve efficiently.

Audience: This program is intended for IT Professionals who are experienced in Windows Server. It is designed for individuals designated as SharePoint site managers who will be responsible for creating and managing a team website from a business perspective.

Skills Gained: Upon completion of this program, business users will have the skills necessary to support a site in Windows SharePoint Services (WSS) and Microsoft Office SharePoint Server 2010 (MOSS). The **CTS: Configuring and Administering Microsoft SharePoint 2010** certification validates the knowledge and skills required to configure and deploy SharePoint Server 2010. This credential also claims the understanding of how to configure SharePoint 2010 and to build and interface that creates workflow within an organization's business processes.

Classes:	Course Hours	Review & Test Prep	Total Hours
Microsoft SharePoint Foundation 2010 - Level 1, 2	28	28	56
Web Development with Cascading Style Sheets	14	28	42
Microsoft SharePoint Designer 2010 - Level 1, 2	14	28	42
SharePoint 2010: Building Team Solutions with MOSS for Business Users	35	35	70
6420: Fundamentals of Windows Server 2008 Network and Applications Infrastructure	35	35	70
10174: Configuring and Administering Microsoft SharePoint 2010	35	35	70
<input checked="" type="checkbox"/> 1 Microsoft Exam Voucher and Exam Prep		Total Hours: 350	
REGISTRATION FEE	\$200 (Non-Refundable)		
SUPPLIES/SERVICES	\$2,085 (Books: \$600, Labs: \$1,485)		
TUITION	\$4,714		
TOTAL INVESTMENT	\$6,999	PROGRAM LENGTH: 18 Weeks	



CAREER DEVELOPMENT PROGRAMS (Cont.)

CompTIA A+ Certification and Network+ Certification Program

Overview: CompTIA's program curriculum increases the knowledge and technical competency of entry-level computer technicians. CompTIA is a non-vendor, non-product specific program. It provides industry recognized valuable knowledge that can open doors with prospective employers or leads to job advancement opportunities. This program is supported by major computer hardware and software vendors, distributors, resellers and publications. The CompTIA A+ and Network+ Certifications are an international industry credential that validates the foundational knowledge of IT technicians and networking professionals.

Audience: This is an ideal program for individuals who want to start a career in IT and gain a basic understanding of computer network technology. This program will provide skills for an entry level computer service and network support technician.

Skills Gained: CompTIA A+ program trains students to be able to identify different type of computers, hardware components, manipulate and control windows desktop, files and disks, change system settings, understand how software applications work and how to install and configure them. For every device and process, students will have conceptual and hands-on troubleshooting experience. CompTIA Network+ students gain technical ability understanding networking and network cabling, hubs, switches, routers, bridges, servers, workstations, IP subnetting, WAN/LAN typology and firewalls. Upon completion of these courses and passing exams, the student will possess **CompTIA A+** and **Network+** Certifications.

Classes:	Course Hours	Review & Test Prep	Total Hours
CompTIA A+ Training	56	112	168
CompTIA Network+ Training	35	70	105
<input checked="" type="checkbox"/> 3 CompTIA Exam Vouchers and Exam Preps			Total Hours: 273
REGISTRATION FEE	\$200 (Non-Refundable)		
SUPPLIES/SERVICES	\$1,355 (Books: \$365, Labs: \$990)		
TUITION	\$3,444		
TOTAL INVESTMENT	\$4,999	PROGRAM LENGTH: 14 Weeks	



CAREER DEVELOPMENT PROGRAMS (Cont.)

Cisco Certified Networking Associate Program (CCNA)

Overview: The Cisco CCNA Network Associate Certification validates the ability to install, configure, operate and troubleshoot medium-size route and switched networks, including implementation and verification of connections to remote sites in a Wide Area Network (WAN). This curriculum includes basic mitigation of security threats, introduction to wireless networking concepts and terminology and performance-based skills.

Audience: This program is appropriate for Network Administrators, Network Engineers, Systems Administrators, IT Professionals, IS Administrators, Network Technicians and Technical Support Specialist

Program Prerequisite: Student needs to complete the CompTIA Network+ course or comparable experience showing an understanding of networking concepts and networking fundamentals.

Skills Gained: Students will learn networks function, network components and their functions, TCP/IP networking, addressing and routing, remote access services LAN/WAN, VPM, Cisco IOS (software language). Upon completion of courses and passing certification exams, the student will possess the **Cisco CCNA** Certification.

Classes:	Course Hours	Review & Test Prep	Total Hours
Interconnect Cisco Network Devices - ICND Part 1	35	70	105
Interconnect Cisco Network Devices - ICND Part 2	35	70	105
<input checked="" type="checkbox"/> 2 Cisco Exam Vouchers and Exam Preps		Total Hours: 210	
REGISTRATION FEE	\$200 (Non-Refundable)		
SUPPLIES/SERVICES	\$1,390 (Books: \$400, Labs: \$990)		
TUITION	\$3,410		
TOTAL INVESTMENT	\$5,000	PROGRAM LENGTH: 12 Weeks	



CAREER DEVELOPMENT PROGRAMS (Cont.)

Cisco Certified Networking Associate (CCNA) Program with Specialization

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 PEX, IP telephony, handset, call control and voicemail solutions.

Cisco Certified Network Associate Security (CCNA Security) validates associate-level knowledge and skill required to secure Cisco networks. The CCNA Security certification 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.

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

Program Prerequisite: Student should have Help Desk or Server experience. It is recommended that student has successfully completed CompTIA Network+.

Skills Gained: Students will learn networks function, network components and their functions, TCP/IP networking, addressing and routing, remote access services LAN/WAN, VPM, Cisco IOS (software language). Upon completion of all courses and passing all exams, the student will possess **Cisco CCNA Certification** and a **CCNA Specialized Certification in Voice or Security or Wireless**.

Classes:	Course Hours	Review & Test Prep	Total Hours
Interconnect Cisco Network Devices - ICND Part 1	35	70	105
Interconnect Cisco Network Devices - ICND Part 2	35	70	105
Introducing Cisco Voice & Unified Communications Administration v8.0 (ICOMM) OR Implementing Cisco IOS Network Security (IINS) OR Implementing Cisco Unified Wireless Networking Essentials (IUWNE)	35	70	105
<input checked="" type="checkbox"/> 3 Cisco Exam Vouchers and Exam Preps		Total Hours: 320	
REGISTRATION FEE	\$200 (Non-Refundable)		
SUPPLIES/SERVICES	\$1,920 (Books: \$600, Labs: \$1,320)		
TUITION	\$6,879		
TOTAL INVESTMENT	\$8,999	PROGRAM LENGTH: 16 Weeks	



CAREER DEVELOPMENT PROGRAMS (Cont.)

Microsoft Certified Technical Specialist: (MCTS) 2008 Server Administrator

Overview: The MCTS 2008 Server Administrator program 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 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 Server Administrators assist in administration, troubleshooting and support of operating systems, servers and applications. This is a beginning course that will introduce the student to the network world starting with the basic hardware of A+ and networking with Network+.

Skills Gained: This program prepares you to do 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. Upon completion of the courses and passing all exams students will receive the following certifications: **MCTS: Windows Server 2008 Network Infrastructure Configuration** and **CompTIA A+, Network+, Security+**.

Classes:	Course Hours	Review & Test Prep	Total Hours
CompTIA A+ Training	56	112	168
CompTIA Network+ Training	35	70	105
6419: Configuring, Managing and Maintaining Windows Server 2008 Server	35	70	105
6421: Configuring and Troubleshooting a Windows Server 2008 Network Infrastructure	35	70	105
6425: Configuring Windows Server 2008 Active Directory Domain Services	35	70	105
CompTIA Security+ Training	35	70	105
<input checked="" type="checkbox"/> 4 CompTIA and 1 Microsoft Exam Vouchers and Exam Preps		Total Hours: 693	
REGISTRATION FEE	\$200 (Non-Refundable)		
SUPPLIES/SERVICES	\$2,940 (Books: \$960, Labs: \$1,980)		
TUITION	\$5,859		
TOTAL INVESTMENT	\$8,999	PROGRAM LENGTH: 36 Weeks	



CAREER DEVELOPMENT PROGRAMS (Cont.)

Microsoft Certified IT Professional: (MCITP) 2008 Server Administrator

Overview: The MCITP Server 2008 Administrator program is designed to give you in-depth, current skills on network infrastructure using Windows Server 2008. This program is designed to troubleshoot hardware and software problems that may affect network processing and routing operations. Analyze immediate networks 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 Server Administrators assisting administration, troubleshooting and support of operating systems, servers and applications.

Skills Gained: This program prepares you for hardware installation, configuring and troubleshooting, software installation, configuring and troubleshooting, networking basics, IP addressing and services, monitoring network services, names resolution, IP addressing, servicing file and print services, network and remote access. Upon completion of the courses and passing all exams students will receive the following certifications and learn the accompanying skill sets: **MCTS: Windows Server 2008 Active Directory Configuration, MCTS: Windows Server 2008 Network Infrastructure Configuration, MCITP: Server Administrator 2008.**

Classes:	Course Hours	Review & Test Prep	Total Hours
6419: Configuring, Managing and Maintaining Windows Server 2008 Servers	35	70	105
6425: Configuring Windows Server 2008 Active Directory Domain Services	35	70	105
6426: Configuring Identity and Access Solutions with Windows Server 2008 Active Directory	21	42	63
6421: Configuring and Troubleshooting a Windows Server 2008 Network Infrastructure	35	70	105
10135: Configuring, Managing and Troubleshooting Microsoft Exchange Server 2010	35	70	105
6433: Planning and Implementing Windows Server 2008	35	70	105
CompTIA Security+ Training	35	70	105
<input checked="" type="checkbox"/> 4 Microsoft and 1 CompTIA Exam Vouchers and Exam Preps		Total Hours: 693	
REGISTRATION FEE	\$200 (Non-Refundable)		
SUPPLIES/SERVICES	\$3,870 (Books: \$1,230, Labs: \$2,640)		
TUITION	\$5,929		
TOTAL INVESTMENT	\$9,999	PROGRAM LENGTH: 36 Weeks	



CAREER DEVELOPMENT PROGRAMS (Cont.)

Microsoft Certified IT Professional: (MCITP) 2008 Enterprise Administrator

Overview: 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 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.

Skills Gained: 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.

Classes:	Course Hours	Review & Test Prep	Total Hours
6292: Installing and Configuring Windows 7 Client	21	42	63
6425: Configuring Windows Server 2008 Active Directory Domain Services	35	70	105
6426: Configuring Identity and Access Solutions with Windows Server 2008 Active Directory	21	42	63
6419: Configuring, Managing and Maintaining Windows Server 2008 Servers	35	70	105
6421: Configuring and Troubleshooting a Windows Server 2008 Network Infrastructure	35	42	63
6427: Configuring and Troubleshooting Internet Information Services 7.0 in Windows Server 2008	21	42	42
6428: Configuring and Troubleshooting Windows Server 2008 Terminal Services	14	28	63
10135: Configuring, Managing and Troubleshooting Microsoft Exchange Server 2010	35	70	105
6435: Designing a Windows Server 2008 Network Infrastructure	35	70	105
6436: Designing a Windows Server 2008 Active Directory Infrastructure Services	35	70	105
6437: Designing a Windows Server 2008 Applications Infrastructure	21	42	63
<input checked="" type="checkbox"/> 5 Microsoft Exam Vouchers and Exam Preps		Total Hours: 882	
REGISTRATION FEE	\$200 (Non-Refundable)		
SUPPLIES/SERVICES	\$5,550 (Books: \$1,920, Labs: \$3,630)		
TUITION	\$12,249		
TOTAL INVESTMENT	\$17,999	PROGRAM LENGTH: 44 Weeks	



CAREER DEVELOPMENT PROGRAMS (Cont.)

MCTS: Microsoft SQL 2008 Database Administrator

Overview: This 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 Transact SQL coding. SQL Server 2008 Implementation and Maintenance are the two core certification courses. Candidates must pass two exams to earn a Microsoft SQL 2008 Database Administrator Certification.

Audience: Entry level database training for career enhancers.

Prerequisite Comments: Basic knowledge of the Microsoft Windows operating system and its core functionality. It is also recommended to have a working knowledge of Transact-SQL and relational databases (Access).

Skills Gained: The MCTS SQL Server 2008 Implementation and Maintenance certification is an entry-level SQL Server 2008 certification. With certification training at New Horizons, the student will learn: Installing, configuring and maintaining SQL Server 2008, managing SQL Server 2008 security, replication, disaster recovery and performance tuning, working with views, stored procedures, triggers and functions and transactions and lock. Upon successful completion of all courses and passing two exams, the student will possess the following certifications: **MCTS: Microsoft SQL Server 2008, Implementation and Maintenance** (Exam 70-432) and **MCTS: Microsoft SQL Server 2008, Database Development** (Exam 70-433).

Classes:	Course Hours	Review & Test Prep	Total Hours
Microsoft Office Access - Level 1, 2	28	56	84
Crystal Reports - Level 1, 2	28	56	84
2667: Microsoft Introduction to Programming	21	42	63
2778: Writing Queries using Microsoft SQL 2008 Transact-SQL	21	42	63
6231: Maintaining a Microsoft SQL Server 2008 Database	35	70	105
6232: Implementing a Microsoft SQL Server 2008 Database	35	70	105
<input checked="" type="checkbox"/> 2 Microsoft Exam Vouchers and Exam Preps		Total Hours: 504	
REGISTRATION FEE	\$200 (Non-Refundable)		
SUPPLIES/SERVICES	\$1,790 (Books: \$800, Labs: \$990)		
TUITION	\$4,009		
TOTAL INVESTMENT	\$5,999	PROGRAM LENGTH: 26 Weeks	



CAREER DEVELOPMENT PROGRAMS (Cont.)

MCTS: Microsoft SQL 2008 Database Administrator with Business Intelligence

Overview: This program is designed as an entry level into the Microsoft SQL environment. Students will begin with Access and Crystal Reports training then move on to Transact 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 enhancers.

Prerequisite Comments: Basic knowledge of the Microsoft Windows operating system and its core functionality. It is recommended to have a working knowledge of Transact-SQL and relational databases (Access).

Skills Gained: Select SQL Server services to support an organizations business needs, plan for source control, unit testing and deployment to meet an organizations needs. Evaluate advanced query techniques, advanced XML techniques. Learn to approach database design from a systematic perspective, gather database requirements, formulate a conceptual design, analyze and evaluate logical database design, design a database access strategy, a normalized database and optimize a database design by demoralizing.

Classes:	Course Hours	Review & Test Prep	Total Hours
Microsoft Office Access - Level 1, 2	28	56	84
Crystal Reports - Level 1, 2	28	56	84
2667: Microsoft Introduction to Programming	21	42	63
2778: Writing Queries using Microsoft SQL 2008 Transact-SQL	21	42	63
6231: Maintaining a Microsoft SQL Server 2008 Database	35	70	105
6232: Implementing a Microsoft SQL Server 2008 Database	35	70	105
6234: Implementing and Maintaining MS SQL 2008 Analysis Services	21	42	63
6235: Implementing and Maintaining MS SQL 2008 Integration Services	21	42	63
6236: Implementing and Maintaining MS SQL 2008 Reporting Services	21	42	63
<input checked="" type="checkbox"/> 2 Microsoft Exam Vouchers and Exam Preps		Total Hours: 693	
REGISTRATION FEE	\$200 (Non-Refundable)		
SUPPLIES/SERVICES	\$3,102 (Books: \$1,205, Labs: \$1,897)		
TUITION	\$5,697		
TOTAL INVESTMENT	\$8,999	PROGRAM LENGTH: 36 Weeks	



CAREER DEVELOPMENT PROGRAMS (Cont.)

Microsoft Certified Technical Specialist: (MCTS) Windows 7, Configuration

Overview: The **MCTS: Windows 7, Configuration** credential proves that you have the skills to successfully support end users and to troubleshoot desktop environments running Windows 7 Operating Systems. Students will be trained in the new features of Windows 7 and how the changes affect Windows security, reliability, performance, productivity and manageability.

Audience: This program is intended for new entrants and career changers new to the IT industry. They have experience using Microsoft Office and have basic Microsoft Windows navigation skills. These credentials are for IT professionals working in the typically complex computing environment of small, medium, or large organizations

Skills Gained: The **MCTS: Windows 7, Configuration** certification covers the skills of help desk technician, customer support representative, PC support specialist, technical support representative and technical support specialists. Students gain knowledge and skills needed to troubleshoot basic Windows 7, Configuration in a workgroup environment. The MCTS: Windows 7, Configuration trains students learn to install, upgrade and migrate to Windows 7 client. Upon completion of these courses and passing exams, the student will possess an **A+, Network+, Security+** and **Microsoft Certified Technical Specialist (MCTS) Windows 7, Certification**.

Classes:	Course Hours	Review & Test Prep	Total Hours
CompTIA A+ Training	56	112	168
CompTIA Network+ Training	35	70	105
CompTIA Security+ Training	35	70	105
6292: Installing and Configuring Windows 7 Client	21	42	63
6294: Planning and Managing Windows 7 Desktop Deployments and Environments	35	70	105
<input checked="" type="checkbox"/> 4 CompTIA and 1 Microsoft Exam Vouchers and Exam Preps		Total Hours: 546	
REGISTRATION FEE	\$200 (Non-Refundable)		
SUPPLIES/SERVICES	\$2,955 (Books: \$645, Labs: \$2,310)		
TUITION	\$6,844		
TOTAL INVESTMENT	\$9,999	PROGRAM LENGTH: 28 Weeks	



CAREER DEVELOPMENT PROGRAMS (Cont.)

Microsoft Certified IT Professional: (MCITP) 2008 Enterprise Windows 7 Support Technician

Overview: Earn one the latest operating system certifications, MCITP Enterprise Windows 7 Support Technician. You will learn to support Windows 7 clients in a business environment by managing and maintaining Windows 7 systems. The Microsoft MCITP certification for Windows 7 is an ideal way to advance your IT career.

Audience: MCITP Windows 7 Enterprise Desktop Support Technician certification is ideal for the novice and experienced Network Administrators, **Desktop Support Technicians** or other IT professionals.

Skills Gained: Students learn to install, manage and maintain Windows 7 systems, configure, identify and resolve network issues, to use Windows 7 as a network client, to support Windows 7 mobile users, configure security with Windows 7, identify and resolve security issues and troubleshoot and maintain Windows 7 clients. Upon completion of the courses and passing exams students will possess an **A+**, **Network+** and a **Microsoft Certified IT Professional (MCITP): Windows 7 Enterprise Support Technician** Certification.

Classes:	Course Hours	Review & Test Prep	Total Hours
CompTIA A+ Training	56	112	168
CompTIA Network+ Training	35	70	105
6292: Installing and Configuring Windows 7 Client	21	42	63
6293: Troubleshooting and Supporting Windows 7 in the Enterprise	21	42	63
6294: Planning and Managing Windows 7 Desktop Deployments and Environments	35	70	105
<input checked="" type="checkbox"/> 3 CompTIA and 1 Microsoft Exam Vouchers and Exam Preps		Total Hours: 504	
REGISTRATION FEE	\$200 (Non-Refundable)		
SUPPLIES/SERVICES	\$2,980 (Books: \$670, Labs: \$2,310)		
TUITION	\$5,819		
TOTAL INVESTMENT	\$8,999	PROGRAM LENGTH: 28 Weeks	



CAREER DEVELOPMENT PROGRAMS (Cont.)

Microsoft Certified Professional Developer (MCPD): Windows Developer 4 on Visual Studio 2010

Overview: This Microsoft Certified Professional Developer (MCPD) credential validates a comprehensive set of skills that are necessary for developers who build rich client applications for the Windows forms platform by using the Microsoft .NET Framework 4.

Audience: Candidates with an interest in programming who want to create Windows-based applications that run on corporate servers or user desktop computers by using Visual Studio 2010 and the Microsoft .NET Framework 4.0. Candidates should have a minimum of two years of experience developing applications including one to two years of experience developing Windows-based applications using the underlying technologies in the .NET Framework.

Skills Gained: Upon successful completion of all courses and passing all required exams on Microsoft Framework 4, the student will possess the following certifications: **MCTS: Windows Application Developer, MCTS: Windows Communications Foundations, MCTS: Assessing Data, MCPD: Designing and Developing Windows Applications.**

Classes:	Course Hours	Review & Test Prep	Total Hours
2667: Microsoft Introduction to Programming	21	42	63
4994: Introduction to Programming Microsoft .NET applications with Visual Studio	35	70	105
2559: Introduction to Visual Basic .NET Programming with Microsoft .NET	35	70	105
10262: Developing Web Applications with Microsoft Visual Studio 2010	35	70	105
10263: Developing Windows Communication Foundation Solutions with Microsoft Visual Studio 2010	21	42	84
10265: Developing Data Access solutions with Microsoft Visual Studio 2010	35	70	105
MCPD PRO: Designing and Developing Windows Applications Using Microsoft .NET Framework 4	35	70	105
<input checked="" type="checkbox"/> 4 Microsoft Exam Vouchers and Exam Preps		Total Hours: 672	
REGISTRATION FEE	\$200 (Non-Refundable)		
SUPPLIES/SERVICES	\$3,375 (Books: \$1,230, Labs: \$2,145)		
TUITION	\$6,424		
TOTAL INVESTMENT	\$9,999	PROGRAM LENGTH: 34 Weeks	



CAREER DEVELOPMENT PROGRAMS (Cont.)

Microsoft Certified Professional Developer (MCPD): ASP.NET Web Developer 4 on Visual Studio 2010

Overview: The Microsoft Certified Professional Developer (MCPD) credential validates a comprehensive set of skills for developers who build interactive, data driven ASP.NET 4.0 for both Intranet and Internet users.

Audience: Candidates with an interest in programming who want to create Web-based applications that run on corporate web servers by using Visual Studio 2010, Microsoft ASP.NET and the Microsoft .NET Framework 4.0. Candidates should have a minimum of two years of experience developing applications including one to two years of experience developing Web-based applications using the underlying technologies in the .NET Framework

Skills Gained: Upon completion of all courses and passing exams on Microsoft .NET Framework 4, students will possess the following certifications: **MCTS: Web Application Developer, MCTS: Windows Communication Foundation Developer, MCTS: Assessing Data, MCPD: Designing and Developing Web Applications.**

Classes:	Course Hours	Review & Test Prep	Total Hours
2667: Microsoft Introduction to Programming	21	42	63
4994: Introduction to Programming Microsoft .NET applications with Visual Studio	35	70	105
2559: Introduction to Visual Basic .NET Programming with Microsoft .NET	35	70	105
10267: Introduction to Web Development with Microsoft Visual Studio 2010	35	70	105
10264: Developing Web Applications with Microsoft Visual Studio 2010	35	70	105
10263: Developing Windows Communication Foundation Solutions with Microsoft Visual Studio 2010	21	42	63
10265: Developing Data Access Solutions with Microsoft Visual Studio 2010	35	70	105
MCPD PRO: Designing and Developing Web Applications Using Microsoft .NET Framework	35	70	105
<input checked="" type="checkbox"/> 4 Microsoft Exam Vouchers and Exam Preps		Total Hours: 756	
REGISTRATION FEE	\$200 (Non-Refundable)		
SUPPLIES/SERVICES	\$3,590 (Books: \$1,445, Labs: \$2,145)		
TUITION	\$6,209		
TOTAL INVESTMENT	\$ 9,999	PROGRAM LENGTH: 38 Weeks	



CAREER DEVELOPMENT PROGRAMS (Cont.)

Network Security Specialist Program

Overview: Security threats are increasing in number and severity and the gap between the need for security professionals and qualified IT personnel is the largest of any IT specialty. This program prepares students to work with, design and implement real world security technology.

Audience: This program is targeted to individuals who want to start a career in IT to gain hands on knowledge of computer hardware, software, networking and security technology.

Skills Gained: The **A+** and **Network+** Certifications will provide skills for an entry level computer service and network support technician. **Security +** Certification teaches students to implement and monitor security on networks, applications and operating systems and respond to security breaches. **Tactical Perimeter Defense** instructs on critical defensive technologies that are the foundation of securing network perimeters such as firewalls, intrusion detection and router security. The **MS2830** course provides students with the knowledge and skills to design a secure Microsoft network infrastructure with topics including assembling the design team, modeling threats and analyzing security risks.

Classes:	Course Hours	Review & Test Prep	Total Hours
CompTIA A+ Training	56	112	168
CompTIA Network+ Training	35	70	105
CompTIA Security+ Training	35	70	105
Tactical Perimeter Defense	35	70	105
2830: Designing Security for Microsoft Networks	21	42	63
<input checked="" type="checkbox"/> 4 CompTIA Exam Vouchers and Exam Prep		Total Hours: 546	
REGISTRATION FEE	\$200 (Non-Refundable)		
SUPPLIES/SERVICES	\$2,725 (Books: \$745, Labs: \$1,980)		
TUITION	\$7,074		
TOTAL INVESTMENT	\$9,999	PROGRAM LENGTH: 28 Weeks	



CAREER DEVELOPMENT PROGRAMS (Cont.)

Advanced Security Professional

Prerequisites: Network Security Specialist Program or equivalent experience.

Overview: Computer crime in today's cyber world is on the rise. Computer investigation techniques are being used by police, government, military and corporate IT entities globally. The International Council of E-Commerce Consultants (EC-Council) certifies individuals in **Certified Ethical Hacker (CEH)**, **Computer Hacking Forensics Investigator (CHFI)** and **EC-Council Certified Security Analyst (ECSA)**. CompTIA certifies individuals in **Advanced Security Practitioner (CASP)**.

Audience: This Advanced Security Program is designed for experienced security professionals in the industry and is backed by a curriculum designed by the best in the field.

Skills Gained: The CEH course 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. The CHFI class will prepare individuals to conduct computer investigations using groundbreaking digital forensics technologies. The ECSA course explores the analytical phase of ethical hacking. Participants perform the intensive assessments required to effectively identify and mitigate risks to the security of the infrastructure. The CASP class covers enterprise security, risk management, research and analysis and integration of computing, communications and business disciplines. It also covers enterprise security, risk management, research and analysis and integration of computing, communications and business disciplines.

Courses:	Course Hours	Review & Test Prep	Total Hours
Certified Ethical Hacker (CEH)	35	70	105
Computer Hacking Forensics Investigator (CHFI)	35	70	105
Certified Security Analyst (ECSA)	35	70	105
CompTIA Advanced Security Practitioner (CASP)	35	70	105
<input checked="" type="checkbox"/> 1 CompTIA & 3 EC-Council Exam Vouchers and Exam Preps		Total Hours: 420	
REGISTRATION FEE	\$200 (Non-Refundable)		
SUPPLIES/SERVICES	\$3,180 (Books: \$1,200, Labs: \$1,980)		
TUITION	\$9,619		
TOTAL INVESTMENT	\$12,999	PROGRAM LENGTH: 21 Weeks	



PROGRAM SUMMARY

Career Development Program Summary

Program Name	Tuition	Supplies/ Services	Registration Fee	Total Investment	Program Length
Microsoft Office Specialist (MOS)	\$2,715	\$885	\$200	\$3,800	16 WKS
Medical Front Office Assistant & Administration	\$6,671	\$2,128	\$200	\$8,999	45 WKS
Medical Front Office Administration	\$3,550	\$1,250	\$200	\$5,000	16 WKS
Medical Billing Specialist	\$3,532	\$1,268	\$200	\$5,000	16 WKS
Pharmacy Technician Program	\$6,561	\$2,238	\$200	\$8,999	45 WKS
Web & Graphics Design Specialist	\$7,349	\$2,450	\$200	\$9,999	20 WKS
Certified Associate in Project Management	\$4,309	\$1,490	\$200	\$5,999	12 WKS
Microsoft Office SharePoint Certification	\$4,714	\$2,085	\$200	\$6,999	18 WKS
CompTIA A+ & Network+ Certification	\$3,444	\$1,355	\$200	\$4,999	14 WKS
CCNA: Cisco Certified Network Associate	\$3,410	\$1,390	\$200	\$5,000	12 WKS
CCNA: Cisco Certified Network Associate with Specialization	\$6,879	\$1,920	\$200	\$8,999	16 WKS
MCTS: 2008 Server Administrator	\$5,859	\$2,940	\$200	\$8,999	36 WKS
MCITP: 2008 Server Administrator	\$5,929	\$3,870	\$200	\$9,999	36 WKS
MCITP: 2008 Enterprise Administrator	\$12,249	\$5,550	\$200	\$17,999	44 WKS
MCTS: SQL 2008 Database Administrator	\$4,009	\$1,790	\$200	\$5,999	26 WKS
MCTS: SQL Database Administrator with Business Intelligence	\$5,697	\$3,102	\$200	\$8,999	36 WKS
MCTS: Windows 7, Configuration	\$6,844	\$2,955	\$200	\$9,999	28 WKS
MCITP: Enterprise Windows 7 Support Tech	\$5,819	\$2,980	\$200	\$8,999	28 WKS
MCPD: Windows Developer	\$6,424	\$3,375	\$200	\$9,999	34 WKS
MCPD: ASP.NET Developer	\$6,209	\$3,590	\$200	\$9,999	38 WKS
Network Security Specialist	\$7,074	\$2,725	\$200	\$9,999	28 WKS
Advanced Security Specialist	\$9,619	\$3,180	\$200	\$12,999	21 WKS

POLICIES AND PROCEDURES

POLICY STATEMENT

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

DRUG FREE CAMPUS

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.

ADMISSION REQUIREMENTS

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

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

If an applicant does not have the basic knowledge generally gained from entry-level classes, which may be prerequisites for a program, the applicant may be required to take the entry-level classes before entering. Students must show that they have the basic knowledge necessary for the program during an interview prior to enrollment. Previous work, certifications or training experience may allow a student to be exempt from some courses in a program. An Educational Consultant will assist the student in determining whether he/she qualifies for such exemption (see **Transfer of Previous Clock Hours**).

Prior to admission, each applicant must complete a Technical Aptitude Test administered by the institution. Applicants must score a minimum of 50 to be eligible to enroll. Applicants who score less than the minimum score may still be enrolled, but will be required to successfully complete entry level prerequisite classes prior to beginning the Career Development Program.

A student wishing to apply for enrollment may audit one session of an applications or technical class prior to entering the program at no cost to determine if the program is something he/she wants to pursue.

POLICIES AND PROCEDURES (Cont.)

All prospective students must complete and sign a Student Enrollment Agreement and provide photo identification. The Director of Education reviews all applications to determine final enrollment eligibility. Students will be notified within two weeks of application of their acceptance status.

Each student is assigned an Educational Consultant that interviews the student prior to any program. The Educational Consultant will continue to monitor the students' progress. A Student Support Coordinator is available for all students for program assistance while they are in attendance.

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

For all admissions, there is a two hundred dollar (\$200) non-refundable registration fee. All prices are subject to change.

CLASS STARTING & ENDING DATES

Career Development Programs offered by New Horizons of Sacramento do not run on a Quarter, Term, or Semester basis; a candidate may enter the training at any time. Program training start dates are determined at the time of enrollment in order to best coordinate an individual candidate's schedule with facility training availability. A candidate's start date typically falls within 30-days after program enrollment.

The training center recommends that candidates take the courses in the order listed in the Career Development Program curriculum, in conjunction with ongoing consultation with their Student Relations Coordinator. The date of completion is determined by the date that the candidate completes all of the required training for each program.

All courses are awarded a Certificate of Completion upon completion. A Certificate of Diploma will be issued to each candidate who successfully completes all their required program courses and satisfies all requirements. Candidates must pass certification exams (not affiliated with New Horizons CLC of Sacramento) designed by the certifying vendor (Microsoft, CompTIA, etc.) in order to obtain vendor certification.

Candidates may wish to complete their program of training on a faster or slower timeline. A candidate may get counsel from their assigned Educational Consultant and alter the speed of the program if the schedule permits.

Candidates must attend a minimum of eighty percent (80%) of class time (example: in a five day class, student must attend a minimum of four days). Candidates may repeat any class as many times as they wish at no additional charge on a space available basis for up to six months from the first day of each class.

POLICIES AND PROCEDURES (Cont.)

For purposes of comparing relative clock hours, New Horizons of Sacramento defines its clock hours based on the stated number of *days of training* listed on the syllabi and content from the various certification vendors who have structured the content of their certification preparation courses for classroom delivery at the rate of seven clock hours of time per day of technical training. For example, a 5-day technical course would count for 35 clock hours delivered by the training center.

COURSE SCHEDULE

Classes are available weekdays from 8:30AM to 4:30PM. New Horizons distributes class schedules via our website: www.newhorizons.com. Schedules should be reviewed for specific class dates and time.

CANDIDATE SERVICES

- 1. Housing:** The training center does not maintain housing for candidates. A list of reliable realtors and rental properties in close proximity to the training center will be provided to candidates that request housing assistance prior to enrollment.
- 2. Candidate Progress/Transcript Records:** Candidate Progress/Transcript Records are permanently retained by the training center and are available to candidates upon individual request. Because of the confidentiality of student records, New Horizons does not give out student information without proper authorization. Candidate records will be provided to potential employers only after the candidate has made written request to release their record information.
- 3. Testing/Certification Exams:** Certification Exam testing facilities are provided on-site at the training facility. The training center is an Authorized Prometric, Pearson Vue and Certiport Testing Center. All certification exam records are maintained by the independent testing entity (i.e. Prometric/Pearson Vue); not by the training center. The candidate is provided with copies of all exam score reports upon testing.
- 4. Qualifications:** Certification exams are monitored by a Test Center Administrator who has been certified by the each testing entity.
- 5. Class Repeat Privilege:** Students may retake courses listed on the public schedule free of charge, within six months of original class date. Enrollment with repeat status is based on a space available basis per class. Students who are retaking classes must use original courseware. If the required courseware has upgraded to a new edition, students may be required to purchase the new manual.
- 6. Candidate Placement Assistance:** Students who enroll in a Career Development Program may be entitled to Career Placement Assistance upon completing eligibility requirements. Career services include resume development, cover letter construction, interview preparation, mock interviews and networking techniques. Upon successful completion of the program, the candidate will be provided with names and addresses of employment possibilities as they become available to the training center. New Horizons of Sacramento does not guarantee employment to any potential candidate, current candidate or program graduate.

POLICIES AND PROCEDURES (Cont.)

The training center will assist the candidate in locating possible opportunities, but it is the responsibility of the candidate to successfully procure their own employment. The training center will assist the candidate with employment to the best of its ability, but cannot guarantee employment.

RULES & REGULATIONS

1. Attendance/Class Cuts: Technical programs which prepare students for vendor certification exams require eighty percent (80%) attendance. After missing more than one day in any class, the student is counseled by their Student Support Coordinator. If a student is not making the eighty percent (80%) attendance target required by the program, the Educational Consultant and an Administrative Officer will counsel the student. The school will request that the student make up the days missed to ensure success in their certification exam preparation training.

2. Tardiness: A student arriving after attendance has been taken is considered late. The instructor will mark the amount of time unless the instructor considers the reason for tardiness legitimate. All class time missed in excess of 15 minutes must be made up by the student prior to graduation. If the student arrives late and the instructor cannot catch up the student without interrupting the others in class, the student may be required to make up the entire day.

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

4. Make-up Work: Students that are absent for any reason are required to make up any missed classes before proceeding to the next course of study. A student may make up missed time by attending another class in session.

5. Probation: A student that does not adhere to the attendance policy will be placed on probation for two to four weeks based on the duration of the training program. Should a student's absences continue while on probation, his/her program will be terminated.

6. Interruptions in Training/Termination: Students may be terminated from their program for failure to acquire skills in a timely manner. Those needing assistance or those who have not successfully completed their certification exam within four weeks of the end of each course are encouraged to repeat an additional class session for extra practice. If a student fails to attend their scheduled program courses and/or consistently reschedules and fails to attend the rescheduled dates of their program courses over a 12-month period AND refuses to be counseled by the Director of Education as to the advisability of continuing their Program, the student will not be awarded a Certificate of Diploma and will be terminated from their program.

POLICIES AND PROCEDURES (Cont.)

7. Leaves of Absence: A student may be granted a 30-day leave of absence for reasonable circumstances as determined by the Director of Education. A request for a leave of absence must be in writing and the date of expected return must be specified. If additional time is needed, a student may request a re-evaluation of circumstances at the end of their 30-day leave period. Extensions to a previously approved leave of absence may be granted in 30-day blocks as determined by the Director of Education.

8. Re-entry: A student who has withdrawn/canceled their program of study or who has been terminated by the school must notify the school and follow the required admission procedures if they desire re-entry into their program of study. A student that was terminated for any reason must have an interview with the Director of Education and show cause why he/she should be re-instated. The decision of the Director of Education is final. See also section **Grading and Standards of Academic Performance**.

9. Emergency Disciplinary Procedures: Emergency Disciplinary Procedures apply only towards transgressions which constitute grounds for immediate student dismissal which include, but are not limited to: theft of property from the school or other students, acts of gross violence or harm to people or property, any act classified as a crime by any state, local, or federal agency, or the use of school property to facilitate any act classified as a crime by any state, local, or federal agency, etc. The decision to implement emergency disciplinary procedures lies solely at the discretion of the Director of Education.

NONDISCRIMINATION

In the process of admission, instruction, career services and/or program completion, New Horizons does not discriminate on the basis of race, sex, religion, sexual orientation, disability, national origin, ethnic origin, age or marital status.

PAYMENT POLICY

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

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

POLICIES AND PROCEDURES (Cont.)

FINANCIAL ASSISTANCE

Students may qualify for financial assistance in the form of education loans.

General eligibility requirements for financial assistance are as follows:

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

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

New Horizons Computer Learning of Sacramento does not currently participate in any federal or state financial aid programs.

TRANSFER OF PREVIOUS CLOCK HOURS

New Horizons will accept hours obtained from attending courses at other schools when deemed related to the Career Development Program for which the student is enrolling. Acceptance of transfer hours will be at the discretion of the Director of Education. Courses offered at colleges, universities, military programs and apprenticeships will be accepted for transfer, provided the student can show proof of completion with a passing grade and when training is sufficiently similar in content. The recency of the education will also be taken into consideration.

The student may be required to submit official transcripts for review and provide a school catalog, course outline or course syllabus to help determine the validity of transfer. Upon completion of transcript review, the student will be notified of any clock hours accepted as transferable and New Horizons will issue a credit against the student's tuition charge for determined number of clock hours accepted when they sign their Student Enrollment Agreement. Transferred clock hours may not comprise more than twenty five percent (25%) of the student's entire Career Development Program.

Students may also receive clock hours for previously attained industry certifications. A student must fill out a Transfer of Clock Hours Evaluation Request from prior to signing their Student Enrollment Agreement and provide proof of certification. Upon certification review, the student will be notified of any clock hours allowed for previously earned industry certifications and New Horizons will issue a credit against the student's tuition charge for determined number of clock hours accepted when they sign their Student Enrollment Agreement. Clock hours for industry based certifications may not exceed twenty five percent (25%) of the student's entire Career Development Program.

POLICIES AND PROCEDURES (Cont.)

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

GRADING AND STANDARDS OF ACADEMIC PERFORMANCE

Instructors grade candidates during each course on a Pass/Fail scale based on the candidate's ability to demonstrate the technical skills taught in class and the ability to follow instructions and successfully complete assignments. Passing grades will be considered satisfactory and used to determine a candidate's program completion status for the purpose of Graduation Requirements from the center.

A student's academic progress is monitored with a combination of daily and/or weekly student progress reports prepared by the specifying instructor and a monthly consultation with a Student Service staff member and/or the Director of Education. The consulting Student Service staff member and/or the Director of Education will issue a monthly academic performance report. Students demonstrating unsatisfactory progress toward completion of a program will be placed on Academic Probation for two to four weeks based on the duration of the training program. Students continuing to demonstrate unsatisfactory progress will be recommended for termination within fifteen (15) business days of a student's last probationary consultation. In the intervening fourteen (14) business days the student's instructor, a Student Service staff member and/or the Director of Education will meet daily with the Student to determine and document any academic improvement. If the student displays reasonable academic improvement in the intervening fourteen (14) business days, to warrant a satisfactory academic report, the recommendation for termination will be rescinded. If the student displays no academic improvement in the intervening fourteen (14) business days, on the fifteen (15) business day the student will be officially terminated with refunds for any unused courses.

Satisfactory academic progress will be indicated by the candidate's progression through the course program. Those needing assistance are encouraged to repeat courses or attend additional supplementary courses. Candidates demonstrating unsatisfactory progress toward completion of a program will be counseled by the Student Service staff and/or the Director of Education. Those unwilling or unable to complete a program will be recommended for termination. Refunds calculated based on the **Cancellation of Programs and Refund Policy**. Candidates wishing to remain enrolled, or to reenroll after termination, will be counseled by the Student Services staff and/or the Director of Education to ascertain their ability or desire to complete the program (see also **Rules and Regulations**, sub heading 8: Re-Entry).

Candidates wishing to obtain vendor certification in addition to their New Horizons Program of study must pass certification exams (not affiliated with New Horizons CLC of Sacramento) designed by the certifying vendor (Microsoft, CompTIA, etc.). Certification exams are proctored tests issued by a specific certifying vendor. The program courses New Horizons delivers are designed to prepare candidates with the skills necessary to take and pass vendor certification exams.

POLICIES AND PROCEDURES (Cont.)

GRADUATION REQUIREMENTS

A Certificate of Diploma is presented to the candidate that has:

1. Successfully completed all required courses in their selected Program of Training;
2. Attended all required training clock hours in accordance with the training center Attendance Policy;
3. Fulfilled all monetary obligations to the training center.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at New Horizons of Sacramento is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the certificates/certifications you earn in any of New Horizons educational programs is also at the complete discretion of the institution to which you may seek to transfer. If the certificates/certifications you earn at this institution are not accepted at the institution to which you seek to transfer, you may be requested to repeat some of 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 of Sacramento to determine if your certificates/certifications will transfer.

LEARNING METHODS

At New Horizons we understand that everyone is different. That is why we have developed innovative learning methods that fit individual learning styles and busy schedules. You can learn the traditional way, in our classroom with one of our outstanding instructors; succeed at your own pace with one-on-one mentoring with a flexible schedule and targeted content; or combine the benefits of the traditional classroom with the convenience of the Internet for a live eLearning experience with our "classroom on the web."

The traditional classroom learning experience has become more enriching, dynamic and valuable for our students. Our traditional classroom delivery method - instructor lecture and demonstration, followed by student practice through hands-on exercise - has been enhanced to include Web-based resources during and after class. Classroom learning students have access to their own networked environment, which enables instructors to manage hands-on lab demonstrations and exercises that mirror the professional environment. The mentored learning approach allows you to determine when you attend training and for how long. Each workstation includes two computer monitors. On one, you can access the course content: video, text and audio. On the other monitor, you have access to the production environment so you can practice your skills at any time during the course. This allows you to fast-forward through areas, or stop the content and practice a concept hands-on as many times as you need.

These different methodologies increase retention and the ability to apply your newly acquired knowledge on the job. Certified instructors are present to provide ongoing coaching, support and guidance throughout your training. Mentored Administrators/Trainers can answer questions and provide additional instruction when needed to help increase your comprehension and retention of the course material.

POLICIES AND PROCEDURES (Cont.)

The online LIVE eLearning experience uses Internet technology to provide live, interactive lessons between an instructor and students. Although separated by geography, instructors and students share an engaging experience, including active discussions, practice labs, simultaneous document viewing and application sharing and virtual rooms for breakout groups.

HOURS OF OPERATION

New Horizons of Sacramento business office is open Monday through Friday, 8:00am to 5:00pm.

INSTRUCTIONAL SCHEDULE

Class training is offered Monday, Tuesday, Wednesday, Thursday and Friday from 8:30am to 4:30pm.

Net instructional hours are 7 hours per day, 5 days per week, 35 clock hours per week. Evening Classes are scheduled on an as need basis.

HOLIDAYS AND SCHOOL CLOSINGS

The facility will not be open and training will not take place on the following holidays. Additional holidays may be declared at the discretion of the Director of Education.

- New Years Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

CANCELLATION OF PROGRAMS AND REFUND POLICY

In the event a program is cancelled for any reason, the candidate will be offered the option of exchanging any remaining courses in his/her program for courses in another program. If the candidate is unwilling or unable to exchange courses, a refund for the remaining courses will be offered to the candidate or appropriate funding agency, provided the candidate has not already completed sixty percent (60%) of his/her program.

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

1. Cancellation of Student Enrollment Agreement or withdrawal from New Horizons Computer Learning Center of Sacramento must be made in writing. The official termination date will be the date of letter receipt.

POLICIES AND PROCEDURES (Cont.)

2. New Horizons Computer Learning Center of Sacramento shall refund one hundred percent (100%) of the amount paid for institutional charges, less a registration fee of two hundred dollars (\$200) and cost of opened books, tools and supplies, if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.
3. If student has received federal student financial aid program funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.
4. New Horizons Computer Learning Center of Sacramento shall also provide a pro rata (based on clock hours completed) refund of nonfederal student financial aid program moneys paid for institutional charges to students who have completed sixty percent (60%) or less of the period of attendance.
5. Cancellation after completing sixty percent (60%) of the program will result in no refund.
6. Refunds will be made within 45 days of termination of the student's enrollment or receipt of a Cancellation Notice from the student.
7. If 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.
8. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:
 - The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
 - The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

Grounds for Termination: A student's enrollment can be terminated at the discretion of the institution for the insufficient academic progress, non-payment of academic costs, student's lack of attendance, or failure to comply with rules and policies established by the institution as outlined in this catalog and the Student Enrollment Agreement.

POLICIES AND PROCEDURES (Cont.)

STUDENT TUITION RECOVERY FUND (STRF)

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.

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;
3. 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 costs;
4. 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;
5. An inability to collect on a judgment against the institution for a violation of the Act.

COMPLAINT/GRIEVANCE PROCEDURES

Any questions or complaints concerning New Horizons Sacramento must be submitted in writing to New Horizons staff. If questions or complaints have not been satisfactorily resolved or answered by New Horizons staff individuals may appeal in writing to:

**State of California Department of Consumer Affairs
1625 North Market Blvd, Suite 202
Sacramento, CA 95834 (916) 574-7720**

NEW HORIZONS TRAINERS

Chris Krueger

MCT: Microsoft Certified Trainer, MCSE, MCTS, MCITP Server Administrator 2008/2010, MCITP Enterprise Support Technician, MCITP Enterprise Messaging Administrator, CompTIA A+, Network+, Server+, Security+

Cal State University Los Angeles; University of California Davis. A CompTIA and Microsoft certified instructor, Chris has worked in the IT industry for over 15 years as a support technician, administrator, consultant and trainer. Possessing a broad base of knowledge, he brings a strong background in technical networking fundamentals, infrastructure design and security concepts to every class. Chris specializes in Microsoft Active Directory, server and client operating systems. An excellent communicator, Chris has the ability to distill complex concepts down so they can be easily understood by his students.

Gary Renzi

MCT: Microsoft Certified Trainer, C/EI, Microsoft: MCSE: Security 2000, MCSE 2003, MCITP Server Administrator 2008, MCITP Enterprise Support Technician, MCITP Enterprise Messaging Administrator, Certified Ethical Hacker, Certified Network Defense Architect

Sullivan Business College graduate, Microsoft and EC Council Certified Instructor. Gary specializes in Microsoft Active Directory, server and client operating systems. Gary has worked in the IT industry for over 30 years as a support technician, administrator, consultant and trainer. Possessing a broad base of knowledge, he brings a strong background in technical networking fundamentals, infrastructure design and security concepts to every class.

Jeff Zahorowski

MCT: Microsoft Certified Trainer, MCTS, MCSA, SCNS, CIW, CompTIA A+, Network+, Server+, Security+, iNet+, HTML, Microsoft Office; Word, Excel, PowerPoint, Outlook

Jeff has been a professional trainer with New Horizons since 2000. During his tenure he has been called on to train clients including Intel, Apple Computer, Oracle, Aerojet, Northrup-Grumman and the U.S. Navy Fighter Weapons School ("Top Gun"). Jeff is a Global Member of ISOC.

Client comments about Jeff Zahorowski:

"What a great speaker & teacher. Very smart and knowledgeable, non-stressful learning environment."
"Instructor was very well educated on subject. Provided very insightful hints/tips on how to apply concepts in business environment. Instructor was phenomenal in presenting material and made difficult subjects easy to grasp."

NEW HORIZONS TRAINERS (Cont.)

Jason Curry

MCT: Microsoft Certified Trainer, MCITP: Windows 7 Desktop Administrator, MCTS: Windows 7 Configuration, CompTIA A+, Network+

A.S. Information Technology Computer Networking Systems, ITT Technical Institute. Jason has worked in the IT industry for 10 years as a systems Integrator, system administrator and managed service provider for business. Jason brings a strong background in technology with real world experience.

Pete Dozier

MCT: Microsoft Certified Trainer, Microsoft Office: all versions, all levels. Classes: Access, Excel, Word, PowerPoint, Outlook, Project, VBA, SQL, Crystal Reports

B.A. Political Science, University of California at Los Angeles,
Certificate, Data Processing, Riverside City College, Riverside CA

Instructor and Analyst/Programmer with over 20 years experience providing classroom instruction, programming and support services including: software training, program design and maintenance, database maintenance, user support and reports creation using a variety of languages, applications and reporting tools.

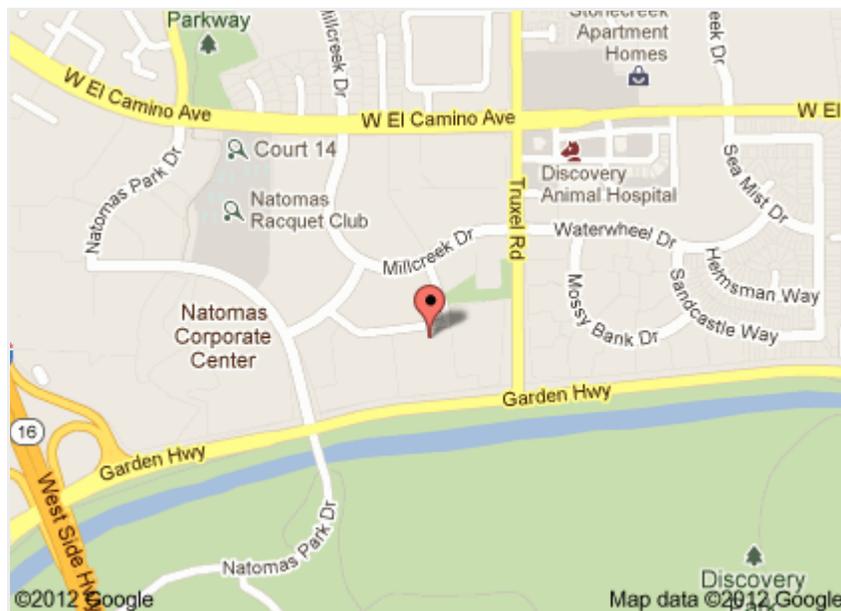
Kris Breitstein

MCT: Microsoft Certified Trainer, Microsoft Office: Word, Excel, PowerPoint, Outlook, Visio, Project, OneNote, Microsoft Office Migration

Bachelor of Science in Managerial Economics, University of California, Davis. Kris Breitstein joined the New Horizons team in early 2006 with more than ten years training experience and specializes in delivering Microsoft Office computer training courses in the greater Sacramento area. She is a seasoned software instructor with broad-based business skills developed during more than fifteen years as a management consultant, project manager, software developer and trainer. Kris is often praised for her patience, enthusiasm, easy-to-understand explanations and “real world” examples. She takes great pride in guiding her students not only to increase their computer proficiency but also their computing efficiency essential in the workplace

NEW HORIZONS LOCATION

New Horizons CLC of Sacramento
1750 Creekside Oaks Drive, Suite 150
Sacramento, CA 95833
(916) 609-4700
www.nhncal.com



For the past 30 years our innovative, award-winning learning methods have revolutionized the way students learn, retain and apply new knowledge.



