



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

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

eCourseware

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

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



With eCourseware, you’ll be able to:

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

Print Name (Eligible Person): _____

Signature: _____

Career Consultant _____

Date: _____



Computer Training Services for:

Montgomery GI Bill
Administration

Individual Consumers

Veteran's

Employer Reimbursed Training

Vocational Rehabilitation

MAIN CAMPUS LOCATIONS

Anaheim Campus

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

Burbank Campus

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

Culver City Campus

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

San Diego Campus

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

San Bernardino Campus

451 E. Vanderbilt Way, Suite 250
San Bernardino, CA 92408
(909) 380-2200
BPPE # 3012321

www.nhsocal.com

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

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Revised 7/25/13



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

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

MISSION STATEMENT

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

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

WHY NEW HORIZONS?

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

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

STUDENT SERVICES

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

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

Mentored Learning Classroom

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

Authorized Prometric Testing Center

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

Class Repeat Privilege

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

Hands-On Instructor-Led Training

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

INTEGRATED LEARNING

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

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

THE MENTORED LEARNING CLASSROOM

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

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

Benefits of New Horizons Mentored Learning The Mentored Learning Approach

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

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

Focused Learning

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

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

One-On-One Mentoring

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

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

Flexible Scheduling

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

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

PROGRAM DESCRIPTIONS

MCAS/MOS –with Business Skills

General Course Description

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

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

Prerequisites

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

Acquired Skills

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

Job Titles

Executive Assistant

First-Line Supervisors

Managers of Office and
Administrative Support

Receptionists
Information Clerks

Course Information

Hours: 448	Approximately 23 weeks of instruction	Price:	\$6,450.00	
Course		Lecture	Mentored Learning	Total Hours
QuickBooks or Microsoft Windows 7 Levels One and Two		16	16	32
Microsoft Word Levels One, Two and Three		24	28	52
Microsoft Excel Levels One, Two and Three		24	48	72
Microsoft Power Point Levels One and Two		16	16	32
Microsoft Access Levels One, Two		48	86	134
Microsoft Outlook Levels One, Two		24	38	62
Advanced Interpersonal Communication		16		16
Business Writing		16		16
Effective Presentations		16		16
Time Management or Organizational Skills		16		16
*One Microsoft Exam Voucher and Exam Prep				
Total Program Cost				\$6,450.00

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

Microsoft® Office Specialist Certification Program

General Course Description

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

Prerequisites

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

Acquired Skills

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

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

Job Titles

Bookkeeping

Accounting

Auditing

Customer Service Representative

Computer Operators

Course Information

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

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

Business Skills Program

General Course Description

The Business Skills Program is a combination of globally recognized MOS applications along with valuable Business skills courses. The MOS credential validates the skills that individuals and organizations depend on. Candidates who successfully complete the program by passing a certification exam prove that they meet globally recognized performance standards and are able to work productively and efficiently.

Prerequisites

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

Acquired Skills

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

Job Titles

Executive Assistant

Managers of Office and
Administrative Support

Receptionists
Information Clerks

Course Information

Hours: 340	Approximately 17 weeks of instruction	Price:	\$5100.00	
Course		Lecture	Mentored Learning	Total Hours
Microsoft Windows 7 Levels One and Two		16	31	47
Microsoft Word Levels One, Two and Three		24	37	61
Microsoft Excel Levels One, Two and Three		24	48	72
Microsoft Power Point Levels One and Two		16	35	51
Microsoft Outlook Levels One, Two		24	37	61
Grammar Skills		16		16
Business Writing		16		16
Effective Presentations		16		16
*One Microsoft Exam Voucher and Exam Prep				
Total Program Cost				\$5100.00

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

ACE – Adobe Certified Expert Web Specialist Program

General Course Description

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

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

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

Prerequisites

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

Acquired Skills

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

Job Titles

Web Design

Web-Analyst

Graphic Designer

Marketing Specialist

Course Information

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

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

Adobe – Microsoft® Certified Application Program

General Course Description

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

Prerequisites

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

Acquired Skills

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

Job Titles

Graphic Designers

Multi-Media Artist and Animators

Executive Secretaries and Administrative Assistants

Receptionist Information Clerks

Course Information

Hours: 684	Approximately 35 weeks of instruction	Price:	\$10000.00	
Course		Lecture	Mentored Learning	Total Hours
Adobe Dreamweaver Levels One, Two and Three		48	52	100
Web Design for XHTML, HTML & CSS Levels One, Two and Three		24	44	68
Adobe Acrobat Levels One and Two		16	38	54
Adobe Illustrator Levels One and Two		16	42	58
Adobe Photoshop Levels One and Two / Photo Printing & Color / Web Production		24	42	66
Adobe Flash levels One and Two		32	58	90
Microsoft Word Levels One, Two and Three		24	16	40
Microsoft Excel Levels One, Two and Three		24	30	54
Microsoft PowerPoint Levels One and Two		16	24	40
Microsoft Outlook levels One and Two		16	24	40
Microsoft Access levels One and Two		32	42	74
*Three Exam Vouchers and Exam Preps				
Total Program Cost			\$10,000.00	

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

Adobe Web Design with Microsoft Backend Development

General Course Description

Students will learn Adobe frontend/static web specific applications. Students will also learn Microsoft Backend Development.

Prerequisites

A High school diploma or equivalency is required.

Acquired Skills

Students will master more Adobe Software along with Microsoft Backend Development skills.

Job Titles

Graphic Designers Multi-Media Artist and Animators

Hours: 602	Approximately 31 weeks of training	Price:	\$10,000.00	
Course		Lecture	Mentored Learning	Hours
Adobe Dreamweaver Levels One, Two and Three		48	50	98
Web Design for XHTML, HTML & CSS Levels One, Two and Three		16	16	32
Adobe Illustrator Levels One and Two		32	32	64
Adobe Photoshop Levels One and Two		32	32	64
Adobe InDesign Level One and Two		32	32	64
20480 Programming in HTML 5 with JavaScript and CSS 3		35	35	70
10774 Writing Querying using Microsoft SQL 2012 Transact-SQL		35	35	70
10267 Introduction to Web Development w/MS Visual Studio 2010		35	35	70
10264 Developing Web Applications With Microsoft Visual Studio 2010		35	35	70
Total Program Cost			\$10,000.00	

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

Web Specialist Program

General Course Description

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

Prerequisites

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

Acquired Skills

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

Job Titles

Web Design

Web-Analyst

Graphic Designer

Marketing Specialist

Course Information

Hours: 296	Approximately 15 weeks of instruction	Price:	\$5000.00	
Course		Lecture	Mentored Learning	Total Hours
Adobe Dreamweaver Levels One, Two and Three		48	32	80
Web Design for XHTML, HTML & CSS Levels One, Two and Three		24	24	48
Adobe Photoshop Levels One and Two / Photo Printing & Color / Web Production		24	32	56
Adobe Illustrator Levels One and Two		16	28	44
Adobe Flash Levels One and Two		32	36	68
Total Program Cost			\$5,000.00	

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

Adobe Photoshop for Fine Art Photography

General Course Description

A Five-Part Workshop Series

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

The Five Workshops

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

Prerequisites

A High school diploma or equivalency is required

Acquired Skills

Job Titles

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

Adobe Workflow Certified Videographer

General Course Description

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

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

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

Prerequisites

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

Acquired Skills

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

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

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

Job Titles

DSLR filmmaker & Videographer

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

Adobe Certified Wedding Photographer

General Course Description

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

Prerequisites

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

Acquired Skills

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

Job Titles

Pro Wedding Photographer
Wedding workflow manager

Course Information

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

Adobe Certified Portrait Photographer

Course Description:

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

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

Prerequisites

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

Acquired Skills

The basics of portraiture.

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

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

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

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

JOB TITLE

Professional Photographer

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

CompTIA A+ Certification

General Course Description

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

Audience

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

Prerequisites

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

Acquired Skills

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

Job Titles

Computer Repair Technician	PC / Network Support	Systems Support
Hardware Technician	Bench Technician	PC Field Technician

Program Information

Hours:	140	Approximately 7 weeks of instruction	Price:	\$3395.00	
Course			Lecture	Mentored Learning	Hours
CompTIA A+ Training – Essentials – IT Tech/Remote Support/Depot Tech			70	70	140

*Two CompTIA Exam Vouchers and Exam Preps	
Total Program Cost	\$3,395.00

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

CompTIA Network+ Certification

General Course Description

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

Audience

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

Prerequisites

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

Acquired Skills

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

Job Titles

PC / Network Support

Systems Support

PC Field Technician

Program Information

Hours:	70	Approximately 4 weeks of instruction	Price:	\$2295.00	
Course			Lecture	Mentored Learning	Total Hours
CompTIA Network+ Training			35	35	70
*One CompTIA Exam Voucher and Exam Prep					
			Total Program Cost		\$2,295.00

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

CompTIA A+, Network+

General Course Description

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

Prerequisites

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

Acquired Skills

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

Job Titles

Computer Repair Technician

PC / Network Support

Systems Support

PC Field Technician

Course Information

Hours:	245	Approximately 13 weeks of instruction	Price:	\$5,700.00	
Course			Lecture	Mentored Learning	Total Hours
CompTIA A+			70	70	140
CompTIA Network+			35	70	105
*Three CompTIA Exam Vouchers and Exam Preps					
Total Program Cost				\$5,700.00	

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

A+, Network+, MCSA Windows 8

General Course Description

The Microsoft Certified Solutions Associate credential proves that you have the skills to successfully support end-users and to successfully troubleshoot desktop environments that are running the Microsoft Windows operating system.

Audience

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

Prerequisites

A High school diploma or equivalency is required

Acquired Skills

You will be supporting users, troubleshooting desktop applications and Windows 8 operating systems. You will acquire basic computer hardware and software skills and knowledge. Basic Networking skills and knowledge will be achieved.

Job Titles

Help Desk

PC Technician

PC/Desktop Support Analyst

Course Information

Hours: 350	Approximately 18 weeks of instruction	Price:	\$6,695.00	
Course		Lecture	Mentored Learning	Total Hours
CompTIA A+		70	70	140
CompTIA Network+		35	35	70
20687 Configuring Windows 8		35	35	70
20688 Managing and Maintaining Windows 8		35	35	70
One Microsoft Exam Vouchers & Three CompTIA Exam Vouchers				
Total Program Cost			\$6,695.00	

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

CompTIA Security + Certification

General Course Description

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

Objective:

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

Prerequisites

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

At Course Completion:

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

Job Titles

Security Management
 Computer Security Specialist
 Systems Support

Program Information

Hours:	105	Approximately 6 weeks of instruction	Price:	\$2,295.00	
Course			Lecture	Mentored Learning	Total Hours
CompTIA Security+ Training			35	70	105
*One CompTIA Exam Voucher and Exam Prep					
			Total Program Cost		\$2,295.00

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

CompTIA Linux+ Certification

General Course Description

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

Prerequisite

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

Acquired Skills

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

Job Titles

PC / Desktop Support

Systems Support

Program Information

Hours:	105	Approximately 6 weeks of instruction	Price:	\$2,956.00	
Course			Lecture	Mentored Learning	Total Hours
CompTIA Linux+ Training			35	70	105
*Two CompTIA Exam Vouchers and Exam Preps					
Total Program Cost				\$2,956.00	

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

EC Council - CEH Certified Ethical Hacker

General Course Description

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

Prerequisites

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

Acquired Skills

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

Job Titles

IT Security Specialist

Systems Security Analyst

Network Administrator

Program Information

Hours:	160	Approximately 8 weeks of instruction	Price:	\$3,895.00	
Course			Lecture	Mentored Learning	Total Hours
Certified Ethical Hacker			35	125	160
*One Exam Voucher					
Total Program Cost				\$3,895.00	

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

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

General Course Description

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

Prerequisites

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

Acquired Skills

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

Job Titles

Computer Repair Technician

PC / Network Support

Systems Support

PC Field Technician

Course Information

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

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

Network+, Security+, CASP Certification

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

General Course Description

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

Prerequisites

Individuals should have basic knowledge of computers and operating systems.

Acquired Skills

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

Job Titles

PC / Network Support

Systems Support

Course Information

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

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

Certified Information Systems Security Professional (CISSP)

General Course Description

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

Prerequisites

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

Acquired Skills

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

Job Titles

PC / Network Administrator

Security Analyst

Certified Hacker

Program Information

Hours:	160	Approximately 8 weeks of instruction	Price:	\$3,595.00	
Course			Lecture	Mentored Learning	Total Hours
Certified Information Systems Security Professional (CISSP)			35	125	160
Total Program Cost				\$3,595.00	

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

Computer Hacking Forensics Investigator (CHFI)

General Course Description

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

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

Prerequisites

A High school diploma or equivalency is required

Security+

Certified Ethical Hacker

Acquired Skills

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

Job Titles

PC / Network Administrator

Security Analyst

Certified Hacker

Program Information

Hours:	160	Approximately 8 weeks of instruction	Price:	\$3,895.00	
Course			Lecture	Mentored Learning	Total Hours
Computer Hacking Forensics Investigator (CHFI)			35	125	160
*One Exam Voucher					
			Total Program Cost		\$3,895.00

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

Security Professional Program

General Course Description

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

Prerequisites

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

Acquired Skills

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

Job Titles

PC / Network Administrator

Security Analyst

Certified Hacker

Program Information

Hours:	425	Approximately 22 weeks of instruction	Price:	\$8,500.00	
Course			Lecture	Mentored Learning	Total Hours
CompTIA Security +			35	70	105
Certified Ethical Hacker (CEH) OR Computer Hacking Forensics Investigator (CHFI)			35	125	160
Certified Information Systems Security Professional (CISSP)			35	125	160
*Two Exam Vouchers (CISSP Voucher not Included) and Exam Preps (CISSP not Included)					
			Total Program Cost		\$8,500.00

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

Security Professional Program with Computer Hacking Forensics Investigator (CHFI)

General Course Description

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

Prerequisites

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

Acquired Skills

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

Job Titles

PC / Network Administrator

Security Analyst

Certified Hacker

Program Information

Hours:	585	Approximately 30 weeks of instruction	Price:	\$10,000.00	
Course			Lecture	Mentored Learning	Total Hours
CompTIA Security +			35	70	105
Certified Ethical Hacker (CEH)			35	125	160
Computer Hacking Forensics Investigator (CHFI)			35	125	160
Certified Information Systems Security Professional (CISSP)			35	125	160
*Three Exam Vouchers (CISSP Voucher not Included) and Exam Preps (CISSP not Included)					
			Total Program Cost		\$10,000.00

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

Cisco® Certified Entry Networking Technician Program (CCENT)

General Course Description

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

Audience

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

Prerequisites

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

Acquired Skills

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

Job Titles:

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

Course Information

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

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

Cisco® Certified Networking Administrator Program (CCNA)

CCNA Routing and Switching

General Course Description

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

Audience

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

Prerequisites

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

Acquired Skills

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

Job Titles:

Network Administrator

Support Engineer

Network Technician

LAN/WAN Administrator

Course Information

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

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

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

General Course Description

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

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

Audience

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

Prerequisites

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

Acquired Skills

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

Job Titles:

Network Administrator

Support Engineer

Network Technician

LAN/WAN Administrator

Course Information

Hours:	220	Approximately 11 weeks of instruction	Price:	\$5,500.00	
Course			Lecture	Mentored Learning	Total Hours
CompTIA Network+ Training			35	75	110
Interconnect Cisco Network Devices-ICND Part 1			35	75	110
*One Cisco Exam Voucher, One CompTIA Exam Voucher and Exam Preps					

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

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

CCNA Routing and Switching

General Course Description

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

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

Audience

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

Prerequisites

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

Acquired Skills

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

Job Titles:

Network Administrator

Support Engineer

Network Technician

LAN/WAN Administrator

Course Information

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

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

Cisco® Certified Networking Administrator Program (CCNA) with Specialization

CCNA Routing and Switching

General Course Description

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

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

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

Audience

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

Prerequisites

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

Acquired Skills

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

Job Titles:

Network Administrator Support Engineer Network Technician

LAN/WAN Administrator

Course Information

Hours:	320	Approximately 16 weeks of instruction	Price:	\$8,100.00	
Course			Lecture	Mentored Learning	Total Hours
Implementing Cisco IOS Network Security (IINS) or Introducing Cisco Voice and Unified Communications Administration v8.0 (ICOMM) or Implementing Cisco Unified Wireless Networking Essentials (IUWNE)			35	75	110
Interconnect Cisco Network Devices-ICND Part 1			35	70	105
Interconnect Cisco Network Devices-ICND Part 2			35	70	105
*Three Cisco Exam Vouchers and Exam Preps					
			Total Program Cost		\$8100.00

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

Cisco® Professional Program (CCNP)

General Course Description

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

Audience

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

Prerequisites

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

Acquired Skills

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

Job Titles:

Network Administrator Level 2 Support Engineer Network Technician
Deployment Engineer

Course Information

Hours:	525	Approximately 27 weeks of instruction	Price:	\$11,000.00	
Course			Lecture	Mentored Learning	Total Hours
Implementing Cisco IP Routing (ROUTE)			35	140	175
Implementing Cisco IP Switched Networks (SWITCH)			35	140	175
Troubleshooting and Maintaining Cisco IP Networks (TSHOOT)			35	140	175
*Three Cisco Exam Vouchers and Exam Preps					
			Total Program Cost		\$11,000.00

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

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

General Course Description

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

Audience

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

Prerequisites

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

Acquired Skills

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

Job Titles:

Network Administrator Support Engineer Network Technician LAN/WAN Administrator

Course Information

Hours:	875	Approximately 44 weeks of instruction	Price:	\$18,500.00	
Course			Lecture	Mentored Learning	Total Hours
Implementing Cisco IOS Network Security (IINS) v1.0			35	140	175
Securing Networks with Cisco Routers and Switches (SECURE) v1.0			35	140	175
Implementing Cisco Intrusion Prevention System v7.0 (IPS v7.0)			35	140	175
Deploying Cisco ASA Firewall Solutions v1.0 (FIREWALL v1.0)			35	140	175
Deploying Cisco ASA VPN Solutions (VPN v1.0)			35	140	175
*Five Cisco Exam Vouchers and Exam Preps					
			Total Program Cost		\$18,500.00

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

Cisco® Certified CCNP Wireless Certification

General Course Description

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

Audience

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

Prerequisites

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

Acquired Skills

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

Job Titles:

Network Administrator Support Engineer Network Technician

LAN/WAN Administrator

Course Information

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

Cisco® Certified Network Professional Program (CCNP) Voice

General Course Description

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

Audience

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

Prerequisites

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

Acquired Skills

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

Job Titles:

Network Administrator Support Engineer Network Technician LAN/WAN Administrator

Course Information

Hours:	1050	Approximately 53 weeks of instruction	Price:	\$20,400.00	
Course			Lecture	Mentored Learning	Total Hours
Introducing Cisco Voice and Unified Communications Administration v8.0 (ICOMM)			35	140	175
Implementing Cisco Voice Communications and QoS v8.0 (CVOICE v8.0)			35	140	175
Implementing Cisco Unified Communications Manager, Part 1 v8.0 (CIPT1 v8.0)			35	140	175
Implementing Cisco Unified Communications Manager, Part 2 v8.0 (CIPT1 v8.0)			35	140	175
Troubleshooting Cisco Unified Communications v8.0 (TVOICE v8.0)			35	140	175
Integrating Cisco Unified Communications Applications v8.0 (CAPPS v8.0)			35	140	175
*Six Cisco Exam Vouchers and Exam Preps					
Total Program Cost				\$20,400.00	

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

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

General Course Description

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

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

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

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

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

Audience

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

Prerequisites

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

Acquired Skills

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

Job Titles:

Network Administrator

Support Engineer

Network Technician

LAN/WAN Administrator

Course Information

Hours:	2100	Approximately 105 weeks of instruction	Price:	\$39,900.00	
Course			Lecture	Mentored Learning	Total Hours
CompTIA Network+ Training			35	140	175
Interconnect Cisco Network Devices-ICND Part 1			35	140	175
Interconnect Cisco Network Devices-ICND Part 2			35	140	175
Implementing Cisco IOS Network Security (IINS) v1.0			35	140	175
Implementing Cisco IP Routing (ROUTE)			35	140	175

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

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

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

General Course Description

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

Audience

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

Prerequisites

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

Acquired Skills

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

Job Titles

Window Enterprise Administrator Virtualization Engineer	Server Systems Administrator Server Farm Administrator	Network administrator Remote Access Administrator	Citrix Administrator VDI Specialist
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Hours:	2027	Approximately 104 weeks of instruction	Price:	\$39,200.00	
Course			Lecture	Mentored Learning	Total Hours
A+ Certificate			70	210	280
Network+ Certificate			35	105	140
6292 Installing and Configuring Windows 7			21	63	84
6293 Troubleshooting and Supporting Windows 7 in the Enterprise			21	63	84
10135 Configuring, Managing and Troubleshooting Microsoft Exchange Server 2010			35	105	140
6421 Configuring and Troubleshooting a Windows Server 2008 Network Infrastructure			35	105	140
6418 Deploying Windows Server 2008			21	63	84
6428 Configuring and Troubleshooting Windows Server 2008 Terminal Services			14	38	52

6419 Configuring, Managing, and Maintaining Windows Server 2008 Server	35	105	140
6439 Configuring and Troubleshooting Windows Server 2008 Application Infrastructure	35		35
6425 Configuring and Troubleshooting Windows Server Active Directory Domain Services	35	105	140
6426 Configuring Identity and Access Solutions with Windows Server Active Directory	21	63	84
6435 Designing a Windows Server 2008 Network Infrastructure	35	105	140
6436 Designing a Windows Server 2008 Active Directory Infrastructure and Services	35	105	140
CXA-204: XenApp Administration Certification <i>Citrix Certified Administrator for XenApp</i>	35	35	70
CXA-300: XenApp Advanced Administration Certification <i>Citrix Certified Advanced Administrator for XenApp</i>	35	35	70
CXD-202: XenDesktop Administration Certification <i>Citrix Certified Administrator for XenDesktop</i>	35	35	70
CXS-202: XenServer Administration Certification <i>Citrix Certified Administrator for XenServer</i>	35	35	70
6437 Designing a Windows Server 2008 Applications Infrastructure	21	43	64
*Five Microsoft Exam Vouchers , Three CompTIA Exam Vouchers and Exam Preps			
Total Program Cost			\$39,200.00

MCTS – Microsoft® Certified Technician Specialist Program

MCSA Windows 8

General Course Description

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

Audience

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

Prerequisites

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

Acquired Skills

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

Job Titles

Help Desk

PC Technician

PC/Desktop Support Analyst

Course Information

Hours: 203	Approximately 11 weeks of instruction	Price:	\$5,600.00	
Course		Lecture	Mentored Learning	Total Hours
CompTIA A+		70	63	133
6292 Installing and Configuring Windows 7 Client or 20687 Configuring Windows 8 and 20688 Managing and Maintaining Windows 8		70		70
*One Microsoft Exam Voucher, Two CompTIA Exam Vouchers and Exam Preps				
Total Program Cost			\$5,600.00	

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

MCDST/MCTS – Microsoft® Certified Desktop Support Technician Program

MCSA Windows *

General Course Description

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

Audience

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

Prerequisites

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

Acquired Skills

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

Job Titles

Help Desk

PC Technician

PC/Desktop Support Analyst

Course Information

Hours: 280	Approximately 14 weeks of instruction	Price:	\$6,895.00	
Course		Lecture	Mentored Learning	Total Hours
CompTIA A+		70	70	140
CompTIA Network+		35	35	70
6292 Installing and Configuring Windows 7 Client or 20687 Configuring Windows 8 and 20688 Managing and Maintaining Windows 8		70		70
One Microsoft Exam Voucher, Three CompTIA Exam Vouchers and Exam Preps				
Total Program Cost			\$6,895.00	

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

Microsoft® Certified Desktop Support Technician MCAS Program

General Course Description

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

Audience

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

Prerequisites

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

Acquired Skills

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

Job Titles

Help Desk

PC Technician

PC/Desktop Support Analyst

Course Information

Hours: 659	Approximately 33 weeks of instruction	Price:	\$10,075.00	
Course		Lecture	Mentored Learning	Total Hours
CompTIA A+		70	98	168
CompTIA Network+		35	55	90
6292 Supporting Users for Microsoft Windows 7 or 20687 Configuring Windows 8 and 20688 Managing and Maintaining Windows 8		63		63
6293 Troubleshooting and Supporting Windows 7 in the Enterprise		21	NA	21
Microsoft Windows 7 Levels One and Two		16	16	32
Microsoft Word Levels One, Two and Three		24	24	48
Microsoft Excel Levels One, Two and Three		24	24	48
Microsoft Outlook Levels One, Two and Three		24	24	48
Microsoft Power Point Levels One and Two		16	16	32
Microsoft Access Levels One, Two and Three		48	61	109
*Two Microsoft Exam Vouchers, Three CompTIA Exam Vouchers and Exam Preps				
Total Program Cost				\$10,075.00

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

MICROSOFT® JUNIOR SERVER ADMINISTRATOR WITH LINUX AND COMPTIA - SECURITY+ SPECIALIZATION

MCSA Windows Server 2012

General Course Description

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

Prerequisites

A High school diploma or equivalency is required

Acquired Skills

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

Job Titles:

Computer and Network Support Specialist

Network and Computer Systems Administrators

Course Information

Hours:	679	Approximately 34 weeks of instruction	Price:	\$10,795.00	
Course			Lecture	Mentored Learning	Total Hours
CompTIA A+ Training – Essentials IT/Remote/Depot/Technician			70	140	210
CompTIA Network+ Training			35	45	80
CompTIA Linux+			35	45	80
6419 Configuring, Managing and Maintaining Windows Server 2008-based Servers or 20410 Installing and Configuring Windows Server 2012			35	45	80
6422 Implementing and Managing Windows Server 2008 Hyper-V or Course 20411 Administering Windows Server 2012			35	45	80
Configuring and Troubleshooting a Windows Server Network Infrastructure or 20412 Configuring Advanced Windows Server 2012			35	44	79
CompTIA Security+			35	35	70
*Six CompTIA Exam Vouchers, Three Microsoft Exam Vouchers and Exam Preps					
Total Program Cost					\$10,795.00

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

General Course Description

Student will receive Basic Computer training to Networking to Server Administration. This program offers a rounded education in the IT Networking Server World. The Microsoft Windows Server 2008 Junior Server Administrator Program at New Horizons of Southern California is designed to give you in-depth, current skills on network infrastructure using Windows Server 2008. Prerequisites

Student should be familiar with personal computers and the Windows operating system and have a good idea of how to use basic computer applications. This is a beginning course that will introduce the student to the network world starting with the basic hardware of A+ and network world with Net +. The Medical Coding and Billing Program is designed to empower students with skills and knowledge that will increase their workplace competence and advantage. The balanced training program covers industry specification preparation for Coding, Billing and Insurance, and Microsoft Office computer technologies.

Prerequisites

A High school diploma or equivalency is required

Acquired Skills

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

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

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

Job Titles:

Hospital Computer and Network Support Specialist

Hospital Network and Computer Systems Administrators

Course Information

Hours:	2014	Approximately 101 weeks of instruction	Price:	\$37,000.00	
Course			Lecture	Mentored Learning	Total Hours
CompTIA A+ Training – Essentials IT/Remote/Depot/Technician			70	210	280
CompTIA Network+ Training			35	105	140

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

MCTS – Microsoft® Certified Technician Specialist Program

MCSA Desktop

General Course Description

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

Audience

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

Prerequisites

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

Acquired Skills

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

Job Titles

Help Desk

PC Technician

PC/Desktop Support Analyst

Course Information

Hours: 228	Approximately 12 weeks of instruction	Price:	\$6,200.00	
Course		Lecture	Mentored Learning	Total Hours
CompTIA A+		70	70	140
6292 Installing and Configuring Windows 7 Client or 20687 Configuring Windows 8		21	51	72
Interpersonal Communications or 20688 Managing and Maintaining Windows 8		16	NA	16
*One Microsoft Exam Voucher, Two CompTIA Exam Vouchers and Exam Preps				
Total Program Cost			\$6,200.00	

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

MCTS – Microsoft® Windows Server Junior Server Administrator / MCSA – Microsoft® Windows Server Junior Server Administrator

General Course Description

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

Audience

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

Prerequisites

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

Acquired Skills

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

Job Titles

Network Administrator Network Technician PC/Network Support Desktop Support

Course Information

Hours: 420	Approximately 22 weeks of instruction	Price:	\$7,485.00	
Course		Lecture	Mentored Learning	Total Hours
CompTIA A+ Certification		70	70	140
CompTIA Network + Certification		35	35	70
20410 Installing and Configuring Windows Server 2012 Server		35	35	70
20411 Administrating a Windows Server 2012		35	35	70
20412 Configuring Advanced Windows Server 2012 Services		35	35	70
Three Microsoft and Three CompTIA Exams and Exam Prep				
Total Program Cost			\$7,485.00	

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

MCITP – Microsoft® Certified IT Professional Windows Server 2008 Administrator

MCSE

General Course Description

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

Audience

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

Prerequisites

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

Acquired Skills

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

Job Titles

Window Server administrator

Server Systems Administrator

Network administrator

Monitoring operator

Course Information

Hours: 574	Approximately 29 weeks of instruction	Price:	\$12,995.00	
Course		Lecture	Mentored Learning	Total Hours
CompTIA A+ Certificate		70	140	210
CompTIA Network+ Certificate		35	35	70
6419 Configuring, Managing, and Maintaining Windows Server 2008 Server or 20410 Installing and Configuring Windows Server 2012		35	35	70
6425 Configuring Windows Server 2008 Active Directory Domain Services or 20411 Administering Windows Server 2012		35	35	70
6426 Configuring Identity and Access Solutions with Windows Server Active Directory or 20412 Configuring Advanced Windows Server 2012 Services		21	21	42
6421 Configuring and Troubleshooting a Windows Server 2008 Network Infrastructure or 20413 Designing and Implementing a Server Infrastructure		35	35	70
6433 Planning and Administering Windows Server 2008 Servers or 20414 Implementing an Advanced Server Infrastructure		21	21	42
*Three Microsoft Exam Vouchers, Three CompTIA Exam Vouchers and Exam Preps				
Total Program Cost			\$12,995.00	

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

MCSA – Microsoft® Certified Solutions Associate

General Course Description

The Microsoft Certified Solutions Associate (MCSA): Windows Server certification shows that you have the minimum set of skills needed to hit the ground running, and differentiates you as better able to work with Windows Server in a real-world business context. This certification validates a set of primary Windows Server skills that are relevant across multiple solution areas. MCSA: Windows Server certification is a prerequisite for earning an MCSE: Private Cloud.

Audience

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

Prerequisites

An MCSA candidate should have 6 to 12 months of experience implementing and administering a desktop operating system, implementing and administering a network operating system, and managing an existing network infrastructure *or* completion of either Network+ or A+.

Acquired Skills

A typical MCSA will support from 200 to 26,000 or more users at two to 100 physical locations. Typical network services and resources include messaging, database, file and print, proxy server or firewall, Internet and intranet, remote access, and client computer management. Connectivity needs include connecting branch offices and individual users in remote locations to the corporate network and connecting corporate networks to the Internet.

Job Titles

Network Administrator Network Technician PC/Network Support Desktop Support

Course Information

Hours: 210	Approximately 11 weeks of instruction	Price:	\$5,695.00	
Course		Lecture	Mentored Learning	Total Hours
20410 Installing and Configuring Windows Server		35	35	70
20411 Administering Windows Server		35	35	70
20412 Configuring Advanced Windows Server Services		35	35	70
*Three Microsoft Exam Vouchers and Exam Preps				
Total Program Cost			\$5,695.00	

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

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

General Course Description

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

Audience

Entry level database training for career changers and career enhancers.

Prerequisites

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

Acquired Skills

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

Job Titles

Database Administrators

Network Systems and Data
Communications Analysis

Network and Systems Administrators

Course Information

Hours: 426	Approximately 22 weeks of training	Price:	\$6,995.00	
Course		Lecture	Mentored Learning	Hours
Microsoft Access Levels One and Two		48	48	96
Crystal Reports Levels One and Two		32	32	64
2667 Introduction to Programming (No Courseware Included)			56	56
10774 Writing Querying using Microsoft SQL 2012 Transact-SQL		35	35	70
10775 Administrating a Microsoft SQL Server 2012 Database		35	35	70
10777 Implementing a Data Warehouse with Microsoft SQL Server 2012		35	35	70
*Three Microsoft Exam Vouchers and Exam Prep				
Total Program Cost				\$6,995.00

MCSA – Microsoft® Windows Server Junior Server Administrator /MCTS – Microsoft® Windows Server Junior Server Administrator

General Course Description

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

Audience

The goal of this program is to prepare you to provide support for IT systems including day-to-day operations, monitoring, and problem resolution for network problems. Windows 2012 Junior Server Administrators assist in administration, troubleshooting, and support of operating systems, servers, and applications.

Prerequisites

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

Acquired Skills

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

Job Titles

Network Administrator Network Technician PC/Network Support Desktop Support

Course Information

Hours: 420	Approximately 22 weeks of instruction	Price:	\$7,485.00	
Course		Lecture	Mentored Learning	Total Hours
CompTIA A+ Certification		70	70	140
CompTIA Network + Certification		35	35	70
20410 Installing and Configuring Windows Server 2012 Server		35	35	70
20411 Administrating a Windows Server 2012		35	35	70
20412 Configuring Advanced Windows Server 2012 Services		35	35	70
Three Microsoft and Three CompTIA Exams and Exam Prep				
Total Program Cost			\$7,485.00	

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

MCSE – Microsoft® Certified Solutions Expert

General Course Description

This program is the premier credential for technical professionals who analyze the business requirements and design/implement the infrastructure for business solutions based on the Microsoft Windows platform and Microsoft server software.

Audience

This program is geared toward Systems Analysts, Network Analysts, Technical Support Engineers, Systems Engineers, and Technical Consultants. The MCSE credential is designed for IT professionals working in the typically complex computing environment of medium to large organizations.

Prerequisites

Candidates should have at least one year of experience implementing and administering a network. File and print, database, messaging, proxy server / firewall, dial-in server, desktop management, and Web hosting, Connectivity needs including connecting individual offices and users at remote locations and connecting corporate networks to the Internet. MCSE candidate should have at least one year of experience in implementing and administering a desktop operating system and designing a network infrastructure (or completion of the CompTIA Network+ Program).

Acquired Skills

Design and implement infrastructure systems using the Microsoft Windows platform and Microsoft server software, based on your analysis of business needs. You are able to install, configure, and troubleshoot network systems.

Job Titles

System Administrator PC LAN Technician Information Systems Analyst Network Administrator Systems Engineer

Course Information

Hours: 350	Approximately 18 weeks of instruction	Price:	\$9,995.00	
Course		Lecture	Mentored Learning	Total Hours
20410 Installing and Configuring Windows Server		35	35	70
20411 Administering Windows Server		35	35	70
20412 Configuring Advanced Windows Server Services		35	35	70
20413 Designing and Implementing a Server Infrastructure		35	35	70
20414 Implementing an Advanced Server Infrastructure		35	35	70
*Five Microsoft Exam Vouchers and Exam Preps				
Total Program			\$9,995.00	

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

MCITP – Microsoft® Certified IT Professional Enterprise Administrator MCSE Windows Server 2012 Infrastructure / 2012 Desktop Infrastructure

General Course Description

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

Audience

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

Prerequisites

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

Acquired Skills

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

Job Titles

Window Enterprise
Administrator

Server Systems
Administrator

Network administrator

Monitoring operator

Course Information

Hours: 840	Approximately 42 weeks of instruction	Price:	\$17,200.00	
Course		Lecture	Mentored Learning	Total Hours
A+ Certificate		70	70	140
Network+ Certificate		35	35	70
20687 Configuring Windows 8		35	35	70
20688 Managing and Maintaining Windows 8		35	35	70
20410 Installing and Configuring Windows Server		35	35	70
20411 Administering Windows Server		35	35	70
20412 Configuring Advanced Windows Server Services		35	35	70
20413 Designing and Implementing a Server Infrastructure		35	35	70
20414 Implementing an Advanced Server Infrastructure		35	35	70
20415 Implementing a Desktop Infrastructure		35	NA	35
20416 Implementing Desktop Application Environments		35	NA	35
10135, Configuring, Managing and Troubleshooting Microsoft Exchange Server 2010		35	35	70
*Five Microsoft Exam Vouchers, Three CompTIA Exam Vouchers and Exam Preps				
		Total I Program Cost		\$17,200.00

MCITP – Microsoft® Certified IT Professional Windows Server Administrator with VMWARE

15-1199.09 - Information Technology Project Managers

15-1199.02 - Computer Systems Engineers/Architects

General Course Description

The Microsoft Certified IT Professional (MCITP) credential is the leading certification for Windows Server, providing widely recognized, objective validation of your ability to perform critical, current IT job roles by using Microsoft technologies to their best advantage. This course provides details on how to deploy and manage Hyper-V and Remote Desktop Services on Windows Servers Hyper-V and Remote Desktop Services on Windows Server. The course also provides details on how to Manage a server virtualization environment by using System Center products. The VMWare explores installation, configuration and management of VMware vSphere.

Audience

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

Prerequisites

It is expected that candidates pursuing this certification have a minimum of one year experience working as a Network or Systems Administrator. A High school diploma or equivalency is required.

Acquired Skills

The MCITP Server 2008 Administrator is an advanced certification for Windows Server. 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. Deploying and managing Hyper-V and Remote Desktop Services on Windows Servers Hyper-V and Remote Desktop Services on Windows Server. Managing a server virtualization environment by using System Center products. The VMWare explores installation, configuration and management of VMware vSphere.

Window Server
administrator

Server Systems
Administrator

Network administrator

Course Information

Hours: 504	Approximately 26weeks of instruction	Price:	\$15,995.00	
Course		Lecture	Mentored Learning	Total Hours
6419 Configuring, Managing, and Maintaining Windows Server 2008 Server OR 20410 Installing and Configuring Windows Server 2012		35	35	70
6425 Configuring Windows Server 2008 Active Directory Domain Services or 20411 Administering Windows Server 2012		35	35	70
6426 Configuring Identity and Access Solutions with Windows Server Active Directory or 20412 Configuring Advanced Windows Server 2012 Services		21	21	42
6421 Configuring and Troubleshooting a Windows Server 2008 Network Infrastructure or 20413 Designing and Implementing a Server Infrastructure		35	35	70
10135 Configuring, Managing and Troubleshooting Microsoft Exchange Server 2010		35	35	70
6433 Planning and Administering Windows Server 2008 Servers or 20414 Implementing an Advanced Server Infrastructure		21	21	42
10215 Implementing and Managing Microsoft Server Virtualization		35	35	70
VMWare VSphere 5.0 Troubleshooting		35	0	35
VMWare VSphere 5.0 Install, Configure, Manage		35	0	35
Five Microsoft, Two VMWare Exam and Prep included				
Total Program Cost			\$15,995.00	

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

Virtualization Program with MCTS- Hyper-V and VMWARE

15-1199.09 - Information Technology Project Managers

15-1199.02 - Computer Systems Engineers/Architects

General Course Description

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

Audience

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

Prerequisites

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

.Acquired Skills

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

Job Titles

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

Course Information

Hours:140 hours	Approximately 7 weeks of instruction	Price:	\$9,695.00	
Course		Lecture	Mentored Learning	Total Hours
10215 Implementing and Managing Microsoft Server Virtualization		35	35	70
VMWare VSphere 5.0 Troubleshooting		35	0	35
VMWare VSphere 5.0 Install, Configure, Manage		35	0	35
One Microsoft, Two VMWare Exam Voucher and Exam Prep				
Total Program Cost				\$9,695.00

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

MCTS – Microsoft Office SharePoint Server

MCSE

General Course Description

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

Prerequisites

A typical candidate for this program has a minimum of one year of experience in configuring Microsoft Office SharePoint Server and related technologies. In addition, the candidate should have general knowledge of configuring or administering the following technologies: Internet information server, Windows Server 2 Active Directory administration, Networking infrastructure-TCP/IP and clustering, Microsoft .NET, Internet security and acceleration server, network load-balancing for applications, some programming language, and Microsoft SQL server 2.

Acquired Skills

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

Job Titles:

SharePoint Administrator
SharePoint Workflow Specialist

SharePoint Developer
SharePoint Analyst

Course Information

Hours:	478	Approximately 24 weeks of instruction	Price:	\$9,995.00	
Course			Lecture	Mentored Learning	Total Hours
Microsoft SharePoint Foundation 2010 - Level 1			16	23	39
Microsoft SharePoint Foundation 2010 - Level			16	23	39
20412 Configuring Advanced Windows Server 2012 Services			35	45	80
20410 Installing and Configuring Windows Server 2012			35	45	80
20411 Administering Windows Server 2012			35	45	80
20331 Core Solutions of Microsoft SharePoint Server 2013			35	45	80
20332 Advanced Solutions of Microsoft SharePoint Server 2013			35	45	80
*Five Microsoft Exam Vouchers and Exam Preps					
Total Program Cost				\$9,995.00	

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

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

General Course Description

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

Prerequisites

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

Acquired Skills

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

Job Titles:

SharePoint Administrator
SharePoint Workflow Specialist

SharePoint Developer
SharePoint Analyst

Course Information

Hours:	1914	Approximately 96 weeks of instruction	Price:	\$36,200.00	
Course			Lecture	Mentored Learning	Total Hours
10174 Configuring and Administering SharePoint 2010			35	105	140
10175 Microsoft SharePoint 2010, Application Development			35	105	140
10231A Designing a Microsoft SharePoint 2010 Infrastructure			35	105	140
10232 Designing and Developing a Microsoft SharePoint Server 2010 Applications			35	105	140
SharePoint Services 3.0 – L1			16	48	64
SharePoint Services 3.0 – L2			16	48	64
50354 SharePoint 2010 SharePoint Designer			16	48	64
SharePoint Designer 2010 – L1			7	21	28
SharePoint Designer 2010 – L2			7	21	28
10231 – Designing a SharePoint 2010 Infrastructure			35	105	140

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

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

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

General Course Description

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

Audience

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

Prerequisites

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

Acquired Skills

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

Job Titles

Web Developers

Windows developers

Database Developers

Systems Administrator

Enterprise Applications Developers

Course Information

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

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

MCTS – Microsoft® Certified Technology Specialist .NET Framework 2.0 Windows Applications

General Course Description

The Technology Specialist certifications enable professionals to target specific technologies and distinguish themselves by demonstrating in-depth knowledge and expertise in their specialized technologies. Developers who hold the Microsoft Certified Technology Specialist: .NET Framework 2.0 Windows Applications (MCTS: .NET Framework 2.0 Windows Applications) certification have demonstrated breadth and depth of skills and knowledge of Windows Forms technology, in addition to expertise in data access in Microsoft Windows applications.

Audience

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

Prerequisites

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

Acquired Skills

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

Job Titles

Web Developers Windows Developers Enterprise Software Developers
System Administrators Software Developers

Course Information

Hours: 322	Approximately 17 weeks of instruction	Price:	\$6,495.00	
Course		Lecture	Mentored Learning	Hours
4994 Introduction to Programming MS.Net Applications with MS Visual Studio 2005 Or 4995 Programming with the MS.Net Framework using MS Visual Studio 2005		35	35	70
2667 Introduction to Programming (No Courseware Included)		35	35	70
2956 Core Foundations of Microsoft .Net 2.0 Development		21	NA	21
2957 Advanced Foundations of Microsoft .Net 2.0 Development		21	NA	21
2541 Advanced Windows Forms Technologies with Microsoft Visual Studio 2005		21	21	42
2542 Core Data Access with Microsoft Visual Studio 2005		14	14	28
2546 Core Windows Forms Technologies		21	21	42
2547 Advanced Data Access with Microsoft Visual Studio 2005		14	14	28
*Two Microsoft Exam Vouchers and Exam Preps				
Total Program Cost				\$6,495.00

MCPD – Microsoft® Certified Enterprise Applications Developer

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

Prerequisites

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

Acquired Skills

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

Job Titles

Web Developers

Windows Developers

Enterprise Software Developers

System Administrators

Software Developers

Course Information

Hours:480	Approximately 24 weeks of instruction	Price:	\$16,000.00	
Course		Lecture	Mentored Learning	Hours
10267 Introduction to Web Development with MS Visual Studio 2010		35	35	70
10266 Programming with C# using Microsoft.NET Framework 4.0		35	35	70
10262, Developing Windows Applications with Microsoft Visual Studio 2010		35	35	70
10263, Developing Windows Communication Foundation Solutions with Microsoft Visual Studio 2010		35	25	60
10265, Developing Data Access Solutions with Microsoft Visual Studio 2010		35	35	70
10552, Application Design with Microsoft Visual Studio 2010		35	35	70
10264, Developing Web Applications with Microsoft Visual Studio 2010		35	35	70
*Five Microsoft Exam Vouchers and Exam Preps				
Total Program Cost			\$16,000.00	

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

Microsoft® Backend Development

MCSO Web Applications

Audience

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

Prerequisites

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

Job Titles

Graphic Designers
Multi-Media Artists
Animators

Course Information

Hours: 582	Approximately 30 weeks of instruction	Price:	\$8,930.00	
Course		Lecture	Mentored Learning	Hours
20480 Programming in HTML5 with Java Script and CSS3		35	70	105
20486 Developing ASP.NET 4.5 MVC Web Applications		35	70	105
20487 Developing Windows Azure and Web Services.		35	70	105
Java EE Programming: AJAX Fundamentals (LearnNowPlus)			70	70
Java Programming			70	70
Intro to Programming (No Courseware Included)		NA	70	70
Web Design for XHTML, HTML & CSS Levels One, Two and Three		21	36	57
*THREE Microsoft Exam Voucher 70-480, 70-486, 70-487				
Total Program Cost			\$8,930.00	

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

MCTS – Microsoft® SQL Database Administrator

MCSA Data Platform

General Course Description

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

Audience

Entry level database training for career changers and career enhancers.

Prerequisites

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

Acquired Skills

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

Job Titles

Database Administrators

Network Systems and Data
Communications Analysis

Network and Systems
Administrators

Course Information

Hours: 363	Approximately 19 weeks of training	Price:	\$5,300.00	
Course		Lecture	Mentored Learning	Hours
Microsoft Access Levels One, Two		48	48	96
2667 Introduction to Programming (NO Courseware Included)		NA	65	64
2778 Writing Queries using Microsoft SQL 2008 Transact-SQL or 10774 Querying Microsoft SQL Server 2012		21	42	63
6232 Implementing a Microsoft SQL Server 2008 Database or 10775 Administering Microsoft SQL Server 2012		35	35	70
6231 Maintaining a Microsoft SQL Server 2008 Database or 10777 Implementing a Data Warehouse with Microsoft SQL Server 2012		35	35	70
*One Microsoft Exam Voucher and Exam Prep				
Total Program Cost				\$5,300.00

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

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

MCSE

General Course Description

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

Audience

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

Prerequisites

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

Job Titles

Database Developer

Database Technical Consultant

Course Information

Hours: 364	Approximately 19 weeks of training	Price:	\$6,970.00	
Course		Lecture	Mentored Learning	Hours
2778 Querying and Processing SQL Server Data with SQL Statements or 10774 Querying Microsoft SQL Server 2012		21	31	52
6232 Implementing a Microsoft SQL Server 2008 Database or 10775 Administering Microsoft SQL Server 2012 Databases		35	40	75
6231 Maintaining a Microsoft SQL Server 2008 Database or 10777 Implementing a Data Warehouse with Microsoft SQL Server 2012		35	40	75
6234 Implementing and maintaining MS SQL 2008 Analysis services		21	22	43
6235 Implementing and maintaining MS SQL 2008 Integration services		21	21	42
6236 Implementing and maintaining MS SQL 2008 Reporting services		21	21	42
50401 Designing and Optimizing Database Solutions with Microsoft SQL Server 2008 - This course provides the knowledge and skills that IT Professionals need to design, optimize, and maintain SQL Server 2008 database. Or Course 10778 Implementing Data Models and Reports with Microsoft SQL Server 2012		35	NA	35
*Three Microsoft Exam Vouchers and Exam Preps				
Total Program Cost			\$6,970.00	

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

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

MCSA

General Course Description

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

Audience

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

Prerequisites

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

Acquired Skills

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

Job Titles

Database Administrator

Sr. Database Administrator

Course Information

Hours: 252	Approximately 13 weeks of training	Price:	\$6,010.00	
Course		Lecture	Mentored Learning	Hours
Writing Queries using SQL Server Transact SQL or 10774 Querying Microsoft SQL Server 2012		35	40	75
Implementing a Microsoft SQL Server Database or 10775 Administering Microsoft SQL Server 2012		35	36	71
Maintaining a Microsoft SQL Server Database or 10777 Implementing a Data Warehouse with Microsoft SQL Server 2012		35	36	70
10776A: Developing Microsoft SQL Server 2012 Databases		35	NA	31
*Three Microsoft Exam Vouchers and Exam Preps				
Total Program Cost				\$6,010.00

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

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

MCSA

General Course Description

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

Audience

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

Prerequisites

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

Job Titles

Database Developer

Database Technical Consultant

Course Information

Hours: 364	Approximately 19 weeks of training	Price:	\$7,970.00	
Course		Lecture	Mentored Learning	Hours
2778 Querying and Processing SQL Server Data with SQL Statements or 10774 Querying Microsoft SQL Server 2012		35	38	73
6232 Implementing a Microsoft SQL Server 2008 Database or 10775 Administering Microsoft SQL Server 2012 Databases		35	38	73
6231 Maintaining a Microsoft SQL Server 2008 Database or 10777 Implementing a Data Warehouse with MS SQL Server 2012		35	38	73
6234 Implementing and maintaining MS SQL 2008 Analysis services or 10776 Developing MS SQL server 2012 Databases		35	38	73
6235 Implementing and maintaining MS SQL 2008 Integration services or 20465 Designing Database Solution f for MS SQL Server 2012		35	37	72
*Five Microsoft Exam Vouchers and Exam Preps for 2012 program				
Total Program Cost			\$7,970.00	

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

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

General Course Description

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

Audience

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

Prerequisites

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

Job Titles

Database Developer

Database Technical Consultant

Course Information

Hours: 1018	Approximately 51 weeks of training	Price:	\$19,500.00	
Course		Lecture	Mentored Learning	Hours
Microsoft Access Levels One, Two and Three		48	96	144
Microsoft Excel Levels One, Two and Three		24	46	70
Crystal Reports Levels One, Two		32	64	96
2667 Intro to Programming		NA	141	141
2778 Querying and Processing SQL Server Data with SQL Statements		21	42	63
6232 Implementing a Microsoft SQL Server 2008 Database		35	70	105
6231 Maintaining a Microsoft SQL Server 2008 Database		35	70	105
6234 Implementing and maintaining MS SQL 2008 Analysis services		21	42	63
6235 Implementing maintaining MS SQL 2008 Integration services		21	42	63
6236 Implementing and maintaining MS SQL 2008 Reporting services		21	42	63
50401: Designing and Optimizing Database Solutions with Microsoft SQL Server 2008		35	70	105
Five Microsoft Exam Vouchers and Exam Preps				
Total Program Cost			\$19,500.00	

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

MCTS – Microsoft SQL Database Administrator / Business Intelligence Analyst / Healthcare

GENERAL COURSE DESCRIPTION

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

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

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

Audience

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

Prerequisites

Before attending this course, students must have basic knowledge of objected oriented programming, relational databases and basic knowledge on PC's

Acquired Skills

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

CERTICATION for Certified Electronic Health Records Specialist (CEHRS) Exam Voucher not included

Job Titles

Healthcare Analysts

Vendor/Data Analysis

Database Administrators

Industry Growth

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

Course Information

Hours: 350	Approximately 18 weeks of training	Price:	\$7,000.00	
Course		Lecture	Mentored Learning	Hours
10774 Querying Microsoft SQL Server 2012		35	35	70
10775 Administering Microsoft SWL Server 2012 Databases		35	35	70
10777 Implementing a Data Warehouse with Microsoft SQL Server 2012		35	35	70
Human Anatomy, Physiology and Medical Terminology		70		70
Electronic Health Records		70		70
Two Microsoft Exam Vouchers and Prep Exams				
Total Program Cost			\$7000.00-	

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

MCTS - Microsoft® Help Desk with Healthcare IT Specialization

MCSA

General Course Description

Student will receive Basic Computer training to Networking to Server Administration. This program offers a rounded education in the IT Networking Server World. The Microsoft Windows Server 2008 Junior Server Administrator Program at New Horizons of Southern California is designed to give you in-depth, current skills on network infrastructure using Windows Server 2008. Prerequisites

Student should be familiar with personal computers and the Windows operating system and have a good idea of how to use basic computer applications. This is a beginning course that will introduce the student to the network world starting with the basic hardware of A+ and network world with Net +. The Medical Coding and Billing Program is designed to empower students with skills and knowledge that will increase their workplace competence and advantage. The balanced training program covers industry specification preparation for Coding, Billing and Insurance, and Microsoft Office computer technologies.

Prerequisites

A High school diploma or equivalency is required

Acquired Skills

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

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

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

Job Titles:

Hospital Computer and Network Support Specialist

Hospital Network and Computer Systems Help Desk Specialist

Course Information

Hours:	522	Approximately 27 weeks of instruction	Price:	\$9,095.00	
Course			Lecture	Mentored Learning	Total Hours
CompTIA A+ Training – Essentials IT/Remote/Depot/Technician			70	70	140
CompTIA Network+ Training			35	35	70
6292 Installing and Configuring Windows 7 or 20687 Configuring Windows 8			21	21	42
6293 Troubleshooting and Supporting Windows 7 in the Enterprise or 20688 Managing and Maintaining Windows 8			21	21	42
Computers and Office Applications: MOS Series			32	32	64
Human Anatomy, Physiology & Medical Terminology			62	62	124
HIPAA Overview: Privacy and Security OLA			NA	40	40
Three CompTIA Exam Vouchers , Two Microsoft Exam Vouchers and Exam Preps					
			Total Cost Of Program		\$9,095.00

Six Sigma Lean Black Belt

General Course Description

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

Prerequisites

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

Job Titles

Software Quality Assurance Engineer and Tester	Computer Systems Analyst
Medical and Health Services Manager	Management Analysis

Course Information

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

Six Sigma Lean Black Belt with Project Management

General Course Description

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

Prerequisites

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

Job Titles

Project Managers
Medical and Health Services Manager

Computer Systems Analyst
Management Analysis

Course Information

Hours: 137	Approximately 7 weeks of training	Price:	\$7,800.00	
Course		Lecture	Mentored Learning	Hours
Six Sigma Green Belt		21	NA	21
Project Management Professional		35	NA	35
Six Sigma Lean Black Belt		35	NA	35
Microsoft Project – 1		NA	8	8
Microsoft Project – 2		NA	8	8
Independent Study		NA	30	30
Total Program Cost			\$7,800.00	

Six Sigma Lean Green Belt, Black Belt and Lean Facilitator

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

General Course Description

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

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

Prerequisites

A High school diploma or equivalency is required

Job Titles

Management Analyst
Administrative Analyst

Quality Control Analyst
Manufacturing Analyst

Course Information

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

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

General Course Description

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

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

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

Prerequisites

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

Job Titles

Software Quality Assurance Engineer and Tester

Computer Systems Analyst

Medical and Health Service Managers

Management Analysis

Course Information

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

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

MASTER Six Sigma Black Belt Program

General Course Description

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

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

Prerequisites

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

Job Titles

Project Manager
Managers

Management Analysis

Course Information

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

Project Certifications Program

General Course Description

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

Prerequisites

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

Acquired Skills

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

Job Titles

Architects
Managers of Construction

First-Line Supervisor
Civil Engineers

Computer and IS Admin

Course Information

Hours: 266	Approximately 14 weeks of instruction	Price:	\$6,075.00	
Course		Lecture	Mentored Learning	Total Hours
Project Management Fundamentals		8	8	16
Microsoft Project Levels One and Two		16	15	31
Microsoft Excel Levels One, Two and Three		24	48	72
CompTIA Project +		35	NA	35
Microsoft SharePoint Foundation 2010 - Level 1		24	24	48
Microsoft SharePoint Foundation 2010 - Level 2		24	24	48
Visio Levels One and Two		16	NA	16
*One Microsoft Exam Voucher, One CompTIA Exam Voucher and Exam Preps				
Total Program Cost			\$6,075.00	

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

Project Certifications Program Path with AutoCAD

General Course Description

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

Prerequisites

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

Acquired Skills

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

Job Titles

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

Course Information

Hours: 306	Approximately 16 weeks of instruction	Price:	\$7,175.00	
Course		Lecture	Mentored Learning	Total Hours
Project Management Fundamentals		8	8	16
Microsoft Project Levels One and Two		16	32	48
Microsoft Excel Levels One, Two and Three		24	36	60
CompTIA Project +		35	NA	35
Microsoft SharePoint Foundation 2010 - Level 1		16	16	32
Microsoft SharePoint Foundation 2010 - Level 2		16	16	32
Visio Levels One and Two		16	NA	16
AutoCAD Levels One and Two		80	NA	80
*One Microsoft Exam Voucher, One CompTIA Exam Voucher and Exam Preps				
Total Program Cost			\$7,175.00	

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

Project Management Professional Program

General Course Description

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

Prerequisites

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

Course Information

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

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

Project Management Professional (PMI) Program

General Course Description

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

Prerequisites

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

Course Information

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

*One CompTIA Exam Voucher and Exam Prep	
Total Program Cost	\$6,500.00

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

Project Management Professional / Six Sigma Lean Black Belt Training Program

General Course Description

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

Prerequisites

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

Course Information

Hours: 444	Approximately 23 weeks of training	Price:	\$10,000.00	
Course		Lecture	Mentored Learning	Hours
Six Sigma Green Belt		21	NA	21
Microsoft Project Levels One and Two		16	32	48
Project Management Professional		35	70	105
Six Sigma Lean Black Belt		35	NA	35
Visio Levels One and Two		16	NA	16
Microsoft Excel Levels One, Two and Three		24	48	72
Time Management or Organizational Skills		16	NA	16
Project Management Fundamentals		8	16	24
Effective Presentations		16	NA	16
Independent Study		NA	91	91

Total Program Cost

\$10,000.00

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

Solar Photovoltaic Installer Program with Project Management

General Course Description

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

Prerequisites

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

Acquired Skills

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

Job Titles

Solar Energy Installers Solar Panel Sales Engineers
Civil Engineers

Course Information

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

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

Solar Photovoltaic Installer Program with Project Management and Auto Desk Revit

General Course Description

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

Prerequisites

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

Acquired Skills

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

Job Titles

Solar Energy Installers
Civil Engineers

Solar Panel Sales Engineers
Constructor Managers

Course Information

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

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

Red Hat Certified Engineer (RHCE) – Standard

General Course Description

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

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

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

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

Audience

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

Prerequisites

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

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

Job Titles

Linux system administrator

Course Information

Hours: 280	Approximately 14 weeks of training	Price:	\$13,000.00	
Course		Lecture	ML Hours	Hours
CompTIA Linux+ (exam not included)		35	101	136
RH124 Red Hat System Administration I		40	NA	40
RH135 Red Hat System Administration II with RHCSA Exam		40	NA	40
RH 190 Command Line		24	NA	24
RH255 Red Hat System Administration III with RHCE Exam		40	NA	40
Total Cost of Program		\$13,000.00		

Specialist Program- Medical Front Office Assistant and Administration

General Course Description

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

Prerequisites

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

Acquired Skills

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

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

Job Titles

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

Course Information

Hours: 352		Approximately 18 weeks of instruction	Price:	\$5,495.00	
Course			Lecture	Mentored Learning	Hours
HI1011	Medical Office Procedures and Administration		NA	107	107
HI1012	The Automated Medical Office Levels I & II		NA	118	118
HI1013	Computers and Office Applications: MOS Series		NA	107	107
HIPPA	HIPAA Overview: Privacy and Security		NA	20	20
Total Program Cost				\$5,495.00	

Advanced Program-Medical Coding and Billing Associate

General Course Description

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

Prerequisites

A High school diploma or equivalency is required

Acquired Skills

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

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

Job Titles

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

Course Information

Hours: 480		Approximately 24 weeks of instruction	Price:	\$6,995.00	
Course			Lecture	Mentored Learning	Hours
HI1011	Medical Office Procedures and Administration		NA	74	74
HI1012	The Automated Medical Office Levels I & II		NA	74	74
HI1013	Computers and Office Applications: MOS Series		NA	74	74
HI1014	Human Anatomy, Physiology & Medical Terminology		NA	128	128
HI1015	Insurance and Billing, and Coding Essentials: Series		NA	108	108
HIPPA	HIPAA Overview: Privacy and Security		NA	22	22
Total Program Cost				\$6,995.00	

INDIVIDUAL COURSE ENROLLMENT

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

CLASSROOM LEARNING

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

DESKTOP APPLICATIONS

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

DESKTOP APPLICATIONS (CONTINUED)

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

DESKTOP APPLICATIONS (CONTINUED)

Class	Days	Hours	Price
Project Management			
Project 2003 or 2007 or 2010 Level 1	1	8	\$395
Project 2003 or 2007 or 2010 Level 2	1	8	\$395
Project+ A (CompTIA)	5	35	\$2,475
Visio Professional 2003 or 2007 or 2010 Level 1	1	8	\$395
Visio Professional 2002 or 2007 or 2010 Level 2	1	8	\$395
Spreadsheets			
Excel 2003 or 2007 or 2010 - Level 1	1	8	\$295.
Excel 2003 or 2007 or 2010- Level 2	1	8	\$295.
Excel 2003 or 2007 or 2010 - Level 3	1	8	\$295.
Word Processing			
Word 2003 or 2007 or 2010- Level 1	1	8	\$295
Word 2003 or 2007 or 2010 - Level 2	1	8	\$295
Word 2003 or 2007 or 2010 - Level 3	1	8	\$295

TECHNICAL TRAINING CLASSES

Class	Days	Hours	Price
CISCO			
Building Cisco Multi-Layer Switched Networks (BCMSN)	5	35	\$3,395
Implementing Secure Converged Wide Area Network (ISCW)	5	35	\$3,395
Building Scalable Cisco Internetworks (BSCI)	5	35	\$3,395
Optimizing Converged Cisco Networks (ONT)	5	35	\$3,395
Securing Networks with PIX and ASA (SNPA)	5	35	\$3,395
Interconnecting Cisco Network Devices (ICND) Part 1	5	35	\$2,995
Interconnecting Cisco Network Devices (ICND) Part 2	5	35	\$2,995
Cisco Implementing Cisco Unified Wireless Networking Essentials (IUWNE)	5	35	\$3,395
Cisco Securing Networks with PiX and ASA (SNPA)	5	35	\$3,395
Cisco Implementing Cisco IOS Unified Communications (IIUC)	5	35	\$3,395
Implementing Cisco IOS Network Security (IINS)	5	35	\$3,395
Implementing Cisco IP Routing (ROUTE)	5	35	\$3,395
Implementing Cisco Switched Networks (SWITCH)	5	35	\$3,395
Interconnecting Cisco Networking Devices Accelerated (CCNAX)	5	35	\$3,395
Securing Networks with ASA Fundamentals (SNAF)	5	35	\$3,395
Troubleshooting and Maintaining Cisco IP Networks (TSHOOT)	5	35	\$3,395
Citrix			
CTX-1259 CI Citrix XenApp 5 for Windows Server 2003: Administration	5	35	See Website
CTX-1264 BI Citrix Presentation Server 4.5 and XenApp 5.0 for Windows Server 2003: Support	3	21	See Website
CTX-1308AI Citrix Access Gateway 4.5 Advanced Addition: Administration	2	14	See Website
CTX-1327AI Citrix Password Manager 4.5: Administration	2	14	See Website
CTX-1456 AI Citrix Access Suite 4.0: Build/Test	2	14	See Website
CTX-1256BI Citrix Presentation Server 4.0: Administration	4	28	See Website
CXS-200-11 Implementing Citrix XenServer Enterprise Server 2008	2	35	See Website
CMB-200-aa Implementing the Citrix Desktop Delivery	5	35	See Website
CXA-300-11 Advanced Administration for Citrix XenApp 5.0 for Windows Server 2008	5	35	See Website
CAG200-11 Implementing Citrix Access Gateway 9.0 Enterprise Edition	2	14	See Website
CMB-200-2I Implementing the Citrix Desktop Delivery Infrastructure	5	35	See Website
CMB-201-1I Implementing Citrix XenApp Platinum Edition Components	5	35	See Website
CNS-200-1I Basic Administration for Citrix NetScaler 9.0	5	35	See Website
CTX-1259CI Citrix XenApp 5 for Windows Server 2003: Administration	5	35	See Website
CTX-1264 BI Citrix Presentation Server 4.5 and XenApp 5.0 for Windows Server t	3	21	See Website
CXA-100-1I Providing Help Desk Support for Citrix XenApp	2	14	See Website
CXA-300-1I Advanced Administration for Citrix XenApp 5.0 for Windows Server 08	5	35	See Website
CXS-200-1I Implementing Citrix XenServer Enterprise Edition 5.0	2	14	See Website
Hardware			
A+ Certification – Essentials-IT /Remote/Depot Support Technician	10	70	
Network+ Certification	5	35	
Information Security			
Certified Ethical Hacker	5	35	\$2,895
Computer Hacking Forensics Investigator	5	35	\$2,895
New Horizons Training for CISSP Certification	5	35	\$2,995
Security+ Certification	5	35	\$2,475
Linux/Unix			

Technical Training Classes (continued)

Class	Days	Hours	Price
Microsoft Applications			
2030 Creating Reporting Solutions Using Microsoft SQL Server 2000 Reporting Services	2	14	\$990
2124 Programming with C Sharp	5	35	\$2475
Microsoft Exchange Server			
2011 Troubleshooting Microsoft Exchange Server 2003	3	21	\$1,485
2400 Implementing and Managing Microsoft Exchange Server 2003	5	35	\$2475
10135 Configuring, Managing Microsoft Exchange Server 2010	5	35	\$2475
10233 Designing and Deploying Messaging Solutions with Exchange Server 2010	5	35	\$2475
2008 Designing and Planning Exchange Server 2003 Organization	2	14	\$990
5047 Introduction to Installing and Managing Microsoft Exchange Server 2007	3	21	\$1,485
5049 Managing Messaging Security using Microsoft Exchange Server 2007	2	14	\$990
5050 Recovering Messaging Servers and Databases using Exchange 2008	1	7	\$990
5053 Designing a messaging Infrastructure Using Exchange 2007	3	21	\$1,485
5051 Monitoring and Troubleshooting Exchange Server 2007	2	14	\$990
3910 Getting Started with Microsoft Exchange Server 2007	1	7	\$490
10233 Designing and Deploying messaging Solutions with Microsoft Exchange Server 2010	5	35	\$2475
5054 Designing a high Availability Messaging Solution Using MS Exchange Server	2	14	\$990
3938 Updating Your Skills from Microsoft Exchange 2000 Server or Microsoft Exchange Server 2003 to Microsoft Exchange Server 2007	3	21	\$1,485
5054 Designing a High Availability Messaging Solution Using Microsoft Exchange Server 2007	2	14	\$990
Microsoft Office - Technical			
10174 Configuring, Managing SharePoint 2010	5	35	\$2475
10175 SharePoint 2010 Application Development	5	35	\$2475
10231 Designing and Deploying Microsoft SharePoint 2010	5	35	\$2475
10232 Designing and Developing Microsoft SharePoint 2010 Applications	5	35	\$2475
50046 Introduction to Development Using Windows SharePoint Services 3.0	2	14	\$990
50352 SharePoint 2010 Overview for Developers	2	14	\$990
50353 SharePoint 2010 Overview for End Users	3	21	\$1,485
5060 Implementing Windows SharePoint Services 3.0	2	14	\$990
5061 Implementing Microsoft Office SharePoint Server 2007	3	21	\$1,485
Microsoft SharePoint Designer 2007 Level 1	1	7	\$490
Microsoft SharePoint Designer 2007 Level 2	1	7	\$490
SharePoint Fundamentals	3	21	\$1,485
Windows SharePoint Services 3.0 –Level 1	2	14	\$990
Windows SharePoint Services 3.0 –Level 1	2	14	\$990
50047 Advanced IT pro Course for MS Office Sharepoint 2007	5	35	\$2475
50051 Architecting Portals and Collaboration Solutions with MS office Sharepoint 2007	2	14	\$990
50064 Advanced Sharepoint Development 5 days	5	35	\$2475
50149 Sharepoint 2007 Operations 5 days	5	35	\$2475
50227 Sharepoint 2007 End User 3 days	3	21	\$1,485
50351 Sharepoint 2010 for Developers 2 days	2	14	\$990
50354 Sharepoint 2010 ofr Designer			

Technical Training Classes (continued)

Class	Days	Hours	Price
Microsoft.NET			
2072 Administering a Microsoft SQL Server 2000 Database	5	35	\$2475
2073 Programming a Microsoft SQL Server 2000 Database	5	35	\$2475
2310 Developing Microsoft ASP.NET Web Applications Using Visual Studio.NET	5	35	\$2475
2349 programming with the Microsoft.NET Framework (Visual C Sharp.NET)	5	35	\$2475
2373 Programming with Microsoft Visual Basic .NET	5	35	\$2475
2389 Programming with Microsoft ADO.NET	3	21	\$1,485
2415 Programming with the Microsoft.NET Framework (Microsoft Visual Basic.NET)	5	35	\$2475
2524 Developing XML Web Services Using Microsoft ASP.NET	3	21	\$1,485
2526 Developing Distributed Applications with Microsoft.NET Remoting	2	14	\$990
2546 Core Windows Forms Technologies with Microsoft Visual Studio 2005	3	21	\$1,485
2547 Advanced Windows Forms Technologies with Microsoft Visual Studio 2005	2	14	\$990
2555 Developing Microsoft.NET Applications for Windows (Visual C Sharp.NET)	5	35	\$2475
2565 Developing Microsoft .NET Applications for Windows (Visual Basic.NET)	5	35	\$2475
2557 Building COM+ Applications Using Microsoft .NET Enterprise Services	5	35	\$2475
2558 Programming with Managed Extensions for Microsoft Visual C++.NET	3	21	\$1,485
2559 Introduction to Microsoft Visual Basic .NET Programming with Microsoft.NET	5	35	\$2475
2565 Developing Microsoft .NET Applications for Windows (Visual Basic.NET)	5	35	\$2475
2609 Introduction to C Sharp Programming with Microsoft .NET	5	35	\$2475
2640 Upgrading Web Development Skills from ASP to Microsoft ASP.NET Daytime Classes	3	21	\$1,485
2657 Programming Microsoft Access 2002	3	21	\$1,485
2663 Programming with XML in the Microsoft.NET Framework	3	21	\$1,485
2667 Introduction to Programming	3	21	\$1,485
2733 Updating Your Database Administration Skills to Microsoft SQL Server 2005	3	21	\$1485
2734 Updating Your Database Development Skills to Microsoft SQL Server 2005	3	21	\$1,485
4994 Introduction to Programming Microsoft .Net applications	5	35	\$2,475
4995 Programming with Microsoft .Net Framework	5	35	\$2,475
6463 Visual Studio 2008 ASP.NET 3.5	2	14	\$990
6464 Visual Studio 2008 ADO.NET 3.5	2	14	\$990
10266 Programming with C# using Microsoft .NET Framework 4	5	35	\$2,475
2710 Analyzing Requirements and Defining Microsoft .NET Solution Architectures	5	35	\$2,475
Microsoft Windows			
2087 Implementing Microsoft Windows 2000 Clustering	3	21	\$1,485
2152 Implementing Microsoft Windows 2000 Professional and Server	5	35	\$2475
2153 Implementing a Microsoft Windows 2000 Network Infrastructure	5	35	\$2475
2154 Implementing and Administering Microsoft Windows 2000 Directory Services	5	35	\$2475
2207 Windows Server 2003 Upgrade Workshop for MCSE on Windows 2000	5	35	\$2475
2208 Updating Support Skills from Microsoft Windows NT 4.0 to Microsoft Windows Server 2003	3	21	\$1,485
2209 Updating Systems Administrator Skills from Microsoft Windows 2000 to Windows Svr. 2003	2	14	\$990
2261 Supporting Users Running the Microsoft Windows XP Operating System	3	21	\$1,485
2262 Supporting Users Running Applications on a Microsoft Windows XP Operating System	2	14	
2272 Implementing and Supporting Microsoft Windows XP Professional	5	35	\$2475
2710 Analyzing Requirements and Defining Microsoft .NET Solution Architectures	5	35	\$2475
2717 Introduction to Microsoft .NET Development	2	14	\$990
2732 Planning, Deploying and Managing an Enterprise Project Management Solution	5	35	\$2475
2810 Fundamentals of Network Security	4	28	\$1,980

Technical Training Classes (continued)

Class	Days	Hours	Price
10159 Updating Your Windows Server 2008 Technology Specialist Skills to R2 (Beta)	3	21	\$1,485
10262 Developing Windows Applications with Microsoft Visual Studio 2010 (Beta)	5	35	\$2475
10263 Developing Windows Communication Foundation Solutions, Ms Visual Studio 2010 (Beta)	3	21	\$1,485
Microsoft Other - Technical			
2723 Microsoft SQL Server 2000 for Experienced Database Professionals	3	21	\$1,485
2823 Implementing and Administering Security in a Microsoft Windows Server 2003 Network	5	35	\$2475
2824 Deploying and Managing Microsoft Internet Security and Acceleration Server 2004	4	28	\$1,980
Microsoft Server 2003			
2273 Managing and Maintaining a Microsoft Windows Server 2003 Environment	5	35	\$2475
2274 Managing a Microsoft Windows Server 2003 Environment	5	35	\$2475
2275 Maintaining a Microsoft Windows Server 2003 Environment	3	21	\$1,485
2276 Implementing a MS Windows Server 03 Network Infrastructure - Network Hosts	2	14	\$990
2277 Implementing Managing and Maintaining a Microsoft Windows Server	5	35	\$2475
2278 Planning and Maintaining a MS Windows Server 2003 Network Infrastructure	5	35	\$2475
2279 Planning, Implementing, and Maintaining a MS Server 2003 Active Directory	5	35	\$2475
2282 Designing a MS Windows Server 03 Active Directory and Network Infrastructure	5	35	\$2475
2285 Installing, Configuring, and Administering Microsoft Windows XP Professional	2	14	\$990
Microsoft SQL			
2072 Administering a Microsoft SQL Server 2000 Database	5	35	\$2475
2073 Programming a Microsoft SQL Server 2000 Database	5	35	\$2475
2733 Updating Your Database Administration Skills to Microsoft SQL Server 2005	3	21	\$1485
2734 Updating Your Database Development Skills to Microsoft SQL Server 2005	3	21	\$1485
2778 Writing Queries Using Microsoft SQL Server 2008 Transact-SQL	3	21	\$1485
2779 Implementing a Microsoft SQL Server 2005 Database	5	35	\$2475
2780 Maintaining a Microsoft SQL Server 2005 Database	5	35	\$2475
2781 Designing Microsoft SQL Server 2005 Server-Side Solutions	3	21	\$1485
2782 Designing Microsoft SQL Server 2005 Databases	2	14	\$990
2783 Designing the Data Tier for Microsoft SQL Server 2005	1	7	\$495
2784 Tuning and Optimizing Queries Using Microsoft SQL Server 2005	3	21	\$1485
2786 Designing Microsoft SQL Server 2005 Infrastructure and Services	2	14	\$990
2787 Designing Security for Microsoft SQL Server 2005	2	14	\$990
2788 Designing a High Availability Database Solutions Using MS SQL Server 2005	3	21	\$1485
2789 Administering and Automating MS SQL Server 2005 Databases and Servers	2	14	\$990
2790 Troubleshooting and Optimizing Database Servers using MS SQL Server 2005	3	21	\$1485
2791 Implementing and Maintaining Microsoft SQL Server 2005 Analysis Services	3	21	\$1485
2792 Implementing and Maintaining Microsoft SQL Server 2005 Integration Services	3	21	\$1485
2793 Implementing and Maintaining Microsoft SQL Server 2005 Reporting Services	3	21	\$1485
2795 Designing an ETL Solution Architecture Using MS SQL 05 Integration Services	2	14	\$990
2796 Designing an Analysis Solution Architecture Using SQL 05 Analysis Services	3	21	\$1485
2797 Designing a Reporting Solution Architecture Using MS SQL05 Reporting Services	2	14	\$990
6231 Maintaining a Microsoft SQL Server 2008 Database	5	35	\$2475
6232 Implementing a Microsoft SQL Server 2008 Database	5	35	\$2475
6234 Implementing and Maintaining Microsoft SQL Server 2008 Analysis Services	3	21	\$1485
6235 Implementing and Maintaining Microsoft SQL Server 2008 Integration Services	3	21	\$1485
6236 Implementing and Maintaining Microsoft SQL Server 2008 Reporting Services	3	21	\$1485
Oracle Database 10g: Program With PL/SQL	5	35	\$2475
Oracle Database 11g: SQL Fundamentals I	5	35	\$2475

Technical Training Classes (continued)

Class	Days	Hours	Price
Microsoft			
2546 Core Windows Forms Technologies with Microsoft Visual Studio 2005	2	14	\$990
2547 Advanced Windows Forms Technologies with Microsoft Visual Studio 2005	5	35	\$2475
2555 Developing Microsoft .NET Applications for Windows (Visual C Sharp .NET)	5	35	\$2475
2823 Implementing and Administering Security in a MS Windows Server 2003 Network	5	35	\$2475
2853 Developing and Maintaining Applications on Windows XP Service Pack 2	3	21	\$1485
50046 Introduction to Development Using Windows SharePoint Services 3.0	5	35	\$2475
50047 Advanced IT Pro Course for MS Office SharePoint Server 2007 and Windows SharePoint Services 3.0	5	35	\$2475
50331 Windows 7, Enterprise Desktop Support Technician	5	35	\$2475
5060 Implementing Windows SharePoint Services 3.0	2	14	\$990
5115 Installing and Configuring the Windows Vista™	3	21	\$1485
5116 Configuring Windows Vista Mobile Computing and Applications	2	14	\$990
5118 Supporting Windows Vista and Applications in the Enterprise	5	35	\$2475
5119 Supporting Windows Vista Computers with Desktop Images and Application	2	14	\$990
6292 Installing and Configuring Windows 7 Client	3	21	\$1485
6293 Troubleshooting and Supporting Windows 7 in the Enterprise	3	21	\$1485
6416 Updating your Net Infrastructure and Active Directory Technology Skills Server 2008	5	35	\$2475
6417 Updating your Applications Infrastructure Technology Skills to Server 2008	3	21	\$1485
6418 Deploying Windows Server 2008	3	21	\$1485
6419 Configuring, Managing, and Maintaining Windows Server 2008 Servers	5	35	\$2475
6420 Fundamentals of Windows Server 2008 Network and Applications Infrastructure	5	35	\$2475
6421 Configuring and Troubleshooting a Windows Server 2008 Network Infrastructure	5	35	\$2475
6422 Implementing and Managing Windows Server 2008 Hyper-V	3	21	\$1485
6423 Implementing and Managing Windows Server 2008 Clustering	3	21	\$1485
6424 Fundamentals of Windows Server 2008 Active Directory	3	21	\$1485
6425 Configuring Windows Server 2008 Active Directory Domain Services	5	35	\$2475
6426 Configuring and Troubleshooting Identity and Access Solutions with Windows Server	3	21	\$1485
6427 Configuring and Troubleshooting Internet Information Services 7.0 in Windows 2008	3	21	\$1485
6428 Configuring and Troubleshooting Windows Server 2008 Terminal Services	2	14	\$990
6429 Configuring and Managing Windows Media Services for Windows Server 2008	2	14	\$990
6430 Planning for Windows Server 2008 Servers	3	21	\$1485
6431 Managing and Maintaining Windows Server 2008 Network Infrastructure Servers	2	14	\$990
6432 Managing and Maintaining Windows Server 2008 Active Directory Servers	2	14	\$990
6434 Automating Windows Server 2008 Administration with Windows PowerShell	3	21	\$1485
6435 Designing a Windows Server 2008 Network Infrastructure	5	35	\$2475
6436 Designing a Server 2008 Active Directory Infrastructure and Services	5	35	\$2475
6437 Designing a Windows Server 2008 Applications Platform Infrastructure	3	21	\$1485
6460 Visual Studio 2008 Connected Systems: Windows Presentation Foundation	5	35	\$2475
6461 Visual Studio 2008 Connected Systems: Windows Communication Foundation	3	21	\$1485
6462 Visual Studio 2008 Connected Systems: Windows Workflow Foundation	2	14	\$990
Microsoft SMS			
2596 Managing Microsoft Systems Management Server 2003	5	35	\$2475
Microsoft Web/E-Commerce Applications			
2157 Developing E-Business Solutions /Using Microsoft BizTalk Server 2004	5	35	\$2475
2158 Deploying and Managing E-Business Solutions using Microsoft BizTalk Server 2004	2	14	\$990

Technical Training Classes (continued)

Class	Days	Hours	Price
Oracle			
Oracle Database 11g: Administration Workshop	5	35	\$2475
Oracle Database 11g: New Features for Administrators	5	35	\$2475
Oracle Database 11g: SQL Fundamentals I	5	35	\$2475
Oracle OCA (Oracle Certified Associate) Bootcamp	5	35	\$2475
Project			
5927 Microsoft Office Project 2007 Managing Projects	3	21	\$1,485
5928 Microsoft Office Project Server 2007, Managing Projects	3	21	\$1,485
5929 Microsoft Office Project Server 2007, Managing Projects and Programs	5	35	\$2475
Managing Project Teams	1	7	\$395
Project Management Fundamentals	1	8	\$395
Project Management Professional (PMP®) Certification	5	35	\$3150
Project Management Skills for Non-Project Managers	1	7	\$395

GENERAL RULES AND POLICIES

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

Non-Discrimination Policy

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

Drug Free Campus

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

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

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

Articulations Agreements with Universities or Colleges

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

Student Records Reporting and Confidentiality

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

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

If a student wishes a printout of their transcript, they will need to visit the school in person and fill out a REQUEST FOR STUDENT RECORD FORM. The student will also need to return in person in order to pick up a copy of their

transcript. The school does not mail any transcripts or certifications directly to the student. All student records are stored in a location only assessable by approved staff of New Horizons CLC Career Development Inc.

New Horizons is a Non-Resident Campus

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

SCHOOL GOVERNING BODY, ADMINISTRATORS AND FACULTY

Directors

Kevin Landry President / CEO
 Anna Nursalim CFO
 Cindy Sutherland CAO

Administrative Officials

Jeremy Janov Guidance Counselor

VA Certifying Officials

Kevin Landry
 Jeremy Janov
 Cindy Sutherland

School Locations

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

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

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

San Bernardino Campus: 451 East Vanderbilt Way, Suite 250
 San Bernardino, CA 92408
 (909) 380-7970

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

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

Instructional Facilities

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

Instructional Schedule

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

ADMISSIONS PROCESS

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

Course Hours

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

Standard Class Hours:

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

*Start and end times may vary by location

Breaks are as follows:

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

2012 Holidays

School is closed for the following holidays

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

2013 Holidays

School is closed for the following holidays

New Year's Day	01/01/13
Presidents Day	02/18/13
Memorial Day	05/27/13
Independence Day	07/04/13 and 07/05/13
Labor Day	09/02/13
Thanksgiving	11/28/13 and 11/29/13
Christmas	12/24/13 and 12/25/13
New Year's Eve	12/30/13 and 12/31/13

ESL

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

Enrollment Policy

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

Notice of Student Rights and Cancellation

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

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

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

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

Program Refund information

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

Individual Class Refund Information

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

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

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

Grievance Procedures

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

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

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

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

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

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

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833

Reimbursement to Veterans and Eligible Persons

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

Credit Evaluation Policy

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

STUDENT POLICIES

Attendance

Attendance & Tardiness:

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

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

A Reporting Period = 1 Month

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

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

Program Interrupt-Extension Policy / Leave of Absence / Withdrawal

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

Suspension or Dismissal

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

1. Inappropriate and/or violent conduct displayed by the student.
2. Inappropriate clothing, or improper clothing attire, and/or indecent exposure.
3. Disrespect for New Horizons property and equipment.
4. Software piracy or violating copyright rules and regulations.
5. Recurring attendance problems despite continuous meetings with the Education Consultant and/or Site Manager to rectify the issues.

SUSPENSION OR DISMISSAL

The general levels of reprimand are as follows:

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

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

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

Appeal of Academic Probation, Disciplinary Action, Dismissal

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

New Horizons CLC Career Development CAO

1900 S. State College Blvd. Suite 100

Anaheim, CA 92806

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

Grading Standards

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

Reentrance

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

Certification Testing

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

Vouchers / Exam Policy

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

Completion Requirements

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

Equipment

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

Student Conduct

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

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

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

Student Dress Code

New Horizons is "business casual." New Horizons is a corporate client-based atmosphere. You may encounter a future employer in the hallway or break-room. Therefore, students are requested to wear clothing that is clean, and appropriate. It is further requested that students refrain from wearing the following articles of clothing: sandals, shorts,

sweats or any shirt that may expose your midriff. Please use your best judgment in this matter. If you are observed in inappropriate attire, you may be asked to go home and change.

Software Piracy and Personal Items

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

Student Loans

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

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

Payment Policy

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

STRF Fees

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

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

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

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

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

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

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

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

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

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

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

CERTIFIED INSTRUCTORS

FACULTY MEMBER

EXPERIENCE & QUALIFICATIONS

James Hanavan

MCSE, MCTS, MCITP, MCT, iNet+ UCSB BA James specializes in the design, planning, implementation, management, maintenance, and securing of Windows Server systems, Active Directory, Group Policy, Small Business Server, Exchange Server, Internet Security and Acceleration Server, Systems Management Server, Internet Information Server, and Public Key Infrastructure.

Nicholas Lane

MCT, MCSE, MCTS, MCSA, MOS, MCP, A+, Network+ Since 1999, Nick has provided Technical Solutions, Systems Administration, Desktop Support, Technical and Applications Training to thousands of satisfied customers. Nick specializes in delivering Microsoft & CompTIA Technical Training for Windows Server 2003, Windows XP Professional, SharePoint Server 2007 and SharePoint Services 3.0. He has also delivered Applications Training for Excel 2003 and Outlook 2003 courses.

Rhett Williams

MCT, MCITP, MCTS, CCNA, MCSE, MCSA, MCAD, MCDBA, MCDST, Security+, Network+, CTT+, CSUF BA Rhett has over 25 years instructing experience, with the last 11 years as a Certified Technical Instructor. He has a wide range of technical training capabilities including network operating systems, database administration and development, application development, internetworking, and network security. As a result of his highly interactive teaching style, the classroom is the real world, and the real world is a classroom long after students have experienced his courses.

Dr. Robert Mercadante

School of Neuroscience, PHD MCSA, MCT, MCP Dr. Robert specializes in application development for Windows and for the Web, and paperless information solutions using a variety of database management systems. With undergraduate degrees in Mathematics and Computer Science also, he has worked as consultant in the university arena, developing applications for students and colleagues, from automating office operations to publishing academic material on the web, since June 1996.

CERTIFIED INSTRUCTORS

FACULTY MEMBER

EXPERIENCE & QUALIFICATIONS

Bill Sullivan

A+, Network+, Server+, Security+, CIW, Associate.BA in physics from the University of Berkeley, CA; 8 years military flight instructor, 2 years industrial trainer, 3 years associate university professor aviation science, 12 years computer training.

Daniel Woerz

CNE, CNA, MCNE, MCNI, MCP, MCT, MCSE NT 4.0 and 2000, Java certified on Sun, Sun Solaris Administrator, Network+, I-Net+, and CIW Designer AA in liberal arts from Long Beach City College; BS in computer business methods from California State University Long Beach; 2 years data entry; 5 years data-processing; 14 years computer consulting and training; Certifications.

Gina Johnston

Adobe Systems Certified, Chauncey Trainer Certification, MOS certified in Word, Excel and PowerPoint. Bachelor of Science in Recreation and Business Administration at California State University of (Polytechnic) Pomona. 12 years experience in computer training and the educational field.

James Nelson

MCSD, MCP, MOS16 years of database programming and design experience, 11 years of computer training experience.

Joseph Ng

MCSE NT-2000, MCSA, MCT, MCP+I, A+11 years of computer experience 4 years of network administration, 3 years of Microsoft certified technical training experience specializing in Network operating systems, graphic imaging, as well as business applications.

Ronald Marsh

CIW, Adobe, MOUS, BA Communications/Advertising, from the University of Kentucky, 6 years certified computer training experience

William Berger

MCSE NT & 2000, MCT, MCP Exchange, MOS certified in Word and Excel, CBEST, BA in MIS from California State University, Fullerton; 7 years in marketing, 8 years in sales and 9 years in computer training

Christopher Dominguez

B.S. Computer Information Science

Coleman College, San Diego 25+ years in Technical Support Management, Software Development, Infrastructure Management and End User training.

Gabe Chapa

Gabe began his career in the information technology field in 1997 when he attended Computer Learning Center in Anaheim, CA. Venturing into the field as a computer programmer allowed him to have a basic understanding of computers and how they worked. This led to a programming position as a Project Analyst with Experian, providing the first steps towards his current career as an Applications Instructor with New Horizons.

Tracy O'Rourke

BA San Francisco State MBA Pepperdine

Tracy is an accomplished facilitator, trainer and presenter. She has trained over 1000 people, mentored 200+ green belts and black belts, and has helped complete 200+ projects with results that range between \$50,000 and \$8 million dollars in savings.

Tracy acquired her Black Belt certification from GE and the American Society of Quality, and her Master Black Belt certification from Pivotal Resources. She also acquired a Lean Enterprise Certificate from San Diego State University.

**CERTIFIED INSTRUCTORS
CONTINUED**

HEALTHCARE INSTRUCTORS

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